Ref No:..348.. Dated:06/11/2026

Bihar Heritage Development Society
Under
Art and Culture Department, Government of Bihar

Invites

Sealed technical and financial quotations from empanelled event management agencies of Art and Culture Department for organising International Buddhist Conference 2026 at Buddha Samayak Darshan Museum-cum-Smriti Stupa, Vaishali, Bihar.

1. Background

Bihar occupies a unique place in the history of Buddhism and is closely associated with several important events in the life and teachings of Lord Buddha. Vaishali holds particular significance, as the Buddha visited the city on several occasions, delivered his final discourse here, and a portion of his sacred relics was received by the Licchavis and enshrined at Vaishali. To preserve and showcase this heritage, the Department of Art and Culture, Government of Bihar, has established the Buddha Samyak Darshan Museum-cum-Memorial Stupa, Vaishali, spread over approximately 72 acres. The complex was inaugurated on 29 July 2025, and the sacred relics of Lord Buddha have subsequently been ceremonially enshrined at the Memorial Stupa.

In this context, the Department proposes to organise an International Buddhist Conference at Vaishali, comprising a two-day programme on 11th and 12th December, 2026 followed by a site visit on 13th December, 2026. The Conference will bring together eminent scholars, archaeologists, historians, art historians, Buddhist monks and monastic representatives, heritage practitioners and policymakers from India and abroad to deliberate upon the Buddhist heritage of Bihar and Eastern India, including its archaeology, history, art, textual traditions, sacred landscapes, conservation and contemporary relevance.

Considering the international nature and significance of the Conference, the Department intends to invite Technical and Financial Quotations from empanelled eligible and experienced agencies/vendors for professional event-management and technical support. The scope shall broadly include venue and stage arrangements, audio-visual and technical infrastructure, branding and communication, delegate facilitation, hospitality and protocol support, documentation, photography/videography and overall on-site coordination, as per the approved scope of work.

2. Objective of the Conference

a) **To highlight the historical and spiritual significance of Vaishali** and its important place in the life and teachings of Lord Buddha.

b) **To provide an international academic platform** for scholars, archaeologists, historians, art historians, Buddhist monks, heritage practitioners and policymakers to exchange knowledge on the Buddhist heritage of Bihar and Eastern India.
c) **To promote research and scholarly dialogue** on Buddhist archaeology, art, architecture, textual traditions, sacred landscapes, pilgrimage networks and centers of learning associated with the region.
d) **To strengthen international cultural and academic linkages** and facilitate collaboration among institutions, scholars and Buddhist communities from India and other countries.
e) **To promote conservation and sustainable interpretation of Buddhist heritage**, particularly in the context of the Buddha Samyak Darshan Museum-cum-Memorial Stūpa, Vaishali.
f) **To enhance global awareness of Bihar's contribution to Buddhist civilization** and position Vaishali as an important center for international Buddhist scholarship, heritage and cultural dialogue.

3. Scope of work:

Organisation of the International Buddhist Conference at Buddha Samyak Darshan Museum-cum-Memorial Stūpa, Vaishali. The selected agency/vendor shall be responsible for the planning, supply, fabrication, installation, operation, maintenance and dismantling of the required event infrastructure, technical equipment, decoration and allied facilities for the International Buddhist Conference, under the supervision and approval of the Department of Art and Culture, Government of Bihar. The scope of work shall include, but not be limited to, the following:

A. Venue Infrastructure and Stage Construction

- Construction of a German Hanger measuring 100 ft × 200 ft, including all necessary accessories and two-colour ceiling cloth decoration as per the approved theme. A variation of up to 25% in size may be permitted at the discretion of the Department.
- Construction of the main stage measuring 50 ft × 25 ft × 5 ft height, with stairs and railings on both sides. A variation of up to 25% in size may be permitted at the discretion of the Department.
- Construction of a stage at the Open-Air Theatre measuring 24 ft × 20 ft × 3 ft height, with stairs and railings on both sides.
- Installation of 02 digital backdrops each for main stage and cultural event venue with branding panel on both side
- Construction of a wooden flooring/platform measuring 100 ft × 100 ft for VIP seating inside the German Hanger.
- Construction of two VIP green rooms, including pagoda-style structures, side walls with artwork, entrance gates, ceiling cloth drapes, wooden flooring, sofas, coffee tables and other necessary furnishings.
- Construction of a kitchen shade equipped with 20 tables and chairs, electrical sockets, lighting and other essential facilities.
- Installation of 500 running feet of Mojo barricading for crowd management and controlled movement.
- Construction of 20 thematic stalls and installation of twenty box gates at designated locations.

B. Furniture, Seating and Floor Covering

- Provision of dais chairs covered with white towels and coffee tables for dignitaries on the main stage.
- Provision of two-seater sofas for designated seating areas and cultural event zone with neat and clean white towel.
- Provision of banquet iron body chairs with body-tight covers for delegates and participants.
- Provision and installation of carpeting covering approximately 30,000 sq. ft., including taping, pasting and proper fixing.
- Provision of three stage preview monitors, each measuring 55 inches, for stage proceedings and monitoring.

C. Lighting and Electrical Arrangements

- Comprehensive lighting arrangements across the Buddha Samyak Darshan Museum-cum-Memorial Stūpa grounds, German Hanger, Open Air Theatre, roadside areas and other designated locations.
- Provision of metal lights and tube lights, including wiring, fittings and necessary accessories.
- Arrangement of stage lighting with suitable truss structures for the German Hanger stage and Open-Air Theatre.
- Provision of silent generator sets, including fuel, installation, operation and maintenance, to ensure uninterrupted power supply as per actual requirements.
- Provision of electrical distribution systems, wiring, connections and other accessories required for lighting, sound systems, LED screens, kitchen facilities and other event infrastructure.

D. **Audio-Visual Equipment and Live Streaming**

- Installation of two LED wall measuring 24 ft × 10 ft on a suitable riser at the main stage and cultural event stage

- Installation of ten LED screens, each measuring 12 ft × 8 ft, on suitable risers for public viewing.
- Provision and operation of complete sound systems, including speakers, microphones, mixers, amplifiers, projector and associated equipment for the German Hanger stage Open-Air Theatre for cultural programs, Religious chanting/Talk, Academic session venue, panel discussion
- Provision of a music band and necessary musical accompaniment for participating artists, as per the approved programme.
- Arrangement for live streaming of the Conference proceedings, including cameras, video-mixing equipment, audio integration, technical manpower and other necessary facilities.

E. Floral Decoration and Thematic Presentation

- Floral decoration of the main entrance gate, German Hanger entrance and Open-Air Theatre entrance.
- Floral decoration of the stage fronts, coffee tables, podiums and designated seating areas at the Open-Air Theatre.
- Provision of 50 wall bouquets and 25 hand bouquets for designated purposes.

- Thematic decoration of the venue in accordance with the Buddhist heritage and cultural significance of Vaishali, subject to the design and approval of the Department.

F. **Branding, Signage and Publicity Infrastructure**

- Fabrication and installation of 25 banner, each measuring 10ft × 5 ft and 25 standees mounted on iron frames having 4ft × 8 ft.
- Fabrication and installation of twenty (20) hoardings, each measuring 20 ft ×10 ft, mounted on iron frames.
- Fabrication and installation of two stage-side wings, each measuring 12 ft × 10 ft, using flex material on iron frames.
- Provision of five podiums with branding, including two podiums for the German Hanger, each for the Open-Air Theatre, academic session and panel discussion. Provision of Lamp lightning and other necessary ceremonial materials for the podiums.
- All branding, signage, artwork and display materials shall conform to the design, theme and specifications approved by the Department.
- Printing and designing of Invitation Card-500, Banner-25 and hoarding-25 with frame in and around the campus, Broucher-2000 and other materials as per requirement of program

G. **Event Management and Programme Support**

- Provision of a professional anchor/emcee and hostesses for the smooth conduct of the programme, as approved by the Department.
- Deployment of adequate event-management and technical personnel for coordination of stage proceedings, venue arrangements, equipment operation and participant facilitation.
- Conduct of technical rehearsals and testing of sound systems, LED screens, lighting, live streaming and other equipment before commencement of the programme.
- Coordination among technical teams and other service providers to ensure the smooth and timely execution of the Conference.

H. Safety, Fire Protection and CCTV Surveillance

- Provision and placement of fire extinguishers at designated locations in accordance with applicable safety requirements and directions of the Department.
- Installation and operation of CCTV cameras covering the German Hanger, Open Air Theatre, programme campus, welcome gates, parking areas and entrance points with high-speed internet facilities/Wi-fi
- Inspection of temporary structures, stages, LED risers, electrical installations and other infrastructure to ensure safety before commencement of the programme.
- Deployment of technical personnel for emergency support, equipment maintenance and prompt resolution of any technical issues during the event.

I . Logistics & Technical Manpower

- Provision of technical staff, operators, and coordination team
- End-to-end logistics support and real-time operational management

I. Documentation

- Professional photography and videography of the entire event (high resolution and best quality)
- Submission of completion report with photo/video documentation in a booklet form

J . Dismantling & Site Restoration

- Safe dismantling of all temporary structures after the event
- Restoration of the allotted area to its original condition as per venue norms

K. Additional Responsibilities

- Execution of any other tasks assigned by the Bihar Heritage Development Society (BHDS) of art and culture department for successful completion of conference.
- Compliance with all safety, statutory and venue regulations
- Establish proper coordination with Tourism department, district administration and other related stakeholders for essential mandates
- The vendor shall provide all necessary materials, equipment, accessories, manpower, transportation of equipment, installation, operation, maintenance and dismantling services required for the approved scope of work.
- All structures, equipment, layouts, decoration and branding shall be subject to prior approval of the Department.
- All arrangements shall be completed within the timelines prescribed by the BHDS and department, with adequate time for inspection, testing and rehearsals.
- The vendor shall ensure the uninterrupted functioning of all technical facilities throughout the event and promptly rectify any deficiency or malfunction.
- Any variation in quantities, dimensions or specifications shall be undertaken only with the prior approval of the Department (written or message)
- Development of a fully branded 20 ft × 20 ft Media Corner at the venue with backdrop, interview wall, furniture, lighting, electrical arrangements and necessary media facilities.
- Provision and operation of branded 06-unit Help Desks and 06-unit registration desk at the Airport and Programme Venue, with trained 30 personnel for delegate assistance, information and coordination.
- Design, fabrication and installation of 06 thematic Selfie Points reflecting the International Buddhist Conference theme, Buddhist heritage and Bihar's cultural identity, including suitable branding, lighting and props.

Note: Food and transportation arrangements are excluded from the above scope of work and shall be dealt with separately. The vendor shall submit separate technical and financial quotations, specifying item-wise details, technical specifications, quantities, unit rates, total costs, applicable taxes and other charges, wherever applicable. Payment shall be made in accordance with the approved quotation, verified quantities as per actual executions and terms and conditions of the work order.

4. Eligibility / Qualification Criteria for technical bid qualification:

Sl. No.	Eligibility / Qualification Criteria	Documentary Evidence Required

4. Eligibility / Qualification Criteria for technical bid qualification:

Sl. No.	Eligibility / Qualification Criteria	Documentary Evidence Required
1	**Empanelment with the Department:** The agency must possess valid proof of empanelment as an Event Management Agency with the Department of Art and Culture, Government of Bihar.	Valid Empanelment Certificate / Letter issued by the Department
2	**Experience in Government Events:** The agency must have successfully executed at least one (01) similar Government event at the State/Central/National/International level during the last three financial years, i.e. 2023-24, 2024-25 and 2025-26 meeting any one of the following criteria: a. One similar completed event costing not less than ₹40.00 lakh; OR b. Two similar completed events, each costing not less than ₹30.00 lakh; OR c. Three similar completed events, each costing not less than ₹20.00 lakh.	Work Order / Agreement / Completion Certificate
3	**Average Annual Turnover:** 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, i.e. 2022-23, 2023-24 and 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 Compliance:** a) The agency must possess valid statutory registrations and comply with all applicable statutory requirements, including GST, PAN and other applicable registrations/licenses. b) **Legal Valid Entity-Bidder should be either:** A company registered under the Indian Companies Act, 2013/1956 OR A partnership firm registered under the Limited Liability Partnerships (LLP) Act, 2008 OR A partnership firm registered under the Indian Partnership Act, 1932 Or Proprietorship Firm **Note:** Joint Venture/ Consortium is not allowed	a) Copy of Registration Certificate, GST registration and PAN copy b) Attested copy of Registration Certificate shall only be acceptable
5	**Non-Blacklisting:** The agency must not have been blacklisted/debarred by any Central Government Department, State Government Department, Government undertaking, PSU or statutory body as on the date of submission of quotation.	Affidavit on Non-Judicial Stamp Paper of ₹100/- (Rupees One Hundred only), duly notarized

6	**Acceptance of Terms & Conditions**: The agency must provide unconditional acceptance of all terms, conditions, scope of work and requirements prescribed by the Department for the International Buddhist Conference 2026 at Vaishali, Bihar.	Signed and stamped undertaking/acceptance of the quotation document

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

a) This procurement shall be governed by the provisions of the Bihar Purchase Preference Policy-2024, issued by the Government of Bihar, as amended from time to time. Eligible local suppliers of Bihar shall be accorded purchase preference in accordance with the provisions of the said Policy.

b) Based on the technical proposals submitted by the agencies, only those agencies that qualify under the prescribed technical evaluation criteria shall be considered for further financial quotation evaluation.

c) The financial quotations of all technically qualified agencies shall be opened on the notified date, time and venue in the presence of their authorized representatives.

d) The financial quotations submitted by the technically qualified agencies shall be scrutinized and evaluated to determine the Lowest Evaluated Price (L1) for organizing the International Buddhist Conference 2026 at Vaishali district, Bihar, in accordance with the prescribed scope of work and terms and conditions of the quotation document.

e) In case of any discrepancy between the amount quoted in words and in figures, the amount quoted in words shall prevail and shall be considered for evaluation.

f) In the event that two or more technically qualified agencies quote the same lowest price (L1), the successful agency shall be selected through a lottery system, conducted in a transparent manner.

g) The successful agency selected through the prescribed evaluation process shall be issued a Letter of Award (LoA) or issuance of the Work Order by the BHDS, Patna Bihar, subject to fulfilment of the applicable terms and conditions.

6. Event locations and dates

- Location: Buddha Samyak Darshan Museum-cum-Memorial Stūpa, Vaishali,Bihar
- Date: From 11th to 13th December, 2026
- Target participants: 1500 per day
- Estimated Cost: Rs.47.00 Lakh

7. Earnest Money Deposit (EMD)

- The agency shall submit, along with their technical quotation, EMD of INR 1,20,000/-(One Lakh Twenty Thousand Only) in the form of DD/BG in the favour of Executive Director, Bihar Heritage Development Society, Patna Bihar, Account number-39693899441, IFSC code-SBIN0007506, (07506)Maurya Lok Complex(Patna), New dak Bungalow Road, Patna, Bihar- 800001
- The quotation submitted without EMD, mentioned above, will be summarily rejected.
- Exemption from submission of Earnest Money Deposit (EMD) shall be provided to eligible bidders in accordance with the Bihar Purchase Preference Policy-2024

8. Quotation Submission Guidelines

Interested empanelled Event Management Agencies of the Department of Art and Culture, Government of Bihar, are invited to submit sealed Technical and Financial Quotations for organizing the International Buddhist Conference 2026 at Vaishali district, Bihar.

The quotation shall be submitted in two separate sealed envelopes, clearly marked as "Technical Proposal" and "Financial Quote". Both sealed envelopes shall be placed together in a single outer envelope super scribed with the name of the work, quotation reference number, and the name and complete address of the agency.

The quotation must be delivered to the designated office on or before the prescribed submission deadline. Late submissions shall not be considered under any circumstances. The Technical Proposal shall contain all documents relating to eligibility, technical qualifications, relevant experience, credentials and other supporting documents as prescribed in the quotation document.

The Financial Quote shall contain only the financial quotation in the prescribed format, including the applicable cost break-up for execution of the event in accordance with the scope of work.

The interested agencies shall submit the following documents and details as part of their proposals:

- **Detailed Programme Outline:** A comprehensive programme outline specifying the proposed duration and execution schedule of each programme segment, along with the design and layout plan for utilization of the 20,000 sq. ft. area, including the walking zone and other arrangements as specified in the Scope of Work.
- **Technical Qualification Documents:** All documents establishing compliance with the prescribed eligibility criteria, including valid empanelment with the Department, experience in similar government events, turnover, statutory registrations and other applicable requirements.
- **Financial Proposal:** A detailed financial quotation with a clear break-up of costs in the prescribed format.
- **Acceptance of Terms and Conditions:** A duly signed and stamped undertaking confirming acceptance of the terms, conditions and requirements specified in the quotation document.
- **Earnest Money Deposit (EMD):** Earnest Money Deposit of ₹1,20,000/- (Rupees One Lakh Twenty Thousand only), in the prescribed form and manner.
- **Refund of Earnest Money Deposit (EMD)**: The EMD submitted by unsuccessful agencies shall be refunded without interest after completion of the selection process and issuance of the Work Order to the successful agency. The EMD of the successful agency shall be refunded after issuance of the Work Order and fulfilment of the prescribed formalities, as applicable.

The Selection Committee shall evaluate the Technical Proposals first. Only those agencies found technically qualified and meeting the prescribed eligibility requirements shall be considered for opening and evaluation of their Financial Quotes.

The agencies shall ensure that the proposals are complete, properly sealed, correctly labelled and accompanied by all required documents. The BHDS, Patna reserves the right

agency shall be refunded after issuance of the Work Order and fulfilment of the prescribed formalities, as applicable.

The Selection Committee shall evaluate the Technical Proposals first. Only those agencies found technically qualified and meeting the prescribed eligibility requirements shall be considered for opening and evaluation of their Financial Quotes.

The agencies shall ensure that the proposals are complete, properly sealed, correctly labelled and accompanied by all required documents. The BHDS, Patna reserves the right to reject any submission that is incomplete, improperly sealed, incorrectly labelled or otherwise not in accordance with the prescribed quotation requirements.

The selection of the successful agency shall be undertaken in accordance with the prescribed Financial Evaluation and Selection Criteria, applicable procurement rules and the terms and conditions of the quotation document.

9. Submission date, time and address

- **Date of publication of quotation: 06**/11/2026
- **Last date of submission and time:** 17/11/2026 up to 3:00 pm only
- **Opening date and time for technical quotation:** 18/11/2026 at 12:00 pm
- **Opening date and time for financial quotation:** 19/11/2026 at 12:00 pm
- **Address:** The Executive Director, Bihar Heritage Development Society, Department of Art and Culture, Govt. of Bihar, Near Lady Stephenson Hall, Buddha Marg, Patna-800001 Phone-0612-2508445
- **Other:** In case of any changes in date/time/venue the information will be given to the concerned vendors bided for the RFQ through email and telephonic method

10. General Terms & Conditions

1. **Right of Acceptance / Rejection**: The BHDS, Patna reserves the right to accept or reject any or all quotations without assigning any reason.
2. **Validity period of quotation:** The quotation shall remain valid for a period of 90 days from the last date of submission.
3. **Performance Responsibility:** The selected agency shall be responsible for end-to-end execution and quality assurance of all works and shall ensure that all 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.
4. **Time Schedule**: The agency must adhere strictly to the timeline prescribed by the department. Delay may attract penalty as decided by the department.
5. **Payment Terms**: Payment shall be released as per approved rates and on 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.
6. **Performance Guarantee: T**he selected agency shall furnish a Performance Bank Guarantee (PBG) equivalent to 10% of the Work Order value within Seven (07) days from the date of issuance of the Letter of Award. The PBG shall remain valid for the entire duration of the work plus 60 additional days. Failure to submit the PBG within the stipulated time may result in cancellation of the award at the discretion of the BHDS, Patna.

8. **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.
9. **Termination & Blacklisting**: The department reserves the right to terminate the work order/contract at any stage in case of qualified quotation but denied to work at proposed rate, 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.
10. **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.
11. **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.
12. **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.
13. **Confidentiality**: The agency shall maintain confidentiality of all official information, documents, and materials provided by the BHDS/ Department or its directorates.
14. **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.

Letter of Acceptance of Quotation Terms and Conditions

To
The Executive Director,
Bihar Heritage Development Society,
Department of Art and Culture, Govt. of Bihar.
Near Lady Stephenson Hall, Buddha Marg,
Patna-800001 Phone-0612-2508445

Subject: Acceptance of Terms and Conditions of Quotation for Organising the International Buddhist Conference 2026 at Vaishali District, Bihar

Sir/Madam,

With reference to the quotation invited from empanelled Event Management Agencies for organising the **International Buddhist Conference 2026 at Vaishali District, Bihar**, we hereby confirm our unconditional acceptance of all the terms and conditions stipulated in the quotation document, Scope of Work, technical specifications and other instructions issued by the Bihar Heritage Development Society, Department of Art and Culture, Government of Bihar.

We hereby declare that we have carefully examined and understood the provisions of the quotation document and undertake to execute the assigned work strictly in accordance with the approved specifications, prescribed timelines, Scope of Work and contractual obligations.

We further undertake to comply with all applicable statutory requirements, departmental instructions and directions issued by the Department from time to time in connection with the execution of the said event.

We confirm that this declaration is being submitted as a formal undertaking of our unconditional acceptance of the quotation terms and conditions, without any deviation or reservation.

Yours faithfully,

For _____
(Authorized Signatory)
Name: _____
Designation: _____
Date: _____
Seal: _____

Undertaking for Non-Blacklisting

To
The Executive Director,
Bihar Heritage Development Society,
Department of Art and Culture, Govt. of Bihar.
Near Lady Stephenson Hall, Buddha Marg,

Patna-800001 Phone-0612-2508445

Subject: Declaration Regarding Non-Blacklisting

Sir/Madam,

We hereby certify that M/s _____ has not been blacklisted, debarred, or banned by any Central Government Department, State Government Department, Public Sector Undertaking, or any other Government agency as on the date of submission of this quotation.

We further declare that no proceedings for blacklisting or debarment are pending against our firm. In the event that the above declaration is found to be false or incorrect at any stage, the Bihar Heritage Development society, Department of Art and Culture, Bihar shall have the right to take appropriate action, including cancellation of our quotation/work order and forfeiture of performance security, as deemed fit.

This undertaking is submitted in compliance with the quotation requirements.

Yours faithfully,

For _____
(Authorized Signatory)
Name: _____
Designation: _____
Date: _____
Seal: _____

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 (01) similar Government event at the State/Central/National/International level during the last three financial years, i.e. 2023-24, 2024-25 and 2025-26 meeting any one of the following criteria:

a. One similar completed event costing not less than ₹40.00 lakh; OR
b. Two similar completed events, each costing not less than ₹30.00 lakh; OR
c. Three similar completed events, each costing not less than ₹20.00 lakh.

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

Note:

1. Attach copies of Work Orders/Completion Certificates for each event.
2. The value and year of execution must be clearly mentioned in the supporting documents.
3. Additional rows may be added, if required.

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 (2022–23, 2023–24, 2024–25).

Sl. No.	Financial Year	Turnover from Event Management / Related Services (₹)	Audited Statement Attached (Yes/No)
1	2022–23		
2	2023–24		
3	2024–25		

Average Annual Turnover (₹): _____

Note:

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

Financial Quotation / Price Quotation

(On the letter head of Company)

To
The Executive Director,
Bihar Heritage Development Society,
Department of Art and Culture, Govt. of Bihar.
Near Lady Stephenson Hall, Buddha Marg,
Patna-800001 Phone-0612-2508445

Subject: Submission of Financial Quotation / Price Quotation for Organising the International Buddhist Conference 2026 at Vaishali District, Bihar

Respected Sir/Madam,

We are pleased to submit our Financial Quotation for organising the **International Buddhist Conference 2026 at Vaishali District, Bihar**, in accordance with the specifications, Scope of Work and terms and conditions prescribed in the quotation document issued by the Department of Art and Culture, Government of Bihar.

As required, we have enclosed the detailed item-wise financial quotation covering all components of the proposed event, including fabrication, installation, logistics, transportation, manpower, operational support and other related arrangements as specified in the Scope of Work.The total quoted amount for the complete Scope of Work is as follows:

Total Quoted Amount: ₹ _____

Amount in Words: Rupees _____ Only.

(Inclusive of all applicable taxes and GST.)

We hereby confirm that the quoted amount is inclusive of all costs associated with materials, labour, transportation, installation, operation, dismantling and other incidental expenses necessary for the successful execution of the event, as applicable under the prescribed Scope of Work.

We undertake to execute the assigned work in accordance with the approved specifications, prescribed timelines and all terms and conditions stipulated in the quotation document.

We look forward to your kind consideration of our Financial Quotation.

Thanking you.

Yours faithfully,
For _____ (Company Name)

Authorized Signatory
Name: _____
Designation: _____
Contact No.: _____
Date: _____
Place: _____

Line-item wise financial price/ Price Quotation

(On the letter head of Company)

International Buddhist Conference 2026 | Vaishali District, Bihar

Sl. No.	Description of Work / Item	Unit	Quantity/dimension	Rate (₹)	Amount (₹)
A.	**INFRASTRUCTURE AND TEMPORARY STRUCTURES**				
1	Construction of German Hanger measuring 100 ft × 200 ft, including all necessary accessories, structural framework, two-color (white and yellow) ceiling cloth decoration as per approved theme, and associated installation. Up to 25% variation in size may be permitted at the discretion of the Department.	Sq. ft	100 ft × 200 ft		
2	Construction of main stage measuring 50 ft × 25 ft × 5 ft height, including structural framework, finishing, stairs and railings on both sides. Up to 25% variation in size may be permitted at the discretion of the BHDS and Department.	Sq. ft	50 ft × 25 ft × 5 ft height		
3	Construction of stage at Open-Air Theatre measuring 24 ft × 20 ft × 3 ft height, including stairs and railings on both sides for cultural events and other	Sq. ft	24 ft × 20 ft × 3 ft		
4	Installation of digital backdrops with branding panels on both sides for the main stage and cultural event venue.	No.	02		
5	Construction of raised wooden flooring/platform measuring 100 ft × 100 ft x 1 ft for VIP seating inside the German Hanger.	Sq. ft.	100 ft × 100 ft x 1 ft		
6	Construction of two VIP green rooms, side walls with artwork, entrance gates, ceiling cloth drapes, wooden flooring with carpeting and decent wall papers on walls, (sofas with white towel-10, coffee tables -05, bio toilets-1, wash basin-1, towel in bathroom-1, room freshener-1, hand wash-01, dustbin-2, flower pot with original flower, Tower AC-01, Fan-2 and other necessary furnishings in each room)	02	30 ft x 40 ft x 1 ft		
7	Construction of kitchen shade and ensure all pre-essential arrangements required for set-up of catering services (except kitchen set up equipments, utensil, serving facilities, manpower, etc) including 50 tables and chairs, electrical sockets, lighting and other essential facilities.	As per requirement	1		

8	Supply and installation of Mojo barricading for crowd management and controlled movement.	No.	50		
9	Construction of 20 stalls (10x10 ft with branding) and	No.	20		
10	Installation of 20 box gates of different size at designated locations as directed by BHDS	No.	20		
B	**FURNITURE, SEATING AND FLOOR COVERING**				
11	Provision of dais chairs for dignitaries on the main stage, covered with clean white towels, along with coffee tables.	No.	20		
12	Provision of two-seater sofas for designated seating areas and cultural event zone, with clean white towels.	No.	30		
13	Provision of banquet iron-body chairs with body-tight covers for delegates and participants.	No.	1,500		
14	Provision and installation of carpeting covering approximately 30,000 sq. ft., including taping, pasting and proper fixing.	Sq. ft.	30,000		
15	Provision of stage preview monitors, each measuring 55 inches, for stage proceedings and monitoring.	No.	10		
C.	**LIGHTING AND ELECTRICAL ARRANGEMENTS**				
16	Comprehensive lighting arrangements at Buddha Samyak Darshan Museum-cum-Memorial Stupa grounds, German Hanger, Open-Air Theatre, roadside areas and other designated locations, including 60 metal lights and 100 tube lights with wiring, fittings and accessories.	As per actual	-		
17	Arrangement of stage lighting with suitable truss structures for the German Hanger stage and Open-Air Theatre.	As per actual require ment	1		
18	Provision, installation and operation of silent 01 generator sets, including fuel, maintenance and associated accessories, as required for uninterrupted power supply.	No.	1		
19	Provision of electrical distribution systems, wiring, connections, power sockets and accessories required for lighting, sound systems, LED screens, kitchen facilities and other event infrastructure.	As per require ment	1		
D	**AUDIO-VISUAL EQUIPMENT AND LIVE STREAMING**				

20	Installation of LED wall measuring 24 ft × 10 ft on a suitable riser at the main stage and cultural event stage	Each	2		
21	Installation of LED screens measuring 12 ft × 8 ft each on suitable risers for public viewing.	Each	10		
22	Provision, installation and operation of complete sound systems, including speakers, microphones, mixers, amplifiers, projectors and associated equipment for the German Hanger stage, Open-Air Theatre, academic sessions, religious talks, chanting, cultural programmes and panel discussions.	Job	1		
23	Provision of a music band and necessary musical accompaniment for participating artists, as per the approved programme.	As per actual requirement	1		
24	Arrangement for live streaming of conference proceedings, including cameras, video-mixing equipment, audio integration, technical manpower and associated facilities.	As per actual requirement	1		
E.	**FLORAL DECORATION AND THEMATIC PRESENTATION**				
25	Floral decoration with proper light of the main entrance gate, German Hanger entrance, academic and panel discussion area, stage fronts, areas in front of coffee tables and podiums, and designated seating areas at the Open-Air Theatre.	Job	1		
26	Provision of bouquets for designated purposes.	No.	50		
27	Thematic decoration of the venue reflecting the Buddhist heritage and cultural significance of Vaishali, subject to design and approval by the BHDS and Department and installation of 60 pole colorful flag in entire venue	Job	1 Pole Flag-60		
F.	**BRANDING, SIGNAGE AND PUBLICITY INFRASTRUCTURE**				
28	Fabrication and installation of banner (10 ft x5ft) standees measuring 4 ft × 8 ft, mounted on iron frames.	Each	25 banner 25 standees		
29	Fabrication and installation of hoardings measuring 20 ft × 10 ft, mounted on iron frames.	Each	25		
30	Fabrication and installation of stage-side wings using flex material on iron frames, measuring 12 ft × 10 ft each.	Each	4		
31	Provision of podiums with branding, including two for the German Hanger, one for the Open-Air Theatre, and podiums	Each	7		

	for academic sessions, religious talks, panel discussions and other locations as directed. Includes lamp-lighting and ceremonial materials				
32	Design, production, installation and placement of other approved branding, signage, artwork and display materials in accordance with the theme and specifications approved by the BHDS and Department. Printing and designing of Invitation Card-500, Banner-25 and hoarding-25 with frame in and around the campus, Braucher-2000 and other materials as per requirement of program	No.	Invitation Card-500, Banner-25 hoarding-25 and Broucher-2000		
G.	**EVENT MANAGEMENT AND PROGRAMME SUPPORT**				
33	Provision of a professional anchor/emcee-02 and hostesses-06 and trained 30 personnel for delegate assistance, information dissemination and coordination of the programme, as approved by the BHDS and Department.	No.	Anchor-02 Hostess-06 Trained personel-30		
34	Deployment of adequate event-management personnel for coordination of stage proceedings, venue arrangements, participant facilitation and overall event management.	No.	10		
35	Provision and operation of branded Help Desks at the Airport and Programme Venue,	No.	06		
H.	**SAFETY, FIRE PROTECTION AND CCTV SURVEILLANCE**				
36	Provision and placement of fire extinguishers-10 at designated locations in accordance with applicable safety requirements and directions of the Department.	No.	10		
37	Installation, operation and monitoring of CCTV cameras-15, high speed wi-fi connection covering the German Hanger, Open-Air Theatre, programme campus, welcome gates, parking areas and entrance points.	No.	10		
I.	**VIDEO AND PHOTO DOCUMENTATION**				
38	Professional photography and videography of the entire conference in high resolution and best available quality (Complete coverage of Event video, 2-3 min short videos of each activities-20 short videos, Photographs-50 of entire events in album and soft copy, bites of delgates-20), drone shooting of the event.	No.	As mentioned,		

39	Development of a fully branded 20 ft × 20 ft Media Corner at the venue, including backdrop, interview wall, furniture, lighting, electrical arrangements and necessary media facilities.	No.	01		
40	Design, fabrication and installation of 06 thematic Selfie Points reflecting the International Buddhist Conference theme, Buddhist heritage and Bihar's cultural identity, including suitable branding, lighting and props.	No.	06		
41	Miscellaneous Cost (not more than 10% of total cost, if claimed)				
	Total Amount (excluding GST)				₹
	GST (as applicable)				₹
	Grand Total (inclusive of GST)				₹

Declaration

We hereby confirm that the above rates include all materials, labor, transportation, installation, and operational requirements for successful execution of the project as per specifications and scope of work mentioned in RFQ.

Authorized Signatory
Name: _____
Designation: _____
Company Seal & Signature

Note:

- Complete scope: The quoted rates shall cover all materials, equipment, accessories, manpower, transportation, installation, operation, maintenance, dismantling and other incidental expenses necessary for the successful execution of the approved Scope of Work.
- Approval of designs: All structures, layouts, decoration, branding, equipment configurations and related arrangements shall be subject to prior approval of the Department/BHDS.
- Variations: Any variation in quantities, dimensions or specifications shall be undertaken only with prior approval of the Department, in writing or through an authorized official communication. Payment for approved variations shall be governed by the quotation and applicable contractual provisions. Payment for entire event activities will be made on actual execution basis.
- Timelines and testing: All arrangements shall be completed within the prescribed timelines, allowing sufficient time for inspection, testing and technical rehearsals before the conference.
- Uninterrupted operation: The agency shall ensure the continuous functioning of technical facilities during the event and promptly rectify any deficiency or malfunction.

- Safety and restoration: The agency shall be responsible for safe installation and dismantling of temporary infrastructure and restoration of the venue to its original condition.
- Additional work: Any additional task or work beyond the approved Scope of Work shall require prior authorization by the Department/BHDS and shall be dealt with in accordance with applicable contractual provisions.

****

