निदेशक (मुख्य अभियन्ता) का कार्यालय,
जल एवं भूमि प्रबंधन संस्थान, फुलवारीशरीफ, पटना ।

अ0अ0को0आ0सू0सं0–वाल्मी / सम्पोषण–116 / 2026–08 / वाल्मी, पटना, दिनांक– 09.10.2026

## अतिअल्पकालीन कोटेशन आमंत्रण सूचना

दिनांक 30.10.2026 को चाणक्या होटल पटना में ''गंगा जल संधिः बिहार की जल सुरक्षा'' विषय पर राष्ट्रीय सम्मेलन कार्यक्रम का आयोजन प्रस्तावित है। उक्त कार्यक्रम की व्यवस्था हेतु योग्य, अनुभवी फर्मो / संस्थाओं से द्विलिफाफा पद्धति (तकनीकी बिड तथा वित्तीय बिड अलग–अलग लिफाफा में बन्द कर) में निम्न विवरणी के अनुसार कोटेशन आमंत्रित किए जाते हैंः–

1. विज्ञापन दाता का पदनाम एवं पता :– भूसम्पदा–सह–निकासी एवं व्ययन पदाधिकारी, जल एवं भूमि प्रबंधन संस्थान, फुलवारीशरीफ, पटना ।
2. प्री–बीड की तिथि एवं समय :– दिनांक 21.10.2026 को अपराह्न 03.00 बजे तक निदेशक (मु0अ0), वाल्मी के कार्यालय कक्ष में।
3. कोटेशन प्राप्ति की तिथि एवं समय :– दिनांक 22.10.2026 को अपराह्न 03:00 बजे तक ।
4. कोटेशन खोलने की तिथि एवं समय :– दिनांक 22.10.2026 को पूर्वाह्न 03:30 बजे ।
5. तकनीकी बीड में सफल कोटेशनदाता द्वारा कार्यक्रम से संबंधित व्यवस्थाओं पर प्रस्तुतिकरण :– समय तथा तिथि (सक्षम प्राधिकार द्वारा तिथि एवं समय निर्धारण के पश्चात्)।
6. वितीय बीड खोलने की तिथि एवं समयः–सक्षम प्राधिकार द्वारा तिथि एवं समय निर्धारण के पश्चात्।
7. कोटेशन प्राप्ति का स्थान :– निदेशक (मु0अ0) का कार्यालय, जल एवं भूमि प्रबंधन संस्थान, फुलवारीशरीफ, पटना–801505
8. कार्य का नाम :– दिनांक 30.10.2026 को चाणक्या होटल पटना में ''गंगा जल संधिः बिहार की जल सुरक्षा'' विषय पर राष्ट्रीय सम्मेलन कार्यक्रम का आयोजन की व्यवस्था संबंधी कार्य संलग्न Scope of Work List के अनुसार।
9. अग्रधन की राशि :– रू0 50,000 / – (रूपया पचास हजार) मात्र।
10. <u>तकनीकी बिड :–</u>
    (क) कोटेशनदाता को GST निबंधन प्रमाण–पत्र तथा PAN का स्वअभिप्रमाणित छाया–प्रति संलग्न करना अनिवार्य होगा।
    (ख) अग्रधन के रूप में कोटेशन के साथ रू0 50,000 / – (रूपया पचास हजार) मात्र का WALMI, Patna के नाम भुगतेय बैंक ड्राफ्ट समर्पित करना होगा। अंतिम रूप से सफल कोटेशनदाता को संसूचित अग्रधन की मूल राशि की गणना कर पूर्व में जमा अग्रधन की राशि को समायोजित करते हुए शेष राशि का बैंक ड्राफ्ट कार्य आवंटन आदेश निर्गत होने के पूर्व जमा करना अनिवार्य होगा।
    (ग) पटना में कम से कम एक सदृश्य कार्य करने का अनुभव प्रमाण–पत्र संलग्न करना होगा।
    (घ) पूर्व में किसी सरकारी विभाग द्वारा कालीकृत नहीं किए जाने संबंधी स्वघोषण प्रमाण–पत्र समर्पित करना होगा। यह प्रमाण–पत्र अगर भविष्य में गलत पाया जाता है तो नियमानुकुल कार्रवाई की जायेगी।
11. <u>वित्तीय बिडः–</u>
    (क) कोटेशनदाता को अपने लेटर हेड पर उपर्युक्त कार्य का मदवार एवं समेकित दर अंकों तथा शब्दों में अंकित करना होगा।

(ख) तकनीकी बीड में सफल कोटेशनदाता द्वारा कार्यक्रम से संबंधित व्यवस्थाओं पर प्रस्तुतिकरण का सक्षम प्राधिकार द्वारा स्वीकृति के पश्चात् ही उनका वित्तीय बीड खोला जायेगा।

12. तकनीकी बिड तथा वित्तीय बिड को अलग–अलग लिफाफा में बन्द कर एक अलग लिफाफा में दोनो बन्द लिफाफा को रख कर बन्द कर जमा करना होगा। इनमें से प्रत्येक लिफाफा पर मोटे अक्षरों में कार्य का नाम। वित्तीय बिड या तकनीकी बिड जो उसमें रखा जाय अंकित कर कोटेशनदाता अपना पूरा नाम, पता, ई–मेल पता एवं मोबाईल सं0 अनिवार्य रूप से अंकित करेंगे।

13. प्राप्त कोटेशन, कोटेशनदाता या उनके प्रतिनिधि के समक्ष खोला जायेगा।

14. <u>अन्य शर्त्तें:–</u>

(क) तकनीकी बीड में सफल पाये गये कोटेशनदाता का वित्तीय बीड खोला जायेगा। असफल कोटेशनदाताओं का वित्तीय बिड वाला लिफाफा बिना खोले हीं वापस कर दिया जायेगा।

(ख) कार्य के उपरांत वास्तविक रूप से कराये गये कार्य का नियमानुसार वैधानिक करों की कटौती कर भुगतान किया जायेगा। किसी प्रकार का अग्रिम भुगतान नहीं किया जायेगा। भुगतान में विलम्ब की स्थिति में कोई दावा मान्य नहीं होगा।

(ग) मदों की मात्रा में घटोतरी या बढ़ोतरी हो सकती है।

(घ) सशर्त कोटेशन मान्य नहीं होगा।

(च) किसी भी कोटेशन अथवा सभी कोटेशन को बिना कारण बताये अस्वीकृत करने का अधिकार निदेशक (मुख्य अभियंता), वाल्मी, पटना को सुरक्षित रहेगा।

ह0/–
भूसम्पदा–सह–
निकासी एवं व्ययन पदाधिकारी,
वाल्मी, पटना।

ज्ञापांक– वाल्मी/सम्पोषण–116/2026.1819./वाल्मी, पटना, दिनांक–09.10.2026./

प्रतिलिपि:– जनसंपर्क पदाधिकारी, जल संसाधन विभाग, सिंचाई भवन, पटना/कार्यपालक अभियंता, आई0टी0 सेन्टर, कम्प्यूटर कोषांग, सिंचाई भवन, पटना को विभागीय वेब साईट पर अपलोड करने हेतु समर्पित।

9/10/2026
भूसम्पदा–सह–
निकासी एवं व्ययन पदाधिकारी,
09/10/26 वाल्मी, पटना।

# SCOPE OF WORK

## Event Management Services for National Conference on "Ganga Water Treaty: Water Security for Bihar"

| Sl. No. | Item Description |
|---|---|
| **CATEGORY 1: DIGITAL PLATFORMS & REGISTRATION** | |
| 1 | **Web Portal Development:** Design, development, hosting and maintenance of a dedicated event web portal containing event information, programme details, venue information, announcements and other relevant information, as approved by the competent authority. |
| 2 | **Online Registration Portal:** Development and operation of an online registration portal/link for participant registration, collection of necessary details, generation of registration records and preparation of participant lists |
| **CATEGORY 2: GUEST ARRIVAL, RECEPTION & HOTEL DESKS** | |
| 3 | **Airport Welcome Arrangements:** Preparation of guest nameplates and provision of fresh flower bouquets wrapped in good-quality decorative paper for welcoming guests at the airport. |
| 4 | **Welcome Desks at Hotel Chanakya:** Establishment of welcome desks with computers, printers, internet connectivity, branding materials and necessary accessories. |
| 5 | **Help Desk at Hotel Chanakya:** Deployment of help desk personnel for two (02) days to assist participants with registration, accommodation, transportation and other event-related requirements. |
| 6 | **Fresh Flower Bouquets for VVIP Guests:** Provision of fresh flower bouquets wrapped in good-quality decorative paper for welcoming VVIP guests, dignitaries and other designated invitees. |
| **CATEGORY 3: INVITATIONS, IDENTIFICATION & PARTICIPANT MATERIALS** | |
| 7 | **Invitation Cards:** Designing and printing of invitation cards, including preparation of the approved design, printing, envelopes, addressing. |
| 8 | **Contact Hand Cards:** Designing and printing of contact hand cards containing important contact numbers, event coordination details and other necessary information. |
| 9 | **Identity Cards with Lanyards:** Designing, printing and supply of identity cards for different categories of participants, dignitaries, delegates, organizers and support personnel, with printed event branding and lanyards. |
| 10 | **Car Passes and Media Passes:** Designing, printing and supply of vehicle entry/parking passes and media accreditation passes as per the approved format and security requirements. |
| 11 | **Event Notebooks and Tent Cards:** Supply of event notebooks and printed tent cards/table nameplates for dignitaries, speakers, delegates and other participants. |
| 12 | **Media Kits:** Preparation and supply of media kits containing a notebook, pen, pencil, bag, eraser, paper cutter, leaflet and event-related information. |
| 13 | **VVIP Folders:** Preparation and supply of VVIP folders/kits containing a good quality bag, notebook, pen, pencil, minute-to-minute programme, event details and other approved materials. |
| 14 | **Welcome Kits for Guests:** Preparation and supply of welcome kits containing a good quality bag, notebook, pen, pencil, minute-to-minute programme and other approved event materials. |
| 15 | **Mementoes:** Procurement and supply of suitable mementoes for VVIPs, VIPs, speakers and delegates, as per the approved design and specifications. |
| 16 | **Angavastram:** Procurement and supply of good-quality angavastram for VVIPs, VIPs, speakers and delegates, as per the approved requirement. |
| 17 | **Food Coupons:** Designing, printing and supply of food coupons for authorized participants, with appropriate identification and meal-wise details, wherever required. |
| | |
| 18 | **Dais and Floral Decoration:** Design, installation and arrangement of the dais for one day, including stage carpeting, backdrop coordination, fresh fresh floral decoration and all necessary accessories. |
| 19 | **Lighting and Sound System:** Provision, installation, operation and dismantling of a professional lighting and sound system for the stage and venue, meeting the quality standards of a national-level conference. The arrangement shall include microphones, speakers, mixers, amplifiers, technical operators and in addition to two (02) additional cordless microphones as standby. |
| 20 | **Stage, LED Backdrop and Side Panels:** Design, fabrication and installation of the stage with LED backdrop and side panels based on the approved event theme, including event branding and necessary technical arrangements. |
| 21 | **Venue Decoration and Selfie Points:** Comprehensive venue branding and decoration, including selfie points, fresh floral arrangements, flower pots on tables and other decorative installations in accordance with the approved theme. |
| 22 | **Event Office:** Establishment and operation of the event office with computers, printers, internet connectivity, consumables, stationery and adequate manpower for coordination and administrative support. |
| | |
| 23 | **Snacks Packets for Aerial Survey:** Preparation and supply of hygienically packed snacks/refreshment packets for VVIP |

| | |
|---|---|
| | guest teams, security personnel and other authorized personnel participating in the aerial survey scheduled for 29.10.2026. The quantity and contents shall be instructed in advance. |
| 24 | **Vehicle Arrangements:** Provision of vehicles (Innova Crysta) as per requirements.The rate must not exceed the rates approved by Tourism Department./ The rate quoted by the bidder whichever is lesser. |
| 25 | **Travel Expense Reimbursement:** Facilitation and reimbursement of air/rail travel expenses of delegates, subject to prior authorization, submission of valid tickets and supporting documents, and the financial limits prescribed by the competent authority. |
| **CATEGORY 6: MEDIA, EVENT COVERAGE & DOCUMENTATION** | |
| 26 | **Photography and Videography:** Professional photography in high resolution and 4K-quality videography covering the entire event, including important sessions, speeches, presentations, interactions and group photographs. The scope shall include editing, delivery of photographs and video recordings, and production of the event film. |
| 27 | **Press Meet:** Organization and management of the press meet, including venue arrangements, seating, registration, press kits, audio-visual facilities, refreshments and coordination with press representatives. |
| 28 | **Production of Documentary Film:** Conceptualization, scripting, filming, editing and production of a documentary film on as mentioned seminar as per approved by the competent authority. |
| 29 | **Printing of Souvenir:** Compilation, editing, designing and printing of a conference souvenir containing approved articles, messages, photographs, event details and other relevant content. |
| 30 | **Printing of Conference Proceedings**: Compilation, editing, formatting, designing, printing and binding of conference proceedings, including the agenda, list of participants, speeches, presentations, deliberations, recommendations, photographs and key outcomes, as approved by the competent authority. |
| **CATEGORY 7: MANPOWER, SAFETY & EVENT SUPPORT** | |
| 31 | **First Aid Kit:** Provision of a properly equipped first aid kit containing essential first aid materials for emergency use during the event. |
| 32 | **Event Crew and Support Services:** Deployment of an adequate number of trained event personnel for registration, guest reception, stage management, backstage coordination, ushering, logistics, and other essential event support services. |
| 33 | **Support Staff for Conclave Team:** Deployment of the required support staff for two (02) days to assist the conclave team in coordination, documentation, guest management, logistics and other assigned responsibilities. |

## GENERAL TERMS AND CONDITIONS

**1. Timely Execution:** The Event Management Agency shall ensure that all arrangements are completed within the prescribed timelines. Registration, conference sessions, transportation, catering coordination and all other activities shall be managed strictly in accordance with the approved programme schedule.

**2. Advance Technical Inspection:** All microphones, LED displays, projectors, sound systems, lighting equipment, computers, printers, internet connections and other technical facilities shall be installed, tested and made fully operational well before commencement of the event. At least two additional cordless microphones shall be kept ready as standby for emergency use.

**3. Coordination and Safety:** The agency shall maintain effective coordination among all deployed personnel, hotel management, technical teams, transport providers and designated officials. Any complaint, breakdown or operational issue shall be addressed immediately.

**4. Personal Supervision by Event Manager:** The Event Manager shall personally supervise the arrangements before and during the conference to ensure smooth execution and a safe, hygienic and comfortable experience for all participants.

**5. Quality of Decorative Materials:** All decorative materials, including stage fabrics, carpets, backdrops and other visible decorative items, shall be new, clean and of standard quality. Used, damaged, worn-out or torn materials shall not be permitted.

**6. Approval of Designs and Samples:** Designs, layouts, branding materials, invitation cards, identity cards, welcome kits, mementoes, angavastram, stage decoration and other deliverables shall be submitted for approval by the designated authority before final production or installation.

**7. Manpower and Equipment:** The agency shall deploy sufficient trained manpower and provide all equipment, tools, consumables and accessories necessary for the satisfactory execution of the assigned work. No additional payment shall be admissible for items reasonably incidental to the approved scope unless specifically authorized under the contract.

**8. Installation and Dismantling:** The agency shall be responsible for transportation, installation, testing, operation, maintenance during the event and dismantling of all equipment and temporary installations included in its scope.

**9. Photography, Videography and Deliverables:** Photographs, edited videos, documentary film and other digital deliverables shall be supplied and within the timelines prescribed by the competent authority. Rights of use and delivery of original footage shall be governed by the contract.

**10. Compliance with Hotel and Venue Rules:** All work shall be carried out in accordance with the rules of the hotel, venue authorities, airport authorities and applicable safety and security requirements. Airport access, branding and other permissions shall be obtained from the competent authorities wherever required.

**11. Final Inspection and Acceptance**: All deliverables and arrangements shall be subject to inspection and acceptance by the designated officials. Deficiencies shall be rectified promptly by the agency without additional cost where they fall within the contracted scope.

**12. Financial Transparency:** The agency shall provide item-wise rates and quantities wherever applicable. Taxes, service charges, reimbursable expenses and any exclusions shall be clearly indicated in the financial bid to avoid ambiguity.

**13. No Unauthorized Substitution:** No material, equipment, personnel category or approved deliverable shall be substituted with an inferior alternative without prior approval of the designated authority.

**14. Overall Responsibility:** The Event Management Agency shall remain responsible for the proper coordination and satisfactory execution of all services assigned to it under the agreement, in accordance with the approved scope, schedule and quality requirements.

**15. Variation in Scope of Work:** The scope of work, including the items, quantities, services and arrangements specified herein, may be increased, reduced, added to or omitted, as per the instructions of the competent authority/higher authority and the actual requirements of the event. The Event Management Agency shall make the necessary additions, alterations or deductions in accordance with the instructions issued by the competent authority.

09/10/26

(दिलीप कुमार दिनकर)
सहायक अभियंता,
वाल्मी, पटना ।

09/10/26

(प्रियंका गौतम)
सहायक प्राध्यापक,
वाल्मी, पटना।

—

(प्रशांत शेखर),
सहायक अभियंता, सचिव कोषांग,
जल ससांधन विभाग, पटना।

09/10/2026

(मन्दन कुमार),
भूसम्पदा पदाधिकारी,
वाल्मी पटना।

09/10/26

(दीपक प्रधान),
रीडर,
वाल्मी पटना।

—

(चन्द्रशेखर कुमार),
स्थानिक अभियंता (कार्यपालक अभियंता),
नई दिल्ली।

09/10/2026

(सीमा कुमारी),
निदेशक (मुख्य अभियंता),
वाल्मी पटना।

09/10/26

(ब्रजेश मोहन),
अभियंता प्रमुख, मुख्यालय,
जल संसाधन विभाग, पटना।