

BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.

(A Govt. Of Bihar Undertaking)

Shiksha Bhawan, Bihar Rastrabhasa Parishad Campus ,Acharya Shiv Pujan Sahay Path, Saidpur,
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Letter no.: BSEIDC/TECH/1158/2016-

Patna, Date :

CORRIGENDUM/ADDENDUM-1

With reference to N.I.T. No. 65/2016-17 dated 27.12.2016 for the work of "Selection of Event Management Agency for Gandhi Memorial Conclave (The likely dates are in the month of April 2017) in Patna" the following amendment have been made due to unavoidable Circumstances as mentioned below :-

(1) Schedule of the Tender Process:-

SL. no.	Existing provision	Amended provision
1	Period of downloading of Bid document from www.bseidc.in on date: 02.01.2017 to 21.01.2017, 15:00 Hrs.	Period of downloading of Bid document from www.bseidc.in dated: 02.01.2017 to 15.02.2017, 15:00 Hrs.
2	1 st Pre Bid Meeting held on date 10.01.2017, 15:30 Hrs., Madan Mohan Jha Conference Hall, Education Department, Vikash Bhawan, Bailey Road, Patna.	2 nd Pre Bid Meeting to be held on date 31.01.2017, 15:30 Hrs., Madan Mohan Jha Conference Hall, Education Department, Vikash Bhawan, Bailey Road, Patna.
3	Last date & time for Receipts of Bids/RFP Document on date: 23.01.2017, 15:00 Hours in the office of BSEIDC, Patna.	Last date & time for Receipts of Bids/RFP Document on date: 17.02.2017, 15:00 Hours in the office of BSEIDC, Patna.
4	Time and date of opening of Technical Bids/RFP Document on date: 23.01.2017, 15:30 Hrs. in the office of BSEIDC, Patna.	Time and date of opening of Technical Bids/RFP Document on date: 17.02.2017, 15:30 Hrs. in the office of BSEIDC, Patna.

2. The venue of the Gandhi Memorial Conclave (GMC) 2017 will be in Gyan Bhawan at International Convention Centre, Gandhi Maidan, Patna. The likely dates are in the month of April 2017.
3. The tentative numbers of Participants will be around 5,000/- (Five Thousand).
4. Refer Section 3. Bidding Procedure (Page 19 of 40), Clause 3.1.1 of the Financial Bid Para is clarified as:-
 - A. "The mode of transport (Train/Air) and accommodation in Hotels to be finalized in consultation with Education Department/BSEIDC. Train fare/Air fare/Hotel charges will be reimbursed as per actual expenditure. Hence its cost should not be quoted in total cost of Financial Bid".
 - B. "The cost of advertisements will be reimbursable by Education Department/BSEIDC. DAVP rates and the rates prescribed by Public Relations Department, Government of Bihar shall be applicable. Hence advertisement cost should not be Quoted in the total Financial Bid".

5. Refer Section 2 Terms of Reference, Clause 2.2, Scope of Work, (Page 8 of 40) is modified and replaced as below:

The selected Bidder will have to provide requisite competent manpower and services in consultation with the Education Department/BSEIDC.

2.2.1 PRE-EVENT ACTIVITIES

o Conceptualization and Planning for GMC 2017

- o Conceptualize the Event plan based on the venue and the Education Department/BSEIDC's requirements
- o Maintain a universal theme for all aspects of the Event execution in coordination with vision for the event.
- o Design the Event flow as per the Program Schedule provided by the Education Department/BSEIDC, which would include the inaugural ceremony, panel discussions, publicity events, conferences, exhibitions, closing ceremony, state dinner, cultural programs, etc.
- o Create the Event Execution Plan for executing the Event indicating the timelines with the respective milestones along with detailed specifications of works to be Education Department/BSEIDC carried out
- o Coordinate with the Education Department/BSEIDC/Media Partner to understand the placement of marketing collaterals.
- o Travel Related activities-travel bookings, on arrival pick-ups, transfers, Check-ins, to and fro between Hotels and Venue., Visa arrangement etc.
- o Conceptualization and Designing of Coffee Table Books, Focussed on Champaran Satyagraha in Bihar
- o **Venue Development for Inaugural Hall & Conclave Area**
 - o Create necessary infrastructure at the venue including the Inaugural hall (pavilions, stage arrangements, seating arrangement, carpeting, stalls, hoardings, banners, appropriate decorative elements including plants and floral decorations, audio, video, photography, videography, and lighting arrangements, special effects, acoustic effects, rest rooms and other elements that are generally used in large scale events) as per plans approved by the Education Department/BSEIDC.
 - o Arrange for the setting up of the stage(s) including designing of backdrop, VIP seating, master of ceremony etc.
 - o Appoint all Vendors/Sub Vendors required for carrying out all the above said services as per the sample/option approved by the Education Department/BSEIDC.
 - o Also ensure the deliverances of all services to the fullest satisfaction of the Education Department/BSEIDC.
 - o Make arrangements at the venue as per the requirements of the Education Department/BSEIDC.

- which would include a main conference hall to accommodate large gathering for the inaugural and closing ceremonies, exhibition hall with stalls, lunch area setup, registration area setup, and other miscellaneous arrangements such as press conference rooms, registration counters etc.

► **Participation Arrangements**

- Arrange for food stalls (for exhibition) on the days of the event.

2.2.2 EVENT ACTIVITIES

► **Opening and Closing Ceremonies**

- Coordination with the Education Department/BSEIDC to prepare and finalize the seating plan arrangement on dais as well as in the Main Inaugural Hall, Inauguration arrangements, Inaugural lamp, Co-ordination & Arrangement of Exhibition Hall, PA systems, branding, staging , Audio Visuals etc.
- T.V. Advertisements, Press Meets, Internal Blogs, Twitter Handling for Chief Minister, Education Minister, Education Department, Facebook, Periodic Press release, Banners, Hoardings, posters, brochures, e-brochures etc.
- Organizing of Session wise events, Panel Discussion, Guest Lectures, Provision of snacks, Tea/Coffee, Soft Drinks, Lunch, Dinner/Gala Dinner etc.

*Note:-The cost of advertisements will be reimbursable by Education Department/BSEIDC. DAVP rates and the rates prescribed by Public Relations Department, Government of Bihar shall be applicable. Hence advertisement cost should not be Quoted in the total Financial Bid.

► **Staffing**

- Set up an Event Help Desk at the venue especially for the Education Department/BSEIDC for emergency situations.
- Employ well trained staffs who are capable of efficiently handling the responsibilities assigned to them.
- Report the progress of activities to the Education Department/BSEIDC.
- Event Management Agency should nominate adequate no. of person from his team who should work as the single contact point for the Education Department/BSEIDC for all coordination purposes.
- Event Management Agency should provide interpreters along with the required equipment for the main event pertaining to the following languages:
 - Hindi
 - English
 - Korean
 - Japanese
 - Chinese

► **Support Services**

- Housekeeping
- Provision of sanitation arrangements at the venue - Separate toilet arrangements for Public and VIPs
- Decoration of the venue, banners, welcome cutouts, flower arrangements, greeneries
- Provision of stalls for a Food court at the venue.

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► **Security**

- Arrangements of Security Guards for entire area of exhibitions and event area with the co-ordination with local police/CBI/LIB etc.
- Coordination with government department like police, fire and emergency services, telephones, local authorities, NRDA and arrange necessary permissions/ NOCs. (provided by department only).
- Arranging for safety norms such as firefighting arrangements, emergency exit system etc.

► **Other**

- Power supply in accordance with the power requirement. Back up of power supply as per the requirement to be arranged by the Event Management Agency
- Arrangements for display and distribution of Literature (Literatures would be provided by the Department. Only arrangements for display and distribution is to be made)
- All consumables such as water, electricity and others at the event venue would be charged to the department only.

► **Logistics**

- Parking at Venue
- Separate parking space for public, participants/ exhibitors/ delegates and VIPs, public entry/ exit gates, participants/ exhibitors/ delegates entry/ exit gate, VIP entry gate.
- Travel Related activities-travel bookings, on arrival pick-ups, transfers, Check-ins, to and fro between Hotels and Venue., Visa arrangement etc. Arranging and coordinating local transportation-to and from the venue during the event, etc.

► **Branding at the venue and beautification of the venue**

- Placement of billboards, hoardings, road maps and flags at the venue as required by the Department

2.2.3 POST EVENT ACTIVITIES

- Financial Closures, Preparation & Distribution of Post event report, Transcripts, Post Event Proceedings Book, Handover of all promotional material-soft copies and printed materials, thank you note to all participants, Session notes and summary, Press coverage clippings, Still photographs and Video graphs submission etc.

2.2.4 Technical Requirements

► **Civil, Exhibition, Infrastructure Services, etc.**

- Design should be harmonious to the existing structure of the surrounding area and structures.
- The quality of design, workmanship and service shall be the best consistent with an International Event.
- All the materials shall be conforming to IS codes.
- Wall paneling system, roof covers and other materials shall be made of fire retarding and resisting nature.
- All structures shall be firmly grounded and stable against wind force, live load and dead loads wherever they are made in an open space.
- The structure shall be engineered structures erected under competent engineering supervision.
- Structures shall be designed and executed considering adverse weather conditions.
- Joinery and supports should be properly engineered, firm and with good finish.
- If there is any special structure design, Event Management Agency/vendor/sub-vendor should provide all details like plan, elevation and structural drawing and if required design calculations.
- Colour shall be finished well before to avoid the odour/ smell and eye burn.



- Where the word states waterproof, it shall be fully waterproof with surrounding walls and ceiling
- Wall panels if used shall be clean, should be in plumb and properly fixed without swing or sway. The Event Management Agency/vendor/sub-vendor shall not willfully or otherwise damage, defile, alter, change or deface in any manner whatsoever, the walls of the stalls, its foundation, etc. nor shall support, suspend, hang, or in any improper way fix any weight articles, etc.
- Carpet should be new, clean and joint shall be covered with tape of matching colour
- False ceiling should be in level and joints shall be clean. It shall be painted with appropriate colour.
- Signage height and letter size should be visible and placed in prominent and strategic locations.
- Event Management Agency/vendor/sub-vendor shall have to clear the entire site after the completion of the event.
- Water flow and pressure should be uniform during the event wherever the provisions are to be made.
- Emergency exit and fire precaution shall be taken care of.
- Flowers and plants shall be fresh, well groomed.
- All the furniture should be firm, comfortable.
- Circulation within the pavilion should be easy, should not create blockage.
- There must be smooth entry and exit to the structure. The movement within the pavilion shall be barrier free and friendly to physically challenged people.
- Event Management Agency/vendor/sub-vendor shall not permit any member of his staff to cook, wash himself, his clothes or utensils anywhere inside the exhibition area.
- Stall owner, volunteers, staff members shall bear proper identity cards issued by the Event Management Agency /vendor/sub-vendor and shall produce the same whenever demanded by the security deputed in the venue any time during construction, exhibition and demolition period.
- All empty cartons and crates must be labeled and removed from the exhibition grounds.
- No overnight parking of trucks or tempos is permitted at the exhibition area / property during move-ins, show hours and move-outs.

► **Electrical General**

- Power and Electricity should be provided by GoB. Backup power by DG sets needs to be organized by the Event Management Agency
- All the electrical works in the pavilion should be executed by a qualified licensed Electrical vendor/sub-vendor and necessary safe guards such as cut outs, distribution boards and other electrical safety measures should be provided at appropriate/required locations.
- There shall be direct access to the switch rooms of Pavilion from outside to isolate power supply quickly in case of any emergent situation
- All electrical materials to be used like wires, cables, switchgears, fuse switch units, metal clad switches, Insulation tap, lugs, cable glands etc. should be with I.S.I. mark.
- The Event Management Agency /vendor/sub-vendor must have valid Electrical License.
- The electrical work should be done in presence of electrical supervisor of the Electrical License Holder Event Management Agency /vendor/sub-vendor
- No electrical control/switch room shall be used to store/dump exhibits/packing material and enough space be available for movement.
- Wherever it is unavoidable to lay electric cable under carpet, it shall be covered by wooden ramps. Wiring under carpets shall not have joints.
- Sound level is not allowed to exceed the limit as prescribed in the guidelines of Bihar Pollution Control Board and shall be as per the size of the hall/auditorium.

► **DG sets**

- DG sets must be with Acoustic enclosure i.e. silent generators.
- DG sets must not be older than five years at the time of operations.
- DG sets must be in good condition having a proper working AVR.
- DG sets should be provided along with fuel arrangement.
- DG set should be provided with separate body and neutral earth pits.

► **Changeover switches**

- Changeover switches should be properly rated.
- DG sets are to be provided as 100% standby power source.

► **Lighting**

- Pavilion should have proper illumination. Within the pavilion, minimum Lux level should be 300 or as per the Industry standards required for halls/rooms of the available sizes.
- Outdoor lighting fixtures should be waterproof and is better to use with I.P.55 enclosure.
- Facade Lighting should be done with outdoor type 500W or 1000W Halogen fixtures.
- At area like entrance where more illumination is required, Metal Halide type fixtures are preferable.
- All indoor lighting fixtures should be properly fixed in line, level and with proper support.
- Each plug points should have properly connected earth wire.
- Each plug should be properly fixed.

► **Mains Wiring and cabling**

- Mains of halogen should be taken from nearest power distribution board.
- Size of mains should be adequate according to the circuit load.
- Joints in MAINS wiring should be insulated with ISI insulation tap. These joints should not be in contact with cloth curtains or such inflammable materials.
- All cable or wire joints should be in proper manner.
- Wiring along with cloth should be done within conduit.
- All cables must be armored cables. Use of insulation-damaged cables should be avoided.
- Minor cuts on cable insulation should be properly insulated with insulation tape.
- All cables must be laid underground with proper depth.
- All cables should be properly glanded and terminated with proper size of lugs.
- The Mains shall be with ISI marked PVC insulated wire with aluminum / copper conductor as specified. The size of phase and neutral shall be same, while the size of earth conductor shall be as specified in the item. The number and size of conductor shall be as specified in the item. All wires shall be single core multi-strand PVC insulated as per IS: 634 and shall be 660
- V/1100V grade. All wires shall be as per colour code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth conductor.
- Necessary connections to control switchgear, MCB Dist. board, plug etc. shall be made firmly as per requirement and as instructed by in-charge-electrical engineer.



► Point Wiring in Structures (Light, Bell, Fan & Plug)

The point wiring shall be confirmed to IS: 5908 - 1970.

- The installation shall generally be carried out in conformity with the requirements of the Indian Electricity Act, 1910, as amended up to date and the Indian Electricity Rules, 1956.
- The point wiring shall be carried out in under mentioned manner:
- Supply, installation, fixing of conduits with necessary accessories, junction/inspection/switch/outlet boxes.
- Supplying and drawing of wires of required size including insulated earth continuity wire.
- Supply, installation and connection of Modular switches, sockets, switch plates, fan regulators etc. as specified.
- The point shall be complete with branch wiring from the first switchboard to the outlet point through other loop. Switch boards if necessary in a circuit, conduit with accessories, junction, inspection boxes, control switch, socket outlet boxes, ceiling roses, connector etc.
Unless otherwise mentioned, the system of wiring shall consist of single core 650/1100 volt grade PVC insulated wire with Aluminum/copper conductor laid through exposed surface mounted/concealed in wall and ceiling rigid PVC pipe/rigid steel conduits/PVC oval conduit/PVC casing-N-Capping/trunking etc. as specified.
- The rigid PVC pipe shall confirm to IS: 9537 with minimum wall thickness of 1.5mm. The corresponding accessories shall confirm to IS 3419. The minimum diameter of pipe shall be 20 mm.
- The wiring shall be as per colour code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth, Grey for control, white for bell point and all off wires shall be same as phase wire. The wiring shall be done in a looping manner. All looping shall be made only in switchboards.
- The switches and socket outlets shall be Modular type with silver-coated contacts with ISI marked IS: 3854
- The Conduit run on surfaces shall be supported on metallic 1.2mm thick saddles/heavy duty PVC saddles which in turn shall securely screwed to wall or ceiling. Saddles shall be at intervals of not more than 500 mm. Fixing screws shall be with round or cheese head and of rustproof materials. No crossover of conduits shall be allowed, unless it is unavoidable
- The entire conduit installation shall be clean and neat in appearance
- The Maximum load of each circuit shall not exceed 800 watts and maximum points of each circuit shall not exceed 10 points. Where wiring passes through wall, care shall be taken to see that wire pass very freely through protective pipe [rigid steel conduit / rigid pvc pipe /porcelain tube and that the wires pass through without any twist or cross in wires, or either ends of holes.



► Sound System

- Sound System should be used to distribute sound through entire pavilion
- CD Player & Amplifiers- CD Player with Amplifier of proper ratings and capacity having frequency response of 20Hz.to 20 KHZ and additional amplifier for standby connected in parallel
- Microphones- Proper nos of good quality of microphones with chromium-plated stand to reproduce original sound complete with necessary microphone cables
- Speakers- Required Nos. of heavy-duty best quality speaker boxes of 6 watt. / 10 watt. Approx. with necessary matching transformers duly erected on structure. The direction of speakers should be adjusted in such a way that sound is properly distributed throughout the pavilion without echoes
- Wiring- the Cores for the speakers should be of good quality copper stranded Cores of 2.5 sq. mm size duly covered with polythene pipe buried under ground wherever necessary
- The microphone cables should be of good quality complete with necessary sockets connected properly and soldered
- Power Supply- Heavy-duty battery of suitable voltage should be provided for emergency operation in case of failure of power supply
- Voltage Stabilizer- Voltage stabilizer of proper range should be provided to protect amplifiers against fluctuation of supply voltage
- The above system should be commissioned and tested 30 hours prior to the time of meeting hours as directed
- Provision should be made for additional requirement of equalizers, additional echo system, cordless microphone, Amplifier, Mixer etc

2.2.6 Project Duration

Duration of the assignment would be during the entire Two day Conclave and till the dismantling of the temporary arrangements (if any) and handing back of the venue to the Government, starting from the date of issue of Work Order.



- (6) Refer Section 3 Bidding Procedure (Page 21 & 22 of 40), Clause 3.2 of the Technical Bid, Part B Stage-II: Technical Evaluation the evaluation details are modified as below:-

Sl. No.	Criteria	Documentary Evidence	Max. Marks
1.	(a) The bidder should have a minimum Five years of experience in conceptualizing, designing, organizing, managing, executing theme based events, exhibitions similar in nature to Gandhi Memorial Conclave and similar Conclave organized by other State Govt. (b) No. of similar projects completed in last 5 years (i.e.2011-2012,2012-2013, 2013-14, 2014-15, 2015-16).	Work Order/Work Completion Certificate clearly indicating experience. Work Order/Work Completion certificate clearly.	10
2.	The bidder should have achieved a minimum Financial Turnover of Rs. 3 Crores in past three Financial years (2014-15, 2015-16, 2016-17) – in equivalent temporary works/Event contracts or related works.	Audited Financial Report for Financial year 2014-15, 2015-16 and 2016-17 and CA certificate indicating minimum annual financial turnover from the services of related works for 2014-15, 2015-16 and 2016-17.	10
3.	Presentation: The Technical Qualified Bidder shall be required to give a A-V presentation at Patna on the date so intimated before the selection committee. The presentation shall cover the following points.		50
	A. Pre-event Activities: (i) Conceptualization and Planning of the Event. (ii) Theme and Vision of the event (iii) Design of the event flow as per the program schedule (iv) Event execution Plan. (v) Co-ordination with Department & Media. (vi) Travel related activities. (vii) Concept & Design of the coffee Books. (viii) Others	Work plan & execution including Manpower.	
	B. Event Activities: (i) Co-ordination and arrangement during opening and closing ceremonies. (ii) Deployment of Staff. (iii) House Keeping, Support Services, Security Arrangements, Logistics etc. (iv) Branding & Beautification of the venue. (v) Others	Concept, Design and Execution Plan	
C. Post Event Activities: (i) Post event report, Transcripts. (ii) Post event Proceeding, Session Notes etc. (iii) Press coverage, Still Photographs & Video graphs etc. (iv) Others	Concept, Design and Execution Plan		
Total			70

7. Refer Annexure-3, PRESCRIBED PERFORMA FOR FINANCIAL BID
(Page 36 of 40) is modified and replaced as below:-

PRESCRIBED PERFORMA FOR FINANCIAL BID
For View Only (Use Only Uploaded Financial Bid Sheet)
(Item wise breakup of main scope of work as mentioned in section-2)

Sl. No.	Stage	Description of Work/Item	Amount (In Rs.)	
			(In Digit)	(In Word)
1	Pre-event Activities	Conceptualization and Planning for GMC 2017		
		Venue Development for Inaugural Hall & Conclave Area		
		Participation Arrangements		
		Others		
2	Event Activities	Opening and Closing Ceremonies		
		Staffing		
		Support Services		
		Security		
		Branding at the venue and beautification of the venue		
		Logistics		
		Others		
3	Post Event Activities	Post event report, Transcripts.		
		Post event Proceeding Book, Session Notes etc.		
		Press coverage, Still Photographs & Video graphs etc.		
		Others		
4		Total----		

* (Please add rows and additional pages as per requirement)

NOTE- 1. "The mode of transport (Train/Air) and accommodation in Hotels to be finalized in consultation with Education Department/BSEIDC. Train fare/Air fare/Hotel charges will be reimbursed as per actual expenditure. Hence its cost should not be Quoted in total cost of Financial Bid".

2. The cost of advertisements will be reimbursable by Education Department/BSEIDC. DAVP rates and the rates prescribed by Public Relations Department, Government of Bihar shall be applicable. Hence advertisement cost should not be Quoted in the total Financial Bid.

(Please Note: The rate should be inclusive of all taxes like Service Tax, Value Added Tax, Works contract tax, insurance etc.)

Total Rupees (INR) _____

(In words Rupees) _____



We abide by the above offer/quote and terms condition of the RFP, if the Department of Education/BSEIDC Bihar selects us as the Selected Bidder/Agency.

If our offer is accepted and if we fail to pay the Performance Security in the manner as specified in the RFP Document, the amount of Bid Security, as aforesaid, shall stand absolutely forfeited to the Department of Education/BSEIDC Bihar without prejudicing the rights of the Department of Education/BSEIDC Bihar to proceed further in any manner it deems fit.

Until a formal Agreement is prepared and executed between us, this bid, together with your LOI, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid that you may receive.

We declare that the information stated above and enclosed is complete and absolutely correct and any error or omission therein, accidental or otherwise, as a result of which our bid is found to be non-responsive, will be sufficient for the Department of Education/BSEIDC Bihar to reject our bid and forfeit our bid security in full.

Sincerely,

Signature _____

Name _____

Name of the Firm/Agency _____

Designation _____


Complete address _____

Phone no. _____ Mobile _____

E-Mail ID _____

**Signature of the applicant/ Authorized
Representative of Agency with
Seal/Stamp**

The other terms and conditions will remain unchanged.


20-1-2017
(Brajesh Prasad)

Chief Consultant (Technical)
(Mobile No-9430684392)