“NOTICE INVITING EXPRESSION OF INTEREST FOR EVENT MANAGEMENT”

AllIMS Patna will be inaugurated by VVIP in mid-February and about 1000 to 1500 guests will congregate for this Mega event. Offers are invited from reputed firms/event management agencies for preparing the venue and surrounding areas near venue site for the inaugural ceremony.

Eligibility Criteria

The agency should meet the minimum eligibility criteria:
- A minimum experience of five years in the field.
- Agency should have office at Patna.
- Executed at least one event for VVIP and guest participation with the following components in the event:
  - Preparation of stage for the VVIP.
  - Decoration of venue inside and outside.
  - Making of gates.
  - Provision of audio visual facilities.

Proposed work & Tentative Specification/Condition

Details of tentative specification/condition are as per Annexure 1

Issue & Receipt of Offer

The offer with relevant supported documents is to be submitted in sealed cover to Medical Superintended AllIMS, Patna on or before 1200 hrs on 17th February 2014.

Evaluation Criteria

1. Short listing based on eligibility criteria of receipt of EOI.
2. Selected Agencies will be invited for technical presentation and pre-bid meeting on 14th February, 2014 at 1430 hrs.
3. Price bid are to be submitted by the qualified shortlisted agencies after the pre-bid meeting on the requirement/bill of the qualities of the organisers within 48 hrs of issue of letter for price bid submission.
4. Selection will be based on lowest price bid.

(Medical Superintendent)
AllIMS Patna
Tentative Specification & Condition

1. Good qualities tentage for accommodating 1500 to 2000 persons with seating arrangements with sofas on the first 4-5 row’s, good quality chairs for 500 guests & rest good quality plastic chairs of one colour.
2. Preparation & decoration of stage, interior of venue and surrounding along with flower decorations.
3. Proper barricading as per requirement.
4. Audio visual facilities with podium and LCD/LED screens of large sizes inside venue.
5. Preparation and decoration of gate at entrance of venue.
6. Fire proof material to be used as far as possible Proper Fire Safety arrangement to be provisioned.
7. Provision of Separate tentage adjacent to venue for catering purpose for VIP along with other facilities.
8. The work should be as per SPG clearance.
9. The work should be executed on war footing basis and to be completed in all aspects within 4 to 5 days from date of issue of work order.
10. A separate catering arrangement for VVIP should be made inside the Ayush/PMR Building.
11. The vendor will also submit a detailed menu for snacks and Lunch along with hot and soft drinks for 1000 to 1500 persons.
12. Agency empanelled and short listed will be asked to provide price bid by e-mail followed by hard copy within 48 hrs.
13. The applicant submitted the EOI but not presented their bid on 3rd Feb 2014 will be out rightly rejected.
14. Shot listed /empanelled agencies will be required to furnish EMD of Rs 1lakh by DD or Pay Order in favour of AIIMS, Patna payable at Patna along with the price bid to be submitted in prescribed format provided by AIIMS, Patna to short listed agencies.
15. Agency is requested to visit the venue site at AIIMS, Patna before submitting the price bid. Query if any will make to Chairman Event Management Committee/Medical Superintendent.
16. Director, AIIMS Patna reserves the right to cancel all/partial tender bid without assigning any reason thereof.