



**BIHAR LEGISLATIVE ASSEMBLY SECRETARIAT,
PATNA-800015**

**TENDER DOCUMENT FOR PROVIDING PROFESSIONAL PR
& EVENT MANAGEMENT SERVICES FOR 6TH INDIA REGION
CPA CONFERENCE FROM 16TH TO 19TH FEB 2018 AT
PATNA.**

NIT NO:

Date: 30/12/2017

Bihar Legislative Assembly, Patna- 800015

NIT No.

SHORT TENDER NOTICE FOR PROVIDING PROFESSIONAL PR & EVENT MANAGEMENT SERVICES FOR 6TH INDIA REGION CPA CONFERENCE FROM 16TH TO 19TH FEB 2018 AT PATNA.

Sealed quotations are invited from reputed companies having minimum five years of experience of providing PR and Event management services in Govt. Organization or Reputed Private Sector Companies / Organization/ Autonomous Bodies, for providing Event management services on the occasion of 6th India Region CPA Conference, from 16th to 19th February 2018 at Patna. The Tender document i.e.; terms and conditions of the tender along with the prescribed forms can be downloaded from BLA website www.vidhansabha.bih.nic.in. Complete tender documents with all enclosures and earnest money of Rs. 10,000/- (Rupees Ten Thousand only) in the form of A/c payee Demand Draft/FDR / Bankers Cheque of any nationalized bank drawn in favor of **“D.D.O Bihar Vidhan Sabha, Patna.” Payable** at Patna (Refundable till the finalization and award of tender to one of the tenderer) pledged in the name of **Secretary Bihar Legislative Assembly, Patna**. One envelope containing technical bid and EMD & the other for financial bid & both the envelope should be sealed in third envelope marked as tender for Event Management Group Services can be submitted on or before 8 January 2018 at 03:00 P.M. Tenders received after the date given above will not be considered. Tenders will be opened on the same day i.e. 8 January 2018 at 03:30 P.M in the presence of tenderers, who wish to be present in that. If the date of opening of tender is declared a Gazette Holiday, the same will be accepted and opened on the next working day at the same time.

The Bihar Legislative Assembly reserves the right to reject any or all the tenders without assigning any reason.

(RAJIV KUMAR)

Deputy Secretary,

Bihar Legislative Assembly

Patna-800015

Tel. No. 0612-2215027

www.vidhansabha.bih.nic.in

Email: Secretary.bvs-bih@gov.in

TENDER NOTICE FOR PROVIDING PROFESSIONAL PR & EVENT MANAGEMENT SERVICES FOR 6TH INDIA REGION CPA CONFERENCE, FROM 16TH TO 19TH FEBRUARY. 2018 AT PATNA

Sealed tenders are invited for Professional PR & Event Management services for Bihar Legislative Assembly. Patna- 800015.

Name of Work	Earnest Money
Designing and Printing, Decoration, Social media management and Hospitality etc. on the occasion of 6 th India Region CPA, Conference from 16 th to 19 th February 2018 at Patna.	Rs. 10,000/-

1. Eligible agencies may visit/inspect the site on any working day between 10.00 AM to 05.00 PM and on working day (Monday to Friday) by contacting the Bihar Legislative Assembly, Patna- 15
2. Tender documents consist of the following: -
 - i) Tender Notice including eligibility criteria.
 - ii) Instructions to Tenderers
 - iii) Scope of Work
 - iv) Declaration (Annexure 'A')
 - v) Details of The Existing Contracts (Annexure 'B')
 - vi) Technical Bid (Annexure 'C')
 - vii) Financial Bid (Annexure 'D')
3. Sealed tenders with separate Technical and Financial bids filled in the specified proforma and addressed to Secretary Legislative Assembly, Patna- 15.
4. Details of the Tender Document can be seen at B.L.A website www.vidhansabha.bih.nic.in
5. Tenders received after the closing date and time shall not be considered.

6.Important Dates / Information :

- | | |
|---|--|
| 1. Last date and time of submission of bid | : 08 Jan 2018, 3:00 P.M |
| 2. Date and Time of opening of envelope containing Technical Proposal & EMD | : 08 Jan 2018, 3:30 P.M |
| 3. Presentation/Demo | : 09 Jan 2018, 11:30 A.M
onwards depending upon the number of technically qualified bidders |
| 4. Financial Bid Opening | : 12 Jan 2018, 3:30 P.M |
| 5. Address for venue of bid opening | : Official Chamber of Secretary,
Bihar Legislative Assembly
Secretariat, Patna-15 |
| 6. Address for Communication | : Secretary, Bihar Legislative
Assembly Secretariat, Patna-15 |
| 7. Email id for Communication | : Secretary.bvs-bih@gov.in |

Note: The Tenderers whose technical bids are accepted will be informed by Telephone/email and notice will be uploaded on the official website of Bihar Legislative Assembly www.vidhansabha.bih.nic.in

I. ELIGIBILITY CRITERIA

A. Eligibility Criteria:

1. The Tenderer must have a minimum average annual turnover of Rs.1,00,00,000/- (Rupees One Crore only) in the last three years and should be profit making during the last three years. Copies of the following documents should be submitted along with the Technical Bid.
 - a) GST Certificate
 - b) Registration Certificate
 - c) PAN No.
 - d) The tenderer should have a Branch Office in Patna.
2. The Tenderer should have sufficient and experienced employees as per requirement on its rolls or rolls of its associates specifically trained for PR Event Management Group Works.
3. The Tenderer should have minimum five years of experience in doing similar nature of work as mentioned in scope of work and have successfully completed.
 - a) One similar work of value equal to Rs. 5-10 Lakhs annually.

4 Marking System

4.1 Technical Score

The Proposed Marking System for evaluation of Technical Bids would be as follows:

	Evaluation Criteria	Maximum Marks
A	Organization Related (35 marks)*	
	A1 Year of Operation of the Bidder (10 marks)	
	(1) Less than 5 years	0
	(2) 5 years – less than 7 years	5
	(3) 7 years – less than 10 years	7
	(4) More than 10 years	10
	A2 Organization Status (15 marks)	
	(1) Proprietary firm	10
	(2) Partnership firm	12
	(3) Private Ltd Company	15
	A3 Financial Status of the Company (10 marks)	
	Average annual turnover during last 3 years starting 2014-15.	
	(1) up to Rs 0.99crore.	0
	(2) Rs 1.00 crore to less than Rs 1.49 crore	5
	(3) Rs 1.50 crore and more	10
B	Nature of experience in PR & Event management at least five events of government / Public sector / private sector undertaking in that segment with (15 marks) *	
	(1) Experience only in Private Sector	3
	(2) Experience in Private & MNC's	7
	(3) Experience in Public Sector undertaking	10
	(4) Experience in any two of (1), (2) and (3) above	12
	(5) Experience in all the above	15

C	Technical Presentation/Demo (50 marks): The Presentation shall cover following aspects: Approach & Methodology, Organization Chart, monitoring with complete justification of how the services will be provided efficiently.	50
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In case of ongoing agreements, a certificate / letter must be made available from the client regarding the same.

Technical scores of each technically evaluated bids based on the above criteria would be calculated after evaluation of information and supporting documentation submitted by each bidder. All bidders who have submitted information and documentation as per the tender documents and have scored more than 70 marks on the technical criteria would be considered technically eligible and referred to as Technically Evaluated Responsive Bidders or Pre-Qualified Bidders.

II. INSTRUCTION TO TENDERERS

1. The tenderers are required to submit two separate Bids i.e. – Technical and Financial, as per prescribed proforma. The two Bids should be submitted in two separately sealed envelopes marked “Technical Bid for Professional PR & Event Management Services, Patna” (***Documents must be submitted in spiral binding. Bid submitted in loose sheets will be rejected.***) and “Financial Bid for PR & Event Management Services for 6th India Region CPA Conference, from 16th to 19th Feb. 2018 at Patna”. Both sealed envelope should be put in a third sealed envelope marked “Tender for Professional PR & Event Management Services for 6th India Region CPA Conference, from 16th to 19th February 2018 at Patna”, before 08 January 2018 at 3.00 pm.
2. Tenders will be opened at 03:30 pm on 08 January 2018 by a Tender Evaluation Committee constituted for the purpose in the presence of tenderers and /or their representative who may like to be present on given date and time.
3. The tenders form must be clearly filled in ink legible or typed. The tender should quote the rates and amount in the figures and as well as in words. In case, there are differences of amount in words and in figures, amount mentioned in words shall be treated correct and final. Alternations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the tenderer himself / herself, or his / her authorized signatory.
4. The forwarding letter and attested copies of the following documents are required to be submitted along with the tender:

List of clients with either a Letter and / or Contract award document from clients served or presently being served

5. The rate quoted should be inclusive of and in accordance with the provisions of Minimum wages. Act. Contract Labor Act. and other statutory provisions like Provident Fund Act. ESIC, Bonus, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc., GST and any other tax as applicable.
6. Every paper of the tender should be signed by the Tenderer with seal of Agency / Firm.
7. The agency shall have to deposit Rs. 10,000/ as earnest money deposit (EMD) by way of A/c payee Demand Draft /FD / Bankers Cheque payable at Patna (Refundable till the finalization and award of tender to one of the tenderer) pledged in the name of D.D.O Bihar Legislative Assembly, Patna-15. No cash will be accepted. The amount of EMD should not bear any interest whatsoever, which will be refunded to the un-successful tenderer after award of the work.
8. The successful tenderer shall have to deposit (10%) of Contract amount as security deposit in the form of Bank Draft / Bank Guarantee of a Nationalized Bank in favor of D.D.O Bihar Legislative Assembly Patna. payable at Patna within 15 days after the offer letter is received by the successful bidder / Agency otherwise the award letter will be treated as cancelled. The amount of security deposit will not bear any interest whatsoever.
9. The BLA shall pay after the statutory deductions to the contractor at the prevalent rates of such sum as income tax on the income comprised their as per instructions issued by Govt. of India from time to time.
10. The BLA reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job however the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the timespan for this will be the remaining period of the first awardee of the contract. In case the successful bidder declines to accept the award or to provide services as per scope of work, the EMD made by him/her shall be forfeited and may also be black listed.
11. The BLA reserves the right to cancel / reject full or any part of the tender which tenderer do no fulfill the condition stipulated in the matter.
12. Tender once submitted, it will be/would be presumed that the tenderer has understood and accepted all the terms and conditions. No inquiry, either verbal or written, shall be entertained in respect of acceptance / rejection of the tender.
13. Any act on the part of the tender to influence anybody in the BLA is liable for rejection of his / her tender.
14. Quotation must be unconditional. An alternation or changes in rates in tender document shall be considered as invalid and liable to be rejected.

15. Tenders not conforming to these requirements shall be rejected outright and no correspondence thereof be entertained whatsoever.
16. BLA reserves the right to accept or reject any bid irrespective of its being lowest by taking into account the interest of the BLA in awarding that contract. Interest of BLA will be paramount and it this regard the decision of the BLA shall be final.
17. It is mutually agreed that all differences and disputes arising out of or in connection with the agreement that shall follow the award of the tender shall be settled by mutual discussions and negotiations. However, if such disputes and differences cannot be settled and resolved by discussions and negotiations, the same shall be referred to the Sole Arbiter appointed by the BLA whose decision shall be final and binding on both the parties.

III. SCOPE OF WORK

A- ALL TYPES OF PRINTING WORK			Quantity
1	Invitation card of Opening Ceremony		1200
2	Dinner Card (by Hon'ble Dy. Chairman. BLC)		250
3	Lunch Card (by Hon'ble Speaker BLA)		1200
4	Dinner card (by Hon'ble C.M.)		300
5	Lunch Card (by.....)		300
6	Dinner Card (by Hon'ble Speaker, Lok Sabha)		300
7	Booklet on Bihar Legislatures		1200
8	Speeches of Hon'ble Speaker BLA		
9	Scribbling Pad		2500
10	Name plates		
11	Placards/ Direction Panels		
12	Banner/ Backdrops/ Hording of different size		36
13	Identity Card/ Badges		400
14	Information Handbook		400
15	Other Documents Paper		500
B- DECORATION			
1	Venue Decoration with flower/Balloon at Gyan Bhawan, Bihar Legislatures Premises, Hall of Executive Committee of CPA, State Guest House, Press Conf. Hall		
2	Gates Decorated with banner of different size		10
C- HOSPITALITY			
1	Welcoming of Guests with bouquet		

2	Receive & See off at Airport/Railway Station		
D- CAMP OFFICE			
1	Coordination desks at Airport / Railway Station/ Hotels		
2	Installation of electronic equipment viz. Computers, Printers, Photocopy machines & other Infrastructure in four official chambers at Gyan Bhawan for 1 day		
3	Advertisement, Media dissemination & Social Media activities including micro website, Handles on Twitter, Facebook, YouTube, Instagram		

Annexure 'A'

IV. DECLARATION

1. I, _____ Son/ _____ Daughter of
Sri _____ Proprietor/ Partner/ Director/ Authorized
Signatory of _____ and competent to sign this
declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender
document and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true
and authentic to the best of my knowledge and belief. I/ we, am/ are well aware
of the fact that furnishing of any false information / fabricated document would
lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.
4. We are not involved in any major litigation that may have an impact of affecting
or compromising the delivery of services as required under this tender.
5. We are not black-listed by any Central/State Government/Public Sector
Undertaking in India

Date:
Place:

Sign of Tenderer with seal
Full Name:
Company's Seal:

**N.B.: The above declaration, duly signed and sealed by the authorized signatory
of the Company, should be enclosed with Technical tender.**

Annexure 'B'

V. DETAILS OF EXECUTED & EXISTING CONTRACTS

	Name and Address of the organization, Name, Designation and Telephone / Fax No. of the officer concerned	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of Contract	
				From	To
				DD/MM/YY	DD/MM/YY
A					
B					
C					
	Additional information, if any				

The above format may be used to provide requisite details.

Sig. of Tenderer with Seal

Date:

Name:

Place:

Seal:

ANNEXURE – 'C'

VI. TECHNICAL BID

TENDER NOTICE FOR PROVIDING PROFESSIONAL PR & EVENT MANAGEMENT SERVICES FOR 6TH INDIA REGION CPA CONFERENCE, FROM 16TH TO 19TH FEBRUARY. 2018 AT PATNA

1	Name of Tendering Company/Firm/ Selected Tenderers	
2	Name of owner/ Partners/Directors	
3	Full Particulars of Office	
	(A) Address	
	(B) Telephone No.	
	(C) Fax No.	
	(D) E-mail Address	
4	Registration Details: -	
	(A) PAN / GIR No.	
	(B) GST No.	
	(C) Certificate of Incorporation	
	(D) Any other applicable	
5	Details of Earnest Money Deposit	
	(A) Amount (Rs.)	
	(B) D.D. /P.O. No. and Date	
	(C) Drawn on Bank	
	(D) Valid up to	

Additionally, submit the following for FY 2014-15; 2015-16 & 2016-17

- i. Audited Balance Sheet
- ii. Audited Income / Expenditure Statement
- iii. Audited Profit and Loss Account Statement
- iv. Audited Report Statement

Sign. of Tenderer with seal

Date:

Name:

Place:

Seal:

Annexure 'D'

VI. FINANCIAL BID

TENDER NOTICE FOR PROVIDING PROFESSIONAL PR & EVENT MANAGEMENT SERVICES FOR 6TH INDIA REGION CPA CONFERENCE, FROM 16TH TO 19TH FEBRUARY. 2018 AT PATNA

II. Name of Tenderer: _____

S. No.	Particulars	Rate (Rs.)	Total Nos.	Amount
1.	Design and printing work – Banners, Hoardings, Flexes, ID Badges, Invitation Letters, Invitation Cards and all related collaterals			
2.	Fixing work – Hoarding, Banner, Welcome Gates, Standees, etc.			
3.	Decoration of Gyan Bhawan (Gandhi Maidan) and related works.			
4.	Social Media handling charges including Live Tweets and Facebook posts and related activities. We expect agency to build visibility much before the event days			
5.	Manpower charges for hospitality & welcome services including receiving guests at airport, railway station, hotels and at the venue; Manning of reception desks at airport, railway station, hotels; Managing Special Information Cell at Vidhan Sabha for Dissemination of information			
6.	Consolidated Agency Fee for Consultancy & Management Services			
7.	Any Other Charges as per fulfillment of the contract			
8.	Total of (Rs.)			
9.	GST			

10.	Grand Total			
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Sign. of Tenderer with Seal

Date:
Place:

Sig. of Tenderer with Seal
Full Name:
Company's Seal: