



**Selection of Event Manager for  
Bihar Utsav  
16-31 March 2016, Dili Haat, INA, New Delhi**

Govt. of Bihar is celebrating Bihar Utsav (16- 31 March) 2016, which would have an exhibition-cum-fair at Dili Haat, INA, New Delhi. The exhibition area at Dili Haat will be decorated as per the theme- tourism, tradition, art & culture and ambience of Bihar. Sealed proposals are invited from experienced and reputed Event Managers for erection, decoration and maintenance of exhibition as per prescribed scope of work.

**2. Minimum Eligibility Criteria**

- (i) Minimum 3 years experience of similar events of national/ international standard.
- (ii) Annual business turnover of at least 01(One) crore per year for each of the last three years ending 2014-15.

3. Technical Bid of tenders should be submitted in separate sealed envelope, super-scribing "TECHNIAL BID for Bihar Utsav 2016" and must contain followings:-

(A). Filled in Format (Given as annex I) alongwith (i) Company Profile (ii) Documents supporting requisite experience of similar events of national/ international standard (work order or certificate of successful completion or proof of final payment) (iii) Documents supporting annual business turnover of at least Rs. 1 (One) Crore per year for each of the last three years ending 2014-15 (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.

4. Financial Bid should be submitted in separate sealed envelope, super-scribing "FINANCIAL BID for Bihar Utsav 2016" 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. 5 below.

5. Separate sealed envelopes containing Technical & Financial Bid of tender should be put in another sealed cover, super-scribing "Tender for Bihar Utsav 2016" The sealed proposals will be received upto 01.00PM on 11.03.2016 at O/o- Resident Commissioner,

Bihar Bhawan, Chanakyapuri, Kautilya Marg, New Delhi. The tender will be opened at 02.00 PM on the same date in the presence of the Tenderers or their authorised representatives. The tenderers may be requested to make a presentation of concept/ layout plan based on the presentation and other requirement. The presentation will be held at Resident Commissioner office, Bihar Bhawan, New Delhi. The financial bid of shortlisted tenders based on presentation shall be opened.

6. The Bidders are required to inspect the site before submitting the tender. 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.

7. After completion of bidding process a work order will be issued in the name of selected Event Manager. Selected Event Manager will have to submit 10% of the tender cost as security deposit on or before 14.03.16. Sales counter (50 Nos.) must be ready by 15.03.16.

8. For further queries interested firms may contact Sri R.C. Roy, Consultant, BIADA, contact no. 09431497925.

Sd/-

**Executive Director**  
**BIADA.**

## TECHNICAL BID (Annex I)

**A) TECHNICAL BID (Technical Bid should be submitted in separate envelope super-scribing "TECHNICAL BID for Bihar Utsav 2016")**

<b>1</b>	Name of the Work	<b>Bihar Utsav 2016 at Dili Haat, INA, New Delhi</b>		
<b>2</b>	Name and Address of Tenderer/ Agency			
<b>3</b>	Company Profile	<b>Annex</b>		
<b>4</b>	Annual Turn Over (Attach Audited Balance Sheet for each year)	<b>(i) 2013-14</b> <b>(ii) 2014-15</b> <b>(iii) 2015-16</b>		
<b>5</b>	Experience of similar work (Attach work order or certificate of successful completion or proof of final payment)	Year	No. of Works	Total Amt. (In Lakh Rs.)
<b>6</b>	Cost of the Tender (Rs. 5000/- only)	<b>DD No.</b> _____ <b>Date</b> _____ <b>Name of the Bank</b> _____		
<b>7</b>	Registered Address			
<b>8</b>	Service Tax No.			
<b>9</b>	Phone No. with STD Code / Fax No.			
<b>10</b>	Mobile No.			
<b>11</b>	Email ID			
<b>12</b>	Address for all communications during the execution of work			
<b>13</b>	List of Enclosures	<b>(i)</b> <b>(ii)</b> <b>(iii)</b> <b>(iv)</b>	<b>(v)</b> <b>(vi)</b> <b>(vii)</b> <b>(viii)</b>	
<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>Seal of the firm/company _____</p> <p style="text-align: right;">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 Utsav 2016".

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

Subject: **Bihar Utsav 2016, Dili Haat, INA, New Delhi.**

Sir,

With reference to tender for Bihar Utsav 2016 at Dili Haat, INA, New Delhi, we submit our financial bid as under.

Sl.	Details of work	Requirements	Rate (In Rs.)
A	1	Exterior facia work of Dili Haat including Entrance Gate with creative art work and 3D effect based on replica of historical monuments/ tradition, art & culture. 03 nos of iron tower (20'X4') covered by star printed flex, display panels inside and outside of Dili Haat. Decoration of a display section (15'X15'X15')/ Help Desk at inside the main gate area.	<p>Main Entrance Gate: 30'X40'X5' - 01 no. (from 16 march 2016)</p> <p>Another Entrance Gate inside &amp; Back side of Dili Haat: 25'X20'X4' - 02 nos. (from 16 march 2016)</p> <p>Materials to be used – Ply wood/ Thermocol / POP/ Fibre/minimum 2 backlits for each gate of 4'X4' etc</p>
	2	Entire fabrication work on Bihar heritage Art/ Culture/ Tourism etc outside & inside the existing AC Exhibition hall of Dili Haat. Adequate no. of display Backlit Panel/ Vinyl Sun board printing & Pasting / Hand painting (by oil, water, acrylic etc colour) with frame and glass/ Remarks-comment stand/ Reception counter/ Stainless steel queue managers/ Brochures stands etc. as per theme design and direction. Entire wall should be covered by wooden partition for display upto 7 feet height. Other open wall should be covered with printed star flex/vinyl material and also create both side covered wooden partition. Decoration of Existing open space of AC hall using fountain, flowers, plants, fabrication, backlit (size 10X10') etc.	<p>Standard`Framed with Glass - Approx 30 Nos (Approx 3'X2').</p> <p>Display Panels (Vinyl) – Approx 20 Nos.</p>

3	Entire decoration in open space of Dili Haat by Colourful Cloths etc with high rise poles. The materials/ cloths should be of good quality. Printing & Hanging of flex at all existing poles/ buntings at Dili Haat. Arrangement of flag poles with colourful "satan cloth" printing flags of good materials of standard size.	Approx 60nos (5'X3') & 15nos (8'X3') of Buntings.  Approx of 50 no of Flag Poles (With colourful flags (9'X3')).	
4	Display hoardings with all necessary fittings as per direction. like – Star media flex printing/ framing .	20'X10' – 4 nos.  15'X08' – 4 nos.	
5	Entire Fabrication with facia work of Octonorm Stall in area allotted by Dili Haat. Note: Stall decoration should be covered horizontal and vertical along with sale counter from 16-31 march 2016. Office & VIP Room with all necessary arrangements like – Sofa, Centre Table, Fridge (90 litre), Computer, Printer with operator, Curtains, stationeries item etc from 20-24 March 2016.	(Approx 50nos, as per direction & size)	
6	<b>Lighting Arrangement with Maintenance</b>  i) Sufficient lighting on entire exhibition area including inside and outside of exhibition hall/ entrance gate/ stall area/ passage/ Cultural show area etc.  ii) Blue Colour LED lightening on entire existing trees/ plants inside and outside of Dili Haat (using one similar colour as per direction).	Approx 100 nos. of Metal Light.  LED lightening arrangement should be from 16-31 March 2016.	
7	i. Providing necessary arrangement of colourful spot lights and sound system with equalizer & mixture, 4 nos monitor for daily cultural show at existing stage of Dili Haat as per direction, including Carpet/ backdrop/ sofa (First 2 rows)/ podium/ music system/ 200 nos. of VIP chair/ maintenance of green room / adequate no. of wings etc. ii. 25 packets snacks/ sweets/ mineral water for artists (from 20–23 March 16).	<ul style="list-style-type: none"> <li>➤ Backdrop should be in 3D effect with side wings.</li> <li>➤ Approx 16 nos. of mikes for vocal, singing and theatre.</li> <li>➤ Arrangements of Musical instruments/ mikes etc. as per artist demand.</li> </ul>	
8	Necessary arrangement for opening ceremony i.e. on 22 March 2016 including lamp lightening/ flower and floral decoration/ colourful balloons/ hand crackers etc in exhibition area.	Approx 1000 air balloons of similar sizes and colors.	

9	Adequet no. of flex stand with necessary fittings on both side of entire path way of Dili Haat.	Approx 50 Nos.	
10	Maintenance of the entire exhibition area of dili haat during the entire event i.e. fairly cleaning of floors, carpets, flower pots, arrangement of Dust Bin and paper bins (as per required Nos.), standby cleaner boy, electrician, etc. Maintenance of wash rooms existing in exhibition area (minimum 3 times in a day).		
11	Arrangement and maintenance of Air Coolers/ Pedestal fans with stand in stall area during entire event (16-31 march '16).	Approx 10 Nos. of Air coolers. Approx 20 Nos. of Pedestal Fans.	
12	Laying of approved brand new thick synthetic floor carpet inside exhibition hall and jute carpeting on entire floor and passage area from entrance gate to exhibition and stage area.		
13	Complete arrangement & maintenance of hanging/ standing Plasma TV (large size) screen with all necessary fittings and operator.	02 Nos from 20-23 March 2016.	
14	Providing Fire Prevention measures/ Installing adequate Fire fighting equipments/ First Aid Boxes / Emergency Lighting System in entire Hall during the event as per the norms of Delhi Fire Service.		
15	Arrangement and maintenance of different size of flower plants/ pots in entire exhibition area (as per requirement & direction) for entire event.	Approx 1000 nos.	
16	Providing Car (Taxi) for camp office in all sift from 15 <sup>th</sup> to 24 <sup>th</sup> March 2016.	02 Nos.	
17	Making Video film & Photography of the entire event (Daily basis) cultural program & VIPs visit during the entire fair period.  1) Video Photography (Digital).  2) Still Photography (Digital) 200 snaps (i) in 10" x 12" size print (ii) in CD and album.		
18	Providing Security arrangement with registered agency like SiS- guards (ladies & gents) with metal detector box/ hand detector etc.	Approx 05 Nos from 16-31 March 2016.	

19	Providing Snacks and Coffee/ Tea/ Mineral Water for Avg. 100 persons/ day and provide lunch and Lunch packet for 10 officials and guest of camp office with a pantry boy and one cleaner.	From 16 <sup>th</sup> to 24 <sup>th</sup> March 2016.	
20	Lodging & Fooding facility for Govt. officials in a budget hotel from 15-24 March 2016 near venue.	Six nos. of double bed deluxe room.	
21	Smart Girl hostess with good communication skill in Hindi & English and Experienced in international standard events. Emoluments of girl hostess as per our last approved rate ie Rs. 800 per day excluding supply of 2nos of sarree and lunch.	08 Nos from 20–23 March 2016.	
22	Postpaid Mobile phone with STD call facility from 15 to 24 march 2016 for Camp Office.	01 No.	
23	PC/ Laptop with Graphic designing software / Internet Connection and 3 in 1 (Fax/Scanner/Xerox) colour printer with Expert Graphic designers for entire fair.	PC and Graphic Designers - 03 Nos from 15-23 March 2016.  Printer/ Fax/ Xerox/ Scanner – 01 No with operator from 15-23 March 2016.	
24	Installation and maintenance of CCTV for entire event in exhibition area.	From 16-31 March 2016.	
25	Modern Visitor Book/ Card Bowl with Toffee.		
26	Digital Printing of Invitation card in multicolour & distribution by courier.	Invitation Card – 2000 Nos.	
27	Adequate no. of Flower pots, Fresh Bouquet.	20 nos. From 20-23 March, 2016	
28	Create Wi-fi zone (4G) in whole event premises	20-24 <sup>th</sup> March, 2016	
29	Installation and maintenance of Silent DG set as per requirement mentioned above for entire event  15 KVA – 02 nos.  10 KVA – 02 nos.  05 KVA – 01 nos.		

	30	Responsibility to obtain all required NOCs from various departments like – Performance license/ DCP licensing/DCP south district traffic/ Delhi Police/ Fire Fighting & ETO etc on or before 20 March 2016.		
B	<b>APR– Advertisement &amp; Public Relations</b>			
	1	Hoardings	10 Different locations at New Delhi including Delhi Metro, AIIMS, INA, Laxmi Nagar, Bihar Bhawan, Bihar Niwas, Bihar Emporium, Cannaught Place, Noida etc.	
	2	SMS on Mobile	Approx 10 lac in Delhi and Bihar from dedicated Database.	
	3	News Coverage in Media	Local news paper and TV Channel of Bihar/ New Delhi on daily basis.	
	4	PRO	To coordinate with media person/ to manage PR work.	
	5	Distribution of pamphlets through News Papers in Delhi & NCR	5000 no.	

1. I/we hereby submit our financial bid of Rs. \_\_\_\_\_ (In Words), Including all taxes for decoration and maintenance of Bihar Utsav 2016 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