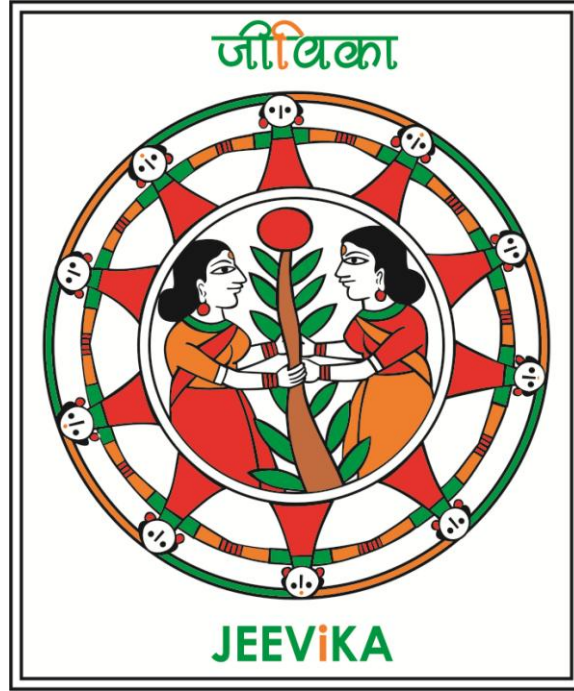


REQUEST FOR PROPOSAL

FOR

Hiring of Agency for Organizing Bihar Saras Mela - 2019 at Gyan Bhawan, Patna



RFP No: BRLPS/03/2019-2020

Date: 19.07.2019

Bihar Rural Livelihoods Promotion Society - JEEViKA

Government of Bihar,
3rd Floor, Annexe-II, Vidyut Bhawan,
Bailey Road, Patna- 800021
Email Id: info@brlp.in Website: www.brlp.in

NOTICE INVITING REQUEST FOR PROPOSAL

Tender No: BRLPS/03/2019- 2020

Date-19.07.2019

Tender Notice for Hiring of Agency for organizing Bihar Saras Mela - 2019 at Gyan Bhawan, Patna.

Chief Executive Officer-cum-Mission Director, Bihar Rural Livelihoods Promotion Society (BRLPS), invites proposals (Two Bid System) through E-procurement from reputed and experienced agencies/firms/companies for Hiring an Agency for organizing Bihar Saras Mela - 2019 at Gyan Bhawan, Patna, Bihar.

Kindly note that bid is being called for **Bihar Saras Mela - 2019** to be organized at Gyan Bhawan, Patna tentatively to be held in the month of September 2019.

Kindly note that the selection of agencies under this RFP will not guarantee allocation of work orders/contracts and BRLPS will assume no liability or cost towards it. BRLPS makes no commitments, express or implied, that this process will result in a business transaction between anyone.

Bid Cost and Bid Security:

Bidding documents are available online on <https://www.eproc.bihar.gov.in> for a non-refundable fee. All the bidders have to deposit required Bid Cost and Bid Security. Bidders will be required to register in the website well before downloading the document and its submission to avoid delays, if any, in registration process. The bidder would be responsible for ensuring that any addenda available on the website is also downloaded and incorporated.

Tender Schedule/Program:

a) Bid Cost	Rs. 2,000.00 to be paid through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking) only at https://www.eproc.bihar.gov.in (non-refundable)
b) Bid Security	INR - 29,000 (Twenty nine thousand only) to be paid through e-payment mode (i.e. NEFT/ RTGS/, Credit Card/Debit card/Internet Banking) at https://www.eproc.bihar.gov.in This Bid Security will be non-interest bearing and refundable. <i>*[Exemption of Bid Security under any circumstances are not allowed]</i>
c) Date of commencement of online download of bidding document	19/07/2019 from https://www.eproc.bihar.gov.in Bidders are informed to get themselves registered well before last date of submission to avoid delays due to internet connectivity etc. Bid will also be available for reference at www.brlp.in (Procurement)
d) Last date for online download of bidding document	09/08/2019 till 03.30 PM from https://www.eproc.bihar.gov.in
e) Pre bid meeting	A Pre proposal meeting will be held on 30/07/2019 at 03.00 PM at BRLPS Office, Vidyut Bhawan, Bailey Road, Patna. Requests for clarification, if any, should be received by BRLPS till 29/07/2019 on email IDs: proc.sp@brlps.in & devesh01.kumar@gmail.com Queries & Clarifications will be uploaded on https://www.eproc.bihar.gov.in as well as on www.brlp.in <i>Any changes proposed during the pre-proposal meeting will be part of RFP.</i>
f) Last Date/Time for uploading the Tender	09/08/2019 till 04:00 PM at https://www.eproc.bihar.gov.in

g) Time and date of online opening of bid - Technical Part	09/08/2019 at 04:30 PM BRLPS Office at Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800 021. Interested bidders may be present during the bid opening.
h) Financial Bid Opening Date and Time	Date will be decided later by the competent authority.

Performance Security: Successful bidder/s has to deposit performance security at the rate of 5% of the contract value in Indian Rupees. The performance security is to be submitted in the form of Demand Draft/Bank Guarantee payable in favor of **Bihar Rural Livelihoods Promotion Society, Patna**. This Performance Security will be non-interest bearing. The period of Bank Guarantee will be communicated to successful bidder/s through Letter of Acceptance. The performance security shall be released within 60 days after final payment.

The Proposal has to be submitted through online mode on <https://www.eproc.bihar.gov.in>

The Proposal has to be submitted in online mode containing following cover stage-

- a) **Technical Bid Open Stage**
- b) **Cost Bid Open Stage**

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the "e-Procurement Portal <https://www.eproc.bihar.gov.in> and departmental website: www.brllp.in. Please refer RFP document for complete details.

The attached Technical Specifications is integral part of this RFP.

The **bid validity** period will be **90 days** from the date of opening of bid.

The undersigned reserves the right to issue addendum/corrigendum/modification or to amend any or all conditions of this RFP Document or to accept or reject any or all proposal(s) or to cancel the whole of this RFP at any stage without assigning any reason thereof and no bidder shall have any cause of action or claim against the undersigned or BRLPS for the same.

Chief Executive Officer-cum-Mission Director,
Bihar Rural Livelihoods Promotion Society,
Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800021

NOTICE INVITIG e-TENDER

(Through e-Procurement Mode only) (<https://www.eproc.bihar.gov.in>)

Tender Notice No: BRLPS/03/2019- 2020

Date-19.07.2019

Proposals (**Two Bid System**) are invited from reputed and experienced agencies/firms/companies for selection of agency for organizing Bihar Saras Mela – 2019 at Gyan Bhawan, Patna,

Lot No.	Scope of Work	Tender processing Fee (Non Refundable) (Inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS, Credit Card/Debit card) (in Rupees)	Bid Security Deposit to be paid through e-payment mode (i.e. NEFT/RTGS, Credit Card/Debit Card) (In Rupees)	Performance Security (in Rupees)
1	2	3	4	5
I.	As per Technical Specification attached as Annexure-A	Rs. 1180.00	Rs 29,000.00	5% of the contract value

NOTE: Prices quoted shall correspond to at least to hundred percent of the items/services and quantities as specified in Technical Specification.

E-Tendering Process Related Instructions.

Submission of Proposals Through electronic mode only,

1. The bidder shall submit his bid/tender on e-Procurement platform at www.eproc.bihar.gov.in.
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. For user-ID they have to get registered themselves on e-Procurement Portal <https://www.eproc.bihar.gov.in> order to submit their bids online on the same. **Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e- procurement platform.**
3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.

Note: "Bid along with necessary online payments must be submitted through e-Procurement portal www.eproc.bihar.gov.in before the date and time specified in the NIT/RFP. The department / Tendering Authority do not take any responsibility for the delay/Non Submission of Tender/Non Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic/Holidays or any other reason."

5. The tender opening will be done online only.
6. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc.bihar.gov.in> only.
7. For support related to e-tendering process, bidders may contact at following address "e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna-800001 Ph. No: 0612-2523006, Mob- 7542028164" or may visit the link "Vendor Info" at www.eproc.bihar.gov.in.

Terms of the Tender:

Bidders are invited to submit their most competitive rate for the items with required specifications as mentioned in Annexure-A.

Instructions to the Bidders:

1. Completeness of Response

- 1.1. Bidders are advised to study all instructions, forms, requirements and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- 1.2. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its proposal at any stage i.e. even at post agreement execution stage.
- 1.3. RFP should be submitted by the Agency as Sole applicants only. No form of Consortiums/ Joint Ventures or sub-contracting is allowed.
- 1.4. A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder is - "directly or indirectly controls, is controlled by or is under common control with another Bidder; or receives or has received any direct or indirect subsidy from another Bidder; or has the same legal representative as another Bidder; or has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or has a close business or family relationship with a professional staff of BRLPS."
- 1.5. Alternative bids shall not be considered.
- 1.6. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.
- 1.7. Information relating to the evaluation of bids and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with the bidding process until information on Contract Award is published on portal.
- 1.8. Provided that the Bid is substantially responsive, BRLPS shall correct arithmetical errors on the following basis:
 - 1.8.1. if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - 1.8.2. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - 1.8.3. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
 - 1.8.4. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction shall result in the rejection of the Bid.
 - 1.8.5. BRLPS reserves the right to increase or decrease the volume of work up to 25 (twenty five) percent

2. RFP Proposal Preparation cost & related issues

- 2.1. The bidder is responsible for all the costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, preparation of proposal, participation in meetings/discussions/presentations, in providing any additional information required by BRLPS to facilitate the evaluation process and Awarding of Contract.
- 2.2. BRLPS shall not in no case be responsible or liable for any of such above said costs, regardless of the conduct or outcome of the bidding process.

3. Terms and Conditions

- 3.1. This RFP does not prevent or force BRLPS to engage in negotiations or to award a contract. Further, no reimbursable cost may be incurred in anticipation of award or for preparing the Proposal for this RFP.
- 3.2. The selected bidder, to whom Letter of Award (LOA) would be issued, will have to enter into an Agreement with the BRLPS within 05-10 days of issue of LOA. The format of agreement will be shared at the time of issuance of LOA. Till the time agreement was not executed, the LOA along with RFP will constitute a binding agreement between BRLPS and the selected bidder.
- 3.3. Agreement Validity: The Agreement will be valid from the date of signature till the period of final payment to the vendor.
- 3.4. Service Provider has to hand over the completed premises/site to BRLPS at least 24 hours before 1st day of the fair at Gyan Bhawan.
- 3.5. The inspections and tests of completed premises/site shall be carried out by an internal team of BRLPS officials constituted by the CEO-cum-Mission Director. The service provider has to inform about the completion of work, so that the inspection could be carried out at site before start of final event.

4. 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)
4.1.	Registered under Shops & Establishment Act/SSI or a Private Limited Company	Certificate/Registration Document
4.2.	Registered under GST Act	Registration Document
4.3.	Registered with Income Tax department	PAN Card
4.4.	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
4.5.	Experience in organizing three (03) National Events like SARAS during the three years (2018,2017 & 2016)	Work order/Contract Agreement/ Experience Certificate
4.6.	Should have own infrastructure to organize events like SARAS for use by BRLPS	Affidavit to this regard before Notary
4.7.	Profile of the Agency with major activities undertaken during the last three years (2018, 2017 & 2016)	Detailed information on Letter Head of the agency
4.8.	Not indicted/blacklisted by Court/Govt. Dept.	Affidavit before Notary
4.9.	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.

This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.

5. Bid Price:

- 5.1. All taxes, insurance and other levies shall be included in the quoted price excluding GST. GST will be paid extra.
- 5.2. The price should be quoted in Indian Rupees only.
- 5.3. Statutory deductions will be made at source if applicable.
- 5.4. The Price Schedule is available on <https://www.eproc.bihar.gov.in>.
- 5.5. Financial bid has to be submitted in on-line financial bid format (excel) under E-proc only and failure to comply the same will result in rejection of Bid.

6. Award of contract: The successful bidder will be awarded the contract in accordance with the followings:

- 6.1. **The financial bid of only those Agencies will be opened who qualify the technical/ eligibility criteria.**
- 6.2. Technical Negotiation may be held with the successful bidder before the award of contract.
- 6.3. BRLPS reserves the right to award the contract to the agency/agencies that is found to have the technical & financial Capability to execute the contract.
- 6.4. Notwithstanding the above, BRLPS reserves the right to accept or reject any bid and to cancel the bidding process at any time prior to the award of contract, without assigning any reason what so ever.
- 6.5. Prior to expiration of the bid-validity-period, the award of contract(s) by the BRLPS will be notified to the bidder(s), whose offer(s) has/have been accepted. The terms of the accepted offer/offers shall be incorporated in the LOA/Contract Agreement.

7. Other Conditions:

- 7.1. An amount equivalent to 5% of the contract value shall have to be deposited by the successful bidder as performance guarantee. No interest will be given on performance security.
- 7.2. If the bidder fails to do the jobs satisfactorily or is unable to complete the job on time, BRLPS reserves the right to cancel the Contract and forfeit the performance security without assigning any reason.
- 7.3. Failure on the part of bidder to do so may result in cancellation of its bids and BRLPS may at its liberty negotiate with other bidders for the contract at L1 prices or at negotiated rates.
- 7.4. The contract is to be executed in the specified time frame and any delay in service would attract penalty provisions such as confiscation of performance security money etc. or levy of penalty @ 0.5% per week or part of the week up to a maximum of 10% of the contract value.
- 7.5. Inordinate delays in execution of orders may lead to forfeiture of Performance Guarantee and cancellation of Agreement along with other legal actions including blacklisting.

8. Payment:

Payment shall be released as per the following details:

- 8.1. 10% advance against submission of Bank Guarantee issued of equal value in favor of Bihar Rural Livelihoods Promotion Society; Patna issued from a schedule bank valid till 90 days after completion of the event may be given upon request from the service provider.
- 8.2. 40% after successful completion of entire arrangement of Mela and upon submission of invoice (in duplicate) and its certification by the contract manager.
- 8.3. Remaining 50% after successful completion of the entire event and upon submission of bill (in duplicate) along with required documents after deduction of advance, if taken. The bill is to be certified by the contract manager.

Annexure-A

Technical Specification (Bihar Saras Mela – 2019 at Gyan Bhawan, Patna)

S.N.	Description	Technical Specification	Quantity
1	Display cum Sale	Each stall is of 10'x10' size would have two plastic chairs & display tables, one Waste Paper basket and with adequate lighting arrangements	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	Security arrangements	Public Announcement system, 10 Security Personnel for 12 hrs. shift	1
8	Guest comfort	Lodging arrangements for around 100 interested participants and To and fro Economical Transport facility for participants	1
9	Promotion & Publicity	1 Entrance/Exit Gate, 50 hording / banner of Mela on different locations in Patna, Photography and Videography	1
10	Support activities	Double layered Ash colored fabric Carpeting of all area and Availability of two Diesel Generators of 20 KVA for 12 Hours every day	1

Miscellaneous

1. Prior approval has to be taken on the layout of the event, design of all printing materials.
2. Post event removal / disposal of facilities and complete restoration of venue

Note: Any changes proposed by the NRLM/Department of Rural Development, Government of Bihar will be incorporated during the pre bid meeting.

(Affidavit on non-judicial stamp paper by Authorized Representative of the applicant with his / her dated signature and enterprise seal)

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our bids in response to the RFP Reference No..... Dated and in the required attachments are true, correct and complete. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of..... (Name of the enterprise), with its registered office at do hereby declare that the above-mentioned bidder is not under a declaration of ineligibility for corrupt and fraudulent practices or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.
3. I/We on behalf of (Name of the enterprise) do hereby affirm and undertake that we have carefully read and understood the whole tender documents and will unconditionally abide by all the terms and conditions as given in the above mentioned RFP.
4. I/We do hereby affirm that our quote for each course content is a fixed rate quote and is inclusive of all applicable taxes, duties, charges and levies. I/We understood that we will not be paid any extra payment other than the quoted rate. I/We also understood that our quoted prices / rates shall remain fixed for the period of selection.
5. I/We understand that the tendering authority is not bound to accept a lowest offer/quote that they may receive.

For and on behalf of:

Signature:

Name: _____

Designation: _____

Date: _____

(Enterprise Seal)

(Power of Attorney in favour of Authorized Representative)

(Note: To be executed on a non-judicial stamp paper of Rs. 100/- or more)

Know all men by these presents that We..... (name of the enterprise and address of the registered office do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name)son/daughter/wife ofand presently residing at.....who is presently employed with us and holding the position of... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things including to enter into negotiation, as are necessary or required in connection with or incidental to submission of our Bid for the RFP Reference No..... Dated..... The attorney is fully authorized for providing information/ responses to the tendering authority, representing us in all matters before the tendering authority including negotiations with the tendering authority, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering authority in all matters in connection with or relating to or arising out of our bid for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY OF

For.....;

{Signature, name, designation and address}

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.

Witnesses: 2.