

Upendra Maharathi Shilp Anusandhan Sansthan, Patna

Selection of Event Management Firm for Bihar Pavilion

India International Trade Fair (14-27 Nov, 2017) Pragati Maidan, New
Delhi

Upendra Maharathi Shilp Anusandhan Sansthan, Patna (UMSAS) has been appointed as a Implementing Agency for decorating Bihar Pavilion in IITF 2017 at Pragati Maidan, New Delhi and maintaining it during the fair period.

The theme of this fair is “**Startup India Stand-Up India**” as decided by ITPO. Sealed tenders are invited from reputed Event Manager/ Agencies/ Firm or authorized representative in conformity with details contained in tender documents for “Selection of Event Management Firm for Bihar Pavilion IITF 2017.

Last date of Tender application 23 October, 2017 till 11:00 AM.

Tender Opening (Technical) 23 October, 2017 till 01:00 PM.

Presentation of conceptual Design 23 October, 2017 till 03:00 PM.

Tender Opening (Financial) 23 October, 2017 till 5:00 PM.

Tender document can be collected from Upendra Maharathi Shilp Anusandhan Sansthan, Patna (UMSAS), Patlipalutra Industrial Area, Patna-800013. Tel : +91-612 2262482, Email : uminstitute@gmail.com. or it can downloaded from the website :www.industries.bih.nic.in .

For Further queries interested firms may contact Sri Ashok Kumar Sinha, Deputy Director, UMSAS contact no. 09431049498.

**Director
UMSAS, Patna**

Upendra Maharathi Shilp Anusandhan Sansthan (UMSAS) has been appointed as a Implementing Agency for decorating 300 Sq mt. two side open inside a German Hanger in Bihar Pavilion in IITF 2017 at Pragati Maidan, New Delhi, and maintaining it during the fair period.

For design brief and event management requirement refer para heading No **08** (page 04) and No **09** (page 05).

SELECTION PROCESS

01. Stage one

For short listing a firm following would be considered

A. Minimum Eligibility Criteria for applicant (Firm)

- I. The Firm (bidder) must have prior experience of designing or execution of the work relevant to the task in IITF or similar work of national/ international standard on at least two occasions during the last three years. Relevant documents / certificates / portfolio may be submitted along with the technical bid in support of their claim.
- II. The firm must have completed a single project of minimum value of Rs. 01 (one) crore
In Delhi-NCR region in last financial year 2016-2017.
- III. Annual business turnover of at least Rs. 03 (Three) crore for the last financial year ending 2016-17.
- IV. The firm must be registered limited or LLP or Private limited company under companies act, Ministry of Corporate Affairs, India.
- V. The firm must be minimum 3 years in old as on 01 September, 2017.
- VI. The selection committee or representative may visit the office setup of selected firm.

B. Technical Bid of tenders should be submitted in separate sealed envelope, superscribing "TECHNICAL BID for Bihar Pavilion IITF 2017" and must contain followings:-

Filled in Format (Given as annexure I) along with (i) Company Profile (ii) Company registration certificate (iii) Documents supporting requisite experience of similar work in IITF or similar work of national/ international standard (work order or certificate of successful completion) (iv) Documents supporting completion of single project of minimum value of Rs. 01(One) crore in Delhi-NCR region in last financial year 2016-2017(work order or certificate of successful completion) (v) Documents supporting Annual business turnover of at least 03 (Three) crore for the last financial years ending 2016-17 (audited balance sheet to be enclosed in support) (vi) A non-refundable DD of Rs. 10,000/- (Ten Thousand) in favour of **Upendra Maharathi Shilp Anusandhan Sansthan, Patna** payable at Patna towards cost of tender document in Technical Bid.

C. The selection committee will review the background, experience, portfolio, conceptual exhibition design of the bidders, **to select the firm for Stage Two.**

02. Stage Two

The qualifying bidders in technical bid will have to make a presentation with the help of layout, 3D presentations or model and technical possibility of the conceptual exhibition design before the Committee on 23-10-2017 at 15:00 hrs.

Table-1

Design presentation Max Score	
A Presentation on conceptual design	60
B Assessment of scope, competence, credibility of the vendor, feedback, recognition, awards etc	40
TOTAL	100

At the end of this stage, each bidder will have a technical core T (out of 100)(Table1).the bidders will be shortlisted based on the minimum score 70 or above for financial bid.

03. Stage Three

The financial bid will be opened only of the shortlisted bidders who score 70 marks and above.

The firm (Bidder) which bids the overall lowest price from technically shortlisted bidders will be awarded the contract.

Financial Bid should be submitted in separate sealed envelope, super-scribing "FINANCIAL BID for Bihar Pavilion IITF 2017" filled containing in Format as in Annexure II & III quoting the rates. Item wise realistic breakup of cost of each and every item mentioned in Annexure 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 Technically qualified bidders only will be opened.

04. Sealed envelopes containing Technical Bid of tender should be put in sealed cover, super-scribing "Technical Bid for Bihar Pavilion: Tender for IITF 2017" The sealed proposals will be received up to **11.00AM on 23 Oct, 2017** at **Upendra Maharathi Shilp Anusandhan Sansthan (UMSAS), Patliputra Industrial Area, Patna-800013**. The tender will be opened at 01.00 PM on the same date in the presence of the Tenders or their authorised representatives.
05. Sealed envelopes containing Financial Bid of tender should be put in sealed cover, super-scribing "Financial Bid for Bihar Pavilion: Tender for IITF 2017" The sealed proposals will be received upto **11.00 AM on 23 Oct, 2017** at **Upendra Maharathi Shilp Anusandhan Sansthan (UMSAS), Patliputra Industrial Area, Patna-800013**. The tender will be opened at 17.00 hrs on the same date in the presence of the Tenders or their authorised representatives.
06. The Bidders are required to inspect the site before submitting the tender. Director, UMSAS 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.
07. After completion of bidding process a work order will be issued in the name of selected bidder. Selected bidder (Firm) has to complete the work up to the night of 12th Nov. 2017.

08. Design brief:

- A. The theme for IITF 2017 is “**Startup India Stand-Up India**” as decided by ITPO. Participants are expected to develop concept based on the theme, on the same time concept should reflect rich tradition, culture & ambience of Bihar state.
- B. Pavilion size is 23M x 13M, two side open inside a German hanger. No-2
- C. The design and layout should be proposed as per size (291.5SQMT) of Bihar Pavilion Inside a German Hanger no-2 at Pragati Maidan.
- D. Bare shell space Inside German Hanger with wooden Platform and DG backup will be provided by ITPO.
- E. The Pavilion should have provision for theme area, craft stalls of 2MX2M size (sale counter for state products), VIP room, small office and Panty. Where a minimum of 50% area of 291.5 SQ MT should be dedicate to craft stalls and remaining 50% for theme area and other eminites.
- F. The design must show case Bihar Government initiatives and policies for skill India, also cultural heritage and technological capabilities of Bihar state in most innovative manner.
- G. The façade should reflect theme “Startup India Stand-Up India”
- H. Design should reflect State art & craft, culture and technology.
- I. The design proposal should consider the space and safety guidelines provided by ITPO for IITF 2017, the document can be downloaded from the ITPO website: <http://www.iitf.in>
- J. All artists for installation work on Pavilion such as Sikki, Madhubani and Bamboo etc will be approved by UMSAS. UMSAS reserve the right to approve or reject artist based on his/her credentials.

09. Event management requirements

- A. VIP Room
 - Modern Interior Decoration like All walls look in a different shade and texture pattern.
 - Special Lighting Arrangement.
 - Supply of Sufficient no. of modern sofa set with centre & corner table on hire basis.
 - Necessary Utensils for pantry like: Tea/ Coffee Pot, Different size of Lunch Plates, Glass, Bowl, Service Tray with Tissue Paper, Spoon & Folk.
 - Supply of a Fridge – 90 Litre on hire basis.
 - Water dispenser of 20 litres per day during the fair.
 - Average two nos. of room spray per day during the entire fair.
 - Ceiling fan/ wall fan.
 - Provision of attached toilet.
- B. Necessary arrangement for formal inauguration of Bihar Pavilion on the eve of State day Like: Lamp Lightening, 20 Nos Fresh Bouquet, 50 Nos. of Lunch Packets for VIPs/ Guests.
- C. Providing man power for maintenance of the Pavilion during the fair period. The work includes Cleaning and Dusting of carpets on all days, Cleaning of all pantry, floors etc. twice in a day or whenever instruct by any officials. Cleaning Boy - 02 No's and Pantry Boy- 02 No.

- D. Complete arrangement & maintenance of Hanging / Standing Plasma TV (Large Size) screen with all necessary fitting including parallel display connection with operator.
- E. Arrangement of Flower & Floral Decoration /Different size of flower plants/ pots/ artificial turfs in entire Pavilion throughout the Fair period. Specially flower decoration on 14th Nov. 2017 and on the occasion of State Day on (As per direction of UMSAS). Fresh Flower Bouquets throughout the fair period.
- F. Necessary arrangement & Decoration of the Hams Dhvani theatre for State Day celebration:
- Stage Backdrop with Side Wings
 - Flower decoration
 - Sofa sets
 - Podium
 - Lamp-Lighting Arrangement
 - Tea, Coffee, Snacks, Sweets & Packed Drinking Water in Green Room for artists and Distinguished Guests in VIP rows
 - **Sound**, 32 Channel Sound Craft Mixer, Graphic Channel DVX, DI Box (06 Nos.), Front Monitors (08 Nos.), Side Fill (04 Nos.), Sub Base (02 Nos.), Micro Phones (With Cord & Cordless – Collar & Hand Held), High NCI Lumens with screen, Projector & DVD Players etc. and also as per requirement of Artist. 2. Depute a person to co-ordinate with Artists and arrange as per their requirement of instruments.
- G. Recording of the entire proceedings including State Day Celebrations and after that preparation of a video film on “Bihar Pavilion: IITF 2017” in DVD format.
- P.S: Raw footage should also be submitted for everyday coverage in DVD format Still Photography (Digital) throughout the fair period with at least 300 photographs i.e. 20 snaps everyday both in 8”X6” print & on CD
 - *P.S: Care should be taken to cover all the visits of VIP’s to Bihar Pavilion.*
- H. Security arrangement from a nationally reputed security agency.
- Security Supervisor - 01 No.
 - Security Guard (Male) - 02 No
 - Security Guard (Female) - 02 No
- I. CCTV system arrangement throughout the pavilion during the entire period of fair along with Operator sufficient number of cameras which covers the entire pavilion area inside and outside. Separate LCD Monitor to be installed in Office Room showing all cameras’ coverage. Recording of each day to be submitted in case required. The recordings can be inspected anytime in case of requirement.
- J. Designing and Printing of Invitation Card
- Invitation Card 1000 nos.
 - Paper/ Polypropylene Bag for Sale Counters.
 - State day function on good quality art paper.
 - Bags 1000 nos. of different size with digital print both side as per direction.
- K. Arrangement of Three AC cars (Taxi) for Camp Office between (8.00 AM to 10.00 PM) from 10th to 28th Nov. 2017.
- L. Modern Visitor Book, Card Bowl, Toffee Bowl with Good Quality of Toffees, Adequate Nos. of Paper Bins, 04 Nos. of Brochures Stand, Steel Queue Managers.
- M. Four (04) Smart girl hostess with good communication skill in Hindi & English and Experienced in International standard events. Final approval shall be taken by UMSAS.
- **Note:** Emoluments of Girl Hostess should not be less than our last year rate i.e. Rs 800/- Per Day excluding 02 Nos. of Sarree & Lunch.

N. PR Activities

- Experienced Public Relation Officer for PR work in Bihar Pavilion during fair period. PRO ensure the daily news coverage in local News Paper & TV Channel of Bihar & New Delhi.
- PRO will have to prepare a press note every day during the Event in Hindi/ English.
- PRO has to submit paper clippings appearing in dailies at Patna & New Delhi and CDs of news telecast.

O. Providing Snacks, Sweets, Soft Drinks, Coffee, Tea, Mineral Water for avg. 100 person per day for VIPs/ Guest/ Senior Officers and provide lunch for 25 officials and guest with a pantry boy and one cleaner.

P. Fire Fighting and safety arrangement

- Adequate no. of fire fighting extinguishers from 10th to 27th Nov. 2017.
- Emergency chargeable light.
- First Aid Box

Q. Event Manager has to procure NOCs from Delhi Police, Delhi Traffic Police, Electric Division, Architect Division, DCP license, Entertainment license, Performance license and other required license for fair from concerned Department/ Authority before 12 Nov. 2017.

- Note: Event Manager must submit the design drawings for the proposed decoration work both internal and external of the Pavilion in appropriate scale in two sets- Hard & Soft Copy (AutoCAD Format).

R. Providing food and lodging facilities in a good Hotel for ten deputed department official from 5th to 28 Nov. 2017. Hotel will be approved by UMSAS.

S. Necessary arrangement for 2 days seminar during IITF in Pragati Maidan, New Delhi. Arrangement includes Backdrop with necessary fittings, Podium & Mikes, Bouquets, Registration facility, Snacks & Soft Drinks for 250 persons.

T. Necessary arrangement of Card Payment for sales stalls situated at first floor at Bihar Pavilion.

For further queries interested firms may contact Sri Ashok Kumar Sinha, contact no. 09431049498.

Director

UMSAS,Patna

TECHNICAL BID (Annexure I)

A) TECHNICAL BID (Technical Bid should be submitted in separate envelope super-scribing "TECHNICAL BID for Bihar Pavilion IITF 2017")

1	Name of the Work	Decoration & Maintenance of Bihar Pavilion, Pragati Maidan, New Delhi for IITF 2017		
2	Name and Address of Tender/ Agency			
3	Company Profile	Annexure		
4	Annual Turn Over (Attach Audited Balance Sheet for each year)	(i) 2014-15 (ii) 2015-16 (iii) 2016-17		
5	Experience of similar work (Attach work order & certificate of successful completion or proof of final payment)	Year	No. of Works	Total Amt. (In Lakh Rs.)
6	Cost of the Tender (Rs. 10,000/- only)	DD No. _____ Date _____ Name of the Bank _____		
7	Registered Address			
8	Phone No. with STD Code			
9	Fax No.			
10	Mobile No.			
11	Email ID			
12	Address for all communications during the execution of work			
13	List of Enclosures	(i) (ii) (iii) (iv)	(v) (vi) (vii) (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 style="display: flex; justify-content: space-between;"> Seal of the firm/company Signature of the Authorized Representative of Bidder/ Tender </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 (Annexure II)

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 Pavilion IITF 2017".

To,
The Director,
Upendra Maharathi Shilp Anusandhan Sansthan (UMSAS),
Patliputra Industrial Area, Patna-800013,

Subject: **Decoration & Maintenance of Bihar Pavilion, Pragati Maidan, New Delhi for IITF 2017**

Sir,

With reference to tender for Decoration & Maintenance of Bihar Pavilion, Pragati Maidan, New Delhi for IITF 2017, we submit our financial bid as under. Check the attached file for the details of the scope of work in annexure III.

I/we hereby submit our financial bid of Rs. ----- (In Words) for decoration and maintenance of Bihar Pavilion for IITF 2017 as per prescribed Scope of work.

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 :
Signatory)

(Signature of the Authorised Signatory)
(Name and designation of the Authorised

Name and seal of Tender/ Agency

Financial Bid (Annexure-III)

Sl. NO.	Item	No. of Item	Rate	Amount	Tax	Total Amount
1.	Pavilion Design	1				
2.	<u>VIP Room</u>	I. Furniture & Decoration	As Required			
		II. Snacks	As Required			
3.	Inauguration Activities	I. Fresh Bouquet	20			
		II. Lamp Lightening	1			
		III. Lunch Packets	50			
4.	Man Power for house keeping works.	I. Cleaning Boy	2			
		II. Pantry Boy	2			
5.	Complete Arrangement for Plasma TV (Large size)	I. Plasma TV	4			
		II. Operator	2			
6.	Flower & Floral Decoration	As Required				
7.	Arrangement & Decoration (Hams Dhwani Theatre) for State Day Celebration	I. Stage Backdrop with Side wings	As Required			
		II. Flower Decorations	As Required			
		III. Sofa Set	As Required			
		IV. Podium	As Required			
		V. Lamp Lightening Arrangement	As Required			
		VI. Snacks	As Required			
		VII. Sound Arrangement	As Required			
8.	Video Recording of Activities	I. Digital Steal Photography	20 nos./ day			
		II. Video film recording	Every day			
9.	Security Arrangement	I. Security Supervisor	1			

		II. Security Guard (Male)	2				
		III. Security Guard (Female)	2				
10.	CCTV System With Arrangement		As Required				
11.	Designing & Printing of Invitation Card	I. Invitation Card on good quality art paper.	1000				
		II. Paper/ Polypropylene Bag with digital print both side	1000				
12.	AC Cars		3				
13.	Other Items	I. Modern Visitor Book	1				
		II. Card Bowl	2				
		III. Toffee Bowl with good quality of Toffees.	2				
		IV. Paper Bins	As Required				
		V. Brochures Stands	4				
		VI. Steel Queue Managers	As Required				
14.	Girls Hostess		4				
15.	Public Relation Officers		2				
16.	Meals	I. Snacks Arrangement	100 persons / day				
		II. Lunch Arrangement	25 Persons / day				
17.	Fire Fighting & Safety Arrangement	I. Fire Fighting Extinguishers	As Required				
		II. Emergency Chargeable Light	As Required				
		III. First Aid Box	As Required				
18.	NOCs From Different Govt. Department						
19.	Fooding & Lodging Arrangement		10				

	in Good Hotel for Department Official					
20.	Arrangement for Seminar For 250 Persons	I. Backdrop with necessary Fittings	As Required			
		II. Podium & Mikes	As Required			
		III. Bouquets	As Required			
		IV. Registration Facilities				
		V. Snacks & Soft drinks	250 persons			
21.	Card Payment Facilities for 16 sales stalls	As Required				
22.	Other Items (details)					
<u>Grand Total -</u>						