

OFFICE OF THE DISTRICT MAGISTRATE-CUM-DEPUTY COMMISSIONER
EAST SINGHBHUM, JAMSHEDPUR
(District Development Section)
e-Mail :- dpojamshedpur@gmail.com

INVITATION OF EXPRESSION OF INTEREST FOR IMPLEMENTATION OF RANKINI
MAHOTSAV IN GHATSHILA, EAST SINGHBHUM

District Administration East Singhbhum, Jamshedpur invites Expression of Interest (EOI) for organising two day Rankini Mahotsav (Festival) scheduled to be organised at Ghatshila(Maubhandar) on March 17-18, 2018

Applicant details: Suitable Agencies/ Consultancy/ Company with experience working in Jharkhand in similar area are eligible to submit an expression of interest.

Application process and general conditions: The application process is in two stages.

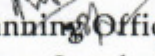
Stage 1: Submission of proposal based on eligibility. Applicant agency should have experience of organising atleast one Mahotsav in Jharkhand in last one year. Applicant should enclose copy of work orders by respective authorities.


Stage 2: Presentation of Plan to the selection committee by Shortlisted Agency

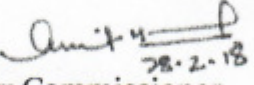
The Terms of References (TOR) may be downloaded from our website www.jamshedpur.nic.in

Place of submission of EOI Document:- District Development Section, Office of the Deputy Commissioner, East Singhbhum, Sakchi, Jamshedpur-831001

Last date of Submission of proposal is 9th March 2018 before 2:00 pm. Opening of EOI Documents on 9th March at 3:00 pm .


District Planning Officer
East Singhbhum, Jamshedpur


Dy. Dev. Commissioner
East Singhbhum, Jsr


Deputy Commissioner,
East Singhbhum, Jamshedpur

Terms of Reference (TOR)

A. Background

Rankini Mahotsav shall be celebrated at Ghatshila on March 17-18, 2018. Mahotsav will have two day extravaganza through performance by National and Jharkhand fame artists on a world class stage specially prepared for the Mahotsav. Multiple initiative of Central and State Govt shall be exhibited during the Mahotsav.

B. Scope of Work

- Event Management
 - Stage Preparation
 - Lighting Arrangement
 - Event Area Seating Arrangement
 - Event Area Barricading
 - Videography, Photography, Drone Surveillance, CCTVs
 - Sound Arrangement
 - Artists Engagements and arrangements
 - Invitation cards, Memento, Print Designs
 - Snacks and Water arrangement for VVIPs, Artists & Crew

C. Eligibility Criteria

Following are the required qualification and experience

- Proven track record and experience of organising Mahotsav in Jharkhand
- Work order of events (Mahotsav) in last one year.
- Demonstrable experience and understanding of Event Organisation through presentation to selection committee

D. 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 & Accommodation 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 on March 17-18.
8. Any other requirement after discussion with District Administration

E. Steps for Evaluation of Proposal

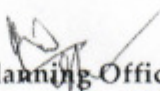
The following steps will be undertaken in conducting the process and selecting the agency


- The selection committee will shortlist the proposals received.
- Shortlisted agencies will be called upon for presentation of their plan to the selection committee.
- Selection of agency will be based on the proposal submitted and presentation of plan to the selection committee

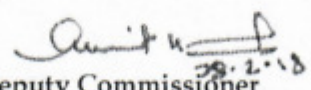
F. Requirements of EOI

A statement on organisation capabilities including:

- Background summary of the agency outlining area of expertise
- List of past and current assignments.
- Any direct experience the agency has working on similar assignments .


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