

**Directorate of Tourism, Government of Bihar,  
Barrack No 9D, Main Secretariat, Patna-15.**  
Phone No: 06122217163, Fax No 06122215291  
Email: [directortourismbihar@gmail.com](mailto:directortourismbihar@gmail.com)  
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### **Expression of Interest for Empanelment of Event Managers**

The Directorate of Tourism, Government of Bihar, invites 'Expression of interest (EOI)' to shortlist and empanel experienced appropriate Event Management Firms. The document containing detailed conditions of EOI may be obtained from the directorate office or downloaded from the website: [www.tourismbihar.org](http://www.tourismbihar.org). The last date of submission of sealed proposals in the prescribed forms shall be 10.02.2011 at 3.00 PM and the same will be opened on 10.02.2011 at 5.00 PM.

Director, Tourism,  
Government of Bihar

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## **Expression of Interest for Empanelment of Event Managers**

### **1. TENDER SCHEDULE**

Last date and time of submission of sealed proposals	10.02.2011, 3.00 PM
Date and time of opening of sealed proposals:	10.02.2011, 5.00 PM
Venue for submission and opening of the proposals	Directorate of Tourism, Government of Bihar, Barrack No 9D, Main Secretariat, Patna-15.
EOI to be sent to	Director Tourism, Barrack No 9D, Main Secretariat, Panta-15.

### **2. HIGHLIGHTS**

2.1. The Directorate of Tourism, Government of Bihar organizes various events like tourism fairs, conclaves, roadshows, seminars, exhibitions, cultural festivals, traditional fairs, camps, workshops, exposure visits, foundation stone-laying ceremonies, tableaux, inaugural ceremonies, awards etc.

2.2. With this document, the Directorate calls for Expression of Interest for working as “Event Manager” to help organizing the above-mentioned types of ceremonies at par with international norms.

### **3. PURPOSE OF THE EOI**

3.1. The Directorate seeks Expression of Interest (EOI) to empanel appropriate solution providers who satisfy the Pre-Qualification (PQ) criteria outlined below, and express interest to provide services for conducting above-referred

events covering the entire gamut of activities related to those events, including but not limited to the following:

3.1.1. To organize infrastructure, equipment and other resources for the event

3.1.2. To manage the ceremony, including dais management, background management, support staff, catering, sanitation, emergency provisions, lights and sound fixtures along with the entire set of equipment, decoration, complete venue preparation, etc.

3.1.3. Promotion and publicity of the event, including presser, curtain raiser, hoardings, print and electronic ads, souvenirs, brochures, kits, flyers and other publicity and incidental materials.

3.1.4. Other related activities.

3.2. They shall be responsible for organizing and managing such events from conception to completion ensuring that everything runs smoothly, to the world-class standards and in full compliance with the government directions and regulations.

## **4. PRESENTATION**

4.1. The shortlisted and empanelled bidders, if required, would be called for presentation.

## **5. REQUEST FOR PROPOSAL (RFP)**

5.1. Request for proposal (RFP) will be issued, event-wise, to short-listed and empanelled Turnkey Solution Providers (TSPs). The response to this EOI should contain details mentioned in the annexures along with the undertakings.

5.2. The Tourism Directorate will shortlist and prepare a panel, for further processing, such companies/firms that fulfil the eligibility criteria.

5.3. RFPs including technical and financial proposals for specific events, ceremonies and/or activities shall be issued to only those applicants who fulfil the criteria as specified in this EOI and are empanelled.

5.4. Directorate's technical requirements are not exhaustively covered in this request for EOI and shall be provided along with detailed scope of work in RFPs for specific events/ceremonies/activities.

## **6. ACTIVITIES**

Some of the activities for which services would be required are detailed below.

6.1. Temporary Infrastructure

6.1.1. Arrangement of audio-visual equipment

6.1.2. Temporary halls, shamianas, dais, pathways, welcome gates, utilities, conveniences, etc.

6.1.3. Elegant flower arrangements and beautification of plaque area with florals, flags, etc.

6.1.4. Audio, computer and video arrangements for presentations and speeches.

6.1.5. Power arrangements including backup power

6.2. Event Management

6.2.1. Dais Management

6.2.2. Catering at the venue.

6.2.3. Providing of temporary manpower like bearers, waiters, cooks, anchors, hosts and hostesses, guides, mc's, technicians, etc.

6.3. Promotion and Publicity of the Event

6.3.1. Photography, videography and documentation.

6.3.2. Arranging badges, labels, stickers, signages, floral arrangement, brochures, flyers, kits, souvenirs, stationery, etc.

6.3.3. Designing and printing of publicity literature, advertisements and other promotional materials.

6.3.4. Printing and issuing invitation cards, tickets etc.

## 7. ELIGIBILITY CRITERIA

The Event management firm should be in the business of providing ALL the above activities in significant events of similar nature for a minimum of three years with respect to the following:

7.1. The firm's average annual turnover should not be less than Rs. three crore per year in the last 3 years.

7.2. The firm should have experience of providing turnkey solutions in infrastructure, management and other services for events and ceremonies of similar nature completed successfully for any Govt., Semi-Govt., Public Sector Organizations in their own

Capacity. ***The experience must be of at least three such events in the last 3 years. Companies with experience solely in infrastructure or solely in Event Management need not apply.***

7.3. The firm should not have been black listed by any Central Govt/State Govt/ PSU.

## 8. DOCUMENTS TO BE SUBMITTED IN SUPPORT OF ELIGIBILITY AND QUALIFICATION

8.1. Documents in evidence of Past Experience

8.1.1. List of important clients in India.

8.1.2. Proof of such association like work order copies and certificate from important past clients.

8.1.3. List with relevant details of important national/international events organized.

8.1.4. Testimonials or certificates of satisfactory performance.

8.2. Financial Strength

8.2.1. Audited Annual Reports for last three years

8.2.2. Documents supporting minimum Average Annual Turnover of Rs 3 crore in each of the last three years

8.3. Company Details

8.3.1. List of resources with respect to equipment, infrastructure and manpower available with the company

8.3.2. List of tie-ups of the company with respect to equipment, infrastructure and manpower

8.3.3. The firm should be registered/incorporated in India and is required to furnish the details with the EOI as per Annexure-I

## **9. INSTRUCTIONS TO BIDDER**

9.1. The application for EOI must be submitted in sealed envelope, superscribed "Expression of Interest for Event Manager" and should be addressed to the Director, Tourism, Government of Bihar, Barrack No 9D, Main Secretariat, Patna-800015.

9.2. The bid shall not contain any financial offer or any revenue share percentage etc. Bids containing such information will be summarily rejected. EOI Documents shall be submitted either in person or through Speed Post only.

9.3. Bids received after the scheduled date and time of submission will not be entertained.

## **10. EVALUATION OF PROPOSALS**

10.1. The experience and expertise of the bidder, viability and appropriateness of the solutions offered, fulfilment of the pre-qualification criteria and record of satisfactory service will be the critical factors in shortlisting the bidder by the Committee. The shortlisted bidders should be in a position to meet the scope of work and service level commitments in full.

10.2. The Directorate shall consider proposals for EOI only from those bidders whose offers have been found to fulfil all requirements laid down in this request for EOI.

10.3. The evaluations of the bid would be done by a Committee which may seek clarifications from bidders and the bidders shall clarify such aspects.

10.4. Proposals fulfilling partial requirements would be summarily rejected.

10.5. The Directorate reserves the right to shortlist one or more bidders, or to reject all applications.

## **11. GENERAL CONDITIONS**

11.1. This request for Expression of Interest is not an offer by the Tourism Directorate, but an invitation to receive response from eligible interested bidders for Event Management of events/ceremonies/activities of the Government.

11.2. No contractual obligation whatsoever shall arise from the EOI process unless and until formal contract is signed and executed by the Directorate with the bidders.

11.3. With submission of the EOI, this document shall be deemed to be read in its entirety and understood by the applicant along with all its terms and conditions.

## ***ANNEXURE-I***

### ***DETAILS ABOUT THE FIRM***

- I. Name of the Firm
- II. Name and Designation of Contact person
- III. Postal Address of the Organization (with PIN CODE)
- IV. Telephone with STD Code
- V. FAX No. with STD Code
- VI. Mobile no. of contact person
- VII. E-mail Address of contact person

### **UNDERTAKING**

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work and shall abide by them.
2. I/We further undertake that the information given in this E.O.I. are true and correct in all respects and I/We hold the responsibility for the same.

Signature

Date :

Place :

Name

Seal of the Organization.

## ***ANNEXURE-II***

### ***CHECKLIST***

**Details: Yes/No**

#### **Documents in evidence of Experience**

List of important clients

Proof of such association like work order copies and certificate from important past clients,

List of important national/international events organized.

Testimonials or certificates of satisfactory performance

#### **Financial Strength**

Annual Reports for last three years

Documents supporting minimum Average Annual

Turnover of Rs 3 crore in each of the last three years

#### **Company Details**

List of resources with respect to equipment, infrastructure and manpower available with the company

List of tie-ups of the company with respect to equipment, infrastructure and manpower

Company Profile details.

**All pages signed in agreement to the conditions**