

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

TENDER DOCUMENT
for
ENGAGEMENT OF
EVENT MANAGER
for
DUSSEHRA MELA-2026

1. Last date of Sale of Tender Document : 30.09.2026 till 05.00 PM
2. Last date for submission of Tender document : 01.10.2026 till 12.00 PM
3. Opening of Tender Document : 01.10.2026 at 01.00 PM

Signature of Authorised Signatory
Stamp of SKSVS

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1. INTRODUCTION

Sri Krishna Smarak Vikas Samiti (SKSVS) invites proposals from reputed, experienced, and professionally competent Event Management Agencies/Service Providers for providing comprehensive event management services for the **planning, coordination, execution, and overall management of the Dussehra Mela-2026 in Gandhi Maidan (Near Gate No. 7 to 10), Patna.**

The selected Event Manager/Agency shall be responsible for undertaking the **entire arrangement and end-to-end management of the Dussehra Mela**, including pre-event planning, venue preparation, infrastructure and logistics, coordination with various stakeholders, event-day operations, safety and security arrangements, crowd management, cultural activities and post-event dismantling and restoration, as per the requirements and directions of SKSVS.

The entire amount received by the Bidder/Successful Tenderer under this tender, including proceeds from the Dussehra Mela-2026, shall be utilized exclusively towards the expenses of the Dussehra Mahotsav-2026 organized by the SKSVS Office.

2. BACKGROUND AND RATIONALE

Melas and festivals constitute some of the largest public gatherings in India and represent the living traditions, time-honoured rituals and rich cultural heritage of the country. Bihar, with its distinctive cultural identity and deep-rooted traditions, has a long and vibrant history of fairs, festivals and community celebrations.

The proposed Dussehra Mela-2026 is intended to provide a platform for people to come together and celebrate the festive season in an atmosphere of joy, cultural harmony and community participation. The Mela is envisaged not merely as an entertainment event, but as a celebration of Bihar's rich cultural traditions, local art, handicrafts, cuisine, entrepreneurship and social heritage.

The event is expected to witness a large gathering of people from different sections of society and age groups, in keeping with the festive mood of the season. It will provide opportunities for cultural performances, traditional and contemporary

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entertainment, local products, handicrafts, food, consumer stalls, Government awareness and public-service initiatives, children's activities and other family-oriented attractions.

The Dussehra Mela will also provide a suitable platform for local artisans, craftsmen, entrepreneurs, Self-Help Groups (SHGs), MSMEs, traders and other stakeholders to showcase and promote their products and services. Dedicated spaces may also be provided for Government Departments and agencies to disseminate information regarding public welfare schemes, citizen services and other initiatives.

3. INVITING TENDER

- A. **Sri Krishna Smarak Vikas Samiti, Patna** (hereinafter, referred to as “SKSVS”) wishes to appoint an Event Manager for the successful implementation of **Dussehra Mela** from 22.10.2026 to 06.11.2026 (Dussehra Mela can run till 6th November, 2026).
- B. “SKSVS” invites detailed proposals from Event Management Company. The Scope of work forming part of the Assignment has been set out in this document herewith below.
- C. The Proposals would be evaluated on the basis of the evaluation criteria set out in this TENDER DOCUMENT.
- D. “SKSVS” intends to follow a ‘single stage two envelope’ bid process for selecting of the successful bidder.

4. OBTAINABILITY OF TENDER DOCUMENT

- A. 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. 1,000/-.
- B. It may be noted that all subsequent notifications, changes and amendments in the assignment / documents would be posted only on the website.

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5. GENERAL TERMS AND CONDITIONS

- A. 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.
- B. 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.
- C. The **SKSVS** reserves the right to withdraw / cancel the bid document partially or completely at any stage.

D. 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).

6. BIDDING PROCEDURE

SUBMISSION PROCEDURE

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. The sanctity of the Dussehra Mela has to be fully respected.

A. 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.

B. 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 quotation.

C. 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.

7. ELIGIBILITY CRITERIA

A. Minimum eligibility criteria are as below:-

- (a) Company/firm/agency should have at least 3(three) years experience of organizing similar nature of work under the aegis of any Govt./PSU.
- (b) Company's turnover should not be less than Rs. 50,00,000/- (fifty lakh) per annum during last three Financial Year (2022-23, 2023-24 & 2024-2025).
- (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 (2022-23, 2023-24 & 2024-2025).
- (e) Earnest money of Rs. 1,00,000/- (One Lakh) 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

B. The bidders shall be evaluated in two stages

- (i) Technical Evaluation of Proposal (**Annexure-2**)
- (ii) Financial Evaluation of Proposal. (**Annexure-3**)

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C. 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.

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

8. FORMAT AND SIGNING OF PROPOSAL

A. Bidders would provide all the information as per this Tender Document and in the specified format. **SKSVS** reserves the right to reject any Proposal that is not in the specified format.

B. The Proposal and its copy shall be typed or printed and the Bidder shall initial each page. The person(s) signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

C. 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.

9. DECLARATION OF SUCCESSFUL BIDDER

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

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

10. SKSVS RIGHT TO ACCEPT OR REJECT PROPOSAL

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

B. 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.

11. BASIS OF SELECTION

A. The allotment of the designated area of **1,60,000 sq. ft. at Gandhi Maidan, Patna** for organizing and conducting the Dussehra Mela shall be made through a competitive bidding process.

B. The bidder quoting the **highest eligible bid amount** for the permitted use of the allotted land during the approved period shall be considered for selection, subject to fulfilment of all eligibility criteria, technical requirements, terms and conditions of the tender.

C. The **Highest Bid (H1)** shall be determined on the basis of the total amount quoted by the bidder towards the land-use/permission charges for the entire approved period of the Dussehra Mela 2026.

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

12. GENERAL INSTRUCTIONS

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

B. 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.

C. 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.

D. 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.

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E. 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.

F. 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.

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

H. “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.

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

13. GENERAL TERMS AND CONDITIONS

Purpose of the Tender

The purpose of this tender is to permit the successful bidder to utilize an area measuring **1,60,000 sq. ft. at Gandhi Maidan (near gate no 7 to 10), Patna**, exclusively for organizing and conducting the Dussehra Mela 2026 during the 22nd October to 6th November 2026 (dussehra mela can run till 6th November 2026), in accordance with the terms and conditions of this tender.

(i) Permitted Use of the Premises :- The allotted area shall be used exclusively for the activities approved under the tender. No activity other than those specified in the tender document shall be undertaken.

(ii) Tender Amount and Payment :- The successful bidder shall deposit the accepted tender amount within the prescribed time and in the manner specified in the tender document. Failure to make payment within the stipulated period may result in cancellation of the allotment and/or forfeiture of the security deposit.

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(iii) **Security Deposit :-** The successful bidder shall deposit the prescribed security amount as specified in the tender. The security deposit shall be refundable, subject to adjustment of any outstanding dues, damages, penalties, or other liabilities payable by the bidder.

(iv) **Subletting and Transfer :-** The successful bidder shall not assign, transfer, sublet, license, or otherwise part with the whole or any portion of the allotted area to any third party.

(v) **Protection of Property :-** The successful bidder/Event Management Agency shall ensure that **no damage, loss, breakage, alteration, or deterioration of any kind is caused to Gandhi Maidan or any of its existing properties and infrastructure** during the setup, operation, management, or dismantling of the Dussehra Mela 2026.

In the event of any damage or loss caused to Gandhi Maidan or any of its properties due to the acts, omissions, negligence, or activities of the successful bidder, its employees, workers, contractors, vendors, agents, or any person engaged by the Agency, the **cost of repair, restoration, or replacement shall be determined by the SKSVS and recovered from the Security Deposit deposited by the successful bidder.**

(vi) **Temporary Structures :-** All tents, stalls, stages, barricades, electrical installations, decorative structures, signage, and other temporary structures shall be erected only in accordance with the applicable safety standards.

(vii) **Cleanliness and Waste Management :-** The successful bidder shall be responsible for maintaining cleanliness throughout the Mela premises. Adequate dustbins, waste collection arrangements, sanitation facilities, and manpower shall be provided.

(viii) **First-Aid and Medical Assistance:-** Adequate first-aid facilities and medical assistance, including necessary medical personnel and emergency support.

(ix) **CCTV Surveillance:** Installation, operation, and monitoring of adequate CCTV surveillance systems covering all important areas of the Mela premises.

(x) **Barricading:** Proper barricading and crowd-control arrangements at all required locations.

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(xi) Emergency Response Facilities: Necessary emergency-response arrangements and facilities to deal with fire, medical emergencies, crowd-related incidents, and other unforeseen situations.

(xii) Drinking Water Facilities: Adequate and hygienic drinking-water facilities for visitors, staff, and other persons associated with the Dussehra Mela 2026.

(xiii) Toilets and Sanitation: Sufficient temporary/permanent toilet facilities along with proper sanitation arrangements.

(xiv) Information and Help Facilities: Adequate information/help desks, public assistance, signage, announcements, and necessary personnel to guide and assist visitors.

(xv) Electricity and Fire Safety :- All electrical installations, wiring, generators, lighting systems, and electrical equipment shall be installed and operated by qualified/authorized personnel. Adequate numbers of **fire extinguishers, fire-fighting equipment, fire hydrants, emergency exits, emergency lighting, and other fire-safety arrangements** shall be provided at appropriate and easily accessible locations throughout the Mela premises etc.

(xvi) Crowd and Traffic Management :- The successful bidder shall make adequate arrangements for crowd management, entry and exit, parking, barricading, emergency access, and traffic management in coordination with the Police, District Administration, and other concerned authorities.

(xvii) Statutory Approvals and Licences :- The successful bidder shall obtain, at its own cost and responsibility, all necessary licences, permissions, No Objection Certificates (NOCs), registrations, and statutory approvals required for organizing and conducting the Mela.

(xviii) Security and Law & Order :- The successful bidder shall make adequate arrangements for security within the Mela premises and shall fully cooperate with the Police, District Administration, Fire Department, Municipal Authorities, and other government agencies responsible for maintaining public safety and law and order.

(xix) Noise and Environmental Compliance :- All sound systems, loudspeakers, music, lighting, generators, and other activities shall comply with applicable environmental, noise pollution, and other statutory regulations. The

directions regarding permissible timings and noise levels issued by the Competent Authority shall be strictly followed.

(xx) Safety and Liability :- The successful bidder shall be solely responsible for ensuring adequate safety measures for visitors, workers, vendors, and other persons associated with the Dussehra Mela 2026. Any accident, injury, loss, or damage arising from the bidder's activities shall be dealt with in accordance with applicable law and the terms of the tender.

(xxi) Inspection by Authorities :- The SKSVS or its authorized representatives shall have the right to inspect the Mela premises, temporary structures, electrical installations, safety arrangements, sanitation facilities, and other facilities at any time. The successful bidder shall provide full cooperation during such inspections.

(xxii) Compliance with Government Directions :- The successful bidder shall comply with all instructions, orders, guidelines, and directions issued from time to time by the District Administration, Police, Municipal Authority, Fire Department, and other competent government authorities.

(xxiii) Restoration of the Site :- Upon completion of the Mela, the successful bidder shall remove all temporary structures, stalls, advertisements, banners, electrical installations, equipment, waste, and other materials and restore the allotted area to the satisfaction of the SKSVS.

(xxiv) Cancellation/Termination :- In case of violation of any term or condition of the tender, submission of false information, failure to make payments, unauthorized activities, damage to public property, or non-compliance with the directions of the Competent Authority, the allotment/permission may be cancelled or terminated in accordance with the tender conditions. The security deposit may also be forfeited.

(xxv) Force Majeure :- In the event of natural calamity, flood, excessive rainfall, epidemic/pandemic, riot, war, government restrictions, court orders, or any other circumstances beyond the reasonable control of the parties, the SKSVS shall have the right to modify, postpone, suspend, or cancel the Mela as considered appropriate.

(xxvi) Right of the Administration in Public Interest :- In the interest of public safety, law and order, emergency management, or any other public purpose, the

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SKSVS shall have the right to impose reasonable restrictions, modify arrangements, or suspend activities. The successful bidder shall comply with such directions without delay.

(xxvii) Taxes, Fees and Other Charges :- All applicable taxes, government fees, licence fees, electricity charges, water charges, labour-related statutory dues, and other expenses arising from the organization and operation of the Mela shall be borne by the successful bidder, unless specifically stated otherwise in the tender document.

(xxviii) Compliance with Labour Laws :- The successful bidder shall comply with all applicable labour laws and statutory requirements in respect of employees, workers, security personnel, housekeeping staff, and other personnel engaged for the Dussehra Mela.

(xxix) No Ownership or Permanent Rights :- The permission granted under this tender shall not confer any ownership, leasehold, tenancy, easement, or permanent right over Gandhi Maidan or any part thereof. The permission shall be limited strictly to the approved purpose and period.

(xxx) Jurisdiction :- Any legal proceedings arising out of this tender shall be subject to the jurisdiction of the competent courts at **Patna, Bihar**.

(xxxi) Right to Accept or Reject Tender :- SKSVS reserves the right to accept or reject any or all tenders, wholly or partly, without assigning any reason, and to cancel, modify, postpone, or withdraw the tender process at any stage in accordance with applicable rules.

(xxxii) Amendment of Terms and Conditions :- SKSVS reserves the right to amend, modify, add, or delete any term or condition of the tender, wherever considered necessary. Such amendment shall be binding on all bidders.

(xxxiii) Bidder's Acceptance :- Submission of the tender shall be deemed to constitute acceptance by the bidder of all the terms, conditions, specifications, and requirements contained in the tender document. The successful bidder shall comply with all such conditions throughout the period of the Dusehra Mela 2026.

14. RESTRICTIONS

The following activities shall **not be permitted** within the Dussehra Mela premises:

- A. COMPLETE PROHIBITION ON AMUSEMENT RIDES-** The successful bidder/Event Management Agency shall not install, permit, arrange, operate, or facilitate any type of amusement ride, swing, joy ride, giant wheel, merry-go-round, toy train, inflatable ride, or any other similar amusement equipment/activity within the Dussehra Mela 2026 premises under any circumstances, whether directly by the successful bidder, through any subcontractor, vendor, agency, third party, or any other person/entity associated with the Dussehra Mela 2026.
- B. Any illegal activity**
- C. Gambling or unauthorized gaming**
- D. Sale/storage of prohibited or unauthorized articles**
- E. Activities causing public nuisance**
- F. Permanent construction**
- G. Unauthorized political or commercial activities**
- H. Any activity prohibited by law or by the competent authority.**

15. AGENCY'S COST AND REVENUE RIGHTS

- A. Entire Cost to be borne by the Agency :-** The successful bidder/agency shall be solely responsible for planning, designing, organizing, establishing, operating, managing, and dismantling the Dussehra Mela at its own cost and risk.
- B. No Financial Liability of the SKSVS :-** SKSVS shall not be liable to bear or reimburse any expenditure incurred by the successful bidder in connection with the organization, operation, management, or dismantling of the Dussehra Mela 2026.
- C. Revenue and Commercial Rights :-** The successful bidder shall have the right to generate and retain revenue arising from the Dussehra Mela 2026 during the approved period, including revenue from:

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- ❖ allotment/rental of stalls and kiosks;
- ❖ food and beverage stalls;
- ❖ commercial and exhibition spaces;
- ❖ Entertainment activities
- ❖ Sponsorships and promotional activities;
- ❖ Entry tickets if required
- ❖ Any other lawful source of revenue directly related to the Dussehra Mela and approved under the tender.

D. No Additional Financial Claim :- The successful bidder shall not be entitled to make any additional financial claim against the SKSVS towards expenditure incurred, loss of revenue, reduced footfall, cancellation of activities, weather conditions, or any other operational or commercial risk associated with the Mela.

E. Commercial Risk :- The successful bidder shall undertake the Mela entirely at its own commercial risk. The bidder shall independently assess the potential revenue, expenditure, footfall, market conditions, operational requirements, and other risks before submitting its bid.

16. TERMS OF REFERENCE –

A. The agency will be provided 1,60,000 sq.ft. area for Dussehra Mela in Gandhi Maidan (near gate no 7 to 10) from 22.10.2026 to 06.11.2026 (Dussehra Mela can be continued till 6th November 2026)

In the 1,60,000 sq.ft. of area earmarked for Dussehra Mela, the event manager will have to organise as per scope of work.

B. The agency will also have to provide separate barricaded parking space for two wheelers and four wheelers for the area for parking shall not be included in the space allotted (1,60,000 sq.ft. for Dussehra Mela) to Agency.

17. PRINCIPLE OF THE CONTRACT

The tender shall operate on the principle that the successful bidder shall pay the quoted amount for the land-use/permission charges to the SKSVS and shall independently bear the entire cost of organizing and conducting the Dussehra Mela 2026. In return, the successful bidder shall be entitled to retain the revenue generated from the permitted commercial activities of the Mela, subject to the terms and conditions of the tender and applicable laws.

Scope of the Tender

The successful bidder (Event Manager) shall be permitted to utilize an area measuring 1,60,000 sq. ft. at Gandhi Maidan (near gate no 7 to 10), Patna, exclusively for the organization and conduct of the Dussehra Mela 2026 during the approved period and strictly in accordance with the terms, conditions, specifications, and requirements stipulated in the tender document.

The permitted scope of activities shall include, but shall not be limited to, the following:

- Organization of **cultural programmes, folk performances, musical events, competitions, stage shows and other entertainment activities**
- Setting up of a **Playing Zone / Kids' Zone** and family entertainment area.
- Establishment of a **Food Court and Food Stalls** offering a variety of food and beverage items.
- Establishment of **Consumer Stalls** for sale and display of consumer goods, handicrafts, handloom products, garments, toys, household items and other approved products.
- Establishment of a **Gaming and Entertainment Zone**, comprising only such games and activities as are legally permissible.
- Provision of dedicated **Government Department / Government Agency Stalls** for showcasing Government schemes, programmes, public services and awareness initiatives.
- Setting up of **Exhibition and Display Areas** for local art, culture, handicrafts, traditional products, MSMEs, Start-ups, Self-Help Groups (SHGs) and local entrepreneurs.

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- Development of **thematic and decorative installations**, selfie/photo zones and other visitor attractions.
- Skill-based games. Magic shows and puppet shows.
- Trampoline/soft-play activities.
- Stand-up/comedy or other family-oriented programmes.
- Talent competitions and children's activities. Etc.

All activities shall be temporary in nature and shall be carried out without causing any permanent alteration, damage or encumbrance to Gandhi Maidan. No permanent structure, construction, tenancy, leasehold, ownership or other proprietary right shall be created in favour of the successful bidder by virtue of this permission.

18. EVALUATION PARAMETERS

- A. The Technically Qualified bidders quoting the highest amount (H1) payable to SKSVS as mentioned in Annexure-3 will be selected as the successful bidder.
- B. The successful bidder/Event Management Agency shall deposit the **entire accepted bid amount** with the Tender Inviting Authority within **5 (five) days from the date of issuance of the Letter of Acceptance/award of the tender**.
- C. The successful bidder shall have to deposit Rs. 5 lakh as security money within 3 days from the date of LOA (Letter of Award). This amount would be returned after successful completion of the event. This amount shall be different apart from the quoted amount to be deposited by the successful.
- D. The successful bidder, **H1 (highest) bidder** fails or refuses to accept the tender, fails to comply with the tender conditions, or does not deposit the required bid amount/security deposit within the prescribed time, the **SKSVS shall have the right, at its sole discretion, to offer the tender to the H2 bidder**, subject to the fulfilment of all applicable terms and conditions.
- E. If the H2 bidder also fails or refuses to accept the tender, the SKSVS may, at its discretion, offer the tender to the **H3 bidder** on such terms and conditions.
- F. "It is hereby stipulated that the entire amount received from the Bidder/Successful Tenderer under this tender, including any amount collected

or realized from the Dussehra Mela 2026, shall be utilized exclusively towards the expenses and expenditure incurred in connection with the organization, management, and conduct of the Dussehra Mahotsav 2026 organised by SKSVS.

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, 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. The tender document can also be seen on website www.patnadivision.bih.nic.in (for reference only)
2.	Tender Document fee	Rs. 1,000/- (one thousand only)
4.	Last date and time of purchasing Tender Document	30 th September, 2026 till 05.00 PM
5.	Date and Time for Submission of Bid	1 st October, 2026 till 12.00 PM
6.	Address for submission of Bid Documents and opening of Bid	Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Patna Division, South Gandhi Maidan, Near Golghar, Patna-800001.
8.	Date & time of opening of Bid	1 st October, 2026 at 01.00 PM

This tender document is for reference only and its physical copy has to be obtained from Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Near Golghar, Patna on payment of Rs. 1000/- (One Thousand). 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, which has been physically obtained from office of SKSVS.

Prescribed format for Affidavit

I as authorized representative/ organisation declare that there is/are no pending cases in any court against me/organisation. I firmly declare that I/we or my/our organisation is not screened under debarred list/blacklisted in any of the clauses for Event Management Services in any department i.e., Private/PSUs/ Government department under Government of Bihar.

During my service tenure if any of the information is found false/ incorrect/mislead or any hidden facts I will be liable to be punishable as per norms and necessary appropriate legal action may/can be taken against me/organization.

I accept the above stated statement to the best of my knowledge.

Authorized Signatory
(with Name & Seal)

ANNEXURE - 1
FORMAT FOR COVERING LETTER-CUM-ASSIGNMENT UNDERTAKING
(On the Letterhead of the Bidder)

To,

The Sri Krishna Smarak Vikas Samiti
PATNA – 800 001.

Sir,

Ref :- Selection of Event Management Agency for Dussehra Mela -2026.

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

Name of the Authorised Signatory

Date: -

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ANNEXURE-2

PRESCRIBED PROFORMA FOR TECHNICAL BID

Sr.	Criteria	YES/NO	Documentary Evidence
1	Minimum 3 years of experience in conceptualizing, designing, organizing, managing, executing events, similar in nature Mela and similar festival organized by other State Govt/PSU.		Work Order or Work Completion Certificate clearly indicating experience.
2	Company's turnover during last three Financial Year (2022-23, 2023-24 and 2024-25).		To be attached
3	Company/firm/agency must attach last month/quarter (as case may be) GST return file paper (GSTR-1 & GSTR-3B).		To be attached
4	IT return of the last three (3) Financial Year (2022-23, 2023-24 and 2024-25).		To be attached
5	Audited Report for last three financial years (2022-23, 2023-2024 & 2024-25).		To be attached
6	EMD of Rs. 1,00,000/- (One Lakh)		To be attached
7	Photo copy of Pan Card & GST Certificate.		To be attached
8	Photo copy of ISO Certificate.		To be attached
9	Character Certificate must be dated within the last six months from the date of the advertisement.		To be attached
10	An Affidavit must be provided that Bidder has not been blacklisted by any Govt. or Semi Govt. Organization (as per page no 20)		To be attached

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ANNEXURE-3

(Financial Bid)

Amount (in rupees) payable to SKSVS for usage of the 1,60,000 Sqft. Area in Gandhi Maidan for Dussehra Mela from 22.10.2026 to 06.11.2026. (All the cost of construction, planning, designing, organizing, establishing, operating, managing, and dismantling in this area will be borne by the bidder)

(Net amount payable to SKSVS) Rs.	In Words (in rupees) (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

This tender document is for reference only and its physical copy has to be obtained from Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Near Golghar, Patna on payment of Rs. 1000/- (One Thousand). 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, which has been physically obtained from office of SKSVS.