



JEEVIKA

Rural Development Department, Government of Bihar

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



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Tender Document

Bihar Rural Livelihoods Promotion Society

Government of Bihar

Request for Bid under Non-Consulting Services for

**Hiring of Agency for Organizing Bihar Saras Mela – 2025 at Gandhi
Maidan, Patna**

Two Envelope Bidding system through e-Procurement

Ref-BRLPS/Proc/224/18

Issued on 06/10/2025

Bihar Rural Livelihoods Promotion Society (BRLPS)

Government of Bihar

**3rd Floor, Annexe-II, Vidyut Bhawan,
Bailey Rd, Patna, Bihar 800021**

DISCLAIMER

The information contained in the Request for Proposal (RFP) document on behalf of the Bihar Rural Livelihoods Promotion Society (BRLPS), Department of Rural Development, GoB, provided to Bidders (Bidders/tenderers) on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer by the BRLPS to the prospective bidders. The purpose of this RFP is to provide concerned parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BRLPS does not accept no responsibility for the accuracy or otherwise for any interpretation or opinion in the law, expressed herein.

BRLPS also accepts no liability of any nature whether resulting from negligence or otherwise, however caused, arising from reliance of any bidder upon the statements contained in this RFP. BRLPS may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of the RFP does not imply that BRLPS is bound to select any Bidder or to appoint the Selected Bidder and BRLPS reserves the right to reject/ amend all or any of the proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including, but not limited, to preparation, copying, uploading, uploading fees, expenses associated with any demonstrations or presentations which may be required by BRLPS, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and BRLPS shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the proposal, regardless of the conduct or outcome of the selection process.

NOTICE INVITING TENDERS

1. Bihar Rural Livelihoods Promotion Society (BRLPS) is an initiative of Government of Bihar with an objective to provide livelihoods opportunities for rural communities with special focus on poor. Bihar Rural Livelihoods Promotion Society under overall Framework of National Rural Livelihoods Mission aims to scale up the JEEVIKA model of poverty alleviation through-out to all 534 blocks of 38 district of Bihar in a phased manner. Over a period, BRLPS has mobilized 1.30 crores rural households into more than 10.60 Lakhs SHGs, 70000 village organizations and 1600 cluster level federation. BRLPS through the NRLM aims to enhance social and economic empowerment of the rural poor in Bihar.
2. Bihar Rural Livelihoods Promotion Society (BRLPS) – JEEVIKA, Rural Development Department, Government of Bihar, is organizing SARAS Mela – 2025 at Gandhi Maidan, Patna, from 12th to 28th December 2025. This mela provides a unique platform to SHG members, rural artisans, and entrepreneurs from Bihar and other states to exhibit and sell their products. To execute the event successfully, JEEVIKA seeks to hire a professional Event management agency with proven expertise in managing large-scale national/state-level fairs.
3. The BRLPS invites proposals (the “Proposals”) for hiring of Agency for organizing Bihar Saras Mela – 2025 at Gandhi Maidan, Patna in conformity with the Terms of Reference (ToR). The BRLPS intends to select the Agency from among the eligible bidders, in accordance with the procedure set out herein.
4. To participate in the e-tendering process, the bidder is required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., <https://eproc2.bihar.gov.in>. For support related to e-tendering process, bidders may contact at following address during working hours: 10.00 AM to 6 PM. (All days in week except Sunday and few selected state holidays on “eProc 2.0 Help Desk Address: m-junction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar. Tollfree No: 1800 572 6571” or may contact on Email Id: eproc2support@bihar.gov.in
5. The agreement shall be signed between the successful bidder & BRLPS. Enquiries and clarifications (if any), shall be addressed to: Procurement Specialist, Bihar Rural Livelihoods Promotion Society, Patna-800021 Email id: proc.sp@brlps.in

1. Schedule of Events:

Sn.	Schedule	Important dates
1	Bid Publishing date	06/10/2025
2	Pre bid meeting date	17/10/2025 at 03.00 PM (Offline) at BRLPS Office
3	Last Date of online submission of bid	31/10/2025 up to 03.00 PM
4	a. Bid opening date & Time (Technical) b. Bid opening date & Time (Financial)	Technical bid: 31-10-2025 till 03:30 PM Financial Bid: To be notified later on.
5	Bid validity period	180 Days (One hundred and eighty days)

6	Contact Person	Procurement Specialist, BRLPS. Email id: – proc.sp@brlps.in
7	Website	https://eproc2.bihar.gov.in

NB: BRLPS reserves all the right to revise/change/cancel the Tender at any stage without assigning any reasons thereof.

- The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 3,00,000/- (Rs. Three Lakh only) through e-proc2 portal IPG (Internet Payment Gateway).
- The technical and financial bids must be submitted through eproc-2 online platform addressed to **“Chief Executive Officer cum Mission Director, Bihar Rural Livelihoods Promotion Society (BRLPS), Patna - 800021”** before the date and time specified in the Notice Inviting Tender (NIT). BRLPS doesn't take any responsibility for the delay / Non- Submission of Tender / Non-Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic/ Holidays or any other reason.
- The bidders shall submit their eligibility and qualification details, certificates as mentioned in the tender document in the format annexed in the Tender.
- The Bidding documents shall be submitted in the mode as mentioned below:

Earnest Money Deposit (EMD)	Online Mode
Technical Bid (Un-priced)	As per format mentioned in RFP
Financial Bid (Priced)	As per format available on eProc2 portal.

- In the event of any of the above-mentioned dates being declared as a holiday/ closed day for BRLPS, Patna the tenders opened on the next working day at the scheduled time.
- The technical and financial bids must be submitted through eproc2.bihar.gov.in before the date and time specified in the tender document. BRLPS doesn't take any responsibility for the delay/ Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non- availability of Internet Connection, Network Traffic/ Holidays, or any other reason.
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the tender document, in the online mode on eproc2.bihar.gov.in at the respective stage(s) only.
- All prospective bidders may attend the Pre-Bid meeting. The venue, date and time are indicated in Schedule of Events mentioned above.
- All further Notifications/Corrigendum/Addendum would be notified to the bidder through <https://eproc2.bihar.gov.in>
- Confidentiality**
This document contains privileged and confidential information pertaining to the “Onboarding Service Provider for Social Media Management at Bihar Rural Livelihoods Promotion Society (BRLPS). The access level for the document is specified above. The addressee should honor access rights by preventing intentional or accidental access outside access scope.

CEO, BRLPS

Instruction to Bidders

1. General Instructions

- a. The bidder will submit his bid/tender on eproc2.bihar.gov.in.
- b. The bidder may use their Digital Signature Certificate (DSC) if they already have. They can also take Digital Signature Certificate (DSC) from any of the authorized agencies.
- c. For user-id they must get registered themselves on eproc2.bihar.gov.in and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority (TIA).
- d. Bids not submitted, as per the above Performa / Instructions mentioned in this RFP document, will be summarily rejected.
- e. The bidders shall submit their eligibility and qualification details, technical bid, financial bid, etc., in the online standard formats given on eproc2.bihar.gov.in.
- f. The bidders shall upload the scanned copies of all the relevant certificates, documents etc. with indexing and paging, in support of their eligibility criteria / technical bids and other certificates /Documents on the eproc2.bihar.gov.in.
- g. The bidder shall digitally sign the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- h. The rate quoted by the bidder shall remain same throughout the agreement period including any extension thereon. No increment in rates would be permitted in any circumstances.
- i. The agency would indemnify the BRLPS against any claim of copyright violation/plagiarism etc.
- j. The Financial bids submitted online (in Excel format) submitted by all bidders shall be valid for 180 days from the date of submission of Bid.
- k. In the event a qualified bidder wants to withdraw the bid, the EMD/Bid security of such bidder shall be forfeited.
- l. Bihar Financial Rule and amendments published time to time will be considered for evaluation of bid and award of agreement by the BRLPS

2. Tendering Expense

The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and subsequently processing the same. BRLPS shall in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

3. Language of the tender

The tender submitted by the bidder and documents relating to the tender shall be written in the English language only.

4. Amendments to Tender Documents

At any time prior to the deadline for submission of tenders, BRLPS may, for any reason deemed fit by it, modify the tender document/s by issuing suitable amendment(s) to it. Such an amendment will be notified on eproc2.bihar.gov.in and website www.brlps.in) of the BRLPS and the same shall be binding to all prospective bidders. Bihar Rural Livelihoods Promotion Society (BRLPS), Patna will not issue any separate communication in this regard.

5. Pre-Bid Meeting

To provide response to any doubt regarding terms and conditions, scope of work and any other matter given in the request for proposal document, a pre-bid meeting has been scheduled to be held in the office of BRLPS, Patna. The clarification sought by representative of prospective bidders shall be responded appropriately. However, they shall clarify and will be asked to submit their written request by close of office next working day. BRLPS, Patna shall upload written response on eproc2.bihar.gov.in and website (www.brlps.in) of the Bihar Rural Livelihoods Promotion Society (BRLPS) to such requests for clarifications, without identifying its source. In case required, amendments issued, shall be binding on all prospective bidders. Further, the issue raised having been clarified shall be final. Bidders are advised to visit the eproc2.bihar.gov.in and BRLPS website (www.brlps.in) website regularly for any updates/ corrigendum/ amendments etc.

6. Earnest Money Deposit (EMD)

- a) The tender shall be accompanied by **Earnest Money Deposit (EMD) of Rs 3,00,000/-** (Rs. Three Lakh only) **through Internet Payment Gateway (IPG) available on eproc2.bihar.gov.in.** It must be submitted online, as per the terms and conditions mentioned in this document.
- b) Bidders may also submit EMD in the form of Bank Guarantee. The Bank Guarantee should be valid for a period of 06 months from the last date of submission of online bid. The Bank Guarantee should be issued in the name of Bihar Rural Livelihoods Promotion Society, payable at Patna.
- c) **Bidder seeking exemption from submitting EMD, will have to submit updated MSME registration certificate registered under National Industrial Classification Code 8230. Such bidder will have to submit a Notarized Undertaking that if they withdraw their bid during bid validity period, legal action may be taken against them.**
- d) The EMD of unsuccessful bidder will be returned to them without any interest, after execution of the agreement. The EMD of the successful bidder will be returned without any interest, after receipt of performance security as per the terms of agreement.
- e) The EMD shall be forfeited by the BRLPS, Patna hereunder or otherwise, under the following conditions:
 - If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
 - If a bidder withdraws its bid during the period of bid validity as specified in this Tender and as extended by the BRLPS, Patna from time to time.
 - In the case of selected bidder, if it fails within the specified time limit:
 - i. to sign the agreement and/or
 - ii. to furnish the Performance Security (PS), before signing the agreement within the period prescribed in the Letter of Intent (LoI).

7. Bid Validity

The submitted proposal shall remain valid for a period of 180 days after the date of submission.

8. Signing of the Agreement

The Agreement between Bihar Rural Livelihoods Promotion Society, Patna and selected bidder should be executed within 10 working days of the issue of the Letter of Intent (LoI). The selected bidder will have to submit the Performance Security (PS), as applicable before signing of the agreement. Non-fulfilment of this condition will result in cancellation of the award and forfeiture of the EMD/legal action with consequential action if so desire by the BRLPS.

9. Duration

The agreement, if awarded, shall be for a period from 12th December to 28th December 2025.

10. Sub-Contracting

Sub-contracting of the work/part of work would not be allowed under any circumstances and agreement may be terminated in case the bidder sub-contracts its liabilities/ responsibilities/ obligation to other. Penal action may also be taken against the successful bidder.

11. Modification to Agreement

The agreement when executed by the parties (BRLPS, Patna, and the successful bidder) shall constitute the entire agreement between the parties (BRLPS, Patna, and the successful bidder) in connection with the services and shall be binding upon the parties (BRLPS, Patna, and the successful bidder). Modification, if any, to the agreement shall be in writing and with the consent of both the parties (BRLPS, Patna, and the successful bidder) and not otherwise.

12. Commencement of Services

The Agency shall commence the Services as per the attached Terms of Reference (ToR).

13. Performance Security

- a. The successful bidder shall have to furnish a performance security equivalent to **5% of the awarded value** in the shape of a Bank Guarantee issued by a scheduled Bank in favour of Bihar Rural Livelihoods Promotion Society, Patna. The Bank guarantee shall be as per proforma provided herewith and remain valid for a period, which is six months beyond the date of expiry of the agreement. The Performance Security will be returned to the bidder without any interest, upon validation of completion of all agreement obligations.
- b. The performance security should be submitted before executing the agreement /signing of the agreement document positively.
- c. If the bidder violates any of the terms and conditions of tender document of this Notice Inviting Tender/Agreement in any manner, the Performance Security shall be liable for forfeiture, wholly or partly, as decided by the BRLPS, Patna and the agreement may also be cancelled/terminated. Further, the bidder may be debarred for a reasonable period as decided by the BRLPS, Patna.

14. Payment

- (a) No advance payment will be made.
- (b) Payment will be made after successful completion of the entire event subject to submission of invoice having details of Bank Account Number with IFSC Code.
- © Statutory deductions will be made at source.

15. Technical Evaluation

Criteria	Required Document
Bidder should be a Company/LLP/Proprietorship Firm.	Supporting document like Company Registration / Shops & Establishment or any supporting document issued by Government should be attached.
The bidder should have Average Annual Turnover of one (01) crore in the last three financial years i.e., 2021-22, 2022-23 & 2023-24	CA certificate having UDIN Number should be uploaded.
The Bidder should have three years of experience for organizing Event Management or Theme pavilion or Similar nature of events during the last five years. Out of three orders for three years, one order should be from any State/ Central Government Offices / Public Sector Undertaking/Local Bodies having a value of not less than one (01) crore.	Signed and stamped copy of completed work orders/completed contract agreement/completion certificate. Submitted documents may be verified.
Bidder should have a valid GST Registration.	Signed and stamped copy of GST Certificate.
Undertaking that the bidder has not been blacklisted/debarred by Central / State Government / PSUs / Local Bodies and there has been no litigation history with any government department.	Notarized undertaking should be submitted.

16. Financial Evaluation

Financial bids (as per Excel format available on eProc2 portal) shall be opened online only for the vendors whose bids are found to be Technically responsive as per above technical evaluation parameters.

- i) BRLPS, Patna will open the financial bids of only Technically Qualified bidders, in presence of designated representatives of the bidder who choose to attend, at the time, date and place, as decided and communicated by BRLPS, Patna.
- ii) Discrepancy in the financial bid, it will be dealt as per the following:
 - a. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected.
 - b. If there is a discrepancy between words and figures, the amount in words shall prevail.
- iii) Of all the Financial Bids opened, the bidder whose financial bid is lowest with GST (hereby

- referred to as L1 bidder) will be considered eligible for award of agreement.
- iv) In case more than one bidder has quoted same Price, the bid shall be evaluated through a lottery system and the videography of the complete process shall be kept as a record.

17. Terms of reference:

Hiring of Event Management Agency for SARAS Mela- Phase-2, Gandhi Maidan, December 2025. (12th to 28th December 2025, Gandhi Maidan, Patna)

Background

Bihar Rural Livelihoods Promotion Society (BRLPS) – JEEViKA, Rural Development Department, Government of Bihar, is organizing SARAS Mela – 2025 at Gandhi Maidan, Patna, from 12th to 28th December 2025. This mela provides a unique platform to SHG members, rural artisans, and entrepreneurs from Bihar and other states to exhibit and sell their products. To execute the event successfully, JEEViKA seeks to hire a professional Event management agency with proven expertise in managing large-scale national/state-level fairs.

Objectives

- To conceptualize, design, and execute SARAS Mela – 2025.
- To provide high-quality infrastructure, safety, branding, and publicity.
- To ensure smooth coordination with stakeholders, artisans, and visitors.

Scope of Work

The Event Management Agency shall be responsible for:

- Complete venue setup & infrastructure development in total 4,00,000 Square Feet of area.
- 400 Display-cum-Sale Stalls for Self-Help Groups (SHGs)
- 45 Stalls for participating government departments
- One dedicated stall for JEEViKA.
- 50 stalls in food Court Area for visitors,
- Open Stalls in the Mela Premises as required.
- Hygiene Cleanliness (Zero-Waste Management Zone with support of Nagar Nigam)
- Security Arrangements
- Cultural Programme, Opening Ceremony and Closing Ceremony
- Guest Comfort
- Branding, Promotion & Publicity
- Hospitality, Lodging, Transport & Support Services
- Photography, Videography & Reporting

The detailed deliverables & technical specifications are provided in Annexure-I

Deliverables

- Completion of infrastructure setup at least 2 days before inauguration.
- Operation & management of event during 12–28 December 2025.
- Daily monitoring, reporting, and coordination with JEEViKA.
- Final documentation (report, photographs, videos, MIS, accounts) within 7 days after event completion.

Duration of Assignment

- From 25th December 2025 (setup initiation) to 02nd January 2026 (closure & reporting).

Proposal Submission

Agencies shall submit:

- Technical Proposal (concept note, methodology, manpower, infrastructure plan, past experience).
- Financial Proposal (item-wise cost as per Annexure).
- Supporting documents (registrations, work orders, certificates).

Rights & Responsibilities

- Agency must comply with all safety, fire, electrical & govt. norms.
- JEEViKA reserves the right to reject any proposal without assigning reasons.
- Agency shall work under close coordination with JEEViKA's Event monitoring Committee.
- **All the works beyond the Scope of Work will only be done after prior approval of the Chief Executive Officer cum Mission Director, BRLPS.**

Annexure I: TECHNICAL SPECIFICATION

Technical Specification for 4 lakh Sqft area		
S No.	Description	Technical Specification
A. Venue construction/fixture arrangements:		
1	Display cum Sale stalls	<ul style="list-style-type: none">❖ Construction of Octa norm stalls measuring 10'x10' size with below criteria: -❖ Stalls can be distributed in 02 German Hanger with an area of approx. 15,000 sqft each having at least 72 (10`*10` sqft) stalls each and 02 Indian hangers with an area of approx. 15,000 sqft each having at least 72 (10`*10` sqft) and will have a passage area of 20 ft.❖ Rest no of stalls with 10`*10` sqft at the backspace available at the marked ground apart from hangers.❖ Each stall would have 2 banquet chairs, 2 display tables, and 1 Waste Paper basket; to be decorated with a facia Runner, adequate lighting arrangements, and one Power plug.❖ Branding: Top holding area with name and Logo, size 9.5"x3 meters each.
2	Department Stalls	<ul style="list-style-type: none">❖ 45 stalls with a 10'x10' size would have 2 banquet chairs, 2 display tables, and 1 Waste Paper basket. To be decorated with a facia Runner, adequate lighting arrangements, and one Power plug. The Stall should be made waterproof.❖ One separate space for Nagar Nigam regarding zero waste management outside the mela fencing– 40'*50' with carpeting and a separate electricity connection of 30KW.❖ Branding: Top holding area with name and Logo, size 9.5"x3 meter each

3	JEEViKA Official Stall	<ul style="list-style-type: none"> ❖ 20*20 feet. Stall should be made waterproof with a wooden floor. ❖ It should be decorated with plywood/Bamboo/Flex and fresh flowers or other decorative materials (Madhubani painting, sikki art, and other decorative materials required by BRLPS). ❖ Stall should have adequate lighting arrangements, power plugs, 4 banquet chairs, and 4 tables with white table cloth. ❖ The stall should be equipped with One LCD screen with Sound system, and display boards. <p>*This stall should be finalized two days before of the event.</p>
4	Food Court	<ul style="list-style-type: none"> ❖ 50 stalls with 10'x10' size having 2 plastic chairs, 4 wooden tables, and 2 Waste Paper baskets along with adequate lighting arrangements. ❖ The food court area should have at least 10 round tables and 50 chairs with an umbrella shed. ❖ At least 10 wooden tables and 20 benches which is fixed to the ground. ❖ At least 2 standing tables to be placed for visitors. ❖ Adequate lighting arrangements to be made at the open area in the food court. Firefighting arrangements should be made for each stall. ❖ Water jars should be placed in 4 corners of the food court for the visitors & refilling of the same needs to be ensured. ❖ Each stall should be made waterproof with a wooden floor. <p>Branding: Top holding area with name & logo, size 9.5"x3 meter each.</p>
5	Open Stalls	<ul style="list-style-type: none"> ❖ Open Stalls (for Carpet, Bamboo items, Dry Flower, Terracotta & Furniture Stalls) will be earmarked by small-size Bamboo. ❖ Adequate lighting arrangements are to be made in the open area dedicated to each open area stall. ❖ Separate white lighting arrangement along with at least 3 tables and 4 chairs to be provided on each marked stall.
6	Reception cum inquiry counter	<ul style="list-style-type: none"> ❖ 40*20 feet size. Reception stall should be made waterproof with a wooden floor, decorated with a Runner. Along with adequate lighting arrangements with Power plugs. ❖ Will also have 4 reception tables, 8 banquet chairs with cover, 2 sofa, 2 desktops, 1 printer along with adequate cartage, 1 mike, and 2 cordless mikes with speakers to cover the whole fairground. ❖ One announcer should be available during the working hours of mela. Fire extinguishers should also be placed. ❖ One almirah (6ft) with a Key along with 1 steel rack should also be placed.

7	Seminar cum Conference Hall	<ul style="list-style-type: none"> ❖ 40*40 feet. seminar hall should be made waterproof with a wooden floor and the front portion is to be decorated with a Runner ❖ Will also have 40 banquet chairs and a dais with 5 executive chairs and tables, 1 LCD screen with USB facility, one projector with screen, 2 cordless mikes, effective sound system, and required power plugs. ❖ Tea and water arrangements to be ensured for 100 people/day.
8	V.I.P. Lounge	<p>There will be 1 VIP lounges with the below specifications: -</p> <ul style="list-style-type: none"> ❖ 30*30 feet VIP Lounge should be made waterproof with a wooden floor and a separate toilet with a water facility (mirror, hand towel, tissue, handwash, and room freshener should also be placed). ❖ The lounge would have 8 good quality double sofas, 8 center tables (with tissue paper holders), three Waste paper baskets, and a curtain at the door. ❖ There should be at least four charging points, adequate lighting arrangements and one 42" LED TV with a dish connection. ❖ The VIP Lounge pantry should have a Coffee machine, at least 2 well- trained service boys, and a coffee dispenser for the guests and staff including water jars facility with a drinking glass. ❖ 20 Pcs of high-quality snack arrangements for guests per day to be made available as per the menu list provided by the JEEViKA team. Apart from this juice can / pac, mixture, biscuit, along with chocolates should be available for the guest.
9	Staff Room	<ul style="list-style-type: none"> ❖ 20*30 feet. staff room should be made waterproof with a wooden floor and the front portion is to be decorated with a Runner. ❖ Will also have two Almirahs (6ft) with a Key to be placed along with 8 Tables & 40 banquet chairs, adequate lighting arrangements with 3 power plug. ❖ Will have 2 separate restrooms with a mirror, toilet paper, handwash & room freshener each for ladies & gents. ❖ Drinking water facilities should be available with proper stands/tables, and one dustbin should also be placed
10	Control room	<ul style="list-style-type: none"> ❖ 20*20 feet. Control room should be made waterproof with wooden floor having a front runner and Fire extinguishers. ❖ 10 chairs and 4 tables. 1 big size monitor (preferably 52 Inch) for coverage of CCTV camera, light with 4 Power plugs in the Control Room. ❖ Will have water facilities and one dustbin should also be placed for the staff placed there.

11	Medical help desk	<ul style="list-style-type: none"> ❖ 20*20 feet. Medical help desk should be made waterproof with wooden floor with wooden floor. ❖ The medical help desk should have 4 chairs, 2 tables, 2 beds, light & 4 Power plug.
12	Creche	<ul style="list-style-type: none"> ❖ 20*40 feet. creche should be made waterproof with wall and floor be wooden and the entire wall should be decorated with designed flex. ❖ Infrastructural arrangements to be made along with proper light, power plugs, spotlights, 2 tables, and 2 chairs. ❖ Separate washrooms (Having diaper changing area) for kids and feeding areas (with bench/sofa) should be made available with all facilities.
13	Main Stage in Hanger	<ul style="list-style-type: none"> ❖ The main stage hanger should be made waterproof having a seating capacity of 500. ❖ The stage will be 4'x 60'x 30' (Height x Length x Wide) with a digital Screen of 20 x10 feet should be available with one operator for 15 days. ❖ Decoration of stage should be done with cut-outs & flowers. ❖ Decoration of the stage should be done with fresh flowers on day of the Inauguration/Closing ceremony. ❖ Availability of bouquets for 7 VIPs, decorated inauguration lamp, ribbons, and other essential items for inauguration and closing ceremony. ❖ The front row should be dedicated to specific audiences may have some two-sitter/three sitter sofa and glass center table. ❖ Adequate modern light & Sound System to support various stage shows has to be arranged. ❖ 2 Green rooms of 20'x10' size for each (gents/ladies) with proper light and fan, two tables, one steel rack, and six chairs & two full- size mirrors with light should also be placed. ❖ Snacks for the artist to be arranged on a daily basis as per the scheduled no of artist and performance (the stage management team will inform the event management in advance).
14	Sound system	<p>Adequate number of Music speakers with under cable wires in an open area, each hanger & coverage in the whole mela premise.</p> <p>*One sound system with two cordless mikes at open area.</p>

B. Hygiene & Cleanliness:		
15	Temporary standard-size restrooms (25 for Males and 25 for Female)	<ul style="list-style-type: none"> ❖ The area should have proper gate, light & water. ❖ In every toilet, a mug is required with Proper drainage and cleanliness should be ensured the Event Agency. ❖ Water facility and disposal system should be ensured and from time to time bleaching powder should be used. ❖ Proper signage should be displayed on the Toilet Gate and Sidewall.
16	Wash Basins	<ul style="list-style-type: none"> ❖ It should be at two different locations and should have a water facility and proper drainage arrangements.
17	Drinking Water	<ul style="list-style-type: none"> ❖ Will ensure the availability of Pure drinking water in the Mela premises for guests, staff, and visitors. ❖ 50 Bottles of 500 ml. and 5 Jars of 20 ltr. Per day for 15 days, and 25 bottles of 500ml/day and 3 jars of 20ltr/day for the initial 3 days before mela period. ❖ 4 Water booths to be placed at different locations of the mela premise apart from the food court.
18	Cleanliness Work & Waste Disposal System	<p>80 (40 Big and 40 Medium) for Mela premise & 40 Big Dustbin for Food Stall area. Cleanliness Work for the Complete mela premises Should be completed between 8 PM to 9 AM of every day. Dedicated team of 10 persons in Food Zone, 10 in Rest Rooms, 10 in Hangers, 5 on entrance/exit gates and 5 in Open areas; should be allotted to maintain cleanliness throughout the days. Waste should be collected four times in a day and carried over to nearest Nagar Nigam disposal counter. The system should run smoothly by dedicating a Team for it. Team will wear specialized dress.</p>
C. Security arrangements:		
19	Emergency Gate	Location of Emergency Gate to be done as per directions of District Administration.
20	CCTV	<p>CCTV installation to be done as per directions of District Administration. Adequate number (100) of CCTV cameras to cover every corner/stall/lane/area inside the Mela premise.</p> <p>The control panel should be in the Control Room which will have a 55-inch Monitor</p>
21	Public Announcemen t system	Adequate number of speakers & Cordless mikes to cover mela ground with 1 Announcer.
22	Firefighting arrangements	<p>Firefighting arrangements to be made as per directions of the concerned Office. Arrangements of adequate numbers of fire extinguishers in the mela premise.</p> <p>*Fire safety certification should also be taken within the first 2 days of mela for electricity department.</p>

23	Security Guards	50 Security equipped with a walkie-talkie facility. To be deputed for 2 shifts 9 AM to 9 PM & 9 PM to 9 AM. Their daily shift list (along with contact details) is to be shared with the JEEViKA team.
24	Fencing of Mela Premises	Fencing of the whole mela premise and Parking Area to be done with 7 feet high tin material.
25	Watch Towers	Location of Watch Towers to be done as per directions of District Administration
26	Separate space for Fire brigade.	A separate Tent to be installed (preferably 30'*30').
27	Lighting arrangements	<p>Lighting arrangements to be done as per directions of the concerned Office: -</p> <ul style="list-style-type: none"> ❖ Adequate lighting arrangements for all the stalls as well as open area stalls with high mask light. ❖ Electrical wiring under carpets is a potential fire risk. Wherever this is unavoidable, adequate precautions should be taken by covering the wiring by wooden ramps. ❖ All electrical joints must be fully insulated and MCB be used to prevent over loading. ❖ Provision of sufficient number of emergency lights to ensure safe public movement in case of power failure. ❖ Availability of three Diesel generators of 80 KVA for 12 hours every day. <ul style="list-style-type: none"> ○ Electricity safety certification should also be taken within the first 2 days of mela. ❖ A temporary connection through PESU- Patna Electricity Supply Unit. ❖ Power back up through Stand By power arrangements should be made available within 30 seconds in the event of power failure to avoid chaos in the mela premises.

D. Cultural Program, Opening and Closing Ceremony:		
28	Cultural program	<ul style="list-style-type: none"> ❖ On all Mela days, a cultural program would be organized on a daily basis for Four hours in the evening. ❖ The cultural program may have Folk Items-Group / Classical /semi-classical items- group/Stand-up comedy/Band anchored by a reputed anchor. ❖ “Repetition of artists may be done but the format of presentation must be different in different days” ❖ Hire one reputed professional anchor (From Doordarshan) for the opening & Closing ceremony. <p>*Vendor should arrange 50 packets of snacks every day for Cultural artists as per requisition received from BRLPS (Bill to be raised based on requisition).</p>
29	Opening and Closing Ceremony	<ul style="list-style-type: none"> ❖ Refreshments arrangements for distinguished Guests during opening and closing ceremonies. ❖ Executive chairs and Table with table cloth for opening and closing ceremony at stage. ❖ 50 packet snacks would be arranged by concern vendor on each day (Opening day-50 packet & Closing day 50 Packet). ❖ Ensure availability of 60 Plastic folders along with one notepad and pen for media persons on Opening and Closing Ceremony days (Both days) (Opening-30 & Closing Day-30). ❖ Gifts (flowers, stole, painting, and others), folders, and mementos for opening and closing ceremonies for guests to be arranged.
E. Guest comfort		
30	Lodging arrangements & Transport facility	Lodging arrangements for SHG participants of Bihar and other state to be done in dormitories with facilities of Drinking water, Toilets, and Bathroom. Separate arrangements to be made for Female & Male participants.
31	Parking Facility	Free of-cost parking facility near the entrance gate for all vehicles (Four-wheelers, two-wheelers, Cycles) of visitors with proper lighting and security arrangements. Parking must be enclosed by a barricading and supervised by guards for smooth parking of vehicles.
32	Sitting Arrangement	Five (5) Bamboo benches (5’*2’*2’) to be installed across Mela Premises for visitors.

33	Carpeting	<ul style="list-style-type: none"> ❖ The entire mela premise (including the Open area/Food zone/Fun Zone) must be covered with double layered Green Sun Shade Net Fabric Carpet after pothole filling of the entire premise. ❖ Inside stalls, flooring may be done by gray color fabric carpet. Connecting roads may be covered with red color carpet. All the carpets must be taped /clipped per day after the finish of the mela period up to closing of fair. ❖ Maintenance of carpet and taping of the corners to be done on a daily basis. In case if the carpet torn and damaged it should be replaced.
F. Promotion & Publicity:		
34	Entrance/Exit gate	<p>Entrance Gate & Exit Gate: -</p> <p>Gate nos. with the following specifications to be finalized:</p> <p>Wooden gate with a clear area of 40 ft wide and 30 ft high, made with wood, plywood, PoP, and other decorative materials.</p>
35	Welcome Gates	Welcome gates for welcoming of guests/visitors – Frazer Road, Bailey Road & Gandhi Maidan Circle.
36	Hording in City	<p>Installation of hording to be done as per direction of Patna Municipal Corporation.</p> <p>On 50 prime locations of the city, hording of Mela should be displayed before commencement of mela. Printing and installation would be the responsibility of vendor. The report from the same has to be put-up with geo locations.</p> <p>Size of hording should be 16'x10' and wooden/bamboo framed. Ensure the display of all the hoardings till the end of the mela.</p>
37	Hanger Fasad	<p>Branding of all four hangers should be made from flax with iron Frame of size- 100 ft*30 ft of each hanger.</p> <p>4000 sqft flex with an iron frame to be provided by the vendor.</p>
38	Installation of LED	Wall of Size- 10ft*8ft at the Entrance Gate Location
39	Hoardings/banner inside mela premise	<ul style="list-style-type: none"> ❖ Exit/Entry, Emergency Exit, Corridor, Male and Female Toilet, Drinking water, Food Zone, Fun Zone details hoardings/banner along with arrow sign in all mela premises. ❖ Flex/Banner on Cleanliness and other slogans have to be installed on all mela premises.

40	Photography & Videography	High-quality Photography and Videography of all stalls/events every day. It should also include Photography and Videography of some initial preparation days. The Photographers should ensure their presence in the mela premises whole day during mela time and do their work in supervision of the Communication theme. The Vendor should submit all photographs and video footage in 1TB Hard Disk to the Communication theme. Drone photography to be done for at least 3 hrs., 3 days on different dates.
41	Radio Jingle	30 Slots daily of 30 sec each in three different Radio Channel like- Radio Mirchi, Red FM/Big FM/Radio City etc. (10 slot in each Radio Channel per day). *The channel list along with slots to be shared with Jeevika team in advance.
42	Theme Area	One theme Area of Size- 30ft * 30ft at the Centre in a raised platform decorated with models, Bamboo, Madhubani Art, Art Work and Sikki Work to display the theme of the pavilion.
43	Selfie Point & Product details display	A. 10 no. 3ft x 8ft 4 side flex display (2 inside the gate & 8 in field area.) B. A wooden 3D " I LOVE BIHAR SARAS MELA 2025 " (30ft*7ft)- The letter size would be 4Ft. and one other selfie site based on a different theme.
44	I-Card for Exhibitors & Participants	Printing of I-Card in multicolor with lanyard (Size- B4).
45	Certificate for Exhibitors & Participants	Printing of Certificate in multicolor (Paper- 300 GSM Art, Board, Size -A4) along with 15 mementos for prize distribution.
46	Invitation Card	Printing of Invitation Card in multicolor with color Envelop. (Size-1/8, Paper- 250 GSM art paper)
47	Digital Screen Display at Patna Junction	The agency should ensure the display of the Saras Mela 2025 Advertisement in a Digital Screen at Patna Junction
Service provider should handover the pavilion 2 day before of the event		

19. TERMINATION

- a) If any bidder found to be involved in fraudulent practices (misrepresentation or omission of facts or suppression/hiding of facts or disclosure of incomplete facts), in order to secure eligibility to the bidding process during the submission of bid or after release of Letter of Intent (LoI) or agreement formalization after signing of agreement, shall be liable for punitive action amounting to blacklisting of the bidder, including the forfeiture of EMD and/or Performance Security also, whatever it relates.

- b) Notwithstanding contained here, the BRLPS, Patna prejudice to any other agreement rights and remedies available to it, shall by written notice of default sent to the bidder, terminate the agreement in whole or in part, if the successful bidder fails to perform services as specified in the present agreement read with the terms of the agreement or any other obligations within the time period specified in the agreement and the firm may be blacklisted, consequently the performance security may be forfeited.
- c) **Termination for Insolvency** - If the bidder becomes bankrupt or otherwise insolvent, it will inform to the Bihar Council on Science & Technology, Patna within 30 days written notice to terminate the agreement. BRLPS, Patna reserves the right to terminate, without any compensation, whatsoever, to the bidder, and may forfeit the performance security.
- d) **Termination by mutual consent** - In the event the BRLPS, Patna and the bidder mutually agree to terminate the agreement, either party shall give 90 days' written notice to the other party and after the consent of both the parties agreement may be terminated without any Legal or financial obligation on any party to the agreement.
- e) **Termination due to unsatisfactory performance:** Agreement with the agency would be terminated in the following circumstances:
 - I. Agency fails to begin work on time.
 - II. Fail to carry out its responsibilities or improve its performance following adequate reminders and ample opportunities provided by BRLPS.

20. Force Majeure

- a) For purposes of this clause, Force Majeure means an event beyond the control of the bidder and not involving the bidder's fault or negligence, and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, earthquake, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.
- b) If a Force Majeure situation arises, the bidder shall promptly notify the BRLPS, Patna in writing of such conditions and the cause thereof within 7 days of occurrence of such event. Unless otherwise directed by the bidder in writing, the bidder shall continue to perform its obligations under the agreement as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- c) If the performance in whole or in part or any obligation under this agreement is prevented or delayed by any reason of Force Majeure for a period exceeding thirty days, either party may at its option terminate the agreement without any financial repercussion on either side.

21. Quality Inspection

The inspection/Physical Verification of site will be done by a team of BRLPS officials, constituted by CEO's BRLPS. Service provider/or his authorized representative would be present during the inspection/verification and will sign the inspection/physical verification report.

22. Penalties

If there is a delay in achieving the milestones or submission of deliverables, penalty to the Bidder may be imposed as follows:

- 0.1 % of the payment cost for respective Deliverable(s)/Milestone(s) for the delay per day provided the delay is attributable solely to the successful bidder (service provider). Such deductible amount shall be deducted from the invoice/s of the successful bidder (service Provider).

- In case, if deficiency is found during the inspection/physical verification, appropriate amount will be deducted from the invoice of the successful bidder.

23. Notices

Notice, if any, relating to the agreement given by one party to the other, shall be sent in writing or e- mail or by post. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the agreement between the BRLPS, Patna and the successful bidder.

24. Resolution of Disputes

- a. Any dispute or difference or claim arising out of or in relation to this Agreement, will be settled by reaching a mutual understanding between the parties.
- b. If any further dispute arises between the parties thereupon, the same will be settled as per the extant law of land through the competent court of law under the territorial jurisdiction of Patna, Bihar only.

25. Applicable Law

The agreement shall be governed by and interpreted in accordance with the laws of India for the time being in force.

ANNEXURE-1

<Company Letter head>

Technical Bid Format

Engagement of Agency for Organizing Bihar Saras Mela – 2025 at Gandhi Maidan, Patna

1.Name of the company/firm and Complete Postal Address (as per Registration Certificate)				
2. Company/Firm Profile:				
3. Name, Designation and Tel. No(s) of the Contact Person, Mobile /Phone and email address.				
4. Declaration that the bidder has not been debarred / blacklisted by any Government/Semi-Government Organization (As per annexure 4)				
5. Total Number of years of experience in organizing events with the Central / State Government Organization / Public Sector Unit (PSU) in India/Local Bodies.				
6. Statutory details (photocopy to be attached) a) Registration No. of the Firm- b) PAN- c) GST Reg. No.-				
7. Average turnover of the company in the last 3 years	FY 2021-22	FY 2022-23	FY 2023-24	
9. Experience of completing projects related to Event Management in last 3 calendar years with Central / State Government Organization / Public Sector Unit (PSU) in India/local bodies.	Name of the Project	Name of the Party (Central / State Government Organization / Public Sector Unit (PSU) in India.)	Date of Starting of project	Date of completion of project
	1.			
	2.			
	3.			

Note: Attach necessary documentary evidence to substantiate information mentioned above.

< Authorised Signature >

Name :

Designation :

ANNEXURE-2

FINANCIAL BID FORMAT

To,

The Chief Executive Officer cum Mission Director,
 Bihar Rural Livelihoods Promotion Society,
 Annexe-II, Vidyut Bhawan,
 Bailey Road, Patna-800021

Hiring of Agency for Organizing Bihar Saras Mela – 2025 at Gandhi Maidan, Patna

S.no.	Item	Bid Amount (A)	Applicable GST (B)	Remarks (if any)
1	Please do not fill rate here. A separate price format is available on eproc2.bihar.gov.in (in EXCEL format)			
Total (A+B)				

Bid amount in words -

<Authorised Signature>

Name:

Designation:

Note: In case of any discrepancy in amount in number and words, amount quoted in words only shall be considered.

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

Date:

To

.....

.....

Dear Sir,

WHEREAS..... (*Name of Bidder*) hereinafter called "the Bidder" has been identified and selected for, and has undertaken, in pursuance of Agreement dated 2024 (hereinafter referred to as "the Agreement") to implement the [Name of the project: **Tender Notice for Hiring of Agency for organizing Bihar Saras Mela-2025 at Gandhi Maidan, Patna for Bihar Rural Livelihoods Promotion Society, Patna.**

AND WHEREAS it has been stipulated in the said Agreement that the bidder shall furnish a Bank Guarantee ("the Guarantee") from a Scheduled Bank for the project/performance of the [Name of the Project] as per the agreement. WHEREAS we ("the Bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give **Bihar Rural Livelihoods Promotion Society, Patna, the Guarantee:**

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of Rs/- (*... rupees only*) to Bihar Rural Livelihoods Promotion Society, Patna under the terms of their agreement dated on account of full or partial non-performance / non- implementation and/ or delayed and/ or defective performance / implementation. Provided, however, that the maximum liability of the Bank towards Bihar Rural Livelihoods Promotion Society, Patna under this Guarantee shall not, under any circumstances, exceed in aggregate.
2. In pursuance of this Guarantee, the Bank shall, immediately upon the receipt of a written notice from Bihar Rural Livelihoods Promotion Society, Patna stating full or partial non-implementation and/ or delayed and or defective implementation, which shall not be called in question, in that behalf and without delay/demur or set off, pay to Bihar Rural Livelihoods promotion Society, Patna any and all sums demanded by Bihar Rural Livelihoods Promotion Society, Patna under the said demand notice, subject to the maximum limits specified in Clause 1 above. A notice from Bihar Rural Livelihoods Promotion Society, Patna to the Bank shall be sent by Registered Post (Acknowledgement Due) at the following address: Attention Mr (*Mention the official address of the Bank*)
3. This Guarantee shall come into effect immediately upon execution and shall remain in force for a period of months from the date of its execution.
4. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged, or otherwise affected by:

- a. any change or amendment to the terms and conditions of the Agreement or the execution of any further Agreements.
 - b. any breach or non-compliance by the bidder with any of the terms and conditions of any agreements/credit arrangement, present or future, between bidder and the Bank.
5. The Bank also agrees that Bihar Rural Livelihoods Promotion Society, Patna at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against bidder and notwithstanding any security or other guarantee that Bihar Rural Livelihoods Promotion Society, Patna may have in relation to the bidder's liabilities.
6. This guarantee shall be governed by the laws of India and only thecourts ofPatna only, shall have exclusive jurisdiction in the adjudication of any dispute which may arise hereunder.

Dated this the Day of..... 2025

Witness 1:

Name:

(Signature)

Witness 2:

Name:

(Signature)

ANNEXURE 4

Format for Declaration by the bidder for not being Blacklisted/Debarred:

To be executed on a non-judicial stamp paper of appropriate stamp duty.

Date:

To,

**Chief Executive Officer cum Mission Director,
Bihar Rural Livelihoods Promotion Society (BRLPS),
Annexe-II, Vidyut Bhawan,
Bailey Road, Patna-800021**

Subject: Submission of proposal in response to the Tender for “_____”

Ref: Tender No. :

Dear Sir,

I, authorized representative of _____, hereby solemnly confirm that the Company/Firm _____ is not blacklisted / banned / debarred/ declared ineligible / declared having dissatisfactory performance and not banned by the Government of Bihar/ Any other State Government/ Government of India which includes any Government Department, Public Sector Undertakings of the Government, Statutory Department formed by the Government, Local Bodies in the State, Co-operative Institutions in the State, Universities and Societies formed by the Government for any reason as on last date of submission of the Bid. In the event of any deviation from the factual information/ declaration, Bihar Rural Livelihoods Promotion Society, Patna reserves the right to reject the Bid or terminate the Agreement without any compensation to the Company.

Thanking you.

Yours faithfully,

<Authorized Signatory >

Name:

Designation:

Address:

Telephone & Fax:

Bank Guarantee for Earnest Money Deposit

To,

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<email id>

Whereas <<Name of the Bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP#<<RFP Number>>dated<<Date>>for<<Name of the assignment>> (here in after called "the Bid") to<Purchaser>

Know all Men by these presents that we <<name of financial institution>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <Purchaser> (hereinafter called" the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this<<Date>>

The conditions of this obligation are:

1. If the Bidder having its bid with drawn during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - a) Withdraws his participation from the bid during the period of validity of bid document; or
 - b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to<<insert date>>and including<<extra time over and above man dated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees<<Amount in words>>only)
- II. This Bank Guarantee shall be valid up to<<insert date>>)
- III. It is condition of our liability for payment of the guaranteed amount or any part there of arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank) Seal:

Date: