

Tender Document for Vendor Development Program to be held at Adityapur Auto Cluster, Jamshedpur on 19th & 20th December, 2018

1. Technical Bid Opening Date

12/12/2018 at 15:30 p.m. in the office of Director -Industries, Department of Industries, Mines & Geology, Nepal House.

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 5 years (as on the last date of submission of proposal).

2.3 The Bidder must have Average Annual Turnover of Rs. 6,00,00,000/- (Rupees Six Crores Only) in the last three financial years **i.e. 2015-16, 2016-17 and 2017-18 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 Lakhs Only).

2.6 The bidder should have, in the last three financial years i.e. 2015-16, 2016-17, 2017-18, managed at least three exclusive mega events of National Stature.

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 “Director Industries”, 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 “Director Industries”, 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)

4. No Joint Venture/Consortium is allowed under the bid

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 Crores). 5 Marks for one assignment, 5 marks for each additional assignment subject to a maximum of 15 Marks	15	
		The bidder must have experience of managing event of value not less than Rs. 50,00,000/- (Rupees Fifty Lakhs) 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 2017-18 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)		
2	Experience with Government of Jharkhand	Experience of Working with Government of Jharkhand 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 20 Marks <i>(The assignments should be of a minimum value of Rs. 50,00,000 i.e. Rs. Fifty Lakhs)</i>	20	
Sub Total (2)			20	
3	Experience with Government of Jharkhand	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	10	
		Complete Solution to the various aspects of the event – designing layout, methodology of Live Screening & general lighting	10	
Sub Total (4)				20
Total				100

6. **Selection of Bidder:**

Financial Proposals of only those Applicants who scores at least 70% 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 i.e. the bidder with the lowest financial cost would be selected.

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. Rajendra Prasad
Deputy Director, Directorate of Industries,
Department of Industries, Mines & Geology, Government of
Jharkhand, Nepal House, Doranda Ranchi – 834001, Jharkhand
Phone: +91-9470518897

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. Time & Date of Submission of Tender

<Date> <Month> 2018 at 15:00 p.m. in the office of Directorate of Industries, Department of Industries, Mines & Geology, Government of Jharkhand, Nepal House, Doranda Ranchi – 834001, Jharkhand

11. Indicative items to be covered in the scope of work for Vendor Development Programme: This two-day event on 19th & 20th December 2018 is expected to have participation of about 1,000 persons. 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 broad items to be included in the facility will be as under.

Sl. No.	Description (all arrangements to be done for 2 days of the Event, unless otherwise specified)
1	<p>Inaugural Hall- Main Aluminum Hanger Structure (German Hanger – Air Cooled) with general lighting inside hanger, air conditioned, with a size of approximately 40 m*50 m should be comfortable for seating Space of ~1000 persons. Reserves Space in front Rows with Sofas for delegates.</p> <ul style="list-style-type: none">• Stage with seating capacity of 25 people and arrangement for 15 persons in single Row.• White three seater sofa with cushion in front rows.• Executive Chairs with cover• Flooring, wherever required for even flooring• Carpeting• Section Dividers• Queue Managers <p>The Main Hanger will be the Venue for Inaugural Session on Day one of the Event which will be attended by approximately 1000 people</p>
2	<p>Exhibition Area- Aluminum Hanger Structure for Exhibition (German Hanger – Air Cooled) with general lighting inside hanger, air conditioned, with a size of approximately A1- 57m * 15m (855 m2), A2-15m*15m (225 m2) and A3- 30m*26m (780 m2). Total area of exhibition hall will be 1860 m2 and should be comfortable for setting up of approximately 100 exhibition pavilions of varied sizes in multiples of 9 Sq. Mtrs.</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 • 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 doors. <p>Hanger for Exhibition to be provided for the complete two days of the event.</p>
<p>3</p>	<p>Exhibition Centre in already constructed- Exhibition stalls in Ground Floor of buildings. Following needs to be provided in the Exhibition Area :</p> <ul style="list-style-type: none"> • Flooring, wherever required for even flooring • Carpeting wherever required • 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. <p>1st Floor of building will be utilized for B2G/B2B meeting</p> <ul style="list-style-type: none"> • 8-10 nos. Sofa-set with center table and side tables • Refreshment- Tea, Coffee, drinking water and snacks
<p>3</p>	<p>VVIP Lounge</p> <p>Dining Area with Plant decoration, sofas with center table & side table, Lighting, Curtains etc. for ~200 persons.</p> <p>To be provided for Day 1 of the event, for lunch arrangements.</p> <p>Proposed Menu for Lunch</p> <ul style="list-style-type: none"> • Green salad • Indian Sprout Salad • Papad, Achar • Kadhai Paneer

	<ul style="list-style-type: none"> • Yellow Dal • Aloo Parwal Bhujiya • Mix Vegetable • Tandoori Roti/ Naan • Peas Pulao • Steamed Rice • Gulab Jamun • Vanilla I/C with hot Chocolate Sauce
4	<p>Food Court (Fixed structure already available) for general dining for Guests along with food distribution areas for security and others. Provision for both seating and standing for lunch of delegates to be provided.</p> <p>Delegates need to pay for the lunch.</p> <p>Provision for Lunch on both days of the event.</p>
5	<p>LED: The Stage shall have LED Backdrop in the proportion of the size of the stage. In addition to this, there should be LED 12 Ft X 8 Ft on both sides wiring cabling with VGA watch out systems HD quality. One LED 12 Ft X 8 for seminar area</p>
6	<p>Audio- Visual Set-up in the Seminar Hall, Adityapur Auto-Cluster:</p> <p>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. • The Stage Shall have Backdrop in the proportion of the size of the stage.
7	<p>Lighting & 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 15,000 sq. ft.)</p>
10	<p>Provision for Toilets, Kitchen Space, adequate signage's for all the people attending the event.</p>
11	<p>Gate 03 Nos. Box with flex and branding.</p>
12	<p>Flower Decoration, VVIP Bouquet (25 Nos.) (more nos. of bouquet may be required)</p>
13	<p>Misc. & Others:</p> <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

	<ul style="list-style-type: none"> • Water Supply for Wash Rooms • Plants for Ambience • Lamp Lighting • Placard Displaying Names of Dignitaries on the dais • Pagoda tent (3 Nos.) with Chairs (8 Nos. each)
14	Construction of frame for Shilapat flex- 2 nos. 12*15 - To be displayed in Inaugural hall (for 100 nos., of shilapat more nos. of shilapat may be required)

Note:

- i. The bidder to submit separate rates for every specific item mentioned above.
- ii. 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.
- iii. The selected bidder is expected to deliver the highest quality of work understanding the objective of the event.
- iv. Department reserves the right to reject any tender and to cancel/postpone the Tender process without assigning any reason thereof

Director,
Directorate of Industries,
Department of Industries
Government of Jharkhand,
Nepal House,
Doranda Ranchi – 834001,
Jharkhand, India