

Collectorate Garhwa (Development Section)

District Administration Garhwa invites Expression of Interest (EOI) for organising two day Bansidhar Mahotsav (Festival) which is scheduled to be organised at Nagar Untari during March 2017

Eligibility Criteria: An Event Manager/firm/Company with experience of working/organisation of State/District level Mahotsav are eligible to submit an expression of interest. Original Copies of Work Order in the name of event manager/firm/Company should be produced and copies of the same should be submitted.

Application process and general conditions.

The application process shall be in two stages.

Stage 1: Submission of proposal based on eligibility.

Stage 2: Presentation of plan through power point presentation (over organisation of Mahotsav) to be selection committee by event manager/firm/company.

Applications are invited from event manger/firm/company as follows.

Due Date, Time & place of Submission of Bid/Sealed Application	14 th Feb 2017 till 2:00 PM Development Section Collectorate Garhwa. The Bids/Sealed Application received by the development section after the specified time on the Due Date shall not be eligible for consideration and shall not be opened.
Date, Time & Venue for Opening of Bid/Sealed Application and presentation.	14 th Feb 2017 at 3:00 PM Selection Committee, at Collectorate Garhwa

The terms of reference (TOR) may be collected from Development section Collectorate Garhwa or may be downloaded from our website www.garhwa.nic.in

District Administration Garhwa

Collectorate Garhwa

(Development Section)

Terms of Reference

A. Background

District Administration Garhwa invites Expression of Interest (EOI) for organising two day Bansidhar Mahotsav (Festival) which is scheduled to be organised at Nagar Untari during March 2017 by District Administration Garhwa. Mahotsav will consist of two day extravaganza through performance by National and Jharkhand fame artists and demonstration of culture on a world class stage specially prepared for the Mahotsav. Prime objective of Bansidhar Mahotsav is to showcase the Tourism potential of Nagar Bansidhar temple and unique idol of Lord Krishna to the entire world.

B. Rational of Foundation Day Celebration

The main function has been scheduled at the Gosaibag Maidan where Chief Guest Hon'ble Chief Minister along with Hon'ble MP Palamu, Hon'ble MLAs and other VIPs would likely inaugurate the program. Mahotsav inauguration would be followed by many events including cultural performances by local and National fame artists, ethnic demonstration etc. Special preparation and arrangements are be made to make this two day celebration successful.

C. Scope of work

Event Management

- ◆ Stage Preparation
- ◆ Stage thematic work
- ◆ Lighting Arrangement for event area and temple
- ◆ Decoration through lighting of temple area
- ◆ Event Area Barricading
- ◆ Videography, Photography, Drone Surveillance, CCTVs
- ◆ Sound Arrangement
- ◆ Artists Engagements and arrangements
- ◆ Cleanliness, parking, seating arrangement, publicity etc.

D. Eligibility Criteria

Following are the required qualification and experience

An Event Manager/firm/Company with experience of working/organisation of State/District level Mahotsav is eligible to submit an expression of interest. Original Copies of Work Order in the name of event manager/firm/Company should be produced and copies of the same should be submitted.

E. Duration

The engagement of Event manager/firm/company will be exclusively for the Bansidhar Mahotsav Event arrangement.

F. Deliverables

1. Submission of detailed plan to district administration
2. Submission of detailed Budget related with Event
3. Engagement with Artists finalised for Mahotsav
4. Travel of Artists at suitable places
5. Preparation of Stage and Event area a day prior to the event
6. Media & District Administration briefing regarding preparation of Mahotsav.
7. Coordination and overall management of event
8. Any other requirement after discussion with District Administration

G. Terms of Payment

Payment of Artists and travel arrangements are made against bill. Payment of Production Cost shall be made against bill.

H. Steps for Evaluation of Proposal

The following steps will be undertaken in conducting the process and selecting the agency

District Administration will constitute the selection committee for proposal responses

Selection of manager/firm/company will be based on the proposal submitted and presentation of plan to the selection committee

I. Requirements of EOI

A statement on organisation capabilities including

Background summary of the event manager/firm/company outlining area of expertise

List of past and current assignments along with work orders for same

Any direct experience the event manager/firm/company has working on similar assignments

District Administration Garhwa