



झारखण्ड मातिका  
झारखण्ड सरकार

# Jharkhand Matikala Board

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

Ref: JMKB/03

Date 19/07/2019

## Very Short Expression of Interest

**Subject: Submission of EOI Paper for Event Management Services for Organizing District Level Seminar of Jharkhand Matikala Board District Headquarters of Jharkhand during FY 2019-2020.**

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

<b>EOI No.</b>	<b>JMKB/03 DATE 19-07-2019</b>
<b>EMD</b>	Rs 5,000.00/- (Five Thousand only) in the form of Demand Draft from any nationalized bank
<b>Last date of submission of EOI</b>	26-7-2019 latest by 03:00 PM
<b>Date of opening of Technical/Financial Bid</b>	29-7-2019 by 12:00 PM
<b>EOI Fee</b>	1000/- (One Thousand Only) (Non- Refundable)
<b>Official Address for EOI Submission</b>	Managing Director Cum Chief Executive Officer Jharkhand Mati Kala Board 3 <sup>rd</sup> Floor, DIC Campus, Udyog Bhawan, Ratu Road, Ranchi-834001 Jharkhand Tele: 0651-2284469
<b>Details available at website</b>	<a href="http://www.jharkhandindustry.gov.in">www.jharkhandindustry.gov.in</a>

EMD & EOI 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 "EOI fee" with EOI Number. Any EOI received without or partial EMD or EOI fee will be out rightly rejected.

Jharkhand Matikala Board reserves the right to accept/reject any EOI/ 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 – 1100 (Aprox.) in each Workshop**

1. **100 Nos VIP, Guest and Office Staff**
2. **1000 Nos. (Aprox.) 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- 3**
6. **Place and Date of Workshop – Ranchi, Bokaro and Godda and other District**

Initially the Work Order will be issued for Event Management of One Workshop. If the performance is found satisfactory and up to the Marks then only Work Order for second work and third work shop will be issued or else Work Order may be issued to the Empanelled Agency on the same rate.

**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, 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 – for Staff and VIPs- 100 Pcs, Press kit -30Pcs 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/Innova Vehicles for the guest and also arrange hotel rooms and food in the city. (As per Requirements)
3. Organizing transport and logistics in bus - Arrangement of one big bus from each block of the Districts for bringing Kumhar to the Seminar Venue( Total 10-12 Bus) (As per requirements)
4. 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 ML, 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)(As per Actual)
  - 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) (As per actual)
  - 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 Plats – (plain Rice, Dal fry, Mix Veg, Salad , Chatni, Papad) Drinking water Jar and disposable glass. (Payment on actual no. of plate basis)
5. Providing of professional Anchor- 1 Nos. (Male or Female)- The Anchors should be well versed with subject, presentable and eloquent.
6. Videography and still Photography- The Event Organizer will arrange for both still photography (100 Pcs) 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.

7. 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.

**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./Private and public Sector during last 2 years. The total value of these one to three work orders must be more than 10 lacs. (Copy of Work Order to be attached).**
- iii. **The bidder should have an annual turnover of Rs 20.00 Lacs during financial years (2018-2019). Copy of P&L accounts, balance Sheets duly certified by the Chartered Accountant along with ITRs of financial years 2018-2019 should be submitted.**
- iv. GST (attach self –certified copy of the same)
- v. PAN (attach self-certified copy of the same)
- vi. 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).
- vii. If the experience and efficiency of local bidders are found similar the outsider bidders the preference will be given to local bidders.

**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 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 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 “**EOI for Event Management Services for Organizing District Level Seminar of Jharkhand Matikala Board District Headquarters of Jharkhand during FY 2019-2020**” with EOI Number and EOI 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. **The Work of the first event management will be allotted to the lowest bidder and other bidders will be empanelled in the Board for allotment of other works/event at the same rate, if the work of first bidder is found unsatisfactory.**

**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.

**ANNEXURE-I**

**BID FORWARDING LETTER**

(ON the Letterhead of the Bidder)

**EOI No:**

From,

.....

.....

.....

To

Managing Director

Jharkhand Mati Kala Board

3<sup>rd</sup> Floor, Udyog Bhawan, DIC Campus

Ratu Road, Ranchi-834001

**Sub: Submission of bid for “EOI of Event Management Services for Organizing District Level Seminar of Jharkhand Matikala Board District Headquarters of Jharkhand during FY 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 EOI 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.	EOI 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. The total value of these three work orders must be more than 10 lacs (Copy of Work Order be Submitted)		
8.	The bidder should have an annual turnover of Rs 20.00 Lacs during financial years (2018-2019).Copy of P&L accounts, balance Sheets duly certified by the Chartered Accountant along with ITRs of financial year 2018-2019 should be submitted. <b>(Proof copy must be submitted)</b>		
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

3<sup>rd</sup> 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, 2 no. Gate at entrance, Invitation Card – 100 pcs, Mementos for guest (VIP)- 10 pcs, Felicitation Shawl(Khadi) for Guest – 10 pcs , ID Card – for Staff and VIPs- 100 Pcs, Reception Counter, Press Kit – 30 pcs etc		Lumpsum	
2	In Venue	Iron Frame Flex/Banner/Hording for Outside the Stage		4000 Sqr. Ft. (if required)	
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.		(if Required)	

5	Advertisement	Brochure (One Fold)		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 (Big Bus- 10-12 No.)	Per Rate	KM	As Per Actual (If Required)
8	Organizing transport and logistics for Guest and officers	Innova	Per Rate	KM	As Per Actual (If Required)
		Scorpio	Per Rate	KM	As Per Actual (If Required)
9	Hotel Tickets of Guest and officers		As Per Actuals (if Required)		
10	VVIP Refreshment on stage	Supplying Refreshments, Lunch and Mineral Water to VIPs as outlined in Scope of Work.			100 Plats (Payment will be as per actual)
11	Refreshment for audience and participants	Supplying Break fast and Lunch Mineral Water to Audience/Kumhars as outlined in Scope of Work.			1000 Plates (Payment will be as per actual)
12	Providing of professional Anchor-	Professional with Prior Experience.			One Nos
13	Videography and still Photography	Still Photography 100 Pics,			100 Photo
		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)