

**WATER RESOURCES DEPARTMENT**  
**GOVERNMENT OF BIHAR**  
**OFFICE OF THE EXECUTIVE ENGINEER,**  
**SONE CANAL DIVISION, KHAGAUL**  
[eekhagaul@gmail.com](mailto:eekhagaul@gmail.com)

**SHORT TERM NOTICE INVITING QUOTATION (NIQ)**

**SHORT TERM NIQ NO:- 03/2025-26/Khagaul, Patna**

Letter No- 453

Date: 17/03/2026

Selection of an agency to facilitate the participation of WRD, BIHAR in **Gandhi Maidan, Patna**, on 22nd March 2026 on occasion of Bihar Divas.

WATER RESOURCES DEPARTMENT, Government of Bihar with an objective to facilitate the participation of WRD, BIHAR for **Bihar Divas- 22<sup>nd</sup> March 2026**, invites agency proposals for the participation as exhibitors being set up to showcase the WRD Schemes and Plannings plague card of "बाढ़ अवधि में गंगा नदी के अधिशेष जल को बांका जिला के बहुआ जलाशय तथा मुंगेर जिला के खड़गपुर जलाशय में अंतरण कार्य" एवं "कुण्डघाट जलाशय योजना"। The minimum booth / stall (02 Nos.) space is 15 ft X 10 ft for each. Interested parties may submit their proposals with requisite documents on [eekhagaul@gmail.com](mailto:eekhagaul@gmail.com) upto 3:00 PM on 20/03/2026. The submitted proposals will be opened at 3:30 PM on 20/03/2026 at Office of the Executive Engineer, Sone Canal Division, Khagaul, WRD, Patna, Bihar, India. WRD reserves the right to reject any or all the proposals without assigning any reason thereof. For any queries please respond on email: [eekhagaul@gmail.com](mailto:eekhagaul@gmail.com). WRD reserves the right to cancel this invitation and /or invite fresh NIQ with or without amendments to this invitation, without liability or any obligation for such invitation.

S.NO.	DESCRIPTION	DATE/DETAILS
1	Issue of the NIQ	17/03/2026
2	Quotation submission start date	19/03/2026
3	Presentation of PPT about Work &Pre-Quotation discussion	18/03/2026, 13:00 hrs
4	Quotation submission closing date	20/03/2026, 15:00 hrs
5	Opening of Quotation	20/03/2026, 15:30 hrs
6	Method of Selection	On cost basis

**The place of opening Quotation:-** "OFFICE OF THE EXECUTIVE ENGINEER, SONE CANAL DIVISION, KHAGAUL, PATNA, BIHAR, INDIA.

Any queries should be submitted at [eekhagaul@gmail.com](mailto:eekhagaul@gmail.com) with subject: NIQ NO:- 03/2025-26/Khagaul, Patna, queries' before the stipulated date.

  
EXECUTIVE ENGINEER  
SONE CANAL DIVISION, KHAGAUL  
MOB- 7463889867

17/3/26

## 1. DISCLAIMER

The information contained in this tender or subsequently provided to the Agency, whether verbally or in documentary or in any other form by or on behalf of department of WRD, government of Bihar (herein after referred as WRD) or any of its employees, is provided to the Agency on the terms and conditions set out in this NIQ and such other terms and conditions subject to which such information is provided.

This NIQ is not an agreement or an offer by the WRD to the prospective Agency or any other person. The purpose of this tender is to provide Agency with information that may be useful to them in the formulation & submission of their NIQs pursuant to this tender.

This NIQ may not be appropriate for all persons, and it is not possible for the WRD and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements and information contained in this tender, may not be complete, accurate, adequate or correct. Each Agency should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this tender and obtain independent advice from appropriate sources. Information provided in this tender to the Agency may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The WRD accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The WRD and its employees/advisors make no representation or warranty and shall have no liability to any person including any Agency under any law, statutory rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender or otherwise, including accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this selection process.

The WRD also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Agency upon the statements contained in this tender. The WRD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this tender.

The issue of this NIQ does not imply that the WRD is bound to select an agency or appoint the selected Agency as the case may be, for the job and the WRD reserves the right to reject all or any of the applications/NIQs without assigning any reasons whatsoever.



### 3. PROJECT BACKGROUND

The Water Resources Department, Government of Bihar is planning to participate WRD, BIHAR for **Bihar Divas- 22<sup>nd</sup> March 2026**, invites agency proposals for the participation as exhibitors being set up to showcase the WRD Schemes and Plannings plague card of "बाढ़ अवधि में गंगा नदी के अधिशेष जल को बांका जिला के बद्दुआ जलाशय तथा मुंगेर जिला के खड़गपुर जलाशय में अंतरण कार्य" एवं "कुण्डघाट जलाशय योजना" |The Pavilion The minimum booth / stall space is 2 x 15ft x 10ft

#### About Exhibition:

The Water Resources Department, Government of Bihar intends to select a well-established, professional Agency to facilitate the participation of WRD,Bihar in **Bihar Divas- 22<sup>nd</sup> March 2026**, in accordance with the scope of services as envisaged in the Terms of Reference of this NIQ document. The Agency should have domain expertise, creative competency and skilled manpower to handle the various aspects of the required services. The main objective for the Agency is to showcase and provide comprehensive information on WRD, Bihar, create a strong brand identity for WRD, Bihar and generate awareness of the Water Saving and Water Management in Bihar amongst the target audience.

In this context, the WRD intends to take services of an agency who should have domain expertise, creative competency and skilled manpower to handle the various aspects of the required services. Interested applicants shall submit the Quotations, the scope of work and the terms & conditions of which is mentioned in this document.

### 4. SCOPE OF WORK

For the scope of this Quotation/ Conference/ Workshop/ Seminar on the occasion for **Bihar Divas- 2026** in Gandhi Maidan, Patna to fabricate booths / stalls, with provision for display of publicity material only within their own booths/ stalls. The minimum booth/ stall space is (2 x 15ft x 10ft

. WRD, Bihar wishes to exhibit it's achievements as below-

- (a) Model & Plaque card of "बाढ़ अवधि में गंगा नदी के अधिशेष जल को बांका जिला के बद्दुआ जलाशय तथा मुंगेर जिला के खड़गपुर जलाशय में अंतरण कार्य" (Short Note and Video is attached for Reference)
- (b) Model & Plaque card of "कुण्डघाट जलाशय योजना" (Short Note and Video is attached for Reference)
- (c) The location for the event will be Gandhi Maidan, Patna  
Date of Exhibition will be 22<sup>nd</sup> March-2026.

The proposals are invited for the following requirements, all proposals must be made on the basis of, either meet or exceed, the requirements contained herein. All offerors must be able to provide:

#### A. General Requirements – Stall Setup

- I. Design, fabrication, setup, installation and dismantling of stall.
- II. Organizing Event Planning activities and B2B management sessions [Approximately 25 to 30].
- III. Engagement of agency into media interaction activities.
- IV. Setting up VVIP lounge with coffee vending machine.
- V. LED P2 Indoor video wall
- VI. LED Display panels on the exterior part exhibiting different tourism offerings.



VII. Glass Showcase with underneath lockable storage.

VIII. Meeting tables with 1-seater sofas – 3 nos sets

IX. LED lights & Power Sockets.

X. Needle Punch carpet.

XI. 10 spare Chairs.

XII. Area Deployment [will be 300 sq. ft].

XIII. Dustbins.

XIV. Card Bowls with refreshments.

### **B. The Stall Design Process**

I. The Authority and the Agency will collaborate to design the Display using the most time-effective means.

II. There will be a need for an initial meeting between the Agency and the Authority to discuss the ideas using the information from the Agency's proposal as well as for the Authority to lay out the minimum requirements by which the Agency shall abide.

III. After the initial meeting, the Agency and the Authority may converse and discuss refining ideas by telephone, email and web meeting.

IV. The Agency shall prepare a render for the event and take approval from the Authority before finalizing and commencing work on site.

### **C. Set Up and Dismantle**

I. The Agency shall be responsible for completely supervising and directing the setup and dismantle of the stall displays using its best skills and attention.

### **D. Personnel**

I. The Authority shall coordinate with a single point of contact (Event Manager) who shall be responsible for the entire event.

### **E. Support Facilities**

I. During the scheduled event from 22<sup>nd</sup> March-2026

II. The agency selected shall be responsible for all the expenses related to the event. This shall include, but not limited to, the cost involved in fabrication to dismantling of the stalls, all cost associated with the operation & running of the stall.

### **F. Miscellaneous Requirements**

I. All officers must make an on-site inspection of the locations where the work will be performed to become completely familiar with the existing conditions. Failure to comply with this requirement will not relieve the Agency of his obligation to carry out the scope of the Contract.

II. The Agency shall indemnify and hold harmless the Authority and its officers, employees, agents and instrumentalities from any and all liability, losses or damages arising of this engagement.

III. If during this period any loss of property and/or life takes place, the loss and account of the same shall be borne entirely by the Agency and Authority shall not be liable for any such claims. The Agency would be responsible for the payments arising out of any Third-Party claims. The Agency is advised to procure insurance for meeting such liabilities at his own cost.

IV. Agency shall be informed 5 days prior to cancellation of event under any circumstances.

**Note 1:** the stall site must be cleared of any trash, after the closure of the project.

**Note 2:** the applicants must quote the cost for the scope of work listed above. The cost of transportation, manpower and any other direct or indirect cost must be factored in. The fees quoted must be inclusive of GST& all taxes complete.

**Note 3:** Payment shall be made accordingly based on the actual utilization of the services. The department reserves the right to not issue a work order at the last moment due to any change.

**Note 4:** for installation purpose in the event, it is advised to use the products/equipment's that are of genuine make.

In addition to the above scope of work, the agency will also be responsible for the on- ground end to-end setup, on-ground support and facilitation for each element/aspect of the scope of work.

#### **5. POINT OF CONTACT:**

OFFICE OF THE EXECUTIVE ENGINEER, SONE CANAL DIVISION, KHAGAUL, PATNA, BIHAR, INDIA TEL - +91 7463889867; Email- eekhagaul@gmail.com.

#### **6. ENGAGEMENT PERIOD:**

The duration of the engagement would start from the date of issue of work order up to submission of the post-event report.

#### **7. INSTRUCTION TO AGENCY**

The selected Agency shall function as the agency to facilitate the participation of WRD, BIHAR in **Gandhi Maidan, Patna on Bihar Divas-2026** and its scope would be extended to items lists in the scope of work.

The proposal will be evaluated on the basis of the evaluation criteria set out in this document in order to identify the Successful Agency ('Successful Agency'). The Successful Agency will be issued a work order.

Each Agency shall submit a maximum of one (1) proposal for the assignment, in response to this NIQ document. Any Agency who submits more than one proposal for the assignment shall be disqualified.

**Any Joint venture/consortium is not allowed.**

#### **8. PAYMENT**

Payment will be made to the agency, upon the successful completion of the event and submission of the post event report along with photographs and videos. The final payment will be made only upon the satisfactory performance of the work.

## 09. PRE-QUALIFICATION CRITERIA

S.N	Criteria	Documentary Evidence
1	Blacklisting: The agency must not be blacklisted / terminated / debarred by any state or central government or their agencies and should not have been found guilty of any criminal offence by any court of law, in the Last five (5) years.	<b>Affidavit</b> on stamp paper by the authorized signatory.

The agency who fulfill the above pre-qualification criteria will be considered eligible Agency. Failure to comply with pre-qualification criteria shall render the Agency ineligible. The technical and financial proposal of in-eligible Agency shall not be considered.



10. APPENDIX A

COVERING LETTER  
(ON THE LETTERHEAD OF THE AGENCY)

DATE:

TO,

EXECUTIVE ENGINEER,

SONE CANAL DIVISION, KHAGAUL, PATNA, BIHAR

REF: "Selection of an agency to facilitate the participation of WRD, BIHAR in Gandhi Maidan, Patna, on 22nd March 2026 on occasion of Bihar Divas.

Being duly authorized to represent and act on behalf of..... (hereinafter referred to as 'the Agency'), and having reviewed and fully understood all of the proposal requirements and information provided and collected, the undersigned hereby submits the proposal on behalf of (name of Agency) for the captioned project in one (1) original, with the details as per the requirements of the tender document, for your evaluation. we confirm that our proposal is valid for a period of 60 days from (insert proposal due date).

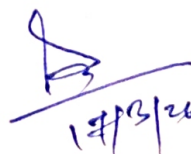
We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our proposal we hereby represent and confirm that our proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed scope of work, which forms a part of the tender document provided to us. We hereby certify and confirm that in the preparation and submission of our proposal, we have not acted in concert or in collusion with any other Agency or other person(s) and also not done any act, deed or thing which is or could be regarded as anticompetitive.

Yours faithfully, For and on behalf of (name of Agency)

Duly signed by the authorized signatory of the Agency

(name, title and address of the authorized signatory)



A handwritten signature in blue ink is written over a horizontal line. Below the line, the date "14/3/26" is written in blue ink.

11. APPENDIX B

POWER OF ATTORNEY

(ON STAMP PAPER OF INR 100/-)

Know all men by these presents, we. (name and address Of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. .... (name and residential address) who is presently employed With us and holding the position of..... As our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for "Selection of an agency to facilitate the participation of WRD, BIHAR in Gandhi Maidan, Patna, on 22nd March 2026 on occasion of Bihar Divas.

" including signing and submission of all documents and providing information/responses to the DoT in all matters in connection with our proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the ----- day of -----  
----- 2026 for -----  
----- (name and designation of the person(s) signing on behalf of the Agency)

Accepted

----- (signature)

(name, title and address of the attorney)

Date: .....

NOTE:

1. To executed only if the Agency is a company, agency or firm.
2. The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of attorney.
3. Also, wherever required, the Agency should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the person executing this power of attorney for the delegation of power hereunder on behalf of the Agency.

12. APPENDIX D

AFFIDAVIT  
(ON STAMP PAPER OF INR 100/-)

DATE:

TO,

EXECUTIVE ENGINEER,

SONE CANAL DIVISION, KHAGAUL, PATNA, BIHAR

REF: Selection of an agency to facilitate the participation of WRD, BIHAR in Gandhi Maidan, Patna, on 22nd March 2026 on occasion of Bihar Divas.

Dear Sir,

I/we \_\_\_\_\_ hereby declare that statements, project documents, credentials, documentary evidences, financial statements and other tender documents in the proposal are true, authentic to the best of my/our knowledge. I/we have not incorporated any information not undertaken by us, in the proposal. I/we, for the purpose of the said tender, have not forged, misrepresented & misled any information that has not been undertaken by us. For the purpose of the evaluation, WRD, has the right to verify the authenticity of the proposal submitted by us.

I/we fully understand that in case of furnishing any false documents or statements, forging, misrepresentation & producing misleading information in the proposal, and failure to abide by the terms and conditions of the NIO, I/we are liable to any actions that may be taken against us by the WRD, BIHAR.

Yours faithfully,

For and on behalf of (name of Agency)

Duly signed by the authorized signatory of the Agency (name, title and address of the authorized signatory)



### 13. APPENDIX F

#### Guidelines for Technical Presentation (Shall form part of the Technical NIQ)

Detailed Presentation must include, but not limited to:

- 1. Understanding of the Assignment:** The quotationer shall present their understanding of the objectives of the assignment and of the scope of work for the assignment Agency profile, details of any specialized expertise & capabilities for executing international events/ details of past similar projects & clients.
- 2. Concept and Design of Pavilion:** The NIQ shall present on their concept and design of the pavilion / booth / stall for the Events under the scope of this NIQ.
- 3. Creativity and Innovation:** The agency shall describe key differentiators that they plan to inculcate for each of the Events in order to maximize the impact and management for Water by WRD, BIHAR.

The agency shall present only those ideas/differentiators that have been considered in their financial NIQ. The Client shall not bear additional costs for incorporating the ideas/differentiators proposed.

The agency should propose specific and measurable key performance indicators (KPIs) for the assessment of successful execution of the strategy.

#### Note:

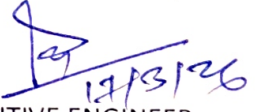
The technical presentation as per Appendix F has to be submitted as a part of the technical proposal. However, to support easy submission and to reduce the size of the NIQ file to be uploaded, the technical presentation can be submitted as a hard copy in a separate envelop on or before the last date & time of the tender submission date. The hard copy of the technical proposal may also be submitted on or before the last Date & Time of the tender submission date.

### 14. APPENDIX G

#### Financial proposal submission form

Note: financial proposal (quote) shall have to be given in the .xls & .pdf format file to the e-mail- [eeekhagaul@gmail.com](mailto:eeekhagaul@gmail.com)

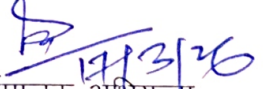
LAYOUT  
(TO PROVIDE)

  
EXECUTIVE ENGINEER  
SONE CANAL DIVISION, KHAGAUL  
MOB- 7463889867

पत्रांक- 453

खगौल, दिनांक- 17/03/2026

प्रतिलिपि:- सूचना एवं जन-सम्पर्क पदाधिकारी, जल संसाधन विभाग, बिहार, सिंचाई भवन, पटना को अल्पकालिन कोटेशन आमंत्रण सूचना की प्रति विभागीय वेबसाइट पर प्रकाशन हेतु सम्प्रेषित।

  
कार्यपालक अभियन्ता,  
सोन नहर प्रमण्डल, खगौल।  
A01449  
17/03/26