



बिहार सरकार

Bihar State Khadi & Village Industries Board (KVIB)

invites

Request for Proposal (RFP)

for

**Appointment of Event Management Agency for
District Head Quarters Khadi Mahotsav, 2018**

Tender Reference No: ...1937.....

20-11-2018

Bihar State Khadi & Village Industries Board (KVIB)

Mahesh Bhawan, East Gandhi Maidan, Patna – 800004 Telephone : : 9771427746, 9199664862

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DISCLAIMER

The information contained in this Request for Proposal document (the “**RFP**”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Department/Board or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Board to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this RFP (the “**Application**”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Board in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Board, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Board accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Department of Industry/KVIB, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with selection of Applicants for participation in the Bidding Process.

The Board also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Board may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

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The issue of this RFP does not imply that the Board is bound to select and shortlist Applications and the Board reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Board or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Board shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

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Important dates & information

Department Name	:	Bihar State Khadi & Village Industries Board, Patna, Bihar.
Circle	:	Bihar State Khadi & Village Industries Board, <u>Road no-22, S.K.Nagar, Patna-1</u> Office No. :- 9771427746, Email :- kvibpatna@gmail.com Website : www.kvibbihar.com ,
Name of work	:	Selection of the Agency for Conceptualizing, Designing, Execution and Supervision of Temporary Structures, Related Infrastructure and Event Management Services on Turn Key Basis for RASTRIYA KHADI MAHOTSAVA 2018,
Event Duration	:	2018
Event Location	:	 Districts Head quarters other than Patna
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian rupees (INR)
Joint Venture/Consortium	:	Not Allowed/ Allowed
Amount Details		
Bid Document Fee	:	Rs. 5,000/- (Rupees Five Thousand Only) Non-refundable in form of Demand Draft in favor of Bihar State Khadi & Village Industries Board, Bihar, payable at Patna
EMD (INR)	:	Rs. 1,00,000/-
EMD in favor of	:	Rs. 1,00,000/- (One Lakhs Only) in form of Demand Draft
Tender Dates		
Last Date & Time for Receipt (Submission) of Technical & Financial Bid	:	17-12-2018 (3.00 P.M.)
Date and Time of Opening Technical bid	:	17-12-2018 (3.00 P.M.)
Bid Validity Period	:	6 Months
Submission of bid documents etc.	:	Submission of all bid related documents in the office of CEO, Bihar State Khadi & Village Industries Board (KVIB), Road no 22, S.K.Nagar, PATNA- 800001
Phone	:	9771427746
Other Details	:	
Officer Inviting Bids	:	CEO, Bihar State Khadi & Village Industries Board (KVIB) Government of Bihar, Road No. 22, S.K Nagar, Patna

1. INTRODUCTION

1.1 BACKGROUND

Introduction:

- 1.1.1 RASTRITYA KHADI MAHOTSAV is one of the famous Mahotsav, organized by Bihar State Khadi & Village Industries Board (KVIB) every year. This year KHADI MELA 2018 is scheduled to be organized on.....2018. KVIB is planning to organize this event on large scale to attract more visitors to see cultural and historic values of Bihar Khadi.
- 1.1.2 KVIB would like to engage the services of an event management agency to organize and undertake the entire arrangement of RASTRITYA KHADI MAHOTSAV 2018 in a Theme based manner, Suggestions of theme has to be provided by the selected Event Manager and preparation for the Mahotsav has to be done strictly in accordance with the Scope of Work defined herewith in this document.

1.2 REQUEST FOR PROPOSAL

- 1.2.1 INVITATION FOR ENGAGEMENT OF EVENT MANAGEMENT AGENCY FOR SUCCESSFUL IMPLEMENTATION OF RASHTRIYA KHADI MAHOTSAV BY KVIB, ON TURNKEY BASIS.
- 1.2.2 **Bihar State Khadi & Village Industries Board**, Department of Industries, Govt. of Bihar (hereinafter, referred to as “KVIB,) wishes to appoint an event management agency for the successful implementation of RASHTRI KHADI MAHOTSAV - in a theme based manner which is scheduled to be held from2018
- 1.2.3 KVIB invites detailed proposals from renowned agencies. The Scope of Services forming part of the Assignment has been set out in the RFP.
- 1.2.4 The Proposals would be evaluated on the basis of the evaluation criteria set out in this RFP (“Evaluation Criteria”) to identify the successful Bidder for the Assignment (“Successful Bidder”).

1.3 BRIEF DESCRIPTION OF THE BIDDING PROCESS

- 1.3.1 KVIB intends to follow a, single stage two envelope“ bid process for selecting of the successful bidder under Least Cost Selection“ (LCS), as outlined in this RFP.

¹ The dates prescribed are tentative and are subject to change which shall be duly notified to the successful bidder

- 1.3.2 The Bidders would need to submit, within the Proposal Due Date as prescribed under this RFP; Qualification, Technical and Financial Proposal in the prescribed format.
- 1.3.3 KVIB would evaluate all the Submissions in accordance with the evaluation criteria set out in the RFP to select a bidder.

1.4 OBTAINABILITY OF RFP DOCUMENT

- 1.4.1 The RFP would be available at the website www.industries.bih.nic.in and www.kvibbihar.com. It may be noted that all subsequent notifications, changes and amendments in the assignment / documents would be posted only on the website.

1.5 GENERAL INSTRUCTIONS

- 1.5.1 The language of the Bid and related documents and correspondences shall be in English language.
- 1.5.2 The Bidder shall provide all the information sought under this RFP. The KVIB will evaluate only those Bids that are received in the required formats and complete in all respects.
- 1.5.3 The Bid shall be typed or written in indelible ink and signed by the Authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid.
- 1.5.4 Bidders are encouraged to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, traffic, location, surroundings, availability of power, water and other utilities for implementation of the Project, access to site, handling and storage of materials, applicable laws and regulations, and any other matter considered relevant by them.
- 1.5.5 The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process, including but not limited to, site visits, field investigations, data gathering, analysis, design etc. as also any discussions/negotiations. The KVIB will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the bidding process.
- 1.5.6 The KVIB may modify the RFP by issuing an Addendum before Due Date. Any Addendum thus issued shall be part of the RFP and shall be posted on the website. KVIB will assume no responsibility for receipt of the Addendum.
- 1.5.7 Bidders will not be permitted to alter or modify their bids once submitted.
- 1.5.8 The KVIB shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP, the

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bidding documents or the bidding process, including any error or mistake therein or in any information or data given by the KVIB.

- 1.5.9 Any Bid not accompanied by the EMD & Document Fee shall be rejected by the KVIB. as nonresponsive.

2 TERMS OF REFERENCE

2.1 Scope of the Work for Event Manager

Following works need to be carried out by the Event Manager in close consultation/direction of CEO of KVIB and his authorized representative and District Officers of Khadi Board or his authorized representative.

All the arrangements and preparation given below has to be done according to the selected theme.

Sl.No	Heads	Particulars
1	Preparation of Ground & Welcome Gate	Preparation of ground and Water proof NON AC pandal and 6 Nos. of main gate of venue (as per design made by the event manager and approved by KVIB) flex and arch.
2	Stall	50 Nos stalls-each stall shall have: 1. Dimension 10 ftX10 ft 2. 2 Tables 3. 2 Chairs 4. 1 Dustbin 5. 1 Rack with 4 shelves for display of product. 6. 2 80W CFL 7. Carpeting extended to 1.5 ft in front of the stall 8. Front facia –title of the stall holder to be written with paint. Infrastructure/Partition of these stalls shall be made of Aluminium Octanorm with prelaminated inlay panels and aluminium sections framing with facia name in vinyl cut letters
3	Photo Gallery	For Photo Gallery of size 20 ft. x 10 ft. Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted Partitions and Structure: Structure of 6mm. thick ply with wooden frame of 8" height (3 sides) / octanorm structure with vinyl paneling Roofing: - Plywood with steel framing and properly covered from top with waterproof material. Tarpaulin roofing with Cloth / Cotton cloth as interior ceiling Facia: - Thematic Designs should be made on the front facia to have a decorative appearance. The name of the stall should be in the form of Vinyl Board in the front top portion of the stall CFL(45/65 watt)/T5 tube light - 4nos. 5A switch and socket – 1 No

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4	Stage	Stage backdrop -Bihar Khadi History Concepts -The stage and backdrop will be designed as a monument stage with three dimensional props. The backdrop and the entire stage will give the feeling of Monumental architecture with all monumental events related with Khadi and Gandhi Jee as wall & pillar design which will be made out of POP and thermocol. All steps leading to the stage will have railing. Flooring & steps to be carpeted. Front & side base of the stage will be a combination of thermocol and flex and a provision of riser on both the side of the stage for musicians. **The back area should be Black cloth masking with bamboo, ballah & batten structure as per design Side Backdrops – Frame Mounted Flex Banner with approved design LED Screen of size 20x10 has to be installed in the stage backdrop. Dome shaped waterproof German Hangers with interior decoration with clothing and outer covering with Black Masking Inauguration Lamp Flowers and bouquets arrangement for opening and closing ceremony and Flower for all days of Mahotsav Period. Dias Management. Providing of temporary man power like hostess, bearers, waiters, cook, electric & sound technicians. On the date of Inauguration: Arrangements for Lamp, Flowers, Candle, Ribbon. Special Sofa Seating for Hon'ble CM & Ministers 10 Nos. Normal Sofa Seating 2 Seater 50 Nos. VIP Chair 100 Nos. Branded Plastic Seating Chair 350 Nos.' Media Platform (16ft X 10ft) Mobile Toilets for General People Carpet in Pandal and other arrangements as per the requirement of functions.
5	Sound & Lighting	Arrangement for the entire exhibition area for light and music throughout the exhibition and power backup arrangement also. Sound system arrangement for Conference Hall. And other areas Sound & Lighting and proper illumination of the Mahotsav Area , parking Area, Service Areas
6	Trial Room	Trial room for ladies & gents separately (5" x 5") With full length mirror & 6 hooks to hang cloths Plastic ring tag for customers for trail room Proper door and locking system in Ladies Room and curtain in gents full length Trail room. Special guard for managing Trail Rooms
7	Flag & Printed Gas Balloons	The Event Manager will responsible for erection of flag poles and flags near Mahotsav area and road side – 25 Nos. with different colours. LED Screens – 5 Nos. of 12" X 10" shall have to be installed during entire Mahotsav period. Provide design printed flex boundary cover for the Maidan

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		Displays on grounds in Mahotsav area at 4 places with art and craft designs with ply, thermocol and painting Cloth walling on both sides of Entry Gates and Hanger general Printed Gas Balloon-12 ft. Dias, 300 ft. height with logo of Govt.
8	Electricity	The Event Manager shall be responsible for external and internal wiring & installation of electrical equipment's in the sectors/stalls and entire Mahotsav area. Arrangement of power and Backup both as per the requirement of function.
9	Videography & Photography	The Event manager will be required to have onsite Videographers and Still photographers on the site for the entire event duration. The video and photographs will have to be in High Definition, and the soft copy submitted to the Board post completion of the event.
10	Others	The Event Manager will pay necessary taxes, dues if any to the Concern Govt.

Note: -1. Any deviation in the scope of the work should be done only after written permission from CEO, KVIB and if so the event manager is under obligation to bring it to the notice of CEO, KVIB immediately. Only after taking written consent of the CEO, KVIB extra work whatsoever is the done, the payment for the same will be done taking in view the market price which the event manager will need to provide.

2. Annexure 4 shall be filled in separately for different Districts treating it as different RFP.

2.2 GENERAL TERMS AND CONDITIONS

- 2.2.1 The KVIB reserves the right not to accept bid(s) from agency (i.e.) resorting to unethical practices or on whom investigation / enquiry proceedings have been initiated by Government investigating Agencies Vigilance Cell.
- 2.2.2 The KVIB is not bound to accept the lowest bidder or to assign any reason for non-acceptance. The KVIB reserves its right to accept the bid in part or in full. Conditional bids will be rejected outright.
- 2.2.3 The KVIB reserves the right to summarily reject an offer received from any agency (i.e.), without any intimation to the bidder(s).
- 2.2.4 The KVIB reserves the right to withdraw / cancel the bid document partially or completely at any stage.

TERMINATION BY DEFAULT

reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without

thereby incurring any liability to affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for KVIB action.

ARBITRATION

In case of any dispute KVIB may appoint an arbitrator, which will be accepted by the agency / firm. The decision of the arbitrator will be final and binding on both the parties. The jurisdiction of the court will be Patna (Bihar).

INDEMNIFICATION CLAUSE

The selected agency shall keep KVIB indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise.

VALIDITY OF THE CONTRACT

The Contract shall remain valid with effect the date of award of the contract/ tender till the end of six months from the date of submission of bid or otherwise specified in the letter of award of tender.

3 BIDDING PROCEDURE

3.1 SUBMISSION PROCEDURE

3.1.1. Bidders who wish to participate in this selection process will have to go through www.industries.bih.nic.in; www.kvibbihar.com

Technical Bid: Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid.

PART 1- EMD and price of the Tender Document in a separate sealed envelope superscripted with the Tender Document number. Please enclose EMD of Rs. 1,00,000 and Price of one copy of the Tender Document of Rs. 5,000/- in form of Demand Drafts drawn in favor of **CEO, Bihar State Khadi & Village Industries Board** payable at Patna.

PART 2 – One copy of TECHNICAL BID complete with all technical and commercial details except the prices.

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Financial Bid: Bidders shall submit their unconditional financial quote for their rendering their services as per the scope of work in a SEPARATE SEALED ENVELOPE and super-scribed as FINANCIAL BID.

The envelopes containing Technical & Financial Bid of offer should be enclosed in a larger envelope dully sealed. All pages of the offer must be signed.

Note: Filling up prices in Technical bid will render the Bidder disqualified.

- 3.1.2 Services offered should be strictly as per specifications mentioned in this Tender Document.
- 3.1.3 Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- 3.1.4 Bidder shall quote the prices of services as mentioned valid for 90 days.

3.1.5 The price of one copy of the Tender Document is Rs. 5,000/-, which can be paid by crossed Demand Draft.

3.2 Eligibility Criteria:

The bidders shall be evaluated in two stages:

1. Pre-qualification stage
2. Technical Evaluation of Proposal

The Bidder fulfilling pre-qualification criteria shall be shortlisted for Technical Stage. The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. **Bids from consortiums and joint venture are not allowed. Claims without documentary evidence will not be considered.**

KVIB reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the KVIB's decision shall be final in this regard. KVIB may, in its absolute discretion, waive any of the conditions and/or requirements in the Tender in respect of any or all of the bidders.

i. Stage – I Pre-Qualification Criteria for Bidders.

Sl.No	Pre-qualification Criteria	Documentary Evidence
1.	The bidder should have a minimum experience of THREE years in conceptualizing, designing, organizing, managing, executing theme based events, exhibitions similar in nature to Mahotsav and similar festival organized by other Govt. Depts.	Registration certificate/ Work Order/Work Completion certificate.
2.	The bidder should have achieved a minimum average Financial Turnover of Rs. 1.0 Crores In past three Financial years (2015-16, 2016-17 and 2017-18) – in equivalent works/Event contracts or related works.	Financial statement for Financial year 2015-16, 2016-17, 2017-18 with CA certificate indicating minimum average annual financial turnover from the services of Event Management or equivalent

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		works for 2015-16 , 2016-17,2017-18 is more than 1 crore.
3.	The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract.	Power Attorney as per the format given in Annexure - 6
4.	The bidder shall provide PAN, GST Certificate, Goods & Services Tax and Income Tax Return for last Three years.	A copy of PAN, GST Registration Certificate, Service Tax Return and Income Tax Return. The bidder shall also submit copy of the returns of

Sl.No	Pre-qualification Criteria	Documentary Evidence
		Service Tax and Income Tax for last three years.
5.	The bidder shall provide a valid EMD acceptable to KVIB. EMD deposit of Rs. 1,00,000/- has to be submitted along with bid documents. Non-refundable Tender fees of Rs. 5,000/- through Demand Draft.	Tender Fee and EMD through Demand Draft.
6.	History of Litigation	As per the format given in the RFP
7.	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any Government Department, Organization, and Corporation.	Self-certified letter.
8.	Tender document seal & signed.	

* **“Event Management”** means any service provided in relation to planning, promotion, organizing or presentation of any art, Entertainment, Business, Sports or any other Event and includes any consultation provided in this regard.

* **“Bidder”** shall mean a corporate entity, firm (propriety or partnership), company or a corporation eligible to participate in bidding process.

Stage – II: Technical Evaluation

The bidders fulfilling pre-qualification criteria will be shortlisted for Technical Evaluation. The technical evaluation criteria are given in the following table:

Sl.No	Criteria	Documentary Evidence	Max. Marks
	The bidder should have a minimum THREE years		

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1.	of experience in conceptualizing, designing, organizing, managing, executing theme based events, exhibitions similar in nature to KHADI Mahotsav and similar festival organized by other State Govt. — More than 3 years = 15 marks — 3 years' experience = 10 marks	Registration certificate /Work Order/Work Completion certificate clearly indicating years of experience.	15
2.	No. of similar projects <u>(projects above 25.00 Lakh will be considered)</u> completed in last 3 years (i.e.2015-16 and 2016-17,217-18)	Work Order/Work Completion certificate clearly.	20

Sl.No	Criteria	Documentary Evidence	Max. Marks
	— More than 5 projects = 20 marks — Less than 5-3 projects = 15 marks — Less than 3projects = 10 marks		
3.	The bidder should have achieved a minimum average Financial Turnover of Rs. 1.00 Crores in past three Financial years (2015-16 2016-17 ,2017-18) – in equivalent temporary works/Event contracts or related works. — More than 2 Cr. turnover = 15 mark — 1-2 crs. turnover = 10 marks	Financial statement for Financial year 2015- 16 ,2016-17 ,2017-18 with CA certificate indicating minimum average financial turnover from the services of Event Management or equivalent works for 2015-16 and 2016-17.2017-18	15
4.	Presentation: The technical qualified bidder shall be required to give an AV presentation at Patna on the date so intimated before the selection committee. The presentation shall cover the following points. 1. Conceptualization of Event. 2. Designing, Lay out, performance & Sitting Plans.	(a) Concept & Design (Complete Drawings) presentation regarding the stage decoration and the whole Pandal) (b) Work plan & Execution including manpower.	30 20

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	3. Assessment of requirement of various logistics. 4. Engaging Celebrities. 5. Issue of Invitations. 6. Public Relations.		
TOTAL			100

After detailed evaluation of above details, as per marking system KVIB/Committee shall shortlist the bidder(s) securing **70** or more marks. Such bidder(s) shall be called

“Technically Eligible bidder(s)” and such technically eligible bidder(s) shall only be eligible for financial bid opening.

(A) FINANCIAL BID

A financial bid of technically eligible bidder shall be opened. The technically eligible bidder offering **the best possible offer amount (L1)** to KVIB for the said work will be invited for negotiation and finalization of agreement.

KVIB has the right (in its absolute discretion) to determine how to progress any discussions and/or negotiations with successful bidder following submission of the Proposals.

3.3 CORRECTION OF ERRORS

Price Proposals determined to be substantially responsive will be checked by the KVIB for any arithmetic errors. Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total price bid amount and summary of total cost of all components/parts, then the following will be procedure.

- Where there is discrepancy between the rates in figures and in words, whichever is less shall govern.
- Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- If the total amount of bid quoted is less than actual summation of cost of all the components/parts as the case may be, then the total quoted amount shall govern

and difference between the actual summation and amount quoted shall be considered as a discount.

- d) If total amount of bid is more than actual summation of cost of all components/parts as the case may be, then the individual cost of the components/parts shall govern and total amount shall be reduced to actual summation and it shall be considered as mistake in totaling.

However, the decision of KVIB in this regard shall be final and binding.

The amount stated in the form of bid for price proposal will be adjusted by the KVIB in accordance with the above procedure for the correction or errors and, shall be considered as binding upon the bidder. If the bidder does not accept the

corrected amount of bid, its bid will be rejected, and the EMD may be forfeited in accordance with relevant clause.

3.4 NUMBER OF PROPOSALS

- 3.4.1 Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

3.5 PROPOSAL PREPARATION COST

- 3.5.1. The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. KVIB will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

3.6. RIGHT TO ACCEPT OR REJECT

- 3.6.1. KVIB may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.
- 3.6.2. Notwithstanding anything contained in this RFP, KVIB reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.
- 3.6.3. KVIB reserves the right to reject any Proposal if at any time if a material misrepresentation made by a Bidder at any stage of the bidding process is discovered.

3.7. CLARIFICATIONS

- 3.7.1. A prospective Bidder requiring any clarification on the RFP may notify KVIB in writing or by facsimile to CEO, KVIB within such date as

specified in the RFP. At its sole discretion, KVIB may upload its response to such queries on the website: www.industries.bih.nic.in; www.kvibbihar.com

3.8. AMENDMENTS TO RFP

- 3.8.1. At any time prior to the Proposal Due Date, as indicated in the RFP Time Schedule, KVIB may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, amend the RFP by the issuance of Addenda. Such Addenda would be posted only on the website www.industries.bih.nic.in; www.kvibbihar.com
- 3.8.2. In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, KVIB may, at its discretion, extend the Proposal Due Date and notify on their website.

3.9. LANGUAGE AND CURRENCY

- 3.9.1. The Proposal and all related correspondence and documents shall be written in English language. Supporting documents and printed literature furnished by the Bidder with the Proposal may be in any other language provided that they are accompanied by an appropriate translation in English language. Supporting materials that are not translated into English may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail. The currency for this bid is Indian Rupee. All the quotes should be in Indian Rupees.

3.10. VALIDITY OF PROPOSAL

- 3.10.1. The Proposal shall be valid for a period not less than Six Months from the Proposal Due Date ("Proposal Validity Period"), in the format set out in **Annexure-1**. KVIB reserves the right to reject any Proposal that does not meet this requirement.
- 3.10.2. Prior to expiry of the Proposal Validity Period, KVIB may request the Bidders to extend the period of validity for a specified additional period.
- 3.10.3. The Successful Bidder shall, where required, extend the validity of the Proposal till the date of execution of the Agreement.

3.11. EARNEST MONEY DEPOSIT

- 3.11.1. Proposals would be accompanied with a „EARNEST MONEY DEPOSIT“ (EMD) for an amount of Rs. 1,00,000/- (Rupees One Lakhs Only) through Demand Draft. The EMD amount shall be valid throughout the Proposes Validity Period and would have to be extended if so required by KVIB.

- 3.11.2. The EMD shall be in the form of a Demand Draft.
- 3.11.3. The EMD amount shall be returned to the unsuccessful Bidders within a period of one (1) month from the date of signing of Agreement between KVIB and the Successful Bidder.
- 3.11.4. The EMD amount of the successful bidder will be automatically turned into security deposit at the time of allotment of tender and will be refunded along with the final payment.
- 3.11.5. The EMD shall be forfeited in the following cases:
 1. If the Bidder withdraws its Proposal;
 2. If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
 3. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

3.12. PERFORMANCE GUARANTEE

- 3.12.1. The successful bidder shall have to submit a performance guarantee equivalent to 5% of the bid amount within 3 days of issue of work order and is mandatory to be submitted before entering into agreement with KVIB.

3.13. BIDDER'S RESPONSIBILITY

- 3.13.1. The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.
- 3.13.2. It shall be deemed that prior to the submission of Proposal, the Bidder has:
 - a) made a complete and careful examination of terms & conditions/requirements, and other information set forth in this RFP document;
 - b) Received all such relevant information as it has requested from KVIB; and
 - c) Made a complete and careful examination of the various aspects of the Assignment.
- 3.13.3. KVIB shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

3.14 CORRESPONDENCE/ENQUIRY

- 3.14.1. All enquiries should be submitted to the following in writing by /registered post / courier to:

3.14.2. No interpretation, revision, or other communication from KVIB regarding this RFP is valid unless it is in writing and is signed by CEO, KVIB

3.15. FORMAT AND SIGNING OF PROPOSAL

- 3.15.1. Bidders would provide all the information as per this RFP and in the specified format. KVIB reserves the right to reject any Proposal that is not in the specified format.
- 3.15.2. The Proposal would include three submissions to be made on the respective Proposal Due Date as set out in Section-5 (RFP Time Schedule).
- 3.15.3. If the Proposal consists of more than one volume, Bidder must clearly number the volumes and provide an indexed table of contents.
- 3.15.4. The Proposal and its copy shall be typed or printed and the Bidder shall initial each page. The person(s) signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

3.16 PROPOSAL DUE DATE

- 3.16.1. Proposals should be submitted as per information provided in section 5 of this RFP.
- 3.16.2. KVIB at its sole discretion; accept any Proposal(s) after Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.

3.17 TEST OF RESPONSIVENESS

- 3.17.1. Prior to evaluation of Proposals, KVIB will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive if;

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- a) it is received on the respective Proposal Due Date;
- b) **It is accompanied with a Demand Draft for a sum of Rs. 5,000/- (Rupees Five Thousand only) drawn in favor of CEO, Bihar State Khadi & Village Industries Board, payable at Patna paid towards the Cost of the RFP and non-refundable Bid Processing Fee.**
- c) It is accompanied with the “EMD” amount as set out in RFP Document.
- d) It is signed, sealed, and marked as stipulated in RFP Document.
- e) it contains the information and documents as requested in the RFP;
- f) it contains information in the form and formats specified in the RFP;
- g) it mentions the validity period as set out in this document;
- h) It provides the information in reasonable detail. (“Reasonable Detail” means that, but for minor deviations, the information can be reviewed and evaluated by KVIB. KVIB reserves the right to

determine whether the information has been provided in reasonable detail or not;

- i) There are no inconsistencies between the Proposal and the supporting documents.
- 3.17.2. A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one which,
- a) affects in any substantial way, the scope, quality, or performance of the Assignment, or
 - b) limits in any substantial way, inconsistent with the RFP document, KVIB's rights or the Bidder's obligations under the Agreement, or
 - c) Unfairly affects the competitive position of other Bidders presenting substantially responsive Proposals.
- 3.17.3. KVIB reserves the right to reject any Proposal which in its opinion is nonresponsive and no request for modification or withdrawal shall be entertained by KVIB in respect of such Proposal.

3.18 CONFIDENTIALITY

- 3.18.1. Information relating to the examination, clarification, evaluation and recommendation for the Qualified Bidders would not be disclosed to any person not officially concerned with the process. KVIB will treat all information submitted as part of the Proposal in confidence and will ensure that all those who have access to such material to treat it in confidence. KVIB would not divulge any such information unless ordered to do so by any statutory authority that has the power under law to require its disclosure.

3.19 CLARIFICATIONS

- 3.19.1. To assist in the process of evaluation of Proposals, KVIB may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submission made by the Bidder.

3.20 CONSULTANT(S) AND ADVISOR(S)

- 3.20.1. To undertake "Bid Process Management" and to assist in the preparation of bid notifications, documents, examination, evaluation, and comparison of proposals, KVIB shall utilize the services of consultant(s) or advisor(s).

3.21 MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL

- 3.21.1. The Bidder may modify, substitute or withdraw its Proposal after submission, provided that a written notice of the modification,

substitution or withdrawal is received by KVIB before the Proposal Due Date. No Proposal shall be modified, substituted or withdrawn by the Bidder after the Proposal Due Date.

- 3.21.2. The modification, substitution or withdrawal notice shall be prepared, sealed, marked and delivered with outer envelopes additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.
- 3.21.3. Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period would result in forfeiture of the Bid Security in accordance with this RFP.

3.22 PROPOSAL EVALUATION

- 3.22.1. The Qualification Submissions of the Bidders would be checked for responsiveness with the requirements of the RFP and shall be evaluated as per the Criteria set out in the RFP document.

3.23 DELCARATION OF SUCCESSFUL BIDDER

- 3.23.1. KVIB may either choose to accept the Proposal of the successful tenderer or invite him for negotiations.
- 3.23.2. Upon acceptance of the Proposal of the tenderer technically qualified with Lowest Financial Bid, with or without negotiations, KVIB shall declare the tenderer as the Successful Bidder.
- 3.23.3. In case two or more bidders quote equal in financial bid, then the bidder scoring higher in the technical bid evaluation shall be declared successful.

3.24 NOTIFICATIONS

- 3.24.1. KVIB will notify the Successful Bidder by a Letter of Award (LoA) that its Proposal has been accepted.

3.25 KVIB’s RIGHT TO ACCEPT OR REJECT PROPOSAL

- 3.25.1. KVIB reserves the right to accept or reject any or all of the Proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of the Assignment, without liability or any obligation for such acceptance, rejection or annulment.
- 3.25.2. KVIB reserves the right to invite revised Proposals from Bidders with or without amendment of the RFP at any stage, without liability or any obligation for such invitation and without assigning any reason.
- 3.25.3. KVIB reserves the right to reject any Proposal if at any time:
 - a) a material misrepresentation made at any stage in the bidding process is uncovered; or

- b) The Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.
- 3.25.4. This would lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the Successful Bidder gets disqualified/ rejected, then KVIB reserves the right to:
- a) Declare the Bidder receiving the next highest score as the successful tenderer and where warranted, invite such Bidder to equal or better the score secured by such disqualified Successful Bidder; or
 - b) Take any such measure as may be deemed fit in the sole discretion of KVIB, including annulment of the bidding process.

4 EVALUATION OF BIDS

4.1 EVALUATION PARAMETERS

- 4.1.1 KVIB will evaluate the bids determined to be substantially responsive i.e., which
- a. Are properly signed;
 - b. Conform to the terms and conditions & technical specifications.
- 4.1.2. Thereafter, the substantially responsive bidders shall be called upon to present their strategy regarding conceptualization, planning, designing, construction, direction and execution of the project on a turn-key basis before a committee. The Committee will assign marks out of max 100. Those who shall score minimum 70 marks shall qualify for opening of financial bid.
- 4.1.3. The Technically Qualified bidders quoting the lowest (L1) will be selected as the successful bidder.
- 4.1.4. The Performance Security shall be released to the Agency (i.e.) after completion of the KHADI MELA 2018.
- 4.1.5. **Post - event removal/disposal of facilities and complete restoration of the venue is the sole responsibility of the selected Agency on same day. Otherwise, the penalty @10% of the work assigned will be charged.**
- 4.1.6. Cleaning, maintainance of Sanitation, Survigilence of the Mahotsav Area and surroundings shall be sole responsibility of Selected Agency.

5 BID SCHEDULE AND VENUE

KVIB would endeavor to adhere to the following schedule:

Sl.No.	Activity	Scheduled Date & Time
1.	Place for obtaining Bid Document	Can be obtained from the office of KVIB downloaded from www.industries.bih.nic.in ; www.kvibbihar.com
2.	Last date and Time for receipt of Bid	2018 (..... P.M.)
3.	Address for submission of Bid Documents	Bihar State Khadi & Village Industries Board, Road No. 22, S.K. Nagar, ,PATNA
4.	Venue of opening of Technical & Financial Bid	
5.	Date & time of opening of technical Bid	2018. (03:00 PM)
6.	Date & time of Technical Presentation	To be intimated to the shortlisted Bidders
7.	Date & time of opening of Financial Bid	To be intimated to the technically qualified bidders

SCHEDULE OF PAYMENT

- i) Advance of 15% may be released along with the work order against bank guarantee.
- ii) Additional 50% payment will be made after satisfactory execution and making the exhibition operative and within Mela Period.
- iii) Balance 15% payment will be made after dismantling & clearance of site & certificate from KVIB and also completion of work in accordance to specifications norms agreed in tender.

ANNEXURE - 1

FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT

UNDERTAKING

(On the Letterhead of the Bidder)

To,

CEO, Bihar State Khadi & Village Industries Board
PATNA

Sir,

Ref: - Selection of Event Management Agency for **RASTRIYA KHADI MAHOTSAVA**
2018,

We have read and understood the Request for Proposal (RFP) along with Draft Agreement in respect of the captioned Assignment provided to us by KVIB. We hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP provided to us. This Proposal is valid till ----- (At least 6 Months from the Proposal Due Date). Please find enclosed herein with the Proposal the Demand Draft bearing number ----- for Rs.1,00,000/- (Rupees One Lakhs only) for Demand Draft towards the „EMD Amount“, dated thisday of.....

Name of the Bidder

Signature of authorized Signatory

Name of the authorized Signatory

Date: -

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ANNEXURE - 2

PRESCRIBED PROFORMA FOR TECHNICAL BID

Sl.No	Criteria	Documentary Evidence	Max. Marks
1.	The bidder should have a minimum five years of experience in conceptualizing, designing, organizing, managing, executing theme based events, exhibitions similar in nature to KHADI MELA 2018 and similar festival organized by other State Govt. — More than 3 years = 15 marks — 3 years" experience = 10 marks	Work Order/Work Completion certificate Clearly indicating experience.	15
2.	No. of similar projects (projects above 25.00 Lakh will be onsidered) completed in last 3 years (i.e. 2014-15, 2015-16 and 2016-17) — More than 5 projects = 20 marks — Less than 3-5 projects = 15 marks — 1-3 projects = 10 marks	Work Order/Work Completion certificate clearly.	20
3.	The bidder should have achieved a minimum average Financial Turnover of Rs. 1 Crores in past three Financial years (2015-16, 2016-17,2017-18) – in equivalent temporary works/Event contracts or related works. — More than 2 Cr. turnover = 15 mark — 1 -2 Cr. turnover = 10 marks	Financial statement for Financial year 2015-16,2016-17,2017-18 with CA certificate indicating minimum average financial turnover from the services of Event Management or equivalent works for 2015-16, 2016-17 and 2017-18.	15

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Sl.No	Criteria	Documentary Evidence	Max. Marks
4.	Presentation: The technical qualified bidder shall be required to give an AV presentation at Patna on the date so intimated before the selection committee. The presentation shall cover the following points. 1. Conceptualization of Event. 2. Designing, Lay out, performance & Sitting Plans. 3. Assessment of requirement of various logistics. 4. Engaging Celebrities. 5. Issue of Invitations. 6. Public Relations.	(a) Concept & Design (Complete Drawings) presentation regarding the stage decoration and the whole Pandal) (b) Work plan & execution including manpower.	30 20
TOTAL			100

ANNEXURE - 3

FORMAT FOR FINANCIAL PROPOSAL

(Envelope - 3)

(On the letter head of the bidder)

Date: -

To,

KVIB, PATNA

Sir,

Ref: Selection of Event Management Agency for RASTRIYA KHADI MAHOTSAVA 2018

We are pleased to quote the license fee as below. We have reviewed all the terms and conditions of the „Request for Proposal“ and confirm that, we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFP. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid.

Yours faithfully,

=

(Signature of Authorized Signatory)
(Name, Title, Address, Date)

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ANNEXURE - 4

PRESCRIBED PERFORMA FOR FINANCIAL BID

(Item wise break of scope of work as mentioned in section-2)

(Letterhead of the Firm/entity/Company)

Financial bid strictly as per **format given below and to be placed in a sealed envelope**

Date: _____

To
CEO, KVIB, PATNA

Sub: Financial bid for RASTRIYA KHADI MAHOTSAVA 2018,

Dear Sir

We are pleased to quote our professional/service fee for organizing **RASTRIYA KHADI MAHOTSAVA 2018** as below. We have read all the clauses of RFP and understand that the conditions of the RFP along with all addendums and corrigendum and binding upon us.

Sl.No	Item	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
1	Preperation of Ground and Non Ac Pandal with Gates of venue (as per design made by the event manager and approved by KVIB).	1 6	Nos Nos.		
2	Stalls-each stall shall have:	50	Nos.		
	1. Dimension 10 ftX10 ft				
	2. 2 Tables				
	3. 2 Chairs				
	4. 1 Dustbin				
	5. 1 Rack with 4 shelves for display of product.				
	6. 2 80W CFL				
	7. Carpeting extended to 1.5 ft in front of the stall				
	8. Front facia –title of the stall holder to be written with paint.				
	Infrastructure/Partition of these stalls shall be made of Aluminium Octanorm with prelaminated inlay panels and aluminium sections framing with Facia name in vinyl cut letters				

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Sl.No	Item	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
3	For Photo Gallery of size 20 ft. x 10 ft.	LS	LS		
	Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted				
	Partitions and Structure: Structure of 6mm. thick ply with wooden frame of 8" height (3 sides) / octanorm structure with vinyl paneling				
	Roofing: - Plywood with steel framing and properly covered from top with waterproof material. Tarpaulin roofing with Cloth / Cotton cloth as interior Ceiling				
	Facia: - Thematic Designs should be made on the front facia to have a decorative appearance. The name of the stall should be in the form of Vinyl Board in the front top portion of the stall				
	CFL(45/65 watt)/T5 tube light -	4	Nos		
	5A switch and socket –	1	Nos		
4	Stage backdrop -Bihar Khadi History Concepts -The stage and backdrop will be designed as a monument stage with three dimensional props. The backdrop and the entire stage will give the feeling of Monumental architecture with all monumental events related with Khadi and Gandhi Jee as wall & pillar design which will be made out of POP and thermocol. All steps leading to the stage will have railing. Flooring & steps to be carpeted. Front & side base of the stage will be a combination of thermocol and flex and a provision of riser on both the side of the stage for musicians. **The back area should be Black cloth masking with bamboo, ballah & batten structure as per design Side Backdrops – Frame Mounted Flex Banner with approved design	1	Nos		

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Sl.No	Item	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
	LED Screen of size 20x10 has to be installed in the stage backdrop.				
	Dome shaped waterproof German Hangers with interior decoration with clothing and outer covering with Black Masking Inauguration Lamp Flowers and bouquets arrangement for opening and closing ceremony and Flower for all days of Mahotsav Period. Dias Management. Providing of temporary man power like hostess, bearers, waiters, cook, electric & sound technicians.				
	On the date of Inauguration:				
	Arrangements for Lamp, Flowers, Candle, Ribbon. Special Sofa Seating for Hon'ble CM & Ministers 10 Nos. Normal Sofa Seating 2 Seater 50 Nos. VIP Chair 100 Nos. Branded Plastic Seating Chair 350 Nos.' Media Platform (16ft X 10ft) Mobile Toilets for General People Carpet in Pandal and other arrangements as per the requirement of functions.				
5	Supply and Installation of Light and Sound	1	Nos.		
6	For Trail room,				
	ladies & gents				
	Plastic Chair	2	Nos.		
	Full length Mirror	2	Nos.		
	Door with locking system	2	Nos.		
	Hooks	2	Nos.		
7	Flag and Poles				
	The Event Manager will responsible for erection of flag poles and flags near Mahotsav area and road side	25	Nos.		
	LED Screens 12" X 10" shall have to be installed during entire Mahotsav period.	5	Nos.		
	Provide design printed flex boundary cover for the Maidan				

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	Displays on grounds in Mahotsav area at 4 places with art and craft designs with ply, thermocol and painting Cloth walling on both sides of Entry Gates and Hanger general	4	Nos.		
	Printed Gas Baloon-12 ft. Dias, 300 ft. height with logo of Govt.	1	Nos.		
Sl.No	Item	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
8	External and Internal wiring & installation of electrical equipment's in the sectors/stalls and entire Mahotsav area. Power as well as Backup as per the requirement of function.	1	Nos.		
	Power Backup Arrangements				
9	Videography and Photography of the event in High Resolution and invitation Cards and Phamplates	1	Nos.		
	Total				
	Tax				
	Total inclusive of Tax				

IN WORDS-
(Inclusive of all taxes)

Note: - (1) In case of any discrepancy, amount written in words shall be treated as final.

(2) Handwritten is not allowed in this format, failing to this will attract disqualification from the bid process.

We declare that the information stated above and enclosed is complete and absolutely correct and any error or omission therein, accidental or otherwise, as a result of which our bid is found to be non-responsive, will be sufficient for the KVIB Bihar to reject our bid and forfeit our bid security in full.

Yours faithfully,

(Signature of Authorized Signatory)
(Name, Title, Address, Date)

ANNEXURE – 5

**LIST OF SIMILAR WORK EXECUTED PERTAINING TO EVENT
MANAGEMENT SERVICES IN LAST THREE YEARS**

PART - A

Sl.No	Name of Client	Location	Description of Work	Value of Contract/Work in Rs.	Duration (Start DTD-Completion DTD)

NOTES:

- Each of the listed works shall be supported with the copy of work order & work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

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LIST OF WORK ON HAND SHALL BE ATTACHED AS UNDER:

PART - B

Sl.No	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start DTD-Completion DTD)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partners shall be considered provided past experience is subject to legal consent of individuals, partners or new firm set up by the partners.

Signature of Bidder

ANNEXURE – 6

PROFORMA OF GENERAL POWER OF ATTORNEY

(To be signed and executed in non-judicial stamp paper of Rs. 10/-)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concerns that:

1. Sri/Smt..... S/o.....
..... Residing at
2. Sri/Smt..... S/o.....
..... Residing at
3. Sri/Smt..... S/o.....
..... Residing at

I/We all the Partners/Directors/Board members/Trustee/Executive council members/Proprietors/Leaders of M/s having its registered office at hereby appoint Sri S/o Residing at As my/our attorney to act my/our name and on behalf and sign and execute all Documents/Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the Company/Corporation/Society/Trust/Firm with the Department/KVIB, Bihar, Patna in connection with its tender No. Dated For the supply of due for opening on

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s And I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by My/Our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on Me/Us and My/Our Company/Corporation/Society/Trust/Firm as if the same were executed by me/us individually or jointly.

Witness (with address)

Signature of the Partners/Directors/Board
members/Trustees/Executive council members/

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Proprietors/Leaders.

- 1.
- 2.
- 3.

ACCEPTED

RFP for Engagement of Event Management Agency for
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ATTESTED

Signature

(Seal and Signature of Signatory of Tender offer
of the Company/Corporation/Society/Trust/Firm

ANNEXURE – 7

HISTORY OF LITIGATION

Sl.No	Year	Award for/or against bidder	Name of Client	Litigation & Dispute Matter	Disputed Amount in Rs.