

**Govt. of Jharkhand**  
**Dept. of Labour, Employment and Training,**  
**Directorate of Employment and Training, Jharkhand, Ranchi.**

19 (A)  
10/01/2017

**Notice inviting quotation for engaging an Event Mgt. Company for the organization of State Level Rojgar Mela at ITI, Hehal Campus, Ranchi on 21<sup>st</sup> & 22<sup>nd</sup> January 2017**

Directorate of Employment & Training under the Department of Labour, Employment and Training Govt. Of Jharkhand intends to organise two day Rojgar Mela at ITI, Hehal Campus, Ranchi on 21 & 22 January, 2017. Hon'ble CM, Jharkhand is expected to inaugurate the Rojgar Mela. For the implementation of all these activities, the department intends to engage an Event Management Company with proven experience of organizing such type of events. The chosen company will have to implement in a turnkey basis.

**Scope of Work**

The scope of work broadly includes erection of waterproof hanger, ply board, sound system, stage preparation, lighting arrangement, event area seating arrangement, event area barricading, Videography, Photography, Stalls (60-70 in numbers) etc.

**Eligibility Criteria**

1. Proven track record and experience of executing similar type of work orders of minimum 5 Govt. Events Managed in last one year in Jharkhand
2. Demonstrable experience and understanding of Event Management through presentation to the tender committee.

**Requirement for Shortlisting of Event Management Agency**

1. The Agency should be a reputed Event Management company based in Jharkhand, having previous work experience in managing minimum five events not less than 25 lakhs.
2. Service Tax Registration
3. Company Profile
4. Experience of one State/ National level Event
5. Work orders of minimum 5 Govt. Events Managed in last one year in Jharkhand.
6. List of items to be provided.

**Selection Criteria**

The work will be awarded on the basis of marks distributed in equal proportion among the quoted rates, presentation & past work experience.

The Agency should furnish itemwise technical details and consolidated amount (inclusive of all taxes) a financial quote for organisation of above event into separate sealed envelopes.

The quotations will be accepted till **5:00 pm 13<sup>th</sup> Jan 2017**. DOET reserves the right to reject or assign the work to any one party without assigning any reason what so ever.

**Note:** The presentation will start at **5:30 pm on 13<sup>th</sup> Jan 2017**.

  
Director

Employment and Training,  
Jharkhand, Ranchi.