

**GOVERNMENT OF BIHAR
ART & CULTURE DEPARTMENT
NOTICE INVITING QUOTATION (NIQ)**

No. 843...../___/2026

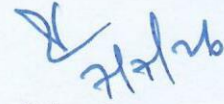
Date: 07/07/2026

The Department of Art & Culture, Government of Bihar, invites Sealed Technical & Financial Quotations from the empanelled Event Management Agencies of the Department for planning, designing, branding, execution and overall event management of the Flag-off Ceremony of "Somnath Yatra-2026", to be held at Patliputra Railway Station, Patna on 20th July, 2026.

Tender Schedule

- **Date of Publication of Quotation:** 07/07/2026
- **Last Date & Time for Submission:** 14/07/2026 up to **3:00 PM**
- **Opening of Technical Quotations:** 15/07/2026 at **12:00 PM**
- **Opening of Financial Quotations:** 15/07/2026 at **2:00 PM**
- **Address for Submission:** Director, Directorate of Cultural Affairs, Department of Art & Culture, 3rd Floor, Vikas Bhawan, New Secretariat, Room No. 326, Patna, Bihar.

The detailed scope of work, eligibility criteria, terms & conditions and technical specifications are available in the NIQ document available on departmental website <https://state.bihar.gov.in/yac>.



**Director
Department of Art & Culture
Government of Bihar**

GOVERNMENT OF BIHAR
DEPARTMENT OF ART & CULTURE
DIRECTORATE OF CULTURAL AFFAIRS, PATNA

INVITATION FOR QUOTATIONS (IFQ)
(Two-Bid System: Technical Bid & Financial Bid)

IFQ No.: 843

Date: 07/07/26

1. Background

The Directorate of Cultural Affairs, Department of Art & Culture, Government of Bihar, in accordance with the directions and guidelines of the Ministry of Culture, Government of India, proposes to organize "Somnath Yatra-2026" for approximately 1,100 visitors from Bihar on 20th July, 2026.

As part of the programme, a grand **Flag-off Ceremony** shall be organized at **Patliputra Railway Station** prior to the departure of the special train carrying the visitors. The event shall showcase the cultural and spiritual significance of Somnath Yatra and facilitate a dignified send-off to the yatris in the presence of dignitaries, public representatives, officials and media.

The Department intends to engage an empanelled Event Management Agency for planning, designing, execution, branding and overall management of the Flag-off Ceremony and associated arrangements.

Accordingly, the Department invites Technical and Financial Quotations along with a brief concept note and layout plan for successful execution of the event.

2. Objectives of the Event

The Department of Art & Culture, Government of Bihar aims to achieve the following objectives through the organization of Bihar Somnath Yatra-2026 Flag-off Ceremony:

1. To organize a dignified and memorable inauguration and flag-off ceremony for the visitors participating in Somnath Yatra-2026.
2. To promote cultural and spiritual tourism and encourage participation in national heritage circuits.

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3. To create awareness regarding the significance of Somnath Temple and India's cultural heritage.
4. To ensure seamless coordination and facilitation for approximately 1,100 visitors.
5. To provide appropriate hospitality and ceremonial arrangements for dignitaries, guests and yatris.
6. To create positive public outreach through media coverage, branding and publicity.

3. Scope of Work

The selected empanelled event management agency shall be responsible for the end-to-end planning, design, execution, operation, management and dismantling of the event setup. The scope of work shall include but not be limited to the following:

1. Concept, Design & Layout Planning

- a) Development of event theme and ceremonial concept
- b) Preparation of stage layout, venue plan and crowd circulation plan
- c) Submission of design, branding and execution plan for approval

2. Infrastructure Development & Fabrication

- a) Design and erection of water-proof stage with digital backdrop
- b) Raised flooring with leveling support
- c) VIP seating arrangements on stage
- d) Covered and water proof seating arrangements for invited guests and yatris (500 approximately)
- e) Registration desk establishment (10 desk with proper background branding)
- f) Barricading and crowd management arrangements
- g) Tower AC, furniture, podium, tables, chairs and related infrastructure on stage

3. Decoration & Branding

- a) Decoration of stage and venue with proper lights and seasonal original flowers
- b) Floral decoration of train with original flowers
- c) Branding of train externally with banners/stickers/others
- d) Installation of banners, standees, welcome arches and directional signage
- e) Thematic branding depicting Somnath Yatra and Bihar's cultural identity

4. Audio Visual, Lighting & Electrical Management

- a) Professional sound system with microphones
- b) Electrical wiring and distribution
- c) DG set and power backup arrangements

5. Inauguration & Welcome Ceremony

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- a) Reception arrangements for dignitaries
- b) Welcome ceremony and facilitation arrangements
- c) Lamp lighting ceremony
- d) Arrangement of mementos, bouquets, stole and plant pot (15 set)
- e) Stage management and programme coordination
- f) VIP snacks, drinking water, tea/coffee for the dignitaries (50 person)
- g) Red carpeting of selected area
- h) Green flag (5)

6. Venue Operations, Security & Visitor Services

- a) Complete venue management
- b) Deployment of security personnel
- c) Crowd management and access control
- d) Help desk and information counter
- e) Drinking water arrangements for Yatris
- f) Medical assistance and first aid support at site
- g) Housekeeping and sanitation

7. Branding, Publicity & Programme Promotion

- a) Designing and printing of banners, poster, invitation cards and standees
- b) Public announcement system and related activities

8. Logistics & Technical Manpower

- a) Deployment of event managers
- b) Volunteers and support staff
- c) Technical operators
- d) Liaison support with railway authorities and district administration

10. Dismantling & Site Restoration

- a) Removal of all temporary structures after completion
- b) Restoration of site to original condition
- c) Disposal of waste and debris

11. Additional Responsibilities

- a) Any additional work assigned by the Department for successful conduct of the programme.
- b) Compliance with Railway, Safety, Fire and Local Administration regulations.

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4. Documents Required for Technical Qualification

Sl. No.	Clause	Required Document
1	Agency must possess valid proof of empanelment with the Department	Copy of empanelment letter
2	Agency must have successfully executed at least one Government events during last three financial years (2023-24, 2024-25, 2025-26) with minimum value of ₹20 lakh each	Work order/ work completion certificate
3	Average annual turnover of at least ₹1 Crore during last three financial years (2022-23, 2023-24, 2024-25)	Audited Balance Sheets and Profit & Loss Statements for the last three financial years, certified by a Chartered Accountant with valid UDIN
4	Statutory Registration Compliance	Copy of company registration, GST registration and PAN copy
5	Not blacklisted by any Government Department	Self-declaration on letterhead
6	Acceptance of quotation terms and conditions	Signed undertaking on letterhead

5. Financial Bid (Price Bid) Opening & Evaluation Procedure and Letter of Award

- Only technically qualified agencies shall be considered for financial evaluation.
- Financial quotations shall be opened on the notified date and time. The financial bid must contain Financial Quotation / Price Quotation along with Financial Quotation breakup sheet
- The lowest evaluated bidder (L1) shall be considered for award of work.
- In case of discrepancy between figures and words, the amount in words shall prevail.
- In the event of a tie amongst L1 bidders, selection shall be made through lottery.
- The successful bidder shall be issued a Letter of Intent followed by Work Order.
- Preference shall be given to eligible Bihar-based agencies/firms as per the prevailing Bihar Purchase Preference Policy-2024 and applicable Government of Bihar procurement rules.

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6. Event Estimated Cost, Location and Date

- a. **Estimated Cost of the Event including GST:** Rs. 17,70,000/- (Rupees Seventeen Lakh Seventy Thousand Only) may be modified as per departmental approval
- b. **Location:** Patliputra Railway Station, Patna, Bihar
- c. **Date of Event:** 20th July, 2026
- d. **Expected Participation:** Approximately 1,100 visitors with 50 invited dignitaries

7. Earnest Money Deposit (EMD)

- a. The agency shall submit, along with its Technical Quotation, an Earnest Money Deposit (EMD) of INR 60,000/- (Rupees Sixty Thousand Only) in the form of Demand Draft drawn in favour of Director Culture, Department of Art & Culture, Government of Bihar.
- b. Quotations submitted without the prescribed EMD shall be summarily rejected.
- c. The EMD may be forfeited under the following circumstances:
 - I. If the agency withdraws its quotation during the validity period of the quotation.
 - II. If the agency, after being selected as L1 bidder, fails to execute the assigned work within the stipulated timeline.
 - III. If the selected agency fails to furnish the required Performance Bank Guarantee (PBG) within the prescribed time.

8. Quotation Submission Guidelines

Interested empanelled Event Management Agencies are invited to submit their proposals in a Two-Bid System comprising a Technical Proposal and a Financial Proposal for the planning, designing, branding, execution and overall management of the **Flag-off Ceremony of Somnath Yatra-2026** to be organized at Patliputra Railway Station on 20th July, 2026.

The proposal shall be submitted in two separate sealed envelopes clearly marked as "**Technical Proposal**" and "**Financial Proposal**". Both envelopes shall be enclosed in a single outer sealed envelope superscribed with the name of the event, quotation reference number, and the name and address of the agency.

The Technical Proposal shall include all documents related to eligibility, experience, technical capability, concept design and execution plan. The

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Financial Proposal shall contain only the item-wise financial quotation in the prescribed format.

Technical Proposals shall be evaluated first by the Department. Financial Proposals of only those agencies meeting the technical and eligibility criteria shall be opened subsequently. The Department reserves the right to accept or reject any proposal without assigning any reason thereof.

Interested empanelled agencies are required to submit the following:

1. **Detailed Concept Note and Event Execution Plan** covering: Theme and creative concept for the Somnath Yatra-2026 Flag-off Ceremony. Design and layout plan of the venue area, including stage, branding elements, seating arrangements, media zone, VIP area, yatri congregation area, cultural performance space, entry-exit management, and other facilities.
2. **Venue Design and Branding Layout:** Detailed stage design, backdrop, arch gates, welcome branding, directional signage, photo-op points and other visual elements proposed for the event.
3. **Technical Qualification Documents**
4. **Financial Proposal**
5. **Acceptance of Terms and Conditions**
6. **Earnest Money Deposit (EMD):** EMD of Rs. 60,000/- (Rupees Sixty Thousand only) in the prescribed form.

Incomplete proposals, proposals received after the stipulated deadline, or proposals not submitted in the prescribed manner shall be liable to be rejected.

9. Submission date, time and address

- **Date of publication of quotation:** 07/07/2026
- **Last date of submission and time:** 14/07/2026 up to 3:00 pm only
- **Opening date and time for technical quotation:** 15/07/2026 at 12:00 pm
- **Opening date and time for financial quotation:** 05/07/2026 at 2:00 pm
- **Address:** Director, Cultural Affairs, Art and Culture Department, 3rd Floor, Vikas Bhawan, New Secretariat, Room no.326, Patna, Bihar

10. General Terms & Conditions

- a) **Right of Acceptance / Rejection:** The Department of Art and Culture, Bihar reserves the right to accept or reject any or all quotations without assigning any reason and shall not be bound to accept the lowest quotations.
- b) **Validity period of quotation:** The quoted amount and proposal shall remain valid for a period of 90 days from the last date of submission.
- c) **Performance Responsibility:** The selected agency shall be responsible for end-to-end execution and quality assurance of all works and shall ensure that all

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installations and arrangements are completed at least 24 hours prior to the opening of the event, strictly in accordance with the approved design and scope.

- d) **Time Schedule:** The agency must adhere strictly to the timeline prescribed by the department. Delay may attract penalty as decided by the department.
- e) **Payment Terms:** Payment shall be released as per actual work execution basis, subject to satisfactory completion of the work and submission of required documents and invoices. The selected agency shall submit all bills and supporting documents within 15 days after completion of the event for processing of payment.
- f) **Performance Guarantee:** The selected agency shall furnish a Performance Bank Guarantee (PBG) equivalent to 5% of the Work Order value within three (03) days from the date of issuance of the Letter of Award. The PBG shall remain valid for the entire duration of the work plus one (01) additional month. Failure to submit the PBG within the stipulated time may result in cancellation of the award at the discretion of the Art and Culture Department, Bihar.
- g) **Penalty Clause:** The Department of Art and Culture, Bihar may impose a penalty up to 10% of the total bill value of the selected agency in case of failure, delay, or deficiency in any of the activities or services specified in the approved scope of work. Such penalty shall be deducted from pending bills and/or performance security/bank guarantee of the agency. This penalty shall be in addition to any deductions made on account of non-payable or incomplete service delivery. In case of delay, deficiency in service, or deviation from approved specifications, the department may impose penalty or deduct payment proportionately.
- h) **Damage / Loss Penalty:** The selected agency shall be responsible for any damage or loss caused to the department equipment, installations or materials during execution of the work. In such cases, the department may impose a penalty up to 2% of the Work Order value, in addition to recovery of the actual cost of repair or replacement. Such amount shall be recoverable from the agency's pending bills and/or Performance Bank Guarantee.
- i) **Termination & Blacklisting:** The department reserves the right to terminate the work order/contract at any stage in case of non-performance, delay, breach of terms, submission of false information, or unsatisfactory execution of assigned work. In such cases, the department may forfeit the performance security, recover any losses incurred, and may also initiate blacklisting proceedings against the agency as per applicable government rules. The decision of the department in this regard shall be final and binding.
- j) **Safety & Compliance:** The agency shall comply with all safety norms, statutory regulations, labour laws, fire safety standards, and venue guidelines. Any liability arising from non-compliance shall rest with the agency.
- k) **Dispute Resolution:** Any dispute arising during the course of event executions shall first be resolved amicably. If unresolved, it shall be referred to conciliation and then to arbitration under the Arbitration and Conciliation Act, 1996. The venue of arbitration and jurisdiction of courts shall be Patna, Bihar.
- l) **Force Majeure:** The department shall not be liable for delay or cancellation due to circumstances beyond control such as natural calamities, law and order issues, or government directives.
- m) **Confidentiality:** The agency shall maintain confidentiality of all official information, documents, and materials provided by the directorates.

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- n) **Final Authority:** The decision of the Department of Art and Culture, Bihar regarding interpretation of terms, execution standards, and evaluation shall be final and binding.

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LETTER OF ACCEPTANCE OF QUOTATION TERMS AND CONDITIONS

To

The Director, Cultural Affair
Department of Art & Culture, Government of Bihar
Patna, Bihar

Subject: Acceptance of Terms and Conditions of Quotation for Event Management Services for "Somnath Yatra-2026" Flag-off Ceremony

Sir/Madam,

With reference to the quotation invited by the Department of Art & Culture, Government of Bihar, for planning, designing, branding, execution, and overall event management of the **Flag-off Ceremony of "Somnath Yatra-2026"** to be organized at Patliputra Railway Station on 20th July, 2026, we hereby convey our unconditional acceptance of all the terms and conditions contained in the Invitation for Quotations (IFQ), Scope of Work, specifications, instructions, and other related documents issued by the Department.

We certify that we have carefully examined and understood all provisions of the quotation document and agree to execute the assigned work in accordance with the approved requirements, quality standards, timelines, and contractual obligations prescribed by the Department.

We further undertake to comply with all applicable statutory provisions, labour laws, safety regulations, taxation requirements, and any directions or instructions issued by the Department from time to time during the execution of the assignment.

We confirm that the information furnished by us in the quotation is true and correct, and we understand that any misrepresentation or deviation from the prescribed conditions may result in rejection of our quotation and/or termination of the contract.

This letter is submitted as a formal declaration of our acceptance of all terms and conditions of the quotation document.

Yours faithfully,

For _____

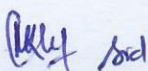
(Authorized Signatory)

Name: _____

Designation: _____

Date: _____

Seal of Agency: _____



UNDERTAKING FOR NON-BLACKLISTING

To

The Director, Cultural Affair
Department of Art & Culture, Government of Bihar
Patna, Bihar

Subject: Declaration Regarding Non-Blacklisting

Sir/Madam,

In connection with our quotation submitted for providing Event Management Services for the **Flag-off Ceremony of "Somnath Yatra-2026"**, we hereby declare and certify that M/s _____ has not been blacklisted, debarred, suspended, or prohibited from participating in any tender, quotation, contract, or procurement process by any Ministry/Department of the Government of India, any State Government Department, Public Sector Undertaking, Autonomous Body, Statutory Authority, or any other Government Agency as on the date of submission of this quotation.

We further declare that no proceedings, inquiries, or actions for blacklisting, debarment, suspension, or banning of business dealings are pending against our firm before any Government Department, Agency, or Authority.

We undertake that if, at any stage, the information furnished in this declaration is found to be false, incorrect, or misleading, the Department of Art & Culture, Government of Bihar shall be at liberty to reject/cancel our quotation, terminate the contract/work order (if awarded), forfeit the Performance Security and/or take any other action deemed appropriate under the applicable rules and conditions of the quotation.

This undertaking is submitted as part of our quotation and shall form an integral part thereof.

Yours faithfully,

For _____

(Authorized Signatory)

Name: _____

Designation: _____

Date: _____

Seal of Agency: _____

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FORMAT FOR SUBMISSION OF RELEVANT EXPERIENCE
(To be filled by the Agency and supported with documentary proof)

The Agency must have successfully executed at least one Government Events at the State / Central / National / International Level during the last three financial years (2023-24, 2024-25 and 2025-26), where each event had a minimum contract/work order value of ₹20.00 lakh (Rupees Fifteen Lakh) or above.

Sl. No.	Name of Event / Programme	Client Department / Organization	Level (State / Central / National / International)	Financial Year	Work Order / Contract Value (₹)	Date of Completion	Documentary Proof Attached (Yes/No)	Page No.
1								
2								
3								
4								
5								

Notes:

1. The Agency shall submit documentary evidence in support of the above experience, such as:
 - Work Orders / Purchase Orders / Agreements; and
 - Completion Certificates / Performance Certificates / Client Certificates.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of Agency: _____

Date: _____

Seal of Agency

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Format for Submission of Financial Turnover
(To be filled by the agency and supported with documentary proof)

The agency must have an average annual turnover of at least ₹1.00 Crore from event management or related services during the last three financial years (2023-24, 2024-25, 2025-26).

Sl. No.	Financial Year	Turnover from Event Management / Related Services (₹)	Audited Statement Attached (Yes/No)
1	2023-24		
2	2024-25		
3	2025-26		

Average Annual Turnover (₹): _____

Note:

- Attach audited Balance Sheet and Profit & Loss Statement for each financial year.
- The turnover must be certified by a Chartered Accountant with UDIN
- Self-certified summary sheet may be enclosed along with supporting documents.

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Financial Quotation / Price Quotation
(On the Letterhead of the Company)

To

The Director, Cultural Affair
Department of Art & Culture, Government of Bihar
Patna, Bihar

Subject: Submission of Financial Quotation / Price Quotation for Providing Event Management Services for the Flag-off Ceremony of **Somnath Yatra-2026**

Respected Sir/Madam,

With reference to the quotation invited by the Department of Art & Culture, Government of Bihar, for providing **Event Management Services for the Flag-off Ceremony of "Somnath Yatra-2026"**, we are pleased to submit our Financial Quotation/Price Quotation for execution of the work as per the scope of work, technical specifications, terms and conditions prescribed in the quotation document.

The total quoted amount for the complete scope of work is:

₹ _____
(Rupees _____ Only)

(Inclusive of all applicable taxes, duties, levies, GST, transportation, labour charges, installation, dismantling, and all incidental expenses.)

We hereby confirm that:

- The quoted rates are firm and inclusive of all costs required for complete execution of the work in accordance with the terms and conditions of the quotation.
- No additional charges shall be claimed beyond the quoted amount during the execution of the work.
- We have carefully examined the quotation document and fully understand the scope of work, specifications, and conditions governing the assignment.
- We agree to execute the work within the stipulated time schedule and to the complete satisfaction of the Department.

We assure you of our best professional services and timely completion of the assignment. We look forward to your favourable consideration.

Thanking you.

Yours faithfully,

For _____

(Company Name)

Authorized Signatory

Name: _____

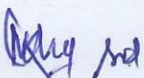
Designation: _____

Mobile No.: _____

E-mail: _____

Date: _____

Place: _____



Financial Quotation (Price breakup)

S. No.	Description of Work / Article	Specification / Area	Amount (₹)
1	Pavilion build up area with 3 Gates, 10X15 sqft small raised stage for cultural program and main raised stage of 25X25 sqft	10X15 sqft small raised stage for cultural program and main raised stage of 25X25 sqft	
2	Pavilion Carpeting and red carpeting from station entry to the pavilion	6,000 sqft approximately	
3	Green Room Setup behind stage (Complete Furnished Setup with VIP Sofa(2 seater-6), Table-3, AC facilities, Flower pot, white towel, etc	20' x 20' approximately	
4	May I help You Desk setup /Reception near ticket counter based on Somanath Yatra theme	20' x 10' approximately	
5	Registration Area setup-10 desk/stall (with district marked, banner behind based on Somanath Yatra theme	10' x 10' (each) as a separate setup in a common buildup with proper branding in entry gate and inside	
6	Power Supply	125 KVA DG Set (1 Nos.) with Fuel for 4 hrs	
7	Real Flower Decoration (use all type of decorative flowers)	VIP Room, Gates, Reception, registration stall/desk, stages, pavilion, all gates, entire train with each gate in train also (use balloon also where ever required) , railway waiting room beautification	
8	Camera & Crew corner set up for media	20' x 20' approximately	
9	Digital Backdrop at stage, podium, VIP chair, table, tower AC	Digital Backdrop at stage-1, podium-1, VIP chair-10, table-4	
10	Sofa two seater-8 in front of stage, chairs for public seating, lamp lightning arrangements	Sofa two seater-8 in front of stage, chairs-500	
11	VIP Snacks, Tea, coffee, Juice & Water	50 people	
12	Complete sound system setup at stage and public announcement system at reception and registration section, sound system for cultural program (singing and damru wadan)	1 setup at stage and 2 announcement system at reception and registration section	

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13	Souvenir, stole, bouquet, plant with metallic pot	15 unit (all set)	
14	Service Support	Hospitality, Housekeeping & Maintenance Staff-20 people	
15	Banner, Poster and other branding material designing, printing and installation at venue	Banner for stage and mentioned location setup, train-16	
16	Green Flag (for flagging off by CM and Minister)	5 unit	
15	Miscellaneous & Contingencies	As directed by Department or ads per actual execution	
	TOTAL		
	GST @ 18%		
	Grand Total (Including GST)		

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