



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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

DISCLAIMER

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

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

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

Information provided in this RFP to the Bidder (s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BRLPS accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

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Invitation Notice for Empanelment of Event Management Agency

Bihar Rural Livelihoods Promotion Society (BRLPS), Department of Rural Development, Government of Bihar invites proposal from Event Management Companies/ Firms for managing events of BRLPS. Detailed Request for Proposal (RFP) can be downloaded at www.brllps.in/procurement from 23.08.2023. Last date for submission of sealed proposal is 22.09.2023.

Chief Executive Officer cum Mission Director
Bihar Rural Livelihoods Promotion Society

Important dates & information

Authority	Bihar Rural Livelihoods Promotion Society, Department of Rural Development, Government of Bihar
Official Address	Bihar Rural Livelihoods Promotion Society (BRLPS), 3 rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna - 800021. Phone No : +(91) - 612 - 2504980. Mail Id : proc.sp@brlps.in
Name of document	RFP for Empanelment of Event Management Agencies for Bihar Rural Livelihoods Promotion Society (BRLPS)
Website for downloading RFP documents	www.brlps.in/procurement
RFP Availability on website	23.08.2023
Proposal Submission Address with date	3 rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800021 till 22-09-2023
Opening of Proposal	25.09.2023 at 1600 Hrs. at BRLPS Office, Patna.
Contact Person Details	Dr. Santosh, Procurement Specialist proc.sp@brlps.in
Officer Inviting Proposal	Chief Executive Officer cum Mission Director Bihar Rural Livelihoods Promotion Society, 3rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna - 800021
Proposal Validity Period	120 days from the date of opening of proposal.

1 Indicative Scope:

The broad scope of services required under through this RFP, shall be inter alia as briefed below:

Execute small, medium and large-scale events conducted / participated by Bihar Rural Livelihoods Promotion Society (BRLPS).

1.1 Empanelment will be made for two types of Events as per the details below:

Events	Having value of upto Rs. 50.0 lakh
Events	Having value of more than 50.0 lakhs

1.2 Empanelment Period: 01 year (12 Months) from the date of issuance of Empanelment Order. The Empanelment period may be extended year to year subject to performance of the service provider/s.

1.3 As and when required, there shall be competition among the empaneled agencies (separately for separate value projects) to submit their quotation as per final ToR. Agency quoting least cost shall be awarded the work.

1.4 Performance Security-

As per para 1.3 above, successful agency will have to submit a performance security @ 5% of the total contract value before issuance of work order/contract agreement for the assignments having value beyond Rs. 10.0 lakh.

1.5 Instructions:

- i. The detailed Request for Proposal document can be downloaded from 16.08.2023 at www.brlps.in/procurement.
- ii. Duly completed proposal along with other prerequisites/ documents in support of eligibility criteria etc. and information as per formats given in RFP must be submitted at BRLPS office in sealed envelope duly subscribed **“Proposal for Empanelment of Event Management Agency” upto 22.09.2023.**
- iii. Bidders shall not tamper/modify this RFP. In case if the same is found to be tempered/modified in any manner, proposal will be completely rejected and bidder would be liable to be debarred from doing business with BRLPS.
- iv. Intending tenderers are advised to visit regularly www.brlps.in/procurement till closing date of submission of RFP for any corrigendum/addendum/amendment.

2 Scope of Services

BRLPS is seeking to empanel Event Management Agencies to conceptualize, plan and execute events. The empanelment with the successful event management agencies will be from the date of issuance of Empanelment Letter valid for 01 year.

The small, medium and large-scale events the BRLPS is seeking to organize and execute are:

- i. Bihar Saras Mela.
- ii. Bihar Diwas
- iii. Jhanki on Republic Day and Independence Day at Patna.
- iv. Exhibitions and Promotional Events
- v. Any other events

The list is non-exhaustive and indicative.

The bidder will be directly responsible for ensuring operational service levels and that the performance is met as per terms and conditions defined in this document. Bidder will be directly reporting to the officer authorized by BRLPS.

2.1.1 Detailed draft Scope of Services

As per attached Terms of Reference (ToR)– Annexure-II.

The attached ToR is a draft. Final ToR will be issued at the time of seeking price from the empaneled agencies.

2.2 Project Considerations

- 2.2.1** BRLPS shall nominate a Point of Contact from its management team or a team to liaise and coordinate with the agency with regard to planning, organization and execution of the events in discussion.
- 2.2.2** The Agency shall prepare a work plan and submit it to the BRLPS and its appointed representatives for review and deliberation, detailing the timelines of designing of event theme, mobilisation of material, installation and de-commissioning schedule for the event.
- 2.2.3** All equipment and material being installed by the event agency as per the requirement of the event in discussion and shall be of superior quality and in excellent working condition with the required technical workforce and qualified personnel to certify the works being executed. The technical workforce shall be present during the commissioning and setup stage till the time of effective closure of the event. Details of the technical workforce shall be shared in writing with the BRLPS, 7 days prior to the commencement of the event in discussion.
- 2.2.4** The Agency shall be responsible for obtaining all the necessary licenses, permissions and NoC's relating to the organisation and conduct of the events in discussion and shall share copies of the permissions, licenses and NOC's to the BRLPS on demand and its appointed authorized representatives. All associated costs to be borne by the Agency. Any default in non-compliance of procurement of the required licenses from the concerned regulatory authority shall be the responsibility of the Agency. BRLPS shall not be liable for any non-compliance on this act.
- 2.2.5** The Agency shall digitally document the event preparation and setup process and document the proceedings of the event in a standard template/format. A Minimum number of high-quality photographs per event shall be captured and submitted to the / user digitally via pen drive or hard drive detailing all the aspects of the events in discussion no later than 7 days post the completion of each event in discussion. In events by BRLPS the agency shall ensure the complete confidentiality of the digital material and that there is no unauthorized distribution of the audio/visual documentation. Any use of the digital content by the agency for its publication shall be requested by the agency to the BRLPS in writing.
- 2.2.6** The Agency shall consider all environmental compliance requirements prior to the commencement of the fabrication works and post closure of the event in discussion. The Agency shall be responsible for the removal and disposal of all waste material produced. The identified venue for the event in discussion shall be retro fitted in the same way that it had been provided to the agency. BRLPS shall not be liable for any non-compliance on this act.
- 2.2.7** Empaneled agencies shall be responsible for the damage(s) done to any property or injury to any person whatsoever caused by it or anybody in his employment or caused in consequence of his work. He will indemnify and keep BRLPS indemnified against claims demands proceedings charges, cost charges and expenses whatsoever in respect of or in relation to any such injuries or damages. Empaneled agencies shall take a necessary

precaution for the safety of his employees on the work and shall comply with all applicable provision of safety laws and building codes to prevent accident or injuries to persons on the work.

- 2.2.8** In the instance of working at night, Empaneled agencies shall provide sufficient lighting, safety arrangements for working staff to the satisfaction of BRLPS. Any order or approval issued under this Clause by the BRLPS shall not relieve empaneled agencies from or diminish its obligations under this RFP.

2.3 Payment schedule, deliverables, and timelines

The empaneled agencies will be required to raise an invoice after completion of an event. BRLPS will release the payment to the empaneled agencies within 60 days or after acceptance of invoice. All invoices along with event report (as per clause 2.1.1) will be submitted to office of the BRLPS.

Payment Terms: -

- i. The payment is subject to quantity verification of items delivered or installed during event.
- ii. BRLPS shall make such payment within 60 days of receipt of invoice. A work order for every event organized by BRLPS will be issued separately.
- iii. The payment shall be made subject to statutory deductions at source.
- iv. Invoices should be submitted within 20 days of successful execution of events.
- v. 100 % payment would be released upon successful completion of events.
- vi. All invoices must contain details of bank account to which payments are to be made.
- vii. The cost of mobilisation 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.

3 Eligibility and Evaluation Criteria

The bidders shall be evaluated on the basis of fulfilling eligibility criteria. BRLPS reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and BRLPS's decision shall be final in this regard. BRLPS may, in its absolute discretion, waive any of the conditions and/or requirements in the RFP in respect of any or all of the bidders. **The Bidders must carefully examine the below mentioned eligibility criteria. The Bidder has to meet all the Eligibility criteria set out in this Clause to be eligible for evaluation.**

3.1 To be eligible for evaluation of its Proposal, the Bidder shall fulfil the following:

3.1.1 For Events having value upto Rs. 50.0 lakh

Technical Evaluation

#	Parameter	Score
1	The bidding firm shall be a business entity registered under Companies Act or a partnership firm registered under the Limited Liability Partnership Act or a Society registered under the Societies Registration Act or a Trust registered under the India Trust Act and shall be in operation for the last 5 years in Event Management activities. Attach Work Order/s.	
	(a) 3 to 5 years	-12 Marks
	(b) 5 to 8 years	-16 Marks
	(c) 8 years and above	-20 Marks
		20

2	The bidder should have minimum average annual turnover of Rs. 50 Lakh for the last 3 financial years (2021-22, 2020-21 & 2019-20). The turnover should have come from event related activities. Attach CA Certificate.	
	(a) 20 – 30 Lakh -18 Marks (b) 31 – 50 Lakh -24 Marks (c) Above 50 Lakh -30 Marks	30
3.	The agency shall have minimum 3 experience of organizing similar events/ fairs sponsored by any Public Sector Agency, State Government or Govt. of India in the last 3 completed financial years. Work Order/Contract Agreement with completion certificate should be submitted. (a) 3 to 4 projects -18 Marks (b) 5 to 6 projects -24 Marks (c) More than 6 projects -30 Marks Minimum project value of single project should not be less than 05 Lakh.	30
	4.	Technical Presentation by bidder which shall include understanding of the BRLPS requirement, proposed solution, relevant experience, and proposed plan to execute events.
5.	The bidder should not have been blacklisted by any State or Central Government/Agency. A Notarized undertaking should be submitted. Without the Notarized undertaking, proposal will not be evaluated.	00
	Maximum Marks	100

Marks will be awarded out of 100. The minimum qualifying marks in the technical bid evaluation based on scoring model will be 70 marks. However, if the BRLPS does not receive sufficient applications for the minimum qualifying marks of 70, then the BRLPS reserves the right to reduce the qualifying marks. The proposal of Bidder who have not obtained the minimum qualifying marks will be rejected.

3.1.2 For Events having value of more than Rs. 50.0 lakh

Technical Evaluation

#	Parameter	Score
1	The bidding firm shall be a business entity registered under Companies Act or a partnership firm registered under the Limited Liability Partnership Act or a Society registered under the Societies Registration Act or a Trust registered under the India Trust Act and shall be in operation for the last 5 years in Event Management activities. Attach Work Order/s.	
	(d) 3 to 5 years -12 Marks (e) 5 to 8 years -16 Marks (f) 8 years and above -20 Marks	20
2	The bidder should have minimum average annual turnover of Rs. 01 crore during the last 03 financial years (2021-22, 2020-21 & 2019-20). The turnover should have come from event related activities. Attach CA Certificate.	
	(d) 01 – 02 Crore -18 Marks (e) More than 02 crore upto 05 crore -24 Marks (f) More than 05 crore -30 Marks	30

3.	Experience of organizing/ managing/conducting various Public Sector Agency, State Government or Govt. of India events during the last 3 years. Attach work order/s along with completion certificate/s. (d) 2 to 4 projects -18 Marks (e) 4 to 6 projects -24 Marks (f) More than 6 projects -30 Marks Minimum project value of single project should not be less than 75.0 Lakh.	30
4.	Technical Presentation by bidder which shall include understanding of the BRLPS requirement, proposed solution, relevant experience, and proposed plan to execute events.	20
5.	The bidder should not have been blacklisted by any State or Central Government/Agency. A Notarized undertaking should be submitted. Without the Notarized undertaking, proposal will not be evaluated.	00
	Maximum Marks	100

Marks will be awarded out of 100. The minimum qualifying marks in the technical bid evaluation based on scoring model will be 70 marks. However, if the BRLPS does not receive sufficient applications for the minimum qualifying marks of 70, then the BRLPS reserves the right to reduce the qualifying marks. The proposal of Bidder who have not obtained the minimum qualifying marks will be rejected.

4. Instructions to Bidders

4.1 General instructions

4.1.1. Number of Proposals and respondents

- i. No Bidder shall submit more than one (1) Proposal, in response to this RFP.

4.1.2 Proposal preparation cost

The Bidders shall bear all costs associated with the preparation and submission of the Proposal. BRLPS will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.

4.1.3 Right to accept and reject any or all the Proposals

Notwithstanding anything contained in this RFP, BRLPS reserves the right to accept or reject any Proposal and to annul the bidding process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, without assigning any reason. BRLPS reserves the right to reject any Proposal if:

- i. At any time, a material misrepresentation is made or discovered,
or
- ii. The Bidder/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals,
or
- iii. The Bidder does not adhere to the formats provided in the Annexure I: Technical Proposal to the RFP while furnishing the required information/details.

4.1.4 Amendment of the RFP

At any time prior to the Proposal Due Date (PDD), BRLPS, for any reason, whether at its own initiative or in response to a clarification requested by eligible Bidder/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded on www.brlps.in/procurement through a corrigendum and this shall form an integral part of the RFP. The relevant clauses of the RFP document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective Bidder to check the above-mentioned websites from time to time for any amendment in the RFP document/s. BRLPS shall not be responsible for failure to get/download the amendments. In order to

provide the Bidders a reasonable time to examine the addendum, or for any other reason, BRLPS may, at its own discretion, extend the proposal submission date.

4.1.5 Data identification and collection

4.1.5.1 It is desirable that the Bidders submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.

4.1.5.2 It would be deemed that by submitting the Proposal, the Bidder has:

- i. Made a complete and careful examination and accepted the RFP in totality.
- ii. Received all relevant information requested from BRLPS and:
- iii. Made a complete and careful examination of the various aspects of the draft Scope of Work.

4.1.5.3 BRLPS shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

4.2 Preparation and submission of Proposals

4.2.1 Language and currency

4.2.1.1 The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. No need to translate the documents in Hindi Language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

4.2.1.2 The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

4.2.2 Format and signing of Proposal

4.2.2.1 Bidders should provide all the information as per the RFP and in the specified formats. BRLPS the right to reject any Proposal that is not in the specified formats.

4.2.2.2 BRLPS reserves the right to cancel any or all Proposals without assigning any reason.

4.2.3 Proposal opening

4.2.3.1 BRLPS will open all RFPs, in the presence of Bidder`s representatives who choose to attend on the prescribed date of opening at BRLPS office.

4.2.3.2 BRLPS will prepare attendance of RFP opening.

4.2.4 Confidentiality

4.2.4.1 Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Bidder/s shall not be disclosed to any person not officially concerned with the process.

4.2.4.2 After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the award of empanelment shall be disclosed to Bidders or their representatives, if any. Any effort by a Bidder to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal/s shall result in outright rejection of the offer, made by the said Bidder.

4.2.5 Tests of responsiveness

- 4.2.5.1 Prior to evaluation of the Proposals, BRLPS will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:
- i. It is received or deemed to be received by the due date and time including any extension there of pursuant.
 - ii. It contains all information as desired in this RFP.
 - iii. Information is provided as per the formats specified in the RFP.
- 4.2.5.2 BRLPS reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the BRLPS in respect of such proposal.

4.2.6 Clarifications sought by BRLPS

- 4.2.6.1 To assist in the process of evaluation of Proposals, BRLPS may, at its sole discretion, ask any Bidder for clarification on its Proposal. The request for clarification and the response shall be in writing. No change in the substance of the Proposal would be permitted by way of such clarifications.

4.2.7 Proposal evaluation

- 4.2.7.1 Proposals for the events valuing upto Rs. 50.0 lakh and events valuing above Rs. 50.0 lakh will be evaluated separately.**
- 4.2.7.2 Submissions from Bidders would first be checked for responsiveness as set out in Clause 3.1
- 4.2.7.3 All Proposals found to be substantially responsive shall be evaluated as per the Technical Evaluation Criteria set out in Clause 3.1.1 and 3.1.2 of this RFP.
- 4.2.7.4 The Proposal containing the Technical Details in Clause 3.1 of the Bidder/s who do not meet the Technical Criteria shall not be considered for further process.

4.2.8 Issuance of Empanelment Order

- 4.2.8.1 Separate Empanelment will be made for the events valuing upto Rs. 50.0 lakh and separate for the events having value above Rs. 50.0 lakh
- 4.2.8.2 As and when required, there shall be competition among the empaneled agencies (separately for separate value projects) to submit their quotation as per ToR. Agency quoting least cost shall be awarded the work.

4.3 Power of Attorney

The Bidder should upload a Power of Attorney in the format specified. Power of Attorney for authorized representative authorizing Bidder's representative as signatory of the proposal to commit the Bidder.

4.4 Conflict of Interest

4.4.1 Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be eligible for selection as Bidder under any of the circumstances set forth below:

- i) **Conflicting Assignment/job:** A bidder or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may conflict with this Assignment/job of the bidder to be executed for the same Employer.
- ii) **Conflicting Relationships:** A bidder that has a business or family relationship with a member of the BRLPS staff who is directly or indirectly involved in any part of
 - the preparation of the Terms of Reference of the Assignment/job,
 - the selection process for such Assignment/job, or

- supervision of the Empanelment, may not be awarded a Empanelment, until and unless the conflict stemming from this relationship has been resolved in a manner acceptable to BRLPS.

4.4.2 Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of BRLPS, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the bidder or the termination of its Empanelment.

5 General Conditions of Empanelment

5.1 General Provision

5.1.1 Law Governing Empanelment

This Empanelment, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

5.1.2 Language

This Empanelment has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Empanelment.

5.1.3 Notices

Any notice, request or consent required or permitted to be given or made pursuant to this Empanelment shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an Authorized Representative of the Party to whom the communication is addressed.

A Party may change its address for notice hereunder by giving the other Party a notice in writing of such change to the address.

5.1.4 Joint Venture and Sub-Contracting.

Joint Venture and Sub-Contracting is not allowed.

5.1.5 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under this Empanelment by the BRLPS or the Selected Bidder may be taken or executed by the officials specified in the Empanelment.

5.1.6 Taxes and Duties

- a) GST and any other applicable taxes shall be exclusive of price quoted by the Selected Bidder.
- b) The Selected Bidder shall provide a valid GST registration number issued by the concerned Statutory Authority.
- c) The financial liability on account of any other applicable taxes, as may be applicable on the amounts received by the Selected Bidder from BRLPS or any procurement done by the Selected bidder shall be solely borne by the Selected Bidder. The Selected Bidder alone shall be responsible in all respects for the payment of all taxes including Income Tax etc. in a timely manner and filing the returns in respect thereof as per the applicable laws.
- d) However, towards compliance with the applicable Tax laws, BRLPS shall deduct applicable taxes from the payments to be made by BRLPS to Selected Bidder and Selected Bidder shall not object to the same.

5.1.7 Fraud and Corruption

For the purpose of this Empanelment, the terms set forth below as defined as follows:

- a. “corrupt practice” means offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in empanelment execution;
- b. “fraudulent practice” means misrepresentation or omission of facts in order to influence the selection process or the execution of a empanelment;
- c. “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;
- d. “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of the empanelment.

5.1.8 Measures to be Taken

BRLPS will cancel the Empanelment if representatives of the Selected Bidders are engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the empanelment. BRLPS will sanction the Bidder, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a empanelment if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the said empanelment.

5.1.9 Liquidated Damages

5.1.9.1 Liquidated damages may be imposed on the successful bidder (whose bid will be accepted after price evaluation) by the BRLPS in case of the following –

- a. Any service is not found as per the prescribed norms or is not carried out in time,
- b. Damages incurred to the property of venue of event (such as damage to civilworks, finishing works etc.) during discharge of bidder’s duties

5.1.9.2 Value of liquidated damages 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 damages, decision of BRLPS shall be final and binding.

5.1.9.3 If the Selected Bidder delays the works or the work is not satisfactory, BRLPS may execute the work at the risk and at the cost of the Selected Bidder from any other selected agency.

5.2 Commencement, Completion, Modification and Termination of empanelment

5.2.1 Effectiveness of Empanelment

This empanelment shall come into effect from the date the empanelment contract/order is signed/accepted by both Parties.

5.2.2 Expiration of Empanelment

Unless terminated earlier pursuant to Clause 5.4 of General Conditions of empanelment, this empanelment shall expire at the end of such time period after the Effective Date as specified in the RFP.

5.2.3 Modifications or Variations

Any modification or variation of the terms and conditions of this empanelment, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.

5.3 Force Majeure

For the purposes of this Empanelment, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies

Force Majeure shall not include

- Any event which is caused by the negligence or intentional action of a Party or such Party’s Workers or agents or employees, nor
- Any event which a diligent Party could reasonably have been expected to take into account at the time of the conclusion of this Empanelment, and avoid or overcome in the carrying out of its obligations hereunder.
- Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

5.3.1 No Breach of Empanelment

The failure of a Party to fulfil any of its obligations under the Empanelment shall not be considered to be a breach of, or default, under this Empanelment in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Empanelment, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

5.3.2 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Agency shall be entitled to continue to be paid under the terms of this Empanelment.

5.4 Termination

Either Party may terminate the Empanelment with immediate effect by serving prior written notice to the other party if services are not possible to be rendered as per applicable laws or professional obligations.

BRLPS may terminate this Empanelment in case of the occurrence of any of the events specified in paragraphs (a) through (f) of Clause 5.4 of General Conditions of Empanelment. In such an occurrence, BRLPS shall give a not less than thirty (30) days’ written notice of termination to the Agency.

- a) If the Agency does not remedy a failure in the performance of their obligations under the Empanelment, within thirty (10) days after being notified or within any further period as the BRLPS may have subsequently approved in writing.

- b) If the Agency becomes insolvent or bankrupt.
- c) If the Agency, in the judgment of the BRLPS has engaged in corrupt or fraudulent practices in competing for or in executing the Empanelment.
- d) If, as the result of Force Majeure, the Agency are unable to perform a material portion of the Services for a period of not less than sixty (15) days.
- e) If the BRLPS, in its sole discretion and for any reason whatsoever, decides to terminate this Empanelment.
- f) If the Agency fails to comply with any final decision reached as a result of arbitration proceedings.

5.5 Obligations of the Selected Bidder

5.5.1 Standard of Performance

The Selected Bidder shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency, and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology safe and effective equipment, machinery, materials and methods. The Selected Bidder shall always act, in respect of any matter relating to this Empanelment or to the Services, as faithful advisers to the DIT, and shall at all times support and safeguard BRLPS's legitimate interests in any dealings with third Parties.

5.5.2 Confidentiality

Except with the prior written consent, the Selected Bidder and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Selected Bidder and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services. Except as otherwise permitted by the Empanelment, neither of the parties may disclose to third parties the contents of the Empanelment or any information/report/advice provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of the Empanelment, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under the Empanelment, or (e) must be disclosed under Applicable Law, legal process or professional regulations. These obligations shall be valid for a period of 3 months from the date of termination of the Empanelment.

5.5.3 Documents prepared by the Selected Bidder -

- a. All deliverables in the form of data, software, designs, utilities, models, systems and other methodologies and know-how submitted by the Bidder under this Empanelment shall, not later than upon termination or expiration of this Empanelment, be delivered to the BRLPS, together with a detailed inventory thereof.
- b. Except as otherwise permitted by the Empanelment, neither of the parties may disclose to third parties the contents of the Empanelment or any information/report/advice provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties

may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of the Empanelment, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under the Empanelment, or (e) must be disclosed under Applicable Law, legal process or professional regulations.

5.5.4 Accounting

The Selected Bidder shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof.

5.6 Penalty

In addition to the liquidated damages not amounting to penalty, warning may be issued to the Selected Bidder for deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the Client, other penal action including debarring for a specified period may also be initiated as per decision of the Client. In case any service is not found as per the prescribed norms or is not carried out in time, if the Selected bidder fails to provide the services in time, BRLPS may impose penalty in addition to the liquidated damages.

- In case the services provided by the Selected bidder are found to be unsatisfactory or if any incidence of misbehavior by the staff of the Selected bidder is reported or service is not provided in time, then the BRLPS may impose a penalty up to INR 5000/- per such case.
- 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.
- The failure to employ adequate number of persons resulting in substandard service will be considered as breach of the terms and conditions under the empanelment. BRLPS may impose a penalty depending upon the quantum of breach for such cases.
- In the event of failure of the Selected bidder to recoup the quality in the mutually agreed time frame, BRLPS shall be entitled to terminate the empanelment and forfeit performance security. BRLPS may impose additional penalty depending upon the quantum of breach for such cases.

5.7 Settlement of Disputes

This Empanelment shall be governed by, and construed in accordance with, the laws of India.

a. Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Empanelment and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Empanelment or its

interpretation.

In the event of any dispute between the Parties arising out of or in connection with the Empanelment, including the validity thereof, the Parties hereto shall endeavour to settle such dispute amicably in the first instance. The attempt to bring about an amicable settlement shall be treated as having failed as soon as one of the Parties hereto, after reasonable attempts, which shall continue for not less than 30 (thirty) days, gives a notice to this effect, to the other party in writing.

b. Arbitration

In case of such failure, the dispute shall be referred to a sole Arbitrator, who shall be appointed by the Parties by mutual consent, failing which each party shall appoint one Arbitrator each and together the two Arbitrators shall appoint an umpire. The Arbitration proceedings shall be governed by the (Indian) Arbitration and Conciliation Act, 1996 and shall be held in Patna, Bihar. The language of arbitration shall be English.

The Empanelment and the rights and obligations of the Parties shall remain in full force and effect, pending the award in any arbitration proceedings hereunder.

c. Jurisdiction

In the event that Parties fail to settle the dispute amicably, the same shall be settled by binding Arbitration conducted by a sole arbitrator appointed jointly by both Parties and governed by the Arbitration and Conciliation Act, 1996.

- The venue of arbitration shall be in Patna, Bihar.
- The language of arbitration proceedings shall be English.
- Any dispute arising in relation to this Empanelment shall be subjected to Jurisdiction of Courts at Patna, Bihar.

5.8 Interpretation of Documents:

BRLPS will have the sole discretion in relation to:

- i. The interpretation of this RFP document, the Proposals and any documents provided in support of the Proposals; and
- ii. All decisions in relation to the evaluation of Proposals.

BRLPS will have no obligation to explain or justify its interpretation of this RFP document, the Proposal(s) or their supporting/related documents/information or to justify the evaluation process or selection of the Selected Bidder.

Chief Executive Officer cum Mission Director
Bihar Rural Livelihoods Promotion Society

Annexure I: Technical Proposal

Letter of Application

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

[Location,

Date]

To,

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

Dear Sir,

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

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

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

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

Yours sincerely,

Authorized Signature [In full and initials]:_____

Name and Title of Authorized Representative:

Name of the Firm:

Address:

Bidder's organization

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

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

Financial capacity certificate of the bidder

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

#	Financial Year	Turnover	Net worth
1.	2021-22		
2.	2020-21		
3.	2019-20		

Certificate from the Statutory Auditor / Chartered Accountant

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

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

Power of Attorney for Authorized representative

(on a stamp paper of relevant value)

POWER OF ATTORNEY FOR AUTHORIZED REPRESENTATIVE

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

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

Executant

Signature of Attorney

(Name, Title and Address of the Attorney)

Attested Executant

Notes:

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

Notarized Undertaking

We hereby undertake that:

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

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

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

Yours sincerely,

Authorized Signature [in full and initials]: _____

Name and Title of Authorized Representative:

Name of Firm:

Address:

Declaration

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

(To be printed on Letter Head)

Sir/Madam,

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

Sincerely,

(Signature of the Authorized Person)

Name:

Designation

Annexure-II

TERMS OF REFERENCE

-draft-

Hiring of an Event Management Agency

1. Background

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

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

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

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

2. Objective of the Assignment

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

3. Scope of Work

- 3.1. **Organize Bihar Diwas for development of JEEVIKA theme pavilions to be held at Gandhi maidan, Patna from 22nd March to 24th March.**
The agency would develop the layout and interior design of the JEEVIKA's Pavilion and agency would develop the JEEVIKA's Pavilion during Bihar Diwas Event in 20000 Sq. Ft. **(Details are mentioned in Annexure- A)**
- 3.2. The agency would develop the design of tableau and make the Tableau which would be presented on **Republic Day and Independence Day** at Gandhi Maidan, Patna. **(Details are mentioned in Annexure- B)**
- 3.3. **Saras Mela-** At Gyan Bhawan, Patna & Gandhi Maidan, Patna. **(Details are mentioned in Annexure- C &D)**
- 3.4. **Any other Events (Details are mentioned in Annexure- E)**

4. Reporting: -

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

5. Budget: -

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

6. Payment Terms:

The firm would serve invoice after completion of each event.

7. Duration of Consultancy

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

8. Monitoring mechanism:

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

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

Annexure -A

Scope of Work for Bihar Diwas

Total Area is approximately around 20000 Square Feet

A. Venue construction/fixture arrangements:

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

- Total Twenty Theme wise display stalls (Hut Stall) & 5 LCD TV [18]
- One V.I.P. Lounge with 2 ton AC and Toilet [1]
- One Display (JEEViKA) gallery [1]
- Temporary toilets (1 for Male and 1 for Female) [1]
- One Display Area at the Centre in a raised platform decorated with models, Bamboo, Madhubani Art and Sikki Work as per concept provided by JEEViKA. [1]
- Stage for Cultural program with green rooms [1]
- Office Room with 2 ton AC with One Toilet [1]
- Temporary sitting arrangement made of Bamboo [3]
- CCTV with Monitor [1]
- Boundary wall decorated with Madhubani Painting and PoP work [2]
- LED Wall for stage with two wings (12ft*10ft) [1]
- 5 Volunteers (Female) for stall [5]
- Lodging arrangement of 30 Community Members from 21st to 24th March.
- Cultural Programme (22nd to 24th March)
- Flax Branding of 6 food stalls in Food pavilion. (Approx printing of 1700 sq ft flax with iron frame)

Details of the Scope of Work (Bihar Diwas)

- I. The size of all hut stalls should be of **10'x10'**. Each stall should have four plastic chairs, three display tables and one shelf. Stalls should be with adequate lighting arrangements – Two mercury tubes/CFL and one ceiling fan. Each stall should be decorated with flex/banner and 3-4 3D cutouts/models (Made from wood/PoP/Thermocol- As per design provided by JEEViKA). The all flax (3Wall) would be installed with iron frame as design given by BRLPS.
- II. **A Display gallery of 200 square feet or as per required size** equipped with One LCD screen with Sound system, display boards, Photo galleries/collage, audio-visuals. Display gallery should be decorated with flexes/banners (matters/specifications to be provided by **JEEViKA**) with fresh and artificial flower. 50 Photo with wooden framing (size- 3ft*2ft) should be installed. Entire Wall will be made by wood.
- III. **Two toilets** for Male and Females with proper gate, light & water. In each and every toilet tap and bucket is required necessarily. Proper drainage and cleanliness should be ensured.

- IV. To ensure availability of **water in the pavilion should be ensured.** (Either from own source or by the taking connection from Gandhi maidan mgt committee. The Water bill should be settled by bidder.
- V. Water dispensers should be installed in pavilion. The water dispenser should be refilling twice a day.
- VI. The entire area should be covered by wooden floor
- VII. The entire area and stalls should be cover with carpet. After carpeting red carpet should be cover on walking pathway.
- VIII. Lighting arrangements:
To ensure **24x7 electricity supply** in the **JEEViKA** pavillion, an application for a temporary connection to PESU-Patna Electricity Supply Unit should be made, ensured supply and paid by the bidder. Following lighting arrangement require to be done: -
 - (a) Two vapor lights within/around premise
 - (b) Proper luminous intensity with light arrangement for the stalls and entire premises.
 - (c) Proper lighting arrangements at entrance / exit gate.
- VIII. **Stage of 3’x30’x15’**(Height x Length x Wide) with Dias table and banquet chairs for 6 persons with flower bouquet, Dolby sound system with cordless mike and speakers, two ceiling fan and two water coolers & well arrangements of proper light. There would be sitting arrangements for 50 (Fifty people) in premise & banquet chairs (as per requirement). Adequate sound system to support various stage shows has to be arranged. The front row for audience will have sofa/table.
- IX. One Air condition office room (20Ft x 20Ft) cover with through hard transparent tarpaulin and decorated with Flex board.
- X. One Display Area at the Centre in a raised platform decorated with models, Bamboo, Madhubani Art, Art Work and Sikki Work to display the theme of the pavilion.
- XI. Two temporary sitting arrangement in the shape of a tree made of Bamboos thatch and decorated creatively with Art Work and Madhubani Painting.
- XII. The boundary wall of the entrance should be decorated with Madhubani Painting and other decorative items.
- XIII. Bihar Based folk cultural programme & Nukad Natak (2 show per day) would be done by concern agency through professional artist (11 AM to 03 PM).

B. Arrangements in the VIP Lounge

- I. Size- 20’x20’
- II. Toilets for with proper gate, light & water.
- III. AC with two-ton capacity should be provided.
- IV. Three center table, three attractive and comfortable sofa-set and 10 (Ten) Banquet Chairs to be provided.
- V. Refreshment for Guests: -
 - A. Snacks, mineral water/ soft drinks should be stored in a refrigerator.
 - B. Tea and coffee arrangement by installation of coffee vending machine.

C. Decent crockeries for serving and with a service boy

C. Office Room

- I. Size- 20'x20'
- II. One toilet with proper gate, light & water.
- III. AC with two-ton capacity should be provided.
- IV. Three center table, three attractive and comfortable sofa-set

D. Entrance & Exit Gate

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

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

F. Miscellaneous

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

G. Security

- I. Security arrangements for 24x7 hrs in JEEViKA Programme premises with 10 personnel.
- II. 10 CCTV cameras to be installed at different location with a monitor in control room.

H. Support Activities:

- I. Carpeting of all area within campus ground and stall.
- II. One designer has to assign at JEEViKA State office for four days by the agency for flex and model design as per the requirement of different theme.
- III. The premises is required to be cleaned everyday twice (morning and evening)

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

Annexure -B

Scope of Work for Tableau Presentation

Tableau has always been a branding tool of communication for JEEViKA. JEEViKA will present the tableau on occasion of Republic Day at Gandhi Maidan, Patna. With subject of **“Theme Based on Women Empowerment”**. It is proposed to initiate the procurement for hiring of an agency for tableau preparation and live performance. The specification is mentioned as below: -

Height: 15 Feet
Width: 11 Feet
Length: 50 Feet

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

1. All design of front and back will be created with 4D and 3D effect with ply wood work as decide by BRLPS (**As per attached design**) and made from PoP and One Commercial Sale (**Made from New Ply board and engineer board**) stall would be installed in Back side of Tableau.
2. The vendor should provide the printed flax approx. 600 square feet and also vinay with sun board approx. 400 Sq ft.
3. The vendor should provide the 25 pieces of wooden frame with photographs. (3ft * 2.5Ft)
4. Live performance through professional artist with costume. (25 professional artist and as per requirement).
5. Back side lower facia would be decorated from Mat and other decorative items.

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

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

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

Annexure – C

Saras Mela at Gyan Bhawan, Patna

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

Venue construction/fixture arrangements:

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

Sl. No.	Description	Quantity/Unit	
1	Display cum Sale stalls	125	
2	Reception cum enquiry	1	
3	Administrative Cell cum staff office	1	
4	V.I.P. Lounge	1	
5	Medical Help Desk	1	
6	Hygiene & Cleanliness	As per the details given below	
7	Security arrangements		
8	Guest Comfort		
9	Promotion & publicity		
10	Theme Area and Branding		
11	Selfie Point		
12	Printing and Stationary:	As per the details given below	
13	Stage		1
14	Carpeting		
15	Hospitality		
16	Power Supply		
17	Miscellaneous		

Detail Specification

- I. **Display cum Sell stalls:** Construction of Octa-norm stalls measuring 3 mt x 3 mt. Each stall would have two plastic chairs & two display tables, one Waste paper basket, one charging point and with adequate lighting arrangements.
Branding: Top holding area with name and Logo, size 8"x3 mt each. Back wall flex branding with a Size of 6x4'.
- II. **Reception cum enquiry:** Construction of Octa-norm room measuring 3 mt x 3 mt. The room would have ten plastic chairs & two tables, two Waste paper basket, two charging point and with adequate lighting arrangements.
- III. **Administrative Cell cum staff office:** Construction of Octa-norm stalls measuring 6 mt x 6 mt. Stall would have 2 double sofa, 10 good quality VIP-chairs & 2 center tables, two Waste paper basket, two charging point and with adequate lighting arrangements, Water jar facility with drinking glass.
- IV. **A V.I.P. Lounge:** Construction of Octa-norm room measuring 6 mt x 6 mt. Room would have 4 good quality double sofa, 10 good quality VIP-chairs & 4 center tables,

two Waste paper basket, two charging point, adequate lighting arrangements, water jar facility with drinking glass and one 42" LED TV. Need to install a Coffee machine, service boy and coffee dispenser for the guests and staffs. 20 Pcs of high-quality snacks arrangements for guests per day. ***The Agency should be handover the VIP lounge one day before of the event.***

- V. **Medical Help Desk:** Construction of Octa-norm Room measuring 6 mt x 6 mt. The room would have two plastic chairs & display tables, two beds, two Waste paper baskets with lid, two charging point and adequate lighting arrangements.
- VI. **Hygiene & Cleanliness:**
- a. 10 Big Size Dustbins and 10 Medium Size Dustbins.
 - b. Cleaning of Mela premise on daily basis with minimum 8 housekeeping person to be present throughout the Mela timings. Ensure cleaning of Mela premises before the opening of Mela.
- VII. **Security arrangements:**
- a. Public announcement system with a female announcer throughout the mela timing
 - b. 10 Security personnel for 24 Hrs. (12 hrs. Shift)
 - c. 10 CCTV cameras to be installed at different location with a monitor in control room.
- VIII. **Guest Comfort:** Lodging arrangement (separate for Male & female participants) with single and double occupied bed system, drinking water, toilet & mosquito repellent, To & fro economical transport facility for participants
- IX. **Promotion & publicity:**
- a. Entrance Gate (Outside the Hall premises): Welcome gate - 1 nos. With following specifications:
 - b. Wooden gate with clear area of 25 ft wide and 20 ft height, made with wood, plywood, PoP and other decorative materials.
 - c. Exit Gate (Outside the Hall premises): Exit Gate - 1 nos. Box gate clear area 25 ft wide and 20 ft height, Pillar size 2.5ft x 2.5 ft x 20ft. Top panel 2.5ft x 2.5 ft x30 ft. All panel shall be covered with printed flex. "
 - d. Over the road gate style promotion at 2 selected locations (Agency have to take necessary permission from Municipal Corporation)
 - e. Total 50 hoardings, 16x10' Size Hording/banner of mela at different locations of All over Patna
 - f. Radio Jingle (20 Slots of 30sec each in two different Radio)
 - g. Photography and Videography – Full Day for 12 days.
- X. **Theme Area and Branding:**
- a. Rangoli At the entrance hall for inauguration (Size- 10ft*10Ft)
 - b. Standee- 16 piece (Size-10x4 Flex Standee)
 - c. 6 no. 3mt x 8ft 4 side flex display (2 inside the hall, 2 outside the hall, 2 outside the gate area.)
 - d. A wooden 3D "I LOVE SARAS" at the entry location. (Size 20x7')- Letter height would be 4 ft and Base height would be 3ft.

e. Flax with iron frame- 4000 Sq Ft. (For Stall Branding)

XI. Printing and Stationary:

- a. I- Card with Lanyard – Size- B4, Total 400 piece
- b. Invitation Card with Envelop- Multicolour Invitation Card, Size- A8
- c. Certificate- Multicolour Certificate, Size- A4, Paper- 300 GSM Craft Paper.
- d. 15 Madhubani Painting Silk/Jute Folder, Pen, Pad for Guest (Opening & Closing Ceremony)

XII. **Announcer:** - A professional announcer for closing and opening ceremony.

XIII. **Selfie Point :-** One Selfie point of size- 10 ft *10 ft, Made with Wooden & other decorative items.

XIV. **Stage:**

- a. **Opening and Closing Ceremony:** Fully equipped stage (Size LxWxH 20'x15'x3') with dais, table and chairs for 7 VIPs, theme decorated podium, fresh flower decoration, bouquets for 7 VIPs, mikes & audio system, lighting arrangement, backdrop, decorated inauguration lamp, ribbons and other essential items for inauguration and closing ceremony.
- b. **For Others Day:** for the rest of the stage will be used as display cum selfie point. Prepare a display cum selfie point for others day with decorative items and SHG Made Products.

XV. **Carpeting:** Double layered Ash colored and Red Colour carpeting of all area with new carpet. (Complete Main Hall and Rear Hall Area)

XVI. **Hospitality:**

- a. Water jar with Dispenser for all the visitors.
- b. Coffee machine, service boy and coffee dispenser for Guest and Staffs.
- c. Daily 20 snacks packet should be provided by vendor for delegates.

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

XVIII. **Miscellaneous**

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

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

Annexure- D
Saras Mela at Gandhi Maidan, Patna

Scope of Work: -

. No.	Description	Technical Specification	Quantity
A. Venue construction/fixture arrangements:			
1	Display cum Sale stalls	Construction of Octanorm stalls measuring with 10'x10' size would have 2 banquet chairs, 2 display tables and 1 Waste Paper basket; to be decorated with a facia Runner, adequate lighting arrangements and one Power plug. Stalls should be in German Hanger. Branding: Top holding area with name and Logo, size 9.5"x3 meter each.	400
2	Department Stalls	Each stall with 10'x10' size would have 2 banquet chairs, 2 display tables and 1 Waste Paper basket; to be decorated with a facia Runner, adequate lighting arrangements and one Power plug. The Stall should be made waterproof. Branding: Top holding area with name and Logo, size 9.5"x3 meter each.	40
3	JEEViKA Official Stall	20*20 feet. It should be decorated with plywood/Bamboo/Flex and fresh flower or other decorative materials. Stall should have adequate lighting arrangements, power plugs, 4 banquet chairs and 4 tables with white table cloth. The stall should be equipped with One LCD screen with Sound system, display boards. The Stall should be made waterproof with wooden floor.	01
4	Food Court	40 stalls with 10'x10' size would have 2 plastic chairs, 4 wooden tables and 2 Waste Paper basket; adequate lighting arrangements. Food court area should have at least 15 round tables and 75 chairs with umbrella shed. Adequate lighting arrangements to be done in open area in food court. Firefighting arrangements should be done. The Stall should be made waterproof with wooden floor. Branding: Top holding area with name and Logo, size 9.5"x3 meter each.	40
5	Open Stalls	Open Stalls (for Carpet, Bamboo items, Dry Flower, Terracotta & Furniture Stalls) will be earmarked by small size Bamboo. Adequate lighting arrangements to be done in open area for open area stalls	30

6	Reception cum enquiry counter	40*20 feet size. 4 reception tables, 8 banquet chairs with cover, 1 mike, and 2 cordless mikes with speakers to cover whole fair ground and adequate lighting arrangements with Power plugs. One announcer should be available in working hour of mela. Fire extinguishers should be available. Counter is to be decorated with a Runner. The reception stall should be made waterproof with wooden floor.	01
7	Seminar cum Conference Hall	40*40 feet. 40 banquet chairs and dais with 5 executive chairs and tables, 1 LCD screens with USB facility, one projector with screen, 2 cordless mike, effective sound system and required power plugs. Front portion is to be decorated with a Runner. The Seminar Hall should be made waterproof with wooden floor.	01
8	V.I.P. Lounge	20*30 feet, Room would have 4 good quality double sofa, 10 good quality VIP-chairs & 4 centre tables, two Waste paper basket, two charging point, adequate lighting arrangements, water jar facility with drinking glass and one 42" LED TV with dish connection. Need to install a Coffee machine, service boy and coffee dispenser for the guests and staffs. 20 Pcs of high-quality snacks arrangements for guests per day. The VIP Lounge should be made waterproof with wooden floor and separate toilet with water facility.	01
9	Staff Room	20*30 feet. 8 Table & 40 banquet chairs, adequate lighting arrangements with three Power plugs and two separate restrooms each for gents/ladies. Drinking water facility should be available. Front portion is to be decorated with a Runner. The Staff room should be made waterproof with wooden floor.	01
10	Control room	20*20 feet. 10 chairs and 4 tables. 1 Big size monitor (preferably 52 Inch) for coverage of CCTV camera, light with 4 Power plugs in Control Room. Fire extinguishers should be available. The Control room should be made waterproof with wooden floor.	01
11	Medical help desk	20*20 feet. 4 chairs, 2 tables, 2 bed, light & Power plug. The medical help desk should be made waterproof with wooden floor with wooden floor.	01
12	Crèche	20*40 feet. Infrastructural arrangements to be done along with proper light, power plugs, spot lights, 2 tables and 2 chairs. Separate restrooms should be available. Wall and floor should be wooden and entire wall should be decorated with designed flex. The Creche should be made waterproof with wooden floor.	01

13	Main Stage in hanger	It should have a seating capacity of 500. The front row for some specific audiences may have some two-sitter/three sitter sofa and glass center table. Decoration of stage should be done with cut-outs & flowers. Decoration of stage should be done with fresh flowers on day of Inauguration/Closing ceremony. Size of stage will be 4'x 60'x 30' (Height x Length x Wide). Adequate modern light & Sound System to support various stage shows has to be arranged. 2 Green rooms of 20'x10' size for each (gents/ladies) with proper light and fan, two table and six chairs & two mirrors. A Digital Screen of 20 x10 feet should be available with one operator for 15 days. Availability of bouquets for 7 VIPs, decorated inauguration lamp, ribbons and other essential items for inauguration and closing ceremony. The main stage hanger should be made waterproof. One day extension ramp stage should be installed in size of 16ft * 8ft as per discussion with BRLPS officials.	01
14	Sound system	Adequate number of Music speakers with under cable wires in open area, each hanger & coverage in whole mela premise.	01
B. Hygiene & Cleanliness:			
15	Temporary standard size restrooms (25 for Male and 25 for Female)	Area should have proper gate, light & water. In every toilet, mug is required. Proper drainage and cleanliness should be ensured. Water facility and disposal system should be ensured. Time to time bleaching powder should be used. The proper signage should be display on Toilet Gate and Side wall. The proper cleanness should be ensured by Event Agency.	50
16	Wash Basins	It should be at two different locations and should have water facility and proper drainage arrangements.	20
17	Drinking Water	To ensure availability of Pure drinking water in the Mela premise for guests, staff and visitors. 50 Bottle of 500 ml. per day for 12 days and 5 Jar of 20 ltr. Per day.	15
18	Cleanliness Work & Waste Disposal System	80 (40 Big and 40 Medium) for Mela premise & 40 Big Dustbin for Food Stall area. Cleanliness Work for the Complete mela premises should be completed between 8 PM to 9 AM of every day. Dedicated team of 10 persons in Food Zone, 10 in Rest Rooms, 10 in Hangers, 5 on entrance/exit gates and 5 in Open areas; should be allotted to maintain cleanliness throughout the days. Waste should be collected four times in a day and carried over to nearest Nagar Nigam disposal counter. The system should run smoothly by dedicating a Team for it. Team will wear specialized dress.	40
C. Security arrangements:			

19	Emergency Gate	Location of Emergency Gate to be done as per directions of District Administration.	10
20	CCTV	CCTV installation to be done as per directions of District Administration. Adequate number of CCTV cameras to cover every corner/stall/lane/area inside the Mela premise. Control panel should be in the Control Room which will have a 52-inch Monitor.	50
21	Public Announcement system	Adequate number of speakers & Cordless mikes to cover mela ground with 1 Announcer.	01
22	Firefighting arrangements	Firefighting arrangements to be done as per directions of concerned Office. Arrangements of adequate numbers of fire extinguishers in mela premise.	15
23	Security Guards	50 Security equipped with walkie-talkie facility. To be deputed for 2 shifts 9 AM to 9 PM & 9 PM to 9 AM	50
24	Fencing of Mela premises	Fencing of whole mela premise and Parking Area to be done with 7 feet high tin material	01
25	Watch Towers	Location of Watch Towers to be done as per directions of District Administration.	02
26	Separate space for Fire brigade	Separate Tent to be installed (preferably 30'*30')	01
27	Lighting arrangements	Lighting arrangements to be done as per directions of concerned Office. 1. Electrical wiring under carpets is a potential fire risk. Wherever this is unavoidable, adequate precautions should be taken by covering the wiring by wooden ramps. 2. All electrical joints must be fully insulated and MCB be used to prevent over loading. 3. Provision of sufficient number of emergency lights to ensure safe public movement in case of power failure. 4. Availability of three Diesel generators of 40 KVA for 12 hours every day	15
D. Awareness, Cultural Program, Opening and Closing Ceremony:			
28	Cultural program	On all Mela days, cultural program would be organized on daily basis for Four hours in the evening. The cultural program may have Folk Items-Group / Classical /semi classical items-group/Stand-up comedy/Band anchored by a reputed anchor. Hire one reputed professional anchor (From Doordarshan) for opening & Closing ceremony.	15 days

29	Opening and Closing Ceremony	Refreshment arrangements for distinguished Guests during opening and closing ceremony. Executive chairs and Table with table cloth for opening and closing ceremony at stage. Ensure availability of 30 Plastic folder along with one note Pad and Pen for media persons on Opening and Closing Ceremony days (Both days)	2 days
E. Guest comfort			
30	Lodging arrangements & Transport facility	Lodging arrangements for SHG participants of Bihar and other state to be done in dormitory with facility of Drinking water, Toilet, Bathroom. Separate arrangements to be done for Female & Male participants.	600
31	Lodging arrangements	Lodging arrangements for 10 State Coordinators on single room basis.	10
32	Parking Facility	Free of cost parking facility near the entrance gate for all vehicles (Four wheelers, two wheelers, Cycles) of visitors with proper lighting and security arrangements. Parking must be enclosed by a barricading and supervised by guards for smooth parking of vehicles.	15
33	Kid Entertainment Center	A Kid Entertainment center for children in which playing items like Mickey Mouse (air ballooned), small sized Jhulas, Jumping stand and other manually operated playing items.	15
34	Carpeting	The entire mela premise (including Open area/Food zone/Fun Zone) must be covered with double layered Green Sun Shade Net Fabric Carpet. Inside stalls, flooring may be done by gray colour fabric carpet. Connecting roads may be covered with red colour carpet. All the carpets must taped/clipped per day after finish of mela period up to closing of fair. Maintenance of carpet to be done on daily basis.	15

35	Lighting Arrangements	<p>I. A temporary connection through PESU-Patna Electricity Supply Unit</p> <p>II. Standby power arrangements have been made which facilities standby power for overall lighting and automatically switches on within 30 seconds in the event of power failure.</p>	20
F. Promotion & Publicity:			
36	Entrance/Exit gate	<p>Entrance Gate & Exit Gate: Gate - 1 nos. With following specifications: Wooden gate with clear area of 40 ft wide and 30 ft height, made with wood, plywood, PoP and other decorative materials.</p>	01
37	Welcome Gates	Welcome Gates for welcoming of guest/visitors – Frazer Road, Bailey Road & Gandhi Maidan circle.	03
38	Hording in City	Installation of hording to be done as per direction of Patna Municipal Corporation. On 50 prime locations of the city, hording of Mela should be displayed before commencement of mela. Printing and installation would be the responsibility of vendor. Size of hording should be 12'x10' and wooden/bamboo framed. Ensure the display of all the hoardings till end of the mela.	50
39	Hanger Fasad	Branding of All four hanger should be made from flax with Iron Frame of size- 100ft*30 ft of each hanger.	04
40	Installation of LED	Wall of Size- 10ft*8ft at the Entrance Gate Location	01
41	Hoardings/banner inside mela premise	Exit/Entry, Emergency Exit, Corridor, Male and Female Toilet, Drinking water, Food Zone, Fun Zone details hoardings/banner along with arrow sign in all mela premises. Flex/Banner on Cleanliness and other slogan have to install on all mela premises.	100

42	Photography and Videography	<p>High quality Photography and Videography of all stalls/events every day. It should also include Photography and Videography of some initial preparation days.</p> <p>The Photographers should ensure their presence in mela premises whole day during mela time and done their work in supervision of Communication theme.</p> <p>Drone photography to be done for at least 3 hrs, 3 days on different dates.</p>	20 days
43	Radio Jingle	<p>30 Slots daily of 30sec each in three different Radio Channel like- Radio Mirchi, Red FM/Big FM/Radio City. (10 slot in each Radio Channel per day)</p>	03 Radio Channel
44	Theme Area	<p>One theme Area at the Centre in a raised platform decorated with models, Bamboo, Madhubani Art, Art Work and Sikki Work to display the theme of the pavilion. Size- 30ft * 30ft</p>	01
45	Selfie Point & Product display details	<p>A. 10 no. 3ft x 8ft 4 side flex display (2 inside the gate & 8 in field area.) B. A wooden 3D "I LOVE SARAS 2022" (30ft*7ft)- The letter size would be 4Ft. and one other selfie site on based on different theme.</p>	10 Display Box & 02 Selfie Point
46	I-Card for Exhibitors & Participants	<p>Printing of I-Card in multicolor with lanyard (Size- B4)</p>	1000 for participants & 200 for officials
47	Certificate for Exhibitors & Participants	<p>Printing of Certificate in multicolor (Paper-300 GSM Art, Board, Size -A4)</p>	500 for participants & 100 for officials
48	Invitation Card	<p>Printing of Invitation Card in multicolor with color Envelop. (Size-1/8, Paper- 250 GSM art paper)</p>	500
49	Digital Screen Display at Patna Junction	<p>The agency should ensure the display of Saras Mela 2022 Advertisement in Digital Screen at Patna Junction</p>	15 Days

The quantity of items may be increased/decreased as per the requirement.

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

Annexure- E

Other Events

1. Provide the Flax with iron frame (Approx- 2000 Sq. Ft of each Event)
2. Standee- Size- 6ft*3Ft- 6 Piece of each Event.
3. I-Card with Lanyard- Size- B4 with Digital Printing Lanyard.
4. Flower Decoration- Stage & Podium
5. Vinyl with Sun Board (Approx- 500 Sq. Ft of each Event)
6. Venue Hiring with Food Arrangements (**Optional**)
7. Wooden Stall – Size- 10Ft*10ft decorated by decorative items (**Optional**)
8. Any other work as required by BRLPS.

Agency should be handover the materials/Stall one day before