Department of Art and Culture
Government of Bihar
Directorate of Culture

Ref.no: ..1310..... **Date:** 30/10/2026

To,
All the empanelled Event Management Agencies,
Department of Art and Culture,
Government of Bihar, Patna.

Sir/Madam,

The Department of Art and Culture, Government of Bihar, invites short term tenders from its empanelled Event Management Agencies (EMAs) for the execution and management of a Department Pandal, demonstration area and related event works at Sonpur Mela – 2026, proposed to be held by the end of November 2026.

The detailed scope of work and technical specifications are provided below. Interested agencies are requested to submit their bids (both Technical and Financial) in sealed cover within the stipulated date and time as notified by the Department.

Scope of Work for Execution and Management of Department Pandal at Sonpur Mela–2026)

The selected empanelled Event Management Agency shall be responsible for the complete setup, operation, and management of the department Pandal and exhibition area. The scope includes:

- Installation of Hanger with ceiling, carpeting and wooden flooring.
- Construction of front fascia and interior walls with plywood and decorative painting.
- Setup of stage and LED wall with light-sound system and riser.
- Installation of waterproof pandal with proper lighting and furnishing.
- Construction of Toran Dwar (Entry Gates).
- Establishment of exhibition centre with display panels, partitions, cut-outs and branding.
- Arrangement of drinking water, snacks, and inaugural session setup (pot with plant, ribbon cutting, flower decoration).
- Provision of sofa sets, tables with frill, and steel chairs with cover.
- Deployment of housekeeping, security, and technical staff.
- Artistic decoration of pavilion (POP artwork, 3D cut-outs, sun-board, cultural motifs).
- Photography and videography coverage of the entire event.
- Any other works related to pavilion, decoration, management, and smooth operation of the event.

Duration of work: Complete setup, operation, and maintenance for the entire duration of Sonpur Mela–2026 for 30 days.

Estimated cost of the Event: Rs. 21.12 Lakh excluding GST

General Terms and Conditions

- Only empanelled event management agencies of the Department of Art and Culture, Government of Bihar are eligible to participate.
- The agency must ensure the entire structure is safe, waterproof, and weather-resistant throughout the mela period.

- All electrical fittings must comply with BIS safety standards.
- The agency must coordinate with local administration and mela authorities for placement and execution.
- The quoted rate should include transportation, installation, dismantling, and all applicable taxes.
- Payment shall be made on actual work execution basis after satisfactory completion and certification by the department.
- The Department reserves the right to accept or reject any quotation without assigning any reason.

Submission of Technical Qualification – Basic Documents

Empanelled Event Management Agencies are required to submit the following basic technical documents along with their financial quotation:

- Covering Letter – on agency letterhead, confirming interest in the assignment and compliance with the scope of work.
- Copy of Empanelment Letter – issued by the Department of Art and Culture, Government of Bihar.
- Agency Profile – brief details of the agency, including experience in handling 03 similar government events, especially cultural programmes.
- GST Registration Certificate
- PAN Card Copy
- Undertaking on Agency Letterhead stating: No blacklisting from central government/state government/ PSU/other firm or agency and the agency will complete the assignment in time as per the department's instructions. All work will comply with Government of India and Bihar guidelines for public events.
- Past Work Samples/Work Orders – copies of minimum two years of experience in executing Sonepur Mela, Bihar, work orders/completion certificates from government of Bihar (preferably within the last 3 years).

Submission Guidelines

- **Submission Deadline:** 11/11/2026 by 2:00PM
- **Technical bid opening date and time :** 11/11/2026 by 4:00PM
- **Address:** Directorate of Culture, Department of Art and Culture, 3rd Floor, Vikas Bhawan, Patna, Bihar
- Technical quotations must be submitted in a **sealed envelope** with the subject: *"Technical Quotation for Execution and Management of Department Pandal at Sonpur Mela"*
- Financial quotations must be submitted in a **sealed envelope** with the subject: *"Financial Quotation for Execution and Management of Department Pandal at Sonpur Mela"*
- Both technical preproposal and financial proposal in to be further placed in a sealed envelope with subject: *"Quotation for Execution and Management of Department Pandal at Sonpur Mela"*
- Please attach the quote using the **Annexure–I and I(A) format**.
- All rates should be item-wise and inclusive of all applicable taxes (excluding GST which should be mentioned separately).

Selection Criteria and Empanelment Work Allocation

1. **Selection Criteria:** Selection of the agency shall be based on the lowest financial quote (L1) among the technically eligible empanelled agencies, in accordance with departmental norms.
2. **Fallback Mechanism (Matching L1 Rates):** In the event that the selected L1 agency withdraws, declines, or fails to execute the work, the opportunity shall be extended sequentially to the next lowest-ranking eligible agencies (L2, L3, and so on) to perform the work at the L1 proposed rates.

Payment Terms:

- The payment will be made on actual work execution basis against approved items.
- No advance payment shall be made.
- The agency shall raise the invoice within 15 days of the successful completion of the program.
- Payment will be released after verification of work and submission of invoice with necessary supporting documents.

You are requested to submit your quotation at the earliest.

29/10/25

Director Culture,
Department of Art and Culture

Government of Bihar

Annexure-I

Part A: Financial Quote Letter (Total Cost of Entire Event including GST)

(To be printed on agency letterhead)

Date: _____

To,
The Director
Cultural Directorate
Department of Art and Culture
Government of Bihar
Patna – 800001

Subject: Submission of Financial Quotation for Execution of Cultural Pandal at Sonpur Mela – 2026

Respected Sir/Madam,

In response to your invitation for the financial quotation, I/We, the undersigned, hereby submit our proposal for **execution and management of the department Pandal at Sonpur Mela–2026**, as per the specifications and requirements of the Department of Art and Culture, Government of Bihar.

After carefully reviewing the detailed *Scope of Work* provided by the Department, we hereby propose the **total cost for execution of the entire work**, inclusive of all materials, manpower, equipment, logistics, and applicable taxes (including GST), as follows:

Total Proposed Cost (Inclusive of All Taxes and GST):

₹ _____ (Rupees _____ only)

We assure you that all works shall be executed with the highest quality standards, within the stipulated timelines, and in full compliance with the Department's specifications and directions. We further undertake to ensure the smooth management and successful operation of the Cultural Pavilion throughout the duration of **Sonpur Mela–2026**.

We look forward to your kind consideration and approval.

Thanking you,

Yours sincerely,
(Signature with Seal)

Name: _____
Designation: _____
Agency Name: _____
Mobile: _____
Email ID: _____

Financial Quote: Annexture-I(A)

S. No.	Specification / Work Detail	Area / Unit / Duration	Amount per Sq. ft/per unit
1	Installation of Hanger with ceiling, carpeting and wooden flooring with quality finish	4000 Sq. Ft (As per land allocation by district Administration)	
2	Construction of Front Fascia of hanger and inside wall with plywood and decorative painting	40' x 16'	
3	Construction of Inside Wall (three sides) with plywood and decorative painting	4000 Sq. Ft As per design	
4	Installation of LED Wall of size 12' x 10' with sound system and raiser	1 No. (for 30 days)	
5	Construction of VIP Rooms with washroom/western toilet (with wash basin and mirror) centre table-2, single sofa-8, drinking water facilities, dustbin and other required items	1	
6	Construction of staff rest rooms with sofa table washroom and 02 single bed with mattress and quilt	1	
7	Construction of reception table (thematic with cutout-based background)	8'X10'	
8	Flower pot (50 Nos) and flower decoration at front facia, entry gate and stage	50 flower pots 50'X6'	
9	Lighting (Metal light-15 piece) Sodium light (15 piece), Par light (20 piece)	30 days	
10	Silent genset 128 KVA including 12 Hour fuel per day	30 days	
11	Electricity connection (commercial)	30 days	
12	Photo and video documentation- including inaugural session, daily activities, cultural performances (one documentary film of minimum 5 min covering entire event with special emphasis on department intervention in mela, 50 high resolution photographs of the event album and soft copy of both, 15 short clips of the event of 1-2 min for social media post and promotions)	30 days	
13	Designing, Printing and Installation of hoarding of size 12X10	10 Nos.	
14	Drinking water and snacks arrangement for (50 person on inaugural day including VIP)	50 Nos.X 1 day	
15	Drinking water and snacks arrangement (25 person per day)	29 days	

16	Arrangement for Inaugural session, gifts- pot with plants, Ribbion, flower bouquet, memento, Angwastra, etc	10 unit each	
17	Sofa set and centre table	4 unit	
18	Table with frill and steel chair with cover	20 Nos.	
19	Deployment of Housekeeping Staff	4 Persons (daily)	
20	Deployment of Technical Staff and security for 24 Hours duty (for sound, lighting, LED and other related work)	4 Persons (daily)	
21	Art Work (setting up of live visual art work demonstration area 20X20 Sq. Ft) and Decoration of premise (POP, thermocol, 3D/2D cutouts of New Schemes, Museums layout/collections, important locations Atal Kala Bhawan, sunboard, banners, and traditional motif painting.)	2000 sq. ft	
22	Miscellaneous work-Any other work related to pavilion, decoration, management, and maintenance during the event	As required	
Total cost for all above item from Sr. No 1 to 22 (In INR)			
GST charges (In INR)			
Total cost including GST(In INR)			
Total Cost in Words			