



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



No: JSLPS/SMMU/NFL/718/2026/25

Date: 20/01/2026

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 National Workshop on "Strengthening Tribal and Rural Livelihoods through Sustainable Enterprise Development" scheduled to be held on 28th January, 2026 at 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 super-scribing as "**Hiring of Event Management Agency**" to the undersigned on or before **12.30 hours of 22nd January, 2026** by post/courier or by person.

Sd/-
Chief Operating Officer
JSLPS

Address for submission of Bid:

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

Terms and Conditions

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 one day National Workshop on "Strengthening Tribal and Rural Livelihoods through Sustainable Enterprise Development" scheduled to be held on 28th January, 2026 at Ranchi as per the directive of Niti Aayog, Govt. of India. In order to manage the event, an event management agency is required for arrangement of different works required for the National Workshop.

- 1) The detailed items/activities required for the program is placed at **Annexure-I**.
- 2) The rate should be quoted for all the items/activities as per the price format placed at **Annexure-II**.
- 3) 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 on proportionate basis.
- 4) 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.
- 5) Each bidder shall submit only one bid.
- 6) Tender submitted through electronic media shall not be accepted/consider.
- 7) Tenders shall remain valid for a period not less than **30 days** from the date of opening of the bid.
- 8) At it is a time bound activities, the designing and fabrication of all Stalls, display items including other activities must be completed on or before 6.00 am of 28th January, 2026.
- 9) Any delay towards completion of fabrication and design, the supplier is liable to be charged liquidated damages @ 0.5% per hours or part thereof subject to a maximum of 10% of purchase order value which will be deducted from the payment due
- 10) **Eligibility criteria:**
 - a) Copy of GST Registration certificate.
 - b) Rate should be quoted as per the price format.
 - c) Minimum order value should be of **Rs. 5.00 lakhs** during the last three financial years (2022-23, 2023-24 & 2024-25) or till submission of the tender.
 - d) Technical and financial proposal/bids should be submitted in separate envelop with required documents with proper signature and seal of the agency.
 - e) Alternative price shall not be accepted.
 - f) The bids are liable to be rejected if any of the above conditions is not complied with.

11) **Evaluation Criteria:**

Technical proposals/bids shall be opened first and those agencies found technically responsive in accordance with the eligibility criteria of the tender, only their financial bids shall be opened.

12) **Submission of bid:**

The Technical and Financial proposal/bids must be submitted separately with required documents with sealed envelope super-scribing as "**Technical Bid**" & "**Financial Bid**" on cover of each envelop and both the envelops shall be put in a single envelop super-scribing

as “**Tender for Event Management for Niti Aayog Workshop**” within the stipulated date and time as mentioned in the tender. The tender should be submitted by post/courier or by persons.

13) The technical proposal/bids shall be opened at **13.00 hours** on the last date of submission as stipulated in the tender document.

14) **Issue of Purchase Order.**

The Purchase Order will be placed to the selected bidder whose bids has been determined to be substantially responsive and who has offered the lowest evaluated package price. The terms of the accepted offer shall be incorporated in the purchase order.

15) Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder’s offer.

16) JSLPS reserves the right to accept/reject any or all bid/s without assigning any reason thereof.

17) Any legal dispute arises, shall be settle within Ranchi jurisdictions of courts only.

-***-

Schedule of requirement for the Event Management Activities on “Strengthening Tribal & Rural Livelihood through Sustainable Enterprise Development”				
S.NO.	Particulars	Size (sq.ft.)	Sq.ft.	Qty
1	Stage with grey carpet	24X16	384	1
2	Riser	16X4	64	1
3	Red carpet running (new)	200X6	1200	1
4	Console masking	18X4	72	1
5	Side panels for main stage	4x11	44	2
6	Podium branding	4X2		1
7	Octonorm stall	2X2		22
8	Octonorm stall table branding	2X3	6	22
9	Octonorm stall backdrop	6X8	48	66
10	Registration desk	12x8	96	1
11	Help desk	8x8	64	1
12	Front fascia (octonorm stall)	6.5X1	6.5	22
13	Standee	6X3	18	35
14	Box gate			1
15	Plane gate			2
16	Name plate			20
17	I'd cards			125
18	Double seater sofa			12
19	Wooden center table			10
20	Wooden chair			8
21	Flower pot with tree			20
22	Stage front skirting with framing	40X2	80	1
23	Name plate with stand sun board vinyl	1X1.5	1.5	10
24	Invitation card with cover			30
25	Inside floral gate			1
26	Stage gardening running		24	1
27	Hand bouquet			10
28	Podium gardening			1
29	Photography of the entire event			1
30	Videography			1
31	Transportation Charges			
32	Designing Charges if any			

Official Seal and Signature
Of the agency.

Price Format for Submission of Tender for National Workshop on “Strengthening Tribal & Rural Livelihood through Sustainable Enterprise Development”						
Sl. No.	Particulars	Size (sq.ft.)	Sq.ft	Qty	Rates (Rs.)	Amount (Rs.)
1	Stage with grey carpet	24X16	384	1		
2	Riser	16X4	64	1		
3	Red carpet running (new)	200X6	1200	1		
4	Console masking	18X4	72	1		
5	Side panels for main stage	4x11	44	2		
6	Podium branding	4X2		1		
7	Octonorm stall	2X2		22		
8	Octonorm stall table branding	2X3	6	22		
9	Octonorm stall backdrop	6X8	48	66		
10	Registration desk	12x8	96	1		
11	Help desk	8x8	64	1		
12	Front fascia (octonorm stall)	6.5X1	6.5	22		
13	Stande	6X3	18	35		
14	Box gate			1		
15	Plane gate			2		
16	Name plate			20		
17	I'd cards			12		
18	Double seater sofa			5		
19	Wooden center table			12		
20	Wooden chair			10		
21	Flower pot with tree			8		
22	Stage front skirting with framing	40X2	80	20		
23	Name plate with stand sun board vinyl	1X1.5	1.5	10		
24	Invitation card with cover			30		
25	Inside floral gate			1		
26	Stage gardening running		24	1		
27	Hand bouquet			10		
28	Podium gardening			1		
29	Photography of the entire event			1		
30	Videography			1		
31	Transportation Charges					
32	Designing Charges if any					
A	Total (Rs.) excluding taxes					

In words : _____ (Excluding Taxes).

a) In case of discrepancy between Unit Price & Total Price, Unit Price shall prevail:

b) We agree to supply the above items in accordance with the specifications and terms and conditions of the tender with a total cost as mentioned above.

Date:

Signature of the Bidder

Place:

Name & Business Address:
(Seal of the firm)