

BSEIDC ON BEHALF OF
Education Department
Government of Bihar
Invites
Tender Document
FOR

**Selection of Agency for Supplying of Memorabilia for
Gandhi Memorial Conclave, 2017 on date 10.04.2017 to
11.04.2017 at Patna.**

BSEIDC
(A Bihar Government Undertaking)
Bihar State Educational Infrastructure Development Corporation Ltd.
ShikshaBhawan, Bihar RastrabhashaParisad Campus, Acharya Shiv PujanSahay Path,
Saidpur, Patna-800004 (0612-2910314)
E-mail: bseidc1@gmail.com Website: www.bseidc.in

Disclaimer

- A. The information contained in this Tender Document provided to the Bidder(s), by or on behalf of the Department/Corporation or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.
- B. The purpose of this Tender Document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This Tender Document does not purport to contain all the information which each Bidder may require. This Tender Document may not be appropriate for all persons, and it is not possible for the Department/Corporation, its employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this Tender Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender Document and where necessary obtain independent advice from appropriate sources. The Department/Corporation, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Tender Document.
- C. The Department/Corporation may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

TABLE OF CONTENTS

Section 1. Schedule of Tender Process.....	Page No-6
Section 2. Terms of Reference.....	Page No-7 to 8
Section 3. Bidding Procedure	Page No 9 to 17
Section 4. Evaluation of Bid.....	Page No 18
Section 5. Bid Schedule, Venue & Payment.....	Page No 19 to 20
Annexures.....	Page No 21 to 26

BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
(A Govt. Of Bihar Undertaking)
ShikshaBhawan, Bihar RastrabhasaParishadCampus ,Acharya Shiv PujanSahay Path, Saidpur,
PATNA-800004.(Tel. No: 0612-2910314)

Ref.No.: BSEIDC/NIT/2016-17/-

Date: 15-3-2017

Short Notice Inviting Tender No.-72 /2016-17**Request for Proposal (RFP)**

Name of work – Selection of Agency for Supplying of Memorabilia for Gandhi Memorial Conclave, 2017 on date 10.04.2017 to 11.04.2017 at Patna.

1. BSEIDC invites Proposal/Tender on Rate Contract basis from reputed and experienced firm. Those who have executed similar job/work for Government Department/Organization will be considered.
2. The details specification of the work is as below:-

Detail Specification of the Work	Quantity (in nos.)
Design and supply of memorabilia for Champaran Centenary festival, Memorabilia design should be of Mahatma Gandhi sculpture (replica of Gandhi Murti in the west of Gandhi Maidan, Patna) overall size 10”x12” ; Memorabilia to be laser engraved on MAHAGONY/RED CEDAR/MAPLE wood with minute detail; Back ground should be Hot pressed with UNIMOUNT DRYMOUNT TISSUE/UV SATIN MATT on MDF/Wooden base of thickness 7.5 mm or above.	3700 (Three Thousand Seven Hundred)

Note:- The quantity of Memorabilia may increase/decrease.

3. Date of Issue of Notice : **15-03-2017**
4. Period for downloading of RFP Document : **From : 18-03-2017 To 27-03-2017, 15.00 Hrs**
from website : www.bseidc.in
5. Time, Date & Place of Pre-Bid Meeting : **Time: 16:00 HOURS, Date : 24-03-2017, in the office of Managing Director, BSEIDC, Patna.**
6. Last Date & Time for Receipt of Bids : **Date : 28-03-2017, TIME; 15:00 HOURS**
In the Office of BSEIDC, Patna.
7. Time & Date of opening Technical Bids : **Date : 28-03-2017, TIME: 15:30 HOURS**
In the Office of BSEIDC, Patna.
8. Period of Bid Validity : **90 Days.**

9. The Bid should be enclosed with a processing fees of Rs. 5000/- (Rs. Five Thousand only) and an Earnest Money/Performance Guarantee (Security) of Rs. 50,000/- (Rs. Fifty Thousand only) in shape of Demand Draft of a Nationalized Bank in favour of “**Managing Director, Bihar State Educational Infrastructure Development Corporation Ltd. (BSEIDC)**” payable at **Patna**. Applications not accompanied with processing fees and earnest money shall be rejected.

10. **Essential Requirement:-**

- (i) The responding bidders should have experience of at least one year in the field.
 - (ii) The bidder should have achieved a minimum Financial Turn Over of Rs. 10 lac in past any three Financial Year (2013-14, 2014-15, 2015-16) in equivalent works.
 - (iii) The bidder shall provide PAN, Service Tax, Registration Certificate, Service Tax Return and Income Tax Return for last three year.
11. The interested agency/company/firm may download the Request for Proposal (RFP) Document from website i.e. **www.bseidc.in**
12. The BSEIDC reserve the right to modify or delete any clause of RFP and to accept or reject any proposal without assigning any reason thereof.

(Brajesh Prasad)
Chief Consultant (Technical)
BSEIDC, Patna

Section 1. Schedule of Tender Process

The Department would endeavor to adhere to the following schedule during the Bidding Process:

SL. No	Description	Date
1	Period for downloading of RFP documents	From : 18-03-2017 To 27-03-2017, 15.00 Hrs from website : www.bseidc.in
2	Date and time for Submission of Proposal	Till 15:00 hrs, on 28 March 2017
3	Opening of Technical Proposal	15:30 Hrs, on 28 March 2017
4	Opening of Financial Proposal	To be Notified Later

Section 2. Terms of Reference

2.1 Background:

The Education Department/BSEIDC plans to organize the Gandhi Memorial Conclave (GMC) 2017 at Patna, Bihar.

An International Convention in the memory of Mahatma Gandhi would be organized in Patna from 10th April to 11th April 2017. The selected bidder has to supply/deliver the Memorabilia complete in all respect as per work order.

BSEIDC has been authorized for Selection of Agency for supplying of Memorabilia on behalf of the Education Department, Government of Bihar, so invites proposal from the experienced companies / firms/Agency engaged in such business. The Selected Bidder will be responsible for making all necessary arrangements to deliver the Memorabilia on time. Selected Bidder has to carry out the assignment in accordance with the provisions of the Terms of Reference of the Tender document and the work order to be issued by the Education Department/BSEIDC.

The Education Department/BSEIDC has adopted a single stage two envelope bid system process i.e. Technical & Financial Bid for selection of the Bidder for award of the Assignment and invites Proposals with justification estimates from eligible Bidders for the Assignment in accordance with the terms of this Tender Document. The Bidders are requested to submit their Proposals in accordance with the Bidding Documents. The Proposal shall be valid for a period of not less than 90 (Ninety) days from the due date specified in Section 1 for submission of Proposals.

2.2 Scope of Work

Design and supply of memorabilia for Champaran Centenary festival, Memorabilia design should be of Mahatma Gandhi sculpture (replica of Gandhi Murti in the west of Gandhi Maidan, Patna) overall size **10”x12”**: Memorabilia to be laser engraved on MAHAGONY/RED CEDAR/MAPLE wood with minute detail; Back ground should be Hot pressed with UNIMOUNT DRYMOUNT TISSUE/UV SATIN MATT on MDF/Wooden base of thickness **7.5 mm** or above.

SECTION 3. BIDDING PROCEDURE

3.1 SUBMISSION PROCEDURE

- 3.1.1** Bidders who wish to participate in this selection process will have to register on **www.bseidc.in**.

Technical Bid: Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid.

PART 1- Bid security and price of the Tender Document in a separate sealed envelope superscribed with the Tender Document number. Please enclose EMD/Performance security of Rs. 50,000 and Price of one copy of the Tender Document of Rs. 5,000/- in form of Demand Drafts drawn in favour of **MD, BSEIDC** payable at Patna.

PART 2 – One copy of TECHNICAL BID complete with all technical and commercial details except the prices.

Note: Filling up prices in Part 2 will render the Bidder disqualified.

The envelopes containing Part 1 and Part 2 of offer should be enclosed in a larger envelope dully sealed and will be marked as Technical Bid all pages of the offer must be signed.

Financial Bid:-

The Bidder shall put the Financial Bid in prescribed Proforma and format as per Annexure 3 and sealed, super scribed as "Financial Bid").

- 3.1.2 Services offered should be strictly as per specifications mentioned in this Tender Document.
- 3.1.3 Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- 3.1.4 Bidder shall quote the prices of services as mentioned valid for 90 days.
- 3.1.5 The price of one copy of the Tender Document is Rs. 5,000/-, which can be paid by crossed Demand Draft.

3.2. ELIGIBILITY CRITERIA

The bidders shall be evaluated in two stages

1. Pre-qualification stage
2. Technical Evaluation of Proposal (**Annexure-2**)

The Bidder fulfilling pre-qualification criteria shall be shortlisted for Technical Stage. The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. **Bids from consortiums and joint venture are not allowed.**

Claims without documentary evidence will not be considered.

Department of Education/BSEIDC reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the Department of Education/BSEIDC's decision shall be final in this regard. Department of Education/BSEIDC may, in its absolute discretion, waive any of the conditions and/or requirements in the Tender in respect of any or all of the bidders.

(A) Stage-I Pre-qualification criteria for Bidders.

SL. No.	Pre-qualification Criteria	Documentary Evidence
1	The responding bidders should have experience of at least one year in the field.	Work Order/Work Completion Certificate. Annexure-4
2	The bidder should have achieved a minimum Financial Turn Over of Rs. 10 lac in any three Financial Year (2013-14, 2014-15,2015-16) in equivalent works.	C.A Certificate/Income Tax Return
3	The bidder shall provide PAN, Service Tax Registration Certificate, Service Tax Return and Income Tax Return for last Three years.	A copy of PAN, Service Tax Registration Certificate, Service Tax Return and Income Tax Return. The bidder shall also submit copy of the returns of Service Tax and Income Tax for last three years.
4	The bidder shall provide a valid EMD/Performance Security acceptable to BSEIDC. EMD deposit of Rs. 50000/- has to be submitted along with bid documents. Non-refundable Tender fees of Rs. 5,000/- through Demand Draft.	Tender Fee and EMD through Demand Draft.
5	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any Government Department, Organization, and Corporation.	Self certified letter.
6	Tender document seal & signed.	

* **“Bidder”** shall mean a corporate entity, firm (propriety or partnership, Individual), company or a corporation eligible to participate in bidding process.

(B) Stage – II: Technical Evaluation

The bidders fulfilling pre-qualification criteria will be shortlisted for Technical Evaluation. The technical evaluation criteria are given in the following table:

Sr.	Criteria	Documentary Evidence	Max. Marks
1.	(a) The bidder should have a Minimum one years of experience In similar nature of work (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. 10 lac in past any three Financial years (2013-14, 2014-15, 2015-16) – in equivalent works/Event contracts or related works.	CA certificate/Income Tax Return	10
3.	Presentation: The technical qualified bidder Shall be required to give a A-V/ Sample presentation at Patna on the date so intimated before the selection committee.	Sample of Memorabilia	50
Total			70

After detailed evaluation of above details, as per marking system BSEIDC/Committee shall shortlist the bidder(s) securing 45 or more marks. Such bidder(s) shall be called “Technically Eligible bidder(s)” and such technically eligible bidder(s) shall only be eligible for financial bid opening.

(A) FINANCIAL BID

A financial bid of technically eligible bidder shall be opened. The technically eligible bidder offering **the best possible offer amount** (L-1) to Department of Education/BSEIDC for the said work will be invited for negotiation and finalization of agreement.

Department of Education/BSEIDC has the right (in its absolute discretion) to determine how to progress any discussions and/or negotiations with successful bidder following submission of the Proposals.

3.3 CORRECTION OF ERRORS

Price Proposals determined to be substantially responsive will be checked by the Department of Education/BSEIDC for any arithmetic errors. Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total price bid amount and summary of total cost of all components/parts, then the following will be procedure.

- a) Where there is discrepancy between the rates in figures and in words, whichever is less shall govern.
- b) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- c) If the total amount of bid quoted is less than actual summation of cost of all the components/parts as the case may be, then the total quoted amount shall govern and difference between the actual summation and amount quoted shall be considered as a discount.
- d) If total amount of bid is more than actual summation of cost of all components/parts as the case may be, then the individual cost of the components/parts shall govern and total amount shall be reduced to actual summation and it shall be considered as mistake in totalling.
However, the decision of Department of Education/BSEIDC in this regard shall be final and binding.

The amount stated in the form of bid for price proposal will be adjusted by the Department of Education/BSEIDC in accordance with the above procedure for the correction or errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the EMD may be forfeited in accordance with relevant clause.

PROCEDURE OF SENDING SEALED OFFERS:

1. As mentioned in Tender Document please refer to section 3 Bidding Procedure.

3.4 NUMBER OF PROPOSALS

- 3.4.1 Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

3.5 PROPOSAL PREPARATION COST

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. Department of Education/BSEIDC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

3.6. RIGTH TO ACCEPT OR REJECT

- 3.6.1. Department of Education/BSEIDC may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.
- 3.6.2. Notwithstanding anything contained in this RFP, Department of Education/BSEIDC reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.
- 3.6.3. Department of Education/BSEIDC reserves the right to reject any Proposal if at any time if a material misrepresentation made by a Bidder at any stage of the bidding process is discovered.

3.7. CLARIFICATIONS

- 3.7.1. A prospective Bidder requiring any clarification on the RFP may notify Department of Education/BSEIDC in writing or by facsimile to Managing Director, BSEIDC within such date as specified in RFP Time Schedule (Section-5). At its sole discretion, BSEIDC may upload its response to such queries on the website: www.bseidc.in.

3.8 BID SECURITY

- 3.8.1 Proposals would be accompanied with a Bid Security (EMD / Performance security) for an amount of **Rs.50,000/- (Rupees Fifty thousand Only)**. The Bid Security amount shall be valid throughout the Proposes Validity Period and would have to be extended if so required by Department of Education/BSEIDC.
- 3.8.2 The Bid Security shall be in the form of a demand draft in favour of the, Managing Director, BSEIDC, drawn on any scheduled bank payable at Patna.
- 3.8.3. The Bid Security amount shall be returned to the unsuccessful Bidders within a period of two (2) weeks from the date of signing of Agreement between Department of Education/BSEIDC and the Successful Bidder.
- 3.8.4 The bid security amount of the successful bidder will be automatically turned into security deposit at the time of allotment of tender and will be refunded along with the final payment.
- 3.8.5 The Bid Security shall be forfeited in the following cases:
1. If the Bidder withdraws its Proposal;
 2. If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
 3. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

3.9 PERFORMANCE GUARANTEE

- a The Security Money/EMD of Rs. 50,000/- (Rs. Fifty Thousand only) submitted with Bid will be taken as Performance Guarantee of the Selected Bidder .

3.10 BIDDER's RESPONSIBILITY

3.10.1 The Bidder is expected to examine carefully the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.

3.10.2 It shall be deemed that prior to the submission of Proposal, the Bidder has:

- a) made a complete and careful examination of terms & conditions/requirements, and other information set forth in this RFP document;
- b) Received all such relevant information as it has requested from Department of Education/BSEIDC; and
- c) Made a complete and careful examination of the various aspects of the Assignment.

3.10.3 Department of Education/BSEIDC shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

3.11 CORRESPONDENCE/ENQUIRY

3.11.1 All correspondence / enquiries should be submitted to the following in writing by fax/registered post / courier:

Managing Director, Bihar State Educational Infrastructure Development Corporation, Shiksha Bhawan, Bihar Rastrabhasa Parishad, Acharya Shiv Pujan Sahay Path, Saidpur, Patna-800004, Tel No:0612-2910314

Email – bseidc1@gmail.com

3.11.2 No interpretation, revision, or other communication from Department of Education/BSEIDC regarding this RFP is valid unless it is in writing and is signed by Managing Director.

3.12 FORMAT AND SIGNING OF PROPOSAL

3.12.1 Bidders would provide all the information as per this RFP and in the specified format. Department of Education/BSEIDC reserves the right to reject any Proposal that is not in the specified format.

3.12.2 The Proposal would include submissions to be made on the respective Proposal Due Date as set out in Section-5 (RFP Time Schedule).

3.12.3 If the Proposal consists of more than one volume, Bidder must clearly number the volumes and provide an indexed table of contents.

3.12.4 The Proposal and its copy shall be typed or printed and the Bidder shall initial each page. The person(s) signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

3.13 PROPOSAL DUE DATE

3.13.1 Proposals should be submitted as per information provided in section 5 of this RFP.

3.13.2 Department of Education/BSEIDC at its sole discretion; accept any Proposal(s) after Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.

3.14 TEST OF RESPONSIVENESS

3.14.1 Prior to evaluation of Proposals, Department of Education/BSEIDC will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive if;

- a) it is received on the respective Proposal Due Date;
- b) It is accompanied with a Demand Draft for a sum of Rs.5,000/-(Rupees Five Thousand only) drawn in favour of Managing Director, BSEIDC payable at Patna paid towards the Cost of the RFP and non-refundable Bid Processing Fee.**
- c) It is accompanied with the "Bid Security" amount of Rs. 50,000/- (Rs. Fifty Thousand only) as set out in RFP Document.
- d) It is signed, sealed, and marked as stipulated in RFP Document.
- e) It contains the information and documents as requested in the RFP;
- f) It contains information in the form and formats specified in the RFP;
- g) It mentions the validity period as set out in this document;
- h) It provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by Education Department/BSEIDC. Department of Education/BSEIDC reserves the right to determine whether the information has been provided in reasonable detail or not;
- i) There are no inconsistencies between the Proposal and the supporting documents.

3.15 A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one which,

3.15.1 affects in any substantial way, the scope, quality, or performance of the Assignment, or

3.15.2 limits in any substantial way, inconsistent with the RFP document, Education Department/BSEIDC's rights or the Bidder's obligations under the Agreement, or

3.15.3 Unfairly affects the competitive position of other Bidders presenting substantially responsive Proposals.

3.16 Education Department/BSEIDC reserves the right to reject any Proposal which in its opinion is nonresponsive and no request for modification or withdrawal shall be entertained by Education Department/BSEIDC in respect of such Proposal.

3.17 PROPOSAL EVALUATION

3.17.1 The Qualification Submissions of the Bidders would be checked for responsiveness with the requirements of the RFP and shall be evaluated as per the Criteria set out in **Section-3 &4**

3.18 DELCARATION OF SUCCESSFUL BIDDER

3.18.1 Department of Education/BSEIDC may either choose to accept the Proposal of the successful Bidder or invite him for negotiations/Clarification.

3.18.2 Upon acceptance of the Proposal of the Bidder technically qualified with Lowest Financial Bid, with or without negotiations, Department of Education/BSEIDC shall declare the tenderer as the Successful Bidder.

3.18.3 In case two or more bidders quote equal in financial bid, then the bidder scoring higher in the technical bid evaluation shall be declared successful.

3.19 NOTIFICATIONS

3.19.1 Department of Education/BSEIDC will notify the Successful Bidder by a Letter of Acceptance (LOA) that its Proposal has been accepted.

3.20 EDUCATION DEPARTMENT/BSEIDC RIGHT TO ACCEPT OR REJECT PROPOSAL

Department of Education/BSEIDC reserves the right to accept or reject any or all of the Proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of the Assignment, without liability or any obligation for such acceptance, rejection or annulment.

Department of Education/BSEIDC reserves the right to invite revised Proposals from Bidders with or without amendment of the RFP at any stage, without liability or any obligation for such invitation and without assigning any reason.

Department of Education/BSEIDC reserves the right to reject any Proposal if at any time:

- a) a material misrepresentation made at any stage in the bidding process is uncovered; or
- b) The Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.

3.20.1 This would lead to the disqualification of the Bidder. If such disqualification / rejection occur after the Proposals have been opened and the Successful Bidder gets disqualified/ rejected, then Department of Education/BSEIDC reserves the right to:

- a) Declare the Bidder receiving the next highest score as the successful tenderer and where warranted, invite such Bidder to equal or better the score secured by such disqualified Successful Bidder; or
- b) Take any such measure as may be deemed fit in the sole discretion of Department of Education/BSEIDC, including annulment of the bidding process.

SECTION 4. EVALUATION OF BIDS

4.1 EVALUATION PARAMETERS

- 4.1.1 Department of Education/BSEIDC will evaluate the bids determined to be substantially responsive i.e., which
 - a. Are properly signed;
 - b. Conform to the terms and conditions & technical specifications.
- 4.1.2. Thereafter, the substantially responsive bidders shall be called upon to present their strategy regarding conceptualization, planning, designing, construction, direction and execution of the project on a turn-key basis before a committee. The Committee will assign marks out of max 70. Those who shall score minimum 45 marks shall qualify for opening of financial bid.
- 4.1.3. The Technically Qualified bidders quoting the lowest (L1) will be selected as the successful bidder.

SECTION 5. BID SCHEDULE AND VENUE

EDUCATION DEPARTMENT/BSEIDC would Endeavour to adhere to the following schedule:

Sl. No.	Activity	Scheduled Date & Time
1	Place for obtaining Bid Document	Can be obtained from the Office of Managing Director, BSEIDC or downloaded from www.bseidc.in
2	Last date and Time for receipt of Bid	28.03.2017 (03:00 P.M.)
3	Address for submission of Bid Documents	Managing Director Bihar State Educational Infrastructure Development Corporation Shiksha Bhawan, Bihar Rastrabhasha Parishad Campus, Acharya Shiv Pujan Sahay Path, Saidpur, Patna-800004
4	Venue of opening of Technical & Financial Bid	Managing Director, Bihar State Educational Infrastructure Development Corporation, Shiksha Bhawan, Bihar Rastrabhasha Parishad, Acharya Shiv Pujan Sahay Path, Saidpur, Patna
5	Date & time of opening of technical Bid	28.03.2017 (03:30 P.M.)
6	Date & time of opening of financial Bid	To be communicated later to technically qualified bidders

SCHEDULE OF PAYMENT

- 25% payment of the cost of project within three days of allotment for mobilization of labour & resources against bank guarantee of the equivalent amount.
- 75% payment (Full & Final as approved by the competent authority) on (The EMD which will be automatically turned into security deposit at the time of allotment of tender will be refunded along with the final payment).

ANNEXURE - 1

FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT

UNDERTAKING

(On the Letter Head of the Bidder)

To,

Managing Director,
Bihar State Educational Infrastructure Development Corporation,
Shiksha Bhawan, Bihar Rastrabhasa Parishad,
Acharya Shiv Pujan Sahay Path,
Saidpur, Patna

Sub: - **Selection of Agency for Supplying of Memorabilia for Gandhi Memorial Conclave, 2017 on date 10.04.2017 to 11.04.2017 at Patna.**

Sir,

We have read and understood the Request for Proposal (RFP) along with Draft. Agreement in respect of the captioned Assignment provided to us by Department of Education/BSEIDC.

We hereby agree and undertake as under:

Not with standing any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP provided to us. This Proposal is Valid till ----- (At least 6 Months from the Proposal Due Date).Please. find enclosed herein with the Proposal the Demand Draft bearing number ----- for **Rs. 50,000/- (Rupees Fifty Thousand only)** drawn in favour of the Managing Director, BSEID payable at Patna towards the Bid Security Amount dated thisday of..... 2017

Name of the Bidder

Signature of Authorized Signatory

Name of the Authorized Signatory

Date:

ANNEXURE-2

PRESCRIBED PROFORMA FOR TECHNICAL BID

Sl. No.	Criteria	Documentary Evidence	Max. Marks
1.	(a) The bidder should have a Minimum 1(one) years of experience In similar nature of work (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. 10 Lac in past three Financial years (2013-14, 2014-15, 2015-16) – in equivalent works/Event contracts or related works.	CA certificate/Income Tax Return	10
3.	Presentation: The technical qualified bidder Shall be required to give a A-V/ Sample presentation at Patna on the date so intimated before the selection committee.	Sample of Memorabilia	50
		Total	70

After detailed evaluation of above details, as per marking system BSEIDC/Committee shall shortlist the bidder(s) securing 45 or more marks. Such bidder(s) shall be called “Technically Eligible bidder(s)” and such technically eligible bidder(s) shall only be eligible for financial bid opening.

ANNEXURE - 3

FORMAT FOR FINANCIAL PROPOSAL

(Envelope - 3)

(On the letter head of the bidder)

Date: -

To,
Managing Director,
Bihar State Educational Infrastructure Development Corporation,
Shiksha Bhawan, Bihar Rastrabhasa Parishad,
Acharya Shiv Pujan Sahay Path,
Saidpur, Patna

Ref: Selection of Agency for Supplying of Memorabilia for Gandhi Memorial Conclave, 2017 on date 10.4.2017 to 11.04.2017 at Patna.

Sir,

We are pleased to quote the license fee as below. We have reviewed all the terms and conditions of the Request for Proposal and confirm that, we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFP. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid.

(The bidders are required to submit a detailed breakup of the financial cost quoted herewith above as per the format prescribed ahead; in a manner that the cost implication to BSEIDC for any variation of items of event can be accessed from the break-up. Any financial proposal submitted without breakup as described above may be rejected out rightly.)

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

Sl. No.	Description of Works with Item	Total No Memorabilia Required	Unit	Rate per unit (In Rs.)	Total Amount (In. Rs.)	Amount (In. Word)
1	Memorabilia	3700	No.			

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

Total Cost 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**

ANNEXURE – 4

**LIST OF SIMILAR WORK EXECUTED PERTAINING TO EVENT
MANAGEMENT SERVICES IN LAST FIVE YEARS**

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt.-Completion dt.)

NOTES:

- Each of the listed works shall be supported with the copy of work order & work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

LIST OF WORK IN HAND SHALL BE ATTACHED AS UNDER:

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt.-Completion dt.)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partners shall be considered provided past experience is subject to legal consent of individuals, partners or new firm set up by the partners.

Signature of Bidder