



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



बिहार सरकार

1st Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960; Website:www.brllp.in

Ref NO: - BRLPS/Admn - Comm / 77 / 13 / Part - III / 6664

Date - 03.03.2023

INVITATION FOR QUOTATIONS FOR HIRING OF EVENT MANAGEMENT AGENCY TO ORGANIZE BIHAR DIWAS 2023.

To

Dear Sirs,

Sub: INVITATION OF QUOTATIONS FOR HIRING OF EVENT MANAGEMENT AGENCY TO ORGANIZE BIHAR DIWAS 2023.

1. You are invited to quote your rate for as per the details given below :

Brief Description of the Goods	Quantity	Completion Period	Specification
Hiring of Event Management Agency to organize "Bihar Diwas-2023" at Gandhi Maidan ground from 22nd to 24th March 2023. Bihar Rural Livelihood Promotion Society- JEEViKA has to present the Jeevika initiatives (WOMEN ENTREPRENURE) in approximately 20,000 Sq. ft. area in GERMAN HANGER through separate display gallery and 18 display stalls.	As per Annexure- A	To be presented from 22 th to 24 th March 2023 at Gandhi Maidan, Patna	Technical Specification and other requirement as per Annexure-A (attached)

2. Important Dates and Times/Bid Document

- 2.1 Issuance of bid document : 03/03/2023.
- 2.2 Last Date & Time for Submission of Bids : 04.00 PM on 13/03/2023.
- 2.3 Opening of bids : 04.30 PM on 13/03/2023

Note : Interested bidders may attend the opening of bids

3. Qualification criteria

- Bidder should have experience of organizing at least three events of event management or Theme Pavilion or similar nature of events during the last five years. Value of each order should not be of less than 20 lakhs. Out of the three orders, one order should be from any State/ Central Government Offices / undertaking or Public Sector undertaking. Photocopy of all the three orders along with completion certificate/ documentary evidence of completion of the assignments should be submitted.
- Bidder should have Minimum Average annual turnover of Rs 50.00 lakhs during financial year 2019-20 , 2020-21 and 2021-22. Photocopy of Audited balance sheet and P/L account should be submitted or CA certificate submitted.
- Having registration under GST. Signed photocopy of certificate should be attached.

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4. Bid Price

- The price should be quoted for the work as per Annexure-A.
- Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.
- Applicable GST should be clearly stated. All duties, taxes, freight, insurance, delivery charges and other levies payable by the contractor under the contract shall be included in the quoted price.
- The rates quoted by the bidder shall be fixed for the duration of work/completion of work and shall not be subject to adjustment on any account.
- The Prices should be quoted in Indian Rupees only.
- Tax will be deducted at source, if applicable.

5. Submission of Bids:

- A bidder shall submit only one quotation in a sealed envelope.
- The bidder must mention full detail specification of the items quoted. Mere copying of the specifications mentioned by the purchaser or mentioning words like "complying"/"compliant" is not sufficient.
- Envelope containing bids must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.

6. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

7. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- Are properly signed; and
- Conform to the terms and conditions, technical specifications and qualification criteria.

8. Award of Contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who in the assessment / judgment and sole discretion of the BRLPs, has technical capability to execute the contract and has quoted the lowest price.

8.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject part/all quotations at any time prior to the award of contract.

8.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order

9. If the bidder fails to do the job satisfactorily or is unable to complete the job, BRLPS reserves the right to cancel the work order.

10. If the lowest bidder (L 1) is decline to do the assignment, then award of contract will be given to second lowest bidder (L 2) at L 1 rate.

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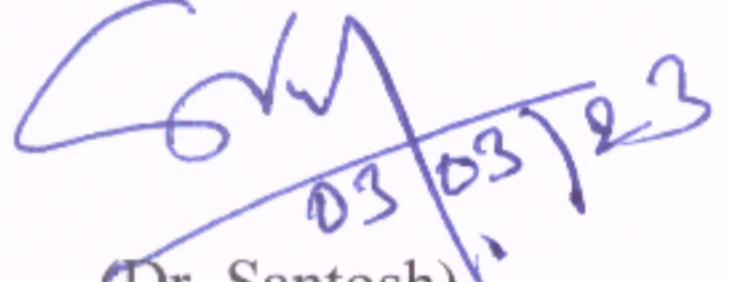
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11. Any other jobs not specifically mentioned but reasonably implied to be executed for satisfactory completion of the job in all the respect shall have to be carried out by the party without extra cost. Decision of BRLPS shall be final and binding in this regard.
12. Payment shall be made within 21 days (excluding Sundays and Holidays) after satisfactory completion of work and its certification from the official of BRLPS. Service Provider may submit bill for payment after completion of entire event.
13. We look forward to receiving your quotations and thank you for your interest in this project.

Encl.:

Annexure-A- Terms of reference.

Annexure-B Format of Quotation


(Dr. Santosh)
Procurement specialist



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Annexure-A

Term of reference for Bihar Diwas Celebration-2023

Rationale: Government of Bihar is celebrating “Bihar Diwas-2023” at Gandhi Maidan ground from 22nd to 24th March 2023. Bihar Rural Livelihood Promotion Society- **JEEViKA** has to present the Jeevika initiatives (**WOMEN ENTREPRENURE**) in approximately 20,000 Sq. ft. area in **GERMAN HANGER** through separate display gallery and 18 display stalls.

Concept:

To showcase various interventions of Bihar Rural Livelihood Promotion Society- **JEEViKA**. First display gallery will be dedicated for models and demonstrations that will narrate the journey of various interventions of different themes & specialized activities. It will be showcased through different communication methodologies i.e, modular presentations, display boards, Picture galleries, audio-visuals and live demonstrations.

Proposal to hire an agency to organize Bihar Diwas for JEEViKA theme pavillions

The Bihar Rural Livelihood Promotion Society will invite sealed bids from eligible bidders to organize Bihar Diwas for **JEEViKA** theme pavillions. Bids will be invited as per the details listed below:

Sl. No	Description of Services	Delivery of Services
1	Hiring of Event Management Agency to organize Bihar Diwas for JEEViKA theme pavillions with materials to be held at Gandhi maidan, Patna from 22 nd March to 24 th March 2023	At Gandhi Maidan, Patna

Technical specifications of JEEViKA theme pavillions

Summary of Technical Specifications: The Services shall comply with following Technical Specifications and Standards.

Scope of Work: Total Area is around 20000 Square Feet

A. Venue construction/fixture arrangements:

Service provider has to construct the following structures under the **GERMAN HANGER** with wooden platform and decorate it with flex/banner: -

- Total Twenty Theme wise display stalls (Hut Stall) & 5 LCD TV [18]
- One V.I.P. Lounge with 2 ton AC and Toilet [1]
- One Display (JEEViKA) gallery [1]
- Temporary toilets (1 for Male and 1 for Female) [1]
- One Display Area at the Centre in a raised platform decorated with models, Bamboo, Madhubani Art and Sikki Work as per concept provided by JEEViKA. [1]
- Stage for Cultural program with green rooms [1]
- Office Room with 2 ton AC with One Toilet [1]
- Temporary sitting arrangement made of Bamboo [3]
- CCTV with Monitor [1]
- Boundary wall decorated with Madhubani Painting and PoP work [2]
- LED Wall for stage with two wings (12ft*10ft) [1]
- 5 Volunteers (Female) for stall [5]
- Lodging arrangement of 30 Community Members from 21st to 24th March'2023.
- Cultural Programme (22nd to 24th March 2023)
- Flax Branding of 6 food stalls in Food pavilion. (Approx printing of 1700 sq ft flax with iron frame)

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- I. The size of all hut stalls should be of **10'x10'**. Each stall should have four plastic chairs, three display tables and one shelf. Stalls should be with adequate lighting arrangements – Two mercury tubes/CFL and one ceiling fan. Each stall should be decorated with flex/banner and 3-4 3D cutouts/models (Made from wood/PoP/ Thermocol- As per design provided by JEEViKA). The all flax (3Wall) would be installed with iron frame as design given by BRLPS.
- II. **A Display gallery of 200 square feet or as per required size** equipped with One LCD screen with Sound system, display boards, Photo galleries/collage, audio-visuals. Display gallery should be decorated with flexes/banners (matters/specifications to be provided by **JEEViKA**) with fresh and artificial flower. 50 Photo with wooden framing (size- 3ft*2ft) should be installed. Entire Wall will be made by wood.
- III. **Two toilets** for Male and Females with proper gate, light & water. In each and every toilet tap and bucket is required necessarily. Proper drainage and cleanliness should be ensured.
- IV. To ensure availability of **water in the pavilion should be ensured.** (Either from own source or by the taking connection from Gandhi maidan mgt committee. The Water bill should be settled by bidder.
- V. Water dispensers should be installed in pavilion. The water dispenser should be refilling twice a day.
- VI. The entire area should be covered by wooden floor
- VII. The entire area and stalls should be cover with carpet. After carpeting red carpet should be cover on walking pathway.
- VIII. Lighting arrangements:
To ensure **24x7 electricity supply** in the **JEEViKA** pavillion, an application for a temporary connection to PESU-Patna Electricity Supply Unit should be made, ensured supply and paid by the bidder. Following lighting arrangement require to be done: -
 - (a) Two vapor lights within/around premise
 - (b) Proper luminous intensity with light arrangement for the stalls and entire premises.
 - (c) Proper lighting arrangements at entrance / exit gate.
- VIII. **Stage of 3'x30'x15'**(Height x Length x Wide) with Dias table and banquet chairs for 6 persons with flower bouquet, Dolby sound system with cordless mike and speakers, two ceiling fan and two water coolers & well arrangements of proper light. There would be sitting arrangements for 50 (Fifty people) in premise & banquet chairs (as per requirement). Adequate sound system to support various stage shows has to be arranged. The front row for audience will have sofa/table.
- IX. One Air condition office room (20Ft x 20Ft) cover with through hard transparent tarpaulin and decorated with Flex board.
- X. One Display Area at the Centre in a raised platform decorated with models, Bamboo, Madhubani Art, Art Work and Sikki Work to display the theme of the pavilion.
- XI. Two temporary sitting arrangement in the shape of a tree made of Bamboos thatch and decorated creatively with Art Work and Madhubani Painting.
- XII. The boundary wall of the entrance should be decorated with Madhubani Painting and other decorative items.
- XIII. Bihar Based folk cultural programme & Nukad Natak (2 show per day) would be done by concern agency through professional artist (11 AM to 03 PM).

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B. Arrangements in the VIP Lounge

- I. Size- 20'x20'
- II. Toilets for with proper gate, light & water.
- III. AC with two-ton capacity should be provided.
- IV. Three center table, three attractive and comfortable sofa-set and 10 (Ten) Banquet Chairs to be provided.
- V. Refreshment for Guests: -
 - A. Snacks, mineral water/ soft drinks should be stored in a refrigerator.
 - B. Tea and coffee arrangement by installation of coffee vending machine.
 - C. Decent crockeries for serving and with a service boy

C. Office Room

- I. Size- 20'x20'
- II. One toilet with proper gate, light & water.
- III. AC with two-ton capacity should be provided.
- IV. Three center table, three attractive and comfortable sofa-set

D. Entrance & Exit Gate

The entrance of the pavilion should have a decorative gate of size 60*35 based on the theme of the pavilion. The gate should be decorated with woodwork, models made of PoP, Sikki, Sujni and other art forms, Fresh and artificial flower arrangements. (As per design provided by BRLPS)

E. Availability of firefighting arrangements as per department of fire extinguishing.

F. Miscellaneous

- I. Prior approval has to be taken on the layout of the event and design of all printing materials.
- II. The flexes are required to be fixed with wooden/iron frame.
- III. Post event removal / disposal of facilities and complete restoration of venue

G. Security

- I. Security arrangements for 24x7 hrs in JEEViKA Programme premises with 10 personnel.
- II. 10 CCTV cameras to be installed at different location with a monitor in control room.

H. Support Activities:

- I. Carpeting of all area within campus ground and stall.
- J. One designer has to assign at JEEViKA State office for four days by the agency for flex and model design as per the requirement of different theme.
- K. The premises is required to be cleaned everyday twice (morning and evening)

Agency should be handover the pavilion as on 21st evening by 4 PM.

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Format for Quotation

Annexure-B

Sl. No	Description of the goods	Specifications of the goods / offered	Quantity and Unit (a)	Price for each unit (Rs.)			Total Price (Rs.)		
				Unit rate including excise, customs duty (b)	Transportation, insurance, local incidental costs, etc. (C)	GST (d)	Quoted Unit rate [b+c+d]= (e)	(in figures) (a x e)	(in words)
1	Arrangement of Bihar Diwas 2023 as per attached TOR		01						

Note: In case of discrepancy between unit price and total price, the unit price shall prevail

Total bid price (in figures) Rs.....

(in words) Rs.....

We agree to complete the work in accordance with the technical specifications for a contract price quoted against each item within the period specified in the Invitation for Quotations.

Signature of Bidder.....
Name
Business Address:
Place: