

**DIRECTORATE OF TOURISM
GOVERNMENT OF BIHAR**



**Engagement of Event Management agency for
Sonepur Mela 2022**

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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.

The 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

Authority	Directorate of Tourism, Bihar.
Address	Directorate of Tourism, Government of Bihar, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015 Ph.: - 0612-2217045, Fax: - 0612-2217042
Name of work	Selection of the Agency for Conceptualizing, Designing, Execution and Supervision of Temporary Structures, Related Infrastructure and Event Management Services on Turnkey Basis for Harihar Kshetra Sonapur Mela, 2022
Event Duration	6 th November to 7 th December, 2022
Tender Currency Settings	Indian rupees (INR)
Joint Venture/Consortium	Not Allowed
Bid Document Fee	INR 5,000/- (Rupees Five Thousand Only) Non-refundable in form of Demand Draft
Bid Security/EMD (INR)	INR 3,00,000/-
Bid Security/EMD in favour of	Demand Draft in favour of Director, Tourism, payable at Patna
Portal for downloading tender documents	www.bihartourism.gov.in
Date & place of Pre bid meeting	7 th October 2022 at 3:30 PM Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015
Last Date & Time for Receipt (Submission) of Bids	18 th October 2022 (03:30 P.M.)
Date and Time of Opening Technical Bid	18 th October 2022 (04:30 P.M.)
Date and Time of Technical Presentation	21 st October 2022
Date and Time of Opening Financial Bid	To be informed later
Bid Validity Period	120 days
Place of Submission and opening of Bids	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

1. INTRODUCTION

1.1 BACKGROUND

- 1.1.1 Department of Tourism/Directorate of Tourism (DOT), Government of Bihar (GoB), has been appointed as the nodal agency to coordinate, manage, implement and organise **Harihar Nath Kshetra Sonepur Mela, 2022** which is scheduled to be organised from **6th November 2022 to 7th December 2022**.
- 1.1.2 DOT would like to engage an event management agency to organize and undertake the entire arrangement of Sonepur Mela 2022 in a Theme based manner, Suggestions of theme has to be provided by the selected Event Management agency and preparation for the Mela should be done strictly in accordance with the Scope of Work defined herewith in this document.
- 1.1.3 Sonepur Mela 2022 will be one of the largest congregations with an estimated gathering of more than 5 million people. Melas/Festivals are largest gathering of people in India and speak of ancient living traditions of time-honoured rituals of a cultural heritage that lives through centuries of time. Sonepur Mela is an amazing and spectacular spiritual congregation replete with ritual and fanfare including foreign tourist making it easily one of the most diverse and powerful of all festivals in India.
- 1.1.4 The delineated Mela Area falls under the jurisdiction of Sonepur & Hajipur Municipal limits. Both the places are conveniently placed and well connected to other parts of the country through air, rail and road.

1.2 REQUEST FOR PROPOSAL

- 1.2.1 INVITATION FOR ENGAGEMENT OF EVENT MANAGEMENT AGENCY FOR SUCCESSFUL IMPLEMENTATION OF SONEPUR MELA 2022 BY DIRECTORATE OF TOURISM, GOVERNMENT OF BIHAR ON TURNKEY BASIS.
- 1.2.2 Directorate of Tourism, Govt. of Bihar (hereinafter, referred to as “DOT, GOB”) wishes to appoint an event management agency for the successful implementation of Hariharnath Kshetra Sonepur Mela -2022 in a theme-based manner which is scheduled to be held from **6th November 2022 to 7th December 2022**.
- 1.2.3 DOT invites detailed proposals (Qualification Submissions, Technical Submissions and a Presentation together referred to as “RFP”) from renowned agencies. The Scope of Work forming part of the Assignment has been set out in this document herewith below.

1.2.4 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”).

1.3 BRIEF DESCRIPTION OF THE BIDDING PROCESS

1.3.1 DOT intends to follow a ‘single stage two envelope’ bid process for selecting of the successful bidder under ‘Least Cost Selection’ (LCS), as outlined in this RFP.

1.3.2 The Bidders would need to submit, within the Proposal Due Date as prescribed in this RFP; Technical and Financial Proposal in the prescribed format.

1.3.3 DOT would evaluate all the Submissions in accordance with the Eligibility conditions set out in the RFP to select a bidder.

1.4 OBTAINABILITY OF RFP DOCUMENT

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

1.5 GENERAL INSTRUCTIONS

1.5.1 The language of the Bid and related documents and correspondences shall be in English language.

1.5.2 The Bidder shall provide all the information sought under this RFP. The DOT Bihar will evaluate only those Bids that are received in the required formats and complete in all respects.

1.5.3 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 initialled by the person(s) signing the Bid.

1.5.4 Bidders are encouraged 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.

1.5.5 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.

- 1.5.6 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.
- 1.5.7 Bidders will not be permitted to alter or modify their bids once submitted.
- 1.5.8 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.
- 1.5.9 Any Bid not accompanied by the EMD & Document Fee shall be rejected by DOT, Bihar as nonresponsive.

2. TERMS OF REFERENCE

2.1 SCOPE OF THE 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	Preparation of grounds i.e., levelling and cleaning has to be done as per the division of zones indicated in the layout – Specifically the Inauguration, entry, and nearby areas
		Pump out water from water logging areas, if required A. Craft Bazar
		River Sand Filling, if required A. Craft Bazar B. Main Pandal behind stage
		Soil Filling, if required A. Craft Bazar
		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.	Stage & Main Pandal Area	<p>Stage Backdrop</p> <p>Construction of innovative and high-quality stage on the site of cultural program, arranging backdrop at stage, Dome shaped Hangers with interior decoration with clothing approx. 240ft x 80ft 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 Saran 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.

S. No.	Item	Particulars
		Original fresh Flowers and bouquets arrangement for all other days specially in opening and closing ceremony.
		Maintenance of existing Concrete Stage. <ul style="list-style-type: none"> • Repair any damage to the existing concrete stage. The agency should take pre and post repair work photos of the stage and submit it to the authority at the time of raising invoice against the repair, justifying the cost of repairs. • Carpeting of existing stage by new carpet with proper taping at the site of cultural program, arranging backdrop on the stage with a riser for the musicians on both side of the stage to be erected with fabricated structure, wooden boards with 19mm ply mounting (to be made as per approved design)
		Full Carpeting of Main Pandal Area by new carpets with proper taping
		Side Backdrops – Frame Mounted with high quality Flex Banner (with approved design)
		Arrangements for standard quality Divi stand/ Lamp, Flowers, Candle, Ribbon and Tray covered with velvet cloth.
		Providing temporary skilled manpower like Anchors/Hosts and Dias Management.
		Special Sofa Seating (high quality) for V.V.I.P. on Platform (2-Seater - 20 Nos.)
		Normal Sofa Seating (Good Quality) (2-Seater 100 Nos.)
		Plastic Chairs (Good Quality) – 2000 Nos.
		Media Platform (16ft X 10ft)
4.	Art & Craft Village	To erect, install, fabricate and commission a Thematic Art & Craft Village with following amenities in an area of approximately 0.88 Acres (Approx. 38,000 sq. ft); <ol style="list-style-type: none"> a. Total No. of Stalls – 35 Nos. of 200 sq. ft each b. The theme should provide a village outlook with maximum usage of terracotta pattern and Design & Fascia. Props and artificial structures to depict the theme of village art & craft market c. Entry and Exit gates with proper pedestrian movement planning. d. Good quality carpeting of Craft Bazar e. G.I. Sheet Boundary around Craft Bazar
5.	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. 4” wooden platform, bamboo structure, tarpaulin roofing, matching carpet, 4 sides vinyl panelling wall, flex, cloth ceiling and to be completed as per design. – Green Rooms (2 Nos.)

S. No.	Item	Particulars
		Steel cushion chair-50 nos – For Green Rooms.
		Sofa Set (3-seater)- 2 nos – For Green Rooms
		Sofa Set (1 seater)- 3 nos – For Green Rooms
		Centre Table- 3 nos – For Green Rooms
		Plastic Chair- 10 nos – For Green Rooms
		T5 tube light/ CFL (45/watts)- 20 nos – For Green Rooms
		Dressing Table with stools- 2 sets – For Green Rooms
		Service Table- 1 nos. – For Green Rooms
		Adequate no. of Room freshener and mosquito and insect repellent (electrical/ incense/ spray) – For Green Rooms
		Provision of drinking water with disposable glass and dustbins – For Green Rooms
6.	VIP Lounge	<ul style="list-style-type: none"> • Construction of VIP Lounge • Wooden platform of 4” height, carpeting by new carpets with proper taping. • 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 & Sonepur Mela, live coverage of Sonepur Mela and displaying Bihar Tourism videos and other important information with Dish connection • 2 nos. 1.5 Ton Split AC • Wi-Fi Facility (minimum 40 MBPS) is to be made available <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>
7.	T.I.C.	<p>Setting up of Tourist Information Centre of 30 ft x 30 ft area, as identified by DoT. The TIC should be of exceedingly high standards in terms of design, quality, and facilities. The TIC ambience and facilities should be at par with lounge facilities in premium category hotel.</p> <p>(A) Platform: Platform on strong wooden base of 4” height covered with carpet and the border to be painted.</p> <p>(B) Partitions and Structure: Structure of 6mm. thick ply with wooden frame of 8’ height (3 sides) / octonorm structure with vinyl panelling.</p>

S. No.	Item	Particulars
		<p>(C) Roofing: Plywood with steel framing and properly covered from top with waterproof material. Tarpaulin roofing with Cloth/Cotton cloth as interior ceiling.</p> <p>(D) 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.</p> <p>(E) Counter: 2 No. Wooden counter of Size –8’ X 2’ X 2’6" with appropriate colour cloth cover.</p> <p>(G) Furnishings:</p> <ul style="list-style-type: none"> • sofa sets with 2 3-seaters and 4 1-seaters • 50 high-quality cushioned chairs • T5 LED Tube light – 10 nos. minimum 18-Watt, • 5A switch and socket – 20 Nos., • 15 pedestal fans <p>(H) Live Telecast: Provisions shall be made to broadcast the live footage of entire mela.</p> <p>(I) TIC should have 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> <ul style="list-style-type: none"> • 2 LED Screens (Minimum 65 inch of 4K definition) is to be provided for branding of Bihar Tourism & Sonepur Mela, live coverage of Sonepur Mela and displaying Bihar Tourism videos and other important information • Logo: TIC to have Bihar Tourism Logo prominently displayed at multiple places • Public announcement system to play recorded messages on Bihar Tourist destinations with live announcement facility • A minimum of two staff members needs to be deployed at the TIC to ensure availability of required support to visitors 24x7 during the event • Wi-Fi Facility (minimum 40 MBPS) is to be made available • 1 dedicated Security personnel at the main entrance gate of TIC 24x7 during the event • 1 dedicated Cleaning Staff for TIC 24x7 during the event • RO Drinking water station
8.	Media Centre	<p>Setting up of Media Centre identified by DOT. Should be equipped with computer system, telephone connection, printer, fax and internet facility.</p> <p>(A) Platform: Platform on strong wooden base of 6” height covered with matching carpet and the border to be painted.</p> <p>(B) Partitions and Structure: Structure of 6mm. thick ply with wooden frame of 8’ height (3 sides) / octonorm structure with vinyl panelling.</p>

S. No.	Item	Particulars
		<p>(C) Roofing: - Plywood with steel framing and properly covered from top with waterproof material. Tarpaulin roofing with Cloth/Cotton cloth as interior ceiling.</p> <p>(D) 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.</p> <p>(E) Counter: - 2 No. Wooden counter of Size -8' X 2' X 2'6" with appropriate colour cloth cover</p> <p>(F) Furnishings: 10 Chair, CFL (45/65 watt)/T5 tube light - 15nos. 5A switch and socket – 5 Nos., 4 pedestal fans</p> <p>(G) Internet: Wi-Fi Facility (minimum 40 MBPS) is to be made available</p> <p>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>
9.	Control Room	<p>Setting up a control room thematically decorated 200 sq. ft. with Public Addressing System. Control room should be equipped with computer system, telephone connection, printer, fax and internet facility.</p> <p>For the entire area of Sonepur Mela mainly to be used by Dist. Admin. For crowd management and shall be operational 24 hrs. for the entire Mela period</p> <p>(A) Platform: Platform on strong wooden base of 6" height covered with matching carpet and the border to be painted.</p> <p>(B) Partitions and Structure: Structure of 6mm. thick ply with wooden frame of 8' height (3 sides) / octonorm structure with vinyl panelling.</p> <p>(C) Roofing: - Plywood with steel framing and properly covered from top with waterproof material. Tarpaulin roofing with Cloth/Cotton cloth as interior ceiling.</p> <p>(D) 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.</p> <p>(E) Counter: - 2 No. Wooden counter of Size -8' X 2' X 2'6" with appropriate colour cloth cover</p> <p>(F) Furnishings: 10 Chair, CFL (45/65 watt)/T5 tube light - 15nos. 5A switch and socket – 5 Nos.</p> <p>(G) Internet: Wi-Fi Facility (minimum 40 MBPS) is to be made available</p>

S. No.	Item	Particulars
		<p>CCTV arrangements (min 20 nos.) with full control and monitoring. The locations for the cameras are as follows;</p> <p>a. Mela Area – 10 Nos.</p> <p>b. Other 10 cameras at different locations as specified by Dist. Administration (Mainly Ghats, Hariharnath Mandir, other zones of public gathering etc. across the town of Sonepur).</p> <p>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>
<p>10.</p>	<p>Sound & Light for Stage and Mela Area</p>	<p>Design and fixing of good quality overhead light, Floor light, side wings light, colour changing light, spot-light, laser light.</p> <p>Arrangements of good quality of audio equipment, mike, speakers inside and outside of venue.</p> <p>Supply and Installation of Light and Sound as per specification provided below;</p> <p style="text-align: center;">LIGHTS</p> <ol style="list-style-type: none"> i. Truss - 60X60X40X40 ii. PAR 64 – 60 Nos. iii. LED PAR – 60 Nos. iv. Moving Head – 24 Nos. v. Follow Light – 5 Nos. vi. Avolite Mixer – 4 No. vii. DIMMER – 5 No. viii. DMX Splitter – 4 Nos. ix. Smoke Machine – 4 Nos. x. Laser Light – 4 Nos. xi. Follow Light – 2 Nos. <p style="text-align: center;">SOUND</p> <ol style="list-style-type: none"> i. Line Array – 2-4 Nos. ii. Dual Base – 10 Nos. EAW iii. Delay Stage with Base – 8 Nos. iv. Digital Mixer – 1 No. v. Cordless Mic – 4 Nos. (Shure) vi. Corded Mic – 12 Nos. vii. D I Box – 8 Nos. viii. Monitor – 8 Nos. ix. Side Fill with Base – 4 Nos. x. Amplifier – (As per requirement) xi. Lead Guitar Amplifier – 1 No. xii. Bass Guitar Amplifier – 1 No. xiii. Keyboard Amplifier – 2 Nos. xiv. Drum Set – 1 Set (TAMA/Pearl) xv. In Ear Monitor – 2 Nos. (Sennheiser) <p>Amplifier as per requirement</p>

S. No.	Item	Particulars
		General Lights in Ground, roads, entry area and other areas as directed by DOT (Pole Mounted) – 100 Nos.
		Erection of at least 100 Nos. of flag poles and flags near Mela area and roadside as per direction of DM, Saran.
		Town lighting by decorative light only blue colour on main roads of Sonepur from main highway area to the Sonepur Mela grounds. – All roads connecting Highway to Sonepur Mela Area. – From Mela Area to Gaj Grah Chowk; to Kali Mandir Ghat and Pahleja Ghat.
		Side walling with lighting near Hariharnath Dwar. Size 150’ x 10’
		LED Screens – 3 Nos. of 12’ X 10’ shall have to be installed from 6th November 2022 to 7th December 2022.
		Two (2) nos. of backlit hoardings of size 20’x10’. The locations shall be behind the main stage and shall act as backdrops.
11.	Electricity	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)
		Internal wiring & installation of electrical equipment/s in the sectors designated for Mela Area.
		Sufficient and reliable Power Backup along with electrical connections and installations in and Outside Pandal Area, TIC, VIP Lounge, Media Center, Control Room and Art & Craft Village Area as per requirement.
		Backup power – 125 KVA X 2 Nos.
12.	Cleaning	<ul style="list-style-type: none"> • Round the clock cleaning • Hourly cleaning & disposal of waste at specified places identified. • Providing minimum 50 big dustbins (Minimum 65 litres capacity) of plastic branded company. Intensive cleanliness of the Mela area and the entry area to pandal should be maintained by the event agency on daily basis. • Total 30 cleaning staff needs to be deployed in the mela area. More cleaning staff, if required, will be provided by the agency upon DOT’s request and payment for these additional resources, if any, shall be made on pro-rata basis. Deployment will be one person for every 1000 sq. meter. • Intensive cleaning should be done after 1 A.M. and before 5 A.M. on daily basis. • Evacuation of all the toilet soak pits in the complex as and when required regularly to be carried out.
13.	Fire Safety	<ul style="list-style-type: none"> • Fire Extinguisher – (ABC type Dry Powder Extinguisher 5 Kg each) 14 nos arrangement of fire extinguisher at the venue as a precautionary measure to be placed as specified by DOT, Bihar. • Certificate from Fire Office to be obtained and submitted before beginning of the event.

S. No.	Item	Particulars
14.	Photography and Videography	<p>Daily Photography and Videography for entire duration of mela</p> <ul style="list-style-type: none"> • Multi-season high-quality photo-shoot (in both panorama & normal format) of the Sonepur Mela. The agency needs to cover the Mela for its entire duration days and capture minimum 1500 photographs, out of which DOT will select 200 best photographs for its record keeping. 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 100 hours of raw footage and 10 edited videos of events as selected by DOT. • The photo-shoot and videography shall entail the inauguration ceremony, various cultural events, distinguished guests and celebrities who grace the Mela, stalls, the grandeur of the Mela, Swiss cottages, TICs, Nakhas Kshetra, 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.
15.	Accidents Prevention	<ul style="list-style-type: none"> • It shall be the sole responsibility of the agency to adopt all the safety measures & deploy personnel who are adequately trained in safety. • If any accident occurs due to operations or due to negligence on the part of the Operator's personnel, it shall be the full responsibility of the Operator. • If any damage occurs to the structures/ material & equipment as well as rolling stock due to erection operations, the cost of damage will be recovered from the agency's bill.
16.	Others	<ul style="list-style-type: none"> • Standard quality Mobile Toilets for General People (5 Nos. of 10 set each) Male and Female • Construction of 50 bio-toilets in Mela Area. • Channel Gate-4 nos. • Remove all displays in the Mela Area after Mela/ Contract Period over within 72 hrs. • Alcoholic Liquor or Drugs Prohibition: The applicant shall not, in accordance with the statutes, ordinances and government 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.

S. No.	Item	Particulars
		<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. 20 Display Boards containing of list officers and guides with their respective designation and contact number, to be strategically placed throughout the mela area. The agency shall make all necessary arrangements for water, including RO drinking water for visitors, service persons and staff from outside source. At least 20 RO Drinking water stations should be strategically placed throughout the mela.

Note- (i) Bidders are advised to quote their cost only after actual site survey and also after consulting District Magistrate, Saran or his authorized representative regarding any doubts/clarifications about scope of works. The District Magistrate, Saran or its representative or DOT may at their discretion issue written orders for any addition in the scope of work. The agency shall be eligible for payment of such works, subject to such written orders by DM, Saran or DOT.

(ii) Any deviation from the scope of the work should be done after written permission from Director Tourism or District Magistrate, Saran and if so, the event agency is under obligation to bring it to the notice of Director Tourism immediately. After taking written consent of the Director Tourism extra work whatsoever is the done the payment will be done taking in view the market price.

(iii) For Welcome Gate, Stage & Main Pandal Area, Art & Craft Village and TIC, the agency must propose design and quality in its technical presentation. The agency also needs to take approval from DOT on design and quality before finalization and installation. There should be no deviation from approved design and quality. In case of any such deviation, the agency shall replace/ recreate/ relay the component/ unit to its approved state. For such change/ update, no additional payment shall be made to the agency.

2.2 GENERAL TERMS AND CONDITIONS

A. 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.

- B. DOT, GOB is not bound to accept the lowest bidder or to assign any reason for non-acceptance. DOT, GOB reserves its right to accept the bid in part or in full. Conditional bids will be rejected outright.
- C. DOT, GOB reserves the right to summarily reject an offer received from any agency(ies), without any intimation to the bidder(s).
- D. DOT, GOB reserves the right to withdraw / cancel the bid document partially or completely at any stage.

E. PENALTY CLAUSE

In case of default in performance on the part of the agency, DOT shall decide the penalty to be imposed for such default considering the quantum and other related factors which shall be deducted from the payments that may become due to the selected bidder

In case the agency fails to render the services as per the terms and conditions of the RFP and subsequent work order and if the services are not to the satisfaction of DOT, DOT shall be at liberty to terminate the contract and forfeit the Bank/performance security and get the amount credited to DOTs accounts. In case of any breach of terms of the contract agreement the selected bidder shall be liable to penalty/legal actions as the circumstances warrant as assessed by DOT.

F. 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.

G. 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).

H. INDEMNIFICATION CLAUSE

“That 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.

I. VALIDITY OF THE CONTRACT

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

3. BIDDING PROCEDURE

3.1 SUBMISSION PROCEDURE

- 3.1.1 Bidders who wish to participate in this selection process will have to download the bids from www.bihartourism.gov.in.

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- Technical Bid: Bid security and fees of the Tender Document in a separate sealed envelope superscribed with the TECHNICAL BID complete with all technical details except the prices. Please enclose EMD & Tender Document fees in the form of separate Demand Drafts drawn in favour of **Director Tourism, payable at Patna.**

PART 2 – Financial Bid as per annexure given Bidders shall submit their unconditional financial quote for rendering their services as per the scope of work in a SEPARATE SEALED ENVELOPE and super-scribed as FINANCIAL BID.

Note: Filling up price quote in Part 1 will disqualify the Bid.

The technical and financial (Part 1 & 2) envelopes should be enclosed in a larger envelope dully sealed. All pages of the offer must be signed.

- 3.1.2 Services offered should be strictly as per specifications mentioned in this Tender Document.
- 3.1.3 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.
- 3.1.4 Bidder shall quote the prices of services as mentioned valid for 90 days.

3.2. ELIGIBILITY CRITERIA

The bidders shall be evaluated on the basis of fulfilling eligibility criteria

The Bidder fulfilling Eligibility criteria at Technical Stage shall be considered for Financial Bid process. The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfilment 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.

Sr.	Minimum Eligibility	Documentary Evidence required
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 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., 31 st 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 minimum contract value of <ul style="list-style-type: none"> • At least One project with minimum contract value of INR 1 crore; OR; • At least Two projects each with minimum contract value of INR 75 lakhs; OR; • At least Three projects each with minimum contract value of INR 60 lakhs 	Work Order/Work Completion certificate
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.

Sr.	Minimum Eligibility	Documentary Evidence required
7	History of Litigation	As per the format given in Annexure-6
8	Agency should not be blacklisted, delisted or debarred from any government organization in India.	Self-certified

Tender document should be properly bound, or spiral bound page numbered and indexed for ready reference sealed& signed.

* **“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.

3.3. Technical Evaluation

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
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 clearly indicating experience.
2.	Should have a minimum experience of five (5) years and have completed minimum 5 projects in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions in last 5 years (i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22).	Work Order/Work Completion certificate.
3.	The bidder should have achieved a minimum average 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.	Audited Accounts for FY (i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22). CA certificate indicating minimum annual financial turnover from the services of related works for the period.
4	Should have following experience in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions in the last 5 years; having minimum contract value of <ul style="list-style-type: none"> At least One project with minimum contract value of INR 1 crore; OR; 	Work Order/Work Completion certificate clearly indicating the nature and value of the job.

Sr.	Criteria	Documentary Evidence
	<ul style="list-style-type: none"> • At least Two projects each with minimum contract value of INR 75 lakhs; OR; • At least Three projects each with minimum contract value of INR 60 lakhs 	
5.	<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>(Note: Presentation must be well defined, elaborated and properly made. Concept and design should be proposed in the layout design)</p>	Concept & Design (Complete Drawings) presentation regarding the stage decoration and the whole Pandal)

Evaluation Process: For each bidder whose technical bid is opened, the presentation will be evaluated as follows:

Technical aspect	Max Score
1. Conceptualization and Theme of the Event	10
2. Designing, Layout and facilities at TIC, VIP Lounge, Other demarcated areas, Performance Stage & Sitting Plans.	10
3. Assessment of requirement of various logistics.	10
4. Artwork samples of backdrop, hording/banner, gate, ID card, and invitation card etc.	10
5. Previous work samples of organizing government events.	10
Total	50

Bidders that secure at least 35 marks out of 50 marks (70%) 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.

FINANCIAL BID

A financial bid of technically eligible bidder shall be opened. 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 and shall be declared as the successful bidder.

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.

3.4. PROCEDURE OF SENDING SEALED OFFERS:

As mentioned in Tender Document please refer to section 3 Bidding Procedure. All documents should be serial numbered, properly bound and indexed for easy reference.

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.

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.

3.5. RIGHT TO ACCEPT OR REJECT

- 3.5.1. DOT may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.
- 3.5.2. Notwithstanding anything contained in this RFP, DOT reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.
- 3.5.3. DOT reserves the right to reject any Proposal if at any time if a material misrepresentation made by a Bidder at any stage of the bidding process is discovered.

3.6. CLARIFICATIONS

- 3.6.1. A prospective Bidder requiring any clarification on the RFP may notify DOT in writing or by facsimile to Director, Tourism before the Pre Bid Meeting. At its sole discretion, DOT may upload its response to such queries on the website: **www.bihartourism.gov.in**.

3.7. AMENDMENTS TO RFP

- 3.7.1. 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.
- 3.7.2. 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.

3.8. LANGUAGE AND CURRENCY

- 3.8.1. The Proposal and all related correspondence and documents shall be written in English language. Supporting documents and printed literature furnished by the Bidder with the Proposal may be in any other language provided that they are accompanied by an appropriate translation in English language. Supporting materials that are not translated into English may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail. The currency for this bid is Indian Rupee. All the quotes should be in Indian Rupees.

3.9. VALIDITY OF PROPOSAL

- 3.9.1. The Proposal shall be valid for a period not less than 120 days from the Proposal Due Date ("Proposal Validity Period").
- 3.9.2. Prior to expiry of the Proposal Validity Period, DOT may request the Bidders to extend the period of validity for a specified additional period.
- 3.9.3. The Successful Bidder shall, where required, extend the validity of the Proposal till the date of execution of the Agreement.

3.10. BID SECURITY

- 3.10.1. Proposals would be accompanied with a 'Bid Security' (EMD) for an amount of **INR 3,00,000/- (Rupees Three lakh Only)**. The Bid Security amount shall be valid throughout the Proposes Validity Period and would have to be extended if so required by DOT.
- 3.10.2. The Bid Security shall be in the form of a demand draft in favour of the '**Director Tourism**', drawn on any scheduled bank **payable at Patna**.
- 3.10.3. The Bid Security amount shall be returned to the unsuccessful Bidders within a period of two (2) weeks from the date of signing of Agreement between DOT and the Successful Bidder.
- 3.10.4. 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.

3.10.5. The Bid Security shall be forfeited in the following cases:

1. If the Bidder withdraws its Proposal;
2. If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
3. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.

3.11. PERFORMANCE GUARANTEE

3.11.1. 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. The security should be submitted in the form of Demand Draft in favour of Director Tourism payable at Patna.

3.12. BIDDER'S RESPONSIBILITY

3.12.1. 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.

3.12.2. 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.

3.12.3. DOT shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

3.13. CORRESPONDENCE/ENQUIRY

3.13.1. All correspondence / enquiries should be submitted to the following in writing by fax/registered post / courier:

**Director, Directorate of Tourism,
1stFloor, B Block, Extension Bhawan, Main Secretariat,
Patna – 800015
Ph: - 0612-2217045,
Email – directortourismbihar@gmail.com**

3.13.2. No interpretation, revision, or other communication from DOT regarding this RFP is valid unless it is in writing and is signed by Director.

3.14. FORMAT AND SIGNING OF PROPOSAL

- 3.14.1. 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.
- 3.14.2. The Proposal would include submissions to be made on the respective Proposal Due Date.
- 3.14.3. If the Proposal consists of more than one volume, Bidder must clearly number the volumes and provide an indexed table of contents.
- 3.14.4. 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.

3.15. PROPOSAL DUE DATE

- 3.15.1. Proposals should be submitted as per information of this RFP.
- 3.15.2. 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.

3.16. TEST OF RESPONSIVENESS

- 3.16.1. 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 Demand Draft for Bid Fees.
 - 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.

- 3.16.2. 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,
- affects in any substantial way, the scope, quality, or performance of the Assignment, or
 - limits in any substantial way, inconsistent with the RFP document, DOT's rights or the Bidder's obligations under the Agreement, or
 - Unfairly affects the competitive position of other Bidders presenting substantially responsive Proposals.
- 3.16.3. DOT reserves the right to reject any Proposal which in its opinion is nonresponsive and no request for modification or withdrawal shall be entertained by DOT in respect of such Proposal.

3.17. CONFIDENTIALITY

- 3.17.1. 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.

3.18. CLARIFICATIONS

- 3.18.1. 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.

3.19. CONSULTANT(S) AND ADVISOR(S)

- 3.19.1. 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).

3.20. MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL

- 3.20.1. 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.
- 3.20.2. The modification, substitution or withdrawal notice shall be prepared, sealed, marked and delivered in accordance with the provisions of

Clause 2.14 with outer envelopes additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.

3.20.3. 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.

3.21. PROPOSAL EVALUATION

3.21.1. The Qualification Submissions of the Bidders would be checked for responsiveness and fulfilment of the eligibility conditions for opening the financial bids.

3.22. DELCARATION OF SUCCESSFUL BIDDER

3.22.1. DOT may either choose to accept the Proposal of the successful tenderer or invite him for negotiations.

3.22.2. The technically qualified Bidder whose quotation is the lowest (L1) shall ordinarily be declared as the selected Bidder.

3.22.3. In the event that the LI Bidder withdraws for any reason the Authority may either retender or grant the 2nd lowest Bidder the opportunity to match the financials quoted by the L1.

3.23. NOTIFICATIONS

3.23.1. DOT will notify the Successful Bidder by a Letter of Award (LoA) that its Proposal has been accepted.

3.24. DOT’S RIGHT TO ACCEPT OR REJECT PROPOSAL

3.24.1. DOT reserves the right to accept or reject any or all of the Proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of the Assignment, without liability or any obligation for such acceptance, rejection or annulment.

3.24.2. DOT reserves the right to invite revised Proposals from Bidders with or without amendment of the RFP at any stage, without liability or any obligation for such invitation and without assigning any reason.

3.24.3. DOT reserves the right to reject any Proposal if at any time:

- a) a material misrepresentation made at any stage in the bidding process is uncovered; or
- b) The Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.

- 3.24.4. This would lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the Successful Bidder gets disqualified/ rejected, then DOT reserves the right to:
- a) Declare the Bidder receiving the next lowest bidder as the successful tenderer.
 - b) Take any such measure as may be deemed fit in the sole discretion of DOT, including annulment of the bidding process.

4. EVALUATION OF BIDS

4.1 EVALUATION PARAMETERS

4.1.1 DOT will evaluate the bids determined to be substantially responsive i.e., which

- a. Are properly signed;
- b. Conform to the terms and conditions & technical specifications.

4.1.2. The Technically Qualified bidders quoting the lowest (L1) will be selected as the successful bidder.

4.1.3. **Post-event removal/disposal of facilities and complete restoration of the venue is the sole responsibility of the selected Agency latest by 10th December 2022.**

4.1.4. The Performance Security shall be released to the selected Agency (ies) after completion of the Sonepur Mela 2022 and final approval on the performance of the agency.

ANNEXURE - 1

FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT

UNDERTAKING

(On the Letterhead of the Bidder)

To,

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

Sir,

Ref: - Selection of Event Management Agency for Sonepur Mela, 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 120 days from the Proposal Due Date). Please find enclosed herein with the Proposal the Demand Draft bearing number for **INR 3,00,000/- (Rupees Three lakhs only)** drawn in favor of the 'Director Tourism 'payable at Patna' towards the 'Bid Security Amount', dated thisday of..... 2022.

Name of the Bidder

Signature of Authorised Signatory

Name of the Authorised Signatory

Date: -

ANNEXURE – 2**FORMAT FOR TECHNICAL PROPOSAL**

(On the letter head of the bidder)

Date: -

To,

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

Sir,

Ref: Selection of licensee for Sonepur Mela, 2022

Details of the Organisation:

1. Name of the Firm:
2. Year of Establishment:
3. Legal status of the Firm
Individual/ Proprietary firm/ Limited Liability Partnership/ Limited Company/ Pvt. Ltd. Company
4. Annual Turnover during last Three years
(duly supported by certified copies of accounts)
5. Description of the Firm: Please specify the field of services
6. Address of the Firm
7. Office Address /Telephone No / Fax No / email id / website:
8. Names of principle person monitoring and implementing this work with title and Mobile No / Fax/ Email Id, Etc.
9. Has the applicant or any constituent partner ever abandoned a work?
10. Has the applicant or any constituent partner ever been black listed or debarred from taking up work in Govt. Departments, Directorates and Undertakings?

Details of the registration with Government statutory bodies viz. service tax, income tax etc.

We certify that we have never abandoned any work assigned/ awarded to us. We/ our partners have not been blacklisted or debarred by any department

(Signature of the Authorized person) _____

(Please furnish letter of authorization)

Full name of the Authorized person: _____

Designation: _____

Seal of the firm and date

PRESCRIBED PROFORMA FOR TECHNICAL BID

Sr.	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 clearly indicating experience.
2.	Should have a minimum experience of five (5) years and have completed minimum 5 projects in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions in last 5 years (i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22).	Work Order/Work Completion certificate.
3.	The bidder should have achieved a minimum average 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.	Audited Accounts for FY (i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22). CA certificate indicating minimum annual financial turnover from the services of related works for the period.
4	Should have following experience in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions in the last 5 years; having minimum contract value of <ul style="list-style-type: none"> • At least One project with minimum contract value of INR 1 crore; OR; • At least Two projects each with minimum contract value of INR 75 lakhs; OR; • At least Three projects each with minimum contract value of INR 60 lakhs 	Work Order/Work Completion certificate clearly indicating the nature and value of the job.
5.	Presentation: The pre-qualified bidders shall be required to give a PPT/audio-visual presentation as part of Technical Bid covering the following points. <ol style="list-style-type: none"> 6. Conceptualization of Event. 7. Designing, Layout, performance, Stage & Sitting Plans. 8. Assessment of requirement of various logistics. 9. Artwork samples of backdrop, hording/banner, gate, ID-card and invitation card etc. 10. Previous work samples (Note: Presentation must be well defined, elaborated and properly made. Concept and design should be proposed in the layout design)	Concept & Design (Complete Drawings) presentation regarding the stage decoration and the whole Pandal)

ANNEXURE - 3

FORMAT FOR FINANCIAL PROPOSAL

(Envelope – 3 to be sealed in a separate envelope)

(On the letter head of the bidder)

Date: -

To,

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

Sir,

Ref: Selection of Event Management Agency for Sonepur Mela, 2022

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	Unit	Unit rate (in INR)	Amount (in. INR)
1.	Preparation of Ground	1		
2.	Welcome Gate	6		
3.	Stage & Main Pandal Area	1		
4.	Art & Craft Village	1		
5.	Green Room	2		
6.	VIP Lounge	1		
7.	T.I.C.	1		
8.	Media Centre	1		
9.	Control Room	1		
10.	Photography (selected photos)	200		
11.	Videography (final videos)	10		
12.	Sound & Light for Stage and Mela Area	1		
13.	Electricity	1		
14.	Cleaning staff	30		
15.	Fire Extinguisher	14		
16.	Security Personnel	6		
17.	CCTV Camera	20		
18.	RO Water Plant/ Station	20		
19.	Others			
	Other Taxes, charges, if any (provide break up)			
Sum total (To be considered for evaluation)				

* (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.
- Selected agencies may be asked to undertake any additional work (currently not defined under Scope of Work) for the successful execution of the task on mutually agreed payment terms.
- Any discrepancies or missing/left out items do not make the bidder eligible for additional payment or not undertaking the work as given in the Scope of Work.

- The final payment will be made as per the actual units supplied/ required at the Sonepur Mela. Payment against any increase or decrease in any number of units of any item supplied by the selected agency with prior approval of DoT will be made on a pro-rata basis.

ANNEXURE – 4**LIST OF SIMILAR WORK EXECUTED PERTAINING TO EVENT MANAGEMENT SERVICES IN LAST FIVE YEARS**

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in INR	Duration (Start dt - Completion dt)

NOTES:

- Each of the listed works shall be supported with the copy of work order & work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

LIST OF WORK ON HAND SHALL BE ATTACHED AS UNDER:

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in INR	Duration (Start dt- Completion dt)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partners shall be considered provided past experience is subject to legal consent of individuals, partners or new firm set up by the partners.

Signature of Bidder



ANNEXURE – 5
PROFORMA OF GENERAL POWER OF ATTORNEY

(To be signed and executed in non-judicial stamp paper of Rs. 10/-)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

1. Sri/Smt..... S/o.....
..... Residing at
2. Sri/Smt..... S/o.....
..... Residing at
3. Sri/Smt..... S/o.....
..... Residing at

I/We all the Partners/Directors/Board members/Trustee/Executive council members/Proprietors/Leaders of M/s having its registered office at hereby appoint Sri S/o Residing at As my/our attorney to act my/our name and on behalf and sign and execute all Documents/Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the Company/Corporation/Society/Trust/Firm with the Department of Tourism, Bihar, Patna in connection with its tender No. Dated For the supply of due for opening on

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s And I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by My/Our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on Me/Us and My/Our Company/Corporation/Society/Trust/Firm as if the same were executed by me/us individually or jointly.

Witness (with address)

Signature of the Partners/Directors/Board members/Trustees/Executive council members/Proprietors/Leaders.

- 1.
 - 2.
 - 3.
- ATTESTED

ACCEPTED

Signature

(Seal and Signature of Signatory of Tender offer of the Company/Corporation/Society/Trust/Firm

ANNEXURE – 6
HISTORY OF LITIGATION

Sr.	Year	Award for/or against bidder	Name of Client	Litigation & Dispute Matter	Disputed Amount in INR

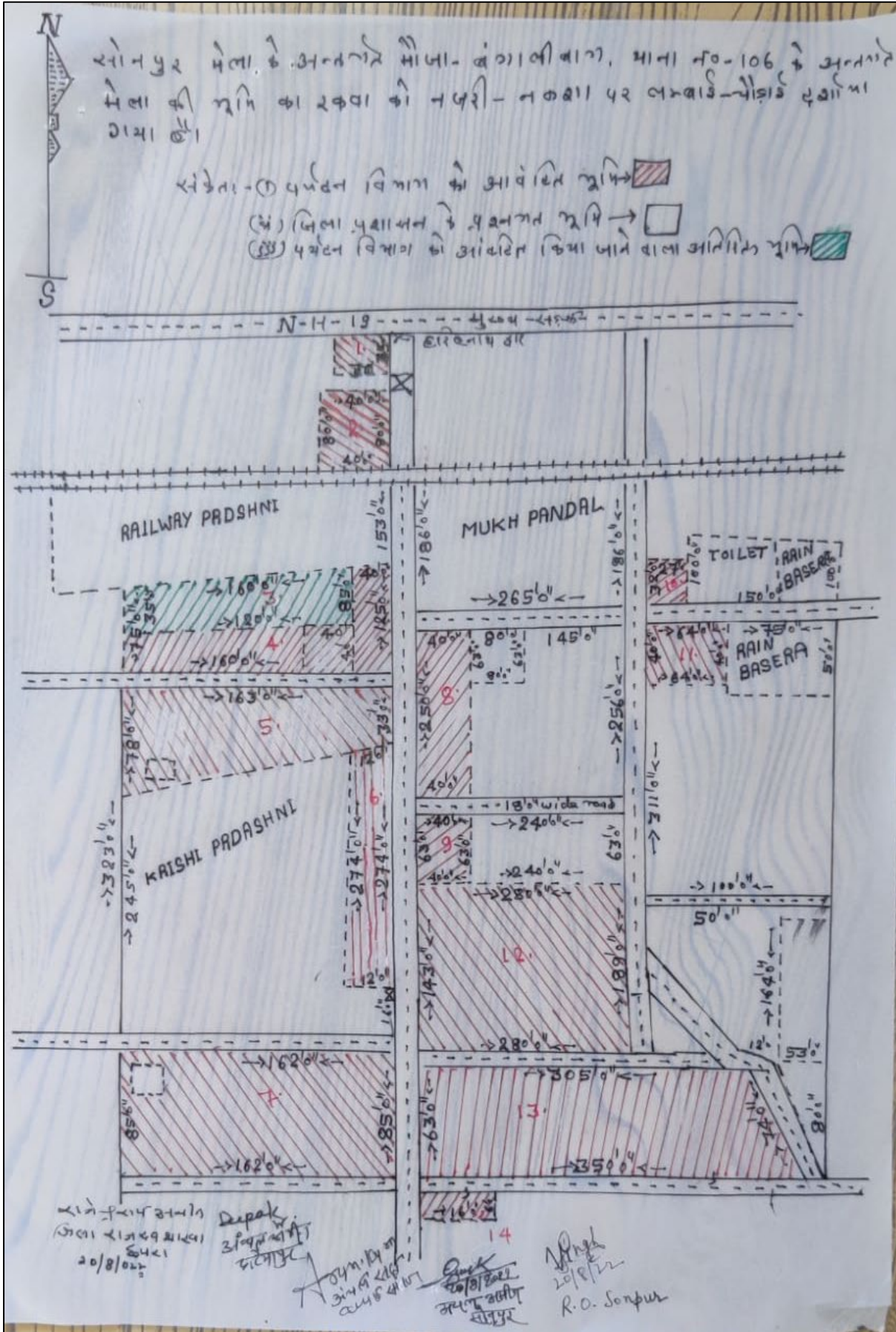
NOTE

If the information to be furnished in the schedule will not be given and come to the subsequently will result in disqualification of the bidder.

APPENDIX - 1

The details of the Areas demarcated for decoration and arrangement by the event agency in the Nakhas area

S.No	Land Identified	Area	Events / Activities	Remarks
1	Nakhas	1.90 Acre + 0.24 Acres = 2.14 Acres	Sarkari Pradarshani – 1.90 acres VIP Parking – 0.24 acres	The event agency will be responsible for decoration and arrangement in the Inauguration area i.e. main Pandal along with other nearby areas but not the govt. stalls (by other departments).
		0.88 Acres	Art & Craft Village	This area shall have to be designed (as approved by DOT), erected, installed, fabricated and commissioned by the event agency.
		3.02 Acres	Bandobasti	This entire area is available for granting of license for allotment to private sector participants and <u>Event Agency shall be responsible for cleaning and other related work in this area.</u>
		1.12 Acre	Feri / Sadak	This area also forms part of the granting of license for allotment and will be available to the licensee to exercise its rights and <u>Event Agency is not responsible for working in this area.</u>



APPENDIX - 2

Illustrative View of TIC