


बिहार सरकार  
बिहार राज्य आपदा प्रबंधन प्राधिकरण  
(आपदा प्रबंधन विभाग)  
D- ब्लॉक, 5वाँ तल, सरदार पटेल भवन-800023

**निविदा आमंत्रण सूचना**

बिहार राज्य आपदा प्रबंधन प्राधिकरण, पटना के द्वारा सोनपुर मेला, 2025 के अवसर पर लगाये जाने वाले पैवेलियन/पंडाल के अधिष्ठापन एवं अन्य संदर्भित सेवाओं/सामग्रियों की अधिप्राप्ति हेतु सक्षम, अनुभवी इच्छुक निबंधित एजेंसियों से निविदा का आमंत्रण किया जाता है। इस निविदा की विवरणी एवं शर्तें निम्नवत् है—

- i. कार्यालय में प्री-बिड मीटिंग की तिथि —06.10.2025 (अपराह्न-03:00 बजे)
- ii. कार्यालय में निविदा प्राप्ति की अंतिम तिथि —10.10.2025 (अपराह्न-05:00 बजे तक)
- iii. कार्यालय में तकनीकी निविदा खुलने की तिथि —13.10.2025 (पूर्वाह्न-11:00 बजे)
- iv. कार्यालय में पावरप्वाइंट प्रस्तुतिकरण की तिथि —13.10.2025 (अपराह्न-03:00 बजे )
- v. कार्यालय में वित्तीय निविदा खुलने की तिथि —14.10.2025 (अपराह्न-03:00 बजे )
- vi. निर्धारित अन्तिम तिथि के पश्चात निविदा स्वीकार नहीं की जायेगी ।
- vii. अग्रधन की राशि 1,00,000 /— (एक लाख रुपये)।
- viii. निविदा शुल्क की राशि 10,000 /—(दस हजार) रुपये मात्र।
- ix. सेवा/सामग्रियों की आपूर्ति का आदेश प्राधिकरण कार्यालय द्वारा दिया जायेगा ।
- x. इस संबंध में आवश्यक प्रक्रिया, शर्तों आदि की जानकारी तथा सामग्री/सेवा की सूची, मात्रा/गुणवत्ता का विस्तृत विवरणी बिहार राज्य आपदा प्रबंधन प्राधिकरण के वेबसाइट [www.bsdma.org/tender](http://www.bsdma.org/tender) पर देखा जा सकता है।
- xi. निविदा को पूर्णत या अंशतः रद्द करने का अधिकार प्राधिकरण के पास सुरक्षित रहेगा।

  
(मो० वारिस खान)  
सचिव

**BIHAR GOVERNMENT**  
**BIHAR STATE DISASTER MANAGEMENT AUTHORITY**  
(Disaster Management Department)  
**D-Block, 5<sup>th</sup> Floor, Sardar Patel Bhawan, Patna-800023**  
**Phone No.-0612-2522082. Fax NO.- 0612-2522311**  
(Website - [www.bsdma.org](http://www.bsdma.org))

**Notice Inviting Tender**

The Secretary, Bihar State Disaster Management Authority, Govt. of Bihar (BSDMA), invites sealed Tender (Two Bid System) from reputed and experienced agency/contractor to determine rate for the Sonepur Mela-2025 period.

Tender shall be submitted by interested agencies in an outer sealed non-transparent envelope super scribed with "NIT for Sonepur Mela-2025, name of the agency and contact no./ email-id of the agency". The outer envelope shall contain the following two sealed non-transparent envelopes:-

A) Envelope- I: Marked as Technical Bid

B) Envelope- II: Marked as Financial Bid

Each envelope (Technical Bid & Financial Bid) should be marked with "NIT for Sonepur Mela-2025, name of the agency and name of Bid (Technical or Financial)". Details regarding Eligibility Criteria, Term & Conditions, and Payments Guidelines etc. can be seen in the "Tender Section" of the website: <http://www.bsdma.org>.

Pre- Bid Meeting in Conference Hall	-	06 October 2025 Time till 03.00 PM
Bid Receiving in BSDMA	-	10 October 2025 Time till 05.00 PM
Bid Opening in Conference Hall(Technical)	-	13 October 2025 till 11.00 AM
Power point presentation in Conference Hall		13 October 2025 till 03.00 PM
Bid Opening in Conference Hall(Financial)	-	14 October 2025 till 03.00 PM

An EMD (Earnest Money Deposit) of Rs. 70,000/- (Rs. Seventy Thousand Only) in the form of a Demand Draft drawn from a Scheduled Bank/Nationalized Bank of India, in favor of "Secretary, Bihar State Disaster Management Authority" payable at Patna must be enclosed with the Technical Bid.

If the envelopes are not sealed and marked properly, the tendering authority will assume no responsibility for disqualification. Tender document received after the specified time and date or not fulfilling the specified requirement shall not be considered.

Financial Bid of only those bidders, who have qualified the technical eligibility criteria shall be opened on the date and time as specified above.

The undersigned reserves the right to issue addendum/ corrigendum, to accept or reject any or all proposal, or to cancel the whole NIT at any stage without assigning any reason thereof.

## **Eligibility criteria, Term & Conditions, Payments Guidelines etc for Empanelment of Agency for Sonepur Mela-2025**

### **1. Pre Bid Meeting**

A Pre Bid meeting with bidders is scheduled on 06 October, 2025 at 3.00 PM in the Office of BSDMA. After Pre Bid meeting, if necessary, a corrigendum may be uploaded on our website for further direction to the prospective tendering agencies.

### **2. Bid Validity Period**

The Bid Validity Period will be End of Sonepur Mela, 2025.

### **3. Earnest Money Deposit (EMD)**

Refundable Earnest Money shall be deposited as indicated in the "Notice Inviting Tender" failing which the Bids submitted the agency shall be out-rightly rejected.

3.1 No interest will be payable on the amount of EMD irrespective of the outcome of tendering process.

3.2 The EMD of unsuccessful bidder will be returned after expiry of Bid validity period or issue of Letter of Award (LOA) and submission of performance guarantee by successful bidder, whichever is earlier.

### **4. Performance Guarantee (Non-Interest bearing)**

4.1 The successful bidder has to submit performance guarantee (PG) of Rs. 2,00,000/- (Two Lakh only) in the form of a Demand Draft drawn from a Schedule Bank/Nationalized Bank in favour of " Secretary, Bihar State Disaster Management Authority" payable at Patna failing which the EMD shall be forfeited.

4.2 Performance Guarantee can be forfeited and the LOA may be cancelled, if the successful bidder fails to supply the items within the stipulated time/quantity/quality as given in the work order and to the full satisfaction of BSDMA. The decision of Secretary, BSDMA will be final and conclusive in this regard.

5. Conditional tender shall not be considered.

6. Minimum Eligibility Criteria & required documents with technical bid:-

Sl. No.	Criteria	Document to be submitted (attach self-attested Xerox copy)
1	Company Should be Pvt. Ltd. /Partnership/LLP.	Related Documents
2	Registered with Commercial Tax department	GST Registration No. & update GST Return (3B).
3	Average Annual Turnover over Rs. 5,00,00,000/- (Five Crore) for the last Three financial years 2021-2022, 2022-23 and 2023-24	Audited Balance-sheet and P&L Account or a CA Certificate

4	Registered with Income Tax Department and ITR Three financial Year 2021-2022, 2022-2023 & 2023-2024	PAN Card and ITR
5	Not blacklisted by Central or State Government or any of their departments or by any Public Sector Undertaking (PSUs)	Affidavit has to be submitted issued by rotary /magistrate.
6	Prior work experience in successfully completing the works like Bihar Diwas, Sonepur Mela and any other function organized by agencies having minimum 05 years' experience in similar nature (Event Management works) without any time or cost loss.	Experience Certificate/ work order
7	EMD of Rs. 1,00,000/- (One Lakh only) in favour of Secretary, "Bihar State Disaster Management Authority" payable at Patna.	Demand Draft drawn from a scheduled bank of India.
8	Tender Fee of Rs. 10,000/- (Ten Thousand only) in favour of Secretary, "Bihar State Disaster Management Authority" payable at Patna.	Demand Draft drawn from a scheduled bank of India.
9	EPFO & ESIC Registration	Related Documents
10	ISO Certificate	Related Documents
11	Minimum Three State Working Experience	Related Documents
12	Minimum two work order of Rs. 05 Crore in last five year.	Related Documents

**Note:**

- (I) The Financial Bid of only those bidders will be opened, who will fulfill the above "Minimum Eligibility Criteria" under Technical Evaluation.
- (II) The successful agency has to take such corresponding registration as required under New GST Laws.
- (III) Financial bid will be opened only after obtaining 75% marks in Power point presentation.

**8. Bid Price and Evaluation of Financial Bid and Letter of Award (LOA)**

- 8.1 All taxes and other charges like transportation etc. shall be included in the Quoted Rates and shall be written in the blank space specified on APPENDIX-I. However, in the Invoice, Tax (es) has to be shown separately.
- 8.2 No advance payment will be made.
- 8.3 The price should be quoted in both in words and figures and in Indian Rupees only.
- 8.4 Taxes will be deducted at source as applicable.
- 8.5 The bidder shall quote for all of the items as mentioned under Financial Bid. L-1 bidder will be evaluated on the basis of total cost then will be selected.

8.6 BSDMA will issue Letter of Award (LOA) to the successful bidder.

8.7 Work orders will be issued upon requirement only. Selection of bidder under the RFQ or Issuance of LOA will not guarantee issuance of work order/s and BSDMA will not assume any liability or cost towards it.

8.8 Items will have to be supplied as per the quantity and specification mentioned in the work order. The quality of the items supplied should be as per satisfaction of BSDMA. The supplies have to be made at the site of Sonapur Mela.

Failure on the part of successful bidder to do so may result in cancellation of its LOA/Work Order and their Performance Guarantee may be forfeited. In such case, BSDMA may, at its liberty, negotiate with other bidders (L-2 and so on) for the supplies to be made at L1 prices or at negotiated rates. Also in case of exigencies and volume of supplies, BSDMA may request L2 bidder of respective items and so on to make the supplies at the negotiated rate of L-1 bidder.

8.9 The rate quoted shall be valid for Sonapur Mela, 2025 from the date of issuing of LOA.

8.10 Payment shall be released on submission of bills with copy of work order issued by BSDMA. The satisfactory performance will be the essence under this contract and would need to be executed in the specified time frame and quality as per the work order. If the work of the tenderer is not satisfactory then payment will be made in the light of the recommendations of the committee constituted at the authority level. BSDMA may at its discretion be able to reject whole of the supplies, if they were found to be of unsatisfactory quality. In that case, fresh supplies will have to be made at the bidder's own cost. The decision of Secretary, BSDMA will be final and conclusive in this regard. BSDMA reserves the right to get work done as this risk of cost the approved vendor.

8.11 The continuous unsatisfactory performance may lead to confiscation of performance guarantee and cancellation of LOA. The decision of Secretary, BSDMA will be final and conclusive in this regard.

  
(Md. Waris Khan)  
Secretary, BSDMA

**ANNEXURE-I**

Government of Bihar  
Bihar State Disaster Management Authority  
(Disaster Management Dept)  
D-Block, 5<sup>th</sup> Floor, Sardar Patel Bhawan, Patna-800023  
**Financial Bid / Tender**

Sl. No	List of required Items	Quantity	Rates Per Unit in Rs. (Including all taxes)	Unit
1	(i) German Hanger with Stall partition with plywood cloth etc.	10000 sq.ft (approx.)		per sq.ft
2	Wooden Flooring covered with new carpet inside the pandal and corridor	10000 sq.ft (approx.)		per sq.ft
3	Protection Gate of Main Pandal with Entry and Exit Gate. (20' x 7' x 02x02 Pcs ) = 280 sq.ft.	280 sq.ft		per sq.ft
4 (A)	<ul style="list-style-type: none"> <li>VIP Room with wooden flooring, carpet with following items-               <ul style="list-style-type: none"> <li>(a) Central table – 1Pc</li> <li>(b) Executive sofa set- 1Pc (1+2)</li> <li>(c) Executive chairs- 10 Pc</li> <li>(d) Room fresheners – 1 Pc (Self Dispenser)</li> <li>(e) Tissue paper- 10 Packet</li> <li>(f) Dust bin- 2Pc (20L)</li> <li>(g) Refrigerator (180 Ltr.) – 1Pc</li> <li>(h) Seasonal flower pots- 2Pc</li> <li>(i) Mineral Water bottle (½ ltr)– on demand</li> </ul> </li> <li>Attached Washroom. Size 6' x 8'=48sq.ft . with tiles flooring, piped water supply, a commode, Tap+ wash basin.               <ul style="list-style-type: none"> <li>(a) Hand wash- 5Pc (Liquid)</li> <li>(b) Towel- 1Pc washed towel for everyday</li> <li>(c) Fresheners- 4Pc</li> <li>(d) Bucket &amp; Mug- 1Pc each</li> <li>(e) Dustbin – 1 pc (10L)</li> </ul> </li> </ul>	01 Room		(For one Month)
(B)	<ul style="list-style-type: none"> <li>Common Room with Washroom. 12' x 10'=120sq.ft .</li> </ul>	01 Room		
	Toilets including flooring with punning plaster, a commode, a wash basin, piped water supply, (a) Towel- 1Pc washed towel for everyday (b) Hand Wash – 10Pc (Liquid) (c) Air Freshener and Disinfectant – 5Pc each Complete cleaning after every two hours Separately for Male and Female (Toilet).	02 Toilet (Male & Female)		(For one Month)
5	Temporary Stage inside Main Pandal (for stage performance and other activities) Size 30' x 15' (Approx) =450sq.ft .	450 sq.ft		per sq.ft
6	Curtain / Parda (VIP Room and Common Room)	04 Piece		Per Unit/ Piece

# ANNEXURE-I

Government of Bihar  
Bihar State Disaster Management Authority  
(Disaster Management Dept)  
D-Block, 5<sup>th</sup> Floor, Sardar Patel Bhawan, Patna-800023  
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3	Protection Gate of Main Pandal with Entry and Exit Gate. (20' x 7' x 02x02 Pcs ) = 280 sq.ft.	280 sq.ft		per sq.ft
4 (A)	<ul style="list-style-type: none"> <li>VIP Room with wooden flooring, carpet with following items-               <ul style="list-style-type: none"> <li>(a)Central table – 1Pc</li> <li>(b) Executive sofa set- 1Pc (1+2)</li> <li>(c)Executive chairs- 10 Pc</li> <li>(d)Room fresheners – 1 Pc (Self Dispenser)</li> <li>(e)Tissue paper- 10 Packet</li> <li>(f)Dust bin- 2Pc (20L)</li> <li>(g) Refrigerator (180 Ltr.) – 1Pc</li> <li>(h)Seasonal flower pots- 2Pc</li> <li>(i) Mineral Water bottle (½ ltr)– on demand</li> </ul> </li> <li>Attached Washroom. Size 6' x 8'=48sq.ft . with tiles flooring, piped water supply, a commode, Tap+ wash basin.               <ul style="list-style-type: none"> <li>(a)Hand wash- 5Pc (Liquid)</li> <li>(b) Towel- 1Pc washed towel for everyday</li> <li>(c) Fresheners- 4Pc</li> <li>(d) Bucket &amp; Mug- 1Pc each</li> <li>(e) Dustbin – 1 pc (10L)</li> </ul> </li> </ul>	01 Room		(For one Month)
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	Toilets including flooring with punning plaster, a commode, a wash basin, piped water supply, <ul style="list-style-type: none"> <li>(a)Towel- 1Pc washed towel for everyday</li> <li>(b)Hand Wash – 10Pc (Liquid)</li> <li>(c) Air Freshener and Disinfectant – 5Pc each</li> </ul> Complete cleaning after every two hours Separately for Male and Female (Toilet).	02 Toilet (Male & Female)		(For one Month)
5	Temporary Stage inside Main Pandal (for stage performance and other activities) Size 30' x 15'(Approx) =450sq.ft .	450 sq.ft		per sq.ft
6	Curtain / Parda (VIP Room and Common Room)	04 Piece		Per Unit/ Piece

7	Flex work with iron frame	4000 sq.ft		per sq.ft
8	Flex without frame	200 sq.ft		per sq.ft
9	Flower decoration near gate and stage (fresh seasonal flowers)	2 days		per day
10	Balloon for decoration (each bunch of 5 balloons)	20 bunch		each bunch
11	Flower Pots (गमला मौसमी फूलों के साथ)	20 Piece		Per Unit/ Piece
12	Bouquet of 10 Roses (inclusive necessary inaugural items such and ribbon, scissor, etc.)	10 Piece		Per Unit/ Piece
13	Tables with table cloth	100 Piece		Per Unit/ Piece
14	VIP Chair	30 Piece		Per Unit/ Piece
15	Fiber chair /comfortable chair	200 Piece		Per Unit/ Piece
16	Wooden folding cots with Toshak, Bed Sheet, Pillow with cover, Blanket	70 Piece		Per Unit/ Piece
17	Government Electricity Connection	1 Piece		For 30 Day's
18	Silent Generator Set 30 KVA Diesel with Operator 24 Hours	1 Piece		For 30 Day's
19	Halogen/ L.E.D / Lighting/ tube light	100 Piece		Per Unit/ Piece
20	Metal Light (on Front)	05 Piece		Per Unit/ Piece
21	Ceiling Fan	30 Piece		Per Unit/ Piece
22	Stand Fan (Height for child safety)	15 Piece		Per Unit/ Piece
23	Cooler 100 liter	02 Piece		Per Unit/ Piece
24	Exhaust Fan	06 Piece		Per Unit/ Piece
25	Power Plug	30 Piece		Per Unit/ Piece
26	Extension board for power supply (15 Amp)	10 Piece		Per Unit/ Piece
27	Projector	1 Piece		Per Unit/ Piece
28	Music System with mike	2 Piece		Per Unit/ Piece
29	Cordless mike	2 Piece		Per Unit/ Piece
30	Fire Extinguisher (Medium) & Fire balls	As and when required		Per Unit/ Piece

31	Smoke Detector, Heat Detector & Infrared Detectors	As and when required		Per Unit/ Piece
32	Dustbins -50 Liter with cover	4 Piece		Per Unit/ Piece
33	Dustbins -20 Liter with cover	6 Piece		Per Unit/ Piece
34	Sweeper and waste disposer worker (On per day basis )	4 worker		Per worker Per day
35	Thematic Front Fascia (Plywood) above Entry and Exit Gate.	1000 sq.ft		per sq.ft
36	Bamboo Tree / Show plant	10 Piece		Per Unit/ Piece
37	Day/Night Guard (On per day basis )	Guard for three shift		Per Guard Per day
38	LED TV (55") as and when required.	As required		Per Piece Per day
39	LED TV (65") as and when required.	As required		Per Piece Per day
40	Trunk box for storage with lock and keys	3 Piece		Per Piece one month's/ Each
41	Soak Pit	2 Piece		Per Unit/ Piece
42	Wash Basin	2 Piece		Per Unit/ Piece
43	Land Leveling, White sand filling & Cleaning	1000 sq.ft		per sq.ft
44	Chauki (6'x4') or Iron Cot	10 Piece		Per Pc
45	Preparation and installation of indoor LED wall of size 20'x10' (inner side) and 10'x 8' for 30 days	240sft		Composite cost
46	Mineral water 20ltr jar with dispenser	(On demand)		Per day
47	Rooms(12'x10'each)for officers (attached washroom) Specification for Room Bulb, fan, table, shining floors finish, good condition walls,	As per requirements		For 30 Day's
48	Hall (40'x40') with washroom Specification for Hall Bulb, fan, table, shining floors finish, good condition walls,	As per requirements		For 30 Day's
49	CCTV with Foot – Fall counting	10 Piece and above as required		For 30 Day's
50	Biometric Device	1 piece		Per Unit/ Piece

51	Wi-Fi in Pandal (minimum 100 Mbps)	1 Piece		For 30 Day's
52	Living Room Medium Size With bath room & toilet. (approx. 10'x12') Under Radius 1-1.5 km.	As per requirements		For 30 Day's
53	Hall Big Size With bath room & toilet. (approx. 20'x12') Under Radius 1-1.5 km.	As per requirements		For 30 Day's
54	Bamboo Partition in front of Pandal	As per requirement		For 30 Day's


Note: 1. The quantity of the above mentioned items may vary as per the requirement on the spot.

2. The total floor area may also vary as per the availability of the space.

3. The payment will be made on the basis of verification of actual work done by a team constituted by BSDMA.

4. It's Include disinfection, fogging for Mosquito & repellents.

5. An above mentioned items will be measured for the period of Sonpur mela.

  
 (Md. Waris Khan)  
 Secretary, BSDMA