

बिहार सरकार
उद्योग विभाग

उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना।

अल्पकालीन निविदा आमंत्रण की सूचना

बिहार सरकार, उद्योग विभाग के नियंत्रणाधीन उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना द्वारा बिहार दिवस, 2025 के अवसर पर गाँधी मैदान, पटना में दिनांक 22-26 मार्च, 2025 तक प्रदर्शिनी सह बिक्री का आयोजन किया जाना है। उक्त प्रदर्शिनी सह बिक्री के लिए उद्योग मंडप का निर्माण, साज सजावट, संचालन इत्यादि हेतु संस्थान द्वारा इवेंट मैनेजर के चयन के लिए ई -निविदा का eproc 2 के माध्यम से L1 Method से किया जाना है। उक्त से संबंधित इवेंट मैनेजर के कार्य के लिए प्रतिष्ठित प्रतिष्ठानों/निविदादाताओं से दिनांक 20.02.2025 से दिनांक 27.02.2025 तक eproc2.bihar.gov.in पर निविदा प्राप्त की जायेगी। इस कार्य हेतु प्राक्कलित राशि रू० 13,50,000.00 (तेरह लाख पचास हजार रू०) मात्र है। विस्तृत/विशेष जानकारी के उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना के वेबसाइट www.umsas.org.in पर विजिट करें अथवा दूरभाष सं० -9525336910 पर सम्पर्क किया जा सकता है।



निदेशक,

उपेन्द्र महारथी शिल्प अनुसंधान संस्थान,
पटना।



UPENDRA MAHARATHI SHILP ANUSANDHAN SANSTHAN
DEPARTMENT OF INDUSTRIES

NOTICE INVITING OPEN TENDER

FOR REQUEST OF PROPOSAL

FOR

SELECTION OF EVENT MANAGEMENT AGENCY (EMA) FOR

Designing and Fabrication of Stalls

at

“Bihar Diwas”

22-26 March, 2025

Gandhi Maidan, Patna Bihar

Through L1 Basis

Government of Bihar
Department of Industries
Upendra Maharathi Shilp Anusandhan Sansthan
Patliputra Industrial Area, Patna, Bihar- 800013
Mobile No. : 8210031900 , Email Id:- uminstitute@gmail.com

Government of Bihar
Department of Industries
Upendra Maharathi Shilp Anusandhan Sansthan
Patliputra Industrial Area, Patna, Bihar- 800013
Mobile No. :- 8210031900, Email Id:- Uminstitute@gmail.com

No: - 166

Date: 19/02/25

Notice Inviting Request for Proposal through for selection of EMA

The Director, UMSAS, Bihar, Patna invites bids for selection of Event Management Agency through L1 Basis for designing and fabrication of Stalls at "Bihar Diwas 2025" at Gandhi Maidan, Patna Bihar. The tender document may be downloaded. THE CRITICAL DATE SHEET is as under.

CRITICAL DATES

| SN | Particulars | Details |
|-----|---|---|
| 1. | Publishing Date | 20.02.2025 |
| 2. | Bid Submission Start Date and Time | 20.02.2025 at 04:00 PM |
| 3. | Document Download Start Date and Time | 20.02.2025 at 04:00 PM |
| 4. | Bid Submission End Date and Time | 27.02.2025 at 11.59 PM |
| 5. | Pre-bid meeting | 22.02.2025 Email - uminstitute@gmail.com |
| 6. | Clarification to the pre-bid queries | N/A |
| 7. | Bid Opening Date and Time | 28.02.2025 at 11:00 AM |
| 8. | Final Publication of Score or Award of Work | To be Notified |
| 09. | Cost of Tender | INR 5000/- through eproc2.bihar.gov.in |
| 10. | Earnest Money Deposit (EMD) | INR 1,00,000 (INR One Lakh only through eproc2.bihar.gov.in) |
| 11. | Website for downloading tender documents | eproc2.bihar.gov.in |
| 12. | Mode of Submission of Tender | Through eproc2.bihar.gov.in |
| 13. | Contact Details | Director, Upendra Maharathi Shilp Anusandhan Sansthan, Patliputra Industrial Area, Patna, Bihar, 800013. Satyanand Sharma: 8210031900 |
| 14. | Estimated cost of Work | INR 13,50,000 /- (NIR Fifteen Lakh Only) inclusive of all taxes |
| 15. | Performance bank guarantee | Within 3 days of receiving of Lol |
| 16. | Nodal Agency for Execution of Work | Upendra Maharathi Shilp Anusandhan Sansthan, Patna |

List of work Required: The list of items is given in the Annexure- I to RFP enclosed.

Cancellation of Tender: Director, UMSAS, Department of Industries Govt of Bihar holds all the rights to cancel the tender.


19/2/25
Director

Upendra Maharathi Shilp Anusandhan Sansthan

Patna, Bihar-800013

REQUEST FOR PROPOSAL (RFP)

Inviting Request for Proposal (RFP) for selection of Designing and fabrication of Stalls at “Bihar Diwas 2025” at Gandhi Maidan, Patna Bihar.

1. Background

Govt. of Bihar is celebrating Bihar Diwas (22-26 March) 2025, which would have an exhibition-cum-fair at Gandhi Maidan, Patna Bihar. The exhibition area at Gandhi Maidan will be decorated as per the theme of Bihar.

The Department of Industries, Bihar, is committed towards transforming the industrial landscape of the state. Over the past few years, Bihar has emerged as one of the biggest consumer markets. The event will witness business networking, knowledgeable discussions, and sessions for exploring synergies and partnership opportunities.

In this event department will showcase their products, policies, opportunities for investment and also stalls for the artisans form the state.

2. Selection of Event Management Agency (EMA)

Request for Proposal are invited from interested entities for setting up the required infrastructure and arrangements for the event.

3. Scope of Work

- The selected bidder would be responsible for Designing and fabrication of Stalls at “Bihar Diwas 2025” at Gandhi Maidan, Patna Bihar.
- It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the work. The pavilions & stalls should be ready by Agency one day before the commencement of Bihar Diwas 2025 exhibition.
- The selected bidder would be responsible to hand over the site thoroughly neat and clean to the land-owning agency after the end of the event.
- The selected bidder has to ensure that the stalls are constructed in such a way so that there is ample movement space for the public and in case of any untoward incident the visitors can be evacuated as early as possible.
- It would be the responsibility of the selected bidder to arrange for sufficient number of dustbins, chair, tables, canopies, during the event, exhibition should be manned by adequate support staff.
- The selected bidder has to ensure that the stalls is properly lit and all stalls have sufficient electricity and power points.
- All the electrical cables and wires should be properly insulated. There should not be any loose wires.
- Publicity panel/standees, hoardings, continuous flex panels at prominent places in the venue giving due publicity of the pavilion.
- Selected bidder has to take all the required permissions and NOCs required for the event.

4. Preparation of Bids:

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. The bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
- iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 150 dpi with black and white option which helps in reducing size of the scanned document.

5. Submission of Bids

- i. Tender shall be prepared and submitted through eproc2.bihar.gov.in
- ii. The bidder shall submit tender documents along with the EMD of Rs 1,00,000 (One Lakh Only) (Refundable to unsuccessful bidders and will be refunded to successful bidder after bid award) through eproc2.bihar.gov.in
- iii. **Partnership / Micro and Small Enterprises** registered for stores specified in the tender are **exempted from payment of earnest money (EMD)** on the submission of MSME registration certificate/ proof of partnership deed (if applicable). This exemption is valid if the Bidder submits a proof of UAM number / proof of partnership deed and any other relevant documents.

6. **Technical document required for Participation in Tender**

| Sl. No | Clause | Documents Required |
|--------|---|---|
| 1 | FIRM Registration / Proprietorship / Partnership / Private Ltd. | GST Certificate |
| 2 | The Bidder/Bidders should have cumulative turnover of at least INR 1.5 Cr during the last two financial years i.e. 2022-2023 and 2023-2024 | Statutory Auditor Certificate or Certificate from the Chartered Accountant clearly specifying the turnover of last two financial years i.e. 2022-2023 and 2023-2024. Same shall be verified via UDIN for Bidder/bidders |
| 3 | The Bidder/Bidders shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Central / State Govt Organization / PSU | A self-declaration affidavit letter. |
| 4 | The Bidder must have successfully conducted at least three major government events in the last two years. | Copy of work order |

7. **Documents to be uploaded on eproc2.bihar.gov.in (Pre-Qualification)**

- i. Acceptance Letter of RFP in **Annexure-II** duly signed as a token of acceptance.
- ii. Power of attorney for the authorized signatory duly signed by the proprietor of the entity in **Annexure III**

- iii. Copy of the tender document duly signed & stamped by the bidder on all pages.
- iv. Technical document required for participants in tender (Mentation in **RFP point 6**)

8. Assistance to Bidders

Any queries relating to the tender document and the terms and conditions contained therein should /be addressed to **The Director, UMSAS, Patna, Bihar,800013.**

9. Process of selection of Event Management Agency (EMA)

- i. Financial Bids will be opened and evaluated by the Evaluation Committee of those bidders who have successfully qualified pre-qualification criteria.
- ii. The prices quoted should be valid for 3 months.
- iii. In financial bid, prices quoted need to be inclusive of all costs, inclusive transportation, installation/fitting and taxes.
- iv. The Evaluation Committee reserves the right to accept/reject any bid without assigning any reason.
- v. The decision of the Evaluation committee shall be final and binding on all the bidders.
- vi. Procedure for ranking:

Bidder with lowest financial bid (L1) will be awarded LOI.

- The committee will decide on the parameters to be used for determining the suitability and adequacy of the bids.
- The selection committee reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- Director, UMSAS, Govt of Bihar takes no responsibility for delay, loss or non-receipt of the offer, documents, letter etc. sent by post either way. Director, UMSAS, Govt of Bihar shall not be responsible for the expenses or losses which may be incurred by the bidder in preparation of this offer.

10. Delivery of Work and Payment

- i. **The Director, UMSAS, Patna, Bihar** shall consolidate the work order and place order with the EMA.
- ii. In accordance with the work order EMA shall ensure work as per the specification and quality in the RFP, with prior intimation to **The Director, UMSAS, Patna, Bihar**
- iii. Quality and physical verification of the work shall be done by **The Director, UMSAS, Patna, Bihar.**
- iv. If it is noticed that the work does not confirm the specifications and quality of work as per RFP, **The Director, UMSAS, Patna, Bihar** shall have the right to reject the specific components of work. EMA shall be liable to rebuild rework within the stipulated time.
- v. The payment to the EMA for the work will be transferred to the EMA bank account by **The Director, UMSAS, Patna, Bihar**

Delivery Schedule

| Timeline | |
|----------------|--|
| 21 March, 2025 | The EMA has to handover the complete setup by 21 March, 2025 by 10:30 AM |

11. Performance Security

The selected EMA will be required to deposit Performance Security of **5%** of the value of the contract for all existing contracts the value of the order in the form of Bank Guarantee (in original) from any Commercial Bank in favour of **The Director, UMSAS, Patna, Bihar**. The same will be returned to the EMA after 60 days after completion of all contractual obligations of the EMA.

12. Other Terms and Conditions

- i. In financial bid, prices quoted need to be inclusive of all costs, inclusive transportation, installation, taxes, duties etc. The amount of taxes applicable should be clearly mentioned separately.
- ii. The prices quoted should be valid for 90 days.
- iii. Daily updates to be submitted by the EMA to **The Director, UMSAS, Patna, Bihar** regarding the progress of the work.
- iv. Confidentiality of the data provided by **The Director, UMSAS, Patna, Bihar** should be maintained.

13. Rights of The Director, UMSAS, Patna, Bihar

- a. The Director, UMSAS, Patna, Bihar reserves the right to accept/reject any or all bids received without assigning any reason whatsoever or may call for any additional information/clarification, if so required.
- b. The Director, UMSAS, Patna, Bihar reserves the right to amend or add the terms and conditions of the tender through corrigendum/addendum till the closing date and time of submission of bids on its own or in response to the clarification of the prospective bidders and these will be binding on all the bidders.

14. Agreement Cancellation

- i. In the event of EMA does not able to deliver as per scope of work and items defined in BOQ after placing the work order, The Director, UMSAS, Patna, Bihar at its sole discretion may cancel the work order and this agreement in writing along with suitable penalty.
- ii. If any information furnished by the EMA is found to be incorrect/untrue or terms and conditions are violated, then The Director, UMSAS, Patna, Bihar shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy along with suitable penalty.

15. Court Jurisdiction

This shall be subject to the exclusive jurisdiction of courts at Patna, Bihar state.

16.

Force Majeure

Should any Force Majeure circumstance arise, each of the contracting party shall be excused for the non-fulfilling or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its concurrence inform the other party in writing.

Force majeure shall mean fire, flood, natural calamities or any other acts as war, turmoil strikes (as not limited to the establishment of the seller), sabotage, and explosion and quarantine restrictions beyond the control of either party.

17. Miscellaneous

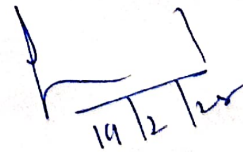
In case of any further clarification or information, following may be contacted:

The Director, UMSAS, Patna, Bihar, PIN-800013

Phone: - 8210031900, Email Id: - uminstitute@gmail.com

18. Disclaimer

- i. Though adequate care has been taken in preparation of this Request for Proposal (RFP) document, the entity submitting bids in response to this TENDER should satisfy itself that the information provided in the RFP document is complete in all respects.
- ii. **The Director, UMSAS, Patna, Bihar** does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this Request for Proposal document.
- iii. Neither **The Director, UMSAS, Patna, Bihar** nor its employees will have any liability to any prospective Agency/entity or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Request for Proposal document, any matter deemed to form part of this Request for Proposal document, the award of the Assignment, information or any other information supplied by or on behalf of UMSAS or their employees, to any consultant or otherwise arising In any way from the selection process for the Assignment.
- iv. **The Director, UMSAS, Patna, Bihar** reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Request for Proposal Application.
- v. **The Director, UMSAS, Patna, Bihar** reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel or modify the process or change/modify/amend any or all provisions of this Request for Proposal Document, at any time, without assigning any reason whatsoever.



**Director,
Upendra Maharathi Shilp Anusandhan Sansthan
Patna, Bihar-800013**

Patna
19/12/2015

(Annexure-1)

Financial Bid

Bihar Diwas 2025 at Gandhi Maidan, Patna Bihar (22-26 March 2025)

Scope of Work

| Sl. No. | Item | No. of Item | Total Amount (Inclusive Taxes) (From Bidder) |
|---------|--|---|--|
| 1 | Fabrication of main door fascia (based on 4D), Design of fascia based on theme of Bihar Diwas, with full decoration of flowers made from ply, wood, beet, bamboo-bat, cloth covering on both sides, translite etc. | Length 45' feet Height 32' feet Width 8' feet (Main gate divided into two sub gate and constructed with wooden weave, ply & bamboo on both sides.) 250' x 12' feet front Flex fascia both (left & right side) side of main gate | |
| 2 | Leveling the land of Udyog mandap, construction of stall modular cyma system based on platform and water proof ceiling with 5 ft canopy and skirting (as per plan and design). | Construction of stall-10' x 10' = 100 pc 02 tables and 02 chairs in each stall. 02 tube lights and one ceiling fans in each stall. Carpet in the entire premises and complete decoration with waders and naming in the stall. | |
| 3 | Construction of 10 numbers of 12' x 12' hut like pavilion with table, chair, table cloth for live demos at fair site. | 12' x 12' hut like pavilion, height ground level 2 feet high, platform based on plywood board with bamboo bat and Complete decoration with new colorful chunri cloth, garlands, lights, carpet and etc | |
| 4 | (a) Office room constructed with ply board based and sealing water proof carpet. (b) Construction of V.I.P. room based on board and plywood and with sealing water proof carpet. (as per plan and design). | (a) Office Room 10' x 20' Platform/with 8" inch platform based on ply board) 8 Normal Table with cloth 12 Fiber Chairs, 8 Tube Lights, 2 Ceiling Fans, 2 Electrical Points, (b) Air Conditioned V.I.P. Room 20' x 25' Platform/with 8" inch platform based on ply board. 2 pc A.C. of 1.5 Ton Toilet (with water tank) Sofa Set 04 Nos., Center Table 03 Nos. V.I.P. Chair with cover 15 Nos. With velvet carpet, Electric Tube 4 Nos., Ceiling Fan 04 Nos., with electrical point. | |
| 5 | Flags with Iron Stand 8' x 4' | 12 Nos. | |
| 6 | Generator (for the entire event period) | Silent Generator 50 KVA including fuel and operator for the entire fair period. | |
| 7 | Electrical system 1. Halogen light 500 watt 2. Metal light 1000 watt 3. Tube light, 4. Electric globe 5. Panel board 6. Office mike 7. Ceiling fan 8. CFL bulb | For the entire event period from 22 to 26 March 2025 | |

| | | | |
|----|---|--|--|
| 8 | Welcome arrangements /announcement (for the entire event period) | Arrangement of music system with two female announcers in Udyog Mandap. | |
| 9 | Carpet (for the entire event grounds) | Arrangement of carpet in Udyog Mandap (for the entire event period) | |
| 10 | Security arrangements (for the entire event period) day and night | Supervisor - 01 Gun man - 04 Guard - 04 | |
| 11 | Cleaning in event grounds/drinking water arrangements/construction of toilets (for the entire event period) | Sweeper 04 per day, Water tanker 01 per day Construction of toilets 05 | |
| 12 | fire stinger (for the entire event period) | 20 fire cylinders | |
| 13 | Flag (for the entire event period) | 50 flags of silk cloth in different colors with 30 feet long rod (Flag size- 3' x 3') | |
| 14 | Flower pot/plant (Rate for entire fair) | 100 pieces | |
| 15 | Dustbin (for the entire event period) | 30 pieces | |
| 16 | Inauguration material | Flower garland, bouquet, Panchdeep, ribbon, scissors, ghee and incense stick etc. | |
| 17 | Snacks/food packet and water (Rate for entire fair) | On the day of inauguration 400 packets of snacks (as per menu) 400 cups of tea/coffee 400 pc water bottle (500ml) 40 packets of snacks as per menu per day. 10 jars bisleri water (20 liters) per day. 50 bottles of bisleri water (500ml) per day. 50 cups of tea/coffee per day. (from 22 nd to 26 th March 2025) On the day of closing 200 packets snack/ food packet with 200 bisleri water (200ml) as per menu. | |
| 18 | Fencing with corrugated sheet 250' x 300' platform | For the entire event period | |
| 19 | Construction of attractive Selfie point | 2 selfie point (3D) (as per plan and design) | |
| 20 | Other works | As per requirement | |
| | Grand Total Inclusive all taxes (S.no 1-20) (in Rs.) | | |

Place:

(Bidder Seal and Signature)

ANNEXURE-II

RFP ACCEPTANCE LETTER

(To be submitted in Agency's own letter head)

To

The Director, UMSAS, Department of Industries, Bihar, Patna- 800013.

Subject: Acceptance of Terms & Conditions of RFP for selection of EMA.

Tender Notice No.: _____

Name of RFP/Work: - Selection of Event Management Agency for Designing and fabrication of Stalls at "Bihar Diwas 2025" at Gandhi maidan, Patna Bihar.

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'RFP/Work' from the web site(s) namely as per your tender notice, given in the above-mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents inclusive all documents like annexure(s) etc., which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm/Agency/ has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by our Firm/Agency is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy inclusive the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE-III

FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATORY

(To be submitted in Agency's own letter head)

Tender Notice No.: _____

To,

The Director, UMSAS, Bihar, Patna- 80013.

Dear Sir,

With reference to Tender No. _____ we hereby authorize the following person as authorized signatory to carry out necessary bid formalities with reference to this RFP and authorize to sign the bid documents and contract/ agreement with **The Director, UMSAS, Bihar, Patna- 80013**

Thanking you,

Yours faithfully

Place:

Date:

(Signature of authorized signatory)

Name:

Designation:

Seal of the Agency