



# **REQUEST FOR PROPOSAL (RFP)**

**FOR**

**SELECTION OF EVENT MANAGEMENT COMPANY/FIRMS/ AGENCIES/PARTY  
MANAGERS FOR ORGANIZING ZILLA MAHOTSAV 2025**

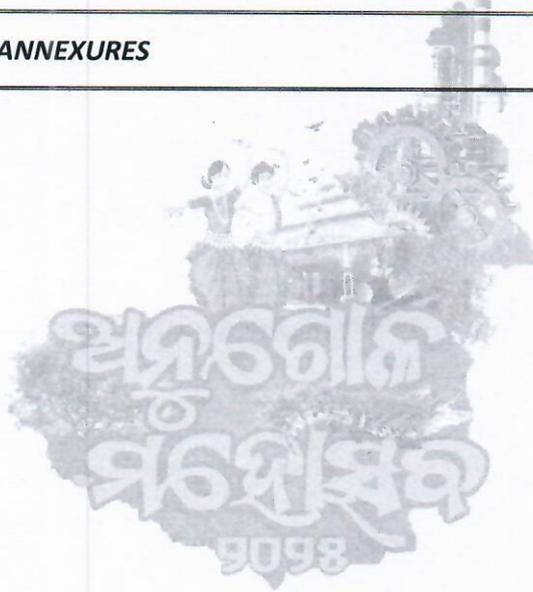


**ANGUL ZILLA MAHOTSAV-2025**

**DISTRICT ADMINISTRATION, ANGUL**

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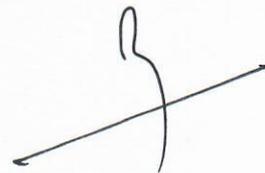


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## DATA SHEET

| Sl. No. | Particular  | Details  |
|---------|---|--|
| 1.      | Name of the Client  | Collector & DM, Angul  |
| 2.      | Method of Selection                                       | Quality & Cost Based Selection (QCBS)  |
| 3.      | Joint Venture/Consortium                                  | Not Allowed  |
| 4.      | Date of issue of Request For Proposal (RFP)               | 09.01.2025   |
| 5.      | Last Date and Time for submission of Bid                  | 20.01.2025 upto 5.30 PM  |
| 6.      | Date & Time for opening of Technical Bid and Presentation | 21.01.2025 at 12.30 PM onwards   |
| 7.      | Date & time for opening of Financial Bid                  | 21.01.2025 at 03.30 PM   |
| 8.      | Bid Processing Fee (Non-Refundable)                       | ₹ 10,000/- (Rupees Ten Thousand) only in shape of Cash (MR to be attached with the bid)/ Banker's Cheque / Demand Draft in favour of "District Council of Culture, Angul" drawn in any scheduled commercial bank payable at Angul.   |
| 9.      | Earnest Money Deposit (EMD) (refundable)                  | The Bidder is required to submit an amount of ₹1,00,000/- (Rupees One Lakh) only in shape of Demand Draft (DD) made in favour of "Collector-cum-Chairperson, DCC & Zilla Mahotsav, Angul".   |
| 10.     | Address for Submission of Bid                             | Addressed to Collector-cum-Chairperson, DCC & Zilla Mahotsav, District, Culture Office, Collectorate, Angul, Dist- Angul-759122, Odisha<br>Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above.<br>Submission of bid through other mode and late bid will be out rightly rejected. |
| 12.     | Place of Opening of RFP:                                  | Office Chamber of Collector & DM, Angul  |

For details, please visit: <https://angul.odisha.gov.in>



**SECTION: 1**  
**LETTER OF INVITATION**

REQUEST FOR PROPOSAL (RFP) No: 35

Date: 09.01.2025

**Name of the Assignment: Selection of Event Management Agency /firm for Zilla Mahotsav -2025**

1. **Collector & District Magistrate, Angul** on behalf of District Administration & DCC, Angul invites sealed Bid from eligible bidders for "Selection of Event Management Company / Agency / Firm for "Angul Zilla Mahotsav -2025". More details on the proposed assignment are provided at **Section-3: Scope of Work** of this Request for Proposal (RFP) document.
2. Agency will be selected under **Quality & Cost Based Selection (QCBS) method**.
3. The Bid complete in all respect as specified in the Request For Proposal (RFP) must be accompanied with a **Non- refundable** amount of ₹ 10,000/- (**Rupees Ten Thousand**) only towards **Bid Processing Fee (Bid Paper Cost)** in shape of Money Receipt of O/O Zilla Parishad, Angul if deposited in shape of Cash/ Banker's Cheque / Demand Draft in favour of "Collector-cum-Chairperson, DCC & Zilla Mahotsav, Angul" drawn in any scheduled commercial bank payable at Angul.
4. The intending bidder have to deposit an Earnest Money Deposit (EMD) for an amount of ₹ 1,00,000/- (**Rupees One lakh**) only in shape of Demand Draft (DD) made in favour "Collector-cum-Chairperson, DCC & Zilla Mahotsav, Angul" from any Scheduled Commercial Bank along with the bid documents. The EMD of unsuccessful bidder will be returned immediately and the EMD of the successful bidder will be returned soon after settlement of all claims after completion of the event following due procedure.
5. The Bid must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Couriers** only. The Client shall not be responsible for postal delay or any consequence. Submission of Bid through any other mode will be rejected.
6. The last date and time for submission of Bid complete in all respects is **20.01.2025 by 05.30 PM** and the date of opening of the technical is **21.01.2025 at 12.30 PM** followed by **presentation at 01.00 PM** & financial bid is **21.01.2025 at 03.30 PM** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
7. This REQUEST FOR PROPOSAL includes following sections:
  - a. Letter of Invitation [Section – 1]
  - b. Information to the Bidder [Section – 2]
  - c. Scope of Work [Section – 3]
  - d. Technical Bid Submission Forms [Section – 4]
  - e. Financial Bid Submission Forms (Section –5]
  - f. Annexure [Section – 6]
8. While all information/data given in the Request For Proposal (RFP) for Selection of an Event Management Agency (EMA) /Firm are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document.
9. The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete RFP or part of it at any stage without assigning any reason thereof.

  
**Collector-cum-Chairperson**  
**DCC & Zilla Mahotsav, Angul**

**SECTION: 2**  
**INFORMATION TO THE BIDDER**

**Pre-Qualification/Eligibility Criteria:**

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

| Sl. No | Eligibility Criteria   | Documents required for pre-qualification   |
|--------|--|--|
| 1      | The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organizations for at least 05 years (as on 30 <sup>th</sup> November, 2025).  | <ol style="list-style-type: none"> <li>1. Proprietorship/Partnership/Company registration certificate / Certificate of Incorporation of the Agency</li> <li>2. Copy of PAN</li> <li>3. Copy of Goods and Services Tax Identification Number (GSTIN).</li> <li>4. Copy of the up-to-date GST Return (GSTR-3B) (till the immediate preceding month)</li> </ol>                           |
| 2      | The agency should have an average annual turnover of ₹ 01.00 Crore (Rupees One Crore) only from Event Management Services / Tentage work during the last 3 financial years (2021-22, 2022-23 & 2023-24).   | Copies of audited balance sheet for the last five financial years and CA certificate certifying that the Event management agencies should have an average annual turnover of ₹ 01.00 Crore (Rupees One Crore) during the last three financial years from Event Management Services / Tentage & Allied Works in India. Provisional Audit Report for any of the FYs will not be accepted |
| 3      | <p><b>Experience of having successfully completed similar works during last four years (2020-21, 2021-22, 2022-23&amp; 2023-24), should be either of the following.</b></p> <p>Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to ₹ 50.00 Lakhs (Rupees Fifty Lakhs.) each</p> <p><b>OR</b></p> <p>Two similar works costing not less than the amount equal to ₹ 75.00 Lakhs (Rupees Seventy-Five Lakhs) each</p> <p><b>OR</b></p> <p>One similar works costing not less than the amount equal to ₹ 100.00lakhs (Rupees One Crore)</p> | Work orders/ Contract Document / Completion of Work Certificates from the previous clients to be submitted.  |



|    |  |  |
|----|--|--|
| 4. | The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation. | Self-Declaration from the Bidder as per the format enclosed at Tech-5. |
| 5. | Bid Validity   | 90 Days from the date of finalization of the RFP.                      |

**Documents to be submitted along with Technical Bid:**

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- Filled in Bid Submission Check List in Original (Annexure-A)
- Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the tender process.
- ₹ 10,000/- (Rupees Ten Thousand) only in shape of Demand Draft made in favour of "**Collector-cum-Chairperson, DCC & Zilla Mahotsav, Angul**" from any scheduled Commercial Bank towards Bid paper cost (Non-Refundable).
- The bidder has to attach an EMD (Refundable) worth ₹1,00,000/- (Rupees One Lakh) only in shape of Demand Draft (DD) in favour "**Collector-cum-Chairperson, DCC & Zilla Mahotsav, Angul**" from any Scheduled Commercial Bank.
- Copy of Certificate of Incorporation/ Registration.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of the up-to-date GST Return (GSTR-3B) (till the immediate preceding month)
- General Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, TECH – 4) along with copies of contracts / work orders / completion certificate from previous clients.
- Self-Declaration from the Bidder on not blacklisted (TECH-5)

**NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.**

**1. Bid Processing Fee :**

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to ₹ 10,000/- in shape of Cash (MR of O/O DCO, Angul)/ Banker's Cheque / Demand Draft in favour of "**Collector-cum-Chairperson, DCC & Zilla Mahotsav, Angul**" drawn in any scheduled commercial bank payable at Angul. Bids received without bid processing fee will be rejected.

**2. Earnest Money Deposit (EMD):**

The bidder will have to submit an Earnest Money Deposit (EMD) worth ₹ 1,00,000/- (Rupees One Lakh) only in shape of Demand Draft (DD) in favour "**Collector-cum-Chairperson, DCC & Zilla Mahotsav, Angul**" from any Scheduled Commercial Bank along with the bid documents. The EMD of unsuccessful bidder will be returned immediately and the EMD of the successful bidder will be returned soon after settlement of all claims after completion of the event following due procedure.

**The EMD will be forfeited on account of the following reasons: -**

- Bidder withdraws its Bid during the bid validity period as specified in Request for Proposal (RFP).
- Bidder does not respond to requests for clarification of its Bid.

- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
  - agree to decisions of the contract negotiation meeting
  - sign the contract in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

### 3. Submission of Bid:

Bidder must submit their Bids **Registered Post / Speed Post / Courier** only to the specified address on or before the last date and time for submission of Bids as mentioned in Data Sheet. The Client will not be responsible for any postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

**The procedure for submission of the Bid is described below:**

- i) **Technical Bid:** The envelope containing technical Bid shall be sealed and superscripted as "**Technical Bid – Selection of Event Management Agency / Firm for ANGUL ZILLA MAHOTSAV-2025**".
- ii) **Financial Bid:** The envelope containing financial Bid shall be sealed and superscripted as "**Financial Bid – Selection of Event Management Agency / Firm for ANGUL ZILLA MAHOTSAV-2025**".

The duly filled-in financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The "**Technical Bid**" and "**Financial Bid**" must have to be submitted in **two separate sealed envelopes** (with respective marking in bold letters) along with the prescribed formats/information mentioned in the REQUEST FOR PROPOSAL Document. The first envelope must be marked as "**TECHNICAL BID (NAME OF THE ASSIGNMENT)**" and the second envelope must be marked as "**FINANCIAL BID (NAME OF THE ASSIGNMENT)**". All two above envelopes have to be sealed and placed inside a **main envelope** with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT:**

**REQUEST FOR PROPOSAL (RFP) NUMBER AND DATE:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME AND ADDRESS OF THE BIDDER:**

### 4. Opening of the Bid :

The **First Envelope** containing "**TECHNICAL BID**" will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Data Sheet. The Client will constitute an Evaluation Committee (CEC) to evaluate the Bids submitted by bidders. Only bidder/one authorized representative from the participating bidder will be allowed to attend the bid opening meeting. The **Second Envelope** containing "**FINANCIAL BID**" of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

### 5. Process of the Bid:

A Three stage process will be adopted as explained below for evaluation of the Bids.

**Technical Evaluation (1<sup>st</sup> Stage):** The bidders have to furnish the following documents:

1. Bid Processing Fee & Bid Declaration Form Known as Earnest Money Deposit (EMD) as applicable
2. Copy of Proprietorship/Partnership/Company registration certificate/Certificate of Incorporation of the Agency
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).

5. Copy of the up-to-date GST Return (GSTR-3B) (till the immediate preceding month (November 2024)).
6. Experience of having successfully completed similar works during last three years (as on 30<sup>th</sup> November, 2024) should be either of the following. Experience of having successfully completed similar works during last four years (2020-21, 2021-22, 2022-23& 2023-24), should be either of the following.
  - **Three Similar** [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to ₹ 50.00 Lakhs (Rupees Fifty Lakhs.) each OR
  - **Two similar** works costing not less than the amount equal to ₹ 75.00 Lakhs (Rupees Seventy-Five Lakhs) each OR
  - **One similar** works costing not less than the amount equal to ₹ 100.00 lakhs (Rupees One Crore)
7. Financial Statement of last three year and the agency should have an average annual turnover of ₹01.00 Crore (Rupees One Crore) only from Event Management business during the last 03 financial year (2021-22, 2022-23 & 2023-24). Provisional Audit Report/ Turnover Certificate/ IT Return copy will be accepted.

The Bidder shall visit the site and to take appropriate measurement of the works to be done as per the RFP and make a presentation before the committee during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, may be clarified before the meeting. The financial Bids of the **technically qualified bidders** will be opened as on scheduled date. Hence, the bidder should make themselves/their representatives available for the same. **The bidder whose technical Bid secures a score above the minimum qualifying mark of 60 and above in the technical evaluation stage will be qualified for opening of the financial Bid.**

**Technical Scoring Criteria**

| Sl. No. | Details   | Maximum Marks | Basis of Marks to be allotted  |
|---------|---|---------------|--|
| 1.      | Experience in event management of similar projects* in last 5 years from bid due date | 35            | <ul style="list-style-type: none"> <li>• 05 marks each for 2 (two) fairs/events of projects of State/ National/ International level with Contract value of ₹ 50 lakhs or above for each project (Max. 10 Marks)</li> <li>• 05 Marks for each additional project of similar nature of contract value of ₹75.00 lakh or above</li> <li>• and 05 marks for each additional cultural project for contract value between ₹ 25.00 lakhs and ₹ 50 lakhs. (Max. 35 Marks)</li> </ul> |
| 2.      | Turnover  | 20            | <ul style="list-style-type: none"> <li>• At least ₹ 1.00 cr. average annual turnover of FY 2021-2022, 2022-23&amp; 2023-24: 10 Marks</li> <li>• And for each additional turnover in multiple of ₹ 50 lakhs: 05 marks (Max. 20 Marks)</li> </ul>  |
| 3.      | Years of exp. In Odisha   | 10            | <ul style="list-style-type: none"> <li>• At least 5 years of experience: 5 marks</li> <li>• and each year of experience 1 mark</li> </ul>  |
| 4.      | Exp. in Odisha in any District Mahotsav   | 5             | <ul style="list-style-type: none"> <li>• At least 2 similar projects experience in Odisha in Govt. programmes</li> </ul>   |
| Total:- |   | 70            |  |

Note: All projects should have been undertaken by the Agency in the last Five Years Relevant projects of National or International repute to be considered for evaluation of event management ("Similar"):



- State Government events
- Trade Fairs
- Award Ceremonies
- Business Summits / Conferences / Seminars
- Youth Services Events
- Cultural Events

**\*Note:**

Social Events like private parties, marriages, etc shall NOT be considered for evaluation. Also, project considered in one category cannot be used as duplicate for evaluation purpose. However, projects can be considered as duplicate only for experience in Angul /Odisha.

**Presentation Score**—The bidders shall be invited to make a presentation (30 Minutes each) to the Evaluation Committee (on the date and time mentioned in Schedule of Bidding of this RFP) on their Approach & Methodology for executing the assignment. The project concept proposal by the bidders in the form of a **power point presentation & 3D Film** as part of the technical proposal shall be evaluated and given scores (max. 30 marks) by the Technical Evaluation Committee as follows.

| Sl.No. | Evaluation criteria   | Max. Marks |
|--------|---|------------|
| 1      | Event management plan and theme for Cultural Programmes as well as Stage, Ground, Gates etc. for Angul Zilla Mahotsav-2025 Angul – 2024 | 10         |
| 2      | Innovation, Creativity and best practices in delivery of the event  | 10         |
| 3      | General approach & methodology and quality of deployment of manpower  | 10         |
|        | <b>Total</b>  | <b>30</b>  |

**NOTE:** The team leader along with the core team should be present for the presentation.

**Bidders who secure above 70 marks from the total (100 marks) in the technical evaluation process will be called for financial evaluation process.**

**Financial Evaluation (2<sup>nd</sup> Stage):** The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the committee members and the bidders or their representatives. The Financial Bids in respect of the selected agency in achieving the benchmark score of **70 Mark** in “**Technical Bid**” would be opened on the scheduled date & time.

**EVALUATION PROCESS:**

QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder’s /representatives.

The lowest evaluated **Financial Bid (FM)** shall be given the maximum **Financial Score (FS)** of 100. The formula for determining the financial scores of all other bids shall be calculated as follows:

$$FS = 100 \times FM/F,$$

In which "FS" is the **Financial Score**, "**FM**" is the **lowest price**, and "**F**" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

$$T = 80\%, \text{ and } P = 20\%$$

Bids shall be ranked according to their combined scores, calculated using the technical score (TS) and financial score (FS) and the weights as follows:

$$\text{Total Score} = TS \times 80\% + FS \times 20\%$$

The bidder, who has the highest score in the QCBS, shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Price quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment.

**6. Award of Contract:**

The Client will notify the successful bidder in writing by issuing an offer letter / work order.

**Sub-contracting/Consortium etc. is not allowed under this assignment.**

**7. Other Terms & Conditions**

**Date & Venue**

| Name of the Event         | Tentative Date   | Venue                |
|---------------------------|--|----------------------|
| Angul Zilla Mahotsav 2025 | 07 <sup>th</sup> to 9 <sup>th</sup> February 2025<br>(Can be modified as per the need of the Administration) | Angul Stadium, Angul |

- Work order will be issued in favor of the approved bidder by Collector-cum-Chairperson, DCC & Zilla Mahotsav 2025.
- In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by District Administration, Angul before 7 days of commencement of the exhibition in case of District Mahotsav. All the desired works should be completed at least one day before i.e. **06<sup>th</sup> February, 2025 by 03.00 PM** the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
- Event wise Layout Plan Stage & Gate Craft, Coordination Cell shall be attached.
- The selected bidder will work under the close supervision of the organizing committee constituted by Collector & DM, Angul.**
- The Committee will review the 3D design work and other infrastructure work against approved layout plan under taken by the selected bidder. The successful bidder will work directly under the supervision of the organizing committee constituted by Collector & DM, Angul.**
- The District Administration will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- In case of any occurrence of theft, the Agency will conduct proper inquiry.
- Arrangement of lodging, boarding & logistics of the staff, workers etc. during the Mahotsav period

- will be the responsibility of the Agency.
- i. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing the event.
  - j. The District Administration, Angul will provide the permission from police, municipality and other statutory bodies for permission for organization of the event and installation publicity materials during the event
  - k. It shall be responsibility of the successful Agency to obtained requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit have to supply fire protection equipment's like fire extinguishers arid adhere to the fire safety norms.
  - l. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.
  - m. **The rate offered by the agency shall be in shape of a package which must be inclusive of GST & all Other Taxes & charges including transportation.**
  - n. **The undersigned reserves the right to enhance/ reduce the quantity/ area of items as specified in the specification based on the requirement at the time of execution. However, on enhancement/reduction of quantity proportionate amount as approved for that item will be charged by the Event Management Agency without any dispute.**
  - o. The selected Agency/ firm should open its own office at the venue having the technical man power & manager throughout the Mahotsav period to handle any work to be assigned by the authority.
  - p. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
  - q. The undersigned reserves the right to reject any or all RFPs without assigning any reasons thereof.
  - r. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the committee formed by Collector, Angul. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Festival-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Festival-in-charge.
  - s. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the RFP. The bidder has to quote the rate as per the given format.
  - t. **On completion of the exhibition, the contractor shall have to take away all the materials within two days & vacate the place by 11<sup>th</sup> February 2025 by 11.30 AM with the same condition while occupying the ground.**
  - u. No part of the contract will be sub-let without the prior written permission of the Collector-cum-Chairperson, DCC & Zilla Mahotsav, Angul.
  - v. For convenience and effective delivery, the RFP is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
  - w. Upon selection, the Agency shall furnish to the Client, a Security deposit of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Security deposit is not applicable.
  - x. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
  - y. Non-submission of any document required indicated in the Request For Proposal (RFP) will render the Bid to be rejected.

**8. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulator or professional body to have committed professional misconduct;
  - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**9. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**10. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of Angul District only.

**11. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 2% per day subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment.

**12. Client's right to accept any Bid, and to reject any or all Bid/s**

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

**13. Number of Bids:**

*Each Bidder shall submit only one (1) Bid, in response to this Request for Proposal (RFP). Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.*



A handwritten signature or mark consisting of a single, fluid stroke that forms a loop and ends with a horizontal line.

**SECTION: 3**  
**SCOPE OF WORK**

**About the Event – Angul Zilla Mahotsav -2025**

District Administration is going to organize a mega event named as **ZILLA MAHOTSAV-2025** to be held from 7<sup>th</sup> to 9<sup>th</sup> February, 2025 at Angul Stadium, Angul is being organized by District Administration, and all Govt. departments, industries & other agencies of Angul District with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also aims to showcase the art and culture of Angul as well as other districts/states during the event.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural Entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. The overall objective of the mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

**The Event Management Agency Should Provide the Following Services**

| <b>ITEMS TO BE USED IN DISTRICT LEVEL PHASE</b> |                                    |                                    |   |
|---|------------------------------------|------------------------------------|---|
| Sl. No.   | Particulars                        | Quantity / Size                    | Rates to be Quoted per unit/ rft/sqft of item |
| 1   | <b>Stage</b>                       | 60 Ft. X 40 Ft.,<br>Height= 5 Ft.  |   |
| 2   | <b>VIP Zone Red Carpet</b>         | 200 Ft. X 150 Ft.                  |   |
| 3   | <b>Net Green Mat</b>               | 200 Ft. X 500 Ft.                  |   |
| 4   | <b>Plastic Chair</b>               | 5,000 Nos.                         |   |
| 5   | <b>VIP Leather Sofa (Double)</b>   | 25 Nos.                            |   |
| 6   | <b>Glass Teapoy</b>                | 15 Nos.                            |   |
| 7   | <b>Banquet Chair</b>               | 700 Nos.                           |   |
| 8   | <b>Jagannath Idol</b>              | 1 Nos.                             |   |
| 9   | <b>Deep Stand</b>                  | 1 Nos.                             |   |
| 10  | <b>Aluminum Truss : Four Sided</b> | 70 Ft. X 45 Ft.,<br>Height= 30 Ft. |   |
| 11  | <b>LED Screen</b>                  | 1,200 Sq.Ft.                       |   |
|   | <b><u>Sound System</u></b>         |                                    |   |
| 12  | Linearray Speaker                  | 16 Nos.                            |   |
|   | Dual Subwoofer                     | 8 Nos.                             |   |
|   | Monitor                            | 8 Nos.                             |   |
|   | Cordless Mic.                      | 8 Nos.                             |   |
|   | Podium Mic.                        | 4 Nos.                             |   |
|   | Digital Audio Mixer                | 2 Nos.                             |   |
|   | <b><u>Light Equipments</u></b>     |                                    |   |
| 13  | Sharphy                            | 40 Nos.                            |   |
|   | RGB LED Par                        | 50 Nos.                            |   |
|   | Warm                               | 30 Nos.                            |   |
|   | Blinder                            | 12 Nos.                            |   |

|    |                                     |               |  |
|----|-------------------------------------|---------------|--|
|    | Haze                                | 2 Nos.        |  |
|    | Follow                              | 1 Nos.        |  |
|    | Profile                             | 8 Nos.        |  |
|    | Storbe                              | 8 Nos.        |  |
|    | <b><u>Power</u></b>                 |               |  |
| 14 | 150 KVA Gensets (for LED & Light)   | 1 Nos.        |  |
|    | 150 KVA Gensets (for Sound)         | 1 Nos.        |  |
| 15 | <b>Green Room (16 Ft. X 16 Ft.)</b> | <b>3 Nos.</b> |  |
|    | <b><u>Ambience Light</u></b>        |               |  |
| 16 | Light Tower (Height of 20 Ft.)      | 10 Nos.       |  |
|    | Metal Light (16 Nos. per Tower)     | 160 Nos.      |  |
|    | RGB LED Par                         | 50 Nos.       |  |

**Artists**

|   |   |  |  |
|---|---|--|--|
| 1 | On 1st day dated <b>Day-1</b> (one Anchor, one reputed Bollywood singer, one reputed Ollywood singer, Dance troupe, one Comedian and 6 Nos. of bouncer) |  |  |
| 2 | On 2nd day dated <b>Day-2</b> (one Anchor, one reputed Bollywood singer, one reputed Ollywood singer, Dance troupe, one Comedian and 6 Nos. of bouncer) |  |  |
| 3 | On 3rd day dated <b>Day-3</b> (one Anchor, one reputed Bollywood singer, one reputed Ollywood singer, Dance troupe, one Comedian and 6 Nos. of bouncer) |  |  |

**Details of the Items wise work to be provided for District level Mahotsav:**

**1. ERECTION OF ROAD CROSS FLAT GATE- 02 NOS**

The firm will erect road cross flat gate in different prominent placed in the district head quarter for wide publicity. The size of the road flat gate should be (height 3' ft and width should be at least 30' ft to 40 ft basis on the width of the road). The flat Pillars should be (3/4 ft width and 16 to 20' ft height). The Pillars should be covered with cotton cloths and the facia should be star flex banner. The rate should be quoted inclusive in all respects along with cost of Flex banner (Including All Taxes). However, design and specifications will be obtained from the Orgnaizing Committee.

**2. ANGUL STADIUM (At Entry Gate Adjacent to NH-55)**

The Road Cross 2 (Two) Way entry Box Gate should be  
Height: Box type 16' to 20' height (4' ft in each side)  
Length: Box type 2 Nos X 4'X 4' X 40' ft length

The Box type Pillars should be covered with cotton/Flex banner and the facia should be both sides with Flex banner. The Rate should be quoted inclusive of cost of Flex banner. However, the design and specifications will be obtained from the Organizing Committee.

**3. ANGUL STADIUM (At Entry to the Stadium Entry Gate)**

The Road Cross Sigle Way entry Box Gate should be  
Height: Box type 16' to 20' height (4' ft in each side)  
Length: Box type 4'X 4' X 35' ft length

The Box type Pillars should be covered with cotton/Flex banner and the fascia should be both sides with Flex banner. The Rate should be quoted inclusive of cost of Flex banner. However, the design and specifications will be obtained from the Organizing Committee.

#### 4. ERECTION OF ROAD CROSS BOX GATE- 2 NOS

The Road Cross Box Gate should be

Height: Box type 16' to 20' height (4' ft in each side)

Length: Box type 2.5' X 4 X 30' ft length

The Box type Pillars should be covered with cotton/Flex banner and the fascia should be both sides with Flex banner. The Rate should be quoted inclusive of cost of Flex banner. However, the design and specifications will be obtained from the Organizing Committee.

#### 5. Main Gate, Stage & Front Sitting Arrangements

##### i. Angul Zilla Mahotsav 2025 Gate:

The main entrance gate is to be done as per the specifications as follows:

| Sl. No. | Particulars                  | Specifications  | Remarks   |
|---------|------------------------------|---|---|
| a       | Structure                    | Artistic 3D structured gate.  | The Agency/firm shall submit the theme based design of the gate at the time of opening of the Technical Bid |
| b       | Size                         | Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.        |   |
| c       | Covering                     | Gates should be fabricated with ply, batten frame, plaster of paris with thermo cool sculptures etc.  |   |
| d       | Lighting                     | Sufficient lighting arrangement with metal light.   |   |
| e       | Flowering                    | Live flower chains will be put in the gates and the same should be changed every alternate day.   |   |
| f       | Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical. |   |

ii. **Stage:** One open stage shall be erected and decorated in the exhibition ground for meeting / evening cultural shows during the exhibition. The bidder has to be quoted as a package against the detail specifications given below:

|            |   |
|------------|---|
| Structure  | Iron fabricated structure 60'X50" size & height from ground surface 5' with plywood floor of 19 mm thickness ply with four side grid or other materials (Ply, Thermocol, Plaster of paris) may be used to get original 3D Effect. |
| Flooring   | The entire floor of the stage shall be covered with new synthetic carpet of fine quality.   |
| Back Drop  | Artistic 3D structured stage (Angul tribal theme) and other materials may be used to get original 3D Effect.<br>LED back ground of size 1200 sqft / as per actual for stage.  |
| Lettering  | Thermo cool lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.                               |
| Side Wings | 6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.  |

|                              |  |         |
|------------------------------|--|---------|
| Step                         | Fabricated step will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.  |         |
| Flower Plant pots            | Minimum 100 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.   |         |
| Flower Decoration            | Full live flower decoration for 1 <sup>st</sup> day and the same should be changed every alternate day.  |         |
| Barricading                  | 3' height fabricated barricade will be made around the stage for the entry of VIPs.  |         |
| Furniture                    | 25 no. of VVIP Chairs with white towels, 15 no. of Center Teapoy, Table Cloth, 12 no. Good quality borosil glasses with covers, Plastic name plates – 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. to be provided on the meeting days. |         |
| Light & Sound                | Specification for Sound & light:   |         |
|                              | <b>Sound System</b>  |         |
|                              | Line array Speaker   | 16 Nos. |
|                              | Dual Subwoofer   | 8 Nos.  |
|                              | Monitor  | 8 Nos.  |
|                              | Cordless Mic.  | 8 Nos.  |
|                              | Podium Mic.  | 4 Nos.  |
|                              | Digital Audio Mixer  | 2 Nos.  |
|                              | <b>Light Equipments</b>  |         |
|                              | Sharphy  | 40 Nos. |
|                              | RGB LED Par  | 50 Nos. |
|                              | Warm   | 30 Nos. |
|                              | Blinder  | 12 Nos. |
|                              | Haze   | 2 Nos.  |
|                              | Follow   | 1 Nos.  |
| Profile                      | 8 Nos.   |         |
| Strobe                       | 8 Nos.   |         |
|                              | <ul style="list-style-type: none"> <li>• Stage monitor &amp; Stage Gear (as per Artist required)</li> <li>• Other required thing as per artist requirement.</li> </ul>   |         |
| Special Attraction           | Cold Pyro Shows, Laser Shows, Fog Screen, etc.   |         |
| Green Room                   | Superstructure with bamboo, Ballha & Traplin cover for Two green rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with.  |         |
| Overall Supervision          | Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.  |         |
| Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical.  |         |

iii. **Sitting Arrangement in Front of the Stage:**

The distance of 20-30 feet or as per actual from stage to auditorium will be maintained. The agency has to quote it as a package. Specifications are as follows:



|             |   |
|-------------|---|
| Chair       | Aprox. three thousand (5000) no. of plastic moulded chairs, 700 no. of steel chairs, 25 no. of Leather double sofa with white cover, 15 numbers of glass teapoy with white cover. |
| Barricading | Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.   |
| Matting     | Green net matting in sitting area.  |

- iv. **Generators:** Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two t5 lights of each stall, ground lights, control room and public announcement system. The requirement of generator sets will be of more 100 kva or as per actual.

**C- Documentation – Photography, Videography, CC TV Coverage, LED TV, etc.**

Documentation of the Zilla Mahotsav 2025 & Palishree Mela- 2025 will have also to be done by the Event Management Agency.

**Still Photography:**

1. A good full frame DSLR Camera for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.
2. The still photographs (maximum of 100 Pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc. 2 sets of **still photos in mat finishing paper** of 4" X 6" size in an album with digital copy should be submitted in DCO, Angul office within 10 days of the completion of the event.
3. State/District wise photography along with success stories, interaction with visitor/sellers etc.

**Videography:**

1. The entire event will be video documented in Digital High Definition Video (HDV) Camera.
2. A small documentary film/movie of each festival with minimum 10 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, festival Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural events, live demonstration, Success stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie may be more depending the days of the festival & decision of the organizer.
3. State/District wise videography along with success stories, interaction with visitor /sellers etc.
4. Necessary actions should be taken during final post production and final preview of the documentary in consultation with Collector, Angul/ concerned district officials.
5. The documentary film of each festival should be submitted in DCO, Angul office within 10 days of the completion of the event on proper receipt in 3 copies HD format.

**CCTV & LED TV:** Forty (40) nos. of HD quality CCTV along with 2 nos. of LED TV (more than 40 inch to be fixed in the coordination cell) to be installed to cover the entire Mahotsav ground & other places as require keeping vigilant on the visitors & the participants. The cable to be laid for the CCTV installation in the Mahotsav Ground & other required places and one CCTV operator has to remain present during the Mahotsav Period. The numbers may vary depending on the requirement and decision of the authority.



**D- Security Services:**

All Security Guards/ Volunteers provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak Oriya.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

**E- Manpower Support**

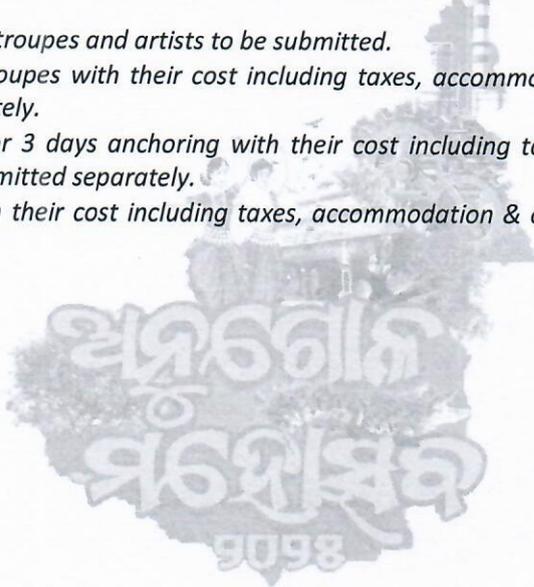
Provisioning of sufficient manpower for day-to-day refreshment of the guests and officials in coordination cell and VIP lounge during Zilla Mahotsav 2025.

**F-Cultural Event:**

Daily cultural programme by eminent artists & cultural troupes will be organized by the Event Management Agency during Zilla Mahotsav 2025 from 07<sup>th</sup> to 09<sup>th</sup> February 2025.

Details of the Cultural troupes and artists to be submitted.

- List of Cultural troupes with their cost including taxes, accommodation & other charges to be submitted separately.
- List of Anchors for 3 days anchoring with their cost including taxes, accommodation & other charges to be submitted separately.
- List of artists with their cost including taxes, accommodation & other charges to be submitted separately.



*(Handwritten signature)*

**SECTION: 4**  
**TECHNICAL BID SUBMISSION FORMS**

**TECH -1**  
**COVERING LETTER**

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Collector-cum-Chairperson, DCC & Zilla Mahotsav,  
O/O District Council of Culture (DCC),  
Collectorate Campus, Angul  
Angul - 759122**

**Sub: Selection of Event Management Agency / Firm for Angul Zilla Mahotsav 2025.**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Proposal No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Request for Proposal document. In case any provision of this Request for Proposal are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_



**TECH -2**  
**Bidder's Organisation (General Details)**

| Sl No. | Description  | Full Details |
|--------|--|--------------|
| 1      | <b>Name of the Bidder</b>  |              |
| 2      | <b>Address for communication:</b><br><br>Tel :<br>Fax:<br>Email id :   |              |
| 3      | <b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b><br>Mobile No. :<br>Email id : |              |
| 4      | <b>Registration / Incorporation Details</b><br>Registration No:<br>Date & Year. :  |              |
| 5      | <b>Bid Processing Fee Details</b><br>Amount :<br>MR No/BC/DD No. :<br>Date:<br>Name of the Bank:                             |              |
| 6      | <b>Ernest Money Deposit (EMD)</b>  |              |
| 7      | PAN Number   |              |
| 8      | Goods and Services Tax Identification Number (GSTIN)   |              |
| 9      | Willing to carry out the assignment as per the scope of work of the Request For Proposal                                     | YES          |
| 10     | Accept all the terms and conditions as specified in the Request for Proposal   | YES          |

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_



**TECH -3**  
**Bidder Organisation (Financial Details)**

| <b>Financial Information in INR</b>   |                |                |                |
|---|----------------|----------------|----------------|
| <b>Details</b>  | <b>2021-22</b> | <b>2022-23</b> | <b>2023-24</b> |
| <b>Turnover from Event Management Services Services (in Lakhs)</b>  |                |                |                |
| <b>Supporting Documents:</b><br><br><i>Audited certified financial statements for the last 03 FYs (2021-22, 2022-23 &amp; 2023-24) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.</i><br><br><i>Filled in information in this format must have to be certified and sealed by the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i> |                |                |                |

**Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)**

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**



**TECH - 4**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

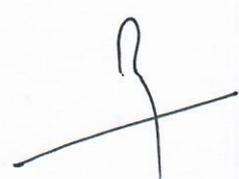
**Table -1 (List of completed assignments only of similar nature during last years)  
(as on 30<sup>th</sup> November, 2025)**

| Sl. no. | Period | Name of the Assignment with details there of | Name of the Client with complete address | Contract Value (in INR) and Duration in Month | Date of Award / Commencement of assignment | Date of Completion of assignment | Remarks if any |
|---------|--------|--|--|---|--|----------------------------------|----------------|
| A       | B      | C  | D  | E   | F  | G                                | H              |
| 1       |        |  |  |   |  |                                  |                |
| 2       |        |  |  |   |  |                                  |                |
| 3       |        |  |  |   |  |                                  |                |
| 4       |        |  |  |   |  |                                  |                |
| 5       |        |  |  |   |  |                                  |                |
| 6       |        |  |  |   |  |                                  |                |
| 7       |        |  |  |   |  |                                  |                |

Note: Bidders are requested to furnish the list of the assignments undertaken during the last Financial Year (as on 30<sup>th</sup> November, 2025) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creatives from each assignment.

Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_



**TECH - 5**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I/We, M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for Empanelment as Event Management Agency of Zilla Mahotsav & Palishree Mahotsav-2025 of District Administration, Angul would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of , .....

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature : \_\_\_\_\_

 24

**FINANCIAL BID (ANGUL ZILLA MAHOTSAV-2025)****FIN-1 COVERING LETTER**EOI SCHEDULE FOR THE WORK: Event management activities relating to ANGUL ZILLA MOHASTAV- 2025  
AT ANGUL STADIUM

| Sl. No.                 | Items of work  | Specification/Unit  | Rate to be quoted including transportation but excluding GST |           |          |
|-------------------------|--|---------------------|--|-----------|----------|
|                         |  |                     | Rate to be quoted per unit/ rft/ sqft/sqm                    | In figure | In words |
| 1                       | 2  | 3                   |  | 4         | 5        |
| <b>(A) Main venue</b>   |  |                     |  |           |          |
| 01                      | Main stage   | 60x40ft.-6ft. ht.   |  |           |          |
| 02                      | Backdrop (LED)   | 1200 Sqft           |  |           |          |
| 03                      | Entrance gate 1 big designer + 2 Box   | 2+1 Nos.            |  |           |          |
| 04                      | Podium   | 1 Nos.              |  |           |          |
| 05                      | VVIP Zone Red Carpeting<br>(May enhance as per requirement and will be paid as per actual)         | 30000 Sqft          |  |           |          |
| 06                      | Audience space velvet carpeting<br>(May enhance as per requirement and will be paid as per actual) | 100000 Sqft.        |  |           |          |
| 06                      | Sofa (Double)  | 25 Nos.             |  |           |          |
| 07                      | Plastic chair  | 5000 Nos.           |  |           |          |
| 08                      | Banquet chair with cover<br>(May enhance as per requirement and will be paid as per actual)        | 700 Nos.            |  |           |          |
| 09                      | Barricade<br>(May enhance as per requirement and will be paid as per actual)                       | 20000 sqft.         |  |           |          |
| 10                      | PCR & Raiser   | 24ft.x8ft.          |  |           |          |
| 11                      | Sound Light console  | 24ftx4ft            |  |           |          |
| 12                      | Camera Raiser  | 8ftx6ft (4 Nos.)    |  |           |          |
| 13                      | Media gallery  | 24ft.x16ft          |  |           |          |
| 14                      | LED riser  | 12ft.x4ft. (5 Nos.) |  |           |          |
| 15                      | Stage, Greed 4 site Alu  | 60x40x24ft.         |  |           |          |
| 16                      | Display stall pagoda/Green room<br>(As per Actual)   | 20ft.x16ft. (4 Nos) |  |           |          |
| 17                      | Walling (As per Actual)  | 200ft. x 8ft.       |  |           |          |
| <b>(B) VIP Lounge 1</b> |  |                     |  |           |          |
| 1                       | Platform with carpeting, Lights, Sofa, Tea poi & Toilet  | (200ft.x150ft.)     |  |           |          |
| <b>(C) Power</b>        |  |                     |  |           |          |
| 1                       | 160 kva silent Gen-set with fuel 3 days  | 01 nos.             |  |           |          |
| 2                       | 125 kva silent Gen-set with fuel 3 days  | 2 nos.              |  |           |          |
| 3                       | 64 kva silent Gen-set with fuel 3 day  | 01 Nos.             |  |           |          |



|   |  |                          |  |
|---|--|--------------------------|--|
| <b>(D) Audience lighting</b>                              |  |                          |  |
| 1   | Audience lighting 12nos of tower   |                          |  |
| 2   | Cooler for VVIP  | 04 nos.                  |  |
| <b>(F) Stage light</b>                                    |  |                          |  |
| 1   | Grid light, Backdrop lighting, face light, other light   |                          |  |
| <b>(G) Sound</b>  |  |                          |  |
| 1   | JBL/RCF setup linaray  | LS                       |  |
| <b>(H) Flower &amp; Decor</b>                             |  |                          |  |
| 1   | Stage, gate, Flower bookey   | LS                       |  |
| <b>(I) Flex printing, Fabrication and branding</b>        |  |                          |  |
| 1   | Gate, Branding and others  | LS                       |  |
| (J)   | 3D Laser show (5 Nos laser projectors with one screen and audio visual)  | LS                       |  |
| <b>(K) Audio Visual</b>                                   |  |                          |  |
| 1   | LED wall for audience  | (12 x 8) 2 nos.          |  |
| 2   | LED wall for stage centre  | (56 x 12) 1 nos.         |  |
| 3   | LED wall for stage wings and front   | (30x4) 2 nos. & (4x60ft) |  |
| 4   | Photographer   | 4 nos.                   |  |
| 5   | Video grapher  | 1 nos.                   |  |
| 6   | Drone  | 1 Nos.                   |  |
| 8   | Album  | 1 Nos.                   |  |
| 9   | On Day-1 (one Anchor, one reputed Bollywood singer, one reputed Ollywood singer, Dance troupe, one Comedian and 6 Nos. of bouncer) | Package                  |  |
| 10  | On Day-2 (one Anchor, one reputed Bollywood singer, one reputed Ollywood singer, Dance troupe, one Comedian and 6 Nos. of bouncer) | Package                  |  |
| 11  | On Day-3 (one Anchor, one reputed Bollywood singer, one reputed Ollywood singer, Dance troupe, one Comedian and 6 Nos. of bouncer) | Package                  |  |
| <b>Package Total for District Level Zilla Mahotsav: -</b> |  |                          |  |
| <b>GST as Applicable: -</b>                               |  |                          |  |
| <b>Grant Total: -</b>                                     |  |                          |  |

No of correction.....

No of overwriting.....

No of interpolation .....

Signature of the Agency



**SECTION - 6**  
**ANNEXURE-A**  
**BID SUBMISSION CHECK LIST**

| Sl. No.                     | Description   | Submitted (Yes/No) | Page No. |
|-----------------------------|---|--------------------|----------|
| <b>TECHNICAL BID</b>        |   |                    |          |
| <b>(PART – A)(ORIGINAL)</b> |   |                    |          |
| 1                           | Filled in Bid Submission Check List (ANNEXURE-A)  |                    |          |
| 2                           | Covering Letter (TECH -1)   |                    |          |
| 3                           | Bid Processing Fee of ₹ 10,000/- in form to Demand Draft from scheduled commercial bank   |                    |          |
| 4                           | EMD for ₹ 1,00,000/- in shape of Demand Draft from any scheduled commercial bank  |                    |          |
| 5                           | Copy of Certificate of Incorporation / Registration of the Bidder   |                    |          |
| 6                           | Copy of PAN   |                    |          |
| 7                           | Copy of Goods and Services Tax Identification Number (GSTIN)  |                    |          |
| 8                           | GST clearance in GST 3B Form  |                    |          |
| 9                           | General Details of the Bidder (TECH - 2)  |                    |          |
| 10                          | Financial Turnover details of the bidder (TECH – 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period |                    |          |
| 11                          | List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments                              |                    |          |
| 12                          | Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. (Tech-5)   |                    |          |
| <b>FINANCIAL BID</b>        |   |                    |          |
| 1                           | Covering Letter (FIN-1)   |                    |          |

**Undertaking:**

- All the information's have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the Bid have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

