



JEEVIKA
Rural Development Department, Government of Bihar
Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



3rd Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph: +91-612-250 4980; Fax: +91-612-250 4960, Website: www.brlps.in

BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY (BRLPS)
GOVERNMENT OF BIHAR
DEPARTMENT OF RURAL DEVELOPMENT

Tender Reference No- BRLPS/Proj-Comm/2214/23

Notice Inviting Tender For

**Empanelment of Event Management Agencies for Bihar Rural Livelihoods
Promotion Society (BRLPS)**

Offline Mode

Date: 03/10/2025

DISCLAIMER

This Request for Proposal (RFP) for Empanelment of Event Management Agency for BRLPS (hereinafter referred to as the “RFP”) contains brief information about the scope of work and qualification process for the Empanelment of Agencies. The purpose of the document is to provide the Bidders (hereinafter referred to as “Bidder/s”) with information to assist the formulation of their proposals (hereinafter referred to as the “Proposal/s”).

This RFP is not an agreement and is neither an offer by the Bihar Rural Livelihoods Promotion Society (BRLPS) to the prospective Bidder/s or any other person. While all efforts have been made to ensure the accuracy of information contained in this RFP Document. This document does not support to contain all the information required by the Bidders. The Bidders should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy, and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal. BRLPS or any of its employees or existing advisors shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the RFP Document. BRLPS reserves the right to change any or all conditions/ information set in this RFP Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as the BRLPS may deem fit without assigning any reason thereof.

BRLPS reserves the right to accept or reject any or all proposals without giving any reasons thereof. BRLPS will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the proposals to be submitted in response to this RFP Document.

Information provided in this RFP to the Bidder (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. BRLPS accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

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Notice Inviting Tender for
Empanelment of Event Management Agency

Bihar Rural Livelihoods Promotion Society (BRLPS), Department of Rural Development, Government of Bihar invites proposal from Event Management Companies/ Firms for managing events of BRLPS. Detailed Request for Proposal (RFP can be downloaded at www.brlps.in/procurement from 03-10-2025. Last date for submission of sealed proposal is 24-10-2025 till 03.00 PM.

Chief Executive Officer cum Mission Director
Bihar Rural Livelihoods Promotion Society

Important dates & information

Authority	Bihar Rural Livelihoods Promotion Society, Department of Rural Development, Government of Bihar
Official Address	Bihar Rural Livelihoods Promotion Society (BRLPS), 3 rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna - 800021. Phone No: +(91) - 612 - 2504980 Mail Id : proc.sp@brlps.in
Name of document	RFP for Empanelment of Event Management Agencies for Bihar Rural Livelihoods Promotion Society (BRLPS)
Website for downloading RFP documents	www.brlps.in/procurement
RFP Availability on website	03-10-2025
Proposal Submission Address with date	3rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800021 upto 24-10-2025 till 03.00 PM
Opening of Proposal	24-10-2025 at 03.30 PM at BRLPS Office, Patna.
Contact Person Details	Dr. Santosh, Procurement Specialist proc.sp@brlps.in
Officer Inviting Proposal	Chief Executive Officer cum Mission Director Bihar Rural Livelihoods Promotion Society, 3rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna - 800021
Proposal Validity Period	180 days from the date of opening of proposal.

1 Indicative Scope:

The broad scope of services required under through this RFP, shall be inter alia as briefed below: Execute small, medium and large-scale events conducted / participated by Bihar Rural Livelihoods Promotion Society (BRLPS).		
1.1	Empanelment will be made for three types of Events as per the details below:	
	Event Category	Event Categorization
	I	Having value of up to Rs. 10.0 lakh
	II	Having value of more than Rs.10.0 lakhs up to Rs.50.0 lakh
	III	Having value more than Rs.50.0 Lakh up to Rs. 1.0 crore
1.2	Empanelment Period: 01 year (12 Months) from the date of issuance of Empanelment Order. The Empanelment period may be extended year to year subject to performance of the service provider/s and requirement of BRLPS.	
1.3	As and when required, there will be competition among the empaneled agencies (separately for separate value projects) to submit their price quotation as per final ToR. Agency quoting least cost shall be awarded the work.	
1.4	Performance Security As per para 1.3 above, successful agency will have to submit a performance security @ 5% of the total contract value before issuance of work order/contract agreement for the assignments having value beyond Rs. 10.0 lakh.	
1.5	Instructions	
	i.	The detailed Request for Proposal document can be downloaded from 03-10-2025 from www.brlps.in/procurement .
	ii.	Duly completed proposal along with other prerequisites/ documents in support of eligibility criteria etc. and information as per formats given in RFP must be submitted at BRLPS office in sealed envelope duly subscribed “ Proposal for Empanelment of Event Management Agency ” up to 24-10-2025 till 03.00 PM.
	iii.	Bidders shall not tamper/modify this RFP. In case if the same is found to be tempered/modified in any manner, proposal will be completely rejected and bidder would be liable to be debarred from doing business with BRLPS.
	iv.	Intending tenderers are advised to visit regularly www.brlps.in/procurement till closing date of submission of RFP for any corrigendum/addendum/amendment.
2.	Broad Scope of Services BRLPS is seeking to empanel Event Management Agencies to conceptualize, plan and execute events. The empanelment with the successful event management agencies will be from the date of issuance of Empanelment Letter valid for 01 year which may be extended based upon the performance of agency and requirement of Bidder. The small, medium and large-scale events the BRLPS is seeking to organize and execute are: <ol style="list-style-type: none"> Bihar Saras Mela. Bihar Diwas Jhanki on Republic Day and Independence Day at Patna. Exhibitions and Promotional Events Any other events The above list is non-exhaustive and indicative. The bidder will be directly responsible for ensuring operational service levels and that the performance is met as per terms and conditions defined in this document.	

	Bidder will be directly reporting to the officer authorized by BRLPS.															
2.1	Detailed draft Scope of Services As per attached Terms of Reference (ToR) The attached ToR is a draft. Final ToR will be issued at the time of seeking price quotation from the empaneled agencies.															
2.2	Project Considerations <table><tr><td>2.2.1</td><td>BRLPS shall nominate a Point of Contact from its management team or a team to liaise and coordinate with the agency with regard to planning, organization and execution of the events in discussion.</td></tr><tr><td>2.2.2</td><td>The Agency shall prepare a work plan and submit it to the BRLPS and its appointed representatives for review and deliberation, detailing the timelines of designing of event theme, mobilization of material, installation and de-commissioning schedule for the event.</td></tr><tr><td>2.2.3</td><td>All equipment and material being installed by the event agency as per the requirement of the event shall be of superior quality and in excellent working condition with the required technical workforce and qualified personnel to certify the works being executed. The technical workforce shall be present during the commissioning and setup stage till the time of effective closure of the event. Details of the technical workforce shall be shared in writing with the BRLPS, 7 days prior to the commencement of the event in discussion.</td></tr><tr><td>2.2.4</td><td>The Agency shall be responsible for obtaining all the necessary licenses, permissions and NoC's relating to the organization and conduct of the events in discussion with the BRLPS and shall share copies of the permissions, licenses and NOCs to the BRLPS on demand and its appointed authorized representatives. All associated costs related to licenses, permissions and NoC's shall be borne by the Agency. Any default in non- compliance of obtaining the required licenses from the concerned regulatory authority shall be the responsibility of the Agency. BRLPS shall not be liable for any non-compliance on this act.</td></tr><tr><td>2.2.5</td><td>The Agency shall digitally document the event preparation and setup process and document the proceedings of the event in a standard template/format. A Minimum number of high-quality photographs per event shall be captured and submitted to the / user digitally via pen drive or hard drive detailing all the aspects of the events in discussion no later than 7 days post the completion of each event in discussion. In events by BRLPS the agency shall ensure the complete confidentiality of the digital material and that there is no unauthorized distribution of the audio/visual documentation. Any use of the digital content by the agency for its publication shall be requested by the agency to the BRLPS in writing.</td></tr><tr><td>2.2.6</td><td>The Agency shall consider all environmental compliance requirements prior to the commencement of the fabrication works and post closure of the event as mentioned above. The Agency shall be responsible for the removal and disposal of all waste material produced. The identified venue for the event in discussion shall be retro fitted in the same way that it had been provided to the agency. 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2.3	Payment schedule, deliverables, and timelines The empaneled agencies will be required to raise an invoice after completion of an event. BRLPS will release the payment to the empaneled agencies upon submission of invoice, its acceptance within 60 days. All invoices along with event report (as per clause 2.2.5) will be submitted to office of the BRLPS.																									
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2.5	Eligibility and Evaluation Criteria The bidders shall be evaluated on the basis of fulfilling eligibility criteria. BRLPS reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and BRLPS’s decision shall be final in this regard. BRLPS may, in its absolute discretion, waive any of the conditions and/or requirements in the RFP in respect of any or all of the bidders. The Bidders must carefully examine the below mentioned eligibility criteria. The Bidder has to meet all the Eligibility criteria set out in this Clause to be eligible for evaluation. <table><tr><td>3.1</td><td colspan="2">To be eligible for evaluation of its Proposal, the Bidder shall fulfil the following:<table><tr><td>3.1.1</td><td colspan="2">For Events having value up to Rs. 50.0 lakh <u>Technical Evaluation Criteria</u><table><tr><td>#</td><td>Parameter</td><td>Score</td></tr><tr><td>1</td><td>The bidding firm shall be a business entity registered under Companies Act or a partnership firm registered under the Limited Liability Partnership Act or Proprietorship or a Society registered under the Societies Registration Act or a Trust registered under the India Trust Act and shall be in operation for the last 5 years in Event Management activities. Attach Work Order/s.</td><td></td></tr><tr><td></td><td>(a) 5 to 7 years</td><td>-12 Marks</td></tr><tr><td></td><td>(b) 8 to 10 years</td><td>-16 Marks</td></tr><tr><td></td><td>(c) More than 10 years</td><td>-20 Marks</td></tr></table></td></tr><tr><td>2</td><td colspan="2">The bidder should have minimum average annual turnover of</td></tr></table></td></tr></table>		3.1	To be eligible for evaluation of its Proposal, the Bidder shall fulfil the following: <table><tr><td>3.1.1</td><td colspan="2">For Events having value up to Rs. 50.0 lakh <u>Technical Evaluation Criteria</u><table><tr><td>#</td><td>Parameter</td><td>Score</td></tr><tr><td>1</td><td>The bidding firm shall be a business entity registered under Companies Act or a partnership firm registered under the Limited Liability Partnership Act or Proprietorship or a Society registered under the Societies Registration Act or a Trust registered under the India Trust Act and shall be in operation for the last 5 years in Event Management activities. Attach Work Order/s.</td><td></td></tr><tr><td></td><td>(a) 5 to 7 years</td><td>-12 Marks</td></tr><tr><td></td><td>(b) 8 to 10 years</td><td>-16 Marks</td></tr><tr><td></td><td>(c) More than 10 years</td><td>-20 Marks</td></tr></table></td></tr><tr><td>2</td><td colspan="2">The bidder should have minimum average annual turnover of</td></tr></table>		3.1.1	For Events having value up to Rs. 50.0 lakh <u>Technical Evaluation Criteria</u> <table><tr><td>#</td><td>Parameter</td><td>Score</td></tr><tr><td>1</td><td>The bidding firm shall be a business entity registered under Companies Act or a partnership firm registered under the Limited Liability Partnership Act or Proprietorship or a Society registered under the Societies Registration Act or a Trust registered under the India Trust Act and shall be in operation for the last 5 years in Event Management activities. Attach Work Order/s.</td><td></td></tr><tr><td></td><td>(a) 5 to 7 years</td><td>-12 Marks</td></tr><tr><td></td><td>(b) 8 to 10 years</td><td>-16 Marks</td></tr><tr><td></td><td>(c) More than 10 years</td><td>-20 Marks</td></tr></table>		#	Parameter	Score	1	The bidding firm shall be a business entity registered under Companies Act or a partnership firm registered under the Limited Liability Partnership Act or Proprietorship or a Society registered under the Societies Registration Act or a Trust registered under the India Trust Act and shall be in operation for the last 5 years in Event Management activities. Attach Work Order/s.			(a) 5 to 7 years	-12 Marks		(b) 8 to 10 years	-16 Marks		(c) More than 10 years	-20 Marks	2	The bidder should have minimum average annual turnover of	
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				Rs. 50 Lakh for the last 3 financial years (2021-22, 2022-23 & 2023-24). The turnover should have come from event related activities. Attach CA Certificate having UDIN Number	
				(a) 50 – 60 Lakh – 18 Marks (b) More than 60 lakh up to 70 lakh – 24 Mark (c) Above 70 Lakh – 30 Marks	30
			3.	The agency shall have minimum 3 experience of organizing similar events/ fairs sponsored by any Government in India/PSUs/Local Bodies/Universities in India during the last 3 completed financial years. Work Order/Contract Agreement/Completion Certificate should be submitted. (a) 3 to 4 projects -18 Marks (b) 5 to 6 projects -24 Marks (c) More than 6 projects -30 Marks Minimum project value of single project should not be less than 05 Lakh.	30
			4.	Technical Presentation by bidder which shall include understanding of the BRLPS requirement, proposed solution, relevant experience, and proposed plan to execute events.	20
			5.	The bidder should not have been blacklisted by any State or Central Government/Agency. A Notarized undertaking should be submitted. Without the Notarized undertaking, proposal will not be evaluated.	00
				Maximum Marks	100
				Marks will be awarded out of 100. The minimum qualifying marks in the technical bid evaluation will be 70 marks. However, if the BRLPS does not receive sufficient applications for the minimum qualifying marks of 70, then the BRLPS reserves the right to reduce the qualifying marks. The proposal of Bidder who have not obtained the minimum qualifying marks will be rejected.	
		3.1.2	For Events having value of more than Rs. 50.0 lakh upto Rs. 1.0 crore		
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			#	Parameter	Score
			1	The bidding firm shall be a business entity registered under Companies Act or a partnership firm registered under the Limited Liability Partnership Act or Proprietorship or a Society registered under the Societies Registration Act or a Trust registered under the India Trust Act and shall be in operation for the last 5 years in Event Management activities. Attach Work Order/s.	
				(a) 5 to 7 years -12 Marks (b) 8 to 10 years -16 Marks (c) More than 10 years -20 Marks	20
			2	The bidder should have minimum average annual turnover of Rs. 1.0 crore during the last 03 financial years (2021-22, 2022-23 & 2023-24). The turnover should have come from event related activities. Attach CA Certificate having UDIN Number	
				(a) 01 – 02 Crore -18 Marks (b) More than 02 crore upto 05 crore -24 Marks (c) More than 05 crore -30 Marks	30

			3.	The agency shall have minimum 3 experience of organizing/ managing/conducting similar events/ fairs sponsored by any Government Department/Ministries in India/PSUs/Local Bodies/Universities in India during the last 3 years. Work Order/Contract Agreement/Completion Certificate should be submitted. (d) 2 to 4 projects -18 Marks (e) 4 to 6 projects -24 Marks (f) More than 6 projects -30 Marks Minimum project value of single project should not be less than 75.0 Lakh.	30
			4.	Technical Presentation by bidder which shall include understanding of the BRLPS requirement, proposed solution, relevant experience, and proposed plan to execute events.	20
			5.	The bidder should not have been blacklisted by any State or Central Government/Agency. A Notarized undertaking should be submitted. Without the Notarized undertaking, proposal will not be evaluated.	00
				Maximum Marks	100
			Marks will be awarded out of 100. The minimum qualifying marks in the technical bid evaluation will be 70 marks. However, if the BRLPS does not receive sufficient applications for the minimum qualifying marks of 70, then the BRLPS reserves the right to reduce the qualifying marks. The proposal of Bidder who have not obtained the minimum qualifying marks will be rejected.		
4.	Instructions to Bidders				
	4.1	General instructions			
	4.1.1	Number of Proposals and respondents			
		(i)	No Bidder shall submit more than one (1) Proposal, in response to this RFP. However, bidder submitting proposal for different categories of events as mentioned above, they should submit a letter address to the Chief Executive Officer, BRLPS along with their proposal clearly mentioning the type of events they have submitted their proposal.		
	4.1.2	Proposal preparation cost			
		The Bidders shall bear all costs associated with the preparation and submission of the Proposal. BRLPS will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.			
	4.1.3	Right to accept and reject any or all the Proposals Notwithstanding anything contained in this RFP, BRLPS reserves the right to accept or reject any proposal and to annul the bidding process and reject all the proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, without assigning any reason. BRLPS reserves the right to reject any Proposal if:			
		(i)	At any time, a material misrepresentation is made or discovered, OR		
		(ii)	The Bidder/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals, OR		
		(iii)	The Bidder does not adhere to the formats provided in the RFP; Technical Proposal to the RFP while furnishing the required information/details.		

	4.1.4	Pre-Bid Meeting - 17-10-2025 at 03.00 PM at BRLPS Office at 3rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800021. Prospective bidders may attend the pre-bid meeting or can submit their written queries on email ID: proc.sp@brlps.in one day before the pre-bid meeting. However, all the bidders who will attend the pre-bid meeting will also have to submit their queries before the end of the day of pre-bid meeting. All the queries and clarification will be uploaded on BRLPS website at www.brlps.in/procurement without identifying the details of bidders.															
	4.1.5	Amendment of the RFP At any time prior to the Proposal Submission Due Date, BRLPS, for any reason, whether at its own initiative or in response to a clarification requested by eligible Bidder/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded on www.brlps.in/procurement through a corrigendum and this shall form an integral part of the RFP. The relevant clauses of the RFP document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective Bidder to check the above-mentioned websites from time to time for any amendment in the RFP document/s. BRLPS shall not be responsible for failure to get/download the amendments. In order to provide the Bidders a reasonable time to examine the addendum, or for anyother reason, BRLPS may, at its own discretion, extend the proposal submission date.															
	4.1.6	<table><tr><td colspan="2">Data identification and collection</td></tr><tr><td>4.1.6.1</td><td>It is desirable that the Bidders submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.</td></tr><tr><td>4.1.6.2</td><td>It would be deemed that by submitting the Proposal, the Bidder has:</td></tr><tr><td></td><td>(i) Made a complete and careful examination and accepted the RFP in totality.</td></tr><tr><td></td><td>(ii) Received all relevant information requested from BRLPS and:</td></tr><tr><td></td><td>(iii) Made a complete and careful examination of the various aspects of the draft Scope of Work.</td></tr><tr><td>4.1.6.3</td><td>BRLPS shall not be liable for any mistake or error on the part of the Bidder in respect of the above.</td></tr></table>		Data identification and collection		4.1.6.1	It is desirable that the Bidders submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.	4.1.6.2	It would be deemed that by submitting the Proposal, the Bidder has:		(i) Made a complete and careful examination and accepted the RFP in totality.		(ii) Received all relevant information requested from BRLPS and:		(iii) Made a complete and careful examination of the various aspects of the draft Scope of Work.	4.1.6.3	BRLPS shall not be liable for any mistake or error on the part of the Bidder in respect of the above.
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4.2		Preparation and submission of Proposals															
	4.2.1	<table><tr><td colspan="2">Language and currency</td></tr><tr><td>4.2.1.1</td><td>The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language (except Hindi) provided that they are accompanied by appropriate translations of the pertinent passages in the English language. No need to translate the documents in Hindi Language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.</td></tr></table>		Language and currency		4.2.1.1	The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language (except Hindi) provided that they are accompanied by appropriate translations of the pertinent passages in the English language. No need to translate the documents in Hindi Language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.										
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	4.2.2	Format and signing of Proposal	
	4.2.2.1	Bidders should provide all the information as per the RFP and in the specified formats. BRLPS the right to reject any Proposal that is not in the specified formats.	
	4.2.2.2	BRLPS reserves the right to cancel any or all Proposals without assigning any reason.	
	4.3	Proposal opening	
	4.3.1	BRLPS will open all RFPs, in the presence of Bidder's representatives who choose to attend on the prescribed date of opening at BRLPS office.	
	4.3.2	BRLPS will prepare attendance of RFP opening and bidders will sign the attendance.	
	4.4	Confidentiality	
	4.4.1	Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Bidder/s shall not be disclosed to any person not officially concerned with the process.	
	4.4.2	After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the empanelment shall be disclosed to Bidders or their representatives, if any. Any effort by a Bidder to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal/s shall result in outright rejection of the offer, made by the said Bidder.	
	4.5	Tests of responsiveness	
	4.5.1	Prior to evaluation of the Proposals, BRLPS will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:	
		(i)	It is received or deemed to be received by the due date and time including any extension there of pursuant.
		(ii)	It contains all information as desired in this RFP.
		(iii)	Information is provided as per the formats specified in the RFP.
	4.5.2	BRLPS reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the BRLPS in respect of such proposal.	
	4.5.3	Clarifications sought by BRLPS	
	4.5.3.1	To assist in the process of evaluation of Proposals, BRLPS may, at its sole discretion, ask any Bidder for clarification on its Proposal. The request for clarification and the response shall be in writing. No change in the substance of the Proposal would be permitted by way of such clarifications.	
	4.5.4	Proposal evaluation	
	4.5.4.1	Proposals for the events (considering the value mentioned above) will be evaluated separately.	
	4.5.4.2	Submissions from Bidders would first be checked for responsiveness as set out above.	
	4.5.4.3	All Proposals found to be substantially responsive shall be evaluated as per the Technical Evaluation Criteria set out in Clause 3.1.1 and 3.1.2 of this RFP.	
	4.5.4.4	The Proposal containing the Technical Details in Clause 3.1 of the Bidder/s who do not meet the Technical Criteria shall not be	

		considered for further process.				
	4.5.5. Issuance of Empanelment Order					
	4.5.5.1	Separate Empanelment will be made for the events having different value as mentioned above.				
	4.5.5.2	As and when required, there will be competition among the empaneled agencies separately for separate value projects) to submit their price quotation as per final ToR which will be issued along with request for price quotation.				
4.6	Power of Attorney The Bidder should upload a Power of Attorney in the format specified. Power of Attorney for authorized representative authorizing Bidder’s representative as signatory of the proposal to commit the Bidder.					
4.7	Conflict of Interest					
	4.7.1	Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be eligible for selection as Bidder under any of the circumstances set forth below: <table><tr><td>(i)</td><td>Conflicting Assignment/job: A bidder or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may conflict with this Assignment/job of the bidder to be executed for the same Employer.</td></tr><tr><td>(ii)</td><td>Conflicting Relationships: A bidder that has a business or family relationship with a member of the BRLPS staff who is directly or indirectly involved in any part of<ul style="list-style-type: none">the preparation of the Terms of Reference of the Assignment/job,the selection process for such Assignment/job, orsupervision of the Empanelment, may not be awarded a Empanelment, until and unless the conflict stemming from this relationship has been resolved in a manner acceptable to BRLPS.</td></tr></table>	(i)	Conflicting Assignment/job: A bidder or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may conflict with this Assignment/job of the bidder to be executed for the same Employer.	(ii)	Conflicting Relationships: A bidder that has a business or family relationship with a member of the BRLPS staff who is directly or indirectly involved in any part of <ul style="list-style-type: none">the preparation of the Terms of Reference of the Assignment/job,the selection process for such Assignment/job, orsupervision of the Empanelment, may not be awarded a Empanelment, until and unless the conflict stemming from this relationship has been resolved in a manner acceptable to BRLPS.
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	4.7.2	Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of BRLPS, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the bidder or the termination of its Empanelment.				
5.	General Conditions of Empanelment					
	5.1	General Provision				
	5.1.1	Law Governing Empanelment This Empanelment, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.				
	5.1.2	Language This Empanelment has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Empanelment.				
	5.1.3	Notices Any notice, request or consent required or permitted to be given or made pursuant to this Empanelment shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an Authorized Representative of the Party to whom the communication is addressed. A Party may change its address for notice hereunder by giving the				

			other Party a notice in writing of such change to the address.
	5.1.4	Joint Venture and Sub-Contracting.	
		Joint Venture and Sub-Contracting is not allowed.	
	5.1.5	Authorized Representative	
		Any action required or permitted to be taken, and any document required or permitted to be executed under this Empanelment by the BRLPS or the Selected Bidder may be taken or executed by the officials specified in the Empanelment.	
	5.1.6	Taxes and Duties	
		(a)	GST and any other applicable taxes shall be exclusive of price quoted by the Selected Bidder.
		(b)	The Selected Bidder shall provide a valid GST registration number issued by the concerned Statutory Authority.
		(c)	The financial liability on account of any other applicable taxes, as may be applicable on the amounts received by the Selected Bidder from BRLPS or any procurement done by the Selected bidder shall be solely borne by the Selected Bidder. The Selected Bidder alone shall be responsible in all respects for the payment of all taxes including Income Tax etc. in a timely manner and filing the returns in respect thereof as per the applicable laws.
		(d)	However, towards compliance with the applicable Tax laws, BRLPS shall deduct applicable taxes from the payments to be made by BRLPS to Selected Bidder and Selected Bidder shall not object to the same.
	5.1.7	Fraud and Corruption	
		For the purpose of this Empanelment, the terms set forth below as defined as follows:	
		(a)	“Corrupt practice” means offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in empanelment execution;
		(b)	“Fraudulent practice” means misrepresentation or omission of facts in order to influence the selection process or the execution of a empanelment;
		(c)	“Collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;
		(d)	“Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of the empanelment.
	5.1.8	Measures to be Taken	
		BRLPS will cancel the Empanelment if representatives of the Selected Bidders are engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the empanelment. BRLPS will sanction the Bidder, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a empanelment if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in	

			competing for, or in executing, the said empanelment.
	5.1.9		Liquidated Damage
		5.1.9.1	Liquidated damage may be imposed on the successful bidder (whose bid will be accepted after price evaluation) by the BRLPS in case of the following – a. Any service is not carried out in time, a. Damages incurred to the property of venue of event (such as damage to civil works, finishing works etc.) during discharge of bidder’s duties b. Works are not as per the Terms of Reference and have also of the poor quality.
		5.1.9.2	Value of liquidated damage shall be decided by the BRLPS as per the actual cost of damaged goods or non - provided services. In case of dispute on the value of liquidated damage, decision of BRLPS shall be final and binding.
		5.1.9.3	If the Selected Bidder delays the works or the work is not satisfactory, BRLPS may executethe work at the risk and at the cost of the selected Bidder from any other selected agency.
5.2	Commencement, Completion, Modification and Termination of empanelment		
	5.2.1	Effectiveness of Empanelment This empanelment shall come into effect from the date the empanelment order is signed/accepted by both Parties.	
	5.2.2	Expiration of Empanelment	
		Unless terminated earlier pursuant to Clause 5.4 of General Conditions of empanelment, this empanelment shall expire at the end of such time period after the Effective Date as specified in the RFP.	
5.3	Modifications or Variations Any modification or variation of the terms and conditions of this empanelment, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.		
5.4	Force Majeure For the purposes of this Empanelment, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is notlimited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation orany other action by government agencies		
	Force Majeure shall not include		
	(i)	Any event which is caused by the negligence or intentional action of a Party or suchParty’s Workers or agents or employees, nor	
	(ii)	Any event which a diligent Party could reasonably have been expected to take into account at the time of the conclusion of this Empanelment, and avoid or overcome in the carrying out of its obligations hereunder.	
	(iii)	Force Majeure shall not include insufficiency of funds or failure to make any payment requiredhereunder.	
5.5	No Breach of Empanelment		

		The failure of a Party to fulfil any of its obligations under the Empanelment shall not be considered to be a breach of, or default, under this Empanelment in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Empanelment, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
5.6	Payments	
		During the period of their inability to perform the Services as a result of an event of Force Majeure, the Agency shall be paid up to the work done under the terms of this Empanelment.
5.7	Termination	
		Either Party may terminate the Empanelment with immediate effect by serving prior written notice to the other party if services are not possible to be rendered as per applicable laws or professional obligations. BRLPS may terminate this Empanelment in case of the occurrence of any of the events specified in paragraphs (a) through (f) of Clause 5.7 of General Conditions of Empanelment. In such an occurrence, BRLPS shall give a not less than thirty (30) days' prior written notice of termination to the Agency.
	(a)	If the Agency does not remedy a failure in the performance of their obligations under the Empanelment, within thirty (10) days after being notified or within any further period as the BRLPS may have subsequently approved in writing.
	(b)	If the Agency becomes insolvent or bankrupt.
	(c)	If the Agency, in the judgment of the BRLPS has engaged in corrupt or fraudulent practices in competing for or in executing the Empanelment.
	(d)	If, as the result of Force Majeure, the Agency are unable to perform a material portion of the Services for a period of not less than sixty (15) days.
	(e)	If the BRLPS, in its sole discretion and for any reason whatsoever, decides to terminate this Empanelment.
	(f)	If the Agency fails to comply with any final decision reached as a result of arbitration proceedings.
5.8	Obligations of the Selected Bidder	
	5.8.1	Standard of Performance
		The Selected Bidder shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency, and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology safe and effective equipment, machinery, materials and methods. The Selected Bidder shall always act, in respect of any matter relating to this Empanelment or to the Services, as faithful advisers to the DIT, and shall at all times support and safeguard BRLPS's legitimate interests in any dealings with third Parties.
5.9	Confidentiality	
		Except with the prior written consent, the Selected Bidder and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Selected Bidder and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services. Except as otherwise permitted by the Empanelment, neither of the parties may

		disclose to third parties the contents of the Empanelment or any information/report/advice provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of the Empanelment, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under the Empanelment, or (e) must be disclosed under Applicable Law, legal process or professional regulations. These obligations shall be valid for a period of 3 months from the date of termination of the Empanelment.
	5.10	Documents prepared by the Selected Bidder -
	(a)	All deliverables in the form of data, software, designs, utilities, models, systems and other methodologies and know-how submitted by the Bidder under this Empanelment shall, not later than upon termination or expiration of this Empanelment, be delivered to the BRLPS, together with a detailed inventory thereof.
	(b)	Except as otherwise permitted by the Empanelment, neither of the parties may disclose to third parties the contents of the Empanelment or any information/report/advice provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of the Empanelment, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under the Empanelment, or (e) must be disclosed under Applicable Law, legal process or professional regulations.
	5.11	Accounting
		The Selected Bidder shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof.
	5.12	Penalty
		In addition to the liquidated damages not amounting to penalty, warning may be issued to the Selected Bidder for deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Client, other penal action including debarring for a specified period may also be initiated as per decision of the Client. In case any service is not found as per the prescribed norms or is not carried out in time, if the Selected bidder fails to provide the services in time, BRLPS may impose penalty in addition to the liquidated damages.
	(a)	In case the services provided by the Selected bidder are found to be unsatisfactory or if any incidence of misbehavior by the staff of the Selected bidder is reported or service is not provided in time, then the BRLPS may impose a penalty up to INR 5000/- per such case.

	(b)	BRLPS shall impose penalty if any hired resource, on duty or otherwise, found under the influence of any drug or intoxicants or found guilty of conduct unbecoming a designated resource or found attempt to claim false attendance and shall take such other action as may be required under the circumstances. BRLPS may impose a penalty up to INR 5000/- per such case.
	(c)	The failure to employ adequate number of persons resulting in substandard service will be considered as breach of the terms and conditions under the empanelment. BRLPS may impose a penalty depending upon the quantum of breach for such cases.
	(d)	In the event of failure of the Selected bidder to recoup the quality in the mutually agreed time frame, BRLPS shall be entitled to terminate the empanelment and forfeit performance security. BRLPS may impose additional penalty depending upon the quantum of breach for such cases.
5.13	Settlement 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 the parties fail to resolve the issue with mutual understanding, the same will be settled as per the existing law of land through the competent court of law under the territorial jurisdiction of Patna, Bihar Courts only.
5.14	Interpretation of Documents	
	BRLPS will have the sole discretion in relation to:	
	(i)	The interpretation of this RFP document, the Proposals and any documents provided in support of the Proposals; and
	(ii)	All decisions in relation to the evaluation of Proposals. BRLPS will have no obligation to explain or justify its interpretation of this RFP document, the Proposal(s) or their supporting/related documents/information or to justify the evaluation process or selection of the Selected Bidder.

Chief Executive Officer cum Mission Director
Bihar Rural Livelihoods Promotion Society

Annexure I: Technical Proposal

Letter of Application

(Note: On the letterhead paper of the Bidder including full postal address, telephone no., fax no., telex no. and address.)

[Location,

Date]

To,

Sub: Empanelment of Event Management Agencies for Bihar Rural Livelihoods Promotion Society (BRLPS).

Dear Sir,

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our proposal, which includes a Technical Proposal. We also accept all terms and conditions of this RFP.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the Proposal Validity Period, we undertake to negotiate on the basis of the ToR. Our proposal is binding upon us and subject to the modifications resulting from negotiations.

We undertake, if our proposal is accepted, to initiate the non-consulting services related to the assignment at a date mutually agreed between us. We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:_____

Name and Title of Authorized Representative:

Name of the Firm:

Address:

Bidder's organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity including but not limited to the following]

1. Name of the firm:
2. Country of incorporation:
3. Registered address:
4. Year and date of Incorporation:
5. Year of commencement of business
6. Principal place of business:
7. GST Registration Number:
8. PAN Number:
9. Number of years of operation
10. Geographical spread across the country and its offices
11. Details of authorized representative of the Bidder:
 - a) Name:
 - b) Designation:
 - c) Company:
 - d) Address:
 - e) Phone No:
 - f) Fax No:
 - g) E-mail address:
12. *Details of individual (s) who will serve as the point of contact/communication for BRLPS within the Company.*
 - a) Name:
 - b) Designation:
 - c) Address:
 - d) Telephone No:
 - e) E-mail address:
 - f) Fax No:
13. Copy of Labor License.
14. Any other documents/information to prove eligibility and experience

Financial capacity certificate of the bidder

Bidder is required to get the information required in this form, duly certified by Statutory Auditor or Chartered Accountant. The information supplied shall be the annual turnover of the Bidder, in terms of the amounts billed to clients for each year for work in progress or completed along with net worth of Bidder in respective financial year.

#	Financial Year	Turnover	Net worth
1.	2023-24		
2.	2022-23		
3.	2021-22		

Certificate from the Statutory Auditor / Chartered Accountant having UDIN number.

This is to certify that (name of the Bidder) has received the payments from event management services shown in column 'Turnover' above against the respective years on account of providing event management services etc. and has net worth as shown in column 'Net worth' above.

Note: *In case the Bidder does not have a statutory auditor, it shall provide the certificate from its Chartered Accountant that ordinarily audits the annual accounts of the Bidder.*

Power of Attorney for Authorized representative

(on a stamp paper of appropriate value)

POWER OF ATTORNEY FOR AUTHORIZED REPRESENTATIVE

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorize Mr. /Ms. _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for **Empanelment of Event Management Agencies for Bihar Rural Livelihoods Promotion Society, Department of Rural Development, Government of Bihar**

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant

Signature of Attorney

(Name, Title and Address of the Attorney)

Attested Executant

Notes:

- 1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- 2. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- 3. In case the Proposal is signed by an authorised Director of the Bidder, a certified copy of the appropriate resolution/document conveying such DIT may be enclosed in lieu of the Power of Attorney.*

Bidder's experience for Clause 3

The Bidder should provide details of only those assignments that have been undertaken by it under its own name. Bidder need to provide all the supporting documents like WO with Completion certificate/ Agreement for each set of credentials.

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity for carrying out Event Management services similar to the ones requested under this assignment]

[illegible]

Notarized Undertaking

We hereby undertake that:

We are not blacklisted with any of the government department/project,

We are not under any declaration of ineligibility by any Organization,

We will comply with and assist during the disaster management protocol,

Yours sincerely,

Authorized Signature [in full and initials]: _____

Name and Title of Authorized Representative:

Name of Firm:

Address:

Declaration

Declaration Letter for “<insert name of the RFP>”

(To be printed on Letter Head)

Sir/Madam,

This is to notify you that our Company / LLP / Partnership / Proprietorship/Society / Trust <Please delete whichever is not applicable> intends to submit a proposal in response to <insert name of the RFP>,we also declare that our Company / LLP / Partnership / Proprietorship/ Society / Trust <Please delete whichever is not applicable> has during the last five years, neither failed to perform on any agreement, nor has been evidenced by imposition of a penalty by an arbitral or judicial authority ora judicial pronouncement or arbitration award, nor been expelled from any project or agreement nor have had any agreement terminated for breach by us.

Sincerely,

(Signature of the Authorized Person)

Name:

Designation

Annexure-II
TERMS OF REFERENCE
-draft-
Hiring of an Event Management Agency

1. Background

Bihar Rural Livelihoods Promotion Society, popularly known as JEEVIKA, a registered society under the aegis of Rural Development Department, Government of Bihar marks a key chapter in rural development in Bihar. JEEVIKA's journey of the last decade has coincided with the changing face of Bihar. Bihar Rural Livelihoods Promotion Society (BRLPS) was constituted by Govt. of Bihar as a special purpose vehicle to expedite the poverty alleviation interventions in the state. To sustain the project delivery mechanisms, Government of Bihar supported the initiative by leveraging financial resources from various multilateral agencies like World Bank and other national & state agencies. Over the last 16 years, JEEVIKA has mobilized women from 1.30 crore HHs into strong, sustainable, and self-managed 10.42 Lakh Self-Help Groups (SHGs).

Knowledge Management in JEEVIKA intends at creating, capturing, sharing, distributing, leveraging, and archiving knowledge for the organizations internal use to improve and enhance its implementation capabilities and service delivery mechanisms. The knowledge management practices also intend to reach out to a wider external domain for effective policy advocacy.

Communication vertical of JEEVIKA caters the process of dissemination of knowledge in various online and offline platforms. Apart from these, Event Management plays a crucial role is building JEEVIKA as a brand which amplifies the visibility of the organization's interventions among the target audience and stakeholders. JEEVIKA under the communication vertical demonstrates its products, services, achievements, activities, and innovations during the events.

Communication is also perceived as a viscous force for binding the organization and providing it direction and impetus. Balancing among the various components, facilitating, and assessing progress and administering the flow of information tailored in form and hierarchy that would best fulfill the aspirations of the project is the key.

2. Objective of the Assignment

- 2.1. The agency will develop the JEEVIKA's Pavilion during Bihar Diwas and Saras Fair.
- 2.2. Prepare JEEVIKA's Tableau for the event of Republic Day & Independence Day.
- 2.3. Any Other Events as per requirement of BRLPS.

3. Scope of Work

- 3.1. **Organize Bihar Diwas for development of JEEVIKA theme pavilions to be held at Gandhi maidan, Patna from 22nd March to 24th March.**

The agency would develop the layout and interior design of the JEEVIKA's Pavilion and agency would develop the JEEVIKA's Pavilion during Bihar Diwas Event in 20000 Sq. Ft. **(Details are mentioned in Annexure- A)**

- 3.2. The agency would develop the design of tableau and make the Tableau which would be presented on **Republic Day and Independence Day** at Gandhi Maidan, Patna. **(Details are mentioned in Annexure- B)**
- 3.3. **Saras Mela- At Gyan Bhawan, Patna (Details are mentioned in Annexure- C)**
- 3.4. **Any other Events (Details are mentioned in Annexure- E)**

4. Reporting: -

1. The firm should submit Inception Report to the Director/OSD/PC-GKM/ Concern Thematic heads, within one week including detail work plan/schedule after receiving the work order.
2. Draft designs including hard/soft copies of all deliverables to be submitted by the consulting firm within one week after discussion with Director/OSD/PC-GKM/ Concern Thematic heads on concept of the event.
3. After Completion of the event, the firm should submit the detailed report and photographs to BRLPS official.

5. Budget: -

The firm may claim the amount as per the organized events. The total amount of the assignment will be paid after completion of each assignment.

6. Payment Terms:

The firm would serve invoice after completion of each event.

7. Duration of Consultancy

The total duration of the consultancy is for a period of 12 month from the date of signature of contract. Extension of the contract may be considered to extend on the basis requirement or an assessment of the work. The contract period to be extended upto 3years based on performance.

8. Monitoring Mechanism:

The Director/OSD/PC-GKM/ Concern Thematic Heads will monitor the quality of assignment/task completed. If the deliverables are not found up to the requirement, then the consultant shall modify the work and submit the same to BRLPS. A final quality and quantity check will be done on the last day of the event. Successful bidder will have nominate a representative during the quality and quantity check. Successful bidder will submit the name and signature of the representative before the issuance of work order/agreement.

The BRLPS may also terminate the agreement either in case of non-compliance of the service declaration or on non-fulfillment of the assigned objective.

Annexure -A

Terms of Reference for Empanelment of Event Management Agency under BRLPS

1. Background

Bihar Rural Livelihoods Promotion Society, popularly known as JEEVIKA, a registered society under the aegis of Rural Development Department, Government of Bihar marks a key chapter in rural development in Bihar. JEEVIKA's journey of the last decade has coincided with the changing face of Bihar. Bihar Rural Livelihoods Promotion Society (BRLPS) was constituted by Govt. of Bihar as a special purpose vehicle to expedite the poverty alleviation interventions in the state. To sustain the project delivery mechanisms, Government of Bihar supported the initiative by leveraging financial resources from various multilateral agencies like World Bank and other national & state agencies. Over the last 20 years, JEEVIKA has mobilized women from 1.40 crore HHs into strong, sustainable, and self-managed more than 11 Lakh Self-Help Groups (SHGs).

Knowledge Management in JEEVIKA intends at creating, capturing, sharing, distributing, leveraging, and archiving knowledge for the organization's internal use to improve and enhance its implementation capabilities and service delivery mechanisms. The knowledge management practices also intend to reach out to a wider external domain for effective policy advocacy.

Communication vertical of JEEVIKA caters the process of dissemination of knowledge in various online and offline platforms. Apart from these, Event Management plays a crucial role in building JEEVIKA as a brand which amplifies the visibility of the organization's interventions among the target audience and stakeholders. JEEVIKA under the communication vertical demonstrates its products, services, achievements, activities, and innovations during the events.

Communication is also perceived as a viscous force for binding the organization and providing it direction and impetus. Balancing among the various components, facilitating, and assessing progress and administering the flow of information tailored in form and hierarchy that would best fulfill the aspirations of the project is the key.

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- 2.1. The agency will develop the JEEVIKA's Pavilion during Bihar Diwas and Saras Fair.
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- 2.3. Any Other Events as per requirement of BRLPS.

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The agency would develop the layout and interior design of the JEEVIKA's Pavilion and agency would develop the JEEVIKA's Pavilion during Bihar Diwas Event in 20000 Sq. Ft. **(Details are mentioned in Annexure- A)**
- 3.2. The agency would develop the design of tableau and make the Tableau which would be presented on **Republic Day and Independence Day** at Gandhi Maidan, Patna. **(Details are mentioned in Annexure- B)**
- 3.3. **Saras Mela- At Gyan Bhawan, Patna (Details are mentioned in Annexure- C)**

4. Reporting: -

1. The firm should submit Inception Report to the Director/OSD/PC-GKM/ Concern Thematic heads, within one week including detail work plan/schedule after receiving the work order.
2. Draft designs including hard/soft copies of all deliverables to be submitted by the consulting firm within one week after discussion with Director/OSD/PC-GKM/ Concern Thematic heads on concept of the event.
3. After Completion of the event, the firm should submit the detailed report and photographs to BRLPS official.

5. Payment Terms:

The firm would serve invoice after completion of each event.

6. Duration of Consultancy

The total duration of the consultancy is for a period of 12 month from the date of signature of contract. Extension of the empanelment may be considered to extend on the basis requirement or an assessment of the work. The period may be extended up to 3years based on performance.

7. Monitoring mechanism:

The Director/OSD/PC-GKM/ Concern Thematic Heads will monitor the quality of assignment/task completed. If the deliverables are not found up to the requirement, then the consultant shall modify the work and submit the same to BRLPS.

The BRLPS may also terminate the agreement either in case of non-compliance of the service declaration or on non-fulfillment of the assigned objective.

Draft Scope of Work for Bihar Diwas

Total Area is around 20000 Square Feet

A. Venue construction/fixture arrangements:

Service provider has to construct the following structures under the **GERMAN HANGER** with wooden platform and decorate it with flex/banner: -

- German Hanger (200 feet x 100 feet total 20000 Square Feet)
- Display stalls & 5 LCD TV [12]
- One V.I.P. Lounge with 2 ton AC and Toilet [1]
- One Display (JEEVIKA) gallery [1]
- Temporary toilets (1 for Male and 1 for Female) [1]
- One Display Area at the Centre in a raised platform decorated with models, Bamboo, Madhubani Art and Sikki Work as per concept provided by JEEVIKA. [1]
- Stage for Cultural program with green rooms [1]
- 20 CCTV Cameras with Monitor [1]
- Boundary wall decorated with Madhubani Painting and PoP work [2]
- LED Wall (12ft*10ft) for stage with two wings [1]
- 5 Volunteers (Female) for stall [5]
- Lodging arrangement for 30 Community Members from 21st to 25th March'2025.
- Cultural Programme (22nd to 24th March 2025), 3 hours per day.
- Flax Branding of 8 food stalls in Food pavilion. (Approx printing of 2200 sq ft flax with iron frame)

- I. The size of all stalls should be **20'x10'**. Each stall should have six plastic chairs, four display tables and two shelves. Stalls should be with adequate lighting arrangements – Six mercury tubes/CFL and Two ceiling fans. Each stall should be decorated with flex/banner and 3D cutouts/models (Made from wood/PoP/ Thermocol- As per design provided by JEEVIKA). The all flax (3 Wall and Facia) would be installed with iron frame as design given by BRLPS. **3D models of village or intervention and cutouts will be installed in 7 stalls.**
- II. **A Display gallery of 200 square feet or as per required size** equipped with One LCD screen with Sound system, display boards, Photo galleries/collage, audio-visuals. The display gallery should be decorated with flexes/banners (matters/specifications to be provided by **JEEVIKA**) with fresh and artificial flower. 50 Photo with wooden framing (size- 3ft*2ft) should be installed. Entire Wall will be made by wood.
- III. **Two toilets** for Male and Females with proper gate, light & water. In each and every toilet tap, and bucket is required necessarily. Proper drainage and cleanliness should be ensured.
- IV. To ensure availability of **water in the pavilion should be ensured**. Either from own source or by the taking connection from Gandhi maidan mgt committee. The Water bill should be settled by bidder.
- V. Water dispensers should be installed in the pavilion. The water dispenser should be refilled twice a day.
- VI. The entire area should be covered by wooden floor
- VII. The entire area and stalls should be covered with a new carpet. After carpeting a new red carpet should be covered on the walking pathway.
- VIII. Lighting arrangements:
To ensure **24x7 electricity supply** in the **JEEVIKA** pavillion, an application for a temporary connection to PESU-Patna Electricity Supply Unit should be made, ensured supply and paid by the bidder. Following lighting arrangement require to be done: -
 - (a) 6-8 vapor lights within/around premise
 - (b) Proper luminous intensity with light arrangement for the stalls and entire premises.

- (c) Proper lighting arrangements at entrance / exit gate.
- VIII. **Stage of 3'x30'x15'**(Height x Length x Wide) with Dias table and banquet chairs for 6 persons with flower bouquet, Dolby sound system with cordless mike and speakers, two pedestal fan and two water coolers & well arrangements of proper light. There would be seating arrangements for 50 (Fifty people) on the premises & banquet chairs (as per requirement). An adequate sound system to support various stage shows must be arranged. The front row for the audience will have 3 double sofas.
- IX. One Air condition office room (20Ft x 20Ft) cover with through hard transparent tarpaulin and decorated with Flex board.
- X. One Display Area at the Centre in a raised platform decorated with 3D models, Sculptures, Bamboo, Madhubani Art, Artwork and Sikki Work to display the theme of the pavilion.
- XI. The boundary wall of the entrance should be decorated with Madhubani Painting and other decorative items.
- XII. Bihar Based folk cultural programme & Nukkad Natak (2 shows per day) would be done by the concern agency through professional artist (11 AM to 03 PM).

A. Arrangements in the VIP Lounge

- I. Size- 20'x20'
- II. Toilets with proper gate, light & water.
- III. AC with a two-ton capacity should be provided.
- IV. Three center table, three attractive and comfortable sofa-set and 10 (Ten) Banquet Chairs to be provided.

V. Refreshment for Guests: -

- A. Snacks, mineral water/ soft drinks should be stored in a refrigerator.
- B. Tea and coffee arrangement by installation of coffee vending machine.
- C. Decent crockeries for serving and with a service boy

B. Entrance & Exit Gate

The entrance of the pavilion should have a decorative gate of size 60*35 based on the theme of the pavilion. The gate should be decorated with woodwork, models made of PoP, Sikki, Sujni and other art forms, Fresh and artificial flower arrangements. (As per design provided by BRLPS)

C. Availability of firefighting arrangements as per department of fire extinguishing.

D. Opening Ceremony

- I. 10 flowers bouquet, 10 Madhubani painted stole, 10 Madhubani painting with frames, 10 jute folders, 10 note pad and 10 pen for the opening ceremony for guests to be arranged. 20 VIP Snacks packet for opening ceremony.
- II. Ensure availability of 15 jute folders along with one notepad and Pen for media persons on Opening ceremony. Also arrange 15 snacks packet for media persons.
- III. 75 ID Card with lanyard and holder for staff and participants.
- IV. Availability of decorated inauguration lamp, ribbons, and other essential items for inauguration ceremony.

E. Miscellaneous

- I. Prior approval has to be taken of the layout of the event and design of all printing materials.
- II. The flexes are required to be fixed with wooden/iron frame.
- III. Post event removal / disposal of facilities and complete restoration of venue.

F. Security

- I. **Security arrangements for 24x7 hrs in JEEVIKA Programme premises with 10 personnel.**
- II. **20 CCTV cameras** to be installed at different locations with a monitor.

G. Support Activities:

- I. Carpeting of all areas within campus ground and stall with **new carpet**.
- II. One designer has to be assigned at JEEVIKA State office for four days by the agency for flex and model design as per the requirement of different theme.
- III. The premises are required to be cleaned every day twice (morning and evening).

Agency should be handover the pavilion as on 21st March by 4 PM.

Draft Scope of Work for Independence Day/ Republic Day Tableau.

The specification is mentioned as below;

Height: 15 Feet

Width: 11 Feet

Length: 50 Feet

Entire work will be done on plywood, Plaster of Paris, Bamboo, and other design material as per the design provided by BRLPS with creative art and sculpture/ Cut-outs work having other materials with 3D and 4D effects with ply wood work.

- 1. Front facia would be developed as the picture of smiley women with tablet and other decorative materials. (SIZE- 14ft x 8ft)**
2. All design of front and back will be created with 4D and 3D effect with ply wood work as decide by BRLPS (**As per attached design**) and made from PoP and One Commercial Sale (**Made from New Ply board and engineer board**) stall would be installed in Back side of Tableau.
3. The vendor should provide the printed flax approx. 600 square feet and also vinay with sun board approx. 400 Sq ft.
4. Live performance through professional artist with costume. (25 professional artist and as per requirement).
5. Back side lower facia would be decorated from Mat and other decorative items.
6. The vendor should provide the proper stall setup (**Stitching Unit, Bank, FPC, DKR and Seed Unit**) as per the design approved by BRLPS.
7. The vendor should provide the stitching unit setup as per requirement of BRLPS.
- 8. The vendor should provide the 3D model design/Graphics of Tableau before starting the work.**

The tableau will have high power sound system with battery/ generator. All the sculpture work done by highly professional artist. All fresh flower decoration work will be done by agency (**Front facia border gardening and two side panel gardening only with fresh flower**). Any other requirement to improve the concept and visual grandeur can be done along with professional photography of the complete tableau from all the angels hard and soft copy of at least 25 copies.

The agency has to discuss with representative of BRLPS for finalization of design of tableau which may be changed accordingly to requirement of BRLPS.

Agency should be handover the tableau as on 25th January/ 14th August by 4 PM.

Draft Scope of Work for Saras Mela at Gyan Bhawan, Patna

Scope of Work: - Total Area is around 30000 Square Feet

Venue construction/fixture arrangements:

Service provider has to construct the following structures as per specification given below: -

Sl. No.	Description	Quantity/Unit
1	Display cum Sale stalls	130
2	Reception cum enquiry	1
3	Administrative Cell cum staff office	1
4	V.I.P. Lounge	1
5	Medical Help Desk	1
6	Hygiene & Cleanliness	As per the details given below
7	Guest Comfort	
8	Promotion & publicity	
9	Theme Area and Branding	
10	Selfie Point	
11	Printing and Stationary	
12	Stage	
13	Carpeting	30000 Square Feet
14	Hospitality	As per the details given below
15	Power Supply	
16	Miscellaneous	

Detail Specification

- I. **Display cum Sell stalls:** Construction of Octa-norm stalls measuring 3 mt x 3 mt. Each stall would have two plastic chairs & two display Octanorm tables, one Wastepaper basket, one charging point and with adequate lighting arrangements.
Branding: Top holding area (Facia) with name and Logo, size 9"x3 mt each (For corner stall 2 side facia). Back wall flex branding with a Size of 6x3 Feet.
- II. **Reception cum enquiry:** Construction of Octa-norm Stall measuring 3 mt x 2 mt. The stall would have five chairs & two tables, two Wastepaper baskets, two charging points and adequate lighting arrangements.
- III. **Administrative Cell cum staff office:** Construction of Octa-norm stalls measuring 6 mt x 5 mt. Stall would have 2 double sofa, 10 good quality VIP-chairs & 4 center tables, two Waste paper basket, two charging point and with adequate lighting arrangements, Water jar facility with drinking glass. **One Big Almirah with Lock and Key**, and with Two laptop with Core –i5 Processor and **5G Speed Wi-Fi Facility**, Printer with **Wi-Fi** connectivity.
- IV. **A V.I.P. Lounge:** Construction of Octa-norm room measuring 6 mt x 6 mt. Room would have 6 good quality double sofa & 4 center tables, two Waste paper basket, two charging point, adequate lighting arrangements, water jar facility with drinking glass and one 42" LED TV. Need to install a Coffee machine, service boy and coffee dispenser for the guests and staffs. 20 Pcs of high-quality snacks

arrangements for guests per day for VIP lounge, ***The Agency should be handed over the VIP lounge one day before of the event.***

- V. **Medical Help Desk:** Construction of Octa-norm Room measuring 6 mt x 6 mt. The room would have three plastic chairs & two display tables, two beds, two Wastepaper baskets with lid, two charging point and adequate lighting arrangements.
- VI. **Hygiene & Cleanliness:**
- a. 20 Big Size Dustbins and 20 Medium Size Dustbins.
 - b. Cleaning of Mela premises on daily basis with minimum 10 housekeeping person with proper dress to be present throughout the Mela timings. Ensure cleaning of Mela premises before the opening of Mela.
- VII. **Guest Comfort:** Lodging arrangement (separate for Male & female participants) for 200 SHG members + 5 other state coordinator persons with single and double occupied bed system, drinking water, toilet & mosquito repellent, To & fro economical transport facility for participants from one day before mela till the whole mela duration.
- VIII. **Promotion & publicity:**
- a. Entrance Gate (Outside the Hall premises): Welcome gate - 1 nos. With the following specifications:
 - i. Wooden gate with a clear area of 25 ft wide and 20 ft height, made with wood, plywood, PoP and other decorative materials.
 - b. Exit Gate (Outside the Hall premises): Exit Gate - 1 nos. Box gate clear area 25 ft wide and 20 ft height, Pillar size 2.5ft x 2.5 ft x 20ft. Top panel 2.5ft x 2.5 ft x30 ft. All panels shall be covered with printed flex. "
 - c. Over the road gate style promotion at 2 selected locations. (**Agency have to take necessary permission from Municipal Corporation**)
 - d. Total 50 hoardings, 16x10' Size Hording/banner of mela at different Prime locations of All over Patna (**Photographs of all the site to be submitted in support of claim with geo location information on the first day of the mela**).
 - e. Radio Jingle (10 Slots of 30sec each in two different Radio Channel during whole mela period (11 Days))
 - f. Public announcement system throughout the mela timing with an Announcer from 10 AM to 8 PM.
 - g. Photography and Videography – Full Day for whole Saras Mela Period. The agency should submit all the photographs and video footage in Hard Disk to the Communication Theme at the time of invoice submission. (***The Camera persons should be present at Mela Premises from 10 AM to 8 PM every Day***)
- IX. **Theme Area and Branding:**
- a. 2 Rangoli At the entrance hall for inauguration as well as closing ceremony (Size- 10ft*10Ft) & its maintenance throughout the mela period.
 - b. Standees - 16 pieces (Size-6 x 3 Feet Flex Standee)
 - c. 6 no. 4ft x 8ft 4 side flex display Box (2 inside the hall, 2 outside the hall, 2 outside the hall, 2 outside the hall, 2 outside the gate area.)
 - d. A wooden 3D "**BIHAR SARAS MELA 2025**" at the entry location. (Size 20x7')- Letter height would be 4 ft and Base height would be 3ft.
 - e. Flax with iron frame- 4000 Sq Ft. (For Stall Branding)
 - f. One theme based (as finalized by BRLPS) selfie point should be installed in front of Entrance Gate. It should be made of wood and decorated by thermocol and other decorative items.
 - g. One Flex hanging (25ft x 12 ft) near the Hall Entrance Gate.

X. Printing and Stationary:

- a. I- Card with Lanyard – Size- B4, Total 400 piece
- b. Invitation Card with Envelop- Multicolor Invitation Card, Size- A8 – 100 pieces.
- c. Certificate- Multicolor Certificate, Size- A4, Paper- 300 GSM Art Paper. – 300 pcs
- d. 20 Madhubani Painting, Silk/Jute Folder, Pen, Pad for Guest (Opening & Closing Ceremony) with Bouquets.
- e. 20 Good Moments for awardee
- f. 50 thin Jute Folder with Pen and writing pad for media person.
- g. Printing of Saras One Pager (50 Piece for Opening and 50 for Closing). Specification- Size: A4, Paper- 130 GSM, Color- Multicolor Digital Printing on both sides.

XI. **Announcer:** - A professional announcer for opening and closing ceremony at the main stage.

XII. Stage:

- a. **Opening and Closing Ceremony:** Fully equipped stage (Size L*W*H 20'*15'*3') with dais, table and chairs for 10 VIPs, theme decorated podium, fresh flower decoration, bouquets for 10 VIPs, mikes & audio system, lighting arrangement, backdrop, decorated inauguration lamp, ribbons and other essential items for inauguration and closing ceremony.

XIII. **Carpeting:** Double layered Ash colored and Red Color carpeting of all areas with **NEW CARPET.** (Complete Main Hall and Rear Hall Area)

XIV. Hospitality:

- a. Water jar with Dispenser for all the visitors.
- b. Coffee machine, service boy and coffee dispenser for Guest and Staffs.
- c. 25 special packets of snacks for guests on the day of opening and closing ceremony, exclusively for stage.

XV. **Power Supply:** Availability of two Diesel generators of 20 KVA for 12 hours every day

XVI. Miscellaneous

- a. Prior approval has to be taken on the layout of the event, design of all printing materials and content of cultural program
- b. Post event removal / disposal of facilities and complete restoration of venue immediately after closing ceremony of Saras Mela

Agency should be handover the pavilion one day before of the event.