

QUERIES & CLARIFICATION – PRE BID MEETING HELD ON 30.07.2019
HIRING OF AGENCY FOR ORGANIZING BIHAR SARAS MELA – 2019 AT GYAN BHAWAN,
PATNA

RFP No: BRLPS/03/2019-2020

Date: 19.07.2019

SN.	Query	Clarifications
1.	Regarding Eligibility Criteria - which type of document to be uploaded for Criteria mentioned in S.No. 7 [Para 3 (F)] "Should have own infrastructure to organize events like SARAS for use by BRLPS".	Copy of Work order to be uploaded as experience proof and self-undertaking for own infrastructure
2.	Regarding Eligibility Criteria - S.No. 10 7 [Para 3 (F)] of the bidding document -Please clarify on "Technical Presentation".	All bidders will be given chance to do Technical Presentation. The presentation is the part of evaluation of bid.
3.	Whether runner on "Display cum Sell Stalls" is required or not?	Display cum Sell Stalls should have a runner which will have Stall Number and Name of the Stall (details to be provided by BRLPS)
4.	Is Scope of Work limited to the Technical Specification as given in the Tender document?	Yes, the scope of work is limited to Technical Specification as given in the Tender document. However, BRLPS reserves the right to increase or decrease the volume of work up to 15 (fifteen) percent.
5.	In addition to the assignment beyond Scope of Work, what is the provision of claim/payment?	Any work that is beyond the scope of work (15% increase or decrease), approval of work and related price schedule to be taken from Contract Manager. Copy of approval of additional work should be produced for claim/payment.
6.	For quoting prices of each unit, it is advisable that Public Announcement system & Security Personnel for 12 hrs. shift; Lodging arrangements & Transport and Carpeting & 2 Diesel Generators should be bifurcated.	Public Announcement system, Security Personnel for 12 hrs. shift, Lodging arrangements, Transport, Carpeting and Diesel Generators are now in separate heads. Bidders may use the updated sheet of Technical Specification attached as Annexure-A of this query & clarifications.
7.	No timeline is given for Final Payment for successful organization of the event	Final Payment will be done within 30 days after submission of final invoice with all supporting documents.
8.	Availability of Contract Manager from Bidder side	Contract Manager from Bidder side should be available during the Event (Mela hours) and he should also be available on mobile as well as WhatsApp.
9.	Reference to para 4 (Eligibility Criteria & required documents with technical bid for organizing Bihar Saras Mela - 2019 at Gyan Bhawan, Patna), please elaborate National Events like SARAS and clarify on the Technical Presentation by bidders.	Revised Eligibility Criteria (para 4 of the bid document) is attached as Annexure-B. [The minimum qualifying marks is 45. Financial bids of bidder scoring 45 or more marks shall only be opened]
10.	Site Verification Request for site verification of Mela by both the parties.	A committee comprising members of BRLPS and Contract Manager from vendor's side will verify the site before start of mela and after completion of mela. The site verification report is to be signed by all the members of the committee.

Updated sheet of Technical Specification

SN	Description	Technical Specification	Quantity
1	Display cum Sell Stalls	Each stall is of 10'x10' size would have two plastic chairs & display tables, one Waste Paper basket and with adequate lighting arrangements. Display cum Sell Stalls should have a runner which will have Stall Number and Name of the Stall (details to be provided by BRLPS)	100
2	Reception cum enquiry	Stall is of 10'x10' size would have two plastic chairs & display tables, one Waste Paper basket and with adequate lighting arrangements	1
3	Administrative Cell	Stall is of 10'x10' size would have two plastic chairs & display tables, one Waste Paper basket and with adequate lighting arrangements	1
4	Staff Office	Stall is of 10'x10' size would have two plastic chairs & display tables, one Waste Paper basket and with adequate lighting arrangements	1
5	Medical Help Desk	Stall is of 20'x20' size would have two plastic chairs & display tables, one bed, one Waste Paper basket and with adequate lighting arrangements	1
6	Hygiene & Cleanliness	20 Dustbins & 10 Safaikarmi for 12 hour shift every day	1
7.A.	Security arrangements	Public Announcement system	1
7.B.		Security Personnel for 12 hrs. shift	10
8.A.	Guest comfort	Lodging arrangements(separate for Male & Female Participants) with bed system/drinking water/toilet/ mosquito repellent	100
8.B.		To and fro Economical Transport facility for participants	100
9	Promotion & Publicity	1 Entrance/Exit Gate, 50 hording / banner of Mela on different locations in Patna, Photography and Videography	1
10.A.	Support Activities	Double layered Ash colored fabric Carpeting of all area	1
10.B.		Availability of two Diesel Generators of 20 KVA for 12 Hours every day	2

Annexure-B

**Revised Eligibility Criteria & required documents with technical bid for organizing Bihar
Saras Mela - 2019 at Gyan Bhawan, Patna**

S.N.	Criteria	Document to be uploaded (Signed photocopies)	Marks	
1	Registered under Shops & Establishment Act/SSI or a Private Limited Company	Certificate/Registration Document	N/A	
3	Registered under GST Act	Registration Document	N/A	
4	Registered with Income Tax department	PAN Card	N/A	
4	Should have own infrastructure to organize events like SARAS for use by BRLPS	Affidavit to this regard before Notary	N/A	
5	Profile of the Agency with major activities undertaken during the last three years (2018,2017 & 2016)	Detailed information on Letter Head of the agency	N/A	
6	Not indicted/blacklisted by Court/Govt. Dept.	Affidavit before Notary	N/A	
7	Should have Minimum Annual Average Turnover of Rupees 50 lakh during the last three financial years (2017-18, 2016-17 & 2015-16)	Copy of audited Balance Sheet and P/L Account	50 - 75 lakh	10 marks
			>75 lakh	15 marks
8	Experience in organizing three (03) National Events like SARAS [having value not less than 25.00 lakh] during the three years (2018,2017 & 2016)	Work order/Contract Agreement/ Experience Certificate	01 Event	10 marks
			02 Events	15 marks
			03 or more Events	20 marks
9	Technical Presentation	Bidder will have to present technical presentation before the team of BRLPS. Decision on technical presentation shall be binding upon the bidder/s.	20 Marks	
10	Local Office [Should have a local office within Bihar]	An undertaking with complete postal address of office and telephone number, if any, is to be uploaded.	05 marks	

NOTE: The minimum qualifying marks is 45. Financial bids of bidder scoring 45 or more marks shall only be opened.