



Jharkhand Matikala Board

(A Govt. of Jharkhand Undertaking)
D.I.C. Campus, Udyog Bhwan, 3rd Floor, Ratu Road, Ranchi.

Ref: JMKB/01/47

Date: 18/02/2019

VERY SHORT TENDER NOTICE

Subject: Tender Paper of Event Management Services for Organizing District Level Seminar of Jharkhand Matikala Board District Headquarters of Jharkhand during FY 2018-19 (February and March 2019) and 2019-2020.

Sealed Tenders are invited from the Experienced and Efficient Event Organizers for Organizing District level Seminar.

Tender No.	JMKB/01/47 Date: 18-02-2019
EMD	Rs 5,000.00/- (Five Thousand only) in the form of Demand Draft from any nationalized bank
Last date of submission of Bid	25-2-2019 latest by 04:00 PM
Date of opening of Bid	26-2-2019 by 12:00 Noon Onward
Tender Fee	1000/- (One Thousand Only) (Non- Refundable)
Official Address for Tender Submission	Managing Director Cum Chief Executive Officer Jharkhand Mati Kala Board 3 rd Floor, DIC Campus, Udyog Bhawan, Ratu Road, Ranchi-834001 Jharkhand Tele: 0651-2284469
Details available at website	www.jharkhandindustry.gov.in .

EMD & Tender fee should be in form of Demand Draft in favor of "Jharkhand Matikala Board". DD should be kept in a separate cover super scribing as "EMD" and "Tender fee" with tender Number. Any tender received without or partial EMD or Tender fee will be out rightly rejected.

Jharkhand Matikala Board reserves the right to accept/reject any tender/ cancel entire process without assigning any reasons, whatsoever and at any moment of time. No correspondence shall be entertained in this regard.

GENERAL TERMS & CONDITIONS:

About the Events – The Jharkhand Matikala Board, Government of Jharkhand has set an ambitious goal to provide long term, sustainable income generating micro-industrial activity for Pottery Artisans of Jharkhand for the alleviation of existing poverty of such Artisans.

So as to fulfill this goal it has been decided to organize Seminars at Every Districts of Jharkhand in Which Kumhars of the Districts will be invited to make them acquainted with Modern Technology like electric Chalk, Pug mill, Jigar jolly and their operation from the delegates.

Participants – 500 – 800 (Aprox.)

- 1. 50 Nos VIP, Guest and Office Staff**
- 2. 800 Nos. (Aprox.) Kumhars/Potters Artisans**
- 3. Seminar- Power Point Presentation by Delegates/Speaker/Guest.**
- 4. Timing – 10:00 AM to 6:00 PM**
- 5. Date – Financial Year 2018-2019 – 1. Jamshedpur – Date 2-3-2019**
 - 2. Ranchi – Date 5-3-2019**
- 6. Financial Year 2019-2020 – As and when Required (Not Decided)**

7. Scope of Work:

1. Stage Design and Venue Management - Iron Frame Flex Backdrop on Stage, Flower Decoration, Bouquets, Lighting of Lamp, Light and Sound on Stage, Power Point Screens, Laptop, Projector, In venue Standee and banner, Gate at entrance, Reception Counter, arrangement of Broacher etc.
2. Ticketing, Local Transport and Hospitality of Guest – The event organizer will do the air/Train/Bus ticketing, arrange Station/airport pick-up and drop and local transport in Scorpio Vehicles for the guest and also arrange hotel rooms and food in the city. (As per Requirements)
3. Organizing transport and logistics in bus/Bolero/4 wheeler etc - Arrangement of one big bus from each block of the Districts for bringing Kumhar to the Seminar Venue.(As per requirements)
4. Media Management – To Invite all News Paper Journalists from both print and Electronic Media along with arrangements for refreshment for these Journalists and arrangement of press release.
5. Refreshment and Lunch
 - a) VIP Refreshment on stage – 50 Packets (Roasted almond- 30 gm, Cashew Nut- 30 gm, dry Sweets- 50 Gram, Tea and Coffee- 100 MI, along with 500 ml ISI marked water bottle will be supplied by the event organizer and to be served by 2 nos. of professional service boy with proper cutlery and uniform. (Timely clearance to be ensured).
 - b) VIP Lunch – 100 Plats Arrangement of VIP Lunch at Seminar Place (Pulao, Rice, Paneer Masala, Dal Fry, Mix Veg, Salad, Chatni, Papad, Sweets , Achar, and Mineral Water Bottel (500 ml) etc)
 - c) Refreshment for audience and participants – 500 – 800 Packets – Banana-1 each, Samosa – 1each, Dry Sweets – 50 Gm, Tea and Coffee – 100 ml will be supplied by the Event Organizer and to be served by 5 Nos of professional service boy with proper cutlery and uniform, Timely clearance to be ensured. (Payment on actual no. of plate basis)
 - d) Participants Lunch- 500 – 800 Plats – (plain Rice, Dal fry, Mix Veg, Salad , Chatni, Papad) Drinking water Jar and disposable glass. (Payment on actual no. of plate basis)

6. Providing of professional Anchor- 1 Nos. (Female)- The Anchors should be well versed with subject, presentable and eloquent.
7. Videography and still Photography- The Event Organizer will arrange for both still photography and videography and submit 5 Sets of prints and edited Video documentation of 10 to 15 Mins with Hindi and English Voice over and the entire raw footage.

8. Eligibility Criteria:

- i. The Event management Organizer should be a Registered Company/Organization. (Proof of same to be attached).
- ii. The Organizer must be carried out at least three event management work Successfully in any Central Govt./State Govt. dept./NGOs./public Sector in last 2 years out of which one event should be worth Rs. 20 Lakh or More.(Copy of Work Order to be attached).
- iii. The bidder should have an annual turnover of Rs 40.00 Lakh during financial years (2018-2019)
- iv. Copy of P&L accounts, balance Sheets, ITRs (Estimated) duly certified by the Chartered Accountant financial years 2018-2019 should be submitted.
- v. GST (attach self –certified copy of the same)
- vi. PAN (attach self-certified copy of the same)
- vii. The firm should not be blacklisted or barred by any dept. of govt., PSU, Institutes or Autonomous Bodies etc. (Attach self-declaration on letter head of bidder).

9. Sealing and Submission of Bid:

Part -A Technical Bid: Should contain

- i. Bid Forwarding letter in prescribed format as per **Annexure-I**.
- ii. Technical Bid in prescribed format as per **Annexure-II** with all relevant/Supporting duly signed documents as mentioned in bid document.
- iii. **EMD & Tender Fee**

Seal envelope with superscription “**Technical Bid for Event Management Services for Organizing District Level Seminar of Jharkhand Matikala Board District Headquarters of Jharkhand during FY 2018-19 (February and March 2019) and 2019-2020: Part A**”.

Part -B Financial Bid: Should contain only Financial Bid. This is to be filled in prescribed format as per **Annexure-III** in seal envelope with superscription “**Financial Bid of Event Management Services for Organizing District Level Seminar of Jharkhand Matikala Board District Headquarters of Jharkhand during FY 2018-19 (February and March 2019) and 2019-2020 : Part B**”.

Above Part-A and Part-B in separate envelopes should be put in one seal envelope. The envelope should be superscripted as “**Tender for Event Management Services for Organizing District Level Seminar of Jharkhand Matikala Board District Headquarters of Jharkhand during FY 2018-19 (February and March 2019) and 2019-2020**” with Tender Number and Tender Date.

10. **After Evaluation of Technical Bid only qualified Bidders called for financial bid and Financial Bid will be opened. They will have to bring original copy of their documents along with their authorized representatives.**
11. Selection of Successful Bidder: The bidder who quotes the lowest rate in the financial Bid at **annexure- III** will be declared as the successful Bidder.
12. Work order will be issued to successful bidder.

Termination of contract: In case of breach of work order by the successful bidder, the performance security shall be forfeited and the bidder shall be blacklisted in addition to the termination of the contract.

13. **Dispute Resolution:** In the event of any dispute or differences arising under this agreement, the decision of the Managing Director of Jharkhand Mati Kala Board Board will be final.
14. **Applicable Law:** The court of Jurisdiction shall be Ranchi for all such purposes.s

**Managing Director
-Cum-
Chief executive officer**

ANNEXURE-I

BID FORWARDING LETTER

(ON the Letterhead of the Bidder)

Tender No:

From,

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To

Managing Director
Jharkhand Mati Kala Board
3rd Floor, Udyog Bhawan, DIC Campus
Ratu Road, Ranchi-834001

Sub: Submission of bid for "Tender of Event Management Services for Organizing District Level Seminar of Jharkhand Matikala Board District Headquarters of Jharkhand during FY 2018-19 (February and March 2019) and 2019-2020. "

Dear Sir,

With reference to the above subjected tender, I/We am/are submitting our bid for the above cited work. I/We hereby confirm and declare that I/We have carefully studied the tender document therein and undertake myself /ourselves abide by the terms and condition laid down in the tender document

The Tender Processing Fee of Rs. 1,000 /-(One thousand only) and EMD of Rs.5,000/- (Rupees Five Thousand Only) in the form Of Demand Draft in the favor of JHARKHAND MATIKALA BOARD RANCHI are enclosed herewith.

Yours faithfully,

(Signature of the Authorized Official
of the bidder with seal)

ANNEXURE-II
TECHINICAL BID

(To be submitted in a separate sealed envelope)

Tender No:.....

Dt.....

(Self-attested photo copies of all supporting documents must be attached with the technical bid)

SI No.	Particulars	Compliance (Yes/No)	Page No.
1.	Name of the Firm:		
2.	Address of Firm: Tel/Mob No: Fax No: Email ID:		
3.	Type of Firm: Proprietary/Partnership /Pvt Ltd. etc.(Attach proof in support of this)		
4.	Name and Designation of Authorized person with Tel/Mob No., Email ID to deal with Jharkhand Mati Kala Board.		
5.	Tender processing Fee of Rs.1000/- (Non-refundable)and EMD of Rs.5,000/- in the form of DD.		
7.	The Event Management Organizer must have successfully executed at least 3 Event Management Work in Last 2 Years out of Which one event should be worth Rs. 20 Lakh or More. (Copy of Work Order be Submitted)		
8.	The bidder should have an annual turnover of Rs 40.00 Lakh during financial years (2018-2019). Copy of P&L accounts, balance Sheets duly certified by the Chartered Accountant should be submitted. (Proof copy must be submitted)		
9.	GST No. (attach self-certificated copy of the same)		
10.	PAN(Attach self-certified copy of the same)		
12.	The firm should not be blacklisted or barred by any dept. of Govt., PSU Institute or Autonomous Bodies etc.(Attach self-declaration on the letter head of bidder)		

Declarations:

I/We(Names of partners/proprietors) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Date:

(Signature of bidder)

ANNEXURE-III

FINANCIAL BID

(On the Letterhead of the Bidder)

From,

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To

Managing Director

-Cum-

Chief Executive Officer

Jharkhand Mati Kala Board

3rd Floor, Udyog Bhawan, DIC Campus

Ratu Road, Ranchi-834001

Dear Sir,

I am submitting hereunder the following rates/quotation for providing event management services for the organizing each Seminar for Jharkhand Matikala Board of District Headquarter of Jharkhand.

SI No.	Head	Particulars	Rate Per Unit	Quantity Required	Amount in Word
1	Stage Design and Venue Management -	Iron Frame Flex Backdrop on Stage, VIP Sofa, Table, Chair Podium, Flower Decoration, Bouquets, Lighting of Lamp, Light and Sound on Stage, In venue Standee and banner, Gate at entrance, Reception Counter etc		Lumpsum	
2	In Venue	Iron Frame Flex for Outside the Stage		Lumpsum	
3		Moulded Chair		1000 (If Required)	
4	Advertisement	Broucher (One Fold)		1000 Pcs	
5	Ticketing, Local	Air Ticket, Bus Ticket	As Per Actual		

	Transport and Hospitality of Guest					
6	Organizing transport and logistics in bus/Vehicle etc.	Transportation of Kumhar from different Blocks		As Per Actual (If Required)		
7	Hotel Booking/Air/Bus/Train Tickets of Guest and officers			As Per Actuals (if Required)		
8	Media Management	Conduct Press Conference, Write Press release, Invite of 30 Media Persons and Provide Media Kit		LUMPSUM		
9	VIP Refreshment and Lunch on stage	Supplying Refreshments and Lunch Mineral Water to VIPs as outlined in Scope of Work.		50 Plates		
10	Refreshment and Lunch for audience and participants	Supplying Refreshments and Lunch Mineral Water to Audience/Kumhars as outlined in Scope of Work.		800 Plates (Payment will be as per actual)		
11	Providing of professional Anchor-	Professional with Prior Experience.		One Nos.		
12	Videography and still Photography	Still Photography 100 Pics,		100 Photo		
13		Edited Videography 15 Mins and entire Raw Footage.		Lumpsum		
Total						

Note-

- The rate quoted should be in figures as well as in words.
- Rate quoted should be as per the specifications mentioned in the "Scope of Work"
- The above price should be inclusive of all taxes and duties as applicable

(Signature of the Authorized Official
of the bidder with seal)