

**Govt. of Bihar
Department of Agriculture**

Bihar Agricultural Management and Extension Training Institute (BAMETI), Bihar, Patna

Reference for Proposal/Tender documents

1. Introduction - Bihar Diwas-2020 is scheduled to be held from 22nd March to 24rd March 2020 at Gandhi Maidan, Patna with the theme on Jal-Jeevan-Hariyali. The details of the work that will be performed on the Bihar Diwas-

Conceptualizing, designing, landscaping & fabricating the theme/pavilion of various communication/IEC material and methodologies i.e. live model demonstration, picture galleries, art work, audio-visual or mix with all these methodologies should be used in the earmark area to present a creative portrayal of various aspects of agricultural development. The Department of Agriculture will have to use 50,000 Sq. feet area for the above said purposes. The area may be increased or decreased and charges will be paid as per actual work done or on the basis of per Sq. feet rate fixed by Tender.

2. Invitation of Tenders/reference for proposal - Tenders/reference for proposal are invited from the reputed event organizer in two bid formats (Technical and Financial). The details regarding the tender/reference for proposal can be obtained free of cost on any working day from BAMETI office from 10:30 AM to 5:00 PM and can also be downloaded from the website of department of agriculture www.krishi.bih.nic.in and www.bameti.org.

The tender/proposal dually completed in all respect must reach latest by 5:00 PM on or before 12.03.2020 at office of BAMETI, Bihar, Patna.

The Department of Agriculture reserves the right to accept or reject any or all the proposals without incurring any obligation to inform the effected bidders.

3. Bid schedule and venue -

Sl.No.	Particulars	Date and Time	Venue
1.	Last date for submission of proposal/bid	12.03.2020 at 5.00 PM	BAMETI, Bihar, Patna P.O.- Bihar Veterinary College, Jagdeo Path, Patna - 14,
2.	Date of opening the bid	13.03.2020 at 11.00 AM	Director Agriculture Chamber, Vikas Bahwan, New Secretariat

4. Guideline for submission of proposal/bid -

The bidders are required to submit the proposals/bids as per the guidelines and format detailed out in the following paragraphs-

4.1 The original and all copies of the Technical proposal/bid shall be placed in a sealed envelope clearly marked "**Technical Bid**". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**Financial Bid**" followed by the name of the assignment, and with a warning "**Do not open With the Technical Bid**". The envelopes containing the Technical and Financial Proposals/bids shall be placed into an outer envelope and

sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment and be clearly marked **"Do Not Open, Except In Presence of the Official Appointed"**. EMD of Rs. 50,000/- should be in form of DD or a Bank Guarantee in favour of the SAMETI, Bihar; (ii) technical details, compliances etc. as enumerated in the tender document and financial Bid. BAMETI, Bihar, Patna shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal's/bid's rejection. If the Financial proposal/bid is not submitted in a separate sealed envelope dully marked as indicated above, this shall constitute grounds for declaring the Proposal/bid non-responsive/invalid.

- 4.2 All bidders must comply with the General & mandatory terms and Conditions Format/Requirements for Technical and Financial proposal/bid.
- 4.3 The Technical Proposal/bid shall be marked **"Original"** or **"Copy"** as appropriate. All required copies of the Technical Proposals/bids are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal/bid, the original governs. The bid will be liable to be rejected.
- 4.4 Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
- 4.5 All blank spaces in the financial proposal/bid must be filled in completely where indicated, either typed or written in ink.
- 4.6 **The proposal/tender dully completed in all respect as per RFP must reach latest by 5:00 PM on or before 12.03.2020 at the office of the Director BAMETI, Patna in the following address - Bihar Agricultural Management & Extension Training Institute, P.O.- B.V. College, Jagdeo Path, Patna - 800014, Bihar, India.**

The applicants, in their own interest are advised to deliver the bids/proposals personally to the BAMETI office. Alternatively they may send the same through registered post. BAMETI will not be responsible for any delay, wrong delivery or non-delivery of proposals/bids due to any reason.

5. General Instruction -

- 5.1 Firms applying for the tender should have a registered office in Patna (Proper document substantiating this should be submitted). A brief description of the firm/organization and an outline of recent experience on assignments/projects of similar nature executed during the last 3 years.
- 5.2 A brief description of the manner in which the firms would plan to execute the work. Work plan, time schedule and approach or methodology proposed for carrying out the required work.
- 5.3 The composition of the team of personnel which the consultant would propose to provide and the tasks which would be assigned to each team member.
- 5.4 Curriculum Vitae of the individual key staff member to be assigned to the work and of the team leader who would be responsible for supervision of the team.
- 5.5 The bidder has to submit details of GST/PAN/EPF registration documents with proof.
- 5.6 The technical proposals will be evaluated on the aforesaid criteria.
- 5.7 Tenderers will be required to handle all aspect of the work involved in the management of the Bihar Diwas 2020. There would no exception made for any individual work that the tenderer is not interested and tender would be deemed cancelled.

- 5.8 The tenderer would work under the supervision of department of Agricultural staff, Design Consultant and Government of Bihar officials. Any decision taken by them in the work interest would be final.
- 5.9 Applicable GST and other taxes must be clearly stated. All duties, taxes, freight, insurance, delivery charges and other levies payable by the contractor under the contract shall be included in the quoted price.
- 5.10 The Prices should be quoted in Indian Rupees only.
- 5.11 Financial bid of only Technical qualified bidders shall be opened.
- 5.12 Only those firms who have minimum **03 (three) years** experience of executing such work may apply. A document in support of such experience is required.
- 5.13 Number and value of such project handled in the last **03 (three) years**.
- 5.14 The number of personnel proposed for the assignment, their names.
- 5.15 The successful bidder will have to deposit a performance security of Rs. 1,50,000/- (Rs. One lakh fifty thousand only) through demand draft in the favour of SAMETI Bihar or bank guarantee of equal amount within 02 days after finalization of tender.
- 5.16 Design details along with print outs, electronic presentation, CD' etc. The bidder should furnish a detailed work plan which should include a Overall design and fabrication of stalls, design of theme area, layout plan/ design/ conceptualization, including outside and inside facia, model/photograph. This must be given in the form of a presentation/audio-visual, in a CD. The presentation should clearly explain the overall concept, in alignment with the theme.
- 5.17 The tenderer should submit unit rates, quantity and total cost with respect to each item in the scope of work (both in figures as well as in words). Item wise, sub-total and grand total of prices are to be very clearly indicated. In the event of any discrepancy between the unit price and the total price, the unit price shall prevail.
- 5.18 The agencies will have to make presentation for both work separately from 11:00 AM onwards on the date of opening of the tender or as decided by the Chairman of Tendering Committee at the time of opening the Tender.
- 5.19. The selected bidders of the Technical bids will have to present a small Power Point Presentation before the competent authority. The decision of the competent authority after presentation will be final and it will be binding to all. The bid of successful bidders after the presentation will be eligible for opening of their financial bid.

6. Minimum eligibility criteria-

- 6.1 The bidder firm must have minimum 03 years work experience in Conceptualizing, designing and developing theme/pavilions of similar nature at State or National level or both in the past for agriculture or other departments (proof should be attached).
- 6.2 The bidder firms should have an average annual turnover of Rs. 50,00,000/- (Rs. Fifty Lakh only) or more during the last 03 financial years (photocopy of the balance sheet duly certified by CA to be attached).
- 6.3 The firms should have at least current 03 consecutive years of work orders of past events to the subject should be attached with the technical bid.
- 6.4 A **3D concept plan** of the theme/pavilion must be attached in power point presentation with a technical bid.
- 6.5 Firm should be registered for GST (copy of the certificate to be attached).

6.6 Bidder will have to submit earnest money of Rs. 50,000/- (Rs. Fifty Thousand only) along with the technical bid in the favour of SAMETI, Bihar as earnest money which will be refunded to the unsuccessful bidders within 07 days of finalization of tender.

6.7 Latest 03 years income tax return (Copy attached).

6.8 Bidders firms have the PAN Number (Copy attached).

7. Technical and Financial Proposal/bid will consist.

7.1. Letter of transmittal (Form T-1).

7.2. Technical bid (Form T-2).

7.3 Evaluation of Technical bid (Form T-3)

7.3. Financial bid (Form F-1).

8. Evaluation of financial bid -

- Financial bid will be opened after qualifying technical evaluation/bid.
- The cost will be included all taxes

9. Constitution of Evaluation Committee -

An evaluation committee has been constituted. The members of the committee are as follows :-

- | | |
|---|--------------------|
| 1. Director Agriculture | - Chairman |
| 2. Joint Secretary-cum-Internal Financial Advisor,
Department of Agriculture | - Member |
| 3. Director, PPM | - Member |
| 4. Joint Director (Chemistry) compost and Biogas | - Member |
| 5. O I/c ATMA Nodal Cell | - Member |
| 6. DD (Agro) Information | - Member |
| 7. Director SAMETI | - Member Secretary |

10. Constitution of Committee for work verification

i. Dr. Pramod Kumar Mishra, State Co-ordinator, ATMA Nodal Cell

ii. Sri Niraj Kumar, Deputy Director (Plant Protection), BAMETI, Patna

iii. Sri Shashi Bhushan Kumar Vidyarthi, Deputy Director (Ext. Management), BAMETI, Patna

The committee will be verify the work done by the selected agency.

11. Selection procedure -

- Financial bid of those bidders will be opened that will technically qualified.
- L-1 bidder will be selected and awarded for execution.

12. Special terms & conditions - The selected bidder that will not work as specified or described design work or not satisfactory work their payment will be held up.

Director
BAMETI, Bihar, Patna

Letter of transmittal (Form T-1)

To,

The Director

BAMETI, Bihar, Patna

Subject - Submitting a request for proposal/tender for overall design, planning and fabrication of stall, design of different area and proper maintenance during Bihar Diwas- 2020 and management of agriculture pavilion as well as preparation and decoration of stalls for showcasing various agri-products.

Reference-Tender No. ----- dated-----

Sir,

With due respect and humble submission I would like to state that I have read and examine in detail the tender document described in reference for proposal/bids for the above mention subject. I fulfil the all the terms and conditions mentioned in the RFP/bidder. I am submitting my Technical and Financial bids and all the documents/ certificates as per RFP.

Yours Faithfully

Signature of the bidder/authorize
person (with official seal)

Date :-

Place :-

Application for Technical Bid

Sl. No.	Particulars	Write Details and attach the proof/ supporting documents required	Page number
1.	Name of the Bidder/ Firm		
2.	Address of the Bidder/ Firm		
3.	Head Office		
4.	Branch Office		
5.	Name of In-charge		
	Phone Number		
	Fax Number		
	Mobile Number		
	eMail Id		
6.	Earnest Money (EMD) of Rs. 50,000/- with DD No. and date or exemption certificate		
7.	Firm PAN Number		
8.	Latest 03 and more years income tax return		
9.	Firm GST Number		
10.	03 years experience as per RFP and 03 work orders of past event		
11.	3D Concept plan of theme/ pavilion		
12.	Annual turnover in latest 03 completed years		
	2016-17		
	2017-18		
	2018-19		
	Average		

Signature of the bidder/authorize person (with official seal)

Date :-

Place :-

Evaluation of Technical Bid (Form T-3)

All the technical bids will be evaluated by giving the marks in the following way. The firm/bidder who will obtain the minimum 50% marks will be eligible for take part in the financial evaluation.

S.No.	Standard	Item wise marks	Total marks	Marks obtained
1.	3D concept of planning of the theme/pavilion for overall design, planning, fabrication & erection of structure, design of different area, proper maintenance during Bihar Diwas 2020, maintenance of agriculture pavilion, preparation and decoration of stall for showcasing as per RPF (decided by evaluation committee under the Chairmanship of Director Agriculture, Bihar through power point presentation on the technical bid opening day)		50	
	i. Satisfactory	10		
	ii. Good	25		
	iii. Very Good	35		
	iv. Excellent	50		

Application for Financial Bid (Form F-1)

Name of Bidder/Firm and its Address-

(Fin. Unit in Rs.)

Sl. No.	Items of work	Size/ Quantity (Approx)	Rate	Tax		Cost including all taxes
				GST	Other Tax	
1.	Fabrication and Erection of Structures for 50,000 Sq.Feet area (This would include all structural work) a. Fascia/Fascade/main entry gate b. VIP Lounge (air conditioned with furniture) c. Display Area d. Fabrication of Stall on both side on pavilion e. Reception-cum-Theme area f. Barricading/Fencing	30'X20'02 400 Sq. Feet 30 200Sq.Feet Average 300 feet				
2.	Carpeting of pavilion	35,000Sq. Feet				
3.	Printing of Panels/ visuals on Flax, Vinyl Framing of panels	30 and as per requirement				
4.	Manpower a. Security Personnel (at least 2 persons) for 24hrs vigil @ 8 hrs b. Maintenance staff for overall maintenance throughout the fair period c. Waiter d. Volunteers for stall management	18 Nos. 09 Nos. 04 Nos. 04 Nos.				
5.	Electricals & Machinery requirement a. Audio Visual Equipment b. Wiring & Lighting (entire pavilion) c. Generator Back-up d. Air-Conditioner (as per requirement)	07 places 02 Nos. Minimum 01				

Sl. No.	Items of work	Size/ Quantity (Approx)	Rate	Tax		Cost including all taxes
				GST	Other Tax	
6.	Miscellaneous a. Brochure or any other IEC material b. Service (as per requirement) i. Tea/Coffee @ 300 per day ii. Snacks @ 300 per day iii. Water (200 ml) @ 300 per day iv. Hi tea @ 100 per day v. Breakfast @ 50 per day vi. Lunch @ 150 per day vii. Dinner @ 25 per day viii. Cold drink/Juice (250 ml) @ 300 per day	900 900 1500 300 150 450 75 900				
7.	Beautification of Pavilion/Stalls (Flowers, Flower Pots etc) (All the main points of entire pavilion)					
8.	Artwork, Designing					
9.	Other works related to Bihar Diwas					
	Total Cost					

Signature of the bidder/authorize person (with official seal)

Date :-

Place :-