



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



बिहार सरकार

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.brlp.in

Ref NO: — BRLPS/PROJ - NF/222A/11/VOL-VIII/2965

Date: 11.08.2023

### INVITATION FOR BIDS (TWO ENVELOPES- OFFLINE) FOR HIRING OF EVENT MANAGEMENT AGENCY TO ORGANIZE BIHAR SARAS MELA 2023.

To

Dear Sirs,

**Sub:** INVITATION OF BIDS (TWO ENVELOPES- OFFLINE) FOR HIRING OF EVENT  
MANAGEMENT AGENCY TO ORGANIZE BIHAR SARAS MELA 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 Saras Mela to be held at Gyan Bhawan, Patna from 20 <sup>th</sup> to 27 <sup>th</sup> September 2023 in 30000 Square Feet Total Area.	As per Annexure-A	To be presented from 20th to 27th September 2023 at Gyan Bhawan, Patna	Technical Specification and other requirement as per Annexure-A (attached)

2. Important Dates and Times/Bid Document

- 2.1 Issuance of bid document : 13/08/2023.  
2.2 Last Date & Time for Submission of Bids : 04.00 PM on 28/08/2023 at BRLPS office.  
2.3 Opening of Technical bids : 04.30 PM on 28/08/2023 at BRLPS office.  
2.4 Opening of Financial bids : To be announcing later on the BRLPS website.

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

3. **Qualification criteria**

- a) The bidding firm shall be a business entity registered as a Private Limited Company/Partnership firm/ Trust/ Society and shall be in business in the last 05 years. Photocopy of certificate /document should be attached.
- b) Company/ Firm should be registered with GST. Signed & Stamped photo copy of GST registration certificate should be attached.
- c) The bidder should have Minimum Average Annual turnover of Rs 50 Lakhs for the last three financial years (2021-22, 2020-21 & 2019-20). The turnover should have come from event related activities. Audited balance sheet and P/L a/c or CA firm's certificate should be attached.
- d) The agency shall have minimum 03 past experience of organizing similar events/fairs/sponsored by any Central Government or State Government or Public Sector Undertaking in the last 03 completed financial years. Work order with completion certificate/support of completion of work should be attached.
- e) The bidder should not have been blacklisted by any Central Government or State Government or Public Sector Undertaking. A certificate signed by the authorized signatory to this effect must be submitted.
- f) The bidding agency shall be a single entity & consortium bidding is not permitted. A certificate signed by the authorized signatory as a single entity shall be submitted.

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#### 4. 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 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.
- 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.

#### 5. Submission of Bids:

- a) A bidder shall submit only one bid in a sealed envelope.
- b) **Bidder must kept Technical and Financial bid in two separate envelopes. Both Technical and financial envelopes shall kept in other sealed envelope with Heading "Bid of Saras Mela at Gyan Bhawan, Patna 2023".**
- b) The bidder must mention full detail description of the items quoted. Mere copying of the description 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, Email id of the bidder.

#### 6. Validity of Bid

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

#### 7. Evaluation of Bids

The Purchaser will evaluate and compare the bids 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.

#### 8. Award of Contract

The Purchaser will award the contract to the bidder whose bid 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.

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

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- 8.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the bid 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 and forfeit the performance security.
10. If the lowest responsive bidder is decline to do the assignment, then award of contract will be given to second lowest responsive bidder.
11. Successful bidder has to furnish a performance security amounting to **10% of the contract value** in the form of Demand Draft / BG 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.
12. **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.**
13. 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.
14. We look forward to receiving your bids and thank you for your interest in this project.

Encl.:

Annexure-A- Scope of Work.

Annexure-B- Price Format

*Colm*  
11/08/23

(Dr. Santosh)  
Procurement specialist



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## Annexure-A

**Scope of work for Organizing Saras Mela at Gyan Bhawan from 20th to 27th September 2023.**

**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	130	
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	Selfie Point		
12	Printing and Stationary	As per the details given below	
13	Stage		1
14	Carpeting		
15	Hospitality		
16	Power Supply		
17	Miscellaneous		

### Detail Specification

- I. **Display cum Sell stalls:** Construction of Octa-norm 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. Back wall flex branding with a Size of 6x4'.
- II. **Reception cum enquiry:** Construction of Octa-norm 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 Octa-norm stalls measuring 6 mt x 6 mt. Stall would have 2 double sofa, 10 good quality VIP-chairs & 2 center 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 Octa-norm room measuring 6 mt x 6 mt. Room would have 4 good quality double sofa, 10 good quality VIP-chairs & 4 center tables, two Waste paper basket, two charging point, adequate lighting arrangements, water jar facility with drinking glass and one

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- 42" LED TV. Need to install a Coffee machine, service boy and coffee dispenser for the guests and staffs. 20 Pcs of high-quality snacks arrangements for guests per day. ***The Agency should be handover the VIP lounge one day before of the event.***
- V. **Medical Help Desk:** Construction of Octa-norm 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:**
- 20 Big Size Dustbins and 20 Medium Size Dustbins.
  - Cleaning of Mela premise on daily basis with minimum 10 housekeeping person to be present throughout the Mela timings. Ensure cleaning of Mela premises before the opening of Mela every day.
- VII. **Security arrangements:**
- Public announcement system throughout the mela timing
- VIII. **Guest Comfort:** Lodging arrangement (separate for Male & female participants) for 200 persons with single and double occupied bed system, drinking water, toilet & mosquito repellent, To & fro economical transport facility for participants from one day before mela till the whole mela duration.
- IX. **Promotion & publicity:**
- Entrance Gate (Outside the Hall premises): Welcome gate - 1 nos. With following specifications:
  - Wooden gate with clear area of 25 ft wide and 20 ft height, made with wood, plywood, PoP and other decorative materials.
  - 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 x30 ft. All panel shall be covered with printed flex. "
  - Over the road gate style promotion at 2 selected locations (**Agency have to take necessary permission from Municipal Corporation**)
  - Total 50 hoardings, 16x10' Size Hording/banner of mela at different locations of All over Patna (Photographs of all the site to be submitted in support of claim).
  - Radio Jingle (10 Slots of 30sec each in two different Radio during whole mela period)
  - Photography and Videography – Full Day for whole Saras Mela Period.
- X. **Theme Area and Branding:**
- Rangoli At the entrance hall for inauguration as well as closing ceremony (Size- 10ft\*10Ft)
  - Standee- 16 piece (Size-10x4 Flex Standee)
  - 6 no. 3mt x 8ft 4 side flex display (2 inside the hall, 2 outside the hall, 2 outside the gate area.)
  - A wooden 3D "I LOVE SARAS" at the entry location. (Size 20x7')- Letter height would be 4 ft and Base height would be 3ft.
  - Flax with iron frame- 4000 Sq Ft. (For Stall Branding)
- XI. **Printing and Stationary:**
- I- Card with Lanyard – Size- B4, Total 400 piece
  - Invitation Card with Envelop- Multiolour Invitation Card, Size- A8 – 100 pcs.

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- c. Certificate- Multicolour Certificate, Size- A4, Paper- 300 GSM Craft Paper. – 300 pcs
  - d. 15 Madhubani Painting Silk/Jute Folder, Pen, Pad for Guest (Opening & Closing Ceremony)
- XII. **Announcer:** - A professional announcer for closing and opening ceremony.
- XIII. **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 day, Stage will be used as display cum selfie point. Prepare a display cum selfie point for others day with wooden structure, decorative items and SHG Made Products.
- XIV. **Carpeting:** Double layered Ash colored and Red Colour carpeting of all area with new carpet. (Complete Main Hall and Rear Hall Area)
- XV. **Hospitality:**
- a. Water jar with Dispenser for all the visitors.
  - b. Coffee machine, service boy and coffee dispenser for Guest and Staffs.
  - c. Daily 20 snacks packet should be provided by vendor for delegates.
  - d. 15 special packet of snacks for guests on the day of opening and closing ceremony.
- XVI. **Power Supply:** Availability of two Diesel generators of 20 KVA for 12 hours every day
- XVII. **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 immediately after closing ceremony of Saras Mela.

**Agency should be handover the pavilion one day before of the event.**

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### Annexure-B

Price Format for Hiring of Event Management Agency to organize Bihar Saras Mela from 20<sup>th</sup> to 27<sup>th</sup> September 2023 in 30000 Square Feet Total Area.

Sl. No.	Scope of work	Specifications of the goods / Offered	Quantity and Unit	Price for each unit (Rs.)			Total Price (Rs.)		
				Unit rate including excise, customs duty	Transportation, insurance, local incidental costs, etc.	GST	Quoted Unit rate	(in figures)	(in words)
(1)	(2)	(3)	(4)	5(a)	5(b)	5(c)	5(a+b+c)=5(d)	(6)=5(d) X (4)	(7)
I	Display cum Sale stalls		130						
II	Reception cum enquiry		01						
III	Administrative Cell cum staff office		01						
IV	VIP Lounge		01						
V	Medical Help Desk		01						
VI	Hygiene & Cleanliness	Dustbins	40						
		Safai karmi for 12 hour shift every day	10						
VII	Security arrangements		01						









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XV	Miscellaneous	Prior approval has to be taken on the layout of the event, design of all printing materials and content of cultural program						
<b>Total :</b>								

**Note:** In case of discrepancy between unit price and Total bid price (in figures) Rs. ....  
total price, the unit price shall prevail (In words) Rupees.....

We agree to complete the work in accordance with the scope of work for a contract price quoted against each items within the period specified in Invitation for Bid.

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