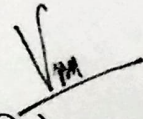


बिहार सरकार  
उद्योग विभाग

## अल्पकालिन निविदा आमंत्रण सूचना

बिहार सरकार, उद्योग विभाग, उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना के सौजन्य से बिहार क्राफ्ट फेयर का आयोजन मधुबनी जिला के झंझारपुर प्रखण्डान्तर्गत मिथिला (अरबन) हाट, अररिया संग्राम में 10 जनवरी से 16 जनवरी, 2023 तक होनेवाले प्रदर्शनी सह मेला प्रस्तावित है। उक्त आयोजन हेतु उपलब्ध प्रतिष्ठित प्रतिष्ठानों/इवेंट मैनेजर से दिनांक 07.01.2023 को 12:00 बजे अप0 तक उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना के कार्यालय में निविदा प्राप्त की जाएगी। जिसे दिन 02:00 बजे अप0 में सभी निविदादाताओं अथवा उनके प्रतिनिधियों की उपस्थिति में निदेशक, संस्थान, पटना की अध्यक्षता में खोली जाएगी।

उक्त निविदा/आमंत्रण हेतु शर्त एवं कार्य विवरणी या अन्य किसी प्रकार की जानकारी के लिए उपेन्द्र महारथी शिल्प अनुसंधान संस्थान, पटना के वेबसाइट [www.umsas.org.in](http://www.umsas.org.in) या किसी भी कार्य दिवस को कार्यालय अवधि में प्राप्त किया जा सकता है।

  
निदेशक,  
हस्तकरघा एवं रेशम निदेशालय,  
बिहार, पटना।

**Government of Bihar**  
**Industry department**  
**Upendra Maharathi Shilp Anusandhan Sansthan, Patna**

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**Terms & Conditions of Tender**

Upendra Maharathi Shilp Anusandhan Sansthan (UMSAS), Patna has been scheduled to organize Bihar Craft Fair from 10<sup>th</sup> January 2023 to 16<sup>th</sup> January 2023 (7 Days) at Mithila Arban Haat, Madhubani, Bihar.

**Terms & Conditions of Tender:-**

1. The tenderer's unit should be registered with the Labour and Employment Department (photocopy of the certificate).
2. Experience of working in interstate fair/exhibition for this type of event (with certificate).
3. The tenderer should have a certificate (certified by CA) of at least 25 Lakhs rupees turnover per year from in the last three years.
4. Photocopy of PAN and GST Certificate.
5. Photocopy of the latest payment of income tax.
6. A bank draft of Rs. 50,000/- (fifty thousand) will have to be given along with the tender as security deposit payable in favour of the Director, Upendra Maharathi Shilp Anusandhan Sansthan, Patna. Bank draft to be submitted along with technical bid. Amount of security deposit is refundable.
7. Technical bid and financial bid should be submitted in separate sealed envelopes. Technical and financial bids will have to be marked separately on the top of the envelope and then both will have to be sealed and submitted in a third envelope. Financial bids will be opened of only those bidders who are successful in the technical bid. A flat rate inclusive of all taxes should be quoted in the financial bid.
8. The event manager will give a self-declaration on Rs.100 stamp paper that all the information given in the tender is correct.
9. There is no provision to give advance amount to the selected event manager. The Selected manager will produce invoice after completion of the work/fair/exhibition.

The evaluation committee will evaluate the work first after final payment will be process along with security deposit.

10. Changes can also be made in the date of the proposed fair as per the requirement.
11. The right to accept/reject any tender will be reserved with the Director, Institute, Patna.
12. For any kind of information can be contacted on telephone number 0612-2262482 from 10:00 AM to 5:00 PM on every working day.
13. Incorrect and tender received after the prescribed period will not be considered.
14. The successful bidder/contractor will have to pay any kind of tax that may be levied in connection with the event.
15. The layout/design, menu etc. information can be obtained on any working day.
16. The work will have to be done as per the attached job description.
17. The firm should not be blacklisted. This affidavit will have to be submitted along with the tender.
18. All types of approval must be ensured by the event manager only. If work disturbed due to any kind of approval not done, only event manager will be liable for this incident. Organization from where approval requires like Municipal Corporation / Police Department / Fire Department / Electricity Department and any other departments.

Director

Upendra Maharathi Shilp Anusandhan Sansthan,  
Patna

## Event Manager Work Details

S. No.	Work	Work Description	Approximate Quantity /Unit	Rate per unit	Proposed Cost INR.	Proposed cost (To be filled by tenders) INR.
1	Construction of Facia for main gate	1-Construction of Facia for main gate (according to 4d) as per the design, decoration of gate with flowers and cloth. 2-Welcome Gate (Consent requires from UMSAS on design and used material)	35 X 3 = 105 sqft	Rs. 500/- sqft	52,500	
2	Amenities at Stalls	a. 3 tables and 2 chairs in each stalls b. 2 tubelights c. Power Sockets	a.50 Per day X 7 Days X 5 (3table&2chair) b. 20 Per day X 7 Days X 2 tub light c. 150	a. 1750 b.280 c.150 (2180/-per stall X 50)	1,09,500	
3	Electricity Arrangements	a.) Halogen light 500 watt b.) Metal light 1000 watt c.) Tubelight d.) Panel Board e.) office mic f.) CFL Bulb Note: All the above equipment's will be installed according to the need and if found deficit then it has to be installed on the spot.	a. 20 X 7 days X Rs.50 b. 20 X 7 days X Rs.50 c. 100 X 7 days X Rs.20 d. 5 X 7 days X Rs.50 e. 5 X 7 days X Rs.50 f.100 X 7 days X Rs.20	a. 7,000 b. 7,000 c. 14,000 d. 1,750 e. 1,750 f. 14,000	45,500	
4	Security Arrangements for day and night	a.) Supervisor - 1 b.) Gun Man - 2 c.) Guard - 8	a. 1 X 7 days X 1200 b. 2 X 7 days X 1000 c. 8 X 7 days X 500	a.8,400 b.14,000 c.28,000	50,400	
5	Cleaning Staff	a.) Cleaning staff - 4	a.4 X 7 days X 500	a. 14,000	14,000	
6	Dustbin	20 Litre - 20 dustbin	1 X 50 X 20 X 7 days	7,000	7,000	

7	Inauguration material	a.) Flower garlands b.) Bouquet c.) Panchdeep d.) Ribbon e.) Scissor f.) Ghee g.) Agarbatti h.) Guest Honour	a.) 3000 b.) 3000 c.) 500 d.) 1000 e.) 100 f.) 50 g.) 50 h.) 15,000	22,700	22,700	
8	Arrangements of Snacks and Bisleri Water	<b>At the day of inauguration: -</b> a.) Snacks 200 packets (as per the menu provided by the organisation) b.) Coffee 200 cups c.) Bisleri water 200 bottle 1 ltr <b>Everyday requirement during fair: -</b> a.) Snacks 10 packets (as per the menu provided by the organisation) b.) 10 qty of 20 litre water jars of Bisleri c.) 20 Bisleri bottles d.) Tea 50 cups <b>At the day of closing: -</b> a.) Snacks 50 packets (as per the menu provided by the organisation) c.) Bisleri water 50 bottle 1 ltr	a.Rs. 100/-per pkt X 200 b. 200 X 20 c.200 X 20  a.100 X 7 days X 10 b.10 X 100 X 7 c. 20 X 20 X 7 d. 50 X 10 X 7  a.100 X 50 b. 50 X 20	20,000 4,000 4,000  7,000 7,000 2,800 3,500  5,000 1,000	54,300	
9	Promotion	a.) Installation of hoarding (the content for the same would be provided from the UMSAS team) of 10x20 sq ft with iron framing at important and prominent places of the city. b.) Photography and Videography of the full event with local newspaper c.) A 10-minute mix video of the whole event d.) Standee – 10 nos.	a. 10 Location X 200sqft X Rs. 25/-per sqft b. 3000 X7 days c. 3000 d. 2,500 X 10	a.50,000 b.21,000 c.3,000 d. 25,000	99,000	
10	Arrangements for officers/staffs deputed in the fair	a.) Arrangement of separate room for each officer -2 Room for 10 days	2 X 10 X 2500	50,000	50,000	

11	Vehicle	One XUV vehicle with fuel and driver throughout the fair	10 Days		20,000	
12	Inauguration ceremony	a.) Stage of 32 X 20 X 04 sq. ft with backdrop b.) VIP Sofa with white cover – 4 (2 seater) c.) Normal chair -200 d.) Center table – 4	a.10,000 b. 4 X 7days X 250 c.200 X 7 days X 20 d. 4 X 7 days X 100	a.10,000 b.7,000 c.28,000 d.2,800	47,800	
Total from Sl. No. 1 to Sl. No. 12 with GST @18%				Total GST@18% <b>Total</b>	<b>5,72,700</b> <b>1,03,086</b> <b>6,75,786</b>	

Note – 1. Any kind of information, layout, design and work related information can be obtain form Patna office in any working days.

2. The cost must be mentioned as per serial no. from Sl. No. 1 to Sl. No. 12.

3. The Tenderers will do land labelling and cleaning of fair ground

4. In any natural disaster or any kind of disaster, the tenderers will build again and for this no extra Fund/compensation will be payable.

5. Tenderers will have to give fair ground in ready position by 9<sup>th</sup> January, 2022 at 4 PM.

**Director**

Upendra Maharathi Shilp Anusandhan Sansthan,  
Patna