



PALASH
(Jharkhand State Livelihood Promotion Society)
Rural Development Department, Govt. of Jharkhand



No: JSLPS/Proc-233/220/1

Date: 17/07/2025

Very Short Tender Call Notice for Hiring of Event Management Agency

Sealed tenders are invited from registered firms for arrangement including Flower decoration, Sound System arrangement, sitting arrangement for VVIP, Audio and Video arrangement, production of stall decoration, light works and other related works required for the Regional FNHW Workshop scheduled to be held on dated 22nd & 23rd July, 2025 at Hotel BNR Ranchi. The detailed terms & conditions and prescribed formats for submission of tender are available in the website of JSLPS i.e .www. jslps.in, which can be downloaded for use. Interested firms may submit their tender in a sealed cover superscribing as "**Hiring of Event Management Agency**" to the undersigned on or before **13.00 hours of 21st July, 2025** by post/courier or by person.

Sd/-
Chief Operating Officer
JSLPS

Address for submission of Bid:

The Chief Executive Officer
Jharkhand State Livelihood Promotion Society
2nd Floor, JSAMB Building,
Itiki Road, Hehal, Ranchi-834005



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Background:

Jharkhand State Livelihood Promotion Society (JSLPS) under the aegis of Rural Development Department, Government of Jharkhand is an autonomous Society registered under the Societies Registration Act, 1860. JSLPS's mandate to promote livelihoods amongst disadvantage communities across the State to reduce the poverty. JSLPS is going to organize two days' Regional FNHW Workshop on dated 22-23 July, 2025 at Hotel BNR Chanakya, Ranchi. In order to manage the event, an event management agency is required for arrangement of different works required for the regional workshop.

- 1) Requirement of the items for the program is placed at Annexure-I.
- 2) The rate should be quoted for all the items as per the price format placed at Annexure-II.
- 3) Sealed and properly signed tenders should be submitted with GST registration proof at the address mentioned above.
- 4) The quantity of items may be increased or decreased as per the actual requirement of the program in such case payment shall be made as per actual.
- 5) During the event, if any additional items or activities required, the same should be provided by the selected agency and required payment shall be made by JSLPS based on the recommended of JSLPS team.
- 6) Tenders shall be opened on the last date of tender submission at 13:30 hours at the same venue.
- 7) JSLPS reserves the right to accept/reject any or all bid/s without assigning any reason thereof.
- 8) Payment shall be made within 21 working days after submission of invoice as per actual work undertaken during the event.
- 9) Any legal dispute arises, shall be settle within Ranchi jurisdictions of courts only.



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List of Requirement for the event

Annexure-I

Requirement of items for the FNHW Workshop to be held on 22-23 July, 2025 at Ranchi				
SL. No.	Particulars	Size	Unit (Sq. ft.)	Approx. Qty.
1	Stage With Grey Carpet	24X16	384	2
2	Red Carpet Running	200X6	1200	2
3	Consol Masking	18X4	72	2
4	Side Panels For Main Stage	4X12	48	2
5	Podium Branding	4X2		1
6	Octonorm Stall	2X2		10
7	Octonorm Stall Table Branding	2X3	6	20
8	Octonorm Stall Backdrop	6X8	48	30
9	Registrations Desk	8X8	64	2
10	Fronat Fascia	6.5X1	6.5	20
11	Selfie Booth			1
12	Standee	6X3	18	20
13	Standee	4X8	32	12
14	Standee With Iron Frame For Out Side	3X6	18	40
15	Welcome Card			100
16	Box Gate			1
17	Plane Gate			2
18	Roller Standee			5
19	Name Plate			20
20	Gate Pass (Vehicle Sticker)			75
21	I'd Cards			120
22	Double Seater Sofa			12
23	Wooden Center Table			10
24	Wooden Chair			8
25	Flower Pot With Tree			20
26	Gift Tags With Ribbon			150
27	Inside Floral Gate			1
28	Hand Bouquet			10
29	Led Screen 2.9	16X10	160	2
30	Seamless Switcher			2
31	Splitter & Cabling			2
32	Photography			1
33	Videography			1
34	YouTube Live Streaming			1
35	Sound System			2
36	Genet (8 Hrs) Two Days			2
37	Stage Lighting For Cultural Program			1
38	T Truss For Lights			2
39	Sharp On Stage			6



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Annexure-II

Price format for submission of quotations for the Regional FNHW Workshop to be held on 22-23 July, 2025						
SL. No.	Particulars	Size	Unit (Sq.ft.)	Approx. Qty.	Unit Rate (Rs.)	Total Cost (Rs.)
1	Stage With Grey Carpet	24X16	384	2		
2	Red Carpet Running	200X6	1200	2		
3	Consol Masking	18X4	72	2		
4	Side Panels For Main Stage	4X12	48	2		
5	Podium Branding	4X2		1		
6	Octonorm Stall	2X2		10		
7	Octonorm Stall Table Branding	2X3	6	20		
8	Octonorm Stall Backdrop	6X8	48	30		
9	Registrations Desk	8X8	64	2		
10	Fronat Fascia	6.5X1	6.5	20		
11	Selfie Booth			1		
12	Standy	6X3	18	20		
13	Standy	4X8	32	12		
14	Standy With Iron Frame For Out Side	3X6	18	40		
15	Welcome Card			100		
16	Box Gate			1		
17	Plane Gate			2		
18	Roller Standy			5		
19	Name Plate			20		
20	Gate Pass (Vehicle Sticker)			75		
21	I'd Cards			120		
22	Double Seater Sofa			12		
23	Wooden Center Table			10		
24	Wooden Chair			8		
25	Flower Pot With Tree			20		
26	Gift Tags with Ribbon			150		
27	Inside Floral Gate			1		
28	Hand Bouquet			10		
29	Led Screen 2.9	16X10	160	2		
30	Seamless Switcher			2		
31	Splitter & Cabling			2		
32	Photography for the whole program			1		
33	Videography for the entire session			1		
34	YouTube Live Streaming			1		
35	Sound System			2		
36	Genset (8 Hrs) Two Days			2		
37	Stage Lighting For Cultural Program			1		
38	T Truss For Lights			2		
39	Sharpy On Stage			6		
	Total Cost excluding taxes.					

Official Seal and Signature
Of the agency.