JEEViKA
Rural Development Department, Government of Bihar
Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar
बिहार सरकार
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Tender Document

Bihar Rural Livelihoods Promotion Society

Government of Bihar

Short Tender Notice for Request for Bid (RFB) under Non-Consulting Services for Hiring of Agency for Organizing Bihar Saras Mela – 2026 from 12th December to 28th December 2026 at Gandhi Maidan, Patna(Bihar)

Two Envelope Bidding system through e-Procurement

Ref-BRLPS/Proj-NF/2635/26

Issued on 29/10/2026

Bihar Rural Livelihoods Promotion Society (BRLPS)
Government of Bihar
3rd Floor, Annexe-II, Vidyut Bhawan,
Bailey Road, Patna, Bihar 800021

DISCLAIMER

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

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

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

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

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

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

NOTICE INVITING TENDERS

1. Bihar Rural Livelihoods Promotion Society (BRLPS) is an initiative of Government of Bihar with an objective to provide livelihoods opportunities for rural communities with special focus on poor. Bihar Rural Livelihoods Promotion Society under overall Framework of National Rural Livelihoods Mission aims to scale up the JEEVIKA model of poverty alleviation through-out to all 534 blocks of 38 district of Bihar in a phased manner. Over a period, BRLPS has mobilized 1.81 crores rural households into more than 13.06 Lakhs SHGs, 78,261 village organizations and 1683 cluster level federation. BRLPS through the NRLM aims to enhance social and economic empowerment of the rural poor in Bihar.
2. Bihar Rural Livelihoods Promotion Society (BRLPS) – JEEViKA, Rural Development Department, Government of Bihar, is organizing SARAS Mela – 2026 at Gandhi Maidan, Patna, from 12th to 28th December 2026. This mela provides a unique platform to SHG members, rural artisans, and entrepreneurs from Bihar and other states to exhibit and sell their products. To execute the event successfully, JEEViKA seeks to hire a professional Event management agency with proven expertise in managing large-scale national/state-level fairs.
3. The BRLPS invites proposals (the "Proposals") for hiring of Agency for organizing Bihar Saras Mela – 2026 at Gandhi Maidan, Patna (Bihar) in conformity with the Terms of Reference (ToR). The BRLPS intends to select the Agency from among the eligible bidders, in accordance with the procedure set out herein.
4. To participate in the e-tendering process, the bidder is required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., https://eproc2.bihar.gov.in. For support related to e-tendering process, bidders may contact at following address during working hours: 10.00 AM to 6 PM. (All days in week except Sunday and few selected state holidays on "eProc 2.0 Help Desk Address: m-junction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar. Tollfree No: 1800 572 6571" or may contact on Email Id: eproc2support@bihar.gov.in
5. The agreement shall be signed between the successful bidder & BRLPS. Enquiries and clarifications (if any), shall be addressed to: Procurement Specialist, Bihar Rural Livelihoods Promotion Society, Patna-800021 Email id: proc.sp@brlps.in
6. **Schedule of Events:**

Sn.	Schedule	Important dates
1	Bid Publishing date	29/10/2026
2	Pre bid meeting date	03/11/2026 at 11.00 AM (Offline) at BRLPS Office, 3rd floor, Vidyut bhawan, Bailey Road, Patna
3	Last Date of online submission of bid	12/11/2026 up to 04.00 PM
4	Bid opening date & Time (Technical)	12-11-2026 at 04:30 PM
	Bid opening date & Time (Financial)	To be notified later
5	Bid validity period	120 Days (One hundred and twenty days)

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

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

7. The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 5, 00,000/- (Rs. Five Lakh only) through e-proc2 portal IPG (Internet Payment Gateway).
8. Tender Processing Fee (TPF) amount for the sum of Rs. 5,900/ - (Five Thousand nine hundreds rupees only) to be paid by the bidder through e-Payment mode through payment gateway available on https://eproc2.bihar.gov.in
9. The technical and financial bids must be submitted through eproc-2 online platform addressed to "**Chief Executive Officer cum Mission Director, Bihar Rural Livelihoods Promotion Society (BRLPS), Patna - 800021**" before the date and time specified in the Notice Inviting Tender (NIT). BRLPS doesn't take any responsibility for the delay / Non- Submission of Tender / Non-Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic/ Holidays or any other reason.
10. The bidders shall submit their eligibility and qualification details, certificates as mentioned in the tender document in the format annexed in the Tender.
11. The Bidding documents shall be submitted in the mode as mentioned below:

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

12. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for BRLPS, Patna the tenders opened on the next working day at the scheduled time.
13. The technical and financial bids must be submitted through eproc2.bihar.gov.in before the date and time specified in the tender document. BRLPS doesn't take any responsibility for the delay/ Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non- availability of Internet Connection, Network Traffic / Holidays, or any other reason.
14. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the tender document, in the online mode on eproc2.bihar.gov.in at the respective stage(s) only.
15. All prospective bidders may attend the Pre-Bid meeting. The venue, date and time are indicated in Schedule of Events mentioned above.
16. All further Notifications/Corrigendum/Addendum would be notified to the bidder through https://eproc2.bihar.gov.in
17. Confidentiality

    This document contains privileged and confidential information pertaining to the "On boarding Service Provider for Social Media Management at Bihar Rural Livelihoods Promotion Society (BRLPS). The access level for the document is specified above. The addressee should honor access rights by preventing intentional or accidental access outside access scope.

CEO cum Mission Director, BRLPS

Instruction to Bidders

1. **General Instructions**

a. The bidder will submit his bid/tender on eproc2.bihar.gov.in.
b. The bidder may use their Digital Signature Certificate (DSC) if they already have. They can also take Digital Signature Certificate (DSC) from any of the authorized agencies.
c. For user-id they must get registered themselves on eproc2.bihar.gov.in and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority (TIA).
d. Bids not submitted, as per the above Performa / Instructions mentioned in this RFB document, will be summarily rejected.
e. The bidders shall submit their eligibility and qualification details, technical bid, financial bid, etc., in the online standard formats given on eproc2.bihar.gov.in.
f. The bidders shall upload the scanned copies of all the relevant certificates, documents etc. with indexing and paging, in support of their eligibility criteria / technical bids and other certificates /Documents on the eproc2.bihar.gov.in.
g. The bidder shall digitally sign the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
h. The rate quoted by the bidder shall remain same throughout the agreement period including any extension thereon. No increment in rates would be permitted in any circumstances.
i. The agency would indemnify the BRLPS against any claim of copyright violation/plagiarism etc.
j. The Financial bids submitted online (in Excel format) submitted by all bidders shall be valid for 120 days from the date of submission of Bid.
k. In the event a qualified bidder wants to withdraw the bid, the EMD/Bid security of such bidder shall be forfeited.
l. Bihar Financial Rule and amendments published time to time will be considered in whole tender process.

2. **Tendering Expense**

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

3. Tender Processing Fee (TPF) amount for the sum of Rs. 5,900/ - (Five Thousand nine hundreds rupees only) to be paid by the bidder through e-Payment mode through payment gateway available on https://eproc2.bihar.gov.in

4. **Language of the tender**

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

5. Amendments to Tender Documents

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

6. Pre-Bid Meeting

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

7. Earnest Money Deposit (EMD)

a) The tender shall be accompanied by **Earnest Money Deposit (EMD) of Rs 05, 00,000/-** (Rs. Five Lakh only) **through Internet Payment Gateway (IPG) available on** eproc2.bihar.gov.in**.** It must be submitted online, as per the terms and conditions mentioned in this document.

b) Bidders may also submit EMD in the form of Bank Guarantee. The Bank Guarantee should be valid for a period of 06 months from the last date of submission of online bid. The Bank Guarantee should be issued in the name of Bihar Rural Livelihoods Promotion Society, payable at Patna.

c) Bidder (Enterprises of State as per Bihar Financial Rule) who are Micro and Small Enterprises (MSEs) along with all Industries situated and operated in Bihar and acknowledged with Udyam Registration will be exempted from submitting EMD.

d) The EMD of unsuccessful bidder will be returned to them without any interest, after execution of the agreement. The EMD of the successful bidder will be returned without any interest, after receipt of performance security as per the terms of agreement.

e) The EMD shall be forfeited by the BRLPS, Patna hereunder or otherwise, under the following conditions:

- If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
- If a bidder withdraws its bid during the period of bid validity as specified in this Tender and as extended by the BRLPS, Patna from time to time.
- In the case of selected bidder, if it fails within the specified time limit:

  i. to sign the agreement and/or

  ii. to furnish the Performance Security (PS), before signing the agreement within the period prescribed in the Letter of Intent (LoI).

8. **Bid Validity**

The submitted bid shall remain valid for a period of 120 days after the date of submission.

9. **Signing of the Agreement**

The Agreement between Bihar Rural Livelihoods Promotion Society, Patna and selected bidder should be executed within 07 working days of the issue of the Letter of Intent (LoI). The selected bidder will have to submit the Performance Security (PS), as applicable before signing of the agreement. Non-fulfilment of this condition will result in cancellation of the award and forfeiture of the EMD/legal action with consequential action if so desire by the BRLPS.

10. **Duration**

The agreement, if awarded, shall be for a period from 12th December to 28th December 2026.

11. **Sub-Contracting**

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

12. **Modification to Agreement**

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

13. **Commencement of Services**

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

14. **Performance Security**

a. The successful bidder shall have to furnish a performance security equivalent to **10 % of the awarded value** in the shape of a Demand draft / Bank Guarantee issued by a scheduled Indian Bank in favor of Bihar Rural Livelihoods Promotion Society, Patna. The Bank guarantee shall be as per Performa provided herewith and remain valid for a period, which is six months beyond the date of expiry of the agreement. The Performance Security will be returned to the bidder without any interest, upon validation of completion of all agreement obligations.

b. The performance security should be submitted before executing the agreement /signing of the agreement document positively.

c. If the bidder violates any of the terms and conditions of tender document of this Notice Inviting Tender/Agreement in any manner, the Performance Security shall be liable for forfeiture, wholly or partly, as decided by the BRLPS, Patna and the agreement may also be cancelled /terminated. Further, the bidder may be debarred for a reasonable period as decided by the BRLPS, Patna.

15. **Payment**

(a) No advance payment will be made.

(b) Payment will be made after successful completion of the entire event subject to submission of invoice having details of Bank Account Number with IFSC Code.

© Statutory deductions will be made at source.

16. Technical Evaluation

Criteria	Required Document
Bidder should be a Company / LLP / Proprietorship Firm / Partnership firm with LLP / Partnership with partnership deed. Consortium or Joint Venture will not allowed.	Supporting document like Company Registration / Shops & Establishment or any supporting document issued by Government should be uploaded.
The bidder should have Average Annual Turnover of two (02) crore in any three consecutive financial years i.e., 2022-23 , 2023- 24, 2024-25 and 2025-26	CA certificate having UDIN Number should be uploaded.
Bidder should have four years of experience for organizing Event Management or Theme pavilion or Similar nature of events during FY 2021-22 to FY 2026-27. Out of four orders for four years, two orders (of different year) having a assignment value of not less than 02 (Two) crores and other two orders (of different years) having a assignment value of not less than 01 (One) crores Order / Agreement should be from any State / Central Government Offices / Public Sector Undertaking /Local Bodies / Autonomous bodies of India. "The Autonomous body is a government –established organization that operates with independence in its day to-day functioning, but with some Government oversight & funding"	Signed and stamped copy of completed work orders/ completed contract agreement/completion certificate. Submitted documents may be verified.
Bidder should have a valid GST Registration.	Signed and stamped copy of GST Certificate.
Bidder should not been blacklisted/ debarred by any State / Central Government Offices / Public Sector Undertaking /Local Bodies / Autonomous bodies and there has been no litigation history with any government department.	Notarized undertaking to this effect should be submitted.

17. Financial Evaluation

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

i) BRLPS, Patna will open the financial bids of only Technically Qualified bidders, in presence of designated representatives of the bidder who choose to attend, at the time, date and place, as decided and communicated by BRLPS, Patna.

ii) Discrepancy in the financial bid, it will be dealt as per the following:
   a. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected.
   b. If there is a discrepancy between words and figures, the amount in words shall prevail.

iii) Of all the Financial Bids opened, the bidder whose financial bid is total lowest with GST (hereby referred to as L1 bidder) will be considered eligible for award of agreement.

iv) In case more than one bidder has quoted same Price, the bid shall be evaluated through a lottery system and the videography of the complete process shall be kept as a record.

v) Negotiations may be held with bidder.

18. Terms of Reference (ToR):

Hiring of Event Management Agency for SARAS Mela - Phase-2 Gandhi Maidan, Patna

1. Background

Bihar Rural Livelihoods Promotion Society (BRLPS) - JEEVIKA, Rural Development Department, Government of Bihar, proposes to organize SARAS Mela 2026 at Gandhi Maidan, Patna. The Mela will provide a dedicated platform for Self-Help Group (SHG) members, rural artisans, entrepreneurs and participating departments from Bihar and other States to showcase, promote and sell their products and services. For the successful planning, execution and management of this large-scale event, JEEVIKA intends to engage a professional Event Management Agency having proven experience and technical capability in organizing and managing large-scale national/state-level fairs and exhibitions.

2. Objectives

- The key objectives of SARAS Mela – 2026 are:
- To conceptualize, plan, design and professionally execute the entire event.
- To provide high-quality infrastructure, visitor facilities, safety, security and essential services.
- To promote and facilitate the products of SHGs, rural artisans and entrepreneurs.
- To ensure effective branding, publicity and outreach of the Mela.
- To provide a safe, hygienic and visitor-friendly environment.
- To ensure smooth coordination among JEEVIKA, participating departments, exhibitors, artisans, service providers and visitors.
- To successfully conduct the daily cultural programmes, opening ceremony, closing ceremony and associated activities.

3. Scope of Work

The selected Event Management Agency shall be responsible for the complete planning, execution, operation and management of SARAS Mela – 2026, including:

- Venue development and infrastructure arrangements across approximately 5,00,000 sq. ft. of area.
- Construction and management of 750 Display-cum-Sale Stalls for SHGs and entrepreneurs.
- Construction and management of 50Corporate stalls in German Hanger.
- Construction and management of 30 Department Stalls.
- Provision of one dedicated 750 sq. ft. JEEVIKA Pavilion.
- Provision and management of 70 Food Court Stalls.
- Provision of a dedicated promotional 900 sq. ft. BIHARiKA Pavilion.
- Provision of open stalls and other visitor facilities as required, including mobility support (electric golf carts and manual wheelchairs) for senior citizens and differently-abled visitors.

- Hygiene, sanitation and Zero-Waste Management arrangements in coordination with Nagar Nigam.
- Security and crowd-management arrangements.
- Conduct of daily cultural programmes, opening ceremony and closing ceremony.
- Provision of guest and VIP facilities.
- Branding, promotion, publicity and media activities.
- Hospitality, accommodation, transportation and other support services.
- Photography, videography and event documentation.
- Development and operation of online/offline software for sales-data collection.
- Implementation of an AI-based visitor counting system with real-time data analysis.
- Deployment of trained manpower as required for various activities and functional areas.
- Execution of all other allied arrangements necessary for the smooth and successful conduct of the Mela.
- Detailed deliverables and technical specifications shall be as provided in **Annexure-A.**

4. Deliverables

- The selected agency shall be responsible for the following deliverables:
- Completion of the entire infrastructure and venue set up at least 2 days prior to the inauguration.
- Ensuring that all facilities, equipment, services and manpower are fully operational before commencement of the Mela.
- Day-to-day operation and management of the event.
- Regular monitoring, maintenance, coordination and reporting to JEEVIKA throughout the event period.
- Maintenance of all necessary records, including attendance/deployment details, activity reports, sales data, visitor data, photographs, videos, MIS and other relevant documentation.
- Submission of a comprehensive final event report, including photographs, videos, MIS and accounts/financial documentation, within 7 days of completion of the event, or within such extended period as may be approved by JEEVIKA.

5. Duration of Assignment

The period of assignment shall commence from 25th November 2026 for venue preparation and setup activities and shall continue through the Mela period from 12th to 28th December 2026, followed by dismantling, closure, documentation, reporting and related post-event activities up to 2nd January 2027. The agency shall remain responsible for all set-up, operational, dismantling and post-event obligations during the entire assignment period.

6. Rights & Responsibilities

The selected agency shall:

- Comply with all applicable safety, fire, electrical, labour, municipal, statutory and Government norms, rules and regulations.
- Obtain and/or assist in obtaining all permissions, approvals, certificates and clearances required for execution of the assigned works.
- Work in close coordination with the JEEVIKA Event Monitoring Committee.
- Comply with all approved designs, layouts, schedules, specifications and instructions issued by JEEVIKA.
- Acknowledge that JEEVIKA reserves the right to reject any proposal in accordance with the applicable procurement provisions without assigning reasons.
- Undertake any work, service, facility or expenditure falling beyond the approved Scope of Work only with the prior written approval of the Chief Executive Officer-cum-Mission Director, BRLPS.
- Remain responsible for the quality, timely completion, safety, maintenance and proper functioning of all works and services entrusted to the agency throughout the assignment period.

Annexure-A: TECHNICAL SPECIFICATIONS

Technical Specification for 5 lakh Sq.ft area

S No.	Description	Technical Specification
A	**VENUE CONSTRUCTION / FIXTURE ARRANGEMENTS**	
1	Display cum Sale stalls (Quantity 750)	Construction of Octa norm stalls measuring 3x3 meters in size with the criteria below: • **Total Stalls:** A total of **750 stalls** shall be provided as per the approved layout. • **Stalls inside German Hangers:** 600 stalls shall be accommodated across **05 German Hangers**, with each hanger having an approximate covered **area of 20,000 sq. ft. Each hanger** shall accommodate a minimum of **120 stalls**, with each stall measuring **approximately 3 m × 3 m.** o Each hanger shall have **03 pathways**, each measuring approximately **12 feet in width**, to ensure smooth movement and adequate accessibility. o Each stall shall have a top holding area displaying the name and logo, with an approximate size of 9.5 inches × 3 meters. o Each stall shall be provided with **02 banquet chairs, 02 display tables, and 01 wastepaper basket and 01 power plug/electrical point.** o Every **3 m × 3 m** Corner stall shall be provided maximum 4 Table. • **Stalls in Waterproof Shade:The remaining 150 stalls**, each measuring approximately **10 ft × 10 ft,** shall be installed under a waterproof temporary shade structure at the available space outside the German Hangers, strictly as per the approved layout. o Each stall shall be provided with **02 banquet chairs, 02 display tables, and 01 wastepaper basket and 01 power plug/electrical point.** o Each stall shall have a top holding area displaying the name and logo, with an approximate size of 10x4 feet with Iron/wooden frame flex. o Every **10 × 10 Feet** Corner stall shall be provided maximum 4 Table.
2	Department / Corporate Stalls	• **A total of 50 Octa norm stalls**, each measuring **approximately 20 ft × 10 ft**, shall be installed under a **50x250 Feet German Hanger with Wooden Flooring** as per the approved layout. Each stall shall be provided with 02 banquet chairs, 02 display tables, and 01 wastepaper basket, along with a facia runner, adequate lighting arrangements, and 01 power plug/electrical point. • **A total of 30 stalls in waterproof shade**, each measuring **approximately 10 ft × 10 ft**, shall be installed as per the approved layout. Each stall shall be provided with 02 banquet chairs, 02 display tables, and 01 wastepaper basket, along with a facia runner, adequate lighting arrangements, and 01 power plug/electrical point. • A separate designated space shall be provided outside the Mela fencing for Nagar Nigam for undertaking **Zero Waste Management activities.** The designated area shall **measure approximately 40 ft × 50 feet** and shall be provided with carpeting and a separate **30 KW electricity connection** to support the required waste management operations and equipment. • For branding, each stall shall have a top holding/facia area displaying the respective name and logo, measuring **approximately 3 meter x 10 inch.**
3	Pavilion for JEEVIKA (750 Square Feet)	• **A 30x25 Feet Modern modular pavilion (wooden and other materials)** on a raised platform with continuous LED edge lighting all around. Curved white canopy roof featuring gold geometric lattice ceiling panels, recessed warm LED spots, and teal accent lighting. • Tall central sculptural twisted pillar (approx. 12–14 ft) in white and teal with gold LED edges and illuminated JEEVIKA logo on both sides. • Teal and white wall panels with gold geometric lattice inserts and large illuminated JEEVIKA branding on the rear wall. • Curved white reception desk with teal accents, gold trim, illuminated logo, space for laptop, and flower arrangement. • **Two LED walls of size 12 ft × 8 ft** (P4 pixel pitch, approx. resolution 915 × 610 pixels) for high-

		resolution content display and branding. • **Four (4) 55-inch digital standees** for product highlights, videos, and interactive information. • Seating includes 10 white chairs, two glass-top tables, and two white three-seater sofas. • Dark grey raised flooring with full perimeter LED glow. Multi-layer LED lighting (ceiling, accents, and under-platform) for a premium look. • Minimum six power points plus USB charging. Premium, weather-resistant, fire-retardant finish suitable for 15+ days use. Fully ready two days before inauguration. • Design Attached in **Annexure-B**
4	Food Court	• A total of **70 stalls**, each measuring approximately **10 ft × 10 ft**, shall be provided as per the approved layout. Each stall shall be equipped with 02 plastic chairs, 04 wooden tables, and 02 wastepaper baskets, along with adequate lighting arrangements. **A 10 ft × 5 ft kitchen area shall be provided behind each of the 50 designated stalls**, as per the approved layout other 20 stalls will be without kitchen area at back. Each stall shall be properly waterproofed and provided with wooden flooring. Appropriate firefighting arrangements shall also be provided for each stall. • The food court area should be equipped with a minimum of **15 round tables with Umbrella and 50 chairs** for the comfort of visitors. In addition, at least **15 standing tableswith Glass Top**shall be placed at suitable locations within the food court area for visitors. Adequate lighting arrangements shall be made throughout the open areas of the food court to ensure proper visibility and safe movement during the event. • For drinking water facilities, water jars should be placed at all four corners of the food court for visitors, and regular refilling of the water jars shall be ensured throughout the event period. • **The entire food court area shall be adequately covered with wooden flooring and 600 GSM new red/green carpet. The approximate wooden flooring area shall be 250 ft × 200 ft, as per the approved site layout and actual site conditions.** • For branding purposes, each stall shall have a top holding area displaying the respective name and logo, measuring approximately **4 ft × 10 ft with flex and iron/wooden frame**.
5	Open Stalls	• Approx 75 open stalls designated for display and sale of carpet, bamboo products, dry flowers, terracotta items, furniture, and other similar products shall be clearly earmarked using small-sized bamboo structures as per the approved layout. • Adequate lighting arrangements shall be provided throughout the open areas allocated for each stall to ensure proper visibility and facilitate smooth visitor movement during the event. • Each open stall shall also be provided with **05 tables and 04 chairs**, to facilitate product display and vendor operations.
6	Reception cum inquiry counter	• **A 40 ft × 20 ft reception stall** shall be provided and made fully waterproof, **with a 1.5 feet high wooden floor** and appropriate decorative runner. The reception stall shall have adequate lighting arrangements and sufficient power plugs/electrical points. **The walls of the reception shall be constructed using PVC wall panels, while the roof shall be covered withroof panels.** The reception area shall be internally divided into two separate sections as per the approved layout and functional requirements. The walls shall be aesthetically decorated with photo frames and other branding materials, using vinyl printing mounted on sun board, in accordance with the approved design and branding guidelines. • **The reception shall be equipped with 10 reception tables, 25 banquet chairs with covers, 02 sofas, 02 desktop computers, 02 laptops, 01 black-and-white printer, and 01 colour printer, along with adequate toner/cartridges, A4 Size Papers (30 Packets) printing supplies, and other necessary consumables to ensure smooth day-to-day operations.** • **A 5G Wi-fi Connection needs to install for the entire mela period.** • **A public address system comprises 01 microphone and 02 cordless microphones** with speakers shall also be provided, with sufficient sound coverage to effectively cover the entire fairground. The complete sound system shall be operated and managed throughout the mela as per the approved event schedule. **One announcer shall be available during the working hours of the mela (From 10AM to 09 PM)** for making announcements and communicating important

		information to visitors, participants, and exhibitors from one day before to the end of the mela. • Adequate fire safety arrangements shall be made at the reception, including the provision of suitable fire extinguishers at easily accessible locations. The reception shall also be equipped with **02 almirahs of approximately 6 ft height,** each with a proper locking facility, along with 01 steel storage rack for the safe storage of documents, stationery, equipment, and other essential materials. • Additionally, **02 temporary attached toilet units** shall be provided with the reception area. Each toilet should have a proper water connection, wash basin, mirror, western commode, hand flasher, hand-wash facility, Bathroom Freshener and hand towels. The toilet units shall be maintained in a clean, hygienic, and fully functional condition throughout the mela period, with regular cleaning and replenishment of necessary consumables.
7	Seminar cum Conference Hall	• **A 40 ft × 40 ft seminar hall** shall be provided and made fully waterproof, with a wooden floor to ensure a safe, comfortable, and suitable environment for conducting seminars, meetings, workshops, and other official programmes. The walls of the seminar hall shall be constructed **using PVC wall panels**, while the roof shall be covered with **roof panels.** The walls shall be aesthetically decorated with photo frames and other branding materials, using vinyl printing mounted on sunboard, in accordance with the approved design and branding guidelines. • The seminar hall shall be equipped with **4good quality double seater sofa**, **50 banquet chairs, 15 Round table with Frills,** and a properly designed dais with **06 executive chairs and 03 tables**. It should also have **01 55 Inch LCD screen with USB** connectivity, **01 projector with projection screen**, **02 cordless microphones, an effective sound system, and adequate power plugs/electrical points to support all audio-visual and technical requirements**. • Adequate tea and drinking water arrangements shall be ensured for approximately **100 persons** per day throughout the period of use of the seminar hall. The service shall include regular replenishment and maintenance of drinking water and tea facilities to ensure uninterrupted availability during scheduled programmes. • Additionally, **01 temporary attached toilet unit shall** be provided with the seminar hall/reception area. The toilet should have proper water connection, wash basin, western commode, hand flasher, Bathroom Freshener, mirror, and hand-wash facility and should be maintained in a clean, hygienic, and functional condition throughout the mela period.
8	Discussion Room	• **Two 20x20 Feet discussion room** shall be provided and made fully waterproof, with a wooden floor to ensure a safe, comfortable, and suitable environment for conducting close meetings, discussion and other official programmes. The walls of the room shall be constructed **using wooden panels** with decorated wall cover**.** The walls shall be aesthetically decorated with photo frames and other branding materials, using vinyl printing mounted on sunboard, in accordance with the approved design and branding guidelines. • Eachroom shall be equipped with **04 executive chairs and 2 tables, 2good quality double seater sofa**, **20 banquet chairs, 6 Round tables with Frills.**
9	V.I.P. Lounge	• **A VIP Lounge measuring approximately 50 ft × 30 ft (30x30 Feet + 20x30 Feet)** shall be provided and made fully waterproof, with a wooden floor. The walls of the VIP Lounge shall be constructed using PVC wall panels, while the roof shall be covered with **roof panels** to provide a neat, comfortable, and aesthetically pleasing environment. The lounge shall be furnished with 06 good-quality double sofas and 04 single sofas, along with 08 centre tables with glass tops. Each center table shall be provided with a tissue paper holder and a fresh flower bouquet. **A minimum of 03 wastepaper baskets** shall also be provided, and suitable curtains shall be installed at the doors. The walls shall be aesthetically decorated with photo frames and other approved branding materials, using vinyl printing mounted on sun board, in accordance with the approved design and branding guidelines. • **Inside the VIP Lounge a Corner will be designated as VVIP Lounge and it will be separated with Modern NEW Sofa, Glass top NEW Center Table and wooden separator.**

		• One good quality feedback register needs to be placed at the VIP lounge with pen. • The VIP Lounge shall have a minimum of 06 charging points and adequate lighting arrangements. **A 55-inch LED television with Dish/DTH connection** shall be installed and made operational throughout the mela period. All electrical installations shall be properly secured and arranged to ensure safe and convenient use by VIP guests. • A dedicated pantry facility shall be provided within or adjacent to the VIP Lounge. The pantry shall be equipped with a good-quality **coffee machine/coffee dispenser capable of automatically dispensing black coffee, lemon tea, regular coffee, milk tea, and hot water.** The pantry shall also be provided with drinking water jars and glasses, along with 250 ml packaged drinking water bottles. • Green Tea, Black Coffee, and regular Tea shall be available throughout the operating hours of the VIP Lounge. • **A minimum of 02 well-trained service personnel** shall be deployed to provide pantry and hospitality services to guests, maintain cleanliness, and ensure timely replenishment of refreshments and other supplies. • **A daily arrangement of 40 high-quality snack portions/boxes** for VIP guests shall be ensured. Each snack box shall include Mini Litti / Mini Samosa, Tilkut / Khaja, Roasted / Flavored Makhana, Roasted / Flavored Kaju (Cashew Nuts), 01 branded cookies pack, 01 dry sweet, 01 Juice/Fruit Beverage (200 ml), and chocolates. The snacks shall be hygienically packed, attractively presented, and replenished as required to ensure availability during the mela period. • The VIP Lounge shall also be aesthetically enhanced with a minimum of **2 to 3 feet 10 live indoor plants,** each placed in a white 16-inch pot. The plants shall include suitable varieties such as ZZ Plant, Rubber Plant, Syzygium, and Aglaonema, ensuring a fresh, elegant, and welcoming ambience within the lounge. The plants shall be properly maintained and watered throughout the event period. • **For security at the VIP entry, 01 female and 01 male security guard** shall be deployed from 10:00 AM to 9:00 PM throughout the mela period. Both security personnel shall be well-dressed, properly groomed, and appropriately briefed regarding VIP entry management, access control, visitor assistance, and basic security protocols. • **Additionally, 02 temporary attached toilet units** shall be provided with the VIP Lounge. Each toilet should have door curtains, a proper water connection, western commode, hand flasher, wash basin, Bathroom Freshener, mirror, hand-wash facility, and hand towels. The toilet units shall be maintained in a clean, hygienic, and fully functional condition throughout the mela period, with regular cleaning, sanitation, and replenishment of all necessary consumables. Room Freshener must be available at VIP Lounge. Wooden/GSB Board made Partition Screen Divider with Stands need to be place Infront of both the toilet gate.
10	Staff Room	• **A 20 ft × 20 ft staff room** shall be provided and made fully waterproof, with a wooden floor and the front portion appropriately decorated with a decorative runner. The room shall be furnished with **08 tables and 40 banquet chairs**, along with adequate lighting arrangements and a minimum of 03 power plugs/electrical points. • The walls of the staff room shall be constructed using PVC wall panels, while the roof shall be covered with roof panels to provide a neat, comfortable, and aesthetically pleasing environment. The walls shall be aesthetically decorated with photo frames and other approved branding materials, using vinyl printing mounted on sun board, in accordance with the approved design and branding guidelines. • Adequate drinking water facilities shall be provided within the staff room, including suitable water stands/tables for placement of water jars and glasses. A minimum of 02 dustbins shall also be provided at convenient locations within the room and regularly emptied and cleaned. • **Additionally, 02 temporary attached toilet units** shall be provided with the staff room. Each toilet should have door curtains, a proper water connection, wash basin, mirror, bathroom freshener, hand-wash facility, and hand towels. The toilet units shall be maintained in a clean, hygienic, and fully functional condition throughout the mela period, with regular cleaning, sanitation, and replenishment of all necessary consumables.

11	Control room	• **A 20 ft × 20 ft control room shall** be provided and made fully waterproof, with a wooden floor and a suitable decorative runner at the front portion. The control room should be equipped with adequate fire safety arrangements, including suitable fire extinguishers, placed at easily accessible locations. • **The room shall be furnished with 02 sofa, 20 chairs, and 06 tables to accommodate** the control and monitoring staff. Two/Three large-size monitor, preferably 55 inches, should be installed for CCTV surveillance and monitoring of the mela premises, with appropriate connectivity to the CCTV system to facilitate continuous monitoring. • The control room should have adequate lighting arrangements and a minimum of 04 power plugs/electrical points to support the operation of monitoring equipment and other essential devices. Adequate drinking water facilities should also be provided for the staff, along with dustbins at suitable locations.
12	Medical help desk	• **A 20 ft × 20 ft Medical Help Desk** shall be provided and made fully waterproof, with a wooden floor to ensure a clean, safe, and comfortable environment for providing first-aid and basic medical assistance to visitors and staff. The Medical Help Desk shall be furnished with **06 chairs, 02 tables, and 02 beds**, along with adequate lighting arrangements and a minimum of 04 power plugs/electrical points. The beds shall be appropriately arranged to ensure privacy during medical examinations and basic treatment. Each bed shall be covered or suitably separated using curtains or a wooden partition/divider, creating a private examination area for patients. • The Medical Help Desk shall also be equipped with a comprehensive first-aid kit containing essential medicines, medical supplies, consumables, and other required materials, including cotton, sterile gauze, bandages, adhesive plasters, antiseptic solution, antiseptic wipes, medical tape, disposable gloves, masks, ORS, basic wound-care materials, digital thermometer, and other essential first-aid items. Common medicines, if required, shall be kept and administered only as advised by the medical doctor/qualified medical professional deployed at the Medical Help Desk. The complete stock shall be maintained in sufficient quantities to meet routine first-aid requirements throughout the mela period. The stock shall be regularly checked, recorded, and replenished as required to ensure uninterrupted availability of essential medicines, medical supplies, and consumables throughout the mela period.
13	Creche	• **A 20 ft × 40 ft Creche** shall be provided and made fully waterproof, with wooden walls and wooden flooring to ensure a safe, warm, and child-friendly environment. The entire internal wall surface shall be attractively decorated with child-friendly, designed flex/printed panels, featuring bright, cheerful, and age-appropriate themes. The complete floor area shall be covered with 3-inch-thick, soft mattresses with clean white covers, providing a comfortable and safe space for children to sit, rest, and play. • The Creche should be equipped with adequate lighting arrangements, sufficient power plugs/electrical points, and suitable spotlights to ensure proper illumination. The facility shall also include **02 tables and 02 chairs for use** by the creche staff and attendants. All electrical points and lighting fixtures shall be safely installed and positioned away from children's reach. • Separate child-friendly washroom facilities shall be provided, including a dedicated diaper-changing area with suitable arrangements for hygiene and safe handling of infants and young children. A separate feeding/nursing area shall also be provided within the Creche, equipped with comfortable benches/sofas to ensure privacy and convenience for mothers and children. The washroom and feeding areas shall be maintained in a clean, hygienic, safe, and fully functional condition throughout the mela period.
14	Main Stage in Hanger	• **A German Hanger/stage enclosure** with a seating capacity of approximately 500 persons shall be provided for conducting inauguration, closing ceremony, daily cultural programmes, stage shows, musical performances, dance performances, and other scheduled events. The entire structure shall be weather protected, structurally stable, safe, and fully operational at least 01 day prior to the inauguration. The main stage shall have a **minimum platform size of 4 ft in height × 60 ft in length × 30 ft in width**, with suitable multi-level steps and professional stage flooring. The stage

		floor shall be finished with **high-gloss PVC/vinyl flooring film**, properly installed over the stage surface to provide a smooth, clean, durable, non-slip, and visually attractive finish suitable for singers, dancers, and stage performers. The flooring shall be securely fixed without loose edges, wrinkles, or joints that may create a tripping hazard. The stage shall be fitted with LED edge lighting and appropriate safety arrangements.**The German Hanger Size must be 100x150 Feet size.** • The stage shall feature a **large curved panoramic LED digital screen backdrop** with the following technical specifications: Physical & Structural Specifications: **Width: 18 meters, Height: 4 meters**, Total Surface Area: 72 square meters, Aspect Ratio: 5:1 (Ultra-Panoramic), Curvature Capability: Supports -15° (concave) to +15° (convex) adjustable angles per cabinet module, Cabinet Material: Die-cast aluminum alloy or magnesium alloy for lightweight, precise alignment **Pixel Resolution & Pitch Configurations: P3 (Standard Stage/Event): 4,674 x 934 pixels (suitable for viewing from 12.8 feet and beyond).** Video Input Compatibility: HDMI, DisplayPort, DVI, SDI, 4K, and 8K processing nodes. • A **heavy-duty overhead truss system shall be installed with comprehensive professional lighting arrangements**, including beam lights, spotlights, moving-head lights, follow spots, wash lights, and suitable atmospheric lighting effects. The lighting system shall be programmable and operated by a qualified lighting technician to create appropriate stage effects for singers, musicians, dancers, cultural performances, speeches, and other live programmes, including suitable blue, orange, white, and other required lighting effects. • **A comprehensive professional-grade line-array sound system** shall be provided for the main stage, ensuring clear, balanced, and distortion-free sound coverage across the entire audience and performance area. The system would be suitable for live singers, musicians, dancers, cultural troupes, speeches, announcements, and recorded music, and should include line-array speakers, subwoofers, stage monitors/wedge monitors, front-fill and side-fill speakers, with delay/fill speakers wherever required. • The audio setup shall include a professional digital mixing console, wired and wireless microphones, DI boxes, amplifiers, audio processors, equalizers, compressors/limiters, and all necessary cabling and accessories. Separate monitor mixes shall be provided for singers and musicians for clear stage monitoring. The complete sound system shall be professionally tuned, equalized, time-aligned, and tested before the event, with adequate backup microphones, cables, connectors, and essential equipment available throughout the mela. A dedicated sound engineer/operator shall be deployed for the entire event period. • A dedicated technical team shall be deployed throughout the event period, including at least 01 experienced sound engineer/operator, 01 LED screen operator, and 01 lighting console operator, with additional technical manpower as required for major musical and cultural programmes. The sound, LED and lighting systems should be operated and monitored throughout each programme, with technicians available for immediate troubleshooting and adjustment. The complete system shall be tested through sound checks and rehearsal sessions before scheduled performances to ensure that the audio levels, monitor mixes, microphones, playback tracks, LED content, and lighting cues are properly coordinated. • **The stage shall be equipped with 15 VIP-quality wooden chairs and 08 glass-top centre tables, with fresh flower bouquets arranged on the tables for an elegant presentation. 15 pieces of 500 ml reusable steel water bottles, filled with RO/purified drinking water, shall be provided along with 15 drinking glasses with coasters for the VIP guests. In addition, 15 tea cups with saucers shall be arranged to serve tea to the guests during the programme.** • The front-row VIP seating area should be appropriately arranged with 8 pcs 2-seater/3-seater sofas and glass-top centre tables to provide comfortable seating for invited dignitaries and VIP guests. The stage area and surrounding programme venue shall be suitably decorated with cut-outs, thematic branding elements, and flower decorations. Fresh flower decoration shall be provided on the inauguration and closing days. Bouquets for 10 VIP guests shall also be arranged as per the approved requirement. • For the inauguration ceremony, a properly decorated ceremonial lamp shall be provided along with all essential materials (Candel, Lighter, mustard oil, cotton, camphor), ribbons, scissors, tray, flowers and other necessary accessories required for the ceremony. All inauguration and closing

		ceremony arrangements shall be made ready in accordance with the approved programme and event protocol. • **Two separate green rooms, one for gents and one for ladies, each measuring approximately 20 ft × 10 ft**, should be provided for artists and performers. Each green room should have adequate lighting and fan arrangements, 02 tables, 01 steel storage rack, 06 chairs, and 02 full-size mirrors with suitable lighting. The green rooms shall be properly furnished, ventilated, secure, and maintained in a clean and usable condition throughout the event period.**2 toilets need to be installed.** • **50 snack packets for artists and performers shall be provided every day as per the scheduled number of artists, per day from Day one to the end of mela**. Each snack packet shall contain Samosa/Litti, 01 packed mixture/snack packet, 01 dry sweet, 01 branded cookies pack, 01 fruit juice, and 01 bottle of 500 ml packaged drinking water. • **Stage design is attached with Annexure – C.**
15	Sound system for Public Announcement	• Adequate music and public-address speakers, with properly concealed and securely installed cabling, along with sufficient cordless microphones, shall be provided throughout the open areas, inside each German Hanger, and across the entire mela premises to ensure clear, uniform, and uninterrupted audio coverage. The sound system shall be suitably distributed to facilitate background music, public announcements, and general communication throughout the mela premises, without causing excessive sound levels or disturbance to visitors. **One dedicated professional announcer shall also** be deployed throughout the operational hours of the mela for making public announcements and providing general information to visitors. • The speakers shall be strategically positioned to effectively cover the Main Entry Gate, Food Court, Fun Zone, all German Hangers, parking areas, and other important public areas, ensuring clear audibility of announcements across the entire mela ground. The complete sound and public-address system shall be professionally installed, tested, operated, and maintained throughout the mela period. • All other sound and public-address system requirements shall be provided in accordance with the detailed specifications prescribed under the reception-cum-Inquiry Counter and Main Stage sections.
16	Publicity and Promotion Pavilion	• The pavilion will be **30 ft × 30 ft open-plan exhibition hut inspired by traditional Bihar architecture**. It features a raised brick plinth, bamboo-clad columns and walls, and a double-tiered thatched roof decorated with hanging clay pots and flower garlands. • The pavilion shall be equipped with **Two (2) LED walls, each measuring 20 ft × 10 ft (P4 pixel pitch, approximate resolution 1,525 × 762 pixels),** installed on the outer sides for dynamic product visuals, branding and commercial advertising. These LED walls shall have minimum brightness of 4,500–5,000 nits and be suitable for outdoor use. The upper walls will have vinyl graphics mounted on sun board, showcasing the BIHARIKA logo along with attractive product designs and imagery. • Internally, the space will include a branded reception counter, wall-mounted and free-standing product racks, multiple display tables for handicrafts, and a VIP seating area with 4 white chairs and a glass-based center table. **Eight 2 ft × 3 ft product clip-ons** will be installed, each displaying product photos, names, prices and artisan details. Flooring will be wooden or wood-finish vinyl, complemented by warm internal lighting and spotlight focused on products. Adequate power points, basic storage space and clear visitor circulation paths will also be provided for smooth exhibition operations. • **One 8x12 Feet Bihar Map with GI Tagged Product** Details need to be installed with Vinyl with Sun board. Proper Spot Light need to be installed for the Map to highlight the products. • Lighting will consist of warm LED cove and recessed lights for overall ambience, along with adjustable spotlights focused on product displays, racks and the reception area to highlight the handicrafts effectively. Adequate power points, basic storage space and clear visitor circulation paths will also be provided for smooth exhibition operations. It should be premium visually distinct and one of the principal attractions of the mela.

		• Product display wooden racks need to be made on every wall. **Minimum 8 rack of 4x8 feet wooden racks with 6 shelves**need to be made to display the products. • **Design Attached in Annexure- D**
B	**HYGIENE & CLEANLINESS**	
17	Temporary standard-size restrooms	• Temporary standard-size restroom facilities shall be provided within the mela premises, comprising **25 toilets for Male and 25 toilets for Female visitors**. Each toilet block shall be constructed with a sturdy, waterproof and weather-resistant temporary structure having proper roofing, side enclosure, adequate ventilation, firm non-slippery and washable flooring, and lockable doors ensuring privacy. Each toilet shall be provided with a sanitary pan/commode, water tap with flush arrangement, health faucet, mug, and all necessary sanitary fittings. • Additionally, **2 Male and 2 Female Toilets need to be made for disabled persons** with easy approach. • Adequate water supply, storage and drainage/disposal arrangements shall be provided for uninterrupted operation, with proper connection to a suitable temporary drainage/sewerage system to prevent waterlogging, leakage and foul smell. Adequate lighting shall be provided inside and around the toilet blocks, with safe and properly insulated electrical wiring. Separate Male and Female facilities shall be clearly demarcated and provided with proper entrance access. • The Event Agency shall ensure regular cleaning, disinfection and housekeeping, including use of bleaching powder, replenishment of water and cleaning consumables, and continuous maintenance throughout the mela period. All toilets should remain clean, hygienic, functional and odor-free. Clear “MALE” and “FEMALE” signage shall be provided on the toilet gates and sidewalls, along with directional signage wherever required. The complete toilet facility shall be made fully operational before commencement of the mela and maintained throughout the event.
18	Wash Basins	• **30Wash basin facilities** shall be provided at two separate designated locations within the mela premises as per the direction of BRLPS. Each wash basin facility shall be provided with adequate water supply, water storage, functional taps, and proper drainage/disposal arrangements to ensure uninterrupted use and prevent waterlogging or stagnation. The Event Agency shall ensure regular cleaning, hygiene, and maintenance of all wash basins throughout the mela period.
19	Drinking Water	• Adequate pure and potable drinking water shall be provided throughout the mela premises for guests, staff and visitors. During the mela period, the Staff Room shall be supplied with a minimum of 100 bottles of 500 ml capacity and 10 jars of 20 litres capacity per day, while the Seminar Hall shall be supplied with 15 jars of 20 litres capacity per day. During the initial 3 days prior to commencement of the mela, 50 bottles of 500 ml and 10 jars of 20 litres capacity per day shall be provided for staff and preparatory activities. • The VIP Room shall be supplied with 100 bottles of 250 ml capacity and 10 jars of 20 litres capacity per day for guests. • In addition, a minimum of 4 drinking water booths shall be established at convenient and separate locations across the mela premises, excluding the Food Court area, for easy access by visitors and staff. All drinking water shall be safe, potable and hygienically stored, with adequate arrangements for regular refilling, cleaning, sanitation and maintenance throughout the event period.
20	Cleanliness Work & Waste Disposal System	• **A total of 120 dustbins (60 Big and 60 Medium)** shall be provided at suitable locations throughout the mela premises, along with **50 Big dustbins dedicated to the Food Stall/Food Court area**. All dustbins shall be of good quality, durable, covered where required, and appropriately placed for easy waste disposal and collection. • The Event Agency shall deploy a dedicated and adequately trained **75professional housekeeping team** comprising 10 personnel in the Food Zone, 10 in the Restroom area, 12 in the German Hangers and rear areas of the hangers, 3 at the entrance gate, and 15 in the open areas. All

		cleaning personnel shall be well-trained, experienced and professionally equipped for event sanitation and waste management. • Cleaning and housekeeping activities shall be carried out regularly, with the major cleaning work completed between 8:00 PM and 9:00 AM daily, while urgent cleaning and spill-management shall be attended to immediately during mela hours. Waste shall be collected from all designated locations at least 6 times daily and transported in a hygienic manner to the nearest designated Nagar Nigam waste disposal/collection point. • All housekeeping staff should wear a uniform of the same colour, comprising T-shirts/shirts with appropriate identification and necessary protective accessories, including hand gloves, to maintain a professional appearance and ensure safe and hygienic handling of waste throughout the mela period.
C	**SECURITY ARRANGEMENTS**	
21	Emergency Gate	• **A minimum of 15 emergency gates** shall be provided at suitable locations throughout the mela premises, strictly as per the directions and approved layout of the District Administration. The gates shall be adequately sized, clearly identified with prominent "EMERGENCY EXIT" signage, unobstructed, easily accessible, and kept operational throughout the mela period to facilitate safe and quick evacuation during any emergency. • All 12 emergency exit gates shall be provided with Flex Box Gate structures featuring appropriate Saras Mela branding and approved logos, ensuring clear visibility and easy identification by visitors.
22	CCTV	• A comprehensive CCTV surveillance system comprising a minimum of **150 CCTV cameras shall be installed throughout the mela premises** to provide effective coverage of all corners, stalls, lanes, entry/exit points, common areas and other critical locations, as per the directions of the District Administration. The cameras shall provide clear and continuous surveillance throughout the event period, with suitable positioning to minimize blind spots. • A centralized CCTV Control Panel shall be established in the Control Room, along with the required number of 55-inch monitors to enable simultaneous viewing and monitoring of all **150 CCTV cameras together**. The complete system shall include all necessary recording, networking, power backup, cabling and accessories required for uninterrupted operation. A dedicated and trained CCTV monitoring team shall be deployed in the Control Room for continuous monitoring and management of the CCTV surveillance system.
23	Firefighting arrangements	• Adequate numbers of approved and appropriate fire extinguishers shall be provided and strategically placed throughout the mela premises as per the directions of the concerned authorities. Each Food Court/Food Stall shall be provided with one dedicated fire extinguisher, and suitable fire extinguishers shall also be provided in all office rooms, VIP Room, Seminar Hall, pantry, German Hangers, electrical/technical areas, and other critical locations of the mela premises. All fire extinguishers shall be easily accessible, clearly identified, properly maintained and kept operational throughout the event period. • The Event Agency shall obtain the required Fire Safety Certificate/NOC within the first 2 days of the mela from the Fire Department and other concerned authorities, as applicable. All necessary fire-safety measures, equipment, access routes and emergency arrangements shall be maintained in accordance with the directions of the competent authorities throughout the mela period.
24	Security Guards	• **A total of 85 security guards, equipped with necessary walkie-talkies and communication accessories**, shall be deployed for security and crowd-management duties throughout the mela premises. Security deployment shall be arranged in two shifts, with 50 security guards from 9:00 AM to 9:00 PM and 35 security guards from 9:00 PM to 9:00 AM, as per the approved deployment plan. The detailed shift-wise deployment list shall be shared with the JEEVIKA team. During the night shift, 10 security guards shall be specifically deployed outside the mela premises

		from 9:00 PM to 9:00 AM for external surveillance and regular checking of the mela fencing. • All security guards shall be professionally trained, properly uniformed, disciplined, physically fit, young and energetic, and shall carry valid identification and required security equipment. Adequate supervision shall be maintained throughout the mela period to ensure effective crowd control, access management, and overall security. • In addition, **15 trained bouncers preferably 4 female bouncers,** shall be deployed daily from 10:00 AM to 9:00 PM for crowd management, VIP/security assistance, and maintaining orderly movement within the mela premises. All bouncers shall be properly dressed, trained and equipped for event security duties. • All the guards and Bouncers are required to be present at mela premises from one day before to the end of the mela.
25	Fencing of Mela Premises	• The entire mela premises and designated parking area shall be securely fenced using good-quality tin/corrugated sheets of **minimum 8 feet height**, supported by a strong and stable framework. The fencing shall be continuous, properly aligned and securely fixed to prevent unauthorized entry and ensure effective demarcation and security of the mela and parking areas. The Event Agency shall ensure that the fencing remains stable, safe and properly maintained throughout the mela period, with necessary provision for designated entry, exit and emergency gates as per the approved layout.
26	Watch Towers with LED Wall	• **A minimum of 6 watch towers**unipole type shall be installed at suitable strategic locations within the mela premises, strictly as per the directions and approved locations of the District Administration. The watch towers shall be of sturdy and safe construction, adequately elevated to provide clear visibility of the mela premises, and equipped with suitable lighting and safety arrangements. The towers shall remain operational throughout the mela period for effective surveillance and security monitoring. Watch Towers will be made with wooden materials with a decorated Base. • **This Watch Towers will have 3 Side P4 LED Display of Approx 4x16 Feet to run the product advertisement and Saras Product Details.** • **Design Attached in Annexure – E.**
27	Separate space for Fire brigade	• **A separate waterproof tent for the Fire Brigade, preferably of 30 ft × 30 ft size**, should be installed at the designated location as per the approved mela layout. The tent shall be of good quality, weather-resistant construction with proper flooring, adequate lighting, ventilation, and necessary electrical and safety arrangements. • The Fire Brigade tent shall be supplied with 4 jars of 20 litres potable drinking water per day and shall have a dedicated temporary toilet facility for the fire team, with adequate water supply, lighting, drainage and regular cleaning. The complete facility shall be securely installed and maintained in a clean, safe and fully functional condition throughout the mela period.
28	Lighting arrangements	• Adequate electrical and lighting arrangements shall be provided throughout the mela premises. Each enclosed stall shall be provided with **3 nos. of 150-watt LED metal lights, comprising 2 lights inside the stall and 1 light at the front side**. All stalls located in open areas shall also be provided with adequate lighting as per the directions of the concerned office. • In addition, **50 suitable lighting towers with high-power 6 LED floodlights** shall be installed at strategic locations in the open areas, pathways, parking areas and other required locations to ensure uniform illumination and safe movement of visitors. • All electrical wiring passing under carpets shall be properly protected and covered with wooden cable ramps to prevent tripping and damage. All electrical joints shall be properly insulated and protected, with suitable MCBs provided to prevent overloading and electrical hazards. Separate MCBs shall be provided for each major section of the mela, including each German Hanger, Office Zone, Food Zone, Cultural Stage, Fun Zone, Departmental Stall Zone, Gates, Open Areas and other required areas. • Adequate emergency lights shall be installed at strategic locations to ensure safe movement of visitors and staff during power failure or emergencies. A total of 4 diesel generators comprising **3**

		× 100 kVA and 1 × 80 kVA (aggregate capacity approximately 380 kVA) shall be provided and operated for up to 12 hours daily, as required. • Adequate standby power backup shall be maintained to ensure restoration of essential electrical supply within 30 seconds of power failure. The Event Agency shall obtain the required electrical safety certification within the first 2 days from the competent authority/concerned department and shall ensure compliance with all applicable electrical safety requirements throughout the mela period.
29	Electricity Connection	• **A temporary electricity connection shall be arranged through PESU (Patna Electricity Supply Unit), including all necessary cables, distribution panels, earthing, and other required safety arrangements. The electricity charges will be reimbursed by BRLPS on an actual cost basis upon submission of the original electricity bill issued by the Electricity Department.**
D	**CULTURAL PROGRAM, OPENING AND CLOSING CEREMONY**	
30	Cultural program	• **A reputed professional anchor shall be engaged specifically for the Opening and Closing Ceremonies and another anchor for organizing day to day cultural program.** • **A minimum of 50 snack packets with drinking water shall be arranged daily for artists from 1st day of mela to the end of the mela.** Each packet should contain Samosa/Litti, 2 dry sweets, 1 packet of mixture, 1 fruit juice, 1 good-quality cookies packet, and 1 bottle of 500 ml drinking water. All food items shall be fresh, hygienically packed and suitable for immediate consumption.
31	Opening and Closing Ceremony	• Opening and Closing Ceremonies shall be organized with appropriate stage arrangements, guest seating, ceremonial materials, refreshments, media kits, gifts and mementos as specified below. o For the Opening and Closing Ceremonies, 15 executive-quality wooden chairs with white towels and 10 glass-top tables with tablecloths shall be arranged on the stage. Fresh flower bouquets shall be placed on the tables. A 4 ft high ceremonial inauguration lamp shall be provided with suitable flower decoration, candles, lighter, Kapoor, mustard oil, cotton wicks and a covered tray. A 15-metre-long, 1-inch-wide red ribbon shall be arranged along with scissors, a covered tray and loose flowers at the entry gate for the ribbon-cutting ceremony. o A minimum of 50 refreshment packets on the Opening Day and 50 packets on the Closing Day shall be arranged on the stage for distinguished guests. The menu shall include Kaju Barfi, dry fruits, fried Kaju, fried Makhana, Mini Samosa, Tea, Coffee, Green Tea, Black Tea and Fruit Juice. All food items shall be fresh, hygienically prepared and served on white plates with suitable covering/wrapping material. The required cutlery and service items shall include 15 pieces of 500 ml steel water bottles, 15 high-quality drinking glasses, 15 coasters, 15 white tea cups with saucers, and 6 large good-quality serving trays with tray covers. o For media persons, 60 jute/silk folders with notepad and pen shall be provided, comprising 30 folders for the Opening Ceremony and 30 folders for the Closing Ceremony. o Gift and felicitation items shall include 30 premium-quality flower bouquets with paper wrapping, 30 Madhubani-painted stoles, 3 original Madhubani paintings of 36 × 24 inches and 12 original Madhubani paintings of 24 × 18 inches, all suitably glass-framed. In addition, 30 premium-quality jute folders, each containing a premium notepad and branded pen, and 15 premium-quality mementos such as Stone Buddha/Yakshini statues in glass boxes with appropriate Saras Mela branding shall be arranged for distinguished guests. All gifts, paintings, mementos and presentation materials shall be of good quality and suitably packed/presented for the Opening and Closing Ceremonies. o Need to provide 20 Good Quality 15 Inch Memento with Saras mela Branding on the Closing Ceremony to present the Exhibitors.
E	**GUEST COMFORT**	
32	Lodging & Transport	• Accommodation shall be arranged for **500 SHG participants from Bihar and other States** in

	facility	suitable dormitories, from **one day prior to the commencement of the mela until the end of the mela**. Separate accommodation arrangements shall be made for **female and male participants**. The dormitories should have adequate facilities for **drinking water, toilets and bathrooms**. Each participant shall be provided with a proper bed, mattress, clean bed sheet, pillow with cover and blanket. Adequate drinking water shall always be available. Toilets and bathrooms should be **regularly cleaned, maintained and kept hygienic** throughout the accommodation period. • Accommodation arrangement of **10 State coordinators on a single sharing basis** from one day before till end of the mela. • **The Event Agency also provide two-way economical transportation facilities for the SHG participants from their designated accommodation/boarding points to the mela venue** and back, starting from one day prior to commencement of the mela until the end of the mela. Adequate vehicles shall be deployed as per the participant strength and daily requirement, with proper scheduling to ensure timely and safe transportation.
33	Parking Facility	• A free and designated parking facility should be provided near the main entrance gate for 4-wheelers, 2-wheelers and cycles. The parking area should have adequate lighting, proper barricading/fencing and security arrangements to ensure safe and orderly parking and movement of vehicles. The parking area shall be supervised by security guards deployed throughout the mela period, with suitable entry/exit management and regular monitoring to prevent unauthorized access, congestion or parking-related issues.
34	Sitting Arrangement and mobility support	• **A total of 20 bamboo/wooden benches**, each measuring **approximately 5 ft × 2 ft × 2 ft,** shall be installed at suitable and convenient locations across the mela premises for visitors. The benches shall be of good quality, sturdy, safe, properly finished and suitable for regular public use throughout the mela period. It should be made with support of rope only and nails should not be used. • In addition, for the convenience of senior citizens and differently-abled / handicapped visitors, the Event Agency shall arrange and deploy the following mobility support facilities throughout the mela period (from one day prior to commencement until the end of the mela): **Four (4) electric golf carts (battery-operated, with seating capacity of at least 4-6 persons each, including driver) for free shuttle service within the mela premises,** operating during mela hours. The golf carts shall be driven by trained operators and shall follow designated routes covering key zones (Entry Gates, Food Court, Hangers, Stage, Medical Help Desk, etc.from one day prior to commencement of the mela until the end of the mela. • **Fifteen (15) manual wheelchairs of standard good quality,** sturdy construction, with proper footrests and safety features, to be kept at convenient and clearly signposted locations (near Main Entry Gate, Reception/Inquiry Counter, Medical Help Desk and other high-footfall points) for use by senior citizens and handicapped visitors on a free-of-cost, need basis. The Event Agency shall ensure regular availability, cleanliness and basic maintenance of the wheel chairs from one day prior to commencement of the mela until the end of the mela.
35	Carpeting	• Open area, covering approximately **3,50,000 sq. ft.,** including Food Zone, Fun Zone and other designated areas, shall be covered **with double-layered new 90 GSM Green Nylon Agriculture Shade Net** after proper filling and leveling of all potholes and uneven surfaces. The shade net shall be properly secured and maintained to provide a clean, safe and uniform ground covering throughout the mela premises. • Inside the stalls, approximately **60,000 sq. ft. of newgrey-colour carpet shall be provided, while approximately 60,000 sq. ft.** of pathways and roads shall be covered with **new 10 feet width red-colour carpet**. All carpets shall be properly laid, aligned and secured. Carpets shall be checked, taped/clipped and maintained daily, and any damaged, torn or worn-out carpet shall be replaced immediately. • **A 150 ft × 70 ft new green grass carpet** shall also be provided in the area extending from the VIP Room towards the Help Desk, as per the approved layout and directions of the concerned office. The grass carpet shall be properly laid, secured, clean and well maintained throughout the mela

		period. • **Approx 19,500 sq. ft. high quality carpet for 3 entry/exit gate.**
F	**PROMOTION & PUBLICITY**	
36	Entrance/Exit gate (Quantity One)	• **The Bihar Saras Mela 2026 Entry/Exit Gate is a monumental ceremonial structure designed with a total length of 120** feet and an overall height of 36 feet. It features a clear central entry area of 35 feet to allow unobstructed passage for visitors and vehicles. The entire gate is constructed as a fully double-sided structure, ensuring identical elevations, detailing, and visual appearance from both the front and rear faces so that it presents the same view whether approaching from the entry or exit side. • **Two LED walls, each measuring 16 feet in width by 8 feet in height (P4 pixel pitch, approximate resolution 1,220 × 610 pixels),** are positioned symmetrically on the extreme left and right flanks of the main gate structure. These screens are seamlessly integrated into the architectural framing and remain fully visible from both directions. • The design follows a traditional Bihari aesthetic, featuring a central arched portal framed by ornate bamboo and thatched-style arches adorned with peacock motifs. Side portals display large pictorial panels depicting folk dancers, artisans, and scenes of rural life. The upper fascia prominently carries the official branding BIHAR SARAS MELA 2026 along with logos. Decorative elements such as hanging lanterns, pottery displays, and floral planters complete the festive character of the gateway. The reverse face of the structure mirrors the front elevation in every respect, maintaining visual consistency from both approaches. • Structurally, the gate is built on a self-supporting framework clad with themed decorative elements including bamboo arches, terracotta relief panels, and fabric or graphic inserts. It is engineered for temporary event installation, with adequate provision for wind loading and safe public access through the 35-foot clear span. • **The Approved Design is attached to Annexure-F**
	Entrance/Exit gate and Rasoi Gate (Quantity 3)	• **A total of 3 wooden box gates** shall be constructed and installed at designated locations as per the approved mela layout. Each gate shall have Two 4 ft × 15 ft pillars and a 4x30 ft wide top structure, with a GSB board cutting-border design and appropriate Saras Mela branding and logos. The gates should be of sturdy, good-quality construction, properly finished, securely installed and suitable for the entire mela period. • The design, branding pattern and overall appearance shall be strictly as per the BRLPS.
37	Welcome Gates	• Welcome gates shall be installed at **Frazer Road, Bailey Road and Gandhi Maidan Circle** as per the directions and approved locations of the concerned authorities. Each welcome gate shall cover both the upward and downward road directions to ensure proper visibility and branding from both sides. The gates shall be constructed using a high-quality branding flex (Visible from both side), with each gate comprising three pillars of approximately 3 ft × 20 ft and a top structure of approximately 3 ft × 60 ft. The structure should be securely installed, properly finished and suitable for the entire mela period, with appropriate Saras Mela branding and approved logos. • The Event Agency shall be responsible for obtaining all necessary permissions, approvals and clearances from Patna Municipal Corporation (PMC) and other concerned authorities prior to installation/construction of the welcome gates.
38	Hoarding in City	• **A total of 50 hoardings** shall be installed at prime and high-visibility locations across the city for promotion and branding of the mela. The selected locations shall be finalized in consultation with BRLPS, and geo-location/geo-tagged photographic reporting of all installed hoardings shall be submitted before commencement of the mela. • Each hoarding shall be approximately 12 ft × 8 ft in size and shall be constructed using a sturdy wooden, bamboo or iron frame, with good-quality branding material securely fixed to the frame. The hoardings shall be properly installed, maintained in good condition and kept displayed

		continuously until the end of the mela.
39	Front Facing Permanent hording at 10 different locations of Patna.	• The selected agency shall install permanent front-facing hoardings at 10 strategic locations in Patna from 1st to 27th December 2026, with a total minimum display area of 12,000 sq. ft. The locations and minimum areas shall be: Boring Road – 1,000 sq. ft.; Rajabazar Flyover – 1,500 sq. ft.; Fraser Road – 1,000 sq. ft.; Kankarbag – 1,500 sq. ft.; Saguna More – 1,000 sq. ft.; Kurji More – 1,000 sq. ft.; Gandhi Maidan Golambar – 1,500 sq. ft.; Near PMCH – 1,000 sq. ft.; Patna Junction/Karbigahiya Side – 1,000 sq. ft.; and Near AnisabadGolambar – 1,000 sq. ft. All hoardings shall be installed on structurally sound permanent structures with unobstructed visibility, using weather-resistant branding material. The agency shall obtain all required permissions, maintain the hoardings throughout the period, and submit geo-tagged, date- and time-stamped photographs as proof. Any damage or interruption shall be rectified immediately at no additional cost to the client.
40	Hanger Façade and Hanger Front Facia Fabrication	• **The front façade of each hanger shall comprise a continuous wooden box structure of approximately 100 ft in length and 4 ft in depth, supported by six box pillars of 3 ft × 3 ft. The complete wooden structure** shall be properly finished with designer borders, approved branding materials and artistic paintings to create a cohesive, attractive and decorative façade. • To complete and provide structural support to the above fabrication, a double-layered bamboo fencing structure shall be constructed behind and around the wooden façade, ensuring adequate stability, strength and support to the wooden structure. The bamboo fencing shall be properly aligned, securely tied/fixed and finished to provide a safe, stable and aesthetically suitable support system. • Above the wooden structure, prominent branding shall be provided for all hangers, including Stall Hangers and Cultural Hangers, using high-quality flex panels mounted on sturdy iron frames. **Each branding façade shall be approximately 100 ft in length × 30 ft in height**, providing clear and prominent identification of the respective hanger. The branding design, artwork, colour scheme and placement shall be approved by BRLPS. • The design and construction pattern of the double-layered bamboo fencing shall be strictly followed. • Design attached of **Annexure- G**
41	Hoardings/banner/buntings inside mela premise and Hangers	• The selected agency shall provide and install a complete internal branding and wayfinding system throughout the mela premises and all hangers. Approximately 50 directional signboards of 3 ft × 2 ft shall be provided for Entry/Exit, Emergency Exit, Corridors, Toilets, Drinking Water, Food Zone and Fun Zone, including suitable arrow signs. Approximately 50 cleanliness and awareness flex banners of 4 ft × 3 ft shall be displayed at strategic locations carrying approved cleanliness messages, slogans and IEC content. • For internal hanger branding, approximately 60 pole branding panels of 2 ft × 4 ft shall be installed on suitable poles/columns, with branding on both sides wherever required. Approximately 50 ceiling/roof-hanging buntings of 2 ft × 6 ft shall be suspended from the roof structure inside the hangers at regular intervals, covering all major visitor pathways and activity areas. In addition, approximately 30 larger branding banners of 8 ft × 4 ft shall be installed at prominent locations inside the hangers and common areas. • All branding materials shall be high-quality, weather-resistant and securely installed without obstructing visitor movement, emergency exits or safety equipment. The exact quantity, placement, design and branding pattern shall be finalized in consultation with and approved by BRLPS.
42	Digital Screen Display at Patna Junction	• The selected agency shall arrange for Saras Mela 2026 advertisement display on the digital screen(s) inside Patna Junction and on the giant digital screen outside the Patna Junction building, commencing 5 days prior to the start of the mela and continuing throughout the entire mela period. The advertisement shall be displayed as per the approved creative, schedule and duration finalized by BRLPS. The agency shall submit complete broadcast/display logs, playback reports or certificates from the concerned digital-screen operator/authority as documentary

		proof of the advertisement being displayed for the prescribed period.
43	Photography & Videography	• The selected agency should provide high-quality daily photography and videography covering stalls, events and initial setup throughout the mela. Dedicated photographers/videographers shall remain available throughout the day (10 AM to 9 PM from one day before the mela till end of the mela) under the supervision of the Communication Team and shall be equipped with good quality camera, drone, tripod, gimbal, lighting equipment and wireless microphone. • All photographs and video footage shall be compiled and submitted in a 1 TB hard disk. • Drone photography/videography shall be provided for a minimum of 3 hoursevery day.
44	Radio Jingle	• The selected agency shall arrange 30 radio advertising slots daily, each of 30 seconds duration, across 2 reputed FM radio channels (e.g., Radio Mirchi, Red FM, Big FM, Radio City), with 10 slots per channel per day. The detailed slot schedule shall be shared with BRLPS in advance for approval.
45	Selfie Point & Product details display	• **A vibrant, freestanding 3D cultural installation measuring approximately 20 Feet wide × 12 feet high**, designed as a photogenic selfie point. On the left stands a detailed replica of a traditional arched gateway (cream-and-red sandstone finish with decorative carvings and a small dome). Curving wooden ribbons spiral upward, supporting large, intricately patterned 3D letters spelling "BIHAR" (top), "SARAS" (middle) and "MELA" (bottom, with an oversized blue "A"). The base is a sculpted wooden platform edged with wave motifs, adorned with marigold garlands, colourful elephants, traditional pots, woven textiles, and small baskets of flowers, creating an authentic Bihar craft-fair atmosphere. • **Design attached on Annexture- H** • **1 additional, rustic freestanding wooden entrance structure measuring 15 ft × 15 ft** with an overall height of 8 ft. The frame is built from thick, dark-stained timber posts and beams forming a gabled arch, with a wooden plank deck platform, a side bench, and low wooden railings. Thick natural-fibre ropes form a barrier across the front opening. Artificial floral garlands of eucalyptus, ferns, white, yellow and orange blooms cascade down both side posts and along the top beam. Multicoloured triangular bunting and warm string lights with hanging wooden lanterns complete the décor. A central wooden signboard reads "Bihar Saras Mela 2026". The entire installation is designed for outdoor/indoor event use with all flowers being high-quality artificial. • **The selected agency shall provide and install 10 units of 3 ft × 8 ft, four-sided flex displayunits** carrying approved Saras Mela information, branding and key details. Out of these, 2 units shall be installed inside the main entrance gate area and 8 units at suitable locations across the mela field area.
46	I-Card for Exhibitors & Participants	• The selected agency should print 1700 ID Cards for Exhibitors and 400 ID Cards for Staff, Crew Members and Event Agency personnel for high-quality multicolor printing. Each ID Card shall be of B4 size, enclosed in a laminated hard pouch, and provided with a 1-inch-wide multicolor printing lanyard with a 2-point attachment system. • The ID card design and generation shall be managed through a dedicated software system, and the agency shall install an in-house ID-card printing system at the venue for instant printing and issuance of additional/replacement cards as required. The ID cards shall carry approved branding and all required identification details as finalized by BRLPS.
47	Certificate for Exhibitors & Participants	• The selected agency shall print 1150 multicolour certificates, comprising 850 certificates for Exhibitors and 300 certificates for Departmental representatives/personnel. The certificates shall be printed in high-quality multicolour printing on 300 GSM Art Board, in A4 size, with the approved Saras Mela/BRLPS design, branding and content as finalized by BRLPS. The certificates shall be neatly finished and supplied in proper condition for distribution.
48	Invitation Card	• The selected agency should design and print a total of 300 multicolor Invitation Cards, comprising 100 cards with Inauguration Ceremony details and 200 General Invitation Cards. Each invitation

		card shall be supplied with a matching color envelope and printed on 250 GSM Art Paper in Size 1/8, with high-quality multicolor printing. The design, content, branding and inauguration details shall be finalized and approved by BRLPS prior to printing.
49	Flex with Iron/Wooden Frame	• Agency need to provide 8000 Square feet Flex with Iron/Wooden for Stall Branding as per the instruction of BRLPS. This will be used to branding the stalls of JEEVIKA Promoted PC/FPC and other.
G	**MANPOWER DEPLOYMENT FOR MELA MANAGEMENT**	
50	Manpower Supply for Saras Management	• The selected agency shall deploy a total of **80 trained personnel** across various locations and functional areas of the mela. 25 personnel shall be deployed for Stall Distribution Management, 15 Sales Data Collection Operators for sales and visitor data management, 10 Receptionists/Inquiry Desk Executives at the Reception and Inquiry Counter, 10 Stage Managers/Event Coordinators/Hanger Managers for the Main Stage and Hanger Area, 5 Event Desk and Helpdesk Coordinators for the Administrative and Control Room, 5 Pantry/Hospitality Service Personnel for the VIP Lounge, 5 for day-shift security and crowd-control management from 9:00 AM to 9:00 PM, and 5 personnel for Cleaning and Housekeeping Management. • All 80 personnel shall have a minimum educational qualification of Graduation and shall be suitably trained and experienced for their assigned responsibilities. **10 Personnel deployed at the Reception, Inquiry Counter and VIP Lounge/Hospitality area shall have strong spoken communication skills in both Hindi and English,** along with professional etiquette and visitor-handling skills. All personnel shall be professionally dressed, well-groomed and capable of performing their duties efficiently throughout the mela period. • **15 key/lead personnel from the above manpower team shall be deployed at the BRLPS office from 12 days prior to commencement of the mela** until the end of the mela for advance planning, coordination, stall distribution, data management, event preparation and other responsibilities as directed by BRLPS.
H	**VISITOR COUNTING ARRANGEMENT**	
51	AI Based Visitor Counting Arrangement	• The Vendor shall supply, install, configure, and maintain a temporary, hardware-agnostic **AI-driven Video Analytics People Counting System** to monitor bidirectional footfall across three (3) entrance gates, each approximately 30 feet wide, at Gandhi Maidan, Patna, for the duration of the Saras Mela. • **The system shall operate continuously for the entire mela period, delivering real-time data from 09:00 hrs to 21:00 hrs daily**. Outdoor-rated IP network cameras of minimum 4 MP resolution shall be installed in a strict overhead (top-down) configuration at an optimal height of 10–15 feet. To ensure complete coverage without blind spots across each 30-foot span, a minimum of 4 overlapping cameras shall be deployed per gate (total 12 cameras). The backend shall run a localized or edge-based Deep Learning Computer Vision model using virtual line-crossing analytics, achieving an audited real-time counting **accuracy of 95–99% under dense crowd conditions**. • The AI software shall automatically filter out stray objects, shadows, and recurring staff movements, and shall continuously feed data into a centralized live dashboard displaying hourly traffic, cumulative totals, and instantaneous venue capacity against defined limits.
I	**MISCELLANEOUS**	
52	Landscaping & Decorative Plants	• The Event Agency shall provide and place the**110 following live plants in 16-inch white pots** with decorative stone cover over the soil, at suitable locations across the mela ground, pathways and pavilions (including JEEVIKA Pavilion, BIHARiKA Pavilion, Reception, Stage area and other

		prominent spots) to enhance the visual appeal and ambience of the venue throughout the mela period: **Areca Palm – 30 pieces** (height approximately 3 feet), **Cesium plant – 30 pieces** (height approximately 3 feet), **ZZ Plant – 10 pieces, Ficus plant – 20 pieces** (height approximately 3 feet), **Morpankhi plant – 20** pieces (height approximately 3 feet) All plants shall be healthy, well-maintained, watered regularly, and replaced if damaged or wilted. The pots shall be uniform white 16-inch size with stone mulch covering the soil surface. The Event Agency shall be responsible for procurement, placement, daily maintenance and replacement of plants as required.
53	Support in Graphic Design and Video Editing	• **The selected agency shall deploy 01 experienced Graphic Designer and 01 professional Video Editor** at the BRLPS office, starting 12 days prior to commencement of the mela and continuing until the end of the mela with Laptop/Desktop with required software. The Graphic Designer shall be proficient in graphic design, branding, layout development, print and digital creatives, signage, social media creatives, photo editing and Adobe Photoshop, Illustrator, InDesign/CorelDRAW. The Video Editor shall have expertise in professional video editing, colour correction, motion graphics, transitions, audio synchronization, subtitles, promotional videos and social-media content, with proficiency in Adobe Premiere Pro, After Effects and related tools. Both resources should work under the direction of the BRLPS/Communication Team and deliver all creatives and videos as per approved branding guidelines and timelines.
54	Leveling of Mela Ground	• **The selected agency shall undertake complete levelling and surface preparation of the mela ground before installation** of carpets and other ground coverings. All holes, depressions, uneven surfaces and low-lying areas shall be properly filled with suitable soil and sand, compacted and levelled to provide a smooth, firm and safe walking surface. The entire ground shall be made even and suitable for subsequent carpet/ground covering installation, ensuring there is no obstruction, waterlogging or trip hazard.
55	Registration at Book My Show	• **Bihar Saras Mela** must be listed as a **"Free Show"** under the **Upcoming Events in Bihar** category.The listing shall be made visible **10 days prior to the commencement of the Mela** and shall remain visible **throughout the entire duration of the Mela**.

Annexure – B (JEEVIKA Pavilion)



Annexure –C (Main Stage)



Annexure –D (Publicity and Promotion Pavilion)



Annexure- E (Watch Tower with LED wall)



Annexure –F (Entrance/Exit gate)



Annexure –G (Hanger Façade and Hanger Front Facia Fabrication)



Annexure –H (Selfie Point)



19. **TERMINATION**

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

b) Notwithstanding contained here, the BRLPS, Patna prejudice to any other agreement rights and remedies available to it, shall by written notice of default sent to the bidder, terminate the agreement in whole or in part, if the successful bidder fails to perform services as specified in the present agreement read with the terms of the agreement or any other obligations within the time period specified in the agreement and the firm may be blacklisted, consequently the performance security may be forfeited.

c) **Termination for Insolvency -** If the bidder becomes bankrupt or otherwise insolvent, it will inform to the Bihar Council on Science & Technology, Patna within 30 days written notice to terminate the agreement. BRLPS, Patna reserves the right to terminate, without any compensation, whatsoever, to the bidder, and may forfeit the performance security.

d) **Termination by mutual consent -** In the event the BRLPS, Patna and the bidder mutually agree to terminate the agreement, either party shall give 90 days' written notice to the other party and after the consent of both the parties agreement may be terminated without any Legal or financial obligation on any party to the agreement.

e) **Termination due to unsatisfactory performance:** Agreement with the agency would be terminated in the following circumstances:

I. Agency fails to begin work on time.

II. Fail to carry out its responsibilities or improve its performance following adequate reminders and ample opportunities provided by BRLPS.

20. Force Majeure

a) For purposes of this clause, Force Majeure means an event beyond the control of the bidder and not involving the bidder's fault or negligence, and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, earthquake, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

b) If a Force Majeure situation arises, the bidder shall promptly notify the BRLPS, Patna in writing of such conditions and the cause thereof within 7 days of occurrence of such event. Unless otherwise directed by the bidder in writing, the bidder shall continue to perform its obligations under the agreement as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

c) If the performance in whole or in part or any obligation under this agreement is prevented or delayed by any reason of Force Majeure for a period exceeding thirty days, either party may

at its option terminate the agreement without any financial repercussion on either side.

21. Quality Inspection

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

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

22. If any additional work will be given to bidder beyond the Terms of Reference (ToR) during mela period, bidder will immediately provide quotation to BRLPS.

23. **Liquidated Damage:-** An amount equivalent @ 1% per day of the total agreement value will be deducted from the invoice of the bidder towards delay in handing over of ready/complete Saras Mela.
It may be imposed in case of the following:-

- Any service is not carried out in time,
- Damages incurred to the property of venue of event (such as damage to civil works, finishing works etc.) during discharge of bidder's duties
- Works are not as per the Scope of work and have also of the poor quality.
- 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.

24. **Penalty:** In addition to the liquidated damages not amounting to penalty, warning may be issued to the Successful 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 BRLPS, other penal action including debarring for a specified period may also be initiated as per decision of the BRLPS. In case any service is not found as per the prescribed norms or is not carried out in time or if the successful bidder fails to provide the services in time, BRLPS may impose penalty in addition to the liquidated damages

1. In case the services provided by the Successful 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.
2. 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.
3. The failure to employ adequate number of persons resulting in substandard service will be considered as breach of the terms and conditions. BRLPS may impose a penalty depending upon the quantum of breach for such cases.
4. In the event of failure of the Successful bidder to recoup the quality in the mutually agreed time frame, BRLPS shall be entitled to terminate the agreement and forfeit performance security. BRLPS may impose additional penalty depending upon the quantum of breach for such cases.

25. 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.

26. Payment schedule, deliverables, and timelines

The successful bidder will be required to raise an invoice after completion of an event. BRLPS will release the payment upon submission of invoice, its acceptance within 60 days. All invoices along with event report will be submitted to office of the BRLPS.

- The payment is subject to quantity and quality verification of items /services delivered or installed during event.
- BRLPS shall make such payment within 60 days of receipt of invoice.
- The payment shall be made subject to statutory deductions at source.
- Invoices should be submitted within 20 days of successful execution of events
- Payment would be released upon successful completion of events
- All invoices must contain details of bank account to which payments are to be made.
- The cost of mobilization of materials, equipment, cost of labour, taxes, transport, and logistics shall be borne by the agency. BRLPS shall not be liable to reimburse the agency on anything additional other than the rates quoted for the Items in the Published BOQ for the event in discussion.

27. **Notices**

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

ANNEXURE-1

<Company Letter head>

Technical Bid Format

Engagement of Agency for Organizing Bihar Saras Mela – 2026 at Gandhi Maidan, Patna

1.Name of the company/firm and Complete Postal Address (as per Registration Certificate)				
2. Company/Firm Profile:				
3. Name, Designation and Tel. No(s) of the Contact Person, Mobile /Phone and email address.				
4. Declaration that the bidder has not been debarred / blacklisted by any State / Central Government Offices / Public Sector Undertaking /Local Bodies / Autonomous bodies (As per annexure 4)				
5. Total Number of years of experience in organizing events with the State / Central Government Offices / Public Sector Undertaking /Local Bodies / Autonomous bodies.				
6. Statutory details (photocopy to be attached) a) Registration No. of the Firm- b) PAN- c) GST Reg. No.-				
7. Turnover of the company	FY 2022-23 to FY 2025-26			
9. Experience of completing projects related to Event Management in FY 2021-22 to FY 2026-27 with State / Central Government Offices / Public Sector Undertaking /Local Bodies / Autonomous bodies.	Name of the Project	Name of the Party	Date of Starting of project	Date of completion of project
	1. 2. 3.			

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

< Authorised Signature >

Name :

Designation :

ANNEXURE-2

FINANCIAL BID FORMAT

To,

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

Hiring of Agency for Organizing Bihar Saras Mela – 2026 at Gandhi Maidan, Patna

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

Bid amount in words - …….

<Authorised Signature>

Name:

Designation:

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

ANNEXURE 3

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.: Date:

To

……

……

Dear Sir,

WHEREAS..... *(Name of Bidder)* hereinafter called "the Bidder" has been identified and selected for ……, and has undertaken, in pursuance of Agreement dated 2026 (hereinafter referred to as "the Agreement") to implement the [Name of the project: **Tender Notice for Hiring of Agency for organizing Bihar Saras Mela-2026 at Gandhi Maidan, Patna for Bihar Rural Livelihoods Promotion Society, Patna.**

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

THEREFORE, the Bank hereby agrees and affirms as follows:

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

4. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged, or otherwise affected by:
    a. any change or amendment to the terms and conditions of the Agreement or the execution of any further Agreements.
    b. any breach or non-compliance by the bidder with any of the terms and conditions of any agreements/credit arrangement, present or future, between bidder and the Bank.
5. The Bank also agrees that Bihar Rural Livelihoods Promotion Society, Patna at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against bidder and not withstanding any security or other guarantee thatBihar Rural Livelihoods Promotion Society, Patna may have in relation to the bidder's liabilities.
6. This guarantee shall be governed by the laws of India and only the …….courts of ..... Patna only, shall have exclusive jurisdiction in the adjudication of any dispute which may arise hereunder.

Dated this the ……. Day of..... 2025

Witness 1:

Name:

(Signature)

Witness 2:

Name:

(Signature)

ANNEXURE 4

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

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

Date:

To,

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

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

Ref: Tender No. :

Dear Sir,

I, authorized representative of_____, hereby solemnly confirm that the Company/Firm_____is not blacklisted / banned / debarred/ declared ineligible / declared having dissatisfactory performance and not banned by the State / Central Government Offices / Public Sector Undertaking /Local Bodies / Autonomous bodies in India for any reason as on last date of submission of the Bid. In the event of any deviation from the factual information/ declaration, Bihar Rural Livelihoods Promotion Society, Patna reserves the right to reject the Bid or terminate the Agreement without any compensation to the Company.

Thanking you.

Yours faithfully,

<Authorized Signatory >

Name:

Designation:

Address:

Telephone & Fax:

ANNEXURE 5

Bank Guarantee for Earnest Money Deposit

To,
<Name>
<Designation>
<Address>
<Phone Nos.>
<Fax Nos.>
<email id>

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

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

The conditions of this obligation are:

1. If the Bidder having its bid with drawn during the period of bid validity specified by the Bidder on the Bid Form; or

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

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

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

NOTHWITHSTANDING ANYTHING CONTAINED HEREIN:

I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees<<Amount in words>>only)

II. This Bank Guarantee shall be valid up to<<insert date>>)
III. It is condition of our liability for payment of the guaranteed amount or any part there of arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank) Seal:

Date: