



**Bihar Start Up Fund Trust
Department of Industries
Government of Bihar
2nd Floor, Vikas Bhawan, Bailey Road, Patna 800015**

RFP No : 2796

/Patna

Date : 20.9.23

Request for Proposal

**FOR SELECTION OF EVENT MANAGEMENT COMPANY FOR BIHAR INNOVATION
CHALLENGE'2023.**

Dear Mr./Ms.:

The Bihar Start up Fund Trust, Department of Industries, Government of Bihar now invites proposals to provide the following services:

**PROVIDING EVENT MANAGEMENT SERVICES FOR BIHAR INNOVATION
CHALLENGE'23.**

1. This Request for Proposals (RFP) is open for all the concerned Agencies.
2. A firm will be selected under **Lowest Cost Method** procedures.

The details of the event and the Scope of Works are mentioned hereunder:

1. Background & Context:

Bihar Innovation Challenge - 2023 is an all-India innovation challenge being conducted by Startup Bihar, Department of Industries, Government of Bihar. This event aims to foster innovation at all levels and commercialization of these innovations through successful ventures.

BIC-2023 invites applications from students, innovators, startups, research scholars, etc. from all over India who are developing innovative solutions using cutting-edge technology and can exhibit a proof-of-concept/prototype ready in the following areas:- Robotics and Drones, Agri-tech and allied sectors, Med-tech/Biotech/Health-tech, Heritage, culture, and tourism, Clean and Green Environment, Fintech, Edu-tech.

Participants are categorized into three categories:

Category A- School students, Category, B- College Students, Category C- Startups/Research Scholars

Shortlisted applicants are required to prepare a working prototype/model, demonstrate and pitch its business prospects to the Jury members during the Grand Finale.

 



Winners and runner-ups will receive gifts/cash prizes worth in lakhs and further funding opportunities under Bihar Startup Policy. They will also receive handhold & mentorship support from premier institutes of Bihar.

Dates of Event

BIC-2023 will be 2-day mega event to be conducted on **4th & 5th October'2023** at Gyan Bhawan, Patna.

2. Terms of Reference & Scope of Work:

Sl. No.	Requirement	Quantity [Tentative]	Delivery
1	Preparation of Registration desk With required Stationeries(A4 Papers, Pens, Staplers, Adhesives, Colour Printers.	15	4 th & 5 th October
2	Preparing designs for brochure and other creative requirements.	As per actual	By 2 nd October
3	Digital marketing/paid promotion of the event	As per actual	28 th September to 3 rd October
4	Booking of air ticket (Economy Class) for dignitaries. (To & Fro)	20-30 guests	By 30 th September (List will be provided by 29 th September)
5	Stage decoration and Podium Setup, name facia for degnatories (Digital printed), Tables ,Chairs, Electric Sockets, Sofa & Glass Round Table, decoration of venue, Box Gates preparation, Selfie-point creation/Photo Shoot Point, light and sound arrangements, LED TVs, LED Back drop, Extension Boards, High Speed Internet and Wi-Fi Connection.	Stage decoration- 2 Decoration of venue Box Gates- 2 Selfie-point creation-3 Light and sound arrangements Podium-2 LED backdrop-2 Led TVs- 50 Premium sofa- 15, Glass top Tables-6 Premium Chairs in each stall-3 Premium chairs-350-400	By 6:00 am on 4 th October for 4 th & 5 th October (Note: venue will be handed over at 9:00 pm on 3 rd October'23)
6	Preparation of Layout and arrangement of stalls, flooring, decoration of Exhibition Hall.	Stalls-275	By 6:00 am on 4 th October for 4 th & 5 th October
7	Arrangement of Anchors	2 (Fluency English & Hindi specking and prior experience of national level submit)	Confirmation of anchors by 1 st October

Signature



8	Transport arrangement for Guests and participants within Patna	Premium cars (equal to Innova Crysta) for guests- 10 Bus (50 Seater)- 3	3 rd to 5 th October
9	Printing including digital printing, Standees, Banners, Poster, letterpress, Printing of invitation, conference note pads, information booklets, mini booklets for programs, files/ folder covers, letterheads/ folders, Id-cards, certificates etc.	As per actual	Delivery by 2 nd October and installation on 3 rd October
10	Photography and videography of the events.	As per actual	4 th & 5 th October
11	Arranging of Lunch, Snacks & Tea for guests and participants.	50-60- Premium Other – 1000	4 th & 5 th October
12	Arranging of Welcome Gifts and Mementos for dignitaries and guests, certificate and prize award for winners.	As per actual	Printed and designed by 2 nd October and delivery on 4 th October
13	Participants Kits: Dairy, Pens, Folders, Event Schedule, Bihar Start Up Policy, Food Coupons, ID Cards	600	Printed and designed by 2 nd October and delivery on 4 th October
14	Jury Kits: List of Participants, Event Schedule, Dairy, Pen, Folder, Memento for Guests with Name.	50	Printed and designed by 2 nd October and delivery on 4 th October
15	Professional Volunteers Required with proper dress code.	30	4 th & 5 th October

In Addition to it, if required may have to deliver other items and perform other activities or make some minor changes as per the instruction of organiser and payment will be done on actual delivery basis.

3. Eligibility Criteria:

- Agency should be registered entity under Companies Act/ Partnership Act/ Society Act or proprietorship - Copy of Registration certificate required. (**Note: Joint venture(JV)/Consortium is not allowed**)
- Minimum experience required 5 years after its establishment/registration.



- iii. Must have valid GST registration, PAN, TAN etc.
- iv. Agency should not be blacklisted or debarred from any Central / State Government organization – The firm will provide **Notarized undertaking (Upload/submit Original Copy only)** in this regard.
- v. The agency must have rich experience in working with business organizations in the domestic and international markets.
- vi. The Agency must have worked with Government departments.

THE SELECTION CRITERIA:

4. Selection Methodology:

1. Technical Qualification (Annexure I)
2. Financial Bid (Annexure II)

The Agency will be selected through competitive bidding process; the bid shall contain 2 parts: one as qualification (Technical) bid and other as financial bid. The qualification bid shall contain proof of documents in support of eligibility criteria, brief profile of the agency, experience in organizing similar events, copy of GST Registration, copy of PAN / TAN, copy of the audited balance Sheet & certificate of the Chartered Accountant confirming the turnover.

Technical Evaluation criteria:

Sl.No.	Evaluation Criteria	Maximum marks	Reference document
1	Organization Profile	60 marks	
1.1	Number of Business Events with numbers not less than 6 events (road show/ exhibitions/ festivals/trade fairs) organized in the last 3 (three) financial years i.e., the current financial year (2022-23) and last 2 FY 2021-22, 2020-21. 1. Upto 3 events: 10 marks 2. 4 - 6 events: 15 marks 3. More than 6 events: 20 marks	20 marks	Credentials and Documentary proof- Work Order/ Agreement
1.2	Revenue generated/ Total Project Value for a single similar event obtained in the 3 (three) financial years i.e., the current financial year (2022- 23) and last 2 FY 2021-22, 2020-21. 1. Sponsorship/ revenue generated of INR 25 Lakhs: 10 marks 2. Every additional amount of INR 5lakhs: 1 mark each (max marks up to 20 cumulatively)	20 marks	Credentials & Documentary proof - Work order/ Agreement
1.3	Events Managed for Government client and Banks in the last 3 years*: Minimum 1 event organized for Central/ State Govt., / PSU/ Government Institutions/ Scheduled Banks with minimum project value of INR 25 Lacs 1. Up to 5 events: 5 marks 2. More than 5 events : 1 additional mark up to maximum 10 marks	10 marks	Credentials & Documentary proof- Work order/ Agreement



1.4	The organization should have a Pan-India presence in the major cities of India in terms of event organized/regional chapters/offices/infrastructural support and other networking facilitation. 1. Up to 3 states/ UTs: 05 marks 2. More than 3 States/ UTs: 1 additional mark up to maximum 10 marks	10 marks	Documentary proof- Work order/ Agreement/ GST registration of offices
2	Technical Presentation including Team Strength	40 marks	
2.1	a. Understanding of work b. Team strength c. Strategy for domestic outreach d. Top Global companies' outreach e. Organizing events f. Other innovative ideas.	20 marks	
3	Turnover: Financial Strength Total Turnover of the 3 consecutive financial year ending 2022-23 1.5 Cr - 10 Marks Above 1.5 Cr – 1 additional mark for every Cr (Max 10 marks)	20 Marks	CA Certificate
	Total	100 Marks	

5. Method of Selection:

- The agencies shall be selected on the basis of the technical proposals and/or presentations made by the empanelled agencies for the published Event Management works.
- The qualifying score will be 70 marks out of 100. Firms which qualify in the technical valuation will be short listed for opening of financial bids.
- The final selection will be made on the basis lowest financial bid from the technically qualified bidders.

6. MODE OF PAYMENT:

Payment will be made to the Agency after completion of the event and ascertainment by Department of Industries, BSFT, that work was carried out satisfactorily and in accordance with the terms and conditions. No advance shall be given and the Agency is required to submit the bills within 15 days of completion of the event.

7. Submission of the bid

Documents supporting the eligibility criteria shall be duly sealed in an envelope clearly marked as "Qualification bid for organizing Bihar Innovation Challenge 2023". The Financial bid shall be duly sealed in an envelope and clearly marked as "Financial Bid for Bihar Innovation Challenge 2023". Both the envelopes should be sealed and marked "Bid for Bihar Innovation Challenge 2023". The completed bid shall be submitted to the office of BSFT, Department of Industries, 2nd Floor, Vikas Bhawan, Bailey Road, Patna 800015 on or before 27th September'23 upto 3:00 p.m either by Speed post/ Registered post/ Hand



Submission.

8. Bid Validity:

The bid shall valid from the date of issue of Work order.

9. Pre-Bid Queries:

Interested bidders can email their pre-bid queries latest by 22-09-2023 by 11 am

On email id **startup-bihar@gov.in**

10. Bid Opening:

The qualification bid shall be opened on 27.09.2023 at 3pm in the presence of the bidders or through their authorized representative. The financial bid shall be opened for only those bidders who qualify the minimum eligibility criteria.

11. Bid Schedule:

Sl. No.	Activity	Date
1.	Issue of bid document	21.09.2023
2.	Last date for receipt of queries on bid document	22.09.2023
3.	Response to pre-bid queries (if any)	23.09.2023
4.	Last date of receipt of bid document by 03:00 pm	27.09.2023
5.	Opening of the technical bids by 4:00 pm	27.09.2023
6.	Opening of Financial bid	27.09.2023

12. Additional Information:

- Conditional bids will be rejected outright.
- Performance Security:** The selected Agency shall submit a Performance Security for an amount of 10% of the value of the assignment for one year in the form of a demand Draft/Bank guarantee in favour of BSFT Department of Industries, Government of Bihar. The Performance Security shall remain valid for a period of 60 days beyond the date of completion of the contractual obligation of the agency.
- Termination by default:** Department of Industries reserves the right of Government of Bihar to reject, cancel and terminate any offer without assigning any reason thereof.
- Risk- Purchase Clause:** If the Agency after submission of the tender and on the acceptance of the same fails to abide by the terms and conditions of the Tender Document or fails to complete the work within the specified time or at any time repudiates the contract. The Director Industries, Department of Industries will have the right to:
 - Terminate the contract of the agency and blacklist the agency.



- ii. Invoke the Security Deposit.
 - iii. In case of completion through alternate sources and if price is higher, the
Agency will pay the balance payment to BSFT, Department of Industries, Government of Bihar
 - iv. For all purposes, the Work Order issued by the Office of Director Industries, Department of Industries, Government of Bihar will be considered as formal contract.
- e. **Arbitration:** Provisions of Arbitration Act 1996 & 2002 will be applicable, and venue of arbitration will be Patna, Bihar.
- f. **Jurisdiction:** Patna, Bihar.
- g. Post issue of work order within 3 working days, the agency needs to start the work.

Interested eligible agencies can submit their details by post in sealed envelope to the Director Industries, Government of Bihar, 2nd Floor, Vikas Bhawan, Bailey Road, Patna 800015 latest by 11 am dated 27.09.2023.


20/9/23

For Director (Industries)
Department of Industries
Govt. of Bihar





Form of Technical Bid (Annexure I)

Technical bid should be submitted in separate envelop super scribing "Technical Bid"

Sl.No.	Particulars	Particulars
1.	Name of the work	Bihar Innovation Challenge'23
2.	Name and address of Bidder	
3.	Company Profile	
4.	GST	
5.	PAN	
6.	Number of Business Events (Work order) (Point 4- Technical evaluation criteria)	Financial Year 2022-23 2021-22 2020-21
7.	Revenue Generated/Total project value for a similar event of INR 25 Lakhs (CA certified) (Point 4- Technical evaluation criteria)	Financial Year 2022-23 2021-22 2020-21
8.	Events Managed for Government client and Banks in the last 3 years (Work order/Agreement/etc): Minimum 1 event organized for Central/ State Govt., / PSU/ Government Institutions/ Scheduled Banks with minimum project value of INR 25 Lacs (Point 4- Technical evaluation criteria)	1. Up to 5 events: 2. More than 5 events :
9.	The organization should have a Pan-India presence in the major cities of India in terms of event organized/regional chapters/offices/infrastructural support and other networking facilitation. (Work order/ GST	1. Up to 3 states/ UTs: 2. More than 3 States/ UTs:

9/11/23



	registration certificate/ etc) (Point 4- Technical evaluation criteria)	
10.	Technical Presentation including Team Strength: a. Understanding of work b. Team strength c. Strategy for domestic outreach d. Top Global companies' outreach e. Organizing events f. Other innovative ideas. (Point 4- Technical evaluation criteria)	To be attached in Pen drives along with the technical bid.
11.	Turnover: Financial Strength Total Turnover of the 3 consecutive financial year ending 2022-23 (CA Certificate) (Point 4- Technical evaluation criteria)	Turnover value
12.	Registered Address	
13.	Phone No. with STD code	
14.	Mobile No.	
15.	Email ID	
16.	List of Enclosure	i. ii. iii. iv. v.

I/We declare that I/We have examined the terms and condition mentioned in the tender document and accordingly agree and accept the same for tender/ bid filling

Date:

Place:

(Signature of the Authorised Signatory)

(Name and designation of the Authorised Signatory)

Name and Seal of the Agency

The above tender cum bid format should be typed on the official letter head of the bidder. Separate sheet or to be enclosed if the space is not sufficient for the data to be provided.

Handwritten signatures



Form of Financial Bid (Annexure I)

(To be submitted on the letter head of bidder)

Financial bid should be submitted in separate envelop super scribing "Financial Bid"

To

The Director Industries
Department of Industries
Government of Bihar
2nd Floor, Vikash Bhawan
Bailey Road, Patna
800015

Subject: Tender w.r.t. Bihar Innovation Challenge'23

Sir,

With reference to tender for EVENT MANAGEMENT COMPANY FOR BIHAR INNOVATION CHALLENGE'2023 at Gyan Bhawan, Patna.

I/We hereby submit our financial bid of Rs..... (in words)(Inclusive of all Taxes excluding GST) for Event management for Bihar Innovation Challenge'2023 as per prescribed scope of work.

I/We agree and undertake to abide by all the terms and conditions of the tender. In witness thereof. I/We submit this Bid under and in accordance with the terms of the bid document.

Date:

Place:

(Signature of the Authorised Signatory)

(Name and address of the Authorised signatory)

Name and Seal of the Agency

 