

Women Development Corporation, Bihar
(Dept. of social Welfare, Govt. of Bihar)
2nd Floor, Indira Bhavan, R C Singh Path, Bailey Road
Patna 800 001, Ph No. 0612-2547843
www.wdc.bih.nic.in

**Schedule for Invitation of Bid for Event Management of Mahila Udyami Mela
-2021**

01.	Name of the Client	Women Development Corporation, Bihar
02.	Address for submission of Bids	Managing Director Women Development Corporation, Bihar 2 nd Floor, Indira Bhavan, R C Singh Path, Bailey Road, Patna 800 001 Ph No. 0612 2547843 Website – wdc.bih.nic.in E mail – support.wdc@bihar.gov.in
03.	Date of issue of Bid Document	30.12.2020
04.	Bid processing fees (Non-refundable)	Rs. 10000/- plus GST @ 18% Payble in form of Demand Draft in favour of -

		Managing Director, Women Development Corporation
05.	EMD (refundable)	Rs. 90000/- Payble in form of Demand Draft in favour of - Managing Director, Women Development Corporation
04.	Time and Date of Submission of Bids	07.01.2021, 2 PM
05.	Time and Date of opening of technical bids	07.01.2021, 3 PM
06.	Venue of opening of technical bids	Women Development Corporation 2 nd Floor, Indira Bhavan, R C Singh Path Bailey Road, Patna, 800 001
07.	Tme and Venue of opening of Financial Bids	To be notified later

Invitation of bids :

The Women Development Corporation, Bihar proposes to organize a Mahila Udyami Mela – 2021 in collaboration with Bihar Mahila Udyog Sangh from 14th to 18th January 2020. The mela is proposed to be held at Gyan Bhavan, Samrat Ashok Convention Kendra, Gandhi Maidan, Patna. Proposals are invited under two bid system from Registered Firms/Event Management Agencies having adequate experience in organizing such events.

Eligibility Criteria :

The bids are invited from eligible firms fulfilling the following criteria.

1. 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.
2. The bidder should be registered with various authorities like GST, Income Tax authority (PAN).
3. The bidder should have minimum average annual turnover of Rs. 1 crore for the last 3 financial years (2019-20, 2018-19 & 2017-18). The turnover should have come from event related activities.
4. 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.
5. 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. The value of these events/fairs shall be minimum Rs.40 lks each.

6. 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.

Scope of Work

1. Construction of Octanorm stalls measuring 3 mt x 3 mt – 100 nos.
Each stall shall have floor carpeting, table – 1no., chairs – 2 nos., three lights, one power point plug, top holding area with name .
2. Full size welcome gate of minimum 12 ft. height with – 2 nos.,
3. Registration desk – 1no.
4. Help desk – 1 no.
5. Stage – 1no. for events like opening ceremony, closing ceremony with provision of podium, lamp, dais table and chairs for upto 7 dignitaries
6. State decoration with flowers
7. Stage backdrop
8. Adequate audio system for stage / dais and general announcements.
9. Stage lighting
10. Bouquets (min. 10) for opening and closing ceremony
11. One LED wall with connection equipments like laptop
12. Videography and photography of events
13. Chairs – 200 nos., Sofa (3 seater) – 4 nos., centre table – 4 nos.
14. Daily cleaning of mela premise
15. Generator (with fuel) back up for whole event

Submission of Bids

Eligible firms have to submit the bids under 2 bid system. The technical and financial bid shall be sealed in separate envelopes and both the envelopes shall be together sealed in a bigger envelop and shall be superscripted – ‘**Bid for event management for Mahila Udyami Mela – 2021**’.

The Technical bid shall contain the following informations:

Sl No.	Requirement	Proof to be submitted
01.	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.	Copy of the registration certificate
02.	The bidder should be registered with various authorities like GST, Income Tax authority (PAN)	Copy of GST registration and PAN
03.	The bidder should have minimum	Copy of the audited Balance Sheet

	average annual turnover of Rs. 1 crore for the last 3 financial years (2019-20, 2018-19 & 2017-18). The turnover should have come from event related activities	
04.	IT return	Copy of IT return of last 3 years
05.	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. The value of these events/fairs shall be minimum Rs.40 lks each.	Copy of engagement letter / contract
06.	No sub contracting	A certificate signed by the authorized signatory in the official letter pad to this effect must be submitted
07.	The bidder should not have been blacklisted by any state or central government agency.	Self certification from the authorized signatory
08.	Bid processing fees (Non	Demand draft of Rs.10000/- plus

	refundable)	GST @ 18%, favouring Managing Director, Women Development Corporation
09.	Earnest Money Deposit (refundable)	Demand draft of Rs.90000/- favouring Managing Director, Women Development Corporation
10.	Design layout for 100 stalls at Multipurpose hall, Gyan Bhavan	Layout plan drawing to be submitted

Financial Bid submission format:

Sl no	Head / Activity	Unit Rate	Total Cost
01.	Octanorm stall of 3mt x 3mt – 100 nos. complete with all requirements as detailed in Scope of Work		
02.	Welcome gate - 2 nos. with following specifications 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.		

03.	Registration desk and help desk – one each of 3mt x 3mt		
04.	Fully equipped stage with dais table and chairs for 7 VIPs, theme decorated podium of min. 3 ½ ft, fresh flower decoration, bouquets for VIP, mikes & audio system , lighting arrangement, backdrop , decorated lamp, ribbons and other essential items		
05.	Chairs (fiber) – 200 nos.		
06.	VIP wood Sofa (3 seater) & centre table – 4 nos. each		
07.	Videography and photography of opening / closing ceremony and other events		
08.	Fully equipped LED wall – 12ft x 8ft		
09.	Cleaning of mela premise on daily basis with minimum 4 housekeeping person to be present		

	throughout the mela timings and provision of dustbins at all important locations (min. 10)		
10.	Provision of Snacks and Lunch a. Snacks packet shall contain 3 sweets, 3 veg snack item, cashew. One packed water bottle of 500 ml. Tea. b. Lunch packet shall be veg. thali (2 vegetables, pulses, roti, rice, papad, salad with sweet) and one packed water bottle of 500 ml. (No. of units to be communicated later as per actual)		(As per actual)
10.	Genset (with fuel) for power backup	//	
11.	Any other proposed by the bidder (details to be provided by the bidder)		
TOTAL			
GST			
GRAND TOTAL			

In words : INDIAN RUPEES _____

Evaluation of Bids :

1. The technical proposals shall be opened firstly and the pre qualifications shall be evaluated.
2. This shall be followed by Power point presentation on two aspects – Technical presentation and Design presentation.
3. The technical evaluation shall be as follows :
 - a. Technical Presentation – 40 marks
 - b. Design Presentation – 20 marks
4. Only those proposals shall be considered for opening of Financial bid which shall score minimum 70 % (42 marks) in Power point presentation.
5. The weight given to the technical & design presentation shall be 60% and the weight given to the Financial proposal shall be 40%. The combined evaluation shall be determined as follows:

$$S (\text{TECH}) = \frac{\text{Technical score of the applicant}}{\text{Highest Tech. score amongst the applicants}} \times 60$$

$$S (\text{Financial}) = \frac{\text{Lowest Fin. Rate amongst the applicants}}{\text{Financial rate of the applicant}} \times 40$$

$$S (\text{FINAL}) = S(\text{TECH}) + S (\text{FINANCIAL})$$

The composite score {S(FINAL)} would be used to determine the successful bidder. The bidder with the highest composite score would be awarded the contract.

Notes:

1. Unsealed bids shall not be accepted.
2. Incomplete bids, bids without Bid Processing fees including GST, without EMD shall be out rightly rejected.
3. Financial bids of only technically shortlisted firms shall be opened.
4. The selection of firm shall be by QCBS method.

5. EMD of un-successful bidders shall be returned within one month from the date of allocation of work to the successful bidder.
6. No advance payment shall be made.
7. Payment shall be made after successful completion of the tasks and submission of invoice with project report along with photographs and video document.
8. In case of any increase or decrease in the actual work, adjustment to that extend in the bill quantity shall be done.
9. Suitable deductions in case of sub-standard work, inferior quality equipments used shall be done. Further, in such case penal action shall also be taken.
10. Bids shall be submitted by hand / post upto 2 PM of 07th January 2021.
11. Technical bid shall be opened on the same day at 3 PM in presence of the bidders who may wish to attend the same.

PROJECT DIRECTOR