

**COLLECTORATE VAISHALI
GOVT. OF BIHAR**

VAISHALI MAHOTSAV 2018

REQUEST FOR PROPOSAL (RFP) FOR VAISHALI MAHOTSAV 2018



RFP for Appointment of Event Manager for Vaishali Mahotsav 2018

Lt. No - 76

Dated: 10-02-2018

Bids are invited from reputed firms / event managers/ companies in a single stage two bid system for Vaishali Mahotsav 2018 on the terms and conditions as given in RFP Documents.

Due Date, Time & Place of Submission of Bid	09 March, 2018 till 03.00 P.M. District Nazarat, Vaishali (Hajipur). The Bids received by the District Nazarat after the specified time on the Due Date shall not be eligible for consideration and shall not be opened.
Date, Time & Venue of Opening of technical Bid and presentation.	10 March, 2018 at 03.00 P.M. District Tender Committee, Collector's chamber at Vaishali.

1. Introduction

Vaishali Mahotsav is one of the acclaimed Mahotsav, organized jointly by the Department of Tourism, Government of Bihar and District Administration Vaishali, every year to commemorate the birth of Lord Mahavira. This year Vaishali Mahotsav is scheduled to be organized on **29 to 31 March 2018 (Three days)**.

The concerned entities will have to submit their offers in 2 bids.

The first bid will deal with Qualifications only. Hence, the first envelope will have to be super scribed with "TECHNICAL BID OR QUALIFICATIONS ONLY – BID".

The second bid shall be super scribed with "FINANCIAL BID" and shall contain financial estimates of various activities, along with grand total final estimate, all taxes inclusive (all taxes to be borne by the entity concerned).

However, in special circumstances for certain activities the tender committee reserves the right to award part of the work to any of the entities who have participated in the bidding process. It is clarified that District administration has a limited budget for prescribed scope of work.

First envelope – Qualifications only

1. The applicant should have at least 01 year experience of providing turnkey solutions in infrastructure, management and other services for events. The proof of past experience should be attached in the form of work orders placed on them by various clients along with the proof of having received the payment from them against the work executed. The applicant should have worked with Government before and should submit proof of at least one major work done for government or any government body / agency.
2. Average minimum turnover of the company should be over 1 crore in the last financial year 2016-17. Appropriate audited financial statements for the same should be submitted, including P&L statements, Balance sheet etc.
3. The applicant entity should not have defaulted in any previous assignment and should not have been blacklisted by any agency. There should not be any criminal proceedings pending before the company or any of its promoters/directors/proprietor or head of organization. For this a duly sworn affidavit sworn before an executive magistrate will have to be filed.
4. The firm should be an IT payee (proof – PAN card/IT return), should be registered under GST and should submit a DD for Rs. 50,000/- in name of DM Vaishali as earnest money.

5. The firm should have adequate manpower (sufficient qualified personnel in various capacities) and should submit the CV of individual key staff members and of the team leader who will be responsible for supervision and execution of the work.

Second Envelope – Financial Bid

The financial bid should contain **item wise breakup** of each and every activity planned (detailed item-wise costs of each activity should also be indicated for clarity). The total amount which should be a summation of cost incurred on each activity, tax liability and firm commission should also be indicated.

Applicable GST must be clearly stated. All duties, taxes, freight, insurance, delivery charges and other levies would be payable by the tenderer. The final bid amount should be inclusive of all the above applicable mentioned items.

After completion of the tender process, the selected tenderer will have to enter into an agreement, after which only the formal work order will be issued. In case of failure to complete the task or part of the task to the satisfaction of the undersigned, penalty as per agreement will be levied on the tenderer.

2. Scope of Work

Following works need to be carried out by the Event Manager in close consultation/direction of District Magistrate/Vaishali or his authorized representative. –

Major Work	Minor Work	Aspected Quantity	For three Days Rate should be coated as
(A) Stage & Pandal	1 Construction of Half Hanger on constructed stage 40'x60' feet	1	Per sq.fit
	2 Arrangement of Podium with flower decoration	2	Per Piece
	3 Arrangement of LED TV with all equipment and power backup	2	Per Set
	4 Construction of Stage facia with ply and painting	1	Per sq.fit
	5 Construction of Green Room behind Stage with all arrangement	2	Per sq.fit
	6 Construction of VIP Room / Safe House with plyboard, bit wooden galiry with all arrangement	1	Per sq.fit
	7 Construction of refreshment room	1	Per sq.fit
	8 Flower decoration as per requirement (natural flower)		Per running fit
	9 Side Wall as per requirement		Per sq.fit
	10 Thin Green Carpeting in outer area as per requirement	1	Per sq.fit
	11 Stage side wings	4	Per Piece
	12 Stage chair	40	Per Piece
	13 Fire Cylinder	10	Per Piece
	14 Inaugural Arrangement (Deep, Batti, Gee, Kapoor, candle, match box, Drey, towel)		Per Set
	15 Construction of Water Proof Pandal 80'x200' feet		Per sq.fit
	16 Carpeting in Pandal		Per sq.fit
	17 Arrangement of VIP Chair	200	Per Piece
	18 Arrangement of PVC Chair	2000	Per Piece

19	Arrangement of wooden Sofa	10	Per Piece
20	Arrangement of wooden table	10	Per Piece
21	Arrangement of centre table	10	Per Piece
22	Name plate	40	Per Piece
23	Arrangement of Dias including providing a well-qualified master of ceremonies.		
24	Barricading on proposed area		Per Running fit
25	Light for stage and Pandal with power arrangement including backup power		
26	Arrangement of good quality of Sound system/ Mike/ Speakers/ Operators etc.		Per Set
27	Soundless Generator with fuel and backup		Per Set
28	Sitting arrangement for media, VIP Person and Local People		
29	Gamla		Per Piece
30	Fan		Per Piece
31	Cooler		Per Piece
32	Thimatic stage with LED back droop		Per back droop
33	Thimatic Gate as per requirment		Per Piece
34	Buke		Per Piece
35	Nasta (Standered)		Per Piece
36	Steel Photography		Per Piece
37	Videography for LED TV Live Telecast on Stage on Pandal		Per Piece
38	Metel Light		Per Piece
39	Globe Light		Per Piece
40	LED Jhalar on VIP Road Way		Per Piece
41	Watch Tower		Per Piece
42	Tubelight		Per Piece
43	Colourful Flag (1mX.5m) with Pipe (10')		Per Piece
44	Water bottle (small and big)		Per plate
45	Snacks		Per cup
46	Tea		

- The agency shall be responsible for internal wiring & installation of electrical equipments in the sectors/stalls and entire Mahotsav area by licensed electrical agency.
- Inaugural function and remaining program is scheduled at main stage Vaishali for which all necessary infrastructural arrangements are to be made.
 - ❖ Design and fixing of overhead light, Floor light, side wings light, color changing light, spot light, laser light.
 - ❖ Arrangements of good quality of audio equipment, mike, speakers inside and outside of venue.
 - ❖ Power arrangements including backup power.
 - ❖ Providing of temporary man power like electric & sound technicians.
 - ❖ Barricading of VIP area, stall area and other important areas.
- The agency will bear all the cost towards materials, transportation, installation, erection etc.
- The agency will pay necessary taxes, dues if any to the concerned Govt. Authorities.

- The agency will remove all displays in the Mahotsav Area after Mahotsav/Contract Period over.
- The agency will be responsible for erection of flag poles and flag near Mahotsav area and road side.

Note- Bidders are advised to quote their cost only after actual site survey and also after consulting District Magistrate/Vaishali or his authorized representative regarding any doubts/clarifications about scope of works.

3. Guidelines for Submission of Bid

The interested parties shall submit the proposal with full details regarding conceptualization, planning, designing, construction, direction and execution of the event on a turn-key basis. It is to be noted that the whole conceptualization of the event will be in consistence with the great tradition and ambience of Vaishali Mahotsav in general and Bihar in particular.

The selected company shall act in a transparent manner for the event and shall not in any way act in the manner that is detrimental to the interest and reputation of the Government. The selected Company shall undertake to abide sincerely by all rules, regulations and laws of land apart from the general and specific instructions issued by the organizing committee for their responsibilities to manage the events and shall agree to keep itself liable and responsible for any such violation directly or indirectly related to their responsibilities for the event.

A bidder shall submit **Qualification bid or Technical Bid and Financial Bid** in separate sealed envelopes which will thereafter put in a separate Master Envelope and super scribed "**OFFERS FOR VAISHALI MAHOTSAV 2018**". A bidder shall **not submit more than one quotation**. Envelope containing bids must bear, on the cover itself, name and full address of the bidder. **For the bids submitted by post or courier, it is the bidder's responsibility to ensure that bids reach District Administration Vaishali's office before the scheduled time of closure of submission of bids.**

District Administration Vaishali reserves the right to accept or reject any application or its part without assigning any reasons thereof.


District Magistrate
Vaishali