BIHAR STATE MINORITIES FINANCIAL CORPORATION LTD., PATNA
(Govt. of Bihar Undertaking)
34, Harding Road (Ali Imam Path), Patna-1
(www.bsmfc.org, Tel-0612-2204975, Email-bsmfclpatna-bih@gov.in)
(CIN No.-U65110BR 1984SGC 001964)

Ref. No. 07/2026-27 Date. 11/11/2026

SHORT NOTICE INVITING TENDER (NIT) for selection of Event Management Company for the Rajgir Mahotsav, 2026.

The Bihar State Minorities Financial Corporation Limited (BSMFCL) invites short tender for selection of Event Management Company / agencies for the Rajgir Mahotsav 2026 in sealed envelope from eligible agencies. Estimated requirement, eligibility criteria and terms & conditions of the contract have been mentioned in the tender documents. The selected agency shall be responsible for planning, coordination, execution and successful management of events as per the requirements and directions of the Minority Welfare Department (Department) / BSMFCL.

The Tender Document is available at the website of BSMFCL www.bsmfc.org. Interested bidders are advised to read the tender document carefully, related criteria and check their eligibility before participating in the bid.

The interested bidders shall submit their bids in sealed envelope, duly signed copies of all the relevant certificates, documents etc. in support of their technical and financial bids. The bids will be opened offline as per tender timeline.

11/11/26

Managing Director
BSMFCL, Patna

BID SUMMARY SHEET

Sr. No.	Information	Details
1.	Name of the Authority	Bihar State Minorities Financial Corporation Limited
2.	Name of Work	Planning, coordination, execution and successful management of events at Rajgir Mahotsav, 2026.
3.	Date of issue of Tender	11/11/2026
4.	Mode of Tender	Offline to be submitted in sealed envelope addressed to - The Managing Director Bihar State Minorities Financial Corporation Ltd., 34, Harding Road, Patna - 800001
5	Last date of submission of Bid	18/11/2026 at 03.00 P.M
6.	Opening of Technical Bid & Financial Bid	18/11/2026 at 04.00 P.M.
7.	Address of Communication	Bihar State Minorities Financial Corporation Ltd., 34, Harding Road, Patna - 800001
8.	Availability of Tender Document	www.bsmfc.org; and Office of BSMFCL
9.	Performance Security	10 % of the contract value to be submitted in the form of Demand Draft, in favor of Bihar State Minorities Financial Corporation Limited , payable at Patna.

- The Technical & Financial Bidding will be offline mode only. The bidders shall enclose all the documents as per the eligibility criteria.
- The Managing Director / Tender Committee of BSMFCL reserve the right to accept or reject any or all the bids without assigning any reason at any stage.

▪ INTRODUCTION & BACKGROUND

As part of its cultural and socio-economic outreach, the BSMFCL actively participates in the historic Rajgir Mahotsav, an annual flagship cultural extravaganza organized by the Government of Bihar for the upcoming Rajgir Mahotsav, 2026 to be organized from 26/11/2026 to 02/12/2026. This serves as a vital marketplace and exhibition arena designed to empower local minority artisans, weavers and self-help groups (SHGs) by showcasing their traditional crafts, handlooms and indigenous products to a massive regional and international footfall.

To ensure a seamless, professional and visually spectacular environment, the BSMFCL requires the services of a competent, resourceful and highly experienced Event Management Company / agency. The selected agency will be entrusted with the end-to-end execution of temporary stall fabrication, luxury VIP lounges, high-security fire safety installations, comprehensive theme-based decorations, and ambient illumination.

2. SCOPE OF WORK & TECHNICAL SPECIFICATIONS

The selected agency must deliver, install, maintain in pristine condition and completely dismantle/remove the following infrastructure components. All materials utilized and detailed below must meet standard commercial exhibition benchmarks: -

Sl. No	Item / Component Description	Technical Specifications & Layout	Estimated Quantity
1.	Premium Sofa Sets	Ultra-clean, premium executive fabric / leatherette sofas (3+1+1 configuration) for the designated VVIP lounge.	02 – 03 Full Sets
2.	Executive VIP Chairs	Cushioned, high-back ergonomic chairs with clean armrests for dignitaries and panel chairs.	08 Pieces -12 Pieces
3.	Carpeted Office Area	Full installation of high-grade commercial needle-punch floor carpet for the administrative block. Dimension framework: 10 ft. x 10 ft. x 40 ft.	01 – 03 complete unit
4.	Commercial Exhibition Stalls	Premium fabrication of 40 individual stalls using high-quality plywood partition walls, front fascia panels for artisan branding, spotlights, and internal plug points. Total estimated area coverage: 4,000 Sq. Ft.	40 stalls
5.	Fire Safety Kit (Extinguishers)	Industrial-grade ABC Dry Powder / CO_2 fire extinguishers, fully charged and safety-certified, placed at strategic exit/entry nodal points.	10 -12 pieces

Sl. No	Item / Component Description	Technical Specifications & Layout	Estimated Quantity
6.	Flower Bouquets	Arranged professionally with elegant satin wrapping for guest welcomes.	10-15 pieces
7.	Main Welcome Gate Decoration	Full-scale entrance fabrication featuring a blended floral theme (using fresh marigolds, roses, and orchids) interwoven with high-density premium balloon arches.	01 complete job
8.	Live Foliage Flower Pots	Well-maintained, polished ceramic or plastic pots housing seasonal flowering plants or fresh green foliage to line the pedestrian walkways.	10 -12 Pieces
9.	High-Intensity Metal Lights	Weather-proof, high-lumen Metal Halide or heavy-duty LED focus floodlights to guarantee ambient safety illumination across the pavilion during night hours.	10 -12 Pieces
10.	Flex and Banners	High resolution attached securely to iron / wooden frames across designated pavilion boundaries	As per site layout plan
11.	Plywood construction of inner side stall for office 600 -700 sq. feet	12mm commercial plywood walls over a wooden frame and functional LED lighting /sockets.	1 office
12.	Still Photography and Videography	High-resolution DSLR photo and 4K video coverage of the entire event.	Event duration
13.	Out-of-Scope Contingency:	Any additional infrastructure, custom carpentry or emergency lighting requested on-site, will be treated as an authorized variant. These items will be reimbursed 100% on actual market costs upon presenting verified receipts along with the final billing.	As per site layout and execution plan

3. MANDATORY ELIGIBILITY & AGENCY CRITERIA

The bidders must fulfill the baseline administrative criteria detailed below. Failure to provide any of the self-attested documents within the technical envelope will result in immediate disqualification:

Sr. No.	Criteria	Document to be submitted
1.	The bidder must be a proprietorship firm / partnership firm / Limited Liability Partnership (LLP) / Company or Body Corporate registered under respective acts.	Certificate of Incorporation and copy of MOA & AOA including details of all directors, in case of Company / Body Corporate. Copy of Partnership Deed including details of all the partners, in case of Partnership Firm.
2.	Operational Track Record:	Proof of successful completion of at least two (2) similar event management or large-scale exhibition setup assignments for Government Departments, Public Sector Undertakings (PSUs), or registered premium corporate entities within the past 3 fiscal years.
3.	The bidder should not be **defaulter/ blacklisted** in any organization, where it has previously worked / working.	Formal, notarized affidavit or declaration on the company letterhead confirming that the agency has never been blacklisted, suspended, or barred by the Government of India, Government of Bihar, or any municipal corporate body.
4.	GST Registration Certificate	Self-attested GSTIN Registration Certificate.
5.	The bidder should be registered with Tax Authorities and must be compliant.	Attested copy of PAN, GSTIN and ITR Acknowledgement for preceding three Assessment Years.

4. Miscellaneous Terms and Conditions

- BSMFCL, Patna is not bound to accept the lowest or any tender or to assign any reason thereof.
  - Rate negotiation will be done by the tender accepting authority / Tender Committee.
  - The agency shall execute all assigned job as per the instructions and specifications of the Department / BSMFCL.
  - The agency shall ensure timely delivery and satisfactory quality of all services.
- All materials, equipment and manpower required for the event shall be arranged by the agency.
  - The agency shall be responsible for the conduct and performance of its deployed staff.
  - No additional payment shall be admissible without prior written approval of the competent authority.
  - Payment shall be released after successful completion of the event and submission of the requisite item wise bills, supporting documents and satisfactory certification by the Department.
  - Any damage or loss caused due to negligence of the agency shall be recoverable from the agency.
- The Department / BSMFCL reserves the right to cancel, modify or reject the tender process without assigning any reason, subject to applicable rules.
- The selected agency shall comply with all applicable laws, statutory provisions and government instructions.

5. Procurement Timeline:

Sl. No.	Information	Details
1.	Deadline for Submission of Tender (Closing Date)	18/11/2026 at 03:00 PM
2.	Opening of Technical Envelopes	18/11/2026 at 04.00 P.M
3.	Opening of Financial Envelopes	18/11/2026 at 05.00 P.M

6. TENDER SUBMISSION PROTOCOL & TIMELINES

* The Two-Envelope Sealing Protocol:

1. Envelope 1 (Technical Bid Envelope): Must contain all self-attested credentials listed under Section 3 (PAN, Aadhaar, GST, Experience letters and Non-blacklisting affidavit). Label clearly as: "TECHNICAL BID – RAJGIR MAHOTSAV, 2026".

2. Envelope 2 (Financial Bid Envelope): Must contain the signed and filled price break-up sheet as per the format in Section 5. Label clearly as: "FINANCIAL BID – RAJGIR MAHOTSAV, 2026".

3. Final Outer Envelope: Both Envelope 1 and Envelope 2 must be sealed securely inside a larger, heavy-duty outer envelope. The top face of the envelope must be boldly super scribed with: "TENDER FOR EVENT MANAGEMENT– RAJGIR MAHOTSAV 2026".

   Addressed to: The Managing Director,

   Bihar State Minorities Financial Corporation Ltd., 34, Harding Road, Patna-800001.

* Submission Logistics: Bids can be delivered directly at the BSMFCL office situated at 34, Harding Road in Patna, or delivered via Speed Post / Registered Post within the prescribed time limit. Bids received after the hard deadline will be rejected unopened.

Financial envelopes of only technically qualified bidders will be opened immediately thereafter or on a date communicated on-site.

7. FINANCIAL BID SHEET (To be enclosed exclusively in Envelope 2)

Bidders must quote a firm, all-inclusive rate. The price must encompass procurement, transit insurance, freight, manual labor, structural safety certifications, installation, 7-day maintenance & monitoring, clean dismantling and all applicable central / state taxation structures (GST).

Sl No	Item / Component Description	Price per unit/ Per day / Per Square feet	Price per unit/Per day / Per Square feet in words
1.	Premium Sofa Sets		
2.	Executive VIP Chairs		
3.	Carpeted Office Area		
4.	Commercial Exhibition Stalls		
5.	Fire Safety Kit (Extinguishers)		
6.	Flower Bouquets		
7.	Main Welcome Gate Decoration		
8.	Live Foliage Flower Pots		
9.	High-Intensity Metal Lights		
10.	Flex and Banners		
11.	Plywood construction of inner side stall for office 600 -700 sq. feet		
12.	Still Photography and Videography		

Contact Details

Contact Person: Sri Abdur Razique

Contact Number: 9122027511

Email Id: bsmfclpatna-bih@gov.in

Working Hours: 9.30 A.M. to 6.00 PM

(All days in week except Saturday & Sunday and few selected state holidays)

Website: www.bsmfc.org

Address: Bihar State Minorities Financial Corporation Ltd.,
34, Harding Road,
Patna – 800001.