



**DIRECTORATE OF EXTENSION EDUCATION
DR. PANJABRAO DESHMUKH KRISHI VIDYAPEETH**

KRISHINAGAR P.O., AKOLA - 444 104 (Maharashtra)

Phone: (0724) 2258174

Email: deepdkv@yahoo.com

Fax : (0724) 2258732

Tender Notice (Third Time)

Date: - 30/11/2011

The Directorate of Extension Education, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola invite sealed tenders to appoint experienced **Event Manager** for organization of a **State Level Mega Agriculture Exhibition** to be organized at **Krishi Vigyan Kendra, Sonapur, Dist. Gadchiroli** during 27th to 29th December, 2011. The work involves erection of superstructure covering an area of 30000 Sq. Ft. of MS pipes and having water proof roofing for housing, safety covering of all the boundaries of the exhibition site, separate entrance and exit gates, Private & Public/ Government security service along CCTV cameras, metal detector with all necessary check & security arrangement. Fire fighting/ fire brigade arrangement along fire extinguisher in exhibition domes & conference hall in sufficient quantity, advanced sound system, electrification & lighting of exhibition area, first aid facility with provision of ambulance in emergency. The super structure includes 100 stalls of 3 x 3 mtr size & 2 mega stall of 6 x 6 mtr size. The other facilities includes Demonstration area, Parking area, Cafeteria and all basic amenities including drinking water, lavatories, stand by electricity arrangement, 1000 chairs in Charcha Satra Hall and decoration at possible spots etc. The University will only provide the site for organization of Exhibition and all other facilities will have to be developed or managed by the party or firm as an Event Manager.

Interested party or firm may contact the undersigned for detailed terms and conditions. The tender form will be available in the Directorate of Extension Education during office hours between 10.00 am. to 5.45 pm. on all working days on cash payment of Rs.1000/-. The Tender form will also be available on University Website **www.pdkv.ac.in**. The party who download the tender form from website have to enclose DD worth Rs. 1000/- with the filled-in form. If blank tender form is required by post, the firm will have to send DD for Rs.1100/- in the name of Director of Extension Education, Dr. PDKV, Akola payable at Akola. However, this office shall not be responsible for postal delay or non-receipt of the tender form. Last date of receipt of complete filled-in tender form with all necessary supporting documents is **08/12/2011** up to **13.00 hrs**. Tender offer received late after stipulated time will not be accepted on any ground. The Tenders will be opened on **08/12/2011** at **14.00 hrs** in the office of the undersigned.

Director of Extension Education

(Agril. Exhibition - 2011)

Tender Form Sr. No

Issued to M/s.....

Vide D.D./ M.R. No.....

Datedfor Rs.....

**FORM OF TENDER
(Envelope no.1)****From:**

M/s.....

.....

To,The Director of Extension Education,
Dr.Panjabrao Deshmukh Krishi Vidyapeeth,
Krishinagar, **AKOLA- 444 104 (M.S.)**

Dear Sir,

1. In response to the tender notice published by you in Daily, dated for inviting tender for **Event Manager** for organizing **Mega Agriculture Exhibition** from 27th to 29th December, 2011 at Krishi Vigyan Kendra, Sonapur, Dist: Gadchiroli on behalf of Dr. Panjabrao Deshmukh Krishi Vidyapeeth Akola, I/we submit herewith the tender for the said event.
2. I/we have thoroughly examined and understood the terms and conditions of the tender contained in Appendix-I and I/we agree to abide by them. Accordingly, I/we hereby submit that, I/we have our own superstructure for exhibition as per your terms & conditions.
3. I/we offer to provide superstructure for exhibition including all the items in the terms & conditions.
4. I/we accept that the rates tendered shall remain valid for a period of exhibition (should not be less than four months) from the date of issue of the order.
5. Rates to be quoted in Appendix – II shall inclusive of all taxes including service tax & TDS. Service Tax & TDS will deduct by the University at the time of final payment to the tenderer whose tender will be expected.
6. I/we also admit the right to accept whole or part of the tender or reject any tender without assigning any reason thereof and all the rights will be reserved with the University authority and the decision of the University authority will be final and binding on me/us.
7. As required by the terms and conditions of tender, minimum amount of Rs 1% of the total cost of event is paid by me/us as Earnest Money under Demand Draft / Pay order No date which is enclosed. I/we also agree to deposit 3% of the tendered amount as Security Deposit. If the tender is accepted for execution of work.
8. I/we hereby declare that the entries made in the tender form and Appendix-II attached thereto is true to the best of my knowledge, I/we shall be bounded by the act to my/our authorized representative duly constituted attorney Shri..... whose signature is appended hereto in the space specified for the purpose and any other person who in future may be appointed by me/us in his place to carry on business of this concern. The intimation of such change will be communicated/given to the Director of Extension Education, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola.
9. The following documents are enclosed alongwith this tender duly filled in and signed in.

Envelope No 1 (Technical Bid) should contain:

- A) Duly filled-in Tender Form along Receipt/DD worth Rs. 1000/- & signature.
- B) Demand draft /Pay order towards payment of earnest money (Minimum 1% of the total tender cost) Rs_____
- C) Registration No. of the firm with copy of certificate.
- D) Sale tax number (CST/BST/VAT)/Service tax with copy of sale tax registration certificate.
- E) PAN Card in favour of the firm/proprietor/partner.
- F) Copy of Income Tax Return for last 3 financial years.
- G) Interested party as an Event Manager should have experience and expertise in organization of at least 2 *National / State Level Agricultural Exhibition* with copy of certificate of successful organization/Execution & copy of work orders as documentary evidence.
- H) Business profile indicating
 - Financial position,
 - List of manpower/technical expertise,
 - List of material available & owned by the event manager etc.
- I) Any other document to support & relevant the capacity to execute this type of work.

Envelope No 2 (Commercial Bid):

This sealed cover should contain only the main tender document (Appendix II) mentioning the cost of offer (Item wise & Total) of this tender and Appendix II (A) However it will be considered only if main tender document is approved (Appendix II)

Note: Both Envelopes should be sealed in one envelope subscribing 'Tender for Agrotech-2011'

The above documents are enclosed along with this tender duly filled in and signed.

Place:
Date:

Yours faithfully,

(Signature of Tenderer)

SEAL:

List of documents (Enclosed):	Capacity in which signing:.....
1) Appendix-I	Name of Firm:.....
	Address of Firm:.....

	Phone. :
2) Appendix-II	Registration No. of Firm:.....
	CST/BST/VAT/Service Tax No
3) Earnest money paid by Demand Draft No / Pay Order No, dated	
for Rs.	
4) Other documents.....	
Signature of constituted attorney/authorized representative:	
Name:	
Address:	
Date:	

TENDER FOR SERVICES OF EXPERIENCED EVENT MANAGER FOR ORGANIZING A STATE LEVEL MEGA AGRICULTURE EXHIBITION - 2011 FROM 27th TO 29th DECEMBER 2011 TO BE ORGANIZED BY DR. PANJABRAO DESHMUKH KRISHI VIDYAPEETH, AKOLA AT KRISHI VIGYAN KENDRA, SONAPUR, DIST: GADCHIROLI

APPENDIX-I

Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola is celebrating 113th Birth Anniversary of Bhausaheb alias Dr. Panjabrao Deshmukh. On this occasion mega agriculture exhibition is being organized at Krishi Vigyan Kendra, Sonapur, Dist: Gadchiroli for three days from 27th to 29th December, 2011. Erection of Superstructure covering an area of 30000 Sq. Ft. of MS pipes and having water proof roofing for housing, safety covering of all the boundaries of the exhibition site, separate entrance and exit gates, Private & Public/ Government security service along CCTV cameras, metal detector with all necessary check & security arrangement. Fire fighting/ fire brigade arrangement along fire extinguisher in exhibition domes & conference hall in sufficient quantity, advanced sound system, electrification & lighting of exhibition area, first aid facility with provision of ambulance in emergency. The super structure includes 100 stalls of 3 x 3 mtr size & 2 mega stall of 6 x 6 mtr size. The other facilities includes Demonstration area, Parking area, Cafeteria and all basic amenities including drinking water, lavatories, stand by electricity arrangement, 1000 chairs in Charcha Satra Hall and decoration at possible spots etc is to be fulfilled by the party as an Event Manager.

For this, sealed tenders are invited from reputed parties to appoint Event Managers for utilizing their expertise and services for organization of A State Level Mega Agril. Exhibition. They should send their tenders to the undersigned so as to reach on or before 08/12/2011 by 13.00 hrs. The tenders received late will not be accepted under any circumstances. The tenders will be opened on same day at 14.00 hrs.

Terms and conditions for execution of the proposed Event are as under:

1. Interested party as an Event Manager should have experience and expertise in organization of at least 2 *National / State Level Agricultural Exhibition* with copy of certificate of successful organization/Execution & copy of work orders as documentary evidence.
2. The arrangements at the venue for exhibitors as well as visitors should be of the standard of the National Level Exhibitions in the metros.
3. Event Manager will be responsible for wide publicity of the Event. However extra effort will also be made by the University to increase the larger participation of the farmers in the exhibition by way of own publicity.
4. Dr. PDKV will only make the venue/site available. Event Manager will be responsible for cleaning of exhibition campus, leveling wherever required and demarcation of the land to make it suitable for organization of the Event.
5. Conditional tenders will not be accepted.
6. Event Manager will have to shift all the structures on or before **10.01.2012** from the site at his own cost in any case.
7. The tenderer will enclose minimum Rs. 1% of the amount of offer as an EMD along with the tender in the form of DD payable at Akola in the name of Director of Extension Education, Dr. PDKV, Akola.
8. The successful Tenderer will have to deposit 3% security deposit after adjusting the amount of EMD. The amount of security deposit shall be paid in the form of Demand Draft in the name of Director of Extension Education Payable at Akola.

9. The Memorandum of Understanding (MOU) on Rs.200/- stamp paper will be signed by the University and Event Manager before issuing the work order.
10. Dr. PDKV reserves the right to accept/reject the tender in part/full at its own discretion without assigning any reason.
11. Event Manager will be responsible for the Damages, if any, due to natural calamities or any other reasons what so ever.
12. The Tenderer should quote the rate in two-bid system in form in Appendix-II of tender form, issued by this office / uploaded from University website. All required documents should be submitted in two envelopes.
13. Both the two-sealed envelopes No. I & II should be sealed separately and should be put together in one common main cover and be sealed. This sealed main cover shall be marked on the left hand top corner **Tender for Event Manager for Organization of a State Level Mega Agriculture Exhibition-2011**. The full name and address of the tenderer and the name of the authorized agent delivering the sealed cover containing the filled-up tender shall be written on the left corner. **(At bottom)**

The details of Structure to be constructed are as under:

- (a) **Erection of Structure:** Superstructure covering an area of 30000 Sq. Ft. of MS pipes and having water proof roofing for housing, safety covering of all the boundaries of the exhibition site, separate entrance and exit gates, Private & Public/ Government security service along CCTV cameras, metal detector with all necessary check & security arrangement. 100 stalls and 2 Mega stalls, 1000 chairs in Charcha Satra Hall & 50 low cost basis stalls for Self Help Group. Advanced sound system, electrification & lighting of exhibition area, Synthetic carpet flooring for housing registration counter with waiting room for dignitaries, dias for 20 dignitaries etc. good quality sofa sets, tea puoy will have to be arranged in waiting room. Quality podium and sound system. All the materials including cloth and carpet to be used for exhibition should be fresh and new.
- (b) **Stalls:** The stalls should be of 3x3 mt. size and mega stall 6 x 6 mt. size. The stalls should be in extruded aluminum system with painted panels, fascia in vinyl letters and synthetic carpet covering the flooring. Each stall will have to be provided with carpet, three table, three chairs, three spotlights, two plug points with one waste paper basket and 20 steel hooks for hanging exhibits.
- (c) **General Lighting:** General lighting will have to be provided inside the covered area and outside area in the form of tube lights and halogen lights. Ceiling fans will have to be provided in all stalls.
- (d) **Decorations:** A decorative gate will have to be erected at the Entrance of exhibition at the gate. All the security arrangements will be required Viz. metal detector, checking points separately for Men and Women. Public and Private security personals shall be deputed at the entrance and in the vicinity of exhibition before the commencement of exhibition strict vigilance is required during the whole programme. Flag poles with colored flags and colored carpet on pathways outside the site area, halogens light etc will have to be used for decoration and lighting of the venue. Necessary floral decoration should be provided at main dias of Seminar Hall
- (e) **Signage:** Boards displaying general signage will have to be placed at vantage points.
- (f) **Cafeteria:** A separate pendal will have to be erected for cafeteria with essential furniture and jute carpet flooring and all food items on low cost basis.
- (g) **Parking:** Proper parking for two wheelers and four wheelers complete with markings, Barricades and guards.
- (h) **Lavatories:** Requisite number of lavatories/urinals for gents and ladies separately is erected, including VIP lavatory near main dias and near waiting Room of dignitaries.
- (i) **Stalls for Self Help Groups (Mahila) –** Approximately 50 stalls of low cost basis should be erected to promote the activities of women on nominal charges.
- (j) Temporary Dias of 20 ft x 10 ft having height 3 ft (from ground level) with backdrop to carry out short functions if any.

(k) Safety covering with tin sheets or any other item to cover entire area of exhibition.

In addition to the above, following services will have to be rendered by the Event Manager.

- a) D.G. sets for 24 hour power supply with fuel and operator during the work and during the period of exhibition.
- b) PA system with announcers for the duration of the Event.
- c) Registration arrangements include separate seating arrangement for VIP visitors.
- d) Hall Managements.
- e) Fire fighting arrangements with fire brigade van, fire extinguisher, fire buckets with sand as per requirement.
- f) Complete Security Services: Metal detector arrangement at Main entrance, sufficient number of CCTV Cameras to cover whole exhibition site with provision of recording, 30 security guards in morning & 40 guards during night will have to be provided during 3 days of the event.
- g) House Keeping with sweepers and labours
- h) Obtaining all statutory permissions on behalf of University.
- i) Catering services including refreshment items on paid basis.
- j) Landscaping at selected spots.
- k) First Aid facility as well as ambulance shall have to be kept ready in emergency.
- l) No Objection Certificate from competent authority of MSEB / MSEDL for Electrification in domes, conference hall etc.
- m) Database of all the participants representing the organization participating in Exhibition should be provided to the organizer up to 25/12/2011 for onward transmission to Police Department, Gadchiroli.

The following services will have to be provided by the Event Manager.

- a. Hostesses cum Announcer.
- b. Interior decorators.
- c. Painters.
- d. Sufficient number of floral bouquets for VIPs (Approximately 20 Nos.) on inaugural and concluding day.
- e. Banner makers.
- f. Any other related services.

Other terms and conditions shall be as below:

1. The name of the Exhibition shall have to be prominently displayed on banners at all the gates, other places and in correspondence.
2. All the facilities such as water supply, electricity, telecom, courier, banks, travel booking, cafeteria etc. shall have to be arranged by the Event Manager.
3. Site of the event can be seen at any time on any working days.
4. Inauguration & concluding function of the Exhibition shall take place on 27th December, 2011 at 10.00 hour & on 29th December 2011 at 16.00 hrs. respectively. For this purpose, VIP chairs, sound system, backdrops, lavatory should be arranged during above event. 1000 chairs with appropriate decoration & Backdrop will have to be provided in Charcha Satra Hall, Any change in the seating arrangement will be communicated as per situation arises.
5. The exhibition profile should include:
 - Agricultural Production Technologies.
 - Water & Soil Conservation.
 - Modern Irrigation Systems.
 - Improved Seeds.
 - Bio-pesticides & Bio-control Agents.
 - Bio-Technology.
 - Fertilizers
 - Organic inputs

- Agril. Equipments and Machineries.
 - Aquaculture
 - Dairy Equipment & Products
 - Poultry Equipments & Products
 - High tech Horticulture
 - Food Processing & Packaging
 - Agro-based Industries
 - Sericulture
 - Agro Export Services.
 - Information Technology
 - Agro export services
 - Solar Systems
 - Publications.
 - Information Technology and Communication modes
 - Insurance, Finance and Banking agriculture.
 - Any other related to Agriculture.
6. Event Manager shall be free to book 50 stalls as well as advertisement at prices decided by them and can use these funds on 100% basis for managing the event. Remaining 50 stalls, 2 Mega stalls (6m x 6m each) will have to be made available on gratis (free of cost) to the University. However the University has right to obtain sponsorship for various programmes of exhibition like Charcha Satra/Refreshment/Cultural Programmes etc. The amount generated through the sponsorship for such events will be deposited in University Fund.
 7. Publicity and outside marketing shall have to be done by the Event Managers. However, the University will support for local marketing. The Directorate of Extension Education, Dr. PDKV, Akola, shall provide e-mail, Fax, STD and local phone facilities. Similarly University will do its own publicity of exhibition for larger participation of farmers.
 8. Event Manager shall quote below the charges (inclusive all taxes), which the University shall have to pay them above the funds collected by them by way of booking the stalls, parking, restaurant, advertisement, etc. for managing this event.
 9. The breach of terms & conditions of **Agreement** if any, by the event manager, will be penalized to the event manager to the extent of cost of the item/s.
 10. The entire payment to the Event Manager will be made by the university only after satisfactory organization of the event & vacation of Exhibition Site after deducting TDS and Service Tax.
 11. Director of Extension Education will arrange to get the work done verified and inspected and certify the work carried out and appears to be claimed as per actual quantity of work carried out by Event Manager.
 12. Any dispute/court matter that may arise in the process/work will fall under the Akola Jurisdiction only.

Signature & Stamp of

**Event Manager with
Full address & Telephone No.**

Director of Extension Education
Dr. Panjabrao Deshmukh Krishi Vidyapeeth,
Akola

Appendix-II
(Envelope No 2)

Tender for Organization of "A State Level Mega Agriculture Exhibition-2011 & Charcha Satra"

Particulars of Work	Qty	Rate Quoted in Rs. (In Figure & Words)		Amount (Rs)
		In Figure (Rs)	In Words (Rs)	
Erection of Superstructure covering an area of 30000 Sq. Ft. of MS pipes and having water proof roofing for housing, safety covering of all the boundaries of the exhibition site, separate entrance and exit gates, Private & Public/ Government security service along CCTV cameras, metal detector with all necessary check & security arrangement. Fire fighting/ fire brigade arrangement along fire extinguisher in exhibition domes & conference hall in sufficient quantity, advanced sound system, electrification & lighting of exhibition area, first aid facility with provision of ambulance in emergency. The super structure includes 100 stalls of 3 x 3 mtr size & 2 mega stall of 6 x 6 mtr size. The other facilities includes Demonstration area, Parking area, Cafeteria and all basic amenities including drinking water, lavatories, stand by electricity arrangement, 1000 chairs in Charcha Satra Hall and decoration at possible spots etc. to be fulfilled by the party as an Event Manager and as per details given in Appendix - I	One Job			
Total (Rs)				

I abide by the terms and conditions mentioned in the tender form and Appendix I & II.
Net charges for arranging the event Rs. (in figures) _____ Rs. (in words)

Place:
Date :

Signature & Stamp of

Event Manager with
full address & Telephone No.