

**Government of Rajasthan**  
**Department of Tourism**  
Paryatan Bhawan, MI road, Jaipur-302001  
Telephone: 0141-2822863; E-mail: [us.singh97@gmail.com](mailto:us.singh97@gmail.com)  
Website: [www.tourism.rajasthan.gov.in](http://www.tourism.rajasthan.gov.in)

No. F 4( ) F&F/DOT/Teej Festival/2025-26 / 7792-7801

17.07.2025  
Date: XX-07-2025

Bid No. XXX / 2025-26

265/17.7.25

1. M/S Gobananas, Block No. 10, 5th Floor, Magnet Corporate Park, Thaltej, Ahmedabad 380054
2. M/S Modern Stage Services Private Limited, F-30/3, Okhla Industrial Area, Phase-II, New Delhi, 110020
3. M/S Axis Communications, A-28, Ground Floor, (Main Road), Near Canara Bank, Hauz Khas, New Delhi-110016
4. M/S Nagpal Exhibition and Conference Services, 03, Panchsheel Enclave, Near Hotel Clarks Amer, JLN Marg, Jaipur-302017
5. M/S Chandra Entrepreneurs Pvt. Ltd, 28 Indra Colony, Bani Park, Jaipur-302016
6. M/S Impressive Events Hub Pvt. Ltd, B-96, Janta Colony, Jaipur, Rajasthan, 302004
7. M/S Sam Movies Entertainment Pvt Ltd, C-148, Bahubali Path, Shyam Nagar, Sodala, Jaipur - 302019
8. M/S 3<sup>rd</sup> Eye Events and Advertising, 504, Silver Radiance, Sndhu Bhava Marg, Bodakdev, Ahmedabad 380059
9. M/S Moving Pixels Private Limited, 17th Floor, 1701-1712, D Block, Sun Central Place, Near Vakil Saheb Bridge, Sadar Patel, Ambli, Ahmadabad, Gujarat, 380058
10. M/S National Advertising Agency, 414,520, Sanchi Building, 77, Nehru Place, New Delhi-110 019

**Sub: Creative & Financial bids for Organizing VVIP seating arrangements as part of Teej Festival 2025 at Chhoti Chaupar, Jaipur on 27<sup>th</sup> July 2025 on Turnkey Basis.**

**Creative & 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.A (85)DOT/FF/2024-25/13776402 dated 22-02-2025) for **Organizing VVIP seating arrangements as part of Teej Festival 2025 at Chhoti Chaupar, Jaipur on 27th July 2025 on Turnkey Basis.**

<b>Estimated Cost of Work</b>	₹ 7.00 Lakhs (exclusive of applicable GST)
<b>Duration of VVIP seating arrangements</b>	27 <sup>th</sup> July 2025
<b>Location</b>	Chhoti Chaupar, Jaipur
<b>Availability of Bid Document</b>	Document can be downloaded from: <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>	Offline at Tourist Reception Centre, Paryatan Bhawan, Jaipur
<b>Last Date of Online Submission of Financial Bid</b>	22-07-2025, upto 4:30 PM
<b>Date of Presentation by Bidders to the Department committee</b>	23-07-2025, 11:00 AM
<b>Opening of Financial Bids</b>	23-07-2025, 4:30 PM

  
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Deputy Director  
Department of Tourism  
Tourist Reception Center Jaipur

RISL Processing Fee with Financial Bid	Rs. 500/- through E-grass through e-GRAS (Budget head 8658-00-102-16-01)
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For any other information, please contact Mr. Upendra Singh, Deputy Director (TRC, Jaipur), Department of Tourism, Government of Rajasthan, Jaipur (Tel. No. 9414152862, 0141-2822863 Email: [us.singh97@gmail.com](mailto:us.singh97@gmail.com)).

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Date: XX-06-2025

Copy for information and necessary actions to the following:

1. P. S. to Commissioner Tourism, Department of Tourism, Government of Rajasthan, Jaipur.
2. Chief Accounts Officer, Department of Tourism, Jaipur.
3. Addl. Director (Trade), Department of Tourism, Jaipur
4. ACP (DD), Department of Tourism, Jaipur to facilitate upload on SPPP, E-proc and Department portal sites.

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## 1. Introduction

Teej is a vibrant festival celebrated with great devotion and enthusiasm by women across Rajasthan. It is dedicated to Goddess Teej Mata and marks the arrival of the monsoon. The celebrations typically include cultural performances, traditional processions, festive markets, and religious rituals.

The Government of Rajasthan is organizing the Teej Festival from 27th to 28th July 2025.

The traditional Teej procession route includes City Palace – Tripolia Gate – Chhoti Chaupar – Gangauri Bazaar – Pondrik Park, before returning to the City Palace.

Chhoti Chaupar has been proposed as the venue for the VVIP seating for witnessing the grand procession of Teej Mata. (location Map attached at Annexure -2).

Department of Tourism, Government of Rajasthan (DOT) invites bids from the empanelled Event Management Agencies (EMAs) for arrangements of seating for VVIPs for 1 day on 27th of July 2025 at Chhoti Chaupar, Jaipur on turnkey basis as per the scope of work given subsequently.

EMA shall be selected through **Quality Cost based Selection (QCBS) method** wherein Technical Bid (concept presentation) and Financial Bid shall be assigned weightage of 60% and 40% respectively.

## 2. Scope of Work of Selected Event Management Agency (EMA)

Selected EMA shall prepare the Technical Bid (concept presentation) and the Financial Bid for organizing 01 day festivities as part of Teej Festival 2025 on 27th July 2025 at Chhoti Chaupar, Jaipur considering the scope of work listed below:

- Stages for Hon'ble CM, Hon'ble Governor & other dignitaries
- Riser for live folk performances
- Riser for Aarti of Teej Mata
- Safe houses, chemical toilets & catering tent
- Festive décor and thematic branding at the venue
- Festival theme Gate

Selected EMA shall have freedom to curate and organise the 1 day arrangements by introducing innovative themes/ ideas. Ambience and design of the 01 day festivities as part of Teej Festival 2025 must reflect fusion of contemporary and Rajasthani art, culture, etc.

**Estimated Rs – 7.00 lac**

1.	<b>Venue of the VVIP Seating</b>	<ul style="list-style-type: none"><li>• Chhoti Chaupar, Jaipur</li></ul>
2.	<b>Duration of Program</b>	<ul style="list-style-type: none"><li>• 27<sup>th</sup> July 2025 (4:00 pm to 8:00 PM)</li></ul>
3.	<b>Indicative Theme of the festivities as part of Teej Festival</b>	<ul style="list-style-type: none"><li>• Ambience and design of the stage setup and seating arrangements as part of Teej Festival must reflect festival theme</li></ul>

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4.	<b>Broad Specification of the Stages</b>	<ul style="list-style-type: none"> <li>• Attractive Main stage (01) size 36 x 24 x 4 ft covered from 03 sides, with adequate water proofing of approximately 48 X 24 X 14 feet and essential facilities like wooden chairs(20) are to be installed at the Venue.</li> <li>• Side stages (02) size 24 x 20 x 2.5 ft covered from 03 sides, with adequate water proofing of approximately 30 X 24 X 14 feet and essential facilities like banquet chairs(100) are to be installed at the Venue.</li> <li>• Artist stage riser (01) size 12 x 8 x 1.5 ft</li> <li>• Riser Stage (01) for Aarti of Teej Mata size 20 x 16 x 4 ft</li> <li>• <b><u>Bidder shall be required to submit its plan for setting-up of stages at the Venue in its Concept Presentation.</u></b></li> </ul>
5.	<b>No. of Stages</b>	<ul style="list-style-type: none"> <li>• Main stage - 01</li> <li>• Side stages - 02</li> <li>• Riser stages - 02</li> </ul>
6.	<b>Protection of Arena from Unforeseen Weather Conditions</b>	<ul style="list-style-type: none"> <li>● Suitable arrangements for protection of the stages and structures from unforeseen weather conditions like dust storm and rain which might occur during the program period shall have to done by the selected EMA.</li> <li>● Proper arrangements are to be done to keep the venue useable at all the times especially after rains.</li> <li>• In case of rains, selected EMA has to ensure that venue is made useable within next 10-20 minutes after rain stops.</li> </ul>
7.	<b>Basic Infrastructure &amp; Facilities</b>	<ul style="list-style-type: none"> <li>• Basic infrastructure i.e. Mozzo barricading, carpeting, electricity, illumination, etc</li> <li>• Chemical toilets (02), waterproof safe houses (02) with sofa &amp; carpeting</li> <li>• Waterproof VVIP catering canopy 12 x 12 ft with table, chairs, carpeting &amp; electric connection</li> <li>• Procession co-ordinators (20) to maintain procession sequence and timing (Tripolia Gate to Pondrik Park)</li> <li>• Walkie Talkies (25) for the DOT officials</li> </ul>
8.	<b>Lighting, Illumination and Power Backup</b>	<ul style="list-style-type: none"> <li>● Selected EMA must ensure adequate and proper lights and illumination of the venue including power supply.</li> <li>• Selected EMA may obtain temporary light connection for the Program OR may operate the entire Festivities activities, stages, etc. on Genset. Genset will be compulsory even in case temporary light connection is obtained. EMA shall be required to install adequate number of Gensets to meet the entire light requirements including the back-up gensets.</li> </ul>

  
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9.	<b>Upkeep/ Maintenance and Cleanliness</b>	<ul style="list-style-type: none"> <li>Adequate cleanliness of the area shall be maintained at all times. Sufficient number of dustbins shall be installed in the area. Additional cleaning staff shall be deputed to collect trash and dispose in the dustbins immediately.</li> </ul>
10.	<b>Welcome Gates and Decoration of the Venue</b>	<ul style="list-style-type: none"> <li>Erection of welcome gate size 20 x 50 ft at Chhoti Chaupar in Traditional Teej Leharia themed Gate in attractive manner.</li> <li>Entire venue is to be decorated on Traditional Teej Leharia theme base style, cloth bunting, floral &amp; colourful hangings.</li> <li>Fascia and overall plan of stages have to be presented in Concept presentation and approved from DOT.</li> </ul>
11.	<b>Branding and Marketing</b>	<ul style="list-style-type: none"> <li>Selected EMA shall be responsible for branding at venue and at prominent sites in the city. EMA shall submit its plan for venue branding in the concept presentation and get it approved from the Department of Tourism.</li> <li>40 x 10 ft – 5 nos.</li> <li>20 x 10 – 5 nos.</li> <li>12 x 10 – 10 nos.</li> </ul>
12.	<b>Fire-fighting equipment and emergency exits</b>	<ul style="list-style-type: none"> <li>Adequate fire-fighting equipment are to be arranged by the selected EMA. It should also be ensured that enough emergency exits are provided.</li> </ul>
13.	<b>Light &amp; Sound system</b>	<ul style="list-style-type: none"> <li>Stage light, arrangement of sound system (6 corded small stand mikes, 2 corded big stand mikes, two cordless and speakers for a crowd for cultural performances by folk artists at the Venue.</li> </ul>
14.	<b>Planters / floral bouquet for VIP guests</b>	<ul style="list-style-type: none"> <li>Planters on main stage – 20 nos.</li> <li>Bouquet - 10 nos.</li> </ul>
15.	<b>Any other Component</b>	Any other component as may be required to execute the Event on Turnkey Basis

### 3. Key Terms & Conditions

- Selected EMA shall be required to curate the stage and seating arrangements (its scope of services) as per the above Scope of Work and the EMA's concept plan/ presentation approved by the DOT.
- The above list of works is suggestive and not exhaustive.** The quoted rates shall be exclusive of all applicable taxes and for executing the 01 day festivities as part of Teej Festival 2025 for 27th July 2025 (Event/ Program) on turnkey basis.
- The cost of items proposed in the presentation should be covered in quote by the EMA. Additional cost (if any) should be separately indicated.

  
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- d) There may be a situation where additional works are needed to be done by the selected EMA or work shown under scope of work are not required or need to be amended. In that situation the designated committee will take note of the situation under intimation to Commissioner, Tourism and necessary directions shall be conveyed to the selected firm.
- e) Selected EMA shall be responsible for organizing mentioned programs including its plan, conceptualize and execute various activities on turnkey basis and to ensure overall harmony and smooth organization of the event in consultation with officer/s in charge at the venue.
- f) Selected EMA shall be required to submit an agreement on non-Judicial stamp paper of Rs. 500/- with performance security equal to 5% of the Work Order amount.
- g) A committee of the Department of Tourism officials will verify the arrangements and works done by the selected EMA and based on the report of this committee payment shall be released.
- h) 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, EMA shall inform the Committee of the DOT in time and will seek necessary directions before execution.
- i) Bidders/EMAs shall make its concept presentation to Department Committee. Concept Presentation shall include for venue branding, specification of the stages, layout and design of venue, security and cleanliness of the arena, design for welcome gates and decoration of the venue, protection of arena from unforeseen weather conditions, lighting and illumination plan, power backup, to organize the 01 day festivities as part of Teej Festival 2025 (27th July 2025)
- j) The sizes of the works mentioned above may kindly be reassessed on site before execution of works as the same are liable to change at times. The above work is illustrative and not exhaustive. Suitable minor corrections shall have to be made by the selected EMA to the satisfaction of DOT officers for which no extra payment shall be made.
- k) Concept plan and all designs have to be got approved by the departmental committee.

4. **Submission and Evaluation of Bid:**

- a) Empanelled Agencies are invited to submit their Creative and Financial Bid offline at **Tourist Reception Centre, Paryatan Bhawan, Jaipur** before the last date and time mentioned in this document.
- b) After submission of Bid, Bidders shall be invited to make presentation of its concept plan to the Department Committee on date and time mentioned in this document. Concept Plan should be in the form of PowerPoint Presentation (PPT) and must include theme, venue branding, specification of the shops, layout and design of Stages and whole arena, design for welcome gates and decoration of the venues, protection from unforeseen weather conditions, lighting and illumination plan, power backup to organize the 01 day festivities as part of Teej Festival 2025 on 27th July 2025. Components proposed in the plan must be quantifiable and in a clear manner.
- c) The Committee will evaluate the Concept Plan and will award the marks to the concept Plan (maximum 50 marks) on the following criteria, after which Financial Bids will be opened.

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S. N.	Criteria	Maximum Marks
1	Innovative Concept Plan and theme for the festivities activities as part of Teej Festival 2025 and execution strategy	20
2	Technical and Logistic Approach, crowd management, venue layout, and operational plan	20
3	Design Proposals for stage, lighting, branding, and décor	10

- d) **In the Financial Bid**, the Bidder shall quote lumpsum amount/bid price (exclusive of GST and all applicable taxes) for executing the 01 day festivities as part of Teej Festival 2025 for 27th July 2025 on turnkey basis as per the scope of work mentioned in this document as well the Concept plan/ presentation (Technical Bid); **The Bidder must prepare and keep ready the detailed cost break-up of lumpsum amount quoted in the Financial Bid which may be asked by the DOT while finalizing the Bid of the successful Bidder.**
- e) **The complete arrangement of setup at venue (Chhoti Chaupar, Jaipur) will be shown to designated officer / team of deptt. on 26<sup>th</sup> July 2025 evening.**
- f) EMA shall be selected through Quality Cost based Selection (QCBS) method wherein Concept presentation and Financial Bid shall be assigned weightage of 60% and 40% respectively and the Bidder achieving the highest Net Score shall be eligible for award of the Work.
- g) Calculation of Net Score of each Bidder will be done in the manner given below:  
Flow= The lowest Financial Quote received among technically qualified bids  
Fbidder= The Financial Quote submitted by the Bidder under evaluation  
Tbidder= The evaluated Technical Marks awarded to a particular bidder  
Thigh= The highest Technical Marks achieved by any technically qualified bidder  
**Net Score Obtained by the Bidder shall be:**  $T \text{ Bidder} / T \text{ high} \times 60 + F \text{ Low} / F \text{ Bidder} \times 40$
- h) Bidders shall be ranked on the basis of net score (highest to lowest marks) obtained.
- i) In this RFP, the term "**Highest Bidder**" shall mean the Bidder who has achieved the highest Net Score for executing the Cultural Evening on turnkey basis.
- j) DOT may ask the Highest Bidder to submit the detailed break-up of the Lumpsum amount quoted in the Financial Bid for assessing the reasonability/ negotiating Financial Bid, if required. Highest Bidder shall be eligible for issuance of the Work Order for organizing the Event.
- k) In the event Highest Bidder fails to acknowledge with Work Order within stipulated timeframe, the DOT shall be entitled to cancel Work Order and invited the second Highest Bidder to match the Financial Bid the Highest Bidder or cancel the entire bidding process.
5. **Release of Payment:**
- a) Final payment will be made to the Selected EMA after verification of completion of work as per the terms of Bid Document and to the satisfaction of Department of Tourism, Rajasthan.

  
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- b) Release of payments to Selected EMA are subject to statutory deductions as per applicable rules.
- c) 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.
- d) In case of un-satisfactory 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 EMA.

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<b>Item Wise BoQ (Financial Bid-1)</b>		
<b>Bid Inviting Authority: Department of Tourism, Government of Rajasthan</b>		
<b>Name of Work: Inviting Bids from the Empanelled Event Management Agencies (EMAs) for organizing 01 day festivities as part of Teej Festival 2025 on 27th July 2025 at Chhoti Chaupar, Jaipur on Turnkey Basis</b>		
265 17.7.25		
<b>Bid No. XXX /2025-26 dated XX-06-2025</b>		
<b>Bidder Name:</b>		
<b>PRICE SCHEDULE</b> (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>Particulars</b>	<b>Amount (Rs.) for the Event excluding GST and all applicable taxes</b>
1	2	3
	Lumpsum Amount for organizing 01 day festivities as part of Teej Festival 2025 on 27th July 2025 at Chhoti Chaupar, Jaipur on Turnkey Basis as per the Scope of Work mentioned in the RFP Document and Concept Presentation (Technical Bid)	
	<b>Grand Total (in Numbers)</b>	<b>0.000</b>
	<b>Grand Total (in Figures)</b>	<b>INR</b>

  
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