



COOCH BEHAR MUNICIPALITY
NOTICE INVITING EXPRESSION OF INTEREST (EOI)

RASH MELA 2026

Memo No: Estt/5809/CBM-26

Date: 14.10.2026

The Executive Officer, Cooch Behar Municipality invites sealed Expressions of Interest (EOI) from reputed and experienced agencies, firms, and organizations for various rights and services in connection with the organization of Rash Mela 2026 to be held at Rash Mela Ground & M.J.N. stadium, Cooch Behar. Interested parties are requested to submit their EOIs within the stipulated time as per details below:

Sl. No.	Particulars / Rights	Eligibility Criteria (Brief)
1	Engagement of Artists for Cultural Programme in Rash Mela 2026 w.e.f. 25 th November, 2026 to 8 th December, 2026	Registered cultural organizations / agencies / event management company with experience in district or state-level events.

Last Date of Submission of EOI: 04.11.2026 by 5 p.m.

Date of opening EOI Dropbox: 05.11.2026 at 3 p.m.

For detailed information, terms and conditions, visit: www.coochbeharmunicipality.org

MSP
14/10/2026
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Cooch Behar Municipality
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Standard Terms and Conditions

1. Eligibility Criteria:

- The applicant must be a registered cultural organizations / agencies / event management company with a valid PAN and GST registration (as applicable).
- The applicant must have a minimum of three (3) years of experience in managing similar events/rights. Documentary evidence must be attached.
- The applicant must not have been blacklisted by any Government department or public sector undertaking. A self-declaration is required.

2. Submission of Proposal:

- Proposals must be submitted in a sealed envelope to the EOI Dropbox in the office chamber of the Administrator, Cooch Behar Municipality from 11 a.m. to 5 p.m. except Sundays (From 14.10.2026 to 04.11.2026).
- This envelope should be superscribed with "EOI for [Name of the Work/Right], Rash Mela 2026".
- The envelop must contain: EOI application with artist profile & proposed professional fees/charges, proof of eligibility, company profile, experience certificates, safety and operational plan, and any other specified documents.

3. Evaluation Process:

- A committee will evaluate the proposals based on the artist's profile, experience, popularity, and suitability for the event. The financial aspect will be considered subsequently.

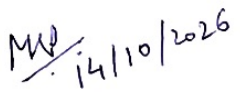
4. Payment Schedule:

- 50% of total amount per artist will be paid to the selected agency/agencies before the inauguration of the Rash Mela 2026.
- The remaining 50% amount per artist will be paid to the selected agency/agencies on the day of performance in Rash Mela 2026.

5. General Conditions:

- The selected agency will be responsible for obtaining all necessary permissions, licenses, and clearances from the competent authorities.
- **The selected agency will be responsible for arrangement of extra musical accessories/Tech rider/equipment for the performance of the artists. (Annexure-A)**
- **The selected agency must arrange transportation, fooding, lodging etc. for the artist.**
- The selected agency must comply with all statutory norms, including safety, fire, electrical, environmental, and labour laws.
- Subletting of the contract in whole or in part is strictly prohibited.
- The undersigned/Rash Mela Committee reserves the right to accept or reject any or all EOIs without assigning any reason whatsoever.
- In case of any dispute, the decision of the undersigned/Rash Mela Committee, shall be final and binding.
- All legal matters shall be subject to the jurisdiction of the courts in Cooch Behar only.

Interested parties may visit the office of the undersigned for any further clarification during office hours.

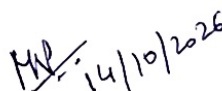

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Annexure-A

Basic available accessories of Sound system for temporary installtion of Rash Mela 2026 .W.e.f 25th November to 8th December 2026

Sl. No.	Accessories/equipment	Quantity
1	JBL VT Line Array system (Should be original)	10pcs
2	RCF HDL 20 line array system (Should be original)	10pcs
3	JBL active subwoofer (Should be original)	10pcs
4	QSC active monitor system	6pcs
5	JBL SRX 725 top (Should be original)	8pcs
6	JBL SRX 825 Top (Should be original)	8pcs
7	Sennheiser In ear system G4	4pcs
8	Qsc power amplifier	6pcs
9	Shure ULXD Corldess	1pcs
10	Sennheiser G4 cordless	2pcs
11	Digital Console Si Impact	1pcs
12	Graphic Eqlizer	4pcs
13	Drive Rack system	4pcs
14	Anti Jammer system	1pcs
15	Singal generator	2pcs
16	Digital Console SC 48	1pcs
17	Power Pack system	8pcs
18	Sonor drum/ PDP Drum kit	1set
19	Stand with shure Microphone	6pcs
20	Commercial mike system, and Miking arrangement complete free for poilce personal	1Job
21	Free Live telecast on social media platform	1 Job

**** Tech rider, Musical instrument, other accessories as per demand of artist should be arranged by the selected agency**


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