

**DIRECTORATE OF TOURISM
GOVERNMENT OF BIHAR**



REQUEST FOR PROPOSAL (RFP)
for
**APPOINTMENT OF EVENT MANAGEMENT AGENCY
FOR RAJGIR MAHOTSAV 2022**

Directorate of Tourism, Government of Bihar

1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna – 800015

Ph: 0612-2217045; Website: tourism.bihar.gov.in

DISCLAIMER

The information contained in this Request for Proposal document (the “**RFP**”) or subsequently provided to Applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Department/Directorate or any of its employees or advisors, is provided to Applicant(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Directorate to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this RFP (the “**Application**”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Directorate in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Directorate, its employees, or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Directorate accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Department of Tourism/Directorate of Tourism, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with selection of Applicants for participation in the Bidding Process.

The Directorate also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Directorate may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Directorate is bound to select and shortlist Applications and the Directorate reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Directorate, or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the Directorate shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

Important dates & information

Department Name	Directorate of Tourism, Bihar
Name of work	Selection of the Agency for Conceptualizing, Designing, Execution and Event Management Services on Turnkey Basis for Rajgir Mahotsav, 2012
Event Duration	25th Nov 2022 to 27th Nov 2022
Venue	State Guest House Ground, Rajgir
Joint Venture/Consortium	Not Allowed
Bid Document Fee	INR 10,000/- (Rupees Ten Thousand Only) Non-refundable in form of Demand Draft in favor of Director Tourism, Bihar, payable at Patna
Bid Security/EMD (INR)	INR 5,00,000/- (Rupees Five Lakh only) in form of Demand Draft in favor of Director Tourism, Bihar, payable at Patna
Pre-Bid Meeting	14th November 2022 at 11:00 am at the office of Director Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015
Last Date and time of Submission of Bids	18th November 2022; 01:00 pm
Date and Time of Opening Technical bid	18th November 2022; 01:30 pm
Date and Time of Opening Financial bid	To be informed later
Bid Validity Period	120 days from the last date of submission of bids
Submission of bid documents etc.	Submission of all bid related documents in the office of Director, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015
Phone	0612-2217045
Officer Inviting Bids	Director, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015

INTRODUCTION

1. BACKGROUND

1. Rajgir Mahotsava is one of the famous Mahotsava, organized by Directorate of Tourism (DOT), Government of Bihar every year. This year Rajgir Mahotsava is scheduled to be organized on **25th Nov 2022 – 27th Nov 2022 (for 3 days)**¹. DOT is planning to organize this event on large scale to attract more tourists to see cultural and historic values of Bihar.
2. DOT would like to engage the services of an event management agency to organize and undertake the entire arrangement of Rajgir Mahotsav 2022 in a Theme based manner, Suggestions of theme has to be provided by the selected Event Management Agency and preparation for the Mahotsav has to be done strictly in accordance with the Scope of Work defined herewith in this document.

2. REQUEST FOR PROPOSAL

- I. INVITATION FOR ENGAGEMENT OF EVENT MANAGEMENT AGENCY FOR SUCCESSFUL IMPLEMENTATION OF RAJGIR MAHOTSAV 2022 BY DIRECTORATE OF TOURISM, GOVERNMENT OF BIHAR ON TURNKEY BASIS.
- II. Directorate of Tourism, Govt. of Bihar (hereinafter, referred to as “DOT, GOB”) wishes to appoint an event management agency for the successful implementation of Rajgir Mahtosav-2022 in a theme-based manner.
- III. DOT invites detailed proposals from renowned agencies. The Scope of Services forming part of the Assignment has been set out in the RFP.
- IV. The Proposals would be evaluated on the basis of the evaluation criteria set out in this RFP (“Evaluation Criteria”) to identify the successful Bidder for the Assignment (“Successful Bidder”).

3. OBTAINABILITY OF RFP DOCUMENT

The RFP would be available at the website www.tourism.bihar.gov.in. It may be noted that all subsequent notifications, changes and amendments in the assignment / documents would be posted only on the website.

¹ The dates prescribed are tentative and are subject to change which shall be duly notified to the successful bidder

4. GENERAL INSTRUCTIONS

- I. The language of the Bid and related documents and correspondences shall be in English language.
- II. The Bidder shall provide all the information sought under this RFP. DOT Bihar will evaluate only those Bids that are received in the required formats and complete in all respects.
- III. The Bid shall be typed or written in indelible ink and signed by the Authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid.
- IV. Bidders are advised to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, traffic, location, surroundings, availability of power, water and other utilities for implementation of the Project, access to site, handling and storage of materials, applicable laws and regulations, and any other matter considered relevant by them.
- V. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process, including but not limited to, site visits, field investigations, data gathering, analysis, design etc. as also any discussions/negotiations. The DOT, Bihar will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the bidding process.
- VI. The DOT, Bihar may modify the RFP by issuing an Addendum before Due Date. Any Addendum thus issued shall be part of the RFP and shall be posted on the website. DOT, Bihar will assume no responsibility for receipt of the Addendum.
- VII. Bidders will not be permitted to alter or modify their bids once submitted.
- VIII. The DOT, Bihar shall not be liable for any omission, mistake, or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP, the bidding documents, or the bidding process, including any error or mistake therein or in any information or data given by the DOT, Bihar.
- IX. Any Bid not accompanied by the EMD & Document Fee shall be rejected by the DOT, Bihar as nonresponsive.

5. SCOPE OF THE WORK FOR EVENT MANAGEMENT AGENCY

All the arrangements and preparation given below has to be done according to the selected theme.

Note:-Any deviation in the scope of the work should be done only after written permission from Director Tourism and if so, the event agency is under obligation to bring it to the notice of Director Tourism immediately. Only after taking written consent of the Director Tourism extra work whatsoever is the done, the payment for the same will be done taking in view the market price which the event agency will need to provide.

5.1. Scope of Work

All the arrangements and preparation given below has to be done according to the selected theme.

S. No.	Item	Particulars
1.	Preparation of Grounds	<ul style="list-style-type: none"> • Preparation of grounds i.e., levelling and cleaning of the entire project site • Pump out water from water logging areas, if required • River Sand Filling, if required • Soil Filling, if required • Brick Soling with sand filling on both the sides and in front of stage
2.	Welcome Gate	Construction of 6 Nos. of international standard main gate (theme based) at the venue (design as approved by DOT).
3.	Fire Safety	<p>Fire Extinguisher – (ABC type Dry Powder Extinguisher 5 Kg each) 10 nos arrangement of fire extinguisher at the venue as a precautionary measure to be placed as specified by DOT, Bihar.</p> <p>Certificate from Fire Office to be obtained and submitted before beginning of the event.</p>
4.	Photo Gallery	<p>Construction of Photo Gallery of size 20 ft x 10 ft</p> <p>Platform: Platform on strong wooden base of 6 height covered with matching carpet and the border to be painted</p> <p>Partitions and Structure: Structure of 6mm. thick ply with wooden frame of 8 height (3 sides) / octonorm structure with vinyl paneling</p> <p>Roofing: Plywood with steel framing and properly covered from top with waterproof material. Tarpaulin roofing with Cloth/ Cotton cloth as interior ceiling</p> <p>Facia: Thematic Designs should be made on the front facia to have a decorative appearance. The name of the stall should be in the form of Vinyl Board in the front top portion of the stall</p> <p>Furnishing:</p> <p>Plastic Chairs - 5</p> <p>CFL45/65 watt)/T5 tube light – 6 nos.</p> <p>5A switch and socket - 5 Nos</p>
5.	Control Room cum CCTV Room	<p>Construction of temporary Control Room cum CCTV Room of size 20 ft X 10 ft. the outer structure of the above-mentioned room should be constructed by using waterproof structures. Control room should be equipped with computer system, telephone connection, printer, fax and internet facility.</p> <p>Platform: Platform on strong wooden base of 6” height covered with matching carpet and the border to be painted</p> <p>Partitions and Structure: Structure of 6mm. thick ply with wooden frame of 8’ height (3 sides) octonorm structure with vinyl paneling</p> <p>Roofing: Plywood with steel framing and properly covered from top</p>

S. No.	Item	Particulars
		<p>with waterproof material. Tarpaulin roofing with Cloth Cotton cloth as interior ceiling</p> <p>Facia: Thematic Designs should be made on the front facia to have a decorative appearance. The name of the stall should be in the form of Vinyl Board in the front top portion of the stall</p> <p>Counter: 2 Nos. Wooden counter of Size -8' X 2' X 2'6" with appropriate colour cloth cover</p> <p>Furnishings 10 Plastic Chairs CFL(45/65 watt)/T:5 tube light – 15 nos. SA switch and socket - 5 Nos.</p> <p>CCTV camera with installation and control unit with visual display -Cameras spread across the Mahotsava area - 20 Nos. (minimum)</p> <p>PA system arrangements across the Mahotsava area and along the main roads</p> <p>Toilet: Standard attached toilets with appropriate structure for walling, ceiling, P.H. fitting, sanitary fittings, wash basins, water connection to each toilet, sewerage pit, overhead tank with adequate water supply with 1 No. sweepers to keep the toilet clean with bleaching powder, phenyl as per requirement etc.</p>
6.	<p align="center">Tourist Information Stall</p>	<p>Setting up of Tourist Information Stalls of 15 ft x 6 ft area. Tourist Information Stalls cum DOT office should be equipped with computer system, telephone connection. printer facility as per specification provided below:</p> <p>Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted.</p> <p>Partitions and Structure: Structure of 6mm. thick ply with wooden frame of 8 height (3 sides)/ octonorm structure with vinyl paneling.</p> <p>Roofing: Plywood with steel framing and properly covered from top with waterproof material. Tarpaulin roofing with Cloth/ Cotton cloth as interior ceiling.</p> <p>Facia: Thematic Designs should be made on the front facia to have a decorative appearance. The name of the stall should be in the form of Vinyl Board in the front top portion of the stall.</p> <p>Counter: 2 No. Wooden counter of Size -8° X 2' X 2'6" with appropriate colour cloth cover.</p> <p>Furnishings 5 VIP chairs T5 LED Tube light – 5 nos. minimum 18-Watt, 5A switch and socket – 5 Nos.,</p>
7.	<p align="center">Stage & Others</p>	<p>Setting up of high-quality temporary stage of 60' x 40' X 3'6" (With iron & wood enforcement and 19mm waterproof wooden board) on the site of cultural program, arranging backdrop at stage with a riser</p>

S. No.	Item	Particulars
		<p>for the musicians on both side of the stage to be erected with fabricated structure, (to be made as per approved design) Backdrop: Wooden frame, Plaster of Paris, Plywood, Cloth, Thermocol, painted by plastic paint with colour highlighting.</p> <p><u>Stage Backdrop</u> Construction of innovative and high-quality stage on the site of cultural program, arranging backdrop at stage.</p> <p><u>German Hanger</u> Dome shaped Hangers with interior decoration with clothing approx. 600ft x 150ft size. and Ply wall 4' both sides. Other works related to stage preparation as follows:</p> <ul style="list-style-type: none"> • Eminent Monuments & Architectural Concepts. The stage and backdrop will be designed as a monument stage with three dimensional props. • Good quality Wooden frame, Plaster of Paris, Plywood, cloth, Thermocol, painted by plastic paint with colour highlighting the theme of the event. • The backdrop and the entire stage should give the feeling of monumental architecture with all eminent structure of Rajgir as wall & pillar design which will be made of POP and thermocol. • All steps leading to the stage will have railing. • Flooring & steps to be carpeted with new carpet and taped properly. • Front & side base of the stage will be a combination of thermocol and good quality flex and a provision of riser on both the side of the stage for musicians. • The back area should be Black cloth masking with bamboo, bullha & batten structure as per design. • 3 LED Screen covering the stage backdrop area of appropriate size has to be installed in the stage backdrop. <p>• Inauguration Lamp Flowers and bouquets arrangement for opening and closing ceremony and Flower for other days of Mahotsav Period.</p> <ul style="list-style-type: none"> • Dias Management. • Providing of temporary manpower like hostess. bearers. waiters. • cook, electric & sound technicians. • Ceramic Heaters - 7 Nos. <p>• Full Carpeting of Main Pandal Area by new carpets with proper taping</p> <ul style="list-style-type: none"> • Arrangements for Lamp. Flowers. Candle. Ribbon. • Special Sofa Seating for Hon'ble CM & Ministers 10 Nos. • Normal Sofa Seating 2-Seater (Min. 100 Nos.) • VIP Chair 1000 Nos. (Branded)

S. No.	Item	Particulars
		<ul style="list-style-type: none"> • Branded Plastic Seating Chair 3000 Nos. (Minimum) Dome shaped waterproof German Hangers with interior decoration with clothing and outer covering with Black Masking (100ft x 320 ft = 32000 sq.ft) Side Backdrops – Frame Mounted with high quality Flex Banner (with approved design) Note: The final approval for fit and finish of the stage and backdrop will be given by DoT/ District Administration. If any issue/s with the erection and other works are identified by the authority/ representative, the vendor shall be required to make suitable changes without any additional cost.
8.	Mobile Toilets	<ul style="list-style-type: none"> • Construction of 50 bio-toilets (Standard quality Mobile Toilets) for General People (50 for males and 50 for females) (5 Nos. of 10 set each) • The toilets will be placed strategically at multiple places throughout the Mahotsav area as directed by authority
9.	Stage Light and Sound	<ul style="list-style-type: none"> • Supply and Installation of Light and Sound as per specification provided below; • Proper Sound System and sufficient Light Arrangement for proper illumination of the Mahotsav area. parking area. Services area etc. <p>LIGHTS</p> <ol style="list-style-type: none"> i. Truss - 60X60X40X40 ii. PAR 64 - 60 Nos. iii. LED PAR. - 70 Nos. iv. Moving Head Sharpy - 15 Nos. v. Moving Head Spots - 10 Nos. vi. Moving Head washes - 15 Nos. vii. Profile - 4 Nos. viii. Follow Light - 2 Nos. ix. 1 Strobe x. Avolite Mixer - 1 Nos. xi. DIMMER packs & xii. light stands Light designer with avolite designing board xiii. Jumbo Haze/smoke xii. Confetti blast xiii. Light Engineer & Operator xvi. DMX Splitter - 4 Nos. xiv. Smoke Machine - 4 Nos. xv. Laser Light - 4 Nos. <p>SOUND</p> <ol style="list-style-type: none"> i. PA system for 7000 Pax ii. Line Array iii. JBL-SRX 725 Speakers with 2 nos. of QSC power Amplifier (1200 watt RMS)

S. No.	Item	Particulars
		<ul style="list-style-type: none"> iv. JBL-SRX 725 Speakers with 3nos of QRC power Amplifier (1000 watt RMS)Cordless Mic (Shure) v. Sub-Woofer (Bass Bin) with I no of QSC power Amplifier (2000 watt RMS)D I Box vi. JBL 712 Monitor with matching amplifier (Philips/Sundoyne (200 watt RMS)Side Fill with Base vii. Microphones (Shure/ AKG/ Senheiser) viii. Cordless Microphones (Shure/ Soney/Senheiser) ix. Microphone Stands x. Effect Processor Yamaha SPX 2000 xi. Equalizer BSS Opal Model/DBX 231 xii. DBS Cross over xiii. Digital setup (Yamaha/Mackie) (40Channels) xiv. Snake Cable (20M) xv. Speaker ramp with size-Height 6tt./ Depth- 4ft./ Width- 8ft. xvi. Hartke Bass amplifier xvii. Drum Kit xviii. Yamha M7CL mixing Board xix. Ronald J JC 120 amplifier xx. JBL 712 Monitor with matching amplifier(Philips/Sundoyne (200 watt RMS) xxi. Cordless Microphone (Shure 56 & 58) xxii. Riser (9 X3 X2) ft. xxiii. Guitar AMP xxiv. DJ Mixer-Pioneer CDJ 2000+DJM900 xxv. Stage Monitors for instruments xxvi. Shure cordless mics (as per requirement) xxvii. Twin CD Players xxviii. Sound Engineer & Mixer xxix. Technician xxx. Mixer xxxi. Advance Graphics xxxii. High Luminous Projector <p>Road Lights (on trees and Building As required mainly including but not limited to 1. Railway Crossing to Kund Area. 2. From Kund Area to Indo Hokke Hotel. 3. From Kund Area to Ropeway Entry)</p> <p>Sound & Light for Artist Performances (Day & Night) - (As per Artists)</p> <p>General Lights in Ground (Pole Mounted) - 50 Nos</p>
10.	Green Room	Construction of Green room (30' x 15') with sitting area (15' x 10') Approx. with attached Toilet, Ladies -1 no, Gents -1 no and partition

S. No.	Item	Particulars
		<p>for male and female sections.</p> <p>6” wooden platform, bamboo structure, tarpaulin roofing, matching carpet, 4 sides vinyl paneling wall, flex, cloth ceiling and to be completed as per design</p> <p>Steel cushion chair-50 nos.</p> <p>Sofa Set (3-seater)- 2 nos</p> <p>Sofa Set (1 seater)- 3 nos</p> <p>Centre Table- 3 nos</p> <p>Plastic Chair- 10 nos</p> <p>T5 tube light/ CFL (45/ 65 watts)- 20 nos</p> <p>Dressing Table with stools- 2 sets</p> <p>Service Table- 1 nos.</p> <p>Adequate no. of Room freshener and mosquito and insect repellent (electrical/ incense/ spray)</p> <p>Provision of drinking water with disposable glass and dustbins</p> <p>Green rooms should have standard and clean attached toilets with appropriate structure for walling, ceiling, P.H. fitting, sanitary fittings, wash basins, water connection to each toilet, sewerage pit, overhead tank with adequate water supply with 1 No. Sweepers to keep the toilet clean with bleaching powder, phenyl as per requirement etc.</p>
11.	VIP Lounge	<ul style="list-style-type: none"> • Construction of VIP Lounge • Wooden platform of 6” height, carpeting by new carpets with proper taping, vinyl paneling octonorm walling, etc. • Two sets of sofa with center table, service table, room freshener, mosquito and insect repellent (electrical/ incense/ spray), cloth ceiling, Wooden batten, Theme based Lamp shade hanging on front side (As per approved design) • 1 LED TV (Minimum 65 inch of 4K definition) is to be provided for branding of Bihar Tourism & Rajgir Mahotsav, live coverage of Rajgir Mahotsav and displaying Bihar Tourism videos and other important information with Dish connection • Wi-Fi Facility (minimum 40 MBPS) is to be made available • Geysers – 1 nos. of 25 ltr. • Ceramic heater – 1 no. <p>VIP Lounge should have standard and clean attached toilets with appropriate structure for walling, ceiling, P.H. fitting, sanitary fittings, wash basins, water connection to each toilet, sewerage pit, overhead tank with adequate water supply with 1 No. Sweepers to keep the toilet clean with bleaching powder, phenyl as per requirement etc.</p>
12.	Temporary Police Station	<p>Setting up of Temporary Police Station, with a size and for of 10ft X 10ft and for stay purposes 20ft X 10 ft. with:</p> <p>Platform: Platform on strong wooden base of 6” height covered with carpet</p>

S. No.	Item	Particulars
		Roofing: - Plywood with steel framing and properly covered from top with waterproof material.
13.	Media Centre	Setting up of Media Centre Room of size 10ft X 10ft identified by DOT. Should be equipped with computer system, telephone connection, printer, fax and internet facility. the outer structure of the above-mentioned room should be constructed by using waterproof structures.
		Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted.
		Partitions and Structure: Structure of 6mm. thick ply with wooden frame of 8' height (3 sides) / octonorm structure with vinyl paneling.
		Roofing: - Plywood with steel framing and properly covered from top with waterproof material. Tarpaulin roofing with Cloth/Cotton cloth as interior ceiling.
		Fascia: - Thematic Designs should be made on the front fascia to have a decorative appearance. The name of the stall should be in the form of Vinyl Board in the front top portion of the stall.
		Furnishings: 2 Tables and 10 Chair, CFL (45/65 watt)/T5 tube light - 15nos. 5A switch and socket – 5 Nos.
		(G) Internet: Wi-Fi Facility (minimum 40 MBPS) is to be made available
14.	Mahotsav Area Lighting	<ul style="list-style-type: none"> The Event Manager will be responsible for town lighting by decorative light (only blue color) on main roads of Rajgir from railway crossing to kund area. Lighting work shall also be done for the fascia of Pandu Pokhar for the event duration. The Event Manager will be responsible for decoration of govt. building (5 Nos. or more) by decorative lights (only blue colour) with the consultation of DM, Nalanda.
15.	Qila Maidan	<ul style="list-style-type: none"> The Event Manager will be responsible for erection of flag poles and flags near Mahotsava area and road side - 100 Nos. LED Screens 5 Nos. of 12" X 10 shall have to be installed during entire Mahotsava period. Provide design printed flex boundary cover for the Maidan periphery - 8000 sq.ft. Displays on grounds in Mahotsav area at 4 places with art and craft designs with ply. thermocol and painting Construction of watch tower 3 Nos. Cloth walling on both sides of Entry Gates and Hanger general bamboo barricading
16.	Electricity	<ul style="list-style-type: none"> Liaison with Electricity Department to obtain the necessary electricity connection and also their clearance for such installation. (All Security & consumer Energy bill shall have to be paid by the Event agency and no extra payment in this regard shall be made by the Directorate) The Event Manager shall be responsible for internal wiring &

S. No.	Item	Particulars
		<p>installation of electrical equipment's in the sectors/stalls and entire Mahotsava area.</p> <ul style="list-style-type: none"> • Sufficient and reliable Power Backup along with electrical connections and installations in entire Mahotsav area as per requirement. • Backup power: 125 KVA X 5 Nos.
17.	Cleaning	<ul style="list-style-type: none"> • Round the clock cleaning the Mahotsava area • Providing 30 branded plastic dustbins (100 ltr. capacities). • Hourly cleaning & disposal of waste at specilied places. • For every 1000 Square fi. one person should be assigned for cleaning. • Intensive cleaning should be done in the night after the programs are over and the Mahotsav area should be ready with total cleaning complete in all respect by 7.30 am every morning. • Regular Cleaning of the Mahotsava area shall have to be done at an interval of every 6 hrs.
18.	Videography & Photography	<p>Daily Photography and Videography for entire duration of mahotsav</p> <ul style="list-style-type: none"> • Multi-season high-quality photo-shoot (in both panorama & normal format) of the Rajgir Mahotsav. The agency needs to cover the Mahotsav for its entire duration days and capture minimum 1000 photographs, out of which DOT will select 200 best photographs. The payment will be made to the agency for the selected 200 photographs only. • All video contents shall be filmed in at least 4K Ultra HD format, in a manner allowing the videos to be suitable to be viewed from all the devices. All videos shall include individual graphic elements, by way of which the bidder highlights the content and shows important features. • Drone Technology: The agency shall use drone technology for aerial shooting with high quality drone camera for filming. • The agency needs to supply 36 hours of raw footage, 10 edited videos (3-5 Mins) of events as selected by DOT and 3 documentary style video of 20-30 mins each covering each of 3 days of the Mahotsav. • The photo-shoot and videography shall entail the inauguration ceremony, various cultural events, distinguished guests and celebrities who grace the Mahotsav, stalls, the grandeur of the Mahotsav, closing ceremony and any other photo/ video as required on the site. • The bidder shall be responsible to comply with all national and local laws pertaining to photo shoot and video filming. • DOT will have the full copyright of all the photos and videos produced as deliverables for this assignment.
19.	Others	<ul style="list-style-type: none"> • The Event Manager will pay necessary taxes. dues if any to the concerned Govt. • The Event Manager will remove all displays in the Mahotsava Area after Mahotsav/ Contract Period is over. • Alcoholic Liquor or Drugs Prohibition: The applicant shall not, in accordance with the statutes, ordinances and government

S. No.	Item	Particulars
		<p>regulations or orders for the time being in force, impart, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or suffer any such importation, sale, gift, barter or disposal by his Subcontractors, agents, staff or labour.</p> <ul style="list-style-type: none"> • Measures against Insect and Pest Nuisance: The Operator shall at all times take the necessary precautions to safeguard every person on the site from insect and pest nuisance, and to reduce the dangers to health and the general nuisance occasioned by the same. The applicant shall comply with all the regulations of the local health authorities and shall arrange to spray thoroughly with approved insecticide throughout the mela area. Such treatment shall be carried out at least once daily or as instructed by authority. The applicant shall install repellent at site as required.

Note:-Any deviation in the scope of the work should be done only after written permission from director tourism or District magistrate, Nalanda and if so the event manager is under obligation to bring it to the notice of director tourism immediately. Only after taking written consent of the director tourism extra work whatsoever is the done, the payment for the same will be done taking in view the market price which the event manager will need to provide.

6. GENERAL TERMS AND CONDITIONS

1. The DOT, GOB reserves the right not to accept bid(s) from agency(ies) resorting to unethical practices or on whom investigation / enquiry proceedings have been initiated by Government investigating Agencies Vigilance Cell.
2. The DOT, GOB is not bound to accept the lowest bidder or to assign any reason for non-acceptance. The DOT, GOB reserves its right to accept the bid in part or in full. Conditional bids will be rejected outright.
3. The DOT, GOB reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).
4. The DOT, GOB reserves the right to withdraw / cancel the bid document partially or completely at any stage.

7. TERMINATION BY DEFAULT

DOT, GOB reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for DOT, GOB's action.

8. ARBITRATION

In case of any dispute DOT, GOB may appoint an arbitrator, which will be accepted by the agency / firm. The decision of the arbitrator will be final and binding on both the parties. The jurisdiction of the court will be Patna (Bihar).

9. INDEMNIFICATION CLAUSE

The selected agency shall keep DOT, GOB indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise.

10. VALIDITY OF THE CONTRACT

The Contract shall remain valid with effect the date of award of the contract/ tender till the end of three months from the date of submission of bid or otherwise specified in the letter of award of tender.

11. SUBMISSION PROCEDURE

1. Bidders who wish to participate in this selection process will have to download the tender from

Technical Bid: Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid.

PART 1- Bid security and price of the Tender Document in a separate sealed envelope superscribed with the Tender Document number. Please enclose EMD Tender Document fees

PART 2 – One copy of TECHNICAL BID complete with all technical and commercial details except the prices.

Financial Bid: Bidders shall submit their unconditional financial quote for their rendering their services as per the scope of work in a SEPARATE SEALED ENVELOPE and super-scribed as FINANCIAL BID.

The envelopes containing Technical & Financial Bid of offer should be enclosed in a larger envelope dully sealed. All pages of the offer must be signed.

Note: Filling up prices in Technical bid will render the Bidder disqualified.

2. Services offered should be strictly as per specifications mentioned in this Tender Document.

- i. Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- ii. Bidder shall quote the prices of services as mentioned valid for 90 days.

12. ELIGIBILITY CRITERIA

The Bidder fulfilling Eligibility criteria shall be shortlisted for Financial Stage. The bidder should be fulfilling the following conditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid.

Bids from consortiums and joint venture are not allowed. Claims without documentary evidence will not be considered.

DOT reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the DOT's decision shall be final in this regard. DOT may, in its absolute discretion, waive any of the conditions and/or requirements in the Tender in respect of any or all of the bidders.

Qualification Criteria for Bidders.

Sr.	Qualification Criteria	Documentary Evidence
1.	The bidder should register as a Partnership/ Proprietorship/ LLP or Company. Should have a minimum experience of five (5) years in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions. Note: Joint Venture and Consortium are not allowed	Work Order/ Work Completion certificate.
2	The bidder should have achieved a minimum average annual Financial Turnover of INR 50 Lakhs in past five financial years (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22) – in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions.	CA's Certificate / Audited Financial Report for FY (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22) or CA certificate indicating minimum annual financial turnover from such services for the period.
3.	Agency should have positive net worth as on the date of last audited balance, i.e., 31st March, 2022	CA's Certificate
4.	Should have following experience in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions in the last 5 years; having	Work Order/Work Completion certificate

Sr.	Qualification Criteria	Documentary Evidence
	minimum contract value of <ul style="list-style-type: none"> At least One project with minimum contract value of INR 60 Lakhs; OR; At least Two projects each with minimum contract value of INR 50 lakhs; OR; At least Three projects each with minimum contract value of INR 30 lakhs 	
5.	The bidder should be having PAN, GST numbers.	A copy of PAN & GST Registration Certificate.
6.	The bidder shall provide a valid EMD acceptable to DOT. EMD deposit of INR 3,00,000/- has to be submitted along with bid documents. Non-refundable Tender fees of INR 5,000/- through Demand Draft.	Tender Fee and EMD through Demand Draft in favour of Director Tourism, Bihar, Payable at Patna.
7	History of Litigation	As per the format given in RFP
8	The bidder has to submit self-certified letter indicating that they have not been blacklisted by any government department, organization, and corporation	Self-certified letter

* **“Event Management”** means any service provided in relation to planning, promotion, organizing or presentation of any art, Entertainment, Business, Sports or any other Event and includes any consultation provided in this regard.

* **“Bidder”** shall mean a corporate entity, firm (propriety or partnership), company or a corporation eligible to participate in bidding process.

Technical Qualification

The bidders fulfilling pre-qualification criteria will be shortlisted for Technical Evaluation. The technical evaluation criteria are given in the following table:

Sr.	Criteria	Documentary Evidence	Max. Marks
1.	The bidder should have a minimum experience of five (5) years in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions. <ul style="list-style-type: none"> More than 5 Years = 15 Marks Minimum 5 Years’ experience = 10 Marks Note: Joint Venture and Consortium are not allowed	Work Order/Work Completion certificate clearly indicating experience.	15
2.	Should have following experience in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or	Work Order/Work Completion certificate	20

Sr.	Criteria	Documentary Evidence	Max. Marks
	<p>exhibitions in the last 5 years; having minimum contract value of</p> <ul style="list-style-type: none"> • At least One project with minimum contract value of INR 60 Lakhs; <ul style="list-style-type: none"> ○ More than 5 Projects: 20 ○ 2-5 Projects: 15 ○ 1 Project: 12 <p>OR:</p> <ul style="list-style-type: none"> • At least Two projects each with minimum contract value of INR 50 lakhs; <ul style="list-style-type: none"> ○ More than 5 Projects: 20 ○ 3-5 Projects: 15 ○ 2 Projects: 12 <p>OR;</p> <ul style="list-style-type: none"> • At least Three projects each with minimum contract value of INR 30 lakhs <ul style="list-style-type: none"> ○ More than 5 Projects: 20 ○ 4-5 Projects: 15 ○ 3 Projects: 12 		
3.	<p>The bidder should have achieved a minimum average annual Financial Turnover of INR 50 Lakhs in past five financial years (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22) – in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions.</p> <ul style="list-style-type: none"> • More than 70 Lakhs = 15 Marks • 50 Lakhs – 70 Lakhs = 10 Marks 	<p>CA's Certificate / Audited Financial Report for FY (2017-18, 2018-19, 2019-20, 2020-21 & 2021-22) or CA certificate indicating minimum annual financial turnover from such services for the period.</p>	15
4.	<p>Technical Presentation: The pre-qualified bidders shall be required to give a PPT/audio-visual presentation as part of Technical Bid covering the following points.</p> <ol style="list-style-type: none"> 1. Conceptualization of Event. 2. Designing, Layout, performance, Stage & Sitting Plans. 3. Assessment of requirement of various logistics. 4. Artwork samples of backdrop, hording/banner, gate, ID-card and invitation card etc. 5. Previous work samples 	<p>(a) Concept & Design (Complete Drawings) presentation regarding the stage decoration and the whole Pandal) – 30 marks (b) Work Plan & Execution including manpower – 20 marks</p>	50

Sr.	Criteria	Documentary Evidence	Max. Marks
	(Note: Presentation must be well defined, elaborated and properly made. Concept and design should be proposed in the layout design)		
TOTAL			100

Bidders that secure at least 60 marks out of 100 marks in the Technical Evaluation will be deemed to be technically qualified.

The bidders fulfilling above technical eligibility conditions shall only be eligible for financial bid opening.

13. FINANCIAL BID

Financial bids of technically eligible bidders shall be opened in the presence of qualified bidders who chose to be present. The technically eligible bidder offering **the best possible offer amount** (L1) to DOT for the said work will be invited for negotiation and finalization of agreement.

DOT has the right (in its absolute discretion) to determine how to progress any discussions and/or negotiations with successful bidder following submission of the Proposals.

14. CORRECTION OF ERRORS

Price Proposals determined to be substantially responsive will be checked by the DOT for any arithmetic errors. Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total price bid amount and summary of total cost of all components/parts, then the following will be procedure.

- a) Where there is discrepancy between the rates in figures and in words, whichever is less shall govern.
- b) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- c) If the total amount of bid quoted is less than actual summation of cost of all the components/parts as the case may be, then the total quoted amount shall govern and difference between the actual summation and amount quoted shall be considered as a discount.
- d) If total amount of bid is more than actual summation of cost of all components/parts as the case may be, then the individual cost of the components/parts shall govern, and total amount shall be reduced to actual summation, and it shall be considered as mistake in totaling.

However, the decision of DOT in this regard shall be final and binding.

The amount stated in the form of bid for price proposal will be adjusted by the DOT in accordance with the above procedure for the correction or errors and shall be considered as

binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the EMD may be forfeited in accordance with relevant clause.

15. NUMBER OF PROPOSALS

Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

16. PROPOSAL PREPARATION COST

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. DOT will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

17. CLARIFICATIONS

A prospective Bidder requiring any clarification on the RFP may notify DOT in writing or by facsimile to Director, Tourism within such date as specified in the RFP. At its sole discretion, DOT may upload its response to such queries on the website: **www.bihartourism.gov.in**.

18. AMENDMENTS TO RFP

- I. 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**.
- II. 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 and notify on their website.

19. BID SECURITY

- I. The bid security amount of the successful bidder will be automatically turned into security deposit at the time of allotment of tender and will be refunded along with the final payment.
- II. The Bid Security shall be forfeited in the following cases:
 - If the Bidder withdraws its Proposal;
 - If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
 - If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

20. PERFORMANCE GUARANTEE

The successful bidder shall have to submit a performance guarantee equivalent to 10% of the bid amount within 3 days of issue of work order and is mandatory to be submitted before entering into agreement with DOT.

21. BIDDER'S RESPONSIBILITY

- I. The Bidder is expected to carefully examine the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.
- II. It shall be deemed that prior to the submission of Proposal, the Bidder has:
 - a) made a complete and careful examination of terms & conditions/requirements, and other information set forth in this RFP document;
 - b) Received all such relevant information as it has requested from DOT; and
 - c) Made a complete and careful examination of the various aspects of the Assignment.
- III. DOT shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

22. CORRESPONDENCE/ENQUIRY

- I. All enquiries should be submitted to the following in writing by fax/registered post / courier before the pre-bid date:

**Director, Directorate of Tourism,
1stFloor, B Block, Extension Bhawan, Main Secretariat,
Patna – 800 015
Ph: - 0612-2217045,
Email – directortourismbihar@gmail.com**
- II. No interpretation, revision, or other communication from DOT regarding this RFP is valid unless it is in writing and is signed by Director.

23. FORMAT AND SIGNING OF PROPOSAL

- I. Bidders would provide all the information as per this RFP and in the specified format. DOT reserves the right to reject any Proposal that is not in the specified format.
- II. The Proposal would include three submissions to be made on the respective Proposal Due Date as set out.
- III. If the Proposal consists of more than one volume, Bidder must clearly number the volumes and provide an indexed table of contents.
- IV. The Proposal and its copy shall be typed or printed and the Bidder shall initial each page. The person(s) signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

24. PROPOSAL DUE DATE

- I. Proposals should be submitted as per information provided;
- II. DOT at its sole discretion; accept any Proposal(s) after Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.

25. TEST OF RESPONSIVENESS

- I. Prior to evaluation of Proposals, DOT will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive if;

- a) it is received on the respective Proposal Due Date;
 - b) It is accompanied with a non-refundable Bid Processing Fee.**
 - c) It is accompanied with the 'Bid Security' amount as set out in RFP Document.
 - d) It is signed, sealed, and marked as stipulated in RFP Document.
 - e) it contains the information and documents as requested in the RFP;
 - f) it contains information in the form and formats specified in the RFP;
 - g) it mentions the validity period as set out in this document;
 - h) It provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by DOT. DOT reserves the right to determine whether the information has been provided in reasonable detail or not;
 - i) There are no inconsistencies between the Proposal and the supporting documents.
- II. A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one which,
- a) affects in any substantial way, the scope, quality, or performance of the Assignment, or
 - b) limits in any substantial way, inconsistent with the RFP document, Dot's rights or the Bidder's obligations under the Agreement, or
 - c) Unfairly affects the competitive position of other Bidders presenting substantially responsive Proposals.

26. CONFIDENTIALITY

Information relating to the examination, clarification, evaluation and recommendation for the Qualified Bidders would not be disclosed to any person not officially concerned with the process. DOT will treat all information submitted as part of the Proposal in confidence and will ensure that all those who have access to such material to treat it in confidence. DOT would not divulge any such information unless ordered to do so by any statutory authority that has the power under law to require its disclosure.

27. CLARIFICATIONS

To assist in the process of evaluation of Proposals, DOT may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submission made by the Bidder.

28. CONSULTANT(S) AND ADVISOR(S)

To undertake 'Bid Process Management' and to assist in the preparation of bid notifications, documents, examination, evaluation, and comparison of proposals, DOT shall utilize the services of consultant(s) or advisor(s).

29. MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL

- I. The Bidder may modify, substitute, or withdraw its Proposal after submission, provided that a written notice of the modification, substitution or withdrawal is received by DOT

before the Proposal Due Date. No Proposal shall be modified, substituted, or withdrawn by the Bidder after the Proposal Due Date.

- II. The modification, substitution or withdrawal notice shall be prepared, sealed, marked and delivered with outer envelopes additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.
- III. Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period would result in forfeiture of the Bid Security in accordance with this RFP.

30. DELCARATION OF SUCCESSFUL BIDDER

In case two or more bidders quote equal in financial bid, then the bidder having higher experience/turnover in the technical bid evaluation shall be declared successful and the process shall be at the discretion of the Director or Tourism.

31. PRE-BID CONFERENCE

- I. Pre-Bid Conference(s) of the Bidders shall be convened at the designated date, time and place. Only those persons who have purchased the RFP document shall be allowed to participate in the Pre-Bid Conference(s). A maximum of two representatives of each Bidder shall be allowed to participate on production of authority letter from the Bidder.
- II. During the course of Pre-Bid Conference(s), the Bidders will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

ANNEXURE - 1

**FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT
UNDERTAKING**

(On the Letterhead of the Bidder)

To,

Director – Tourism,
1st Floor, B Block, Extension Bhawan,
Main Secretariat, Patna – 800015

Sir,

Ref: - Selection of Event Management Agency for Rajgir Mahotsav, 2022

We have read and understood the Request for Proposal (RFP) along with Draft Agreement in respect of the captioned Assignment provided to us by DOT.

We hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the RFP provided to us. This Proposal is valid till ----- (At least 3 Months from the Proposal Due Date).

We attach herewith all the necessary documents as required to state our Eligibility as per the given criteria.

Name of the Bidder

Signature of authorized Signatory

Name of the authorized Signatory

Date: -

Encl :

DD for Bid Fees and Earnest Money Deposit as follows :

- III. Bid Fees DD no..... (Amount).....drawn on.....
- IV. EMD DD no..... (Amount).....drawn on.....

ANNEXURE - 2

FORMAT FOR FINANCIAL PROPOSAL

(On the letter head of the bidder)

Date: -

To,

Director, Tourism,
1st Floor, B Block, Extension Bhawan,
Main Secretariat, Patna – 800015

Sir,

Ref: Selection of Event Management Agency for RajgirMahotsav2022

We are pleased to quote the total amount for the event below. We have reviewed all the terms and conditions of the ‘Request for Proposal’ and confirm that, we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFP. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid.

(Please Note: The total amount shall be inclusive of all taxes and shall be as follows)

Total Rupees (INR) _____

(In words Rupees) _____

We abide by the above offer/quote and terms condition of the RFP, if the DOT Bihar selects us as the Selected Bidder/Agency.

If our offer is accepted and if we fail to pay the Performance Security in the manner as specified in the RFP Document, the amount of Bid Security, as aforesaid, shall stand absolutely forfeited to the DOT Bihar without prejudicing the rights of the DOT Bihar to proceed further in any manner it deems fit.

Until a formal Agreement is prepared and executed between us, this bid, together with your LOI, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid that you may receive.

We declare that the information stated above and enclosed is complete and absolutely correct and any error or omission therein, accidental or otherwise, as a result of which our bid is found to be non-responsive, will be sufficient for the DOT Bihar to reject our bid and forfeit our bid security in full.

Sincerely,

Name _____

Name of the Firm/Agency_____

Designation_____

Complete address_____

Phone no._____ Mobile_____

E-Mail ID_____

Signature of the applicant/ Authorized

**Representative of Agency with
Seal/Stamp**

**PRESCRIBED PERFORMA TO BE ATTACHED WITH THE
FINANCIAL BID**

(Item wise break of scope of work)

Sr.	Description of Works with Item ²	Unit	Unit rate (INR)	Amount (INR)
1.	Preparation of Grounds	1		
2.	Welcome Gate	6		
3.	Fire Safety	10		
4.	Photo Gallery	1		
5.	Control Room cum CCTV Room	1		
6.	Tourist Information Stall	1		
7.	Stage & Others	1		
8.	Mobile Toilets (1 unit to have 5 Nos. each for male and female)	10		
9.	Stage Light and Sound	1		
10.	Green Room	1		
11.	VIP Lounge	1		
12.	Temporary Police Station	1		
13.	Media Centre	1		
14.	Mahotsav Area Lighting	1		
15.	Qila Maidan	1		
16.	Electricity	1		
17.	Cleaning	1		
18.	Videography (final videos)	10		
19.	Videography (Documentary videos)	3		
20.	Photography (selected photos)	200		
21.	Additional Chairs (Note: These chairs shall be provided			

² These tasks shall be carried out as per the SoW as specified in the SoW under Section 5.1. All the requirements in terms of quantities specified, work requirements, service levels shall be considered while quoting the financial value in this table.

	on specific request by DoT/ District Administration, and the payment for these shall be made on Pro-Rata Basis. However, the amount quoted here shall be considered for financial evaluation)			
A	Plastic Chairs	1000		
B	VIP Chairs	1000		
Sum total with all taxes and charges excluding GST (To be considered for evaluation)				
Sum Total with GST				
22	Other Items (To be suggested by the bidder. DoT has the right to take the final decision regarding consideration of these additional items at rates determined through proper market survey on its own. This will not be a part of financial evaluation)			

(Please Note: The total amount shall be inclusive of all taxes)

* (Please add rows and additional pages as per requirement)

The above details are only indicative and for the internal assessment and working by the department.

ANNEXURE – 3

History of Litigation

S. No.	Year	Award for/ or against bidder	Name of the Client	Litigation & Dispute Matter	Disputed Amount in Rs.

Signature of Bidder

Note: Please fill as NA for no such history

ANNEXURE – 4

List of experience in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions in the last 5 years

S. No.	Name of Client	Location	Description of Work	Value of Contract/ Work in INR	Duration (Start Date and End Date)
Projects Minimum contract value of INR 60 Lakhs					
Projects Minimum contract value of INR 50 Lakhs					
Projects Minimum contract value of INR 30 Lakhs					

Note:

- Each of the listed works shall be supported with the copy of work order and/ or completion certificate. Documents shall at least mention the nature of work and value.
- Non-disclosure of any information in the schedule will result in disqualification of the firm
- Authority reserves the right to ask for photographs and other evidences to verify the experience claims

ANNEXURE – 5

Turnover & Net-worth Certificate

S. No.	Financial Year	Annual Turnover (INR Cr. Up to 2 decimal)	Net-worth as on 31/03/22 (INR Cr. Up to 2 decimal)
1	2017-18		NA
2	2018-19		NA
3	2019-20		NA
4	2020-21		NA
5	2021-22		{Enter here}
	Total Turnover		
	Average Turnover		

This is to certify that the data given above are factually correct and as per the audited financial report for the given periods.

Name, Signature and Seal of Chartered Accountant

Note:

- **The audited financial statements of the periods as stated in the table needs to be attached with the Turnover & Net-worth Certificate**
- **Non-disclosure of any information in the schedule will result in disqualification of the firm**