

Govt. of Jharkhand
Directorate of Culture
(Dept. of Tourism, Art Culture, Sports & Youth Affairs.)
MDI Building, 3rd Floor, Dhurwa, Ranchi-4
 Ph.-0651-2401917. E-mail: dirjharkhandculture@gmail.com

REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF EVENT MANAGEMENT
AGENCY FOR ORGANISING TWO DAYS "YOUTH FESTIVAL"
AT RANCHI, JHARKHAND.

Ref. No. 469.

Date :- 07/12/2022

Directorate of Culture, Dept. of Tourism, Art Culture, Sports & Youth Affairs, Govt. of Jharkhand, Ranchi intends to issue this Request for Proposal (RFP) for Selection of Event Management Agency for Organising Two days "YOUTH FESTIVAL", RANCHI, JHARKHAND Scheduled to be held in the month of January 2023.

Proposals are invited from reputed and experienced agency. RFP document can be downloaded from the website <http://jharkhandculture.com> & jharkhand.gov.in.

Proposals completed in all respect, shall be submitted at the address mentioned in RFP on or before 11.30 hrs. of 27.12.2022.

Corrigendum, Addendum if any shall be uploaded in the above stated website only and shall not be published in the newspapers.

Directorate of Culture reserves the right to reject any or all proposals and annul this process at any time without assigning any reason whatsoever.

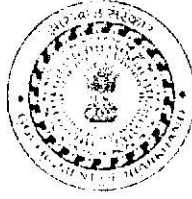

 7.12.2022
Director Culture
 Directorate of Culture,
 Jharkhand. Ranchi

Memo No. 2/Sa.Ka.Ni.(Aayojan)-13/2022 469

Ranchi, Date 07/12/2022

Copy to : The Director, IPRD, Jharkhand, Ranchi for information and for publication in all major newspapers.


 7.12.2022
Director Culture
 Directorate of Culture,
 Jharkhand. Ranchi



REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF EVENT MANAGEMENT AGENCY FOR ORGANISING
TWO DAYS "YOUTH FESTIVAL"
AT RANCHI, JHARKHAND
SCHEDULED TO BE HELD IN THE MONTH OF JANUARY 2023.

RFP NO :	469
DATE OF ISSUE :	07.12.2022

ADDRESS:

Director Culture, Directorate of Culture
Dept. of Tourism, Art Culture, Sports and Youth Affairs,
Govt. of Jharkhand
3rd Floor, MDI Building, HEC, Dhurwa, Ranchi – 834004
(Phone) 0651 - 2401917
Email: dirjharkhandculture[at]gmail[dot]com
Website: <https://jharkhandculture.com/>

Address for communication & submission of documents during tender period:

The Director Culture, Directorate of Culture, Dept. of Tourism, Art Culture, Sports and Youth Affairs, Govt. of Jharkhand, 3rd Floor, MDI Building, HEC, Dhurwa, Ranchi – 834004.

Signature of Competent Authority

Director Culture
Directorate of Culture
Dept. of Tourism, Art Culture, Sports and Youth Affairs, Govt. of Jharkhand

Introduction

The Director Culture, Directorate of Culture, Dept. of Tourism, Art Culture, Sports and Youth Affairs, Govt. of Jharkhand invites Expression of Interest for organizing two days **"Youth Festival"** which is scheduled to be organized at Ranchi, Jharkhand in the month of January, 2023. Festival will consist of two days extravaganza through performance by Universities / Colleges / Institutes / renowned artists on a world class stage at the Program Ground in Ranchi.

Festival shall mainly comprise of:

- (i) The inauguration event .
- (ii) Competition (Dance / Drama / Musical Band).
- (iii) Exhibition for displaying of non-performing art by the Universities / Colleges / Institutes.
- (iv) Exhibition for showcasing the various government schemes and policies benefiting the youth of Jharkhand.
- (v) Exhibition highlighting the contribution of the Freedom fighters of Jharkhand in the Indian Independence movement.
- (vi) Legal Literacy for the youth.
- (vii) Youth Parliament to frame Youth Resolution.
- (viii) Evening cultural programme.
- (ix) Food Court.

The main function has been scheduled at Ranchi, Jharkhand where high profile dignitaries and VIPs shall inaugurate and attend the programme. On day one the festival inauguration would be followed by workshop on Legal Literacy chaired and moderated by eminent personalities, and then the stage would be open for Dance, Drama & Musical Competitions by Universities / Colleges / Institutes, Exhibitions. Day two of the festival will start with Youth Parliament to frame Youth Resolution followed by cultural evening show by renowned Musical Bands. Special preparation and arrangements are to be made to make this two day festival successful.

Pursuant thereto, The Director Culture, Directorate of Culture, Dept. of Tourism, Art Culture, Sports and Youth Affairs, Govt. of Jharkhand invites bids from Event Management Agency (the "Bidder") as specified in the request for proposal document (the "RFP") for the services. **Joint Venture (JV) not allowed.**

The scope of service to be provided by the selected agency shall include and not be limited to the services provides at Annexure – 1 and shall also be governed by the provision of issue LOA/Work Order and to be entered into between the selected agency and The Director Culture, Directorate of Culture, Dept. of Tourism, Art Culture, Sports and Youth Affairs, Govt. of Jharkhand which sets forth the detailed terms and conditions for grant of the rights to be selected agency (The "Rights").

The agency selected in accordance with evaluation process of this RFP document will be subsequently invited to undertake and perform the services set forth schedule the respect to organizing **Youth Festival**, at Ranchi, Jharkhand.

FACT SHEET

Sl. No.	PARTICULARS	DETAILS
1	Name of the Work	Selection of Event Management Agency for Organising Two Day "Youth Festival" at Ranchi, Jharkhand.
2	Name of the issuer of this Request for proposals	Director Culture, Directorate of Culture, Dept. of Tourism, Art Culture, Sports and Youth Affairs, Govt. of Jharkhand
3	Date of issue of RFP document	07.12.2022
4	Last Date and time for Submission of Bid	27.12.2022 upto 11.30 AM.
5	Date and time of Technical Bid opening and Presentation, and the Financial Bid opening.	27.12.2022, 12.30 PM
6	Place of Bid Opening	Office of The Director Culture, Directorate of Culture, Dept. of Tourism, Art Culture, Sports and Youth Affairs, Govt. of Jharkhand
7	Address of Communication	Office of The Director Culture, Directorate of Culture, Dept. of Tourism, Art Culture, Sports and Youth Affairs, Govt. of Jharkhand, 3rd Floor, MDI Building, HEC, Dhurwa, Ranchi - 834004. (Phone) 0651 - 2401917. Email: dirjharkhandculture[at]gmail[dot]com
8	Earnest Money Deposit (EMD)	Rs. 1,00,000.00 (One Lakh) only
9	Availability of RFP	Request for proposal can be downloaded from https://jharkhandculture.com/
10	Method of selection	Quality Cum Cost Based Selection
11	RFP Document Fees (non-refundable)	Rs. 10,000.00 (Ten Thousand) only

Note:

❖ The Director Culture, Directorate of Culture, Dept. of Tourism, Art Culture, Sports and Youth Affairs, Govt. of Jharkhand reserves the right to amend clause and any schedule by issuing corrigendum. Please visit the website mentioned in the RFP document regularly for the same.

❖ Proposals must be received not later than the time, date mentioned in the Fact Sheet. Proposals that are received after the deadline will not be considered.

1.0 Eligibility Criteria

The following criteria are prescribed as the eligibility criteria for bidder interested in undertaking the project. The bidder shall fulfill the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered.

Sl. No	Parameter	Eligibility Criteria	Supporting documents required
1	Legal Entity	i. A company incorporated in India under the Companies Act, 1956, 2013 and subsequent amendments thereto / Firm / LLP (Joint Venture's not allowed) ii. Should have GST Number iii. Latest GST return upto October 2022. iv. Should have a valid PAN Number.	i. Copy of Certificate of Incorporation/ Copy of Memorandum of Associations (MOA)/ Articles of Association (AOA)/ Trade License. ii. GST Registration Copy iii. GST Return Copy iii. PAN Card
2	Financial Strength (Turnover)	The bidder should have minimum Total turnover of Rs. 25 Crores in the last 5 financial year (FY – 2017 – 18, 2018 – 19, 2019 – 20, 2020 – 21, 2021-22)	Certificate from the Chartered Account along with the copies of audited Balance sheet & Income Tax Return for last five financial years.
3	Experience	The Bidder should have minimum five years of experience in conceptualizing, designing, organizing, managing, executing theme based events, exhibitions of similar nature and similar festivals in any State / Central Government	Work order / Work Completion certificate.
4	Similar Nature Work	The bidder should have done similar nature work of minimum value of Rs. 25 lakhs in any one year in the last 5 financial year (FY – 2017 - 18, 2018 – 19, 2019 – 20, 2020 – 21, 2021-22).	Work order / Work Completion Certificate
5	History of Litigation	The bidder must have given a declaration duly notarized in prescribed format of non-blacklisting	As per format given in Annexure - 5

2.0 Instructions to Bidders

This section specifies the procedures to be followed by bidders for the preparation and submission of their Bids. It is important that the Bidder carefully reads and examines all the terms and conditions of this RFP.

2.1 General Instructions

- 2.1.1 From the time of bid advertisement to the time of Contract award, if any Bidder wishes to contact the Office of the The Director Culture, Directorate of Culture Dept. of Tourism, Art Culture, Sports and Youth Affairs, Govt. of Jharkhand for clarifications on any matter related to the bid, it should do so in writing at the address mentioned in bidding data fact sheet. However, The Director Culture, Directorate of Culture, Jharkhand, Ranchi makes no representations or warranty as to the completeness or accuracy of any response made in good faith, nor does The Director Culture, Directorate of Culture, Jharkhand, Ranchi undertake to answer all the queries that have been posted by the bidder.
- 2.1.2 The bidder shall bear all costs associated with the preparation and submission of its Bid, and The Director Culture, Directorate of Culture, Jharkhand, Ranchi shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 2.1.3 Bidders should submit only one Bid.
- 2.1.4 The bids shall remain valid for the period of at least 90 days after the bid submission deadline date prescribed by The Director Culture, Directorate of Culture, Jharkhand, Ranchi
- 2.1.5 In exceptional circumstances, prior to the expiration of the bid validity period, The Director Culture, Directorate of Culture, Jharkhand, Ranchi may request bidders to extend the period of validity of their bids. In case such extension, the Bidder shall also extend the bid security / EMD

2.2 RFP Document Fee

- 2.2.1 RFP document can be downloaded from the website <https://www.jharkhandculture.com/> . RFP document fees in the form of bank demand draft of INR 10,000/- (Ten Thousand Rs. only) drawn in favor of "Jharkhand Kala Mandir" payable at Ranchi from any nationalized bank / scheduled bank. However, Companies registered under MSME will be exempted from the depositing the RFP Document fee, but will have to submit the UDYAM Registration Certificate.
- 2.2.2 The demand draft of RFP document fees should be submitted along with Technical Bid. Technical bids received without or with inadequate RFP document fees shall be rejected.
- 2.2.3 The document fee submitted will be non-refundable.

2.3 Earnest Money Deposit

- 2.3.1 Bidders shall submit, along with their Bids, EMD of INR 1,00,000/- (Rs. One Lakh Only), in the form of a Demand Draft issued in favor of "Jharkhand Kala Mandir" payable at Ranchi from any nationalized bank / scheduled bank and should be valid for 3 month from the date of submission of bid / Issue of RFP Document. However, Companies registered under MSME will be exempted from the depositing the Earnest Money but will have to submit the UDYAM Registration Certificate.
- 2.3.2 EMD of all unsuccessful bidders would be refunded after finalization of the Bidding process. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of contract Performance Guarantee.
- 2.3.3 EMD amount is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
- 2.3.4 The bid submitted without EMD, as mentioned above, will be summarily rejected.
- 2.3.5 The EMD may be forfeited:
- If a Bidder withdraws its bid during the period of validity.
 - In case of a successful bidder, if the bidder fails to sign the Contract in accordance with this RFP
 - Incase the bidder submits any wrong or fraudulent details as part of the bidding process willfully.

2.4 Contract Performance Guarantee

- 2.4.1 The successful Bidder shall furnish Contract Performance Guarantee to The Director Culture, Directorate of Culture, Jharkhand, Ranchi which shall be equal to 5% of Total Fee or as decided by The Director Culture, Directorate of Culture, Jharkhand, Ranchi and shall be in the form of a Demand Draft / Bank Guarantee issued in favor of "Jharkhand Kala Mandir" payable at Ranchi from any nationalized bank / scheduled bank and should be valid for 3 months from the date of acceptance of the Work Order.
- 2.4.2 The performance guarantee will be discharged by The Director Culture, Directorate of Culture, Jharkhand, Ranchi and returned to the successful Bidder within 90 Days following the date of completion of the performance obligation, including any warranty obligations under the Contract.

3.0 Submission of Bids

- 3.1 The bidder shall be required to submit a Technical and Financial Bid in separate sealed envelopes put in a bigger sealed envelope super scribed as "Selection of Event Management Agency for Organising Two Days **"Youth Festival "** at Ranchi, Jharkhand".
- 3.2 The Financial Proposal shall be submitted in the prescribed format as mentioned in Annexure - 3 on the letter head of the bidder and signed by the authorized Signatory.

- 3.3 The envelop of Technical bid will contain all documents signed by the bidder including RFP document fee and EMD, except the financial proposal.
- 3.4 The envelop of Financial Bid will contain the document of financial proposal.
- 3.5 The envelop of bid shall be delivered by Hand / Courier / Registered Post / Speed post at the address mentioned in fact sheet (Address of Communication).
- 3.6 **Late Bids** – Any bid received after the deadline for submission of bids prescribed by the Director Culture, Directorate of Culture, Jharkhand, Ranchi will be rejected and / or returned unopened to the bidder.

4.0 Bid Evaluation Committee

- 4.1 A Bid Evaluation Committee will evaluate the responses of the Bidders, all supporting documents / documentary evidence.
- 4.2 The decision of the Bid Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the committee.
- 4.3 When necessary, the bid Evaluation committee may seek clarification on any aspect of their bid from bidder and may give the bidder the opportunity to provide clarifying documents.
- 4.4 The Bid Evaluation committee reserves the right to
- Reject any or all of Bids submitted.
 - Accept any Bid whole or in part.
 - Invalidate any proposal of the bidder, who in the opinion of the committee, is not in a position to perform the contract.
 - Negotiate with the most favorable bidder.

5.0 Evaluation / Selection Criteria

Evaluation of the Bids found responsive will be based on marks allotted to Technical & Financial Bids. **A total of 70 marks are assigned for Technical Bid**, which will be based on

- Qualification Criteria - 20 marks
- Presentation of the Bidder - 50 marks.

Note: The Bidder has to obtain minimum 50 Marks in technical bid to qualify for financial bid.

Maximum marks assigned for Financial / Price Bid is 30.

In order to select the Preferred Bidder, sum total of marks awarded to the Bidders based on their Technical & Financial Bids will be taken into account and Bidder obtaining maximum aggregate marks will be selected as Preferred Bidder.

5.1 Evaluation of Technical Bid

Only those Bidders whose Bids are found responsive in terms hereof and meets the eligibility criteria specified in clause 1 above shall qualify for evaluation under this clause 5. Bidders whose Bid do not meet the foresaid qualification criteria shall be rejected.

Marks for Technical Bid shall be as follows : -

- i) Turnover: 10 marks
- ii) Work Experience: 10 marks
- iii) Presentation: 50 marks

Marks shall be calculated as follows:

- i) **Marks for Turnover of the bidder (Total Turnover) shall be computed as follows (Max 10 Marks):**

Bidder having total turnover above 25 crores shall be awarded marks as mentioned below:

Bidder with turnover (in crores)	Marks Awarded
25 to 30	8
Above 30 to 40	9
Above 40	10

- ii) **Marks for Work Experience (single order) shall be computed as follows (Max 10 Marks) :**

Bidder conducted event above 25 lakhs shall be awarded marks as mentioned below:

Bidder with single order (in lakhs)	Marks Awarded
25 to 30	8
Above 30 to 40	9
Above 40	10

- iii) **Marks on Presentation (Max 50 Marks):** Marks will be based on the presentation on concept plan, event theme and the programme offered by the Bidder. Marks on the Presentation shall be decided by the Bid Evaluation Committee in front of whom the presentation will be made by the Bidder. The selected bidder shall have to abide by the approved concept plan, event theme and programme offered in its presentation to the Authority.

5.2 Evaluation of Financial Bid (Max 30 Marks)

A total of 30 marks are assigned for evaluation of the Financial Bid. Bidder Quoting least Quote shall receive 30 marks. Other Bidders shall be awarded Marks in respect of their Financial Bid on percentile basis.

Illustration

Bidder with Least quote: X

Other Bidder's Quote: Y

Marks obtained by other Bidder: $(X/Y) * 30$

5.3 Selection of Preferred Bidder

- 5.3.1 As per the evaluation of the Bids, the Bidder scoring the highest aggregate marks (sum total of marks scored in respect of the Technical and Financial Bid) would be considered as the Successful bidder;
- 5.3.2 In the event that the Highest Bidder withdraws or is not selected for any reason in the first instance (the "first round of bidding"), the Authority may in its sole discretion, either annul the bidding process or invite all the remaining Bidders to revalidate or extend their respective Bid Security, as necessary, and match the Bid of the aforesaid Highest Bidder (the "second round of bidding"). If in the second round of bidding, only one Bidder matches the Highest Bidder, it shall be the Preferred Bidder. If two or more Bidders match the said Highest Bidder in the second round of bidding, then the Bidder whose Bid was higher as compared to other Bidder(s) in the first round of bidding shall be the Preferred Bidder. For example, if the third and fifth highest Bidders in the first round of bidding offer to match the said Highest Bidder in the second round of bidding, the said third highest Bidder shall be the Preferred Bidder.
- 5.3.3 In the event that no Bidder offers to match the Highest Bidder in the second round of bidding, the Authority may, in its discretion invite fresh Bids (the "third round of bidding") from all Bidders except the Highest Bidder of the first round of bidding, or annul the Bidding Process, as the case may be. In case the Bidders are invited in the third round of bidding to revalidate or extend their Bid Security as necessary, and offer fresh Bids, they shall be eligible for submission of fresh Bids provided, however, that in such third round of bidding only such Bids shall be eligible for consideration which are higher than the Bid of the second highest Bidder in the first round of bidding. In the event that two or more Bidders gets the same marks (the "Tie Bidders"), the Authority shall identify the Selected Bidder by draw of lots, which shall be conducted with prior notice, in the presence of the Tie Bidders who choose to attend.

5.4 Issuance of LOA / Work Order

- 5.4.1 After selection, Letter of Award (LOA) / Work Order will be issued to the selected agency at the earliest.
- 5.4.2 In case the selected agency does not acknowledge the receipt of LOA / Work Order within 2 days, the issued LOA / Work Order stands cancelled and the Bid Evaluation Committee will have all rights to select another bidder who has scored second highest overall score and issue them the LOA / Work Order.

6.0 Payment Schedule and Timelines

- 6.1 The authority hereby agrees to pay the amount of consideration of the contract to applicant which is amount of work order. The amount of work order is inclusive of design fees, execution, hiring, transportation, conveyance, handling, loading, erecting, installation, dismantling, commissioning, supervising, overheads, services, other infrastructure, housekeeping, full insurance for any risk prior to & during the event etc. GST shall not be paid extra over agreed project cost.

6.2 The payment is subject to verification of works by the team setup by the authority.

6.3 The payment schedule shall be as follows: -

Sl. No.	Milestone	% of Payment
01.	Mobilisation Cost for Artist Cost (On receipt of Work Order and on submission of Proforma Invoice)	50% of total Celebrity Artist Cost
02.	Balance Cost for Artist on satisfactory completion of work and after the submission of final Invoice	50% of total Celebrity Artist Cost
03.	Mobilisation Cost for Panel of Judges in the field of Dance, Drama & Music (On receipt of Work Order and on submission of Proforma Invoice)	50% of total Cost for Panel of Judges in the field of Dance, Drama & Music.
04.	Balance Cost for Panel of Judges in the field of Dance, Drama & Music on satisfactory completion of work and after the submission of final Invoice	50% of total Cost for Panel of Judges in the field of Dance, Drama & Music.
05.	Production and other cost on satisfactory completion of work and after the submission of final Invoice.	100% of total Contract value (excluding total Celebrity Artist Cost & total Cost for Panel of Judges in the field of Dance, Drama & Music.).

7.0 Fraudulent & Corrupt Practices

If the selected Agency is found to be engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive. These terms are defined as follows:

7.1 **“Corrupt practices”** means the offering, giving, receiving or soliciting of anything of value to influence the action of The Director Culture, Jharkhand, Ranchi or any personnel in agreement executions.

7.2 **“Fraudulent Practices”** means a misrepresentation of facts, in order to influence a procurement process or the execution of LOA/Work order, to The Director Culture, Jharkhand, Ranchi, and includes collusive practice among Bidders designate to establish Bid prices at artificially high or non-competitive levels and to deprive The Director Culture, Jharkhand, Ranchi of the benefits of free and open competition.

7.3 **“Unfair Trade Practice”** means supply of services different from what is ordered on, or change in the scope of work which was agreed to.

7.4 **“Coercive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of LOA/ Work Order.

7.5 **“CollusivePractices”** means a scheme or arrangement between two or more Bidders with or without the knowledge of the The Director Culture, Jharkhand, Ranchi, designed to establish prices at artificial, non-competitive level.

- 7.6 **Penalty Provision:** - In case of delay in execution of the assigned work and unsatisfactory work and unsatisfactory performance by the selected Agency, The Director Culture, Jharkhand, Ranchi may impose a penalty of 10% of service fee or part thereof.

8.0 Termination

The Director Culture, Directorate of Culture, Jharkhand, Ranchi may terminate the Contract in whole or in part by giving the Agency a prior and written notice indicating its intention to terminate the Contract / LOA / Work Order.

9.0 Scope of Work

1. Tentative Programme Details: The Festival shall mainly comprise of:

- a.) The inauguration event
- b.) Competition (Dance / Drama / Musical Band)
- c.) Exhibition for displaying of non-performing art by the Universities / Colleges / Institutes .
- d.) Exhibition for showcasing the various government schemes and policies benefiting the youth of Jharkhand.
- e.) Exhibition highlighting the contribution of the Freedom fighters of Jharkhand in the India Independence movement.
- f.) Legal Literacy for the youth.
- g.) Youth Parliament to frame Youth Resolution.
- h.) Food Court
- i.) Evening cultural programme.

2. The selected bidder (Event Management Agency) shall be responsible for:

- a) Provide facilities and Infrastructure along with necessary equipment as mentioned in Annexure – 1.
- b) Arrangement for the celebrity artists – The Event Management Agency will arrange following items for artist with consent of The Director Culture, Directorate of Culture, Jharkhand, Ranchi.
 - a. Remuneration.
 - b. Travelling allowances.
 - c. Fooding and lodging.
 - d. Local transportation.

3. **Note:** The Amount/Quantity and items of work are subject to some changes as per real time requirement on the basis of number of people attending and other administrative grounds.

ANNEXURE – 1

Rates to be quoted by the tenderer as per schedule on rental basis for total Event period of 02 days including the Pre-Event and Post- Event period etc.

Quantities mentioned in the scope of work are subject to vary as per the requirements of site conditions.

GST will be applicable and inclusive in the rates quoted.

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
A	CONCEPTUALISING & DESIGNING			
1	Concept, Designing & Layout : i. Main Event Area ii. Hanger for all Exhibitions iii. Hanger for Youth Parliament iv. Hanger for VVIP Lounge, Green Room & Control Room v. Raporttering of entire event.	1	Lump Sum	
B	PRE-EVENT ARRANGEMENTS			
1	Liosioning with Universities / Colleges/ Institutes for 02 weeks before the event date: Office Setup with Computers, Printers, Internet, Stationery and 7 experienced manpower with the knowledge of computer & DTP at Jharkhand Kala Mandir, Hotwar, Ranchi.	1	Lump Sum	
2	Temporary Hoarding all over Jharkhand 15' x 10' as per approved design (5 in 23 district other than Ranchi at Administartive Buiding and other important places) .	115	Nos.	
3	Temporary Hoarding in Ranchi 15' x 10' as per approved design .	35	Nos.	
4	Banner for Universities / Colleges/ Institutes 6'x3' as per approved design.	500	Nos.	
5	A3 Poster (Digital Printing 125 GSM) as per approved design.	5000	Nos.	
6	Jingle for FM Radio (Hindi & English)	2	Nos.	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
7	FM Radio Spots Advertising (7 days before the event day , 10 spots per day)	70	Spots	
8	Social Media advertising on Instagram, Facebook, Twitter & YouTube with Upto 15 post designs Upto 10 reels Upto 15 stories designs Around 3000 words of written content Around 2hrs per day for management and engagement (2 weeks before the event)	1	Lump Sum	
9	Event Branded Tableau as per approved design (one week before the event in & around Ranchi District)	5	Nos.	
10	Small Sized Goods Vehicle for transportation of non-competitive items of participants to the exhibition venue (10 hrs & 150 Kms per day) If extra vehicle is required, amount will be paid on same base rate.	5	Nos.	
11	Preliminary round to be held for 3 consecutive days at the decided venue (Jharkhand Kala Mandir, Khelgaon, Ranchi / State Museum Auditorium, Khelgaon , Ranchi or as per authority decision) for selection of Finalists for said competition.	1	Lump Sum	
12	JBL Sound system with power monitors. Subwoofers, Corded microphones, Cordless microphones, Microphone Stand, 32 Channel Digital Mixer, Amplifiers. Wires-Cables & Sound Technician.	As Per Requirement	Lump Sum	
13	Judges from renowned performing art institutes in the field of Drama, Dance & Music (their Remuneration and related expenses including Travelling, Boarding, Lodging, Local Transportation)	6	Lump Sum	

C BRANDING AT EVENT VENUE				
SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
1	Front fascia & Branding for Exhibition Hanger including concept, design, erection, construction, fabrication made of hallow square pipe frame including bamboo balli base structure as per approved design and drawing in consultation with the Department.	2500	Sq. ft.	
2	Front fascia & Branding for Seminar / Youth Parliament Hanger including concept, design, erection, construction, fabrication made of hallow square pipe frame including bamboo balli base structure as per approved design and drawing in consultation with the Department.	2500	Sq. ft.	
3	Front fascia & Branding for VVIP Lounge, Green Room & Control Room Hanger including concept, design, erection, construction, fabrication made of hallow square pipe frame including bamboo balli base structure as per approved design and drawing in consultation with the Department.	2500	Sq. ft.	
4	Standee - Size 4ft x 8ft branding as per the approved floor plan and design. (Main cultural event area & other event area)	50	Nos.	
5	Cut-out / Signage's - Digital Printing with mounting on sun board, lamination, fabrication and fixing in position as per the approved floor plan and design	100	Nos..	
6	Thematic Entrance Gate made with plywood in the Event Ground complete fabrication and fixing in position as per the approved floor plan and design	1	Lumpsum	
7	Colorful New Flags with branding of the event (6 ft long x 2 ft width) on 20ft height GI Pipe Poles fixed 2 ft deep in ground (Main Cultural Event Area & Other Event Areas)	50	No.	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
8	Helium Balloon (12 ft dia) with branding of the event as per approved design at different locations in event ground	1	No.	
D	INAUGURAL PROGRAMME			
1	Innauguration Lamp Big	1	No.	
2	Flower Table Top	10	Nos.	
3	Mint Bowl	10	Nos.	
4	Packged drinking water	24	Nos.	
5	Name Plate / Tent Card	20	Nos.	
E	MAIN STAGE DÉCOR			
1	Stage backdrop with LED wall (not below P3) with 3D mapping (Size 50 ft wide and 12 ft height) with VJ for Operating. Watch out server for editing work and others required equipments as processors, scalier, laptops etc.	1	Lump Sum	
2	Stage Skirting Branding (150' x 8')	1200	Sq. ft.	
3	Riser for LED Wall (50' x 4' x 4')	200	Sq. ft.	
4	Side Wings for LED Wall (12.5' x 16' x 2 pcs)	400	Sq. ft.	
5	Side Wings for Entry Exit (4' x 16' x 4 pcs)	256	Sq. ft.	
6	Flower Decoration	100	Rft.	
F	LIGHT FOR MAIN STAGE			
1	Aluminium Box truss (100 ft x 48 ft), height adjustable	1	No.	
2	LED Par Can (400 Watt)	100	Nos.	
3	Narrow Par (400 Watt)	50	Nos.	
4	Par - 1000 Watts	24	Nos.	
5	Multi 10 - Watts	12	Nos.	
6	Sharpy 400 Watts	36	Nos.	
7	Avolite/Pearl Board - 1000 Watts	2	Nos.	
8	Power Pack - 500 Watts	8	Nos.	
9	Haze M/C - 400 Watt	2	Nos.	
10	Jumbo Fog - 400 Watts	2	Nos.	
11	Profile (19 Degree)	4	Nos.	
12	Profile (25-50 Degree)	4	Nos.	
13	LED Flood Light fitting 100 Watts	50	Nos.	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
14	250 KVA Silent diesel generator set with Fuel, accessories, wiring, testing and operation for 12 hrs. per day	1	No.	
G	SOUND FOR MAIN STAGE (L-ACOUSTICS ONLY)			
1	Power Monitor (Line Array)	36	Nos.	
2	Microphones – Stand Microphone, Hanging Microphone, Shure Microphone – Handheld, Shure Microphone – Collar, Gooseneck Microphone, Cordless Microphones, 20 pcs each type	120	Nos.	
3	Side fill with Amplifier 5000 watts	10	Nos.	
4	Subwoofers (For the Stage) with Amplifier 5000 watts	10	Nos.	
5	Speech Recorder System	2	Nos.	
6	Amplifier 5000 Watts	36	Nos.	
7	High Power Amplifier 2000 Watt.	4	Nos.	
8	Digital Sound Mixer - 32 Channel	4	Nos.	
9	Speaker Management	6	Nos.	
10	Equalizer	3	Nos.	
11	Pitch Control	1	No.	
12	Delay Reverb	2	Nos.	
13	125 KVA Silent diesel generator set with Fuel, accessories, wiring, testing and operation for 12 hrs per day	1	No.	
14	Sound Technician & Engineer	1	No.	
15	Wires/Cables	As per requirement	Lump Sum	
16	Trus for sound	As per requirement	Lump Sum	
H	YOUTH PARLIAMENT SEMINAR HANGER WITH LIGHT & JBL SOUND			
1	Stage backdrop with LED wall (not below P3) with 3D mapping (Size 30 ft wide and 12 ft height) with VJ for Operating. Watch out server for editing work and others required equipments as processors, scaler, laptops etc.	1	Lump Sum	
2	Stage Skirting Branding (100'x5')	500	Sq. ft.	
3	Riser for LED Wall (30' x 4' x 4')	120	Sq. ft.	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
4	Side Wings (4' x 16' x 4 pcs)	256	Sq. ft.	
5	Stage Riser for Speakers / Moderators (10'x20')	200	Sq. ft.	
6	Power Monitor (Line Array)	16	Nos.	
7	Gooseneck Microphone	6	Nos.	
8	Cordless Microphones	20	Nos.	
9	Digital Sound Mixer - 32 Channel	1	Nos.	
10	Amplifier 5000 Watts	16	Nos.	
11	Subwoofers with Amplifier -5000 watts	10	Nos.	
12	Sound Technician & Engineer	1	No.	
13	Wires/Cables	As Per Requirement	Lump sum	
14	Truss for Sound	As Per Requirement	Lump sum	
15	LED Par Can	60	Nos.	
16	Aluminium Box truss (60 ft x 36 ft), height adjustable	1	Nos.	
17	125 KVA Silent diesel generator set with Fuel, accessories, wiring, testing and operation for 12 hrs per day	1	Nos.	
I	EXHIBITION HANGER			
1	Branding and maintenance of 50 Octonum stalls for Universities / Colleges/ Institutes inside the Exhibition Hanger	1	Lump Sum	
2	Concept, design, fabrication of exhibit wall area for showcasing the various Government Schemes & Policies benefiting the Youth of Jharkhand, using plywood and sunboard posters (8'x100').	1	Lump Sum	
3	Concept, design, fabrication of exhibit wall area highlighting the contribution of the Freedom fighters of Jharkhand in the India Independence movement, using plywood and sunboard posters (8'x100').	1	Lump Sum	
4	Center of the Exhibition Area should have a thematic landscape on using plywood, fabrication, models etc. on Art, Culture & Sports youth related policies (30'x150')	1	Lump Sum	

J MANAGING / CONTROLLING THE EVENT				
SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
1	Control Room Setup with Computers, Printers, Internet, Stationery and 4 manpower	1	Lump Sum Job	
2	Experienced & skilled manpower to manage the seminar sessions, exhibitions hangers, control room and main event	30	Person	
3	Housekeeping Personnel's (Male / Female) in smart uniform- charges including travel & food (Cleaners & Sweepers)	25	Person	
K FOOD COURT				
1	Conceptualizing, designing, erection, construction, fabrication and maintenance of the Food Stalls with ethnic traditional look made of bamboo, ply, handmade clay roof tiles, artistic facia work, including kitchen area waterproof pandal, 3 side cover with tarpaulin sheet and walls :- Shops size including kitchen (15ft x 30ft) With 10 Fibre Chairs, 4 Wooden Tables, internal lightings (LED 50 watts - 3nos), Plug Point of 5 AMP - 2, Plug Point of 15 AMP - 2 no's in each shop, with necessary electrical wiring & fittings as per approved drawing and guidelines.	10	Each	
2	4 Inch Wooden Riser (Platform) for Food Stall	2250	Sq. ft.	
3	Conceptualizing, designing, erection, construction, fabrication and maintenance of the sitting area inside the food court with ethnic traditional look made of bamboo, ply and hay, roof to be waterproof of size (8' dia. & 10ft height including roof With 8 Fibre Chairs, 4' dia. round wooden table, internal lightings (LED 50 watts - 1no.), Plug Point of 5 AMP - 2, with necessary electrical wiring & fittings as per approved drawing and guidelines	10	Nos.	
4	Conceptualizing, designing, erection, construction, fabrication & maintenance of Fencing wall of 4'x300' around the food court.	1	Lump Sum	

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SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
5	20 Litres Packaged Drinking Water Jars in Food Court	500	No.	
6	Dispensers with Wooden table & Frill for the 20 Ltrs Packaged Drinking Water Jars in Food Court	10	No.	
7	Manpower with traditional clothing for every food stall	10	No.	
L	PHOTOGRAPHY & VIDEOGRAPHY			
1	Photography with soft copy in CD/ DVD and Photo Karizma Album	4	Nos.	
2	Videography (HD camera)	4	Nos.	
3	Videography (Drone Camera)	2	Nos.	
4	Jimmy Jib with Operator & HD Camera	1	No.	
5	Live Video Editing & mixing including showing the video recording LIVE for audience present in the ground. And should also include all the accessories required to relay video along with setup for LIVE feed on Departmental Social Social Media Platforms.	1	Job	
6	Photo and Video editing & Mixing including all the expertise required post recording to develop a good edited event video.	1	Job	
M	SUPPLIES			
1	Plants with Pot surrounding stage, entrance gates, exhibition hanger, walkway corridor and other areas (Plants should be of good quality, of height 3' to 4' and Properly painted pots.).	50	Nos.	
2	Concept, design, erection, construction & fabrication of theme based Selfie Points	10	Lump Sum Job	
3	Supplying of Food coupons including designing, printing for participants Breakfast, Lunch & Dinner.	1000	Coupon	
4	Each Participant to be given Food Coupons of Rs. 500 Each per day (Breakfast – Rs 100, Lunch- Rs 200 & Dinner-Rs 200.) (If extra coupon is required, amount will be paid on same base rate)	1000	Nos.	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
5	Participants, Officials, Judges & Volunteers ID with Lanyard	500	Nos.	
6	Snacks for VVIP (To be Served) 100 per day	200	Nos.	
7	Snacks Packets for VIP, Judges, Guests & Artist only for complete event period (Box Packed) 500 per day	1000	Nos.	
8	Snacks Packets for Police Personnels (Box Packed) 100 per day	200	Nos.	
9	Invitation card	500	Nos.	
10	Branded Note Pad with Pen in a Jute Folder.	500	Nos.	
11	Trophy for Winners	9	Nos.	
12	Medals for Winners	100	Nos.	
13	Certificates for Winners	100	Nos.	
14	Medals & Certificates for all Participants	300	Nos.	
15	Souvinier / Memento for VVIP's, Judges & Universities/ Colleges/ Institutes.	100	Nos.	
16	Vehicles Passes for Participant / Organisers / Officials	500	Nos.	
N	YOUTH PARLIAMENT / SEMINAR			
1	01 Moderator & 02 Committee Members for conducting the programme (Remuneration & cost related to Travelling, Boarding, Lodging, Local Transportation)	1	Lump Sum	
2	Rapportering and preparing of final resolution of the Youth Parliament	1	Lump Sum Job	
O	CELEBRITY ARTIST:			
1	CELEBRITY ARTIST BAND: Any Two - Indian Ocean, Parikrama, The Local Train, Tetseo Sisters, Cactus.	2	Band	
2	Travelling Allowance for the entire Band.			
3	Lodging for the entire Band.			
4	Fooding for the entire Band.			
5	Local Travelling for the entire Band.			
6	Master of Ceremony (Emcee)	2	Nos.	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
P	PANEL OF JUDGES			
1	i. Well known celebrity artist in the field of Dance - including Remuneration, Travelling, Boarding, Lodging & Local Transportation. ii. Well known artist from Jharkhand in the field of Dance - including Remuneration, Travelling, Boarding, Lodging, & Local Transportation iii. Professor / Guru in the field of Dance from renowned Institutions / Gharana.	3	Judges	
2	i. Well known celebrity artist in the field of Drama - including Remuneration, Travelling, Boarding, Lodging, & Local Transportation ii. Well known artist from Jharkhand in the field of Drama - including Remuneration, Travelling, Boarding, Lodging, & Local Transportation iii. Professor / Guru in the field of Drama from renowned Institutions / Gharana.	3	Judges	
3	i. Well known celebrity artist in the field of Music - including Remuneration, Travelling, Boarding, Lodging, & Local Transportation ii. Well known artist from Jharkhand in the field of Music - including Remuneration, Travelling, Boarding, Lodging, & Local Transportation iii. Professor / Guru in the field of Music from renowned Institutions / Gharana.	3	Judges	

ANNEXURE - 2
FORMAT FOR COVERING LETTER - CUM ASSIGNMENT UNDERTAKING
(on the letterhead of the Bidder)

To,
The Director Culture,
Directorate of Culture
Dept. of Tourism, Art Culture, Sports and Youth Affairs
Government of Jharkhand
3rd Floor, MDI Building, HEC, Dhurwa,
Ranchi – 834004

Date:

Ref: Selection of Event Management Agency for Organising Two Days “Youth Festival”
at Ranchi, Jharkhand.

We have read and understood the Request for Proposal (RFP) along with Draft Agreement in respect of the captioned Assignment provide to us by The Director Culture, Directorate of Culture, Jharkhand, Ranchi.

We hereby agree and undertake as under:

Notwithstanding any qualification or conditions, whether implied or otherwise. Contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respect and we agree to the term of the proposed Agreement, a draft of which also form a part of the (RFP) provide to us. This proposal is valid till(At least 3 months from the proposal Due Date). Please find enclosed herein with the Proposal the Demand Draft bearing number for Rs./- (.....) drawn in favor of the The Director Culture, Directorate of Culture, Jharkhand, Ranchi payable at Ranchi towards the Bid Security, dated this Day of 2022.

Signature of Authorized Signatory with seal stamp

Name of the Bidder:

Name of the Signatory:

Designation:

Mobile:

Phone No.:

E-Mail Id:

ANNEXURE – 3
FORMAT FOR FINANCIAL PROPOSAL
(On the letter head of the bidder)

To,
The Director Culture,
Directorate of Culture
Dept. of Tourism, Art Culture, Sports and Youth Affairs
Government of Jharkhand
3rd Floor, MDI Building, HEC, Dhurwa, Ranchi – 834004

Date

Sir,
Ref: Selection of Event Management Agency for Organising Two Day “Youth Festival” at Ranchi, Jharkhand

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 deviation from the stated terms in the RFP. We further declare that, any State Government, Central Government or any other Government or Government Agency has not barred us from participating in any Bid.

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 conditions of the RFP, if The Director Culture, Directorate of Culture, Jharkhand, Ranchi selects us as the Selected Bidder / Agency.

If our offer is accepted and if we fail to pay the Performance Security in the manner as specified in the RFP Document, without prejudicing the rights of the The Director Culture, Directorate of Culture, Jharkhand, Ranchi to proceed further in any manner it deems fit.

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

We understand that you are not bound to accept the lowest or any bid that you may receive.

We declare that the information stated above and enclosed is completed and absolutely correct and any error or omission therein, accidental or otherwise, as a result of which our bid is found to be non-responsive, will be sufficient for the The Director Culture, Dept. of Tourism, Art, Culture, Sports and Youth Affairs Dhurva, Ranchi, Government of Jharkhand to reject our bid and forfeit our bid security in full.

Sincerely,

Signature of Authorized Signatory with seal stamp
Name of the Bidder:
Name of the Signatory:

PRESCRIBE PERFORMA TO BE ATTACHED WITH THE FINANCIAL BID
(Item wise break of scope of work)

Rates to be quoted by the tenderer as per schedule on rental basis for total Event period of 02 days including the Pre-Event and Post- Event period etc.

Quantities mentioned in the scope of work are subject to vary as per the requirements of site conditions.

GST will be applicable and inclusive in the rates quoted.

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
A	CONCEPTUALISING & DESIGNING			
1	Concept, Designing & Layout : i. Main Event Area ii. Hanger for all Exhibitions iii. Hanger for Youth Parliament iv. Hanger for VVIP Lounge, Green Room & Control Room v. Raportering of entire event.	1	Lump Sum	
B	PRE-EVENT ARRANGEMENTS			
1	Liosioning with Universities / Colleges/ Institutes for 02 weeks before the event date: Office Setup with Computers, Printers, Internet. Stationery and 7 experienced manpower with the knowledge of computer & DTP at Jharkhand Kala Mandir, Hotwar, Ranchi.	1	Lump Sum	
2	Temporary Hoarding all over Jharkhand 15' x 10' as per approved design (5 in 23 district other than Ranchi at Administartive Buiding and other important places) .	115	Nos.	
3	Temporary Hoarding in Ranchi 15' x 10' as per approved design .	35	Nos.	
4	Banner for Universities / Colleges/ Institutes 6'x3' as per approved design.	500	Nos.	
5	A3 Poster (Digital Printing 125 GSM) as per approved design.	5000	Nos.	
6	Jingle for FM Radio (Hindi & English)	2	Nos.	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
7	FM Radio Spots Advertising (7 days before the event day , 10 spots per day)	70	Spots	
8	Social Media advertising on Instagram, Facebook, Twitter & YouTube with Upto 15 post designs Upto 10 reels Upto 15 stories designs Around 3000 words of written content Around 2hrs per day for management and engagement (2 weeks before the event)	1	Lump Sum	
9	Event Branded Tableau as per approved design (one week before the event in & around Ranchi District)	5	Nos.	
10	Small Sized Goods Vehicle for transportation of non-competitive items of participants to the exhibition venue (10 hrs & 150 Kms per day) If extra vehicle is required, amount will be paid on same base rate.	5	Nos.	
11	Preliminary round to be held for 3 consecutive days at the decided venue (Jharkhand Kala Mandir, Khelgaon, Ranchi / State Museum Auditorium, Khelgaon , Ranchi or as per authority decision) for selection of Finalists for said competition.	1	Lump Sum	
12	JBL Sound system with power monitors, Subwoofers, Corded microphones, Cordless microphones, Microphone Stand, 32 Channel Digital Mixer, Amplifiers, Wires-Cables & Sound Technician.	As Per Requirement	Lump Sum	
13	Judges from renowned performing art institutes in the field of Drama, Dance & Music (their Remuneration and related expenses including Travelling, Boarding, Lodging, Local Transportation)	6	Lump Sum	

C BRANDING AT EVENT VENUE				
SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
1	Front fascia & Branding for Exhibition Hanger including concept, design, erection, construction, fabrication made of hallow square pipe frame including bamboo balli base structure as per approved design and drawing in consultation with the Department.	2500	Sq. ft.	
2	Front fascia & Branding for Seminar / Youth Parliament Hanger including concept, design, erection, construction, fabrication made of hallow square pipe frame including bamboo balli base structure as per approved design and drawing in consultation with the Department.	2500	Sq. ft.	
3	Front fascia & Branding for VVIP Lounge, Green Room & Control Room Hanger including concept, design, erection, construction, fabrication made of hallow square pipe frame including bamboo balli base structure as per approved design and drawing in consultation with the Department.	2500	Sq. ft.	
4	Standee - Size 4ft x 8ft branding as per the approved floor plan and design. (Main cultural event area & other event area)	50	Nos.	
5	Cut-out / Signage's - Digital Printing with mounting on sun board, lamination, fabrication and fixing in position as per the approved floor plan and design	100	Nos..	
6	Thematic Entrance Gate made with plywood in the Event Ground complete fabrication and fixing in position as per the approved floor plan and design	1	Lumpsum	
7	Colorful New Flags with branding of the event (6 ft long x 2 ft width) on 20ft height GI Pipe Poles fixed 2 ft deep in ground (Main Cultural Event Area & Other Event Areas)	50	No.	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
8	Helium Balloon (12 ft dia) with branding of the event as per approved design at different locations in event ground	1	No.	
D	INAUGURAL PROGRAMME			
1	Innauguration Lamp Big	1	No.	
2	Flower Table Top	10	Nos.	
3	Mint Bowl	10	Nos.	
4	Packged drinking water	24	Nos.	
5	Name Plate / Tent Card	20	Nos.	
E	MAIN STAGE DÉCOR			
1	Stage backdrop with LED wall (not below P3) with 3D mapping (Size 50 ft wide and 12 ft height) with VJ for Operating. Watch out server for editing work and others required equipments as processors, scaler, laptops etc.	1	Lump Sum	
2	Stage Skirting Branding (150' x 8')	1200	Sq. ft.	
3	Riser for LED Wall (50' x 4' x 4')	200	Sq. ft.	
4	Side Wings for LED Wall (12.5' x 16' x 2 pcs)	400	Sq. ft.	
5	Side Wings for Entry Exit (4' x 16' x 4 pcs)	256	Sq. ft.	
6	Flower Decoration	100	Rft.	
F	LIGHT FOR MAIN STAGE			
1	Aluminium Box truss (100 ft x 48 ft), height adjustable	1	No.	
2	LED Par Can (400 Watt)	100	Nos.	
3	Narrow Par (400 Watt)	50	Nos.	
4	Par - 1000 Watts	24	Nos.	
5	Multi 10 - Watts	12	Nos.	
6	Sharpy 400 Watts	36	Nos.	
7	Avolite/Pearl Board - 1000 Watts	2	Nos.	
8	Power Pack - 500 Watts	8	Nos.	
9	Haze M/C - 400 Watt	2	Nos.	
10	Jumbo Fog - 400 Watts	2	Nos.	
11	Profile (19 Degree)	4	Nos.	
12	Profile (25-50 Degree)	4	Nos.	
13	LED Flood Light fitting 100 Watts	50	Nos.	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
14	250 KVA Silent diesel generator set with Fuel, accessories, wiring, testing and operation for 12 hrs. per day	1	No.	
G	SOUND FOR MAIN STAGE (L-ACOUSTICS ONLY)			
1	Power Monitor (Line Array)	36	Nos.	
2	Microphones – Stand Microphone, Hanging Microphone, Shure Microphone – Handheld, Shure Microphone – Collar, Gooseneck Microphone, Cordless Microphones, 20 pcs each type	120	Nos.	
3	Side fill with Amplifier 5000 watts	10	Nos.	
4	Subwoofers (For the Stage) with Amplifier 5000 watts	10	Nos.	
5	Speech Recorder System	2	Nos.	
6	Amplifier 5000 Watts	36	Nos.	
7	High Power Amplifier 2000 Watt.	4	Nos.	
8	Digital Sound Mixer - 32 Channel	4	Nos.	
9	Speaker Management	6	Nos.	
10	Equalizer	3	Nos.	
11	Pitch Control	1	No.	
12	Delay Reverb	2	Nos.	
13	125 KVA Silent diesel generator set with Fuel, accessories, wiring, testing and operation for 12 hrs per day	1	No.	
14	Sound Technician & Engineer	1	No.	
15	Wires/Cables	As per requirement	Lump Sum	
16	Trus for sound	As per requirement	Lump Sum	
H	YOUTH PARLIAMENT SEMINAR HANGER WITH LIGHT & JBL SOUND			
1	Stage backdrop with LED wall (not below P3) with 3D mapping (Size 30 ft wide and 12 ft height) with VJ for Operating, Watch out server for editing work and others required equipments as processors, scaler, laptops etc.	1	Lump Sum	
2	Stage Skirting Branding (100'x5')	500	Sq. ft.	
3	Riser for LED Wall (30' x 4' x 4')	120	Sq. ft.	

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SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
4	Side Wings (4' x 16' x 4 pcs)	256	Sq. ft.	
5	Stage Riser for Speakers / Moderators (10'x20')	200	Sq. ft.	
6	Power Monitor (Line Array)	16	Nos.	
7	Gooseneck Microphone	6	Nos.	
8	Cordless Microphones	20	Nos.	
9	Digital Sound Mixer - 32 Channel	1	Nos.	
10	Amplifier 5000 Watts	16	Nos.	
11	Subwoofers with Amplifier -5000 watts	10	Nos.	
12	Sound Technician & Engineer	1	No.	
13	Wires/Cables	As Per Requirement	Lump sum	
14	Trus for Sound	As Per Requirement	Lump sum	
15	LED Par Can	60	Nos.	
16	Aluminium Box truss (60 ft x 36 ft), height adjustable	1	Nos.	
17	125 KVA Silent diesel generator set with Fuel, accessories, wiring, testing and operation for 12 hrs per day	1	Nos.	
I	EXHIBITION HANGER			
1	Branding and maintenance of 50 Octonum stalls for Universities / Colleges/ Institutes inside the Exhibition Hanger	1	Lump Sum	
2	Concept, design, fabrication of exhibit wall area for showcasing the various Government Schemes & Policies benefiting the Youth of Jharkhand, using plywood and sunboard posters (8'x100').	1	Lump Sum	
3	Concept, design, fabrication of exhibit wall area highlighting the contribution of the Freedom fighters of Jharkhand in the India Independence movement, using plywood and sunboard posters (8'x100')	1	Lump Sum	
4	Center of the Exhibition Area should have a thematic landscape on using plywood, fabrication, models etc. on Art, Culture & Sports youth related policies (30'x150')	1	Lump Sum	

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J MANAGING / CONTROLLING THE EVENT				
SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
1	Control Room Setup with Computers, Printers, Internet, Stationery and 4 manpower	1	Lump Sum Job	
2	Experienced & skilled manpower to manage the seminar sessions, exhibitions hangers, control room and main event	30	Person	
3	Housekeeping Personnel's (Male / Female) in smart uniform- charges including travel & food (Cleaners & Sweepers)	25	Person	
K FOOD COURT				
1	Conceptualizing, designing, erection, construction, fabrication and maintenance of the Food Stalls with ethnic traditional look made of bamboo, ply, handmade clay roof tiles, artistic facia work, including kitchen area waterproof pandal, 3 side cover with tarpaulin sheet and walls :- Shops size including kitchen (15ft x 30ft) With 10 Fibre Chairs, 4 Wooden Tables, internal lightings (LED 50 watts - 3nos), Plug Point of 5 AMP - 2, Plug Point of 15 AMP - 2 no's in each shop, with necessary electrical wiring & fittings as per approved drawing and guidelines.	10	Each	
2	4 Inch Wooden Riser (Platform) for Food Stall	2250	Sq. ft.	
3	Conceptualizing, designing, erection, construction, fabrication and maintenance of the sitting area inside the food court with ethnic traditional look made of bamboo, ply and hay, roof to be waterproof of size (8' dia. & 10ft height including roof With 8 Fibre Chairs, 4' dia. round wooden table, internal lightings (LED 50 watts - 1no.). Plug Point of 5 AMP - 2, with necessary electrical wiring & fittings as per approved drawing and guidelines	10	Nos.	
4	Conceptualizing, designing, erection, construction, fabrication & maintenance of Fencing wall of 4'x300' around the food court.	1	Lump Sum	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
5	20 Litres Packaged Drinking Water Jars in Food Court	500	No.	
6	Dispensers with Wooden table & Frill for the 20 Ltrs Packaged Drinking Water Jars in Food Court	10	No.	
7	Manpower with traditional clothing for every food stall	10	No.	
L	PHOTOGRAPHY & VIDEOGRAPHY			
1	Photography with soft copy in CD/ DVD and Photo Karizma Album	4	Nos.	
2	Videography (HD camera)	4	Nos.	
3	Videography (Drone Camera)	2	Nos.	
4	Jimmy Jib with Operator & HD Camera	1	No.	
5	Live Video Editing & mixing including showing the video recording LIVE for audience present in the ground. And should also include all the accessories required to relay video along with setup for LIVE feed on Departmental Social Media Platforms.	1	Job	
6	Photo and Video editing & Mixing including all the expertise required post recording to develop a good edited event video.	1	Job	
M	SUPPLIES			
1	Plants with Pot surrounding stage, entrance gates, exhibition hanger, walkway corridor and other areas (Plants should be of good quality, of height 3' to 4' and Properly painted pots.).	50	Nos.	
2	Concept, design, erection, construction & fabrication of theme based Selfie Points	10	Lump Sum Job	
3	Supplying of Food coupons including designing, printing for participants Breakfast, Lunch & Dinner.	1000	Coupon	
4	Each Participant to be given Food Coupons of Rs. 500 Each per day (Breakfast – Rs 100, Lunch- Rs 200 & Dinner-Rs 200.) (If extra coupon is required, amount will be paid on same base rate)	1000	Nos.	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
5	Participants, Officials, Judges & Volunteers ID with Lanyard	500	Nos.	
6	Snacks for VVIP (To be Served) 100 per day	200	Nos.	
7	Snacks Packets for VIP, Judges, Guests & Artist only for complete event period (Box Packed) 500 per day	1000	Nos.	
8	Snacks Packets for Police Personnels (Box Packed) 100 per day	200	Nos.	
9	Invitation card	500	Nos.	
10	Branded Note Pad with Pen in a Jute Folder.	500	Nos.	
11	Trophy for Winners	9	Nos.	
12	Medals for Winners	100	Nos.	
13	Certificates for Winners	100	Nos.	
14	Medals & Certificates for all Participants	300	Nos.	
15	Souvinere / Memento for VVIP's, Judges & Universities/ Colleges/ Institutes.	100	Nos.	
16	Vehicle Passes for Participant / Organisers / Officials	500	Nos.	
N YOUTH PARLIAMENT / SEMINAR				
1	01 Moderator & 02 Committee Members for conducting the programme (Remuneration & cost related to Travelling, Boarding, Lodging, Local Transportation)	1	Lump Sum	
2	Rapportering and preparing of final resolution of the Youth Parliament	1	Lump Sum Job	
O CELEBRITY ARTIST:				
1	<u>CELEBRITY ARTIST BAND: Any Two</u> - Indian Ocean, Parikrama, The Local Train, Tetseo Sisters, Cactus.	2	Band	
2	Travelling Allowance for the entire Band.			
3	Lodging for the entire Band.			
4	Fooding for the entire Band.			
5	Local Travelling for the entire Band.			
6	Master of Ceremony (Emcee)	2	Nos.	

SL. NO.	DESCRIPTION OF ITEM	QTY.	UNIT	AMOUNT (in Rs.)
P	PANEL OF JUDGES			
1	i. Well known celebrity artist in the field of Dance - including Remuneration, Travelling, Boarding, Lodging & Local Transportation. ii. Well known artist from Jharkhand in the field of Dance - including Remuneration, Travelling, Boarding, Lodging, & Local Transportation iii. Professor / Guru in the field of Dance from renowned Institutions / Gharana.	3	Judges	
2	i. Well known celebrity artist in the field of Drama - including Remuneration, Travelling, Boarding, Lodging, & Local Transportation ii. Well known artist from Jharkhand in the field of Drama - including Remuneration, Travelling, Boarding, Lodging, & Local Transportation iii. Professor / Guru in the field of Drama from renowned Institutions / Gharana.	3	Judges	
3	i. Well known celebrity artist in the field of Music - including Remuneration, Travelling, Boarding, Lodging, & Local Transportation ii. Well known artist from Jharkhand in the field of Music - including Remuneration, Travelling, Boarding, Lodging, & Local Transportation iii. Professor / Guru in the field of Music from renowned Institutions / Gharana.	3	Judges	

*(Please add rows and additional pages as per requirement)

The above details are only indicative and for the internal assessment and working by the Department. Any discrepancies or missing / left out items do not make the bidder not undertaking the works as given in the Scope of Work. The Financial Bid will be rejected if the item wise breakup is not provided.

ANNEXURE - 4
LIST OF SIMILAR NATURE OF WORK EXECUTED PERTAINING TO EVENT
MANAGEMENT SERVICES IN LAST FIVE YEAR

Sl. No.	Name of Client & Place	Description of Work	Value of Contract / Work in Rs.	Duration (Start date Completion date)

NOTE:

- Each of the listed works shall be supported with the copy of work order / work completion.
Work completion certificate shall mention the nature of work, value of work completed.
- Non disclosures of any information in the schedule will result in disqualification of the firm

Signature of Authorized Signatory with seal stamp

Name of the Bidder:

Name of the Signatory:

ANNEXURE - 5**DECLARATION**

(should not have been black listed)
(On Stamp paper duly notarised)

I / We agree that the decision of the Authority in relation to " Selection of Event Management Agency for Organising Two Days **"Youth Festival"** at Ranchi, Jharkhand., addition or deletion will be final and binding to me / us.

I / We confirm that we have not been blacklisted by Central or State Government & PSUs.

Signature of Authorized Signatory with seal stamp

Name of the Bidder:

Name of the Signatory: