

बिहार सरकार
उद्योग विभाग
उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना।
पत्रांक 812 / पटना, दिनांक 04/10/2025

प्रेषक,

निदेशक,
हस्तकरघा एवं रेशम,
—सह—
उपेन्द्र महारथी शिल्प अनुसंधान संस्थान,
पटना।

सेवा में,

निदेशक,
सूचना एवं जनसम्पर्क विभाग,
बिहार, पटना।

विषय:- प्रतिष्ठित प्रतिष्ठानों/निविदादाताओं को सूचना हेतु विज्ञापन प्रकाशित करने के संबंध में।

महाशय,

बिहार सरकार, उद्योग विभाग के नियंत्रणाधीन उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना द्वारा IITF भारतीय अंतर्राष्ट्रीय व्यापार मेला, 2025 का आयोजन प्रगति मैदान, नई दिल्ली में दिनांक 14-27 नवम्बर, 2025 में किया जाना है। उक्त प्रदर्शिनी सह बिक्री के लिए उद्योग मंडप का निर्माण, साज सजावट, संचालन इत्यादि हेतु संस्थान द्वारा ई-निविदा eproc2.bihar.gov.in पर आमंत्रित कर इवेंट मैनेजर के चयन के लिए प्रतिष्ठित प्रतिष्ठानों/निविदादाताओं को सूचना हेतु समाचार पत्रों में विज्ञापन प्रकाशित किया जाना है।

उक्त के आलोक में राज्य के प्रमुख समाचार पत्रों में विज्ञापन प्रकाशित कराने की कृपा की जाय।

विश्वासभाजन

अनु०-विज्ञापन की छायाप्रति संलग्न।

सचिव-सह-निदेशक,
हस्तकरघा एवं रेशम,

—सह—

निदेशक,

उपेन्द्र महारथी शिल्प अनुसंधान संस्थान,
पटना।

बिहार सरकार
उद्योग विभाग

उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना।

निविदा आमंत्रण की सूचना

बिहार सरकार, उद्योग विभाग के नियंत्रणाधीन उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना द्वारा IITF भारतीय अंतर्राष्ट्रीय व्यापार मेला, 2025 का आयोजन प्रगति मैदान, नई दिल्ली में दिनांक 14-27 नवम्बर, 2025 में किया जाना है। उक्त आयोजन में साज सजावट, संचालन हेतु संस्थान द्वारा इवेंट मैनेजर के चयन के लिए ई-निविदा का eproc2 के माध्यम से QCBS Method से किया जाना है। उक्त से संबंधित इवेंट मैनेजर के कार्य के लिए प्रतिष्ठित प्रतिष्ठानों/निविदादाताओं से दिनांक 29.10.2025 को 03.00 बजे अप0 तक eproc2.bihar.gov.in पर निविदा प्राप्त की जायेगी, जिसे दिनांक 29.10.2025 को खोली जाएगी। विस्तृत/विशेष जानकारी के उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पाटलिपुत्रा, पटना के वेबसाइट www.umsas.org.in पर विजिट करें अथवा दूरभाष सं0-8210031900 पर सम्पर्क किया जा सकता है।

18/10/25

निदेशक,

उपेन्द्र महारथी शिल्प अनुसंधान संस्थान,
पटना।



Govt. of Bihar

UPENDRA MAHARATHI SHILP ANUSANDHAN SANSTHAN
DEPARTMENT OF INDUSTRIES, BIHAR, PATNA

TENDER NOTICE

Designing and Fabrication of Bihar Pavilion as per theme

at

India International Trade Fair (14-27 Nov.) 2025

Pragati Maidan, New Delhi

Through QCBS

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

Government of Bihar
Department of Industries
Upendra Maharathi Shilp Anusandhan Sansthan
Indira Bhawan, Patna, Bihar- 800001
Telephone No.: - 8210031900, Email Id: - uminstitute@gmail.com

No:

Date: 05.10.2025

Notice Inviting Request for Proposal through tender

The Director, Upendra Maharathi Shilp Anusandhan Sansthan, Patna invites bids from reputed entities through **Quality Cum Cost Basis (QCBS)** for designing and fabrication of Bihar Pavilion as per theme of ITPO at India International Trade Fair (14-27 Nov.) 2025 at Bharat Mandapam, Pragati Maidan, New Delhi. The tender document may be downloaded. THE CRITICAL DATE SHEET is as under.

CRITICAL DATES

SN	Particulars	Details
1.	Publishing Date	05.10.2025
2.	Bid Submission Start Date and Time	05.10.2025 at 02:00 PM
3.	Document Download Start Date and Time	05.10.2025 at 02:00 PM
4.	Bid Submission End Date and Time	29.10.2025 at 03.00 PM
5.	Last date for submission of pre-bid queries through mail	14.10.2025 at 03:00 PM Email – uminstitute@gmail.com
6.	Clarification to the pre-bid queries	The pre-bid clarification will be emailed to all the bidders
7.	Bid Opening Date and Time (Technical and Financial)	29.10.2025 at 03:30 PM
8.	Presentation on approach & methodology	30.10.2025 at 03.00 PM. through VC (link will be shared separately through email)
9.	Final Publication of Score and Award of Work	To be Notified
10.	Cost of Tender	INR 5000/- through eproc2.bihar.gov.in
11.	Earnest Money Deposit (EMD)	INR 1,00,000 (INR One Lakh) only through eproc2.bihar.gov.in
12.	Website for downloading tender documents	eproc2.bihar.gov.in
13.	Mode of Submission of Tender	Through eproc2.bihar.gov.in
14.	Contact Details	DDO, UMSAS, Patna, Bihar, 800001. Mr. Satyanand Sharma: 8210031900
15.	Performance bank guarantee	Within 2 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.


Deputy Development Officer,
Upendra Maharathi Shilp Anusandhan Sansthan
Patna, Bihar-800013

REQUEST FOR PROPOSAL (RFP)

Inviting Request for Proposal (RFP) for selection of agency for Designing and Fabrication of Bihar pavilion as per theme “Ek Bharat Shreshth Bharat” in India International Trade Fair (14-27 Nov.) 2025 at Bharat Mandapam, Pragati Maidan New Delhi.

1. Background

India International Trade Fair, ever since its inception in 1980, has evolved as a major event for the business community. It is a premier event organized by the India Trade Promotion Organization, the nodal trade promotion agency of the Government of India. The event is held from 14 to 27 November every year at Pragati Maidan, New Delhi, India.

IITF is a major tourist attraction. The annual event provides a common platform for the manufacturers, traders, exporters and importers. The fair displays comprise a wide range of products and services including automobiles, coir products, jute, textiles, garments, household appliances, kitchen appliances, processed food, beverages, confectionery, pharmaceuticals, chemicals, cosmetics, body care & health care products, telecommunication, power sector, electronic sector, furniture, home furnishings, sporting goods, toys, and engineering goods.

In this event Bihar is participating as partner state for which 1000 Sq Mt of space is allocated for creation/designing of state pavilion as per theme in which the state can showcase their products, policies, opportunities for investment and also stalls for the entrepreneurs from the state to sale their products.

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

- a. The selected bidder would be responsible for designing and creation of Bihar pavilion and stalls for India International Trade Fair 2025 at Bharat Mandapam, Pragati Maidan New Delhi (14.11.2025 to 27.11.2025).
- b. The lay out plan and design will be for 1000 Sq. Mtr. space. (The design and layout will have to be approved by the Director UMSAS cum Nodal Officer IITF 2025, Department of Industries, Government of Bihar (Suggested Layout has been provided in the tender which can be discussed further)
- c. The Bihar Pavilion will consist of theme “**Ek Bharat Shreshth Bharat**” (Which is also theme of **IITF 2025**) with adequate reflection of the specialty of the state in terms of industrial products which exclusively belongs to the state. The design must showcase government initiatives and policies for industry: -

S.no	Space distribution for 1000 sqm (for design reference)
1	Presentation /Display - 20% Area of the allotted Space
2	Sale/Exhibition /Live Demo & Others - 80% Area of the allotted Space

- d. It shall be the responsibility of the selected bidder to arrange for man power, material and necessary expertise for executing the work. The pavilion & stalls should be ready by Agency one day before the commencement of India International Trade Fair 2025.

- e. 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.
- f. 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.
- g. 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.
- h. The selected bidder has to ensure that the state pavilion is properly lit and all stalls have sufficient electricity and power points.
- i. All the electrical cables and wires should be properly insulated. There should not be any loose wires.
- j. Publicity panel/standees, hoardings, continuous flex panels at prominent places in the venue giving due publicity of the state pavilion.
- k. Selected bidders for the work have to carry out/implement the work in liaison with Official Event Partner of the IITF 2025.
- l. Selected bidder has to take all the required permissions and NOCs required for the event from ITPO.

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) through eproc2.bihar.gov.in
- iii. Micro and Small Enterprises registered for stores specified in the tender are exempted from payment of earnest money only on the submission of MSME registration certificate, (if applicable). This exemption is valid only if the Bidder submits a proof of UAM number allotted them.

6. Documents to be uploaded on eproc2.bihar.gov.in

- i. **BID – Securing Declaration (in soft copy)** In lieu of Bid Security (EMD) bidders are asked to sign the “Bid Security Declaration in the name of **The Director, UMSAS Patna, Bihar** accepting that if they withdraw or modify their bids or fail to produce the Performance Guaranty as per the Orders given, during the period of validity etc., they will be suspended for a period of three years. As such

the bidders have to sign the Annexure **III of the RFP to be provided on a non-judicial stamp paper of Rs. 1000/-**. Format of **BID – Securing Declaration** is given at **Annexure-III**).

- ii. Details of the Event Management Agency as per **Annexure II** duly signed by the Authorized Signatory. The bidder should note that work items (proposed to be completed) must be from the list of items mentioned in **Annexure I**
- iii. BID – Securing Declaration duly signed in **Annexure-III**
- iv. Acceptance Letter of RFP in **Annexure-IV** duly signed as a token of acceptance.
- v. Power of attorney for the authorized signatory duly signed by the proprietor of the entity in **Annexure V**
- vi. Copy of the tender document duly signed & stamped by the bidder on all pages

7. 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, 800001.**

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

- i. Technical and Financial Bids will be opened and evaluated by the Evaluation Committee. However, any bidder who doesn't qualify technically will not be considered for further evaluation under QCBS method.
- ii. The prices quoted should be valid for 3 months.
- iii. In financial bid, prices quoted need to be inclusive of all costs, including 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. Evaluation of Bid:
 - Out of 100 marks the weightage in evaluation will be given as under:
 - **70 %** of the marks will be awarded for Technical Evaluation.
 - **30 %** marks will be awarded for Financial Evaluation.
 - The Technical bids will be evaluated as per technical criteria. The shortlisted bidders / companies would be required to make presentations to the Technical Evaluation Committee of officers constituted by The Director, UMSAS, Patna for the purpose.
- vii. Scoring Methodology:

Bidders who secure 30 marks and above on evaluation of their Technical Bids by the duly constituted Technical Evaluation Committee will be eligible for opening their financial bids. The Technical Evaluation Committee constituted for the purpose by The Director, UMSAS, Patna may not consider the technical components if not found as relevant area.

SN	Parameters	Max Marks	Documents to be submitted	Evaluation Criteria
1	Experience of fabricating pavilion/exhibits/stalls in reputed industry exhibitions/fairs/trade fairs/expos within India in last 5 years (Copy of work orders (minimum work order value should be 30 Lakh) and other supporting documents can be uploaded as evidence of experience)	15	To be filled in annexure VI along with Copy of work orders and Completion Certificate	5 Marks per expo/event
2	Experience in fabricating pavilion/exhibits/stalls in international trade fairs events/expos within country or outside the country (Copy of work orders (minimum work order value should be 40 Lakh) and other supporting documents can be uploaded as evidence of experience)	10	To be filled in annexure VI along with Copy of work orders and Completion Certificate	5 Marks per expo
3	Technical Design Presentation	40		Materials and designing and understanding the theme of the event: 10 Marks Innovativeness: 10 Marks Design, style and presentation of the pavilion: 20 Marks
4	Average Turnover of last 3 financial year (2021-2022, 2022-2023 & 2023-2024)	5	CA Audited Balance sheet to be uploaded	Less than 2.5 Crore – 0 Marks 2.5 Crore to 5 Crore – 3 Marks More than 5 Crore - 5 Marks
	Total	70		

viii. Procedure for ranking:

1. The total marks obtained by a bidder shall be allocated maximum 70 marks for technical bid and maximum 30 marks will be assigned to financial bid.
2. Financial Bid with lowest cost will be assigned a financial score of 30 and other bids will be given

marks inversely proportional to the increase cost over the lowest bids.

3. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.
4. The bid with the highest marks on combination of marks from the technical and financial bids will be chosen as the 'Event Management Agency (EMA)' for Bihar at India International Trade Fair 2025.

Financial Bid calculation formula:

$$\text{"Score"} = LC/C * W_t$$

LC = Lowest "Cost of Pavillion Design" among the qualified Agencies.

C = Cost of pavillion Design quoted by each agency.

W_t = Weightage for Financial evaluation = 30.

EXAMPLE: Minimum qualifying marks for technical qualifications as 30. The weightage of the technical bids and financial bids as 70:30. Three proposals i.e. A, B & C were received, and marks awarded by the committee as 42, 55 & 60 marks respectively in the technical evaluation.

All the three proposals found technically qualified and their financial proposals were opened and quote price as under 5:

A. Rs.120

B. Rs.100

C. Rs.110

A. $(100/120) \times 30 = 25$ points

B. $(100/100) \times 30 = 30$ points

C. $(100/110) \times 30 = 27.27$ points

Combined Technical & Financial Score:

Proposal A: $42+25= 67$ Points

Proposal B: $55+30 = 85$ Points

Proposal C: $60+27.27 = 87.27$ Points

- The agency which scores the highest aggregate marks on the basis of cumulative marks obtained in technical bid and financial bids (after adding the scores from the technical, presentation and financial evaluation) will be awarded the contract.
- The committee will decide on the parameters to be used for determining the suitability and adequacy of the bids.
- The selection committee for Bihar pavilion reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- The Director, UMSAS takes no responsibility for delay, loss or non-receipt of the offer,

documents, letter etc. sent by post either way. The Director, UMSAS shall not be responsible for the expenses or losses which may be incurred by the bidder in preparation of this offer.

9. 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 evaluation committee headed by **The Director cum Nodal Office, IITF 2025, 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 “**Bihar Pavilion IITF 2025**” will be transferred to the EMA bank account by **The Director, UMSAS, Patna, Bihar**

Note: The cost of electricity will be paid to the EMA on actual basis based on the electricity bill submitted by the EMA. Cost of electricity is not the part of this bidding document. The EMA has to pay electricity to the ITPO and has to get it reimbursed from Director, UMSAS, Patna, Bihar.

The rate of electricity is as per following table:

Description	Domestic Participation (Per KW per day)
For 12 Hrs	Rs 440.00
For 24 Hrs	Rs 880.00

Delivery Schedule

Timeline	
05 th Nov	All AV Multimedia, Draft Brochure, Draft Pamphlets
05 th Nov	Final Floor Layout Design and other structures designs
13 th Nov	Final erection and fabrication of the Pavilion
14 th to 27 th Nov	Delivery of all consumables, staffs etc.

10. 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.

11. Other Terms and Conditions

- i. In financial bid, prices quoted need to be inclusive of all costs, including 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.

12. 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.

13. 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.

14. Court Jurisdiction

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

15. 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.

16. Miscellaneous

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

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

Phone: - 82100031900, Email Id:- uminstitute@gmail.com

17. 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.



Deputy Development Officer,
Upendra Maharathi Shilp Anusandhan Sansthan
Patna, Bihar-800013

(Annexure-1)

Financial Bid

India International Trade Fair 2025, ITPO, New Delhi

Scope of Work (14 Days)

Sl. NO.	Item		No. of Item	Total Amount (Inclusive Taxes)
1.	Pavilion Design (1000 Sqm) Outer and Inner including zone wise construction mentioned above in scope of work (Branding design) • Main logo on top in 3D front lit letters • Posters in front lit • Posters in digital prints on sunboard • Wallpapers in digital print • Other branding in vinyl letter cut • Reception branding in 3D letter cut (Area design) • 100mm raised platform for the entire area of stall with glossy finish • 75mm thick partitions for sharing walls • Fascia as per design concept • Live Demo Platform for 4 No. of Artisans		1	
2.	<u>VIP Room</u> • Open lounge as per design concept • Co - Exhibitor area as per design concept • Counters as per design concept - Reception counters as per design concept	I. Furniture & Decoration II. Snacks / Hi Tea III. Fresh Bouquet IV. Room Spray V. Paper Napkin	As Required	
3.	Camp Office Setup & Pantry	Table, Chair, Desktop Computer with Operator & Stationary, Tea/Coffee Machine/Snacks Water, Small Steel Almirah		
4.	Inauguration Activities (For Inauguration Day & Bihar Day)	I. Flower Decoration	Entire Area	
		II. Fresh Bouquet	20	
		III. Lamp Lightening	1	
		VI. Lunch Packets	100	
5.	Man Power for housekeeping works in two shifts	I. Cleaning Boy	4 in each shift	
		II. Pantry Boy	4 in each shift	

6.	Complete Arrangement for Plasma TV (Large size)	I. Plasma TV	4	
		II. Operator	2	
7.	Flower & Floral Decoration		As Required	
8.	Arrangement & Decoration (Hams Dhvani Theatre) for Bihar Day Celebration including press conference/cultural show	I. Stage Backdrop with Side wings	As Required	
		II. Flower Decorations	As Required	
		III. Sofa Set	As Required	
		IV. Podium	As Required	
		V. Lamp Lightening Arrangement	As Required	
		VI. Snacks	As Required	
		VII. Light/Sound Arrangement	As Required	
		VIII. Artists Arrangement for Performance/Hi-tea	As Required	
9.	Video Recording of Activities	I. Digital Photography everyday	2 nos. album	
		II. Video film recording everyday	In soft copy (Raw/Edited)	
10.	Security Arrangement for two shifts	I. Security Supervisor	2 in each shift	
		II. Security Guard (Male)	4 in each shift	
		III. Security Guard (Female)	4 in each shift	
11.	CCTV System with Arrangement		Covering entire pavilion area i.e. 1000 sqm	
12.	Designing & Printing of Invitation Card	I. Invitation Card on good quality art paper.	1000	
		II. Paper/ Polypropylene Bag with digital print both side	1000	
13.	AC Cars (Prior to event, on the day of event) Innova Crysta and similar (for whole days) – 02 Sedan (for whole days)– 01		3	
14.	Office Stationery etc. Items	I. Modern Visitor Book	1	
		II. Card Bowl	2	
		III. Toffee Bowl with good quality of Toffees.	2	
		IV. Paper Bins	As Required	
		V. Brochures Stands	4	
		VI. Steel Queue Managers	As Required	
15.	Hostess		16	
16.	Arrangement for Loading & VIP Fooding for camp deputed officers & staffs		Double Rooms: 7	

17.	Public Relation Officers for managing press conference on Bihar day/per day press release, social medial handles using content created by themselves and AV created during the event (for 14 days)		2	
18.	Meals	I. Snacks Arrangement	50 persons / day	
		II. Lunch Arrangement	40 Persons / day	
19.	Fire Fighting & Safety Arrangement	I. Fire Fighting Extinguishers	As Required	
		II. Emergency Chargeable Light	As Required	
		III. First Aid Box	As Required	
		IV. Registration Facilities		
		V. Snacks & Soft drinks	200 persons	
20.	AV Promotional Videos State profile, Industrial Areas, Working Units including drone footages of 2 – 3 minutes, VR representation Minimum 8 promotional videos to be shoot by the bidder as per the different locations of Bihar suggested by UMSAS A VR (Virtual Reality) Setup has to be established for Bihar Industrial Visit for public interaction in Pavillion			
A= Grand Total without tax (S.no 1-20) (in Rs.)				
B= Taxes (in Rs.)				
Grand Total Inclusive of all taxes (in Rs.) (A+B)				

Place: Patna

(Bidder Seal and Signature)

ANNEXURE – II**Details of the EMA**

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

Tender Notice No.: _____

1.	Name of Entity/Agency/Organization		
2.	Address		
3.	Name of Proprietor		
4.	Tele. No.	Office:	
		Residence:	
		Mobile:	
		Fax No.:	
		Email:	
5.	Year of Establishment of Agency/Organization		
6.	GST Registration No. and Date of Registration.		
7.	PAN Card No. and Date of Issue		

10. Number of personnel employed	Technical	
	Non-technical	
11. Annual Sales Turnover of last three years supported by audited Balance Sheet (Rs. in lakh)	Year	Sales Turnover (Rs in Lakh)
	2021-22	
	2022-23	
	2023-24	
12. Profit of last three years supported by Audited Profit and Loss Account (Rs. in lakh)	Year	Profit (Rs. In lakh)
	2021-22	
	2022-23	
	2023-24	
15. Any other specific information you would like to furnish		

This is to certify that I/we before signing this bid have carefully read the contents of the Bid Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.

I /We hereby declare that the information /facts provided is true, correct and to best of my/our knowledge and belief.

Note: Please strike out Not Applicable (N/A) against the columns, which does not relate, while filling up the above formats.

Date:

Place:

Signature of Bidder
Name of Bidder
Name of the agency
Seal of Bidder

Annexure-III

BID – SECURING DECLARATION
to be provided on a non-judicial stamp paper of Rs. 100/-

Tender Notice No.: _____

To

**The Director, Upendra Maharathi Shilp Anusandhan Sansthan,
Patliputra Industrial Area, Patna - 800013.**

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I/We accept that we will automatically be suspended from being eligible for bidding in any contract with The Director, UMSAS, Bihar, Patna- 800013 for the period of time of 3 years starting on Bid opening date of Tender Notice No.: _____, if we are in breach of our obligation(s) under the bid conditions, because I/We:

1. Have withdrawn our Bid during the period of bid validity specified in the Letter of Bid: Or
2. Having been notified of the acceptance of our Bid by The Director, UMSAS, Bihar, Patna during the period of bid validity,
 - (a) Fail or refuse to execute the Contract, if required, Or
 - (b) Fail or refuse to furnish the Performance Security, in accordance with work Order.
3. I/We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon.

Our receipt of your notification to us of the name of the successful Bidder.

Dated this _____ day of _____ Entity seal
(where appropriate)

Authorized Signature

for and on behalf of M/s. _____ Address:

Seal

Name

In the capacity of

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

ANNEXURE-IV

RFP ACCEPTANCE LETTER

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

To,

**The Director, Upendra Maharathi Shilp Anusandhan Sansthan,
Patliputra Industrial Area, Patna - 800013.**

Sub: 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 Bihar Pavilion in India International Trade Fair 2025 at ITPO New Delhi.

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 including 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 including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE-V

FORMAT FOR POWER OF ATTORNEY FOR THE AUTHORISED SIGNATORY

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

Tender Notice No.: _____

To,

**The Director, Upendra Maharathi Shilp Anusandhan Sansthan,
Patliputra Industrial Area, Patna - 800013.**

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, Patna- 800013**

Thanking you,

Yours faithfully

Place:

Date:

(Signature of the Proprietor)

Name: Designation:

Seal of the Agency

Annexure- VI

Experience of fabricating pavilion/exhibits/stalls in reputed industry exhibitions/fairs/expo within India in last 5 years					
S.No	Event Name	Year	Client Name with Address	Contract Value (in Rs)	Work Order & Completion Certificate Attached (Yes/No)
1					
2					
3					
4					
5					

Experience in fabricating pavilion/exhibits/stalls in international events/expos within country or outside the country						
S. No	Event Name	Year	Client Name with Address	Contract Value (in Rs)	Work Order & Completion Certificate Attached (Yes/No)	Evidence for more than 3 countries delegate participated
1						
2						

(Signature of the Bidder, with Official Seal)