

**Government of Rajasthan  
Department of Tourism**

Tourist Reception Centre, RTDC Hotel Khadim Campus, Ajmer-305001  
Telephone: 0145-2627426; E-mail: trc.ajmer@rajasthan.gov.in  
Website: [www.tourism.rajasthan.gov.in](http://www.tourism.rajasthan.gov.in)

No. TRC Ajmer / Rajasthan Sanskriti Mahotsav / 2023 / 2390

Date: 17 / 03 / 2023

**Bid No. 4 / 2023**

1. M/s Impressive Events Hub Pvt. Limited, B-96, Janta Colony, Jaipur
2. M/s Chandra Entrepreneurs Pvt. Limited, Chandra Group, Bani Park, Jaipur
3. M/s E Factor Experiences Limited, New Delhi
4. M/s Expression 360 Services India Pvt. Limited, New Delhi

**Sub: -Inviting Financial Bids from the Empanelled Event Management Agencies for Works related to Cultural Events to be held on 27<sup>th</sup> – 29<sup>th</sup> March, 2023 during Rajasthan Sanskriti Mahotsav, Ajmer.**

Financial bids are invited from the above listed empanelled Event Management Agencies (EMAs) with Department of Tourism, Government of Rajasthan (vide office order No. F (85)(3)/F&F/Emp. Ev. Mgr/2022-23/20789-97 dated 09-11-2022) for various Works related to Rajasthan Sankriti Mahotsav to be held on 27 – 29 March, 2023 in Ajmer.

<b>Estimated Cost of Work</b>	<b>Rs. 28.00 Lakhs including GST</b>
<b>Dates of Cultural Events</b>	27 - 29 March, 2023
<b>Availability of Bid Document</b>	<b>Document can be downloaded from:</b> <a href="http://www.eproc.rajasthan.gov.in">www.eproc.rajasthan.gov.in</a> , <a href="http://www.sppp.rajasthan.gov.in">www.sppp.rajasthan.gov.in</a> <a href="http://www.tourism.rajasthan.gov.in">www.tourism.rajasthan.gov.in</a>
<b>Mode of Submission of Financial Bid</b>	Online at e-Proc website ( <a href="http://www.eproc.rajasthan.gov.in">www.eproc.rajasthan.gov.in</a> )
<b>Last Date of Online Submission of Financial Bid</b>	20 / 03 / 2023 up to 12:00 PM
<b>Opening of Financial Bids</b>	20 / 03 / 2023, 2:30 PM
<b>RISL Processing Fee with Financial Bid</b>	Rs. 1,000/- through E-grass through e-GRAS (Budget head 8658-00-102-(16)-{01})

This invitation for Financial Bids (Bid Document) is being issued in continuation of the main Bid No. 179/2022-23 dated 19.07.2022 and subsequent office order no. F (85)(3)/F&F/Emp. Ev. Mgr/2022-23/20789-97 dated 09-11-2022 shall be treated as integral part of this Bid Document. Accordingly, all terms and conditions in this Bid will be applicable.

For any other information, please contact Sh. Ajay Kumar Sharma, Deputy Director OR Sh. Pradhyuman Detha, Tourist Officer, Department of Tourism, Government of Rajasthan, Tourist Reception Centre, RTDC Hotel Khadim Campus, Ajmer-305001, Telephone: 0145-2627426; E-mail: trc.ajmer@rajasthan.gov.in

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**Ajay Kumar Sharma  
Deputy Director**

No. TRC Ajmer / Rajasthan Sanskriti Mahotsav / 2023 / 2390

Date: 17/03/2023

Copy for information and necessary actions for the following:

1. P. A. to Managing Director RTDC, Jaipur
2. P.S. to Director, Department of Tourism, GoR, Jaipur
3. P.A. to District Collector, Ajmer
4. P.A. to Commissioner, Ajmer Development Authority, Ajmer
5. Treasury Officer, Ajmer
6. Empanelled Event Manager, Department of Tourism, GoR
7. ACP (DD), Department of Tourism, Jaipur to facilitate upload on SPPP, E-proc and Department portal sites.

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**Deputy Director**

## 1. Introduction

Rajasthan Tourism Development Corporation, Government of Rajasthan has decided to organize The Foundation Day of the State of Rajasthan as 'Rajasthan Sanskriti Mahotsav' all over the State including Divisional Headquarter Ajmer from 27<sup>th</sup> to 29<sup>th</sup> March, 2023. During the Festival, the following cultural events are proposed to be organized by RTDC in collaboration with Department of Tourism and District Administration, Ajmer.

### Celebrity Evenings Proposed

Dates	Evening Cultural Events	Venue
28 <sup>th</sup> March, 2023 (Tuesday)	Sh. Bhungar Khan Manganiyar Rajasthani Folk Music and Dances, Bollywood and Orchestra	Police Lines, Ajmer
29 <sup>th</sup> March, 2023 (Wednesday)	Evening Concert of Sh. Guru Randhawa / Sh. B Praak / Ms. Sonam Mohapatra / Sh. Pritam Chakraborty	Police Lines, Ajmer

### Other Events and Activities Proposed

Date	Time	Activity (Location)
	7 – 9 am	Yoga Session (Lake Front Park)
	10 am – 5 pm	Folk performances and Visit to National Film Archives & Philately and Coins Exhibition (Category :- Coins, Stamps, Special Items, Calculating Machines, Indian Miniature Sheets) (Ajmer Museum)
	6 – 11 pm	Food Festival with folk performances (Masala Chowk / Regional Choupati)
28 March, 2023	6 am	Nature's Trek (Sanjhi chhat) (2.5 Hour Trek)
	7am to 9 am	Yoga Session (Lake Front Park)
	10 am to 5 pm	Folk performances and Visit to National Film Archives & Philately and Coins Exhibition (Category :- Coins, Stamps, Special Items, Calculating Machines, Indian Miniature Sheets) (Ajmer Museum)
	8 – 11 am	Kite Festival (Vivekanand Smarak)
	6 – 11 pm	Food Festival with folk performances (Masala Chowk / Regional Choupati)
	6 – 7 pm	Horse Show / Pet Show (Police Lines)
	7- 7:30 Pm	Nagada Vadan by Nathu Solanki
29 March, 2023	7 – 9 am	Yoga Session (Lake Front Park)
	9- 11 am	Heritage Walk (Route :- Soni ji ki Nasiyan to Badshah Building to Daddha Haveli to Dakshini Bada to Lodha Haveli to Ajmer Museum)
		Workshop on water color & Phad Painting
		Painting / Drawing Competition
	6 – 11 pm	Food Festival with folk performances (Masala Chowk / Regional Choupati)

	6 - 7:30 Pm	Music in the Park by SPICMACAY (Lake Front Park)
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Following works have been entrusted to Department of Tourism & District Administration, Ajmer :-

1. Curation of the Event (including suggestions, providing contact details and selection of artists)
2. Designs for ambiance and décor of stage, venue, etc.
3. Set designing, stage management, green rooms and coordination part of the cultural event
4. Logistic arrangements of tent related works, stage light (tech rider of artist), sound (tech rider of artist, for crowd), general lighting for gathering in Police Lines Ground, boarding, lodging, local transport, facilitation for rehearsals of artists, etc.
5. Payment of the artist fee and travel, board and lodging to be reimbursed by the Government.

Department of Tourism, GoR intends to select an Event Management Agency (the “**Agency**”) for undertaking the event/ program activities entrusted as above.

## 2. **Scope of Work of Event Management Agency**

Selected Agency shall have to work in close coordination with Rajasthan Tourism Development Corporation, Department of Tourism and District Administration Ajmer and the artists appointed by the Government.

Stage Designer, Light Designer and Sound Designer shall have to work in close coordination with technical team of celebrity artists to finalize stage design, decor & theme and ensure its execution.

Selected Agency shall be responsible for the following activities:

## **Scope of Work: Annexure – A**

**ESTIMATED COST OF THE WORK – RS. 28 LAKHS (RUPEES TWENTY EIGHT LAKHS INCLUDING GST).**

**Artists fee, travel, DA, accommodation and food NOT INCLUDED).**

**Date : 28 March, 2023**

**Sh. Bhungar Khan Manganiyar and group of 25 artists**

**Venue Police Lines, Ajmer**

**Time 7:30 PM**

<i>S.No.</i>	<i>Details</i>	<i>Qty</i>	<i>Unit</i>
1	Rajasthan Day theme stage décor, construction of stage, 40 ft X 30 ft X 5/6 ft in Police Lines Ground	1	Lumpsum
2	LED Screens near the Venue (10x8 FT.)	2	Nos.
3	Stage Backdrop - LED Wall & Flex Backdrop - 30' x 10'	1	Nos.
4	Venue décor - Stage Props, Satan Cloth Paper Farri-Panni-Thread Décor, Black Masking (as per requirement)		Lumpsum
5	VIP bouquets	4	Nos.
6	Marigold garlands for welcome	25	Nos.

7	Welcome girls for aarti-tika	2	Nos.
8	Rajasthani Safa for VVIPs	10	Nos.
9	Shawl for main artists welcome	1	Nos.
10	Two Seter Sofa Seating for 100 VVIPs Guests, 400 executive chairs behind VVIPs sofas, middle front of the stage in mozo / jaali pipe barricading, red carpet	50 sofas, 400 executive chairs	Nos.
11	Center table	6	Nos.
12	VIP Seating 1000 on executive chairs, 500 each on both side of the VVIP enclosure, mozo / jaali pipe barricading	1000 (500 each side)	Nos.
13	Pipe barricading enclosures for General Seating	1000	R.Ft.
14	Plastic Chair for seating / general seating behind VIP seating	2000 (1000 each side)	Nos.
15	Placards of VVIP, VIP, Press, Public, etc. for the area		Lumpsum
16	Sound system for the artist ( As per Tech Rider) 5000 People		Lumpsum
17	Stage lights ( As per Tech Rider)		Lumpsum
18	General illumination of the Venue		Lumpsum
19	Power backup Gensets - 125 KVA Gensets		Lumpsum
20	Power backup Gensets - 125 KVA Gensets General Illumination		Lumpsum
21	Diesel for Gensets 6/7 hours running		Lumpsum
22	Backup Genset for light & sound with 6/7 hrs Running		Lumpsum
23	Welcome Theme gate - Theme Décor	1	Nos.
24	Side Wall leading to performance area from welcome gate / other places, 20 PVC flex banners of 6x4 ft (10 both sides) of state Govt. achievements to be fixed on the wall	1000	Sq.Ft.
25	Carpet	1500	Sq.Ft.
26	Housekeeping with Garbage Disposal		Lumpsum
27	Chemical Toilet for artist / VIP	1	Nos.
28	Artist Seating on Stage		As required
29	Green Room Arrangements for Artists	2	Nos.
30	Refreshment of Artists	25	Pax
31	Small water bottles for guests	1500	Nos.
32	Inaugural lamp	1	Nos.
33	Podium for Anchor	1	Nos.

Date : 29 March, 2023

Evening Concert of Sh. Guru Randhawa / Sh. B Praak / Ms. Sona Mohapatra / Sh. Pritam Chakraborty

Venue : Police Lines, Ajmer

Time : 7.30 pm

<i>S.No.</i>	<i>Details</i>	<i>Qty</i>	<i>Unit</i>
1	Rajasthan Day theme stage décor, construction of stage , 40 ft X 30 ft X 5/6 ft in Police Lines Ground	1	Lumpsum
2	LED Screens near the Venue (10x8 FT.)	2	Nos.
3	Stage Backdrop - LED Wall & Flex Backdrop - 30' x 10'	1	Nos.
4	Venue décor - Stage Props, Satan Cloth Paper Farri-Panni-Thread Décor, Black Masking (as per requirement)		Lumpsum
5	VIP bouquets	4	Nos.
6	Marigold garlands for welcome	25	Nos.
7	Welcome girls for aarti-tika	2	Nos.
8	Rajasthani Safa for VVIPs	10	Nos.
9	Shawl for main artists welcome	1	Nos.
10	Two Seter Sofa Seating for 100 VVIPs Guests, 400 executive chairs behind VVIPs sofas, middle front of the stage in mozo / jaali pipe barricading, red carpet	50 sofas and 400 executive chairs	Nos.
11	Center table	6	Nos.
12	VIP Seating 1000 on executive chairs, 500 each side both side of the VVIP enclosure, mozo / jaali pipe barricading	500 each side	Nos.
13	Pipe barricading enclosures for General Seating	1000	R.Ft.
14	Plastic Chair for seating / general seating behind VIP seating	2000 (1000 each side)	Nos.
15	Placards of VVIP, VIP, Press, Public, etc. for the area		Lumpsum
16	Sound system for the artist ( As per Tech Rider) 5000 People		Lumpsum
17	Stage lights ( As per Tech Rider)		Lumpsum
18	General illumination of the Venue		Lumpsum
19	Power backup Gensets - 125 KVA Gensets		Lumpsum
20	Power backup Gensets - 125 KVA Gensets General Illumination		Lumpsum
21	Diesel for Gensets 6/7 hours running		Lumpsum

22	Backup Genset for light & sound with 6/7 hrs Running		Lumpsum
23	Welcome Theme gate - Theme Décor	1	Nos.
24	Side Wall leading to performance area from welcome gate / other places, 20 PVC flex banners of 6x4 ft (10 both sides) of state Govt. achievements to be fixed on the wall to continue	1000	Sq.Ft.
25	Carpet	1500	Sq.Ft.
26	Housekeeping with Garbage Disposal		Lumpsum
27	Chemical Toilet for artist / VIP	1	Nos.
28	Artist Seating on Stage		As required
29	Green Room Arrangements for Artists	2	Nos.
30	Refreshment of Artists	25	Pax
31	Small water bottles for guests	1500	Nos.
32	Inaugural lamp	1	Nos.
33	Podium for Anchor	1	Nos.

**29 March, 2023**

**Music in The Park – Classical Vocal or Instrumental /  
Classical Dance (5/7 artists)**

**Venue – Lake Front Park, Ajmer**

**Time – 6.30 pm onwards**

<b>Arrangement</b>	<b>Quantity</b>
24x24 ft x 5 ft covered tent with stage of 16x16 ft, riser for artist, green room behind the stage with chairs, light, water, refreshments, etc.	One Set
General seating on executive chairs (50), plastic chairs (150), gadda seating in front (200), carpet in front of stage, covered tables as per requirement	Lumpsum
Stage illumination, general illumination, sound system for a gathering of 500 / 800, anchor mike	Lumpsum
Bouquet (2), Garlands (8), Shawal (1)	--
Misc related small arrangements	

**Other Arrangements – Some covered tables, chairs, durries, may be required for artists seating at Masala Chowk.**

## Allied Arrangements

Flex Printing		
1	Event Publicity with flex hoardings on Iron Frame on hire, Size (20 X 10 Feet), 8 Nos.	
2	Flex with Iron Frame, Size (16 X 8 Feet), 3 Nos.	
3	Flex with Iron Frame, Size (12 X 8 Feet), 8 Nos	
4	Flex with Iron Frame, Size (6 X 4 Feet), 20 Nos.	
5	Creative designing of the publicity backdrops	
100 Duty Badges for staff, event manager – card in plastic pouch, string		
1	Two taxi cars for local use by the duty officials on 27 – 29 March	
Food Packet		
	15 Normal food packets (poori, sabji, achar, sweet, water, etc.) for Tourist Assistance Force personnel/ driver on duty	
	Photography	
	Videography with HD Mixer	
	Drone	
	Photography and video shoot including drone of all events, providing footage for daily publicity in print and digital media, photo album of about 72 select photographs, cinematography of full event – 3 minute film in pen drive	

### 3. Terms & Conditions

- a) Agency shall be required to organise the entire programs (its scope of services) as per the Tech Riders and in close coordination with the artist and team, etc.
- b) Rehearsals of events may be seen Department officials one day prior to the event.
- c) **The above list of works is suggestive and not exhaustive.** The quoted rates should be inclusive of all applicable taxes. The above quoted rates shall include all expenses in accordance with the terms & conditions of this Bid Document and execution of the work at the venue.
- d) There may be a situation where additional works are needed to be done by the Agency or work shown under scope of work are not required or need to be amended. In that situation the designated committee will take a note of the situation under intimation to District Collector, Ajmer and necessary direction shall be conveyed to the selected firm. Payment for such amended works or additional work shall be worked out mutually as per rules.
- e) **By submitting its financial Bid, Bidder shall be considered deemed fully aware of technical rider of the artists & capable of managing the same.**
- f) Event manager may be asked to pay artist's fee in advance in his bank account and make arrangements of his travel, accommodation, meals, etc. as per decision of the Government. These payments will be reimbursed by the Government to the event manager on actual basis.
- g) Department intends to appoint an interested event manager for organizing mentioned programs including to plan, conceptualize and execute various activities on turnkey basis to ensure overall harmony and smooth organization of the event in consultation with artists / artists technicians / officer/s in charge at the venue.
- h) Selected Agency shall be required to submit an agreement on Non-Judicial stamp paper of Rs. 500/- with performance security equal to 2.5% of the Work Order amount.

- i) In event of any change, addition or reduction in the work mentioned in this Bid Document due to administrative reasons or change of requirements, appropriate change, additional payment/deduction would be made to/from the final payment. For all such changes, additional/reduced works, agency shall inform the District Collector in time and will seek necessary directions before execution.

**4. Submission of Financial Bid and Payment**

- i. Empanelled Agency are invited to submit their financial quote online at [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) before the last date and time mentioned in this document.
- ii. **Bidder quoting the lowest amount for all works collectively i.e. L 1 Grand Total shall be eligible for award of the Project and the Letter of Award (LOA)/ Work Order shall be issued to the Bidder.**
- iii. Amount to be quoted in the Financial Bid shall be inclusive of GST and all applicable taxes.
- iv. After completion of Rajasthan Sanskriti Mahotsav, the selected Agency shall submit its invoice (in 3 copies) along with photographs, videos of the program and all other essential document for fulfillment of all obligations of Contract.
- v. Payment will be made to the Selected Agency after verification of completion of work as per the terms of Bid Document and to the satisfaction of the Government.
- vi. Release of payments to Selected Agency are subjected to statutory deductions as per applicable rules.
- vii. Department shall endeavour to release the payments at the earliest. No interest shall be payable in case the release of payment delays due to procedural matters.
- viii. In case of unsatisfactory works and delays, the liquidated damages/ penalties shall be deducted as per RTPP Act and GF&AR rules including forfeiture of the Bid Security and Performance Security of the Bidder of the Selected Agency.



**BoQ (Financial Bid)**

**Bid Inviting Authority: Department of Tourism, Government of Rajasthan**

**Name of Work: Inviting Financial Bids from the Empanelled Event Management Agencies for Works related to Cultural Events to be held on 27 – 29 March, 2023 during Rajasthan Sankriti Mahotsav at Ajmer as per Annexure – A, ESTIMATED COST – RS. 28 LAKHS INCLUDING GST**

**Bid No. 04 / 2390 / Dated 17 March, 2023**

**Bidder Name :**

**PRICE SCHEDULE**

**(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )**

<b>Sl. No.</b>	<b>Item Description (As per Annexure – A)</b>	<b>Amount (Rs.) for the Event including all taxes, levies &amp; octroi etc. (In Figures)</b>	<b>Total Amount (Rs.) for the Event including all taxes, levies &amp; octroi etc. (In Figures)</b>	<b>Total Amount (Rs. In Words) for the Event including all taxes, levies &amp; octroi etc. (In Words)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Works related to Cultural Events to be held on 27 - 29 March, 2023 during Rajasthan Sanskriti Mahotsav at Ajmer, QUOTE ONE RATE FOR ALL WORKS AS PER ANNEXURE – A, ESTIMATED COST – RS. 28 LAKHS INCLUDING GST</b>			
	<b>Grand Total (in Numbers)</b>		<b>0.000</b>	
	<b>Grand Total (in Figures)</b>			<b>INR</b>