



**Selection of Event Manager for  
Bihar Utsav  
16-31 March 2019, Dilli Haat, INA, New Delhi**

Govt. of Bihar is celebrating Bihar Utsav (16- 31 March) 2019, which would have an exhibition-cum-fair at Dilli Haat, INA, New Delhi. The exhibition area at Dilli 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 2017-18.

3. Technical Bid of tenders should be submitted in separate sealed envelope, super-scribing "TECHNIAL BID for Bihar Utsav 2019, New Delhi" and must contain followings:-

- (A). Filled in Format (Given as annex I) along with (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 2017-18 (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/GST registration. (vi) Bidders will have to submit Design/ Layout Plan along with a power point presentation on DVD/ Pen Drive.

4. Financial Bid should be submitted in separate sealed envelope, super-scribing "FINANCIAL BID for Bihar Utsav 2019, New Delhi" 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 2019, New Delhi". **The sealed proposals will be received upto 02.00PM on 08.03.2019 at O/o- BIADA, First Floor, Udyog Bhawan, East Gandhi Maidan, Patna-4.** The tender will be opened at 03.00 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 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 14.03.19. Sales counter (118 Nos.) must be ready by 15.03.19(Morning).
8. For further queries interested firms may contact Sri Kumar Vimlesh, Executive Media, BIADA, contact no. +91 9297965163.

**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 2019, New Delhi")**

<b>1</b>	Name of the Work	<b>Bihar Utsav 2019 at Dilli 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) 2015-16 (ii) 2016-17 (iii) 2017-18</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. _____ Date _____ Name of the Bank _____</b>		
<b>7</b>	Registered Address			

<b>8</b>	Service Tax/ GST 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	(i) (v) (ii) (vi) (iii) (vii) (iv) (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>Seal of the firm/company <span style="float: right;">Signature of the Authorized Representative of Bidder/ Tenderer</span></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)**

Sl.	Details of work	Requirements	Rate (In Rs.)
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#### **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 2019, New Delhi".**

To,

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

Subject: **Bihar Utsav 2019, Dilli Haat, INA, New Delhi.**

Sir,

With reference to tender for Bihar Utsav 2019 at Dilli Haat, INA, New Delhi, we submit our financial bid as under.

A	1	<p>Exterior facia work of Dilli Haat including Entrance Gate with creative art work and 3D effect based on replica of historical monuments/ tradition, art &amp; culture. 03 nos of iron tower (20'X4') covered by star printed flex, display panels inside and outside of Dilli Haat. Decoration of a display section (15'X15'X15')/ Help Desk at inside the main gate area.</p>	<p>Main Entrance Gate: 30'X40'X5' - 01 no. (from 16 march 2019)</p> <p>Another Entrance Gate inside &amp; Back side of Dilli Haat: 25'X20'X4' - 02 nos. (from 16 march 2019)</p> <p>Materials to be used - Ply wood/ Thermocol / POP/ Fibre/minimum 2 backlits for each gate of 4'X4' etc</p>	
	2	<p>Entire decoration in open space of Dilli Haat by Colourful Cloths etc with high rise poles. The materials/ cloths should be of good quality. Printing &amp; Hanging of flex at all existing poles/ buntings at Dilli Haat. Arrangement of flag poles with colourful "satan cloth" printing flags of good materials of standard size.</p>	<p>Approx 60nos (5'X3') &amp; 15nos (8'X3') of Buntings on existing poles.</p> <p>Approx of 50 no of Flag Poles (With colourful flags (9'X3').</p>	
	3	<p>Reception counter/ Remarks or comment stand/ Stainless steel queue managers/ Brochures Stands etc.</p>		
	4	<p>Display hoardings with all necessary fittings as per direction. Like - Star media flex printing/ framing.</p>	<p>20'X10' - 4 nos. (At INA, Dilli Haat)</p> <p>20'X10'- 3 nos. (Bihar Bhawan, Bihar Niwas, Bihar Emporium)</p> <p>15'X08' - 4 nos. (At INA, Dilli Haat)</p>	
	5	<p>Entire Fabrication with facia work of Octonorm Stall in area allotted by Dilli Haat.</p> <p>Note: Stall decoration should be covered horizontal and vertical along with sale counter from 16-31 march 2019.</p> <p>Office &amp; VIP Room with all necessary arrangements like - AC, Fans, Sofa, Centre Table, Fridge (90 litre), Computer &amp; Printer(with operator), Curtains, stationeries item etc from 22-24 March 2019.</p>	<p>(Approx 118nos of stalls, as per direction &amp; size)</p>	
	6	<p><b>Lighting Arrangement with Maintenance</b></p> <p>i) Sufficient lighting on entire exhibition area including inside and outside of exhibition hall/ entrance gate/ stall area/ passage/ Cultural show area etc.</p> <p>ii) Blue Colour LED lightening on entire existing trees/ plants inside and outside of Dilli Haat (using one similar colour as per direction).</p>	<p>Approx 100 nos. of Metal Light.</p> <p>LED lightening arrangement should be from 16-31 March 2019.</p>	

7	<p>i. Providing necessary arrangement of colourful spot lights and sound system with equalizer &amp; mixture, 4 nos monitor for daily cultural show at existing stage of Dilli Haat as per direction, including Carpet/ backdrop LED wall / sofa (First 2 rows)/ podium/ music system/ 200 nos. of VIP chair/ maintenance of green room / adequate no. of side wings etc.</p> <p>ii. 30 packets snacks/ sweets/ mineral water for artists (from 22–24 March 19).</p>	<ul style="list-style-type: none"> <li>➤ Backdrop wall should be in LED Screen (LED Panels required as per size of the existing stage).</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 2019 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	Adequate no. of flex stands with necessary fittings on both side of entire path way of Dilli Haat.	Approx 50 Nos.	
10	Maintenance of the entire exhibition area of Dilli 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.		
11	Arrangement and maintenance of Pedestal fans with stand in stall area during entire event (16-31 March '19).	Approx 30 Nos. of Pedestal Fans.	
12	Laying of approved brand new thick synthetic floor carpeting on entire floor and passage area from entrance gate to exhibition and stage area.		
13	Arrangement and maintenance of different size of flower plants/pots in entire exhibition area (as per requirement & direction) for entire event.	Approx 1000 nos.	
14	Providing Car (Taxi) for camp office in all shift from 15 <sup>th</sup> to 25 <sup>th</sup> March 2019.	02 Nos.	
15	<p>Making Video film &amp; Photography of the entire event (Daily basis) cultural program &amp; VIPs visit during the entire fair period.</p> <p>1) Video Photography (Digital).</p> <p>2) Still Photography (Digital) 200 snaps (i) in 10" x 12" size print (ii) in CD and album.</p>		
16	Providing Security arrangement with registered agency like SiS– Guards (Ladies	Approx 05 Nos from 16-31 March 2019.	

	& Gents).		
17	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 25 <sup>th</sup> March 2019.	
18	Lodging & Fooding facility for Govt. officials in a 2star category hotel from 13-25 March 2019 near venue.	Six nos. of double bed deluxe room.	
19	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.	04 Nos from 22–24 March 2019.	
20	Post-paid Mobile phone with STD call facility from 15 to 25 march 2019 for Camp Office.	01 No.	
21	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 15-24March 2019.  Printer/ Fax/ Xerox/ Scanner – 01 No with operator from 15-24 March 2019.	
22	Installation and maintenance of CCTV for entire event area.	From 16-31 March 2019.	
23	Modern Visitor Book/ Card Bowl with Toffee.		
24	Digital Printing of Invitation card in multicolour & distribution by courier.	Invitation Card – 2000 Nos.	
25	Adequate no. of Flower pots, Fresh Bouquet.	20 nos. From 22-24 March, 2019	
26	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.		

	27	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 2019.		
B	<b>APR– Advertisement &amp; Public Relations</b>			
	1	SMS on Mobile	Approx 10 lac in Delhi and Bihar from dedicated Database.	
	2	News Coverage in Media	Local news paper and TV Channel of Bihar/ New Delhi/Mumbai on daily basis.	
	3	PRO	To coordinate with media person/ to manage PR work.	
	4	Distribution of pamphlets through News Papers in Delhi & NCR	5000 no.	

1. I/we hereby submit our financial bid of Rs. \_\_\_\_\_ (In Words), including GST for decoration and maintenance of Bihar Utsav 2019, Dilli Haat, INA, New Delhi 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