

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. Last Date of Purchase of  
Tender Document : 25.07.2020 till 05.00 PM
2. Last date for submission of  
tender document : 31.07.2020 till 02.00 PM
3. Date and time of Opening of Tender : 04.08.2020 at 2.30 PM

Signature of Authorised Signatory

**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 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 two (2) agencies to work as a Decorator/Caterer in SKM Hall/ Premises, Patna.

- (1) The SKSVS will allow maximum two firms as work agency in which first one Company/Firm/Agency will have to be declared as highest bidder (H1) according to tender amount. The another second agency will be selected to work on the same amount of H1 on the basis of the consent of H2 and H3 (In course of selection of second one agency firm of H2 of tender amount will be given priority on the basis of his consent). Hence, SKSVS will realize the amount of H1 bidder rate from H1 and also the same amount of H1 bidder rate (e.g. H1 + H1) from second determined work agency, also.

### **Description of Work**

Empanelled agency (contractor) will be regarded as an Authorised 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 temporary 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 (2016-17, 2017-18 & 2018-19) should be a minimum Rs. 50,00,000/- (fifty lakh) (average) - Details to be attached.
- b) Photocopy of GST & PAN Card - To be attached.
- c) Self attested photocopy of Food License issued by FSSAI (Food Safety and Standard Authority of India)
- d) EMD of Rs. 35,000/- (Thirty five thousand only) in the form of DD in favour of 'Sri Krishna Smarak Vikas Samiti' payable at Patna. To be attached.
- e) Company/ firm/Agency should have minimum two (2) years experience in the last five (5) years of both Catering & Decorating work to any Govt./ Semi-Govt./Private Organization etc.

### **2. Financial Bid (Separate sealed envelope)**

Financial bid will not be entertained below the amount of Rs. 20,12,563/- (Twenty lakh twelve thousand five hundred sixty three only ) (including GST) determined as reserve amount of tender. If any bidder quote an amount less than Rs. 20,12,563/- then the bidder's tender will be rejected.

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 two (02) agencies on the basis of highest financial (H1) bid.

The SKSVS will empanel the second agency under mutual consent that they agree to work on the higher financial (H1) bid.

- (2) The another second agency will be selected to work on the same amount of H1 on the basis of the consent of H2 and H3 (In course of selection of second one agency firm of H2 of tender amount will be given priority on the basis of his consent). Hence, SKSVS will realize the amount of H1 bidder rate from H1 and also the same amount of H1 bidder rate (e.g. H1 + H1) from second determined work agency, also.

The empanelled agency has to pay the net amount (as per financial bid H1) to SKSVS quarterly in the form of DD favoring "Sri Krishna Smarak Vikas Samiti" payable at Patna.

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**

- (3) SKSVS has fixed the rate of some specific and basic items including meal related to decorating and catering work. Both the selected and empanelled agency can not realise the rent & meal charge higher than the below fixed rate from the programme organiser in Sri Krishna Memorial Hall/ Premises (SKM Hall).

S. No.	भाड़ा प्रतिदिन (including GST)	
	Commodity	कमिटी द्वारा अनुशासित दर (रु० में)
01	वी.आई.पी. गद्दादार प्रति कुर्सी	10/- (दस)
02	प्रति फाईबर कुर्सी	4/- (चार)
03	प्रति स्टील सोफा	125/- (एक सौ पच्चीस)
04	लोहा फ्रेम का प्रति टेबल	16/- (सोलह)
05	प्रति टेबुल का फ्रील	60/- (साठ)
06	प्रति जेनरेटर 62 KVA	1,500/- (एक हजार पाँच सौ)
07	प्रति पोडियम सजावट	800/- (आठ सौ)
08	कार्पेट प्रति वर्गफीट	2/- (दो)
09	फ्लैक्स प्रिंटिंग प्रति वर्गफीट	8/- (आठ)
10	फ्लैक्स पेस्टिंग एण्ड फ्रेमिंग प्रति वर्गफीट	12/- (बारह)
11	प्रति स्वागत द्वार (फूल सजावट सहित)	2,400/- (दो हजार चार सौ)
12	एक उद्घाटन दीप (Inaugurating Lamp)	500/- (पाँच सौ)

**भोज्य सामग्री**

S. No.	Item	Category	Menu	Amount (कमिटी द्वारा अनुशासित दर)
1.	भेज थाली	Category-1	चावल, पूरी-4 पीस, दाल, आलू भुजिया, सीजनल सब्जी, रसगुल्ला-1, सलाद, पापड़, अचार, पानी-250मि.ली.	250/-
		Category-2	चावल, पूरी, दाल, मिक्स वेजिटेबल, सीजनल सब्जी, रसगुल्ला-2, सलाद, दही, पापड़, अचार, पानी-250मि.ली.	300/-
	भेज पैकेज	Category-3	सूप-1, चावल/जीरा राईस, पूरी, तंदूरी रोटी, दाल, मिक्स वेजिटेबल, सीजनल सब्जी, भुजिया, डेजर्ट (मीठा)-1, सलाद, दही, पापड़, अचार, मीठा चटनी-1, पानी-250मि.ली.	350/-
		Category-4	सूप-2, चावल/फ्राई राईस, तंदूरी रोटी, बटर नॉन, अजवाईन कचौड़ी, दाल/चनादाल, मिक्स वेजिटेबल, पनीर, मंच्युरियन, डेजर्ट (मीठा)-2, सलाद-2, रायता-1, दही, पापड़, अचार, मीठा चटनी-2, पानी-250मि.ली.	400/-
		Category-5	सूप-3, चावल/पुलाव/फ्राई राईस, बटर तंदूरी रोटी, लच्छा पराठा, कुलचा, अजवाईन कचौड़ी, दाल/मिक्स दाल, मिक्स वेजिटेबल, पनीर, मशरूम, डेजर्ट (मीठा)-2, सलाद-2, दही वाड़ा, रायता-2, दही, पापड़, अचार, मीठा चटनी-3, पानी-250मि.ली.	500/-
2.	नॉन भेज थाली	Category-1	चावल, पूरी-4 पीस, दाल, सीजनल सब्जी, चिकेन-2 पीस, सलाद, पापड़, अचार, पानी-250मि.ली.	300/-
		Category-2	चावल, पूरी, दाल, मिक्स वेजिटेबल, चिकेन-3 पीस, रसगुल्ला-1, सलाद, दही, पापड़, अचार, पानी-250मि.ली.	350/-
	नॉन भेज पैकेज	Category-3	नन भेज सूप-1, चावल/जीरा राईस, पूरी, तंदूरी रोटी, दाल, मिक्स वेजिटेबल, चिकेन-2 पीस, मछली-1 पीस, भुजिया, डेजर्ट (मीठा)-1, सलाद, दही, पापड़, अचार, मीठा चटनी-1, पानी-250मि.ली.	450/-
		Category-4	नन वेज सूप-1, वेज सूप-1, चावल/फ्राई राईस, तंदूरी रोटी, बटर नॉन, अजवाईन कचौड़ी, दाल/चनादाल, मिक्स वेजिटेबल, अंडा-1, चिकेन-2 पीस, मटन-1 पीस, डेजर्ट (मीठा)-2, सलाद-2, रायता-1, दही, पापड़, अचार, मीठा चटनी-2, पानी-250मि.ली.	550/-

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

		Category-5	नन वेज सूप-1, वेज सूप-2, चावल/पुलाव/फ्राई राईस, बटर तंदूरी रोटी, लच्छा पराठा, कुलचा, अजवाइन कचौड़ी, दाल/मिक्स दाल, मिक्स वेजिटेबल, पनीर, मशरूम, चिकन-2 पीस, मटन-2, मछली-1 पीस, डेजर्ट (मीठा)-3, सलाद-2, दही वाड़ा, रायता-2, दही, पापड़, अचार, मीठा चटनी-3, पानी-250मि.ली.	600/-
3.	हाई-टी	(साधारण) प्रति प्लेट	चाय, एक समोसा, एक दाल कचौड़ी, एक मिल्क पुडिंग, दो मिठाई, पानी-250मि.ली.	150/-
4.	हाई-टी	(वी.आई.पी.) प्रति प्लेट	चाय, एक पिज्जा/ग्रील्ड सैंडविच-1, एक पनीर कटलेट, फ्राई काजू-20ग्रा., जीरा कुकिज बिस्कुट, एक छेना स्वीट्स, एक आईस संदेश, एक बेसन बर्फी, माजा/फ्रूटी-टेटरा पैक, पानी-250मि.ली.	250/-

2. 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.
3. The agency is responsible for maintaining and cleanliness of the area during the event time.
4. The Agency shall use cooking & serving space as specified by SKSVS in the premises.

#### Guidelines for Scope of Work:-

- a. Empanelled agency will have the right to erect temporary 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 empanelled agency can keep its belongings at the specific place in the field (kitchen area side) of SKM Hall.
- 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 mediatory role between program organiser

and selected work agency of Catering/Decorating.

### **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) or Work Order 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.
- 2) The empanelled agency has to pay the net amount (as per financial bid H1) to SKSVS quarterly in the form of DD favoring "Sri Krishna Smarak Vikas Samiti" payable at Patna.
- 3) The rate for the decorator/catering (Meal) work at SKM Hall/Premises should not be quoted higher than the rate fixed by SKSVS for the specific items (As mentioned in above page no 3 and 4's table point -1) by the empanelled agency to programme organisers in SKM Hall.
- 4) The empanelled agency cannot withdraw from empanelment as an authorised decorator/ caterer in SKM before the tender tenure i.e., 11 (eleven) months.
- 5) If the empanelled agency withdraws before the tender tenure (11 months) then SKSVS will have the right to forfeit the security amount and also other actions can be taken.
- 6) If the empanelled agency's work is unsatisfactory or the quoted rate is found higher than the rate fixed by SKSVS of specific items, then SKSVS has right to cancel empanelment by giving 15 (fifteen) days notice.
- 7) The successful Agency shall give bank guarantee/DD from the Nationalized bank located in Patna of Rupees 5,00,000/- (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.

- 8) 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 realise this payment.
- 9) No modifications of structures, furniture and fixtures in the Hall/ Premises is allowed.
- 10) 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.
- 11) 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.
- 12) The empanelled agency is restricted to do the job only for the organisers who have booked the Hall/Premises by the SKSVS.
- 13) The empanelled agency does not have the right to do any personal work or business in SKM Hall.
- 14) Any loss incurred to SKM Hall/Premises in the event, due to catering & decoration work this will be recovered from the agency.
- 15) The agency has to use only certified and experienced expert for all the electricity work.
- 16) 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, debar/blacklist after giving fifteen (15) days written notice to the Agency.
- 17) The SKSVS reserves the right to cancel allotment at any point of time by giving prior fifteen (15) days written notice to the Agency and also the right to inspect and control the operational work undertaken by the Agency at all times and the Agency shall have to obey the orders and directions issued by the SKSVS in the operational work of the SKM Hall/Premises.
- 18) Complete hygiene and Cleanliness has to be maintained in the allotted area. Any litter or garbage thrown anywhere in the entire premises area due to the activities of the Person/Firm/Agency that has to be cleared/collected by the Agency only.
- 19) Any other condition found necessary by SKSVS management shall be included after discussion in the agreement.
- 20) 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 / 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	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.	2016-17	Rs.	Lakh
		2017-18	Rs.	Lakh
		2018-19	Rs.	Lakh
06	Work experience of the Company/ Firm/Agency should have minimum two (2) years in the last five (5) years.			
07	GST - (Photocopy) - Self attested with date			
08	PAN Card (Photocopy) - Self attested with date			
09	Food License (Photocopy) - Self attested with date			
10	<b>Earnest Money Details :</b> <b>(Enclose Original</b> <b>Bank/Demand Draft)</b>			
	1. Demand/Bank Draft No. 2. Bank and Branch Name 3. Amount			

**Signature of the Applicant with Seal**

**Prescribed Format for Undertaking**

I..... as authorized representative/organisation declare that there is/are no pending cases in any court against me/organisation. I firmly declare that I have not been screened under debarred list/blacklisted in any of the clauses for providing the Catering & Decorating work or any kind of assigned work in any department i.e., Private/PSUs/ Government department under Government of Bihar.

During my service tenure if any of the information is found false/incorrect/mislead or any hidden facts I will be liable to be punishable as per norms and necessary appropriate legal action may/can be taken against me/organisation.

I accept the above stated statement to the best of my knowledge.

**Authorized Signatory**  
(with Name & Seal)

**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 :-**

Sl. No.	Details of scope of work	Amount in Rs. payable to SKSVS (inclusive of all taxes) for contract period of 11 months (in digit & words)
1.	As mentioned in the tender document for Catering and Decorating.	

**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 action 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