

Mukhyamantri Laghu Evam Kutir Udyam Vikas Board

Tender Document for Selection of Event Management Agency for organizing Bamboo Artisan Conclave to be held at Outdoor Stadium/Airport Premises Dumka on 18th & 19th September, 2019

1. Technical Bid Opening Date

22/07/2019 at 15:30 p.m. in the office of Chief Executive Officer, Mukhyamantri Laghu Evam Kutir Udyam Vikas Board, 4th floor, Udyog Bhawan, Ratu Road, Ranchi-834001.

2. Conditions of Eligibility for Technical Qualification

2.1 For participation in the tender process and submitting Bids, Bidders may be a private, public or government-owned legal entity registered as an Event Management Agency. The term “Bidder” used in the Tender would therefore apply to a single entity only.

2.2 The Bidder must have an experience of event management for at least 3 years (as on the last date of submission of proposal).

2.3 The Bidder must have Average Annual Turnover of **Rs. 5,00,00,000/- (Rupees Five Crores Only)** in the last three financial years i.e. 2016-17, 2017-18 and 2018-19 in the field of event management services.

2.4 The Bidder must have an experience of using large format LEDs.

2.5 The Bidder must have an experience of

2.5.1 At least two Event of value not less than **Rs. 1,00,00,000/- (Rupees One Crore Only).** and

2.5.2 At least other three Events of value not less than **Rs. 50,00,000/- (Rupees Fifty Lac Only).**

2.6 The bidder should have, in the last three financial years i.e. 2016-17, 2017-18 & 2018-19 managed at least three exclusive mega events of National Stature.

2.6. a. SME units of Jharkhand shall be exempted from turnover

and years of experience clause but they have to provide sample of similar work done by them and capability to do this scale of work before tender committee.

2.7 A Bidder that is under a declaration of ineligibility or is black listed by any Central/ State Government/ Municipal Corporation authority/Government Departments in India on the date of submission of the Bid or thereafter shall be disqualified. An undertaking in this regard should be submitted by the Bidder along with the other tender documents.

3. Documents to be Submitted by Bidders for Technical Qualification

- 3.1** Bank Draft/ Pay Order towards the payment of Non-Refundable Tender Document Fee of **Rs. 15,000/- (Rupees Fifteen Thousand Only)** in favor of **“CEO, MMLKUVB”, payable at Ranchi, Jharkhand.**
- 3.2** Bank Draft/ Pay Order towards EMD/ Bid Security of **Rs.1,00,000/- (Rupees One Lakh Only)** in favor of **“CEO, MMLKUVB”, payable at Ranchi, Jharkhand.**
- 3.3** **The Bidder shall submit a Power of Attorney, authorizing the signatory of the Bid to commit on behalf of the Bidder and to submit the Bid. The Power of Attorney has to be on Stamp Paper and duly notarized.**
- 3.4** Documents relating to registration of the firm.
- 3.5** Documents relating to past experience as per the eligibility criteria and evaluation matrix.
- 3.6** Supporting documents in respect of the above mentioned **Clauses.**
- 3.7** Proof of Annual Turnover for last three financial years as indicated in the clauses above.
- 3.8** Copy of Pan Card
- 3.9** Copy of Service Tax/GST Registration.
- 3.10** An undertaking regarding non-blacklisting of the Bidder.
- 3.11** Copy of ITR (last three Years)
- 3.12** SME units for Jharkhand shall be given exemption as per

applicable provisions of Procurement Policy, 2014.

4. Joint Venture/Consortium is not allowed under the bid.

10 **5. Technical Evaluation Matrix**

S.No.	Evaluation Criteria	Parameter	Max Score	Total Score
1	Bidder's Experience and Turnover	The bidder must have experience of managing event of value not less than Rs. 1,00,00,000/- (Rupees One Crore). 5 Marks for one assignment, 5 marks for each additional assignment subject to a maximum of 10 Marks	10	
		The bidder must have experience of managing event of value not less than Rs. 50,00,000/- (Rupees Fifty Lac) 5 Marks for one assignment, 5 marks for each additional assignment subject to maximum of 20 Marks <i>(These assignments should be in addition to the assignments mentioned in the previous clause)</i>	20	
		Annual Turnover in 2018-19 Rs. 5 to 6 Crore – 05 Marks Rs. 6 to 7 Crore – 10 Marks Rs. 7 to 8 Crore – 15 Marks	15	
Sub Total (1)				45
2	Experience with Government of Jharkhand	Experience of Working with Government of Jharkhand / GoI / PSUs on similar assignments involving Prime Minister, President, Central Government Cabinet Minister or Chief Minister 5 marks for one assignment, 5 marks for each additional assignment subject to a maximum of 10 Marks <i>(The assignments should be of a minimum value of Rs. 50,00,000 i.e. Rs. Fifty Lac)</i>	10	
Sub Total (2)				10

3	Bidder's In- House Capacity	In-house Availability of German Hangar of at least 50,000 sq.ft. <i>(Certificate from the manufacturer certifying the possession of Hangar with the Bidder, OR Auditor certificate certifying in-house possession of German Hangar to be submitted)</i>	10	
Sub Total (3)				10
4	Presentation	Exclusiveness & Originality of concept including work plan based on Bamboo theme	15	
		Complete Solution to the various aspects of the event – designing layout, methodology of Live Screening & general lighting based on bamboo theme	20	
Sub Total (4)				35
Total				100

6. Selection of Bidder:

Financial Proposals of only those Applicants who scores at least 65% marks in Technical Proposal evaluation as detailed above shall be opened and considered for final evaluation.

The Bidder shall be selected on the basis of L1 based on the cumulative rates of all items, i.e. the bidder with the lowest financial cost would be selected.

NOTE: - The successful bidder would be called for negotiation, if required.

7. Terms of Payment

The agreed fee (Contract Price) shall be released as mentioned below, subject to acceptance of reports/proposals by the Authority –

100% (Hundred percent) payment will be paid on successful completion of the event. This will be paid on completion of 30 days from the event date and on receipt of the invoice from the company/ Firm.

8. Queries

The prospective bidders may contact the following in case of any queries/ clarifications:

Sh. Ajay Kumar Singh,
Chief Executive Officer,
Mukhyamantri Laghu Evam Kutir Udyamvikas Board,
Udyog Bhawan, Ratu Road, Ranchi – 834001,
Jharkhand.

Phone: +91- 9430329585

E-mail: contact.cmlaghukutir@gmail.com

9. Submission of Tender

a. Technical Cover (containing)

- i. EMD, Power of Attorney and Bid Document Fees (in a separate sealed envelope)
- ii. Cover letter and Eligibility Criteria (in a separate sealed envelope)
- iii. Technical Proposal (in a separate sealed envelope)

b. Financial Proposal (containing)

- i. Cover Letter
- ii. Financial Proposal

10. Last Date & Time for Submission of Tender

22nd July, 2019 at 15:00 p.m. in the office of Chief Executive Officer, Mukhyamantri Laghu Evam Kutir Udyam Vikas Board, 4th floor, Udyog Bhawan, Ratu Road, Ranchi-834001

11. Indicative items to be covered in the scope of work for Bamboo Artisan Conclave Programme : This two-day event on 18th & 19th September 2019 is expected to have participation of about 10,000 artisan and other visitors. The event will be presided by Hon'ble Chief Minister & will have presence of Hon'ble Senior Ministers from Central and State Government, Senior Government Officials, Entrepreneurs and representatives from industrial associations, chambers etc.

The theme of the event is bamboo based especially bamboo product with focus on the sustainable product for Green India, thus, the whole event venue should have bamboo flavor in all aspects of arrangements and material used. Instead of PVC sheets, thick cloth based banner may be used as far as possible.

The broad items to be included in the facility will be as under:

Sl. No.	<p style="text-align: center;">Description</p> <p><i>(all arrangements to be done for 2 days of the Event, unless otherwise specified)</i></p>
1	<p>Inaugural Hall- Main Aluminum Hanger Structure: (German Hanger – Non AC) with general lighting inside hanger, non-air conditioned, with a size of approximately 40 m*100 m should be comfortable for seating Space of ~6000 persons. Reserves Space in front Rows with Bamboo Sofas for VIP delegates.</p> <ul style="list-style-type: none"> ● Stage with both side stair having seating capacity of 25 people and arrangement for 15 persons in single Row. Chairs/Sofa should be made of bamboo in Jharkhand. ● White three seater Bamboo sofa with cushion in front rows ● Stage, Executive, Banquet Chairs (with cover) & Plastic Chair ● Flooring, wherever required for even flooring ● Ceiling , Walling & ground walling ● Synthetic, PVC & Red Carpeting of Hall with Stage ● Section Dividers and Queue Managers ● Media Platform, Podium ● Mojo Barricading ● Flower Decoration ● Chemical Toilet ● Cooler, Tower/ Pedestal Fan

	<ul style="list-style-type: none"> • Centre table made of Bamboo in Jharkhand • Towel & Trey with cover made of Bamboo in Jharkhand <p>The Main Hanger will be the Venue for Inaugural Session on Day one of the Event which will be attended by approximately 6000 people.</p>
2	<p>Exhibition Area- Aluminum Hanger Structure for Exhibition: (German Hanger – Non AC) with general lighting inside hanger, non- air conditioned, with a size of approximately - 16m*50m (800 m²). Total area of exhibition hall will be 1500 m² and should be comfortable for setting up of approximately 40 exhibition pavilions of varied sizes in multiples of 9 Sq. Mtrs along with 20 Gazebo / Pagoda tent for exhibitors.</p> <p>Following needs to be provided in the Exhibition Area.</p> <ul style="list-style-type: none"> • Flooring, wherever required for even flooring • Carpeting • Octonorm stall 3mtr X 3mtr • Section Dividers between the Stalls • Provision of Raw Space for exhibitors • Provision for Built-up Stalls, Plug & Play for the exhibitors (9 sq. mtrs. Size) with provision of - <ul style="list-style-type: none"> ○ One Table ○ 2 Chairs ○ Name of Exhibitor on the Name Card • Power outlet for Laptop, Display Screen etc. • Glass Door • Fan, metal light • DG Set with diesel <p>Hanger for Exhibition to be provided for the complete two days of the event.</p>
3	<p>VVIP Lounge: (German Hanger – AC) with general lighting inside hanger, air conditioned, with a size of approximately - 30m*30m (900 m²). Platforming, Carpeting, Ceiling, Walling,</p>

	<p>Bamboo chair with cover, Tower AC, Cooler, Metal Bamboo, DG Set with diesel. Dining Area with Plant decoration, sofas with bamboo center table, round & side table with cloth and frill, Lighting, Curtains etc. for ~250 persons. Lunch arrangements for Day 1 (250Nos.) & Day 2 (150 Nos.) of the event to be provided.</p> <p>Proposed Menu for Lunch</p> <ul style="list-style-type: none"> • Green salad • Indian Sprout Salad • Papad, Achar • Kadhai Paneer • Yellow Dal • Aloo Parwal Bhujiya • Mix Vegetable • Tandoori Roti/ Naan • Peas Pulao • Steamed Rice • Gulab Jamun <p>Vanilla I/C with hot Chocolate Sauce</p> <p><i>Provision for Lunch on both days of the event.</i></p>
4	<p>Waterproof Food Court: For general dinning of Guests along with food distribution areas for security and others. Provision for both seating and standing for lunch of 5000 (per day) delegates to be provided. Ground Carpeting, waterproof Kitchen challa, round table set, table with cloth & frill, chowki, metal light, cooler, Pedestal fan, DG Set also to be provided.</p>
4a.	<p>Waterproof Bamboo Foodcourt: For paid foodcourt of 5-6 stall, with space for 50 seats for dining for promotion of bamboo based food products including dining space with small kitchen, table, chair, fan, etc.</p>

5	LED: The Stage shall have LED Backdrop in the proportion of the size of the stage. In addition to this, there should be 08 Nos. of LED 12 Ft X 8 Ft with platform on both sides wiring cabling with VGA watch out systems HD quality. One LED 20 Ft X 10 Ft & Four PLASMA TV 52” with platform for seminar area also to be provided. Stage should be decorated with Bamboo.
----------	--

6	<p>Audio- Visual Set-up in the Seminar Hall: Provision of complete Audio-Visual set-up for the Seminar Hall for holding Sessions (on Day 1 & Day 2). The set-up will include</p> <ul style="list-style-type: none"> • Audio arrangements with console, microphones, wireless microphones etc. • Speakers for sound etc. <p>The Stage Shall have Backdrop in the proportion of the size of the stage.</p>
7	<p>Lighting with ferry lights for 2 days & State of Art Audio Video Sound System with complete Console setup with frame masking.</p>
8	<p>Green Net Matting, quality carpeting in all required areas should be used</p>
9	<p>Branding work in block-out flex star print for the hanger & Outside areas, Gates. (Approximately 50,000 sq. ft.)</p>
10	<p>Provision for Toilets, Kitchen Space and adequate signage's for all the people attending the event.</p>
11	<p>Gate 02 Nos. made of Bamboo material.</p>
12	<p>Flower Decoration, VVIP Bouquet (25 Nos.) (more nos. of bouquet may be required)</p>
13	<p>Logistics for Delegates : Hotel room arrangements with AC, 24 hour power backup, 24 hrs running hot & cold water(for Two Days) for 50 VVIP/VIP delegates at Dumka & Deoghar</p> <p><i>Note: No. of rooms may increase/decrease as per actual requirements and payment as per used rooms.</i></p>
14	<p>Vehicle for Delegates : To and fro Vehicle arrangements for 50 VVIP/VIP delegates from Ranchi/Kolkata (airport/railway station) to venue & local travel</p> <p><i>Note: No. of vehicles may increase/decrease as per actual requirements and payment as per used vehicles.</i></p>

	Vehicle Type	Quantity	Total Rate including all cost
	Innova	15	
	Honda City/ Ciaz	15	
	Swift Dzire/Tata Zest/ Indigo	20	
15	Logistics for Artisans : <ul style="list-style-type: none"> • Stay arrangements which comprises Bed Roll, Bed sheet, Pillow with cover, Blanket for Artisans approx. 2500 Nos. (Per day). • Arrangements for drinking water & mosquitoes repellent. 		
16	Misc. & Others: <ul style="list-style-type: none"> • Tin Barricading with fabric • Cloth masking in front of Delegate entry • Toilet for Media People & General Public • Outside carpeting • Water Supply for Wash Rooms • Plants for Ambience • Lamp Lighting • Placard Displaying Names of Dignitaries on the dais • Parking and tree highlighting with metal helide 2 days • Full DG Backup with fuel • Black cloth masking for open areas 		

Note:

- i. All the payment would be made as per actuals.
- ii. The bidder to submit separate rates for every specific item mentioned above.
- iii. The scope is indicative not limiting to the items mentioned above. As per direction of the senior officers of the Govt. of Jharkhand, the work may be executed by the Bidder within the sanctioned budget/price quoted.

- iv. The selected bidder is expected to deliver the highest quality of work understanding the objective of the event.
- v. Board reserves the right to reject any tender and to cancel/ postpone the Tender process without assigning any reason thereof.

Sd/-
CEO,
Mukhyamantri Laghu Evam Kutir
Udyam Vikas Board,
Udyog Bhawan, Ratu road,
Ranchi – 834001, Jharkhand, India