

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

Very Short Tender Notice :-

REQUEST FOR PROPOSAL (RFP) REGARDING SELECTION OF EVENT MANAGEMENT AGENCY FOR WORKS RELATED TO CULTURAL EVENT PROPOSED ON FOUNDATION DAY PROGRAMME TO BE HELD AT RANCHI, JHARKHAND ON 16TH NOVEMBER 2025

Ref. No.- 515

Date :- 01/11/2025

Directorate of Culture (Dept. of Tourism, Art Culture, Sports & Youth Affairs), Govt. of Jharkhand, Ranchi intends to issue this Request for Proposal (RFP) regarding selection of Event Management Agency for works related to Cultural Event proposed on FOUNDATION DAY PROGRAMME to be held at Ranchi, Jharkhand on 16th November 2025.

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

Proposals completed in all respect, shall be submitted at the address mentioned in RFP on or before 11.30 hrs. of 07.11.2025

Corrigendum, Addendum if any shall be uploaded in the above stated website only and shall not be published in the newspapers.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

Sd/-

**PR 365091 Tourism, Art Culture
Sports And Youth Affairs (25-26).D**

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



REQUEST FOR PROPOSAL (RFP)

REGARDING

SELECTION OF EVENT MANAGEMENT AGENCY FOR WORKS RELATED TO

**DIRECTORATE OF CULTURE, JHARKHAND
IN PROPOSED FOUNDATION DAY PROGRAMME
TO BE HELD AT RANCHI, JHARKHAND IN NOVEMBER 2025.**

RFP NO:	515
DATE OF ISSUE:	01.11.2025

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@gmail.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 proposes for Selection of Event Management Agency for organizing Cultural Programme Proposed FOUNDATION DAY PROGRAMME to be held at Ranchi, Jharkhand 16th NOVEMBER, 2025.

The work shall mainly comprise of:

1. Conceptualization and overall design of the event theme and flow.
2. Selection and engagement of all artist (in consultation with Directorate), Bands, Choreographers, and arrangement of costumes.
3. Management of all rehearsal schedules and logistics as per choreographer's requirements.
4. Engagement and management of Bollywood singer Shilpa Rao and her team, including performance, travel, accommodation, and transportation and all co-related arrangements. In case of unavailability of Shilpa Rao, other national awardee bollywood singer having similar fame can be engaged.
5. Engagement and management of Indian Idol fame singer from Jharkhand (with team), including performance, travel, accommodation, and transportation and all co-related arrangements.
6. Comprehensive sound design, mixing, and arrangement as per the technical riders of all artists and choreographers.
7. Overall creative direction and end-to-end production management for the entire event.
8. Staging and execution of all cultural performances on the main stage.
9. Execution of event branding under the guidance and supervision of IPRD and publicity, including securing all necessary permissions.

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) is not allowed for this RFP.

The scope of service to be provided by the selected agency include and will be limited to the actual services described in 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 various works related to Directorate of Culture, Jharkhand in connection with Proposed FOUNDATION DAY PROGRAMME to be held at Ranchi, Jharkhand on 16th NOVEMBER 2025.

FACT SHEET

Sl.No.	PARTICULARS	DETAILS
1	Name of the Work	Selection of Event Management Agency for organizing various works related to Directorate of Culture, Jharkhand in connection with Proposed FOUNDATION DAY PROGRAMME to be held at Ranchi, Jharkhand in NOVEMBER 2025.
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	01.11.2025
4	Last Date and time for Submission of Bid	07.11.2025 up to 11.30AM.
5	Date and time of Technical Bid opening and Presentation, and the Financial Bid opening.	07.11.2025, 3.00PM
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, 3 rd Floor, MDI Building, HEC, Dhurwa, Ranchi-834004. (Phone) 0651-2401917 Email: dirjharkhandculture@gmail.com
8	Earnest Money Deposit (EMD)	Rs.1,00,000/- (One Lakh) only
9	Availability of RFP	Request for proposal can be downloaded from https://jharkhandculture.com
10	Method of selection	Lowest (L1) Financial Bid
11	RFP Document Fees (non-refundable)	Rs.10,000/- (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 entertained.

1.0 Eligibility Criteria

The following criteria are prescribed as the eligibility criteria for bidder interested in undertaking the project. The bidder shall fulfil the following preconditions and must also submit documentary evidence in support of fulfilment 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 is not allowed) ii. Should have a valid PAN Number and GST Number iii. Latest updated GST return	i. Copy of Certificate of Incorporation/ Copy of Memorandum of Associations (MOA)/ Articles of Association (AOA) ii. PAN Card and GST Registration Copy iii. GST Return Copy
2	Financial Strength (Turnover)	The bidder should have average turnover of minimum Rs. 5 Crore in the last 3 financial year (FY –2022 – 23, 2023 – 24, 2024 – 25)	Certificate from the Chartered Account along with the copies of audited Balance sheet & Income Tax Return for last three financial years.
3	Experience	The Bidder should have diverse event management experience with minimum five years of experience in conceptualizing, designing, organizing, managing, executing cultural events and likewise, theme-based events, in any State / Central Government with special reference /experience in organising such events in Jharkhand.	Work order / Work Completion certificate.
4	Work	The bidder should have single work order having minimum value of Rs.1 Cr. (one crore) of any State/ Central Govt. in last three financial years.	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
6.	Technical Manpower with their profile and qualification of company for organising such program		Profile details and qualification documents.

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 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 the relevant 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 15 days after the bid submission deadline date prescribed by The Director Culture, Directorate of Culture, Jharkhand, Ranchi.

2.2 RFP Document Fee

- 2.2.1 RFP document can be downloaded from <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.

- 2.3.2 EMD of all unsuccessful bidders would be returned 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:
- i. If a Bidder withdraws its bid during the period of validity.
 - ii. In case of a successful bidder, if the bidder fails to sign the Contract in accordance with this RFP
 - iii. In the case bidder submits any wrong or fraudulent details as part of the bidding process wilfully.

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 bid amount 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 cultural programme on the eve of Proposed FOUNDATION DAY PPROGRAMME, 2025 to be held at Ranchi, Jharkhand in NOVEMBER 2025.”
- 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 Registered Post/Speed post /Hand/Courier 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.

3.7 The bid price for the total expenditure, encompassing all required components, **shall not exceed ₹ 1.00 crore (including GST).**

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.

5.0 Evaluation and Qualification Criteria:

5.1 Technical Evaluation:

The technical bid shall be evaluated on a qualifying basis. Bidders must secure a minimum of 60% marks in the technical presentation to be considered technically responsive.

The technical evaluation will comprise two stages:

- (a) Scrutiny of documents submitted with the technical bid to ensure compliance with eligibility and qualification criteria; and
- (b) Evaluation of the presentation, to assess the bidder's understanding, approach, manpower planning, methodology, and quality assurance mechanism.

5.1.2 Parameter

Understanding of scope of work	20 marks
Methodology and approach	20 marks
Relevant past experience and innovations	20 marks
Resource deployment plan	20 marks
Quality assurance and timelines	20 marks
Total	100

5.1.3 Minimum qualifying will be 60% of total marks as mentioned in parameters. Bidders scoring less than 60% marks in the presentation shall be treated as technically disqualified, and their financial bids shall not be opened.

5.1.4 Presentation is to be presented visually also in front of Bid Evaluation Committee and said virtual presentation by bidders shall be recorded for future purpose.

5.2 Financial Evaluation:

The financial bid shall be evaluated based on the Lowest (L1) rates quoted by the bidders. The total bid amount, covering all required components, shall not exceed ₹1.00 crore (inclusive of GST).

5.3 Selection Criteria or Award of Work:

Among the technically qualified bidders (those scoring $\geq 60\%$ marks in technical presentation), the bidder quoting the lowest financial bid (L1) shall be awarded the work.

5.4 Selection of Preferred Bidder

5.4.1 In the event that the lowest one 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 to select 2nd lowest bidder at the same rate offered by the lowest one bidder. Same process will be applicable in such above case further till the option exhausts.

5.5 Issuance of LOA / Work Order

5.5.1 After selection, Letter of Award (LOA) / Work Order will be issued to the selected agency at the earliest.

5.5.2 In case the selected agency does not acknowledge the receipt of LOA / Work Order within 48 hours, the issued LOA / Work Order stands cancelled and the Bid Evaluation Committee will have all rights to select 2nd lowest bidder at the same rate offered by the lowest one bidder. Same process will be applicable in such above case further till the option exhausted.

6.0 Payment Condition & Schedule

6.1 The authority hereby agrees to pay the amount (including GST and all applicable taxes) 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, and full insurance for any risk prior to & during the event etc

6.2 The payment is subject to the actual work done and satisfactory completion of work which is verified by the team setup by the authority.

7.0 Fraudulent & Corrupt Practices

If the selected Agency is found to be engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive lawful action will be taken by the authority. 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 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 without assigning any reason of termination.

9.0 Scope of Work:

9.1 Inaugural Ceremony

- Conduct a formal welcome address for dignitaries and guests at Inauguration of the Cultural Evening.
- Officially inaugurate the Cultural Evening.
- Present a custom-designed Audio-Visual (AV) presentation on the theme "Jharkhand Art, Culture & Heritage," including concept note development, scriptwriting, music scoring, and storyboard creation.

9.2 Choreography and Artist Management

- Engage a professional Choreographer to oversee all performances.
- Artists will be selected under the guidance of the choreographer for various performances, and coordinate local artists for multiple performance genres, including:
 - Folk Dances: Santhali, Mundari, Kadsa, Jhumar, Nagpuri, Ghoda, Khadia, Paika, Chaau.
 - Classical Dances: Kathak, Bharatnatyam, Odissi. with fusion of Contemporary Dance.
 - Drama: Theatrical performance.
- Procure new costumes for artists as per the art form and in consultation with the choreographer.
- Necessary arrangement of a suitable music/sound system and venue for all training and practice sessions.
- Arrange all necessary digital sound tracks for the various performances.

9.3 Bollywood Singer Engagement

- Contract and manage Bollywood playback singer Shilpa Rao and her accompanying team for main cultural event.
- Contract and manage Indian Idol fame singer from Jharkhand and their accompanying team for main cultural event.
- Fulfil all performance, travel, accommodation, and local transportation requirements as per the artists rider and approved protocols.
- Supply a high-fidelity sound system that meets the singer's specific technical specifications.

9.4 Main Stage Event Production

- Engage one (01) professional Anchor for the entire event day.
- Construct a Main Stage with a thematic backdrop, event branding, risers, and side wings in accordance with the event's design.
- Install a professional-grade Stage Lighting System to enhance performances.
- Install a professional-grade Stage Sound System for clear audio delivery.

ANNEXURE – I

Rates to be quoted by the tenderer as per schedule for total event including the Pre & Post Event period etc.

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

GST will be applicable as per prevailing rules and will be paid extra on the rate quoted.

Sl. No.	Description of Work	Qty.	Unit	Amount (in Rs.) (with GST)
1.	Inaugural Ceremony			
2.	Arrangement of Choreographer and Local Artist along with Practice Sessions for Live Performance			
3.	Engagement of Bollywood Singer Shilpa Rao and her team with all requirements and one of Indian Idol Fame Singer of Jharkhand and team with all requirements.			
4.	Cultural Performance on Main Stage			

Note : *An item-wise breakdown for the above description of work described under Sl. No.1 to 4, including details and amounts for all necessary items, is to be provided.*

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

To,

Date:

**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**

Ref: Selection of Event Management Agency for organizing various works related to Directorate of Culture, Jharkhand in connection with Proposed FOUNDATION DAY PROGRAMME to be held at Ranchi, Jharkhand in NOVEMBER 2025.

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 2025.

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, Date-.....
**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**

Sir,

Ref: Selection of Event Management Agency for organizing various works related to Directorate of Culture, Jharkhand in connection with Proposed FOUNDATION DAY to be held at Ranchi, Jharkhand in NOVEMBER 2025.

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 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 Dhurwa, 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 including the Pre & Post Event period etc.

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

GST will be applicable as per prevailing rules and should be included on the rate quoted.

Sl. No.	DESCRIPTION OF WORK	QTY.	UNIT	AMOUNT (In Rs.)
1.	INAUAGRAL CEREMONY			
2.	ARRANGEMENT OF CHOREOGRAPHER AND LOCAL ARTIST ALONGWITH PRACTICE SESSIONS FOR LIVE PERFORMANCE			
3.	ENGAGEMENT OF BOLLOWOOD SINGER SHILPA RAO AND ENGAGEMENT OF INDIAN IDOL FAME SINGER FROM JHARKHAND.			
4.	CULURAL PERFORMANCE ON MAIN STAGE			

***(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 WORK EXECUTED OF ANY STATE/CENTRAL GOVT. PERTAINING TO
EVENT MANAGEMENT SERVICES IN LAST FIVE FINANCIAL 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 organizing various works related to Directorate of Culture, Jharkhand in connection with Proposed FOUNDATION DAY PROGRAMME to be held at Ranchi, Jharkhand in NOVEMBER 2025.” 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: