

Bihar State Film Development and Finance Corporation limited, Patna

Tender for organizing a Patna Film Festival-2025

Bihar State Film Development and Finance Corporation limited invite a sealed tender from reputed and experienced agencies/production houses for organizing a Patna Film Festival-2025, Bihar. The venue and date for the event will be determined later tentatively in the 2nd Fortnight of February, 2025 in consultation with the event manager. The tender process will follow a two-bid system (Technical & Financial) other details of the tender are as under:-

Sl. No	Information	Details
1.	Download of RFP Document.	From Bihar State Film Development and Finance Corporation Limited Website: https://www.film.bihar.gov.in or From DACY website : https://state.bihar.gov.in/yac
2.	Bid Submission Process	Speed Post/Registered Post/ Courier or physically
3.	Start Date of Tender	11/01/2025
4.	Date of pre-bid conference	24/01/2025, 04:00 pm at Address: 3rd Floor, Vikas Bhawan (New Secretariat) Nehru Path, Bailey Road, Patna – 800015
5.	Last date and time of submission of bid	04/02/2025, 02:00 PM
6.	Opening of Technical Bid	04/02/2025, 03:00 PM
7.	Opening of financial Bid	Will be intimated by BSFDFC through email to all the technically qualified bidders
8.	Bid Processing charges	10,000/- Non-refundable amount in the form of cheque or demand draft in favour of "Managing Director, Bihar, State Film development and Finance Corporation limited, Patna"
9.	EMD	Rs.2,00,000/- (Rupees Two Lakh Only) in the form of Demand Draft in favour of "Managing Director, Bihar, State Film development and Finance Corporation limited, Patna"

The bid can be submitted to BIHAR STATE FILM DEVELOPMENT AND FINANCE CORPORATION LIMITED, Morisson Building, Near Golghar, Patna - 800001, Bihar through Speed Post/Registered Post/ Courier or physically by 04 February, 2025 up to 2:00 P.M.


Managing Director
Bihar State Film Development
And Finance Corporation Ltd., Patna

**TENDER FOR SELECTION OF EVENT MANAGEMENT AGENCY
FOR
ORGANISING PATNA FILM FESTIVAL-2025
IN BIHAR**



**BIHAR STATE FILM DEVELOPMENT AND FINANCE CORPORATION
LIMITED**

Morisson Building, Near Golghar, Patna - 800001, Bihar

E-mail: biharfilmnigam@gmail.com

Phone number: 0612 – 2219213

SECTION-I
(Instruction to Bidders)

SECTION-I

INSTRUCTION TO BIDDERS

A. Schedule of Bid Process:

Sl. No	Information	Details
1.	Download of RFP Document.	From Bihar State Film Development and Finance Corporation Limited Website: https://www.film.bihar.gov.in/government-institutions.html or From DACY website : https://state.bihar.gov.in/yac
2.	Bid Submission Process	Speed Post/Registered Post/ Courier or physically
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B. General Information:

1. Bihar State Film Development and Finance Corporation limited invites a sealed tender from reputed and experienced agencies/production houses for organizing a Patna Film Festival-2025, Bihar. The venue and date for the event will be determined later tentatively in the 2nd Fortnight of February, 2025 in consultation with the event manager. The tender process will follow a two-bid system (Technical & Financial) as per the requirements outlined below.

2. **Communication and Queries:** Interested bidders may contact the Managing Director to Bihar State Film Development and Finance Corporation Limited on email- biharfilmnigam@gmail.com for any queries regarding the tender in the **[Enclosure-I]**
3. **Eligibility Criteria:**

SL. No.	Eligibility Criteria	Supporting Documents to be furnished along with the Technical Bid
1	The bidder should be registered under one of the following acts: • Companies Act 2013, • Indian Partnership Act 1932, • Indian Trusts Act 1882, • Societies Registration Act 1860, • Limited Liability Partnership Act 2008.	Incorporation/Registration Certificate
2	The bidder must have a minimum of three years of experience (up to the last date of bid submission) in organizing National/State level Film Festivals, Operating a production company, or hosting Award Shows at State/National levels.	Copies of work orders and completion certificates from previous clients
3	The bidder must provide valid address proof of the office.	Valid address proof document (e.g., utility bill, lease agreement)
4	Must have an average annual financial turnover of at least Rs.10.00 Crore during the last three financial years ending FY 2023-24 in organizing such events.	Copies of audited Income/Expenditure Statement and Balance sheet for the concerned period
5	Must have its own bank account in any scheduled bank situated in Bihar	Copies of the passbook and transaction statement for the last 3 months
6	The agency should not have been blacklisted by any Central/State government, or any other public sector undertaking or a corporation as on the date of this RFP.	An undertaking to this effect as per prescribed format [Form - T2]
7	Must not have any pending judicial proceedings or criminal offence against any proprietor/Director/Persons to be deployed by the Service Provider.	An undertaking to this effect as per prescribed format [Form - T3]
8	Other statutory documents.	• Copies of PAN • GSTIN, and • IT returns for the last 3 assessment years (2021-22, 2022-23, and 2023-24)

Bidders are requested to ensure that all supporting documents are duly signed and submitted along with the Technical Bid. Non-compliance with the eligibility criteria may lead to the disqualification of the bid.

C. Submission of Bid:

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount Rs.10,000/- (Rupees Ten Thousand Only) towards Bid Processing Fee and a sum of Rs.2,00,000/- (Rupees Two Lakh Only) towards Bid Security/ EMD as applicable in form of Demand Draft in favour of "Managing Director, Bihar, State Film development and Finance Corporation limited, Patna" drawn in any scheduled commercial bank and payable at Patna, Bihar; failing which the bid will be out rightly rejected. The bid can be submitted to BIHAR STATE FILM DEVELOPMENT AND FINANCE CORPORATION LIMITED, Morisson Building, Near Golghar, Patna - 800001, Bihar through Speed Post/Registered Post/ Courier or physically by 04.02.2025 up to 2:00 P.M.

The authority will not be responsible for any postal delay. Bids without bid processing fee and Bid Security/EMD as applicable shall be out rightly rejected. Bids submitted after due date and time will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing:

'TECHNICAL BID- TENDER FOR SELECTION OF EVENT MANAGEMENT AGENCY FOR ORGANISING PATNA FILM FESTIVAL-2025 IN BIHAR'

and

'FINANCIAL BID- TENDER FOR SELECTION OF EVENT MANAGEMENT AGENCY FOR ORGANISING PATNA FILM FESTIVAL-2025 IN BIHAR'

Both the sealed envelopes must be kept in a third sealed envelope super-scribing: **'BID DOCUMENT - FOR SELECTION OF EVENT MANAGEMENT AGENCY FOR ORGANISING PATNA FILM FESTIVAL-2025 IN BIHAR'**

Selected bidder will have to deposit a Performance Security 3,00,000/-in the form of Performance Bank Guarantee (PBG)/ Fixed Deposit Receipt (FDR) from any scheduled Bank situated within Patna, Bihar in favour of Managing Director, Bihar, State Film development and Finance Corporation limited, Patna as per the prescribed format provided in the tender document at **Section-VIII** for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee.

The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider agency as per the existing terms and conditions of the tender.

D. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Covering letter along with power of attorney on the Bidder's letter head (Form T-1).
- b) Demand Draft in support of Bid processing fee and EMD as applicable.
- c) Copy of Certificate of Incorporation/ Registration of the service provider agency
- d) Copy of GSTIN
- e) Copy of PAN
- f) Copies of IT returns for the last three assessment years (i.e. from 2021-22 to 2023-24)
- g) Copy Bank Account details
- h) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- i) Copies of work orders and successful completion certificates from the previous organizations/authorities for providing similar types of services during last 3years.
- j) Undertaking regarding non-blacklisting (On stamp paper of Rs. 10 in shape of affidavit from Notary (Form T-2)
- k) Undertaking regarding non-pending of any judicial proceedings for any criminal offences (On Bidder's letterhead) (Form T-3)

Any deviation from the prescribed procedures / required information / formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out- rightly rejected.

All entries in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at (L-1) price. However, the decision of the authority shall be final during the overall selection process. In case of tie in the financial quote among the multiple technically qualified bidders, the bidder having highest score in the technical presentation stage will be considered for award of contract.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

SECTION-II:
EVALUATION OF TENDER

Evaluation Criteria:

Sr. no.	Technical Parameters	Criteria
1	Experience in Similar Services The bidder must have at least three years of experience (up to the last date of submission) in organizing national/state-level film festivals, award shows, or similar events.	Copies of at least 5 work orders (with an order value of at least INR 20 lakh) to be submitted.
2	Average annual financial turnover during each of the last 3 years. 1. 2023-24 2. 2022-23 3. 2022-21	Must have an average turnover of 10 crore annually.
3	Manpower strength If the bidder must have minimum 20 employees (mid-level and above) on pay roll of the company.	Salary slips of employees drawing salary of at least INR 50,000 to be submitted.

3. Financial Evaluation: The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Least Cost Selection Method will be followed during the financial evaluation stage to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the lowest and competitive bid price subject to fulfilment of the terms and conditions of the tender.

In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process.

SECTION-III:
SCOPE OF WORK

SCOPE OF THE WORK

Specifications & Other Details

The following list outlines the key activities, items, and specifications required for the smooth organization of the **Patna Film Festival-2025 in Bihar**:

A. Pre-Program

- i. Design of a web-link in the BSFDFC Website featuring the objectives, themes, priorities, terms and conditions, legal aspects, selection criteria, key dates. Gmail account for submission of films etc. in light of the concept note of the **Patna Film Festival-2025**
- ii. Creating a short video/teaser of 30-40 sec for the film festival with message from Hon'ble Minister, Secretary/Managing Director, BSFDFC, Patna, Bihar
- iii. Selection of Jury Members for scrutiny and shortlisting of the films. The Jury may consist of at least one expert in the film of Direction, Sound Designing, Editing, Cinematography and Content writing
- iv. Selection of Judges having national acclamation in film industry to select the awardees

B. Promotions and Social Media Marketing

- i. Organizing a launching ceremony at a premium hotel in Bihar for announcement of the PATNA FILM FESTIVAL-2025 and release of teaser/short video in presence of Minister/Secretary/Managing director, BSFDFC, other officials and Artists from Film Industry (minimum 10 celebrities of A and B grade combination in equal proportion)
- ii. Press meet with Hi-tea for 120 media persons and other guests
- iii. Developing a unique brand identity for the festival, including logo, tagline and other promotional materials
- iv. Promotion through BSFDFC Department social media handles with well-designed content and graphics, making short videos involving social media influencers etc., posting daily/weekly updates, creative images and videos in the social media platforms every week till the cut-off date for receiving films

C: Marketing and Branding

- i. Branding of this program through Hoardings (10 nos of size 20/10 and 15 nos of size 12/8) in Patna, Bihar and its major cities.
- ii. Posters/Pamphlets in Colleges/Universities across the State and email intimation to all film making colleges in state and other state as per requirement
- iii. Campaign and promotion through Media coverage, Making print media partner, TV media partner and Radio partners etc for coverage of the event towards wide publication
- iv. Create and manage social media campaigns through daily updates through images, 2-3 video posts every week in different social media platforms of DACY,BSFDFC, IPRD, Google Ads, email newsletters etc. to reach out to at least one lakh audience till the cut-off date of receipt of the films

D: Film screening in different halls/PVR in Patna or other districts of Bihar

- i. One Banquet Hall/ Auditorium in Patna, Bihar for 2/3 days with LED 12/8, light and sound and transportation for Jury with Hi-tea, and refreshment for shortlisting of Films
- ii. Invitation to Judges, their accommodation, transportation for selection of awardees by screening of shortlisted films to the Judges with Hi-tea and refreshment

- iii. Film Exhibition: One day Screening of the shortlisted films in Patna, Bihar for 200-210 participants such as officials, persons working in film sector from Bihar, celebrities or persons from film Industry, professors, students from Universities etc. in any auditorium or indoor hall/ Convention center as per convenience and arrangements for their refreshment and lunch
- iv. Panel discussion for One Hour in the afternoon session of the exhibition after screening, by members such as Govt. official, a notable filmmaker of different language, Actor/Actress from outside Bihar, producer, director, etc. on the films and other aspects for publicity through media coverage of the program.

E. Patna Film Festival-2025 Main Event/Award Show at Patna

1. Venue booking for the event with the department guidance
2. **Preparation of Stage including light, sound and display**
 - i. Carpeting the entire venue (red and grey) and extension from the main gate as required. Stage of 40*30 size, backdrop design and wings required, Pagoda/tent house of 16*10 sq ft for registration and miscellaneous uses (2 unit) and all relevant activities.
3. **Transport and Accommodation**
 - i. Jury members stay, transport, fooding- Outstation Jury Members will get flight tickets in economy class (to and fro journey). As required, provide transportation to others guest. Transportation and accommodation of Awardees from other states or districts in Bihar-Awardees will get transportation cost for 2nd class AC train (to and fro journey).
4. **Branding Materials**
 - i. Prize, trophy/ memento, good quality stole, flower bouquet for the awardees and guest. Brandings of the final event in social media, posters and banners/hoarding etc. as per discussion with the Department and BSFDFC. Photography, videography, documentation and media coverage of all events along with live streaming and VJ. Cultural Program by celebrities or artists music/dance for one hour.

Note:

- Event Organizer shall bear the overall responsibility for the required permission from District Administration/ suitable Authority, Police and Fire as necessary to arrange the Patna Film Festival-2025 Main Event.
- For any additional work assigned to the bidder beside the scope of work mentioned in the tender should be perform with prior written approval of BSFDFC over email or via letter of additional work allocation
- The quantification of each requirement is subject to the selected venue's specifications. Therefore, bidders are required to provide only the unit cost for each service in the financial section. Payment to the selected event management agency will be made on an actual service basis, calculated as per the approved unit rates and the final scope of work executed.

SECTION-IV GENERAL TERMS AND CONDITIONS

General Terms and Conditions

1. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under this agreement.
2. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the services. The Authority shall not be responsible for any financial loss or any injury to any persons deployed by the Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. It shall be the responsibility of the Service Provider to verify the qualification and experience of the outsourced manpower. The authority reserves the right to verify and check the credentials and qualification of the outsourced manpower. If during the course of engagement of any outsourced personnel, it comes to notice of authority that he/she has misrepresented the fact about his / her qualification / experience, the Service Provider will have to disengage such persons immediately. Besides, actions as deemed proper shall be initiated against the Service Provider for breach of Contract.
6. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. Any breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
7. The resources deployed for the purpose must have good moral character and cordial attitude and should not reveal the official information to outsiders and must maintain confidentiality.
8. The Service Provider shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as, wages, allowances, compensations relating to the manpower to be deployed by it at the Authority's location.
9. The manpower to be deployed by the Service Provider should not have any adverse police records / criminal cases against them. The Service Provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending.
10. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
11. The Service Provider shall nominate a coordinator who shall be responsible for periodic interaction with the client so that optimal services of the resources deployed could be availed without any disruption.
12. The entire financial liability in respect of resources deployed in the client's location shall be that of the Service Provider and the client will in no way be liable for the same. The Service

Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to the resources deployed at the client's location.

13. The engagement of outsourced resources shall be purely on contract basis. The Service Provider shall at all times make it absolutely clear to the outsourced manpower resources hired through them.
14. The Service Provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority. The Service Provider shall provide uniform along with Photo ID Card to the manpower resources deployed at the location at its own cost.
15. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any manpower resource while performing / discharging their duties/for inspection or otherwise.
16. In case of any theft or pilferages, loss or other offences, the Service Provider will investigate and submit the report to the Authority and maintain liaison with the Police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
17. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of Service Provider. In case of frequent lapses on the part of the personnel deployed by the Service Provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
18. The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
19. In case of dispute resolution relating to rights / liabilities arising out of the agreement, the same shall be disposed off at the level of the Managing Director, BSFDFC. In the event of failure of Service Provider to provide services as per the term and conditions of the agreement, the Performance Security shall be forfeited.
20. The Service Provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
21. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
22. The agreement can be terminated by the BSFDFC by giving notice in advance. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement.
23. The Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Mis-representation of documents/information, leads to termination of agreement.
24. All disputes shall be under the jurisdiction of Managing Director, BSFDFC.

25. Standards of Performance

The bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The bidder shall always act in respect of any matter relating to this contract as faithful advisor to the Authority.

The bidder shall always support and safeguard the legitimate interests of the Authority, in any dealings with the third party. The bidder shall abide by all the provisions / acts/rules etc. of Information Technology prevalent in the country. The bidder shall conform to the standards laid down in tender in totality.

Pre-Bid Queries Format

Sr. No.	Section/ Point Page Number	Content of RFP Requiring Clarification	Change/Clarification Requested	Remarks
1		[Provide the exact content from the RFP for which clarification is needed]	[Clearly state the specific change or clarification requested]	[Optional remarks or additional context]
2				
3				

SECTION-V
TECHNICAL BID

ON COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To
The Managing Director,
Bihar State Film Development And Finance Corporation Limited
Morisson Building, Near Golghar, Patna - 800001, Bihar

Sub: Tender for selection of event management agency for organising Patna film festival-2025 in Bihar

Dear Sir,

I, the undersigned, offer to participate in the Tender for selection of event management agency for organising Patna film festival-2025 in Bihar, issues in accordance with your Tender Notice No.:-----, Dated-----We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the bid document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit out-rightly.

I remain,

Yours faithfully,
Authorized Signatory with Date and Seal

Name and Designation:

Address of the Bidder:

FORM-T1

S.No	Field	Details
1	Name and Designation of the Bidder	
2	Details of Bid Processing Fee	DD No.: Date: Amount (Rs.): Name of the Issuing Bank:
3	Bid Security/EMD	DD No.: Date: Amount (Rs.): Name of the Issuing Bank:
4	Full Address of Registered Office	Postal Address: Telephone Number: Authorized Person name and email ID:
	Name and mobile number of the authorized person signing the bid	Name and designation: Mobile number:
5	Bank Details	Bank Name: Account Number: Bank and Branch Name: IFSC Code:
6	PAN No.	<i>(Attach self-attested copy)</i>
7	GSTIN	<i>(Attach self-attested copy)</i>
8	Acceptance to all the Terms & Conditions of the Tender	<i>(Yes/No)</i>
9	Power of Attorney	<i>(Attach if applicable)</i>
10	Authorization Letter for Signing the Bid Documents	<i>(Attach if applicable)</i>
11	Undertaking	Please submit an undertaking that no criminal case is pending with the police at the time of submission of the bid.
12	Total Number of Pages in the Tender Document	

FORM-T2

Financial Turnover of the Bidder for the Last 3 Financial Years

Financial Year	Turnover Amount (In INR)	Average Turnover (In INR)
2023-24		
2022-23		
2021-22		

FORM-T3

Details of the Similar Experience Provided by the Bidder in Last 3 Years

A. Events Organized- Name of the events

- 1.
- 2.
- 3.
- 4.
- 5.

B. Work Orders- with the details of the issuing authority

- 1.
- 2.
- 3.
- 4.

C. Manpower

Sl No.	Name	Designation	Last Salary Drawn
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

FORM-T4

Declaration

I, Shri _____, Son/Daughter/Wife of Shri _____, Proprietor/ Director/ Authorized signatory of (Name of the Agency), competent to sign this declaration and execute this tender;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Representative with Seal)

Place: _____

Date: _____

Enclosures:

1. Bid processing fee in the form of Demand Draft in original
2. EMD in the form of Demand Draft in original
3. Copy of tender document (each page must be signed and sealed)
4. Dully filled Technical bid and Financial bid
5. List of documents as applicable

FORM-T5
UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I hereby undertake that; our organisation has not been blacklisted/debarred by any of the Central/State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature
[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

FORM-T6
UNDERTAKING

*(On the Bidder's Letter Head regarding not have any pending judicial proceedings
for any criminal offences]*

I hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature
[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

SECTION-VI

FINANCIAL BID

Sir,

I, the undersigned, offer to provide the services for selection of event management agency for organising Patna film festival-2025 in Bihar, Issues in accordance with your Tender No. Our attached **financial price is [Insert amount(s) in words and figures]** for the proposed service. This amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

Part	Item	Cost	
		Actual in INR	Service Charge in %
A.	i. Venue Booking- Actual cost+ Service Charge basis	--NOT TO BE FILLED--	
	ii. Transport and Accommodation (for Jury and others)- Actual cost+ Service Charge basis	--NOT TO BE FILLED--	
B.	i. Stage Preparation, decoration and anchoring		
	ii. Branding, photography/videography and prizes		
	iii. Cultural program		
Total price quoted			
GST			

If there are two different bidders for Part A and Part B that are L1, the corporation can choose two vendors.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory
[In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION-VII

BID SUBMISSION CHECKLIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
A. TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidder's Letterhead and General Details of the Bidder (FORM-T1)		
2	Bid Processing Fee as applicable		
3	EMD as applicable		
4	Copy of Incorporation/Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copy of ITR for the last five Assessment years from 2019-20 to 2023-24		
8	TECHNICAL BID duly filled in (Covering Letter, FORM-T1, T2, and T3)		
9	Financial details of the bidder along with all the supportive documents such as copies of Income/Expenditure Statement and Balance Sheet for the last 5 years		
10	Power of Attorney in favour of the person signing the bid on behalf of the bidder		
11	List of completed/on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
12	Undertaking for not having been blacklisted by any Central/State Govt./any Autonomous bodies during the recent past (FORM-T2)		
13	Undertaking for not having any police case pending against the bidder (FORM-T3)		
B. FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidder's Letterhead		
2	Duly Filled Financial Bid (FORM-F1)		
Instructions:			
All information has been submitted as per the prescribed format only.			
Each part has been separately bound with no loose sheets, and each page of all the parts is page-numbered along with an Index Page.			
All pages of the proposal need to be sealed and signed by the authorized representative.			

Authorized Signatory [in full and initial]: _____

Name and Designation with Date and Seal: _____

SECTION-VIII

FORMAT OF AGREEMENT

(To be made on Rs 100.00 Non-Judicial Stamp Paper)

This SERVICE AGREEMENT is made on.....between,
.....(hereinafter called as the "Authority") of the 1st Party
and.....its principal place of business
at.....(hereinafter
called the "Service Provider") of the 2nd Party.

WHEREAS

(a) the "Service Provider", having represented to the "Authority" that the service provider has offered to provide the service in response to the Tender Notice No:..... dated.....issues by the the Authority;

(b) the "Authority" has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- i. **Appendix A: The General Terms and Conditions of Agreement;**
- ii. **Appendix B: The Scope of Work;**
- iii. **Appendix C: Agreement Price and Payment Term;**

2. The mutual rights and obligations of the Authority and the Service Provider shall be as set forth in the Agreement, in particular:

- i. The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
- ii. The Certificate on the satisfactory performance of the services by the Service Provider shall be issued by an officer authorized by the Authority and in consideration of the Certificate of the satisfactory performance of Service Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

3. Mode of Payment

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the services performed by the Service Provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the Agreement. This Agreement constitutes the agreement between two parties in respect to obligations.

Now this agreement witnesses as below:

- a) That in consideration of the payment to be made by the "Authority" to the "Service Provider", the "Service Provider" hereby agrees with the "Authority" to provide services in conformity with the provisions of the terms and conditions of the Agreement.
- b) That the "Authority" hereby further agrees to pay the "Service Provider" the Agreement price at the time and in the manner prescribed in the said terms and conditions.
- c) Financial limit under this Agreement varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the Agreement.
- e) That this agreement is valid up to.....

For and on behalf of **[AUTHORITY]**.....

Witness 1:.....

Witness 2:.....

For and on behalf of **[SERVICE PROVIDER]**

[Name and Designation of the Representative with seal].....

Witness 1:.....

Witness 2:.....