

Terms of Reference (TOR)

A. Background

Ramgarh District Foundation Day shall be celebrated at Sidho Kanhu Maidan on September 12-13 through Ramgarh Mahotsav. Mahotsav will have two day extravaganza through performance National and Jharkhand fame artists on a world class stage specially prepared for the mahotsav. Mahotsav shall have special showcase of District works through exhibition of various departments in Vikas Mela. Multiple initiative of Central and State Govt shall be exhibited during the mahotsav. Seminar and Workshops during the mahotsav shall attract investors and think tanks from diverse sectors.

B. Rational of Foundation Day Celebration

Ramgarh District will celebrate 10th foundation day on September 12-13, to mark the occasion, the District Administration has planned a gala celebrations as part of which Hon'ble Chief Minister Raghubar Das would launch various new schemes and make announcements about major initiatives of Ramgarh District.

The main function has been scheduled at the Sidho Kanhu Maidan where Chief Guest Shri Raghubar Das along with the cabinet ministers and MLAs would inaugurate the program. Foundation day inauguration would be followed by cultural performances of local and National fame artists. Special preparation and arrangements would be made to make this two days celebration successful.

In an official program Chief Minister would inaugurate various initiatives of Ramgarh District which includes:

- My Ramgarh - App
- Mobile Medical Unit for malnouricst Children.
- Distribution of Assests and Loan to the local youth for the self-employment.
- Distribution of grants to youth and SHG under Mukhyamantri Anusuchit Janjati Vikash yojna.

C. Scope of Work

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

D. Eligibility Criteria

Following are the required qualification and experience

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

E. Duration

The engagement of Event agency will be exclusively for this District Foundation Day Event arrangement.

F. Deliverables

1. Submission of detailed plan to district administration
2. Submission of detailed Budget related with Event
3. Engagement with Artists finalised for Mahotsav
4. Travel & Accommodation of Artists at suitable places
5. Preparation of Stage and Event area a day prior to the event
6. Media & District Administration briefing regarding preparation of Mahotsav
7. Coordination and overall management of Event on September 12-13
8. Any other requirement after discussion with District Administration

G. Terms of Payment

Payment of Artists and travel arrangements are made in advance. 100% of Artists performance fee with travel cost and applicable taxes shall be paid in advance. 75% of Production Cost with applicable taxes which includes arrangement cost of overall event shall be made in advance. Balance payment of Production Cost shall be made by District Administration within 15 days from day of submission of bills.

H. Steps for Evaluation of Proposal

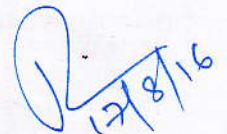
The following steps will be undertaken in conducting the process and selecting the agency

- District Administration will constitute the selection committee for proposal responses
- Based on evaluation agencies will be shortlisted
- Shortlisted agencies will be called upon for presentation of their plan to the selection committee
- Selection of agency will be based on the proposal submitted and presentation of plan to the selection committee

I. Requirements of EOI

A statement on organisation capabilities including:

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

A handwritten signature in blue ink, followed by the date '17/8/16' written in blue ink.

DC,
Ramgarh