

**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
ORGANIZING ONE DAY "SUFİ MAHOTSAV 2022",
RANCHI, JHARKHAND**

Ref. No. 302

Dated :- 21/09/2022

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 organizing one day "SUFİ MAHOTSAV 2022", RANCHI, JHARKHAND Scheduled to be held in the month of Oct-Nov' 2022.

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

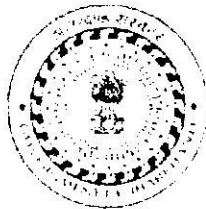
Proposals completed in all respect, shall be submitted at the address mentioned in RFP on or before 11:30 hrs. of 10.10.2022.

Corrigendum, Addendum if any shall be uploaded in the above stated website only and shall not be published in the newspapers.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

**Director Culture
Directorate of Culture,
Jharkhand. Ranchi**

PR.NO.278354 Art Culture Sports and Youth Affairs(22-23):D



REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF EVENT MANAGEMENT AGENCY FOR ORGANIZING
ONE DAY "SUFI MAHOTSAV 2022"
RANCHI, JHARKHAND
SCHEDULED TO BE HELD IN THE MONTH OF
OCTOBER – NOVEMBER, 2022

RFP NO:	302
DATE OF ISSUE:	21.09.2022

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 one day Sufi Mahotsav (Festival) which is scheduled to be organized at Hazrat Qutubuddin Baba Risaldar Rehmatullah Alaih Dargah, Doranda, Ranchi, Jharkhand in the month of October – November, 2022. Mahotsav will consist of one day extravaganza through performance by renowned artists on a theme based stage specially prepared for the Mahotsav.

Mahotsav shall mainly comprise of:

- (i) Sit & Draw Competition of 2 hours.
- (ii) The inauguration event of 1 hour.
- (iii) Evening cultural programme of 5 hours.

The main function has been scheduled at the Hazrat Qutubuddin Baba Risaldar Rehmatullah Alaih Dargah, Doranda, Ranchi, Jharkhand where high profile dignitaries and VIPs shall inaugurate and attend the programme. Mahotsav inauguration would be followed by Qawwali, Mushaira & Sufi Singing by renowned artists. Special preparation and arrangements are to be made to make this one day celebration 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 provided 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 the 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 Sufi Mahotsav, 2022 at the Hazrat Qutubuddin Baba Risaldar Rehmatullah Alaih Dargah, Doranda, Ranchi, Jharkhand.

FACT SHEET

Sl. No.	PARTICULARS	DETAILS
1	Name of the Work	Selection of Event Management Agency for organizing one day "Sufi Mahotsav, 2022" , Ranchi, Jharkhand.
2	Name of the issuer of this Request for proposals	Director Culture, Directorate of Culture, Dept. of Tourism, ArtCulture, Sports and Youth Affairs, Govt. of Jharkhand
3	Date of issue of RFP document	21.09.2022
4	Last Date and time for Submission of Bid	10.10.2022 upto 11:30 Hrs.
5	Date and time of Technical Bid opening and Presentation, and the Financial Bid opening.	10.10.2022 , 12:30 Hrs.
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 April 2022. iv. Should have a valid PAN Number.	i. Copy of Certificate of Incorporation and Copy of Memorandum of Associations (MOA), Articles of Association (AOA). 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 – 2016 – 17, 2017 – 18, 2018 – 19, 2019 – 20, 2020 - 21)	Certificate from the Chartered Account along with the copies of audited Balance sheet 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 to Sufi Mahotsav 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 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/work order, 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 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 ~~Earnest Money~~ **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/- (Rupees 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 organizing "Sufi Mahotsav, 2022", 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 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
- i. Reject any or all of Bids submitted.
 - ii. Accept any Bid whole or in part.
 - iii. Invalidate any proposal of the bidder, who in the opinion of the committee, is not in a position to perform the contract.
 - iv. 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

- i. Qualification Criteria - 20 marks
- ii. 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.

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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 35 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: $(X/Y) * 30$

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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 get 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 working 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: -

S. No	Milestone	% of Payment
01.	Mobilisation Cost for Artist Remuneration (On receipt of Work Order and on submission of Proforma Invoice).	50% of total Artist Remuneration & their Travelling Allowance.
02.	Balance Cost for Artist Remuneration on satisfactory completion of work and after the submission of final Invoice.	50% of total Artist Remuneration & their Travelling Allowance.
03.	Production and other cost on satisfactory completion of work and after the submission of final Invoice.	100% of total Contract value (excluding Artist remuneration & their travelling allowance).

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 **"Collusive Practices"** 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.

8.1 Scope of Work

1. Tentative Programme Details: There shall be three component of the event (Types of Programme) VIZ:-

- a.) Sit & Draw Competition of 2 hours.
- b.) The inauguration event of 1 hour.
- c.) Evening cultural programme of 5 hours.

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

- a) Provide Infrastructure and facilities along with necessary equipment as mentioned in Annexure – I.
- b) Arrangement for Sit & Draw Competition as mentioned in Annexure – I.
- c) Arrangement for the 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

Sl. No.	Particulars	Detail	Quantity	Amount
1.	PRE - EVENT (One Week Before the Event Date)			
a	Invitation Card with Envelope	5" x 7"	400	
b	Car Parking Sticker	4" Dia.	400	
c	Programme Hoarding (Temporary Structure) 7 Days before including the event date	12' x 8'	10	
d	Tableau with Branding & Miking with Jingle for 7 Days before including the event date	Branded Tata Ace	5	
2.	ARTIST:			
a	Sufi Singer: Any One (Harshdeep Kaur / Javed Ali / Richa Sharma)	Entire Team	1	
b	Travelling Allowance for Sufi Singer & Team	Entire Team	1	
c	Qawwal: Any One Qutubi Brothers / Nizami Brothers / Teena Parveen	Entire Team	1	
d	Travelling Allowance for Qawwal & Team	Entire Team	1	
e	Mushaira: Any Three Aadil Rashid / Gyan Ranjan / Suman Muskan / Munnavar Rana / Mushahid Husain Pasha / Shambhu Shikhar / Dr. Suresh Awasthi	Entire Team	1	
f	Travelling Allowance for Mushaira & Team	Entire Team	1	
g	Lodging for Artist & their team	As per Requirement		
h	Fooding for Artist & their team	As per Requirement		
i	Local Travelling for Artist & their team	As per Requirement		
j	Master of Ceremony (Emcee)		2	
3	STAGE			
a	Construct with plywood platform and Trus	50' x 30' x 5' ht.	1500 sq. ft.	
b	Carpeting	50' x 30'	1500 sq. ft.	
c	Steps on 2 side with Carpeting	4' x 5'	2	
d	Backdrop - as per approved design	50' x 20'	1000 sq. ft.	
e	Stage Skirting	110' x 5'	500 sq. ft.	
f	Front flower decoration (Live Flowers)	50' x 1'	40 Rft.	
g	Big Cooler	5' - 6' dia	2	
h	Podium with Branding and flower decoration	4' x 2'	2	
4	VIP ROOM			
a	Room construct with ply & platform	20' x 10' x 8' ht.	200 sq. ft.	
b	Carpeting	20' x 10'	200 sq. ft.	
c	Attached Portable Toilet with view cutter (Ladies & Gents separate)		2	

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Sl. No.	Particulars	Detail	Quantity	Amount
d	Air Conditioning		1	
f	2 Seater Leather Sofa		4	
g	Center Table		4	
h	Light & Plug Point	As per Requirement		
i	Water Jar with Dispenser & Paper Cup	As per Requirement		
5.	GREEN ROOM			
a	Room construct with ply & platform	20' x 10' x 8' ht.	200 sq. ft.	
b	Carpeting	20' x 10'	200 sq. ft.	
c	Attached Portable Toilet with view cutter (Ladies & Gents separate)		2	
d	Air Conditioning		1	
e	50" LED TV with stand and live streaming		1	
f	2 Seater Leather Sofa		4	
g	Center Table		4	
h	Light & Plug Point	As per Requirement		
i	Water Jar with Dispenser & Paper Cup	As per Requirement		
6.	OFFICE ROOM			
a	Room construct with ply & platform	10' x 10' x 8' ht.	100 sq. ft.	
b	Carpeting	10' x 10'	100 sq. ft.	
c	Wooden Table		2	
d	Plastic Chair		10	
e	Stand Fan		2	
f	Light & Plug Point	As per Requirement		
g	Water Jar with Dispenser & Paper Cup	As per Requirement		
h	Office Setup with Laptop, Internet, Printer & Stationery	As per Requirement		
7.	VENUE			
a	Water Proof Iron Hangar with Cloth Ceiling	300' x 80'	24000 sq. ft.	
b	Carpeting	300' x 80'	24000 sq. ft.	
c	Box Gate for Entrance		1	
d	Thematic Entrance Gate with ply for VIP		1	
e	Watch Tower	4' x 4' x 12' ht.	2	
f	LED Riser	10' x 4' x 6' ht.	2	
g	Mojo Barricading for VVIP Zone	As per Requirement		
h	Mojo Barricading for Guest Zone	As per Requirement		
i	Bamboo Barricading (2 layer) for Public Zone	As per Requirement		
j	Big Cooler / Fan for VVIP Zone		4	
k	Big Cooler / Fan for VIP / Guest Zone		2	
l	Hangar Ceiling Fan for General Public		50	

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Sl. No.	Particulars	Detail	Quantity	Amount
m	Masking Wall	As per Requirement		
n	Fire Extinguisher		15	
o	Waterproof Pandal for Kitchen with light & 4 wooden table	20' x 10'	1	
8	SEATING ARRANGEMENT			
a	Innaugural Programme on Stage VIP Chair with white towel & Center Table		20	
b	Qawwali & Mushaira Seating Gadda & Maslan with White Cover		10	
c	VVIP Seating 2 Seater Leather Sofa with White Towel with Center Table		20	
d	VIP Seating 3 Seater Sofa with White Towel		30	
e	Guest Seating Banquet Chair with White cover & Bow		300	
f	Public Seating Plastic Chair		4000	
9	INNAUGURAL PROGRAMME			
a	Invitation Card with Envelope	5" x 7"	400	
b	Flower Table Top		10	
c	Mint Bowl		20	
d	Packaged drinking water	500 ml	100	
e	Name Plate / Tent Card		20	
f	Innauguration Lamp Big		1	
g	Flower Bouquet / Potted Plant		50	
h	Momento for Dignitaries & Participants		50	
10	AV / SCREEN			
a	50" LED TV with stand and live streaming (VIP Room & Green Room)	2	2	
b	LED Screen / Wall (Stage Backdrop)	20' x 10'	1	
c	LED Screen / Wall (Outside the Hangar)	12' x 6'	2	
11	SOUND			
a	Line Array (top) JBL / RCF / DAS / EAW	5 pair	10	
b	Base	3 pair	6	
c	Stage Monitor		6	
d	SFX Rack	As per Requirement		
e	Equalizer	As per Requirement		
f	Power Pack	As per Requirement		
g	DI Box	As per Requirement		
h	MIC with Stand	As per Requirement		

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Sl. No.	Particulars	Detail	Quantity	Amount
i	Podium MIC		2	
j	Cordless MIC		6	
k	Delay Sound (Top)	3 pair	6	
l	Delay Sound (Base)	3 pair	6	
m	Digital Mixer 48 Channel		1	
n	Sound Technician & Engineer		1	
o	Wires / Cables	As per Requirement		
p	Artist Tech Rider	As per Requirement		
q	Horn / Driver Unit		10	
r	Trus for Sound	As per Requirement		
12	LIGHT			
a	LED Par		60	
b	Sharp		16	
c	Haze		2	
d	Light Designer & Technician		1	
e	Avo Lite Mixer		1	
f	DMX & Cabling	As per Requirement		
g	Trus for Light (Three Sided)	As per Requirement		
h	Sound & Light Console with Masking		1	
i	Hangar Light (LED Metal)		12	
j	Venue & Road Light	As per Requirement		
k	Buland Darwaza Light Decoration	As per Requirement		
l	Mazar Light Decoration	As per Requirement		
m	Mosque Light Decoration	As per Requirement		
n	Pond Light Decoration	As per Requirement		
o	Generator with Fuel for Sound & LED (8 hrs)	125 Kva	1	
p	Generator with Fuel for Light (8 hrs)	125 Kva	1	
q	Generator with Fuel for General Light (8 hrs)	65 Kva	1	
r	Generator with Fuel for Backup (8 hrs)	125 Kva	1	
13	PHOTO & VIDEOGRAPHY			
a	4 Photographer with Programme Photo album with 50 photographs		1	
b	4 Videographer with complete video recording & Edited video DVD of 8 - 10 mins		1	
c	Zimmy Jib		1	
d	Live Streaming with online editing (Departmental Social Media Page)		1	
e	12 CCTV Camera with 1 DVR and 1 Monitor (50") in Office		1	

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Sl. No.	Particulars	Detail	Quantity	Amount
14.	SIT & DRAW COMPETITION			
a	Drawing Kit for Sit & Draw competition. (In two Groups – 1 st group - Class 4 to 7, 2 nd group- Class 8 to 12) (A kit including- Paper Carry bag with event logo, Drawing Board 12" X 18", Paper A3(250 GSM), OIL PASTEL Doms / Camel (25 SHADE), 2 Drawing Pencil, 1 Eraser, 1 Sharpner, 16" Ruler).		300	
b	Snacks Packets & Drinking water for Participants (Sit & Draw).		300	
c	Certificates for all Participants other than winners.		294	
d	Prize & Certificate for Winners (1 st , 2 nd & 3 rd) (In two Groups -- 1 st group- Class 5 to 8, 2 nd group- Class 9 to 12)		6	
e	Remuneration for judges		2	
15.	SNACKS ARRANGEMENT			
a	Snacks for VVIP (to be served)		100	
b	Snacks Packets for VIP & Guests		500	
c	Packaged drinking water (300 ml)		1000	
d	Packaged drinking water (500 ml)		500	
d	Tea & Coffee for VVIP, VIP & Guests	As per Requirement		




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 organizing "Sufi Mahotsav, 2022",
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 "JHARKHAND KALA MANDIR" 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:

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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 organizing “Sufi Mahotsav, 2022”,
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)

Sl. No.	Particulars	Detail	Quantity	Amount
1.	PRE – EVENT (One Week Before the Event Date)			
a	Invitation Card with Envelope	5" x 7"	400	
b	Car Parking Sticker	4" Dia.	400	
c	Programme Hoarding (Temporary Structure) 7 Days before including the event date	12' x 8'	10	
d	Tableau with Branding & Miking with Jingle for 7 Days before including the event date	Branded Tata Ace	5	
2.	ARTIST:			
a	Sufi Singer: Any One (Harshdeep Kaur / Javed Ali / Richa Sharma)	Entire Team	1	
b	Travelling Allowance for Sufi Singer & Team	Entire Team	1	
c	Qawwal: Any One Qutubi Brothers / Nizami Brothers / Teena Parveen	Entire Team	1	
d	Travelling Allowance for Qawwal & Team	Entire Team	1	
e	Mushaira: Any Three Aadil Rashid / Gyan Ranjan / Suman Muskan / Munnavar Rana / Mushahid Husain Pasha / Shambhu Shikhar / Dr. Suresh Awasthi	Entire Team	1	
f	Travelling Allowance for Mushaira & Team	Entire Team	1	
g	Lodging for Artist & their team	As per Requirement		
h	Fooding for Artist & their team	As per Requirement		
i	Local Travelling for Artist & their team	As per Requirement		
j	Master of Ceremony (Emcee)		2	
3	STAGE			
a	Construct with plywood platform and Trus	50' x 30' x 5' ht.	1500 sq. ft	
b	Carpeting	50' x 30'	1500 sq. ft	
c	Steps on 2 side with Carpeting	4' x 5'	2	
d	Backdrop - as per approved design	50' x 20'	1000 sq. ft.	
e	Stage Skirting	110' x 5'	500 sq. ft.	
f	Front flower decoration (Live Flowers)	50' x 1'	40 Rft.	
g	Big Cooler	5' - 6' dia	2	
h	Podium with Branding and flower decoration	4' x 2'	2	
4	VIP ROOM			
a	Room construct with ply & platform	20' x 10' x 8' ht.	200 sq. ft.	
b	Carpeting	20' x 10'	200 sq. ft.	
c	Attached Portable Toilet with view cutter (Ladies & Gents separate)		2	

Sl. No.	Particulars	Detail	Quantity	Amount
d	Air Conditioning		1	
f	2 Seater Leather Sofa		4	
g	Center Table		4	
h	Light & Plug Point	As per Requirement		
i	Water Jar with Dispenser & Paper Cup	As per Requirement		
5. GREEN ROOM				
a	Room construct with ply & platform	20' x 10' x 8' ht.	200 sq. ft.	
b	Carpeting	20' x 10'	200 sq. ft.	
c	Attached Portable Toilet with view cutter (Ladies & Gents separate)		2	
d	Air Conditioning		1	
e	50" LED TV with stand and live streaming		1	
f	2 Seater Leather Sofa		4	
g	Center Table		4	
h	Light & Plug Point	As per Requirement		
i	Water Jar with Dispenser & Paper Cup	As per Requirement		
6. OFFICE ROOM				
a	Room construct with ply & platform	10' x 10' x 8' ht.	100 sq. ft.	
b	Carpeting	10' x 10'	100 sq. ft.	
c	Wooden Table		2	
d	Plastic Chair		10	
e	Stand Fan		2	
f	Light & Plug Point	As per Requirement		
g	Water Jar with Dispenser & Paper Cup	As per Requirement		
h	Office Setup with Laptop, Internet, Printer & Stationery	As per Requirement		
7. VENUE				
a	Water Proof Iron Hangar with Cloth Ceiling	300' x 80'	24000 sq. ft.	
b	Carpeting	300' x 80'	24000 sq. ft.	
c	Box Gate for Entrance		1	
d	Thematic Entrance Gate with ply for VIP		1	
e	Watch Tower	4' x 4' x 12' ht	2	
f	LED Riser	10' x 4' x 6' ht.	2	
g	Mojo Barricading for VVIP Zone	As per Requirement		
h	Mojo Barricading for Guest Zone	As per Requirement		
i	Bamboo Barricading (2 layer) for Public Zone	As per Requirement		
j	Big Cooler / Fan for VVIP Zone		4	
k	Big Cooler / Fan for VIP / Guest Zone		2	
l	Hangar Ceiling Fan for General Public		50	

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Sl. No.	Particulars	Detail	Quantity	Amount
m	Masking Wall	As per Requirement		
n	Fire Extinguisher		15	
o	Waterproof Pandal for Kitchen with light & 4 wooden table	20' x 10'	1	
8	SEATING ARRANGEMENT			
a	Innaugural Programme on Stage VIP Chair with white towel & Center Table		20	
b	Qawwali & Mushaira Seating Gadda & Maslan with White Cover		10	
c	VVIP Seating 2 Seater Leather Sofa with White Towel with Center Table		20	
d	VIP Seating 3 Seater Sofa with White Towel		30	
e	Guest Seating Banquet Chair with White cover & Bow		300	
f	Public Seating Plastic Chair		4000	
9	INNAUGURAL PROGRAMME			
a	Invitation Card with Envelope	5" x 7"	400	
b	Flower Table Top		20	
c	Mint Bowl		20	
d	Name Plate / Tent Card		20	
e	Innauguration Lamp Big		1	
f	Flower Bouquet / Potted Plant		50	
g	Momento for Dignitaries & Participants		50	
10	AV / SCREEN			
a	50" LED TV with stand and live streaming (VIP Room & Green Room)	2	2	
b	LED Screen / Wall (Stage Backdrop)	20' x 10'	1	
c	LED Screen / Wall (Outside the Hangar)	12' x 6'	2	
11	SOUND			
a	Line Array (top) JBL / RCF / DAS / EAW	5 pair	10	
b	Base	3 pair	6	
c	Stage Monitor		6	
d	SFX Rack	As per Requirement		
e	Equalizer	As per Requirement		
f	Power Pack	As per Requirement		
g	DI Box	As per Requirement		
h	MIC with Stand	As per Requirement		

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Sl. No.	Particulars	Detail	Quantity	Amount
i	Podium MIC		2	
j	Cordless MIC		6	
k	Delay Sound (Top)	3 pair	6	
l	Delay Sound (Base)	3 pair	6	
m	Digital Mixer 48 Channel		1	
n	Sound Technician & Engineer		1	
o	Wires / Cables	As per Requirement		
p	Artist Tech Rider	As per Requirement		
q	Horn / Driver Unit		10	
r	Trus for Sound	As per Requirement		
12	LIGHT			
a	LED Par		60	
b	Sharpy		16	
c	Haze		2	
d	Light Designer & Technician		1	
e	Avo Lite Mixer		1	
f	DMX & Cabling	As per Requirement		
g	Trus for Light (Three Sided)	As per Requirement		
h	Sound & Light Console with Masking		1	
i	Hangar Light (LED Metal)		12	
j	Venue & Road Light	As per Requirement		
k	Buland Darwaza Light Decoration	As per Requirement		
l	Mazar Light Decoration	As per Requirement		
m	Mosque Light Decoration	As per Requirement		
n	Pond Light Decoration	As per Requirement		
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q	Generator with Fuel for General Light (8 hrs)	65 Kva	1	
r	Generator with Fuel for Backup (8 hrs)	125 Kva	1	
13.	PHOTO & VIDEOGRAPHY			
a	4 Photographer with Programme Photo album with 50 photographs		1	
b	4 Videographer with complete video recording & Edited video DVD of 8 - 10 mins		1	
c	Zimmy Jib		1	
d	Live Streaming with online editing (Departmental Social Media Page)		1	
e	12 CCTV Camera with 1 DVR and 1 Monitor (50") in Office		1	

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Sl. No.	Particulars	Detail	Quantity	Amount
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b	Snacks Packets & Drinking water for Participants (Sit & Draw).		300	
c	Certificates for all Participants other than winners.		294	
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15.	SNACKS ARRANGEMENT			
a	Snacks for VVIP (to be served)		100	
b	Snacks Packets for VIP & Guests		500	
c	Packaged drinking water (300 ml)		1000	
d	Packaged drinking water (500 ml)		500	
e	Tea & Coffee for VVIP, VIP & Guests	As per Requirement		

*(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 eligible for additional payment or 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 competed.
- 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 organizing "Sufi Mahotsav, 2022", 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:

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