



**Bihar Agriculture Management & Extension Training Institute
(BAMETI)**

*Near CPRS, OPP. Women Polytechnic, Jagdeo Path
Patna-800014, Bihar (INDIA)*

Short - Tender

for

**Selection of Agency for Conceptualizing, designing, landscaping &
fabricating the theme/pavilion of Agriculture Department for Bihar
Diwas, Patna**

**Bihar Agriculture Management & Extension Training Institute
(BAMETI)**

*Near CPRS, OPP. Women Polytechnic, Jagdeo Path
Patna-800014, Bihar (INDIA)*

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Bihar Agriculture Management & Extension Training Institute (BAMETI)

Near CPRS, OPP. Women Polytechnic, Jagdeo Path

Patna-800014, Bihar (INDIA)

No.

Date-

Notice Inviting Short - Tender for Selection of Agency for Conceptualizing, designing, landscaping & fabricating the theme/pavilion for Agriculture Department for Bihar Diwas, Patna

Request for Proposal (RFP), is invited, from **Agencies for Selection of Agency for Conceptualizing, designing, landscaping & fabricating the theme/pavilion for Agriculture Department for Bihar Diwas, Patna**

The requisite details are as mentioned below:

SN	Particulars	Details
1	Designation and address of Advertiser	Director - Bihar Agriculture Management & Extension Training Institute (BAMETI), <i>Near CPRS, OPP. Women Polytechnic, Jagdeo Path Patna -800014, Bihar (INDIA)</i>
2	Website from where RFP details can be downloaded	Website: https://state.bihar.gov.in/krishi/CitizenHome.html and www.bameti.org
3	Office address from where RFP can be collected	Bihar Agriculture Management & Extension Training Institute (BAMETI) , <i>Near CPRS, OPP. Women Polytechnic, Jagdeo Path, Patna-800014, Bihar (INDIA)</i>
4	Date and place for pre-bid meeting	03/03/2025 (11:30 AM), Conference Hall of Director Agriculture, Bihar, Krishi Bhawan, Mithapur, Patna-800014, Bihar (INDIA) Note: In case of online/ virtual pre-bid meeting, the link and time for pre-bid meeting will be shared on https://www.bameti.org/https://state.bihar.gov.in/krishi/CitizenHome.html Please check websites for regular updates
5	Last Date & Time for submission of bid	08/03/2025 (05:00 PM)
6	Date and time of technical bid opening	10/03/2025 (30:00 PM)
7	Address where bid will be submitted	Bihar Agriculture Management & Extension Training Institute (BAMETI) , <i>Near CPRS, OPP. Women Polytechnic, Jagdeo Path Patna- 800014, Bihar (INDIA)</i>
8	Date, time and address of financial bid opening (physical mode)	To be intimated to technically successful bidder only
9	Contact details	9431818708

P. Prakash
Director 27/12/2024

Bihar Agriculture Management & Extension Training Institute (BAMETI)

Near CPRS, OPP. Women Polytechnic, Jagdeo Path, Patna-800014, Bihar (INDIA)

FACT SHEET

Title of Tender	Short -Tender for Request for Proposal for Selection of Agency for Conceptualizing, designing, landscaping & fabricating the theme/pavilion for Agriculture Department for Bihar Diwas, Patna
Start Date & Time for Downloading of Tender document	Advertisement date
Website where RFP details can be found/ Office address from where tender can be collected	Website: https://state.bihar.gov.in/krishi/CitizenHome.html and www.bameti.org Bihar Agriculture Management & Extension Training Institute (BAMETI) , Near CPRS, OPP. Women Polytechnic, Jagdeo Path, Patna-800014, Bihar (INDIA)
Date and place for pre-bid meeting	03/03/2025 (11:30 AM), Conference Hall of Director Agriculture, Bihar, Krishi Bhawan, Mithapur, Patna-800014, Bihar (INDIA) Note: In case of online/ virtual pre-bid meeting, the link and time for pre-bid meeting will be shared on https://www.bameti.org/ Please check websites for regular updates
Last Date & Time for submission of bid	08/03/2025 (05:00 PM)
Date of opening of the technical bid	10/03/2025 (03:00 PM)
Date & Time for technical presentation	10/03/2025 (04:00 PM)
Date of opening of Financial Proposal	To be informed to technically shortlisted bidders
Mode of Proposal Submission	Physically on the office address
Address for submission of proposal	Bihar Agriculture Management & Extension Training Institute (BAMETI) Near CPRS, OPP. Women Polytechnic, Jagdeo Path Patna-800014, Bihar (INDIA)
Bid Validity	120 days from date of bid submission
Tender document fee	Rs. 5,000/- (Rupees Five Thousand) through Demand Draft
Earnest Money Deposit (EMD) in the form of Demand Draft issued by any Nationalized Bank/ Scheduled Commercial bank	EMD: Rs. 100,000/- (Rupees One Lakh) through Demand Draft
Method of Selection	Least Cost Based Selection (LCBS)

Disclaimer

The information contained in the Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the BAMETI Government of Bihar (GoB), is provided to Applicants on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by the BAMETI 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 Proposals pursuant to this RFP.

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

BAMETI also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. BAMETI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of the RFP does not imply that BAMETI is bound to select any Applicant or to appoint the Selected Applicant, as the case may be, for event and BAMETI reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

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

BAMETI and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information forecast, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of BAMETI and / or any of its officers, employees.

1. Background

BAMETI has planned to hire an agency for **Conceptualizing, designing, landscaping & fabricating the theme/pavilion for Agriculture Department for Bihar Diwas, Patna**

2. Scope of Work

The selected agency will be responsible for conceptualizing, designing, landscaping & fabricating the theme/pavilion of Agriculture Department for Bihar Diwas, Gandhi Maidan, Patna in **30,000 Sq. feet area** for display of various methodologies i.e. live model demonstration, picture galleries, artwork, audio-visual, IEC or mix with all these methodologies should be used in the area to present a creative portrayal of various aspects of agricultural development.

The Department of Agriculture will use **30,000 Sq. feet area** for establishing pavilion in Bihar Diwas. The area may be increased or decreased, and charges will be paid as per actual work done or on the basis of per Sq. feet rate fixed in the Tender.

S.N.	Particulars	Specification	Qty./Sq.ft.	Days
1	Fabrication/ Structural work for 30000 sq ft area			
1.1	Outer barricading/ Fencing of total area(Corrugated Tin sheet/ galvanized iron sheet with cloth cover)	Total area: 30000 sq ft (150ftx 200 ft)		5
1.2	Main Gate: Finished with Bamboo, Wooden Structure & Ply Work; fully decorated with thematic photographs and fresh flowers(including fascia name)	Size 40 ft x 22ft= 880 sqft	1	
1.3	Flex on both side of main gate on flex board(on iron frame)	60 ftx20 ft (Total no. 2)	2	
1.4	Green Carpeting of Pavilion (it would include stage, sitting arrangement etc. and other places as finalized by the authority)	5000 sq ft	1	
1.5	Green shade net in open field	25000 sq ft	1	

Note: Agency will have to do area surfacelevelling, wherever required

2	Customize Stage			
2.1	Iron Hanger for Stage (water proof)	40 ft*32 ft= 1280 sqft	1	5
2.2	Stage-Customize (Stair with Cloth Masking)	32 ftX 24 ft = 768 sqft	1	
2.3	Stage with Flower decoration on the front side (Fresh flowers on 22 nd and 26 th march)	With fresh Flowers	1	
2.4	Head Table for Stage	table with Cloth Masking	6	
2.5	Leather Chair for Stage	chair with White Cloth Towel	18	
2.6	Air Cooler		2	

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S.N.	Particulars	Specification	Qty./Sq.ft.	Days
2.7	Podium	One side	1	
2.8	LED Wall	32ft x 10ft=320sqft	1	
2.9	Sound System for Stage & Ground	Box & amplifier, Mike, Podium mike, cordless hand mike etc.	1	
2.10	Sunboard with Vinyl for Podium	4 ft x 2ft=8 sqft	1	
2.11	Metal Light	Number of metal lights may increase.	6	5
3	Pandal (250 farmers)			
3.1	Water-proof Pandal for Sitting Arrangement	40 ft. X 60 ft. = 2400 sqft.	1	5
3.2	VIP chair with cloth cover		50	
3.3	Leather Sofa Two Sitter for Pandal		9	
3.4	Center Table for Pandal		9	
3.5	PVC Chair		250	
3.6	Tent Lighting	(LED bulb 50 watts)	15	
3.7	Fan		12	
Note: Cloth should be clean				
4	Lounge for VIP		1	
4.1	Pagoda	32 ft x 16 ft = 512 sq ft	2	5
4.2	Wooden Floor (Plyboard and wooden bead)	32 ft x 16 ft=512 sq ft		
4.3	Wash room	Wash- Room 8 ft x 8ft with One western Pot, One urinal, One washbasin & Water Arrangement, Wooden Floor, Light, Carpet	1	
4.4	Pantry	8 ft*8 ft		
4.5	Cloth Masking for Ceiling & outer structure	32 ft x 16 ft= 512 sq ft	1	
4.6	Leather Sofa Two Sitter		8	
4.7	Centre Table		8	
4.8	Tower AC	with cabling	2	
4.9	Lights	(LED bulb 50 watts)	10	
4.10	Vinyl Pasting VIP Facia	3 ft x 1ft = 3 sqft	1	
5	Food zone area			
5.1	Waterproof pandal (Barricading with cloth masking with ceiling)	32 ft x 16 ft= 512 sq ft		
5.2	Table	6		
5.3	Chair(PVC)	10		

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S.N.	Particulars	Specification	Qty./Sq.ft.	Days
6	Premises facilities			
6.1	Main line cabling for entire ground as per consumption	entire ground cabling		
6.2	Metal Lights		80	
6.3	Direction Signage Board in entire ground (Flex with Iron Frame)	Toilet, Water, officer lounge, Registration	As per requirement	
7	Theme Display Zone			
7.1	5000 sq feet (open area need to be demarcated) for displaying model for 4 selected theme. Floor should be covered with green shade net Theme based on Millets, Micro-irrigation, Natural/Organic Products/ Climate Change Agriculture/ Crop-residual management etc.	signage standee (6 ft*5ft) for each theme demonstration	4 standee	5
7.2	Office cum help desk (Near Main Gate) with 2 AC and 10 chairs, two tables with washroom	25 ft x 25 ft = 625 sq ft	1	5
	Washroom in the office cum help desk centre	Wash- Room 8 ft x 8ft with One western Pot, One urinal, One washbasin & Water Arrangement, Wooden Floor, Light, Carpet	1	5
7.3	Fan in Office cum help desk		4	5
8	Stall			
8.1	Stall with fascia name (2 Chair, 2 tables, 3 Spot Lights & Power plug, Bamboo Structure & Cloth Masking)	10 ft x 10 ft = 100 sqft	30	5
9	selfie point			
9.1	Topiary/ Selfie • Selfie point should be innovative • Design should be approved by the authority) Selfie point may be made of fresh flowers/ wooden material/ plyboard or in combination of all required materials	Agriculture theme based	2	5
10	Logistical Arrangements			
10.1	House Keeping staffs with cleaning materials	Cleaning staffs	8	
10.2	Dustbin (Good quality)		20	
10.3	Security Guard	Day and Night	6	
10.4	Supporting Staffs (Supporting staffs should be for stage, stall, electricity, ground area etc.)		8	5

S.N.	Particulars	Specification	Qty./Sq.ft.	Days
11	Beautification of stalls and pavilion (Flowers, Flowers pots etc.) at main points of pavilion	—	—	
12	Genset with Electric wiring	62 KVA	1	5
13	LED (42 inches)		as per requirement	5

3. Eligibility Criteria

The agency /company / firm intending to bid for engagement as Event Management Agency shall fulfill the following eligibility conditions. Failure to comply with eligibility criteria shall render the bidder ineligible. The financial proposals of ineligible bidders shall not be considered and shall be returned unopened.

SN	Criteria	Minimum requirement	Supporting Documents required
1	Registered entity	Should be a company registered under the provisions of the Indian Companies Act, 2013/ Companies Act, 1956 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or an organization registered under society Act. The Agency/Company must have been in operation for a minimum of 3 years as on the proposal submission date.	Copy of Certificate of Registration/ Incorporation And Memorandum of Association / Article of Association/ Certificate for commencement of business is required in case of Public Ltd Co
2	Turnover	Average annual Turnover of INR 1.0 crore in the last 3 years, i.e., 2023-24, 2022- 23 and 2021-22	(Audited Balance sheet and Income statements (ITR) should be submitted for the last three financial years). CA certified audited certificate should also be produced
3	Manpower Strength	The bidder should have its own manpower strength of at least 20 persons on company payroll	Certificate of manpower strength duly signed by HR head (as placed in annexure D)
4	Minimum Experience	The Bidder should have organized at least 3 (three) promotional events of developing theme/pavilions of similar nature for Central/ State Governments during the last 3 Years 2024-25, 2023-24, 2022-23	Proof to be attached (Work order/ agreement and Completion order/payment proof)
5	Not Blacklisted	Bidder should not have been debarred/ blacklisted by any State Government or Central Government or their instrumentalities.	The Bidder shall have to furnish Self Declaration stating to this effect signed by authorized signatory of the agency with seal.

6	Other Details	The bidder must have a valid Registration	Copy of PAN Card& GST
7	Earnest Money Deposit	Submission of Earnest Money Deposit (EMD) of INR 1,00,000/- in the form of Demand Draft with a validity of 90 days from the date of publication of RFP.	Amount of INR 1,00,000/- in the form of Demand Draft with a validity of 90 days in favour of SAMETI, Bihar payable at Patna, Bihar
9	Tender Fee	Non-refundable Tender fee in the form of DD	Amount of INR 5,000/- in the form of Demand Draft with a validity of 90 days in favor of SAMETI, Bihar payable at Patna, Bihar

The Bidders need to comply with all the eligibility criteria mentioned above. Non-compliance to any of these criteria would result in outright rejection of the bidder's proposal. The Bidder is required to provide proof for each of the points for eligibility evaluation. Technical bid not accompanied by relevant proof documents from the clients will not be considered for evaluation.

4. Submission of proposals

The original and all copies of the Technical proposal/bid shall be placed in a sealed envelope clearly marked "Technical Bid". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "Financial Bid" followed by the name of the assignment, and with a warning "Do not open With the Technical Bid". The envelopes containing the Technical and Financial Proposals/bids shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment and be clearly marked **"Do Not Open, Except in the presence of the Official Appointed"**. EMD of Rs. 1,00,000/- should be in form of **DD in favour of the SAMETI, Bihar payable at Patna, Bihar**

BAMETI, Bihar, Patna shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal's/bid's rejection. If the Financial proposal/bid is not submitted in a separate sealed envelope dully marked as indicated above, this shall constitute grounds for declaring the Proposal/bid non-responsive/invalid.

5. Evaluation of Proposals

5.1 Prior to evaluation

Prior to evaluation of Proposals, the BAMETI will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- It is received in the specified format.
- It is received by the due date including any extension thereof.
- It contains all the information (complete in all respects) as requested in the RFP.
- It does not contain any conditions.
- It has submitted Rs. 1,00,000/- (Rupees One Lakh Only) as Earnest Money Deposit (EMD in the form of Demand draft) and tender fee of Rs. 5,000/- (Rupees Five thousand Only) through Demand draft.
- It is not non-responsive in terms hereof.

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5.2 BAMETI, reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the BAMETI, Government of Bihar in respect of such Proposals.

5.3 Evaluation Parameters:

The responsive bids shall be checked for eligibility as per eligibility criteria and the bids conforming to the same shall be technically evaluated on a scale of 100. The comparative weightage for each activity of technical bid would be as below:

SN	Criteria	Marking scale	Maximum marks
1	Number of events organized by the Firm for central/ State Governments or any of the Government agencies. For the purpose of this section of Tender Document, Event (Eligible Assignment) would be deemed to include: Exhibitions, Fairs or any combination of the same for a State Government/ Central Government or any Government of Foreign Country or their agencies (Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company)	Maximum 6 relevant projects each of value INR 25 lakh in the last 8 financial years (FYs) as on date for publish of this RFE. (5 marks per project) (Maximum 30 marks for 6 projects) b. Experience of organizing at least 1 relevant event for Govt. of Bihar/ Bihar Government agencies- 5 marks	35
2	The agency should have adequate professional manpower having relevant experience in organizing events. Number of employees on the Organization's payroll as on 31st March 2025. <i>An undertaking from the HR Head of the organization has to be submitted in the format provided in this RFE / Proof of no. of employees from the statutory records like EPF, etc.</i>	Manpower strength up to 20 – 5 Marks Manpower strength above 20 to 50 – 10 Marks Manpower strength above 50- 15 marks	15
3	Average Annual turnover of the Bidder during last three financial years (FY 2021-22, FY 2022-23 & FY 2023-24) A certificate duly certified by the statutory auditor of the agency mentioning the average annual turnover for the last 3 Financial Years <i>Certified turnover certificate and audited copy of the financial statements towards the same must be submitted</i>	Above 1Cr to 5 Cr- 5 marks Above 5 crores to 8 Crores- 10 marks Above 8 crore- 15 marks.	15
4	ISO certification: The bidder should have ISO 9001:2015 certification	5	5
5	Technical presentation Presentation to BHDS on the internal fabrication designing of event (stall, stage, gate, selfie point, and others as asked in the RFE)		30

	Presentation should cover following. a) Understanding of event requirements b) Work plan of Events c) Innovative-Creative Ideas/ Solution/Approach for successful execution of event d) Core team structure e) Key learnings from similar past events f) Appreciation Letters/ Awards/Recognition if any		
Maximum Marks			100

6 Evaluation Process of Technical Proposal

Only the proposals meeting the eligibility criteria shall be technically evaluated. The technical Proposals will be evaluated on the basis of the criteria stated in evaluation table above. Only those Applicants having Technical Proposals score of **70 marks or more out of 100 marks** shall qualify for further consideration.

- i. The bidder obtaining at least **70% marks** based on evaluation of the Technical Bid will qualify for evaluation of Financial Bid.
- ii. Further, the Technical Agency will be selected from the technically qualifying bidders based on **Least Cost based selection (LCBS)**.

7 Evaluation of Financial Proposal

In the second stage, the financial evaluation will be carried out based on criteria given below:

- i. Only those bidders qualifying through the Technical Bid will be considered for financial evaluation.
- ii. The Financial Bid must be submitted as per format given at **Annexure-F**.
- iii. The Service Tax and other levies, if any, should be furnished as per the format.
- iv. In case nothing is mentioned, it will be assumed that taxes / other levies are included in the rates quoted.
- v. Rate should be quoted on comprehensive basis for carrying out all works as mentioned in the tender document.
- vi. The selection method is **Least Cost Based Selection (LCBS)**.
- vii. BAMETI would enter into a contract with L-1 Bidder i.e. eligible bidder with the lowest total quoted cost in the financial bid.
- viii. Prices payable to the Bidder as stated in the Contract **shall remain fixed during** the performance of the contract. However, in the event of any increase/decrease in Government taxes/duties as applicable at the time of delivery, the prices may be adjusted accordingly at the time of payment but only after due approval from Director- BAMETI, Patna.

8 Earnest Money Deposit& Bid Processing Charge

Tender document fee of Rs. 5,000/- (Rupees Five thousand only) in favour of SAMETI, Bihar through Demand Draft payable at Patna, Bihar shall be submitted by the bidder before the last date and time for submission of bid. The bid must be accompanied by a refundable Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) in the form of Demand Draft drawn in favor of SAMETI, Bihar payable at any nationalized bank situated at Patna (Bihar). After selection of the suitable applicant, the amount of EMD shall be refunded to the unsuccessful Bidders. The EMD of the successful Bidder shall be retained by BAMETI till the completion of work and final settlements.

9 General Terms and Conditions:

- a) Technical bid should be submitted with:
 - i. Scanned copy of Tender Acceptance Letter Annexure - A.
 - ii. The Technical Proposal as per the format given in Annexure-B with due supporting documents
 - iii. Annexure – C for experience of the firm
 - iv. Annexure D- Manpower Strength
 - v. Annexure – E declaration for not being debarred or blacklisted
 - vi. Annexure- F Financial bid
- b) Failure to comply with requirements spelt out in validity of the bid shall make the Proposal liable to be rejected.
- c) If an agency or any of its member(s) make(s) an averment regarding his or their qualification, experience, or other particulars and it turns out to be false, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Letter of Acceptance, all the members of the organization shall be debarred for any future assignments of the BAMETI.
- d) In case it is found the evaluation or at any time before issue of the Letter of Acceptance (LOA) that one or more of the eligibility conditions have not been met by the bidder or the Team has made material misrepresentation or has given any materially incorrect or false information, the bidder shall be disqualified forthwith if not yet appointed. If the bidder has already been issued the LOA the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated by a communication in writing by the Director, BAMETI, Govt. of Bihar.
- e) The technical Proposal shall not include any financial information relating to the Financial Proposal.
- f) The BAMETI, Government of Bihar reserves the right to verify all statements, information, and documents submitted by the Applicant in response to the RFP. Failure of the BAMETI to undertake such verification shall not relieve the agency of its obligations or liabilities hereunder nor will it affect any rights of the BAMETI, Government of Bihar there under.
- g) Technical Bids will be opened at the address mentioned in the factsheet. The Bidder will be at liberty to be present either in person or through an authorized representative at the time of opening of Technical Bid.
- h) Financial Bid of only those bidders shall be opened, whose Technical Bids / Proposals are found to be suitable in the technical evaluation. The date of financial bid opening will be intimated to the shortlisted bidders.
- i) **In case, any confusion/dispute occur due to different interpretation of the statement mentioned in the tender document, the decision of the Director BAMETI shall be final and binding upon all concerned parties.**
- j) **e) For any query/ confusion related to the tender document must be asked in the pre-bid meeting.** The pre-bid document proceeding will be the part of the tender document. Any query/ concern raised after the pre-bid query date will not be entertained.

10 Award of Assignment

After selection, a Letter of Award shall be issued in duplicate by the BAMETI, Government of Bihar to the Selected agency and the agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in the acknowledgement thereof. The LOA shall constitute the Agreement for the purpose of this consultancy assignment.

11 Terms of Payment

Payment shall be made after the completion of the event and submission of request letter for payment to Director- BAMETI, Patna with the invoice, photographs & video. Payment shall be made based on the basis of claim submitted by the selected agency and inspection report submitted by the Inspection committee on actual work done by the agency.

12 Penalty Clause

For non-performance / delayed performance, the following penalties may be imposed:

- a) Deduction of amount as finalized by the committee and higher authority of Agriculture Department/BAMETI
- b) Blacklisting of agency

13 Limitation of Liability

The liability (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any claim in any manner related to this assignment, including the work, or Services covered under this assignment, shall be the payment of direct damages only which shall in no event in the aggregate exceed the Total Contract Value.

14 Force Majeure:

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or Bameti. As the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics
- Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes. The selected bidder or BAMETI shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

Force Majeure shall not include any events caused due to acts / omissions of such Party or result from a breach / contravention of any of the terms of the Contract proposal and / or the tender. It shall also not include any default on the part of a party due to its negligence or failure to implement the stipulated / proposed precautions, as were required to be taken under the Contract. The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. The Department will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Selected Bidder in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above-mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure, all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of Service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

15 Contract Agreement

The Successful bidder will have to execute contract agreement after issuance of LoA/ work order.

16 Amendment to RFP

At any prior to the closing time and date of receipt of bids, BAMETI may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidders, modify the RFP document by an amendment in order to provide prospective bidder reasonable time for taking the amendment into account in preparing their bids, BAMETI may at its discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the RFP.

17 BAMETI reserves the right

- a) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the government and the objective of the event without assigning any reasons thereof.
- b) To include any other items in the Terms of Reference at any time after consultation in the pre-bid meeting or otherwise.
- c) To facilitate evaluation of Proposals, the BAMETI may, at its sole discretion seek clarification from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the BAMETI for this purpose. Any request for clarification(s) and all clarification(s) on response thereto shall be in writing. If a bidder does not provide clarifications sought above within the specified time, its proposal shall be liable to be rejected. In case the Proposal is not rejected, the BAMETI may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.

18 Right to reject any or all Proposals

Notwithstanding anything contained in the RFP, BAMETI reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

The BAMETI reserves the right to reject any Proposal if:

- a) At any time, a material misrepresentation is made or uncovered; or,
- b) The Consultant/Institution do not provide, within the time specified by the BAMETI, the supplemental information sought by the BAMETI for evaluation of the Proposal.

19 Miscellaneous

The Selection Process shall be governed by, and constructed in accordance with, the laws of State and India and the Court at Patna shall have exclusive jurisdiction over all disputes arising under, pursuant to and /or in connection with the Selection Process.

20 Validity of Proposal

The proposal should be valid for a period not less than ninety (90) days from the due date for receiving the proposal.

21 Clarifications

Any clarification sought may be directed to

Phone: 9431818708, Email: bameti.bihar@gmail.com

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Annexure -A

**TENDER ACCEPTANCE LETTER
(To be given on Company letter head)**

Date:

To _____

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No:

Name of Tender /Work: _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender / Work' from the web sites(s) namely:
_____ as per your advertisement, given in the above-mentioned websites(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / we hereby unconditionally accept the tender conditions of abovementioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department / organization shall without prejudice to any other right or remedy be at liberty to reject the tender / bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

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Annexure –B**Technical Bid Form****Sub:Application for Selection of Event Management Agency**

S.N.	Particulars	Details
1.	Name & Address of the bidder, Tel/ Fax/Email Details	
2.	Certificate of Incorporation (enclose evidence)	
3.	Total work experience (In years)	
4.	Office in Bihar (State). Details if any	
5.	Annual Turn Over in the last three financial years (document submission as per eligibility criteria)	
6.	Is your agency a Proprietorship / Partnership or registered under the Companies Act. Please give details & enclose Certificate	
7.	Branches (Enclose details with address & Telephone No.)	
8.	Details of Income Tax Registration: (Enclose PAN Details and latest income tax clearance certificate.)	
9.	GST Registration Details and enclose copy of latest service tax clearance certificate	
10.	Declaration for Manpower strength Number of employees on the Organization's payroll as per annexure D	
11.	ISO certification (If applicable)	
12.	Experience relevant to the assignment (Please attach the relevant documents)	
13.	Declaration of the bidder not being debarred/ blacklisted by any State Government or Central Government or their instrumentalities	
14.	Any other information	

This is to certify that I have read and understood the enclosed brief and other Terms & Conditions and all the supporting documents have been enclosed, and the information given by me is true to the best of my knowledge.

Date:

Signature of Bidder
(With Seal)

[illegible]

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Annexure – D

Undertaking Total number employees in payroll of the organization

We undertake that there are..... number of employees in the payroll of the(name of the bidder) directly engaged in providing event management services as on the date of submission of bid.The incorrect information may lead to disqualification and blacklisting.

Name & signature of the HR Head of the bidder

Name & signature of the HR Head of the bidder

Annexure –E**Undertaking of not being debarred / blacklisted**

We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory

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Annexure –F

Financial Bid Form
(On the letter head of the bidder)

Date:-

To:

Director
**Bihar Agriculture Management & Extension
Training Institute (BAMETI)**
Near CPRS, OPP. Women Polytechnic, Jagdeo Path
Patna-800014, Bihar (INDIA)

Sir,

Submission of Proposal against your RFP dated.....

Our Financial Proposal as below:

Our Financial Proposal as below:						
S.N.	Particulars	Specification	Qty./Sq.ft.	Days	Unit cost (INR)	Total cost (INR) excluding GST
1	Fabrication/ Structural work for 30000 sq ft area					
1.1	Outer barricading/ Fencing of total area(Corrugated Tin sheet/ galvanized iron sheet with cloth cover)	Total area: 30000 sq ft (150ftx 200 ft)		5		
1.2	Main Gate: Finished with Bamboo, Wooden Structure & Ply Work; fully decorated with thematic photographs and fresh flowers(including fascia name)	Size 40 ft x 22ft= 880 sqft	1			
1.3	Flex on both side of main gate on flex board(on iron frame)	60 ftx20 ft (Total no. 2)	2			
1.4	Green Carpeting of Pavilion (it would include stage, sitting arrangement etc. and other places as finalized by the authority)	5000 sq ft	1			
1.5	Green shade net in open field	25000 sq ft	1			
Note: Agency will have to do area surface levelling, wherever required						
2	Customize Stage					
2.1	Iron Hanger for Stage (waterproof)	40 ft*32 ft= 1280 sqft	1	5		
2.2	Stage-Customize (Stair with Cloth Masking)	32 ftX 24 ft = 768 sqft	1			
2.3	Stage with Flower decoration on the front side	With fresh Flowers	1			

S.N.	Particulars	Specification	Qty./Sq.ft.	Days	Unit cost (INR)	Total cost (INR) excluding GST
	(Fresh flowers on 22 nd and 24 th march)					
2.4	Head Table for Stage	table with Cloth Masking	6			
2.5	Leather Chair for Stage	chair with White Cloth Towel	18			
2.6	Air Cooler		2			
2.7	Podium	One side	1			
2.8	LED Wall	32ft x 10ft=320sqft	1			
2.9	Sound System for Stage & Ground	Box & amplifier, Mike, Podium microphone, cordless hand mike etc.	1			
2.10	Sunboard with Vinyl for Podium	4 ft x 2ft=8 sqft	1			
2.11	Metal Light	Number of metal lights may increase.	6	5		
3	Pandal (250 farmers)					
3.1	Water-proof Pandal for Sitting Arrangement	40ft X 60ft = 2400 sqft.	1			
3.2	VIP chair with cloth cover		50			
3.3	Leather Sofa Two Sitter for Pandal		9			
3.4	Center Table for Pandal		9	5		
3.5	PVC Chair		250			
3.6	Tent Lighting	(LED bulb 50 watts)	15			
3.7	Fan		12			
Note: Cloth should be clean						
4	Lounge for VIP		1			
4.1	Pagoda	32 ft x 16 ft = 512 sq ft	2			
4.2	Wooden Floor(Plyboard and wooden bead)	32 ft x 16 ft=512 sq ft				
4.3	Washroom	Wash- Room 8 ft x 8ft with One western Pot, One urinal, One washbasin & Water Arrangement, Wooden Floor, Light, Carpet	1			
4.4	Pantry	8 ft*8 ft				
4.5	Cloth Masking for Ceiling & outer structure	32 ft x 16 ft= 512 sq ft	1	5		
4.6	Leather Sofa Two Sitter		8			
4.7	Centre Table		8			
4.8	Tower AC	with cabling	2			
4.9	Lights	(LED bulb 50 watts)	10			
4.10	Vinyl Pasting VIP Facia	3 ft x 1ft = 3 sqft	1			

S.N.	Particulars	Specification	Qty./Sq.ft.	Days	Unit cost (INR)	Total cost (INR) excluding GST
5	Food zone area					
5.1	Waterproof pandal (Barricading with cloth masking with ceiling)	32 ft x 16 ft= 512 sq ft				
5.2	Table	6				
5.3	Chair (PVC)	10				
6	Premises facilities					
6.1	Main line cabling for entire ground as per consumption	entire ground cabling				
.2	Metal Lights		80			
6.3	Direction Signage Board in entire ground (Flex with Iron Frame)	Toilet, Water, officer lounge, Registration	As per requirement			
7	Theme Display Zone					
7.1	5000 sq feet(open area need to be demarcated) for displaying model for 4 selected theme. Floor should be covered with green shade net Natural/Organic Products/ Climate Change Agriculture /Crop-residual management etc.	signage standee (6 ft'*5ft) for each theme demonstration	4 standee	5		
7.2	Office cum help desk (Near Main Gate) with 2 AC and 10 chairs, two tables with washroom	25 ft x 25 ft= 625 sq ft	1	5		
	Washroom in the office cum help desk centre	Wash- Room 8 ft x 8ft with One western Pot, Oneurinal, One washbasin & Water Arrangement, Wooden Floor, Light, Carpet	1	5		
7.3	Fan in Office cum help desk		4	5		
8	Stall					
8.1	Stall with fascia name (2 Chair, 2 tables, 3 Spot Lights & Power pluck, Bamboo Structure & Cloth Masking)	10 ft x 10 ft= 100 sqft	30	5		
9	selfie point					
9.1	Topiary/ Selfie <ul style="list-style-type: none"> Selfie point should be innovative Design should be approved by the authority) Selfie point may be made of fresh flowers/ wooden material/ plyboard or in combination of all required materials	Agriculture theme based	2	5		

S.N.	Particulars	Specification	Qty./Sq.ft.	Days	Unit cost (INR)	Total cost (INR) excluding GST
10	Logistical Arrangements					
10.1	House Keeping staffs with cleaning materials	Cleaning staffs	8	5		
10.2	Dustbin(Good quality)		20			
10.3	Security Guard	Day and Night	6			
10.4	Supporting Staffs (Supporting staffs should be for stage, stall, electricity, ground area etc.)		8			
11	Beautification of stalls and pavilion (Flowers, Flowers pots etc.) at main points of pavilion	—	—			
12	Genset with Electric wiring	62 KVA	1	5		
13	LED (42 inches)		as per requirement	5		
A	Total cost (Excluding GST)					
B	GST amount (INR)					
C (A+B)	Total cost (including GST)					

Note:

- The tender cost is upto 25 lakh (maximum limit)
- Per unit cost exclusive of tax to be mentioned.
- Total cost including tax will be accepted as financial proposal.
- The Financial Proposal is to be submitted strictly as per the form given in the RFP
- The Bidder has to provide all facilities as per scope mentioned in this RFP or as desired by Director of Industries Himachal Pradesh.
- Total cost including tax would be used for calculation for selection of the Event agency
- Any other requirement related to event beyond scope of work to be provided by Event agency as provided by competent authority and payment for the same will be made by BAMETI as on actual basis after submission of bills.
- Per unit cost to be mentioned to calculate the amount for additional requirements.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive. We remain,

Yours faithfully,

Name of Bidder:

Signature of Authorised signatory:

Name of Authorised signatory: