



Indian Institute of Information Technology Bhagalpur
(An Institute of National Importance under Ministry of Education, Govt. of India)
Sabour, Bhagalpur, Bihar 813210

NIT No. **IIITBH/REG/789/2025-26/1011 dated 03.02.2026**

Tender Document

Short-term Notice Inviting Tender for Event Management Services for Enyugma Fest 2026 at IIIT Bhagalpur, Bihar.

Indian Institute of Information Technology Bhagalpur
Sabour, Bhagalpur-813210, Bihar
Website: www.iiitbh.ac.in

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR
Sabour, Bhagalpur-813210, Bihar

NIT No. IIITBH/REG/789/2025-26/1011 dated 03.02.2026

E-Tender Notice

The Indian Institute of Information Technology Bhagalpur, an Institute of National Importance under the Ministry of Education, Government of India, is dedicated to imparting high-quality technical education and fostering research in allied and interdisciplinary areas.

Online Bids in two bid system i.e. Technical Bid and Financial Bid are invited from the GST Registered experienced agencies fulfilling eligibility criteria for Event Management Services for Enyugma 2026 (Annual Techno-Cultural Festival) under which the competent bidder shall supply/install/commission and maintain the ordered/contracted items/ services at the designated venue, i.e. Campus of IIIT Bhagalpur, Sabour, Bhagalpur-813210, Bihar. Tenders of technically qualified firms shall only shall be considered for opening of the financial bid.

THE SCHEDULE AND OTHER DETAILS OF TENDER ARE AS UNDER:

Description of Tender	Event Management Services for Enyugma Fest 2026 in IIIT Bhagalpur, Bihar.
Estimated Cost of the Tender	Rs. 14,50,000/-
Earnest Money Deposit (EMD)	Rs. 70,000/-
Performance Bank Guarantee (PBG)	5% of total work order within 03 days of award of the work order.
Date of Release of Tender	04/02/2026
Date of Pre-Bid Clarification Meeting	07/02/2026 at 11:00 AM
Last date and time for online submission/ uploading of bids	13/02/2026 upto 03:00 PM
Date and time for opening of technical bids	13/02/2026 at 04:00 PM

Note: Bidders are requested to sign and stamp on each page. The duly filled in signed & stamped bid should be submitted by the bidders in an appropriate mode as prescribed in this tender document.

The tender document may be downloaded from the Institute's website www.iiitbh.ac.in & <https://eprocure.gov.in/epublish/app>. The bidders shall submit this tender document in Technical Bid cover duly signed & stamped as per the above schedule and send through speed post/registered post/by hand to Office of the Registrar, Indian Institute of Information Technology Bhagalpur, Sabour, Bhagalpur-813210, Bihar ". All the bidders should submit a Demand Draft of Rs. 70,000/- (Rs. Seventy Thousand Rupees Only) in favour of "Indian Institute of Information Technology Bhagalpur" payable at Bhagalpur, as the Earnest Money Deposit (EMD). The EMD of unsuccessful bidders shall be refunded within 30 days after finalization of the contract. The bidders/firms registered under MSMEs and NSICs are exempted from submission of EMD.

Seal and Sign of Proprietor / Auth. Signatory/Bidder

Eligibility Criteria:

1. The agency must be registered for PAN, GST in India.
2. The bidder must have completed at least one similar work costing not less than Rs. 5 Lacs. Similar work shall mean works of providing event management services in conceptualizing, designing, organizing event management work in central institutes, such as IITs, NITs and IIITs.
3. The bidder must have the confirmed availability of **Two of the Star Artists, one poet, one DJ performance and one Band Performance as per Annexure C** whom the bidder proposes to arrange while submitting the tender conveyed by such artists to the bidder or **Undertaking of the Firm/Agency as per Annexure D**.
4. The bidder must have local office in Bihar (**Note: Joint Venture and Consortium are not allowed**).
5. The Agency should have positive net worth as on the date of last annual accounts i.e. 31st March 2025.
6. The bidder should have minimum of 80 Lakh average turnover of last three financial years. They must submit the Turnover certificate.
7. The bidder has to submit self-certified letter indicating that they have not been blacklisted by any government department, organization, and corporation.

Schedule of Quantity: **As per Annexure 'A'**

Terms and Conditions: **As per Annexure 'B'**

Documents to be uploaded in the Technical Bid:

1. Self-Attested Copy of GST Registration Certificate.
2. Earnest money to be deposited for an amount of Rs. 70,000 /- through DD (as per the enclosed bank details).
3. Acceptance of Terms and Conditions (**Annexure-B**) signed by the Bidder with seal.
4. Self-Attested Copy of PAN Card.
5. Self-Attested Copy of work order issued by the concerned organization where the bidder carried out similar service/contract as required at S.No.2 of the Eligibility Criteria.
6. The agency should have Average turnover of last three financial years of Rs. 80,00,000/- (Rupee Eighty Lakh) - for last 03 Financial Years ending 31.03.2025 duly certified by Chartered Accountant along with copies of Income Tax Return.
7. Consent of atleast **Two of the Star Artists, one poet, one DJ performance and one Band Performance as per Annexure C** or **Undertaking of the Firm/Agency as per Annexure D** in the Notice Inviting Tender.
8. The bidder has to submit self-certified letter indicating that they have not been blacklisted by any government department, organization, and corporation.
9. Proof of office address in Bihar.

Documents to be uploaded in the Financial Bid:

1. Duly filled Financial Bid (**Annexure-A**).

Evaluation of Tenders:

- **Technical Bids:** Technical Bids shall be evaluated strictly on the basis of eligibility criteria as prescribed and other requirements as mentioned for technical bid. Any bidder who does not fulfil these requirements shall be disqualified.
- **Financial Bids:** Financial Bids shall be opened for only those bidders who qualify the Technical Bid requirements. The contract shall be awarded to the bidder whose overall tendered amount [aggregate of all the items] is found to be lowest.

Note: - Bidder must attend the pre bid meeting in the physical mode as per the above scheduled.

Seal and Sign of Proprietor / Auth. Signatory/Bidder

ANNEXURE-A**FINANCIAL BID****Name of Event: Event Management Services for Enyugma 2026 at Indian Institute of Information Technology Bhagalpur, Bihar**

S. No.	Description of Services	Gross Qty.
A.	Part - A: Stage & Tent Arrangement during 20th - 22nd February 2026	1 job
1	Erection of Main Stage area 35×25 sq ft including feet ramp 12× 8sq ft (including masking and grey matting) made of M.S. pipes and plywood top strong enough to organize various cultural events on it at ENYUGMA IIIT Bhagalpur CONCERT GROUND for 3 days i.e., from 20 th - 22 nd February 2026. Quantity – 1 job each	
2	Erection of 12 feet high green rooms (White color) of size 10 feet × 10 feet behind the main stage with green carpets including 10 chairs, 1 full length mirror, 2 silent fans, 4 plug points with 2 lights, 2 VIP sofas, and 2 tables for 3 days i.e. from 20 th - 22 nd February 2026. Quantity – 3 nos	
3	Hiring of 250 single seated cushion chairs with seat and back covers for 3 days i.e. from 20 th – 22 nd Feb, 2026. Quantity – 250 each	
4	Hiring of 20 three seater cushioned VIP sofas for 3 days i.e. from 20 th - 22 nd February 2026. Quantity – 20 each	
5	Hiring of 15 no. 5 feet x 2.5 feet wooden tables with covers, butter paper and frills for 3 days i.e. from 20 th - 22 nd February 2026. Quantity – 15 each	
6	Erection of 15 10 feet high Canopy stalls of size 10 feet x 10 feet for food city for 3 days i.e. from 20 th - 22 nd February 2026. Quantity – 15 each	

7	Hiring of 100 feet × 20 feet green carpet for 3 days i.e. from 20 th - 22 nd February 2026. Quantity – 2000 feet square	
8	Provision for 50 Halogens lights for 3 days i.e. from 20 th - 22 nd February 2026. Quantity – 50 each	
9	Provision of 300 feet x 15 feet off-white LED steel wired Mesh along with electrical wires for connections for 3 days i.e. From 20 th - 22 nd February 2026. Quantity – 4500 ft square	
10	Suitable capacity of 25 KVA for 2 days (24× 7). On cultural and start night three generator 64 KVA. Including Diesels Quantity - 3	
11	Provision of 50 extension wires and extension boxes (With at least 5 outputs per extension) for 3 days i.e. from 20 th - 22 nd February 2026. Quantity – 50 each	
12	Provision to provide 1 mobile toilets & 3 Urinals with proper flush and separate water & waste storage tanks facilities, with proper lighting connections, systematic drainage systems etc. for 3 days i.e. from 20 th - 22 nd February 2026. Quantity - 1 + 3	
B.	Part - B: Barricading Arrangement during from 20th - 22nd February 2026.	
1	4 ft high Mojo Barricading [A combination of T and Y shaped barricades] in front of the main stage and events arena for 3 days i.e. from 20 th - 22 nd February 2026. Quantity – 1000 running feet	
2	20 ft high Bamboo barricading around ENYUGMA CONCERT GROUND boundary, checkpoints, and institute's main ground, for 3 days i.e. from 20 th - 22 nd February 2026. Barricading can be increased if number of student increases above 3000. Quantity – 3000 running feet	

C.	Part - C: Sound & Light Arrangement during from 20th - 22nd February 2026.																
1	<p>Sound Arrangements for the Main Stage for 3 days i.e., from 20th - 22nd February 2026 consisting of the following:</p> <p>6 speakers SONY/JBL, Sound-craft mixup/ Yamaha with Operator, Mic cordless – 4, Collar mic – 6, Stand mic dynamic – 6, Omnidirectional stage mic – 3, Day 2 and Day 3 According to artist tech. rider.</p>																
2	<p>Light and LED Arrangements for the Main Stage for a period of 3 days i.e. from 20th - 22nd February 2026 consisting of the following:</p> <p>4 side Japanese truss, Flood light – 30, Par light – 50 pc, Sharpy light – 15 pc, Laser light – 4 pc, Blender light – 6 pc, Electric current light – 6 pc, Cold metal light – 15 pc, Warm metal light – 15 pc, Smoke machine – 4 pc, Cold fire entry and exit – 36 pc, Flame on stage – 4 pc, all building decoration, 250 m Entry covered by Chinese RGB light with specific design, Stalls light and power backup, LED screen 2*(8*12), Tube light on every 10 meter.</p>																
3	<p>Sound and Light Arrangements for all three venues for a period of 3 days i.e. from 20th - 22nd February 2026 consisting of the following:</p> <table border="1"> <thead> <tr> <th>ITEMS</th><th colspan="3">QUANTITY IN NUMBERS</th><th></th></tr> <tr> <th></th><th>Conference Room</th><th>C-201</th><th>C-202</th><th>Total Qty.</th></tr> </thead> <tbody> <tr> <td>Mics</td><td>Shure SM-58 Mics Qty. 2</td><td>Shure SM-58 Mics Qty. 2</td><td>Shure SM-58 Mics Qty. 2</td><td>6</td></tr> </tbody> </table>	ITEMS	QUANTITY IN NUMBERS					Conference Room	C-201	C-202	Total Qty.	Mics	Shure SM-58 Mics Qty. 2	Shure SM-58 Mics Qty. 2	Shure SM-58 Mics Qty. 2	6	
ITEMS	QUANTITY IN NUMBERS																
	Conference Room	C-201	C-202	Total Qty.													
Mics	Shure SM-58 Mics Qty. 2	Shure SM-58 Mics Qty. 2	Shure SM-58 Mics Qty. 2	6													
D.	Part D. Star Night Live Performance on Day 4 (22nd February 2026)																
1	<p>The bidder shall arrange the Star Night on 23rd March 2025 depending upon the availability of the artist on the day, by live performance of any one of the following Start Artists:</p> <ol style="list-style-type: none"> 1. Nikhita Gandhi 2. Nikhil D'Souza 3. Ajay Hooda 4. Ananya Chakraborty 5. Rupali Jagga 6. Abhinanda Sarkar 7. Tulsi Kumar 8. Satish Gajmer 9. Sawai Bhatt 10. Mahi 11. Adnan 12. Tushar Joshi <p>Note: The Star Artist shall perform at the Main Stage of IIIT Bhagalpur on 22nd February 2026. The Rates for the star performance are inclusive of the</p>																

	fee of the artist, travelling charges, boarding, food, accommodation and personal security, additional sound/light requirements (if any) etc. all complete and nothing extra shall be payable on any account	
2	<p>The bidder shall arrange the Band for one day on 21st February 2026. For live performance of any one of the following Band:</p> <ol style="list-style-type: none"> 1. Shaoni Majumdar Band 2. Distorted Chomasomes Band 3. Rhythm Band 4. Mirroz Band 5. Trital Band 6. Manisha Karmakar Band 7. C-Factor <p>Note: The artist shall perform at the Main Stage of IIIT Bhagalpur. The rates for the artist performance are inclusive of the fee of the artist, travelling charges, boarding, food, personal security, additional sound/light requirements (if any) etc. all complete and nothing extra shall be payable on any account.</p>	
3	<p>The bidder shall arrange the DJ for one day on 22nd February 2026. For live performance of any one of the following DJ:</p> <ol style="list-style-type: none"> 1. DJ Koyal Das 2. DJ Abhishek Kumar 3. DJ Swizel 4. DJ Koyel 5. DJ Tracer 6. DJ Tasha 7. DJ Rhea 8. DJ Merlin 9. DJ Somiarah 10. DJ Chetas <p>Note: The artist shall perform at the Main Stage of IIIT Bhagalpur. The rates for the artist performance are inclusive of the fee of the artist, travelling charges, boarding, food, personal security, additional sound/light requirements (if any) etc. all complete and nothing extra shall be payable on any account.</p>	

Note: Rates quoted above by the bidders shall be total of whole job as covered in Part A, Part B, Part C, Part D for the complete period as mentioned above.

(In Figures) _____ Rs (in words) _____

I/We, the undersigned, confirm acceptance of all tender terms and conditions without reservations, including any Addenda/Corrigenda. We offer to execute the work/supply the items as quoted in the Financial Bid and declare that the prices are valid for 90 days from the technical bid opening. We certify that our firm is not blacklisted by any Government Agency and has no pending criminal cases, and that all submitted information is true and authentic, with the understanding that false information will lead to tender rejection. We understand that upon your written acceptance, this bid will form a binding contract.

Seal and Sign of Proprietor / Auth. Signatory/Bidder

ANNEXURE-B**TERMS AND CONDITIONS**

1. The bidder must attend the pre-bid meeting in physical mode only and visit the site for the requirements as per the date mentioned in this bid document.
2. All installations shall be put in order by 08:00 AM on 20/02/2026 or as mentioned otherwise. A penalty of Rs 10,000/-per hour per location shall be imposed for delay in completion of work as per the schedule above.
3. The agency shall ensure the functioning of all equipment and systems installed during the function for four days. For any breakdown in any system lasting more than 10 minutes, a penalty of Rs 1000/-per 15 minutes shall be imposed for each instance.
4. In case of shortcomings found in the scope of work on any of the function days, a minimum penalty of Rs 30,000/-per location shall be imposed. The institute decision in this regard shall be final and binding.
5. The contractor shall be responsible for overseeing and warding all the works, equipment, and various materials. The agency shall take necessary steps, including insurance, to safeguard its equipment, tentage, etc., against any damage due to any reason. No claim on this account shall be entertained by the Institute.
6. The agency shall take all required fire safety measures, including providing fire extinguishers, etc. Any damage on this account shall be the sole responsibility of the agency.
7. The agency shall be fully responsible for its acts and those of its sub-agencies and indemnify the Institute against any losses or compensation to its workmen, sub-agency workmen, or any third party.
8. The agency shall ensure that the stage/truss structure, etc., is structurally safe for the use and performance of cultural events. All structural members, including the top wooden board, shall be firmly secured with line and level to ensure safe performance. Any mishaps on this account shall be the sole responsibility of the agency.
9. All material, labour, transportation, incidental expenses, insurance, required peripheral works, storage of equipment, safety, manpower required for operation of equipment, required wiring / cabling etc deemed to be included in the rates quoted by the agency. No claim whatsoever shall be entertained in this account.
10. Agency shall ensure that all wires, cables are properly secured, joints properly insulated and cables of required size are installed so as to avoid any mishappening. No temporary arrangement with loose connections, open joints shall be made. Agency shall arrange required cables, wires, change over etc. for tapping the electricity from the designated tapping locations in the Institute. Nothing extra shall be paid on this account.
11. The Institute reserves the right, without being liable for any damages or obligation to inform the bidder, to:
 - a. Amend the scope and value of contract to the bidder.
 - b. Reject any or all the applications without assigning any reason.
 - c. In case, the service provider to whom the contract is awarded refuses to perform the contractual obligations, the Performance Guarantee of such person shall be forfeited

absolutely, and such person shall be blacklisted from participation in tenders at IIIT Bhagalpur in future.

12. IIIT Bhagalpur is not bound to accept the lowest bidder or to assign any reason for non-acceptance. IIIT Bhagalpur reserves its right to accept the bid in part or in full. Conditional bids will be rejected outright.
13. IIIT Bhagalpur reserves the right to summarily reject an offer received from any agency (is), without any intimation to the bidder(s).
14. IIIT Bhagalpur reserves the right to withdraw / cancel the bid document partially or completely at any stage.
15. The bidder or his authorized representative should always be available at the site of work to take instructions from officer in charge, and ensure proper execution of work. No work shall commence in the absence of contractor's representative and they shall certify in writing about the correctness of layout alignment and shall ensure stability of all structural work such as partition panel/electricity panel and other related items.
16. All work and materials brought and left upon the ground by the contractor or by his orders for the purpose of forming part of the works, are to be considered to be the property of the IIIT Bhagalpur and the same are not to be removed or taken away by the contractor or any other person without consent in writing of the officer -in-charge but the IIIT Bhagalpur is not to be in any way responsible for any loss or damage which may happen to or in respect of any such work or materials either by the same being lost or damaged by weather or otherwise.
17. The contractor shall execute the different items simultaneously, as far as possible, so that minimum breakage and repairs are involved.
18. The contractor shall take all necessary precautions to prevent any nuisance or inconvenience to the owners, tenants of adjacent properties and to the public in general and to prevent any damage to such properties and any pollution of environment and waterways. He shall make good at his own cost and to the satisfaction of the Associate Dean Student Welfare, any damage to public or private property whatsoever caused by the execution of the work or by traffic brought thereon by the contractor. Utmost care shall be taken to keep the noise level to the barest minimum so that no disturbance as far as possible is caused to the occupants/users of adjoining buildings.
19. Agency shall obtain all required permissions from the local statutory authorities required for this work. All associated activities required for obtaining necessary clearances, permissions, approvals, all licenses etc. as required from all concerned authorities in respect of installation and commissioning shall be the responsibility of the contractor, the cost for which shall be deemed to be included in the rates. However, actual statutory fee paid to the concerned authorities for obtaining approvals if any, shall be reimbursed by the Institute on production of proof of payment made by the Contractor.
20. If the work is carried out in more than one shifts or during night to meet the time period of completion, nothing extra shall be paid on this account.
21. The contractor shall be bound to follow the instruction and restrictions imposed by the Administration / Police authorities on the working and movement of labour / material /vehicles etc. and nothing extra shall be paid on this account.
22. Additional Audio /video/lighting equipment and modification on stage as required for performance by artists with like EDM night/DJ Night/Bollywood Night/Punjabi Night/Pop Night as per the schedule.

23. If there are varying or conflicting provisions made in any one document forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the document and his decision shall be final and binding on the contractor.
24. Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the Contract or release the Contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from many of his obligations under the contract.
25. The successful bidder shall make all arrangements towards safe and complete execution at the designated location as directed by Associate Dean Student Welfare. Such responsibility on the part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.
26. In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by Director, IIIT Bhagalpur.
27. The performance under this contract shall not be stopped for any reason what so ever during the said dispute/proceedings unless the contractor is specifically directed to do so by the Institute.
28. Force Majeure. For purpose of this clause, "Force Majeure" means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo. If a Force Majeure situation arises, the contractor shall promptly notify the Institute in writing of such conditions and cause thereof. Unless otherwise directed by the Institute in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.
29. Silent Generator Set of suitable capacity separately for audio / video and lighting of main stage, with acoustic enclosure along with operator and diesel for 6 hrs running per day including required cable to provide electric connection to Main Stage—I and Other Venues, General Lighting, LED screen etc.
30. The bidder whom the work order is awarded will have to submit performance guarantees of the value of 05% of the total quoted amount only in the form of Demand Draft within 03 days of the award of the work order. The performance guarantee will be refunded after 03 months from the successful completion of the work.

I have read all the above-mentioned terms and conditions and accept them and unconditionally for providing the service.

Signature and Stamp of the Bidder: _____

Date: _____

Seal and Sign of Proprietor / Auth. Signatory/Bidder

ANNEXURE-C

LIST OF ARTISTS

Name of Event: Event Management Services for ENYUGMA 2026 in IIIT Bhagalpur, Bihar
Star Artists

1. Nikhita Gandhi
2. Nikhil D'Souza
3. Ajay Hooda
4. Ananya Chakraborty
5. Rupali Jagga
6. Abhinanda Sarkar
7. Tulsi Kumar
8. Satish GaJmer
9. Sawai Bhatt
10. Mahi
11. Adnan
12. Tushar Joshi

DJ Performer

1. DJ Koyal Das
2. DJ Abhishek Kumar
3. DJ Swizel
4. DJ Koyel
5. DJ Tracer
6. DJ Tasha
7. DJ Rhea
8. DJ Merlin
9. DJ Somiarah
10. DJ Chetas

Band Performer

1. Shaoni Majumdar Band
2. Distorted Chomasomes Band
3. Rhythm Band
4. Mirroz Band
5. Trial Band
6. Manisha Karmakar Band
7. C-Factor

Seal and Sign of Proprietor / Auth. Signatory/Bidder

ANNEXURE-D

UNDERTAKING
(In Agency/Firm's Letter Head)

To,
The Tendering Committee, Enyugma 2026
Indian Institute of Information Technology Bhagalpur (IIITBH)
Bihar, India

Subject: Undertaking for the arrangement of at least two of the star Artists as per Annexure C of NIT for Enyugma 2026

Dear Sir/Madam,

I/We, _____ [Agency/Firm Name] _____, hereby submit this **undertaking for arranging two of the Star Artists, one poet, one DJ performer and one Band Performer** from Annexure C (List of Artists Repute) in connection with our bid for the **Notice Inviting Tender for Event Management Services for Enyugma 2026 on February 20th – 22nd 2026 at Indian Institute of Information Technology Bhagalpur, Bihar**, otherwise, EMD may be forfeited. I/We will have no objection to the same thereafter.

[Signature]
[Name of Authorized Person]
[Designation]
[Agency/Firm Name]
[Contact Information]