



BIHAR HORTICULTURE DEVELOPMENT SOCIETY
Directorate of Horticulture
Department of Agriculture
Government of Bihar

SHORT e-TENDER FOR REQUEST FOR PROPOSAL

FOR

**SELECTION OF EVENT MANAGEMENT AGENCY FOR AAM
MAHOTSAV 2022 IN PATNA, BIHAR**

Bihar Horticulture Development Society
Department of Agriculture, Bihar
Address: 2nd Floor, Krishi Bhawan
Mithapur, Patna, Bihar, Pin-800001
Phone: 0612 2547772
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Bihar Horticulture Development Society

Directorate of Horticulture

Department of Agriculture

Government of Bihar
2nd Floor, Krishi Bhawan,
Mithapur, Patna – 800001

No.

Date:

Short Notice Inviting Request for Proposal through e- tender

Very Short tender For Request for Proposal (RfP), is invited, from event management agencies / companies for AAM Mahotsav 2022 to be organized at Gyan Bhawan, near Gandhi Maidan, Patna, Bihar. The requisite details are as mentioned below:

SN	Particulars	Details
1	Designation and address of Advertiser	Director Horticulture -cum- Mission Director, Bihar Horticulture Development Society, Department of Agriculture, Government of Bihar, 2nd Floor, Krishi Bhawan, Mithapur, Patna - 800001
2	Start Date & Time for Downloading of Tender document	08.06.2022 (10:00 hrs)
3	Date and place for pre-bid meeting	13.06.2022 (11:00 hrs), Department of Agriculture, Directorate of Horticulture, 2nd Floor, Krishi Bhawan, Mithapur, Patna - 800001
4	Last Date & Time for submission/uploading of offer/Bid	16.06.2022 (10:00 hrs)
5	Date and time of Technical bid opening	16.06.2022 (11:00 hrs)
6	Date and time of Financial bid opening over videoconferencing / virtual mode/physical	To be intimated to technically successful bidder only
7	Contact details	Dr. Rakesh Kumar Dy. Director Horticulture +91-9431818933
8	RFP details can be found on website	https://www.eproc.bihar.gov.in/BELTRON http://horticulture.bihar.gov.in/

Director Horticulture cum
Mission Director,
Bihar Horticulture Development
Society

1. FACT SHEET

Tender No.

Title of Tender Request for Proposal for Selection of Event Management Agency for AAM Mahotsav 2022 to be organized at Gyan Bhawan, near Gandhi Maidan, Patna, Bihar

Start Date & Time for Downloading of Tender document 08.06.2022 (10:00 hrs.)

Date and place for pre-bid meeting 13.06.2022 (11:00 hrs), Department of Agriculture, Directorate of Horticulture, 2nd Floor, Krishi Bhawan, Mithapur, Patna - 800001

Last date and time for submission of response to RFP (Bid – Documents) 16.06.2022 (10:00 hrs.)

Date of opening of the technical proposal 16.06.2022 (11:00 hrs.)

Date of opening of Financial Proposal To be informed to technically shortlist bidders

Mode of Proposal Submission E-Tender

Address for submission of proposal <https://www.eproc.bihar.gov.in/BELTRON>

Bid Validity 120 days from date of bid submission

Tender processing fee Rs. 590 (including GST) through online payment

Tender document fee Rs. 5,000/- through Demand Draft

Earnest Money Deposit (EMD) EMD: Rs. 50,000/- through Demand Draft

Method of Selection **Least Cost Based Selection (LCBS)**

2. Disclaimer

The information contained in the Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Bihar Horticulture Development Society (BHDS), Agriculture Department, Government of Bihar (GoB), is provided to Applicants on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by the BHDS to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon the interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion in the law expressed herein.

BHDS also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. BHDS may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of the RFP does not imply that BHDS is bound to select any Applicant or to appoint the Selected Applicant, as the case may be, for the event management activities and BHDS reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by BHDS or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and BHDS shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection Process.

BHDS and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information forecast, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of BHDS and / or any of its officers, employees.

BIHAR HORTICULTURE DEVELOPMENT SOCIETY

Government of Bihar

Krishi Bhawan, Mithapur, Patna – 800001

Website: <http://horticulture.bihar.gov.in/Home.aspx>; email: dir-bhds-bih@nic.in; Phone No.: **0612 2547772**

Sir/Madam,

Sub: Selection of Event Management Agency for AAM Mahotsav 2022 in Patna, Bihar

Bihar Horticulture Development Society (BHDS), Agriculture Department, Government of Bihar (GoB), requires hiring event management agency **for AAM Mahotsav to be organized at Gyan Bhawan, near Gandhi Maidan, Patna, Bihar** from conception to completion stage. More details on the services solicited are provided in the Terms of Reference in this Request for Proposal (RFP) document.

Interested agencies are invited to participate in the bid procurement process and can download the RFP from <https://www.eproc.bihar.gov.in> or <https://www.eproc.bihar.gov.in/BELTRON>. Prospective Bidders can submit their Proposal as per the attached RFP document through the <https://www.eproc.bihar.gov.in> or <https://www.eproc.bihar.gov.in/BELTRON>.

BHDS shall select an agency as per the procedure described in the RFP.

BHDS also reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

Yours faithfully,

Director Horticulture cum
Mission Director
Government of Bihar

3. Request for Proposal

Bihar Horticulture Development Society hereby invites proposals in the form of techno-financial bids from interested and technically qualified agencies for selection as Event Management for AAM Mahotsav 2022 in Patna, Bihar.

The proposal must be submitted online through e-Tender on website <https://www.eproc.bihar.gov.in/BELTRON>.

4. Background

Bihar Horticulture Development Society (BHDS) is the nodal agency for promoting horticulture in the State of Bihar and as part of this endeavor it aims to organize a state level event 'AAM Mahotsav, 2022' in Gyan Bhawan, Patna Bihar. The said event will be a gathering of farmers, producers, manufacturers, investors, policy makers, and organizations from across the State in the field of fruits specifically Mango. Its aim is to create awareness among existing and prospective producers and entrepreneurs about the current incentives and facilities being offered by Government throughout the horticultural value chain and to enable the participating individuals / firms to showcase and project their initiatives.

The objective of this RFP is to call/ request for proposals to engage a reputed Event Management Agency for the scope of work mentioned in this RFP for the AAM Mahotsav 2022 being organized by BHDS at Gyan Bhawan, Patna, Bihar for a period of three days from 24th June to 26th June 2022.

The RFP document provides the Scope of Work, Terms and Conditions including evaluation criteria, suggested response formats etc.

The selected agency shall support the BHDS in organizing AAM Mahotsav 2022 in Patna, Bihar.

5. Earnest Money Deposit & Bid Processing Charge

Tender document fee of Rs. 5,000/- (Rupees five thousand only) through Demand Draft payable at Patna, Bihar shall be submitted by the bidder before the last date and time for submission of bid. **The bid must be accompanied by a refundable Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft drawn in favor of 'Bihar Horticulture Development Society' payable at any nationalized bank situated at Patna (Bihar).** After selection of the suitable applicant for appointment as technical agency, the amount of EMD shall be refunded to the unsuccessful Bidders. The EMD of the successful Bidder shall be retained by BHDS till submission of Performance Guarantee.

6. Scope of Work

- A. The selected Bidder will have to **provide requisite competent manpower and services** as below in addition to any other activity for successful implementation of the event:

Scope of work (Aam Mahotsav)				
S.N	Particulars	Specification	Approx. Qty./Sqft	Days
1	Gate- Customized		1	3
1.1	Big Gate - Customize	with Wooden Structure, Bamboo Support, 3D Painting, Theme		

		Decoration etc.		
1.2	Big Gate - Side Wall	Size 23 x 8 x 2 = 368 sft		
1.3	Big Gate - Back Wall	Size 24 x10 x 2 =480 sft		
1.4	Big Gate - Back Piller	Top Size 23 x 2 x 2 = 92 sft and Leg 10 x 2 x 16 pieces =320 sft + 92 sft = 412 sft		
1.5	Small Gate -	Top Size 30 x 4 x 4 side = 480 sft and Leg 14 x 4 x 4 x 2 pieces = 448 + 480 = 928sft		
2	Hall Set up along with sitting arrangement			2
2.1	Stage-Customize with carpet	32 ft X 20 ft=640	2	
2.2	Flower Decoration	Two Times (Day- two and Day- three)	2	
2.3	Head Table for Stage	table with Cloth Masking	6	
2.4	Leather Chair for Stage	chair with White Cloth Towel	11	
2.5	LED Screen (P-3)	32 x 10ft = 320	1	
2.6	Podium	one side	1	
2.7	LED TV 42 inch	Two	2	
2.8	Sound System for Stage & Ground	Box &lifier, Mike, Podium mike, cordless hand mike etc.	1	
2.9	Light	Metal Light (Ground lighting (general))	50	
		Par Light (Lighting for entire park)	30	
2.10	Main line cabling for entire hall as per consumption	for DG set	1	
2.11	PA systems in entire hall		1	
2.12	Sofa (Leather) 2-seater with glass table	with Cover	8	
2.13	Sofa (Steel) threeseater		8	
2.14	VIP Chair with cover		250	
3	Fabrication work for Exhibits Display		2	3
3.1	Attractive exhibits fabrication with all inputs	As per requirement	1	
3.2	Flower Decoration	As per requirement		
4	Stalls		1	2
4.1	Display-cum- sell stall	Stall with Carpet, 2 Chair, 1Tabel ,3 Spot Light & Power pluck, Name Board Vinyle	10	
4.2	Departmental stall (Octinam stall)			
4.3	Corona Protection zone-cum- medical help Desk (Octinam stall)			
4.4	Registration desk with all inputs for 5 persons		5	

5	Kits for farmers, VIP and media person		2	
5.1	Khadi Cloth Bag	With Logo Printing	500	
5.2	Note Pad	With Logo Printing on Cover Page	500	
5.3	Pen with logo print	With Logo Printing	500	
5.4	Mask	With Logo Printing	500	
6	Still, Videography			3
6.1	Still Photography	Canon D7 Camera with Cameraman	1	
6.2	Videography	Sony HD camera with cameraman	2	
6.3	Video Editing & Photo Album		1	
7	Inaugural Session Related Material			
7.1	Instant I Card Printing	With 2Operator & 2Computer System	400	
7.2	Lenyard	With Logo Printing	400	
7.3	Software making of Ticket		1	
7.4	Ticket Printing Machine rental	With Operator & Computer System	1	
7.5	Inaugural Materials	Lamp Lighting,Ribbon,Scissors,Tray etc.	1	
8	Garden Area/selfie point			
8.1		Theme based Decoration and selfie point	5	
8.2		Mango inflatable with manpower	2	
8.3		Sky Balloon (Nitrogen gas)	1	
9	Trophy/ memento			
9.1	Trophy/Memento Grade 1 for VIP	As per approved design	15	
9.2	Trophy/Memento for others as per approved design		80	
10	Materials for exhibit display			3
10.1	Basket	Flat basket Min.18" Dia x 3" Depth	2500	
11	Power consumption			
11.1	GEN SET	82 KVA	1	
11.2	GENSET (FARE)			
11.3	GEN SET	82 KVA	1	
11.4	GENSET (FUEL)			
11.5	GEN SET	82 KVA (working as per requirment)	1	
12	Additional			3
12.1	Flag with Flag Pole - Big	20 ft	20	

12.2	Flag with Flag Pole - Small	10 ft	50	
12.3	T-Shirt Collar	with Logo Printing	50	
12.4	Cap	with Logo Printing	50	
12.5	Wooden Table	With Frill& Cover	25	
12.6	3 D Logo	with Wooden Structure, Bamboo Support, 3D Painting, Theme Decoration etc		
12.7	Schemes Branding	Entire hall		
13	Logistical arrangement			
13.1	House Keeping with cleaning materials and manpower		6	
13.2	Supporting Staff		15	

Note:

1. The area / size / quantity of the components may increase or decrease.
2. The work order to be awarded to the selected bidder on LCBS.
3. Any other arrangements / expenses to be made shall be done after due approval from BHDS.

7. Eligibility

The agency /company / firm intending to bid for engagement as Event Management Agency shall fulfill the following eligibility conditions. Failure to comply with eligibility criteria shall render the bidder ineligible. The financial proposals of ineligible bidders shall not be considered and shall be returned unopened.

SN	Criteria	Minimum requirement
1	Registered entity	The bidding firm should have been registered for at least 3 years
2	Financial Turnover	Average annual Turnover of INR 50lakh in the last 3 years, i.e., 2020-21, 2019-20 and 2018-19 (Audited Balance sheet and Income statements (ITR) should be submitted for the last three financial years)
3	Manpower Strength	A dedicated team for organizing such events duly assisted by its senior leadership. The bidder should have its own manpower strength of at least 20 persons.
4	Minimum Experience	The Bidder should have organized at least 3 (three) promotion events for Central/ State Governments during the last 3 (three) Financial Years (viz., FY 2018-19, FY 2019-20, FY 2020-21).
5	Registered office	The bidder should have its registered office in Patna, Bihar
6	Not Blacklisted	Bidder should not have been debarred/ blacklisted by any State Government or Central Government or their instrumentalities. The Bidder shall have to furnish Self Declaration stating to this effect signed by authorized signatory of the agency with seal.
7	Internal Fabrication Designing	Internal fabrication Designing of the event should be attached with RFP.

8. Submission of Proposals

Only online mode for submission of the proposal shall be accepted. The proposal shall be submitted with duly signed pages of the proposal and requisite documents as detailed below:

i. Technical Bid:

- a) Scanned copy of Tender Acceptance Letter **Annexure-A**.
 - b) The Technical Proposal as per the format given in **Annexure-B** with due supporting documents
 - c) **Annexure – C** for experience of the firm
 - d) **Annexure – D** for manpower strength of the bidding firm
 - e) **Annexure – E** declaration for not being debarred or blacklisted
- f) Bidder has to submit Document fee and EMD as DD in favor of Bihar Horticulture Development Society, payable to Patna, on or before the last date and time of bid submission. Scanned copy of the document fee and EMD shall be submitted with the technical proposal.

ii. Financial Bid:

Financial Bid is to be submitted in prescribed format (**Annexure – F**). The fee quoted in financial bid should be expressed **inclusive of applicable taxes**.

While submitting the Financial Proposal, the firm shall ensure that

- Prices payable to the Bidder as stated in the Contract **shall remain fixed during** the performance of the contract. However, in the event of any increase/decrease in Government taxes/duties as applicable at the time of delivery, the prices shall be adjusted accordingly at the time of payment.

9. Terms and Conditions:

- a) Failure to comply with requirements spelt out in validity of the bid shall make the Proposal liable to be rejected.
- b) If a firm / organization or any of its member(s) make(s) an averment regarding his or their qualification, experience, or other particulars and it turns out to be false, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Letter of Acceptance, all the members of the organization shall be debarred for any future assignments of the BHDS.
- c) In case it is found the evaluation or at any time before issue of the Letter of Acceptance (LOA) that one or more of the eligibility conditions have not been met by the firm or the Team has made material misrepresentation or has given any materially incorrect or false information, the firm shall be disqualified forthwith if not yet appointed as the Consultant. If the firm has already been issued the LOA the same shall, notwithstanding anything to the contrary contained therein or in this RfP, be liable to be terminated by a communication in writing by the Director (Horticulture), Department of Agriculture, Bihar Horticulture Development Society, State Horticulture Mission, Bihar (Patna), without the BHDS, Government of Bihar being liable to any manner whatsoever to the Applicant.
- d) The technical Proposal shall not include any financial information relating to the Financial Proposal.
- e) The BHDS, Government of Bihar reserves the right to verify all statements, information, and documents submitted by the Applicant in response to the RfP. Failure of the Directorate of Horticulture to undertake such verification shall not relieve the firm of its obligations or liabilities hereunder nor will it affect any rights of the BHDS, Government of Bihar there under.

- f) Technical Bids will be opened at Director (Horticulture), Department of Agriculture, Bihar Horticulture Development Society, State Horticulture Mission, Bihar, 2ndFloor, Krishi Bhawan, Patna – 800001, as per the date and time prescribed in the Fact sheet. The Bidder will be at liberty to be present either in person or through an authorized representative at the time of opening of Technical Bid with Bid Acknowledgement Receipt.
- g) Financial Bid of only those bidders shall be opened, whose Technical Bids / Proposals are found to be suitable in the technical evaluation. The date of financial bid opening will be intimated to the shortlisted bidders.
- h) For submission of bid through e- tender, interested bidders need to register on website <https://www.eproc.bihar.gov.in/BELTRON> before 24 hours from date and time of submission of bid under Category of Tender(COT)- General.

10. Brief Description of the Selection Process

The Agency shall be selected through an open competitive bidding process. A two-stage selection process will be adopted in evaluating the Proposals. **LCBS (Least Cost Based Selection)** methodology would be adopted.

In the first stage, a technical evaluation will be carried out. In the second stage, a financial evaluation will be carried out to select the L1 proposal.

11. Evaluation of Bids

- i. Prior to evaluation of Proposals, the BHDS will determine whether each Proposal is responsive to the requirements of the RfP. A Proposal shall be considered responsive only if:
 - a) It is received in the specified format.
 - b) It is received by the due date including any extension thereof.
 - c) It contains all the information (complete in all respects) as requested in the RfP.
 - d) It does not contain any conditions or qualification.
 - e) It has submitted Rs. 50,000/- (Rupees fifty five thousand Only) as Earnest Money Deposit (EMD in the form of Demand draft) and tender fee of Rs. 5,000/- (Rupees fivethousand Only) through Demand draft.
 - f) It is not non-responsive in terms hereof.

The BHDS, Government of Bihar **reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the BHDS, Government of Bihar** in respect of such Proposals.

- ii. The responsive bids shall be checked for eligibility based on the conditions mentioned in clause 7 and the bids conforming to the same shall be technically evaluated on a scale of 100. The comparative weightage for each activity of technical bid would be as below:

SN	Criteria	Marking scale	Maximum marks
1	Number of events organized by the Firm in the last 10 years (FYs) financial years as on 31st March 2022. For the purpose of this section of Tender Document, Event (Eligible Assignment) would be deemed to include:	a) Total number of events organized: Upto 20 – 5 marks Above 20 – 10 marks	40

	<p>Seminars/ Conferences/ Exhibitions, Forums/ Fairs / or any combination of the same for a State Government/ Central Government or any Government of Foreign Country or their agencies / Any other entity.</p> <p><i>(Letter of Award/Agreement/ Work Order duly certified by the authorized signatory of the bidding company)</i></p>	<p>b) Four projects with fee of Rs40 lakh (5 marks per project) (Maximum 20 marks)</p> <p>c) Maximum 5 projects with State Government/ Central Government or any of the Government agencies (2 marks per project) (Maximum 10 marks)</p>	
2	<p>Number of employees on the Organization's payroll as on 31st March 2020.</p> <p><i>An undertaking from the HR Head of the organization has to be submitted in the format provided in this RFP / Proof of no. of employees from the statutory records like EPF, etc.</i></p>	<p>Upto 20 – 5 Marks Above 20 – 10 Marks</p>	10
3	<p>Average Annual turnover of the Bidder during last three financial years (FY 2018-19, FY 2019-20, FY 2020-21)</p> <p><i>Certified turnover certificate and audited copy of the financial statements towards the same must be submitted</i></p>	<p>10 marks for minimum Rs. 50 lakh & 1 mark for each additional Rs. 10 lakh with maximum 15 marks.</p>	15
4	<p>ISO certification: The bidder should have ISO 9001:2015 certification</p>	5	5
5	<p>Technical planning for AAM Mahotsav 2022 should include internal fabrication designing of exhibits, stall, gate and others (Internal Fabrication Designing of the event should be attached with RFP.</p>	30	30

Note: Technical Planning should reflect the understanding about conceptualizing, designing and execution strategy of the event management agency.

12. Evaluation of Technical Proposal

Only the proposals meeting the eligibility criteria as mentioned in Section 7 shall be technically evaluated. The technical Proposals will be evaluated on the basis of the criteria stated in evaluation table above. Only those Applicants having Technical Proposals score of **70 marks or more out of 100 marks** shall qualify for further consideration.

- i. The Agency obtaining at least **70% marks** based on evaluation of the Technical Bid will qualify for evaluation of Financial Bid.
- ii. Further, the Technical Agency will be selected from the technically qualifying bidders based on Least Cost based selection (LCBS).

13. Evaluation of Financial Proposal

In the second stage, the financial evaluation will be carried out based on criteria given below:

- i. Only those bidders qualifying through the Technical Bid will be considered for financial evaluation.
- ii. The Financial Bid must be submitted as per format given at **Annexure-E**.
- iii. The Service Tax and other levies, if any, should be furnished as per the format.
- iv. In case nothing is mentioned, it will be assumed that taxes / other levies are included in the rates quoted.
- v. Rate should be quoted on comprehensive basis for carrying out all works as mentioned in the tender document.
- vi. The selection method is Least Cost Based Selection (LCBS).
- vii. The BHDS would enter into a contract with L-1 Bidder i.e. eligible bidder with the lowest total quoted cost in the financial bid.

14. Award of Assignment

After selection, a Letter of Award shall be issued in duplicate by the BHDS, Government of Bihar to the Selected event management agency and the agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in the acknowledgement thereof. The LOA shall constitute the Agreement for the purpose of this consultancy assignment.

15. Terms of Payment

Payment shall be made after the completion of the event and submission of request letter for payment to Director Horticulture cum Mission Director, Bihar Horticulture Development Society, Patna with the invoice and photographs. Payment shall be made based on the basis of claim submitted by the selected agency and inspection report submitted by the committee already constituted for this purpose.

16. Penalty Clause

For non-performance / delayed performance, the following penalties may be imposed:

- a) Forfeiture of Performance Security

17. Limitation of Liability

The liability of the Technical Support Group (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any claim in any manner related to this assignment, including the work, or Services covered under this assignment, shall be the payment of direct damages only which shall in no event in the aggregate exceed the Total Contract Value.

18. Performance Guarantee / Security

After selection of suitable applicant for the assignment, the amount of EMD shall be refunded to the unsuccessful bidders. The EMD of the successful bidder shall be retained by BHDS, Government of Bihar till the completion of the assignment.

In addition, performance security shall be obtained from the selected agency in the form of bank guarantee to the tune of 5% of the contract value. Performance security in the form of bank guarantee shall initially be valid till the end of this agreement and in case the assignment extends beyond the period, the validity of the bank guarantee shall be suitably extended.

19. Contract Agreement

The Successful bidder will have to execute contract agreement after issuance of LoA.

20. Amendment to RFP

At any prior to the closing time and date of receipt of bids, the Department may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidders, modify the RFP document by an amendment in order to provide prospective bidder reasonable time for taking the amendment into account in preparing their bids, the Department may at its discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the RFP.

21. Disclaimer

The Department shall not be responsible for any late receipt for any reasons whatsoever.

22. The Department reserves the right

- a) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the government and the objective of the scheme without assigning any reasons thereof.
- b) To include any other items in the Terms of Reference at any time after consultation in the pre-bid meeting or otherwise.
- c) To facilitate evaluation of Proposals, the BHDS may, at its sole discretion seek clarification from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the BHDS for this purpose. Any request for clarification(s) and all clarification(s) on response thereto shall be in writing. If a bidder does not provide clarifications sought above within the specified time, its proposal shall be liable to be rejected. In case the Proposal is not rejected, the BHDS may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.

23. Right to reject any or all Proposals

Notwithstanding anything contained in the RfP, the Bihar Horticulture Development Society reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

The BHDS reserves the right to reject any Proposal if:

- a) At any time, a material misrepresentation is made or uncovered; or,
- b) The Consultant / Institution do not provide, within the time specified by the BHDS, the supplemental information sought by the BHDS for evaluation of the Proposal.

24. Miscellaneous

The Selection Process shall be governed by, and constructed in accordance with, the laws of State and India and the Court at Patna shall have exclusive jurisdiction over all disputes arising under, pursuant to and /or in connection with the Selection Process.

25. Validity of Proposal

The proposal should be valid for a period not less than ninety (120) days from the due date for receiving the proposal.

26. Clarifications

Any clarification sought may be directed to Director (Horticulture), Department of Agriculture, State Horticulture Mission, Bihar, 2nd Floor, Krishi Bhawan, Mithapur, Patna – 800001
Phone + Fax: 0612 – 2554772 | Email: dir-bhds-bih@nic.in

**TENDER ACCEPTANCE LETTER
(To be given on Company letter head)**

Date:

To

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No:

Name of Tender /Work: _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender / Work' from the web sites(s) namely:

_____ as per your advertisement, given in the above-mentioned websites(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / we hereby unconditionally accept the tender conditions of abovementioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department / organization shall without prejudice to any other right or remedy be at liberty to reject the tender / bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Technical Bid Form**Sub:** Application for Selection of Event Management Agency for AAM Mahotsav

S.N.	Particulars	Details
1.	Name & Address of the firm, Tel/ Fax/Email Details	
2.	Date of Establishment of Company (enclose evidence) (Should be in existence for last three years)	
3.	Total work experience (In years)	
4.	Office in Bihar (State). Details if any	
5.	Annual Turn Over in the last three Financial years (enclose balance Sheet, CA's Certificate)	
6.	Is your firm a Proprietorship / Partnership or registered under the Companies Act. Please give details & enclose Certificate	
7.	Branches (Enclose details with address & Telephone No.)	
8.	Details of Income Tax Registration: (Enclose PAN Details and latest income tax clearance certificate.)	
9.	GST Registration Details and enclose copy of latest service tax clearance certificate	
10.	Declaration for Manpower strength Number of employees on the Organization's payroll (Annexure – D)	
11.	ISO certification	
12.	Experience of providing turnkey solutions in infrastructure, management and other services for events and ceremonies of similar nature completed successfully for any Govt., Semi-Govt, Public Sector and private organizations in their own. (Copies of work order to be enclosed along with Annexure - C)	
13.	Declaration of the bidder not being debarred/ blacklisted by any State Government or Central Government or their instrumentalities (Annexure – E)	
14.	Any other information	

This is to certify that I have read and understood the enclosed brief and other Terms & Conditions and all the supporting documents have been enclosed, and the information given by me is true to the best of my knowledge.

Date:

Signature of Bidder
(With Seal)

Undertaking Total number employees in payroll of the organization

We undertake that there are number of employees in the payroll of the(name of the bidder) directly engaged in providing event management services as on 31st December, 2021. The incorrect information may lead to disqualification and blacklisting. Name & signature of the HR Head of the bidder Name & signature of the authorized signatory

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory

Undertaking of not being debarred / blacklisted

We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory

Financial Bid Form
(On the letter head of the bidder)

Date:-

To:

Director Horticulture cum Mission Director
Bihar Horticulture Development Society
Department of Agriculture
Patna, Bihar

Sir,

Submission of Proposal against your RFP dated.....

Our Financial Proposal as below:

S.N.	Particulars	Specification	Appr ox. Qty./ Sqft	D ay s	Unit rate	Total cost(I NR)
1	Gate- Customized		1	3		
1.1	Big Gate - Customize	with Wooden Structure, Bamboo Support, 3D Painting, Theme Decoration etc.				
1.2	Big Gate - Side Wall	Size 23 x 8 x 2 = 368 sft				
1.3	Big Gate - Back Wall	Size 24 x 10 x 2 = 480 sft				
1.4	Big Gate - Back Piller	Top Size 23 x 2 x 2 = 92 sft and Leg 10 x 2 x 16 pieces = 320 sft + 92 sft = 412 sft				
1.5	Small Gate -	Top Size 30 x 4 x 4 side = 480 sft and Leg 14 x 4 x 4 x 2 pieces = 448 + 480 = 928 sft				
2	Hall Set up along with sitting arrangement			2		
2.1	Stage-Customize with carpet	32 ft X 20 ft = 640	2			
2.2	Flower Decoration	Two Times (Day- two and Day- three)	2			
2.3	Head Table for Stage	table with Cloth Masking	6			
2.4	Leather Chair for Stage	chair with White Cloth Towel	11			
2.5	LED Screen (P-3)	32 x 10ft = 320	1			
2.6	Podium	one side	1			
2.7	LED TV 42 inch	Two	2			
2.8	Sound System for Stage & Ground	Box & amplifier, Mike, Podium mike, cordless hand mike etc.	1			

2.9	Light	Metal Light (Ground lighting (general))	50			
		Par Light (Lighting for entire park)	30			
2.10	Main line cabling for entire hall	for DG set	1			
2.11	PA systems in entire hall		1			
2.12	Sofa (Leather) 2-seater with glass table	with Cover	8			
2.13	Sofa (Steel) threeseater		8			
2.14	VIP Chair with cover		250			
3	Fabrication work for Exhibits Display		2	3		
3.1	Attractive exhibits fabrication with all inputs	As per requirement	1			
3.2	Flower Decoration	As per requirement				
4	Stalls		1	2		
4.1	Display-cum- sell stall	Stall with Carpet,2 Chair, 1Tabel ,3 Spot Light & Power pluck,Name Board Vinyle	10			
4.2	Departmental stall (Octinam stall)					
4.3	Corona Protection zone-cum- medical help Desk (Octinam stall)					
4.4	Registration work for 5 persons with all inputs					
5	Kits for farmers, VIP and media person		2			
5.1	Khadi Cloth Bag	With Logo Printing	500			
5.2	Note Pad	With Logo Printing on Cover Page	500			
5.3	Pen with logo print	With Logo Printing	500			
5.4	Mask	With Logo Printing	500			
6	Still, Videography			3		
6.1	Still Photography	Canon D7 Camera with Cameraman	1			
6.2	Videography	Sony HD camera with cameraman	2			
6.3	Video Editing & Photo Album		1			
7	Inaugural Session Related Material					
7.1	Instant I Card Printing	With 2Operator & 2Computer System	400			
7.2	Lenyard	With Logo Printing	400			
7.3	Software making of Ticket		1			
7.4	Ticket Printing Machine rental	With Operator & Computer System	1			
7.5	Inaugural Materials	Lamp Lighting,Ribbon,Scissors,Tra	1			

		y etc.				
8	Garden Area/selfie point					
8.1		Theme based Decoration and selfie point	5			
8.2		Mango inflatable with manpower	2			
8.3		Sky Balloon (Nitrogen gas)	1			
9	Trophy/ memento					
9.1	Trophy/Memento Grade 1 for VIP	As per approved design	15			
9.2	Trophy/Memento for others as per approved design		80			
10	Materials for exhibit display			3		
10.1	Basket	Flat basket Min.18" Dia x 3" Depth	2500			
11	Power consumption					
11.1	GEN SET	82 KVA	1			
11.2	GENSET (FARE)					
11.3	GEN SET	82 KVA	1			
11.4	GENSET (FUEL)					
11.5	GEN SET	82 KVA (working as per requirment)	1			
12	Additional			3		
12.1	Flag with Flag Pole - Big	20 ft	20			
12.2	Flag with Flag Pole - Small	10 ft	50			
12.3	T-Shirt Collar	with Logo Printing	50			
12.4	Cap	with Logo Printing	50			
12.5	Wooden Table	With Frill & Cover	25			
12.6	3 D Logo	with Wooden Structure,Bamboo Support,3D Painting,Theme Decoration etc				
12.7	Schemes Branding	Entire hall				
13	Logistical arrangement					
13.1	House Keeping with cleaning materials and manpower		6			
13.2	Supporting Staff		15			
Total Cost of the event (AAM Mahotsav)						
GST(XX%)						
Total Cost of the event -AAM Mahotsav including GST (INR)						

Note:

- Per unit cost exclusive of tax to be mentioned.
- **Cost of the event (Column 7-Total cost) including GST** will be accepted as financial proposal.
- The Financial Proposal is to be submitted strictly as per the form given in the RFP
- The Bidder has to provide all facilities as per scope mentioned in this RFP or as desired by Directorate of Horticulture, Govt of Bihar
- The Bidder has to breakup and also total fee for this RFP. However, if the breakup mentioned above does not any item which has been mentioned in scope of this RFP. Same needs to be provided and cost of the same can be include in miscellaneous items.
- **Cost of the event (Column 7-Total cost) including GST** would be used for calculation for selection of the Event Partner.
- Any other requirement related to event beyond scope of work to be provided by Event Partner as provided by competent authority and payment for the same will be made by Bihar Horticulture Development Society on actual basis after submission of bills.
- Per unit cost to be mentioned to calculate the amount for additional requirements.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive. We remain,

Yours faithfully,

Name of Bidder:

Signature of Authorized signatory:

Name of Authorized signatory:

Date: