



REQUEST FOR PROPOSAL (RFP)

**FOR SELECTION OF AGENCY FOR PROVIDING
EVENT MANAGEMENT SERVICES FOR SURAVI 2025**

SEPTEMBER-2025

No. 10600 /CW dated 26/09/2025



**ସମଗ୍ର ଶିକ୍ଷା
ସମଗ୍ର ଶିକ୍ଷା
Samagra Shiksha**



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

SHIKHYA SOUDH, UNIT-V, BHUBANESWAR-751001

Website: <https://osepa.odisha.gov.in>

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DISCLAIMER & CONFIDENTIALITY

This Request for Proposal (RFP) is issued by the State Project Director, Odisha School Education Programme Authority (OSEPA) functioning under administrative control the School & Mass Education Department, Government of Odisha.

The information contained in this Request for Proposal document (the “**RFP**”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Academy is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the OSEPA to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in formulation of their applications for qualification and thus selection pursuant to this RFP (the “**Application**”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the OSEPA in relation to the work(s). Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for OSEPA, its employees or advisors, to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OSEPA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

OSEPA shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. OSEPA also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder(s) upon the statements contained in this RFP. The issue of this RFP does not imply that OSEPA is bound to select and shortlist Applications and OSEPA reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all the costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the OSEPA or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the bidder in preparation/ submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

The State Project Director (SPD), OSEPA shall be the sole and final Authority with respect to selection of an Agency through this RFP.



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Samagra Shiksha



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

“SHIKSHA SOUDHA”, UNIT-V, BHUBANESWAR-751001

RFP No: 10600/CW/2025

Dated: 26/09/2025

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

Odisha School Education Programme Authority (OSEPA), under administrative control of School & Mass Education Department, Government of Odisha invites sealed tender for selection of an agency for providing Event Management services for execution of different works relating to (i) State Level Childrens’ Festival “**SURAVI 2025**” scheduled to be **held from 12th - 14th November 2025** & (ii) “**NIJUKTI MELO**” for appointment of teachers in Secondary & Higher Secondary Schools on 15th November 2025 at **Capital High School , Unit-III, Bhubaneswar**. The duration of the programme is for 04 days starting from **12th November 2025 to 15th November 2025**.

The RFP document will be available on the OSEPA website i.e. <https://osepa.odisha.gov.in> . The bidders fulfilling the prescribed eligibility criteria of the RFP can access, download the complete RFP Document and other details from the above website & apply accordingly. Corrigendum/addendum, if any, shall only be notified on the website mentioned above. Hence, the interested bidder/s are requested to be in continuous touch with the above website.

The major events under the bid process are:

Sl. No.	List of Key Events	Dates
1	Date of availability of RFP document in OSEPAB website	By 27/09/2025
2	Last Date for Receipt of Bid	Up to 5:00.P.M of 17/10/2025
3	Date and Time of Opening of Technical Bid and Technical Evaluation	At 11:00 A.M on 18/10/2025 onwards
4	Date of Opening of Financial Bid of technically qualified bidders.	On 18/10/2025 (after technical evaluation)

The proposal complete in all respects must reach the undersigned by Speed Post/ Registered Post/ Courier only latest up to 5:00 P.M of 17/10/2025. The proposals received beyond the last date and time will be rejected. The Tender Inviting Authority (TIA) i.e. OSEPA reserves the right to accept/ reject any/ all BIDs / cancel the entire selection process at any stage without assigning any reason thereof.

Address for Submission of Proposal:

State Project Director,
Odisha School Education Programme Authority (OSEPA)
“Shiksha Soudha”, Unit-V, Bhubaneswar, Odisha-751001

-sd-
State Project Director

BIDDERS DATA SHEET

Sl. No.	Particular	Details
1	Title of Request for Proposal (RFP)	Selection of Agency for providing Event Management Services for Suravi- 2025
2	Name of the Client	Odisha School Education Programme Authority (OSEPA), “Shiksha Soudha”, Unit-V, Bhubaneswar, Odisha-751001
3	Method of Selection	Quality and Cost Based Selection (QCBS)
4	Date of Issue of RFP	By 27/09/2025
5	Last date for sending queries to OSEPA (to be sent only by e-mail (opepacivilwing@gmail.com))	By 5:00 PM of 08/10/2025
6	Issue of responses to queries	By 10/10/2025
7	Last Date, Time for receipt of Bid Proposal	UP to 5:00 P.M of 17/10/2025
8	Date and Time of Opening of Technical Bid, Technical Evaluation & presentation by eligible bidders	From 11:00 A.M on 18/10/2025 onwards
9	Date of Opening of Financial Bid of technically qualified bidders	On 18/10/2025 (after technical evaluation)
10	Office Address - Venue for opening and evaluation of Bids	O/o State Project Director, Odisha school Education Programme Authority, Shiksha Soudha Unit-5, Bhubaneswar, PIN-751001
11	Bid Processing Fee (Non-Refundable)	Rs.10,000/- (Rupees Ten Thousand Rupees Only) in shape of Banker's Cheque / Demand Draft in favour of “State Project Director, OSEPA” drawn in any scheduled commercial bank payable at Bhubaneswar.
12	Earnest Money Deposit (EMD) / Bid security (refundable without interest)	The bidder shall submit Earnest Money of INR. 2,00,000/- (Rupees Two lakhs only) through Demand Draft/ bankers cheque in favor of “State Project Director, OSEPA” payable at Bhubaneswar. EMD/Bid security is to be obtained from the bidders except Micro and Small Enterprises (MSEs) and start-ups as per Odisha MSME Development Policy and start-ups as defined under Odisha start-ups Policy, and F.D. Government of Odisha guidelines.
13	Performance Security	Selected bidder must submit Performance Security of the amount equivalent to 10% of the Contract Value within 03 days of issue of Letter of Award (LoA)

Sl. No.	Particular	Details
14	Validity of Proposal	Proposals must remain valid for One Hundred Eighty (180) days from the submission date.
15	Bidder to state financial proposal in the Indian currency	Indian Rupees (INR)
16	Eligibility Criteria (Pre- Qualification)	Bidders are requested to refer Section-I
17	Technical Proposal Evaluation Criteria	Bidders are requested to refer Section-I
18	Letter of Award (LOA) to selected Bidder	On the date of approval by competent Authority
19	Signing of contract	Within 03 (Three) days from the date of issue of Letter of Award (LoA)
20	Address & Mode for Submission of Proposal	<p>Address: Odisha School Education Programme Authority (OSEPA), Unit-V, Shiksha Soudha, Bhubaneswar-751001</p> <p>Mode of Submission: - Only through Speed Post/ Registered Post / Courier post. Submission of Bid through any other mode will not be entertained & liable for rejection.</p>

SECTION: 1

INFORMATION TO THE BIDDER

A. Eligibility Criteria (Pre-Qualification):

Bidders should conform to the eligibility criteria given below and must produce the requisite supportive documents / information as indicated against each as part of the technical proposal:

Sl. No	Eligibility Criteria	Documents required to be submitted
	1	2
1	The bidder should be a company registered in India under the Companies Act, 1956 or 2013 or a Partnership Firm registered under the Limited Liability Partnership Act of 2008 or Partnership Act 1932 or a Proprietorship Firm. At least 5 years of existence preceding to the date of submission of the proposal.	Copy of Certificate of Incorporation/ Registration of the Agency issued by competent Authority of Government.
2	The bidder must have registered under GST Act. The bidder should have GSTIN having HSN code /SAC code for dealing with Services like Event Management OR equivalent services.	Copy of Valid Goods & Services Tax (GST) registration certificate registered under GST Act. The HSN code /SAC are to be confirmed from GST portal by OSEPA. The information as available in the GST portal against the GSTIN of the bidder is final & binding to all the bidder/s.
3	The bidder must have PAN/ TAN issued by IT Department.	Copy of valid PAN/ TAN
4	The Agency should have an average annual turnover of ₹2.00 crore or more from Event Management Services for the last 03 Financial Years (FY) NB: (i) In case of the bidder(s) filed Income Tax Return (ITR) of Assessment Year (AY) 2025-26 (i.e. FY 2024-25), the last three financial years would be 2021-22, 2022-23 & 2023-24. (ii) In case of the bidder(s) not filed ITR of AY 2025-26 (i.e. FY 2024-25) , the last three financial years shall be FY 2021-22, 2022-23, 2023-24	1. Copy of turn-over Certificate from statutory auditor (TECH-3) format & audited financial statements for the three financial years either as per NB (i) or NB (ii). 2. Copies of the IT Returns for the last three Assessment Years against the turnover Certificate from statutory auditor & audited financial statements of appropriate financial years.
6	The Bidder must have successfully completed at least one assignment of providing event management services to the Central Govt./ State Govt./ Autonomous Body under the Govt. administrative control / Universities / International & National Organizations of minimum contract value of ₹1crore in a single order from FY 2022-23 onwards. Note: Social Events like private parties, marriages etc. shall NOT be considered for evaluation	(i) Copy of Work Order/ Contract Document & (ii) Work Completion Certificates from the previous Clients.

Sl. No	Eligibility Criteria	Documents required to be submitted
	1	2
7	The bidder should have valid EPF registration code of the establishment. The Bidder should have minimum of 20 in-house manpower in its payroll.	(i) Copy of valid EPF registration code. & (ii) Electronic Challan cum Return (ECR) for the 03 wage months i.e. June 2025, July 2025 & August 2025.
8	Bidder Participating in the tender must be office in the State of Odisha	Copy of Electricity Bill/Telephone Bill/Rent Agreement/OGST Or any other document as proof of office in the State of Odisha.
9	Valid Electrical license	The bidder is required to furnish a valid electrical license from Competent Authority, if they are having the same in their name or consent from any registered electrical contractor for execution of electrical work. In case of consent from any registered electrical contractor, the bidder has to submit the consent letter of the electrical contractor in her/ his letter head (TECH-7) along with self-attested copy of the valid electrical license of the contractor. The validity of the electrical license shall be at least up to 20/11/2025 & beyond. The electrical license not having validity at least up to 20/11/2025 shall be treated as invalid & the proposal of the bidder is liable for rejection on the above ground.
10	Valid License to Engage in the Business of Private Security issued by Odisha Police under Private Security Agency (Regulation) Act.	The bidder is required to furnish Valid License to Engage in the Business of Private Security issued by Odisha Police under Private Security Agency (Regulation) Act, if they are having the same in their name or consent from any registered security service providing agency for supply of security guards. In case of consent from any registered security service providing agency, the bidder has to submit the consent letter of the Security agency in their letter head (TECH-8) along with self-attested copy of the valid License to Engage in the Business of Private Security. The validity of the license shall be at least up to 20/11/2025 & beyond. The license not having validity at least up to 20/11/2025 shall be treated as invalid & the proposal of the bidder is liable for rejection on the above ground.
11	Bidder must not be under any declaration of ineligibility by any Client and should not have been blacklisted with any of the Government/ PSU as on date of proposal.	Undertaking/ Declaration as per TECH-6 on stamp paper of appropriate value regarding his eligibility and non-blacklisting needs to be furnished by the bidder.
12	Declaration regarding any conflict of interest.	The Bidder must declare on the letter head that the Agency is not carrying out any activity which is of a conflicting nature. (TECH-5)

The bidders have to furnish requisite information in the given formats, along with duly signed copies of the above documents, bid submission check list in original and covering letter on Bidders' letter head requesting participation in the tender.

B. Brief Description of Bidding Process:

The RFP comprises two parts as briefed below:

Part 1: Technical Proposal

The Technical Proposals submitted by the bidders shall be evaluated in accordance with the eligibility criteria and technical evaluation parameters specified in the Request for Proposal (RFP). Only those bidders who are technically qualified shall be considered for further evaluation of their Financial Proposals

Part 2: Financial Proposal

Financial Proposals will be opened only for bidders who are technically qualified, based on eligibility and technical evaluation defined in the RFP. The bidder with the highest combined score under the QCBS method will be invited for the next steps leading to contract award.

Procedure for submission of proposal

- i) **Pre-Qualification Proposal:** The envelope containing pre-qualification documents as mentioned in **Para-D(a) below** shall be sealed and superscripted **“Pre-Qualification Proposal – Selection of Agency for providing Event Management Services for SURAVI-2025”**.
- ii) **Technical Proposal:** The envelope containing the **document** as asked for in **Technical evaluation (2nd stage) col.3** shall be sealed and superscripted **“Technical Proposal – Selection of Agency for providing Event Management Services for SURAVI-2025”**. **In case the document is submitted in a pre-qualification proposal & the same is required for technical evaluation, the bidder has to enclose it again in the Technical Proposal envelope also.**
- iii) **Financial Proposal:** The envelope containing financial proposal, shall be sealed and superscripted **“Financial Proposal - Selection of Agency for providing Event Management Services for SURAVI-2025”**. The duly filled-in Financial Proposal Forms should contain the detailed price offer for the proposed assignment as per the prescribed format.

The **“Pre- Qualification Proposal”**, **“Technical Proposal”** and **“Financial Proposal”** must have to be submitted in separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/ information mentioned in the RFP Document. All the above three envelopes have to be sealed and placed inside one envelope with proper labeling of the following information in bold letters:

NAME OF THE ASSIGNMENT:

RFP NO.: DATE:

DATE OF SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

C. Opening of the Proposal:

The FIRST ENVELOPE containing “**Pre- Qualification Proposal**” will be opened in the initial stage by the Client in presence of the bidders’ representatives at the designated location, date and time specified in the Bidder Data Sheet. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing “**TECHINICAL PROPOSAL**” will be opened in respect of the pre- qualified bidders only. Bidder obtaining required qualified marks in the technical evaluation will be asked for power point presentation as mentioned in the THIRD ENVELOPE containing “**FINANCIAL PROPOSAL**” of the technically qualified bidders will be opened after completion of technical evaluation of all bids.

D. Evaluation of Proposal:

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

(a) **Pre- qualification (1stStage):** Pre-qualification proposal will be opened and scrutinized as per the listed documents:

- Copy of Certificate of Incorporation/ Registration.
- Copy of Valid Goods & Services Tax (GST) registration certificate registered under GST Act.
- Copy of PAN & TAN
- Copy of Certificate from statutory auditor along with audited financial statements for the three financial years as mentioned in eligibility criteria. **(TECH-3)**
- Copies of the IT Returns as mentioned in eligibility criteria.
- Copy of (i) Work Order/ Contract Document & (ii) Work Completion Certificates from the previous Clients. **(TECH-4)**
- Copy of valid EPF registration code issued by EPF Authority.
- Copy of Electronic Challan cum Return (ECR) for wage month June, 2025, July 2025 & August 2025.
- Copy of Electricity Bill/Telephone Bill/Rent Agreement/OGST Or any other document as proof of office in the State of Odisha.
- Copy of valid Electrical License **or** Consent of electrical contractor in prescribed format with his/ her valid electrical license. **(TECH-7)**
- Copy of valid License to Engage in the Business of Private Security issued by Odisha Police under Private Security Agency (Regulation) Act. **Or** consent from any registered security service providing agency for supply of security guards with their valid license. **(TECH-8)**
- Undertaking/ declaration in **TECH-6** form on stamp paper of appropriate value.
- Declaration on the bidder’s letter head that the Agency is not carrying out any activity which is of conflicting nature. **(TECH-5).**
- Valid Address Proof of the local office at Bhubaneswar (Electricity Bill/ Telephone Bill/ Rent Deed etc.)
- Bid Security/ EMD or supporting document in case bidder’s claim on exemption of Bid Security / EMD
- DD of Rs.10,000/- as Bid Processing fees.
- Organization Details. **(TECH-2)**
- Covering Letter. **(Tech-1)**

NB: The bidder(s) is/are requested to keep the above documents in Pre-Qualification proposal envelope for scrutiny. All the pages of the proposal and enclosures/ attachments are to be signed by the authorized representative of the bidder. Bidders should submit the required supporting

documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respects, indexed and properly bounded. Each page should be numbered and signed by the authorized representative.

(b) Technical Evaluation (2nd Stage): The Technical proposals of those bidders, who have qualified the pre bid selection criteria, will be evaluated as per the following parameters:

Sl. No	Criteria	Maximum Marks	Document Required to be submitted in technical proposal envelope
	1	2	3
1	Average annual turnover of ₹2.00 Crores over last three financial years of undertaking Event Management activities: <ul style="list-style-type: none"> ₹2.00 Crores - ₹4.00 Crores – 10 marks More than ₹4.00 Crores Upto ₹6.00 Crores – 15 marks More than ₹6.00 Crores – 20 marks 	20	Copy of Certificate from Statutory Auditor in TECH-3 along with audited financial statements for the three financial years either as per NB (i) or NB (ii) of eligibility criteria.
2	Past Experience: The Bidder must have successfully completed at least one assignment of providing event management services to the Central Govt./ State Govt./ Autonomous Body under the Govt. administrative control / Universities / International & National Organizations of minimum contract value of ₹1crore in a single order from FY 2022-23 onwards. <ul style="list-style-type: none"> One assignment with contract value of ₹1.00 cr. or more– 20 marks Two assignments with each contract value of ₹1.00 cr. or more –30 marks Three assignments with each contract value of ₹1.00 cr or more – 35 marks Four or more assignments with each contract value of ₹1.00 cr. or more – 40 marks 	40	Duly filled in TECH-4 Format & (i) Copy of Work Order/ Contract Document & (ii) Work Completion Certificates from the previous Clients. NB: The bidder(s) is/ are requested to submit only those documents for which they are having chance of getting marks. Submission of unnecessary bulky documents may lead to rejection of the bid.
3	Years of experience on providing Event management Services. <ul style="list-style-type: none"> 5 years-5 marks Each additional Year-1 mark (limited to 5 marks) 	10	Documentary evidence to be submitted
	Sub Total	70	

4	<p>Technical Presentation (of responsive bid as per qualification criteria) in Power point mode</p> <ul style="list-style-type: none"> Detailed event management plan with designs and walkthrough. Design of stage & gate on theme “Mo Swapnara Odisha-2036” Approach, Methodology Execution plan, Branding etc. Innovation & Creativity. <p>(Along with the above, the bidder may prepare a prototype of the venue considering the tentative layout plan given in the RFP document & reflect the same in the power point presentation)</p>	30	<p>(i) Colour Printout in A3 size paper of theme-based Design separately for Stage & Gate to be produced at the time of presentation.</p> <p>(ii) Technical Presentation.</p>
Total Marks		100	

The bidder(s) will submit copy of the documents as asked for in **col.3** of the above table in **Technical Proposal envelope**. **Bidder/s securing 50 marks & more out of total 70 marks in the technical evaluation criteria (Average annual turnover, past experience & years of experience) are to be declared as technically qualified & are eligible for giving technical presentation.** Bidders securing less than 50 marks out of 70 marks in the technical evaluation criteria (Average annual turnover, past experience & years of experience) will be declared as technically disqualified & hence not to be considered for technical presentation. Then, technically qualified bidder/s will make a power-point presentation before a Committee constituted by the TIA. After technical presentation by the technically qualified bidder/s, the total technical marks/score (St) awarded in presentation (out of 30 marks) & other criteria (out of 70 marks) will be calculated.

- (c) **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of only those bidders qualifying the technical evaluation (2nd Stage) shall be opened after technical presentation in the presence of the bidder’s representative who wishes to attend the meeting with a proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

E. BID EVALUATION PROCESS:

Quality and Cost Based Selection (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 (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows: $Sf = 100 \times Fm/F$, in which “Sf” 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:

$$T = 70, \text{ and} \\ P = 30$$

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

$$S = St \times T\% + Sf \times P\%$$

The bidder, who has the highest score in the QCBS shall be called for further negotiation, if required, leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices 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.**

F. Award of Contract:

The contract will be awarded to the bidder scoring Highest score in the QCBS method after completion of the contract negotiation stage, if any. The OSEPA will notify the successful bidder in writing by issuing a Letter of Award (LoA). The successful bidders will be asked to sign the contract after fulfilling all formalities within 03 days of issuance of the LoA. After signing of the contract, no variation or modification of the terms of the contract shall be made except by a written amendment signed by both the parties.

Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.

G. Supervision of work:

The coordinating officials declared by OSEPA for the above activity will monitor the progress of the work & also check the safety, security aspects from time to time during execution of work since safety is one of the major concerns. The payment can be released after successful completion of the work and certification by the co-ordinating officials of OSEPA.

H. Other Terms & Conditions:

a. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit amounting to ₹ 2,00,000/- (Rupees Two lakhs only) in shape of DD from any scheduled commercial bank in favour of “**State Project Director, OSEPA**” payable at Bhubaneswar.

The EMD of unsuccessful bidders shall be refunded after finalization of the selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required **Performance Bank Guarantee (PBG)** and signing of the contract.

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

- Bidder withdraws its proposal during the bid validity period as specified in RFP/
mutually agreed bid extended period.
- Bidder does not respond to requests for clarification of its proposal.
- 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
 - Provide any clarification to the Client
 - Agrees to the decisions of the contract negotiation meeting
 - Sign the contract within the prescribed time period
 - Furnish required Performance Bank Guarantee in time
- Any other circumstance which holds the interest of the OSEPA during the overall selection process.

Proposals not accompanied by EMD bidders except Micro and Small Enterprises (MSEs) as per Odisha MSME Development Policy and start-ups as defined under Odisha start-ups Policy, and Finance Deptt. GoO guidelines) shall be rejected & will be treated as non-responsive. No interest shall be payable by this office for the sum deposited as earnest money deposit.

NB: Micro and Small Enterprises (MSEs) as per Odisha MSME Development Policy and Start-ups as defined under Odisha start-ups Policy, and Finance Department. GoO guidelines are exempted for submission of EMD. The bidder(s) claiming EMD exemption should furnish the supporting document in pre-qualification proposal envelope.

- b. **Consortiums / Joint Ventures (JVs) are NOT allowed.** Proposals from Bidders, applying individually shall be considered for evaluation. Firms applying in consortium / joint venture shall be summarily rejected. In case of **Electrical works & Security service**, the bidder can obtain consent from electrical contractor & security service provider for execution of respective works. Firms/ Agencies desirous of participating in this Bid should not have been debarred/ blacklisted by any Government agency.
- c. The selected bidder has to furnish performance security @ 5% in shape of Bank Draft/ bankers cheque drawn in any Nationalized / Scheduled Bank within three days of issue of the work order. The Performance security will be forfeited if the selected bidder fails to carry out any conditions of the Agreement. The performance security of the successful bidder will be refunded after final settlement of bills.
- d. The selected bidder will have to sign a contract in Rs.100/- non judicial stamp paper with OSEPA within 03 days of issue of LoA.
- e. OSEPA will not be responsible for any occurrence like theft & missing of any articles of the selected bidder. In case of any occurrence of theft, the selected agency will be responsible to pay the amount of loss.
- f. The locations for deployment of security personnel will be provided by OSEPA to the Event Management Agency. (EMA)
- g. The EMA will be responsible for upkeep and maintenance of the entire work till the closing of the event.
- h. It shall be the responsibility of the EMA to obtain requisite permission for electricity connection/ certification on fire safety measures etc. from the statutory bodies on or before **10th November, 2025** evening, without fail.
- i. The Event Management Agency will have to supply fire protection equipment like fire extinguishers and adhere to the fire safety norms & fire-retardant liquid spray over inflammable materials used in the stalls as per the guidelines of Fire Service Authority.
- j. In regard to electrical fittings etc. Agency shall engage qualified licensed electrician/ contractor entitled erect, handle and maintain supply- line and its upkeep under the guidance of Govt. Electrical Contractor.
- k. The rate offered by the Agency shall be **inclusive** of all taxes, charges, material, transportation cost, labour cost, tool and plants, dismantling cost after the programme, chemical treatment and other precautionary measures required for fire safety and obtaining fire safety certificate from the appropriate Authority of Govt. etc.
- l. The selected Agency/ Firm should open its own office in the venue site with adequate manpower (technical & managerial) throughout the event period to handle any work to be assigned by the Client.

- m. The bidder is to quote for the entire work & quote price for all items mentioned in FIN-2 Form. No Part bidding is allowed. Part bidding will lead to rejection of the proposal of the bidder.
- n. In case of arithmetical mistakes found during process of evaluation in any Part of the rate quoted in the **FIN-2** by the bidder, the actual arithmetical calculation will be made by the Committee. In such case, preference will be given to the unit price over the total quoted price. However, the decision of the **SPD, OSEPA** will be final & binding to all the bidders.
- o. The Client reserves the right to inspect/ verify the stock of materials required for this work, in go-down of the bidders by nominating a Committee to ascertain the credibility of the Firm.
- p. No extra payment will be made by OSEPA for power supply arrangements during erection & dismantling of the work.
- q. The payment will be made on the basis of the actual work done and Work Measurement Report. The verification & measurement of the work will be done by the coordinating officers of 1st party on **16/11/2025 at 8.00 A.M.** The work measurement statement is to be certified by the coordinating official of SURAVI-2025 declared by the State Project Director, OSEPA and the authorized person of selected EMA.
- r. The selected bidder is to complete all activities i.e branding, stage set up, auditorium set up, light & sound arrangements, WASS facilities etc relating to **NIJUKTI MELA by 8 AM of 15/11/2025 positively.**
- s. The successful bidder has to complete & hand over all the assignment as per the scheduled mentioned below positively. Accordingly, the Bidder has to quote the rate.

Components / Items	Target Date of Completion & handover
German Hanger Tent & plywood work for stall & workshop areas for execution of interior work by the exhibitor.	By 2/11/2025
German Hanger Tent of Stage & Auditorium	By 7/11/2025
Distribution of articles/ materials at different schools of Bhubaneswar	By 10/11/2025
Construction of Dinning Hall with kitchen	By 10/11/2025
Electrification, light & Sound arrangement	By 10/11/2025
Erection of State & Gate setup	By 10/11/2025
All other works as per the specification	By 10/11/2025
Dry run	On 11/11/2025
All other works/ supplies	On 11/11/2025
For NiJukti Mela	By 8 AM of 15/11/2025 .

- t. Payment will be released within one month after submission of the following documents after completion of the work.
 - i. Final Bill
 - ii. Work/ item measurement statement jointly signed/ certified by the coordinating officials declared by the State Project Director, OSEPA & the authorized person on behalf of the selected EMA.
 - iii. Timely Work Completion Certificate from coordinating officials declared by the State

Project Director, OSEPA.

- iv. Certificate regarding dismantling after the programme & cleaning of the field by HM, Capital High School, Unit-III Bhubaneswar.
- u. The Agency shall not use any other materials other than those specified in the Work Order. In case of any additional requirement, the Agency has to take prior written permission from the Nodal Officer.
- v. The documentation (photo, video) of the event shall be the task of the service provider which will be submitted to the Client before the payment.

I. 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 contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (blacklisting etc.) 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.

J. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals and recommendation for award of contract, will result in rejection of the proposal.
- 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.

K. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of Civil Courts of Bhubaneswar only.

L. Governing Law and Penalty Clause:

- (a) The timeline 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 there-after the Client holds the option for cancellation

of the contract for pending activities and complete the same through 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. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ **0.5% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the payment.

(b) The work assigned to the selected bidder shall be done strictly according to the specification. Any hazards due to weak construction and faulty electrification etc shall be considered as an adverse factor towards the release of payment and the selected agency shall be personally held liable for that. In case of any mishap due to the above reason, penalty will be imposed as per the recommendation of the purchase Committee and action will be taken against the agency as per law.

M. Force Majeure – For purpose of this clause, “Force Majeure” means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restrictions imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify OSEPA in writing of such conditions, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the OSEPA in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise OSEPA in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, OSEPA reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

N. OSEPA's right to accept any proposal and to reject any or all proposal(s)

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding /selection / evaluation process and reject all proposals at any time prior to award of contract, 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 proposals 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.

O. Number of Proposals:

Each Bidder shall submit only One (1) proposal, in response to this RFP. Any Bidder who submits or participates with more than one proposal shall be disqualified.

SECTION: 2

SCOPE OF WORK & SCHEDULE OF REQUIREMENTS

Background:

The Odisha School Education Programme Authority (OSEPA), Bhubaneswar under administrative control of School & Mass Education Department, Govt. of Odisha is organizing the State Level Students' Festival: SURAVI 2025, from 12th to 14th November, 2025 in the Capital High School, Unit-III, Bhubaneswar. In the State level children's festival, students from Class IV to Class X of the School & Mass Education Department, Govt. of Odisha are given opportunity to participate in different competitions like art and craft, song, dance, debate, essay, elocution, creative writing, quiz etc. which are organized at different levels viz. Cluster, Block and District level and finally at State level. The winners of different activities are invited to participate in the State level function which is organized in the month of November every year on the eve of Children's Day.

Around 2700 students from different age groups will participate in this State level Student's festival to show their talent in different activities. Besides, **NIJUKTI MELA** for appointment of teachers in Secondary & Higher Secondary Schools will be held on 15th November 2025 in the same venue.

Activities to be Undertaken by the Event Management Agency (EMA)

- (1) The Event Management Agency (EMA) execute the assignments as mentioned in the approximate scheduled of requirement detailed below.
- (2) The area/ item/ quantity mentioned in **the schedule of work** may be changed (increase or decrease) on the spot and any new items can be added as per requirement but the requirement has to be countersigned by the coordinating officials of SURAVI-2025 declared by the State Project Director, OSEPA. If there will be any addition of works, the selected EMA has to execute it as per the schedule of rate. In case of any new items of work not covered in the scheduled of rate, the selected EMA has to execute the work as per prevalent market rate or less than that. The coordinating official declared by the OSEPA for this assignment will monitor, supervise & co-ordinate the progress of the work at the time of construction as well as during the programme & also check the safety, security aspects from time to time during execution of work since safety is one of the major areas of concern. The payment will be released after successful completion of the work and certification by the above official of OSEPA on the basis of work measurement statement.

The total amount mentioned above may vary according to the quantity of work actually executed and measured by the co ordinating official declared by OSEPA.

- (3) The EMA will have to prepare theme-based design separately for Stage, Gate and showcase the same in their presentation. The theme of SURAVI -2025 is **“Mo Swapnara Odisha-2036”**. OSEPA may make some changes in the design as per requirement before its approval. The selected agency will do it without any additional cost.

STAGE :

Size:

**Frontage-70ft.
Width - 45 ft.
Height - 20 ft.**

GATE:

Size:

**Clear Width - 15 ft.
Clear Height from ground - 15 ft.**

Specification:

The construction of Stage and Gate is to be done as per the approved drawing and design. The elements/ characters are to be of appropriate size fit to the dimension of Stage and Gate. 3D and cut out characters are to be made as per requirement. The size and design may vary according to the requirement. **No plastic and flex are to be used.**

- i. For Stationary items, the selected agency shall provide a sample to OSEPA before final delivery for approval. After approval, the supply can be made by the selected agency.
- ii. The wages of the security guards (semi-skilled) & Sanitary staff (unskilled) shall be in compliance with minimum rate of wages fixed for respective categories by Labour & ESI Department, Government of Odisha.

The approximate Schedule of Requirement

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
(A) Construction of Tent House and other Allied works at Govt. Capital High School, Unit-3 Bhubaneswar			
a	Stage & Auditorium		
1	Erection of Stage & Auditorium with Aluminium German Hanger structure (100'X250') made out of aluminium post, truss and fireproof trippal covering of required height. Back of the stage will cover with waterproof material.	25000	sq. ft.
2	Construction of Stage Platform (70'X45'), top of the floor of stage - 4' Height from the ground. The stage will access with 2 no. of stairs (Step of minimum width 6', Riser not more than 6"). 1 Ramp with railing of 6' width of gradient not more than 1:12. Back of the stage will cover. Required walling and ceiling at desired height to be provided.	1	No
3	Provision of synthetic carpet to the floor, step and ramp of stage (70'x45') and D-area in front of stage	7000	sq. ft.
4	Side batten Partition Wall	2000	sq. ft.
5	Black Jhallar	1300	sq. ft.
6	Provision of cloth covering to 3 side of the stage (Ground to Stage)	650	sq. ft.
7	3 Green Room with cloth ceiling with waterproof roofing of size 15'x 20' each with Carpeting and Side walling complete in all respect	900	sq. ft.
8	Green room-mirror with stand	2	Nos.
9	Green room-wooden table- 8'x4'	12	Nos.
10	Double Sofa (for stage)	30	Nos.
11	Single Sofa	30	Nos.
12	VIP guest Chair	50	Nos.
13	Stage Tea Poi	15	Nos.
14	Plastic Chair without arm	4000	Nos.
15	Table for stage / green room management	50	Nos.
16	Tablecloth	50	Nos.

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
17	Provision of Air Conditioned VVIP Lounge of size 15' X 20' with executive finished with plywood walling with arrangement of door, colouring and proper ceiling. The floor should be finished with good quality carpet over wooden platform. Executive Sofa and Tea Poy for accommodating of six to eight persons. One no. of bio-toilet with running water facility including supply of water to be attached with the lounge, etc.. The lounge to be set up near by the stage.	1	Set
18	Provision of Air-Conditioned Lounge for officials of size 15' X 20' with executive finished with ply wood walling with arrangement of door, colouring and proper ceiling. The floor should be finished with good quality carpet over wooden platform. Executive Sofa and Tea Poi for accommodating of six to eight persons with set up of working table and chairs One no. of bio-toilet with running water facility including supply of water to be attached with the lounge, etc.	2	Set
b	Dining Hall with Kitchen		
19	Dining Hall with Aluminium German Hanger structure (66'X150') made out of aluminium post, truss and fireproof trippal covering of roof and walls.	9900	sq. ft.
20	Dining Hall intermediate partition walling	4000	sq. ft.
21	Kitchen with fire and waterproof roofing	3000	sq. ft.
22	Store room for Kitchen with waterproof roofing & walling with tin sheet	1000	sq. ft.
23	Serving Table with cloth for Dining	50	Nos
24	Round Dining Table with cloth for Dining	10	Nos
25	Dining Chair (Banquet)	50	Nos
26	Wash Basin with running water facilities through taps including waste line connection & fittings etc & raised platform	30	Nos
27	Construction of Wooden platform (raiser) of 06 inches height from floor with net carpet for dining and store	10900	sq. ft.

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
28	Waterproof roofing at 11' height from floor with ceiling & wooden platform (Drinking water space)	500	sq. ft.
c	Workshop Area & Stalls		
29	Workshop area with Aluminium German Hanger structure of size (70ft X230 ft. approx) made out of aluminium post, truss and fireproof trippal covering of required height with three side covering	16100	sq. ft.
30	Construction of Platform (wooden) 06 inches height from ground to be covered with synthetic carpet for stalls. (70ft X230 ft. approx)	16100	sq. ft.
31	Construction of Stalls with Aluminium German Hanger structure (36' Width approx.) made out of aluminium post, truss and fireproof trippal covering of required height with three side covering		
(i)	Block A (200' X 36')	7200	sq. ft.
(ii)	Block B (100' X 36')	3600	sq. ft.
(iii)	Block C (100' X 36')	3600	sq. ft.
(iv)	Block D (100' X 36')	3600	sq. ft.
32	Construction of Platform (wooden) 06 inches height from ground to be covered with synthetic carpet for stalls (264'x36').		
(i)	Block A (200' X 36')	7200	sq. ft.
(ii)	Block B (100' X 36')	3600	sq. ft.
(iii)	Block C (100' X 36')	3600	sq. ft.
(iv)	Block D (100' X 36')	3600	sq. ft.
33	Provision of Plywood wall finished with white colour paint over putty of minimum height 10' for purpose of stall	25000	sq. ft.
34	Provision of Plywood wall finished with white colour paint over putty of minimum height 12' for PSSS stall	4000	sq. ft.
35	Provision of well finished wooden/ modular table of size 3'X2' of standard height to be placed inside the stalls	80	Nos
36	Provision of visitor chair with arm to be placed inside the stalls	160	Nos
37	Installation of Pagoda Tent of size 3 mtr X 3 mtr with four side covering. Floor matting, 2 Nos. of modular Table and 4 Nos. of visitor chair for the purpose of different service centre.	8	Nos

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
38	Construction of 02 steps wooden rack (1ft raiser X 1ft tread) starting at a height of 02 ft from the floor	1500	running ft.
39	My dream school construction of frame of size 4', length-40', width-8' and height of 4'. The top will incline both sides finished with flex/cloth for writing purpose.	1	No
d	Interior set up in KGBV Stall of size 40'X20'		
40	3 Nos. of Stage inside the stall of Size 12'X12'	500.00	sq. ft
41	Provision of Flex	400	sq. ft.
42	Plywood wall finish with required paint (Except art & terracotta paint)	2500	sq. ft
43	Wooden Batten	600	running ft.
44	Terracotta and other painting at the stall (both inside and outside)	LS	
45	Balloon & flower decoration	LS	
46	Plant decoration	LS	
e	Others		
47	Dust Bin (child friendly) big size	50	Nos
48	Erection of Box gate (12ft X 15ft) with approved design, complete in all respect.	2	Nos
49	MS fabricated barricading at auditorium and ground	1500	running ft.
50	Standard Suggestion Box	5	Nos
51	Synthetic Carpet on ground	10000	sq. ft.
52	Argo net Carpet (auditorium and entire ground)	100000	sq. ft.
B	Waste Management and Sanitation		
53	Provision of temporary toilets separate for Boys & Girls (20 each) with running water facility including cleaning, water supply, sewerage system, sanitation, etc. complete in all respect.	40	Nos
54	Deployment of personnel (both male and female) for cleaning of entire area and waste management.		
	Stage & Auditorium	8	Nos
	Dining and Kitchen	10	Nos
	Stall and ground	12	Nos
	Cleaning of toilet	5	Nos

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
C	Branding and Hoarding		
55	Printing, supply and fixing of flex of 3' -Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) fascia (as per approved design) with frame on front side of stalls		
(i)	Block A (200' X 3')	600	sq. ft.
(ii)	Block B (100' X 3')	300	sq. ft.
(iii)	Block C (100' X 3')	300	sq. ft.
(iv)	Block D (100' X 3')	300	sq. ft.
56	Provision of stall naming with 5mm Sun Board with approved design of size 6' X 1'6"	500	sq. ft.
57	Printing & supply of flex (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) with approved design & fixing with frame made out of wooden Batton / MS Pipe of different size for display of signage/ flex/ hoarding /standee with installation etc. complete in all respect.	7000	sq. ft.
58	Printing, supply and fixing of flex of 4' (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) fascia (as per approved design) with frame on 02 sides of Auditorium (Hanger)	2000	sq. ft.
59	Printing, supply and fixing of flex (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) of approved design.	3000	sq. ft.
60	Printing, supply, fixing with framing of flex (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) with approved design) for branding as per approved design for the triangular portion of hanger - Auditorium	1500	sq. ft.
61	Printing, supply, fixing with framing of flex (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) with approved design) for branding as per approved design for the triangular portion of hanger (stall)	800	sq. ft.

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
62	Erection of hoarding including printing & supply of flex(Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) with approved design) of size 20' X 10' fixing with MS Pipe complete in all respect including cost, conveyance, labour, etc. in 20 different locations under BMC area	20	Nos
63	Erection of hoarding including printing & supply of flex (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) with approved design) of size 12' X 10' fixing with MS Pipe complete in all respect including cost, conveyance, labour, etc. in 10 different locations under BMC area	10	Nos
64	Supply and installation of Road median branding of size 4' X 2' complete in all respect including cost, conveyance, labour, etc.	300	Nos
65	Rotate type glow display board of size 8'X6' complete in all respect including cost, conveyance, labour, etc.	4	Nos
D	Electrical Works (Fixing & Connection of Electrical Fittings)		
	For Auditorium, Dining, Ground etc.		
66	Spotlight (LED) for inside stalls	500	Nos
67	Spotlight (LED) for PSSS stalls	100	Nos
68	Ceiling Fan	150	Nos
69	200 W LED Halogen	110	Nos
70	500 W LED Halogen	100	Nos
71	Generator (125 KW with fuel) for 4 days	2	Nos
72	Generator (65 KW with fuel) for 4 days	1	No
73	Generator (sound less 05 KW with fuel) for 4 days at accommodation schools	12	Nos
74	Lichu Bulb Chain	20000	Nos
75	Applique Chandua	300	Nos
76	15-amp power socket board with cabling	40	Nos
77	5 Amp power socket board with cabling for stall @ 2 Nos.	130	Nos
78	Fire Extinguisher	10	Nos

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
79	Provision of high speed wall mounted / stand fan (big) for auditorium	20	Nos
80	Provision of Desert Cooler with two ft. raiser for Auditorium	40	Nos
81	Fixing of main panel board with main switch ,change over, MCB, earthing point etc with cabling	LS	LS
82	Supply and Constructions of light tower made up of steel (4'x4'x20'ht)	10	Nos
83	LED Panel (20' X 12') (Stage)	1	No
84	LED Panel (3' X 4') (Stage)	1	No
85	LED Panel (8' X 8') (Auditorium)	4	Nos
86	LED Panel (8' X 6')	1	No
87	LED TV (4' X 6')	2	No
	Electrical works for Stage		
88	Tower air Conditioner- 4 tonnage	3	Nos
89	PAR (64/72) Colour	16	Nos
90	700-Watt PAR (White)	16	Nos
91	54 X 54 Colour Palco LED	40	Nos
92	Moving Satfi 20 R	20	Nos
93	Blinder (6 X 6)	4	Nos
94	Blinder (8 X8)	4	Nos
95	200 LED Colour Metal	12	Nos
96	PALCO (6 Watt)	16	Nos
97	PALCO (6 Watt) for stage inside KGBV Stall	3	Nos
98	Ledger light for stage inside KGBV Stall	2	Nos
99	Warm Light (LED)	8	Nos
100	Sparker (30 Watt)	4	Nos
101	Smoke Light (600 Watt)	2	Nos
102	Smoke & Bubble	4	Nos
103	Low Smoke (1500 Watt)	2	Nos
104	Laser 5 System	4	Nos
105	Follow Spot (2000 Watt)	1	No
106	Podium Light	4	Nos
107	Required Cable, Switch Board, Dimmer, Light control system etc. for the lights with proper ear thing	LS	LS

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
108	Transportation, Caretaker & Operation Charges	LS	LS
109	Abolite Board (36 n Channel)	1	No
110	Digital Power Section (32 Channel)	1	No
111	Digital Globe	4	Nos
112	Water fire	2	Nos
113	White arm moving	10	Nos
114	Colour Change follow	2	Nos
115	Fire laser	6	Nos
116	Automatic power backup	2	Nos
E	Sound System for Stage		
117	Audio Mixer (48 input, Imported One/Sound - Craft/Mackie/ PEVAY/TASCAM, etc)	1	No
118	Corded Microphone	12	Nos
119	(Shure SM 58/57 or equivalent)	8	Nos
120	Cordless Microphone (Shure)	6	Nos
121	Cordless Microphone (Shure) for stage inside KGBV Stall	2	Nos
122	Wireless handheld Microphone (Shure SM 58 or equivalent, 1 Microphone of 200 mtrs range)	8	Nos
123	Boundary line Microphone for Drama	10	Nos
124	Podium Microphone	4	Nos
125	Sound system RCF line array two side top		
	ETX JBL.1600w Top -side of the stage.	10	Nos
		2	Nos
		8	Nos
126	Professional Headphone for Audio Quality Monitoring	2	Nos
127	Reverbed Unit/ Audio Processor	2	Nos
128	Audio Cassette & CD/ DVD playback facility	2	Nos
129	Audio Cassette recording facility for laptop	2	Nos
130	Required cables, connectors, power conditioning equipment & connection board etc. including proper ear thing.	LS	LS
131	Transportation, Caretaker and Operation charges	LS	LS
132	82 KVA DG set including fuel, Transportation, Caretaker and Operation etc. for sound equipment	1	No
133	Sound System Machine (1200 Watt)	2	Nos
134	Sound System Machine (600 Watt)	2	Nos

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
135	Sound System Machine (500 Watt)	3	Nos
136	Power Back Up	1	No
137	Sound system with cordless mike for Dining	1	Set
F	Gate & Stage Erection		
138	Construction of gate (theme based) including required crafting and erection as per approved Design & Dimension.	2	Nos
139	Construction of box gate with frame & flex of approved design. Size-(15X15) ft. clear dimension	1	No
140	Construction of Stage (theme based) including required crafting and erection as per approved Design & Dimension.	1	No
G	Accommodation at different Schools in Bhubaneswar (only for SURAVI Programme)		
141	Gaddis	3000	Nos
142	Pillow with covers	3000	Nos
143	Bed sheets	3000	Nos
144	Blankets	3000	Nos
H	Live Streaming & Installation of CCTV Surveillance System		
	Set-up for organisation of Audio video virtual events at Programme Venue		
145	a. Virtual events/ Inauguration of Programs/ Live streaming with two-way communication through professional camera, video switcher and sound setup etc. b. High speed (Minimum 100 MBPS or above) OFC Internet facility along with Wi-Fi system at the stage area, social media stall and respective stalls as per requirements.	LS	LS
	CCTV surveillance system at programme venue		
146	a. Supply & installation of all the equipment, cameras and its related accessories. b. Camera locations in all programme -Entrance & Exit Gates, entire stage areas, auditorium areas, Sitting areas, Catering areas, Exhibition stall areas and other areas as per requirement. c. Three days video footage in softcopy format of all locations in 4 TB External HDDs should be submitted by the agency to the OSEPA authorities after completion of the program or as and when required.	LS	LS

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
K	Decoration of flower & supply of Bouquet with fitting, fixing , erection charges and delivery at OSEPA/ Venue site		
147	Entrance panel decoration of all stalls with natural fresh flowers (Marigold), fresh flower bouquets / artificial (non-plastic) flower bouquets and tri-colour Streamers (for 3 days) (1st day , 3rd day & 4 th day)	1500	running ft.
148	Three Nos. of Gates decoration with natural fresh flowers (Marigold), fresh flower bouquets and Streamers (for 3 days) (1st day , 3rd day & 4 th day)	LS	LS
149	Auditorium decoration with natural fresh flowers (Marigold), fresh flower bouquets / artificial (non-plastic) flower bouquets and Streamers (for 3 days) (1st day , 3rd day & 4 th day)	LS	LS
150	Stage decoration with 2 / 3 types of natural fresh flowers (Marigold / Gerbera / Carnation / Chrysanthemum and Streamers (approximately 70 feet) (for 3 days) (1st day , 3rd day & 4 th day)	LS	LS
151	Stage decoration (VIP)-multiple types of natural fresh flowers (Gerbera / Carnation / Chrysanthemum / Orchid / Calendula / Lilium / Marigold and Streamers for 2 day (approximately 70 feet)	LS	LS
152	Flower Bouquet with Kisan Tham & Rose	60	Nos
K	Documentation (Photography & Videography) separately for SURAVI & Nijukti Mela programme.		
153	Photography of entire programme in latest high-definition camera (pre/ during/ post) & supply of all photographs in hard disk drive	LS	LS
154	Printing & Supply of album with selected 50 Nos. of photos of the programme size-(12X8) inches	2	Nos
155	Printing & Supply of coffee table book of 20 pages. (12X8) inches mat finish	2	Nos
156	Videography of entire event (pre/ during/ post) in latest high-definition camera & supply the same in a hard disk drive	1	Unit
	Supply of edited short videos of the programme.		
157	1 minute duration	10	Nos
	3 minute duration	3	Nos

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
	5 minute duration	1	Nos
158	Drone camera for three days	1	No
L	Deployment of security Guard		
159	Male & female security guard (per shift/ per person 08 hourly duty) minimum 100 shifts of female security guard are to be provided. The location wise details will be provided by OSEPA to the selected vendor.	500	shifts
M	Stationaries		
160	Designing, Printing & supply of certificate -300 GSM glossy art paper, Multi- colour, (12X9) inch size (content is to be provided by OSEPA)	2750	Nos
161	Designing, Printing & supply of merit certificate -300 GSM glossy art paper, Multi-colour, (12X9) inch size (content is to be provided by OSEPA)	250	Nos
162	Designing, Printing & supply Identity Card with lace & transparent plastic cover-170 GSM glossy art paper, (5X3.5) inch size, multi-colour (content is to be provided by OSEPA)	3000	Nos
163	Designing, Printing & supply Lanyards I card (5X3.5) inch (content is to be provided by OSEPA)	600	Nos
164	Designing, Printing & supply of Invitation Card -170 GSM glossy art paper, (16X8) inch size, multi- colour, both side printing - (content is to be provided by OSEPA)	1000	Nos
165	Designing, Printing & supply of Invitation Card cover - 300 GSM glossy art paper,(16X8) inch size, multi-colour, both side printing -(content is to be provided by OSEPA)	1000	Nos
166	Designing, Printing & supply of Registration format -130 GSM glossy art paper,(8X6) inch size, multi-colour printing - (content is to be provided by OSEPA)	3000	Nos

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
167	Designing Printing & Supply of Note book Specification (i) Paper -Inner page -70 GSM (ii) Paper-Cover page – 170 GSM of Glossy art paper (iii) Size - (9.5 X 7) inches (24X18) CM (iv) Colour - Cover page-Multi Colour (v) Inner page–Plain white paper (vi) Nos. of Pages - 176 pages (172 inner pages + 4 cover pages) (vii) Stitching - Middle staple (viii) Printing - Sheet fed (cover pages). The detailed content will be provided by OSEPA.	4000	Nos
168	Supply of ball point Pen of reputed brand (M.R.P. of Rs.10/-)	4000	Nos
169	Supply of ball point Pen of reputed brand (M.R.P. of Rs.50/- to Rs.60/-)	200	Nos
170	Supply of ball point Pen of reputed brand (M.R.P. of Rs.100/- to Rs.130/-)	60	Nos

SECTION: 3
TECHNICAL PROPOSAL SUBMISSION FORMS

TECH- 1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

Date:
Place

To
The State Project Director
Odisha School Education Programme Authority
Shiksha Soudha, Unit-V, Bhubaneswar, Odisha-751001

Sub: Technical Proposal for providing Event Management Services .

Dear Madam/ Sir,

I, the undersigned, offer to provide the services for the proposed assignment in response to your Request for Proposal No.____, Dated:

I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal(RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf. I understand you are not bound to accept any proposal you receive.

Yours faithfully

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder:

TECH- 2

General Details of the Bidder

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Bhubaneswar, Odisha If Yes, Please furnish details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No.: Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN & TAN	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials with Date & Seal]: _____

Name and Designation with Date and Seal: _____

TECH- 3

Bidder Organization Financial Details

Financial Information in INR				
Details	FY 2022-23	FY 2023-24	FY 2024-25	Average
Turnover from event management services (in Lakh) in case of the bidder filled ITR for AY 2025-26				
Turnover from event management services (in Lakh) in case of the bidder not filled ITR for AY 2025-26	FY- 2021-22	FY 2022-23	FY 2023-24	Average
	<p><i>Supporting Documents:</i> Audited financial statements for the last three Financial Years, (2022-23, 2023-24 & 2024-25 or 2021-22, 2022-23 & 2023-24 as the case may be. (Copies of income & expenditure statement/ Profit & loss account and balance sheet certified by CA for the respective Financial Years are mandatory along with this Form)</p> <p><i>Filled in information in this Format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the Technical Proposal.</i></p>			

Signature and Seal of the CA with Date:

Membership No.

Name of the Firm.

UDIN:

Authorized Signatory of the Bidder [*In full and initial 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 of event management from 2022-23 onwards)
(Assignments for ₹1 cr. or above in a single work order)

Sl. no.	Year	Name of the Assignment with details	Name of the Client	Contract value (in INR) and duration in month	Date of Award / commencement of assignment	Date of completion of assignment	Remarks
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

***Note:** Bidders are requested to furnish the list of similar assignments undertaken from FY 2022-23 onwards as per the above prescribed Format. Information not conforming to the above Format will be treated as non-responsive. Document as asked for in Technical Evaluation need to be furnished along with the above information.*

Authorized Signatory [In full and initials with Date & Seal]: _____

Name and Designation with Date and Seal: _____

TECH - 5

DECLARATION REGARDING ANY CONFLICTING ACTIVITIES

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Section 1: [Information to the Bidder] under Eligibility Criteria. If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

I, hereby declare that our Agency as an Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 1: [Information to the Bidder] under Eligibility Criteria.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [In full and initial with Date and Seal]: _____

Communication Address of the Bidder: _____

ON ₹10/- STAMP PAPER

TECH – 6

UNDERTAKING/ DECLARATION

(On the stamp paper of appropriate value)

1. I, _____ Son/ Daughter/ Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this undertaking/declaration and execute this tender document.
2. I certified that I have not committed any offense –
 - (a) Under the Prevention of Corruption Act, 1988; or
 - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
 - (c) I have not been debarred by any Central / State Government Organization/ Bodies for the last 03 years.”
3. I have carefully read the entire bid document and understood all the terms and conditions of it and undertake to abide by them.
4. The information / documents/papers furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law. In case of any wrong or false information as found by OSEPA, the State Project Director, OSEPA, has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the tender.

Place: _____ BIDDER'S OFFICIAL SIGNATORY

Date: _____ Name & Designation with Rubber Stamp/ Official Seal of the Firm.

TECH-7

(In Electrical Contractor's Letter Head)

[Location, Date]

To,

**The State Project Director
Odisha School Education Programme Authority
Shiksha Soudha, Unit-V, Bhubaneswar, Odisha-751001**

Sub: Consent letter for execution of Electrical work.

Sir/ Madam,

I, Shri./ Smt. _____(Name of the electrical contractor) having electrical licence no. _____ valid upto _____ (self-attested copy enclosed), do hereby giving my consent to execute the electrical work **for & on behalf of** M/s _____(Name of the Bidder) in connection with Notice Inviting RFP No. _____ dated _____ floated by OSEPA , if the bidder is awarded the contract by OSEPA. Copy of my valid electrical license is attached for reference.

(Name: _____)
Signature of the Electrical Contractor

TECH-8

(In Security Service Providers Letter Head)

[Location, Date]

To,

**The State Project Director
Odisha School Education Programme Authority
Shiksha Soudha, Unit-V, Bhubaneswar, Odisha-751001**

Sub: Consent letter for providing security guards.

Dear Sir/ Madam,

I Shri./ Smt. _____, proprietor/
partner of _____(Name of the security service providing agency)
having License to Engage in the Business of Private Security issued by Odisha Police under
Private Security Agency (Regulation) Act. no. _____ valid upto _____, do
hereby giving my consent to provide the security guard (male & female) for & on behalf of
M/s _____(Name of the Bidder) in connection with
Notice Inviting RFP No. _____ dated _____ floated by OSEPA , if the bidder is
awarded the contract by OSEPA .Self attested copy of my valid license is attached for
reference.

(Name: _____)
Signature on behalf of the Security service provider)

SECTION: 4
FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER
(In Bidder's Letter Head)

Place:

Date:

To

**The State Project Director
Odisha School Education Programme Authority
Unit-V, Bhubaneswar. , Odisha-751001**

Sub: Submission of Financial Proposal for providing Event Management Services .

Madam,

I, the undersigned, offer to provide the Event Management Services in accordance with your RFP No._____, Dated _____ Our Financial Proposal for **Rs._____ (Rupees _____)** only is attached herewith. The rate offered by the Agency shall be **inclusive** of all taxes, charges, material , transportation cost, labour cost, tool and plants, dismantling cost after the programme, chemical treatment and other precautionary measures required for fire safety and obtaining fire safety certificate from appropriate Authority of Govt. etc. The item wise detailed is attached as **FIN-2**.

I do hereby undertake that in the event of acceptance of our BID, the services shall be provided as per the terms and conditions stipulated in the RFP document and subsequent executive instructions, if any. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the services accordingly.

I understand that you are not bound to accept any/all proposal you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

Item wise details of price

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
(A) Construction of Tent House and other Allied works at Govt. Capital High School, Unit-3 Bhubaneswar					
a	Stage & Auditorium				
1	Erection of Stage & Auditorium with Aluminium German Hanger structure (100'X250') made out of aluminium post, truss and fireproof trippal covering of required height. Back of the stage will cover with waterproof material.	25000	sq. ft.		
2	Construction of Stage Platform (70'X45'), top of the floor of stage - 4' Height from the ground. The stage will access with 2 no. of stairs (Step of minimum width 6', Riser not more than 6"). 1 Ramp with railing of 6' width of gradient not more than 1:12. Back of the stage will cover. Required walling and ceiling at desired height to be provided.	1	No		
3	Provision of synthetic carpet to the floor, step and ramp of stage (70'x45') and D-area in front of stage	7000	sq. ft.		
4	Side batten Partition Wall	2000	sq. ft.		
5	Black Jhallar	1300	sq. ft.		
6	Provision of cloth covering to 3 side of the stage (Ground to Stage)	650	sq. ft.		
7	3 Green Room with cloth ceiling with waterproof roofing of size 15'x 20' each with Carpeting and Side walling complete in all respect	900	sq. ft.		
8	Green room-mirror with stand	2	Nos.		
9	Green room-wooden table- 8'x4'	12	Nos.		
10	Double Sofa (for stage)	30	Nos.		
11	Single Sofa	30	Nos.		
12	VIP guest Chair	50	Nos.		
13	Stage Tea Poi	15	Nos.		
14	Plastic Chair without arm	4000	Nos.		
15	Table for stage / green room management	50	Nos.		
16	Tablecloth	50	Nos.		

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
17	Provision of Air Conditioned VVIP Lounge of size 15' X 20' with executive finished with plywood walling with arrangement of door, colouring and proper ceiling. The floor should be finished with good quality carpet over wooden platform. Executive Sofa and Tea Poy for accommodating of six to eight persons. One no. of bio-toilet with running water facility including supply of water to be attached with the lounge, etc.. The lounge to be set up near by the stage.	1	Set		
18	Provision of Air-Conditioned Lounge for officials of size 15' X 20' with executive finished with ply wood walling with arrangement of door, colouring and proper ceiling. The floor should be finished with good quality carpet over wooden platform. Executive Sofa and Tea Poi for accommodating of six to eight persons with set up of working table and chairs One no. of bio-toilet with running water facility including supply of water to be attached with the lounge, etc.	2	Set		
b	Dining Hall with Kitchen				
19	Dining Hall with Aluminium German Hanger structure (66'X150') made out of aluminium post, truss and fireproof trippal covering of roof and walls.	9900	sq. ft.		
20	Dining Hall intermediate partition walling	4000	sq. ft.		
21	Kitchen with fire and waterproof roofing	3000	sq. ft.		
22	Store room for Kitchen with waterproof roofing & walling with tin sheet	1000	sq. ft.		
23	Serving Table with cloth for Dining	50	Nos		
24	Round Dining Table with cloth for Dining	10	Nos		
25	Dining Chair (Banquet)	50	Nos		
26	Wash Basin with running water facilities through taps including waste line connection & fittings etc & raised platform	30	Nos		
27	Construction of Wooden platform (raiser) of 06 inches height from floor with net carpet for dining and store	10900	sq. ft.		
28	Waterproof roofing at 11' height from floor with ceiling & wooden platform (Drinking water space)	500	sq. ft.		

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
c	Workshop Area & Stalls				
29	Workshop area with Aluminium German Hanger structure of size (70ft X230 ft. approx) made out of aluminium post, truss and fireproof trippal covering of required height with three side covering	16100	sq. ft.		
30	Construction of Platform (wooden) 06 inches height from ground to be covered with synthetic carpet for stalls. (70ft X230 ft. approx)	16100	sq. ft.		
31	Construction of Stalls with Aluminium German Hanger structure (36' Width approx.) made out of aluminium post, truss and fireproof trippal covering of required height with three side covering				
(i)	Block A (200' X 36')	7200	sq. ft.		
(ii)	Block B (100' X 36')	3600	sq. ft.		
(iii)	Block C (100' X 36')	3600	sq. ft.		
(iv)	Block D (100' X 36')	3600	sq. ft.		
32	Construction of Platform (wooden) 06 inches height from ground to be covered with synthetic carpet for stalls (264'x36').				
(i)	Block A (200' X 36')	7200	sq. ft.		
(ii)	Block B (100' X 36')	3600	sq. ft.		
(iii)	Block C (100' X 36')	3600	sq. ft.		
(iv)	Block D (100' X 36')	3600	sq. ft.		
33	Provision of Plywood wall finished with white colour paint over putty of minimum height 10' for purpose of stall	25000	sq. ft.		
34	Provision of Plywood wall finished with white colour paint over putty of minimum height 12' for PSSS stall	4000	sq. ft.		
35	Provision of well finished wooden/ modular table of size 3'X2' of standard height to be placed inside the stalls	80	Nos		
36	Provision of visitor chair with arm to be placed inside the stalls	160	Nos		

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
37	Installation of Pagoda Tent of size 3 mtr X 3 mtr with four side covering. Floor matting, 2 Nos. of modular Table and 4 Nos. of visitor chair for the purpose of different service centre.	8	Nos		
38	Construction of 02 steps wooden rack (1ft raiser X 1ft tread) starting at a height of 02 ft from the floor	1500	running ft.		
39	My dream school construction of frame of size 4', length-40', width-8' and height of 4'. The top will incline both sides finished with flex/cloth for writing purpose.	1	No		
d	Interior set up in KGBV Stall of size 40'X20'				
40	3 Nos. of Stage inside the stall of Size 12'X12'	500.00	sq. ft		
41	Provision of Flex	400	sq. ft.		
42	Plywood wall finish with required paint (Except art & terracotta paint)	2500	sq. ft		
43	Wooden Batten	600	running ft.		
44	Terracotta and other painting at the stall (both inside and outside)	LS			
45	Balloon & flower decoration	LS			
46	Plant decoration	LS			
e	Others				
47	Dust Bin (child friendly) big size	50	Nos		
48	Erection of Box gate (12ft X 15ft) with approved design, complete in all respect.	2	Nos		
49	MS fabricated barricading at auditorium and ground	1500	running ft.		
50	Standard Suggestion Box	5	Nos		
51	Synthetic Carpet on ground	10000	sq. ft.		
52	Argo net Carpet (auditorium and entire ground)	100000	sq. ft.		
B	Waste Management and Sanitation				
53	Provision of temporary toilets separate for Boys & Girls (20 each) with running water facility including cleaning, water supply, sewerage system, sanitation, etc. complete in all respect.	40	Nos		
54	Deployment of personnel (both male and female) for cleaning of entire area and waste management.				
	Stage & Auditorium	8	Nos		

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
	Dining and Kitchen	10	Nos		
	Stall and ground	12	Nos		
	Cleaning of toilet	5	Nos		
C	Branding and Hoarding				
55	Printing, supply and fixing of flex of 3' -Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) fascia (as per approved design) with frame on front side of stalls				
(i)	Block A (200' X 3')	600	sq. ft.		
(ii)	Block B (100' X 3')	300	sq. ft.		
(iii)	Block C (100' X 3')	300	sq. ft.		
(iv)	Block D (100' X 3')	300	sq. ft.		
56	Provision of stall naming with 5mm Sun Board with approved design of size 6' X 1'6"	500	sq. ft.		
57	Printing & supply of flex (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) with approved design & fixing with frame made out of wooden Batton / MS Pipe of different size for display of signage/ flex/ hoarding /standee with installation etc. complete in all respect.	7000	sq. ft.		
58	Printing, supply and fixing of flex of 4' (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) fascia (as per approved design) with frame on 02 sides of Auditorium (Hanger)	2000	sq. ft.		
59	Printing, supply and fixing of flex (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) of approved design.	3000	sq. ft.		
60	Printing, supply, fixing with framing of flex (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) with approved design) for branding as per approved design for the triangular portion of hanger - Auditorium	1500	sq. ft.		

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
61	Printing, supply, fixing with framing of flex (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) with approved design) for branding as per approved design for the triangular portion of hanger (stall)	800	sq. ft.		
62	Erection of hoarding including printing & supply of flex(Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) with approved design) of size 20' X 10' fixing with MS Pipe complete in all respect including cost, conveyance, labour, etc. in 20 different locations under BMC area	20	Nos		
63	Erection of hoarding including printing & supply of flex (Cotton / Fabric good quality Media Materials with Conical head print (Multicolour) with approved design) of size 12' X 10' fixing with MS Pipe complete in all respect including cost, conveyance, labour, etc. in 10 different locations under BMC area	10	Nos		
64	Supply and installation of Road median branding of size 4' X 2' complete in all respect including cost, conveyance, labour, etc.	300	Nos		
65	Rotate type glow display board of size 8'X6' complete in all respect including cost, conveyance, labour, etc.	4	Nos		
D	Electrical Works (Fixing & Connection of Electrical Fittings)				
	For Auditorium, Dining, Ground etc.				
66	Spotlight (LED) for inside stalls	500	Nos		
67	Spotlight (LED) for PSSS stalls	100	Nos		
68	Ceiling Fan	150	Nos		
69	200 W LED Halogen	110	Nos		
70	500 W LED Halogen	100	Nos		
71	Generator (125 KW with fuel) for 4 days	2	Nos		
72	Generator (65 KW with fuel) for 4 days	1	No		
73	Generator (sound less 05 KW with fuel) for 4 days at accommodation schools	12	Nos		
74	Lichu Bulb Chain	20000	Nos		

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
75	Applique Chandua	300	Nos		
76	15-amp power socket board with cabling	40	Nos		
77	5 Amp power socket board with cabling for stall @ 2 Nos.	130	Nos		
78	Fire Extinguisher	10	Nos		
79	Provision of high speed wall mounted / stand fan (big) for auditorium	20	Nos		
80	Provision of Desert Cooler with two ft. raiser for Auditorium	40	Nos		
81	Fixing of main panel board with main switch ,change over, MCB, earthing point etc with cabling	LS	LS		
82	Supply and Constructions of light tower made up of steel (4'x4'x20'ht)	10	Nos		
83	LED Panel (20' X 12') (Stage)	1	No		
84	LED Panel (3' X 4') (Stage)	1	No		
85	LED Panel (8' X 8') (Auditorium)	4	Nos		
86	LED Panel (8' X 6')	1	No		
87	LED TV (4' X 6')	2	No		
	Electrical works for Stage				
88	Tower air Conditioner- 4 tonnage	3	Nos		
89	PAR (64/72) Colour	16	Nos		
90	700-Watt PAR (White)	16	Nos		
91	54 X 54 Colour Palco LED	40	Nos		
92	Moving Satfi 20 R	20	Nos		
93	Blinder (6 X 6)	4	Nos		
94	Blinder (8 X8)	4	Nos		
95	200 LED Colour Metal	12	Nos		
96	PALCO (6 Watt)	16	Nos		
97	PALCO (6 Watt) for stage inside KGBV Stall	3	Nos		
98	Ledger light for stage inside KGBV Stall	2	Nos		
99	Warm Light (LED)	8	Nos		
100	Sparker (30 Watt)	4	Nos		
101	Smoke Light (600 Watt)	2	Nos		
102	Smoke & Bubble	4	Nos		
103	Low Smoke (1500 Watt)	2	Nos		
104	Laser 5 System	4	Nos		
105	Follow Spot (2000 Watt)	1	No		

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
106	Podium Light	4	Nos		
107	Required Cable, Switch Board, Dimmer, Light control system etc. for the lights with proper ear thing	LS	LS		
108	Transportation, Caretaker & Operation Charges	LS	LS		
109	Abolite Board (36 n Channel)	1	No		
110	Digital Power Section (32 Channel)	1	No		
111	Digital Globe	4	Nos		
112	Water fire	2	Nos		
113	White arm moving	10	Nos		
114	Colour Change follow	2	Nos		
115	Fire laser	6	Nos		
116	Automatic power backup	2	Nos		
E	Sound System for Stage				
117	Audio Mixer (48 input, Imported One/Sound - Craft/Mackie/ PEVAY/TASCAM, etc)	1	No		
118	Corded Microphone	12	Nos		
119	(Shure SM 58/57 or equivalent)	8	Nos		
120	Cordless Microphone (Shure)	6	Nos		
121	Cordless Microphone (Shure) for stage inside KGBV Stall	2	Nos		
122	Wireless handheld Microphone (Shure SM 58 or equivalent, 1 Microphone of 200 mtrs range)	8	Nos		
123	Boundary line Microphone for Drama	10	Nos		
124	Podium Microphone	4	Nos		
125	Sound system RCF line array two side top				
	ETX JBL.1600w Top -side of the stage.	10	Nos		
		2	Nos		
		8	Nos		
126	Professional Headphone for Audio Quality Monitoring	2	Nos		
127	Reverbed Unit/ Audio Processor	2	Nos		
128	Audio Cassette & CD/ DVD playback facility	2	Nos		
129	Audio Cassette recording facility for laptop	2	Nos		
130	Required cables, connectors, power conditioning equipment & connection board etc. including proper ear thing.	LS	LS		
131	Transportation, Caretaker and Operation charges	LS	LS		

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
132	82 KVA DG set including fuel, Transportation, Caretaker and Operation etc. for sound equipment	1	No		
133	Sound System Machine (1200 Watt)	2	Nos		
134	Sound System Machine (600 Watt)	2	Nos		
135	Sound System Machine (500 Watt)	3	Nos		
136	Power Back Up	1	No		
137	Sound system with cordless mike for Dining	1	Set		
F	Gate & Stage Erection				
138	Construction of gate (theme based) including required crafting and erection as per approved Design & Dimension.	2	Nos		
139	Construction of box gate with frame & flex of approved design. Size-(15X15) ft. clear dimension	1	No		
140	Construction of Stage (theme based) including required crafting and erection as per approved Design & Dimension.	1	No		
G	Accommodation at different Schools in Bhubaneswar (only for SURAVI Programme)				
141	Gaddis	3000	Nos		
142	Pillow with covers	3000	Nos		
143	Bed sheets	3000	Nos		
144	Blankets	3000	Nos		
H	Live Streaming & Installation of CCTV Surveillance System				
	Set-up for organisation of Audio video virtual events at Programme Venue				
145	a. Virtual events/ Inauguration of Programs/ Live streaming with two-way communication through professional camera, video switcher and sound setup etc. b. High speed (Minimum 100 MBPS or above) OFC Internet facility along with Wi-Fi system at the stage area, social media stall and respective stalls as per requirements.	LS	LS		
	CCTV surveillance system at programme venue				

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
146	a. Supply & installation of all the equipment, cameras and its related accessories. b. Camera locations programme -Entrance & Exit Gates, entire stage areas, auditorium areas, Sitting areas, Catering areas, Exhibition stall areas and other areas as per requirement. c. Three days video footage in softcopy format of all locations in 4 TB External HDDs should be submitted by the agency to the OSEPA authorities after completion of the program or as and when required.	LS	LS		
K	Decoration of flower & supply of Bouquet with fitting, fixing , erection charges and delivery at OSEPA/ Venue site				
147	Entrance panel decoration of all stalls with natural fresh flowers (Marigold), fresh flower bouquets / artificial (non-plastic) flower bouquets and tri-colour Streamers (for 3 days) (1st day , 3rd day & 4 th day)	1500	running ft.		
148	Three Nos. of Gates decoration with natural fresh flowers (Marigold), fresh flower bouquets and Streamers (for 3 days) (1st day , 3rd day & 4 th day)	LS	LS		
149	Auditorium decoration with natural fresh flowers (Marigold), fresh flower bouquets / artificial (non-plastic) flower bouquets and Streamers (for 3 days) (1st day , 3rd day & 4 th day)	LS	LS		
150	Stage decoration with 2 / 3 types of natural fresh flowers (Marigold / Gerbera / Carnation / Chrysanthemum and Streamers (approximately 70 feet) (for 3 days) (1st day , 3rd day & 4 th day)	LS	LS		
151	Stage decoration (VIP)-multiple types of natural fresh flowers (Gerbera / Carnation / Chrysanthemum / Orchid / Calendula / Lilium / Marigold and Streamers for 2 day (approximately 70 feet)	LS	LS		
152	Flower Bouquet with Kisan Tham & Rose	60	Nos		
K	Documentation (Photography & Videography) separately for SURAVI & Nijukti Mela programme.				
153	Photography of entire programme in latest high-definition camera (pre/ during/ post) & supply of all photographs in hard disk drive	LS	LS		

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
154	Printing & Supply of album with selected 50 Nos. of photos of the programme size-(12X8) inches	2	Nos		
155	Printing & Supply of coffee table book of 20 pages. (12X8) inches mat finish	2	Nos		
156	Videography of entire event (pre/ during/ post) in latest high-definition camera & supply the same in a hard disk drive	1	Unit		
	Supply of edited short videos of the programme.				
157	1 minute duration	10	Nos		
	3 minute duration	3	Nos		
	5 minute duration	1	Nos		
158	Drone camera for three days	1	No		
L	Deployment of security Guard				
159	Male & female security guard (per shift/ per person 08 hourly duty) minimum 100 shifts of female security guard are to be provided. The location wise details will be provided by OSEPA to the selected vendor.	500	shifts		
M	Stationaries				
160	Designing, Printing & supply of certificate -300 GSM glossy art paper, Multi- colour, (12X9) inch size (content is to be provided by OSEPA)	2750	Nos		
161	Designing, Printing & supply of merit certificate -300 GSM glossy art paper, Multi-colour, (12X9) inch size (content is to be provided by OSEPA)	250	Nos		
162	Designing, Printing & supply Identity Card with lace & transparent plastic cover-170 GSM glossy art paper, (5X3.5) inch size, multi-colour (content is to be provided by OSEPA)	3000	Nos		
163	Designing, Printing & supply Lanyards I card (5X3.5) inch (content is to be provided by OSEPA)	600	Nos		
164	Designing, Printing & supply of Invitation Card -170 GSM glossy art paper, (16X8) inch size, multi- colour, both side printing - (content is to be provided by OSEPA)	1000	Nos		

Sl. No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (In ₹.)	Total (In ₹)
	1	2	3	4	5=3x4
165	Designing, Printing & supply of Invitation Card cover -300 GSM glossy art paper,(16X8) inch size, multi- colour, both side printing -(content is to be provided by OSEPA)	1000	Nos		
166	Designing, Printing & supply of Registration format -130 GSM glossy art paper,(8X6) inch size, multi-colour printing - (content is to be provided by OSEPA)	3000	Nos		
167	Designing Printing & Supply of Note book Specification (i) Paper -Inner page -70 GSM (ii) Paper-Cover page – 170 GSM of Glossy art paper (iii) Size - (9.5 X 7) inches (24X18) CM (iv) Colour - Cover page-Multi Colour (v) Inner page–Plain white paper (vi) Nos. of Pages - 176 pages (172 inner pages + 4 cover pages) (vii) Stitching - Middle staple (viii) Printing - Sheet fed (cover pages). The detailed content will be provided by OSEPA.	4000	Nos		
168	Supply of ball point Pen of reputed brand (M.R.P. of Rs.10/-)	4000	Nos		
169	Supply of ball point Pen of reputed brand (M.R.P. of Rs.50/- to Rs.60/-)	200	Nos		
170	Supply of ball point Pen of reputed brand (M.R.P. of Rs.100/- to Rs.130/-)	60	Nos		

In words (Rupees _____)

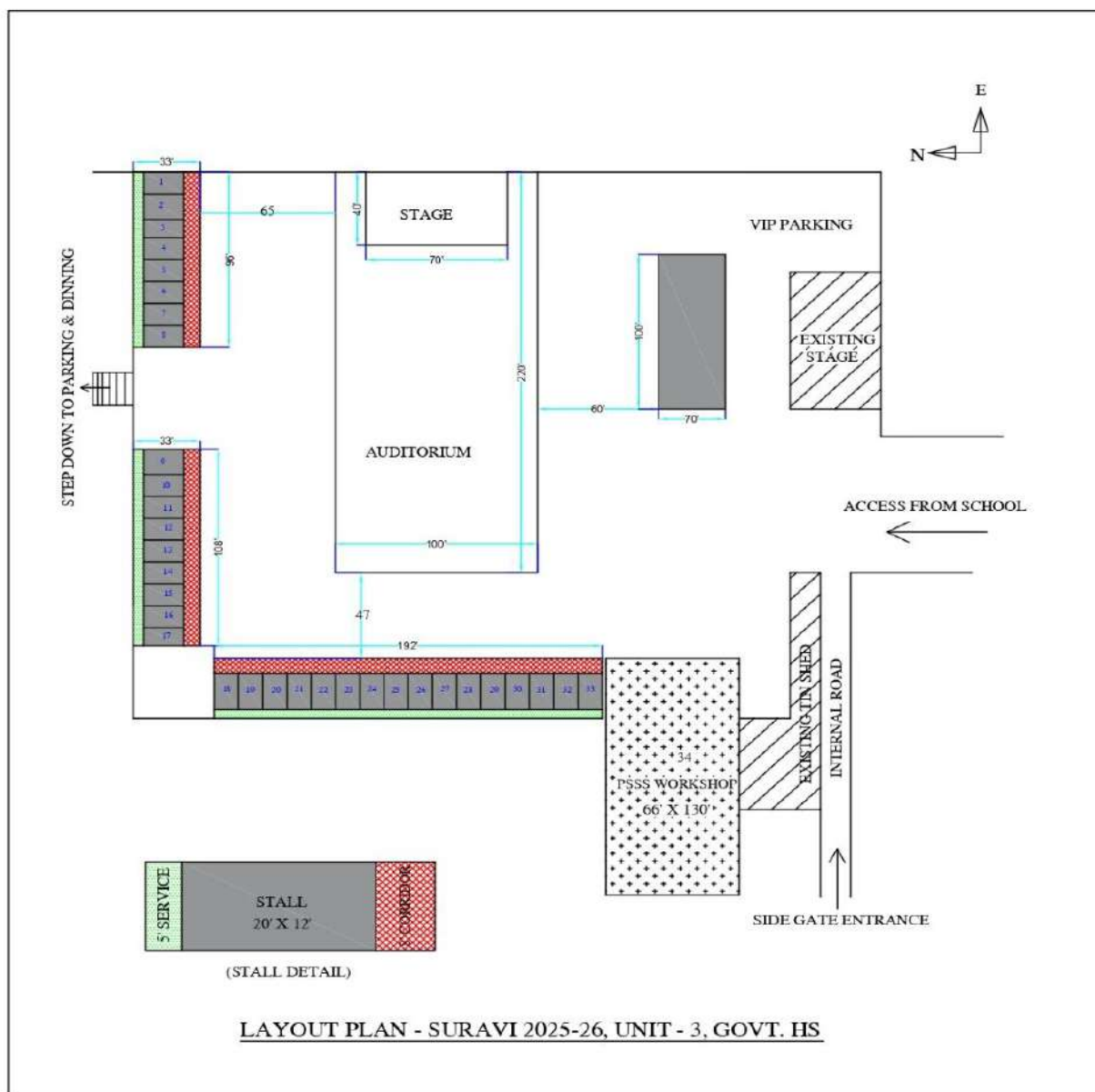
The rate offered by the Agency shall be **inclusive** of all taxes, charges, material, transportation cost, labour cost, tool and plants, dismantling cost after the programme, chemical treatment and other precautionary measures required for fire safety and obtaining fire safety certificate from appropriate Authority of Govt. etc

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

Name and Designation

SECTION: 5 **ANNEXURES**

TENTATIVE LAYOUT PLAN



N.B: The given lay out plan is tentative.

It may be changed partially or fully as per requirement during execution.

ANNEXURE-II**BID SUBMISSION CHECK LIST**

Sl.no	Description	Submitted (Yes/No)	Page No.
(A)	PRE QUALIFICATION PROPOSAL		
1	Covering Letter (TECH -1)		
2	General Details of the Bidder (TECH - 2)		
3	Copy of Certificate of Incorporation / Registration of the Bidder		
4	Copy of GST registration certificate		
5	Copy of PAN & TAN		
6	Financial details of the bidder (TECH - 3) along with all the supporting documents for the concerned period		
7	Copies of IT Returns for the last 3 AYs as mentioned in eligibility criteria		
8	Copy of (i) Work Order/ Contract Document & (ii) Work Completion Certificates from the previous Clients. (TECH-4)		
9	Copy of valid EPF registration code issued by EPF Authority.		
10	Copy of Electronic Challan cum Return (ECR) for wage month June, 2025, July 2025 & August 2025.		
11	Copy of Electricity Bill/Telephone Bill/Rent Agreement/OGST Or any other document as proof of office in the State of Odisha.		
12	Consent from Electrical Contractor (TECH-7) with electrical license.		
13	Consent from Security Service Provider (TECH-8) with license		
14	Undertaking/ Declaration (TECH-6)		
15	Declaration of Conflict of interest (TECH-5)		
16	Valid Address proof of local office at Bhubaneswar		
17	Bid Security/ EMD or supporting document of EMD exemption.		
18	Bid Processing Fee of ₹10,000/ in shape of DD/ BC		
19	Any other Document as asked for in this RFP		
(B)	TECHNICAL PROPOSAL		
1	Copy of Certificate from statutory auditor in TECH-3 format along with audited financial statements for the three financial years either as per NB (i) or NB (ii) of eligibility criteria.		
2	Duly filled in TECH-4 Format & Copy of (i) Work Order/ Contract Document & (ii) Work Completion Certificates from the previous Clients		
3	Documentary proof of years of experience on providing Event management Services.		
4	Colour Printout of in A3 size paper of theme-based Design separately for Stage & Gate to be submitted at the time of Presentation		
(C)	FINANCIAL PROPOSAL		
1	Covering Letter (FIN- 1)		
2	Summary of Financial Proposal (FIN-2)		

Authorized Signatory [*In full and initials with Date & Seal*]

Name and Designation: