



Jharkhand Matikala Board

(A Govt. of Jharkhand Undertaking)
3rd Floor, Udyog Bhawan, Ratu Road, Ranchi.



Ref: 161

Date 17.11.2021

SHORT TENDER NOTICE

- Scope of work** : Sealed Tenders are invited from the Experienced and Efficient Event Organizers for Organizing District level Seminar/**Event Management Services for Organizing District Level Seminar of Jharkhand Matikala Board District Headquarters of Jharkhand during FY 2021-2022.**
- Tender fees** : 1000/- (One Thousand Only) (Non- Refundable) in the form of DD in favor of **Jharkhand Mati Kala Board**, Ranchi, payable at any bank in Ranchi, Jharkhand, India
- EMD** : Rs. 5,000.00/- (Five Thousand only) in the form of Demand Draft in favor of **Jharkhand Mati Kala Board**, Ranchi, payable at any bank in Ranchi, Jharkhand, India.

Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of publication of Bid	18.11.2021
2	Bid Document download start date	18.11.2021
3	Bid submission start date	19.11.2021
4	Last date of submission of Hard copy of Technical & Financial Bid along with EMD & Tender fee	03.12.2021
5	Opening of Technical Bid	06.12.2021
6	Opening of Financial Bid	Shall be communicated later
7	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: 0651-2972342 / 9102467777
8	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 Event – 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 – 1100 (Approx.) in each Workshop

- 1. 100 Nos VIP, Guest and Office Staff**
- 2. 1000 Nos. (Approx.) Kumhars/Potters Artisans**
- 3. Seminar- Power Point Presentation by Delegates**
- 4. Timing – 10:00 AM to 5:00 PM**
- 5. Total No. of Workshop to be organized- 2**
- 6. Place and Date of Workshop –**

Sl. No	Place	Tentative Date
1	Any district of Santhal Pargana	Will be notified later
2	Any district of Chotanagpur	Will be notified later

Initially the Work Order will be issued for Event Management of One Workshop. If the performance is found satisfactory and up to the mark then only Work Order for second work shop will be issued.

If the performance of the L1 agency is not found up to the mark, the Managing Director –cum- Chief Executive Officer, Jharkhand Matikala Board, subject to the approval may ask the L2 agency to work at L1 rates.

1. 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 iron-framed Standee (10 nos. of size 6x3 ft.) and banner(iron framed, 20 nos. of size 10x6 ft.), 2 nos. Gate at entrance, Reception Counter, arrangement of Broacher, Invitation Card – 100 pcs, Mementos for guest (VIP)- 10 pcs, Felicitation Shawl(Khadi) for Guest – 10 pcs , ID Card/Badges – for Staff and VIPs- 100 pcs. etc. and banner/hoardings for advertisement at the district (4000 sq. ft.).
- 2. Exhibition Area(outside seminar hall)** - Iron Frame Stall (30ft. x 10ft.), Table set – 6 Pcs , Plastic Chair- 6 Pcs, Shelves – 6 pcs, Carpeting – 300 Sqr. Ft.
- 3. 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/Innova Vehicles for the guest and also arrange hotel rooms and food in the city. (as per requirements). The rates must be quoted on per km basis.
- 4. Organizing transport and logistics in bus** - Arrangement of one big bus from each block of the Districts for bringing Kumhars to the Seminar Venue.(as per requirements). The rates

must be quoted on per km basis. Payment will be done on the basis of number of buses and kms. travelled.

5. **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.
6. **Refreshment , Breakfast and Lunch**
 - a) **VIP Refreshment on stage** – 100 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)(Payment on actual no of Plats basis)
 - b) **VIP Lunch** – 100 Plates Arrangement of VIP Lunch at Seminar Place (Pulao, Rice, Paneer Masala, Dal Fry, Mix Veg, Salad, Chatni, Papad, Sweets, Achar, and Mineral Water Bottle (500 ml) etc.) (Payment on actual no. of plate basis)
 - c) **Breakfast for audience and participants** – 1000 Plats - Puri, Sabji , jalebi and Tea or 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- 1000 Plates** – (Plain Rice, Dal fry, Mix-veg, Salad , Chatni, Papad), drinking water jar and disposable glass. (Payment on actual no. of plate basis)
7. **Providing of professional Anchor-** 1 Nos. (Male or Female)- The Anchors should be well versed with subject, presentable and eloquent.
8. **Still Photography-** The Event Organizer will arrange 50 nos. still photograph of the Event.
9. **Selection of Venue (Hall)** - Selection of venue (Hall) will be done by Jharkhand Matikala Board and the rent of the venue/hall will be made by the Board.

2. Eligibility Criteria:

- i. The Event management Organizer should be a Registered Company/Organization of Jharkhand only. (Proof of same to be attached).
- ii. The Organizer must have carried out at least three event management work successfully in any Central Govt. /State Govt. dept./NGOs./Private and Public Sector in last 2 years out of which one event should be worth Rs. 20 Lakhs or More.(Copy of Work Order to be attached).
- iii. The bidder should have an average annual turnover of Rs. 50.00 Lakhs during last three financial years (i.e. from FY 2018-19). CA certified certificate showing annual turnover must be submitted.
Note: While calculating the turnover, clubbing of turnover of parental or sister concerns are not allowed.
- iv. Copy of P&L accounts, balance Sheets duly certified by the Chartered Accountant along with ITRs of last three (3) financial years i.e. from FY 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. **(to be Notarized)**.

3. Tender fee & EMD

- a. The Tender must be accompanied by a Tender fee of ₹1,000/- (One Thousand only) and a deposit of Rs.5,000/- (Rupees Five Thousand only) in the form of DD or the Bank Guarantee for the same value against the value of the Item ordered as Earnest Money Deposit (EMD)in favor of Jharkhand Mati Kala Board, Ranchi, payable at any Bank in Ranchi, Jharkhand, India.

Note: EMD and Tender fee exemption applicable as Jharkhand State Procurement Policy 2019 & Public Procurement Policy for Micro & Small Enterprises Order 2012 / who have received acknowledgement for entrepreneur memorandum from commissionerate of industries and commerce / Udyam Registration Memorandum obtain from MSME and duly verified by concerned DIC.

- b. The Earnest Money Deposit (EMD) should be submitted along with the Technical bid. Any Tender submitted without EMD/Tender fee in the technical bid, will be summarily rejected.
 - c. The EMD of the unsuccessful Tenders will be refunded within a reasonable time, consistent with the rules and regulations.
 - d. In case the Tender is withdrawn by the successful bidder after it is opened, the EMD will be forfeited.
4. Relaxation on tender fee/EMD/turnover etc. of the tender as per the Central Govt./Jharkhand Govt. may be applicable to bidders on production of valid certification issued as per Central/State government norms.
5. **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 2021-2022: 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 2021-2022: Part B**”. Bidders should ensure to quote for all items in the bid, partially quoted bids will be rejected.

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 2021-2022**” with Tender Number and Tender Date.

6. **After Evaluation of Technical Bid, the financial bids will be opened only for the technically qualified bidders. They will have to bring original copy of their documents along with their authorized representatives.**
7. 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.
8. Work order will be issued to successful bidder.
9. The Managing Director –cum- Chief Executive Officer, Jharkhand Matikala Board, subject to the approval of the Tender Committee reserves the rights of rejecting all or any of the Tender without assigning any reason for the same.

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.

10. **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 will be final.
11. **Applicable Law:** The court of Jurisdiction shall be Ranchi for all such purposes.

ANNEXURE-I
BID FORWARDING LETTER
(ON the Letterhead of the Bidder)

Tender No:

From,

.....

.....

.....

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 2021-2022”.

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 Works 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 average annual turnover of Rs 50.00 Lakh during financial years (2018-2019). Copy of P&L accounts, balance Sheets duly certified by the Chartered Accountant along with ITRs of financial years should be submitted. (Proof copy must be submitted)		
9.	GST No. (attach self-certificated copy of the same)		
10.	PAN and TIN no. (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,

.....
.....
.....

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	Quantity Required	Rate Per Unit	Total Amount in Word
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 iron-framed Standee (10 nos. of size 6x3 ft.) and banner(iron framed, 20 nos. of size 10x6 ft.), 2 nos. Gate at entrance, Reception Counter, arrangement of Broacher, Invitation Card – 100 pcs, Mementos for guest (VIP)- 10 pcs, Felicitation Shawl(Khadi) for Guest – 10 pcs , ID Card/Badges – for Staff and VIPs- 100 pcs. etc.	Lump-sum		
2	In Venue	Iron Frame Flex/Banner/Hording for advertisement at the district (4000 sq. ft.)	4000 Sq. Ft.		
3	In Venue	Molded (Plastic) Chair	1000 (If Required)		

4	Exhibition Area	Iron Frame Stall (30ftx 10 ft), Table set – 6 Pcs , Plastic Chair- 6 Pcs, Shelves – 6 pcs, Carpeting – 300 Sqr. Ft.	Lump-sum		
5	Advertisement	Brochure (One Fold) Size: A4	1000 Pcs		
6	Ticketing, Local Transport and Hospitality of Guest	Air Ticket, Bus Ticket	As Per Actual		
7	Organizing transport and logistics in bus	Transportation of Kumhar from different Blocks	Per KM Rate		
8	Organizing transport and logistics for Guest and officers	Innova	Per KM Rate		
		Scorpio	Per KM Rate		
9	Hotel bills of Guest and officers		As Per Actuals		
10	Media Management	Conduct Press Conference, Write Press release, Invite of 30 Media Persons and Provide Media Kit	LUMP-SUM		
11	VVIP Refreshment on stage	Supplying Refreshments, Lunch and Mineral Water to VIPs as outlined in Scope of Work (Payment will be as per actual)	100 Plates		
12	Refreshment, Breakfast/Lunch for audience and participants	Supplying Breakfast, Lunch Mineral Water to Audience/Kumhars as outlined in Scope of Work (Payment will be as per actual)	1000 Plates		
13	Providing of professional Anchor-	Professional with Prior Experience	One Nos		
14	Still Photography	Still Photography 50 Pics	50 Photos		
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
- Rates must be quoted for all the items. Partial quoting will lead to disqualification.

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