



No. BB/CE-I/SE(P)/SEMINAR/183/2018/531

भारत सरकार
Government of India
जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय
Ministry of Water Resources,
River Development and Ganga Rejuvenation
ब्रह्मपुत्र बोर्ड :: Brahmaputra Board

Dated :-06.09.2018

Notice Inviting Tender

The Executive Engineer-II, Planning Wing Brahmaputra Board on behalf of the Chairman Brahmaputra Board, Basistha, Guwahati invites open tenders in sealed covers from experienced contractors/agencies/service providers for providing services on contractual basis for organizing seminar on different Topics at Guwahati(Assam). Interested agencies belonging to North Eastern States may obtain the tender paper from the office of the Chief Engineer-I, Brahmaputra Board, Basistha Guwahati-29 and quote their rates. The tender paper can also be downloaded from our website www.brahmaputraboard.gov.in. Duly filled forms along with quotation (Item-wise) shall be received up to 2.00 pm on 14.09.2018 at Brahmaputra Board HQ Office at Basistha, Guwahati. No bids received after the last date of submission i.e. after 14.00 hours on 14.09.2019 will be accepted. Decision of the tender committee for issue of work orders after evaluation of the price bid by the committee shall be final and binding.

The competent authority of Brahmaputra Board reserves the right to accept or reject any or all the bids without assigning any reason thereof

Executive Engineer-II
Planning Wing
Brahmaputra Board

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Notice Inviting Tender

For organizing seminar on "Synergy among organisations working in Water Resources Sector in North Eastern Region" on 27.09.2018 at Assam Administrative Staff College, Khanapara, Guwahati.

1. Introduction

The Executive Engineer-II, Planning Wing, Brahmaputra Board, Basistha, Guwahati on behalf of Chairman, Brahmaputra Board invites open tenders in sealed covers from experienced contractors/agencies/service providers for providing services on contractual basis for organizing seminar on "Synergy among organisations working in Water Resources Sector in North Eastern Region" on 27.09.2018 at Assam Administrative Staff College, Khanapara, Guwahati.

2. List of Events / Programme

SI No	PROGRAMMES	PERFORMANCE
1	Inaugural Ceremony	
2	For Organizing seminar	<ul style="list-style-type: none">• Anchoring & hosting• Stage Setup• Flower / Balloon Decoration• Photography/Videography• Banner Designing• Backdrop• Catering<ul style="list-style-type: none">(a) Tea and biscuits for 150 persons(b) Tea and biscuits for 100 persons(c) Refreshments (Almonds+Kajju+Dry Cake+Kalakand+Banana)(d) Lunch (Vegetable soup+Green Salaad+Papad+Pickles+Mixed Raita+ Steamed rice+Roti/Naan+Biryani +Mixed veg+Paneer massala+Chana dal + Fish +Mutton + Hot Gulaab jamun+ Ice cream)• Certificate of participation – 100 nos.• Designing & Printing of Seminar Brochure – 200 nos.

3. Date & Venue of the programme :

Date : 27.09.2018

Venue : Assam Administrative Staff College, Khanapara, Guwahati.

4. Eligibility

- a. The tenderer should submit all the documents in support of the Tender's credentials and past performance such as list of clients, list of events conducted /managed for various organizations in North East Region, Performance certificate from the competent authority of the organizations for whom similar events have been organized in last three years.
- b. The tenderer should submit the list of manpower having expertise of handling the different activities related to seminar.
- c. Tender incomplete in any form are liable to be rejected summarily.
- d. The tender would not be allowed to negotiate increase in tendered rate after submission of Tenders.
- e. The rate quoted by the successful Tenderers shall remain valid for a period of 90 days from the opening the bid.
- f. The venue management i.e. Assam Administrative Staff College, Kanapara has approved caterer M/s Iora Hotels (Janambhumi Hotels Pvt. Ltd. (9613338621) and approved agency M/s K. R. Enterprise (9954976275) for Backdrop printing and standee. The tenderer will have to take the services of the above approved agency for related item of works.
- g. The successful Tender shall be required to comply with all the instructions of the venue management and would restore the area to its original form after the event. All security instructions connected to security would be observed and complied with by the Tenderer.
- h. Quotation by fax, email shall not be entertained.
- i. The details of taxes chargeable should be clearly indicated against each item.
- j. It will be the responsibility of the selected farm / Contractor to obtain signature / Certificate of the Nodal Officer / Officer in charge appointed for supervision of the work by the Brahmaputra Board on Chillan's towards items supplied / work completed by the farm/contractor in case of item/work for which authenticated Chillan's/Completion Certificate are not submitted, no payment will be entertained
- k. The Superintending Engineer, Planning wing would be the competent authority to certify that the contractor has completed all the works and contractual obligations in full, to the entire satisfaction of this office.

- m. Payment will be made within 90 days on completion of the event and subject to completion of work and all contractual obligations, to the entire satisfaction of competent authority.

5. Submission of Bids

- i) The bid should be submitted to the Executive Engineer-II, Planning Wing, Brahmaputra Board, Basistha, Guwahati in a sealed envelope clearly marked "Quotation for providing service for organizing seminar on "Synergy among organisations working in Water Resources Sector in North Eastern Region"
- ii) The last date of submission of bid is up to 2.00 pm on 14.09.2018 at Brahmaputra Board HQ Office at Basistha, Guwahati-29. Any bid received after the closing date and time shall not be accepted.
- iii) If the office is closed in stipulated date and time due to unforeseen holiday, the tender will be received and opened on the next working day at the same place and time.
- iv) Any corrigendum /addendum/ errata in respect of the above tender shall be made available only at our official web site www.brahmaputraboard.gov.in. No further press advertisement will be given. Hence prospective bidders are advised to visit Brahmaputra Board web site regularly for above purpose.

6. Selection of bidder & procedure of selection

Successful Tender will be decided on the basis of quality/performance of similar works successfully completed and quoted rate. Marking for performance will be 60% and 40% on quoted rate. Based on this criteria decision of the Tender Evaluation Committee for selection of successful bidder will be finalized.

6.1 Technical Evaluation

The Tender Evaluation Committee (TEC) can evaluate the bids under eligibility criteria. The TEC may, as its discretion, a call for additional information for seek clarification from the bidder(S). Such information has to be supplied within the time frame set out by the TEC; otherwise the TEC shall make its own reasonable assumption and do the evaluation accordingly. Only those bidders who has scored 50 marks or more evaluated in accordance with the following evaluation criteria shall be technically qualified.

Technical Evaluation criteria-

Sl. No	Marks	Description	Scoring criteria
1.	60	Experience of having manage event such as seminar/Workshop consisting of 75 or more participants	1 eligible assignment-20 marks 2 eligible assignments-40 marks 3 eligible assignments-60 marks

2.	25	Manpower having expertise in handling different activities of Seminar/Workshop	Marks will be awarded on the relative marking basis allocating 0 marks to the bidder having no manpower and full marks to the bidder having maximum manpower
3.	15	Experience in handling of Seminar/workshop of Government organizations	1 eligible assignment- 5marks 2 eligible assignments-10 marks 3 eligible assignments-15 marks

Grand total =100 marks

6.2 Financial Evaluation

The financial evaluation shall be based in accordance with the following criteria.

1. The TEC will determine the financial proposal are complete or unconditional.
2. The lowest financial proposal will be given a score (FS) of 100 points. The financial scores of other proposals will be computed as follows-

$$FS= 100 \times \text{Average Cost quoted by L1} / \text{Average cost of the bidder}$$

Combined financial evaluation

The technical and financial scores secured by each bidder will be added with weightages of 66:40 respectively and composite bid score arrive at. The bidder scoring the highest Composite Bid will be adjudicated as the Best Value Bidder for award of organizing the Seminar. In the event the composite bid scores are tied, the bidder scoring the highest technical score will be adjudicated as the Best Value Bidder for award of the contract.

7. Clarification on any query:

All clarification sought by any bidder in respect of any query should be addressed to the Superintending Engineer, Planning Wing, O/o- the Chief Engineer, Brahmaputra Board, Basistha, Guwahati-29 and only verbal clarification would be provided.

8. 10. Declaration

I/ We hereby declare that I/ we have carefully gone through the above terms and conditions and I/ we hereby agree to abide by the above terms and conditions and also to sign an agreement in the event of our selection.

Schedule of items for financial bid

SI No	Description	Qty	Rate	Amount
1	Invitation Card			
2	Paper Advertisement (Two Papers) if required			
3	Volunteer Badge			
4	Stage (Back Drop, Podium)			
5	Decoration of stage with Flowers.			
6	Providing flower bouquet at the event			
7	Design and supply of seminar folder with various logos including pen, pad etc			
8	badges according to delegates/ dignitaries/organiser printing including plastic covers etc.			
9	Lightening of lamp by the dignitaries			
10	Anchor			
11	providing usher girls with expertise in the even functioning with traditional dress			
12	Providing gamosa to felicitation to delegates at event			
13	Felicitation of gift item including pasting of logo, theme and packaging etc. all complete			
14	Vehicles (Innova) if required			
15	Documentation like photography and videography of the event including printing and developing etc.			
16	Supply of drinking water including plastic glass and water bottles			
17	Two tea vending machine including materials for tea and coffee			
18	Lunch , High Tea with Snacks			
19	Five service boy with dress to serve			
20	Certificate of participation			
21	Designing & Printing of Seminar Brochure			

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Planning Wing
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