



Directorate of Horticulture
Department of Agriculture
Government of Bihar

VERY SHORT E-TENDER FOR REQUEST FOR PROPOSAL

FOR

**SELECTION OF EVENT MANAGEMENT AGENCY FOR AAM
MAHOTSAV 2025 IN PATNA, BIHAR**

Directorate of Horticulture
Department of Agriculture, Bihar
Address: 2nd Floor, Krishi Bhawan
Mithapur, Patna, Bihar, Pin-800001
Phone: 0612 2547772
Email: dir-bhds-bih@nic.in

Directorate of Horticulture
Department of Agriculture
Government of Bihar
2nd Floor, Krishi Bhawan,
Mithapur, Patna – 800001

No.

Date:

Notice Inviting Request for Proposal through very short e- tender

Very Short e-Tender for Request for Proposal (RfP), is invited, from event management agencies / companies for AAM Mahotsav 2025 to be organized at Gyan Bhawan, near Gandhi Maidan, Patna, Bihar. The requisite details are as mentioned below:

SN	Particulars	Details
1	Designation and address of Advertiser	Director Horticulture, Directorate of Horticulture Department of Agriculture, Government of Bihar, 2nd Floor, Krishi Bhawan, Mithapur, Patna - 800001
2	Start Date & Time for Downloading of Tender document	13.06.2025 (11:00 hrs)
3	Date, Time, and place for attending pre-bid meeting. The mode of meeting will be hybrid (physical and virtual)	16.06.2025 (11:00 am), Place for physical pre-bid Meeting-Department of Agriculture, Directorate of Horticulture, 2nd Floor, Krishi Bhawan, Mithapur, Patna – 800001. Link for virtual pre-bid meeting will be provided on https://eproc2.bihar.gov.in
4	Last Date and Time for downloading of Tender document	20.06.2025 (by 11:00 am)
5	Last Date & Time for submission/uploading of offer/Bid	20.06.2025 (11:00 hrs)
6	Date and time of Technical bid opening	20.06.2025 (15:00 hrs)
7	Date and Time of Technical Presentation	21.06.2025 (11:30 hrs)
8	Date and time of financial bid opening over videoconferencing / virtual mode/physical	To be intimated to technically successful bidder only
9	Contact details	Dr. Rakesh Kumar Dy. Director Horticulture (+91-9031643052) Smt. Ruby Kumari ADH (+91-9431818966)
10	RFP details can be found on website	https://eproc2.bihar.gov.in

Note: The estimated cost of the event is **INR 15,00,000/- (Fifteen Lakh Rupees Only including GST)**. The bidder should not quote above the mentioned amount.

Director Horticulture
Directorate of Horticulture
Agriculture Department
Bihar, Patna

1. FACT SHEET

Tender No.	
Title of Tender	Very Short E- Tender for Request for Proposal for Selection of Event Management Agency for AAM Mahotsav 2025 to be organized at Gyan Bhawan, near Gandhi Maidan, Patna, Bihar
Start Date & Time for Downloading of Tender document	13.06.2025 (11:00 hrs)
Date, Time, and place for attending pre-bid meeting. The mode of meeting will be hybrid (physical and virtual)	16.06.2025 (11:00 am), Place for physical pre-bid Meeting-Department of Agriculture, Directorate of Horticulture, 2nd Floor, Krishi Bhawan, Mithapur, Patna – 800001. Link for virtual pre-bid meeting will be provided on https://eproc2.bihar.gov.in
Last Date and Time for downloading of Tender document	20.06.2025 (by 11:00 am)
Last Date & Time for submission/uploading of offer/Bid	20.06.2025 (11:00 hrs)
Date of opening of the technical proposal	20.06.2025 (15:00 hrs)
Date and Time for Technical Presentation	21.06.2025 (11:30 hrs)
Date of opening of Financial Proposal	To be informed to technically shortlist bidders
Mode of Proposal Submission	E-Tender
Address for submission of proposal	https://eproc2.bihar.gov.in
Bid Validity	120 days from date of bid submission
Tender processing fee	Applicable as per eproc2 norms (through online payment)
Tender document fee	Rs. 5,000/- (Five Thousand) through online mode
Earnest Money Deposit (EMD)	EMD: Rs. 50,000/- (Fifty Thousand only) in form of online mode (NEFT/RTGS)
Method of Selection	Least Cost Based Selection (LCBS)

Note: Technical & Financial bid along with technical proposals should be uploaded on the website: <https://eproc2.bihar.gov.in> by the bidder. The EMD and Tender document fee, payment through online mode (NEFT/RTGS) will be mandatory for bidders.

2. Disclaimer

The information contained in the Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Directorate of Horticulture (DOH), Agriculture Department, Government of Bihar (GoB), is provided to Applicants on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by the Directorate of Horticulture (DOH), Patna to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

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

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

The issue of the RFP does not imply that DOH is bound to select any Applicant or to appoint the Selected Applicant, as the case may be, for the event management activities and DOH reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

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

DOH and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information forecast, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of DOH and / or any of its officers, employees.

**Directorate of Horticulture
Agriculture Department
Government of Bihar
Krishi Bhawan, Mithapur, Patna – 800001**

Website: <http://horticulture.bihar.gov.in/Home.aspx> ; email: dir-bhds-bih@nic.in; Phone No.: **0612 2547772**

Sir/Madam,

Sub: Selection of Event Management Agency for AAM Mahotsav 2025 in Patna, Bihar

Directorate of Horticulture (DOH), Agriculture Department, Government of Bihar (GoB), requires hiring event management agency **for AAM Mahotsav to be organized at Gyan Bhawan, near Gandhi Maidan, Patna, Bihar** from **conception to completion stage**. More details on the services solicited are provided in the Terms of Reference in this Request for Proposal (RFP) document.

Interested agencies are invited to participate in the bid procurement process and can download the RFP from <https://eproc2.bihar.gov.in>. Prospective Bidders can submit their Proposal as per the attached RFP document through the <https://eproc2.bihar.gov.in>.

DOH shall select an agency as per the procedure described in the RFP.

DOH also reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

Yours faithfully,

Director Horticulture
Directorate of Horticulture
Agriculture Department
Government of Bihar, Patna

3. Request for Proposal

Directorate of Horticulture (DOH), Agriculture Department, Govt. of Bihar, Patna hereby invites proposals in the form of techno-financial bids from interested and technically qualified agencies for selection as Event Management for AAM Mahotsav 2025 in Patna, Bihar.

The proposal must be submitted online through e-Tender on website <https://eproc2.bihar.gov.in>.

4. Background

Directorate of Horticulture (DOH) is the nodal agency for promoting horticulture in the State of Bihar and as part of this endeavor it aims to organize a state level event '**AAM Mahotsav, 2025**' in **Gyan Bhawan, Patna** Bihar. The said event will be a gathering of farmers, FPOs, manufacturers, investors, mango buyers, policy makers, and organizations from across the State in the field of fruits specifically Mango. Its aim is to create awareness among existing and prospective producers and entrepreneurs about the current incentives and facilities being offered by Government throughout the horticultural value chain and to enable the participating individuals / firms to showcase and project their initiatives.

The objective of this RFP is to call/ request for proposals to engage a reputed Event Management Agency for the scope of work mentioned in this RFP for the AAM Mahotsav 2025 being organized by Directorate of Horticulture (DOH), Patna at Gyan Bhawan, Patna, Bihar for a period of three days from 27th June to 29th June 2025.

The RFP document provides the Scope of Work, Terms and Conditions including evaluation criteria, suggested response formats etc.

The selected agency shall support the Directorate of Horticulture (DOH), Patna in organizing AAM Mahotsav 2025 in Patna, Bihar.

5. Earnest Money Deposit & Bid Processing Charge

Tender document fee of Rs. 5,000/- (Rupees five thousand only) and Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of online mode (NEFT/RTGS) shall be paid by the bidder. After selection of the suitable applicant for appointment as technical agency, the amount of EMD shall be refunded to the unsuccessful Bidders. The EMD of the successful Bidder shall be retained by DOH as performance security and will be returned only after the execution of work and final settlement.

6. Scope of Work

- A. The selected Bidder will have to **provide requisite competent manpower and services** as below in addition to any other activity for successful implementation of the event:

Scope of work (AAM Mahotsav 2025)

S. N	Particular	Specification	Approx. Qty./Sqft	Days
1	Gate- Customized with Mango		1	3
1.1	Big Gate – Customized with Mango	Wooden structure, bamboo support 3D Painting, Theme Decoration etc. Gate :25 ft wide and 24 ft height,		

		Pillar size 2.5ft x 2.5 ft x 24ft		
1.2	Box Gate	Top panel 2.5ft x 2.5 ft x30 ft. As per size required (at Gyan Bhawan)		
2	Hall Set up along with sitting arrangement			
2.1	Stage (The height of the stage from the ground should be 4 ft and this area should have proper branding with flex)	40 ft X 32 ft=1280 Sqft	2	3
2.2	Carpet for stage area	1280 Sqft	1	
2.3	Flower decoration <ul style="list-style-type: none"> • (stage and wherever required)- thematic Decoration of stage with flowers and mango-based 3D-design (as approved by the authority) • Decoration should also be around the area of LED Screen (Side panels) 	Two Times (Day- one and Day-two)	2	
2.4	Head Table for Stage	Table with Cloth Masking and frill	6	
2.5	Leather Chair for Stage	Chair with White Cloth Towel	11	
		Executive Chair on the back side of the stage	10	
2.6	LED Screen (P-3)	24 x 10ft = 240	1	
2.7	Podium	Two side	2	
2.8	LED TV 55 inch	Two	2	
2.9	Sound System for Stage, hall and cultural event	Box & amplifier in entire hall, Podium Mic, cordless hand Mic etc. Podium Mic- 2 Cordless Hand Mic- 8 (Note) <ul style="list-style-type: none"> • For Cultural event, requisite arrangement such as special sound system, acoustics systems,mic etc. should be made available. • Stage arrangement should be ready, 1 hour before the cultural event starts Note: The cultural event would be for 1 day only.	1	
2.10	Lighting (in the hall or stage wherever required)	LED Halogen (Quantity may increase/decrease as per the requirement)	10	
2.11	Main line cabling for entire hall as per consumption	for GENSET	1	
2.12	Sofa (Leather) 2-seater with glass table	with cloth Cover	12- sofa	3

			12- glass table	
2.13	Sofa (Steel) three-seater		12	
2.14	VIP Chair with cover (Cushioned steel chair) for sitting arrangement of public (in front of stage)		250	
2.15	Carpet for the sitting arrangement ((in front of stage)	60ft *40 ft= 2400 sqft1	1	
2.16	Signage for VIP sitting area, Food, washroom etc.		5	
3	Exhibits display: fabricated tower-based display (3 tier structure)	<ul style="list-style-type: none"> The final design should be approved by the authority. The tower-based display structure would be used to display mangoes, mango carvings, food processed items etc. 	2	3
4	Stalls and emporium with Vinyl pasting Fascia name		1	
4.1	Display-cum- sell stall (Octonorm stall)	<ol style="list-style-type: none"> 10 ft*10 ft Stall with Carpet,2 Chairs, 1 Table ,3 Spot-Light & Power plug Name Board Vinyl (10ft*1 ft) Stall should have product display 3- tier stair like arrangement for exhibiting Mango Customized banner- 2 side (stall size) for each stall Each Table should be with mango theme branding 	20	2
4.2	Scheme Emporium with graphic design of various govt. schemes (Design as approved by the authority)	<ul style="list-style-type: none"> The scheme emporium should be 30 ft*20 ft with 4 sofa (2 seater), 4 sofa tables,2 coffee table sets (2 tables 4 chairs) The materials for scheme emporium may be mix of plywood, metal, PVC etc. to make it decorative 	1	
4.3	Sell counter for Mango	<ul style="list-style-type: none"> It should be a display cum sell counter 10 ft*10 ft Stall with Carpet,2 Chairs, 1 Table ,3 Spot-Light & Power plug Name Board Vinyl (10ft*1 ft) Back side of the counter should have display arrangement in the form of shelves (layered shelves) The materials for scheme emporium may be mix of plywood, metal, PVC etc. to make it decorative 	1	
4.4	Medical help Desk (Octonorm stall)	<ul style="list-style-type: none"> 10 ft*10 ft Stall with Carpet,2 Chairs, 1 Table ,3 Spot-Light 	1	

		& Power plug Name Board Vinyl (10ft*1 ft) Table should be with mango theme branding.		
4.5	Administrative cell -cum – control room-cum	30*20 sqft (with 5 tables, 5 sofa-10 chairs) ,6 spot lights, power plug	1	
4.6	WiFi	Wifi facility should have the range of hall of Gyan Bhawan	1	3
5	Still, Videography			3
5.1	Still Photography	Ultra HD (UHD) 4K with camera man:	2	
5.2	Videography	Ultra HD (UHD) 4K with camera man (2 videographers)	2	
5.3	Video Editing & Photo Album	<ul style="list-style-type: none"> 250 good quality photographs (soft copy in pen drive) and album of 250 photographs All raw video and photographs in pendrive Video mixing 	1	
6	Registration			
6.1	Registration area	<ul style="list-style-type: none"> 4 tables with white cloth and frill, and 8 chairs Back drop flex, power connection and 2 Pedestal fan(Noiseless fan) 		
6.2	Instant I Card Printing (I card with photograph)	With 2 Operator & 2 Computer System (Size: 5" x 4"of I card)	500	
6.3	Lanyard	With Logo Printing	500	
7	Inaugural related materials	Lamp Lighting, Ribbon, candle, flower Buquet-10, Scissors, Tray-4 etc.	1	1
8	Garden Area/selfie point			3
8.1	Selfie point include theme -based selfie points, GI tag display etc.	Selfie design need to be approved by the authority	10	
8.2	Art Floor-3D design	Theme as approved by the authority	1	
9	Materials for exhibit display (Customized plates- Biodegradable)		3500	
10	Power consumption			3
10.1	GEN SET with Fuel	82 KVA/ or as per requirement	1	
11	Additional			
11.1	Apron customized for children (5 to 10 years) for AAM khao Inaam Pao pratiyogita”	with Logo Printing	100	One time
11.2	Customized cap for children for AAM khao Inaam Pao pratiyogita”	with logo printing	100	
11.3	Backdrop flex for “ Mango carving competition	Backdrop flex-(10 ft*5 ft=50 sqft)	1	

11.4	Backdrop flex for “AAM khao Inaam Pao pratyogita”	Backdrop flex-(10 ft*5 ft=50 sqft)	1	
11.5	Backdrop flex for “Drawing competition”	(10 ft*5 ft=50 sqft)	1	
11.6	Carpet for sitting arrangement for children for Drawing competition	40 ft*60 ft= 2400 sqft Note: carpet requirement may increase/decrease as per the number of the children for drawing competition	1	3
11.7	Wooden Table for entire hall for exhibits display	With white cloth and Frill : One side of table should have thematic branding	200	3
11.8	Exhibit display board to display each variety of mango with QR code	Size of display board : 8 inch* 5 inch Material should be hard paper board	200	
11.9	Sitting arrangement in gallery of Gyan Bhawan	Sofa (Leather) 2-seater with glass table	Sofa- 8 Glass tables -8	3
12	Logistical arrangement			
12.1	Supporting Staff with uniform (support for events)	2 staffs: stage 2 staffs: Security 2 staffs: stall support The support from 6 supporting staffs may be taken as per the requirement of the event	6	3
12.2	Vehicles	Winger	2	
		SUVs	3	
13	Dummy Cheque		5	
14	Digital foot count machine	Machine is required to capture the footfall data	1	3
15	Branding			
15.1	Standee (Scheme based)	Size of standee= 6 ft x 4 ft = 24 sqft	20	
15.2	Cut-out hanging logo		50	
15.3	wall branding (as per requirement)	—	—	

Note:

1. The area / size / quantity of the components may increase or decrease.
2. *Agency will submit Photograph, Video, Photo album within one week of the event close.*
3. *Inaugural materials should be handed over to the authority at least 2 hours before the inauguration of the event*
4. The agency has to ensure the security of the assets of the event in the Gyan Bhawan. Any loss/ damage of the assets at the event place because of ignorance of the agency, will be compensated with the final payment of the agency.
5. The work order to be awarded to the selected bidder **on LCBS (Least Cost Based System)**
6. Any other arrangements / expenses to be made shall be done after due approval from DOH

7. For every service such as House Keeping, stage management, Logistics etc. there will be one nodal person (employee) from the selected agency whose details (Name, Designation & Contact no) will have to be shared with the technical bid.
8. The details of Drivers (Name, address & contact no.) and Vehicles (Type of Vehicle & Vehicle No) has to be submitted by the selected agency along with technical proposal. Any changes later, has to be done only after the due approval of the assigned authority
9. Sample for the components marked with * are to be submitted to the authority during technical presentation. Any suggestions on the design and quality of inaugural materials will have to be incorporated by the final selected agency in the designs and quality of the materials as mentioned in the RfP.

7. Eligibility

The agency /company / firm intending to bid for engagement as Event Management Agency shall fulfill the following eligibility conditions. Failure to comply with eligibility criteria shall render the bidder ineligible. The financial proposals of ineligible bidders shall not be considered and shall be returned unopened.

SN	Criteria	Minimum requirement
1	Registered entity	The bidding firm should have been registered for at least 3 years (Certificate of Incorporation/ Registration certificate/ any other relevant proof to be attached)
2	Financial Turnover	Average annual Turnover of INR 1 crore in the last 3 years, i.e., 2023-24, 2022-23 and 2021-22 (Turnover certificate from CA, Audited Balance sheet and Income statements (ITR) should be submitted for the last three financial years)
3	Manpower Strength	A dedicated team for organizing such events duly assisted by its senior leadership. The bidder should have its own manpower strength of at least 10 persons (As per annexure D)
4	Minimum Experience	The Bidder should have organized at least 3 (three) promotion events of minimum value of INR 25 lakh each for Central/ State Governments during the last 5 (five) Financial Years <i>(Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company)</i>
5	Not Blacklisted	Bidder should not have been debarred/ blacklisted by any State Government or Central Government or their instrumentalities. The Bidder shall have to furnish Self Declaration stating to this effect signed by authorized signatory of the agency with seal.
6	Other information	PAN Details & GST PAN details- PAN card GST details- GST certificate, GST filing certificate (Quarter: Jan-March 2025)
7	Technical proposal Internal Fabrication Designing and other designs as per the RfP)	should be attached with RFP.
Note: Registered office of the bidder in Patna, Bihar is desirable. After selection, the agency has to set up temporary office in Patna		

8. Submission of Proposals

Only online mode for submission of the proposal shall be accepted. The proposal shall be submitted with duly signed pages of the proposal with page numbering and requisite documents as detailed below:

i. Technical Bid:

- a) Scanned copy of Tender Acceptance Letter **Annexure – A**.
- b) The Technical Proposal as per the format given in **Annexure-B** with due supporting documents
- c) **Annexure – C** for experience of the firm
- d) **Annexure – D** for manpower strength of the bidding firm
- e) **Annexure – E** declaration for not being debarred or blacklisted
- f) Bidder has to pay Document fee and EMD through online mode (NEFT/RTGS) only.

ii. Financial Bid:

Financial Bid is to be submitted in prescribed format (**Annexure – F**). The fee quoted in financial bid should be expressed **inclusive of applicable taxes**.

While submitting the Financial Proposal, the firm shall ensure that

- Prices payable to the Bidder as stated in the Contract **shall remain fixed during** the performance of the contract. However, in the event of any increase/decrease in Government taxes/duties as applicable at the time of delivery, the prices shall be adjusted accordingly at the time of payment.

9. Terms and Conditions:

- a) Failure to comply with requirements spelt out in validity of the bid shall make the Proposal liable to be rejected.
- b) **All the compliances need to be strictly followed by the selected agency. Any instruction given by the authority in written need to be strictly taken into consideration. Non- compliance to this may cause deduction of service cost of the agency component wise**
- c) If a firm / organization or any of its member(s) make(s) an averment regarding his or their qualification, experience, or other particulars and it turns out to be false, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Letter of Acceptance, all the members of the organization shall be debarred for any future assignments of the Directorate of Horticulture.
- d) In case it is found the evaluation or at any time before issue of the Letter of Acceptance (LOA) that one or more of the eligibility conditions have not been met by the firm or the Team has made material misrepresentation or has given any materially incorrect or false information, the firm shall be disqualified forthwith if not yet appointed as the Consultant. If the firm has already been issued the LOA the same shall, notwithstanding anything to the contrary contained therein or in this RfP, be liable to be terminated by a communication in writing by the Director (Horticulture), Directorate of Horticulture, Department of Agriculture, Government of Bihar, , Bihar (Patna).
- e) The technical Proposal shall not include any financial information relating to the Financial Proposal.
- f) The DOH Government of Bihar reserves the right to verify all statements, information, and documents submitted by the Applicant in response to the RfP. Failure of the Directorate of Horticulture to undertake such verification shall not relieve the firm of its obligations or liabilities hereunder nor will it affect any rights of the DOH, Government of Bihar there under.
- g) Technical Bids will be opened at Directorate of Horticulture (DoH), Department of Agriculture, Bihar, 2nd Floor, Krishi Bhawan, Patna – 800001, as per the date and time prescribed in the Fact sheet.
- h) Financial Bid of only those bidders shall be opened, whose Technical Bids / Proposals are found to be suitable in the technical evaluation.

10. Brief Description of the Selection Process

The Agency shall be selected through an open competitive bidding process. A two-stage selection process will be adopted in evaluating the Proposals. **LCBS (Least Cost Based Selection)** methodology would be adopted.

In the first stage, a technical evaluation will be carried out. In the second stage, a financial evaluation will be carried out to select the L1 proposal.

11. Evaluation of Bids

- i. Prior to evaluation of Proposals, the DOH will determine whether each Proposal is responsive to the requirements of the RfP. A Proposal shall be considered responsive only if:
 - a) It is received in the specified format.
 - b) It is received by the due date including any extension thereof.
 - c) It contains all the information (complete in all respects) as requested in the RfP.
 - d) It does not contain any conditions or qualification.
 - e) It has paid Rs. 50,000/- (Rupees Fifty Thousand Only) as Earnest Money Deposit (EMD) and tender fee of Rs. 5,000/- (Rupees five thousand Only) through online mode (NEFT/RTGS)
 - f) It is not non-responsive in terms hereof.

The Directorate of Horticulture (DOH), Agriculture Department, Government of Bihar **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 DOH**, Government of Bihar in respect of such Proposals.

- ii. The responsive bids shall be checked for eligibility based on the conditions mentioned in clause 7 and the bids conforming to the same shall be technically evaluated on a scale of 100. The comparative weightage for each activity of technical bid would be as below:

SN	Criteria	Marking scale	Maximum marks
1	<p>Number of events organized by the Firm in the last 6 financial years (FYs) as on 31st March 2025. For the purpose of this section of Tender Document, Event (Eligible Assignment) would be deemed to include:</p> <p>Seminars/ Conferences/ Exhibitions, Forums/ Fairs / or any combination of the same for a State Government/ Central Government or any Government of Foreign Country or their agencies / Any other entity.</p> <p><i>(Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company)</i></p>	<p>Value of assignment:</p> <ul style="list-style-type: none">• Minimum value of Assignment 25 lakh and above- 5 marks for each assignment (Maximum marks- 25)• Value of Assignment from minimum value of 15 lakh to less than 25 lakh- 2 marks for each assignment- (Maximum marks- 10)	35
2	<p>Number of employees on the Organization's payroll as on 31st March 2020.</p> <p><i>An undertaking from the HR Head of the organization has to be submitted in the format provided in this RFP</i></p>	<p>Upto 10 – 5 Marks</p> <p>Above 10 to 15– 7 Marks</p> <p>Above 15- 10 marks</p>	10

3	Average Annual turnover of the Bidder during last three financial years (FY 2021-22, FY 2022-23 and FY 2023-24) <i>Certified turnover certificate and audited copy of the financial statements towards the same must be submitted</i>	10 marks for minimum Rs. 1 crore & 2 marks for each additional rs. 10 lakh with maximum 20 marks.	20
4	ISO certification: The bidder should have ISO 9001:2015 certification	5	5
5	Technical presentation (include internal fabrication designing of exhibits, stall, gate, Selfie points, materials and others	30	30

12. Evaluation of Technical Proposal

Only the proposals meeting the eligibility criteria as mentioned in Section 7 shall be technically evaluated. The technical Proposals will be evaluated on the basis of the criteria stated in evaluation table above. Only those Applicants having Technical Proposals score of **70 marks or more out of 100 marks** shall qualify for further consideration.

- The Agency obtaining at least **70% marks** based on evaluation of the Technical Bid will qualify for evaluation of Financial Bid.
- Further, the Technical Agency will be selected from the technically qualifying bidders based on Least Cost based selection (LCBS).

13. Evaluation of Financial Proposal

In the second stage, the financial evaluation will be carried out based on criteria given below:

- Only those bidders qualifying through the Technical Bid will be considered for financial evaluation.
- The Financial Bid must be submitted as per format given at **Annexure-F**
- The Service Tax and other levies, if any, should be furnished as per the format.
- In case nothing is mentioned, it will be assumed that taxes / other levies are included in the rates quoted.
- Rate should be quoted on comprehensive basis for carrying out all works as mentioned in the tender document.
- The selection method is Least Cost Based Selection (LCBS).
- The DOH would enter into a contract with L-1 Bidder i.e. eligible bidder with the lowest total quoted cost in the financial bid.

14. Award of Assignment

After selection, a Letter of Award shall be issued in duplicate by the DOH Government of Bihar to the Selected event management agency and the agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in the acknowledgement thereof. The LOA shall constitute the Agreement for the purpose of this consultancy assignment.

15. Terms of Payment

Payment shall be made after the completion of the event and submission of request letter for payment to Director

Horticulture, Directorate of Horticulture, Patna with the invoice and photographs/videography. Payment shall be made based on the basis of claim submitted by the selected agency and inspection report submitted by the committee already constituted for this purpose. Payment will be done as per the actual work done by the agency.

16. Penalty Clause

For non-performance / delayed performance, the following penalties may be imposed:

- a) Forfeiture of Performance Security
- b) Deduction in the service amount of the agency if poor performance/not satisfactory performance found. The deduction amount would be calculated as per the loss(financial/ reputational loss) estimate due to poor performance of the agency

17. Contract Agreement

The Successful bidder will have to execute contract agreement after issuance of LoA.

18. Amendment to RFP

At any prior to the closing time and date of receipt of bids, the Department may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidders, modify the RFP document by an amendment in order to provide prospective bidder reasonable time for taking the amendment into account in preparing their bids, the Department may at its discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the RFP.

19. Disclaimer

The Department shall not be responsible for any late receipt for any reasons whatsoever.

20. The Department reserves the right

- a) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the government and the objective of the scheme without assigning any reasons thereof.
- b) To include any other items in the Terms of Reference at any time after consultation in the pre-bid meeting or otherwise.
- c) To facilitate evaluation of Proposals, the DOH may, at its sole discretion seek clarification from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the DOH for this purpose. Any request for clarification(s) and all clarification(s) on response thereto shall be in writing. If a bidder does not provide clarifications sought above within the specified time, its proposal shall be liable to be rejected. In case the Proposal is not rejected, the DOH may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.

21. Right to reject any or all Proposals

Notwithstanding anything contained in the RfP, the Directorate of Horticulture (DOH), Patna reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

The DOH reserves the right to reject any Proposal if:

- a) At any time, a material misrepresentation is made or uncovered; or,
- b) The agency/firm do not provide, within the time specified by the DOH the supplemental information sought by the DOH for evaluation of the Proposal.

22. Miscellaneous

The Selection Process shall be governed by, and constructed in accordance with, the laws of State and India and the Court at Patna shall have exclusive jurisdiction over all disputes arising under, pursuant to and /or in connection with the Selection Process.

24. Force Majeure

Force Majeure shall mean such an Event or Circumstance or combination of Events and Circumstances which are beyond the reasonable control of the Affected Party and which the affected party could not have prevented by Good Industry Practice or by the exercise of reasonable skills and care for the purpose of discharging its obligations under the Contract. The Force Majeure will tend to have material adverse effect on the performance of such affected party.

Following shall be the events and circumstances of Force Majeure:

Act of War (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, revolution, riots, insurrection, civil commotion, act of terrorism, or sabotage. The expropriation or Compulsory acquisition or seizure of the assets of The Agency by any Governmental Instrumentality, provided that this clause shall not apply where such Act constitutes a remedy or sanction lawfully exercised as a result of a breach by the Agency of any Indian law or Indian Directive but excluding any change in law.

Act of God epidemic, lightning earthquake, cyclone, whirlwind, flood, tempest, storm, drought, lack of water or other unusual or extreme adverse weather or environmental conditions, action of the elements, meteorites, fire or explosion to the extent generated from the source external to the Agency or his assets due to reasons other than, those caused by negligence of the Parties, chemical or radioactive contamination or ionizing radiation.

Procedure for Calling Force Majeure: The affected party shall notify to the other party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event within 24 hours (Twenty-Four hours) after the Affected Party knew, or ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the Contract.

The notice shall include full particulars of the nature of Force Majeure event, the effect it is likely to have on the Affected Party's performance of its obligations and the measures which the Affected Party is taking, to alleviate the impact of the Force Majeure Event and restore the performance of its obligations. When the affected Party is able to resume performance of its obligations under this Contract, it shall promptly give the other party written notice to that effect provided that in no event shall the suspension of performance be of greater scope and of longer duration than is necessitated by Force Majeure.

The rights and obligations of the Affected Party shall be suspended to the extent they are affected by the Force Majeure. DOH shall not be liable to make any payments to the Agency for it being affected on account of Force Majeure. DOH reserves the right to terminate the contract if the Force Majeure continues for more than 15 (Fifteen) days at a stretch.

23. Validity of Proposal

The proposal should be valid for a period not less than ninety (120) days from the due date for receiving the proposal.

24. Clarifications

Any clarification sought may be directed to Director (Horticulture), Directorate of Horticulture, Department of Agriculture, Bihar, 2nd Floor, Krishi Bhawan, Mithapur, Patna – 800001

Phone + Fax: 0612 – 2554772 | Email: dir-bhds-bih@nic.in

**TENDER ACCEPTANCE LETTER
(To be given on Company letter head)**

Date:

To _____

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No:

Name of Tender /Work: _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender / Work' from the web sites(s) namely: _____
as per your advertisement, given in the above-mentioned websites(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement, and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / we hereby unconditionally accept the tender conditions of abovementioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department / organization shall without prejudice to any other right or remedy be at liberty to reject the tender / bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Technical Bid Form**Sub:** Application for Selection of Event Management Agency for AAM Mahotsav 2025

S.N.	Particulars	Details
1.	Name & Address of the firm, Tel/ Fax/Email Details	
2.	Date of Establishment of Company (enclose evidence) (Should be in existence for last three years)	
3.	Total work experience (In years)	
4.	Office in Bihar (State). Details if any	
5.	Annual Turn Over in the last three Financial years as asked in the eligibility criteria of the tender (enclose balance Sheet, CA's Certificate)	
6.	Is your firm a Proprietorship / Partnership or registered under the Companies Act. Please give details & enclose Certificate	
7.	Branches (Enclose details with address & Telephone No.)	
8.	Details of Income Tax Registration: (Enclose PAN Details and latest income tax Return file statement)	
9.	GST Registration Details	
10.	Declaration for Manpower strength Number of employees on the Organization's payroll (Annexure – D)	
11.	ISO certification	
12.	Experience details	
13.	Declaration of the bidder not being debarred/ blacklisted by any State Government or Central Government or their instrumentalities (Annexure – E)	
14.	Other annexures mentioned in RFP (A, G)	
15.	Any other information	

This is to certify that I have read and understood the enclosed brief and other Terms & Conditions and all the supporting documents have been enclosed, and the information given by me is true to the best of my knowledge.

Date:

Signature of Bidder
(With Seal)

Annexure – C

Firm Experience (summary of Events)

[Using the format below, provide information on each event organized/ sponsorship obtained by your firm in the attached format with supporting documents]

[illegible]

Annexure – D

Undertaking Total number employees in payroll of the organization

We undertake that there arenumber of employees in the payroll of the(name of the bidder) directly engaged in providing event management services as on 31st March, 2025. The incorrect information may lead to disqualification and blacklisting. Name & signature of the HR Head of the bidder Name & signature of the authorized signatory

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory

Annexure – E

Undertaking of not being debarred / blacklisted

We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory

Annexure – F**Financial Bid Form**
(On the letter head of the bidder)**Date:-****To:**

Director Horticulture
Directorate of Horticulture (DOH)
Department of Agriculture
Patna, Bihar

Sir,

Submission of Proposal against your RFP dated.....

Our Financial Proposal as below:

Scope of work (AAM Mahotsav 2025)

S. N	Particular	Specification	Approx. Qty./Sqft	Days	Unit cost(INR) excluding GST	Total cost(INR) excluding GST)
1	Gate- Customized with Mango		1	3		
1.1	Big Gate – Customized with Mango	Wooden structure, bamboo support 3D Painting, Theme Decoration etc. Gate :25 ft wide and 24 ft height, Pillar size 2.5ft x 2.5 ft x 24ft Top panel 2.5ft x 2.5 ft x30 ft.				
1.2	Box Gate	As per size required (at Gyan Bhawan)				
2	Hall Set up along with sitting arrangement					
2.1	Stage (The height of the stage from the ground should be 4 ft and this area should have proper branding with flex)	40 ft X 32 ft=1280 Sqft	2	3		
2.2	Carpet for stage area	1280 Sqft	1			
2.3	Flower decoration • (stage and wherever required)- thematic Decoration of stage with	Two Times (Day- one and Day- two)	2			

	flowers and mango-based 3D-design (as approved by the authority)					
	<ul style="list-style-type: none"> • Decoration should also be around the area of LED Screen (Side panels) 					
2.4	Head Table for Stage	Table with Cloth Masking and frill	6			
2.5	Leather Chair for Stage	Chair with White Cloth Towel	11			
		Executive Chair on the back side of the stage	10			
2.6	LED Screen (P-3)	24 x 10ft = 240	1			
2.7	Podium	Two side	2			
2.8	LED TV 55 inch	Two	2			
2.9	Sound System for Stage, hall and cultural event	Box & amplifier in entire hall, , Podium Mic, cordless hand Mic etc. Podium Mic- 2 Cordless Hand Mic- 8 (Note) <ul style="list-style-type: none"> • For Cultural event, requisite arrangement such as special sound system, acoustics system, mic, etc. should be made available. • Stage arrangement should be ready, 1 hour before the cultural event starts Note: The cultural event would be for 1 day only.	1			
2.10	Lighting (in the hall or stage wherever required)	LED Halogen (Quantity may increase/decrease as per the requirement)	10			
2.11	Main line cabling for entire hall as per consumption	for GENSET	1			
2.12	Sofa (Leather) 2-seater with glass table	with cloth Cover	12-sofa 12-glass table	3		
2.13	Sofa (Steel) three-seater		12			
2.14	VIP Chair with cover (Cushioned steel chair) for sitting arrangement of public (in front of stage)		250			
2.15	Carpet for the sitting arrangement ((in front of stage)	60ft *40 ft= 2400 sqft1	1			

2.1 6	Signage for VIP sitting area, Food, washroom etc.		5			
3	Exhibits display: fabricated tower-based display (3 tier structure)	<ul style="list-style-type: none"> The final design should be approved by the authority. The tower-based display structure would be used to display mangoes, mango carvings, food processed items etc. 	2	3		
4	Stalls and emporium with Vinyl pasting Fascia name		1	2		
4.1	Display-cum- sell stall (Octonorm stall)	5. 10 ft*10 ft Stall with Carpet,2 Chairs, 1 Table ,3 Spot-Light & Power plug Name Board Vinyl (10ft*1 ft) 6. Stall should have product display 3- tier stair like arrangement for exhibiting Mango 7. Customized banner- 2 side (stall size) for each stall 8. Each Table should be with mango theme branding	20			
4.2	Scheme Emporium with graphic design of various govt. schemes (Design as approved by the authority)	<ul style="list-style-type: none"> The scheme emporium should be 30 ft*20 ft with 4 sofa (2 seater), 4 sofa tables,2 coffee table sets (2 tables 4 chairs) The materials for scheme emporium may be mix of plywood, metal, PVC etc. to make it decorative 	1			
4.3	Sell counter for Mango	<ul style="list-style-type: none"> It should be a display cum sell counter 10 ft*10 ft Stall with Carpet,2 Chairs, 1 Table ,3 Spot-Light & Power plug Name Board Vinyl (10ft*1 ft) Back side of the counter should have display arrangement in the form of shelves (layered shelves) The materials for scheme emporium may be mix of plywood, metal, PVC etc. to make it decorative 	1			

4.4	Medical help Desk (Octonorm stall)	<ul style="list-style-type: none"> 10 ft*10 ft Stall with Carpet, 2 Chairs, 1 Table, 3 Spot-Light & Power plug Name Board Vinyl (10ft*1 ft) Table should be with mango theme branding. 	1			
4.5	Administrative cell -cum – control room- cum	30*20 sqft (with 5 tables, 5 sofa- 10 chairs), 6 spot lights, power plug	1			
4.6	WiFi	Wifi facility should have the range of hall of Gyan Bhawan	1	3		
5	Still, Videography			3		
5.1	Still Photography	Ultra HD (UHD) 4K with camera man: 2 cameras	2			
5.2	Videography	Ultra HD (UHD) 4K with camera man (2 videographers)	2			
5.3	Video Editing & Photo Album	<ul style="list-style-type: none"> 250 good quality photographs (soft copy in pen drive) and album of 250 photographs All raw video and photographs in pendrive Video mixing 	1			
6	Registration					
6.1	Registration area	<ul style="list-style-type: none"> 4 tables with white cloth and frill, and 8 chairs Back drop flex, power connection and 2 Pedestal fan(Noiseless fan) 				
6.2	Instant I Card Printing (I card with photograph)	With 2 Operator & 2 Computer System (Size: 5" x 4" of I card)	500			
6.3	Lanyard	With Logo Printing	500			
7	Inaugural related materials	<ul style="list-style-type: none"> Lamp Lighting, Ribbon, candle, flower Buquet-10, Scissors, Tray-4 etc. 	1	1		
8	Garden Area/selfie point					
8.1	Selfie point include theme - based selfie points, GI tag display etc.	Selfie design need to be approved by the authority	10	One time		
8.2	Art Floor-3D design	Theme as approved by the authority	1	One time		

9	Materials for exhibit display (Customized plates- Biodegradable)		3500	One time		
10	Power consumption			3		
10. 1	GEN SET with Fuel	82 KVA/ or as per requirement	1			
11	Additional					
11. 1	Apron customized for children (5 to 10 years) for AAM khao Inaam Paao pratiyogita”	with Logo Printing	100			
11. 2	Customized cap for children for AAM khao Inaam Paao pratiyogita”	with logo printing	100			
11. 3	Backdrop flex for “ Mango carving competition ”	Backdrop flex-(10 ft*5 ft=50 sqft)	1			
11. 4	Backdrop flex for “AAM khao Inaam Paao pratiyogita”	Backdrop flex-(10 ft*5 ft=50 sqft)	1			
11. 5	Backdrop flex for “Drawing competition”	(10 ft*5 ft=50 sqft)	1			
11. 6	Carpet for sitting arrangement for children for Drawing competition	40 ft*60 ft= 2400 sqft Note: carpet requirement may increase/decrease as per the number of the children for drawing competition	1	3		
11. 7	Wooden Table for entire hall for exhibits display	With white cloth and Frill : One side of table should have thematic branding	200	3		
11. 8	Exhibit display board to display each variety of mango with QR code	Size of display board : 8 inch* 5 inch Material should be hard paper board	200			
11. 9	Sitting arrangement in gallery of Gyan Bhawan	Sofa (Leather) 2-seater with glass table	Sofa- 8 Glass tables - 8	3		
12	Logistical arrangement					
12. 1	Supporting Staff with uniform (support for events)	2 staffs: stage 2 staffs: Security 2 staffs: stall support The support from 6 supporting staffs may be taken as per the requirement of the event	6	3		
12. 2	Vehicles	Winger	2	3		
		SUVs	3	3		
13	Dummy Cheque		5			
14	Digital foot count machine	Machine is required to capture the footfall data	1	3		
15	Branding					

15. 1	Standee (Scheme based)	Size of standee= 6 ft x 4 ft = 24 sqft	20			
15. 2	Cut-out hanging logo		50			
Total cost (excluding GST)						
GST amount (INR)						
Total cost (including GST)						

Note:

- The estimated cost of the event is INR 15,00,000/- (Fifteen Lakh Rupees Only including GST). The bidder should not quote above the mentioned amount.
- **Cost of the event (Total cost) including GST** will be accepted as financial proposal.
- The Financial Proposal is to be submitted strictly as per the form given in the RFP
- The Bidder has to provide all facilities as per scope mentioned in this RFP or as desired by Directorate of Horticulture, Govt of Bihar
- If any item not mentioned in scope of this RFP and required for successful execution of the event, same needs to be provided by the agency and cost of the same can be calculated on the basis of the unit cost as finalized on the mutual agreement basis.
- **Cost of the event (Total cost) including GST** would be used for calculation for selection of the Event Partner.
- Any other requirement related to event beyond scope of work to be provided by Event Partner as provided by competent authority and payment for the same will be made by Directorate of Horticulture(DOH), Patna on actual basis after submission of bills.
- Per unit cost to be mentioned to calculate the amount for additional requirements.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any proposal you receive. We remain,

Yours faithfully,

Name of Bidder:

Signature of Authorized signatory:

Name of Authorized signatory:

Date:

Annexure - G

<u>Sl no</u>	<u>Services</u>	<u>Nodal employee name</u>	<u>Designation</u>	<u>Contact No</u>
	Team - Manager			
	Logistic			
	Housekeeping/ cleaning service			
	Stall			
	Stage			
	Other service as mentioned in RFP			