

SRI KRISHNA SMARAK VIKAS SAMITI  
**OFFICE OF THE COMMISSIONER,**  
**PATNA DIVISION, PATNA**

**EXPRESSION OF INTEREST  
FOR EMPANELMENT OF  
EVENT MANAGEMENT  
COMPANY/FIRM/AGENCY TO WORK AS A  
DECORATOR/CATERER  
IN  
SRI KRISHNA MEMORIAL HALL/PREMISES,  
GANDHI MAIDAN, PATNA.**

1. Pre-Bid Meeting : 18.07.2017 at 02.00 PM
2. Sale of Tender Document : 01.08.2017 till 03.00 PM
3. Last date for submission of  
tender document : 02.08.2017 till 01.30 PM
4. Opening of Tender : 02.08.2017 at 03.30 PM

**Signature of Authorised Signatory**  
Stamp of SKSVS

This tender document is for reference only and its physical copy has to be obtained from Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Near Golghar, Patna on payment of Rs. 100/-(One Hundred). Each tender paper purchased from SKSVS shall be serially numbered and signed. Agency will have to submit tender in the same serially numbered tender paper, which has been physically obtained from office of SKSVS.

## **INTRODUCTION**

Sri Krishna Smarak Vikas Samiti (SKSVS) is a non-profit society registered under the Society Registration Act 21, 1860. It is a body bestowed with authority for management of Gandhi Maidan and Sri Krishna Memorial Hall, Patna. The vision for setting up of this society is to broaden, enhance and enrich public facilities at Gandhi Maidan and at Sri Krishna Memorial Hall. Samiti may engage with and leverage resources from private and public entities for organizing events and activities and may also jointly organize cultural events at Gandhi Maidan and at Sri Krishna Memorial Hall. It is the competent authority for making allocation of space/hall/ premises in Gandhi Maidan and in Sri Krishna Memorial Hall.

Sri Krishna Memorial Hall built in 1976 is a multipurpose conference hall located near Gandhi Maidan, Patna. It is named after Sri Krishna Sinha, the first chief minister of Bihar. The hall seating capacity of 1734 people in the auditorium and 100 people in the conference hall.

### **Description of Tender**

SKSVS is seeking an Event management Company/Firm/Agency to work as a Decorator/Caterer in Sri Krishna Memorial Hall/Premises, Patna. Hence this Expression of Interest (EOI) is called from the interested and suitable company/ firm/agency.

SKSVS will empanel three (3) agencies to work as a Decorator/Caterer in SKM Hall/ Premises, Gandhi Maidan, Patna.

If for any reason the three agencies are not empanelled/finalise, then SKSVS has the right to cancel the tender and re-tender it.

### **Description of Work**

Empanelled agency (contractor) will be regarded as an Official Event Manager/ Decorator/Caterer for SKM Hall/Premises. The agency will work only for the organisers who will book hall/premises by SKSVS. Empanelled agency will have the right to erect pandals, stage, lighting work, flower decorations, crockery work, security service etc. or any other hiring items in the SKM Hall/Premises. No other agency will be allowed to do the above job in SKM Hall/Premises.

## Eligibility Criteria

Expression of Interest (EOI) shall be evaluated in two stages:-

### **1. Technical evaluation of proposal**

- a) Annual Turnover during the last 3 (three) years (2013-14, 2014-15 & 2015-16) should be a minimum Rs.20 lakh (average) - Details to be attached.
- b) Photocopy of Service Tax Registration & PAN Card - To be attached.
- c) EMD of Rs. 5,000/- (Five thousand only)- To be attached.
- d) Company/ firm/Agency should have at least three (3) years experience of providing similar nature of service to any Govt./ Semi-Govt./Private Organization etc. for last three (3) years.

FOR REFERENCE ONLY

## 2. Financial Bid (Separate sealed envelope)

The Agency shall be selected after fulfilling all the terms & conditions of the technical bid and the bidder who offers the highest (H1) amount will be considered.

SKSVS will empanel three (03) agencies on the basis of highest financial (H1) bid.

The SKSVS will also empanel two other agencies under mutual consent that they agree to work on the higher financial bid.

For the finalisation of the empanelment of other two (2) agencies SKSVS will offer to the 2<sup>nd</sup> and 3<sup>rd</sup> highest financial bidder. If these two (2) agencies don't agree with H1 then the offer will be given to the other bidder accordingly.

Financial proposal would be the net amount (as per financial bid H1) payable to SKSVS at once for contract period (11 months) in the form of DD favoring Sri Krishna Smarak Vikas Samiti payable at Patna at the time of signing the agreement.

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

### Obligations of the bidding agency

1. The Agency shall use only the SKM Hall/Premises for decoration/catering work and shall not use any other space for any other purposes or for any advertisement.
2. The agency is responsible for maintaining and cleanliness of the area during the event time.
3. The Agency shall use cooking & serving space as specified by SKSVS on the ground.

### **Guidelines for Scope of Work:-**

- a. Empanelled agency will have the right to erect pandals, stage, lighting work, flower decorations, crockery work, security service etc. or any other hiring items in the SKM Hall/Premises.
- b. Complete hygiene and cleanliness has to be maintained in the allotted area. Any litter thrown anywhere in the park area due to the activities of the Person/Firm/Agency has

to be cleared/collected by the Agency only.

- c. The item supplied by the agency would be of the best quality.
- d. The empanelled agency will provide adequate fire fighting measures for the pandals in premises area.
- e. Regarding all the electricity works in the premises, the agency needs to use own Genset.
- f. The agency has to do all the decoration and catering work within that time frame for which organiser has booked the hall/premises for their event.
- g. After the each event the SKM Hall/Premises should be labelled by the empanelled agency.
- h. The agency has to take all the belongings from the SKM Hall/Premises on the completion of the event.
- i. The Agency shall not use substandard serving material.
- j. Any work of payment related issue must be handled by agency/event manager itself. SKSVS will not have any responsibility or role in these matters.

### **Declaration of Successful Bidder**

SKSVS may either choose to accept the proposal of the successful tenderer or invite him for negotiations. Upon acceptance of the proposal of the tenderer financially qualified with or without negotiations, SKSVS shall declare the tenderer as the successful bidder.

### **Overall Management**

The Agency must employ adult and efficient labour/ Staff only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified including character and other formalities.

The agency shall ensure that all the workforce deployed should be in proper uniform while on duty.

## **Notification**

SKSVS will notify the Successful Bidder by a Letter of Award (LOA) that its Proposal has been accepted.

## **Right to accept or reject proposal**

SKSVS reserves the right to accept or reject any or all of the Proposals without assigning any reason.

SKSVS reserves the right to invite revised Proposals from Bidders with or without amendment of the Tender Document at any stage, without liability or any obligation for such invitation and without assigning any reason.

## **Terms and Conditions**

- 1) The SKSVS empanelled to the Agency for 11 months. The agreement will be made and executed for 11 months only commencing from the date of agreement. This agreement may be further extended upto two more years at the sole discretion of S.K.S.V.S and subject to the satisfactory performance of services and proper fulfillment of all the terms and conditions and subject to decision of SKSVS. However in this event of extension of agreement, bid amount may be increased by certain percentage to be decided by SKSVS.
- 2) The agency will have to pay net amount (as per highest financial bid) payable to SKSVS at once for contract period (11 months) at the time of signing the agreement.
- 3) The successful Agency shall give bank guarantee/DD from the Nationalized bank located in Patna of Rupees Five Lakhs as security, which shall be valid for 11 months and shall be returned to the Agency after the expiry/termination of the allotment period.
- 4) If there is any damage of SKM Hall/Premises property/ facility at Gandhi Maidan or any payments due to SKSVS or any demand from any authority to SKSVS regarding dues payable by the Agency, the Bidder shall be liable to pay the same, failing which SKSVS will take action against the Agency. SKSVS can also encash the bank guarantee/DD held in security to realize this payment.
- 5) The Agency shall obtain prior permission of SKSVS before carrying out any modifications of structures or before putting any furniture and fixtures in the Hall/ Premises.
- 6) Inspection of the SKM Hall/Premises, event area/space may be conducted by any officer/ employee of SKSVS at any time and day. All damages/breakages etc. noticed

by this team will be set right by Agency within a fortnight, failing which SKSVS will carry out repairs/ renovation works and debit the cost to Agency.

- 7) The Agency shall obtain all necessary and statutory permissions and licenses from various departments like fire department/sales tax department and any other concerned departments for running of event management company/catering/ decoration work.
- 8) The empanelled agency is restricted to do the job only for the organiser who have booked the Hall/Premises by the SKSVS.
- 9) The empanelled agency does not have the right to do any personal work, without the permission of SKSVS.
- 10) Any loss incurred to SKM Hall/Premises in the event, due to catering & decoration work this will be recover from the agency.
- 11) The agency must have the food license in order to do the crockery work.
- 12) The agency has to use a certified expert for all the electricity work.
- 13) The Agency shall carry out only the specified approved activities in SKM Hall/Premises and shall not carry any unspecified activities in contravention with the agreement. If the Agency indulges in carrying out any unapproved activities the SKSVS shall be at liberty to cancel the agreement after giving fifteen (15) days written notice to the Agency.
- 14) The SKSVS reserves the right to cancel allotment at any point of time after giving fifteen (15) days written notice to the Agency and also the right to inspect and control the development and operational work undertaken by the Agency at all times and the Agency shall obey the orders and directions issued by the SKSVS in the developmental work of the SKM Hall/Premises.
- 15) Complete hygiene and Cleanliness has to be maintained in the allotted area. Any litter thrown anywhere in the park area due to the activities of the Person/Firm/Agency has to be cleared/collected by the Agency only.
- 16) Any other condition found necessary by SKSVS management shall be included after discussion in the agreement.
- 17) The above Terms and Conditions are included in the agreement.

Agency agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should give the **financial bid** with their agency profile.

**Technical Bid**  
**Particulars of the Company/ Firm**  
**(Please submit along with documentary evidence)**

A bidder shall submit Technical Bid and Financial Bid in separate sealed envelopes contained in another envelope containing both the Financial and Technical Bid. A bidder shall not submit more than one bid.

S.No.	Particulars			
01	Name of the Company/ Firm			
02	Type of the Company whether, Proprietorship, Partnership Etc.			
03	Name and Address of the Proprietor/Partners/Directors of the Company.	(i)		
		(ii)		
		(iii)		
04	Registered Office Address and Telephone / Mobile Number & Email address.  Local Contact Address/ Telephone / Mobile Number.			
05	Turnover of the Company/ Firm /Agency during the last 3 years.	2013-14	Rs.	Lakh
		2014-15	Rs.	Lakh
		2015-16	Rs.	Lakh
06	Work experience of the Company/ Firm/Agency during the last 3 years.			
07	Service Tax Registration - (Photocopy)			
08	PAN Card (Photocopy)			
09	<b>Earnest Money Details :</b> <b>(Enclose Original Bank/Demand Draft)</b>			
	1. Demand/Bank Draft No. 2. Bank and Branch Name 3. Amount			

**Signature of the applicant with Seal**

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**Office of the Commissioner, Patna Division-cum-Chairman  
SRI KRISHNA SMARAK VIKAS SAMITI, (S.K.S.V.S.), PATNA (BIHAR)**

**FINANCIAL BID  
(To Be Given on Applicant's letter head)**

**Financial bid envelope should contain the following :-**

SI. No.	Details of scope of work	Amount in Rs. payable to SKSVS for contract period (11 months)
1.	As mentioned in the tender document.	

**Declaration:** I/We declare that, the information given above is correct to the best of my knowledge and understanding. In case it is found false/incorrect, at any stage, SKSVS may terminate the contract and could take suitable actions against the company/firm/agency. I/We have read/gone through the terms, conditions, rules, guidelines etc. of the tender work. I/We agree to do Decorator/Caterer work in SKM Hall/Premises as mentioned in the tender document @ Rs. .... (In words..... for eleven months).

Date:-

(Signature/s of the Tenderer /Authorized person

Place:-

Full Name/s:.....

Designation: .....

Stamp: .....

(Please put signature and name on every page of Bid Document and Enclosures.)

**Signature of Authorised Signatory**

Stamp of SKSVS

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