



**Directorate of Horticulture
Department of Agriculture
Government of Bihar**

E- Tender for Empanelment of Event Management Agencies with Directorate of Horticulture for Conceptualizing, Designing, and Facilitating Execution of Horticultural Events (State/outside State)

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 Tender for Proposal through e- Tender

E- Tender for Request for Empanelment (RFE), is invited, from event management agencies for conceptualizing, designing, and facilitating execution for Horticultural events (State/ outside State). The requisite details are as mentioned below:

S N	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	30.07.2025 (by 10:00 AM)
3	Last Date for submission of pre-bid queries over mail	08.08.2025 (by 5:00 pm). Agencies can share their queries over mail to dir-bhds@nic.in as per format specified in this RFE with subject as "Clarification queries for Empanelment of Event Management Agencies with DOH.
4	Date, Time, and place for attending pre-bid meeting. The mode of meeting will be hybrid (physical and virtual)	12.08.2025 (11:00 am- 12:00 pm), Place for physical pre-bid Meeting- Directorate of Horticulture, Department of Agriculture, 2nd Floor, Krishi Bhawan, Mithapur, Patna – 800001. Link for virtual pre-bid meeting is https://us02web.zoom.us/j/85805941990?pwd=xwgJalqdRTaGOiCuUdfpTMFu6NdvrN.1 Meeting ID: 858 0594 1990 Passcode: 055171
5	Last Date and Time for downloading of Tender document	22.08.2025 (by 11:00 am)
6	Last Date & Time for submission/uploading of Bid	22.08.2025 (by 2:00 pm)
7	Address for submission of proposal	https://eproc2.bihar.gov.in
8	Date and time of technical bid opening	22.08.2025 (2:30 pm)
9	Date and Time for Technical presentation	25.08.2025 (3 PM)
10	Tender document fee	Rs. 5,000/- only in form of online mode (NEFT/RTGS)
11	Earnest Money Deposit (EMD)	EMD: Rs. 1,00,000/- only in form of online mode (NEFT/RTGS)
12	Contact details	Mrs. Ruby Kumari , Assistant Director Horticulture, 9431818966 Dr. Rakesh Kumar , Dy. Director Horticulture +91-9031643052
13	RFE details can be found on website	https://eproc2.bihar.gov.in

Director Horticulture
Directorate of Horticulture
Department of Agriculture

**Directorate of Horticulture
Department of Agriculture
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: Empanelment of event management agencies for conceptualizing, designing, and facilitating execution for Horticultural events (State/outside State)

Directorate of Horticulture (DOH), Agriculture Department, Government of Bihar (GoB), plans to empanel event management agency for conceptualizing, designing, and facilitating execution for Horticultural events (State/outside State) from conception to completion stage. More details on the services solicited are provided in this Request for Empanelment (RFE) document.

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

DOH shall select the agency as per the procedure described in the RFE.

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
Government of Bihar

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

1. FACT SHEET

Tender No.	
Title of Tender	E- Tender for Empanelment of Event Management Agencies with Directorate of Horticulture for conceptualizing, designing, and facilitating execution for Horticultural events (State/ outside State)
Start Date & Time for Downloading of Tender document	30.07. 2025 (by 10:00 am)
Last Date for Submission of Pre- Bid-Queries	08.08.2025 (by 5:00 pm). Agencies to share their queries over mail to dir-bhds-bih@nic.in as per format specified in this RFE with subject as “Clarification queries for Empanelment of Event Management Agencies with DOH
Date, Time, and place for attending pre-bid meeting. The mode of meeting will be hybrid (physical and virtual)	12.08.2025 (11:00 am- 12:00 pm), Place for physical pre-bid Meeting- Directorate of Horticulture, Department of Agriculture, 2nd Floor, Krishi Bhawan, Mithapur, Patna – 800001. Link for virtual pre-bid meeting is https://us02web.zoom.us/j/85805941990?pwd=xwgJalqdRTaGOiCuUdfpTMFu6NdvrN.1 Meeting ID: 858 0594 1990 Passcode: 055171
Last Date and Time for downloading of Tender document	22.08. 2025 (by 11:00 am)
Last date and time for submission/uploading of bid	22.08. 2025 (by 2:00 pm)
Date and time of opening of the technical proposal	22.08.2025 (2:30 pm.)
Date and Time for Technical Presentation	25.08.2025 (3:00 pm.)
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	as per e Proc 2 norms
Tender document fee	Rs. 5,000/- only in the form of online mode (NEFT/RTGS)
Earnest Money Deposit (EMD)	EMD: Rs. 1,00,000/- only in form of online mode (NEFT/RTGS)
RFE details can be found on website	https://eproc2.bihar.gov.in

Note: The EMD and Tender document fee, payment through online mode (NEFT/RTGS) will be mandatory for participating in the Tender.

2. Disclaimer

The information contained in the Request for Empanelment (RFE) 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 RFE.

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

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

Information provided in this RFE 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.

DOH 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 RFE. 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 RFE.

The issue of the RFE 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 Empanelment 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.

DOH reserves the right to reject any or all the responses to this RFE without assigning any reason. DOH takes no responsibility for delay, loss, or non-receipt of response to RFE.

DOH reserves the right to change dates without assigning any reasons thereof. Intimation of the same shall be notified on DOH website.

This RFE document is not transferable.

If a holiday is declared on the dates mentioned above, the bids shall be received / opened on the next working day at the same time specified above and at the same venue unless communicated otherwise.

3. Request for Empanelment

Directorate of Horticulture hereby invites proposals from interested agencies for Empanelment as Event Management for Conceptualizing, Designing, and facilitating Execution of **Horticultural events** 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 endeavour It organizes **horticultural events such as Makhana Mahotsav, AAM Mahotsav (Mango fest cum exhibitions), Bagwani Mahotsav etc. and focus commodity-based workshops** every year. These events are state level and national level events mostly which involve gathering of farmers, producers, manufacturers, investors, policy makers, Research Institutes, Marketing Institutes, Exporters, Buyers and other related organizations from across the State and other states in the field of horticulture.

In the FY 25-26, DOH is planning to organize various horticultural events in the State and outside State. These events are aimed:

- i. To enable the participating stakeholders (Producers/ processors/exporters/Research institutions etc.) to showcase and project their initiatives.
- ii. To provide a common platform to seller and buyers to strengthen their business relations and find new business opportunities
- iii. To facilitate and enhance export of premium export horticultural produce and strengthen relations between major importer countries
- iv. Create awareness among existing and prospective producers and entrepreneurs about the current incentives and facilities being offered by Government throughout the horticultural value chain

5. Horticultural Events (Tentative)

The objective of this RFE is to Request for Empanelment to engage Event Management Agencies for the Horticultural events. These events could be at national, state, divisional, or district levels to highlight and promote our state's key produce and may include workshops, conferences, exhibitions, Buyer- Seller Meet, Reverse Buyer-Seller meet, Horticulture expo, promotional horticultural program in other states etc.

S.N.	Horticultural events
1	National level events (AAM Mahotsav, Litchi event, Makhana Mahotsav etc.)
2	State level event (Bagwani Mahotsav)
3	One day workshop/exhibition/conferences of focused horticultural produce (Honey, Mushroom etc.)
4	Other horticultural events as per requirement at state level (State/Divisional level/ District level or any location decided in the state of Bihar) and national level

6. Earnest Money Deposit & Tender Document Fee

- 6.1 Tender document fee of Rs. 5,000/- (Rupees five thousand only) and Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of online mode (NEFT/RTGS) shall be paid by the bidder.
- 6.2 After Empanelment of the suitable applicant for appointment as event management agency, the amount of EMD shall be refunded to the unsuccessful bidders and will be retained for the successful bidders till the period of empanelment of 2 years. The Earnest Money Deposit (EMD) of the successful bidder will be refunded only after the successful completion of assigned events across the empanelment period.
- 6.3 The EMD may be forfeited, If a bidder withdraws its bid during the period of bid validity or in case of a successful bidder, if the bidder fails to sign the contract or fail to execute the event if selected, in accordance with this RFE.

7. Empanelment Fee

The successful agency will have to submit an empanelment fee of Rs. 50,000/- for the contract duration of 2 years in the form of demand draft payable to Director Horticulture, Directorate of Horticulture, Patna. The empanelment fee is non- refundable.

8. Performance Bank Guarantee (PBG)

- The empanelled agency with work allotment for the event will have to submit PBG in the form of bank guarantee, from a Commercial bank, payable to Director Horticulture, Directorate of Horticulture, Patna.
- The PBG to be furnished, will be in the form of bank guarantee, for an amount of 5 % of the work order value.
- The PBG will remain with DOH for a period of 60 (Sixty days) beyond the date of completion of work
- The Performance Bank Guarantee must be submitted within 10 days after award of contract
- Performance Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/ recovering any dues recoverable/ payable from/ by the Service Provider on any account under the contract.
- The PBG will be released (without any accrued interest) after the completion of all tasks (deliverables) as assigned in the Work order.
- DOH will have the right to forfeit the PBG without assigning any reasons if the selected agency defaults or deemed to have defaulted or in the case of non-execution of the work order and thereafter the empanelment will be cancelled.
- In the event of default/delay in submission of PBG within the stipulated time, the agency shall be liable for a penalty amounting to 0.1% (Zero Point One Percent of the work order value per day delay with a Maximum penalty capping of 10% of work order value).

9. Pre-Bid Clarification Format

S N	RFE document reference(s) [Section, clause, and page number(s)]	Content of RFE requiring clarification(s)	Points of clarification	Suggested Change

10. Scope of Work

The scope of work mentioned below has been defined to cover basic activities (but are not exhaustive) across the various events as mentioned in Clause 5. However, for specific event, the scope of work may be limited and not include all the activities as listed. The Scope of work may also go beyond the listed activities as and when required for a particular event.

S. N	Scope of work	Details
A	Event Management	<ul style="list-style-type: none">Conceptualizing, planning of ideas for conducting horticultural events, preparation of detailed layout plan of the event as per the scope of work shared by DOH and finalize after incorporating suggestions from the DOH.Agency shall be responsible for organizing and managing events from conception stage to completion stage ensuring that everything runs smoothly, and in full compliance with the government directions and regulations.Overseeing of the event including dais management, public management, support staff, catering, sanitation, emergency provisions,

		<p>lights and sound fixtures along with the entire set of equipment, decoration, complete venue preparation, etc.</p> <ul style="list-style-type: none"> • Coordinating with sponsors if needed to promote the event on a larger scale. • Engaging with and inviting celebrities as and when required. • Complete Solution to various aspects of the event related to management, coordination with various stakeholders, inviting important stakeholders for the event, food, logistics, venue identification, public awareness, promotional activities for the event as and when required etc.
B	Temporary Infrastructure	<ul style="list-style-type: none"> • Identifying venue for the event • Hall setup, Shamianas, Dais, Pathways, customized gates, Banners, Utilities, conveniences, stage, pavilions, emporium, Exhibition Hall (Indian/ German) stalls, Longue, pandal arrangement, Flower decoration, selfie points etc. • Sound system with all facilities, Lights, Fan, mikes amplifier, provision of tables & chairs • Temporary facilities such as registration counter cum enquiry centre, control room, medical help desk, portable toilets, cleaning facilities etc. • Gen set with all inputs, Fire Fighting Services with firefighting equipment • Promotional activities
C	Dais Management	<ul style="list-style-type: none"> • Audio- video arrangements/ computer facilities, tables/chairs head table, floral arrangement, Beautification of stage area etc.
D	Hospitality	<ul style="list-style-type: none"> • Catering, VIP kits, farmers kits, media person kits etc. • Logistical and staying arrangement etc.
E	Promotion and Publicity of the Event.	<ul style="list-style-type: none"> • Hoardings, print and electronic ads, brochures, flyers and other publicity materials etc. • Printing and issuing invitation cards, tickets etc. • Still Photography, videography, CCTV Camera, Live Streaming and documentation
F	Manpower	<ul style="list-style-type: none"> • Provision of temporary manpower such as, waiters, cooks, anchor, hosts and hostess, technicians, security, cleaning personnel, etc.
<p>Note: Details of services mentioned in the scope of work of this RFE document are indicative only. The scope of work will be finalized according to each event and requirement of DOH.</p>		

11. 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 and requisite documents as detailed below:

- 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** Affidavit for not being debarred or blacklisted.
- f) **Annexure-F** for Turnover certificate
- g) **Annexure-G** for CVs details
- h) Bidder must submit Document fee and EMD through online mode (NEFT/RTGS). Scanned copy of the document fee and EMD shall be submitted with the technical proposal.

12. Eligibility Criteria (Pre- Qualification Criteria)

The agency /company / firm intending to bid for engagement as Event Management Agency shall fulfil the following eligibility conditions. Failure to comply with eligibility criteria shall render the bidder ineligible.

SN	Criteria	Minimum requirement	
1	Registered entity	<p>Minimum Requirement- Should be a company registered under the provisions of the Indian Companies Act, 2013, or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act, 2008 or Proprietorship Firm. The Agency/Company must have been in operation for a minimum of 3 years as on the proposal submission date.</p> <p>Note:</p> <ul style="list-style-type: none"> Joint venture/ Consortium not allowed Sub-contracting: Bidder may subcontract part of its work only after approval from the authority 	Copy of Certificate of Registration/ Incorporation for company or other relevant documents as proof of identity under relevant act for proprietorship firm/ partnership firm/ LLP.
2	Presence	The bidding agency should have a fully functioning office in India. In case of successful empanelment, the Agency should have its own branch office in Patna, Bihar.	License under shops establishment act, Rent Agreement/ Lease Agreement.
3	Annual Turnover	The bidder should have Average Annual Turnover of INR 1 crore in the last 3 years, i.e., 2023-24, 2022-23, and 2021-22 (Audited Balance sheet.	<ul style="list-style-type: none"> CA certified turnover certificate and Income statements (ITR) should be submitted for the last three financial years) Certificate from the Statutory Auditor/ Chartered Accountant clearly showing the average annual turnover in the format as per Annexure F
4	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 20 persons.	As per annexure D
5	Minimum Experience	<p>The Bidder should have Overall Event Experience in Last 5 Years (from the date of publish this RFE) for Central/ State Governments/any of the Government agencies/ reputed private agencies:</p> <ul style="list-style-type: none"> Minimum 4 Events (Road Shows/ Exhibitions/ Festivals / Trade Fairs or similar events) for Central/ State Governments/govt. agencies/ private 	<ul style="list-style-type: none"> Note: The bidder should submit proof as work order and project completion certificate against each experience duly certified by authorized signatory of the Bidding Company. Cumulative Order Value for various components of Same Event can be considered as single Minimum required order value.

		reputed agencies with at least 3 assignments should be of minimum value of INR 10 lakh and 1 assignment at least should be of min. value of INR 25 lakh.	Note: The bidder should submit work order and Payment details (Bank statement) as proof against each work order.
6	GST, PAN card	<ul style="list-style-type: none"> • GST • PAN CARD 	<ul style="list-style-type: none"> • Submit copy of latest GST certificate and GST registration no • Submit copy of PAN card
7	Not Blacklisted	Bidder should not have been debarred/blacklisted by any State Government or Central Government or their instrumentalities in the last 5 years from date of publish of this RFE.	The Bidder shall have to submit <u>Affidavit</u> through Notary Public on Non-Judicial stamp paper of INR 100/-(as per ANNEXURE E)
8	Team	Bidder should have at least Event Manager and Creative Head on the payroll of the company. The educational qualification and experience should be as per the clause 13.4	The bidder shall submit CV of the Event manager and Creative Head in the CV format as per Annexure G.

The agencies qualifying the pre-qualification criteria will be eligible for technical evaluation based on evaluation criteria mentioned in the RFE document.

13. Evaluation of Technical Bid

13.1 Prior to evaluation of Proposals, the DOH will determine whether each Proposal is responsive to the requirements of the RFE. A Proposal shall be considered responsive only if:

- It is received in the specified format.
- It is received by the due date including any extension thereof.
- It contains all the information (complete in all respects) as requested in the RFE.
- It does not contain any conditions.
- It has submitted Rs. 1,00,000/- (Rupees One Lakh Only) as Earnest Money Deposit and tender fee of Rs. 5,000/- (Rupees five thousand Only) through online mode.
- It is not non-responsive in terms hereof.

The DOH, 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.

- The responsive bids shall be pre evaluated on the eligibility based on the conditions mentioned in clause 12 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

13.2 Technical Evaluation: Marking Criteria

SN	Criteria	Marking scale	Maximum marks
1	<p>Number of events organized by the Firm for central/ State Governments or any of the Government agencies/ private reputed agencies</p> <p>For the purpose of this section of Tender Document, Event (Eligible Assignment) would be deemed to include: Road Shows/ Exhibitions/ Festivals / Trade Fairs or similar events <i>(Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company and payment proof (bank statement) to be submitted by the bidder)</i></p>	<p>a. Relevant projects (Road Shows/ Exhibitions/ Festivals / Trade Fairs/similar events)</p> <ul style="list-style-type: none"> Each of value INR 25 lakh or more than INR 25 lakh in the last 6 financial years for Govt of Bihar /central government/government agencies/ reputed private agencies as on date for publish of this RFE. (6 marks per project) – total 18 marks Value min. INR 10 lakh to INR 25 lakh in the last 6 financial years for Govt of Bihar /central government/government agencies/ international level as on date for publish of this RFE- total 6 marks (2 marks per project) Total 24 marks <p>(Note: if agency submits more than 3 projects of value INR 25 lakh and above, then all projects till maximum 24 marks would be considered considering 6 marks for each project.</p> <p>Additional marks if :</p> <p>b. Experience of organizing at least 1 horticultural/ agricultural event for state/Central Government/govt. agency/ international level/ reputed private agencies with value of at least 50 lakh - 6 marks</p>	30
2	<p>The agency should have adequate professional manpower having relevant experience in organizing events.</p> <p>Number of employees on the Organization's payroll as on 31st March 2023. <i>An undertaking from the HR Head of the organization has to be submitted as per annexure D.</i></p>	<p>Manpower strength up to 20 – 5 Marks</p> <p>Manpower strength above 20 to 50 – 10 Marks</p> <p>Manpower strength above 50- 15 marks</p>	15

3	<p>Average Annual turnover of the Bidder during last three financial years (FY 2021-22, FY 2022-23 and FY 2023-24)</p> <p>A certificate duly certified by the statutory auditor of the agency mentioning the average annual turnover for the last 3 Financial Years <i>Certified turnover certificate and audited copy of the financial statements towards the same must be submitted</i></p>	<p>Above 1Cr to 5 Cr- 5 marks Above 5 crores to 10 Crores- 10 marks Above 10 crore- 15 marks.</p>	15
4	<p>ISO certification: The bidder should have valid ISO 9001:2015 certification</p>	5	5
5	Team structure	<p>1. Event Manager- 3 marks (Educational qualification -1 mark, Experience- 2 marks) 2. Creative Head- 2 marks (Educational qualification -1 mark, experience- 1 mark) The team proposed for the above mentioned two positions of Event Manager and Creative Head should have educational qualification and experience as asked as per clause 13.4</p>	5
6	<p>Presentation-Technical presentation (Hard and soft copy of the PPT must be submitted to the Department before the presentation) Presentation to DOH on the internal fabrication designing of events (stall, stage, gate, selfie point, and others as asked in the RFE)</p>	<p>Technical presentation would consider the following:</p> <ul style="list-style-type: none"> a) Understanding of event requirements b) Previous Experience c) Work plan of Events d) Innovative-Creative Ideas/Solution/Approach for successful execution of event a) Core team structure b) Key learnings from similar past events 	30
Marks		Marks obtained	Maximum Marks (100)

Note: A presentation before the technical evaluation committee of DOH is to be made by the Event management Agency. The agency expected to create a presentation with fresh ideas approaching the given scope of work.

13.3 Technical Qualifying Marks and Score Weightage

Only the proposals meeting the eligibility criteria as mentioned in clause 12 shall be technically evaluated. The technical Proposals will be evaluated on the basis of the criteria stated in evaluation table above (clause 13.3). 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 empanelment with DOH.

13.4 Team Requirements

The event management agency should have a minimum team committed to help on the project. The team should be the employee of the agency. The minimum experience of key roles/ Manpower is given below:

Sr No	Role	Educational qualification and Experience	Nos.
1	Event Manager	Post Graduate Diploma in Mass Communication / master's in mass communication/ Post Graduate Degree or Diploma in Digital Marketing/ MBA/Masters with specialization in event management/ Relevant degrees with at least 5 years of experience as team leader/event manager in organizing at least 4 events. CV detailing expertise in related areas should be included. <ul style="list-style-type: none">• Good Command over Hindi is mandatory. Good command over English is desired and better-spoken skills of regional languages of Bihar. He/she also ensures quality delivery of the event.	1
2	Creative Head	Graduation in BBA/ bachelor's in communication/ Bachelors or Master of Design/ Masters in Fashion technology/ relevant degree. Should have a minimum of 3 years of experience in working for event in a role of Creative designs making for various stalls, Selfie designs, topiary design, Gate etc.	1
Note: Agency should submit CV as per Annexure G of the RFE.			

14. Brief Description of the Empanelment Process

The process of empanelment of successful Bidder(s) would be as follows:

- In the first stage, pre- evaluation will be done on the basis of the pre-qualification criteria. Agency conforming the pre-qualification criteria will be considered for technical evaluation.
- In the second stage, technical evaluation will be done on the basis of marking scale.
- In the third stage agency obtaining at least **70% marks** based on evaluation of the Technical Bid will qualify for empanelment with DOH for which empanelment fee of INR 25000/ will be submitted by the agency for the contract duration.
- Agencies shortlisted for empanelment will be issued an empanelment letter and, the agency must submit its acceptance in written to DOH.

15. Duration of Empanelment

The tenure of empanelment of the empanelled agencies would be for a period of **24 months** from the date of signing of the acceptance letter. The duration of which may be extended upon satisfactory performance and requirement as and when required by DOH on mutual consent and agreement with the agencies.

16. Terms and Conditions:

- Failure to comply with requirements spelt out in validity of the bid shall make the Proposal liable to be rejected.

- b) 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
- c) 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 DOH.
- 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 RFE, be liable to be terminated by a communication in writing by the Director (Horticulture), , Directorate of Horticulture, Department of Agriculture, Bihar (Patna), without the DOH, Government of Bihar being liable to any manner whatsoever to the Applicant.
- e) **In case, any confusion/dispute occur due to different interpretation of the statement mentioned in the tender document, the decision of the Director Horticulture, DOH shall be final and binding upon all concerned parties.**
- f) **For any query/ confusion related to the tender document must be sent in written on dir-bhds@nic.in as mentioned in the FACTSHEET and additional query may be asked in the pre-bid meeting.** The pre-bid document proceeding will be the part of the tender document. Any query/ concern raised after the pre-bid query meeting date will not be entertained.
- g) The DOH, Government of Bihar reserves the right to verify all statements, information, and documents submitted by the Applicant in response to the RFE. 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.
- h) Technical Bids will be opened at Director (Horticulture), Directorate of Horticulture, Department of Agriculture, Bihar, 2nd Floor, Krishi Bhawan, Patna – 800001, as per the date and time prescribed in the Fact sheet.
- i) Work Allocation to Empanelled Agencies:
 - DOH will provide a detailed Scope of work for every event to the agencies and will invite financial quote and a proposal in the form of Presentation from the empanelled agencies for specific event.
 - The selection process may be through QCBS (Quality Cost Based Selection) or L1 method as decided by the authority for each event.
 - If The Bidder shall be selected on the basis of Quality cum Cost Based System (QCBS), whereby Technical Proposal will be allotted weightage of 70% and Financial Proposal will be allotted weightage of 30%.
 - If the bidder will be selected through L1 (LCBS) method then, L1 will be discovered for every broad component of the event. The work will be allocated on the basis of L1 (LCBS) and hence for same event, one or more than one agencies may be given work order on the basis of L1.
 - In case, L1 agency could not present well and up to the satisfaction on event planning and execution strategy (Ideas, Approach, Innovative Strategies/ creativity, and execution plan), the authority may take decision to allocate the work to L2 agency (the Second minimum financial quote) on L1 rate for the same component. The DOH may also negotiate on the rate as per the market standard rate.
 - Mere empanelment with DOH does not guarantee allocation of work.

17. Penalty Clause

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

- a) Forfeiture of Performance Security.
- b) If the agency fails to furnish Performance Bank Guarantee within 10 days from the date of issue to empanelment letter by DOH for any reason whatsoever, the agency may be penalized with suspension from participation in future procurement processes for a period of up to one year.

18. Amendment to RFE

At any prior to the closing time and date of receipt of bids, the DOH may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidders, modify the RFE 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 RFE.

19. Disclaimer

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

- 20. Signing of Contract.** DOH shall enter into a contract with the successful bidder taking into account the relevant clauses of RFE, pre-bid clarifications, corrigendum, the proposal of the bidder in addition to other agreed clauses.

21. The DOH 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.

22. Right to reject any or all Proposals

Notwithstanding anything contained in the RFE, the Directorate of Horticulture reserves the right to accept or reject any Proposal and to annul the Empanelment 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 Consultant / Institution do not provide, within the time specified by the DOH, the supplemental information sought by the DOH for evaluation of the Proposal.

23. 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, photographs and video. Payment shall be made based on the basis of actual claim submitted by the selected agency and inspection report submitted by the committee constituted for this purpose.

24. Miscellaneous

State and the selected bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between tenderer in connection with the contract.

If any or all of the disputes are not settled after 30 days from the date of commencement of such negotiations the case will be referred for Arbitration. The Arbitration proceedings shall be initiated to be held at Patna, Bihar and the language of the Arbitration proceedings and that of all the documents and communications between the parties shall be in English.

The Arbitration process shall follow the provisions of Bihar Public Works Contracts Disputes Arbitration Tribunal Act 2008, rules framed there under or procedure prescribed by Bihar Arbitral Tribunal. It is further clarified that in case any dispute does not come under the preview of "Work Contract" defined under Section 2(k) of the Public Works Contracts Dispute Arbitration Tribunal Act, 1996 and shall be referred for arbitration as per the terms of Arbitration and Conciliation Act, 1996 or any amendments thereof. The Arbitral award shall be in writing and shall be final and binding on each party and shall be enforceable in any court of competent jurisdiction. Sole Arbitrator shall be appointed by the Director Horticulture, DOH.

The Empanelment 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 Empanelment Process.

25. 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.

26. Validity of Proposal

The proposal should be valid for a period not less than ninety (90) days from the due date for receiving the proposal.

27. Clarifications

Any clarification sought may be directed to Director (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 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 E- Tender for Empanelment of Event Management Agencies with Directorate of Horticulture for Conceptualizing, Designing, and Facilitating Execution of Horticultural Events (State/outside State)

Sr No	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.	Annual Turn Over in the last three financial years	
5.	Registered office address in India (with proof)	
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 income tax clearance certificate of last 3 FYs)	
9.	GST Registration Details and enclose copy of latest GST certificate	
10.	Declaration for Manpower strength Number of employees on the Organization's payroll (Annexure – D)	
11.	Affidavit not being debarred/ blacklisted by any State Government or Central Government or their instrumentalities in last 5 years (Annexure – E)	
12.	PPT (as per clause 13.3)	
13.	Annexure C and Annexure G	
14.	Any other information required as per RFE	

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)

Firm Experience (summery of Events)

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

Sr No	Name and location of the Event	Name and address of the client	Type of client (Government / govt. agencies)	Details of the Event	Nature of support with specific area highlighted	Any Other Details

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 date of publish of this RFE. The incorrect information may lead to disqualification and blacklisting.

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory

Submission of Affidavit

(Through Notary Public on Non-Judicial stamp paper of Rs. 100.00)

Our firm has never been failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award nor blacklisted/debarred by Govt. of India or any state govt. or its institution including Central/State Level Public Enterprises in last 5 years.

Signature of Authorized Signatory
Name

Designation

Seal of the firm
Dated.....

Information for Financial Qualifications**(To be submitted by the Bidder on the Letter Head of the Chartered Accountant/ Statutory Auditor)****Name of the Project:** E- Tender for Empanelment of Event Management Agencies with Directorate of Horticulture for Conceptualizing, Designing, and facilitating Execution of Horticultural Events in Patna, Bihar

We have verified the relevant statutory and other records of M/s _____ (Name of Bidder) and certify that the cumulative gross turnover of M/s _____ (Name of the Bidder) in the last three completed financial years is Rs. _____ (Rupees _____) Year wise detail of Annual Gross Turnover is as under:

a) Annual Gross Turnover: The average annual gross turnover as per the annual financial statement audited* of the last 3 Financial Years should be presented in the following tabular format (along with the copies of above documents) certified by the Statutory Auditor of the Bidder

Sr No	Financial Year	Annual Turnover
1	2021-22	
2	2022-23	
3	2023-24	
Total Turnover for three Years		
Average Annual Turnover for the Last Three Years		

Signature of Chartered Accountant
Name

Membership Number:
FRN Number:
UDIN:

Seal of the firm
Dated.....

CV FORMAT

1.	Proposed Position:	
2.	Name of Firm:	
3.	Name of Expert:	
4.	Current Residential Address:	
	Telephone No.:	
	Fax No.:	
	E-Mail Address:	
5.	Date of Birth:	
6.	Education:	<i>[Indicate college or university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment] Please mention in Higher to lower qualification.</i>
7	Other Trainings/ certificates	
8	Languages:	<i>[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]</i>

9	Employment Record	<p><i>[Starting with present position, list in reverse order every employment held by expert since graduation, providing for each employment (see format here below): dates of employment, name of employing organization, positions held.]</i></p> <p>From <i>[Month/Year]</i>: _____</p> <p>To <i>[Month/Year]</i>: _____</p> <p>Employer: _____</p> <p>Positions held: _____</p>
10	Experience	<p>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed in line 12.]</i></p> <p>Name of assignment or project: _____</p> <p>Month and Year: _____</p> <p>Location: _____</p> <p>Organization _____</p> <p>Positions held: _____</p> <p>Activities performed _____</p>

14. Certification:

I, the undersigned, certify to the best of my knowledge and belief that

- (i) This CV correctly describes my qualifications and experience.
- (ii) I understand that it is my obligation to notify the DOH if I become subject to any integrity issues including conflict of interest arise and/or convicted of an offence excluding minor traffic violations.

(Signature of expert)

Date: _____
Day/Month/Year