

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

TENDER DOCUMENT
for
ENGAGEMENT OF
AGENCY/EVENT MANAGER IN
DUSSEHRA MAHOTSAV-2026 &
RAMLEELA MAHOTSAV-2026

1. Last date of Purchase of
Tender Document : 30.09.2026 till 05.00 PM
2. Last date for Submission of
Tender Document : 01.10.2026 till 01.30 PM
3. Opening of Tender Document : 01.10.2026 at 03.00 PM

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.

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This TENDER DOCUMENT is not an agreement and is neither an offer nor an invitation by **Sri Krishna Smarak Vikas Samiti** to the prospective Applicants or any other person. The purpose of this TENDER DOCUMENT is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this TENDER DOCUMENT (the “**Application**”). This TENDER DOCUMENT includes statements, which reflect various assumptions and assessments arrived at by the **Sri Krishna Smarak Vikas Samiti** Office in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This TENDER DOCUMENT may not be appropriate for all persons, and it is not possible for the **Sri Krishna Smarak Vikas Samiti** Office, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this TENDER DOCUMENT. The assumptions, assessments, statements and information contained in this TENDER DOCUMENT may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this TENDER DOCUMENT to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The **Sri Krishna Smarak Vikas Samiti** Office accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The **Sri Krishna Smarak Vikas Samiti** Office, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of

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restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this TENDER DOCUMENT or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the TENDER DOCUMENT and any assessment, assumption, statement or information contained therein or deemed to form part of this TENDER DOCUMENT or arising in any way with selection of Applicants for participation in the Bidding Process.

The **Sri Krishna Smarak Vikas Samiti** Office also accepts no liability of any nature whether resulting from negligence or otherwise how so ever caused arising from reliance of any Applicant upon the statements contained in this TENDER DOCUMENT.

The **Sri Krishna Smarak Vikas Samiti** Office may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this TENDER DOCUMENT.

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-2026**" in Gandhi Maidan, Patna in association with Youth, Art & Culture Department, Government of Bihar from **11th to 14th of October, 2026**.

And

Shri Dusshera Committee Trust organizing "**RAMLEELA MAHOTSAV-2026**" in association with **Sri Krishna Smarak Vikas Samiti** from **11.10.2026 to 21.10.2026** 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 four days **Dussehra Mahostav-2026 on 11.10.2026 to 14.10.2026** and **Ramleela Mahotsav-2026** from **11.10.2026 to 21.10.2026** 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.

1.2.3 The SKSVS Office shall organize the Dussehra Mahotsav 2026 and the Dussehra Mela 2026 on different dates. The entire tender amount received from the Successful Tenderer in respect of the Dussehra Mela 2026 shall be utilized exclusively towards the organization and related expenses of the Dussehra Mahotsav 2026.

1.3 BRIEF DESCRIPTION OF THE BIDDING PROCESS

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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. 1,000/-.

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.

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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

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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 organize/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. 50,00,000/- (Fifty lakh) per annum during last three Financial Year (2022-23, 2023-24 and 2024-2025).
- c) Company/firm/agency must attach last month/quarter (as case may be)

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GST return file paper (GSTR-1 & GSTR-3B).

- d) IT return of the last three (3) Financial Year (2022-23, 2023-24 and 2024-2025).
- e) Earnest money of Rs. 2,00,000/- (Two 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

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 MAHOTSAV-2026** and

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RAMLEELA MAHOTSAV-2026 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.

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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 17th October, 2026 or as per the direction by the 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 by payment of Rs. 1,000/- from Sri Krishna Smarak Vikas Samiti, Office of the Commissioner, Patna 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. 1,000/- (One Thousand)
3.	Last date and time of purchasing Tender Document	30 th September, 2026 till 05.00 PM
4.	Last date and Time for Submission of Bid	01st October, 2026 till 1.30 PM
5.	Date & time of opening of Tender	01st October, 2026 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.

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Prescribed Format for Undertaking

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,
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 – 2026 and
RAMLEELA MAHOTSAV-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

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Date:-

ANNEXURE-2

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 organize/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. 50,00,000/- (Fifty lakh) per annum during last three Financial Year (2022-23, 2023-24 and 2024-2025).		Document to be attached
5	IT return of the last three (3) Financial Year (2022-23, 2023-24 and 2024-2025).		To be attached
6	EMD of Rs. 2,00,000/- (Two Lakh)		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

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ANNEXURE-3**(SCOPE OF WORK)****Financial Bid**

Agency will have to arrange the following items for Eleven (11) days i.e., from 11.10.2026 to 21.10.2026 for RAMLEELA Mahotsav-2026 at Gandhi Maidan, Patna and Dusshera Mahotsav-2026 in Gandhi Maidan on 11th to 14th October 2026, 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
1	German Hanger	200x200sqft	1	
2	Construction of Stage with waterproof pandal & carpet (near Gandhi Maidan main Stage)	100x40ft	1	
3	Design, Decoration, Fabrication, Installation, and Complete Theme-Based Setup of the Main Stage for Dussehra Mahotsav	As per requirement		
4	Floral Decoration of the Stage, Front of the Stage, Podium, Entrance Gates, VIP Area, and Other Designated Areas	As per requirement		
3	High-quality professional sound system with truss structure for Dussehra Mahotsav Mahotsav at Gandhi Maidan, suitable for National-Level/ Bollywood singers and artists, all necessary accessories/equipment. And also for Ramleela Mahotsav.	As per requiremen		
5	Comprehensive Lighting Arrangements of all types with Truss Structures for the Stage, Pandal, Surrounding Areas, and other designated			

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	locations, as per the requirements of the Dussehra Mahotsav Cultural Programme and Ramleela Mahotsav.			
6	Carpeting of the Pandal, Stage, D-Area, Green Rooms, Entry Areas, and other designated areas			
6	Waterproof Pandal (50 ft × 50 ft) near the Main Stage at Gandhi Maidan, including flooring, electrical and lighting arrangements, seating, toilets, and complete setup with all necessary facilities and accessories		1	
7	Waterproof Green Room (20x50ft) including flooring, electrical and lighting arrangements, seating, toilets, and complete setup with all necessary facilities and accessories.		2	
8	VVIP/Administrative Room (20x50ft) including flooring, electrical and lighting arrangements, seating, toilets, and complete setup with all necessary facilities and accessories.		2	
9	Fiber Chair	Per day	3000	
10	Dunlop Chair	four days	500	
11	Dunlop Chair	four days	200	
12	Sofa (2 Seater) for four days	four days	100	
13	Sofa (2 Seater)	seven days	40	
14	Center Table	four days	25	
15	Center Table	seven days	10	
12	Table	Per day	40	
13	Big size Air Cooler (for four days)	Per day	6	
14	Tower AC (for four days)	four days	8	
15	Tower AC	Seven days	2	
16	Provision of DG Sets/Gensets of adequate capacity, including diesel/fuel, standby arrangements, and complete setup, as per the power requirements of the event.	As per requirement		
17	Theme-Based Setup of Designer Welcome Gates, as per the theme and requirements of the Dussehra Mahotsav	As per requirement	2	

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18	LED Wall (for four days)	24x12	1	
19	LED wall (for four days)	8x12 Sqft	4	
20	Backdrop Flex with framing Led Masking	As per requirement		
21	Side Panel-Flex with framing	As per requirement		
22	Standee (Star media Flex with Iron frame)	6x4	25	
23	Banner (Star media Flex with frame)	10x10	20	
24	Deep Stand –Complete setup		1	
25	HD Still photography	four days	2	
26	HD Videography	four days	2	
27	Drone videography	four days	1	
28	Good quality Snacks, Tea/Coffee, Water etc. for Guests (for four days)	four days	350 pax	
29	Flower Bouquet (for four days)	four days	15	
30	Digital print Invitation Card with Envelope Good Quality		1000	
31	Pass digital print		3000	
32	ID card with strap(fita)		100	
33	Host girl (for four days)	Per day	3	
34	Bouncer (for four days)		4	
35	Iron Barricading in Pandal & VIP Area (for four days)			
36	Dandiya sticks		500	
Total Amount Including GST				
Amount in words-.....				
<i>(Rate of each of above mentioned 36 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.

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

Total Amount (Including GST) 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

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.