



Selection of Event Manager for Bihar Stall Pravasi Bharatiya Divas (7-9 Jan) 2015 & Vibrant Gujarat (11-13 Jan) 2015 at Gandhi Nagar, Gujarat

Govt. of Bihar is going to participate in Pravasi Bharatiya Divas (7-9 Jan) 2015 and Vibrant Gujarat (11-13 Jan) 2015 at Gandhi Nagar, Gurajat. Bihar Industrial Area Development Authority (BIADA) has been appointed as a Implementing Agency for decorating Bihar Stall in PBD & Vibrant Gujarat 2015.

2. PBD 2015 will mark the centenary year celebrations of the return of the greatest "Pravasi" of all, Mahatma Gandhi from South Africa. Sealed proposals are invited from experienced and reputed Event Managers for erection, decoration and maintenance of Bihar Stall for both events as per prescribed scope of work.

3. Minimum Eligibility Criteria

(i) Minimum 3 years experience of similar work in PBD or similar events of national/ international standard.

(ii) Annual business turnover of at least 50 (Fifty) Lakhs per year for each of the last three years ending 2013-14.

4. Technical Bid of tenders should be submitted in separate sealed envelope, super-scribing "TECHNIAL BID for Bihar Stall (PBD & Vibrant Gujarat) 2015" and must contain followings:-

1. Filled in Format (Given as annex I) alongwith (i) Company Profile (ii) Documents supporting requisite experience of similar work in PBD or similar events of national/ international standard (work order and certificate of successful completion/ proof of final payment) (iii) Documents supporting annual business turnover of at least Rs. 50 (fifty) Lakhs year for each of the last three years ending 2013-14 (audited balance sheet to be enclosed in support) (iv) A non-refundable DD of Rs. 5000/- (Five Thousand) in favour of BIADA payable at Patna towards cost of tender document in Technical Bid. (v) Proof of service tax registration. (vi) Bidders will have to submit Design/ Layout Plan along with a Power Point Presentation on DVD for PBD 2015 & Vibrant Gujarat stall separately.

5. Financial Bid should be submitted in separate sealed envelope, super-scribing "FINANCIAL BID for Bihar Stall (PBD & Vibrant Gujarat) 2015" filled containing in Format as in Annex II quoting the rates. Item wise realistic breakup of cost of each and every item mentioned in Annex II. However, selection will be made on the basis of total amount (In words & figure both) inclusive of all levies and taxes. Financial Bid

of those Technically qualified bidders only will be opened, whose design/ layout plan is shortlisted after presentation as per Sl. No. 6 below.

6. Separately by sealed envelopes containing Technical & Financial Bid of tender should be put in another sealed cover, super-scribing "Bihar Stall: Tender for PBD & Vibrant Gujarat 2015" The sealed proposals will be received upto **01.00PM** on **26.12.2014** at Bihar Industrial Area Development Authority (BIADA), First Floor, Udyog Bhawan, East Gandhi Maidan, Patna- 800004. The tender will be opened at 02.00 PM on the same date in the presence of the Tenderers or their authorised representatives. The tenders may be requested to make a presentation of concept/layout plan based on the presentation and other requirement. The presentation will be held at BIADA office, Gandhi Maidan Patna-04. The financial bid of shortlisted tenders based on presentation shall be opened.

7. Managing Director, BIADA reserve the right to reject part or full bid without assigning any reason(s) thereof. The legal jurisdiction regarding the work will be limited to Patna, Bihar only.

8. After completion of bidding process a work order will be issued in the name of selected bidder. Selected bidder (Event Manager) has to complete the work upto the night of **06th Jan. 2015 for PBD** and **10th Jan. 2015 for Vibrant Gujarat**.

9. For further queries interested firms may contact Sri R.C. Roy, OSD-cum-Consultant Media, BIADA, contact no. 09431497925.

**Managing Director
BIADA.**

TECHNICAL BID (Annex I)

A) TECHNICAL BID (Technical Bid should be submitted in separate envelope super-scribing "TECHNIAL BID for Bihar Stall (PBD & Vibrant Gujarat) 2015")

1	Name of the Work	Decoration & Maintenance of Bihar Stall, Gandhi Nagar, Gujarat for PBD & Vibrant Gujarat 2015		
2	Name and Address of Tenderer/ Agency			
3	Company Profile	Annex		
4	Annual Turn Over (Attach Audited Balance Sheet for each year)	(i) 2011-12 (ii) 2012-13 (iii) 2013-14		
5	Experience of similar work (Attach work order & certificate of successful completion or proof of final payment)	Year	No. of Works	Total Amt. (In Lakh Rs.)
6	Cost of the Tender (Rs. 5000/- only)	DD No. _____ Date _____ Name of the Bank _____		
7	Registered Address			
8	Phone No. with STD Code			
9	Fax No.			
10	Mobile No.			
11	Email ID			
12	Address for all communications during the execution of work			
13	List of Enclosures	(i) (ii) (iii) (iv)	(v) (vi) (vii) (viii)	
<p>I /We declare that I/We have examined the terms and conditions mentioned in the Tender and accordingly agree and accept the same for tender/bid filing.</p> <p style="text-align: center;">Seal of the firm/company Signature of the Authorized Representative of Bidder/ Tenderer</p> <p>Date: _____</p> <p>The above tender cum bid format should be typed on the official letter head of the bidder. Separate sheet is to be enclosed if the space provided is not sufficient for the data to be provided.</p>				

FINANCIAL BID (Annex II)

B) FINANCIAL BID

(To be submitted on the letterhead of bidder)

Financial Bid should be submitted in separate envelope super-scribing "FINANCIAL BID for Bihar Stall in PBD & Vibrant Gujarat 2015".

To,
The Managing Director,
Bihar Industrial Area Development Authority,
1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna-4

Subject: **Decoration & Maintenance of Bihar Stall, Gandhi Nagar, Gujarat for PBD & Vibrant Gujarat 2015.**

Sir,

With reference to tender for Decoration & Maintenance of Bihar Stall, Gandhi Nagar, Gujarat for PBD & Vibrant Gujarat 2015, we submit our financial bid as under:

Sl.	Work Description	Requirement	Quoted Rate(In Rs)
1	Providing modular stall of size 84 sq.mtr. in PBD & 72 sq. mtr. in Vibrant Gujarat (Layout Plan Encl.) with 100 mm wooden board platform/ floor finish, needle punch dual carpet or tile finishing/ octonorm powder coated section & non reflective white important Panel with Computer Cut Vinyl lettering with Iron frame MDF Board with Print & 3D lettering for FASCIA	As per their own design to be offered	
2	Special backlit theme display, panel pillars with concealed uniform lighting in the stall, and decorative elements complementary to the stall & exhibition erected in the stall	As per their own design to be offered	
3	Lighting arrangement with uninterrupted power supply	Adequate Nos	
4	Reception wooden table with laminate, metal rods and 02 nos. of Reception chair	02 Nos	
5	Thematic wooden table	04 Nos	
	Bar stool	10 Nos	
6	Plasma 52"x42" Screen with USB port and operator	02 Nos	
7	Smart girl hostess with good Communication skill in English & Hindi	02 Nos	
8	Laptop with Internet Connection from 3 rd to 13 th Jan 2015	02 Nos	
9	Providing 2 nos of Taxi from 03 rd to 13 th Jan 2015 in all shift		
10	Modern Leaflet Stands & Visitor Book	02 Nos each	
11	Still Photography 150 Snaps (10" x 12") with album	01 No	
12	Video coverage on Bihar stall during Exhibition Period (90 Minutes/1 CD)	01 No	

13	Providing stand by Tea/Coffee/Water/Snacks/Soft Drinks for the Guest for approximately 200 guests per day with all necessary material including Crockery/one pantry boy & one cleaner		
14	Fire Extinguishers (Wall Hanging Type)	04 Nos	
15	Providing lamp lighting arrangements	01 time	
16	One Post paid mobile phone for camp office (From 4-13 Jan 2015)	01 No	
17	Flower Pots/Fresh cut Bouquet	Adequate Nos	
18	Dustbin/Paper Bins	Adequate Nos	
19	Supply of Paper Bag (Standard Size) with multicolour both side printing	500 Nos	
20	Lodging & Fooding facility for Govt. Officials at Budget Hotel (Near Venue) from 4-13 Jan 2014.	04 Rooms.	

Note:- Each item is required in two sets (except sl. no.8 & 9) separately for both stalls (PBD & Vibrant Gujarat).

1. I/we hereby submit our financial bid of Rs. _____ (In Words) for decoration and maintenance of Bihar Stall for both events (PBD & Vibrant Gujarat 2015) as per prescribed Scope of work.
2. I / We agree and undertake to abide by all the terms and conditions of the tender. In witness thereof, I/We submit this Bid under and in accordance with the terms of the bid document.

Date :
Place :

(Signature of the Authorised Signatory)
(Name and designation of the Authorised Signatory)
Name and seal of Tenderer/ Agency