

Bihar State Milk Co-operative Federation Ltd
D. D. Complex, BV College, Patna- 800 014
Phone- 0612-2228953/2224083/2228347
www.sudha.coop / comfed.patna@gmail.com

Short Term tender seeking EOI for hiring Event Manager

Bihar State Milk Co-operative Federation Ltd (COMFED) is going to organise 35th Foundation Day Programme on 18.04.2018 at Bapu Sabhagar Auditorium, Patna. Interested person/ agency/ company may submit their work profile, experiences, infrastructures and commercial proposals for organising the foundation day event in a sealed cover latest by 29th March, 2018 till 03.00 p.m.

The detailed scope of work, terms & conditions may be downloaded from our website www.sudha.coop. The undersigned reserves the right to reject, cancel and accept the tender without assigning any reasons.

Managing Director

Date: 21st March, 2018

Bihar State Milk Co-operative Federation Ltd.
Dairy Development Complex, B.V. College, Patna -14.
Phone - 2228953, 2224083, 2228347

Expression of Interest Schedule:-

(i) Date of issue of EOI :-	21.03.2018
(ii) Last Date & timing of submission of EOI	29.03.2018 by 3.00 P.M.
(iii) Place of submission of EOI	Bihar State Milk Co-operative Federation Ltd Dairy Development Complex, PO- BV College Patna- 800 014
(iv) Land Mark of address	Near Bihar Veterinary College & Airport
(v) Date & timing of opening of EOI	29.03.2018 at 3.30 P.M.
(vi) Place of opening of tender	Same as above (iii)
(vii) Opening of financial bid	31.03.2018

**Bihar State Milk Co-operative Federation Ltd.
Dairy Development Complex, B.V. College, Patna -14.
Phone - 2228953, 2224083, 2228347**

Bihar State Milk Co-operative Federation Ltd., COMFED, invites expression of interest (EOI) from the reputed firm, agency or company experienced in event management for managing the event of 35th Foundation Day Programme to be held on 18.04.2018 at Babu Sabhagar, Gandhi Maidan, Patna.

(A) Objective & Purpose of hiring Event Manager

- (i) To organise the event of 35th Foundation day celebration of COMFED on 18th April, 2018 to be held at Babu Sabhagar auditorium having capacity of 5000 persons and catering to be arranged at Gyan Bhavan, Patna in which expected participants would be approximately 5000 including 1500 ladies from villages, VVIP, dignitaries of State Govt, and National level agency etc.
- (ii) The agency interested in Event Management Work, is expected to arrange the entire event of the foundation day programme or function in the auditorium including the premises, the details of indicative activities or scope of work is enclosed in Form-"B" herewith separately.
- (iii) The agency interested in Food / catering arrangement Work, is expected to arrange the food for 5000 participants and VIP lunch for 100 persons as detailed in Form "C" herewith separately.

(B) Scope of Work :-

Organizing 35th Foundation Day Programme having gathering of 5000 persons at Babu Sabhagar Auditorium in Patna which shall primarily include :-

Event management work- the illustrative scope of work is detailed in Form- "B".

Food / catering arrangement work- the illustrative scope of work as defined in Form-"C"

Interested party/ agency/ firm can participate individually for only event management work or food / catering arrangement work or both depending upon their previous work experiences and expertise to successfully execute the work. COMFED Management reserves the right to award one or both the work to bidder(s) depending upon their qualification, previous experiences, expertises and quoted rate.

(C) Procedure of submission of EOI

The interested firm, agency or company shall submit separate sealed technical and financial bid in one sealed covered envelope superscripted as "offer for Event Management or Food Management " due date 29.03.2018" through courier or by hand latest by 3.00 P.M. on 29th March, 2018 in the office of Bihar State Milk Co-operative Federation Ltd, Dairy Development Complex, PO- BV College, Patna- 800 014 (Land mark- Near Bihar Veterinary College and or Patna Airport).

(D) Opening of Technical Bid and Financial bid

The EOIs received till the stipulated date, shall be opened on the same day i.e. on 29.03.2018 at 3.30 PM in presence of interested representative of the bidder whosoever wish to be present.

After qualifying in technical evaluation, the financial bid of only successful bidders will be opened on 31.03.2018 at 11.00 AM.

(E) Bidder needs to submit for Event Management bid

- (i) The bidder should be registered entity and have been in the business of Event Management for at least last 5 years.
- (ii) The bidder should have an annual turnover of at least INR 50,00,000 (INR Fifty Lakh) or more in each of last 3 Financial Years (FY 2016-17, FY 2015-16 and FY 2014-15. (Document to be attached)
- (iii) The bidder must have organized and managed minimum 2 State Level Functions having gathering of 3000 or more people. (Documents/ CDs/ Photographs to be attached as proof).
- (iv) The bidder should be equipped with adequate, qualified & experienced manpower on roll and infrastructure. (details of manpower & infrastructure to be enclosed)
- (v) The bidder should not be blacklisted by Central or State Government or Government Organisations/Agencies. (A notary affidavit is to be attached)
- (vi) The bidder should essentially enclose photo copy of PAN and GSTN.
- (vii) The bidder should have registered office or branch office in Patna.

(F) Bidder needs to submit for Food / Catering Arrangement

- (i) The bidder should be registered entity and have been in the business of food or catering services during the last 5 years. (Documents to be attached)
- (ii) The bidder should have an annual turnover of at least INR 50,00,000 (INR Fifty Lakh) or more in each of last 3 Financial Years (FY 2016-17, FY 2015-16 and FY 2014-15. (document to be attached).
- (iii) The bidder must have organized and managed minimum gathering of at least 2000 or more people.
- (iv) The bidder should be equipped with adequate, qualified & experienced manpower. (details of manpower & infrastructure to be enclosed)
- (v) The bidder should not be blacklisted by Central or State Government or Government Organisations/Agencies. (A Notary Certificate self declaration certificate is to be attached).
- (vi) The bidder should essentially enclose photo copy of PAN and GSTN.
- (vii) The bidder should have registered or branch office in Patna.

(G) Submission of Cost Estimates

- (i) The agency interested in event management, should submit the estimated cost for organising the event of Foundation Day function to be held on 18.04.2018 giving the breakup of cost component and the professional charges , if any, to be charged on the actual cost are to be indicated , in the given Form- "A" & Form-"B".
- (ii) The agency interested in food arrangement, should submit the estimated cost for organising the packed food for 5000 participants and 100 VIP lunch for the foundation day function to be held on 18.04.2018 giving the breakup of cost component and the professional charges , if any, to be charged on the actual cost are to be indicated , in the given Form- "A" & Form-"C".

(H) **Evaluation criteria:-**

Evaluation of the response to EOIs:

Sl	Technical Criteria	Maximum Marks
1.	Bidder's fulfilling Minimum Eligibility Criteria	28
2.	Experiences in Event Management of 3000 + people Less than 3000 persons 25 marks 4000- 5000 persons 30 marks >5000 persons 35 marks	35
3.	Infrastructures Resources Team	12
4.	Presentation (after short listing)	25

The bids shall be opened on 29.03.2018 at 15.30 hrs and the score will be given as per the above criteria. High scoring bids up to 5 bidders can be shortlisted and called for presentation. The shortlisted bidders will be called for a brief interaction cum presentation before the committee. Each of such session will be of 20 minutes duration. During the interaction/presentation, the shortlisted bidders will be rated and will be given maximum 25 marks on the following parameters: -

- ✓ Ability to communicate the organizational expertise.
- ✓ Scale of event shows handled
- ✓ Case presentation on the proposed programme

The bids obtaining the highest total combined score in evaluation of technical capacity criteria and presentation which will carry 20 marks, will be ranked as H-1 following by the bids securing lesser marks as H-2, H-3 etc. High scoring Bids up to three (03) based on the technical capacity criteria shall be shortlisted of which the financial bids shall be opened.

(I) General terms of the assignment

- 1) The assignment shall be awarded for organising the 35th Foundation day function to be held on 18th April 2018 at Bapu Sabhagar, Samrat Ashok Convention Centre, Gandhi Maidan, Patna.
- 2) The Event/ Food/ Catering Manager shall ensure rendering the best services for organising the function.
- 3) The Event/ Food / Catering Manager will submit the bills in original for the cost of items actually spent or incurred for arranging the event within 7 days of the event for release of payment, which would be released within a week .
- 4) The Event Manager shall submit two sets of photographs, photo copies of materials and DVD of audio & visuals in five sets.

- 5) The bidder has to submit the separate EMD for Rs.25000/-for Event Management Work and Rs.25000/- for food / catering arrangement EOI.
- 6) The billing quantity shall be on actual basis as per certification of COMFED officials.
- 7) Clarifications in respect of eligibility criteria, if needed, may be sought from the bidder.
- 8) COMFED reserve the right to appoint one or more agency for food arrangement work.
- 9) COMFED reserves the right to cancel the tender at any point of time.
- 10) For any dispute, the court of jurisdiction shall be at Patna only.

Form- "A"- Technical details

APPLICATION FORM FOR EVENT & FOOD / CATERING AGENCY / FIRM

(To be filled up by the Agency interested in event management and food arrangement separately)

1. Name of the bidder/agency :
2. Constitution of the bidder/agency :
3. Name of the authorised person to bid EOI :
4. Office Address
Head Office :

Telephone Number (s) :
E-mail Address :
Mobile No. :

5. Patna Office :

Telephone Number (s) :
E-mail Address :
Mobile No. :

Contact person
Designation :
E-mail address :
Mobile No. :

6. Year of Establishment (attach proof) :
7. Earnest Money Deposit (DD) : Rs.25000/- for event management work
Rs.25000/- for food arrangement work
8. GST Registration number :
(Attach copy)
9. PAN :
(Attach copy)
10. Annual Turnover of the last three years
(Along with documents proof)
2016-17 :
2015-16 :
2014-15 :
11. Detail of Event Management :
(Previous experience of handling events
during last 3 years with Govt organisation)

12. Details of catering/ food arrangement work done
During the last 3 years.

13. Client List :

14. Client's Testimonials (attach copies) :

15. Infrastructure Details :

(Note: Documentary evidence may be provided, wherever applicable, in the form of photo copies (Accreditation Certificates, Audit Reports, Work Orders, Release Orders, etc.)

DECLARATION

1. I _____(Name of the person), am authorized to declare on behalf of the bidder M/s _____ (Name of the bidder) hereby declare that the agency has (i) Full-fledged office establishment in Patna with needed manpower. (ii) Handled Event Management Show/ Food Arrangement functions/ programme in Bihar and or in India.
2. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and brief. I understand that if at any stage, it is found that any information given in this application is false/incorrect or that our bid/ EOI does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/terminated.
3. I understand that the decision taken is final in all matters.
4. I hereby agree to work as per the terms and conditions of the work order/ LOI issued by Bihar State Milk Co-operative Federation Ltd.
5. I understand that the O/o Bihar State Milk Co-operative Federation Ltd reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of contract, without assigning any specified reasons whatsoever.

Signature_____

Name_____

Date_____

Form-“B”- Scope of Work and Financial Bid for Item wise Rate

SCOPE OF WORK (SOW) FOR EVENT MANAGEMENT ON 18.04.2018					
(A) Event Activities					
Sl. no	Activities	Details of each activity	Quantity	Rate	Amount
1	Backdrop – to be displayed on screen	Backdrop concept & Designing	1		
2	Dias Management				
		Table Cover for Dignitaries	10		
		Towels for Chairs	12		
		Serving tray	10		
		Coaster, Glass etc. as reqd.			
3	Flower Decoration				
		Dias (Table & Front)	1		
		Podium	1		
		VIP Gate of Auditorium	1		
		Other Gates of Auditorium	7		
		Inaugural Lamp	1		
		Inaugural of Plant- Stand	1		
		Bouque (VIP- 2, Normal-20)	22		
4	Pillars - Decoration				
	-	Banners - Flex hanging etc.			
5	Anchor Charges				
		Anchor Charges	1		
6	Girls Hostess	Stage Movement	5		
7	Tea/ Snacks for Dignitaries at Dias (To be arranged from Hotel Maurya)		30		
		Snacks			
		Coffee			
		Water			
8	Welcome Song	Chorus Singer			
9	Inaugural Arrangement				
		Internal Deep Stand	1		
		Ghee, Kapoor other materials	1		
		Room freshener	1		
		Hit	1		

10	Signage & Standee				
		Signage with Stand	50		
	Standee- Standard	Standee	70		
11	Outside Gates				
		Flex Design, Printing	3		
		Iron Framing & hanging			
12	Photography & Videographer				
		Photographs - with Album	200		
		Videography (Whole event)	2		
13	Registration –Counters (Table-3+Chairs-6 for each registration counter)				
		As per requirement	20 counter		
14	Chairs	PVC Chairs	300		
15	Counter for Drinking Water	Laying pipes & Taps/Tank	10		
		Chilled water to be supplied by COMFED			
16	Drinking Water	Water Dispenser	16		
		Disposal Glasses	15000		
		Water	3000 Ltr		
17	Badges	Badges VIP (Big)	40		
		Badges (Medium)	300		
18	Dustbins	Dustbins (Big)	60		
19	Banners & Flex	As per requirement	Rate/sft		
20	Inauguration of new plant				
		Inauguration through remote system, flex, poles, structures at dais.	LS		
21	Stall – Size 15X10 sft	As per requirement	Rate/Sft		
22	I. Card for participants	For Participants	5000		
		For Food Coupon	5000		
23	Other Items if any	On Actuals			
24	Sub - Total				
25	Agency charges				
26	GST Charges				
27	TOTAL				

Form- "C"- Scope of Work & Financial Bid for Item wise Rate

For food/ catering arrangement work

Sl. No.	Particular	Activity	Quantity		
(i)	Lunch for Participants	Menu of Packed Lunch- Single Pack	5000		
		Paneer/ Mixed Vegetable- with Gravy- 100 gm			
		Hari Sukhi Sabji (Bhindi/Aalu Parwal- 100 gm			
		Dal Chana- 150 gm			
		Jeera Rice or Veg Pulao- 150 gm			
		Puri- 8 Pc- 150 gm- rolled in aluminium foil			
		Salad			
		Achar – sachet- 15 gm			
		Packed Water 250ml			
		Sweets (Part of packed lunch- Item will be provided by COMFED)			
		Misti Dahi/Curd- 80 gm (To be provided separately- Item will be provided by COMFED)		Rate not required	
		Paper Napkin			
		Plastic Spoon			
	Sub-total (i)				
<p>The agency has to arrange for all materials required for cooking and serving of food including sitting arrangement on the floor like Jazim/ Safeda for Gyan Bhavan- Ground Floor , cleaning of area used for food cooking and serving at regular intervals. The serving team should be well dressed and proper hygienic should be maintained.</p>					
(ii)	VIP Lunch	Menu for Buffet System	100		
		Veg- Pulav- India Gate Rice			
		Punjabi Chole			
		Paneer Pasanda			
		Puri- Stuffed & Plain			
		Dahi Vada			
		Bhindi Bhujia			
		Palak Corn			
		Alu Parval Sabji – Gravy-			
		Non/ Stuff / Kulcha-			
		Papad – Dry			
		Salad			

		Achar- Pickles			
		Chatni – Hari			
		Gulab Jamun	Will be provided by COMFED	Rate not to be quoted	
		Misti Dahi			
		Ice- Cream			
		Balushahi			
		Drinking Water- Glass			
	Sub- Total (ii)				

The agency has to arrange for all materials required for cooking, storage and serving of food including sitting arrangement like VIP Chairs & Tables in VIP Lounge in Bapu Sabhagar, cleaning of area used for food serving at regular intervals.

The serving team should be well dressed and proper hygienic should be maintained.