

**DETAILS BID DOCUMENT FOR SELECTION  
OF AGENCY/ FIRM DURING THE EVENT  
MANAGEMENT**

**SAMETI (CSS-ATMA), ASSAM  
DEPARTMENT OF AGRICULTURE**

## EXPRESSION OF INTEREST (EOI)/NOTICE INVITING BID

No: CSS –ATMA/SAMETI/Assam/12/2022-23/43

Date: 12-01-2024

Director of SAMETI (State Agricultural Management & Extension Training Institute) Assam on behalf of Director of Agriculture & State Nodal officer, CSS-ATMA, Assam intent to invite sealed Bid affixing court fee of Rs. 8.25 from interested credible firm having experienced in event management to execute any event/meeting organized by SAMETI.

The Bid document may be downloaded from the SAMETI Portal [www.sameti.assam.gov.in](http://www.sameti.assam.gov.in) & Directorate of Agriculture Portal <https://diragri.assam.gov.in> from 12-01-2024. The submission of Bid will start from 12-01-2024 and close by 3:00 PM of 18-01-2024. The Bids will be opened at 3:30 PM of 18-01-2024

The undersigned reserves the right to cancel any or all of the tenders without assigning any reason thereof. The undersigned also reserves the right not to accept the lowest quoted rate



Director SAMETI

Assam, Khanapara, Guwahati-22

Tender Notice: CSS -ATMA/SAMETI/Assam/12/2022-23/43

Dated: 12-01-2024

1. Issue of Tender document : From 12<sup>th</sup> January,2024 to  
18<sup>th</sup> January, 2024
2. Start date & Time of Submission : From 01:00 pm of 12<sup>th</sup> January,2024  
Of Tender
3. Last Date and Time of : Up to 3.00 PM of 18<sup>th</sup> January,2024  
Submission of tender
4. Date & Time for opening of Bid : 18<sup>th</sup> January, 2024 at 3.30pm
5. Venue : Office of the Director, SAMETI,  
Assam,Khanapara, Guwahati-22
6. Address for Correspondence : Office of the Director, SAMETI, Assam,  
Khanapara, Guwahati-22



**Director, SAMETI**  
Assam, Khanapara

## A. GENERAL TERMS AND CONDITION

1. SAMETI being the State Nodal Agency for the Centrally Sponsored Scheme **“Support to State Extension Programme for Extension Reforms”** and implementation partner for State & Centrally sponsored schemes of the Directorates requires the services of reputed, well established and financially sound Agency/ Firm to provide services of event management during Kissan Mela/workshop/Training/Exposure Visit to other State and like other departmental programme conducting in various places of Assam.
2. SAMETI is planning to organize one **“Exhibition on Bakery and Mushroom Products”** during the second half of January, 2024 for empowering women. In this connection the need of this tender is required.
3. The bid shall be submitted to the office of the SAMETI latest by 3:00 PM of 18-01-2024. The quotations will be opened at 3:30 PM of 18-01-2024.
4. The bidder will submit only 1 (one) bid against this tender.
5. Each bidder shall submit self attested Xerox copies of the following up to date documents along with the bid
  - i) Valid trade license
  - ii) PAN Card
  - iii) Up to date GST document (Registration Certificate/GRN no)
  - iv) Financial Soundness certificate (Balance Sheet/Bank Certificate).
  - v) Income tax assessee certificate for the last three financial years i.e. 2019-20, 2020-21 & 2021-22.
6. The Bidder should have experience in executing at least two(2) similar kind of works in any Department of State Government (Completion Certificate should have to submit)
7. Each page of the Tender documents should be signed duly by the bidder and any of the documents not signed will be summarily rejected.
8. The bidders are subject to be disqualified, if they have made misleading or false representation in the forms and attachment submitted.
9. Before the deadline for submission of bids, the Director, SAMETI, Assam may modify the bidding document by issuing addendum.
10. In the financial evaluation Total price of all the quoted items will be considered for evaluation.
11. Lowest quoted complied bidder will be awarded as approved firm for the work of event management.
12. Payment will be made as and when the fund/sanction received.
13. Any bid received after the Deadline for submission of the bid then it will be returned unopened to the bidder.
14. The income Tax, GST and any other tax as applicable will be deducted at source.
15. Any dispute that may arise will then be settled within the jurisdiction of Hon'ble Gauhati High Court.
16. Bidding document must be submitted in the binding form with assigned sl no, date and signature of the bidder.

**B. Eligibility Criteria of the Bidder :**

- 1) The bidder must be a Company/ Firm / Event management Group, registered under Companies Act or any other Government Authority based in Assam and must be in operation for last 5 (five) years.
- 2) EMD of the bid is 2% of the tender value for General Category and 1% for ST/SC & OBC categories.
- 3) The bidder must have achieved an average annual financial turnover of Rs. 10.00 Lakhs during preceding 3 (Three) consecutive years. Documentary Evidence duly certified by the Chartered Accountant must be furnished with the bid.
- 4) The Bidder must have the following Experiences:
  - i) Experience of organizing/managing/conducting various government event / functions in Assam. The Bidder must enclose copies of appropriate documents to establish their Technical Qualification
  - ii) The bidder must have previously executed any Government projects of similar nature with a work order value of minimum 70% (single project)
  - iii) Experience of organizing / managing Opening Ceremony & Closing Ceremony of any National/ Regional Level event in Assam
  - iv) The bidder must furnish Employees State Insurance Corporation (ESIC) Certificate issued by competent authority
  - v) The bidder must furnish a copy of following documents along with their proposals-
    - a) Pan Card of the Firm/Company
    - b) Registration Certificate - Registration under Company's Registration Act ( in case of company) /Firm Registration under Govt. of Assam( in case of firm)
    - c) Up to date Trade License
    - d) GST Registration Certificate
    - e) IT returns of last 3(three) Financial Year (i.e.2019-20, 2020-21, 2021-22)
  - vi) Bidders shall submit an Affidavit that his/her Firm is not under a declaration of Ineligibility/Blacklisting for corrupt and fraudulent practices or for any other causes by Govt. of Assam and or Govt. of India or any other State.
  - vii) The Director, SAMETI, Assam, Khanapara, Guwahati-22 is not bound to accept the lowest rates. The Evaluation Committee may reject any or all tenders without assigning any reason thereof. The decision of the Bid Evaluation Committee will be final and binding to all in this regard.
  - viii) The approved Bidder must furnish an undertaking to the effect that it would accept all Terms and Conditions.
  - ix) Payment is subject to the submission of Bill in triplicate by the Competent Authority and subject to availability of fund. The bills submitted should include and reflect actual bill of quantity.
  - x) Joint ventures or consortium will not be allowed to participate in the tender process.

**C. Scope of work :**

1. Only one original form of proposal signed by the Authorized Signatory in ink is required by the Authority. No typed or pencil signature will be accepted. The proposal submitted must be without any overwriting, corrections, double typing etc.
2. The Bid shall be submitted in 1 (Single) Bid system.
3. The cover thus prepared should also indicate clearly the name, address, e-mail address and telephone no. of the bidder to enable the Bid to be returned unopened in case it is declared "late"
4. The Technical Bid and the Financial Bid should be page numbered separately and contain the list of contents with page nos. The deficiency in documents may result in rejection of the bid.
5. The envelope containing the Technical Bid should also contain original EMD. The bid not accompanied by the original copies shall be rejected forthwith.
6. The tender document can be collected from the Office of the Director, SAMETI Khanapara, Guwahati-22 during office Hours or Official Website.
7. The sealed envelope containing the Hard copies of the proposal will be received manually in the office of the Director, SAMETI, Assam, Khanapara. Envelopes / documents received after the above stated time and date will be rejected forthwith.
8. Interested Bidders may visit the sites before submission of Bids.
9. Although the bidder quotes price against all the menu's but at the time of event/training, authority will place the order for specific option mentioned in each menu in Format-B.

**D. Preparation of Bid Documents**

1. The Technical Bid should contain a profile of the Bidder, proof of having registered office in Assam, Proof of annual turnover, proof of being registered under Companies Act., proof of being in service as given in the Technical Qualification / Eligibility Criteria of the Bidder in [B], Trade License, PAN Card, GST Registration Certificates, ESIC and Income Tax Return.
2. The Bidder should submit documents in support of the above mentioned requirement including a lay-out of the works.
3. Bids will be opened from 3.30 P.M. on 18.01.2024 in the Office of the Director, SAMETI, Assam. The Bidders or their authorized representatives(s) are requested to be present at the time of opening of the Technical Bids on the date, time and venue fixed.
4. Financial bid of the technically qualified Bidders will only be opened.
5. The Bidder will have to submit financial Bid as per the Bid of Quantity.
6. In the Financial Bid, the rates quoted should be written both in figure and word.
7. All the rates are to be entered in Indian Rupees INR (% value are not allowed)
8. It is mandatory to filled the bid price inclusive of all taxes and other statutory dues.
9. The final Financial Bid of the bidder shall be inclusive of all Taxes, Duties, Levies & other Charges including GST.
10. The Authority shall take into account all Taxes, Duties, Levies & other Charges for purpose of evaluation.
11. Offer should be made in two parts namely technical bid and commercial bid and in

the format given in the bid document and as it is single bid therefore both the offer should be submitted in a single sealed envelope. Name of the bidder and contact no with address should also be written on the envelope.

12. Tender should be addressed to the **Director, SAMETI, Assam**. Tender should be sealed in a cover and should be dropped in the sealed box to be kept at the office of the **Director, SAMETI, Assam**.
13. The bidder with full signature should avoid overwriting if any. The rate quoted should be kept firm for a minimum period of 2 year from the date of acceptance of the tender.

**E. Period of Validity of Bids**

Bids shall remain valid for 45 days after the deadline for submission of bids prescribed by the Purchaser. **A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.** In case of extension of the bid validity period, purchaser will seek extension from bidders in writing.

**F. OPENING OF THE TENDER AND EVALUATION THEREOF**

The tenders received within the specified time will be opened in the office of the Director, SAMETI, Assam by a Committee to be constituted in presence of the attending bidders or his/ her authorised representative at 3:30 pm on **18<sup>th</sup> January, 2024**. As it is a single bid system both the bid will be opened at a time but financial bid (quoted price) of those bidder will only be evaluated who fulfill the eligibility criteria. **In the Financial Bid evaluation the total amount of the quoted rates against each item will be considered for comparing the commercial bids.** The decision of the committee will be final in this regard

**G. AGREEMENT**

- i) The Successful bidder shall execute an agreement for the fulfillment of the contract on Rs. 100/- Non Judicial stamp in the model form enclosed within 10 days from the date of acceptance of the offer. The incidental expenses of execution of agreement shall be borne by the successful bidder, hereafter the successful bidder will be referred to as Service Provider.
- ii) The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions at any stage will entail termination of the contract without prejudice to the rights of the Director, SAMETI and recovery of any from the Service Provider.
- iii) The Contract will valid initially for one year and Authority may further extended if pleased.

#### **H. PAYMENT**

Subject to the receipt of fund from Govt., the payment to the firm will be made time to time taking reference to the work order issued by the Director, SAMETI

#### **I. PENALTY AND TERMINATION FOR NON FULFILMENT OF CONTRACT**

The final acceptance of the tender/offer would be entirely vested with the Departmental Bid Committee. After the acceptance of the tender by the Departmental Bid Committee, the bidder shall have no right to withdraw his tender/offer or claim higher price.

- 2) Tenders with incomplete information are liable for rejection. The Authority reserves the right to cancel/reject any or all tenders at any time without assigning any reason thereof and bidders shall have no claim/ protest in any forum in this regard. The decision of the Authority as regard to the issue related to the tender will be final



**TECHNICAL BID FORM  
FORMAT-A**

(The relevant documents has to be arranged serially as per the order mentioned belowfor the ease of scrutiny)

1	Name of the Organization	
2	Address of the Registered Office of the organization with telephone nos. & mail id	
3	Legal status/ entity of the agency (Whether the agency is a Proprietorship/ Partnership or Private Ltd. Company) must be in operation for last 5 (five) years	(Attach photocopy of the registration certificate of the firm/ company)
4	Annual financial turnover during preceding 3 (Three) consecutive years & P/L and Balance Sheet (2020-21, 2021-22 & 2022-23)	Attached CA certificate
5	Proof of Experience of organizing/managing/conducting various government event / functions in Assam.	Enclosed completion certificate
6	Furnish Employees' State Insurance Corporation (ESIC) Certificate issued by competent authority	Attached copy
7	Experience of organizing / managing Opening Ceremony & Closing Ceremony of any National/ Regional Level event in Assam.	Attached copy
8	Name of Authorized Signatory(in capital letters)	
9	Specimen signature of the authorized signatory	
10	GST No.	Attach photocopy of GST registration certificate issued)
11	PAN	(Attach Photocopy of PAN)
12	Latest Trade License	(Attach Photocopy)
13	Latest Income Tax Filing Certificate	(Attach photocopy of the ,2020-21 , 2021-22 & 2022-23 income tax filing certificate)
14	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	
15	Number of Manpower in your organization	Attach Certificate
16	Turnover (2019-20, 2020-21& 2021-22) & P/L And Balance Sheet	Attach document
17	Valid labour license from the labour department	Attach document

**DECLARATION**

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above is full and correct to the best of on/ our knowledge. I/ we hereby declare that our organization has not been blacklisted/ debarred by any organization till date. I/ we understand that in case any information submitted by us in this EOI are found to be false at any stage, our Firm/ Agency will be blacklisted/ debarred by you and will not have any dealing with your organization in future.

Place:

(Signature and seal of the authorized signatory)

Date:

(Seal)

FORMAT-B  
PRICE TENDER FORM  
Comprehensive Event Management

(To be returned in original along with tenders)

Tender No....., dated.....

To,

The Director, SAMETI  
Assam, Khanapara, Guwahati-22

Sir,

I/we hereby Submit the Quotation for the event management during any event organized by SAMETI at the rate mentioned below

Sl.No	Particular	Qty	Unit	Rate (in Rupees)	Remarks
1	Waterproof Tubular Iron Hangar for Public Sitting area & fire retardant , side covers, front façade, Carpet etc. All the structures should be of high quality and strong enough to sustain high speed wind & rain pressure as per the specification of the department. Seating arrangement should be of 200 people.	500	sq feet		
2	Waterproof Tubular Iron Hangar for VIP area (200 sq feet ) & fire retardant top covering, side covers, front façade etc with wooden platform. All the structures should be of high quality and strong enough to sustain high speed wind & rain pressure as per the specification of the department.	200	sq feet		
3	Bamboo pandal with waterproof shed, Platform and cloth masking, side covers, front facade, Carpet etc. All the structures should be of ethnically designed and strong enough to sustain high speed wind & rain pressure. It should include minimal furniture, one store room with lock and key facility, plugpoint, dustbin.	5100	sq feet		
4	Thematic décor inside the hanger with necessary items like colourful decorative cloths/lights etc. in entire hangar area	5100	sq feet		
5	Adequate general LED Lighting inside and outside the hanger in the entire venue.(natural white led light)	1	Job		
6	Adequate general LED Lighting inside and outside the hanger in the entire venue.(natural white led light)	1	Job		

Sl.No	Particular	Qty	Unit	Rate (in Rupees)	Remarks
7	Stage setup(wooden Rising) : 24' x 12' x 2 ft high MS structure with scaffolding/truss blocks with plyboard on top & following items : A. Steps on both side 4 ft wide with railing B. Dias Arrangements – 6 heads C. Podium with branding - 1nos	1	job		
8	Double seater sofa	2	nos		
9	Centre table (Glass Top)	2	nos		
10	Good quality banquet chairs with covers & desk (200 nos. of chairs & 90nos. of Desk)	200 + 90	nos		
11	P3 LED Wall 52 ft x 12 ft for stage backdrop with technician and operator support	1	no		
12	Flower Decoration - Stage Skirting, Podium, lighting of lamp, stairs railing, table bouquet etc	1	job		
13	Sound Arrangements for the Public Meeting, Public Addressable system and ambience music with proper underground cabling and technician etc	1	job		
14	Video & Photography Coverage of Inaugural Function & all other major events/function during the event. Live video coverage of the cultural events and inaugural function in the LED panel as and when required by the department.	1	job		
15	Cleaning and Sanitation of the entire venue all throughout the event	1			
16	Soundless Genset (Including required quantity of Diesel, adequate number of operators/technician/electrician whatever so required for full-fledged and smooth running of genset and power supply	1	job		
17	Power distribution with armored cables from main panel board & generator up to Exhibition Area / Stage / All Hangers / Food Area and all over the ground & sub distribution with main panel switch board & sub main panel board.	1	job		
18	Lighting Poles with proper wiring/earthing for Entire Venue with adequate number of poles should be provided	1	job		
19	Emergency and back up Lighting system in case of total power failure	1	job		
20	Electrical cabling of entire venue with proper covering	1	job		
21	Bright & sufficient ambience lighting over & above normal lightings	1	job		

Sl.No	Particular		Unit	Rate (in Rupees)	Remarks
22	Ground Earthling through the area with generator and lighting as per the requirement of the PWD Electrical division.	1	job		
23	Cabling & Changeover box/main panel with proper fittings	1	job		
24	Designer gate as per the theme and as approved by the department.	1	job		
25	Toilet arrangements for Public	4	no		
26	Toilet Arrangements for VVIP and VIP (Chemical Toilet)	1	no		
27	Round the clock security arrangement throughout the event.	1	job		
28	Construction of prototype of mushroom and Bakery product covering 650 sqft area	1	job		
29	Selfie point reflecting the theme of the event	1	job		
	Grand Total				

Gross Total cost including GST Rs...../-

(Rupees.....only)

We hereby agree to execute any kind of event organized by SAMETI accordance with the terms and conditions of the bid documents in above mentioned rates.

SIGNATURE OF THE BIDDER WITH SEAL