



Request for Proposal (RFP)
for
**Selection of agency for fabrication of Bihar Tourism Pavilion
in Bharat Parv 2026**

Date: 26th – 31st January'26

**Directorate of Tourism, Government of Bihar,
Extension Building, Main Secretariat, Patna-800015**

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DISCLAIMER

While this Request for Proposal document (“RFP”) has been prepared in good faith, neither Directorate of Tourism (DoT) nor its employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of Information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP, even if any loss or damage is caused by any act or omission on their part.

This document is not transferable, and this RFP does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for this Project. Each Bidder should conduct their own investigations and analysis and check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources.

Though adequate care has been taken while preparing this Bid Document, the Bidder shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately.

DOT may modify, amend, reject, or supplement this RFP document in accordance with norms and procedures and as per the requirement of the project. DOT reserves the right to waive any irregularity in the proposal (RFP) and DOT makes it clear that the RFP is not an offer/ Agreement.

Neither DOT nor its employees shall be liable to any Bidder or any other person under any law including the law of Agreement, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this RFP document, or any matter that may be deemed to form part of this RFP document, or the award of the Agreement, or any other information supplied by DOT or their employees or consultants or otherwise arising in any way from the selection process for the award of the Agreement for the Project.

DOT is not bound to accept any or all the Proposals. DOT reserves the right to reject any or all the Proposals without assigning any reasons. No Bidder shall have any cause for action or claim against DOT or its officers, employees, successors, or assignees for rejection of their bid. The RFP submitted by the bidder will be the property of DOT.

Glossary

| Abbreviation/ Terms | Details |
|--|---|
| Authorized Signatory | The bidder's representative / officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm. |
| Bid | A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal, or quotation in electronic format |
| Bid Security/ Earnest Money Deposit (EMD) | A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents. EMD is refundable |
| Bidder | Any person/ firm/ agency/ company/ contractor/ vendor participating in the bidding process with the procurement entity |
| Bidding Document | Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid |
| Tender Fee/ Cost of Bid document | Cost of RFP document non-refundable in nature |
| Competent Authority | An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Director, Tourism Directorate, Department of Tourism in this bidding document. |
| Contract | “Contract” means a legally enforceable agreement entered between the Procuring entity and the selected bidder(s) with mutual obligations. |
| LD | Liquidated Damages |
| LoI | Letter of Intent |
| Notification | A notification published in the Official Gazette |
| PAN | Permanent Account Number |
| Procurement Process | The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process, as the case may be |
| Project Period | The project duration as per the RFP and the contract agreement |

| Abbreviation/ Terms | Details |
|---|---|
| Purchaser/ Tendering Authority/ Procuring Entity | Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale, also called buyer. DoT in this BID document. |
| Services | Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity |
| State Government | Government of Bihar (GoB) |
| GST | Goods and Service Tax |
| WO/ PO | Work Order/ Purchase Order |
| Selected Agency/ Selected Bidder/ Service Provider | Agency selected for award of project |
| DoT/ "Authority" | Tourism Directorate, Department of Tourism, Government of Bihar |

FACT SHEET

| Activity | Scheduled Date |
|---|--|
| Non-refundable cost of RFP document | INR 2000/- (INR Two Thousand Only) – Non-Refundable |
| Earnest Money Deposit (EMD) | INR 50,000/- (INR Fifty Thousand only) – Refundable |
| Last date for submission of queries | 12.01.2026 |
| Prebid meeting | Venue: Conference Hall, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015 Date and Time: 13.01.2026 (11:00 AM) |
| Last date of submission of Proposal by Bidders | 15.01.2026 (12:00 PM) |
| Date and time for opening of General cum Technical bids | 15.01.2026 (01:00 PM) |
| Date and time for opening of Financial bids | 15.01.2026 (04:00 PM) |
| Address for Bid Submission | Director Tourism Government of Bihar, 1 st Floor, B-Block, Extension Bhawan, Main Secretariat, Patna-800015 email - dir-tourism-bih@nic.in dir-tourism-bih@nic.in Tel.- +91-612-2217045 |
| Website | https://tourism.bihar.gov.in |

1. BACKGROUND

Department of Tourism, Government of Bihar is responsible for promoting tourism in Bihar. Bihar Tourism since its inception has been working towards the development and promotion of tourism in the State. Government of Bihar in its endeavor to promote tourism has identified Tourism as one of the priority sectors for development in the state.

Bihar has been home to cultural heritage of Hinduism, Buddhism, Jainism, and Islam. Innumerable monuments, exquisitely carved temples and stupas are dotted all over the State. Bihar is a state where people from different religions celebrate its rich culture and traditions through a number of festivals. Such festivals are the soul of Bihar, and each festival has its unique story and celebration. The State attracts substantial number of foreign and domestic tourists every year. Department of Tourism (DOT) intends to promote the state as a round-the-year tourist destination through the use of domestic events to promote its rich culture and heritage and showcase the tourist attractions in Bihar at the global stage. Department of Tourism (DoT), Govt. of Bihar regularly participates in major international travel Events & Road shows. The primary objective of participation is to depict Bihar as a destination for travel and tourism. DoT now intends to select an agency for fabrication of Bihar Tourism Pavilion in Bharat Parv 2024.

2. SCOPE OF WORK

Directorate of Tourism intends to hire the service of a professional agency having previous experience of handling work of similar nature at Nation or international level as per scope of work given in RFP.

The agencies will be responsible for following.

I. Design Phase

- a) Create design concepts for the stalls (6x6 Sq mt.) in accordance with the Department of Tourism's branding and marketing strategy.
- b) Develop detailed blueprints and 3D models of the stall layout.
- c) Incorporate interactive elements, displays, and multimedia as required.

II. Fabrication Phase

- a) Source materials and fabricate the stall structures.
- b) Ensure all materials and construction methods meet safety standards and regulations. Customize elements such as counters, display units, signage, and lighting.

III. Installation and Dismantling

- a) Transport the fabricated stalls to the venue.
- b) Assemble and install the stalls as per the approved design.
- c) Provide on-site support during the fair.
- d) Dismantle and remove the stalls post-event.

IV. Other activities

- a) The pavilion shall also have a Reception Area with appropriate seating arrangement comfortable for conducting business meetings, holding press interviews, a closed storage area with locks and brochure stands etc
- b) Display of hi-resolution images in the inner walls of the pavilion as approved by DoT.
- c) One LED Television set (75 inches), the placement of the Television screen should be incorporated in the design of the stall.
- d) Backlit Facade
- e) Nonalcoholic Refreshment arrangement for 5 Guests per day.
- f) 02 Nos. AR/VR with machine & operator
- g) 2 Manpower for Counter
- h) The pavilion must be bright and well lit. Provision of adequate lighting and power points at every counter should be ensured.
- i) Provision of sufficient dustbins.
- j) White wooden chair, VIP chairs & Sofas as per requirement
- k) Carpet for Bihar Pavilion.
- l) Laptop and pen drive for playing films.
- m) Card bowl and toffees for receptions with visitor book
- n) Bihar Pavilion will be on 4 inches wooden raised platform.
- o) Agency may have to carried out any extra work, with written approval from Department.

3. Timelines and Payments

The selected agency must complete the entire project as per follows:

| | |
|---|--|
| Design of Stall | T+ 2 days |
| Installation as per scope of work and approved design | T+7 days or one day prior to event whichever is earlier |

'T' is the date of issue of work order/ LoI

- The payments shall be subject to invoice and details of task carried out
- Actual Payment shall be based on the final tasks assigned and executed
- Payments shall include all cost borne by the bidder related to transportation, levies, taxes etc.
- No additional payments shall be made on account of aforementioned heads.
- **The payment** for the tasks performed shall be made after the completion of the tasks to the satisfaction of Directorate of Tourism and submission of invoices and other supporting documents by the selected agency.
- Penalty for delay in submission of deliverable shall be as follows:

| Delay | Penalty |
|------------------|--|
| 1 Day | 1% of the cost of the contract |
| 2 Days | 5% of the cost of the contract |
| More than 2 Days | Up to 10% of the value of the contract |

3.1. Other Conditions

- Directorate of Tourism will have the right to modify, change, accept or reject the work in totality or any part thereof at any stage without assigning any reason whatsoever.
- The decision of Tourism Department about the quality of Bihar Tourism Pavilion will be final and shall not be challenged by the Agency on any ground whatsoever.
- This work will be awarded based on evaluation of proposals submitted by the bidder according to the conditions of the RFP.
- At the time of submission of proposal agency will have to submit the minimum three sample paper each for cover page and printing page

4. ELIGIBILITY CRITERIA

3.1. General Eligibility Criteria

| No. | Criteria | Documentary Evidence |
|-----|---|---|
| I | Registered Entity | |
| A | The Bidder should be sole Company / Partnership firm/ Proprietorship firm/ LLP (Note: Joint venture (JV)/ Consortium is not allowed) | Copy of Registration certificate |
| B | The agency/Firms/Company should have an experience of at least 3 years as on 31 st March 2025 in Event Management at National or International level | Client Certificate /proof of documents are to be attached. (Refer Annexure 2) |
| II | PAN and GST Registration | |
| | The bidder must have PAN and GST Number | Copy of PAN card and GST Certificate |
| III | Non- Blacklisting | |
| | The bidder must not be blacklisted or debarred from any Central / state Government organization | Notarized Affidavit of non-blacklisting |
| IV | Turnover Details | |
| | The bidder must have an average annual Turnover of INR 1 Crore in <i>last three</i> financial years ending 31st March 2025 | Audited Financial statement along with Certificate from the statutory auditor (Refer Annexure3) |
| V | Experience | |
| | <ul style="list-style-type: none"> The Agency should have an experience of handling at least three National or International events of similar nature related with tourism industry during last three years. (Excluding any virtual events) The Agency should have an Experience in designing and fabrication of stalls at least 3 National or International Events related to tourism Department during last three years | Letter of Award/ Letter of Intent/ Agreement/ Work Order duly certified by authorized signatory of the bidding company. (Refer. Annexure 4) |

Note: Bidders fulfilling the above eligibility/ shortlisting criteria shall be eligible for technical evaluation. Those Proposals/Bids which do not meet the eligibility criteria will be rejected.

5. DETAILS OF THE TECHNICAL BID TO BE SUBMITTED BY THE APPLICANTS

The application shall be submitted in sealed envelope superscribed "TECHNICAL BID".

Following details are to be submitted by the agency along with the application.

1. Letter of Submission (Annexure '1')
2. Name and address of firm/ individual along with Registration No. (Annexure '2')
3. Turn over details with Copy of audited Financial Statement for the last 3 Financial Years (Annexure '3')
4. List of projects undertaken by the agency in the prescribed proforma attached (Annexure '4') for each category of projects. The list of projects must fulfill eligibility and technical evaluation criteria.
5. All the documentary evidence as directed in Section 3 – "**Eligibility Criteria**". The documents should be attached in the proper designated place.

6. SUBMISSION OF BIDS

1. The 'ORIGINAL' proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initiated by the person or persons who sign(s) the Proposals.
2. All pages of the 'ORIGINAL' Proposal shall be signed by the eligible authority.
3. The Proposal should be submitted in ORIGINAL in a sealed envelope and containing all the above details marked 'TECHNICAL BID', along with the cost of document and EMD (refer to Fact Sheet)
4. Complete proposal must be delivered on or before the Bid Due Date and time.

Correspondence/ Pre - bid queries

Bidders requiring specific points of clarification may communicate with DoT during the period specified under "FACT SHEET". The queries can be submitted by email at: dir-tourism-bih@nic.in in the format* given below with the subject of the e-mail mentioned as {Pre-bid Query for Empanelment of Event Management Agencies - "Company Name"}:

| Bidders Request for Clarification | | |
|---|--|-------------------------------------|
| Name of Organization submitting request | Name and Position of person submitting request | Details of person and organization |
| | | Address: Tel/ Mobile: E-mail: |

| S. No | Bidding Document Reference (Number//Page) | Content of RFP requiring Clarification | Points of Clarification Required | Suggestions (If Any) |
|-------|---|--|----------------------------------|----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

*To be submitted in both PDF (signed by authorized signatory) and editable MS-Excel file format.

Sealing and marking of RFP

The envelope shall clearly bear the following identification:

- I. Technical Proposal for Selection of Event Management Agencies with Department of Tourism, Government of Bihar
- II. To:
 Director
 Tourism Directorate, Department of Tourism,
 Government of Bihar,
 Old Secretariat.
 Patna-800015
 email -dir-tourism-bih@nic.in

Tel.- +91 0612-2217045

From: The name, address, and phone number of the bidder

7. BID SECURITY

1. Proposals must be accompanied by a 'Bid Security' (EMD) (For details of EMD refer to "FACT SHEET"). The Bid Security must be kept valid throughout the Proposal Validity Period and shall be required to be extended if required by DOT.
2. The Bid Security shall be in the form of a Demand draft/ Bank Guarantee in favor of the

‘Director Tourism, drawn on any scheduled Bank payable at Patna.

3. The Bid Security shall be returned to the unsuccessful Bidders after the signing of Agreement between DOT and the Successful Bidder.
4. The bid security of the successful bidder will be returned to the successful bidder on the submission of the Performance Security as specified in the RFP document.
5. For bidders registered with MSME, EMD fee is exempted as per Section 131-O of Bihar Financial Rules 2005 which states that, “bidders registered with Central Purchase Organization/ State Purchase Organization/ National Small Industries Corporation (NSIC) are exempted from payment of Bid Security.” The bidders must submit copy of the registration certificate, valid on the date of submission, to be eligible for EMD exemption.
6. The Bid Security shall be forfeited in the following cases:
 - a. If the Bidder withdraws its Proposal.
 - b. If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
 - c. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
 - d. If the bidder, after the award of work order, fails to submit the performance security within the stipulated time.

8. AMENDMENTS TO RFP

1. At any time prior to the Proposal Due Date, as indicated in the RFP Time Schedule, DOT may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, amend the RFP by the issuance of Addenda. Such Addenda would be posted only on the website www.bihartourism.gov.in.
2. In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, DOT may, at its discretion, extend the Proposal Due Date.

9. SELECTION AND EVALUATION CRITERIA

Technical proposals of the eligible bidders shall be evaluated on the basis of 100 marks assigned for the credentials given below. Technical proposals securing a **minimum of 75 marks** in the Technical Evaluation shall be considered responsive and will be eligible for financial opening. The Technical evaluation criteria is as follows:

| S. No. | Criteria | Max. Marks (100) | Documentary Evidence |
|----------|---|------------------|--|
| A | Experience (60 marks) | | |
| A1 | <ul style="list-style-type: none"> The Agency should have an experience of handling at least three National or International events of similar nature related with tourism industry during last five years. (Excluding any virtual events) Minimum 3 relevant projects – 15 marks 5 marks for every additional project | 30 | <ul style="list-style-type: none"> Letter of Award/ Letter of Intent/ Agreement/ Work Order duly certified by authorized signatory of the bidding company Details to be provided in Annexure-4 |
| A2 | <ul style="list-style-type: none"> The Agency should have an Experience in designing and fabrication of stalls at least 3 National or International Events related to tourism Department during last five years. Minimum 3 relevant projects – 15 marks 5 marks for every additional project | 30 | <ul style="list-style-type: none"> Letter of Award/ Letter of Intent/ Agreement/ Work Order duly certified by authorized signatory of the bidding company Details to be provided in Annexure-4 |
| B | Turn over (20 marks) | | |
| B1 | <p>The bidder must have an average annual Turnover of INR 1 Crore in <i>last three</i> financial years ending 31st March 2025</p> <p>At least – 1 Crore - 10 Marks</p> <p>2 marks for every additional 50 lakhs Turn over</p> | 20 | <ul style="list-style-type: none"> Audited Financial State and Turnover certificate from CA with UDIN No. |
| C | 3D Design Sample (20 marks) | | |
| C1 | <ul style="list-style-type: none"> Develop detailed blueprints and 3D models of the stall layout At least 3 Design – 10 Marks 5 Marks for every additional 1 design | 20 | Copy of 3 D Sample Design |

10. Evaluation of Financial Proposals

- The Financial Proposals of bidders whose proposals meet the technical evaluation criteria i.e., **minimum 70% Technical Score (ST)** in the technical evaluation, shall be opened in the presence of the Bidder's representatives who opt to be present during the opening of financial bid.
- Final evaluation shall be based on total Financial Bid submitted. Bidders will quote the cost of the assignment in Rupees as per the financial proposal format.
- For financial evaluation, the total cost inclusive of GST/other applicable taxes indicated in the Financial Proposal shall be evaluated (Refer Annexure 5 for details).
- DoT will determine whether the Financial Proposals are complete, unqualified, and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any services shall not entitle the selected Bidder to be compensated and the liability to fulfill its obligations as per the scope of services mentioned in this RFP is within the total quoted Service Charge shall be that of the Bidder.
- The bid price will include all taxes and levies including GST and shall be in Indian Rupees and mentioned separately. However, GST shall be payable at applicable rates.
- Any conditional bid would be rejected.
- Errors & Rectification - Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

11. Final Evaluation of Proposals

- Maximum price cap for financial bid shall be **Rs. 20,00,000/-**.
- Bidder will have to quote the price upto or less than above mentioned maximum price cap.
- The technically qualified bidder quoting the minimum cost (L1) shall be declared the successful bidder.
- Cost should include all costs related to carrying out the tasks under the scope of work successfully.
- In the event the financial bid is same, the Bidder having higher technical score will be awarded the contract.
- If the Successful Bidder withdraws for any reason the Authority may either retender or grant the 2nd second lowest bidder, the opportunity to match the financials

quoted by the lowest Bidder and award the work.

12. MODE OF PAYMENT

1. Payment will be made to the Agency after the content has been developed and delivered and published on social media to the satisfaction of DoT and as per terms and conditions of this RFP.

13. CLIENT'S RESPONSIBILITIES

The following shall be the responsibilities of the client:

1. Provide detailed requirements of the project.
2. Pay the fees to the Agency within four weeks of submission of bills, subject to clearance of bills as per agreement. (In case of non-payment / delay / rejection, the same to be conveyed to the consultant in time)

14. NOTIFICATION OF AWARD

1. Prior to the expiration of the validity period, Authority will notify the successful Bidder in writing or by email, that its proposal has been accepted (Letter of Intent "LOI").
2. The Agency shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof.
3. In the event the duplicate copy of the LOI duly signed by the Agency is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as loss and damage suffered by the Authority on account of failure of the Agency to acknowledge the LOI.

15. PERFORMANCE BANK GUARANTEE (PBG)

1. The selected bidder shall furnish an unconditional and irrevocable bank guarantee / demand draft, in a format acceptable to DOT valid for a period of 3 months beyond the term of the 10% of the project value within 7 days from the date of issue of Letter of Intent.
2. Failure to submit the PBG within the stipulated time may lead to withdrawal of the LOI and cancellation of empanelment.

16. SIGNING OF CONTRACT

1. After receiving the Performance Security from the Agency, Department of Tourism (DOT) shall execute the Agreement with the Agency.
2. The selected bidder will be required to comply with the terms of empanelment as specified in the agreement.
3. The final authority lies at the sole discretion with the Principal Secretary/ Secretary, Department of Tourism.

17. EXECUTION OF THE ASSIGNMENT

1. The agency shall complete the tasks as per Terms of reference. DoT shall review the work undertaken and provide necessary approval. The quality of work and time schedule mutually agreed upon shall be considered while the review and approval of work.
2. In the event of Agency closing its business, DoT shall have the power to employ any other agency to complete the work.

18. TERMINATION

1. **Termination for defaults** - The client may without prejudice to any other remedy for breach of agreement, by written notice of default sent to the consultants, terminate the agreement in whole or in part:
 - a. If the agency fails to deliver any or all of the services within the time period(s) specified in the agreement or any extension thereof granted by the client in writing.
 - b. If the event management agency fails to perform any other obligations under the agreement, Or
 - c. If the event management agency refuses to accept and perform the assignment given by the client.

2. Termination for insolvency

- a. The client may at any time also terminate the agreement by giving written notice to the agency without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the client.

- b. The client shall have the liberty to postpone or not to execute any work and the agency shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the agency up to the stage of services already submitted.
- c. The agreement shall be governed by the Indian laws in force from time to time and the courts at Patna shall alone have exclusive jurisdiction to entertain and try any or all matters arising out of this agreement.
- d. Any disputes or differences in connection with the agreement shall be to the extent possible, settled amicably between the parties. If it cannot be reached then all disputed issues shall be settled by arbitration as proposed hereafter, subject to termination clause mentioned in this agreement.

19. ARBITRATION

- 1. Any Dispute which is not resolved amicably by conciliation, as provided, shall be decided by reference to arbitration. Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty (30) days after receipt by one party of the other party's request for amicable settlement will be settled by the reference to the Bihar Arbitration Tribunal constituted by the Bihar Arbitrary Tribunal Act, 2008 at the instance of either party.
- 2. Any Award made by the Bihar Arbitration Tribunal shall be final and binding on the Parties as from the date it is made, and both the parties to this agreement agree and undertake to carry out such Award without delay subject to the further provisions of Bihar Arbitral Tribunal Act, 2008.
- 3. The Agency and the Government agree that an Award may be enforced against the Agency and/or the Government and their respective assets wherever situated.



ANNEXURE 1: LETTER OF SUBMISSION

(ON LETTER HEAD OF APPLICANT)

To,

Director Tourism

Tourism Directorate

Department of Tourism, Government of Bihar

Main Secretariat, Patna - 800015

Date:

Subject: Request for Proposal for Selection of agency for fabrication of Bihar Tourism Pavilion in BHARAT PARV 2026

Sir,

Being duly authorized¹ to represent and act on behalf of (hereinafter referred to as "the Bidder") and having reviewed and fully understood all of the requirements and information provided, the undersigned hereby express our interest in RFP for Selection of agency for fabrication of Bihar Tourism Pavilion in BHARAT PARV 2026

We confirm that we have examined the terms and conditions published in the RFP advertisement and accordingly submitting the proposal for the captioned project.

We are enclosing our RFP in Original with the details as per the requirements of the document for your evaluation.

The undersigned hereby also declares that the statements made, and the information provided in the RFP is complete, true, and correct in every detail and unconditional.

Yours faithfully,

(Signature of Authorized Signatory)
(Name, title, and Address of the Bidder)

Note: To be submitted with technical proposal

¹ Bidders to attach Letter of Authorization/ Power of Attorney

ANNEXURE 2: STATUS OF FIRM WITH YEAR OF ESTABLISHMENT

| Name of firms with Address | Type of entity | Name of proprietors/ Partners/ Directors | Date of establishment | Registration No. |
|----------------------------|----------------|--|-----------------------|------------------|
| | | | {DD-MM-YYYY} | |

Signature of Authorized Signatory

Note:

- **Annexure 2 to be submitted with technical proposal**
- **Bidders to also submit Self-declaration regarding the bidder being Operational for a minimum period of three years**

ANNEXURE 3: TURNOVER DETAILS

| No. | Period | Turnover (INR) | | Remarks (If Any) |
|-----|--------------|------------------|-----------------|---------------------|
| | | Amount in Figure | Amount in Words | |
| 1 | 2022-23 | | | |
| 2 | 2023-24 | | | |
| 3 | 2024-25 | | | |
| | Total | | | |

Note: Attach Copy of Audited Financial Statement for the Last 3 Financial Years

Signature of Authorized Signatory

Note: To be submitted with technical proposal

ANNEXURE 4: EXPERIENCE DETAILS
List of Projects

| Sl. No. | Name & location of project | Client | F.Y. | Project Cost (INR Lakh) | Details of the project | Certificate of client attached (Y/N) |
|---------|----------------------------|--------|------|-------------------------|------------------------|--------------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

{Add more rows if required}

Signature of Authorized Signatory
Note: To be submitted with technical proposal

Annexure-V Financial Bid Format

Selection of Agency for fabrication of Bihar Tourism Pavilion in Bharat Parv 2026.

| Sr No. | Particulars | Amount in INR |
|--------------------------------------|--|---------------|
| 1 | Fee for fabrication of Bihar Tourism Pavilion in BHARAT PARV 2026. | |
| | Add: GST | |
| Total Amount inclusive of GST | | |
| Total amount in Words (.....) | | |

Note:

- No Advance Payment shall be release to the agency.
- GST shall be payable at prevailing rates.
- Total cost shall be the bid variable.

Sincerely,

Name

Name of the Firm/Agency

Designation and Address

Mobile and Email

Signature of the applicant/ Authorized Representative of Agency with Seal/Stamp