



SAKSHAM

State Society for Ultra Poor & Social Welfare (SSUPSW)

Deptt. of Social Welfare, Govt. of Bihar

2nd Floor, Apna Ghar, Behind Lalit Bhawan, Bailey Road, Patna – 800023, Bihar

Website: www.ssupsw.in, Tel: +91-612-2546510/11,

Email: ssupsw@gmail.com



Letter No - 539

Dated: 13/03/2025

To,

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Invitation for Rate

Sealed bids are invited from empaneled agencies with Government departments/organisations for constructing and to maintain the Pavillion with Conceptualizing, designing, landscaping & fabricating the theme/pavilion of various communication/IEC material and methodologies i.e. live model demonstration, picture galleries, art work, audio-visual or mix with all these methodologies should be used in the earmark area to present a creative portrayal of various aspects of Social Welfare development. The Department of Social Welfare will have to use 20,000 Sq. feet area for the above said purposes during Bihar Diwas, 2025 from 22 March to 24 March 2025 at Gandhi Maidan, Patna at the allotted space.

The detailed scope of work and guidelines enclosed with this letter for your kind attention and necessary action.

Please submit the Complete Bids in a sealed and separate envelope consisting technical bid and financial bid separately and must reach before 17th March 2025 at the latest by 12:00 Noon which will be opened on the same day at 1 PM in the presence of the bidders who wish to be present. A PPT presentation will have to be given by the technically qualified bidder in Saksham/DSW office just after tender opening on the same day.

Based on rate & presentation one best bidder will be shortlisted by constituted committee for completing all Bihar Diwas 2025 related work as per detailed description scope of work for Bihar Diwas 2025 at Gandhi Maidan, Patna,

13.03.25

Chief Executive Officer
SSUPSW, Bihar, Patna



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1. Description of work with Item

- Fabrication and Erection of Structures for 20,000 Sq. Feet area (This would include all structural work)
 - a. Fascia/Façade 'main entry gate, Welcome Gate Thematic Design, flowering work as per requirement.
 - b. VIP Lounge (air conditioned with furniture)
 - c. Display Area
 - d. Fabrication of Stall on both side on pavilion 20 with 2 table +frill+2 chair of 10x10
 - e. Reception-cum-Theme area
 - f. Barricading/Fencing (as per requirement)
 - g. Live model demonstration, picture galleries, art work, audio-visual or mix with all these methodologies
- **Carpeting:** Proper Carpeting of entire Pavilion/Hall (20000 sq. ft. approx. size) as per requirement.
- **Furnishings:** 250 No. of VIP Chairs with cover/ frilling, lighting Arrangement Inside and outside of Pavilion, Stall, Gate, CCTV (10 No.s), Bio toilet, LED Tube lights, Metal Lights switch and extension board for each stall and Thematic area, in sufficient No.
- **VIP Lounge:** Construction of AC VIP Lounge with carpeting. 10 Set of Sofa with center table (10 nos.), service table, room freshener, mosquito repellent, cloth ceiling wooden batten, theme-based lamp sheds, VIP Lounge should have attached toilets with appropriate structure for walling, ceiling, sanitary fitting, wash basin water connection for each toilet, sewerage pit, Coffee Machine with crockery arrangements for 20 people. 10 no. of sweepers to keep the toilet clean with bleaching powder, phenyl etc. daily.
- **Electricity:** Sufficient and reliable power backup (Generator) along with electrical connection and installation in and outside the pavilion of social Welfare Department.
- **Printing of IEC material** (approx. 10000 or as per requirement) Panels/ visuals on Flax, Vinyl, (approx. 50 no. or as per requirement)

- **Setting up Exhibition stall & counter** on theme basis/directorate/society basis: 20 no of stall with proper arrangement of chair and lightening.
- 10 no. of sweepers to keep the toilet clean with bleaching powder, phenyl etc. daily.
- **Video/photography** arrangement for 3 days
- **Fire Safety:** Fire Extinguisher in sufficient as per the area of pavillion.

- **Manpower**

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| a. Security Personnel (at least 2 persons) for 24hrs vigil @ 8 hrs | - 18 Nos. |
| b. Maintenance staff for overall maintenance throughout the fair period | - 09 Nos. |
| c. Waiter | - 04 Nos. |
| d. Volunteers for stall management | - 05 Nos. |

- Provision of 250 ml. drinking water bottle, dispenser with Jar, paper glass and dustbin (50 nos.), Refreshment per day for 150 people. On the day of inauguration 250 packets of snacks (as per menu) 250 cups of tea/coffee 250 pc water bottle (500ml)
- **Platform for live demonstration**, PA system for hanger with 5-8 Sound box and cordless mike, Development of theme face in front of hanger. Any other small work required for finishing.

Each bidder should accept the entire scope of work for which they have to complete work by 21 March 2025 before the inauguration of Bihar Diwas on 22 March 2025.

2. Guideline for bidders:

- I. The detail floor plan and presentation must be enclosed as Annexure.
- II. The agency has to ensure the best quality output for all the activities/provision detailed in the scope of work. The agency must ensure all housekeeping and maintenance work during the entire duration of Bihar Diwas 2025 period and arrange for requisite statutory permissions/Licenses from District Administration.
- III. Adequate provisions for flowers and bouquets will have to be made during the Bihar Diwas 2025 period & during visit of VIP's to Social Welfare Department stalls.
- IV. Payment will be made after completion of all the work and submission of invoice after the Bihar Diwas 2025 duly certified. Payment shall be made on actual basis based on the actual size of the pavilion constructed, based on the approved per sq ft. rate & Scope of work defined in bid which bidder must ensure.

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- V. For any additional work agency will have to take prior written approval from SSUPSW, No cost shall be paid, if any additional work carried out by agency without written approval from SSUPSW.
- VI. Any deviation from the scope of the work should be done after written permission from SSUPSW and if so, the event agency is under obligation to bring it to the notice of SSUPSW immediately. After taking written consent of the SSUPSW extra work whatsoever is done, the payment will be done taking in view the market price.
- VII. Disputes:- In the event of any dispute or disagreement arising between the contractors of "Terms & Conditions" of this inquiry, the SSUPSW, Patna whose decision will be final and binding upon the contractor.
- VIII. For Welcome Gate, Stage & Main Pandal Area, etc the agency must propose design and quality in its technical presentation. The agency also needs to take approval from SSUPSW on design and quality before finalization and installation. There should be no deviation from approved design and quality. In case of any such deviation, the agency shall replace/recreate/relay the component/unit to its approved state. For such change/update, no additional payment shall be made to the agency.
- IX. **PENALTY CLAUSE:** In case of default in performance on the part of the agency, SSUPSW shall decide the penalty to be imposed for such default considering the quantum and other related factors which shall be deducted from the payments that may become due to the selected bidder. In case the agency fails to render the services as per the terms and conditions of the Scope of work and if the services are not to the satisfaction of SSUPSW, the SSUPSW shall be at liberty to terminate the work order and forfeit the Bank/performance security and get the amount credited to SSUPSW account. In case of any breach of terms of the contract agreement, the selected bidder shall be liable to penalty/legal actions as the circumstances warrant as assessed by SSUPSW.
- X. SSUPSW, Patna, reserves the right to increase or decrease the periods or events.
- XI. SSUPSW, Patna, reserves the right to reject the tender or part or the whole process of tender without assigning any reason there of at any stage
- XII. All participating bidders will have to make a presentation (PPT) of 10 minutes' duration on the day of bid opening.

3. Technical Qualification Criteria

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| 1 | The bidder should be registered for a minimum period of 3 years under the Indian Companies Act, 1956/ Societies Registration Act/ Trust Act/ Any Other relevant Act in India. |
| 2 | The bidder should have to submit Audited Profit and loss account / CA Certificate for last three financial years. |
| 3 | The bidder should be empaneled with Government Organisation/Departments. The supporting document should be submitted. |
| 4 | GST Registration (Copy of GST Registration Certificate should be submitted) |
| 5 | PAN (Copy of pan card should be submitted) |
| 6 | Self declaration regarding Non Blacklisting |

PRICE BID FORM

To,
Chief Executive Officer
SSUPSW, Bihar
2nd Floor, Apna Ghar, Behind Lalit Bhawan
Bailey Road, Patna

Dear Sir,

1. I/We submit the Bid for **work in Bihar Diwas 2025**
2. I/We have thoroughly examined and understood terms & conditions of contract given in the enquiry document.
3. I/We hereby offer to supply at the following rates. I/ We undertake that I/ We are not entitled to claim any enhancement of rates on any account during the validity of rate.

| SL No. | particular | Size/Quantity (Approx) | Rate per sq ft | GST | Final rate per sq ft incl. of taxes |
|--------|---|------------------------|----------------|-----|-------------------------------------|
| 1. | As per the scope of work as mentioned in the document | 20000sqft | | | |

a) Final rate per Sq. ft. Rs.....Inclusive of all taxes. (In Words.....) Indicate rate % of taxes/GST.....

b) Total cost of project and payment will be worked out based on Area (sq.ft) X final rate per sq. ft. with coverage of entire scope of work referred in bid document duly certified.

Total final cost Rs..

Inclusive of GST applicable.

Signature with seal of Agency/Bidder