

Jharkhand State Livelihoods Promotion Society

(Under the aegis of Rural Development Department, Govt. Of Jharkhand)

3rd Floor, FFP Building, HEC, Dhurwa, Ranchi-834004

Phone No. 0651-2401782 - 83

Email – jslps.ranchi@gmail.com, Website – www.jslps.org

No:1218 /Ranchi

Date: 28/08/2018

Notice Inviting Tender for Empanelment of Event Management Agency for the SARAS MELA

Sealed tender are invited from registered Event Management Agency for empanelment towards providing different activities required for management of SARAS Mela to be held at Dhanbad from 28th September, 2018 to 7th October, 2018. The detailed activities to be undertaken during the event along with other terms & condition and prescribed formats for submission of tender are available in the website of JSLPS e.g. www.jslps.org which can be downloaded for use. Interested agencies may submit their tender in a sealed cover super-scribing as “**Tender for Empanelment for Event Management Agency for Saras Mela 2018-19**” to the undersigned on or before 12.30 hours of **10th September, 2018**.

**Sd/
Chief Executive Officer**

Address for submission of Bid:

The Chief Executive Officer
Jharkhand State Livelihood Promotion Society
3rd Floor, Shanti deep Tower,
Radium Road, Ranchi-834001

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- A) Background:** Jharkhand State Livelihood Promotion Society (JSLPS) under the aegis of Rural Development Department, Government of Jharkhand is an autonomous Society registered under the Societies Registration Act, 1860. JSLPS's mandate to promote livelihoods amongst disadvantage communities across the State to reduce the poverty. JSLPS has been designated by the Government of Jharkhand to design and implement the Aajeevika Project of Ministry of Rural Development, Government of India in the State. JSLPS is going to organize the 1st Saras Mela at Dhanbad for the year 2018-19 from 28th September, 2018 to 7th October, 2018, for which event management agency is required for manage the entire program, which include stage arrangement etc.
- B) Objective:**
Manage the Saras Mela, 2018, which including stall, stage arrangement, sound, Light, Sanitation etc. including other ancillary's activities as required for the event management.
- C) Scope of Work:-**
- 1) Installation 250-300 stall under the hanger including Office Room, Cultural stage etc.
 - 2) Safety and security in the event Management areas.
 - 3) Light, sound, Sanitation etc. in the Event Management areas.
 - 4) Branding activities required under the event management areas.
 - 5) Any other activities as per requirement of the program.
- D) Key requirements:-**
- 1) Valid registration for event management and GST registration certificate including other statutory registrations required if any for the assignment.
 - 2) Annual average turnover during the last three financial years (2015-16, 2016-17 & 2017-18) should be Rs. 500.00 lakhs.
 - 3) Should manage minimum three similar natures of activities during the last three financial year (2015-16, 2016-17 & 2017-18) or till July, 2018.
 - 4) The profile of the organization and major activities undertaken during the last financial year (2017-18).
 - 5) An EMD of Rs. 50,000.00 in the shape of Demand Draft in favour of Chief Executive Officer, JSLPS payable at Ranchi.
 - 6) Copy of the relevant document should be submitted along with the proposals.
- E) Process of Submission:**
- 1) The bidders will submit their proposal in sealed separate envelope during the stipulated date and time in the prescribed format as mentioned in the tender document and mentioned in **Annexure-I & Annexure-II**.
 - 2) All the Technical document will be put in one envelop including annexure-I super-scribing as '**Technical bid**' on cover of the envelop and the rates quoted for different activities/items will be put in a separate envelope super-scribing as '**Financial Bid**'. Both the technical and financial proposal will be put in a single envelop.

- 3) The tender will be opened publically (only Technical Bid) at **13.00** hours of last date mentioned in the tender in the conference hall of JSLPS and the firm who will technically qualified only their financial bid will be opened in a separate date/time.
- F)** Order will be placed with the lowest responsive firm who will quote the lowest responsive package price subject to submission of performance security of Rs. 10.00 lakhs in shape of Demand Draft or BG in favour of Chief Executive Officer, payable at Ranchi. The performance security will be returned after successful completion of the event and if any violation in the terms & condition of the contract, the Performance Security will be forfeited.
- G)** Quantity of any activities increased/decreased based on the requirement, payment will be made on proportionate basis. There is no provision of advance payment.
- H)** The selected agency will handover the sites with complete task on 10.30 hours of 26th September, 2018 and dismantling work should be start immediately after completion of the event and clear the ground within 3-5 days.
- I)** All the works/activities undertaken during the event will be physically verified by a Physical Verification Committee and payment will also made based on the recommendation of the Committee. Hence, the selected agency will closely work with the physical verification Committee.
- J)** The agency will take all the safety and precautionary measures during the works.
- K)** Any activities/items required during the event, other than the list as mentioned at Annexure-I, JSLPS will pay the actual cost of that activities/items.
- L)** JSLPS reserves the right to accept or reject any bid(s) without assigning any reason thereof for which no claim shall be entertained

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Annexure-I

Technical format for submission of tender

SL. No	Requirement	Compliance	Remarks
01	Name of the Event Management Agency with complete Address with Phone No. & email ID		
02	Registration No.		
03	GST Registration No.		
04	Annual Turnover (INR in Lakhs) 2015-16: Rs. 2016-17: Rs. 2017-18: Rs.		
05	Event Management Capacity: (Minimum Three activities)		
06	EMD of Rs. 50,000.00 in shape of DD favour of Chief Executive Officer, JSLPS.		
	Concept note how to manage the event		
07	Own infrastructure facility and associated agencies/organization		
08	Any Other facilities to be provided by event management agency		

Name of the Event Management Agency:

Name & Designation of the Authorize person:

**Authorize signatory
Name & Designation
Official seal**

Price format

Hiring of Event Management Agency for the SARAS MELA to be held on 27th September, 2018 at Dhanbad, Jharkhand					
1	2	3	4	5	6
Sl. No.	Description	Qty.	Unit	Unit Cost (INR)	Total (INR)
1	<u>Exhibitions German Super structure</u>				
2	Inside triangular/round clear span hanger superstructure of different size as per drawing, cover with 760 GSM waterproof and fire retardant covers PVC covers. Structure Profile is attached for your reference. With Wooden flooring and carpet. (Quote for Iron & German both structure)	4 Hangers 45000	Sq. ft		
3	Semi canopy structure with width of 3m/6m/9m covered with blue and grey SRF waterproof and fire retardant fabric.	6000	Sq. ft		
4	<u>Stall Infrastructure (partition)</u>				
5	Aluminium Octonom shell partitioning with Pre laminated inlay panels and aluminium sections framing complete with fascia name in vinyl cut letters, with following accessories. 5 Spot Light/CFL-1/Table 6 X 12, Plug Point/6 Plastic Chair/ 3m X 3m. Wooden Platform with Carpet Size 3 X 3 = 150	250	Nos		
6	<u>Flooring</u>				
7	Synthetic non woven carpet of good quality in approved Colours.				
8	Levelled wooden platform made using 19mm waterproof black board laid properly on wooden section frame work in 4-5 Hangers	50000	Sq. ft		
9	Green PVC Net carpet flooring throughout the open exhibition area outside the structures	75000	Sq. ft		
10	Air-conditioning for State and District Officials & Conference Hall with German hanger flooring, panelling, partitions, Interior , carpeting ,7.5 tons X 12 Nos. Office + Conference Area 60 X 90 = 5400 Sq. ft with Chemical Toilet –2 Nos.	5400	Sq. ft		

11	<u>Electrification</u>				
12	Electrification for the entire exhibition using 1200 KVA Power & proper backup with Generator set (Diesel supply will be done by contractor) metal highlight and halogen fixtures including complete wiring and cabling effort, main panel-sub main panel board erection, and proper electrical distribution etc. complete, Distribution boards, MCB's ELCB' etc. There are the minimum requirements as decided by the tender committee. It may increase as per proper illumination required & it would be provided by the tendered without any additional charges.				
13	a. Metal Highlights-400w with electric pole distance 15'	300	Nos		
14	b. Metal Highlights-150w	100	Nos		
15	c. Halogens-500W	100	Nos		
16	d. Spot Lights	50	Nos		
17	e. Plug Point	300	Nos		
18	f. Cabling Job	LS	LS		
19	g. Main Panel erection	1	Nos		
20	h. Ceiling Fans	100	Nos		
21	j. Three phase Power connections	50	Nos		
22	k. CFL Blub	50	Nos		
23	l. Sufficient Light arrangements in Conference Hall and on Stage.	100	Nos		
24	<u>Sound Arrangements</u>				
25	Sound arrangements for the entire exhibition for light music throughout the exhibition area and for announcement in the exhibition area only.				
26	Sound arrangement for Conference Hall and for cultural programme with Light etc				
27	Thematic (Jharkhand Rural type) Decoration for open areas approved as per design				
28	<u>Barricading</u>				
29	Security periphery boundary wall-made using 7.5 ft high corrugated zinc sheets property fixed in line and level (All around exhibition Ground). Approx 350 x 700				
30	Cloth walling fixed on wooden section framework (one sided) road side height 9 ft.				

31	Metal Steel Barricading at the entry gate. With queue managers.				
32	Food court using attractive umbrella type sitting structures and cloth draping work, Carpeting, round table arrangement and sitting arrangement.				
33	<u>Toilets (Men & Women)</u>				
34	Chemical toilets for VIP lounge with attendant	2	Nos		
35	Flags with addition Hoarding i.e. Printed Logo of Mela. Size 4' X 3'	100	Nos		
36	<u>Gates.</u>				
37	Large main gate for the exhibition as per the theme and design of the exhibition made using 6mm plywood and fixed on wooden framework. Size 30 X 20	1	Nos		
38	Exit gates for the exhibition 2 gates size 20 X 15	2	Nos		
39	ABC type Fire-Extinguishers Fire fighting arrangements	In All Hall & other required places			
40	1000 KVA DG set (Soundless) diesel by JSLPS	1	Nos		
41	Videographer making video film and Photography in Jharkhand pavilion, including covering VIP visits during the fair. Providing four sets of video cassettes/CDs and four sets of Photographs (approx. 350 snaps) with album (7" X 5")				
42	Security office, fire brigade office Size 3m X 6m First aid, Help Desk in canopy and octagonal system.	4	Nos		
43	Imparting information about Jharkhand. LED walls – 20 x 10 2 nos (C) 2 no. of Touch-Screens for dissemination of information about Jharkhand.				
44	Theme Pavilion a hanger of 648 Sq. Mtr. along with front facial, carpeting, panelling , Plasma screen display unit etc.				
45	Internal & External Security, Security guard-100 Nos. Per day with Arm guards Supervisor, Manager operations, Security System, C.C Camera approx 25 camera with TV etc.				

46	Printed Gas balloon 12ft Dia height 300 ft. (Govt. Logo)				
47	A/c VVIP Lounge with complete Furnishing 30 x 20				
48	Flower bouquet Flower decoration Balloon Decoration at Main stage VIP Lounge, Bouquet for day to day requirement, conference hall, main gate & adequate flowers/plants pots inside the pavilion				
49	Providing necessary water supply, Provision of small pantry for tea, coffee, cold drinks, , Biscuits etc with pantry boys.				
50	a) Coffee machine – 1				
51	b) Water Filter – 1				
52	c) Mineral water as required				
53	d) Refrigerator – 01				
54	Seminar arrangement at the venue				
55	Refreshment for VIPs, Lunch & high tea for 100 persons per day during the Mela period				
56	Housekeeping of the entire ground including internal cleaning of exhibition and toilets during the mela period maintenance including internal cleaning of exhibition area.				
57	Guide (10), Reception facilities				
58	Invitation card 1500 nos., Brochures	2000	Nos		
59	Design of T.V. Adds/Newspaper A4 size/radio (F.M.) 30 seconds				
60	Ticket Counter with table, chair, and light arrangement complete signage.				
61	a. 3 Nos. for Gents				
62	b. 3 Nos. for Ladies				
63	1 Nos. of Physically challenged				
64	Drinking water arrangements with disposable glasses and water dispensers	2 Counters	Nos		
65	General Toilets with Urinals, sewerage system	20	Nos		
66	Security / Fire Brigade office				
67	Main Stage				
68	Hanger structure with background 48 X 40 with 6ft height shuttering 2 nos. of green room with amenities, podium 2 nos. inauguration deeps front sitting arrangement				
69	Sofa with cover, Centre Table VIP chair, table, with water proof				

	covered area (Capacity Approx 800 pax)				
70	Total Cost (INR) excluding GST and inclusive of all other cost towards transportation, erection, fittings, dismantling etc.				
NB: In order to get more information and clarity, the interested agency may inspect the venue site of Dhanbad (Gulf Ground).					