



झारखण्ड सरकार

**OFFICE OF THE DEPUTY COMMISSIONER,  
SAHIBGANJ (JHARKHAND)**

**REQUEST FOR PROPOSAL (RFP)  
FOR  
SELECTION OF AN EVENT MANAGEMENT AGENCY TO DESIGN,  
DECORATION, FABRICATION, MAINTENANCE AND PR ACTIVITIES FOR  
MAGHI POORNIMA MELA SCHEDULED TO HELD ON  
17<sup>th</sup> FEBRUARY TO 21<sup>st</sup> FEBRUARY 2019**

**Dated : 15/01/2019**

**District Administration**  
Collectorate of Sahibganj  
District- Sahibganj (Jharkhand) Pin No. 816109  
Phone : (06436)-222100, (06436)-222352(Fax)  
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## Tender Schedule

### Office of The Deputy Commissioner

#### District – Sahibganj(Jharkhand)

Phone : (06436)-222100, (06436)-222352(Fax)

District Administration (Tourism), Sahibganj

Collectoriate of Sahibganj

Jharkhand Pin No. 816109

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#### REQUEST FOR PROPOSAL (R.F.P)

#### FOR

SELECTION OF AN EVENT MANAGEMENT AGENCY TO DESIGN,  
DECORATION, FABRICATION, MAINTENANCE AND PR ACTIVITIES FOR  
MAGHI POORNIMA MELA FROM 18<sup>th</sup> FEBRUARY TO 23<sup>rd</sup> FEBRUARY 2019

Letter No. 12.....

Sahibganj, Dated: 15/1/19.....

Office of The Deputy Commissioner, Sahibganj intends to select a reputed Event Management Agency for Maghi Poornima Mela, Rajmahal scheduled held on dated 17/02/2019 to 21/02/2019, therefore invites experienced agencies to submit their Bids.

Interested experienced agencies may participate for this tender and submit their proposal to "District Planning Office, Vikash Bhawan, Sahibganj, Jharkhand Pin No.816109". The Bid Due Date is on 30/01/2019 at 12:00pm hours.

A Technical/Creative Presentation & Financial Bid opening meeting will be held on 27/01/2019 at 16:00pm Hours at Deputy Commissioner Office Chamber at Collectorate Building, Sahibganj. All subsequent notifications, changes and amendments will be sent through mails.

*Deputy Commissioner reserves the right to cancel this invitation and / or invite fresh Bid with or without amendments to this invitation, without liability or any obligation for such invitation and without assigning any reason.*

15/1/19  
द्विजा बोलना पदाधिकारी  
साहिबगंज  
15/1/19

15/01/19  
Deputy Commissioner,  
Sahibganj.

## 1. INSTRUCTIONS FOR SUBMISSION OF BID

### 1.1 Background

- 1.1.1 The District Sahibganj is endowed with immense bio-diversity, moderate climate, rich cultural and historical heritage, religious places of worship and ethnic aspects to make the ultimate destination for tourists.
- 1.1.2 District Administration with intends to select an agency (the "Selected Agency") who would assist District Administration To Design, Decoration, Fabrication, Maintenance and PR Activities for Maghi Poornima Mela scheduled from **17/02/2019 to 21/02/2019** (the "Service"). The main objective is to showcase and provide comprehensive information on river Ganga and to create a strong brand identity and awareness of Maghi Poornima Mela amongst the target tourists etc. This Mela is to enhance market and promote Ganga river in Sahibganj as a tourist destination throughout the year. The focus will be on increasing International, domestic and inbound tourist in the district Sahibganj.
- 1.1.3 Pursuant thereto, the Deputy Commissioner, Sahibganj invites Bids from experienced Agencies for selection of the Event Management agency (the "Bidder") as specified in this Request for Proposal (the "RFP") document for the Services.
- 1.1.4 The RFP document shall be the basis for selection of an Agency based on the marks obtained by the Bidder after evaluation of Bidder's Technical/Creative Presentation in terms of **Clause 2** of this Document.
- 1.1.5 The scope of services to be provided by the Selected Agency shall include and not limited to the services provided at **Schedule A** and shall also be governed by the provisions of issue LOA/Work Order and to be entered into between the selected Agency and the District Administration (the "LOA/Work Order") which sets forth the detailed terms and conditions for grant of the right to the selected Agency (the "Right").
- 1.1.6 The Agency selected in accordance with evaluation process of this RFP Document will be subsequently invited to undertake and perform the Services set forth in **Schedule A** with respect to organizing events at **Maghi Poornima Mela - 2019**

### 1.2 Submission of Bids

- 1.2.1 The Agency shall be required to submit a **Technical & Financial Bid in separate sealed envelopes** put in a bigger sealed envelope super scribed as "**SELECTION OF AN EVENT MANAGEMENT AGENCY TO DESIGN, DECORATION, FABRICATION, MAINTENANCE AND PR ACTIVITIES FOR MAGHI POORNIMA MELA - 2019**". The envelope containing the Applications shall be delivered by Hand/

Courier/Registered Post/Speed Post at District Planning Office, Vikash Bhawan Sahibganj up to **30/01/2019 12:00 pm hrs.** Applications received after the Application Due Date shall not be entertained.

- 1.2.2 **“Financial Proposal”** The Financial Proposal in the prescribed format at **Annexure – 1** on the letter head of the Bidder and signed by the authorized signatory.
- 1.2.3 The Bidder shall submit each of the following documents on or before the Bid Due Date. The documents accompanying the Bid submission shall include the following:
- Copy (Soft copy & Hard copy) of Presentations Technical/Creative Presentation
  - Financial Bid in the prescribed format at **Annexure – 1**;
  - Self Declaration in the prescribed format at **Annexure –6**
- 1.2.4 The Bidder should submit a Power of Attorney authorizing the signatory of the Bid to commit the Bidder. The Bid documents must be properly signed by the authorized representative (the “Authorized Representative”) as detailed below:
- In case the sole proprietor himself is signing the Bids, the Power of Attorney is not required to be submitted. However, if the Bid documents are signed by any other person other than the sole proprietor or a duly authorized person, the Power of Attorney is required.
  - by a duly authorized person holding the Power of Attorney, in case of a Company.
- 1.2.5 The Bids submitted by fax, telex or e-mail shall not be entertained and shall be rejected.
- 1.2.6 The Bids and all related correspondence and documents shall be written in English language. For the purpose of interpretation and evaluation of the Bids, the English language translation shall prevail.

### 1.3 Schedule of Bidding Process

The District Administration would endeavor to adhere to the following schedule:

SI No	Event Description	Date
1.	Pre-Bid Queries Submission	25/01/2019 by 12:00 Hours
2.	Pre-Bid Conference	27/01/2019 by 15:00 Hours at D.C Office, Sahibganj.
3.	Bid Due Date	31/01/2019 by 12:00 Hours
4.	Technical/Creative Presentation & Financial Bid opening Conference	31/01/2019 at 14:00 Hours Venue Details: <b>D.C Office Chamber</b> <b>Collectorate of Sahibganj,</b> <b>Sahibganj(Jharkhand)</b>

SI No	Event Description	Date
5.	Bid Validity period	60 days from Bid Due Date

1.3.1 Queries, if any, proposed to be raised at the pre-bid conference by the agency should be submitted to the District Administration in writing at least one (1) working days before the date of the pre-bid conference and a soft copy of the same shall be e- mail to the **dc-sah@nic.in**

#### 1.4 Bidding Process

1.4.1 The Bids should be submitted by Hand/ Courier/Registered Post/Speed Post at District Planning Office, Vikash Bhawan, Sahibganj up to **31/01/2019 12:00 hrs.** Applications received after the Application Due Date shall not be entertained. The Bid Due Date as indicated in **Clause 1.3**, in the manner and form as detailed in this RFP document.

1.4.2 The Authority, at its sole discretion, may extend the Bid Due Date by issuing an Addendum in accordance with **Clause 1.5**.

#### 1.5 Amendments to RFP

1.5.1 At any time prior to the Bid Due Date, as indicated in **Clause 1.3**, Schedule of Bidding Process, the Authority may, for any reason, amend the RFP Document by the issuance of Addenda. Any Addenda issued would be sent through mail and the same shall be binding on the Bidders.

1.5.2 In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, the Authority may, at its discretion, extend the Bid Due Date. Information about extension of the Bid Due Date will be sent through mail.

#### 1.6 Late Bids

1.6.1 Applications received after the Application Due Date shall not be entertained.

#### 1.7 Modifications/ Substitution/ Withdrawal of Bids

1.7.1 The Bidders cannot modify or withdraw the Bids after submission.

#### 1.8 Cost of Bid

1.8.1 The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the selection process, visits to the Authority, etc.

The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection

## **1.9 Right to reject any or all Bids**

1.9.1 Notwithstanding anything contained in this Document, the Authority reserves the right to accept or reject any Bid and to annul the selection process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

1.9.2 The Authority reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

## **1.10 Selection and notification**

1.10.1 The Authority intends to select an Agency for the Services, thus invites Agencies to make a Technical/Creative presentation and to submit their Financial Bid for providing the services.

1.10.2 After the evaluation of Bids in terms of Technical/Creative Presentation, the Bidders whose score is minimum of 70 marks out of 100 marks in Technical/Creative presentation will be eligible & qualified for opening of their Financial Bid by the Authority. The Authority will not entertain any query or clarification from Bidders who fails to be selected.

## **1.11 Validity of Bids**

1.11.1 The Bid shall be valid for a period of not less than 60 (sixty) days from the Bid Due Date ("Bid Validity Period"). The validity of Bid may be extended by mutual consent of the respective Bidder and the Authority.

## **2. EVALUATION OF BIDS**

### **2.1 Opening and Evaluation of Bids**

- 2.1.1 The Authority shall conduct a Technical/Creative Presentation & Financial Bid Conference with the Bids received from Empanelled Agencies on the date specified in **Clause 1.3.**, Schedule of Selection Process specified in the RFP & in the presence of the Bidders who choose to attend.
- 2.1.2 The Authority will examine and evaluate the Technical/Creative Presentation & Financial Bids in accordance with the provisions set out in this section **Clause 2.3.**
- 2.1.3 Any information contained in the Technical/Creative Presentation & Financial Bids shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Bidder is subsequently selected on the basis of such information.
- 2.1.4 The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid.

### **2.2 Test of Responsiveness**

- 2.2.1 Prior to evaluation of Bids, the Authority will determine whether each Bid is responsive to the requirements of the RFP Document and Bid shall be considered responsive only if:
- a. it is received by the Bid Due Date including any extension thereof pursuant to **Clause 1.3;**
  - b. is received through Hard Copy as stipulated in **Clause 1.4.;**
  - c. it contains the information and documents as requested in the RFP Document;
  - d. it contains information in the form and formats specified in the RFP Document;
  - e. it provides the information in reasonable detail. (“**Reasonable Detail**” means that, but for minor deviations, the information can be reviewed and evaluated by the Authority without communication with the Bidder). The Authority reserves the right to determine whether the information has been provided in reasonable detail;
  - f. it does not contain any condition or qualification; and
  - g. it is not non-responsive in terms hereof
  - h. Technical and Financial proposal as per instruction (Sealed Cover).

### **2.3 Evaluation of Technical/Creative Presentation of the Bidder**



2.3.1 All the Bidders, whose Bids are found to be responsive as per **Clause 2.2**, shall be called for **Technical/Creative Presentation and Financial Bid Conference** on the scheduled date as per **Clause 1.3**. The Bidders are required to make a presentation showcasing the ability of the agency for successfully carrying out the Event. Selection Committee constituted by the Authority shall scrutinize the Technical/Creative presentations made by the Bidders as per the parameters cited in **Clause 2.3.2** in accordance to the **Clause 2.3.3**.

2.3.2 All the Bidders whose Bids are found to be responsive as per **Clause 2.2** shall be qualified for financial opening on the basis of the marks obtained in accordance with the parameters set out in the table below:

Sl No.	Parameter	Evaluation Criteria	Maximum Marks
<b>Technical / Creative Presentation</b>			
1	Idea & Concept Plan	Demonstration of unique idea and understanding of preliminary concept of management of the event.	30
2	Creativeness	Demonstration of creativity and proposition of technological interventions. Complete solution to the various aspects of the event. Designing, Layout and performance.	30
3	Experience	Previous experience in managing similar events/ related experience	20
4	Methodology & Execution Plan	Methodology of management of the event and plan for completion of detailed tasks of RFP.	20
<b>Total</b>			<b>100</b>

*Note:*

- a. *The Presentation made by the Bidder shall be concise and comprehensively covering all parameters set out in the above table as per **Clause 2.3.2**.*
- b. *The Bidders will be provided with only 15 minutes to make their presentation. The Bidders should submit 2 hard copies of the presentation and will share a soft copy of the presentation with the Authority.*
- c. *The Authority will not be responsible for any glitches or technical failures occurred during the presentation and thus Bidders are required to bring in necessary gear for making the presentation.*

2.3.3 The Bidder who scores a minimum 70 marks out of 100 marks in the Technical/Creative Presentation shall be qualified (the "Qualified Bidders") for opening of Financial Bids.

2.3.4 The total marks awarded to the Qualified Bidder as per **Clause 2.3.2** of the RFP shall be the **Technical Score (Sr)** of the Bidder.

2.3.5 The Financial Proposals of only the Qualified Bidders shall be considered for further evaluation.

## 2.4 Evaluation of Financial Bids

2.4.1 The Financial Bids of only the Qualified Bidders shall be opened in the presence of the Bidder's representatives who choose to attend. Date and time will be intimated to the Qualified Bidders. The name of the Bidder, the Technical/Creative Presentation scores and the proposed financial offer shall be read.

2.4.2 The financial evaluation will be carried out as per the **Clause No. 2.5**.

2.4.3 For financial evaluation, the total Service Fee exclusive of GST/ any other applicable tax indicated in the Financial Bid will be considered.

2.4.4 The Deputy Commissioner will determine whether the Financial Bids are complete, incomplete and unconditional. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any services shall not entitle the selected Agency to be compensated and the liability to fulfill its obligations as per the scope of services mentioned in **Schedule A** of this RFP. **The lowest**

**Financial Proposal (F<sub>M</sub>) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:**

$$S_F = 100 \times F_M / F$$

(F = amount of Financial Proposal)

## 2.5 Combined and final evaluation - Quality and Cost based selection (QCBS)

2.5.1 Proposals will finally be ranked according to their **combined technical (S<sub>T</sub>) and financial (S<sub>F</sub>)** scores as follows:

$$S = S_T \times TW + S_F \times FW$$

Where S is the combined score, and **TW = 0.7 and FW = 0.3** and are the weights assigned to the Technical Score and the Financial Score respectively (for each work).

## 2.6 Selection of Agency

2.6.1 The Bidders shall be ranked in descending order and the Bidder scoring the **Highest Combined Score (H1)** shall be ranked first for each category/work/theme. The Bidder scoring the highest combined score shall be declared as Selected Bidder.

2.6.2 In the event that the first ranked Bidder withdraws its Proposal or is not selected for any reason in the first instance, District Administration may invite the second ranked Bidder for negotiations.

2.6.3 In the event that two or more Bidders obtain the same combined score, (the "Tie Bidders"), the Bidder quoting the lowest Service Fee shall be the Selected Bidder.

## 2.7 Letter of Award (LOA)

2.7.1 After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by District Administration to the Selected Agency and the Selected Agency shall, within 3 (three) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Agency is not received by the stipulated date, District Administration may, unless it consents to extension of time for submission thereof, appropriate the Performance Security on account of failure of the Selected Agency to acknowledge the LOA, and the next eligible Bidder may be considered.

## 2.8 Performance Security

2.8.1 The Selected Agency shall furnish a Performance Security of **10% (Ten Percent)** of the total Contract Price quoted by the Selected Agency in shape of Performance Security. The Performance Security is required to be taken in from a nationalized bank demand draft in favor of "**Deputy Commissioner, Sahibganj**", payable at "Sahibganj". The Performance Security will be payable on demand and be valid for a period of 90 (Ninety) days from the date of signing the LOA/Work Order with the Authority.

## 2.9 Payments Terms

2.9.1 Payment will be made to the Agency after completion of the event and ascertainment by District Administration that work was carried out satisfactorily and in accordance with the terms and conditions of the RFP.

2.9.2 The total LOA/Work Order Price to be quoted by the Agency shall be exclusive of all taxes, duties, GST, as applicable.

2.9.3 District Administration shall pay the LOA/Work Order Price after submission of bills/invoices by the Agency.

- i. Submission of proper bills/invoices for all the respective expenses incurred by the Agency for the purpose of Design, Decoration, Fabrication, Maintenance and PR Activities of Jharkhand Tourism Stall in the **MAGHI POORNIMA MELA - 2019**.

## 2.10 Fraudulent & Corrupt Practices

2.10.1 If the Selected Agency is found to be engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive. These terms are defined as follows:

- i. **"Corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of District Administration or any personnel in agreement executions.
- ii. **"Fraudulent practice"** means a misrepresentation of facts, in order to influence a procurement process or the execution of a LOA/Work Order, to District Administration, and includes collusive practice among Bidders designed to establish Bid prices at artificially high or non-competitive levels and to deprive District Administration of the benefits of free and open competition.
- iii. **"Unfair trade practices"** means supply of services different from what is ordered on, or change in the Scope of Work which was agreed to.
- iv. **"Coercive practices"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of LOA/Work Order.
- v. **"Collusive practices"** means a scheme or arrangement between two or more Bidders with or without the knowledge of the District Administration, designed to establish prices at artificial, non-competitive levels;

## **2.11 Penalty Provision**

- 2.11.1 In case of delay in execution of the assigned work and unsatisfactory performance by the Selected Agency, District Administration may impose a penalty of 10% of the Service Fee or part thereof (subject to maximum of 30% of the Service Fee).

### 3. SCHEDULE A: TERMS OF REFERENCE

#### 3.1 Scope of the Work for Event Manager

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

Sl.No.	Item	Particulars
1	Preparation of Grounds	(a) leveling and cleaning (b) River Sand Filling if required (c) Soil Filling if required
2	Welcome Gate	Construction of 2 Nos. of main gate at the venue (design approved by District Administration, Sahibganj).
3	Stage	1. Construction of stage of size 40 feet x 25 feet for cultural program, where 15 to 20 Artist can perform together. 2. Stage should be strong and decorated with poster/Flaxes of eminent structure of tourist places of Sahibganj. 3. Flower arrangement in opening and closing ceremony.
4	Pandal Area	1. Covered Pandal with sitting arrangement of 4000 to 5000 viewer should be erected. 2. Special Sofa arrangement of VIP. 20 at least. 3. Plastic chair 4000 Nos.
5	Development Cum Art & Craft Village	1. Total no of 30 stall should be made. 2. Path should be made for pedestrian movement. 3. Entry and exit gate should be made.
6	Green Room	1. Construction of green room of 20' x 15' size with attached Toilet for ladies- 1 No. Gents- 1 No. should be made. 2. Lighting and Drinking water arrangement should be made. 3. For Sitting and Makeup of artist 20 – plastic chair, one table etc. should be given.
7	VIP Lounge	1. VIP Lounge should have Sophisticated Attached toilets with wash basin and water supply arrangements. 2. One sweeper to keep Toilet clean. 3. One Sofa and 20 plastic chair should be arranged. 4. Lighting and Mobile charging facility should be made.
8	T.I.C.	Setting up of Tourist Information center of size 10' x 10' separately with sitting arrangement and electrical connection.
9	Media Centre	Setting up of media center of size 10' x 10' separately with sitting arrangement and electrical connection.
10	Sound & Light for Stage and Mela Area	Design and fixing of overhead light, Floor light, side wings light, colour changing light, spot light, laser light. Arrangements of good quality of audio equipment, mike, speakers inside and outside of venue. Supply and Installation of Light and Sound as per specification provided below; <b>LIGHTS</b> i. Truss - 20X60X40X40 ii. PAR 64 – 20 Nos. iii. LED PAR – 60 Nos. iv. Moving Head – 6 Nos. v. Follow Light – 2 Nos.

		<ul style="list-style-type: none"> <li>vi. Avolite Mixer – 1 No.</li> <li>vii. DIMMER – 1 No.</li> <li>viii. DMX Splitter – 1 Nos.</li> <li>ix. Smoke Machine – 2 Nos.</li> <li>x. Laser Light – 4 Nos.</li> <li>xi. Follow Light – 2 Nos.</li> </ul> <p style="text-align: center;"><b>SOUND</b></p> <ul style="list-style-type: none"> <li>i. <b>Line Array – 2 Nos.</b></li> <li>ii. Dual Base – 5 Nos. EAW</li> <li>iii. Delay Stage with Base – 4 Nos.</li> <li>iv. Digital Mixer – 1 No.</li> <li>v. Cordless Mic – 4 Nos. (Shure)</li> <li>vi. Corded Mic – 6 Nos.</li> <li>vii. D I Box – 4 Nos.</li> <li>viii. Monitor – 4 Nos.</li> <li>ix. Side Fill with Base – 2 Nos.</li> <li>x. Amplifier – (As per requirement)</li> <li>xi. Lead Guitar Amplifier – 1 No.</li> <li>xii. Base Guitar Amplifier – 1 No.</li> <li>xiii. Keyboard Amplifier – 2 Nos.</li> <li>xiv. Drum Set – 1 Set (TAMA/Pearl)</li> <li>xv. In Ear Monitor – 2 Nos.</li> </ul> <p>(Sennheiser) Amplifier as per requirement</p> <p style="text-align: center;"><b>LIGHTING</b></p> <ul style="list-style-type: none"> <li>i. General Lights in Ground, roads, entry area and other areas as directed by District Administration (Pole Mounted) – 100 Nos.</li> <li>ii. Erection of at least 20 Nos. of flag poles and flags near Mela area and road side as per direction of D.C, Sahibganj.</li> <li>iii. Town lighting by decorative light only blue colour on main roads of Rajmahal from main highway area to the Maghi Poornima Mela grounds.</li> <li>iv. All roads connecting Highway to Maghi Poornima Mela Area. – From Mela Area to Ganga Ghat; Ferri Ghat and Circuit house Rajmahal.</li> </ul> <ul style="list-style-type: none"> <li>a. Side walling with lighting near Singhi Dhalan. Size 50" x 10"</li> <li>b. <b>LED Screens – 3 Nos. of 12" X 10" shall have to be installed from 17 February, 2019 to 21 February, 2019.</b></li> </ul> <p>Two (2) nos. of backlit hoardings of size 20"x10". The locations shall be behind the main stage and shall act as backdrops.</p>
11	<b>Electricity</b>	<p>Liaison with Electricity Department to obtain the necessary electricity connection and also their clearance for such installation. <b>(All Security &amp; consumer Energy bill shall have to be paid by the Event Manager and no extra payment in this regard shall be made by the District Administration, Sahibganj.)</b></p> <p>Internal wiring &amp; installation of electrical equipment/s in the sectors designated for Mela Area.</p> <p>Sufficient and reliable Power Backup along with electrical connections and installations in and Outside Pandal Area and Development cum Art</p>

		& Craft Village Area as per requirement.
		Backup power – 125 KVA X 1 Nos.
12	<b>Cleaning</b>	Round the clock cleaning– Hourly cleaning & disposal of waste at specified places identified. Providing minimum 50 big dustbins of plastic branded company's. Intensive cleanliness of the Mela area and the entry area to pandal should be maintained by the event manager on daily basis. For every 1000 sq. meter one person should be assigned for cleaning. Intensive cleaning should be done after 1 A.M. and before 5 A.M. on daily basis. Evacuation of all the toilet soak pits in the complex as and when required regularly to be carried out.
13	<b>Fire Extinguisher</b>	Fire Extinguisher – (ABC type Dry Powder Extinguisher 5 Kg each) 10 nos arrangement of fire extinguisher at the venue as a precautionary measure to be placed as specified by District Administration, Sahibganj.
14	<b>Toilets &amp; Drinking water</b>	Mobile Toilet/Portable Toilet/Biodegradable toilet is suppose to be established 50 Nos. for male and 50 Nos. for female in Mela area.
15	<b>Tent City</b>	Tent structure to occupy 700-800 persons with Bed, Pillow, Bed sheet, Drinking water and Toilet facilities.
16	<b>Others</b>	Remove all displays in the Mela Area after Mela/Contract Period over within 72 hrs.

**ANNEXURE - 1**

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

(On the Letterhead of the Bidder)

To,

The Deputy Commissioner,  
Deputy Commissioner, Office,  
Collectorate of Sahibganj.  
Sahibganj(Jharkhand)

Sir,

Ref: - Selection of Event Management Agency for Maghi Poornima Mela, 2019

We have read and understood the Request for Proposal (RFP) along with Draft Agreement in respect of the captioned Assignment provided to us by District Administration, Sahibganj. We hereby agree and undertake as under:

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

for Rs...../- (.....)drawn in favor of the „D.C. Sahibganj  
„payable at Sahibganj towards the „Bid Security Amount“, dated this .....day  
of..... 2019.

Name of the Bidder

Signature of Authorised Signatory

Name of the Authorised Signatory

Date: -



**ANNEXURE- 2**

**FORMAT FOR TECHNICAL PROPOSAL**

(On the letter head of the bidder)

Date: -

To,

The Deputy Commissioner,  
Deputy Commissioner, Office,  
Collectorate of Sahibganj.  
Sahibganj(Jharkhand)

Sir,

**Ref: Selection of licensee for Maghi Poornima Mela, 2019**

**Details of the Organisation :**

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

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

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

**(Signature of the Authorized person)**

(Please furnish letter of authorization)

**Full name of the Authorized person:** .....

**Designation:** .....

**Seal of the firm and date**

**PRESCRIBED PROFORMA FOR TECHNICAL BID**

Sr.	Criteria	Documentary Evidence
1.	The bidder should have a minimum one year of experience in conceptualizing, designing, organizing, managing, executing theme based events, exhibitions similar in nature to Maghi Poornima Mela and similar festival organized by other State Govt.	Work Order/Work Completion certificate clearly indicating experience.
2.	No. of similar projects completed in last 1 year i.e. 2017-2018	Work Order/Work Completion certificate clearly mentioning the details of the project.
3.	The bidder should have achieved a minimum average Financial Turnover of <b>Rs. 1Crore</b> in last Two Financial year in equivalent or Similar works	Audited Financial Report for Financial 2017-18 and CA certificate indicating minimum annual financial turnover from the services of related Works for year 2017-2018.
4	The bidder should have completed at least one similar job of the a Govt Department of the minimum value of Rs. 25 lakhs	Work Order/Work Completion certificate clearly mentioning the details & value of the project
5	<p>Presentation: The technical qualified bidder shall be required to attach a presentation covering the following points.</p> <ol style="list-style-type: none"> <li>1. Conceptualization of Event.</li> <li>2. Designing, Lay out, performance &amp; Sitting Plans.</li> <li>3. Assessment of requirement of various logistics.</li> <li>4. Engaging Celebrities.</li> <li>5. Issue of Invitations.</li> <li>6. Public Relations.</li> </ol>	<p>Concept &amp; Design (Complete Drawings) presentation regarding the stage decoration and the whole Pandal) Work plan &amp; execution including details of manpower.</p>

ANNEXURE - 3

**FORMAT FOR FINANCIAL PROPOSAL**

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

(On the letter head of the bidder)

Date: -

To,

The Deputy Commissioner,  
Deputy Commissioner, Office,  
Collectorate of Sahibganj.  
Sahibganj(Jharkhand)

Sir,

**Ref: Selection of Event Management Agency for Maghi Poornima Mela,  
2019**

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

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

Total Rupees (INR) \_\_\_\_\_ (In words  
Rupees) \_\_\_\_\_

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

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

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

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

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

Sincerely,

Name \_\_\_\_\_

Name of the Firm/Agency \_\_\_\_\_

Designation \_\_\_\_\_

Complete address \_\_\_\_\_

Phone no. \_\_\_\_\_ Mobile \_\_\_\_\_

E-Mail ID \_\_\_\_\_

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

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

(Item wise break of scope of work)

Sr.	Description of Works with Item	Unit	Unit rate (in Rs.)	Amount (in. Rs.)
1	Preparation of Ground			
2	Welcome Gate			
3	Stage			
4	Pandal Area			
5	Development cum Art & Craft Village			
6	Green Room			
7	VIP Lounge			
8	T.I.C.			
9	Media Centre			
10	Sound & Light for Stage and Mela Area			
11	Electricity			
12	Cleaning			
13	Fire Extinguisher			
14	Others			
	Other Taxes, charges, if any (provide break up)			
<b>Sum total</b> (To be considered for evaluation)				

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

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

Any discrepancies or missing/left out items do not make the bidder eligible for additional payment or not undertaking the work as given in the Scope of Work.

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

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

**NOTES:**

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

**ANNEXURE – 5**  
**LIST OF WORK ON HAND SHALL BE ATTACHED AS UNDER:**

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

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

**Signature of Bidder**

**ANNEXURE – 6**

**SELF DECLARATION**

(Should not have been black listed)

*(On the letterhead of the Bidder)*

I / We agree that the decision of the Authority in relation to **“SELECTION OF AN EVENT MANAGEMENT AGENCY TO DESIGN, DECORATION, FABRICATION, MAINTENANCE AND PR ACTIVITIES FOR MAGHI POORNIMA MELA-2019 AT RAJMAHAL ”**, addition or deletion will be final and binding to me / us. I / We confirm that we have not been blacklisted by Central or State Governments & PSUs.

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person

### 3.2. ELIGIBILITY CRITERIA

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

The Bidder Agency fulfilling Eligibility criteria at Technical Stage shall be considered for Financial Bid process. The bidder Agency should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid.

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

D.C. Sahibganj reserves the right to verify the claims made by the Bidder Agencies and to carry out the capability assessment of the Bidders Agencies and the Deputy Commissioner, Sahibganj decision shall be final in this regard. D.C Sahibganj may, in its absolute discretion, waive any of the conditions and/or requirements in the Tender in respect of any or all of the bidder Agencies.

Sr.	Minimum Eligibility	Documentary Evidence required
1.	Agencies taking part in Bids should be registered company/firm under govt. laws.	Certificate of registration of company/firm is required.
2.	The bidder Agency should have a minimum experience of two years in conceptualizing, designing, organizing, managing, executing large theme based events, exhibitions (at least one) of similar in nature to Maghi Poornima Mela-2019 and similar festival organized by other State Govts.	Work Order/Work Completion certificate.
3.	The bidder Agency should have achieved a minimum average Financial Turnover of <b>Rs. 1Crore</b> in past two Financial years (2016-17 & 2017-18) – in equivalent works/Event contracts or related works.	CA's Certificate/ Financial Report for 2016-17 & 2017-18 or CA certificate indicating minimum annual financial turnover from the services of Event Management for the period.
4.	The bidder Agency should have completed at least two similar job of the Govt. Department of the minimum value of Rs. 25 Lakh	Work Order/Work Completion certificate.
5.	The bidder Agency should be having PAN, GST registration.	A copy of PAN & GST Registration Certificate.
6.	The bidder Agency shall provide a valid performance security amount acceptable to D.C Sahibganj. Performance security deposit should be <b>5% of the total</b>	Performance security through Demand Draft in favour of Deputy Commissioner,



	<b>contract amount</b> has to be submitted along with bid documents through Demand Draft.	Sahibganj. Payable at <b>Sahibganj</b>
7.	History of Litigation	As per the format given in Annerure-6
8.	The bidder Agency who have been blacklisted by any Government Department, Organization, and Corporation will not be allowed.	Self certificate to this effect.

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15/11/19  
बिजा योजना पदाधिकारी  
साहिबगंज

15/11/19  
Deputy Commissioner,  
Sahibganj.

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## Tender Schedule

### Office of The Deputy Commissioner

District – Sahibganj(Jharkhand)

Phone : (06436)-222100, (06436)-222352(Fax)

E-MAIL: [dposbg@hotmail.com](mailto:dposbg@hotmail.com)

**REQUEST FOR PROPOSAL (R.F.P)**

**FOR**

**SELECTION OF AN EVENT MANAGEMENT AGENCY TO DESIGN,  
DECORATION, FABRICATION, MAINTENANCE AND PR ACTIVITIES FOR MAGHI  
POORNIMA MELA FROM 17<sup>th</sup> FEBRUARY TO 21<sup>st</sup> FEBRUARY 2019**

Letter No...../b...../Dist. Plan

Sahibganj, Dated: 15/1/19.....

Office of The Deputy Commissioner, Sahibganj intends to select a reputed Event Management Agency for Maghi Poornima Mela - 2019 dated 17/02/2019 to 21/02/2019, therefore invites experienced agencies with similar work to submit their Bids.

Interested experienced agencies with similar experience may participate for this tender and submit their proposal. The Bid Due Date is on 31/01/2019 at 12:00pm hours.

Bids are invited from experienced agencies with similar work. RFP can be downloaded from the website [www.Sahibganj.nic.in](http://www.Sahibganj.nic.in). A pre-application conference will be held on 27/01/2019 by 16:00pm Hours.

RFP document completed in all respect, shall be submitted at the address mentioned in RFP on or before 12:00pm of 31/01/2019.

Corrigendum, Addendum, Revised Bid if any shall be uploaded in the above stated website only and shall not be published in the newspapers.

Office of The Deputy Commissioner, Sahibganj reserves the right to reject any or all proposals and annul the bid process at any time without assigning any reason whatsoever.

15/1/19  
बिला योजना पदाधिकारी  
साहिबगंज

15/1/19  
Deputy Commissioner,  
Sahibganj.