

Bihar Integrated Manufacturing City Gaya Limited (BIMCGL)

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna,

Pin– 800004 Bihar

Letter No: - 58/BIMCGL

Date: 06/03/2026

Expression of Interest (EOI) cum Request for Proposal (RFP)

for

Selection of Event Management Agencies (EMAs) for the launch event of Integrated Manufacturing Cluster (IMC) Gaya

Ref No: BIMCGL/EOI/02/2025-2026

The Bihar Integrated Manufacturing City Gaya Limited (BIMCGL) invites Expressions of Interest (EOI) cum Request for Proposal (RFP) from experienced and qualified Event Management Agencies (EMAs) for organizing and managing the launch event of IMC, Gaya at New Delhi.

IMC, Gaya is being developed under National Industrial Corridor Development Programme and a part of Amritsar Kolkata Industrial Corridor (AKIC) Project. Bihar Integrated Manufacturing City Gaya Limited (BIMCGL), a Special Purpose Vehicle incorporated in association with Govt of Bihar (represented by BIADA) and Govt of India (represented by NICDIT) exclusively for implementation of Integrated Manufacturing Cluster (IMC), Gaya.

Sl.No.	Particular	Details
1	Date of issue of EOI-cum-RFP	06/03/2026
2	Web address to download the EOI-cum-RFP	https://biada1.bihar.gov.in/
3	Date & Time of pre-bid meeting	10/03/2026 11:00 AM IST
4	Last Date and time of submission of EOI-cum-RFP	17/03/2026 03:00 PM IST
5	Address where Bidders must send proposal	Udyog Bhawan, 1st Floor, East Gandhi Maidan-800004, Patna
6	Date & Time of opening of Technical Bid	17/03/2026 03:30 PM IST
7	Date & Time of opening of Financial Bid	After opening of Technical Bid

The EOI-cum-RFP submissions will necessarily have to be accompanied by a requisite EMD of INR 2.00.000/- (Rupees Two Lakhs Only) & a Non-refundable processing fee of INR 11,800/- (Rupees Eleven Thousand Eight Hundred only) including GST in the form of DD in favour of "Bihar Integrated Manufacturing City Gaya Limited (BIMCGL)", payable at Patna, India.

The bidder must submit the Technical and Financial Bids in separate sealed envelopes placed inside one outer sealed envelope, with Processing Fee + EMD included in the Technical Bid envelope, by 17 March 2026, 03:00 PM IST.

Modifications/amendments/corrigendum if any shall be published on the BIADA website <https://biada1.bihar.gov.in> only. BIMCGL reserves the right to reject or accept any or all the EOI-cum-RFP without assigning any reason thereof.

Any further queries can be addressed on biada-bih@gov.in

Patna

Date: 06-03-2026


8/3/2026

Nodal Officer

BIMCGL, Patna

Bihar Integrated Manufacturing City Gaya Limited (BIMCGL)
1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna,
Pin– 800004 Bihar

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Patna

Date: 06-03-2026

Sd/-

Nodal Officer

BIMCGL, Patna

Expression of Interest (EOI) cum Request for Proposal (RFP) for Selection of Event Management Agencies (EMAs) for the launch event of Integrated Manufacturing Cluster (IMC) Gaya

1. Introduction

The Bihar Integrated Manufacturing City Gaya Limited (BIMCGL) invites Expressions of Interest (EOI) cum Request for Proposal (RFP) from experienced and qualified Event Management Agencies (EMAs) for organizing and managing the launch event of IMC, Gaya at New Delhi.

IMC, Gaya is being developed under National Industrial Corridor Development Programme and a part of Amritsar Kolkata Industrial Corridor (AKIC) Project. Bihar Integrated Manufacturing City Gaya Limited (BIMCGL), a Special Purpose Vehicle incorporated in association with Govt of Bihar (represented by BIADA) and Govt of India (represented by NICDIT) exclusively for implementation of Integrated Manufacturing Cluster (IMC), Gaya.

2. Pre-Qualification Criteria

Interested Bidder must fulfil the following pre-qualification criteria. Only proposals meeting these requirements will proceed to technical evaluation.

Sl No	Details	Parameter
1	Legal Entity	The Bidder must be registered under the Indian Companies Act or a partnership firm registered under the Indian Partnership Act, 1936, or the Limited Liability Partnerships Act, 2008. Joint Ventures and consortium are not allowed to participate in the bid process. The Bidder must submit the copy of certificate of incorporation.
2	Financial Capacity	The Bidder must have an annual turnover of Rs. 9 Cr or above in each of the three consecutive financial years, viz. 2022-23, 2023-24, and 2024-25, and must submit the audited financial statements of these financial years.
3	Experiences & Expertise	<p>a. The Bidder must demonstrate at least three work experience (work order or experience certificate) of event management in the last three (3) years, viz. 2022-23, 2023-24, and 2024-25 in Government Sector clearly indicating the value of Project not less than 1 Cr.</p> <p>b. The Bidder must demonstrate at least three state working Exp. Of Event Management Work at</p>

		least 5 years.
4	Affidavit	The Bidder must submit Non-black listing certificate by court/Notary Public that Government of India or any state of India has never blacklisted the bidder.
5	Tender Fee	Tender Fee: A Non-refundable Demand Draft (DD) of Rs. 11800/- (Eleven thousand eight hundred only) drawn in favor of Bihar Integrated Manufacturing City Gaya Limited (BIMCGL) payable at Patna.
6	Bid Security	EMD Amount-An amount of Rs-200,000/- (Two Lakh Only) in the form of Demand Draft (DD drawn in favor of Bihar Integrated Manufacturing City Gaya Limited (BIMCGL) payable at Patna. In case of the selected agency, the agency will be required to submit Bank Guarantee equivalent to 2% of the project value. After submission of Bank guarantee the EMD shall be returned to the selected agency. EMD of other unsuccessful bidders shall be returned.

All documents must be self-attested, valid, and submitted as per the tender instructions. Non-compliance with any of the above criteria may lead to disqualification.

3. General Conditions

- a. The offer submitted by the Bidders should be valid for minimum period of 120 days from the date of submission.
- b. BIMCGL reserves the right to accept or reject any proposal, and to annul the process and reject all proposals at any time without any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.
- c. If certificates /documents or information submitted in EOIs are found to be false either at the time of evaluation, processing or after concluding agreement or at any point of time during execution of work in respect of either unsuccessful EOIs or successful EOIs necessary action is initiated accordingly.

4. Disqualifications

BIMCGL may at its sole discretion and at any time during the pre-qualification process, disqualify any applicant, if the applicant has:

- a. Submitted the proposal after the due date of submission.
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc., in any project in the preceding three years.
- d. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- e. Failed to provide clarifications related thereto, when sought;
- f. Blacklisted/Declared ineligible to participate in their tendering process by the Government.

5. Scope of Work

The selected Bidder i.e. agency shall provide **end-to-end event management services** for the proposed event, including planning, execution, supervision, coordination, dismantling, and post-event reporting. The scope of work shall cover all the following items in detail:

5.1 Invitation Card

- a. Design, printing and dispatch of high-quality invitation cards
- b. Material: 300 GSM art card with gloss/matt lamination
- c. Quantity, size, envelope, inserts, and dispatch logistics as per client brief

5.2 Erection of Welcome Gate

- a. Design, fabrication, erection and dismantling of grand welcome gate/arch at main entrance
- b. Branding with flex, vinyl, LED strips, logo illumination, flower decoration
- c. Structural safety certification and lighting arrangement

5.3 Arrangement for All Activities in 5-Star Hotel and Other Temporary Structures

- a. Complete coordination and management of all event activities inside 5-star hotel venue
- b. Erection, decoration and dismantling of temporary structures (pandal, shamiana, stalls, lounge, etc.)
- c. Liaison with hotel management for power, water, security, parking, and other facilities

5.4 Stage Preparation with Air Conditioning

- a. Design and fabrication of main stage with backdrop, side wings, LED skirting, lighting truss

- b. Provision of central air-conditioning / ductable AC for stage area
- c. Sound-proofing, carpeting, skirting, and stage branding

5.5 Lounge with Air Conditioning

- a. Creation of VIP / high-table lounge area with AC / ductable cooling
- b. Sofa seating, centre tables, floral decoration, branded backdrop, refreshments counter

5.6 Selfie Point

- a. Design, fabrication and branding of attractive selfie point / photo booth
- b. LED / flex backdrop, props, lighting, instant printing facility (optional)

5.7 Arrangement of Stalls

- a. Design, fabrication, branding and erection of exhibition/stall area
- b. Stall size, number, power supply, lighting, furniture, flooring as per approved layout

5.8 Cultural Performance of 5-Artist Band Group

- a. Booking and coordination of professional 5-member live band/group performance
- b. Sound system, backline instruments, stage monitoring, artist hospitality

5.9 Branding

- a. Complete event branding – flex, vinyl, standees, danglers, buntings, backdrop, entry gate, stage, stalls, etc.
- b. Logo placement, colour scheme, messaging as per brand guidelines

5.10 Carpeting

- a. Full carpeting of stage, lounge, walkways, registration area, stalls, etc.
- b. High-quality red/green/blue carpet with edge binding and proper fixing

5.11 LED Screen / Plasma Screen

- a. Supply, installation and operation of LED wall / plasma screens (size as per venue)
- b. Content management, live feed, video playback, technician on duty

5.12 Wi-Fi Set Up for Venue

- a. High-speed Wi-Fi zone for entire venue with sufficient bandwidth
- b. Dedicated SSID, password management, sufficient access points, technical support

5.13 Audio-Video System

- a. Professional sound reinforcement system (line array / point source)
- b. Wireless microphones, mixers, amplifiers, LED lights, truss, operators
- c. Full audio-video recording / live streaming (if required)

5.14 Registration Counters with Personnel & Hardware Equipment

- a. Design & erection of registration counters
- b. Counter staff, scanners, printers, badges, lanyards, computers, internet connectivity

5.15 Printing of Badges & Lanyards

- a. Design, printing and distribution of participant badges
- b. High-quality lanyards with logo, name tags, barcode/QR code

5.16 Floral Decoration

- a. Complete floral decoration – stage, podium, welcome gate, lounge, registration area, walkways
- b. Fresh flowers, artificial arrangements as per theme

5.17 MC Fees

- a. Engagement of professional Master of Ceremony (MC)
- b. Bilingual (Hindi & English) anchoring, script writing, rehearsal coordination

5.18 Media Centre with Necessary Arrangements

- a. Dedicated media centre with workstations, power backup, Wi-Fi, refreshments
- b. Press kit preparation, media briefing, photo/video opportunity

5.19 Control Office with Necessary Arrangements

- a. Event control room with monitors, communication system, coordinator desk
- b. Backup power, internet, stationery, coordination with security & hotel staff

5.20 Help Desk with Personnel and Necessary Hardware Equipment

- a. Multiple help desks with trained staff, signage, chairs, computers
- b. Query handling, lost & found, emergency assistance

5.21 Generators

- a. Silent DG sets with adequate capacity and fuel backup
- b. Automatic changeover, dedicated electrician, load management

5.22 Volunteers

- a. Deployment of trained volunteers (male/female)
- b. Uniform, ID cards, briefing, task allocation (registration, ushering, coordination)

5.23 Housekeeping Staff

- a. Dedicated housekeeping team for continuous cleaning
- b. Dustbins, cleaning equipment, waste management, toilet maintenance

5.24 Photography and Videography of Event

- a. Professional photographer and videographer team
- b. Coverage of entire event, drone shots (if permitted), edited highlight video

5.25 Vehicle – Innova Crysta

- a. Provision of three no's Innova Crysta with driver for two (02) days.
- b. Fuel, parking, and coordination for VIP / guest movement

5.26 Post Event Report

- a. Comprehensive post-event report with photographs, videos, attendance summary
- b. Feedback analysis, key learnings, suggestions for future events

5.27 Miscellaneous Expenses

- a. All incidental expenses including stationery, contingency, transport, labour, petty cash, etc.
- b. Any other activity required for smooth and successful execution of the event

The agency shall ensure complete coordination, quality execution, timely delivery, safety, and full compliance with all local laws and client guidelines. The agency must adhere to the approximate requirements specified in Annexure B of the EOI. Any additional requirements that may arise during the event shall be mutually discussed and agreed upon between the parties.

The agency shall coordinate with the Police Department, fire, emergency, and medical services to obtain all necessary permissions and make appropriate arrangements for the event.

All work shall be completed as per the approved event timeline and to the complete satisfaction of BIMCGL.

6. Evaluation Criteria for Selection

The Client shall follow two bid system where the Technical Bid and Financial Bid shall be evaluated separately.

6.1 Technical Proposal:

Applicants shall submit proposals in duplicate in English with all the documents in a sealed cover. The copies of certificates in proof of experience turn over etc., to be self-certified by the Authorized Representative of the firm.

The proposal must contain the following:

- a. Covering letter
- b. Company Profile
- c. Certificate of Incorporation /Registration
- d. Summary of Turnover Performance
- e. Detailed particulars of assignments completed/ in-progress
- f. Audited annual accounts for the last three years.
- g. Work Order/ Work completion order/ performance letter, etc.
- h. Copy of PAN and GST
- i. Affidavit
- j. Any other compliance Documents as per Clause 2.

6.2 Financial Proposal:

- a. To be submitted as per Annexure B.

7. Process of Evaluation Criteria for Selection

The selection shall be done on the Quality and Cost Bases Selection (QCBS). Bid evaluation for the selection of the agency shall be done in two steps viz. Technical Bid Evaluation & Financial Bid Evaluation.

7.1 Technical Evaluation:

During the technical evaluation stage, each bidder shall be assigned marks out of a total of 100 marks, as per the criteria specified below:

Sl.	Scoring Parameters	Score	Max Score	
1.	Company's Experience in terms of No of Years of operation	Not Less than 5 Years	10	15
		5-10 Years	15	
2.	Company's annual turnover in the last three (3) years 23,2023-24 and 2024-25	Not less than 10 Cr.	10	15
		10 Cr. – upto 20 Cr.	15	
3.	Company's Experience in terms of No of Events organized in Government Departments in last three (3) years viz. 2022-23,2023-24 and 2024-25, in Government sector of value not less than Rs. 1 Cr. in each case.	Less than 5 project	5	15
		5-10 project	10	
		10 + projects	15	
4.	Largest Project organized by the agency in Government Departments in last three (3) years viz. 2022-23, 2023-24 and 2024-25 in Government sector in terms of Project Value	1.0 Cr – up to 2.0 Cr.	5	15
		More than 2.0 Cr. – up to 5.0 Cr.	10	
		More than 5.0 Cr.	15	
5.	Presentation in front of CEO, BIMCGL, and Tender committee Member describing the following: <ul style="list-style-type: none"> Company's profile and strength in executing the event. Basic approach and ideas in formulating and executing the event on Behalf of Bihar Foundation to achieve its core values viz. Bonding, Branding and Business. 	Maximum Score	40	40
Total Score				100

A Bidder should secure a minimum of 70 marks (i.e. 70 marks out of total 100 marks as per Para above) in Technical Evaluation in order to be a technically qualified Bidder for being eligible for financial bid evaluation. (The financial bid for the technical bid of the bidders securing less than 70 marks shall be considered un-responsive and will not be opened.)

7.2 Financial Evaluation: The Financial Bids of the technically qualified Bidders will be opened.

- a. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be determined using the following formula: $Sr = 100 \times Fm/F$; in which Sf is the financial score, Fm is the lowest Financial Proposals and F is the Financial Proposal (in INR) under consideration.
- b. Proposals will be finally be ranked in accordance with their combined score of Technical (St) and Financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and the Financial Proposal that will be 70% and 30%, respectively.

8. Award of Contract:

- a. The bidder scoring the highest Total Score shall be declared as the "Selected Agency" i.e. H1 Bidder.
- b. Upon successful verification of the Performance Guarantee submitted by the H1 bidder (event management agency), the Letter of Award (LoA) shall be issued to the H1 bidder.
- c. The Performance Guarantee shall remain valid for a period of six (6) months beyond the duration of the contract as specified in the EOI document.

9. Payment Terms & Schedule:

Selected agency is required to raise the invoices as per the following milestones:

- a. 30% of the contract value shall be paid on signing of the contract/ issue of work order and submission of advance bank guarantee by the agency.
- b. 60% payment shall be made after final invoice submission by the agency on successful completion of the event, to the entire satisfaction of Bihar Foundation.
- c. Payment to work/service not mentioned in BoQ shall be billed separately by the agency. Also, those items which are mentioned in BoQ but not executed shall not be paid to agency. Further actual quantity of work/service different from that mentioned in BoQ shall be adjusted on pro-rata basis.

- d. The residual 10% of the contract value shall be paid on submission of event closure project report, return of left out publicity/event materials to Bihar Integrated Manufacturing City Gaya Limited (BIMCGL).

10. Termination:

- a. BIMCGL reserves the right to terminate the Agreement at any time, with or without cause, by providing the agency written notice of its intent to terminate. BIMCGL shall not be required to disclose any reason for such termination.
- b. The Agency shall not have the right to terminate the Agreement prior to the completion of the project. Any attempt by the Agency to terminate prematurely without cause shall be deemed a breach of contract, entitling BIMCGL to invoke applicable remedies, including forfeiture of performance guarantees.
- c. Upon termination, the agency shall immediately cease all work under the Agreement and hand over all deliverables, assets, and records to BIMCGL.

11. Force Majeure Clause:

- a. BIMCGL shall not be responsible or liable for any delay, stoppage, interruption, or failure in performance of the event management services due to force majeure events, including but not limited to natural calamities, acts of God, fire, flood, earthquake, epidemic, pandemic, civil commotion, riots, strikes, lockouts, war, invasion, armed conflict, terrorist acts, government restrictions, orders, prohibitions, or any other event beyond the reasonable control of either party.
- b. The Agency shall not be entitled to any compensation, damages, extension of time, reimbursement of costs, or waiver of penalties for any losses, expenses, or liabilities suffered or incurred by the Agency on account of such force majeure events. BIMCGL shall not be liable in any manner whatsoever to bear such losses or provide any form of compensation to the Agency arising from force majeure conditions.

12. Arbitration:

- a. In the event of any question, dispute, or difference whatsoever arising under or in connection with this Agreement, including any question relating to its existence, validity, interpretation, meaning, performance, breach, termination, or any alleged breach thereof, the parties shall first endeavour to settle the same amicably through mutual discussions and consultations in good faith.
- b. Failing amicable resolution within thirty (30) days, the dispute shall be referred to the sole arbitration of an arbitrator to be appointed by the Managing Director, Bihar Integrated Manufacturing City Gaya Limited (BIMCGL), whose decision shall be final and binding on both parties.
- c. The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 (as amended from time to time) and any statutory

modifications or re-enactments thereof for the time being in force. The venue of arbitration shall be Patna, Bihar, and the language of proceedings shall be English.

- d. It is expressly agreed that in the event the appointed arbitrator refuses to act, vacates office, neglects or refuses to proceed, becomes incapable of acting, or dies, the vacancy shall be filled by the CEO & MD, BIMCGL, by appointing another arbitrator, and the proceedings shall continue from the stage left by the previous arbitrator.

13. Confidentiality:

- a. The Agency shall not, at any time during or after the term of this Agreement, divulge, disclose, or communicate (directly or indirectly) to any person, firm, corporation, institution, or organization any confidential information of any kind concerning the work, project, operations, business, affairs, event details, attendee lists, branding, budgets, or any other information of BIMCGL, except as expressly required under law or with prior written permission of BIMCGL. This obligation shall survive the completion or termination of the Agreement.
- b. The Agency shall not, without prior written consent and permission of BIMCGL, make any commitment, enter into any contract, sub-contract, or undertake any obligation on behalf of BIMCGL with any person, institution, vendor, artist, supplier, or organization. Any such unauthorized commitment or contract shall be solely the responsibility of the Agency, and BIMCGL shall have no liability or concern whatsoever in respect thereof.

14. Jurisdiction:

All disputes arising out of or in connection with this empanelment, the Agreement, or any works/services assigned to the Agency shall be subject to the exclusive jurisdiction of the Courts at Patna, Bihar only.

15. Submission Details

Proposals must be submitted to the following address:

The Nodal Officer,
Bihar Integrated Manufacturing City Gaya Limited (BIMCGL)
1st Floor, Udyog Bhawan, East Gandhi Maidan
Patna – 800004
Bihar

Annexure A

A Declaration to the following effect should be submitted in the form of affidavit –

- (a) No criminal case is pending against me/us in any court of law.
- (b) I/We have not been debarred, suspended and blacklisted by any Government/Semi-Government Establishment and the contract have not been cancelled within the last one financial year.
- (c) None of my/our immediate relative (means husband/wife, mother/father, brother/sister and such in-laws) is working as Junior Engineer/Assistant Engineer/Executive Engineer/Accounts Officer/Accountant etc. in Bihar Integrated Manufacturing City Gaya Limited (BIMCGL)
- (d) All certificates, documents, details attached are true.
- (e) If I am found guilty of giving wrong information in the above paragraphs 'A', 'B' and 'C' or if any record in paragraph 'D' is found to be untrue, fake, forged, the competent authority will be free to blacklist my registration, punish me legally.

FINANCIAL BID
(On the letter head of the bidder)

To,

The Nodal Officers,
BIMCGL,
Udyog Bhawan, Patna, Bihar, INDIA

Sub: - Financial Bid for the “Selection of Event Management Agency”.

Sir,

With reference to the tender for selection of Event Management Agency, please find our Financial Bid along with this letter.

S.	Items	Approximate Requirements	Quoted Rate	Amount
1.	Invitation Card (300 GSM & Glossy)	200		
2.	Erection of Welcome Gate.	02		
3.	Arrangement for all Activities in 5 Star Hotel and other temporary Structure.	01		
4.	Stage Preparation with AC.	01		
5.	Lounge with AC.	01		
6.	Selfie Point.	01		
7.	Arrangement of Stalls.	10-15 Nos.		
8.	Cultural Performance of 5 artist band group.	01 group.		
9.	Branding.	10000 Sq. ft. Area		
10.	Carpeting.	12000 Sq. ft. Area		
11.	LED Screen/ Plasma Screen.	500 Sq. ft.		
12.	Wi-Fi Set up for venue.	01 Day		
13.	Audio-Video System.	01 Day		
14.	Registration Counters with personnel and Necessary hardware equipment.	02 counter		
15.	Printing of Badges & Lanyards.	300		
16.	Floral Decoration.	01 Day		
17.	MC Fees.	01 Day		
18.	Media Centre with necessary arrangements.	01 Day		
19.	Control Office with necessary arrangements.	01 Day		
20.	Help Desk with personnel and necessary Hardware equipment.	02		

21.	Generators.	01 nos. for 24 Hrs.		
22.	Volunteers.	10 for 01 Day		
23.	Housekeeping Staff.	04 for 01 Day		
24.	Photography and Videography of event.	01 Day		
25.	Vehicle Innova Crysta.	03 nos. for 02 Days.		
26.	Post Event Report.	01 no.		
27.	Miscellaneous expenses.	LS		
			Sub-Total	
			GST @ 18 %	
			Grand Total	
In Words: -				

Format of Bank Guarantee for Bid Security

Bank Guarantee No.....

Date.....

To

The Nodal Officer),

Bihar Integrated Manufacturing City Gaya Limited (BIMCGL)
1st Floor, Udyog Bhawan, East of Gandhi Maidan Patna-800001

Ref: RFP No <.....>

Whereas M/s.....with its Registered/ Head Office at..... (name and address of the Consultant, hereinafter called “**the Agency**”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) has undertaken to submit a proposal, in pursuance of Tender no date..... (hereinafter called “**the Tender**”).

And Whereas you (unless repugnant to the context or meaning thereof, including your successors, administrators, executors, and assigns) have stipulated in the said Tender that the Agency shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as Earnest Money Deposit for compliance with its obligations as per the Tender;

And Whereas we with our Head Office at..... (name and address of the Bank, hereinafter referred to as the “**Bank**”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) have agreed to give the Agency such a bank guarantee.

Now, Therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the Agency, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Agency to be in default under the Tender and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein, notwithstanding any difference between you and the Agency or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

The Bank undertakes not to revoke this guarantee during its currency without your previous consent and further agrees that the guarantee herein contained shall continue to be enforceable till you discharge this guarantee. This guarantee will not be discharged due to a change in the constitution of the Bank or the Agency's.

We further agree that no change or addition to or other modification of the terms of the Tender made by you shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the day of20.....
Our.....branch at.....*(Name & Address of the
.....*(branch) is liable to pay the guaranteed amount depending on the filing of a
claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our
.....* branch a written claim or demand and received by us at our*
branch on or before Dt..... otherwise, the bank shall be discharged of all liabilities under this
guarantee after that.

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

*Preferably at the authority's headquarters competent to sanction the expenditure for procurement of goods/services or at the concerned district headquarters or the state headquarters.

Notes:

- 1 *The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.*
- 2 *The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch. I*

- 3 *If the company is registered under any other act of the Native Country of the bidder, the word Companies Act 1956 may be replaced by that Act.*

- 4 *The Bid Proposal, however, should be accompanied by a certified copy of certificate of incorporation under the concerned act.*