

REQUEST FOR QUOTATION

FOR

Selection of an agency for End-to-End Event Management for Mega Job Fair/s at state level by Bihar Skill Development Mission (BSDM) Labour Resources Department, Government of Bihar.



RFQ No: BSDM / SANKALP/Mega Job Fair-185/2024-1
Date: 23.12.2024

Bihar Skill Development Mission (BSDM)
Department of Labour Resources, Government of Bihar
A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001
Email Id: biharskilldevelopmentmission@gmail.com
Website: www.skillmissionbihar.org

Bihar Skill Development Mission (BSDM)
Department of Labour Resources, Government of Bihar
A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001
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Email: biharskilldevelopmentmission@gmail.com Website: www.skillmissionbihar.org

Notice Inviting Request for Quotation (RFQ)

RFQ No: BSDM / SANKALP/Mega Job Fair-185/2024-1

Date 23.12.2024

Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites proposals (Two Bid System) from reputed and experienced organizations for End-to-End Event Management of Mega Job Fair/s at State level to be organized by BSDM.

Kindly note that the selection of agency under this RFQ will not guarantee allocation of work and BSDM will assume no liability or cost towards it.

Document Fee and Tender Processing Fee: All Applicants have to pay a **non-refundable** Document Fee of Rs. 5,000/- (Rupees Five Thousand only) and Tender Processing Fee of Rs. 590.00 (Five Hundred Ninety only) **through e-payment mode** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal.

Earnest Money Deposit (EMD): An EMD of Rs. 1,00,000/- (One Lakh) only, through e-payment mode (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal, well before the last date/time for submission/uploading of offer/Bid, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.

The proposal has to be submitted through online mode on <https://www.eproc2.bihar.gov.in> and can be searched by clicking the Tab “Tender” on home page of above website and then going to Latest Tender by searching Department Name as “Labour Resources Department”.

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFQ which can be seen or downloaded from the “e-Procurement Portal <https://www.eproc2.bihar.gov.in> and BSDM website: <https://skillmissionbihar.org/tenders>. The RFQ will be available to download from the above websites from the date 23-12-2024. The **Pre-bid meeting** will be held on **01:00 PM of 30.12.2024 through physical mode**. The last date for uploading of proposal/bid will be the date 13.01.2025 up to 15.00 Hrs. Technical Bid will be opened on or after the date 13.01.2025 at 16:00 Hrs. **The Evaluation of Bids will be under QCBS System.** Please refer RFQ document for complete details.

The undersigned reserves the right to issue addendum/corrigendum/modification or to amend any or all conditions of this RFQ Document or to accept or reject any or all proposal(s) or to cancel the whole of this RFQ at any stage without assigning any reason thereof and no bidder shall have any cause of action or claim against the undersigned for the same.

Mission Director,
Bihar Skill Development Mission,
Department of Labour Resources, Govt. of Bihar

SECTION - I

Tender Schedule/Timelines and Instructions:

SN	Activity	Date/ Time: Duration
1.	Online Sale/Download date of Tender documents	From the date 23.12.2024 (https://www.eproc2.bihar.gov.in)
2	Last Date of sending Pre-Bid queries by e-mail	The date 29.12.2024 up to 11.00 Hrs. on biharskilldevelopmentmission@gmail.com
3	Date, Time and Place of Pre-Bid Meeting	Niyojan Bhawan, Bailey Road, Patna-800001, on 01:00 PM of the Date 30.12.2024
4	Publishing of Pre-Bid queries response	Latest by the Date 02.01.2025 at e-proc2 website/BSDM website on best effort basis.
5.	Last Date/Time for submission/ uploading of offer/Bid	The date 13.01.2025 up to 15.00 Hrs. (https://www.eproc2.bihar.gov.in)
6.	Date & time for opening of Technical Bid	On or after the date 13.01.2025 at 16:00 Hrs. (https://www.eproc2.bihar.gov.in)
7.	Date and time for Technical Presentation and demonstration.	Date and time for Technical Presentation and demonstration shall be communicated later
8.	Financial Bid Opening Date and Time	Post Completion of Technical Evaluation, at e-proc portal, as per decision of competent authority.
9.	Method of Selection	As per QCBS (70:30)
10.	Bidding in Consortium/Joint Venture	No
11.	Bid Proposal Validity	365 days from the date of opening of bid
12.	Agreement Period	One year from the date of signing of contract; extendable further for another one year based on satisfactory performance and /project requirement and based on the sole discretion of BSDM.
13.	Contact Person/ Nodal Officer for queries	Mr. Suresh Kumar Singh Mission Director Email: biharskilldevelopmentmission@gmail.com Contact no: 9431881162

- Detailed descriptions and instructions for submitting the proposal can be downloaded from e-tender website (<https://www.eproc2.bihar.gov.in>).
- **Return of EMD:** The EMD of unsuccessful bidders will be returned after execution of agreement with successful agency or completion of Bid validity period whichever is earlier.
- Bids along with necessary online payments (Tender Processing Fee, Document Fee and EMD) must be submitted through e-Procurement portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the NIT/RFQ. The department/Tendering Authority doesn't take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc2.bihar.gov.in>) at the respective stage only.

The bidder is expected to carefully examine all the instructions, guidelines, terms and condition and formats of the RFQ. Failure to furnish all the necessary information as required by the RFQ or submission of a proposal not substantially responsive to all the requirements of the RFQ shall be at

bidder's own risk and may be liable for rejection. Bidders are advised to study the RFQ document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

- The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc2.bihar.gov.in>). **This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
 - ❖ BSDM shall carry out the evaluation solely based on the uploaded certificates/documents in the e-Procurement system
 - ❖ BSDM will notify the bidders for submission of original hardcopies of the uploaded documents, if required.
- The bidder shall sign on the supporting statements, documents, certificates and on being uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- **Conditional Bids shall be out-rightly rejected.** The Bidder(s) are required not to impose their own terms and conditions to the bid and if submitted, it will not be considered as forming part of their bids. The decision of Bihar Skill Development Mission shall be final, conclusive and binding on the Bidder(s). In a nutshell, the Conditional Bid or Bid with deviations will be summarily rejected.
- **Validity of Bids:** Minimum 365 days from the date of opening of bid.
- **Pre-Bid Meeting:** BSDM shall receive and respond to Pre-Bid queries of prospective bidders as per the scheduled date and time as mentioned in the above Table of Tender Schedule. The bidders are requested to send their consolidated queries to the e-mail address, as specifically mentioned in the above table, **only once and within stipulated time as mentioned.** Further queries sent by the bidders or queries sent at the last moment, will not be entertained.

BSDM will host a Pre-Bid meeting as per the scheduled date and time as mentioned in the above table of Tender Schedule in this RFP. BSDM may incorporate any changes in the RFP based on acceptable suggestions received in pre-bid queries. The decision of BSDM regarding acceptability or rejection of any suggestion or modification requested, shall be final in this regard and shall not be called upon to question under any circumstances. The response to the queries shall be conveyed by way of hosting amendments/ clarifications on the websites (<https://www.eproc2.bihar.gov.in>) and/or (<http://skillmissionbihar@.org>) and no bidders/participant would be intimated individually about the responses of BSDM.

Only one representative with due authorization from prospective bidder shall be allowed to participate in the pre-bid meeting.

The purpose of the pre-bid meeting is to provide the prospective bidders with information regarding the business process of BSDM, the RFP and the project requirements and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the Project.

Note: The queries should necessarily be submitted in the following format with editable file (in word or excel) only, else the queries may not be entertained by BSDM:

Organization Name: Designation:		Name of representative: E Mail Address:	
S.N.	RFP Document reference, Section and Page No.	Content of RFP requiring clarification(s)	Points of clarification(s)

- **For support related to e-tendering process, bidders may contact at following address:**
“e- Procurement HELP DESK Mjunction Services Ltd, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. “**Toll Free Number: 1800 572 6571**” EmailID: eproc2support@bihar.gov.in.
- **Corrigendum/ Addendum/ amendments** if any, will be published on the departmental website <http://skillmissionbihar.org/> and e-Procurement, Bihar <https://www.eproc2.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.
- Kindly note that the selection of agency under this RFQ will not guarantee allocation of work and BSDM will assume no liability or cost towards it. BSDM makes no commitments, express or implied, that this process will result in a business transaction between anyone.

**SD/-
Mission Director,
Bihar Skill Development Mission
Department of Labour Resources,
Government of Bihar**

e-Tendering Process Related Instructions:

Submission of Proposals Through electronic mode only:

1. The bidder shall submit his bid/tender on e-Procurement platform at www.eproc2.bihar.gov.in.
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://www.eproc2.bihar.gov.in> and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.
5. Tender Processing Fee (TPF), Document Fee and EMD to be paid through e-Payment mode (i.e. NEFT / RTGS, Credit / Debit Card & Net Banking) only.

Note: "Bids along with necessary online payments must be submitted through e-Procurement portal www.eproc2.bihar.gov.in before the date and time specified in the NIT/RFQ. The department / Tendering Authority doesn't take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."

6. The tender opening will be done online only.
7. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc2.bihar.gov.in> only.
8. For support related to e-tendering process, bidders may contact at following address “**e-Procurement HELP DESK Mjunction Services Ltd, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, PS: Shastri Nagar, Patna-800014. “Toll Free Number: 1800 572 6571” Email ID: eproc2support@bihar.gov.in**

1.1 Disclaimer

- i. The information contained in this Request for Quotation document (RFQ) or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the Tenderer or any of their employees, is provided to bidders on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.
- ii. This RFQ is not an agreement and is neither an offer nor invitation by the BSDM to the prospective bidders or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by the Tenderer in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFQ may not be appropriate for all persons, and it is not possible for the Tenderer, its employees to consider the objectives, technical expertise and needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFQ and obtain independent advice from appropriate sources.
- iii. Information provided in this RFQ to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Tenderer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- iv. The Tenderer, its employees make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way in this selection process.
- v. The Tenderer also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any bidder upon the statements contained in this RFQ. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFQ.
- vi. The issue of this RFQ does not imply that the Tenderer is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Project and the Tenderer reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- vii. The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Tenderer or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the Tenderer shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an bidder in preparation of submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Section II

2. Instructions to Bidders

2.1 Brief background of BSDM

Bihar Skill Development Mission (BSDM) has been the nodal agency for skilling in the state of Bihar. The primary objective of BSDM is to create an eco-system and providing umbrella framework for skilling in Bihar. Major tasks are:

- Standardization of processes and norms.
- Providing Web based training delivery and centralized monitoring through dedicated IT portal.
- Centralized Database Management System for training partner empanelment, candidate registration, invoicing, and payment process etc.
- Providing common platform of industry interfacing to facilitate placement activities across sectors.

The Mission is the single point of contact and the state's apex body within the Government of Bihar to formulate and steer skill development schemes across all state departments. BSDM acts as an integrated Mission that combines the efforts of different line departments as of now to achieve the state's skill development target in various domain and employability skills.

In Bihar a comprehensive and long-term strategy for skill development is being developed by the Government of Bihar. Accordingly, the Bihar Skill Development Mission (BSDM) has been constituted under the chairmanship of the Honorable Chief Minister with the vision to increase the capacity & capability of the system to deliver quality skill training and professional knowledge to the youth to enhance their employability and bridge the skill deficit with a view to meet the growing demand for skilled manpower.

Objectives of the Mission:

- To facilitate generation of adequate employment opportunities through a policy framework.
- To encourage and facilitate skill training for youth of Bihar.
- To monitor generation of employment in different sectors.
- To facilitate launching of training programs for both uneducated and educated unemployed persons for up-gradation of their skills.
- To formulate area and trade specific strategies for maximizing employment opportunities on a sustainable basis in the State supported by private sector.
- To facilitate a coordinated approach in achieving the above objectives for maximizing the benefits over time and space and in reaching out the neediest sections of the population.
- Management of skill development agenda of the State of Bihar.

Bihar Skill Development Mission (BSDM) Labour Resources Department, Government of Bihar now invites Request for Quotation (RFQ) from eligible National/State agencies and business houses having prior experience/ engaged in organizing event management for mega job fair/s, industry meets, or similar events organized by state or central government to participate in this RFQ process on rate contract basis. Interested agencies with required qualification and experience may submit their proposal as per the prescribed format attached under Annexures of this document, along with details and supporting documents as specified therein.

2.2 Terms and Conditions:

I. Scope of Work, Deliverables and Timeline:

- a) The selected Event Management Agency (EMA) will be required to undertake the below mentioned tasks with drill down planning, execution, supervision, in coordination with designated officers of Bihar Skill Development Mission for successful conduction of the Mega Job Fair **to be held continuously for 2 days in Patna. The job fair/s may further be extended to other districts.**
- b) Venue & Date will be separately communicated to the selected Event Management Agency (EMA).
- c) **The rate contract will be for one year from the date of signing of contract.** The contract may be extended further for another one year based on satisfactory performance and /project requirement and based on the sole discretion of BSDM, on the same terms & conditions.
- d) **Major set up requirements (indicative) are as below**
 - i. **Registration Area Setup-10 Stalls.**
 - ii. **Lan Yard distribution area setup-10 Stalls.**
 - iii. **Inauguration & valedictory function in one Dome.**
 - iv. **Control Room.**
 - v. **Job Fair Exhibition Stall Setup - approx. 70 stalls to be installed in One/Two Hall.**
 - vi. **Food Court.**
 - vii. **Holding Area in the form of 2 Domes.**
- e) **The scope of work is as under:**

SN	Activity	Scope of Work
1	Concept & Plan	<ol style="list-style-type: none"> i. The selected Event Management Agency (EMA) would be required to depute a dedicated senior executive within two days of issue of work order, to co-ordinate with organizing team of BSDM, to ensure timely and smooth execution of the event. ii. The selected bidder shall communicate name, contact no. and email address of the team being deployed. iii. Selected EMA should ensure that complete setup should be ready, one day before, of Mega Job Fair. iv. Distribution material should be delivered by one day before of Mega Job Fair. v. The communicated dates of the Event, to the selected Event Management Agency (EMA), can be preponed/postponed or the duration may be extended. In such cases the EMA shall be informed accordingly.
2	Printing	<ol style="list-style-type: none"> i. Flex printing with (pasting on wooden wall/ Iron Frame, etc.) approximately up to 10000 sq.ft. in different sizes (indicative sizes 3x6,4x8, 12x8, 16x10, 24x12,10X20, 10x40 sq.ft. etc.) as per requirement at each of the event location. ii. Vinyl Sun Board Approx. 500 Sq.ft. iii. Printing & Distribution of Mementos (20), Badges & lanyard- 300 Nos.- For Organizers, Officials & Services. iv. Printing & Distribution of lanyards (ID with ribbon) for candidates with PVC cover. Approx. 15000 v. Printing of food coupons for candidates - 15000 and organizers/employers - 500 vi. Printing of invitation cards – 100 vii. Printing of pamphlets- 10000
3	Distribution of Material	The EMA is required to supply all distribution materials, one day before the event, and would manage distribution of same to the delegates/participants on the event day/s as per directions of the Organizing team of BSDM.

*** Please refer financial quote for item wise details.**

- The content and design of printing and displaying materials, food menu and other items etc. must be approved from BSDM well before the event, and to be supplied accordingly.
- The materials etc. must comply with central/state government norms, if any, in this respect.
- **The selected bidder will be issued work order/s only upon requirements. The agency will immediately do site inspections and plan accordingly.**
- The selected bidder will have to take all required permissions (administrative or otherwise) in this regard and will have to comply the local municipal rules/regulations, safety arrangements, etc. in this respect.
- **If the selected bidder fails to manage the event in the expected manner or fails to supply or manage any item of the financial quote/work order to the satisfaction of BSDM, BSDM will apart from non-payment for the respective item/s may also levy penalty @ up to 10% of the total work order value on each occasion. The decision of CEO, BSDM with respect to deduction/amount of penalty, for the respective item/s, will be final and conclusive in this regard and will be binding on the part of the selected agency.**

II. Performance Guarantee (Non-Interest bearing):

- The successful bidder will have to submit a performance guarantee (PG) of **Rs. 2,50,000/- (Two Lac & Fifty Thousand)** in the form of a Demand Draft payable at Patna in favor of Bihar Skill Development Mission. The Performance Guarantee will be released after three months from the contract end date.
- Performance Guarantee may be forfeited, and the Letter of Award (LOA) may be cancelled, if the successful bidder fails to manage the event or fails to deliver/ comply as per specifications, to the satisfaction of BSDM. The decision of CEO, BSDM will be final and conclusive in this regard.

III. Eligibility Criteria:

SN	Criteria	Proof to be uploaded
1	The bidder must be a registered Proprietorship/ Partnership/ LLP/ Company; incorporated/registered at least on or before 01.04.2019.	Proprietorship- Registration under Shop & Establishment/ Udyog Aadhar. Partnership- Registered Partnership Deed LLP/Company- Incorporation Certificate
2	GST registration and PAN Card	GST registration certificate and PAN Card
3	The Average Annual Turnover of the bidder must be Rs. 100 Lac during last three financial years.i.e. FY 21-22, FY 22-23 and 23-24.	CA Certificate and Audited Financial Statements containing Balance Sheet and Profit & Loss Account of these financial years must be uploaded. - ANNEXURE II
4	Bidder should have completed at least one event management work like job fair/s, industry meets, or similar events organized for any state / central Government body; with a single work order value of minimum Rs. 30 Lakh or above, from FY 2021-22 to before last date of bid submission will only be considered.	CA Certificate and Work orders/ Completion certificate issued by the concerned government. - ANNEXURE III
5	The bidder must not be blacklisted or debarred by the central or state government or their undertakings as on the bid submission date.	Notarized Affidavit- ANNEXURE I

Only those bidders who will meet the eligibility criteria shall be eligible for technical evaluation.

IV. Criteria for Technical Evaluation.

SN	Parameter	Requirement	Allotted Marks	Maximum Marks
1	Experience of successfully executing similar events/campaigns from FY 2021-22 to before last date of bid submission	1 to 2 Event	5 Marks	10 Marks
		3 to 5 Event	7 Marks	
		More than 5 Event	10 Marks	
2	Minimum one single work order value Rs. 30 Lakh or above from FY 2021-22 to before last date of bid submission will only be considered. Event management work like job fair/s, industry meets, or similar events organized for any state / central Government body;	30 Lac to 50 Lac	5 Marks	20 Marks
		More than 50 Lac to 70 Lac	10 Marks	
		More than 70 Lac to 100 Lac	15 Marks	
		Above 100 Lac	20 Marks	
3	The Average Annual Turnover of the bidder must be Rs. 100 Lac last three financial years i.e. FY 21-22, FY 22-23 and 23-24.	01 Cr to 03 Cr	10 Marks	20 Marks
		More than 03 Cr to 05 Cr	15 Marks	
		Above 5 Cr	20 Marks	
4	Presence in Bihar	Registered Office in Bihar	7 Marks	10 Marks
		Branch Office in Bihar	3 Marks	
5	As a part of technical qualification process the bidders shall be required to make a detailed presentation of the Management of an Event.	To showcase the overall understanding about event requirements. This should cover all aspects, approach and methodology, prior experience, implementation planning and execution.	40 Marks	40 Marks
Total				100 Marks

Note: - Minimum Passing Marks is 70 to be eligible for opening of financial bid.

- **Appropriate/Admissible Proofs will have to be scanned and uploaded accordingly.**
- **If the applicant is found ineligible then its proposal will be rejected for further evaluation i.e., financial evaluation will not be made for such ineligible bidder/s.**
- **Date and time for Technical Presentation and demonstration shall be communicated later.**
- **The Technical Proposal has to be mandatorily provided as per the prescribed formats.**

V. Total Bid Evaluation - QCBS only

Only those bids with a technical score of ≥ 70 shall be considered for financial evaluation. QCBS method shall be adopted for selection.

The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 Marks. The financial scores of other Proposals will be computed as follows:

$$SF = 100 \times FM/F$$

(F = amount of Financial Proposal)

Combined and final evaluation

Similar to the ranking of Financial Proposal, for calculating the final Technical Score (ST) proposals with highest technical marks will be given a score 100 marks (TM). The Technical Score (ST) for other proposals will be computed as follows:

$$ST = 100 \times T/TM$$

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.70 and 0.30 respectively.

Thus, the composite score shall be out of a maximum of 100 marks. The bidder with the highest composite score would be awarded the contract.

- VI. The Financial bid will be evaluated from the total cost of all items under the financial bid will be added.
- VII. The bidder with the highest composite score, will be selected as successful bidder and letter of award (LOA) will be given.
- VIII. Market rate of the items will be a guiding factor and BSDM will not pay for any individual item above from market rate. The decision of BSDM will be final in this regard.
- IX. Within 10 days of LOA the successful bidder will have to submit performance guarantee and execute the agreement. The LOA and acceptance thereof by the selected bidder along with this RFQ document will constitute a binding agreement between the selected bidder and the BSDM in absence of execution of a formal agreement.
- X. Work Order will be issued to the selected bidder as per requirement only and incorporating terms and conditions and other details.

XI. Items of Financial Bid:

Tentative Financial Bid format (For reference only): To be filled and uploaded as per online Eproc. format only.

Indicative requirements are listed below:

SN	Item Descriptions	Unit (Tentative)	Rate per Unit (Excluding GST)	Total Amount (Excluding GST)
1	Stage (30x15 sq. ft. height 4 ft.)	2		
2	Stage (24 x12 Sq. Ft height 4 ft.) for Holding Area	2		
3	Waterproof Canopies (6*7 Ft.)	10		
4	Wooden Platform- 4” high	10		
5	Carpet as per the area (4 feet wide carpet- Min 250 ft.)	1		
6	Registration Counters (5 ft. x 5 ft.)	20		
7	Octonorm Stalls each of 3m x 3m with standard services with two table, four chairs and water bottle (Employer's stalls in Dome Area, in Registration area, Lanyard distribution area, Employers stalls area)	90		
8	Cloth Masking- as per the area (Min 250 ft.)	1		
9	Side wall masking cloth (Min 250 ft.)	1		
10	Mozo Barricade and Access Control	20		
11	Pipe Barricading with tin Sheets (avoiding Passing through)	10		
12	Green Net (500 sq. ft.)	1		
13	Floral Decoration on Stage	2		
14	Hand Bouquet for VVIP/VIP (For 2 days)	30		
15	Sapling	60		
16	Bowls for collecting visiting cards	20		
17	Placards for Sitting Arrangements	50		

18	Chairs with cover	100		
19	VIP Chairs	20		
20	Plastic Chairs	1000		
21	Dias Chairs	20		
22	Sofa- 1 Seater- in 1 Row	10		
23	Head Table Setup for 10 Persons	2		
24	Centre Table	20		
25	Wooden table with White Cover & frill back stage	4		
26	Tables (6'x2') with cover (For Control room)	6		
27	Walkie-Talkie	40		
28	Electrical Power Points for Laptops	100		
29	Spotlights on Registration counter	20		
30	Laser Printer Monochrome	20		
31	Laptop Wi-Fi Enabled	20		
32	Wi Fi & LAN Connectivity per unit (Minimum 100 mbps with 20 access point)	20		
33	PA System Covering entire Venue	5		
34	LED on Stage with necessary cables/ connectors, laptop, 4' Riser with Flex / cloth masking - 20' x12'	2		
35	Plasma TV/ LED TV 50 " in front of Head Table setup	2		
36	Seamless Switcher for LED Screen	2		
37	Spike Busters (15 amp/5 amp) with minimum 4 socket (For control room)	6		
38	Sound System with 2 cordless Mike	20		
39	Goose Neck Mike for Podium	2		
40	Drone Camera with operator	2		
41	CCTV Camera IP (Min 10 Mega Pixel)	10		
42	Cooler (Dessert Cooler)	10		
43	Pedestal Fan	10		
44	Flex Printing with (pasting on wooden wall/ Iron Frame, etc.) approximately up to 5000 sq. ft. in different sizes (indicative sizes 3x6, 4x8, 12x8, 16x10, 24x12, 10x20, 10x40 sq. ft. etc.) as per requirement at event location.	10000 Sq. Ft.		
45	Vinyl Sun Board (Approx. 500 Sq. Ft.)	500 Sq Ft		
46	Printing of Lanyards (ID with Ribbon) with PVC Cover	15300		
47	Badges for Organizers & Officials.	300		
48	Mementos (Maximum Market price 1000 per Memento)	20		
49	Printing of Invitation card	100		
50	Printing of Food Coupons	15500		
51	Pamphlets (Colour A4 Size)	5000		
52	Pamphlets (B/W A4 Size)	5000		
53	Queue Manager	25		
54	Helping staff to carry out printing work, control room & others	40		

55	Overall House Keeping- Cleaning and up keeping arrangements at entire venue	20		
56	Security Guards: at least 40 Numbers single duty of security guards	40		
57	Security Attendant (Bouncers)- at least 20 numbers to be arranged by EMA to ensure hassle free access and to ensure proper parking in designated parking areas	20		
58	Staple Machine	80		
59	Ball Pen	500		
60	Punching Machine	80		
61	Scissor/ Cutter	80		
62	Printing Stationary (A4 Size Ream)	20		
63	Printing Stationary (Legal Size Ream)	5		
64	Water Tanker- 1000 ltr.	3		
65	Water Counter with Water Campers (3*5 feet)	100		
66	Paper Disposable Glass	5000		
67	Large Dustbins with bag	50		
68	Console Setup	2		
69	Fire Cylinder ABC- 6 Kg	20		
70	Generator with diesel for power backup of entire job fair area- 105 KVA	2		
71	Complete Professional Photography, HD Videography and Recording of various activities across the entire meeting area, including all Meeting Halls. (The EMA shall also provide a live Feed Input for Internal Recording, if required.) - 4 Photographer + 2 Videographer. *(The EMA shall also provide the Digital version of all the captured photos and video in two (2 nos.) External Hard disk drive to Bihar Skill Development Mission, for the event.)	6		
72	Public Liability Insurance (Death and Permanent Disability)	16000		

- Except for consumables, all items shall be supplied on a service or rental basis (by whatever name called). Upon conclusion of the event, the selected bidder must ensure the removal of all their belongings.
- It shall be the sole responsibility of the selected bidder to safeguard their equipment and belongings during and after the event. BSDM shall not bear any responsibility for loss or damage to items at any stage of the event.
- **The bidder/s will have to mandatorily quote against all items of financial bid, else the financial quote will be out rightly rejected.**
- The quote must be made per unit and in Indian Rupees only; all costs should be given in Figures and Words. Please refer online E-proc financial bid format.

- All taxes local or otherwise (for example municipal taxes) excluding GST, and other charges like printing, material, transportation, installation, maintenance etc. shall be included in the quoted price. Nothing will be paid over and above the quoted price under any circumstances. GST will be paid extra.
- **Lowest quote shall be calculated on the basis of total of all items listed in financial bid.**
- Items will have to be supplied as per the quantity and specification mentioned in the work order. The quality of the items supplied should be as per the satisfaction of BSDM.
- Failure on the part of successful bidder to do so may result in cancellation of its LOA/work order and their Performance Guarantee may be forfeited. In such case, BSDM may at its liberty negotiate with other bidders (H-2 and so on) for the work to be made at H1 prices or at negotiated rates. Also, in case of exigencies and volume and urgency of work, BSDM may request H2 bidder to perform the work at the negotiated rate of H-1 bidder, if they fail to supply the services as such.
- The work must be executed by the successful bidder only and cannot be sub-let or sub-contracted under any circumstances.
- Conditional bid/quote shall not be considered.
- **Work orders will be issued upon requirement only and for the required items only. Selection of bidder/s under this RFQ or Issuance of LOA will not guarantee issuance of work order/s and BSDM will not assume any liability or cost towards it.**
- **The payment for the items/work mentioned in the Work Order/s will be paid on the basis of requirement and actual supply. In case more than the mentioned quantity is required, its work order will be given separately at the same rate.**
- **Payment will be made upon submission of invoice. If the invoice is found satisfactory, payment will be processed within 30 days from the date of submission.**
- Payment shall be released on submission of bills with copy of work order issued by BSDM. The satisfactory performance will be the essence under this contract and would need to be executed in the specified time frame and quality as per work order. The decision of CEO, BSDM will be final and conclusive in this regard.
- No advance payment will be made.
- Taxes will be deducted at source as applicable.

XII. Force Majeure:

The Force Majeure condition may include but not limited to Fires, explosions, floods, earthquakes, strikes, mobilization, wars, Acts of God, Acts of Government, etc.

The contract delivery period may be extended in case of Force Majeure condition. In order to be able to obtain an extension to the contract delivery period, the supplier shall promptly notify BSDM advising the existence of such an event, not later than two weeks of such event happening and produce the necessary documents such as a certificate of Chamber of Commerce or any other competent authority indicating the scope; of such an event, and its impact on the performance of the contract and establish that such an event is not attributable to any failures on its part.

XIII. Arbitration:

All disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by reference to arbitration and Principal Secretary, Department of Labour Resources, Government of Bihar will be the sole arbitrator. The award made in pursuance thereof shall be binding on both parties. The venue of arbitration shall be Patna.

XIV. Jurisdiction:

All disputes and differences whatsoever shall be referred to the courts at Patna, Bihar which shall be the courts having exclusive jurisdiction to entertain and try the same.

Bid Submission Forms and Annexures

The bidders are expected to respond to the RFQ using the forms given in this section with all supporting documents.

Proposal shall comprise of following forms:

Form 1: Technical Proposal Form

Form 1: General Particulars and Eligibility related information

Proposal shall comprise of following Annexures:

ANNEXURE I: Affidavit

ANNEXURE II: CA certificate for turnover

ANNEXURE III: CA certificate for working experience

ANNEXURE IV: Power of Attorney in favour of Authorized Representative

Note: One Copy of this RFQ document with each page signed and stamped by the authorized representative has to be submitted along with proposal document as an acknowledgement and acceptance of the terms and conditions and scope of work under this RFQ.

Cover Letter / Undertaking On the letter head of bidder

To,
Chief Executive Officer
Bihar Skill Development Mission

{Location, Date}

Dear Sir,

We, the undersigned, offer to provide the services as an Event Management Agency for the Mega Job Fair/s to be organized by Bihar Skill Development Mission in accordance with scope of work under your Request for Quotation Vide RFQ No. _____ dated _____ 2024. We are hereby submitting/uploading our proposal (through e Proc portal), completed in all respects along with all required proofs, and as per e Proc guidelines.

We hereby confirm that:

- The RFQ is being submitted by(Name of the bidder organization) which is the “Bidder” in accordance with the conditions stipulated in the RFQ.
- We have examined in detail and have understood the terms and conditions stipulated in the RFQ issued by BSDM, and in any subsequent communication sent by BSDM. We agree and undertake to abide by all these terms and conditions. Our bid is consistent with all the requirements of submission as stated in the RFQ or in any of the subsequent communications from BSDM.
- The information submitted in our proposal is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our proposal. We acknowledge that BSDM will be relying on the information provided in the proposal and the documents/proof submitted along with our proposal, for above services, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying our proposal are true copies of their respective originals.
- We acknowledge the right of BSDM to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFQ.
- Our proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the RFQ.
- We understand that any work sanctioned in pursuance to the process detailed in this RFQ shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
- We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We understand that BSDM is not bound to accept any Proposal that BSDM receives.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of

Signatory:Name of

Agency and Seal:

Address:

Contact information (phone and e-mail):

Form -2**General Particulars and Eligibility related information**

<i>SN</i>	<i>Particulars</i>	<i>Remarks</i>
1	Name of the Bidder	
2	Telephone Nos: Mobile Nos: E-mail: Website:	
3	Date of Incorporation (dd/mm/yyyy)	
4	Address of Registered office	
5	GST Number (with document evidence)	GST Number: Evidence enclosed on Page No. _____
6	PAN NO. (with document evidence)	PAN No: Evidence enclosed on Page No. _____
7	The bidder must be a registered Proprietorship/ Partnership/ LLP/ Company; incorporated/registered at least on or before 01.04.2019.	Proof of Registration Evidence enclosed on Page No. _____
9	The Average Annual Turnover of the bidder must be Rs. 100 Lac during last three financial years i.e. FY 21-22, FY 22-23 and 23-24.	CA Certificate and Audited Statement Turnover FY 21-22 Page No. ____ Turnover FY 22-23 Page No. ____ Turnover FY 23-24 Page No. ____
10	Bidder should have completed at least one event management work like job fair/s, industry meets, or similar events organized for any state / central Government body; with a work order value of minimum Rs. 30 Lakh or above, from FY 2021-22 to before last date of bid submission will only be considered.	Work orders/ Completion certificate issued by the concerned government authority. Page No. _____
11	The bidder must not be blacklisted or debarred by the central or state government or their undertakings as on the bid submission date.	Notarized Affidavit Page No. _____

ANNEXURE I

**(Affidavit on a non-judicial stamp paper of Rs. 100/- by Authorized Representative of the Agency
with his / her dated signature and Agency seal)**

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our proposal in response to the RFQ Reference No. ____ and in the required attachments are true, correct and complete. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my proposal at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of..... (Name of the Agency), with its registered office at do hereby declare that the above-mentioned agency is not under a declaration of ineligibility for corrupt and fraudulent practices or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.
3. I/We on behalf of..... (Name of the Agency) do hereby affirm and undertake that we have carefully read and understood the whole RFQ documents and will unconditionally abide by all the terms and conditions given in the RFQ document vide Reference No. _____.
4. I/We do not have any conflict of interest which materially affects the fair competition and is disadvantageous to other applicants. We undertake to observe the laws against fraud and corruption, including bribery, in force in India.

For and on behalf of (Agency name):

Signature:

Name:

Designation:

Date:

(Stamp/Seal)

ANNEXURE II

(On CA Firm Letter Head)

CA Certificate for Turnover

This is to certify the below details for the _____(Bidder Name):

S. No.	Financial Year	Turnover (in Rs.)
1	2021-22	
2	2022-23	
3	2023-24	

(Signature)

Name:

Firm Name:

Date: MembershipNo.:

Firm Registration Number:Mobile Number:

E-mail id:

Stamp

UDIN:

ANNEXURE III

(On CA Letter Head)

CA Certificate

On the basis of information and records produced before us by _____.
(Hereinafter called 'the Agency'), we hereby certify the following: -

The Agency has experience of _____ years in event management work like job fair/s, industry meets, or similar events organized for any State / Central Government body in _____ (name of states).

Some similar work details are given as below (Preferred after 01.04.2021)

Client Name	Pvt. / Govt.	Work Order No.	Work Order Date	Work Order Value (In Rs.)

(Signature)

Name:

Firm Name:

Date: Membership No.:

Firm Registration Number: Mobile Number:

E-mail id:

Stamp

UDIN:

ANNEXURE IV

(Power of Attorney in favour of Authorized Representative)

(Note: To be executed on a non-judicial stamp paper of Rs. 100/- or more)

Know all men by these presents that We..... (name of the enterprise and address of the registered office do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (name)son / daughter / wife of and presently residing at (address)who is presently employed with us and holding the position of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things including to enter into negotiation, as are necessary or required in connection with or incidental to submission of our Bid for the RFQ Reference No..... Dated.....

The attorney is fully authorized for providing information/ responses to the tendering authority, representing us in all matters before the tendering authority including negotiations with the tendering authority, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering authority in all matters in connection with or relating to or arising out of our bid for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,
THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY
OF

For

{Signature, name, designation and address }

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

- Witnesses: 1.
 2.

Note: In case of a company, a specific Board Resolution in this respect may be submitted.