



JHARKHAND STATE POLLUTION CONTROL BOARD
TOWNSHIP ADMINISTRATION BUILDING, HEC, Complex, Dhurwa, Ranchi 834004
Telephone: 0651- 2400850 (FAX)/2400851, 2400852, 2401847, 2400979, 2400139

**REQUEST FOR PROPOSAL FOR ENGAGEMENT OF REPUTED
AGENCIES/ORGANIZATIONS CARRYING OUT AWARENESS ON NOISE POLLUTION &
IT'S CONTROL MEASURES AT JIASOWA'S DIWALI MELA, 2026, MORHABADI GROUND,
RANCHI
(Dated 29th October to 02nd November, 2026)**

NOTICE INVITING TENDER

The Jharkhand State Pollution Control Board (JSPCB), Ranchi, invites sealed bids from eligible and experienced agencies/organizations/NGOs for **Public Awareness (Noise Pollution), JISOWA's Diwali Mela, 2026** from **29th October to 02nd November, 2026** at Morhabadi Ground, Ranchi, Jharkhand.

1. SCOPE OF WORK

Setting up a stall for public awareness on Noise Pollution and its Control Measures during JIASOWA'S Diwali Mela 2026 from 29th October to 02nd November, 2026

2. OBJECTIVE

The objective of the stall is to create awareness among the general public, visitors, traders, youngsters & children and the event shall include:

- Information on sources of noise pollution and its hazards.
- Ambient Noise Standards
- Rules/Mandates
- Control Measures
- Grievance Redressal
- IEC Activities

3. STALL SIZE AND LOCATION

To establish a professionally designed 4m × 3m awareness stall at JIASOWA Diwali Mela 2026, the appointed agency must adhere to structural guidelines and optimization strategies tailored to the event timeline from October 29 to November 2, 2026.

- **Space & Layout Constraints (4m × 3m)**



- **Footprint:** A total floor area of **12 square meters** requires a strict layout balance to accommodate branding, visitor interaction zones, and easy thoroughfare.

4. MATERIALS REQUIRED

- **Structural & Branding Elements**
 1. **Backdrop/Branding Panels:** Main visual wall featuring core JSPCB messaging, themes, or environmental campaigns.
 2. **Side Panels:** Enclosures for the stall boundaries, which can also be utilized for secondary information or charts.
 3. **Front Fascia:** The overhead header featuring the **official JSPCB name and logo** (strictly subject to final approval).
- **Audio-Visual & Electrical Setup**
 1. **LED/TV Display Board:** For running promotional videos, presentations, or documentary loops.
 2. **Lighting & Sound System:** Adequate stall illumination and PA system including 2 sets of microphones (wired/wireless).
 3. **Power Infrastructure:** Extension boards and all necessary electrical accessories to power the displays, lights, and sound systems safely.
- **Furniture, Display & Maintenance**
 1. **Display Racks:** Shelving or stands to hold brochures, annual reports, leaflets, or environmental awareness booklets.
 2. **Direction/Signage Boards:** Arrow indicators or information boards to guide visitors through or toward the stall.
 3. **Dustbins:** Essential waste disposal bins to maintain stall cleanliness.

The agency shall submit the stall design to JSPCB for approval.

5. INTERACTIVE PUBLIC AWARENESS ACTIVITIES

The agency shall organize interactive activities for visitors, particularly targeting children and youngsters.

- **IEC Activities:** The IEC material shall be designed, printed, and distributed by the Board, which includes:



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- Leaflets;
- Brochures;
- Posters;
- Booklets;
- Stickers;
- Awareness cards;
- Children's activity sheets;
- Noise-pollution do's and don'ts for eco-friendly communities
- **AUDIO-VISUAL DISPLAY: The agency shall include activities, if required:**
 - Short awareness videos;
 - Animated presentations;
 - Noise-pollution awareness messages.

Note: The JSPCB shall approve all content before printing and audio-visual activities.

6. MANPOWER AT STALL

The agency shall deploy trained personnel throughout the operating hours of the stall.

Indicative deployment:

Personnel	Minimum
Awareness Coordinator	1
Environmental/Noise Expert	1
Stall/Technical Assistant	1

7. PUBLIC INTERACTION

The agency shall maintain a **Visitor Interaction Register** (Attendance Register) containing:

- Date;
- Number of visitors;
- Number of IEC materials distributed;
- Number of participants in activities;
- Public queries;



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- Complaints/suggestions, if any.

Note: A detailed summary shall be submitted to the JSPCB.

8. PHOTOGRAPHIC AND VIDEO DOCUMENTATION

The agency shall provide documentary evidence to JSPCB on the activities carried out during the awareness programme through:

- Photographs;
- Short/ Interaction videos;
- Daily activity photographs;
- Photographs of visitor participation;
- Photographs of awareness displays;

Schedule of Dates

Sl. No.	Activity	Date & Time
1	Document download start date	: 17 th October at 11:00 A.M.
2	Document download end date & time	: 26 th October up to 3:00 P.M.
3	Bid submission start date	: 17 th October at 11:00 A.M.
4	Last date for Bid submission	: 26 th October Up to 1:00 P.M.
5	Bid opening date and venue	: 26 th October at 3:00 P.M. at the Office of the Member Secretary, JSPCB, Ranchi
6.	Tender Document	Tender Document shall be available on the official website of JSPCB: www.jspcb.org.in

The tender shall be submitted through two separate envelopes, i.e., Technical Bid and Financial Bid in separate envelopes, by 26th October at 1:00 PM

Sd/-
Rajeev Lochan Bakshi
Member Secretary



9. GENERAL CONDITIONS:

1. The bidder shall submit a detailed technical proposal, including methodology, activity plan, manpower deployment, outreach strategy and proposed IEC/communication approach.
2. The bidder shall have the required technical personnel with the qualifications and experience specified in this RFP and shall deploy the approved personnel for execution of the programme.
3. The bidder shall be a legally registered organization/firm/agencies eligible to undertake awareness and outreach programmes.
4. The lowest valid rate may be accepted; however, the undersigned does not bind himself to do so and reserves the right to reject any or all tenders without assigning any reason. The undersigned also reserves the right to split the work among more than one tenderer.
5. Payment shall be made subject to the availability of funds, and no financial claim arising from any delay in payment shall be entertained.
6. The tender-accepting authority may ask any tenderer to submit an analysis to justify the rate quoted.
7. Any change in dates or other amendment in this regard shall be notified on the JSPCB website, i.e., www.jspcb.org.in.

10. PREPARATION OF THE PROPOSAL

- a. The Proposal shall consist of the following covers:
 - i. **Envelope I:** Letter containing the Application for Bid Proposal and the Technical Proposal
 - ii. **Envelope II:** The Financial Proposal
- b. The Proposal should include a cover letter duly signed by the person(s) fully authorized to make it a legally binding contractual (including financial) commitment on behalf of the Organization.

11.1 TECHNICAL BID

Technical Proposal: The Technical bid should consist of the following documents:

- a. **Eligibility / Qualification Criteria (Mandatory Document)**
 - i. Name and address, including registration details, of the Firm/Company/Agency, along with the name of the proprietor/partner, etc.



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- ii. Application Form with Form-I.
- iii. Experience Certificate: The bidder shall submit the Work Completion Certificate/ Work Order for at least two similar works related to environmental awareness, IEC, education, outreach, school/college awareness or public communication programme for any Government Department/ Government Undertaking/ Statutory Body/ Autonomous Body/PSU/Local Body or reputed organization during the last three (3) years
- iv. PAN Card.
- v. Latest Professional Tax Return.
- vi. GST Registration Certificate.
- vii. Latest GST Return, i.e., up to 30.06.2026.
- viii. Details of Technical Personnel, along with supporting documents, available with the tenderer.
- ix. CA-certified Annual Return: The annual return shall be more than or equal to Ten (10) Lakhs in the last Three (3) Financial Years.
- x. Affidavit/ Undertaking indicating that the bidder is not blacklisted/debarred from any Central Government Department, State Government Department, Government Undertaking, PSU, Statutory Body or Local Authority as on the date of submission of the bid. An undertaking to this effect shall be submitted.
- xi. Form-II: The tenderer should attach the said certificate duly signed along with the tender documents. The similar nature of work has been specified in FORM-II therefore, agencies having completion certificates for any of the works mentioned in FORM-II shall be eligible for this tender. The Completion Certificate should pertain to the work specified in the RFP. The Completion Certificate should not be misleading to the authority. The decision of the authority in this regard shall be final and binding.
- xii. If the applicant is an authorized signatory, he/she shall submit the document of authorization in his/her favour along with the application. In case of a partnership firm, a copy of the partnership deed shall be submitted along with the tender document of all applicable taxes and other charges.



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- xiii. The agency/organization shall satisfy the following minimum qualification requirements for participation in the tender:

Note: The bid/proposal will be summarily rejected if any relevant/ mandatory documents are not submitted.

11.2 FINANCIAL BID

The unit shall submit the financial proposal in a separate envelope as stated above.

11. CANVASSING:

- a. Canvassing in connection with tenders is strictly prohibited and the Tenders submitted by the Tenderers who resort to canvassing shall be liable to rejection.
- b. Subject to the provisions concerning clarification of Bids, no Bidder shall contact the committee on any matter relating to its bid from the time of the bid opening up to the time that the contract is awarded.
- c. Any effort by the Bidder or Bidder's representative however described to influence the committee in any way concerning scrutiny, consideration, evaluation of the Bid(s) or decision concerning award of contract shall entail rejection of Bid and action against the bidder as deemed fit.
- d. The purchase committee will deal with the Bidder on a Principal basis, without involvement in any manner in India or abroad of any agent or consultant or associate or another person howsoever described.

12. Legal Matter

All disputes arising out of or in connection with this tender shall be subject to the jurisdiction at Ranchi, Jharkhand.

Rajeev Lochan Bakshi,
Member Secretary



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List of Annexures

Sl No.	Activities	Annexure
1	Application Form	Form I
2	Credential Certificate	Form II
3	Statement On Annual Turnover	Form III
4	Affidavit Format For Information Submitted By The Tenderer With Respect to Manpower	Form IV



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Form I

Tender Proforma

(To be filled & submitted by the Tenderer)

IMPORTANT INSTRUCTION TO THE TENDERS

Your Tender shall not be considered if you fail to submit this proforma duly filled. Replies should be complete without ambiguity and should be clearly written against each item. Shall not be acceptable you may, however, attach extra sheets, if the space is not sufficient.

Sl. No.	Particulars	
1.	Name and address of the tenderer with identification & proof of address	
2.	Location of works/office.	
3.	Whether the tenderer is contractor/agents of contractor (authentic proof regarding agents of contractor to be enclosed)	
4.	Do you agree to all conditions as stated above, in case of deviation kindly enclose the details in separate sheet.	
5.	Are you agreeable to the completion period being reckoned from the date of receipt of letter of acceptance by you?	
6.	GST certificate	
7.	PAN Card	
8.	Annual Return filed for last FY.	
9.	Experience Certificate	
10.	Latest Professional Tax Return	
11.	Relationship with JSPCB employees, if any.	

Date:

Signature of the tenderer
with Co seal



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Form II

Credential Certificate

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill for – Project reg. Information Education Communication (IEC)	:	
Note: In case of completion of multiple nature of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.			

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the bidder)



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Form III

STATEMENT ON ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is a summary of the audited Balance Sheets showing turnover from contractual business in favor of..... for the three (3) consecutive financial years.

Sl. No.	Turnover (rounded off)		Remarks
	Financial Year	Turnover (rounded off)	
1	2023-2024		
2	2024-2025		
3	2025-2026		
Total			
Average Turnover			

Note

- Average turnover shall be expressed in lakh rupees, rounded to two digits after the decimal.

Signature of the Bidder



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Form IV

AFFIDAVIT

I, _____ Sri./
Smt. _____, S/o Sri
_____, aged _____ Years, residing
at _____, Proprietor / Partner/ Director of
_____, do hereby solemnly affirm and declare in
connection with “_____” as follows:

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. If the contract is awarded to us, we will deploy at site all necessary Technical Personnel as listed below for efficient contract management and supervision of works with a view to achieving the best quality of works at site.

Sl. No.	Personnel	Required Qualification	Minimum Experience	No. of Persons
1.				
2.				
3.				

3. The undersigned also certifies that neither have we abandoned any work awarded to us, nor has any penal action been taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

Signature of the Contractor