



**DEPARTMENT OF INFORMATION TECHNOLOGY**

**G O V E R N M E N T O F B I H A R**

# **Request for Quotation (RFQ)**

**Of**

**Engagement of Event Management agency  
for**

**Sonepur Mela 2022(6<sup>th</sup> Nov-7<sup>th</sup> Dec 2022)**

**Last Date for Submission of Quotation: 1<sup>st</sup> Nov 2022**

## **DISCLAIMER**

The information contained in this Request for Quotation (RFQ) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority/Client or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided. This RFQ is not an agreement and is neither an offer nor an invitation by the Authority/Client to the prospective Applicants or any other person.

The issue of this RFQ does not imply that the Authority/Client is bound to empanel one or more Applicant(s) or to appoint the Selected Applicants, as the case may be, for the implementation of the programme and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

### **Important dates & information**

Authority	Department Of Information Technology, Government of Bihar.
Address	<b>Department of Information Technology</b> 2 <sup>nd</sup> & 5 <sup>th</sup> Floor, Technology Bhawan, Vishweswaraiya Bhawan Campus, Bailey Road, Patna - 800015. <b>Phone No :</b> +(91) - 612 - 2547315. <b>Mail Id :</b> prsec_it@bihar.gov.in
Name of work	Selection of the Agency for Conceptualizing, Designing, Execution and Supervision of Temporary Structures, Related Infrastructure and Event Management Services for Harihar Kshetra Sonapur Mela, 2022
Event Duration	6 <sup>th</sup> November to 7 <sup>th</sup> December, 2022
Portal for downloading RFQ documents	www.dit.bihar.gov.in and www.bsedc.bihar.gov.in
Last Date & Time for Receipt (Submission) of RFQ	1 <sup>st</sup> November 2022
Place of Submission and opening of RFQ	<b>Department of Information Technology</b> 2 <sup>nd</sup> & 5 <sup>th</sup> Floor, Technology Bhawan, Vishweswaraiya Bhawan Campus, Bailey Road, Patna - 800015.
Contact Person details	Sumit kumar: 8527054600
Officer Inviting Quotations	<b>Principal Secretary</b> <b>Department of Information Technology</b> 2 <sup>nd</sup> & 5 <sup>th</sup> Floor, Technology Bhawan, Vishweswaraiya Bhawan Campus, Bailey Road, Patna - 800015.
	<b>Selected bidder shall be informed</b>

## **BACKGROUND**

- 1.1.1** Department of Information Technology (DIT), Government of Bihar (GoB), is willing to participate in **Harihar Nath Kshetra Sonapur Mela, 2022** which is scheduled to be organised from **6<sup>th</sup> November 2022 to 7<sup>th</sup> December 2022**.
- 1.1.2** DIT would like to engage an event management agency to undertake the Department's stall arrangement in Sonapur Mela 2022 in a Theme based manner, Suggestions of theme has to be provided by the selected Event Management agency and preparation for the Mela should be done strictly in accordance with the Scope of Work defined herewith in this document.
- 1.1.3** Sonapur Mela 2022 will be one of the largest congregations with an estimated gathering of more than 5 million people. Melas/Festivals are largest gathering of people in India and speak of ancient living traditions of time-honoured rituals of a cultural heritage that lives through centuries of time. Sonapur Mela is an amazing and spectacular spiritual congregation replete with ritual and fanfare including

foreign tourist making it easily one of the most diverse and powerful of all festivals in India.

- 1.1.4** The delineated Mela Area falls under the jurisdiction of Sonapur & Hajipur Municipal limits. Both the places are conveniently placed and well connected to other parts of the country through air, rail and road.

## **1.2 REQUEST FOR PROPOSAL**

### **1.2.1 INVITATION FOR ENGAGEMENT OF EVENT MANAGEMENT AGENCY FOR SUCCESSFUL STALL DESIGNING AND FIXTURES AND MANAGEMENT OF DIT IN SONEPUR MELA 2022 BY DEPARTMENT OF INFORMATION TECHNOLOGY, GOVERNMENT OF BIHAR**

- 1.2.2** Department of Information Technology, Govt. of Bihar (hereinafter, referred to as “DIT, GOB”) wishes to appoint an event management agency for the successful Stall designing and fixtures at Hariharnath Kshetra Sonapur Mela -2022 in a theme- based manner which is scheduled to be held from **6th November 2022 to 7th December 2022**.

- 1.2.3** DIT invites detailed quotations (Qualification Submissions and Prequalification Submissions together referred to as “RFQ”) from renowned agencies. The Scope of Work forming part of the Assignment has been set out in this document herewith below.

- 1.2.4** The Proposals would be evaluated on the basis of the evaluation criteria set out in this RFQ (“Evaluation Criteria”) to identify the successful Bidder for the Assignment (“Successful Bidder”).

## **1.3 BRIEF DESCRIPTION OF THE BIDDING PROCESS**

- 1.3.1** DIT intends to follow a ‘single stage two envelope’ process for selecting of the successful bidder under ‘Least Cost Selection’ (LCS), as outlined in this RFP.

- 1.3.2** The Bidders would need to submit, within the Proposal Due Date as prescribed in this RFP; Technical and Financial Proposal in the prescribed format.

- 1.3.3** DIT would evaluate all the Submissions in accordance with the Eligibility conditions set out in the RFP to select a bidder.

## **1.4 GENERAL INSTRUCTIONS**

- 1.4.1** The language of the RFQ and related documents and correspondences shall be in English language.

- 1.4.2** The RFQ shall be typed or written in indelible ink and signed by the Authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions, or any other amendments made to the Bid shall be initiated by the person(s) signing the RFQ.

## SCOPE OF THE WORK

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

S. No.	Item	Particulars
1.	Stall	<p><b><u>Stall Backdrop</u></b></p> <p>Construction of innovative and high-quality stall with backdrop and all the fixtures 25ft x 20ft size. and Ply wall 4 inch both sides. Other works related to stall preparation as follows:</p> <ul style="list-style-type: none"><li>• The stall and backdrop will be designed with three dimensional props.</li><li>• Good quality stall frames, highlighting the theme of the stall.</li><li>• <b><u>Side Backdrops</u></b> – Frame Mounted with high quality Flex Banner (with approved design)</li><li>• Registration Table ( 4ft*3ft* 2 Nos)</li><li>• Registration Chair (02)</li><li>• Backdrop – (10ft*05ft*2 Nos)</li><li>• Side Panel</li><li>• LED TV (50 Inch)</li><li>• LED TV (42 Inch)</li><li>• 6 Chairs with table</li><li>• Fascia with Logo</li><li>• 3 Standees (6Ft*3Ft)</li><li>• Flex Printing (4ft*6ft)</li><li>• LED Tube light – 5 nos. minimum 18-Watt,</li><li>• Brochures (5*1000= 5000)</li><li>• Flower Bouquet (5)</li></ul> <p><b>Fascia:</b> Thematic Designs should be made on the front fascia to have a</p> <ul style="list-style-type: none"><li>• decorative appearance. The name of the stall should be in the form of VinylBoard in the front top portion of the stall.</li></ul>
2.	Water	Provision of drinking water with disposable glass and dustbins.

The Bidders have to submit design/look of the stall as well.

## BIDDING SUBMISSION PROCEDURE

- 1.1.1 Bidders who wish to participate in this selection process will have to download the bids from [www.dit.bihar.gov.in](http://www.dit.bihar.gov.in) and [www.bsdc.bihar.gov.in](http://www.bsdc.bihar.gov.in).
- 1.1.2 Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid.
- 1.1.3 **PART 1 – Pre Bid** Bidders shall submit their Suitability document for the bid process like CA Certificate, Incorporation Certificate, work orders./ sanction letters etc.
- 1.1.4 **PART 2- Financial Bid:** Financial Bid complete with all details including the prices of the items quoted in this document.
- 1.1.5 The pre bid and technical bid (Part 1 & 2) envelopes should be enclosed in a larger

envelope dully sealed. All pages of the offer must be signed.

**1.1.6** Services offered should be strictly as per specifications mentioned in thisRFQ

Document.

**1.1.7** Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.

## ELIGIBILITY CRITERIA

The bidders shall be evaluated on the basis of fulfilling eligibility criteria. DIT reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the DIT's decision shall be final in this regard. DIT may, in its absolute discretion, waive any of the conditions and/or requirements in the RFQ in respect of any or all of the bidders.

<b>Sr.</b>	<b>Minimum Eligibility</b>	<b>Documentary Evidence required</b>
1	The bidder should register as a Partnership/ Proprietorship/ LLP or Company. Should have a minimum experience of three (3) years in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions.	Certificate of Incorporation
2	The bidder should have achieved a minimum average Financial Turnover of <b>INR 50 Lakhs</b> in past three Financial years (2019-20, 2020-21 & 2021-22) – in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions.	CA's Certificate / Audited Financial Report for FY (2019-20, 2020-21 & 2021-22) or CA certificate indicating minimum annual financial turnover from such services for the period.
3	Should have following experience in conceptualizing, designing, organizing, managing, executing large theme- based events and/ or exhibitions in the last 3 years; having minimum contract value of <ul style="list-style-type: none"><li>• At least Three projects each with minimum contract value of <b>INR 5 lakhs</b></li></ul>	Work Order/Work Completion certificate
4	The bidder should be having PAN, GST numbers.	A copy of PAN & GST Registration Certificate.
5	Agency should not be blacklisted, delisted or debarred from any government organization in India.	Self-certified

RFQ document should be properly bound, or spiral bound page numbered and indexed for ready reference sealed & signed.

**ANNEXURE -I**

**FORMAT FOR COVERING IETTER**

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

(On the letter head of the bidder)

To,

Date:

The Principal Secretary,  
Department of Information Technology  
2nd Floor, Technology Bhawan,  
Vishweswaraiya Bhawan Campus,  
Bailey Road, Patna - 800015.

**Ref: Selection of Event Management Agency for Sonepur Mela, 2022**

Sir,

We are pleased to submit our request for Event Management Agency for Sonepur Mela, 2022, as per proposal reference RFQ RFE No.:..... We have reviewed all the terms and conditions of the 'Request for Quotation' and confirm that, we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFQ. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid/RFQ.

I/We here by certify that all particulars given are correct and true to the best of my / our knowledge. In case at any stage, it is found that the information given by me/us is false/incorrect, DIT shall have the absolute right to take any action as deemed fit, (including termination of contract and/or black list and debar), without any prior intimation to me/us.

Sincerely,

Name\_\_\_\_\_

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

Designation\_\_\_\_\_

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

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

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

**Signature of the applicant/ Authorized**

**Representative of Agency with Seal/St**

**ANNEXURE -II**  
**LIST OF SIMILAR WORK EXECUTED PERTAINING TO EVENTMANAGEMENT**  
**SERVICES IN LAST THREE YEARS**

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

**NOTES:**

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

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

**Signature of Bidder**



**ANNEXURE -III**

**FORMAT FOR FINANCIAL PROPOSAL**

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

(On the letter head of the bidder)

To,

Date: -

The Principal Secretary,  
Department of Information Technology  
2nd Floor, Technology Bhawan,  
Vishweswaraiya Bhawan Campus,  
Bailey Road, Patna - 800015.

Sir,

**Ref: Selection of Event Management Agency for Sonapur Mela, 2022**

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

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

Total Rupees (INR) \_\_\_\_\_

(In words Rupees) \_\_\_\_\_

We abide by the above offer/quote and terms condition of the RFQ, if the DIT Bihar selects us as the Selected Bidder/Agency.

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

We declare that the information stated above and enclosed is complete and absolutely correct and free of any error or omission therein, accidental or otherwise, will be sufficient for the DIT Bihar to reject our RFQ

Sincerely,

Name\_\_\_\_\_

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

Designation\_\_\_\_\_

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

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

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

**Signature of the applicant/  
Authorized**

**Representative of Agency with  
Seal/Stamp**

**NOTE**

If the information to be furnished in the schedule will not be given and come to the subsequently will result in disqualification of the bidder.

## Checklist of Documents to be submitted:

S.No	Type of Document	Reference Page No	Attached(yes/No)	Attached on
1	Certificate of Incorporation	Pg 6 Eligibility Criteria		
2	CA's Certificate / Audited Financial Report for FY (2019-20, 2020-21 & 2021-22) or CA certificate indicating minimum annual financial turnover from such services for the period.	Pg 6 Eligibility Criteria		
3	Work Order/WorkCompletion certificate	Pg 6 Eligibility Criteria		
4	A copy of PAN & GST Registration Certificate.	Pg 6 Eligibility Criteria		
5	Self-certified	Pg 6 Eligibility Criteria		
6	Annexure -1 Covering Letter	Pg 7		
7	Annexure-2 : Work related experience and 5 Photographs of the work executed	Pg 8		
8	Annexure-3 Financial Bid	Pg 9 and 10		
9	Proposed Design and theme for Sonapur mela	Pg 5		