



(REAL ESTATE REGULATORY AUTHORITY, BIHAR)

चौथा / छठा तल्ला, बिहार राज्य भवन निर्माण निगम लिमिटेड, मुख्यालय भवन, परिसर
शास्त्रीनगर, पटना-800023

No: - RERA/TRAINING/AWARENESS/89/2024 / 1071

Patna, date: - 06.12.24

Quotation notice for inviting proposal from the experienced Event Management Agency to organise an event "RERA KI BAATEIN" for RERA, Bihar at New Delhi on following terms & conditions

1 SCOPE OF WORK

As per Annexure – 1 attached

2. ELIGIBILITY CRITERIA

- 2.1. Agency should have at least 3 years of experience of doing similar work.
- 2.2. Agency must be registered with GST.

3. DELIVERABLES

- 3.1. The Event is schedule to be held on the premises of Bihar Niwas, Chanakyapuri, New Delhi, if the venue is changed due to any reason the agency would have to make similar arrangement accordingly at alternate venue.
- 3.2. Event date will be 23rd December 2024 from 11 AM onward, all arrangements need to be done prior to that.

4. BASIS OF OFFER / SELECTION PROCEDURE


- 4.1. Quoted price should be inclusive of all as per scope of work as given in Annexure -1.
- 4.2. Quoted price should be all inclusive of cost of Infrastructure, Visuals, Sound & Light, Photography & Videography, Power Backup, Essential man power engaged etc
- 4.3. Lowest responsive evaluated bidder will be awarded the work order.
- 4.4. Local purchase committee will scrutinize all submitted quotations and select the lowest evaluated responsive agency to award work order. In case of more than one quotation found to be lowest, decision of local purchase committee will be final.

5. OTHER TERMS AND CONDITIONS

- 5.1. Selected agency would be made payment of the bill after satisfactory completion of work.
- 5.2. Except the quoted price agency will not be entitled to claim any additional money.
- 5.3. Statutory deduction if any, will be made as per prevailing rules at the time of making payment.
- 5.4. It is advisable to quote the prices after taking into consideration the site of event, complete scope of work, deliverables, and terms & conditions etc.

6. LAST DATE OF SUBMISSION OF PROPOSAL/ QUOTATION

The Interested agency should submit the Proposal / Quotation within one week from the date of issue of this Notice.


Office Administrator
RERA, Bihar

Annexure - 1

S.No.	Element	Size	Qty.	Sqr.ft
A	Infrastructure			
1	Stage with Carpet	24ft(W)X16ft(D)X1.5ft(H)	1	384
2	Stage Skirting	As per stage size	1	1
3	Steps		2	1
4	Riser for Videographer	6ft(W)X4ft(D)X1.5ft(H)	1	24
5	Stage Backdrop	24ft(W)X10ft(H)	1	240
6	Podium with Branding	2ft(W)X4ft(H)	1	1
7	Registration Backdrop (as per design)	8ft(W)X8ft(H)	1	64
8	Registration Table Branding Front & Side	12ft(W)X2.5ft(H)	1	30
9	Framed Standees (as per design)	3ft(W)X7ft(H)	5	21
10	Entry Arch Gate - Box Type	12ft(W)X10ft(H)	4	120
11	Console Masking	16ft(W)X4ft(H)	1	64
12	Tables for Console, Registration and Stage		10	1
13	Stage Table Masking for VIP's	12ft(W)X3ft(H) & 3ft x 3ft 2 sides	1	54
14	Stage Table Masking for Discussion	12ft(W)X3ft(H) & 3ft x 3ft 2 sides	2	54
15	Labour and Transportation		1	1
B	Visuals			
1	LED TV on Stand	65"	4	1
2	Seamless Switcher		1	1
3	Comfort Monitors for Preview	42"	1	1
4	Perfect Cue		1	1
5	Laptops for Console		2	1
6	Technician		1	1
7	Transportation and Labour for Visual		1	1
C	Sound & Light			
1	Speaker on Stand		4	1
2	Sound Mixer		1	1
3	Lapel Mic		2	1
4	Cordless Mic		6	1
5	Podium Mic		2	1
6	Sound Engineer		1	1
7	LED Par Cans		6	1
8	Transportation for Sound & Light Equipments		1	1
D	Photography & Videography			
1	Still Photographer		1	1
2	Video Shoot		1	1
E	Power Backup			
1	Genset 62KVA		1	1
F	Essential			
1	Registration for participants		2	1
2	Laptops on Rent		7	1
3	Extention Boards		7	1
4	Flower Decoration on Table		1	1
5	Bouquets		5	1

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6/8/11