



REQUEST FOR PROPOSAL(RFP)

**FOR SELECTION OF AGENCY FOR PROVIDING
EVENT MANAGEMENT SERVICES FOR SURAVI 2024**

OCTOBER-2024

No. 9817/CW/2024 dated 04/10/2024



**ସମଗ୍ର ଶିକ୍ଷା
ସମଗ୍ର ଶିକ୍ଷା
Samagra Shiksha**



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

SHIKHYA SOUDH, UNIT-V, BHUBANESWAR-751001.

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 the 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. The OSEPA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The 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. The OSEPA also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder 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 the 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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समग्र शिक्षा
Samagra Shiksha



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

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

RFP No:9817/CW/2024

Dated.04/10/2024

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 State Level Students’ Festival “SURAVI 2024” Scheduled to be held from **12th - 14th November, 2024 at Capital High School , Unit-III, Bhubaneswar.**

The RFP document will be available in the OSEPA website i.e **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 in the website mentioned above.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of availability of RFP document in OSEPA website	By 08/10/2024
2	Last Date for Receipt of Bid	By 25/10/2024 (by 12.00 Noon)
3	Date and Time of Opening of Technical Bid and Technical Evaluation	On 25/10/2024 from 1.00 P.M. onwards
4	Date of Opening of Financial Bid of technically qualified bidders.	On 25/10/2024 (after technical evaluation)

The proposal complete in all respects must reach the undersigned by Speed Post / Registered Post / Courier **only** latest **by 12.00Noon on 25/10/2024**. 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- 2024
2	Name of the Client	Odisha School Education Programme Authority (OSEPA), "Shiksha Soudha", Unit-V, Bhubaneswar, Odisha-751001
3	Method of Selection	Least Cost based Selection (L1 – For bidders securing a minimum of 70 marks and above in technical evaluation)
4	Date of Issue of RFP in	By 08/10/2024
5	Last date for sending queries to OSEPA (to be sent by e mail only)	15/10/2024 Queries may be sent by email: opepacivilwing@gmail.com
6	Issue of responses to queries	Date: 17/10/2024
7	Last Date, Time for receipt of Bid Proposal	25/10/2024 (Up to 12 noon)
8	Date and Time of Opening of Technical Bid, Technical Evaluation & presentation by eligible bidders	On 25/10/2024 from 1.00 P.M. onwards
9	Date of Opening of Financial Bid of technically qualified bidders.	On 25/10/2024 (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 5% of the Contract Value within 03 days of issue of Letter of Award (LoA)

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	Requisite Documents
1	The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / Universities /National & International Organizations for at least 5 years 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 Odisha GST (OGST) Act.	Copy of Valid Goods & Services Tax (GST) registration certificate registered under Odisha GST (OGST) Act.
3	The bidder must have PAN /TAN issued by IT Deptt.	Copy of valid PAN/TAN
4	The Agency should have average annual turnover of Rs.1.00 crore or more from Event Management Services for the last 03 Financial Years.(FY) NB: (i) In case of bidder/s filed Income Tax Return (ITR) of Assessment Year (AY) 2024-25 (i.e FY 2023-24), the last three Financial years would be 2021-22,2022-23&2023-24. (ii) In case of bidder/s not filled ITR of AY 2024-25 (i.e FY 2023-24) , the last three Financial years shall be FY 2020-21,2021-22,2022-23.	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.
5	The Bidder must have successfully completed at least one assignments 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 Rs.50 lakh in a single order from FY 2021-22 onwards. Note: Social Events like private parties, marriages, etc. shall NOT be considered for evaluation	Copy of Work Order/ Contract Document with Work Completion Certificates from the previous Clients. OR Copy of Work Order/Contract Document & GST invoice rose against the previous client.
6	The Firm/ Agency should have fully functional local office in Bhubaneswar.	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)

Sl. No	Eligibility Criteria	Requisite Documents
7	Valid Electrical license	The bidder is required to furnish 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 15/11/2024 & beyond. The electrical license not having validity at least up to 15/11/2024 shall be treated as invalid & the proposal of the bidder is liable for rejection on the above ground.
8	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 15/11/2024 & beyond. The license not having validity at least up to 15/11/2024 shall be treated as invalid & the proposal of the bidder is liable for rejection on the above ground.
9	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.
10	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 conflicting nature. (TECH-5)

The bidders have to furnish requisite information in the formats, copies of above documents duly signed, 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 Proposal of bidders will be scrutinized as per the eligibility criteria and technical evaluation as defined in the RFP. The bidders fulfilling the eligibility criteria and technical evaluation conditions shall be considered as technically qualified. These technically qualified bidders would only be considered for Financial Proposal evaluation.

Part 2: Financial Proposal

Financial Proposal of technically qualified bidders (based on technical proposal and technical evaluation as indicated above) will only be opened and evaluated. Bidders quoting Lowest Bid Value i.e. L1 among the technically qualified bidders, shall be selected as successful bidder.

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-2024**".
- 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-2024**". **In case the document is submitted in pre-qualification proposal & the same is required for technical evaluation, the bidder has to enclose it again in the Technical Proposal envelope also.**
- i) **Financial Proposal**: The envelope containing financial proposal, shall be sealed and superscripted "**Financial Proposal – Selection of Agency for providing Event Management Services for SURAVI-2024**". 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 above three envelopes have to be sealed and placed inside one envelope with proper labeling of 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 followed by power point presentation on the **theme based design of Stage & Gate, Approach , Methodology, Execution plan etc.** 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:

- a. Copy of Certificate of Incorporation/ Registration.
- b. Copy of PAN & TAN
- c. Copy of Valid Goods & Services Tax (GST) registration certificate registered under Odisha GST (OGST) Act.
- d. Copy of Certificate from statutory auditor along with audited financial statements for the three financial years as mentioned in eligibility criteria. **(TECH-3)**
- e. Copies of the IT Returns as mentioned in eligibility criteria.
- f. Copy of Work Order/Contract Document with Work Completion Certificates from the previous Clients **OR** Copy of Work Order/Contract Document & GST invoice rose against the previous client. **(Tech-4)**
- g. Copy of valid Electrical License **or** consent of electrical contractor in prescribed format with his/her valid electrical license. **(TECH-7)**
- h. 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)**
- i. Undertaking/ declaration in **TECH-6** form on stamp paper of appropriate value.
- j. Declaration on the bidder's letter head that the Agency is not carrying out any activity which is of conflicting nature. **(TECH-5).**
- k. Valid Address Proof of the local office at Bhubaneswar (Electricity Bill / Telephone Bill / Rent Deed etc.)
- l. Bid Security /EMD or supporting document in case bidder's claim on exemption of Bid Security /EMD
- m. DD of Rs.10,000/- as Bid Processing fees.
- n. Organization Details. **(Tech-2)**
- o. Covering Letter. **(Tech-1)**

NB: The bidder/s is 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 respect, indexed and spiral bound. 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	<p>Minimum average annual turnover of ₹ 1 Crores over last three financial years of undertaking Event Management activities:</p> <ul style="list-style-type: none"> Rs. 1 Crores Upto Rs. 1.5 Crores – 10marks More than Rs. 1.5 Crores Upto Rs. 2 Crores – 15 marks More than Rs. 2 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	<p>Experience in successfully completing assignments of providing event management services to the Central Govt./ State Govt./ Autonomous Body under the Govt. administrative control/Universities/ International & National Organizations from FY 2021-22 onwards.</p> <ul style="list-style-type: none"> One work order with contract value of Rs.50 Lakhs or more – 20 marks Two work orders with each contract value of Rs.50 Lakhs or more – 30 marks Three work orders with each contract value of Rs.50 Lakhs or more – 35 marks Four or more work orders with each contract value of Rs.50 Lakhs or more – 40 marks 	40	<p>Duly filled in TECH-4 Format &</p> <p>Copy of Work Order/ Contract Document with Work Completion Certificates from the previous Clients.</p> <p>OR</p> <p>Copy of Work Order/Contract Document & GST invoice rose against the previous client.</p> <p>NB: The bidder/s 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.</p>
3	<p>Technical Presentation in Power point mode</p> <ul style="list-style-type: none"> Theme based Design of Stage & Gate-10 marks Approach ,Methodology Execution plan ,branding etc – 30 marks <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>	40	<p>(i) Colour Printout of in A3 size paper of theme based Design separately for Stage & Gate.</p> <p>(ii) Technical Presentation</p>
Total Marks			100
Minimum Qualifying Marks to be eligible for financialbid opening			70

The bidder/s will submit copy of the documents as asked for in col.3 of the above table in Technical proposal envelope. Bidders will also make a power-point presentation before the Committee regarding the **theme based design of Stage & Gate, Approach , Methodology, Execution plan etc. during the technical** evaluation stage. Clarifications, if any, as required by the Committee will also be discussed. The bidders whose technical proposals secures the minimum qualifying marks of 70 or more out of 100 in the technical evaluation, will be declared as technically qualified & hence eligible for financial evaluation. The proposal of bidders securing less than 70 marks will be rejected & will not be considered for financial evaluation.

(c) **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders shall be opened in the presence of the bidders' representatives.

Least Cost based Selection (LCS) method will be followed during the overall selection process. Based on the evaluation of technical proposals, the technically qualified bidders shall be ranked in a descending order in accordance to the marks obtained in the technical evaluation. The Client will select the bidder whose bid has been determined as the lowest & competitive evaluated price (L1) among all the technically qualified bids as per LCS method. In case of tie in L1 price, the highest marks obtained by the bidder in technical evaluation stage will be given preference.

E. Award of Contract:

The Client will issue work order to the successful L-1bidder. In case the L-1 bidder fails, the Client may invite the L-2 bidder to execute the project at the prices of L-1. If the negotiation with L-2 fails, the Client will cancel the bidding procedure and re-invite bids (*Sub- contracting is not allowed under this assignment*).

E. Supervision of work:

The co-ordinating 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.

G. 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 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 clarifications 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 @ 05% of the value of work 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 in the SURAVI 2024. 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, 2024** 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 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 and the L1 bidder will be decided. In such case, preference will be given to the unit price over the total quoted price. However, decision of the SPD, OSEPA will be final & binding to all the bidders.
- o. The Client is not bound to accept the lowest tender and 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. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- p. 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 co-ordinating officers of 1st party on **15/11/2024 at 8.00 A.M.** The work measurement statement is to be certified by the coordinating official of SURAVI-2024 declared by the State Project Director, OSEPA and the authorized person of selected EMA.
- q. 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 4/11/2024
German Hanger Tent of Stage & Auditorium	By 7/11/2024
Distribution of articles/materials at different schools of Bhubaneswar	By 10/11/2024
Construction of Dinning hall with kitchen	By 10/11/2024
Electrification, light & Sound arrangement	By 10/11/2024
Errection of State & Gate setup	By 10/11/2024
All other works as per the specification	By 10/11/2024
Dry run	On 11/11/2024
All other works/supplies	On 11/11/2024

- r. Payment will be released within one month after submission of following documents after completion of the work.
 1. Final Bill
 2. 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.
 3. Timely Work Completion Certificate from coordinating officials declared by the State Project Director, OSEPA.
 4. Certificate regarding dismantling after the programme & cleaning of the field by HM, Capital High School, Unit-III Bhubaneswar.

- s. 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 the prior written permission from the Nodal Officer.
- t. 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.

H. 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.

I. 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.

J. Legal Jurisdiction:

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

K. Governing Law and Penalty Clause:

- (a) The time line 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 time line 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 works 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 adverse factor towards 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 recommendation of the purchase Committee and action will be taken against the agency as per law.

L. **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 restriction 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 condition, 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 reserve the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

M. **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.

N. 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 2024, from 12^h to 14rd November, 2024 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 in the eve of Children's Day. Besides; the State Level Kala Utsav & Band competitions will also be organized during this Students' Festival, where students will display their talent in dance & band music.

Around 2700 students from different age group will participate in this State level Student's festival to show their talent in different activities.

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

- (1) The Event Management Agency (EMA) will be selected for erection of German Hanger, tent, temporary Stage, VIP lounge (02 nos.), Light, Sound, Gates, temporary toilets, Water Tanker, LED and wings, LCD projector, installation of Incinerator & Vending Machine, CCTV, Decoration of flower & supply of Bouquet, Printing & Installation of Flex, Hoardings, Road Median, Documentation (Photography & Videography), Live Streaming, minimum requirement of Stalls, Stage arrangement, deployment of security, cleaning & sanitation personnel, printing & supply of certificate, Identity Card, Invitation, Pen, Writing Pad, Note book for students, Fire safety, Electrical safety and Stage safety etc. Apart from this, some all other items are also included as per the Schedule of work.
- (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-2024 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 works 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 area 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 -2024 is “**Odisha ra loka kala**”. 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 are 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 outs 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.**

5. 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.
6. The wages of the security guards (semi -skilled) & Sanitary staff (un skilled) 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 for SURAVI 2024 is given as under:

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 fire proof trippal covering of required height. Back of the stage will cover with water proof 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 water proof 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	Table Cloth	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 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 poy for accommodating of six to eight person. 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 poy for accommodating of six to eight person with set up of working table and chairs One no. of bio-toilet with ruuning water facility including supply of water to be attached with the lounge, etc.	1	Set
b	Dining Hall with Kitchen		
19	Dining Hall with Aluminium German Hanger structure (66'X150') made out of aluminium post, truss and fire proof trippal covering of roof and walls.	9900	sq. ft.
20	Dining Hall intermediate partition walling	4000	sq. ft.
21	Kitchen with fire and water proof roofing	3000	sq. ft.
22	Store room for Kitchen with water proof 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	Water proof roofing at 11' height from floor with ceiling & wooden platform (Drinking water space)	500	sq. ft.
c	Workshop Area & Stalls		
29	Workshop area of PSSS with Aluminium German Hanger structure of size (70ftX130 ft. approx) made out of aluminium post, truss and fire proof trippal covering of required height with three side covering	9100	sq. ft.
30	Construction of Platform (wooden) 06 inches height from ground to be covered with synthetic carpet for stalls (70'x130').	9100	sq. ft.
31	Construction of Stalls with Aluminium German Hanger structure (36' Width approx.) made out of aluminium post, truss and fire proof 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 no. of modular Table and 4 no. 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 inclined both side finished with flex/cloth for writing purpose.	1	no
d	Interior set up in KGBV Stall of size 40'X20'		
40	3 no. 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 (12ftX15ft) 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.
B	Waste Management and Sanitation		
52	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
53	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
54	Agro net Carpet (auditorium and entire ground)	75000	sq. ft.

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 Konical 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 Konical 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 Konical 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 Konical head print (Multicolour) of approved design.	3000	sq.ft
60	Printing, supply , fixing with framing of flex (Cotton / Fabric good quality Media Materials with Konical head print (Multicolour) with approved design) for branding as per approved design for the triangular portion of hanger - Auditorium	1500	sqft
61	Printing, supply , fixing with framing of flex (Cotton / Fabric good quality Media Materials with Konical 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 Konical 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 Konical 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' X2' 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	Spot light (LED) for inside stalls	500	nos
67	Spot light (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	no
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 for Auditorium	25	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 TV (20' X 12') (Stage)	1	no
84	LED Panel TV (3' X 4') (Stage)	1	no
85	LED TV (8' X 8') (Auditorium)	4	nos
86	LED Panel TV (8' X 6') (Tribal)	1	no
87	LED Panel TV (4' X 6') (Tribal)	1	no
88	LED Panel TV (4' X 6') (IED)	1	no
	Electrical works for Stage		
89	Tower air Conditioner- 4 tonnage	3	nos.
90	PAR (64/72) Colour	16	nos
91	700 Watt PAR (White)	16	nos
92	54 X 54 Colour Palco LED	40	nos
93	Moving Satfi 20 R	20	nos
94	Blinder (6 X 6)	4	nos
95	Blinder (8 X8)	4	nos
96	200 LED Colour Metal	12	nos
97	PALCO (6 Watt)	16	nos
98	PALCO (6 Watt) for stage inside KGBV Stall	3	nos
99	Ledger light for stage inside KGBV Stall	2	nos
100	Warm Light (LED)	8	nos
101	Sparker (30 Watt)	4	nos
102	Smoke Light (600 Watt)	2	nos
103	Smoke & Bubble	4	nos
104	Low Smoke (1500 Watt)	2	nos
105	Laser 5 System	4	nos
106	Follow Spot (2000 Watt)	1	no
107	Podium Light	4	nos

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

Sl. No	Item with Specifications	Approx. Requirement	Unit
1		2	3
133	82 KVA DG set including fuel, Transportation, Care taker and Operation etc. for sound equipment	1	no
134	Sound System Machine (1200 Watt)	2	nos
135	Sound System Machine (600 Watt)	2	nos
136	Sound System Machine (500 Watt)	3	nos
137	Power Back Up	1	no
138	Sound system with cordless mike for Dining	1	Set
F	Gate & Stage Errection		
139	Construction of gate (theme based) including required crafting and erection as per approved Design & Dimension.	2	nos
140	Construction of box gate with frame & flex of approved design. Size-(15X15) ft. clear dimension	1	nos.
141	Construction of Stage (theme based) including required crafting and erection as per approved Design & Dimension.	1	no
G	Arrangement for Kala Utsav & Band Competition at Girls High School, Unit-VI, Bhubaneswar		
142	Construction of Stage with white backdrop, water proof roofing (40'x20' of 12 ft height) of height 2' from the ground with walling, ceiling, fascia. carpet and flower, decoration as per requirement. Full set up of the stage including sofa and tea poy with necessary arrangement for inauguration.	800	sq. ft.
143	Auditorium in front of stage with cloth ceiling & waterproof roofing and agro carpeting (80x30) ft.	2400	sq.ft
144	cloth walling of 8 ft. height &100 ft length	1	no
145	Generator (sound less 05 KW with fuel)	1	no
146	Sound System with two nos. of cord less microphone	1	set
147	Light as required for stage	LS	
148	Plastic Chair without arm	400	nos.
H	Accommodation at different schools in Bhubaneswar		
149	Gaddis	3000	nos.
150	Pillow with covers	3000	nos.
151	Bed sheets	3000	nos.
152	Blankets	3000	nos.
153	Bucket (Plastic)	220	nos
154	Plastic Mug	220	nos

Sl. No	Item with Specifications	Approx. Requirement	Unit
1		2	3
I	Supply, Installation, Commissioning & Testing of Sanitary Napkin Incinerator & Vending Machine		
155	Vending Machine (fully automatic, wall mounted, 2 product rows, 50-70 storage capacity, Dimension-L-500mm-600mm, H-500mm-700mm, W-150mm-200mm, material-powder coated MS, 1.2 mm CRCA material, napkin type-trifold/bi fold, any size as per requirement, dual key lock, warranty-2 years	3	nos.
156	Incinerator (fully automatic electronic model, wall mounting, burning capacity/day-100-150 pads/day, burning capacity/cycle-10-15 pads/cycle, burning cycle-auto start, auto off, cycle time-10-20 min, Dimension-L-250mm-300mm, H-400mm-500mm, W-250mm-300mm, material-MS Box, 1.2 mm cold rolled close annealed (CRCA), chamber size-160mmX160mmX160mm, heater wattage-1200 watt, door-auto closed mechanism, warranty-2 years	3	nos.
J	Live Streaming & Installation of CCTV Surveillance System		
	Set-up for organisation of Audio video virtual events at Programme Venue		
157	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	
	CCTV surveillance system at programme venue		
158	a. Supply & installation of all the equipment, cameras and its related accessories. b. Camera locations in all Suravi-2024 programme - Entrance & Exit Gates, entire Suravi stage areas, Suravi 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	

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		
159	Entrance panel decoration of all stalls with natural fresh flowers (Marigold), fresh flower bouquets / artificial (non-plastic) flower bouquets and tri-colour Streamers (for 2 days) (1st day and 3rd day)	1500	running ft.
160	Three nos. of Gates decoration with natural fresh flowers (Marigold), fresh flower bouquets and Streamers (for 2 days) (1st day and 3rd day)	LS	
161	Auditorium decoration with natural fresh flowers (Marigold), fresh flower bouquets / artificial (non-plastic) flower bouquets and Streamers (for 2 days) (1st day and 3rd day)	LS	
162	Stage decoration with 2 / 3 types of natural fresh flowers (Marigold / Gerbera / Carnation / Chrysanthemum and Streamers (approximately 70 feet) (for 2 days)	LS	
163	Stage decoration (VIP)-multiple types of natural fresh flowers (Gerbera / Carnation / Chrysanthemum / Orchid / Calendula / Lilium / Marigold and Streamers for 1 day (approximately 70 feet)	LS	
164	Flower Bouquet with Kisan Tham & Rose	40	nos.
K	Documentation (Photography & Videography)		
165	Photography of entire programme in latest high definition camera (pre/during/post) & supply of all photographs in hard disk drive	LS	
166	Printing & Supply of album with selected 50 nos. of photos of the programme size-(12X8) inches	2	nos
167	Printing & Supply of coffee table book of 20 pages.(12X8) inches mat finish	2	nos.
168	Videography of entire event (pre/during/post) in latest high definition camera & supply the same in a hard disk drive		
	Supply of edited short videos of the programme.		
169	1 minute duration	10	nos
	3 minute duration	3	nos
	5 minute duration	1	nos

Sl. No	Item with Specifications	Approx. Requirement	Unit
	1	2	3
170	Drone camera for three days	1	no
171	Videography of entire event (3 days) of Kala Utsav & Band Competition at Girls High School, Unit-VI, Bhubaneswar in latest high definition camera & supply the same in a hard disk drive	LS	
	Supply of edited short videos of the programme.		
172	3 minute duration (Kala Utsav)	6	nos.
	15 minute duration (band competition)	4	nos.
L	Deployment of security Guard		
173	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		
174	Designing ,Printing & supply of certificate -300 GSM glossy art paper, multi- colour,(12X9) inch size (content is to be provided by OSEPA)	2750	nos.
175	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.
176	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.
177	Designing, Printing & supply lanyards I card (5X3.5) inch (content is to be provided by OSEPA)	600	nos.
178	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.
179	Designing, Printing & supply of Invitation Card cover - 130 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
1		2	3
180	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.
181	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.
182	Supply of ball point Pen of reputed brand (M.R.P. of Rs.10/-)	4000	nos.
183	Supply of ball point Pen of reputed brand (M.R.P. of Rs.50/- to Rs.60/-)	200	nos.
184	Supply of ball point Pen of reputed brand (M.R.P. of Rs100/- 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
Unit-V, Bhubaneswar.**

Sub: Technical Proposal for providing Event Management Services for SURAVI 2024.

Dear Madam/Sir,

I, the undersigned, offer to provide the services for the proposed assignment "SURAVI 2024" 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 I remain,

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- 2021-22	FY 2022-23	FY 2023-24	Average
Turnover from event management services (in Lakh) in case of the bidder filled ITR for AY 2024-25				
Turnover from event management services (in Lakh) in case of the bidder not filled ITR for AY 2024-25	FY- 2020-21	FY 2021-22	FY 2022-23	Average
<p><i>Supporting Documents:</i> Audited financial statements for the last three Financial Years, (2021-22,2022-23 & 2023-24 or 2020-21,2021-22 & 2022-23 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 failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date:

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 2021-22 onwards)
(Assignments for Rs.50 lakh 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 2021-22 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 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 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 of 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
Unit-V, Bhubaneswar.**

Sub: Consent letter for execution of Electrical work.

Sir,

I Shi _____(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.

Thanking You.

(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
Unit-V, Bhubaneswar.**

Sub: Consent letter for providing security guards.

Sir,

I Shi _____,
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.

Thanking You.

(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.**

**Sub: Submission of Financial Proposal for providing Event Management Services of
SURAVI 2024**

Madam,

I, the undersigned, offer to provide the Event Management Services for SURAVI 2024 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.

I remain,

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 Rs.)	Total (In Rs)
1		2	3	4	5=2X4
(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 fire proof trippal covering of required height. Back of the stage will cover with water proof 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 water proof 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	Table Cloth	50	nos		

Sl No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (in Rs.)	Total (In Rs)
1		2	3	4	5=2X4
17	Provision of Air Conditioned VVIP Lounge 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 poy for accommodating of six to eight person. 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 poy for accommodating of six to eight person 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.	1	Set		
b	Dining Hall with Kitchen				
19	Dining Hall with Aluminium German Hanger structure (66'X150') made out of aluminium post, truss and fire proof trippal covering of roof and walls.	9900	sq. ft.		
20	Dining Hall intermediate partition walling	4000	sq. ft.		
21	Kitchen with fire and water proof roofing	3000	sq. ft.		
22	Store room for Kitchen with water proof 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	Water proof 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 Rs.)	Total (In Rs)
1		2	3	4	5=2X4
c	Workshop Area & Stalls				
29	Workshop area of PSSS with Aluminium German Hanger structure of size (70ftX130 ft. approx.) made out of aluminium post, truss and fire proof trippal covering of required height with three side covering	9100	sq. ft.		
30	Construction of Platform (wooden) 06 inches height from ground to be covered with synthetic carpet for stalls (70'x130').	9100	sq. ft.		
31	Construction of Stalls with Aluminium German Hanger structure (36' Width approx.) made out of aluminium post, truss and fire proof 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 no. of modular Table and 4 no. of visitor chair for the purpose of different service centre.	8	Nos		

Sl No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (in Rs.)	Total (In Rs)
1		2	3	4	5=2X4
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 inclined both side finished with flex/cloth for writing purpose.	1	no		
d	Interior set up in KGBV Stall of size 40'X20'				
40	3 no. 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 (12ftX15ft) 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.		
B	Waste Management and Sanitation				
52	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		
53	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		
54	Agro net Carpet (auditorium and entire ground)	75000	sq. ft.		
C	Branding and Hoarding				

Sl No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (in Rs.)	Total (In Rs)
1		2	3	4	5=2X4
55	Printing, supply and fixing of flex of 3' -Cotton / Fabric good quality Media Materials with Konical 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 Konical 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 Konical 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 Konical head print (Multicolour) of approved design.	3000	sq.ft		
60	Printing, supply , fixing with framing of flex (Cotton / Fabric good quality Media Materials with Konical head print (Multicolour) with approved design) for branding as per approved design for the triangular portion of hanger -Auditorium	1500	sqft		
61	Printing, supply , fixing with framing of flex (Cotton / Fabric good quality Media Materials with Konical 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	Rate per unit (in Rs.)	Total (In Rs)
1		2	3	4	5=2X4
62	Erection of hoarding including printing & supply of flex(Cotton / Fabric good quality Media Materials with Konical 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 Konical 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' X2' 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	Spot light (LED) for inside stalls	500	nos		
67	Spot light (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	no		
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		
79	Provision of high speed wall mounted / stand fan (big) for auditorium	20	nos		

Sl No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (in Rs.)	Total (In Rs)
1		2	3	4	5=2X4
80	Provision of Desert Cooler for Auditorium	25	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 TV (20' X 12') (Stage)	1	no		
84	LED Panel TV (3' X 4') (Stage)	1	no		
85	LED TV (8' X 8') (Auditorium)	4	nos		
86	LED Panel TV (8' X 6') (Tribal)	1	no		
87	LED Panel TV (4' X 6') (Tribal)	1	no		
88	LED Panel TV (4' X 6') (IED)	1	no		
	Electrical works for Stage				
89	Tower air Conditioner- 4 tonnage	3	nos.		
90	PAR (64/72) Colour	16	nos		
91	700 Watt PAR (White)	16	nos		
92	54 X 54 Colour Palco LED	40	nos		
93	Moving Satfi 20 R	20	nos		
94	Blinder (6 X 6)	4	nos		
95	Blinder (8 X8)	4	nos		
96	200 LED Colour Metal	12	nos		
97	PALCO (6 Watt)	16	nos		
98	PALCO (6 Watt) for stage inside KGBV Stall	3	nos		
99	Ledger light for stage inside KGBV Stall	2	nos		
100	Warm Light (LED)	8	nos		
101	Sparker (30 Watt)	4	nos		
102	Smoke Light (600 Watt)	2	nos		
103	Smoke & Bubble	4	nos		
104	Low Smoke (1500 Watt)	2	nos		
105	Laser 5 System	4	nos		
106	Follow Spot (2000 Watt)	1	no		
107	Podium Light	4	nos		
108	Required Cable, Switch Board, Dimmer, Light control system etc. for the lights with proper ear thing	LS	LS		
109	Transportation, Care taker & Operation Charges	LS	LS		
110	Abolite Board (36 n Channel)	1	no		
111	Digital Power Section (32 Channel)	1	no		

Sl No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (in Rs.)	Total (In Rs)
1		2	3	4	5=2X4
112	Digital Globe	4	nos		
113	Water fire	2	nos		
114	White arm moving	10	nos		
115	Colour Change follow	2	nos		
116	Fire laser	6	nos		
117	Automatic power backup	2	nos		
E	Sound System for Stage				
118	Audio Mixer(48 input, Imported One/Sound - Craft/Mackie/ PEVAY/TASCAM, etc)	1	no		
119	Corded Microphone	12	nos		
120	(Shure SM 58/57 or equivalent)	8	nos		
121	Cordless Microphone (Shure)	6	nos		
122	Cordless Microphone (Shure) for stage inside KGBV Stall	2	nos		
123	Wireless hand held Microphone (Shure SM 58 or equivalent, 1 Microphone of 200 mtrs range)	8	nos		
124	Boundary line Microphone for Drama	10	nos		
125	Podium Microphone	4	nos		
126	Sound system RCF line array two side top				
	ETX JBL.1600w Top -side of the stage.	10	nos		
		2	nos		
		8	nos		
127	Professional Headphone for Audio Quality Monitoring	2	nos		
128	Reverbed Unit/Audio Processor	2	nos		
129	Audio Cassette & CD/DVD playback facility	2	nos		
130	Audio Cassette recording facility for lap top	2	nos		
131	Required cables, connectors, power conditioning equipment & connection board etc. including proper ear thing.	LS	LS		
132	Transportation, Care taker and Operation charges	LS	LS		
133	82 KVA DG set including fuel, Transportation, Care taker and Operation etc. for sound equipment	1	no		
134	Sound System Machine (1200 Watt)	2	nos		
135	Sound System Machine (600 Watt)	2	nos		
136	Sound System Machine (500 Watt)	3	nos		
137	Power Back Up	1	no		
138	Sound system with cordless mike for Dining	1	Set		

Sl No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (in Rs.)	Total (In Rs)
1		2	3	4	5=2X4
F	Gate & Stage Errection				
139	Construction of gate (theme based) including required crafting and erection as per approved Design & Dimension.	2	nos		
140	Construction of box gate with frame & flex of approved design. Size-(15X15) ft. clear dimension	1	nos.		
141	Construction of Stage (theme based) including required crafting and erection as per approved Design & Dimension.	1	no		
G	Arrangement for Kala Utsav & Band Competition at Girls High School, Unit-VI, Bhubaneswar				
142	Construction of Stage with white backdrop, water proof roofing (40'x20' of 12 ft height) of height 2' from the ground with walling, ceiling, fascia. carpet and flower, decoration as per requirement. Full set up of the stage including sofa and tea poy with necessary arrangement for inauguration.	800	sq. ft.		
143	Auditorium in front of stage with cloth ceiling & waterproof roofing and agro carpeting (80x30) ft.	2400	sq.ft		
144	cloth walling of 8 ft. height & 100 ft length	1	no		
145	Generator (sound less 05 KW with fuel)	1	no		
146	Sound System with two nos. of cord less microphone	1	set		
147	Light as required for stage	LS			
148	Plastic Chair without arm	400	nos.		
H	Accommodation at different schools in Bhubaneswar				
149	Gaddis	3000	nos.		
150	Pillow with covers	3000	nos.		
151	Bed sheets	3000	nos.		
152	Blankets	3000	nos.		
153	Bucket (Plastic)	220	nos		
154	Plastic Mug	220	nos		
I	Supply, Installation, Commissioning & Testing of Sanitary Napkin Incinerator & Vending Machine				
155	Vending Machine (fully automatic, wall mounted, 2 product rows, 50-70 storage capacity, Dimension-L-500mm-600mm, H-500mm-700mm, W-150mm-200mm, material-powder coated MS, 1.2 mm CRCA material, napkin type-trifold/bi fold, any size as per requirement, dual key lock, warranty-2years	3	nos.		

Sl No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (in Rs.)	Total (In Rs)
1		2	3	4	5=2X4
156	Incinerator (fully automatic electronic model ,wall mounting, burning capacity/day-100-150 pads/day, burning capacity/cycle-10-15 pads/cycle, burning cycle-auto start, auto off, cycle time-10-20 min,Dimension-L-250mm-300mm,H-400mm-500mm,W-250mm-300mm, material-MS Box,1.2 mm cold rolled close annealed (CRCA),chamber size-160mmX160mmX160mm,heater wattage-1200 watt, door-auto closed mechanism,warantee-2 years	3	nos.		
J	Live Streaming & Installation of CCTV Surveillance System				
	Set-up for organisation of Audio video virtual events at Programme Venue				
157	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			
	CCTV surveillance system at programme venue				
158	a. Supply & installation of all the equipment, cameras and its related accessories. b. Camera locations in all Suravi-2024 programme -Entrance & Exit Gates, entire Suravi stage areas, Suravi 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			
K	Decoration of flower & supply of Bouquet with fitting, fixing , errection charges and delivery at OSEPA/venue site				
159	Entrance panel decoration of all stalls with natural fresh flowers (Marigold), fresh flower bouquets / artificial (non-plastic) flower bouquets and tri-colour Streamers (for 2 days) (1st day and 3rd day)	1500	running ft.		

Sl No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (in Rs.)	Total (In Rs)
1		2	3	4	5=2X4
160	Three nos. of Gates decoration with natural fresh flowers (Marigold), fresh flower bouquets and Streamers (for 2 days) (1st day and 3rd day)	LS			
161	Auditorium decoration with natural fresh flowers (Marigold), fresh flower bouquets / artificial (non-plastic) flower bouquets and Streamers (for 2 days) (1st day and 3rd day)	LS			
162	Stage decoration with 2 / 3 types of natural fresh flowers (Marigold / Gerbera / Carnation / Chrysanthemum and Streamers (approximately 70 feet) (for 2 days)	LS			
163	Stage decoration (VIP)-multiple types of natural fresh flowers (Gerbera / Carnation / Chrysanthemum / Orchid / Calendula / Lilium / Marigold and Streamers for 1 day (approximately 70 feet)	LS			
164	Flower Bouquet with Kisan Tham & rose	40	nos.		
K	Documentation (Photography & Videography)				
165	Photography of entire programme in latest high definition camera (pre/during/post) & supply of all photographs in hard disk drive	LS			
166	Printing & Supply of album with selected 50 nos. of photos of the programme size-(12X8) inches	2	nos		
167	Printing & Supply of coffee table book of 20 pages.(12X8) inches mat finish	2	nos.		
168	Videography of entire event (pre/during/post) in latest high definition camera & supply the same in a hard disk drive				
	Supply of edited short videos of the programme.				
169	1 minute duration	10	nos		
	3 minute duration	3	nos		
	5 minute duration	1	nos		
170	Drone camera for three days	1	no		
171	Videography of entire event (3 days) of Kala Utsav & Band Competition at Girls High School, Unit-VI, Bhubaneswar in latest high definition camera & supply the same in a hard disk drive.	LS			

Sl No	Item with Specifications	Approx. Requirement	Unit	Rate per unit (in Rs.)	Total (In Rs)
1		2	3	4	5=2X4
	Supply of edited short videos of the programme.				
172	3 minute duration (Kala Utsav)	6	nos.		
	15 minute duration (band competition)	4	nos.		
L	Deployment of security Guard				
173	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				
174	Designing ,Printing & supply of certificate -300 GSM glossy art paper, mult- colour,(12X9) inch size (content is to be provided by OSEPA)	2750	nos.		
175	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.		
176	Designing, Printing & supply Identity Card with lace & transparent plastic cover-170 GSM glossy art paper ,(5X3.5) inch inch size , multi-colour-(content is to be provided by OSEPA)	3000	nos.		
177	Designing, Printing & supply lanyards I card (5X3.5) inch (content is to be provided by OSEPA)	600	nos.		
178	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.		
179	Designing, Printing & supply of Invitation Card cover -130 GSM glossy art paper ,(16X8) inch size, multi-colour, both side printing -(content is to be provided by OSEPA)	1000	nos.		
180	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	Rate per unit (in Rs.)	Total (In Rs)
1		2	3	4	5=2X4
181	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 - Cove 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.		
182	Supply of ball point Pen of reputed brand (M.R.P. of Rs.10/-)	4000	nos.		
183	Supply of ball point Pen of reputed brand (M.R.P. of Rs.50/- to Rs.60/-)	200	nos.		
184	Supply of ball point Pen of reputed brand (M.R.P. of Rs100/- to Rs.130/-)	60	nos.		
Total					

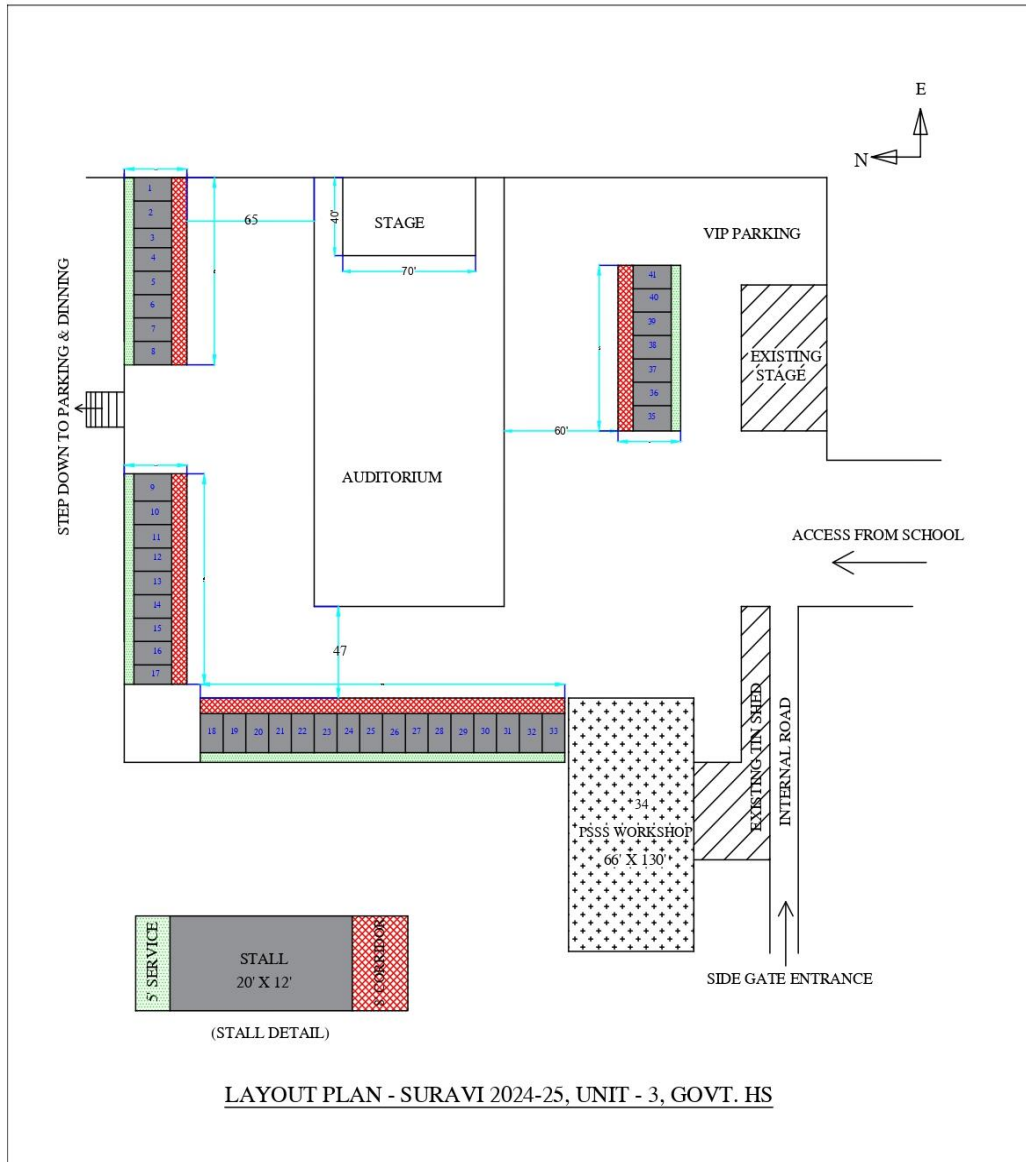
In words (Rupees _____)

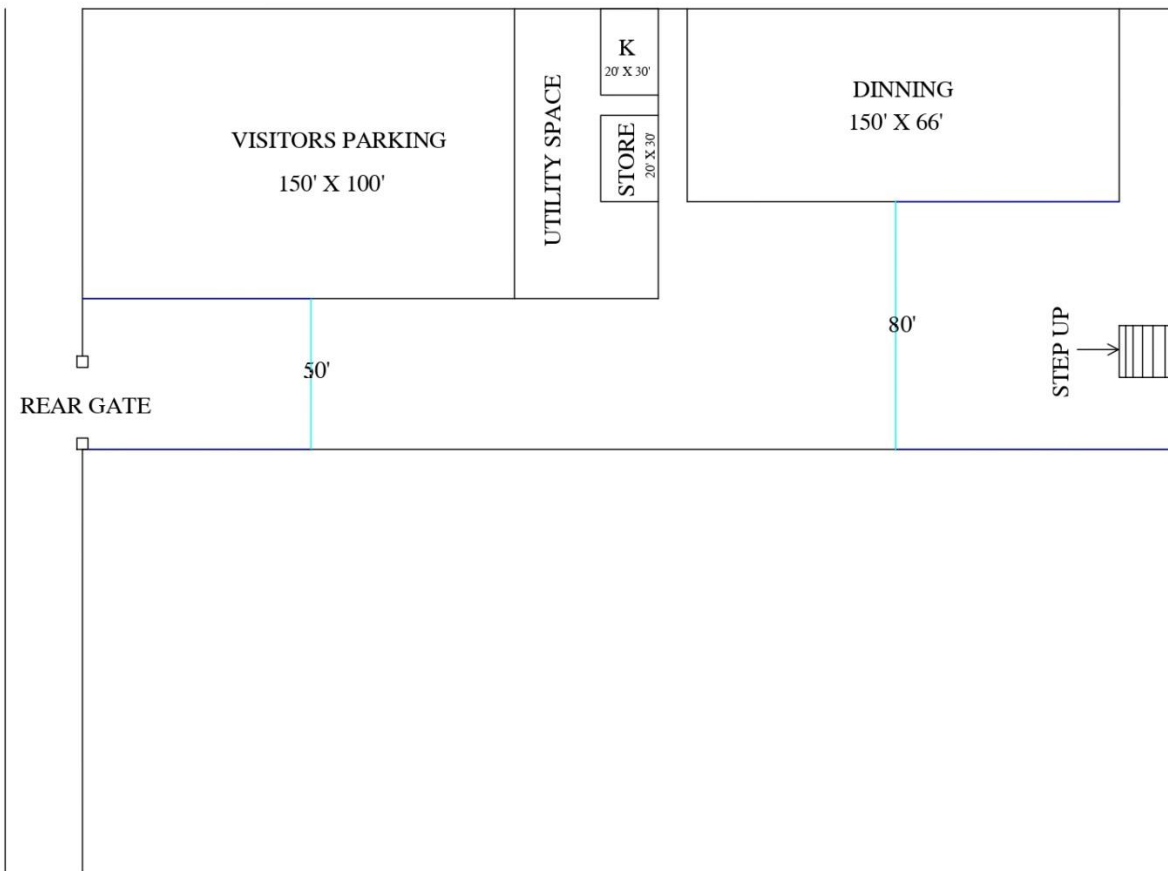
The rate offered by the Agency shall be **inclusive** of all taxes, charges, material , transportation cost, labour cost, tool and plants, dismantling cost after the programme, chemical treatment and other precautionary measures required for fire safety and obtaining fire safety certificate from appropriate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

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

Name and Designation _____

TENTATIVE LAYOUT PLAN





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 PAN & TAN		
5	Financial details of the bidder (TECH - 3) along with all the supporting documents for the concerned period		
6	Copies of IT Returns for the last 3 AYs as mentioned in eligibility criteria		
7	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with Supporting documents for respective assignments		
8	Consent from Electrical Contractor (TECH-7) with electrical license.		
9	Consent from Security Service Provider (TECH-8) with license		
10	EMD (Bid security)/exemption details.		
11	Undertaking/Declaration (TECH-6)		
12	Declaration of Conflict of interest (TECH-5)		
13	Valid Address proof of local office at Bhubaneswar		
14	Bid Security/EMD or supporting document of EMD exemption.		
15	Bid Processing Fee of Rs. 10,000/- in shape of DD/BC		
(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 Work Order/ Contract Document with Work Completion Certificates from the previous Clients. OR Copy of Work Order/Contract Document & GST invoice rose against the previous client.		
3	Colour Printout of in A3 size paper of theme based Design separately for Stage & Gate.		
(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: