

**OFFICE OF THE SECRETARY
PUBLICATION BOARD ASSAM
3rd BRAHMAPUTRA LITERARY FESTIVAL, 2019**

Tender Notice

The Secretary, Publication Board Assam, Bamunimaidam, Guwahati-781021 invites Tender (Bids) affixing court fee stamp of Rs 20 from reputed and experienced firms for **Event Management for 3rd Brahmaputra Literary Festival, 2019** to be organized from **9th February to 11th February, 2019** at **Srimanta Sankardev Kalakshetra, Guwahati**. The estimated value of the same is Rs 32 lakh.

The Bidders may download the Tender Schedules containing the Tender Details, Terms and Conditions from the website www.blfguwahati.com while submitting Rs 2,000/- (Rupees Two Thousand) only for each Tender in cash while submitting the final bid besides the earnest money in the form of DD.

The Bidders shall also submit an **EMD** of 2% of the value quoted in the form of Demand Draft/ drawn in favour of the **“Secretary, Publication Board Assam, Guwahati** from any Nationalized Bank and payable in Guwahati. The Demand Draft for EMD should be placed in the Envelope containing Technical Bid.

Sl No	Schedule	Start Date	Start Time	End Date	End Time
1	Publication of Tender				
3	Pre Bid Meeting				
4	Bid Submission				
5	Bid Opening (Technical)				
6	Bid Opening (Financial)				

Sd/-
Secretary
Publication Board Assam

Brief note on the proposed event:

The Secretary Publication Board Assam is going to organize “3rd **Brahmaputra Literary Festival, 2019**” from 9th February to 11th February, 2019. The event will be held at Srimanta Sankardev Kalakheta, Guwahati. The programme will be attended by Authors, invitees, officials and Media Persons from across the world. More than eight thousand people are expected to be present in the event. The programme includes literary session, felicitations and cultural programme.

Who Can Participate: A firm/Company dealing with Event Management can participate and Bid is not open to any firm not dealing in business stated as aforesaid.

Turn over from Event Management shall only be considered.

EMD :2% of the estimated value in the form of Demand Draft
(Drawn in favour of Secretary, Publication Board Assam)
Document fee: Rs. 2000.00 in the form of Cash

Terms and Conditions

1. The Bidder must submit Bids in **two bid system i.e. Technical Bid and Financial Bid**. Both the Technical Bid and Commercial Bid/ Financial Bid will have to be submitted separately in two sealed cover super-scribed as “**Technical Bid**” and “**Financial Bid**”. Both the bid should be put in another sealed envelope super-scribed as “**Bid for 3rd Brahmaputra Literary Festival, 2019**” on top of the envelope. The **name, address with telephone or mobile number** of the Tenderer should also be written legibly in all three sealed envelopes.

Bidders should submit hardcopy of tender papers to the undersigned before 12 noon on Jan 25, 2019 at the office of the Secretary, Publication Board Assam, Bamunimaidam, Guwahati.

Technical Bid. Bidders to submit the following papers in Technical Bid duly signed and stamped by the bidder or his authorized agent. **Fill up Format A and B for technical Bid and envelope.**

2. A profile of the Event Management Firm should be submitted.
3. Proof of having an office at Guwahati.
4. Valid and Up-to-date Trade License issued by component authority.
5. Up-to-date GST Registration Certificate issued by component authority.
6. Financial Soundness Certificate from Commercial Bank.
7. Proof of annual turnover of an average of Rs 50 (Fifty) Lakh in Government/Private sector during the last three financial years along with audited balance sheet. Last three Financial Years means Accounting Year 2015-16, 2016-17 and 2017-2018. We will assess turn over from the Trading, Profit and Loss Account of your firm duly certified by a CA.
8. Bidder should have minimum of three years experience in similar field in Government Sector/Private Sector. (Copy of Work order and Completion Certificates from concerned Department will have to be enclosed).
9. The Bidder shall have to furnish **Earnest money of 2%** of the estimated tender value of the work in the form of Demand Draft payable at Guwahati and duly pledged in favour of **SECRETARY, PUBLICATION BOARD ASSAM, BAMUNIMAIDAM, Guwahati-21**. The Earnest Money of the successful Bidder will be adjusted with the Performance Security Deposit. The Earnest Money of the unsuccessful Bidder will be returned after observing formalities.
10. The Bidder will have **to make a Power Point Presentation** of 10 minutes on how they would carry out the work at the venue as per specification laid in down in the tender paper on **3rd Brahmaputra Literary Festival, 2019**. **The presentation should contain the (i) Explanation of Concept, (ii) Design of event, (iii) Event Management Plan, etc.** Two CD/ DVDs of the presentation will be submitted in sealed cover in Technical Bid. The CD/ DVD will be opened on the day of presentation and no other mode of CD/ DVD prepared subsequently or presentation prepared subsequently be allowed to be made. The Particular CD/ DVD alone will be allowed to be played. CD/ DVD shall contain design of gates, lay out and landscaping of venue, four large exhibition stalls for selling books, an office of Publication Board, a media centre, an authors’ lounge, the decoration of stage, lunch area for students and a separate lunch area for guests, etc.
11. The Bidder(s) should submit list of last three events conducted with proof to support along with dates of programme.

Financial Bid: ENVELOPE B

Price schedule as per format given in format C, use this to give your rate against each item of work.

Note : Price Bid of the bidder who does not provide rate of all the items will be rejected as the organization will evaluate lowest bid on the total of amount of all the items and not piecemeal or itemwise assessment.

Other conditions.

1. The rates should be quoted against each item of work. Rates including all taxes. The rates should be quoted both in words and figures. The rates which will be evaluated will be the grand total of rates of all items.
2. The Bidder(s) will quote the agency charges/ fees in terms of rupees not in terms of percentage.
3. Applicable Income Tax/VAT/Service Tax and other taxes (if any) as applicable under State and Central Government norms will be deducted from the bills as applicable as per Rules. Brahmaputra Literary Festival. The CEO reserves the right to accept or reject any or all the offer either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weight age shall be given to several factors besides the financial bid.
4. The work should be completed within stipulated time. For time delay due to any reason by the Bidder, penalty will be imposed accordingly.
5. Penalty will be imposed on the Bidder for doing sub-standard work of for time delays, if any as deemed fit and proper by Secretary, Assam Publication Board, and CEO Brahmaputra Literary Festival.
6. For part work or for low volume of work, if any circumstances, the amount due to the Bidder will be reduced/ deducted accordingly by Secretary, Publication Board Assam, Brahmaputra Literary Festival, Assam.
7. No price re-estimation or price enhancement will be considered for the works under any circumstances.
8. The successful Bidder will have to deposit Performance Security of 5% of the value of contract in the form of demand draft from a Commercial bank pledged in favour of Secretary, Publication Board Assam (**Brahmaputra Literary Festival, Assam**). The earnest money may be added to the Performance Security Deposit in case of successful Bidder. Performance Security is to be forfeited in the event of breach of contractual obligation by the Event Management Agency, in terms of relevant contract.
9. The approved rate may be applicable for a period of one (1) year from the date of finalization of rate by the Departmental Tender Committee.
10. Payment will be made subject to availability of fund under FOC.

General:

1. Any cut marks/ Over-writing or erasure in the documents will be treated as cancelled.
2. All pages of the tender documents should be signed and stamped by the tenderer.
3. If the tender date falls on holiday, bandh etc. for any reason, the subsequent working day will be the tender date.
4. Deed of agreement will be executed before execution of the work.

5. The bidder should be responsible for the work from the date of issue of the work order till completion of the event.
6. The Secretary, Publication Board Assam, and CEO, 3rd Brahmaputra Literary Festival, 2019 shall have the right to issue addendum to tendered document to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to Tender.
7. In case of any query the bidder must communicate with the under signed through e-mail (blfghy2018@gmail.com) on or before **22/1/2019**.

Evaluation of the Bids:

First Technical bid will be opened and evaluated. A Bidder must score minimum 50 marks out of 100 in Technical Bid for qualifying. Responsible Bidder will be selected based on their marks. Those getting 50 Marks will be declared responsive. Price Bids of Responsive Bidders will be opened then.

Responsive Bidders Bids will be opened and L1, L2 will be determined based on total cost of Price Bids. There shall be no marking formula. All qualified Bidder in Technical Bid will be assessed as regards total Price Quoted.

While determining Responsive bidder, total cost will be taken in account in Price Bid.

No conditional Price Bid will be accepted. Condition includes such terms as for example, discount will be given if payment is received within 10 days, etc. Such conditional bid will be rejected.


Bid Components	Marks
(i) Functioning as Event Management Agency in Govt./Pvt. sector a. Up-to 3 years b. Up-to 5 years c. More Than 5Years	3 6 10 } Out of 10
(ii) Annual Turnover of the Firm (as per audited reports) for 2017-18 a. Up-to Rs 20 lakh b. Up-to Rs 50 lakh c. More than Rs 50 lakh	5 7 10 } Out of 10
(iii) Experience in organizing similar events in Govt./Pvt Sectors: a. 2-3 events b. 4-5 events c. More than 5 events	5 10 20 } Out of 20
(iv) Power Point Presentation a. Explanation of Concept b. Design of Stages c. Event Management Plan	20 20 20 } Out of 60
TOTAL	100

Organizing the 3rd Brahmaputra Literary Festival, 2019 at Guwahati

Item of Work.

SCHEDULE OF REQUIREMENT /SCHEDULE OF WORK

BRAHMAPUTRA LITERARY FESTIVAL 2019: COST HEADS/ Schedule of Works. inclusive of all taxes, service tax etc.		
Item No.	Event Category	Item of work
1	2	3
1	Gates at the venue	<p>10 nos. of Welcome Gates (3D), two at two main gates of Srimanta Sankardev Kalalshetra, one at the place on road near over bridge. Properly decorated as per size of the passage, painted with logo of BLF as may be provided by the organizers. Proper lighting on the gates. The Gates at the venue to conform to design as given by the organizer, the design may be replica of Rangghar, Kareng Ghar or Satra- Temples.</p> <p>Other Gates on Road – Airport (2 gates), GS Road, B. Baruah Road, Zoo Road, Ulubari, Khanapara, MRD Road, VIP Road.</p> <p>Bidder will apply and obtain permission from authority concerned for putting up the gates from GMC /GMDA /CP</p>
2	Lightings	<p>Venue of Work: Srimanta Sankardev Kalakshetra</p> <p>Halogen lights on the gates, entrance of the Kalakshetra, in the vicinity, lights of 1000 watts all over the venue, total lighting on all the passages, near four Halls, total lights numbering 30, poll mounted at minimum heights of 20 feet, proper illumination in the arena. Providing decorative lights in the arena,</p>
3	STAGES	<p>Decoration/Lighting of the main stage, sofas for VIPs with white covering as given in the sample. Back drop of appropriate size, providing green room adjacent to the stage with mirrors for make-up of Artistes.</p>
4	Stages/Halls for holding Literary sessions.	<p>Stage and Halls numbering four for holding Literary Sessions with a covered stage- of the size 12ft (length) x16 Feet (width) at least 1.5 feet height with fresh/one time use carpet, decoration with fresh season flowers daily, lighting, 4-5 chairs/two sofas on the dais, sound system with four/five cordless microphone. At least 150 chairs with hand (sample detailed), covered stage, naming of Halls in the name of famous Indian/world authors as may be directed.</p> <p>One sound technician to be dedicated for each Hall during the sessions, providing drinking water bottles, glasses at the stage.</p> <p>One Centre table at the Stage. Refreshment to the Authors.</p> <p>LED Wall with mount 8ft x 10ft (Screens) should be there at the backdrop with display of logo / ongoing events in the premises.</p> <p>Number of Halls = 4</p>
5	Arranging main opening ceremony at the Srimanta	<p>Decoration, Flex, at the Srimanta Sankardev international Auditorium for the opening ceremony on 9th February, Dias, with eight chairs of one size, one podium, flower decoration. Arranging the opening ceremony,</p>

	Sankardev International Auditorium, Kalakshetra,	felicitation, refreshment to 1200 guests (Light refreshment) Arranging felicitation to VVIP (Gamosa, Cheleng chador, shawl, flower bouquets.)
6	STALLS & PAVILION	<p>Exhibition Stalls.</p> <p>Three Large stalls of Publication Board, Festival Official Stall and Indira Gandhi National Centre for the Arts with lights, plug points, chair & tables and racks.</p> <p>The Exhibition hall to be constructed with Aluminum Hangers with thick plastic rain-proof roofing of Tarpaulin/plastics. Floor fully carpeted. Fresh carpet/ one time use.</p> <p>Wooden Racks numbering 15 in each of the stalls to display books be appropriately designed and placed.</p> <p>Floor of the stall to be made of 12mm or 19 mm thick Block Boards and covered with fresh carpets.</p> <p>The vendor will provide flex printed with the names of the organization establishing stalls.</p> <p>Fire Extinguishers at the stall.</p> <p>Size:</p>
7	Authors Lounge	Sofas and chairs with tables, ACs, tea/coffee machine with two attendants to serve it along with biscuits/snacks, and two security personnel outside it.
8	TRASH REMOVAL CONSIDERATIONS	<p>Water Hookup</p> <p>Restrooms/e-toilets/ Bio toilets.</p> <p>Receptacles/ Dumpsters/trash service</p> <p>Disposal Service</p> <p>Cleanup crew</p> <p>Cleaning to be undertaken all the time between 8 AM to 8 PM. Toilets numbering – 15</p>
9	Signage	<p>Proper signages with arrow marks () leading to various venues/Halls, written standees as may be provided by the organizers minimum 40 Signages. Each hall must reflect the sessions to be held in it.</p> <p>Two flexes on standees of the 40 session plans be prepared and displayed outside each of the halls and be replaced immediately after the end of the session; while flex with all session plans of respective halls be displayed for all the three days at three prominent sites besides one each outside the respective halls/auditoriums</p> <p>Lay out Map: layout map at two places near two gates of the size 6X 4 Feet showing lay out plan of Halls, offices,</p>
10	Delegate Card	6000 delegate cards with coloured and identifiable tags. Different colours for organisers/ authors/ VIPs/ delegates/ Others
11	Airport Branding	Airport branding, one Hoarding, setting up of one Reception and information Counter. Will provide one identity card to the authors on arrival.

12	FELICIATION	The vendor will make arrangements of providing felicitation, Memento at the beginning of the session, flower, Gamocha/ decorative Japi/ shawls to authors before beginning of each session as per programme prepared by the organizer. Four lady volunteers at each Hall with traditional dress and attire to remain present, will felicitate the authors in traditional way. Nos. of Felicitations: Authors = 130.
13	Photography/ Videography	Photography /Videography of all events/ documentation/ providing clippings to the Media Cell/ Still Photography of all the events and making a short documentary out of it.
14	Information Centre	Establishing Information Centre near the main entrance where the vendor will distribute session plans – events for the day. (As per approved design). Four flexes detailing schedule of the sessions and timings shall be placed in such a way that enthusiasts can spot the session plans, timings and panelists' name easily.
15	Coffee House	Setting up of three eateries, including a coffee shop inside the venue. One of them shall be exclusive for VIPs and may accordingly be set-up. Another one shall be for delegates to sit and have their food/meal with 300 chairs and 75 tables. The other one shall be for Tea/Coffee /Bakeries /Water Bottles/Soft drinks and be properly designed keeping in mind the standard for a tea/coffee shop of such nature.

FORMAT-A
Tender Form

Please submit in Technical Bid

Paste Court Fee Stamp of Rs.20 here

(Tenderer to submit the page in the official Letter Head of the Event Management Agency/Firm along with the Technical Bid)

To : The Secretary, Publication Board Assam, Bamunimaidam, Guwahati- 781021
And CEO, 3rd Brahmaputra Literary Festival, Assam

Sub : Bid in relation to 3rd Brahmaputra Literary Festival, 2019 to be organized on 9th to 11th February 2019 at Srimanta Sankardev Kalakshetra, Guwahati

Sir,

I,/We Shri/ Smt.....being the
Manager/Partner/Owner of the Firmhaving
Registered Office atsubmit the Bid
for Event Management services in the 3rd Brahmaputra Literary Festival,2019.

I/We have gone through the terms and condition and schedule of items as enlisted by you in your website for subject under reference.

I/We therefore confirm that I/We have understood all the terms and conditions and conform my/our commitment to abide by them.

I/We also confirm my/our commitment to provide the services as enlisted in the schedule of item with your Tender Notice under reference.

I/We am/are acquainted with all the tasks required to be carried out, before making this offer.

The rate quoted will be valid for 3 months from the date of approval of rate, and I/we shall not demand any advance.

I/We hereby signed this document as token of our acceptance of various conditions mentioned in the Tender document.

Date :

Place :

Signature with stamp of the Authorised Signatory

FORMAT-B
(Please Submit along with the Technical Bid)
(A)

Technical Bid Components	Mark whichever is applicable
(i) Functioning as Event Management Agency in Govt/Pvt Sector (a) Up-to 5 years (b) Up-to 8 years (c) More than 8 years	(a) (b) (c)
(ii) Annual Turnover of the Firm (as per audited reports) for 2016-17 (a) Up-to Rs 10 lakh (b) Up-to Rs 15 lakh (c) More than 15 lakh	(a) (b) (c)
(iii) Experience in organizing similar events in Govt/Pvt Sectors: (a) 2-3 events (b) 4-5 events (c) More than 5 events	(a) (b) (c)
(iv) Power Point Presentation (a) Explanation of Concept (b) Design of Stage (c) Event management Plan	(a) (b) (c)

(B)

Sl. No.	Item	Whether Enclosed or Not?
1	Court fee Stamp Rs.20	
2	Earnest Money Deposit in DD and Document Fee of Rs. 2,000	
3	Profile of the Bidder	
4	Proof of having an office at Guwahati	
5	Up- to- date Trade License	
6	GST registration	
7	Valid VAT Clearance certificate, if applicable	
8	PAN Card	
9	Financial Soundness Certificate from Commercial Bank	
10	Annual Turnover of Rs. 1 crore in Govt/Pvt Sector	
11	Minimum 3 years' Experience in similar field in Govt/Pvt. Sector	
12	List of last three events conducted by the firm	
13	Power Point Presentation	
14	CD/ DVDs for Power point presentation	
15		

Date :

Place :

Signature with stamp of the Authorised Signatory

SCHEDULE OF REQUIREMENT /SCHEDULE OF WORK

3 rd BRAHMAPUTRA LITERARY FESTIVAL 2019 : COST HEADS/ Schedule of Works. inclusive of all taxes, service tax etc.		
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2	Lightings	<p>Venue of Work: Srimanta Sankardev Kalakshetra</p> <p>Halogen lights on the gates, entrance of the Kalakshetra, in the vicinity, lights of 1000 watts all over the venue, total lighting on all the passages, near four Halls, total lights numbering 30, poll mounted at minimum heights of 20 feet, proper illumination in the arena. Providing decorative lights in the arena,</p>
3	STAGES	<p>Decoration/Lighting of the main stage, sofas for VIPs with white covering as given in the sample. Back drop of appropriate size, providing green room adjacent to the stage with mirrors for make-up of Artistes.</p>
4	Stages/Halls for holding Literary sessions.	<p>Stage and Halls numbering four for holding Literary Sessions with a covered stage- of the size 12ft (length) x16 Feet (width) at least 1.5 feet height with fresh/one time use carpet, decoration with fresh season flowers daily, lighting, 4-5 chairs/two sofas on the dais, sound system with four/five cordless microphone. At least 150 chairs with hand (sample detailed), covered stage, naming of Halls in the name of famous Indian/world authors as may be directed.</p> <p>One sound technician to be dedicated for each Hall during the sessions, providing drinking water bottles, glasses at the stage.</p> <p>One Centre table at the Stage. Refreshment to the Authors.</p> <p>LED Wall with mount 8ft x 10ft (Screens) should be there at the backdrop with display of logo / ongoing events in the premises.</p> <p>Number of Halls = 4</p>
5	Arranging main opening ceremony at the Sankardev International Auditorium, Kalakshetra,	<p>Decoration, Flex, at the Srimanta Sankardev international Auditorium for the opening ceremony on 9th February, Dias, with eight chairs of one size, one podium, flower decoration. Arranging the opening ceremony, felicitation, refreshment to 1200 guests (Light refreshment)</p> <p>Arranging felicitation to VIP/ VVIP (Gamosa, Cheleng chador, shawl, flower bouquets.)</p>
6	STALLS & PAVILION	Exhibition Stalls.

		<p>Three Large stalls of Publication Board, Festival Official Stall and Indira Gandhi National Centre for the Arts with lights, plug points, chair & tables and racks.</p> <p>The Exhibition hall to be constructed with Aluminum Hangers with thick plastic rain-proof roofing of Tarpaulin/plastics. Floor fully carpeted. Fresh carpet/one time use.</p> <p>Wooden Racks numbering 15 in each of the stalls to display books be appropriately designed and placed.</p> <p>Floor of the stall to be made of 12mm or 19 mm thick Block Boards and covered with fresh carpets.</p> <p>The vendor will provide flex printed with the names of the organization establishing stalls.</p> <p>Fire Extinguishers at the stall.</p> <p>Size:</p>
7	Authors Lounge	Sofas and chairs with tables, ACs, tea/coffee machine with two attendants to serve it along with biscuits/snacks, and two security personnel outside it.
8	TRASH REMOVAL CONSIDERATIONS	<p>Water Hookup</p> <p>Restrooms/e-toilets/ Bio toilets.</p> <p>Receptacles/ Dumpsters/trash service</p> <p>Disposal Service</p> <p>Cleanup crew</p> <p>Cleaning to be undertaken all the time between 8 AM to 8 PM. Toilets numbering – 15</p>
9	Signage	<p>Proper signages with arrow marks (\Rightarrow) leading to various venues/Halls, written standis as may be provided by the organizers minimum 40 Signages. Each hall must reflect the sessions to be held in it.</p> <p>Two flexes on standis of the 40 session plans be prepared and displayed outside each of the halls and be replaced immediately after the end of the session with the session that is to follow next; while flex with all session plans of respective halls be displayed for all the three days at three prominent sites besides one each outside the respective halls/auditoriums</p> <p>Lay out Map : layout map at two places near two gates of the size 6X 4 Feet showing lay out plan of Halls, offices,</p>
10	Delegate Card	6000 delegate cards with coloured and identifiable tags. Different colours for organisers/authors/VIPs/delegates/Others
11	Airport Branding	Airport branding, one Hoarding, setting up of one Reception and information Counter there. Will provide one identity card to the authors on arrival. The rental shall be paid by Publication Board, Assam.
12	Information Centre	Establishing Information Centre near the main entrance where the vendors shall distribute session plans – events for the day while registering delegate. (As per approved design). Four flexes detailing schedule of the sessions and timings shall be placed in such a way that enthusiasts can spot the session plans, timings and panelists' name easily.
13	Coffee House	Setting up of three eateries, including a coffee shop inside the venue. One

		<p>of them shall be exclusive for VIPs and may accordingly be set-up. Another one shall be for delegates to sit and have their food/meal with 300 chairs and 75 tables. The other one shall be for Tea/Coffee /Bakeries /Water Bottles/Soft drinks and be properly designed keeping in mind the standard for a tea/coffee shop of such nature. Tables and Chairs may accordingly be placed in the stall allowing its users a wonderful experience.</p>
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<p>Photography/ Videography</p>	<p>Photography /Videography of all events/ documentation/editing and making it into a 8-10 minute short film. The successful vendor needs to provide clippings to the Media Cell/ Still Photography of all the events, for daily release to the media; besides permanent record.</p>
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<p>FELICIATION</p>	<p>The vendor will make arrangements of providing felicitation, Memento at the beginning of the session, flower, Gamocha/ decorative Japi/ shawls to authors before beginning of each session as per programme prepared by the organizer. Four lady volunteers at each Hall with traditional dress and attire to remain present, will felicitate the authors in traditional way. Nos. of Felicitations: Authors = 130.</p>
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