

No. BB/CE-I/SE(P)/194/2019/962



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 :-30.01.2019

Notice Inviting Tender

The Superintending Engineer(P), Brahmaputra Board on behalf of the Brahmaputra Board, Basistha, Guwahati invites open tenders in sealed covers from experienced agencies / service providers for providing services on contractual basis for organizing "Seminar on Soil Erosion in N.E. Region" to be held on 15.02.2019 at Assam Administrative Staff College, Khanapara, Guwahati and at other subsidiary locations. Interested bidders having office in North Eastern Region may download tender document/ papers from our website www.brahmaputraboard.gov.in. In case of any difficulty in downloading, the tender document/ papers may also be obtained from the office of the Chief Engineer-I, Brahmaputra Board, Basistha Guwahati-29. Duly filled forms along with financial bid (Item-wise) in single envelop shall be received up to 11.00 hours on 07.02.2019 at office of the Chief Engineer-I, Brahmaputra Board HQ Office at Basistha, Guwahati. The discretion and decision of tender committee, Brahmaputra Board in respect of the 'tender', shall be final and bidding. The competent authority of Brahmaputra Board reserves the right to accept or reject any or all the bids without assigning any reason thereof

Sd/-
Superintending Engineer
Planning Wing
Brahmaputra Board



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Detailed Notice Inviting Tender

The Superintending Engineer(P), Brahmaputra Board on behalf of the Brahmaputra Board, Basistha, Guwahati invites open tenders in sealed covers from experienced, reputed, competent and financially sound Indian agencies / service providers for providing services on contractual basis for the below mentioned work :

Sl. No	NIT No.	Name of work	Location	Estimated cost put to bid (Rs.)	Cost of Tender paper (Rs.)	Bid submission closing date & time	Time & date of opening of bid
1	2	3	4	5	6	7	8
01	BB/CE_I/SE(P)/194/2019/962	Organizing Seminar on Soil Erosion in N.E. Region	Khanapara, Guwahati and other subsidiary location	552063 (including GST)	500	07.02.2019 (1100 hrs)	07.02.2019 (1200 hrs.)

Cost of tender paper will have to deposited in the form of IPO/ Demand Draft in favour of **Financial Adviser, Brahmaputra Board**, Basistha, Guwahati-29 and payable at Guwahati

1. Introduction

The Superintending Engineer(P), Brahmaputra Board on behalf of the Brahmaputra Board, Basistha, Guwahati invites open tenders in sealed covers from experienced agencies / service providers for providing services on contractual basis for organizing "Seminar on Soil Erosion in N.E. Region" to be held on 15.02.2019 at Assam Administrative Staff College, Khanapara, Guwahati and at other locations.

2. List of Items/Events

- A Venue Decoration
 - a Backdrop
 - b Branding of venue entrance gate(single gate with 2 pillars)
- C Standee
- d Anchor

- B** Item to well come invitee experts
 - a Phulam Gamocha (Pat)
 - b Phulam Gamocha
 - c Momentos for invitee experts
 - d Momentos for Chief Guest (Eri Sadar)
 - e Dice Decoration (hall No - 309)
 - f a) Hand Bouquet
 - g b) Hand Bouquet(special 25 Rose)
 - h Golf Cap(printed Brahmaputra Board inside)
 - i Flower garland
 - j Glass candle
 - k Seminar kit with folder, Note pad and pen
 - l I-Card
 - m Certificate
 - n Drinking water (200ml bottle)
 - o Oil & Cotton
 - p Rose Bud
 - q Brochure
 - r Registration desk branding
 - s Videography and editing
 - t Photography
 - u Photo printing
- C** Details as per schedule
Tea/ Coffee
 - a Welcome tea with snacks and biscuits
High tea with Snacks, cakes, cookies,Kalakan and Samosa, Veg. cutlet and
 - b Brownie
 - c Afternoon tea with Cookies, Kaju, Almonds and piesta etc
- D** Lunch with Assamese, South indian, North Indian and North East food at AASC, Khanapara
Cauliflower pokora,tondori chicken pokora,veg soup, non veg. soup, green salad, russian salad, som tom salad, papad, pickle, bundi raitha curd rice, palak paneer, jaha rice,arhaar dal, dal makhani,veg polao Mixed veg, brinjal fry, koldil fry, chicken do pyagi, mutton kasa,local rahu/ bhakua with tomato, loacal ari steam fish, towa rooti, black rice khir potato pitika, mixed sak bhaji, mixed veg boil gajor halua, golap jamun ice cream etc.
- F** Lunch& Dinner for drivers

3. Date & Venue of the programme :

Date : 14.02.2019 & **15.02.2019**

Venue : Vivanta by Taj & 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. Incomplete tender 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 60 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 bidder should quote rates inclusive of all taxes.
- j. It will be the responsibility of the selected firm / 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 depending upon the availability of fund after 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 Superintending Engineer, Planning Wing, Brahmaputra Board, Basistha, Guwahati in a sealed envelope clearly marked "Quotation for providing service for organizing "Seminar on Soil Erosion in N.E. Region to be held on 15.02.2019"
- ii) The last date of submission of bid is up to 11.00 hours on 07.02.2019 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. The prospective bidders are advised to visit Brahmaputra Board web site regularly for above purpose.

6. Selection of bidder & procedure of selection

The Successful bidders would be selected on the Quality and Cost based Selection (QCBS) process. The details are given below.

6.1 Technical Evaluation

The Tender Evaluation Committee (TEC) will evaluate the bids under eligibility criteria. The TEC may, as its discretion, may call for additional information for seeking 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 scores 50 marks or more evaluated in accordance with the following evaluation criteria shall be technically qualified/eligible.

Technical Evaluation criteria-

Sl. No	Marks	Description	Scoring criteria (Ts)
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 bid of those bidders who scores (Ts) 50 marks or more evaluated in accordance with the technical evaluation criteria shall be technically qualified and would be considered for financial evaluation. The TEC will determine the financial proposals are complete or unconditional.

The selection of the successful bidder would be on the "Quality and Cost Based System (QCBS)":

The bidder who has quoted the lowest price will be given a score of 100. The Bidders will be allotted score relative to the score of Bidder with lowest quote, which will be as below:

$$F_s = 100 \times FL/F$$

Where, F_s = The financial score of the Financial Proposal being evaluated,
 FL = The price of lowest priced Financial Proposal and
 F = The price of Financial Proposal under consideration.

The score of technical proposals (Ts) would be given 60% weight age and that of the financial proposals (Fs) would be given 40% weight age. The weighted total score of both the Technical and Financial proposals shall be used to rank the bidder. The first ranked bidder is eligible for award of the work.

$$\text{Total Score} = 60\% \times T_s + 40\% \times F_s$$

The bidder scoring the highest Composite Bid will be adjudicated as the Successful / 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-I, Brahmaputra Board, Basistha, Guwahati-29 and only verbal clarification would be provided.

8. Declaration to be submitted by the bidder

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

Sl.No	Item	Unit	Qty	Rate(Rs) Inclusive of taxes	Amount(Rs.)
1	Venue Decoration				
a	Backdrop	No	1		
b	Branding of venue entrance gate(single gate with 2 pillars)	No	1		
c	Standee	No	4		
d	Anchor	No	1		
2	Item to welcome invitee experts				
a	Phulam Gamocha (Pat)	No	10		
b	Phulam Gamocha	No	20		
c	Momentos for invitee experts	No	20		
d	Momentos for Chief Guest (Eri Sadar)	No	3		
e	Dice Decoration (Hall No-309) of AASC	No	1		
f	a) Hand Bouquet	No	20		
g	b) Hand Bouquet(special 25 Rose)	No	6		
h	Golf Cap(printed Brahmaputra Board inside)	No	100		
i	Flower garland	No	10		
j	Glass candle	No	1		
k	Seminar kit with folder, Note pad and pen	No	100		
l	I-Card	No	100		
m	Certificate	No	100		
n	Drinking water (200ml bottle)	Bottle	300		
o	Oil & Cotton	LS			
p	Rose Bud	No	100		
q	Brochure	No	100		
r	Registration desk branding	LS			
s	Videography and editing	Day	1		
t	Photography	Day	1		
u	Photo printing	No	100		
3	Tea/ Coffee				
a	Welcome tea with snacks and biscuits	No	150		
b	High tea with Snacks, cakes, cookies, Kalakand, Samosa, Veg. cutlet and Brownie	No	150		
c	Afternoon tea with Cookies, Kaju, Almonds and pista etc	No	100		

Sl.No	Item	Unit	Qty	Rate(Rs) Inclusive of taxes	Amount(Rs.)
4	Lunch with Assamese, South indian, North Indian and North East food at AASC, Khanapara Cauliflower pokora,tondori chicken pokora,veg soup, non veg. soup, green salad, russian salad, som tom salad, papad, pickle, bundi raita curd rice, palak paneer, jaha rice,arhaar dal, dal makhani,veg polao Mixed veg, brinjal fry, koldil fry, chicken do pyagi, mutton kasa,local rahu/ bhakua with tomato, loacal ari steam fish, towa rooti, black rice khir potato pitika, mixed sak bhaji, mixed veg boil gajor halua, golap jamun ice cream etc.	No	100		
5	Lunch& Dinner for drivers on 14.02.2019 &15.02.2019	No	50		
Total Amonut(Rs in figure)					

Total in words (Rs).....

Signature of bidder(s)