



राज्य स्वास्थ्य समिति, बिहार



GOVERNMENT OF BIHAR

DEPARTMENT OF HEALTH

Swasthya Bhawan (4th Floor), Sheikhpura, Patna-14

*e-tender(NIT) Reference No. 04/SHSB/IEC(Empanelment of Event
Management Agency)/2026-27*

Notice Inviting Tender for the Empanelment of Event Management Agency for
conducting various Melas/Health camps/Events etc. for State Health Society, Bihar

e-Procurement Mode Only

<https://eproc2.bihar.gov.in>

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DISCLAIMER

1. While this Request for Proposal document ("RFP") has been prepared in good faith, neither STATE HEALTH SOCIETY, BIHAR (SHSB) nor its employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of Information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP, even if any loss or damage is caused by any act or omission on their part.
2. This document is not transferable, and this RFP does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for this Project. Each Bidder should conduct his own investigations and analysis and check the accuracy and completeness of the information in this document and obtain independent advice from appropriate sources.
3. Though adequate care has been taken while preparing this Bid Document, the Bidder shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately.
4. STATE HEALTH SOCIETY, BIHAR (SHSB) may modify, amend, reject, or supplement this RFP document in accordance with norms and procedures and as per the requirement of the project. STATE HEALTH SOCIETY, BIHAR (SHSB) reserves the right to waive any irregularity in the proposal (RFP) and STATE HEALTH SOCIETY, BIHAR (SHSB) makes it clear that the RFP is not an offer/ Agreement.
5. Neither STATE HEALTH SOCIETY, BIHAR (SHSB) nor its employees shall be liable to any Bidder or any other person under any law including the law of Agreement, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this RFP document, or any matter that may be deemed to form part of this RFP document, or the award of the Agreement, or any other information supplied by STATE HEALTH SOCIETY, BIHAR (SHSB) or their employees or consultants or otherwise arising in any way from the selection process for the award of the Agreement for the Project.
6. STATE HEALTH SOCIETY, BIHAR (SHSB) is not bound to accept any or all the Proposals. STATE HEALTH SOCIETY, BIHAR (SHSB) reserves the right to reject any or all the Proposals without assigning any reasons. No Bidder shall have any cause for action or claim against STATE HEALTH SOCIETY, BIHAR (SHSB) or its officers, employees, successors, or assignees for rejection of his bid. The RFP submitted by the bidder will be the property of STATE HEALTH SOCIETY, BIHAR (SHSB) .

BACKGROUND INFORMATION

Department of Health, Government of Bihar is responsible for promoting Health in Bihar and since its inception has been working towards the development and promotion of Health in the State. Government of Bihar in its endeavor to promote Health has identified Health as one of the priority sectors for development in the state of Bihar. Department of Health (DOH) intends to promote the state as a round-the-year health destination by participating in various Health related events in Bihar and India.

State Health Society, Bihar (SHSB), Government of Bihar undertaking, and nodal agency for implementation of Health projects/scheme/initiatives in Bihar, intends to empanel agencies (the “Empaneled Agencies”) who would assist, Dept. of Health and STATE HEALTH SOCIETY, BIHAR (SHSB) in organizing the various Health Events in Bihar as well as Local or National level for an initial period of 3 (Three) years (the “Service”) and same may be extended on yearly basis up to two additional years on the same or mutually agreed terms & conditions subjected to periodical review of their performance.

The objective of IEC campaigns is to increase awareness and education about the various health programs, schemes benefits, new government schemes etc. among the general masses so that they avail those services as per their benefit and convenience.

The Event Management Agency will assist in all matters of event management including but not limited to contracting artists & performers, licenses, event infrastructure development, permissions, warranties, and undertakings required to be obtained from various agencies and vendors / players at various stages. The entire range of activities given hereinafter is required to be carried out by the Event Management Agency.

SECTION-I

NOTICE INVITING TENDERS

1. The State Health Society, Bihar (SHSB), Patna intends to select an agency via e-tendering for implementation of Health projects/scheme/initiatives in Bihar, intends to empanel agencies (the "Empaneled Agencies") who would assist, Dept. of Health and STATE HEALTH SOCIETY, BIHAR (SHSB) in organizing the various Health Events in Bihar as well as Local or National level.
2. STATE HEALTH SOCIETY, BIHAR (SHSB) invites detailed proposals (Pre-Qualification and Technical proposals together referred to as "RFP") from capable agencies. The bids comprising mandatory compliance alongwith eligibility and technical bids shall be submitted on the e-procurement portal: [www.eproc2.bihar.gov.in](https://eproc2.bihar.gov.in). The Scope of Services forming part of the Assignment has been set out here under in this document. The Proposals would be evaluated on the basis of the evaluation criteria set out in this RFP ("Evaluation Criteria") to identify the successful Bidders for empanelment under the Assignment ("Successful Bidder").
3. State Health Society, Bihar (SHSB), a Government of Bihar undertaking, and nodal agency for implementation of health events/mela/projects etc. in Bihar, intends to empanel agencies (the "Empaneled Agencies") to organize Events through a single stage and single envelope process.
4. This RFP intends to empanel eligible agencies and award them work identified by any wing of Department of Health or STATE HEALTH SOCIETY, BIHAR (SHSB) or Other Health Facility.
5. The contract agreement for this tender will be signed between the successful bidder and SHSB.
6. To participate in the e-tendering process, the bidder/agency are required to get themselves registered with Bihar Government Centralized e-Procurement portal at <https://eproc2.bihar.gov.in>. For assistance with registration or any technical support, bidders may contact the helpdesk at the following address, "Mjunction Services Limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar, e-mail id: eproc2support@bihar.gov.in, Toll Free Number- 18005726571 (Working Hours: 8AM to 7PM, All days in week except Sunday and few selected state holidays)".
7. **Schedule of Events:**

Sl.no.	Event Description	Timeline
5.1	Bid Submission Start Date & Time	22/08/2026 (Saturday) from 5:00 PM , on e-Procurement Portal (https://eproc2.bihar.gov.in)
5.2	Last date & time for submission (upload) of online bidding document.	11/09/2026 (Friday) till 05:00 PM , on e-Procurement Portal (https://eproc2.bihar.gov.in)
5.3	Last date & time for submission of EMD (Online Mode)	11/09/2026 (Friday) till 05:00 PM
5.4	Time, Date of opening of Technical Bid	14/09/2026 (Monday) at 11:00 AM on e-Procurement Portal (https://eproc2.bihar.gov.in)
5.5	Time, Date of demanding of Financial Bid	The date is not fixed yet. It will be announced later, and the process will be done via email if

Sl.no.	Event Description	Timeline
		required.
5.6	Pre-bid meeting (Date & time)	25/08/2026 (Tuesday) at 11:00 AM
5.7	Pre- bid meeting venue	Conference Hall, State Health Society, Bihar, 4 th Floor, Swasthya Bhawan, Sheikhpura, Patna-800014

Note –i) Interested bidders may obtain further information about this Notice Inviting Tender (NIT) from the office of State Health Society, Bihar.

ii) No tender will be accepted after the closing date and time in any circumstances.

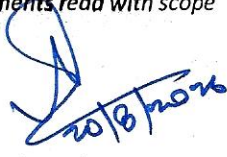
8. Bidder may also download the tender documents (a complete set of documents is available on website) from e-Procurement Portal (<https://eproc2.bihar.gov.in>) and submit its tender by using the downloaded document.
9. The tender shall be accompanied by Earnest Money Deposit (EMD) of **Rs. 10,00,000/- (Ten Lakh Rupees only)** transferred through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit/Debit Card) on the link mentioned in the e-procurement portal (<https://eproc2.bihar.gov.in>). No bidder is exempted from submitting the EMD as mentioned in the tender document.
10. Tender Processing Fee (TPF) amount for the sum of Rs. 1,180/- (One thousand one hundred eighty rupees) to be paid by the bidder through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit / Debit Card) only, to the agency empaneled by Government of Bihar for centralized e-Procurement.
11. The technical bid must be submitted through e-Procurement Portal (<https://eproc2.bihar.gov.in>) before the date and time specified in the NIT. The SHSB will not take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic/ Holidays or any other reason."
12. The bidders shall submit their eligibility and qualification details, certificates as mentioned in the tender document, in the online standard formats given in e-Procurement Portal (<https://eproc2.bihar.gov.in>) at the respective stage(s) only.
13. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement Portal (<https://eproc2.bihar.gov.in>).
14. The Bidding documents shall be submitted in the mode as mentioned below:

(1) Earnest Money Deposit (EMD)	Online Mode
(2) Technical Bid	Online (Cover-Technical Stage)
(3) Technical Presentation	Physically (As date decided by SHSB)

15. The technical bids will be opened (in e-mode/online) on the date **14/09/2026 (Monday) at 11:00 AM**. In the event of the above-mentioned day being declared a holiday/closed day for the State Health Society, Bihar (SHSB), the bids will be opened on the next working day at the scheduled time.
16. The bids must be uploaded (e-mode/online) at the e-Procurement Portal (<https://eproc2.bihar.gov.in>).

17. All prospective bidders may attend the Pre-Bid meeting. The venue, date and time are indicated in Schedule of Events as in **Clause-7** above.
18. SHSB reserves the right to accept or reject any or all tender or change the terms and conditions of NIT or cancel the NIT without assigning any reasons at any stage and time.
19. For further enquiry and information, please contact the following officers during office hours 10:00 AM to 5:00 PM to-
(i) Shri Rajesh Kumar (B.A.S.), Joint Secretary-cum-I/c IEC, Contact No. 8544402054
20. Further notifications /corrigendum/addendum, if any shall be posted on e-Procurement Portal (<https://eproc2.bihar.gov.in>)

Disclaimer: Please note, in the "Estimated value box" on the e-Procurement Portal (<https://eproc2.bihar.gov.in>), "Zero" has been mentioned, by State Health Society, Bihar (SHSB). The actual value of the project depends on the L1 rate decided by this tender and therefore due to this, it has been mentioned "Zero". The bidders will be required to quote the bids based on the requirements read with scope of work and the terms and conditions mentioned in the tender document.


Executive Director
State Health Society, Bihar

INSTRUCTIONS TO BIDDERS (ITB)

1. General instructions:

- 1.1 The bidder should prepare and submit its offer as per instructions given in this section.
- 1.2 Instructions/ Guidelines for tenders for electronic submission of bids online have been mentioned below for assisting the prospective bidders to participate in e-tendering.
 - 1.2.1 **Registration of Bidders:** To participate in the e-tendering process, the bidder/agency are required to get themselves registered with Bihar Government Centralized e-Procurement portal at <https://eproc2.bihar.gov.in>. For assistance with registration or any technical support, bidders may contact the helpdesk at the following address, "Mjunction Services Limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar, e-mail id: eproc2support@bihar.gov.in, Toll Free Number-18005726571 (*Working Hours: 8AM to 7PM, All days in week except Sunday and few selected state holidays*)".
 - 1.2.2 **Digital Signature Certificate (DSC):** Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC).
 - 1.2.3 The bidder can search & download NIT & Tender Documents electronically from computer once he logs on to the e-Procurement portal <https://eproc2.bihar.gov.in> using the Digital Signature Certificate. This is the only mode of submission of Tender Documents.
 - 1.2.4 **Submission of bids:** Bids are to be submitted through online mode to the e-Procurement Portal <https://eproc2.bihar.gov.in> at a time for following activities – one while uploading documents for submission of technical bid before the prescribed date & time as mentioned in **Clause 7** in Notice Inviting Tender (NIT) using the Digital Signature Certificate (DSC). The documents will get encrypted (transformed into non-readable formats).
 - 1.2.5 Before preparing and submitting the tender to the SHSB, the bidders must thoroughly read and carefully examine all the terms and conditions, instructions, checklist and other requirements outlined in the Tender Document. Failure to provide any required information or to comply with the instructions and requirement specified in the Tender Documents may result in rejection of tender(s) submitted by bidders.
 - 1.2.6 The bid, comprising technical components, along with the Earnest Money Deposit (EMD), must be submitted on or before the timeline specified in **Clause-9 of the Notice Inviting Tender (NIT)**.

2. Inspection of Site

The interested bidder may inspect the locations in the state where the services are to be rendered from 10.00 AM TO 5.00 PM on all working days, till the last date of bid submission as given in the tender schedule. The State Health Society Bihar (SHSB) shall not be liable for any expenditure incurred in such inspection or in the preparation of the bid(s).

3. Tendering Expense

The bidder shall bear all costs and expenses incurred or to be incurred in connection with the preparation, mailing, submission, and processing of its tender. The State Health Society, Bihar (SHSB) shall not, under any circumstances, be responsible or liable for any such costs or expenses,

irrespective of the conduct or outcome of the tendering process.

4. Language of the tender

The tender submitted by the bidder and documents relating to the tender shall be written in the English language. However, the language of any printed literature furnished by the bidder in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail.

However, if the language of any of the printed document(s) submitted by the bidder is/are in "Hindi" language, then there is no need for providing an English translation of the same document, for interpretation.

5. Amendments to Tender Documents

5.1 At any time prior to the deadline for submission of tenders, the SHSB may, for any reason deemed fit by it, modify the Tender Documents by issuing suitable amendment(s) to it.

5.2 Such an amendment will be notified on e-Procurement portal <https://eproc2.bihar.gov.in> and the same shall be binding to all prospective Bidders.

5.3 Any bidder who has downloaded the tender document should watch for amendment, if any, issued on the above e-Procurement portal <https://eproc2.bihar.gov.in> and the SHSB will not issue separate communication to them. The SHSB shall not be responsible in any manner if prospective bidders miss any notifications placed on e-Procurement portal <https://eproc2.bihar.gov.in>.

6. Pre-Bid Clarifications

6.1 A prospective Bidder requiring any clarification on the RFP must notify STATE HEALTH SOCIETY, BIHAR (SHSB) in writing to Executive Director, STATE HEALTH SOCIETY, BIHAR (SHSB) within such date as specified in RFP and Time Schedule after pre-bid meeting. At its sole discretion, STATE HEALTH SOCIETY, BIHAR (SHSB) will upload its response to such queries on the eproc portal.

1. If no any clarification is sought by the bidders during the stipulated timeline, the tender will be opened as per the scheduled date.
2. If no response to the bidder's query is uploaded of Pre-Bid Meeting, it will be assumed that there is no changes in the terms & condition of the RFP.

6.2 In order to provide a response to any doubt regarding terms and conditions, scope of work and any other matter given in the tender document, a pre-bid meeting has been scheduled to be held in the office of SHSB as per details given hereunder:

Date & Time:	25/08/2026 (Tuesday) at 11:00 AM
Venue:	Conference Hall, State Health Society, Bihar, 4 th Floor, Swasthya Bhawan, Sheikhpura, Patna
Contact person:	Shri Rajesh Kumar (B.A.S.), Joint Secretary-cum-I/c IEC, Contact No. 8544402054, e-Mail ID: ieccell2023@yahoo.com

6.3 During the pre-bid meeting, the clarification sought by representatives of prospective bidders shall be responded appropriately. However, bidders will be required to submit their queries in writing by the close of office hours on the next working day. The State Health Society, Bihar (SHSB) will provide written responses to these queries on the e-Procurement portal <https://eproc2.bihar.gov.in> without disclosing the source of the queries. If necessary, amendments in accordance with **Section II, Clause 5** will be issued, and such amendments shall

be binding on all prospective bidders. Once a query has been addressed and clarified, it shall be considered final and closed for further discussion.

- 6.4 Bidders requiring specific points of clarification may communicate with STATE HEALTH SOCIETY, BIHAR (SHSB) during the specific period using the following format. The queries can be submitted by email at ieccell2023@yahoo.com with name of assignment as the subject, in the following format:

Bidders Request for Clarification				
Name of Organization submitting request		Name and Position of person submitting request		Details of person and organization
				Address: Tel: E-mail: Mobile:
S. No	Bidding Document Reference (Number//Page)	Content of RFP requiring Clarification	Points of Clarification Required	Suggestions (If Any)
1				
2				

7. Clarifications to Tender Documents

- 7.1 A prospective bidder seeking any clarification regarding the terms & conditions, technical specifications, or any other details provided in the Tender Documents may submit a written request for clarifications to **Sri Rajesh Kumar, B.A.S, Joint Secretary-cum-I/c IEC, SHSB, Contact no. 8544402054, e-mail ID: ieccell2023@yahoo.com**, within 1 (one) day of date of pre-bid meeting. All correspondence with respect to this tender must be conducted exclusively through this email ID only.
- 7.2 In the event of the above-mentioned day being declared as a holiday/closed day for the State Health Society, Bihar (SHSB), the prospective bidders can submit written requests for clarifications, by 1800 hrs. on the next working day.
- 7.3 All the prospective bidders will be notified of response to clarifications only through e-Procurement portal <https://eproc2.bihar.gov.in>. Any bidder who has downloaded the tender document should watch for clarifications, if any, issued on the above-mentioned website and SHSB will not issue separate communication to them.
- 7.4 The SHSB shall not be responsible in any manner if a prospective bidder fails to notice any notifications placed on the e-Procurement Portal <https://eproc2.bihar.gov.in>.

8. Bid Security/Earnest Money Deposit (EMD)

- 8.1 The tender shall be accompanied by **Earnest Money Deposit (EMD) of Rs. 10,00,000/- (Ten Lakh Rupees only)** transferred through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit/Debit Card) on the link mentioned in the e-procurement portal (<https://eproc2.bihar.gov.in>).

- 8.2 It may be noted that no bidder is exempted from the deposit of EMD. Tenders submitted without EMD shall be summarily rejected, which shall be at the risk of the agency, avoiding any unwarranted litigation.
- 8.3 The EMD of unsuccessful bidder will be returned to them without any interest, after the conclusion of the resultant contract. The EMD of the successful bidder will be returned without any interest, after receipt of the Performance Security.
- 8.4 Earnest money is required to protect the SHSB against the risk of Bidder's conduct, which would warrant the forfeiture of the EMD.
- 8.5 The EMD/ Bid Security shall be forfeited by the SHSB hereunder or otherwise, under the following conditions:
- 8.5.1 If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 8.5.2 If a bidder withdraws its bid during the period of bid validity as specified in this RFP and as extended by the SHSB from time to time.
- 8.5.3 In the case of the selected bidder, if it fails within the specified time limit:
- a) to sign the contract and/or
 - b) to furnish the Performance Security (PS), before signing the contract agreement, within the period prescribed in the Letter of Intent (LoI)

9. Preparation of Tender

- 9.1 The Bidding documents shall be submitted in the mode as mentioned below: -

(1) Earnest Money Deposit (EMD)	Online Mode
(2) Technical Bid	Online (Cover-Technical Stage)
(3) Technical Presentation	Physically (As date decided by SHSB)

- 9.2 Bidders are requested not to submit the Financial Bid at the initial stage, as only empanelment will be carried out in the first phase.
- 9.3 The tender shall be duly signed by the authorized person duly approved by the appropriate authority in terms of **Annexure-9**, at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialed by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialed by the person(s) signing the tender. The entire document being part of tender document should be page numbered. The Authorization Letter shall also be furnished along with the tender, as per **Annexure-9**.
- 9.4 A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the SHSB may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.

10. Tender Submission

- 10.1 The State Health Society, Bihar (SHSB) will open the tenders at the date and time as indicated in **Clause 7 of the Notice Inviting Tender (NIT)**. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the State Health Society, Bihar (SHSB), the tenders will be opened in online mode, on the next working day.

- 10.2 Technical evaluation of the bid will be done on the basis of technical qualification criteria and documents mentioned (Technical Bid) in Mandatory Documents Link present in the e-Procurement Portal <https://eproc2.bihar.gov.in> failing which the bid will not be considered for technical evaluation.
- 10.3 The technical evaluation shall be done only on the basis of documents/papers submitted by the bidder on e-Procurement Portal <https://eproc2.bihar.gov.in>

11. Bid Validity

- 11.1 The submitted bids shall remain valid for a period of 180 days after the due date of submission of bids. Any tender valid for a shorter period shall be treated as nonresponsive and rejected.
- In exceptional situations, the bidders may be requested by the Tender Inviting Authority (TIA) to extend the validity of their bids up to a specified period. Such request(s) and responses thereto shall be conveyed by e-mail/ e-procurement portal. The bidders who agree to extend the tender validity are to extend the same without any change or modification of their original tender are also required to extend the validity period of the EMD accordingly. A bidder, however, may not agree to extend its tender validity without forfeiting its EMD.

12. SUBMISSION PROCEDURE

A. TECHNICAL BID

1. Bidders must submit their bids through **www.eproc2.bihar.gov.in** within the due date and time.
2. The tender shall be accompanied by Earnest Money Deposit (EMD) of **Rs. 10,00,000/- (Rs. Ten Lakhs only)** transferred through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit/Debit Card) on the link mentioned in the e-procurement portal (<https://eproc2.bihar.gov.in>). No bidder is exempted from submitting of the EMD as mentioned in the tender document.
3. Tender Processing Fee (TPF) amount for the sum of Rs. 1,180/- (One thousand one hundred eighty rupees) to be paid by the bidder through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit / Debit Card) only, to the agency empaneled by Government of Bihar for centralized e-Procurement.
4. The technical bids must be submitted through e-Procurement Portal (<https://eproc2.bihar.gov.in>) before the date and time specified in the NIT. The SHSB will not be responsible for delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason.

B. FINANCIAL BID

No financial bids are required at this stage.

12.1 NUMBER OF PROPOSALS

Each Bidder must submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

12.2 PROPOSAL PREPARATION COST

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the bidding process. STATE HEALTH SOCIETY, BIHAR (SHSB) will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

12.3 RIGHT TO ACCEPT OR REJECT

- I. STATE HEALTH SOCIETY, BIHAR (SHSB) may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
- II. Notwithstanding anything contained in this RFP, STATE HEALTH SOCIETY, BIHAR (SHSB) reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection, or annulment, without assigning any reasons.
- III. STATE HEALTH SOCIETY, BIHAR (SHSB) reserves the right to reject any Proposal if, at any time, a material misrepresentation made by a Bidder at any stage of the bidding process is discovered.

12.4 AMENDMENTS TO RFP

- i. At any time prior to the Proposal Due Date, as indicated in the RFP Time Schedule, STATE HEALTH SOCIETY, BIHAR (SHSB) may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, amend the RFP by the issuance of Addendum/ Corrigendum. Such Addendum/ Corrigendum would be posted only on the website www.eproc2.bihar.gov.in
- ii. In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, STATE HEALTH SOCIETY, BIHAR (SHSB) may, at its discretion, extend the Proposal Due Date.

12.5 BIDDER'S RESPONSIBILITY

- i. The Bidder is expected to carefully examine the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.
- ii. It shall be deemed that prior to the submission of Proposal, the Bidder has:
 - Made a complete and careful examination of terms & conditions/ requirements, and other information set forth in this RFP document.
 - Received all such relevant information as it has requested from STATE HEALTH SOCIETY, BIHAR (SHSB) ; and
 - Made a complete and careful examination of the various aspects of the Assignment.
- iii. STATE HEALTH SOCIETY, BIHAR (SHSB) shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.
- iv. All taxes payable to government must be paid by the service provider as per applicable norms and procedure. STATE HEALTH SOCIETY, BIHAR (SHSB) is nowhere liable and responsible for payment of such taxes.

12.6 CONFLICT OF INTEREST

Conflict of interest exists in the event of

- (i) Agencies or institutions having a business or family relation with the Client directly or indirectly; and
- (ii) Practices prohibited under the anti-corruption policy of the Government of India and Government of Bihar.

12.7 CORRESPONDENCE/ENQUIRY

All correspondence/enquiries must be submitted to the following in writing by email/ fax/ registered post with **Name of Assignment** as the subject. The details are:

Mr. Rajesh Kumar

Joint Secretary-cum-I/c IEC,

Swasthya Bhawan, 4th Floor,

Sheikhpura, Patna – 800014

Phone: 8544402054.

Email: ieccell2023@yahoo.com

12.8 FORMAT AND SIGNING OF PROPOSAL

- i. Bidders must provide all the information as per this RFP and in the specified format. STATE HEALTH SOCIETY, BIHAR (SHSB) reserves the right to reject any proposal that is not in the specified format.
- ii. The Proposal must include submissions to be made on the respective Proposal Due Date as set out in RFP Time Schedule.
- iii. The person(s) signing the proposal must initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

12.9 MODIFICATION/SUBSTITUTION/WITHDRAWAL OF PROPOSAL

- i. The Bidder may modify, substitute, or withdraw its proposal after submission, provided that a written notice of the modification, substitution or withdrawal is received by STATE HEALTH SOCIETY, BIHAR (SHSB) **before the Proposal Due Date**. No Proposal shall be modified, substituted, or withdrawn by the bidder after the Proposal Due Date.
- ii. Withdrawal of a proposal during the interval between the Proposal Due Date and expiration of the proposal validity period will result in forfeiture of the Bid Security in accordance with this RFP.

12.10 PROPOSAL DUE DATE

- i. Proposals must be submitted as per information provided in this RFP.
- ii. STATE HEALTH SOCIETY, BIHAR (SHSB) at its sole discretion; accept any proposal(s) after Proposal Due Date. Any such Proposal/s accepted shall be deemed to have been received by the Proposal Due Date.
- iii. The Successful Bidder shall, where required, extend the validity of the proposal till the date of execution of the agreement.

12.11 TEST OF RESPONSIVENESS

- i. A proposal shall be considered responsive if:

- a. It is submitted on or before the respective Proposal Due Date.
- b. The Physical copy of the proposal is accompanied with the 'Tender Fee' and 'Bid Security' amount as set out in RFP Document.
- c. It is signed, sealed, and marked as stipulated in RFP Document.
- d. It contains the information and documents as requested in the RFP.
- e. It contains information in the form and formats specified in the RFP.
- f. It mentions the validity period as set out in this document.
- g. It provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by STATE HEALTH SOCIETY, BIHAR (SHSB)). STATE HEALTH SOCIETY, BIHAR (SHSB) reserves the right to determine whether the information has been provided in reasonable detail or not.
- h. There are no inconsistencies between the proposal and the supporting documents.
- ii. A Proposal that is responsive is one that conforms to the preceding requirements without material deviation or reservation.
- iii. A material deviation or reservation is one which,
 - a. Affects in any substantial way, the scope, quality, or performance of the Assignment, or
 - b. Limits in any substantial way, inconsistent with the RFP document, STATE HEALTH SOCIETY, BIHAR (SHSB) 's rights or the Bidder's obligations under the Agreement, or
 - c. Unfairly affects the competitive position of other Bidders presenting substantially responsive Proposals.
- iv. STATE HEALTH SOCIETY, BIHAR (SHSB) reserves the right to seek clarification or reject any proposal which in its opinion is non-responsive and no request for modification or withdrawal shall be entertained by STATE HEALTH SOCIETY, BIHAR (SHSB) in respect of such proposal.

12.12 CONFIDENTIALITY

Information relating to the examination, clarification, evaluation, and recommendation for the Qualified Bidders shall not be disclosed to any person not officially concerned with the process. STATE HEALTH SOCIETY, BIHAR (SHSB) will treat all information submitted as part of the proposal in confidence and will ensure that all those who have access to such material to treat it in confidence. STATE HEALTH SOCIETY, BIHAR (SHSB) shall not divulge any such information unless ordered to do so by any statutory authority that has the power under law to require its disclosure.

12.13 CLARIFICATIONS

To assist in the process of evaluation of proposals, STATE HEALTH SOCIETY, BIHAR (SHSB) may, at its sole discretion, ask any bidder for clarification on its proposal or substantiation of any of the submission made by the bidder.

12.14 PROPOSAL EVALUATION

The Qualification Submissions of the bidders would be checked for responsiveness with the requirements of the RFP and shall be evaluated as per the criteria set out in this RFP.

12.15 DECLARATION OF SUCCESSFUL BIDDER

STATE HEALTH SOCIETY, BIHAR (SHSB) shall publish the list of empanelled agencies based upon acceptance of the proposal of the qualified Bidders.

12.16 NOTIFICATIONS

STATE HEALTH SOCIETY, BIHAR (SHSB) will notify the successful bidders by a Letter of Empanelment that their proposal has been accepted.

12.17 STATE HEALTH SOCIETY, BIHAR (SHSB) 'S RIGHT TO ACCEPT OR REJECT PROPOSAL

- i. STATE HEALTH SOCIETY, BIHAR (SHSB) reserves the right to accept or reject any or all the proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time prior to award of the Assignment, without liability or any obligation for such acceptance, rejection, or annulment.
- ii. STATE HEALTH SOCIETY, BIHAR (SHSB) reserves the right to invite revised proposals from bidders with or without amendment of the RFP at any stage, without liability or any obligation for such invitation and without assigning any reason.
- iii. STATE HEALTH SOCIETY, BIHAR (SHSB) reserves the right to reject any Proposal if at any time:
 - a. A material misrepresentation made at any stage in the bidding process is uncovered; or
 - b. The Bidder does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the Proposal.

This would lead to the disqualification of the Bidder. STATE HEALTH SOCIETY, BIHAR (SHSB) reserves the right to invoke such disqualification / rejection even after the Proposals have been opened and the Successful Bidder/s have been identified and empaneled.

EVALUATION OF TENDERS**1. Scrutiny of Tenders**

The tenders will be scrutinized by the selection committee appointed by the SHSB to determine whether they are complete and meet the essential and important requirements, conditions and whether the bidder is eligible and qualified as per criteria laid down in the tender documents. The bids, which do not meet the aforesaid requirements, are liable to be treated as non-responsive and may be ignored. The decision of the SHSB as to whether the bidder is eligible and qualified or not and whether the bid is responsive or not shall be final and binding on the bidders.

2. Infirmary/Non-Conformity

The SHSB may waive minor infirmity and/or non-conformity in a tender, provided it does not constitute any material deviation. The decision of the SHSB as to whether the deviation is material or not, shall be final and binding on the bidders.

3. Bidder's capability to perform the Contract

The SHSB, through the above process of tender scrutiny and evaluation will determine to its satisfaction whether the bidder, whose tender has been determined as the lowest evaluated responsive bidder, is eligible, qualified and capable in all respects to perform the contract satisfactorily. In such conditions, the decision of the SHSB shall be final and binding on the bidders.

4. Contacting the State Health Society, Bihar (SHSB)

- 5.1 From the time of submission of the tender to the time of awarding the contract, if a bidder needs to contact the SHSB for any reason relating to its tender, it should do so only in writing.
- 5.2 In case a bidder attempts to influence the SHSB, on the SHSB's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the bidder shall be liable for rejection, and it may also lead to forfeiture of EMD in addition to appropriate administrative and coercive actions being taken against that bidder, as deemed fit by the SHSB.

5. Bid Clarification

- 5.1 To facilitate evaluation of Proposals, the SHSB may, at its sole discretion, seek clarifications in writing from any bidder regarding its bid submitted. Such clarification(s) shall be provided within the time specified by the SHSB for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. Notwithstanding anything contained in the NIT, the SHSB reserves the right not to take into consideration any such clarifications sought for evaluation of the Proposal.
- 5.2 At any point in time during the bidding process, if required by the SHSB, it is the bidders' responsibility to provide required evidence of their eligibility as per the terms of the NIT, to the satisfaction of the SHSB. If no response is received by SHSB within the given deadline, the tender shall be evaluated as per available information. The technical evaluation committee in the SHSB can verify the facts and figures quoted in the proposal. The SHSB reserves the right to conduct detailed due diligence of the information provided by the bidders for qualification and financial evaluation.

6. Discrepancies in Prices

After empanelment at the time of submission of financial bid, if there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.

7. METHOD OF SELECTION (EMPANELMENT)

- a. STATE HEALTH SOCIETY, BIHAR (SHSB) shall notify the successful bidders in writing that the proposal has been accepted for the empanelment.
- b. The Bid Security shall be returned to the unsuccessful bidders within a period of two (2) weeks from the date of signing of Agreement between STATE HEALTH SOCIETY, BIHAR (SHSB) and the Successful Bidder.

8. AWARD OF WORK TO EMPANELED AGENCIES

1. The empaneled bidders shall be eligible for participating in all bids published by STATE HEALTH SOCIETY, BIHAR (SHSB), Department of Health for the selection of Event Management Agencies for identified events within and outside the State.
2. For each event, the empaneled agencies may be required to submit their technical presentations and financial bids for projects. The evaluation of proposals shall be done on the basis of the evaluation method given in the bids published for specific event/s (LCS).
3. This empanelment does not bind STATE HEALTH SOCIETY, BIHAR (SHSB) from taking recourse to open bidding for specific projects, and in such cases, empaneled bids may participate along with other bidders in the competitive bidding process.

9. Fraud and Corrupt Practices

- 9.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained herein, the SHSB may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Selection Process.
- 9.2 Without prejudice to the rights of the SHSB hereinabove, if an Applicant is found by the SHSB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, such Applicant shall not be eligible to participate in any tender or RFP issued by the SHSB during a period of 5 (Five) years from the date such Applicant is found by the SHSB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 9.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
 - (a) **“Corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the SHSB who is or has been associated in any manner, directly or indirectly, with the Selection Process.
 - (b) **“Fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process.

- (c) **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Selection Process.
- (d) **“Undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the SHSB with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest, and
- (e) **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

SCOPE OF WORK (SoW)

The scope of services to be provided by the Agency as described below is general but is not exhaustive i.e., does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. The scope of services shall also be governed by the provisions of the contract (the "Contract") to be entered into between the Agency and SHSB which sets forth the detailed terms and conditions for grant of the right to the Agency (the "Right"). There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The list given below is an indicative list and shall include any other activity in association to those mentioned below:

1. Organize and implement all Health related events such as festivals, melas, stall fabrication, puppet shows, sponsored events, seminars, workshop, inaugural ceremony, Honour ceremony, tableau etc. as directed by SHSB from time to time.
2. Suggest to SHSB and conceptualize other events/ activities exhibitions/ various workshop/ festivals/ fairs etc. to diversify the event portfolio that SHSB would organize or participate in a year.
3. Carry out all the activities required for successful implementation of all the events including pre-event activities, activities during the event and activities after the event, which shall include but not limited to the following activities:
 - a. Conceptualize, design, develop, execute, manage, and operationalize a plan for the respective events along with timelines in coordination with the organizers, Media, Creative & Promotion Agency, or any other agencies as directed/identified by the SHSB.
 - b. Arrangement of Designing, Fabrication and Branding (Stall, Stage, Dias, Entrance Gate, Thematic Installations, State Set up and Venue Branding), Signages & Directional Displays with flower or other decoration, LED wall/screen, flower decoration.
 - c. Temporary Structures & Stall (Exhibition, Pavilion Setup, Sitting & Lounge Arrangement).
 - d. Utilities & Logistics (Electrical & Power Supply, Safety, Security & Housekeeping).
 - e. Cultural Program & Entertainment (Event Performances & Celebrity Engagements, Technical & Media Coverage).
 - f. Additional Branding & Promotion (City Branding & Media Outreach etc.), Event Support & Operations (Registration, Help Desk Counters, Media Conference, Seminars, Workshop etc.).
 - g. Handle logistics such as accommodation, passes to the venue, transportation for various shows/events/workshop/mela/stall etc. as well as the cultural troop, if any etc. as directed by State Health Society, Bihar.
 - h. Required to reserve government meeting/event halls or areas for the event at the actual government cost, and after the event, the actual cost will be reimbursed to the agency, that will be the part of the invoice.
 - i. Arrangement of photography, videography (Best HD Quality), and interviews etc. as required.
 - j. Beautification of event area and Onsite Branding and Promotion.
 - k. Co-ordination for Publicity through print, electronic and social media.

- l. Maintain high level of professional ethics and will not act in any manner, which is detrimental to SHSB's interest and maintain confidentiality on matters disclosed till proper instruction is issued for publication.
4. Ensure that the staff and key personnel's is available to SHSB as and when required by SHSB and should be obliged to work closely with SHSB's staff, act within its own authority and abide by directives issued by SHSB. Manage the activities of its personnel and will hold itself responsible for any misdemeanor.
5. The event management agency would be responsible for creation of appropriate ambience as directed by SHSB.
6. The agency will be required to conceptualise the design, layout and erect pandals/stalls as per approved design to international standards and norms by the organizers on turnkey basis. The designs have to be attractive and innovative and approved by the authority before execution.
7. Selected agency is required to manage the seating arrangements inside or outside Event hall with all required items.
8. Selected Agency should:
 - a. Be able to execute the work at short notices and even on holidays.
 - b. Coordination and Securing approvals from concerned authorities
 - b. Ensure that the display of any advertisement, branding and promotional material including pictures, printed material, electric/electronic media, smart posters, holographic images, visual display, or any other innovative media, etc. shall not be objectionable or prohibited under the Applicable and relevant Laws.
 - c. Abide by the job safety measures prevalent in India and will free SHSB from all demands or responsibilities arising from any accidents or loss. The Selected Agency will pay all indemnities arising from such incidents and will not hold SHSB responsible or obligated.
 - d. Treat as confidential all data and information about Dept. of Health, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of SHSB.
 - e. Entire housekeeping will be responsibility of the agency and accordingly, agency has to deploy required manpower. Removal of the garbage from the site and its disposal to the nearest municipality dustbin will be done by the selected bidder
9. SHSB reserves the right to make necessary modification to the selected artwork, concept, etc. Artwork/ creatives once selected will be the property of SHSB and it can be repeatedly used in different Bihar Health events.
10. In case, SHSB does not find the proposed conceptual plan of the Selected Agency up to its satisfaction, SHSB reserves its right to get it done from any other agency/agencies for which the Selected Agency hereby gives its written consent and undertake not to raise any dispute in this context, at any point of time.
11. SHSB will not be liable to make any payment or amount on account of conceptualization/ designing/ artwork etc. for the concepts/designs which have not been selected. The Selected Agency should not have any objections to the said procedure and shall not dispute/ claim any amount at any time in future.
12. In case, when the time-period is too short to get the design prepared from all the Empaneled agencies or any other exigencies, the job may be entrusted to any of the Empaneled agencies or any other agency which SHSB deems fit to meet the deadline.

ELIGIBILITY CRITERIA

The eligibility and Technical proposal shall be submitted online on the eproc portal. The proposal must be submitted in the required format and as per the forms required to be submitted along with relevant documentary evidence. A hard copy of the eligibility and technical proposals shall be submitted at the office of STATE HEALTH SOCIETY, BIHAR (SHSB).

Following required evaluation criteria must be submitted through online mode on eProcurement Portal <https://eproc2.bihar.gov.in> :

1. Letter of Technical Proposal (Annexure '1')
2. List of offices of the agency in the prescribed proforma attached (Annexure '2'). The empanelled agencies shall be required to set up office in Patna and submit the details of such office along with Bihar GST registration. Failure to share the details within 21 days of empanelment may lead to disqualification of the agency and cancellation of empanelment.
3. Name and address of firm/ individual along with Registration No. (Annexure '3').
4. List of projects undertaken by the agency in the prescribed proforma attached (Annexure '4') for each category of projects.
5. Names of Institutions empaneled with (Annexure '5').
6. Competitions and awards conferred with salient features (Annexure '6').
7. Turn over details with Copy of audited Financial Statement for the last 3 Financial Years (Annexure '7').
8. A declaration sworn before the executive magistrate/Notary Public, from the bidder in the format given in the "Annexure 8" to the effect that the firm has neither been declared as defaulter or black-listed or declared ineligible by any competent authority of GoI or Government of any other state.
9. Self attested copy of the Income Tax Returns (ITR) acknowledgement for three assessment years (AY) i.e. 2024-25, 2025-26 and 2026-27.
10. Power of Attorney/ Board Resolution for authorized representative (Annexure-9).
11. Self-attested copy of the PAN, certificate of registration of EPF (if applicable), ESI (if applicable), GST issued by the appropriate authority valid as on date of submission of tender documents. If EPF & ESI are not applicable then the bidder needs to submit affidavit as per "Annexure 10" claiming the same.
12. All the documentary evidence as directed in Section V – "Eligibility Criteria". The documents should be attached in the proper designated place.

The evaluation would consist of following phases:

- Phase I: Evaluation of Pre-Qualification/ Eligibility Criteria.
- Phase II: Evaluation of Technical Bids

PHASE 1: EVALUATION OF PRE-QUALIFICATION CRITERIA

The bids shall be evaluated for evaluation of the Pre-qualification/ Technical criteria mentioned below. Applicants who fulfil pre-qualification criteria shall be shortlisted for Technical Evaluation and Presentation. For a bid to be considered responsive under this bid process, a bidder must meet following criteria:

S. No.	Particulars	Criteria	Documentary Evidence
I.	Registered Entity	The Bidder should be an established entity under Companies Act 1956/2013, or Partnership act 1932, or Indian Societies Registration Act 1860 or Indian Trust Act 1882, or Limited Liability Partnership Act 2008 or a Proprietorship firm. (Note: Joint venture (JV)/ Consortium is not allowed)	For Company- Copy of the Certificate of Incorporation issued by the Registrar of Companies (RoC) under companies act 1956/2013. For Partnership Firm- Copy of the Registration Certificate issued under Partnership Act 1932, along with Partnership deed. For Limited Liability Partnership (LLP) Firm- Copy of the Certificate of Incorporation issued by the Registrar of Companies (RoC) under Limited Liability Partnership Act 2008 For Society/ Trust – Copy of Certificate of registration under Societies Registration Act 1860/ Indian Trusts Act 1882 For Proprietorship firm- Copy of Registration Certificate issued under Shops and Establishment Act, Or Copy of GST Registration Certificate/ Copy of Income Tax Return in the name of proprietor for assessment year 2025-26 along with an affidavit on non-judicial stamp paper of Rs.100/- declaring that the firm is Priopreitorship firm.
II	PAN, GST registration ITR, ESI & EPF	The bidder must have (i) PAN Card, (ii) Income Tax Returns of three assessment	Self-attested copies of 1) PAN Card

		years AY 2024-25, 2025-26 & AY 2026-27, and (iii) GST Registration Certificate, and (iv) ESI & EPF registration certificate (if applicable)	2) GST Registration Certificate 3) Copy of Income Tax Return filed and submitted by the bidder for three assessment years AY 2024-25, 2025-26 & AY 2026-27 4) ESI & EPF registration certificate (if applicable). If EPF & ESI are not applicable then the bidder needs to submit affidavit as per "Annexure 10" claiming the same.
III	Turnover (Refer Annexure 7)	<i>The bidder must have Average Annual Turnover of Rs. 2 (Two) Crores in last three financial years (FY 2023-24, FY 2024-25 & FY 2025-26).</i>	Self-attested copies of below documents for concerned financial years to be submitted by the bidder: 1. Audited Financial Statement inclusive of audited Balance Sheet, Audited Profit & Loss Account/Income & Expenditure Account, along with related notes on account. 2. Turnover certificate issued by Chartered Accountant (must be mentioned Membership No., UDIN No. & Date) certifying the turnover.
IV	Experience (Refer. Annexure 4)	Minimum 3 (Three) Health/Hospitality events/exhibitions/festivals/mela/inaugural Ceremony etc. managed for Central/ State Govt./ PSU/ Government institutions, out of which at least one Project with minimum Management fee/ Project Cost of INR 50 Lacs in the last 5 years.	Letter of Award/ Letter of Intent/ Agreement/ Work Order duly certified by authorized signatory of the bidding company.
V	National Presence (Office) (Refer Annexure 2)	<i>The agency should have office in Patna, Bihar as on date of issue of this RFP.</i> (If not, the empaneled agencies shall be required to set up office in Patna and obtain GST registration in Bihar within 30 days of empanelment).	Office registration document/rent agreement.

VI	Non- Blacklisting	(i) The bidder must not be Blacklisted / banned / convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self-Government body or public sector undertaking in India for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason, as on date of submission (upload) of online bidding document. The bidder shall declare all ongoing litigations, it is involved in with any Government Agency/ State/ central department/PSU.	Affidavit sworn before Executive Magistrate/Notary Public as per "Annexure - 8".
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9.4 PHASE II – EVALUATION OF TECHNICAL BIDS

The firm shall be weighted on the basis of 100 marks assigned for the credentials (Technical and Financial Capabilities). Technical proposals securing a minimum of 70 marks in the Technical Evaluation shall be considered responsive and will be eligible for empanelment.

Technical Evaluation Criteria

S. No.	Criteria	Max. Marks	Documentary Evidence
A	Firm Turnover and Experience (70 marks)		
A1	Turnover (20 Marks)		
	Bidders's average annual turnover in the 3 consecutive financial years (FY 2023-24, FY 2024-25 & FY 2025-26). — Minimum 2 Cr. : 10 marks — 3 to 5 Cr. : 15 marks — One (1) mark for additional turnover of 1 Crore subject to a maximum of 5 additional marks.	20	Audited Financial statement along with Certificate from the statutory auditor.
A2	General/Specific Experience (25 marks)		
	Minimum three assignments operated by the bidder during last 5 years from the due date of tender submission. 3 projects – 15 marks 3 to 5 projects – 20 marks 5 marks for any two Project of fact value of minimum 50 Lakhs in last 3 years.	25	Letter of Award/ Letter of Intent/ Agreement/ Work Order duly certified by authorized signatory of the bidding company
A3	Working Experience (25 marks)		
A3	Bidder's experience of handling similar assignments for the Govt. Dept, Semi Govt., PSUs, Autonomous bodies, International Agencies and Societies etc. Upto 3 years : 15 marks 3 years to 6 years : 20 marks One (1) mark for every additional years experience subject to a maximum of 5 additional marks	25	
B	Technical Presentation (30 marks)		
B1	Past Events and concepts – This section must cover the experience of the agency provided under Section A2 & A3 above or Adequacy of methodology for conducting the assignment including methods and tools for ensuring effectiveness of the assignement.	15	NA
B2	Brief for promoting Bihar Health through events & proposed themes by Presentation. Or Presentation of sample/designs and quality of presentation.	15	NA

TERMS and Conditionns**1. Use of contract documents and information**

- 1.1 The Service Provider shall not, without the SHSB's prior written consent, disclose the contract or any provision thereof or any information furnished by or on behalf of the SHSB in connection therewith, to any person other than the person(s) employed by the Service Provider in the performance of the contract emanating from this Tender Document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.
- 1.2 Further, the Service Provider shall not, without the SHSB's prior written consent, make use of any document or information mentioned in sub-clause 1.1 above except for the sole purpose of performing this contract.
- 1.3 Except the contract issued to the Service Provider, each and every other document mentioned in sub-clause 1.1 above shall remain the property of the SHSB and, if advised by the SHSB, all copies of all such documents shall be returned to the SHSB on completion of the Service Provider's performance and obligations under this contract.

2. Intellectual Property Rights

The bidder/agency shall, at all times, indemnify and keep indemnified the SHSB, free of cost, against all claims which may arise in respect of goods & services to be provided by the bidder/agency under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the SHSB, and the SHSB shall notify the bidder/agency of the same and the bidder/agency shall, at his own expenses take care of the same for settlement without any liability to the SHSB.

3. Insurance

- 3.1 The bidder/agency shall be responsible for ensuring insurance coverage for its human resources, and other assets (if any) against accidents, theft, damage, burglary, and similar risks.
- 3.2 The SHSB shall not be responsible for damages of any kind or for any mishap/injury/accident caused to any personnel/property of the agency while performing duty. All liabilities, legal or monetary, arising in that eventuality shall be borne by the bidder/ agency.

4. Start of the Services

- 4.1 The service provider should start the service within 07 days/as directed from the date of signing the contract.
- 4.2 If the service provider fails to start the services within specified days from the date of signing the contract document, the contract shall be terminated, and the selected service provider may be blacklisted and also resulting in forfeiture of performance security/bank guarantee to which the selected agency shall have no claims. In such a case, the SHSB shall be at the freedom to negotiate with L2, L3.... (in this order) responsive bidders with their consent to enter into an agreement with the SHSB, to provide the services at L1 rate.

5. Project/Empanelment Duration

The project/Empanelment will be awarded an initial period of **three (03) years**, which may be further extended for one or more years, subject to continued requirements and/or approval from 'National Health Mission'. Extensions will be granted one year at a time, subject to the agency's satisfactory performance and compliance with any mutually agreed-upon conditions between the agency and SHSB. However, the agency shall have no inherent right to an extension.

6. MODE OF PAYMENT

- 6.1 Payment will be made to the agency after completion of the event and ascertainment by the concern authority, that work was carried out satisfactorily and in accordance with the terms and conditions of the RFP.
- 6.2 The prices quoted by the bidder(s) shall include all applicable taxes and duties, **excluding Goods & Services Tax (GST)**. If applicable, GST will be paid by the concerned Government Healthcare Facility or Health Department Office in the District, as per the prevailing rates.
- 6.3 The service provider will be required to submit the invoices within **15 (fifteen) days** from the date of completion of the services to the SHSB or the authority decided by SHSB for processing the payment along with the proof of receipts and work completion certificate to the offices of the SHSB and offices of any or all the District Health Societies (DHS)/Medical Colleges & Hospital, any other places up to District Headquarters(HQ) of any one or all 38 districts in the state of Bihar.
- 6.4 Payment of work order shall be paid by SHSB/District Health Societies (DHS)/Medical Colleges & Hospital after the successful completion of the event and after the verification of the total quantum of work carried out by the agency. Additionally, service provider needs to submit the following documents:
 - a) Service provider's invoice showing contract number, work description, quantity, unit price and total amount
 - b) Work completion certificate, issued by the authorized representative of the SHSB/District Health Societies (DHS)/Medical Colleges & Hospital
 - c) The Service Provider shall also submit **hard and soft copies of geo-tagged photographs** covering the entire event and clearly evidencing the successful completion of the services.
- 6.5 The Agency/bidder will raise its invoice (*as prescribed under GST Act 2017*) on completion of services and the invoices must be submitted to State Health Society Bihar (SHSB)/District Health Societies (DHS)/Medical Colleges & Hospital, within 10th day of the completion of services, along with supporting documents.
- 6.6 The Payments will be made through SNA-Sparsh after receipt of invoice and necessary verifications & deducting penalties (if any).
- 6.7 The payment will be subject to TDS as per Income Tax Rules /GST Act (if applicable) and other statutory deductions as per applicable laws.

7. Performance Review & Penalty provisions.

1. Agency performance would be evaluated based upon identified Key Performance Indicators (KPIs) listed below. The parameters will be used to assess the performance of the Service provider and penalty will be applied as and when required, upon commissioning of work order.

2. Besides other consequential action, the penalties would be imposed for each occurrence as per details mentioned in the identified Key Performance Indicators (KPIs) listed below.

Sr. No.	Parameters	Penalty
1	1) Difference in the specification and quantities of the services performed as per the work order of the SHSB/District Health Societies (DHS)/Medical Colleges & Hospital unless authorised in writing by the concerned officials	Penalty will be applicable at the rate of 10% of total invoice amount for any differences subject to maximum of 20% of the total invoice amount. Payment against Invoices shall be made based on the satisfactory work completion certificate (duly signed by authorised representative of SHSB/District Health Societies (DHS)/Medical Colleges & Hospital) submitted by the agency and actual confirmation received from the authorised representative of the SHSB
2	2) Liquidated Damages – In case of delay in complete or partial fulfilment of services, unless extended by SHSB/District Health Societies (DHS)/Medical Colleges & Hospital in writing, at the designated event locations .	Penalty will be applicable at the rate of 10% of total invoice amount for delay of each day taken by the bidder, subject to maximum of 20% of the total invoice amount.

3. The above service level indicators are minimum, and it is obligatory for service provider to provide efficient service delivery to all the stakeholders as per the good industry practices/applicable statutory guidelines.
4. Notwithstanding, as contained otherwise, and besides above as the case may be, the penalties may be imposed for each occurrence as per the identified Key Performance Indicators (KPIs). The applicable penalty will be deducted from the invoice. However, the maximum penalty would be limited to 20% of total payments due against invoices raised.
5. The above penalty amount shall be deducted from the payment of pending invoice(s) or shall be adjusted from the performance security.

8. CLIENT'S RESPONSIBILITIES

The following shall be the responsibilities of the client:

1. Provide detailed requirements of the project.
2. Pay the fees of the Event Management Agency within four weeks of submission of bills, subject to clearance of bills as per agreement. (In case of non-payment / delay / rejection, the same to be conveyed to the consultant within 30 days)

9. NOTIFICATION OF AWARD

1. Prior to the expiration of the validity period, Authority will notify the successful Bidder in writing or by email, that its proposal has been accepted (Letter of Intent "LOI").
2. The Agency shall, within 7 (seven) days of the receipt of the Lol, sign and return the duplicate copy of the Lol in acknowledgement thereof.
3. In the event the duplicate copy of the Lol duly signed by the Agency is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as loss and damage suffered by the Authority

on account of failure of the Agency to acknowledge the Lol.

10. PERFORMANCE BANK GUARANTEE (PBG)

1. The bidders selected for empanelment shall furnish an unconditional and irrevocable bank guarantee / demand draft, in a format acceptable to SHSB valid for a period of 6 months beyond the term of the empanelment, of a value of INR 10,00,000/- (INR Ten Lakhs Only) within 7 days from the date of issue of empanelment list.
2. Additional Performance Bank Guarantee: Agency must submit and additional Performance Bank Guarantee equivalent to 5% of the total work value for each project/ engagement assigned to the agency during the empanelment period in the form of Demand Draft/Bank Guarantee.
3. The performance security must be submitted before executing the contract/signing of the contract agreement. If the service provider violates any of the terms and conditions of contract in any manner, the Performance Security shall be liable for forfeiture, and the contract may also be cancelled/terminated. Further, the agency may be blacklisted for a reasonable period as decided by SHSB.
4. Failure to submit the BG within the stipulated time may lead to withdrawal of the Lol and cancellation of empanelment.

11. SIGNING OF CONTRACT

1. For each awarded work, STATE HEALTH SOCIETY, BIHAR (SHSB) shall execute the Agreement with the Agency after receiving the Performance Security from the Agency for the specific work awarded.
2. The empaneled agencies shall be required to comply with the terms of empanelment as specified in the agreement during the entire term of the agreement.
3. The Contract document/Agreement between SHSB and empaneled Service Provider should be executed within maximum 7 to 21 days of the issue of the Letter of Intent (Lol/LoE). The selected agency/bidder will have to submit the Performance Security (PS), as applicable before signing the agreement. Non-fulfillment of this condition will result in cancellation of the award and forfeiture of the EMD with consequential action if so desired.

12. EXECUTION OF THE ASSIGNMENT

1. All the stage of work shall be completed by the Event Management Agency and the necessary approval given by the clients according to the time schedule mutually agreed upon.
2. In the event of Event Management Agency closing its business, the clients shall have the power to employ any other agency to complete the work and all due payment shall be forfeited with penalty of blacklisting of the consultant/ agency or forfeiture of performance security.

13. TERMINATION of Contract

The Authority may without prejudice to any other remedy for breach of agreement, by giving 30 days written notice of default sent to the consultants, terminate the agreement in whole or in part:

- a) Any bidder found to be involved in fraudulent practices (misrepresentation or omission of

facts or suppression/hiding of facts or disclosure of incomplete facts), in order to secure eligibility to the bidding process during the submission of bid or after release of Letter of Intent (LoI) or agreement formalization after signing of contract, shall be liable for punitive action amounting to blacklisting of the bidder, including the forfeiture of concerned EMD (Bid Security) and/or Performance Security also, whatever it relates.

- b) Notwithstanding contained here, the SHSB, without prejudice to any other contractual rights and remedies available to it, shall by written notice of default sent to the Service Provider, terminate the contract in whole or in part, if the Service Provider fails to perform services as specified in the present contract read with the terms of the contract agreement or any other contractual obligations within the time period specified in the contract and the firm may be blacklisted, consequently the performance security may be forfeited.
- c) In the event the SHSB terminates the contract in whole or in part, the SHSB may carry out risk purchases of services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the Service Provider shall be liable to the SHSB for the extra expenditure, if any, incurred by the SHSB for arranging such services.

14. Termination for insolvency

- a. The client/authority may at any time also terminate the agreement by giving 30 days written notice to the event management agency without any compensation to the agency, if the event management agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the client.
- b. SHSB/authority without prejudice to any other rights and remedies available to it shall by within notice of default sent to the agency terminate the contract in whole or part, if the agency fails to perform services as specified in the contract and the firm may be blacklisted, consequently the performance security may be forfeited.
- c. Parties may terminate the contract mutually without any legal or financial obligation on any party.
- d. No change shall be made in approved plan and specifications at event site without the consent of the client.
- e. The client shall have the liberty to postpone or not to execute any work and the event management agency shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the event management agency up to the stage of services already submitted.
- f. The agreement shall be governed by the Indian laws in force from time to time and the courts at Patna shall alone have exclusive jurisdiction to entertain and try any or all matters arising out of this agreement.
- g. Artworks and event themes and other related collaterals shall be the proprietary right of the client.

15. Dispute Resolution

- 1. Any disputes or differences in connection with the Agreement shall, to the extent possible, be settled amicably between the Parties.
- 2. Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty (30) days after receipt by one party of the other party's

request for amicable settlement will be placed before the office of Additional Health Secretary/ Secretary, Department of Health.

3. Decision of Additional Health Secretary/ Secretary, Department of Health, shall be final and binding on the Parties as from the date it is made.
4. If it cannot be settled through any of the above modes, the dispute shall be governed by the applicable laws of India and shall be subject to the exclusive jurisdiction of the competent courts at Patna, Bihar.

16. Intellectual Property Rights

The bidder/agency shall, at all times, indemnify and the agency shall keep indemnified the SHSB, free of cost, against all claims which may arise in respect of goods & services to be provided by the bidder/agency under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the SHSB, and the SHSB shall notify the bidder/agency of the same and the bidder/agency shall, at his own expenses take care of the same for settlement without any liability to the SHSB.

17. Notices

Notice, if any relating to the contract given by one party to the other, shall be sent in writing by hand or e-mail or post. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract between the SHSB and the bidder/agency.

18. Insurance

1. The bidder/agency shall be responsible for ensuring insurance coverage for its human resources, and other assets (if any) against accidents, theft, damage, burglary, and similar risks.
2. The SHSB shall not be responsible for damages of any kind or for any mishap/injury/accident caused to any personnel/property of the bidder while performing duty/assignments in the event venue. All liabilities, legal or monetary, arising in that eventuality shall be borne by the bidder/ agency.

19. Modification to Contract

The contract when executed by the parties (*SHSB and the agency*) shall constitute the entire contract between the parties (*SHSB and the agency*) in connection with the jobs / services and shall be binding upon the parties (*SHSB and the agency*). Modification, if any, to the contract shall be in writing and with the consent of both the parties (*SHSB and the agency*) and not otherwise.

20. Sub-Contract

Sub-letting/Sub-contracting of the contract for event management would not be allowed under any circumstances (except when consent is given), and the contract may be terminated in case the bidder/agency sublets or sub-contracts its liabilities/responsibilities/ obligations under the contract to others without SHSB's Consent. Penal action may also be taken against the service provider.

21. Force Majeure

1. For purposes of this clause, Force Majeure means an event beyond the control of the bidder/agency and not involving the bidder/agency's fault or negligence, and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include and will not be limited to wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, earthquake, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.
2. If a Force Majeure situation arises, the bidder or agency shall promptly notify the SHSB in writing of such conditions and the cause thereof within 7 days of occurrence of such event. Unless otherwise directed by the bidder or agency in writing, the bidder/agency shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
3. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding thirty days, either party may at its option terminate the contract without any financial repercussion on either side.
4. In case due to a Force Majeure event the Service Provider is unable to fulfil its contractual commitment and responsibility, the SHSB will notify the Service Provider accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

22. Income Tax Deduction at Source

Income tax deduction at source shall be made at the prescribed rates from the bidder's bills, under the prevailing law(s).

23. Applicable Law

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

ANNEXURE - 1: LETTER OF BID SUBMISSION

(ON LETTER HEAD OF APPLICANT)

TECHNICAL PROPOSAL COVERING LETTER

[On the Letter head of the Bidder]

Date:

**To
The Executive Director (ED),
State Health Society, Bihar (SHSB),
4th Floor, Swasthya Bhawan, Sheikhpura, Patna.**

**Ref: Tender for empanelment of Event Management Agency for Conducting Various
Melas/Health Camps/Events etc. for State Health Society, Bihar.**

Dear Sir / Madam,

We, the undersigned, offer to provide services for creative IEC content development and Social Media Management, in accordance with your Notice Inviting Tender (NIT) Reference No., we are hereby submitting our Proposal for the same.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our proposal is binding upon us and subject to the modifications resulting from the project specific contract and contract negotiations.

We understand that the SHSB may cancel the selection process at any time and that you are neither bound to accept any proposal you receive nor to select the agency without incurring any liability to the bidders. We acknowledge the right of SHSB to reject our bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

We shall make available to SHSB any additional information it may find necessary or requires to supplement or authenticate the proposal.

We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

We declare that:

- a. We have examined and have no reservations to the tender document, including any addendum issued by SHSB.
- b. We have not directly or indirectly or through an executive engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any contract entered into with SHSB or any other public-sector enterprise or any government, Central or State; and

- c. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- d. We declare that We/any member of the firm, are /is not a member of a/any other firm applying for selection.
- e. We certify that in regard to the fact that we have not been convicted by a court of law.
- f. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by SHSB and / or the Government of Bihar in connection with the selection of agency or in connection with the selection process itself in respect of the above-mentioned project.
- g. We agree and understand that the proposal is subject to the provisions of the tender document. In no case, I/We shall have any claim or right of whatsoever nature if the assignment is not awarded to me/us or our proposal is not opened.
- h. We agree to keep this offer valid for 180 days from the proposal due date specified in tender.
- i. The Power of Attorney (PoA) is in favour of the authorized signatory to sign and submit this Proposal and documents is also attached herewith.
- j. In the event of being selected, I/We agree to enter into a contract for the project awarded to us by the SHSB.
- k. We agree and undertake to abide by all the terms and conditions of the tender Document. In witness thereof, I/we submit this proposal under and in accordance with the terms of the tender document.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Registered Name of the Bidding Entity/Firm:

ANNEXURE 2: LIST OF OFFICES

S. No.	State	City	Office Type (HQ/SO)	Postal Address	Phone. No.	Documentary Evidence Attached (Yes/ No)

{Add more rows if required}

Signature of Authorized Signatory

ANNEXURE 3: STATUS OF FIRM WITH YEAR OF ESTABLISHMENT

Name of firms with Address	Type of agency	Name of proprietors/Partners / Directors	Date of establishment	Registratio n No.
			{DD-MM- YYYY}	

Signature of Authorized Signatory

ANNEXURE 4: BIDDER'S EXPERIENCE

ANNEXURE 4: OVERALL EVENT MANAGEMENT EXPERIENCE

List of Event Management Projects in the last five years with minimum value of 50 Lacs

[illegible]

{Add more rows if required}

Signature of Authorized Signatory

ANNEXURE 5: EMPANELMENT

Name of Institutions empaneled with year of empanelment with proof of the same

Sl. No.	Name & Address of Institution empaneled with	Year of Empanelment	Attach Proof (Y/N)

{Add more rows if required}

Signature of Authorized Signatory

ANNEXURE 6: AWARDS CONFERRED WITH SALIENT FEATURE

S. No	Name of the Award	Year	Details

{Add more rows if required}

Signature of Authorized Signatory

ANNEXURE 7: TURNOVER DETAILS

S. No.	Period	Turnover (INR)		Remarks (If Any)
		Amount in Figure	Amount in Words	
1	2023-24			
2	2024-25			
3	2025-26			
	Total			

Note: Attach Copy of Audited Financial Statement for the Last 3 Financial Years

Signature of Authorized Signatory

DECLARATION BY BIDDER

**Format for Affidavit sworn before executive magistrate certifying that
Entity/Promoter(s)/Director(s)/ Members of Entity are not Blacklisted
(On a Stamp Paper of INR 100)**

Affidavit

I, M/s....., (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s) / director(s) are not blacklisted/barred/convicted by any court of law for any criminal or civil offences/declared ineligible by State Health Society Bihar/DHS or any other entity of GoB or any entity of state government or Govt. of India, or any local self-government body or public undertaking in India for participating in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, as on date of submission (upload) of online bidding document.

And that we are hereby, declaring all ongoing litigations where our promoter(s)/director(s) are involved in with any government agency/state/central department/PSU, and as mentioned below:

- 1.
- 2.
- 3.
- 4.

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited without further intimation.

Dated this..... Day of....., 2026

Name of the Bidder/agency.....

Signature of the Authorized Person:.....

Name of the Authorized Person:.....

Designation of the Authorized Person:.....

AUTHORIZATION LETTER FOR SIGNING OF PROPOSAL

(On Non – judicial stamp paper of Rs.1000/- duly attested by notary public)

POWER OF ATTORNEY

Know all men by these present, we _____ (*name and address of the registered office of the Single Entity*) do hereby constitute, appoint and authorize Mr. / Ms. _____ R/o _____ (*name and address of residence*) who is presently employed with us and holding the position of _____ as our authorized representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the bid of the firm/ organization, _____ for “Notice Inviting Tender for the Empanelment of Event Management Agency for conducting various Melas/Health camps/Events etc. for State Health Society, Bihar, including signing and submission of all documents and providing information / responses to State Health Society Bihar (SHSB), representing us in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us. Dated this the day of 2026.

For

(Name, Designation and address)

Accepted

..... (Signature)

(Name, title and address of the Attorney)

Date:

Note:

- (i) The mode of execution of the Power of Attorney (PoA) should be in accordance with the procedure, if any, laid down, by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- (ii) In case, an authorized director of the bidder/agency signs the bid, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney (PoA).

AFFIDAVIT FORMAT – (NON-APPLICABILITY OF EPF and/or ESI)

TO WHOM SO EVER THIS MAY CONCERN

I _____*<Name of the organization>*_____, having registered address _____*<Mention the registered address>*_____, do hereby state that I am not liable for registration under the provisions of _____ and _____.

<Direction to bidder: Mention the non-applicable Acts in above statement, i.e. Employees' Provident Funds and Miscellaneous Provisions Act, 1952 AND/OR Employees' State Insurance Act, 1948>

Signature: -

Name of the authorized signatory: -

Designation of the authorized signatory: -