

**Office of the
Deputy Commissioner-cum-District Magistrate, Dhanbad**

Letter No. 394 /Dev. Date 02/03/2017 /2017

EXPRESSION OF INTEREST (EOI)

District Administration Dhanbad invites Expression of Interest (EOI) for organising Maithan Mahotsav (Festival) scheduled to be organised at maithan Dam in Dhanbad on forthcoming 18th & 19th March, 2017.

Eligibility Criteria : an Event Management Company with experience of working/organisation of minimum three State/District level Mahotsav in Jharkhand in a bigger scale are eligible to submit an expression of interest. Original copies of Work orders in the name of Company to be produced and copies to be submitted. EOI participant to produce original constitutional doc viz Deeds, Certificate of Incorporation, MOA, AOA, PAN, Service Tax Registration, TAN, etc with Proposal and submit copies of above mentioned documents to qualify as successful bidder.

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

Stage 1: Submission of proposal based on eligibility. Applicant company/agency should have experience of organising minimum three Mahotsav in Jharkhand in a bigger scale. Applicant should produce original copy and enclose copy of work orders by respective authorities. Original copies of Work Orders in the name of Company to be produced and copies to be submitted. EOI participant to produce original constitutional docs vi Deeds, Certificate of Incorporation , MOA, AOA, PAN, Service Tax Registration , TAN, etc with Proposal and submit copies of above mentioned documents to qualify as successful bidder.

Stage 2: Presentation of tentative Budget (15 Lakh) Plan (over organisation of Mahotsav) to the selection committee by Shortlisted Agency.

The EOI may be submitted on or before 11-03-2017 till 03:00 p.m at District Development office, Dhanbad. It will be opened at Collectorate conference Hall, Dhanbad at 04:00 P.M on the same day.

The Terms of References (TOR) may be collected from the office of Deputy Commission, Dhanbad (Development Section Dhanbad) or may be downloaded from our Website: www.dhanbad.nic.in


**Deputy Commissioner
Dhanbad**

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Terms of Reference (TOR)

Maithan Mahotsav-2017 (Dhanbad)

A. Background

Maithan Mahotsav shall be organised at Maithan Dam on March 18th & 19th, 2017 through Dhanbad District Administration. Mahotsav will have two days Water Sports; Painting Competition, Photography, bird watching etc and another day on 19th in the evening, cultural extravaganza through performance of National and Jharkhand fame artists on a world class stage specially prepared for the mahotsav. Prime objective of Maithan Mahotsav is to showcase the Tourism importance of Maithan Dam to the entire world.

B. Eligibility Criteria

Following are the required qualification and experience

- Proven track record and experience of organising minimum three mahotsav in Jharkhand in a bigger scale.
- Original copy of Work Order of minimum THREE Events (Mahotsav).
- Demonstrable experience and understanding of Event Organisation through Presentation to selection committee. Original Copies of work Orders in the name of company to be produced and copies to be submitted. EOI participants to produce original constitutional docs viz Deed, Certificate of Incorporation, MOA, AOA, PAN, Service Tax Registration, TAN, etc with Proposal and submit copies of above mentioned documents to qualify as successful bidder.

C. Duration

The engagement of Event agency will be exclusively for this Maithan Mahotsav Event management.

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 of Artists at suitable places
5. Preparation of Stage and Event area as day prior to the event
6. Media & District Administration briefing regarding preparation of Mahotsav
7. Coordination and overall management of Event on March 19, 2017
8. Any other requirement after discussion with District Administration

E. Terms of Payment

Payment of Artists and travel arrangements are made in advance. 100% of Artists performance fee with travel cost and applicable taxes shall be paid in advance. 50% of Production Cost with applicable taxes (as per submitted budget) which includes arrangement cost of overall event shall be made in advance. Balance payment of Production Cost shall be made by District Administration within 15 days from day of submission of bills.



F. Steps for Evaluation of Proposal

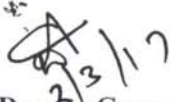
The following steps will be undertaken in conducting the process and selecting the agency

- District Administration will constitute the selection committee for proposal responses
- Based on evaluation agencies will be shortlisted
- 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

G. Requirement 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


Deputy Commissioner
Dhanbad