

CHECK LIST FOR BIDDERS / APPLICANTS

1. The Bidder should ensure that all documents and papers submitted in this Technica BID are fully authenticated by the authorized signatory under his signature with official seal wherever applicable.
2. The following documents form part of the BID and should be submitted with Technical BID:

Sl. No	Documents to be submitted	Documents Submitted	
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.		Page No. at which Document Attached
2.	Statement indicating experience of supplying such items & working with Govt. Ministries/ Departments/PSUs, etc		
3.	General Power of attorney in favour of the signatory signing the BID documents. It is not required in case of proprietary firm if the proprietor himself signs the documents.		
4.	Attested copy of Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.		
5.	Attested copy of VAT/CST/Service TAX Registration number & Valid labour License, if applicable.		
6.	Attested copy of PAN Number.		
7.	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT/Service Tax if applicable.		
8.	Attested copies of IT returns for the last three years filed by the agency		
9.	Attested copy of Audited Accounts regarding details of turn over for the year 2010-11, 2011-12 and 2012-13.		
10.	BID security/EMD to be submitted for package-I - Rs.25,000/-, Pacakge-II - Rs.10,000/-, Package-III - Rs.2,000/- in the form of demand Draft in favour of BIHAR EDUCATION PROJECT COUNCIL, Payable at PATNA.		
11.	Bank Account No. of the Firm with IFS Code & Bank Name		
12.	Bid Form		
13.	Financial Bid (Separate envelope)		

Signature of the Bidder with Seal

BIHAR EDUCATION PROJECT COUNCIL
Shiksha Bhawan, Rashtra Bhasha Parishad Parishar, Saidpur, Patna-800 004

TENDER DOCUMENTS FOR SUPPLYING OF GOODS/SERVICES FOR SHIKSHA DIWAS
FROM SUPPLIERS/SERVICE PROVIDER AGENCIES/FIRMS

01. Sealed tenders are invited for quotation of Hiring of goods/ services as per **Package-I**, Preparation, decoration and event management of Stage, Gallery and entire pavilion of BEPC at Gandhi Maidan **Package-II**, Printing Of Flex **Package - III**, Videography & Photography Services for Shiksha Diwas and scheduled to be tentatively organized on 11-13 November 2014. from the service provider Agencies/Suppliers/Firms.

02. Scope of work: Interested Firms/ service provider Agencies/Suppliers are invited to submit their most competitive quotations/rates for the following goods/services/supplies under mentioned packages:

Package I - Preparation, decoration and event management of Stage, Gallery and entire pavilion of BEPC at Gandhi Maidan (Details enclosed as Annexure-I)

Package II - Printing Works - Flex, (Details enclosed as Annexure-II)

Package III - Videography & Photography services (Details enclosed as Annexure-III)

03. Package wise terms & conditions:

Package I - Preparation of Stage, Gallery & Barricading at Gandhi Maidan

BEPC invites sealed tender for organising the Shiksha Diwas. The details of work and services to be organised is enclosed Package- "I" Annexure "I".

1. The event Management Firm should be able to produce documentary evidence in support of successful event management and planning.

2. The whole set-up should be ready by the evening 10th Nov.2014 and sound quality should be tested.

3. Bidders are required to give power point presentation about their proposal & experience within one day notice for Package I to Technical Evaluation committee constituted by SPD. On the basis of presentation the technical evaluation committee will select responsive bids. The financial bid of these selected bidders will be opened and work will be awarded to the L1 Bidder.

4. The prospective bidder in their own interest may visit the venue for assessment of the quantum of the work and further clarification if any may be sought from **Sri Raman Kumar, Accounts Officer, Mob. No .9431840504**

5. Shabby or dirty covers /table cloths / masking etc. shall not be accepted & no payments shall be made for shabby work. Fresh covers and cloths are preferable.

6. Firm shall provide an orientation to the volunteers/organizer.

7. All arrangements to be ready by 01:00 PM on 10.11.2014.

Package III - Videography & Photography Services

(i) Date and time of the individual function will be intimated to the firm by the BEPC in advance.

(ii) No transport will be provided to the firms for covering the function.

(iii) DVD of the photographs will be required to be submitted before supply of final prints.

(iv) The firm will ensure that the photographs taken at the function will be property of BEPC and not used for any other commercial or publicity purpose.

(v) The quality of prints should be excellent. Payment will not be made for prints found to be defective, dim or otherwise considered unsuitable.

(vi) Only Professional and experienced Videographers/Photographers should be deployed to cover the events.

(vii) Day-wise album will be presented at the end of each day.

04. Delivery Place:

Bidder will install and deliver the materials in requisite number on Gandhi Maidan, Patna. Transportation cost (to & fro) will be borne by the bidder and shall be included in the quoted price.

05. Qualification Conditions

- a) Bidder should be registered. Bidder should be authorized supplier (on hire basis) /service provider of the quoted item/work and should submit the relevant documents/certificates.
- b) Bidder should have experience of supplying such items and doing work and will have to furnish details of the work done.
- c) Bidder shall provide all relevant records required i.e. Income Tax Clearance Certificate, Commercial Tax Clearance Certificate and other taxes (whichever applied) and Bank Account Number in the name of the firm.

06. Bid Price:

- (a) The contract shall be for the full quantity for each package as described above. Corrections, if any, shall be made by crossing out, initiating, dating and re-writing.
- (b) All duties, taxes and other levies including the transportation expenses is payable by the contractor under the contract and shall be included in total price.
- (c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account. Each bidder shall submit only one quotation in the format supplied with IFQ. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite Information must be filled in the supplied Format.

07. Pre Bid Meeting:

Clarification for any queries arising from above may be sought at **the pre-bid meeting scheduled for 11:00 a.m. on 15.10.2014** at the HO of BEPC at Shiksha Bhawan, Patna.

08. Submission of Quotations/Bid:

- (a) Each bidder should submit sealed quotation (in two separate part i.e. **Technical (Part-I)** and **Financial (Part-II)** in sealed envelopes) for every package. super scribed on the envelop - Shiksha Diwas – package no. - (Name of the work) Part- (I or II) (Technical/Financial)
- (b) The following documents will form the Technical (Part-I) of the bid (Photocopy duly self attested to be compulsorily enclosed)
 1. Firm/Company Registration Certificate Article or Memorandum of Association or partnership deed or proprietorship registration as the case may be.
 2. Income Tax Return last three years
 3. Commercial Tax Clearance Certificate
 4. Bid Security/EMD as stipulated in the bid document
 5. Details of work experience
 6. Audited Accounts regarding details of turn over for the year 2010-11, 2011-12 and 2012-13.
 7. Bank account Number in the name of the firm
 8. Valid Labour License if applicable
 9. VAT/CST/Service TAX Registration Certificate if applicable
 10. Copy of PAN/Number
- (c) The Financial (Part-II) of the bid shall consist of only Rates/ Price in the proforma supplied with IFQ on the company's letter pad. All the column and requisite information must be filled in the prescribed format.
- (d) Bidder must quote the rate for each package separately. Award of contract on the basis of lowest evaluated price shall be for each package. The bidder must quote the rate per item per day of total duration of hiring. Bidder may quote rate of one package or more than one package Bidder must quote the rate of all items in each package.

09. Performance Security:

- (a) 5% of total bid/contract value will have to be deposited as performance security in form of Bank Guarantee/Demand draft in favour of Bihar Education Project Council, payable at Patna by the lowest evaluated responsive bidder before the award of work. The performance security will be refunded only after the expiry of contract as specified in the bid document/agreement.
- (b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/agreement etc. infringed or the bidder fails to complete the work in time

10. Bid Security:

* Each Bidder will have to submit bid security, in the form of Demand Draft in the name of Bihar Education Project Council, Patna. Bid security for the following packages in the form of **Demand Draft submitted with Technical Bid**.

Package	Bid Security Amt.
Package – I	₹ 25,000.00
Package – II	₹ 10,000.00
Package – III	₹ 2,000.00

* The bid security shall be forfeited

- (a) in case a bidder withdraws its bids after opening of Technical (Part-I) and before the validity period of the bid.
- (b) If a bidder fails to deposit performance security within specified period as per intimation/request from BSPP
- (c) If a bidder fails to execute the agreement within specified time as intimated/requested

11. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

12. Evaluation of Quotations

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed; &
- b) Confirm to the terms, conditions, specifications and qualification conditions.

13. Award of Contract

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

- 13.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- 13.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 30 days in exceptional cases.
- 13.3 The purchaser may increase or decrease the number of items to be supplied/work to be done, if so required, up to 15% within the contract validity period. The purchaser may issue the work order in part on different delivery periods, maximum in three phases.

14. Other Terms & Conditions

- (a) Bihar Shiksha Pariyojna Parishad reserves the right to prepone/postpone/ cancel the programme. The bidder will have to abide with the decision.
- (b) Payment shall be made after the function and submission of bills which will be subject to satisfactory work (certified by the committee constituted for the purpose). Personnel In charge will certify the quality and quantity of the items supplied/work done as per specifications and recommend accordingly the extent of payment.
- (c) No preference will be given to any bidder or class of bidders, either for price or for other terms and conditions.
- (d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- (e) Successful bidder will have to enter into an agreement with Bihar Education Project Council for timely execution of the work order.
- (f) No payment will be made for any damage of goods supplied on hire basis.
- (g) Liquidated damages provisions for damages shall be included in conditions of the contract when delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

Offers are to be sent during working hours on or before 1.00 PM of **21.10.2014** in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical-(Part-I) and Financial (Part-II) bids/quotations to the Chief Accounts Officer, Bihar Education Project Council, Shiksha Bhawan, Rashtra Bhasha Parishad Parishar, Saidpur, Patna. Sealed quotations received till then will be opened in the office on the same day i.e. **21.10.2014** at 3.00 PM in the presence of bidders or their authorized representatives who desire to be present.

Looking forward to receiving your quotations, with thanks.

C. Singh 8-10.14
Chief Accounts Officer
Bihar Education Project Council,
Shiksha Bhawan, Rashtra Bhasha Parishad
Parishar, Saidpur, Patna.

FORMAT OF FOR TECHNICAL BID
(PART - I)

S.N.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD Package No. -	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number(copy to be enclosed)	
8	Sales Tax/VAT Registration Number (copy to be enclosed)	
9	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT/Service Tax if applicable. (copy to be enclosed)	
10	Attested copies of IT returns for the last three years filed by the agency	
11	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
12	Attested copy Audited Accounts of turn over details for the year 2010-11, 2011-12 and 2012-13	
13	Experience in dealing with Govt. Departments (Indicate the names of the Departments and dealing with those Departments and attach copies of contracts orders.)	
14	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
15	Whether agency profile is attached?	
16	List of other clients	

Place :

Signature of Bidder with Seal

FORMAT OF FINANCIAL BID (PART-II)

Package-I

ANNEXURE-I

Name of the Firm :

Preparation, decoration and event management of Stage, Gallery and entire pavilion of BEPC at Gandhi Maidan

The following items of works/items to be arranged by the Event Management Firm for the function:

A. Landscaping, Fabrication, Artistic Work & Designing of Gandhi Maidan, Patna

Sl. No.	Brief Discription of Item	Estimated Qty.	Unit	Rate Per Unit	Amount (In Rs.)
01	Main Stage with two Stairs Stage measuring 30ft.x18ft. with two stairs. Stage would be built with wooden panels supported by iron frames. The iron frame and wooden panel must be of better gauge so that it could bear the burden of 30 persons comfortably and safely.	1	per Sft.		
02	13 Activity Corner within BEPC pavilion Event Management company have to suggest and give concept of design and décor of these 13 activity corner. Event management company will responsible to organize activity in these corners with required materials, manpower and other needful things.	13	Per Corner		
03	Main Gate Size – 60'x25' (based on BEPC Theme) with ply/collapsible gate, wall Pillar with painting/ letter painting and other materials	01Pcs	Per Pc.		
04	INDICATION SINAGE IN SITTING ARRANGEMENT	6Pcs	Per Pc.		
05	Other Designing Charges of entire pavilion of 40,000 Sq Ft area (Forty Thousand Sq Ft Area) (As per requirement) (Details to be mentioned in the quotation by the bidder.		L.S.		
06	FLOWER DECORATION STAGE PODIUM , Flower decoration from main front gate to Stage	As required	L.S.		

07	FLOWER BOUQUET (20 no's) / BASKETS (4 no's)	24pcs	Per pc.		
	Total				

(Total Rupees in words)

1. We agree to supply the above mentioned items on hire basis in accordance with the technical specification for a total contract price of Rs..... (In words Rs.....) including Taxes, Transportation etc. within five days of the issue of supply order.
2. We also confirm that the normal commercial warrantee/guarantee of 6 days shall apply to the offered goods and services.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

Signature of Bidder with Seal

FORMAT OF FINANCIAL BID (PART-II)
Package-II

ANNEXURE-II

Name of the Firm:

Printing Works - Flex

A. Printing of Flex

Sl. No.	Brief Description of Item	Specification	Unit	Quantity (Approx.)	Rate per Sq. Fit(Including all Taxes)
A	B	C	D	E	F
01	Flex Banner Printing	Standard quality	Sq. fit	As per requirement	
02	Flex Board with Frame with Installation		Sq. fit		
03	Vinyl Printing with Sun board pesting.		Sq. fit		
				Total	

(In words.....)

1. We agree to do the above mentioned work in accordance with the technical specification for a total contract price of Rs..... (In words Rs.....) including Taxes, Transportation etc. within five days of the issue of Work order.
2. We also confirm that the normal commercial warrantee/guarantee of 6 days shall apply to the offered goods and services.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

Signature of Bidder with Seal

FORMAT OF FINANCIAL BID (PART-II)
Package-III

ANNEXURE-III

Name of the Firm:

To Provide Videography & Photography services for Shiksha Diwas

Function Site to be covered. Gandhi Maidan, Patna .

Sl. No.	Brief Description Items	Requirements	Rate for per Piece of Photograph
A	B	C	D
01	Photography Services	* Two professional photographers must be available to cover all the events from 9 to 11th Nov.2014 * Photographs will be delivered on DVDs and 50 prints for each day selected by BEPC * Day-wise albums will be presented at the end. These photographs must be clear of high quality. (photo size – Post Card)	
			Rate for Videography per day
02	Videography Services	* Two Cameramen & Two attendant videographers must be available to cover all the Programmes/events from 9 to 11th Nov.2014. * Format ; HD Resolution * Events to be covered, edited and delivered in DVDs	
		Total	

(In words)

We agree to do the above mentioned works on hire basis in accordance with the technical specification for a total contract price of Rs..... (In words Rs.....) including Taxes, Transportation etc. within five days of the issue of work order.

Signature of Bidder with Seal