

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

TENDER DOCUMENT
for
Event Manager to Arrange Portable Stage and
Stage Light
at
GANDHI MAIDAN, PATNA

1. Date and Time of Pre-Bid Meeting : 05-09-17 at 1: 00 P.M.
2. Sale of Tender Document : 18-09-17 till 11:30 A.M.
3. Last date for submission of
Tender document : 18-09-17 till 03:00 P.M.
4. Opening of Technical Bid : 18-09-17 at 3:30 P.M.
5. Opening of Financial Bid : 18-09-17 at 5:00 P.M.

Signature of Authorised Signatory

Stamp of SKSVS

1. 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.

In view of the huge inflow of people in this historic Gandhi Maidan and current demands, it is proposed to organise Cultural/Musical programs regularly in Gandhi Maidan, preferably on weekends. It is the happening place and is facilitated by various activities like- Portable food court, Portable haat, Gym, Yoga and Karate etc. Along with this SKSVS proposed to organise cultural activities regularly, so that people along with their families can enjoy their weekends in a more useful way.

Sri Krishna Smarak Vikas Samiti (SKSVS) invites Tender for Event Manager to provide Portable Stage and Stage Light for Cultural Activities which will be organised preferably on weekends in Gandhi Maidan, Patna with the following conditions :-

Timing of cultural activities preferably on weekends should be :-

- a. Summer (April to October) : 6.00 PM to 9.00 PM
- b. Winter (November to March) : 5.00 PM to 8.00 PM

Which can be changed from time to time as per the emergent situation or necessity.

2. ELIGIBILITY CRITERIA

I. Technical evaluation of proposal

- a) Company/Firm/Agency should have experience of erecting stage/pandal for any Government or Private organisation, for which proof should be submitted.
- b) Earnest money of Rs.5,000/- is to be submitted along with the technical bid through D.D. /Cheque in favour of 'Sri Krishna Smarak Vikas Samiti' payable at Patna
- c) Company/ firm/Agency must provide photo copy of Pan Card.

II. Financial Bid (Separate sealed envelope)

- a) The agency shall be selected after fulfilling the terms and conditions of the technical bid and the bidder who offers the lower amount (L1) will be considered.
- b) The bidder must quote the rates inclusive of all Govt. taxes.
- c) No additional freight or any other charges etc. would be payable.

3. **REQUIREMENTS**

A. The following items should be provided by the agency :-

- (i) Portable Stage (Size) - 36 sq.ft. x 18 sq.ft.
- (ii) Backdrop with frame (Size)- 10 sq.ft. x 36 sq.ft.

B. Stage Light

- (i) LED Par - 12 Pcs.
- (ii) Sharpy (Moving head)- 4 Pcs.
- (iii) Beam Par - 1000 watt - 8 Pcs.
- (iv) Halogen - 1000 watt - 10 Pcs.

4. **Guidelines for scope of work:**

This tender is therefore to provide Portable stage and Stage Light. The bidders are expected to supply the selected Portable stage and Stage Light in the desired qualities. It should be noted that in all cases the items should be robust, sturdy durable and of high quality.

- (i) The agency should get ready with portable stage and stage light, 2 (two) hour before the commencement of the cultural program.
- (ii) In case of any emergency, the agency should have proper backup of light system.
- (iii) The Agency will be responsible for upkeep and maintenance of their light system and other items.

5. **DECLARATION OF SUCCESSFUL BIDDER**

Upon acceptance of the Proposal of the tenderer financially qualified with or without negotiations, SKSVS shall declare the tenderer as the Successful Bidder.

6. **NOTIFICATION**

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

7. RIGHT TO ACCEPT OR REJECT PROPOSAL

- (i) SKSVS reserves the right to accept or reject any or all of the Proposals without assigning any reason.
- (ii) 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.
- (iii) 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.

8. OVERALL MANAGEMENT

- (i) 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.
- (ii) The agency shall ensure that all the workforce deployed should be in proper uniform while on duty.

9. TERMS AND CONDITIONS

1. This tender is valid for 11 months. The agreement will be made and executed for 11 months only commencing from the date of this agreement may be further extended upto 2 (two) years at the sole discretion of S.K.S.V.S and subject to the satisfactory performance of service of the Event Manager and proper fulfillment of all the terms and conditions and subject to decision of SKSVS.
2. In case of any emergency, the agency should have proper backup of its light system and other items.
3. The Agency will be responsible for upkeep and maintenance of their equipments.
4. 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.
5. The agency has to provide its GST registration paper within 30 days of receiving the Letter of Award (LOA) from the SKSVS.

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/ Agency (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/ Agency	
02	Name and Address of the Proprietor/Partners/Directors of the Company.	(i) (ii) (iii)
03	Registered Office Address and Telephone / Mobile Number & Email address. Local Contact Address/ Telephone / Mobile Number.	
04	Photo copy of Pan Card	
05	Experience of erecting stage/pandal for any Govt. or Private organisation.	
06	EMD of Rs. 5,000/- (five thousand)	

Signature of the applicant with Seal

Financial Bid

Financial bid envelope should contain the following :-

SI. No.	Details of scope of work	Amount in Rs. (inclusive of all taxes)
1.	As mentioned in the tender document. (Rate to be quoted for each day, as per the details 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 work as a Event Manager for arrange Portable Stage and Stage Light in Gandhi Maidan, Patna as mentioned in the tender document.

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