

SRI KRISHNA SMARAK VIKAS SAMITI
OFFICE OF THE COMMISSIONER
PATNA DIVISION, PATNA

TENDER DOCUMENT
for
ENGAGEMENT OF
AGENCY/EVENT MANAGER IN
DUSSEHRA MAHOTSAV-2025 &
RAMLEELA MAHOTSAV-2025

1. Last date of Purchase of
Tender Document : 11.09.2025 till 03.00 PM
2. Last date for Submission of
Tender Document : 12.09.2025 till 1.30 PM
3. Opening of Tender Document: 12.09.2025 at 03.00 PM

Signature of Authorised Signatory
Stamp of SKSVS

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The issue of this TENDER DOCUMENT does not imply that the **Sri Krishna Smarak Vikas Samiti** Office is bound to select and shortlist Applications and the **Sri Krishna Smarak Vikas Samiti** office reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the **Sri Krishna Smarak Vikas Samiti** Office or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and the **Sri Krishna Smarak Vikas Samiti** office 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 and submission of the Application, regardless of the conduct or outcome of the Bidding Process.

1. INTRODUCTION

1.1 BACKGROUND

1.1.1 **Sri Krishna Smarak Vikas Samiti**, Patna proposes to organize "**Dussehra Mahostav-2025**" in SKM Hall, Patna in association with Youth, Art and Culture Department, Bihar Government on **25th of September 2025**.

And

Ramleela Mahotsava and Ravan Vadh Samaroh Samiti Patna proposes to organize "**Ramleela Mahotsava-2025**" in association with **Sri Krishna Smarak Vikas Samiti**, from **22.09.2025 to 03.10.2025** in Gandhi Maidan, Patna.

1.1.2 **Sri Krishna Smarak Vikas Samiti (SKSVS)** would like to engage an Event Manager to undertake the entire arrangement in accordance with the scope of work defined herewith in this document. It will be an important congregation with estimation for a very good gathering of people. Festivals are large gathering of people in India and speak of ancient living traditions of time, honoured rituals of rich cultural heritage of Bihar. It would witness gathering of people in keeping with the mood of the season.

1.2 Inviting Tender

1.2.1 **Sri Krishna Smarak Vikas Samiti**, Patna (hereinafter, referred to as "**SKSVS**") wishes to appoint an Agency/Event Manager for the successful implementation of One day **Dussehra Mahostav- 2025 on 25.10.2025 in SKM Hall**, Patna and **Ramleela Mahotsav-2025** from **22.09.2025 to 03.10.2025 in Gandhi Maidan, Patna**.

1.2.2 "**SKSVS**" invites detailed proposals from Agency/Event Management Company. The Scope of Services forming part of the Assignment has been set out in **ANNEXURE-3** of this document herewith below.

1.3 BRIEF DESCRIPTION OF THE BIDDING PROCESS

1.3.1 "**SKSVS**" intends to follow a 'single stage two envelope' bid process for selecting of the successful bidder.

1.4 OBTAINABILITY OF TENDER DOCUMENT

1.4.1 The TENDER DOCUMENT can be seen at the website www.patnadivision.bih.nic.in for reference only and can be purchased from **SKSVS** office by paying the document fee of Rs. 500/-.

1.4.2 It may be noted that all subsequent notifications, changes and amendments in the assignment / documents would be posted only on the website.

1.5 GENERAL INSTRUCTIONS

1.5.1 The language of the Bid and related documents and correspondences shall be in English.

1.5.2 The Bidder shall provide all the information sought under this TENDER DOCUMENT. The **“SKSVS”** Patna will evaluate only those Bids that are received in the required formats and complete in all respects.

1.5.3 The Bid 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 initialled by the person(s) signing the Bid.

1.5.4 Bidders are encouraged to submit their respective Bids after visiting the Project site and ascertaining for themselves the site conditions, traffic, location, surroundings, availability of power, water and other utilities for implementation of the Project, access to site, handling and storage of materials, applicable laws and regulations, and any other matter considered relevant by them.

1.5.5 The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process, including but not limited to, site visits, field investigations, data gathering, analysis, design etc. as also any discussions/negotiations. **“SKSVS”**, Patna will not be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

1.5.6 The **“SKSVS”**, Patna may modify the TENDER DOCUMENT by issuing an Addendum at any time before due date of submission. Any Addendum thus issued shall be part of the Tender Document and shall be posted on the website.

1.5.7 Bidders will not be permitted to alter or modify their bids once submitted.

1.5.8 “SKSVS”, Patna shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the TENDER DOCUMENT, the bidding documents or the bidding process, including any error or mistake therein or in any information or data given by the “SKSVS”, Patna.

1.5.9 Any Bid not accompanied by the EMD shall be rejected by the “SKSVS”, Patna.

2. GENERAL TERMS AND CONDITIONS

- The agency will arrange/ provide all the items as mentioned in **annexure-3**.
- The agency offering the lowest amount (L1) will be selected as the successful bidder.
- The successful bidder shall have to deposit Rs. 5 lakh as security money within three (03) working days from the date of LOA (Letter of Award). This amount would be returned after successful completion of the event.
- The **SKSVS** reserves the right not to accept bid(s) from agency (ies) resorting to unethical practices or on whom investigation / enquiry proceedings have been initiated by Government investigating Agencies Vigilance Cell.
- The **SKSVS** reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s) or assigning any reason.
- The **SKSVS** reserves the right to withdraw / cancel the bid document partially or completely at any stage.

ARBITRATION

In case of any dispute **SKSVS** may appoint an arbitrator, which will be accepted by the agency / firm. The decision of the arbitrator will be final and binding on both the parties. The jurisdiction of the court will be Patna (Bihar).

INDEMNIFICATION CLAUSE

“That the selected agency shall keep **SKSVS** indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise.

3. BIDDING PROCEDURE

3.1 SUBMISSION PROCEDURE

3.1.1 The interested parties shall submit the proposal with full details regarding conceptualization, planning, designing, construction, direction and execution on a turn-key basis. It is to be noted that the whole conceptualization of the event has to be done as per the theme of the event. Utmost care has to be taken to avoid any indecent/offending/objectionable item.

3.1.2 The concerned parties, who shall qualify in the technical criteria (**Annexure-2**), shall be invited to present the entire activities or concept plan in hard copy and also in soft copy format to the **SKSVS** committee. The selected party shall have to abide by the concept plan, once approved by the SKSVS. The bidders shall have to present their activities and work plan before the tender committee.

3.1.3 The selected company shall act in a transparent manner for the event and shall not in any way act in the manner that is detrimental to the interest and reputation of the SKSVS. The selected company shall undertake to abide sincerely by all rules, regulations and laws of land apart from the general and specific instructions issued by the organizing committee for their responsibilities to manage the events and shall agree to keep itself liable and responsible for any such violation directly or indirectly related to their responsibilities for the event.

3.1.4 A bidder shall submit Technical Bid and Financial Bid in separate sealed envelope contained in another envelope containing both the Financial and Technical Bid. A bidder shall not submit more than one bid.

3.1.5 Envelope containing bids must bear, on the cover itself, name and full address of the bidder, name of the item/services bidding for. In case of bids submitted by post or courier, it is bidder's responsibility that bids reach **SKSVS** office before the scheduled time of closure of submission of bids.

3.2. ELIGIBILITY CRITERIA

3.2.1 Minimum eligibility criteria are as below:-

- a) Company/firm/agency should have at least Three years experience of arranging similar nature of work in Mahotsav/providing items under the aegis of any Govt./PSU.
- b) Company's turnover should not be less than Rs. 25,00,000/- (Twenty five lakh) per annum during last three Financial Year (2021-22, 2022-23 and 2023-2024).
- c) Company/firm/agency must attach last month/quarter (as case may be) GST return file paper (GSTR-1 & GSTR-3B).

- d) IT return of the last three (3) Financial Year (2021-22, 2022-23 and 2023-2024).
- e) Earnest money of Rs. 50,000/- is to be paid along with the technical bid through D.D. in favour of 'Sri Krishna Smarak Vikas Samiti' payable at Patna.
- f) Company/firm/agency must provide photo copy of PAN Card & GST Certificate.
- g) Company/firm/agency must provide photo copy of ISO Certificate.
- h) Company/firm/agency must provide valid Character Certificate issued from concern District DM/SP/SDO office. The Character Certificate must be dated within the last six months from the date of the advertisement.
- i) An Affidavit must be provided that Bidder has not been blacklisted by any Govt. or Semi Govt. Organization

3.2.2 The bidders shall be evaluated in two stages

- a. Technical Evaluation of Proposal (**Annexure-2**)
- b. Financial Evaluation of Proposal. (**Annexure-3**)

3.2.3 The Bidder fulfilling Technical Stage will be shortlisted for financial evaluation. Claims without documentary evidence will not be considered.

SKSVS reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the **SKSVS** decision shall be final in this regard. **SKSVS** may, in its absolute discretion, waive any of the conditions and/or requirements in the Tender in respect of any or all of the bidders.

Website – www.patnadivision.bih.nic.in

3.2.4. No interpretation, revision, or other communication from **SKSVS** regarding this TENDER DOCUMENT is valid unless it is in writing and is signed by **SKSVS**.

3.7 CLARIFICATIONS

3.7.1. To assist in the process of evaluation of Proposals, **SKSVS** may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submission made by the Bidder.

3.7.2. Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period would result in forfeiture of the Bid Security in accordance with this Tender Document. If the Agency/Event Manager work is found unsatisfactory/not complete according to **DUSSEHRA MAHOTSAB-2025** and **RAMLEELA MAHOTSAB-2025** requirements, then the deposited security money of Agency/Event Manager will be forfeited.

3.8 PROPOSAL EVALUATION

3.8.1. The Qualification Submissions of the Bidders would be checked for responsiveness with the requirements of the Tender Document and shall be evaluated as per the Criteria set.

3.9 DECLARATION OF SUCCESSFUL BIDDER

3.9.1. **SKSVS** may either choose to accept the Proposal of the successful tenderer or invite him for negotiations.

3.9.2. Upon acceptance of the Proposal of the tenderer financially qualified with or without negotiations, **SKSVS** shall declare the tenderer as the Successful Bidder.

3.10 NOTIFICATIONS

3.10.1. **SKSVS** will notify the Successful Bidder by a Letter of Award (LOA) that its Proposal has been accepted.

3.11 SKSVS RIGHT TO ACCEPT OR REJECT PROPOSAL

3.11.1. **SKSVS** reserves the right to accept or reject any or all of the Proposals without assigning any reason.

3.11.2. **SKSVS** reserves the right to invite revised Proposals from Bidders with or without amendment of the Tender Document at any stage, without liability or any obligation for such invitation and without assigning any reason.

4. EVALUATION OF BIDS

4.1 EVALUATION PARAMETERS

4.1.1 **SKSVS Office** will evaluate the bids determined to be substantially responsive i.e., which

- a. are properly signed;
- b. confirm to the terms and conditions & technical specifications.

4.1.2. Thereafter, the substantially responsive bidders shall be called upon to present their strategy regarding conceptualization, planning, designing, construction, direction and execution of the project

4.1.3. **The Technically Qualified bidders quoting the lowest amount (L1) as mentioned in Annexure-3 will be selected as the successful bidder.**

4.1.4. **Post-event removal/disposal of facilities and complete restoration of the venue (Gandhi Maidan) is the sole responsibility of the selected Agency latest by 5th October, 2025 or as per the direction of office.**

5. BID SCHEDULE AND VENUE

SKSVS would endeavour to adhere to the following schedule:

S. No.	Activity	Scheduled Date & Time
1.	Place for obtaining Bid Document	Tender document can be purchased from Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Patna by payment of Rs. 500/-. The tender document can also be seen on website www.patnadivision.bih.nic.in , however it has to be physically obtained from Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Near Golghar, Patna. Each tender paper purchased from SKSVS shall be serially numbered and signed. Agency will have to submit tender in the same serially numbered tender paper.
2.	Tender Document fee	Rs. 500/- (Five hundred)
3.	Last date and time of purchasing Tender Document	11 th September, 2025 till 03.00 PM
4.	Last date and Time for Submission of Bid	12 th September, 2025 till 1.30 PM
5.	Date & time of opening of Tender	12 th September, 2025 at 03.00 PM
6.	Address for submission of Bid Documents, opening of Technical & Financial Bid	Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Patna Division, South Gandhi Maidan, Near Golghar, Patna-800001.

FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT UNDERTAKING

(On the Letterhead of the Bidder)

To,
Officer Incharge
The Sri Krishna Smarak Vikas Samiti
Office of the Commissioner,
Patna Division, Patna – 800 001.

Sir,

Ref :- Selection of Agency /Event Manager for DUSSEHRA MAHOTSAV – 2025 and
RAMLEELA MAHOTSAV-2025.

We have read and understood the Request for Proposal (Tender Document) along with Draft Agreement in respect of the captioned Assignment provided to us by **Sri Krishna Smarak Vikas Samiti, Patna.**

We hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Agreement, a draft of which also forms a part of the Tender Document provided to us.

Name of the Bidder

Signature of Authorised Signatory

Date:-

PRESCRIBED PROFORMA FOR TECHNICAL BID

Sl.No.	Criteria	YES/NO	Document
1	GST Registration Number		To be attached
2	Photo copy of Pan Card		To be attached
3	Three years of experience of arranging similar nature of work in mahotsav/ providing items under the aegis of any Govt./PSU.		Work Order
4	The bidder should have achieved a minimum) Rs. 25,00,000/- (Twenty five lakh) per annum during last three Financial Year (2021-22, 2022-23 and 2023-2024).		Document to be attached
5	IT return of the last three (3) Financial Year (2021-22, 2022-23 and 2023-2024).		To be attached
6	EMD of Rs. 50,000/- (Fifty thousand)		To be attached
7	Last month/quarter (as case may be) GST return file paper (GSTR-1 & GSTR-3B).		To be attached
8	Character Certificate		To be attached
9	An Affidavit must be provided that Bidder has not been blacklisted by any Govt. or Semi Govt. Organization		To be attached
10	Provide photo copy of ISO Certificate.		To be attached

(SCOPE OF WORK)**Financial Bid**

Agency will have to arrange the following items for Twelve (12) days i.e., from 22.9.2025 to 03.10.2025 for RAMLEELA MAHOTSAVA-2025 at Gandhi Maidan, Patna and Dusshera Mahotsav-2025 in SKM hall on 25th September 2025, Patna.

Quotation for Pandal, Stage arrangement, Sitting arrangement, Light & Sound etc.

SI No	Particulars/Deliverables	Size / Area	Unit	Amount (Including GST) Rs.
01	02	03	04	05
Arrangement in Gandhi Maidan for Ramleela Mahotsav -2025 for Twelve (12) days i.e., from 22.9.2025 to 03.10.2025				
1	German Hanger	100x200sqft	1	
2	Construction of Stage with waterproof pandal & carpet (near Gandhi Maidan main Stage)	100x40ft	1	
3	High Quality sound system with truss as per required by Ramleela Mahotsav as per Gandhi Maidan (Sound Box Top – 22 Nos., Bass Box – 08 Pcs, Monitor Box – 08 Pcs, Horn – 30 Pcs, Mic Set Cordless–06 Pcs, Collar Cordless –06 Nos, Amplifier – 10 Nos, Mixer – 2 Nos, Mic Plain with Stand – 12 Nos) with complete set-up			
4	Sufficient all type of Lighting arrangements with inside pandal, around pandal area etc. with complete set-up as per Gandhi maidan (LED Metal Light – 100 Nos, PAR Light-25 Nos etc.)			
5	Carpeting - Pandal, Stage, D area, Green Room & Entry area etc.			
6	Waterproof Pandal on Gandhi maidan main stage, Waterproof Green Room (50x50ft) with toilet etc.		1	
7	Chair		2000	
8	Sofa		25	
9	Center Table		10	
10	Table		20	
11	Big size Air Cooler		6	
12	Genset setup with Diesel (as per requirement)			

Arrangements in SKM HALL for Dusshera Mahotsav-2025 on 25th September, 2025				
1	Flower Decoration (Stage, Front of stage, Podium, Entrance gates VIPs area etc.)	As per requirement		
2	Designer theme based Welcome Gate		2	
3	LED Wall	24x12	1	
4	LED wall	8x12 Sqft	2	
5	Backdrop Flex with framing Led Masking	35x15	1	
6	Side Panel-Flex with framing	22x14	2	
7	Standee (Star media Flex with Iron frame)	6x4	10	
8	Banner (Star media Flex with frame)	10x10	10	
9	Carpet on stage, VIP Entry area			
10	Gadda Chair		200	
11	VIP Sofa		10	
12	Center table		5	
13	Deep Stand –Complete setup		1	
14	Genset with diesel	85 KVA	1	
15	HD Videography & HD Still photography		1	
16	Par light		30	
17	String light (Lari light) in SKM Campus			
18	LED Metal Light		30	
19	Good quality Snacks, Tea/Coffee, Water etc. for Guests		200 pax	
20	Flower Bouquet		10	
21	Digital print Invitation Card with Envelope Good Quality		1000	
22	Pass digital print		2000	
23	ID card with fita		60	
24	Host girl		2	
25	Bouncer		4	
26	Iron Barricading (Mozo) in VIP Area			
Total Amount Including GST				
Amount in words-----				
<i>(Rate of each of above mentioned 38 (12+ 26) items must be mentioned otherwise bid will be rejected)</i>				

Note :

- (1) As per requirement/need, the quantities/units mentioned in above table may be increased/decreased for which proportionate rate will be paid/deducted.
- (2) The Agency has to submit all videos and photos at the end of the event.

Financial Bid – "The agency offering the lowest amount (L1) will be selected as the successful bidder."

Total Amount for the arranging/ providing items as per scope of work in annexure 3	Rs. In word..... (Note: Please mention the amount in words and numbers both)
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Date:-

(Signature/s of the Tenderer /Authorized person

Place:-

Full Name/s:

Designation:

Stamp:

(Please put signature and name on every page of Bid Document and Enclosures.)

Signature of Authorised Signatory

Stamp of SKSVS