



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

**INVITATION FOR QUOTATIONS FOR HIRING OF EVENT MANAGEMENT AGENCY TO ORGANIZE BIHAR SARAS MELA 2022 UNDER LIMITED TENDERING PROCEDURE.**

To

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Dear Sirs,

**Sub:** INVITATION OF QUOTATIONS FOR HIRING OF EVENT MANAGEMENT AGENCY TO ORGANIZE BIHAR SARAS MELA 2022.

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 Saras Mela to be held at Gyan Bhawan, Patna from 02 <sup>nd</sup> September to 11 <sup>th</sup> September 2022.	As per Annexure-A	To be presented from 02 <sup>nd</sup> September to 11 <sup>th</sup> September 2022 at Gyan Bhawan, Patna	Technical Specification and other requirement as per Annexure-A (attached)
<b>Total area is around 30000 square feet.</b>			

2. Government of Bihar has received a Credit from the World Bank/IDA in various currencies towards the cost of "NRLM" and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. Important Dates and Times/Bid Document

- 3.1 Issuance of bid document : 08/08/2022.  
 3.2 Last Date & Time for Submission of Bids : 03.00 PM on 22/08/2022  
 3.3 Opening of bids : 03.30 PM on 22/08/2022

**Note : Interested bidders may attend the opening of bids**

4. **Qualification criteria**

- The bidding firm shall be a business entity registered under Companies Act or a partnership firm registered under the Limited Liability Partnership Act or a Society registered under the Societies Registration Act or a Trust registered under the India Trust Act and shall be in operation for the last 5 years in Event Management activities. Photocopy of certificate should be attached.
- The bidder should be registered with various authorities like GST, Income Tax authority (PAN). Photocopy of certificate should be attached.
- The bidder should have minimum average annual turnover of Rs. 1 crore for the last three financial years (2020-21, 2019-20 & 2018-19). The turnover should have come from event



related activities. Audited balance sheet and P/L a/c should be attached.

- d. The bidding agency shall be a single entity & consortium bidding is not permitted. A certificate signed by the authorized signatory of the bidding agency shall be submitted.
- e. The agency shall have minimum 3 past experience of organizing similar events/ fairs sponsored by any Public Sector agency, State Government or Govt. of India in the last 3 completed financial years. Work order with completion certificate should be attached.
- f. The bidder should not have been blacklisted by any state or central government agency. A certificate signed by the authorized signatory to this effect must be submitted. Notarized affidavit should be submitted.

#### 5. **Bid Price**

- a) The price should be quoted for the work as per Annexure-A.
- b) Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.
- c) **Applicable GST must 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.
- d) 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.
- e) The Prices should be quoted in Indian Rupees only.
- f) Tax will be deducted at source, if applicable.

#### 6. **Submission of Bids:**

- a) A bidder shall submit only one quotation in a sealed envelope.
- b) 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.
- c) Envelope containing bids must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.

#### 7. **Validity of Quotation**

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

#### 8. **Evaluation of Quotations**

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

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



## 9. 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 by adding the total price of all items.

9.1 **Notwithstanding the above, BRLPS 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.**

9.2 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

10. 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.
11. If the lowest responsive bidder is decline to do the assignment, then award of contract will be given to second lowest responsive bidder.
12. Successful bidder has to furnish a performance security amounting to **05 % of the contract value** in the form of Demand Draft issued from a schedule bank favoring Bihar Rural Livelihoods Promotion Society, payable at Patna. The performance will be released after final payment.

In case the agency fails/refuses to complete the entire job, the performance security will be forfeited on account of breach of contract.

13. **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.**
14. 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.
15. We look forward to receiving your quotations and thank you for your interest in this project.

Encl.:

Annexure-A- Specification of Work

Annexure-B- Format of Quotation

(Dr. Santosh)  
Procurement specialist



### Annexure-A

## Technical Specifications for organizing Bihar Saras Mela 2022 at Gyan Bhawan, Patna

**Rationale:** Bihar Rural Livelihood Promotion Society- JEEViKA is organizing Bihar Saras Mela 2022 at Gyan Bhawan, Patna from 2<sup>nd</sup> to 11<sup>th</sup> September 2022 to promote and sell the SHG made products of Bihar as well as from others SRLMs.

**Concept:**

To showcase and sell the various products from SHG Households of Bihar and others SRLMs, 135 stalls will be allotted to different SHG groups. Through this Mela, it is expected that SHG Members will interact with different buyers and sell their products to them. This will also helps them to increase their ability to understand the current market demand and supply scenario.

**Proposal to hire an agency to organize Bihar Saras Mela 2022 at Gyan Bhawan, Patna**

The Bihar Rural Livelihood Promotion Society will invite sealed bids from eligible bidders to organize Bihar Saras Mela 2022 at Gyan Bhawan, Patna. Bids will be invited as per the details listed below:

Description of Services	Delivery of Services
Hiring an Event Management Agency to organize Bihar Saras Mela 2022 at Gyan Bhawan, Patna from 2 <sup>nd</sup> September to 11 <sup>th</sup> September 2022	At Gyan Bhawan, Patna

**A. Summary of Technical Specifications**

The Services shall comply with following Technical Specifications and Standards:

**Scope of Work: - Total Area is around 30000 Square Feet**

**Venue construction/fixture arrangements:**

Service provider has to construct the following structures as per specification given below:-

Sl. No.	Description	Quantity/Unit
1	Display cum Sale stalls	135
2	Reception cum enquiry	1
3	Administrative Cell cum staff office	1
4	V.I.P. Lounge	1
5	Medical Help Desk	1
6	Hygiene & Cleanliness	As per the details given below
7	Security arrangements	
8	Guest Comfort	
9	Promotion & publicity	
10	Theme Area and Branding	
11	Stage	1
12	Carpeting	As per the details given below
13	Hospitality	
14	Power Supply	
15	Miscellaneous	



### Detail Specification

- I. **Display cum Sell stalls:** Construction of Octanorm stalls measuring 3 mt x 3 mt. Each stall would have two plastic chairs & two display tables, one Waste paper basket, one charging point and with adequate lighting arrangements.  
**Branding:** Top holding area with name and Logo, size 8"x3 mt each.
- II. **Reception cum enquiry:** Construction of Octanorm room measuring 3 mt x 3 mt. The room would have ten plastic chairs & two tables, two Waste paper basket, two charging point and with adequate lighting arrangements.
- III. **Administrative Cell cum staff office :** Construction of Octanorm stalls measuring 6 mt x 6 mt. Stall would have 2 double sofa, 10 good quality VIP-chairs & 2 centre tables, two Waste paper basket, two charging point and with adequate lighting arrangements, Water jar facility with drinking glass.
- IV. **A V.I.P. Lounge :** Construction of Octanorm room measuring 6 mt x 6 mt. Room would have 4 good quality double sofa, 10 good quality VIP-chairs & 4 centre tables, two Waste paper basket, two charging point, adequate lighting arrangements, water jar facility with drinking glass and one 42" LED TV. Need to install a Coffee machine, service boy and coffee dispenser for the guests and staffs. 10 Pcs of high quality snacks arrangements for guests per day.
- V. **Medical Help Desk:** Construction of Octanorm Room measuring 6 mt x 6 mt. The room would have two plastic chairs & display tables, two beds, two Waste paper baskets with lid, two charging point and adequate lighting arrangements.
- VI. **Hygiene & Cleanliness:**
  - a. 20 Big Size Dustbins and 20 Medium Size Dustbins.
  - b. Cleaning of Mela premise on daily basis with minimum 8 housekeeping person to be present throughout the Mela timings. Ensure cleaning of Mela premises before the opening of Mela.
- VII. **Security arrangements :**
  - a. Public announcement system with an announcer throughout the mela timing
  - b. 10 Security personnel for 12 Hrs. Shift
- VIII. **Guest Comfort :** Lodging arrangement (separate for Male & female participants) with single and double occupied bed system, drinking water, toilet & mosquito repellent, To & fro economical transport facility for participants
- IX. **Promotion & publicity:**
  - a. Entrance Gate (Outside the Hall premises) : Welcome gate - 1 nos. With following specifications :
  - b. Wooden gate with clear area of 25 ft wide and 20 ft height, made with wood, paywood, PoP and other decorative materials.
  - c. Exit Gate (Outside the Hall premises) : Exit Gate - 1 nos. Box gate clear area 25 ft wide and 20 ft height, Pillar size 2.5ft x 2.5 ft x 20ft. Top panel 2.5ft x 2.5 ft x 30 ft. All panel shall be covered with printed flex. "
  - d. Over the road gate style promotion at selected locations
  - e. 16x10' Size Hording/banner of mela at different locations of All over Patna
  - f. Radio Jingle (20 Slots of 30sec each in two different Radio)
  - g. Photography and Videography
- X. **Theme Area and Branding :**



- a. Rangoli At the entrance hall for inauguration
- b. 16 no. 10x4 Flex Standee
- c. 6 no. 3mt x 8ft 4 side flex display (2 inside the hall, 2 outside the hall, 2 outside the gate area.)
- d. Woden half round model (Size 16x8')
- e. A wooden 3D "I LOVE SARAS" at the entry location. (Size 20x4')

#### XI. Stage :

- a. **Opening and Closing Ceremony** : Fully equipped stage (Size LxWxH 20'x15'x3') with dais, table and chairs for 7 VIPs, theme decorated podium, fresh flower decoration, bouquets for 7 VIPs, mikes & audio system, lighting arrangement, backdrop, decorated inauguration lamp, ribbons and other essential items for inauguration and closing ceremony.
- b. **For Others Day**: for the rest of the stage will be used as display cum selfie point. Prepare a display cum selfie point for others day with decorative items and SHG Made Products.

XII. **Carpeting** : Double layered Ash colored and Red Colour carpeting of all area with new carpet. (Complete Main Hall and Rear Hall Area)

#### XIII. Hospitality :

- a. Water jar with Dispenser for all the visitors.
- b. Coffee machine, service boy and coffee dispenser for Guest and Staffs.

XIV. **Power Supply** : Availability of two Diesel generators of 20 KVA for 12 hours every day

#### XV. Miscellaneous

- a. Prior approval has to be taken on the layout of the event, design of all printing materials and content of cultural program
- b. Post event removal / disposal of facilities and complete restoration of venue

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An Initiative of Government of Bihar for Poverty Alleviation

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

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## Annexure-B

Format for Quotation

Description of Goods : Organizing Bihar Saras Mela at Gyan Bhawan from 02<sup>nd</sup> September to 11<sup>th</sup> September 2022.

Sl. No.	Description	Technical Specification	Quantity/Unit	Price for each unit (Rs.)				
				Unit rate including excise, customs duty	Transportatio, insurance, local incidental costs, etc.	GST	Quoted Unit rate	Total Quoted Rate
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	Display cum Sale stalls	<b>Stall</b> : Construction of Octanorm stalls measuring 3 mt x 3 mt. Each stall would have two plastic chairs & two display tables, one Waste paper basket, one charging point and with adequate lighting arrangements. <b>Branding</b> : Top holding area with name and Logo, size 8"x3 mt each..	135					
2	Reception cum enquiry	Construction of Octanorm room measuring 3 mt x 3 mt. The room would have ten plastic chairs & two tables, two Waste paper basket, two charging point and with adequate lighting arrangements.	1					
3	Administrative Cell cum staff office	Construction of Octanorm stalls measuring 6 mt x 6 mt. Stall would have 2 double sofa, 10 good quality VIP-chairs & 2 centre tables, two Waste paper basket, two charging point and with adequate lighting arrangements, Water jar facility with drinking glass.	1					

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4	V.I.P. Lounge	Construction of Octanorm room measuring 6 mt x 6 mt. Room would have 4 good quality double sofa, 10 good quality VIP-chairs & 4 centre tables, two Waste paper basket, two charging point, adequate lighting arrangements, water jar facility with drinking glass and one 42" LED TV. Need to install a Coffee machine, service boy and coffee dispenser for the guests and staffs. 10 Pcs of high quality snacks arrangements for guests per day.	1					
5	Medical Help Desk	Construction of Octanorm Room measuring 6 mt x 6 mt. The room would have two plastic chairs & display tables, two bed, two Waste paper basket with lid, two charging point and adequate lighting arrangements	1					
6	Hygiene & Cleanliness	A. 20 Big Size Dustbins and 20 Medium Size Dustbun	20					
		B. Cleaning of mela premise on daily basis with minimum 8 housekeeping person to be present throughout the mela timings. Ensure cleaning of mela premises before the opening of Mela.	8					
7	Security arrangements	A. Public announcement system with a announcer throughout the mela timing	1					
		B. 10 Security personnel for 12 Hrs. Shift	10					
8	Guest Comfort	Lodging arrangement (separate for Male & female participants) with single and double occupied bed system, drinking water, toilet & mosquito repellent, To & fro economical transport facility for participants	270					



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9	Promotion & publicity	<b>Entrance Gate (Outside the Hall premises) :</b> Welcome gate - 1 nos. With followingspecifications : Wooden gate with clear area of 25 ft wide and 20 ft height, made with wood, paywood, PoPand other decorative materials. <b>Exit Gate (Outside the Hall premises) :</b> Exit Gate - 1 nos. Box gate clear area 25 ft wide and 20 ft height, Pillar size 2.5ft x 2.5 ft x 20ft. Top panel 2.5ft x 2.5 ft x30 ft. All panel shall be coveredwith printed flex. Over the road gate style promotion at selected locations	2					
		16x10' Size Hording/banner of mela at different locations of All over Patna	2					
		Radio Jingle (20 Slots of 30sec each in two different Radio)	50					
		Photography and Videography	20					
10	Theme Area and Branding	<b>A.</b> Rangoli At the entrance hall for inauguration <b>B.</b> 16 no. 10x4 Flex Standee <b>C.</b> 6 no. 3mt x 8ft 4 side flex display (2 inside the hall, 2 outside the hall, 2 outside the gatearea.) <b>D.</b> Woden half round model (Size 16x8'). <b>E.</b> A wooden 3D "I LOVE SARAS" at the entry location. (Size 20x4')	1					
11	Stage	<b>Opening and Closing Ceremony :</b> Fully equipped stage (Size LxWxH 20'x15'x3') with dais, tableand chairs for 7 VIPs, theme decorated podium, fresh flower decoration, bouquets for 7 VIPs,mikes & audio system, lighting arrangement, backdrop, decorated inauguration lamp, ribbons and other essential items for inauguration and closing ceremony. <b>For Others Day:</b> for the rest of the stage will be used as	1					

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		display cum selfie point. Prepare adisplay cum selfie point for others day with decorative items and SHG Made Products.						
12	<b>Carpeting</b>	Double layered Ash colored and Red Colour carpeting of all area with new carpet. (Complete Main Hall and Rear Hall Area)	1					
13	<b>Hospitality</b>	A. Water jar with Dispenser for all the visitors	1					
		B. Coffee machine, service boy and coffee dispenser for Guest and Staffs	1					
14	<b>Power Supply</b>	Availability of two Diesel generators of 20 KVA for 12 hours every day	1					
<b>Total Rate:--</b>								

**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: .....