

**EOI – cum - RFP  
For  
“Appointment of Event Management  
Company (EMC) for organization of  
Bhitarakanika Mahotsav**

Dated: 20.12.2019  
Last Date: 28.12.2019

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## 1. Introduction

The land of lush green mangroves, migrating birds and turtles, the menacing estuarine crocodiles, meandering water courses, and the ever embracing nature. The wetland is represented by 3 protected Areas “The Bhitarkanika National Park”, “The Bhitarkanika Wildlife Sanctuary” & “The Gahirmatha Marine Sanctuary”. Bhitarkanika is a unique habitat of Mangrove Forests criss-crossed with numerous creeks and mud flats located in Kendrapara district of Orissa.

The District Administration, Kendrapara, Govt .of Odisha intends to organize a series of **FESTIVE** events involving international participation. This is aimed at providing an International feel and festive ambience for the high-end tourists for a memorable experience of their life time. In order to make the destination abuzz with activities the District Administration plans to engage an Event Management Company for conceptualizing, curating, designing, executing, operating & managing the **BHITARAKANIKA MAHOTSAV**.

**Why:**

*The intent of the event is to promote Bhitarkanika to local, national and international Audiences as an emerging and dynamic place to visit study & invest.*

**What:**

*A string of events, targeted to reach out to different groups of the populace. These events would include myriad activities ranging from workshops and food carnival to cultural performances, luxurious tented accommodation etc. These could also be conducted in collaboration with different agencies having experience in implementation of specific theme based activities.*

**When:**

*The event is proposed to be conducted annually, starting from 24.01.2020 to 26.01.2020 last week of January 2020.*

**Where**

*The event is proposed in the Bhitarkanika Near Dangamal*

## 2. Scope of Work

*The Minimum Development Obligation is as follows, for which the bidder shall submit the BoQ of Financial Proposal in accordance with Annexure VII:*

- a. **Dance, Art & Music Festival**
- b. **Luxury air-conditioned tented accommodation (minimum–50) on ‘bed & breakfast’ basis**
- c. **Food & Beverage Arrangements for all accommodated tourist with day tour packages including boats and guides with engagement & game sessions**

*Other indicative optional facilities and services can included, but shall not be limited to the following, for which the bidder shall submit a separate BoQ of Financial Proposal in the same envelope as that for Minimum Development Obligation, as per the format provided in Annexure IX. This BoQ shall not be included in the evaluation of the Financial Proposal*

**d. Recreation and Sports**

**e. Promotions & Publicity:** District administration has earmarked a budget of 30 Lakhs for promotion and publicity of the event on national scale. Innovative promotion ideas along with detailed media plan is to be submitted with the technical proposal along with value addition details.

***The scope of work for EMC that is being selected through this EOI and subsequent process, shall be to :***

- a. Curate the Event in a holistic manner that will include above mentioned themed events/festivals and any other as approved later*
- b. Provide support for implementation, logistic, branding, citizen connect campaigns, documentation of the se themed events in a holistic manner*
- c. Operate & manage the luxury tented accommodation at the level not below 3-Star category hotel*
- d. The EMC shall ensure access to all non-lodging services and facilities to visitors at prefixed prices.*

**3. Eligibility Criteria**

To be eligible for pre-qualification and short-listing for evaluation of Technical and Price Bid, a bidder shall fulfill the following conditions of eligibility.

Applicants must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

**GENERAL**

- The Agency should be a entity incorporated/registered under the Companies Act or an equivalent law outside India, Partnership Firm registered under The Indian Partnership Act or an equivalent law outside India, a Limited Liability Partnership registered under the Limited Liability Partnership Act or an equivalent law outside India or a registered proprietary firm in India or outside. Appropriate documents supporting their status must be submitted along with the proposal.
- The Agency must have experienced professionals (On Payroll) in the area of “Event Management”. It must have adequate human and logistic resource to meet the requirements, and must be equipped to liaison extensively and independently. Self- certified details of professionals (On Payroll) shall be provided.

Particulars in the form of CVs regarding the team leader and core team of at least 5 key personnel (who will be heading the respective domains of the event management and the branding & promotion)

- The applicant shall submit only one bid against the tender.

#### 4. Minimum eligibility criteria

To be eligible for pre-qualification and short-listing for evaluation of Technical and Price Bid, a Bidder shall fulfill the following conditions of eligibility.

- i. **Technical eligibility:** The Agency should have experience of curating, implementing & managing similar events satisfying **following** conditions.
  - a. The agency must have successfully completed at least 3 similar events of project cost of minimum 30 Lakhs each during the 3 years preceding the proposal due date or
    - ✓ *Similar event* means, experience of organizing and managing an event or a festival of similar scale.
    - ✓ *Completed* means curated, planned, implemented & managed, with multiple stakeholders/agencies, Government or private.
    - ✓ Corresponding Work Order, Completion Certificate or any other supporting document should be submitted.
- ii. **Financial eligibility:** The bidder should have an annual average turnover of INR 1.00 Crores certified by chartered accountant during last 2 (two) financial years ending 31.03.2018.

#### 5. Evaluation Criteria

Only those Bidders who meet the minimum eligibility criteria shall qualify for evaluation of their Technical and Price Bids. Bids of applicants who do not meet above minimum eligibility criteria shall be rejected.

The General cum Technical evaluation will be carried out as specified below:

Sr. No.	Subject description	Requirements	Marks
A	<b>Bid evaluation</b>		<b>60</b>
1.	Sectoral & financial capabilities	The bidder should have an annual average turnover of Rs. 1.00 Crores certified by chartered accountant during last 2 (two) financial years ending 31.03.2018. Rs.1.00 Cr. – 10 marks For each addl. Rs.1.00 Cr. – 5 marks, max-20	20
		The agency must have successfully completed at least 3 similar events of project cost of minimum 30 Lakh each during the 5 years preceding the proposal due date Three events – 10 marks For each addl. event – 5 marks, max-20	20
		Implemented one Concert with National / International Level Artist (Singer/Musician Etc)  One project – 10 marks  For each addl. projects –5 marks each or  Overall ceiling is 20 marks.	20
B	<b>Presentation on proposal (each agency will get around 40 Mins)</b>		<b>40</b>
1.	Technical Approach, Methodology and presentation	The applicant shall explain understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology that would be adopted for implementing the tasks.	15
2.	Concept, Design for the mandatory components	Draft layout, drawing, design & 3-D views & specification of the mandatory components	20
3.	Innovative ideas for value addition in tourist experience	The applicant shall propose unique value adding components to the project that enhance the tourist experience	5

For each Technical Proposal, the maximum points that can be awarded for each applicant are 100, and the minimum technical score that an applicant requires to qualify for evaluation of the Financial Proposal is **70**.

Based on the technical evaluation, a list of short-listed applicants shall be prepared and subsequently, a financial evaluation will be carried out. **The proposals will finally be ranked according to their combined technical and financial scores (weightage of technical and financial scores shall be in the ratio of 70:30).**

#### **6. Empanelment**

The Bidder who is awarded the contract shall be empanelled for a period of Three Years. District Administration reserves the right to drop the Applicant from the empanelled list, add more agency to the empanelled list and/or curtail the empanelled list without assigning any reason whatsoever. District Administration also reserves the right to modify the terms and conditions of empanelment. All decisions taken by District Administration regarding empanelment to be final and binding on the Empanelled Agency.

#### **7. Number of Proposals**

A bidder is eligible to submit only one proposal for this project.

#### **8. Tender Document Fee**

Non-refundable Tender Document cost in shape of Demand Draft from any scheduled commercial bank in favor of "Collector, Kendrapara" payable at Kendrapara for INR **10,000/- (Rupees Ten Thousand Only)** is to be furnished by the bidder along with the Technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and rejected. The mentioned Tender cost is inclusive of the GST of 18%.

#### **9. Earnest Money Deposit (EMD)**

EMD in shape of Demand Draft from any scheduled commercial bank in favor of "Collector Kendrapara" and payable at Kendrapara for **INR 2,00,000/- (Rupees Two Lakhs Only)** is to be furnished by the bidder along with the Technical proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. Unsuccessful bidder's EMD will be discharged / returned within 30 days from the date of execution of the agreement between District Administration and the selected Agency. No interest will be paid on EMD. The EMD of the successful bidder shall be returned immediately execution of the contract agreement with District Administration. The EMD may be forfeited in the following case:

- a) If a bidder withdraws its bid during the period of validity of the Bid
- b) In case of a successful bidder, if the bidder fails to execute the work assigned

#### **10. Validity of Bid**

Proposal shall remain valid for 90 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

#### **11. Currencies of Bid and Payment**

The prices shall be quoted by the bidder entirely in Indian Rupees only. Valuation of work, billing and payments will also be in Indian Rupees.

#### **12. Disputes**

All legal disputes are subject to the jurisdiction of Courts in Kendrapara only.

#### **13. Addendum / Corrigendum /Notice**

Any Addendum/ Corrigendum/ Notice etc. for this assignment issued by District Administration will be hosted only on the website <https://kendrapara.nic.in>

#### **14. Acknowledgement by Bidder**

It shall be deemed that by submitting the Proposal, the Agency has:

- a) Made a complete and care full examination of the RFP, general condition of contract, submission formalities and evaluation mechanism
- b) Received all relevant information requested from District Administration
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of District Administration;
- d) Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e) Agreed to be bound by the undertaking provided by it under and in terms here of.

District Administration shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the District Administration.

#### **15. Right to reject any or all Proposals**

Notwithstanding anything contained in this invitation document, District Administration reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

District Administration, also, reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the Agency does not submit sufficient information as being asked for

#### 16. Pre-Proposal Meeting

Bidders requiring any clarification on the selection process may send their queries to District Administration **via email** [dm-kendrapara@nic.in](mailto:dm-kendrapara@nic.in) prior to the Pre-Proposal Meeting.

**The queries shall be sent before the pre-proposal meeting to Collector, Kendrapara.**

The **Pre-Proposal Meeting** will be held in the **Collectorate Kendrapara**, at the above mentioned time and date on the Cover page titled Schedule of Bidding Process. The authorized representative along with the letter of authorization shall be eligible to attend the pre-proposal meeting and technical/financial openings for the said project.

District Administration shall endeavor to respond to the queries within the period specified therein but not later than 3 days prior to the Proposal Due Date. The responses will be sent by e- mail. However, District Administration reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the District Administration to respond to any question or to provide any clarification.

#### 17. Bid Schedule

S. No.	Event Description	Date
1	Issue of Advertisement & Uploading of EOI	22.12.2019
2	Last date of receiving Queries	23.12.2019 – 4 PM (IST)
3	Pre-proposal meeting <b>at Collectorate, Kendrapara</b>	24.12.2019 – 3 PM (IST)
4	Replies to the queries & issue of addendum, if any	25.12.2019
5	Last Date of submission of Proposals	30.12.2019 – 3 PM
6	Opening & Evaluation of Technical Bid	30.12.2019 – 4 PM (IST)
7	Date for Technical presentations	30.12.2019 – 5 PM
8	Opening of Financial Bid	Shall be intimated to qualifying bidders

## 18. Submission of Proposal - Packing, Sealing and Marking

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.

- **Part-A**- Technical Proposal as per the Format attached in the Annexures-I,II,III, IV,V,VI of this RFP
- **Part-B**– Properly sealed Financial Proposal in the specified format as per Annexure VII, VIII, IX and X of this RFP

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows:

**Part-A:**

**Technical proposal for**

**“APPOINTMENT OF EVENTMANAGEMENT COMPANY (EMC) FOR  
ORGANIZATION OF BHITARAKANIKA MAHOTSAV”**

**Part-B:**

**Financial Proposal for**

**“APPOINTMENT OF EVENTMANAGEMENT COMPANY (EMC) FOR  
ORGANIZATION OF BHITARAKANIKA MAHOTSAV”**

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

**Proposal for**

**“APPOINTMENT OF EVENTMANAGEMENT COMPANY (EMC) FOR  
ORGANIZATION OF BHITARAKANIKA MAHOTSAV”**

The **Bidder's** Name & address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to District Administration, Kendrapara at the following **address**:

Collector, Kendrapara, A/PO- Kendrapara, PIN- 754211

**Note:**

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then District Administration will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by District Administration to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

**19. Documents to accompany the proposal:**

**PART – A (Technical Proposal)**

The bidder must submit the following particulars / documents along with the Technical proposal failing which the proposal may be treated as non-responsive:

- (a) Covering Letter and Details of Applicant as per Annexures I and II, respectively.
- (b) Non-refundable Document Purchase Fee of 10,000/- INR. (Rupees Ten Thousand) (including GST) in the form of Demand Draft payable in favor of "Collector Kendrapara" payable at Kendrapara drawn on any scheduled commercial bank.
- (c) Refundable Earnest Money Deposit of INR 2,00,000/- Rupees Two Lakhs) in the form of a Demand Draft as Bid Security in favor of "Collector, Kendrapara" payable at Kendrapara drawn on any scheduled commercial bank.
- (d) The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card, GST Registration.
- (e) Balance Sheets and Income Statements for the last three Financial Year duly certified by Chartered Accountant indicating the Annual Turnover for the mentioned years.
- (f) All the page of the tender document shall be initialed and sealed by the Agency at the lower left hand corner.
- (g) The Agency should not be blacklisted by any Government Institution/Private Agency. A self-declaration of non-blacklisting shall be submitted.

- (h) Proof of work experience of similar nature (as mentioned in 2.1.b) in the form of Work-Orders and Client Certificates issued from the organizations in each such case has to be submitted in the format mentioned in Annexure III.
- (i) The Agency failing to submit all the specified documents shall be summarily rejected.

#### **PART – B (Financial Proposal)**

The bidder must submit the Financial Proposal for Minimum Development Obligation as per format provided in Annexure VII and the BoQ as format provided in Annexure VIII. The bidder may also submit an optional Financial Proposal for Value Added Services and Facilities which it may propose as per format provided in Annexure IX and the BoQ as format provided in Annexure X. The bidder needs to submit a lump sum cost for implementation of all unique events including all deliverables mentioned in Scope of Work on the turnkey basis along with GST, as applicable.

#### **20. Amendment /Modification**

At any time prior to the deadline for submission of Proposal, the District Administration may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be circulated to the bidders and will be binding on all. In order to abide by the issuance of the amendment or allow the bidder for giving a reasonable time for considering an amendment into their proposal, or for any other reason, the District Administration may, in its sole discretion, extend the Proposal Due Date.

#### **21. Language**

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

#### **22. Bid Submission Due Date**

Duly sealed proposal from the bidder filled in all respect must reach Collectorate Kendrapara, at the address, time and date specified in the RFP through Speed/Regd. Post or directly deposited at the drop-box in the same office.

### **23. Late Submission**

Proposal received after the deadline for submission prescribed will not be entertained and be rejected.

### **24. Modifications and Withdrawal of Proposals**

No modifications to the Proposals shall be allowed once it is received.

### **25. Bid Opening Date**

District Administration will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned and in the following **location**:

Collectorate, Kendrapara

The representatives of bidders who are present shall sign a register evidencing their attendance.

The authorized representative of the bidding Agency with the letter of authorization shall be allowed in the meeting for the said project.

### **26. Award of Assignment**

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by District Administration to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by District Administration and the next eligible Agency may be considered for the project.

### **27. Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the selected Agency, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The successful bidder shall not be entitled to seek any deviation in the Agreement.

## 28. Commencement of Assignment

The selected Agency shall commence the assignment within 20 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, District Administration may, unless it consents to extension of time thereof, cancel the contract with the Agency.

## 29. Performance Guarantee

The selected implementing agency need to submit 10% of the Annual contract value as performance security deposit in the form of a Demand Draft or Bank Guarantee in favour of 'Collector Kendrapara', prior to signing of the contract.

### Check List of Submissions:

S.N.	Particulars	Submission by Bidder Yes/ No/ NA
1	Tender Document fee of Rs. 10,000/-	
2	EMD of Rs. 2,00,000/-	
3	Self-declaration of non-blacklisting	
4	Annexure –I Covering Letter	
5	Annexure –II Details of Applicant	
6	Annexure –III Format for Project Data Sheet	
7	Annexure –IV Power of Attorney	
8	Annexure –V Proposed Methodology and Concept Plan	
9	Annexure –VI Financial Capability of Bidder	
10	Annexure –VII Financial Proposal for Minimum Development Obligation	
11	Annexure – VIII Detailed BoQ of Financial Proposal for Minimum Development Obligation	
12	Annexure – IX Financial Proposal for Value-added Services and Facilities	
13	Annexure – X Detailed BoQ of Financial Proposal for Tented Accommodation and Facilities	

## ANNEXURES

### Annexure- I

#### Covering Letter

(On the Letterhead of the applicant)

To,

Date: \_\_\_\_\_

**Ref: "APPOINTMENT OF EVENT MANAGEMENT COMPANY (EMC) FOR ORGANIZATION OF BHITARAKANIKA MAHOTSAV"**

1. With reference to your RFP document, dated, I, having examined the RFP Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Contractor for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as Event Management Company for the design and execution of the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the BID.
5. I acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I declare that:
  - (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
  - (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
  - (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
  - (d) the undertakings given by us along with the Application in response to the RFP for the Project and information mentioned for the evaluation of the BID Capacity were true and correct as on the date of making the Application and are also true and correct as on the BID Due Date and I shall continue to abide by them.
8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.
9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
11. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.

13. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Agreement in accordance with the draft that has been provided to me/us prior to the BID Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
14. I have studied all the Bidding Documents carefully and also surveyed the project area. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
15. I offer a EMD/BID Security of Rs.2,00,000/- (Rupees Two Lakhs Only) to the Authority in accordance with the RFP Document.
16. The documents accompanying the Technical BID, as specified in the RFP, have been submitted in separate files.
17. I agree and understand that the BID is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project/Contract is not awarded to me or our BID is not opened or rejected.
18. The BID Price has been quoted by me after taking into consideration all the terms and conditions stated in the RFP; draft Agreement, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.
19. I agree and undertake to abide by all the terms and conditions of the RFP document.
20. I shall keep this offer valid for 90 (Ninety) days from the BID Due Date specified in the RFP.
21. I hereby certify that we have not changed any quantity as mentioned in the BoQ and confirmed that any discrepancy arrive at any time, decision of Authority will be consider as final.
21. I hereby submit our BID and offer a BID Price as indicated in Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this BID under and in accordance with the terms of the RFP document.

Yours faithfully,

**Date:**  
**Place:**

**(Signature, name and designation  
of the Authorised signatory)  
Name & seal of Bidder**

**Annexure-II**  
**Details of Applicant**

(On the Letter Head of the Applicant)

- (a) **Name of the Agency:**
  
- (b) **Name of the contact Person:**
  
- (c) **Designation:**
  
- (d) **Address:**
  
- (e) **Mobile Number & Telephone Number:**
  
- (f) **E-mail Address:**
  
- (g) **Fax Number:**
  
- (h) **Registration Number of the Company:**
  
- (i) **If the Agency has a registered office in India (Yes/No):**
  
- (j) **Full address of Registered Office in India:**
  
- (k) **Phone Number of Registered Office in India:**
  
- (l) **Mobile Number of the contact person at Registered Office in India:**
  
- (m) **GST Registration number:**
  
- (n) **Average Annual Turnover:**

**Duly signed by the Authorised Signatory of the Applicant**  
**(Name, Title and Address of the Authorised Signatory)**

**Annexure- III**  
**Format for Project Data Sheet**

Sl. No.	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name of Client	
5	Total value of work order (In Indian Rupees)	
6	No. of manpower supplied	
7	Period of Services rendered by the Applicant (Start date and End date)	
8	Scope of Service	
8	Fees of the Applicant (In Indian Rupees)	
9	Present Status of the Assignment (Completed/ongoing)	
10	Other Information relating to Project	
11	Copy of Appointment Letters and Completion Letter	

**Note: The work order along with other relevant documents shall be attached with every project. Experience of only completed projects will be considered for evaluation.**

**Duly signed by the Authorised Signatory of the Applicant**  
**(Name, Title and Address of the Authorised Signatory)**

**Annexure- IV  
Power of Attorney**

Know all men by these presents, We.....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name),.....son/ daughter/ wife of..... and presently residing at.....,who is (presently employed with us and holding the position of.....,as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the **"EVENT MANAGEMENT COMPANY (EMC) FOR ORGANIZATION BHITARAKANIKA MAHOTSAV"** (Project) proposed to be developed by the District Administration, Kendrapara including but not limited to signing and submission of all Bids / Proposals, bids and other documents and writings, participate in pre-bids/pre-proposal and other conferences and providing information/ responses to District Administration, presenting us in all matters before District Administration, signing and execution of all contracts including the Event Management Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with District Administration in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and/or till the execution of the Event Management Agreement with District Administration.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us and shall be binding on us.

IN WITNESS WHERE OF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF \_\_\_\_\_,20

For  
.....

Accepted

\_\_\_\_\_(signature)

(Name, Title and Address) of the  
Attorney

*Note:*

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

## **Annexure V**

### **Proposed Methodology and Concept Plan**

The proposed Methodology and Concept Plan shall be described as follows:

#### **1. Understanding of TOR**

The Bidder shall clearly state its understanding of the TOR and also highlight its important aspects. The Bidder may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the tasks laid down in the TOR.

#### **2. Methodology and Concept Plan**

The Bidder will submit its detail methodology for carrying out this assignment, outlining its approach toward achieving the tasks laid down in the TOR. The Bidder will submit a brief write up on its proposed team and organisation of personnel explaining how different areas of expertise needed for the Assignment have been fully covered by its proposal. The Bidder should specify the sequence and management of important activities, and provide a quality assurance plan for carrying out the event management Services.

#### **6. CVs of Key Personnel:**

Agency has to submit CVs of Key Personnel, who will be deployed at site. Profiles of the following are required:

- Team leader
- Creative Expert
- Promotion & Media Expert
- Event Management Expert
- Branding Expert
- Productions Expert

**Annexure VI**  
**Financial Capability of Bidder**

**Name of the Applicant:**

\_\_\_\_\_

<b>Sl. No.</b>	<b>Particulars</b>	<b>2017-18</b>	<b>2018-19</b>
1.	Turnover		

*Note:*

1. Attach certified copies of Annual Audited Balance Sheets and IT Returns Certificate for the past 2 years.
2. The above data must be submitted by Applicant, duly certified by Statutory Auditor such as Chartered Account.

Signed

Signature of CA/ Statutory Auditors

(Name of the Authorised Signatory)

(with seal & registration no.)

Place:

Date:

## Annexure VII

### FINANCIAL PROPOSAL FOR MINMIUM DEVELOPMENT OBLIGATION

To,

Ref: “APPOINTMENT OF EVENT MANAGEMENT COMPANY (EMC) FOR ORGANIZATION OF BHITARAKANIKA MAHOTSAV”

We, the undersigned, offer to provide the agency services for the **EVENT MANAGEMENT COMPANY (EMC) FOR ORGANIZATION OF BHITARAKANIKA MAHOTSAV** in accordance with your Request for Proposal dated [Insert Date] and our Financial Proposal (For One season of Service) as per details mentioned below:

Sr. No.	Description of work	Total Amount (In Rs.)
1	Dance & Music Festival	
2	Promotions & Publicity	
3	Luxury Tented Accommodation with Fooding, Dinning hall for 50 Tents, including sightseeing tours and recreational activities	
	<b>Total</b>	
	GST @% of Total	
	<b>Grand Total</b>	

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 90 days from the last date of submission of proposal.

The rates quoted above by <name of the Event Management Agency> shall remain firm till the completion of the event. No increase in rates for whatsoever reasons shall be entertained. The Bill of Quantity mentioned in Annexure-VIII are indicative only and payment shall be made on actual quantity which shall be check measured by the Departmental authority

The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of (*Name of Applicant*)

**Duly signed by the Authorised Signatory of the  
Applicant (Name, Title and Address of the Authorised  
Signatory)**

**Annexure – VIII**  
**Detailed BoQ of Financial Proposal**  
**for Minimum Development Obligation**  
**Rates to be quoted for all 3 days**

<b>Dance, Art &amp; Music Festival</b>					
Item No.	Description	Quantity	Rate in Rs.		
		Total Units	Rs. In Figures	Rs. In words	Total= Unit X Rate
		(X)	(Y)		(Z)=(X) X (Y)
<b>A</b>	<b>Venue Setup</b>				
1	Entry Gate / Top (30ft*3ft) 4 sides - Public	1			
2	Entry Gate Pillar (12ft*3ft) 4 sides - Public	1			
3	Entry Gate / Thematic craft – for VIPs	1			
4	Wall Branding (Wall or Janta Maidan) - (100ft*10ft)	1			
5	Ribbons Covering the Ground from top - (20ft*2.5ft)	1			
6	Horticulture (Plants & flowers)	300			
<b>B</b>	<b>Flea Market</b>				
1	Stall for vendors - (10ft*10ft)	20			
2	Table rectangle (4ft*2.5ft)	20			
3	Electricity Point 5A	50			
4	Facia Branding	20			
5	Electricity Point 15A	25			
6	Table Round (radius 2ft)	20			
<b>C</b>	<b>Misc / Others</b>				
1	Thematic pathway for entry (10ft*10ft)	2			
2	German Hanger (Open from 3 sides) (100ft*60ft)	1			
3	Back Wall (White) (10ft*10ft)	5			
4	Wall Lighting for Exhibition Material (10ft*10ft)	5			
5	Specification Card (for art material)	5			
6	Standee (for Artist Profile)	5			
7	checker board (8ft*8ft)	10			
8	Green Rooms Pagoda with mirror, light, chairs, table, stand with hangers with carpet flooring etc. (10ft*10ft)	4			

9	Ticketing Box office (20ft*10ft) with all necessary items at venue	1			
10	Ticketing Box office (8ft*8ft) with all necessary items at different places	5			
11	Online ticketing Partner with all necessary requirement (like Book My Show / ticket genie)	1			
12	Carpeting (10ft*10ft)	1			
13	Medical Booth (20ft*10ft)	1			
14	Police Booth (20ft*10ft)	1			
15	Pedestal Fans Silent	50			
16	VIP Lounge (Hanger Area of 20 x 10 meters)	1			
17	Platform for VIP Lounge	1			
18	Sofa for VIP Lounge	10			
19	Branding (10ftx10ft panels) for VIP Lounge	10			
20	Stand AC 4 ton - VIP Lounge	2			
21	Air Cooler - VIP Lounge	2			
22	fully furnished Octonorm Green room for Artistes(10ft*10ft)	4			
23	Mesh Carpet on Ground (150ft*10ft)	5			
24	CCTV Camera with setup	20			
25	Bouncers	5			
26	Anchor Male (with proficiency in Odia, Hindi & English)	1			
27	Anchor Female (with proficiency in Odia, Hindi & English)	1			
28	Security Guards Male	30			
29	Ushers (with proficiency in Odia, Hindi & English)	20			
30	Security Guards Female	10			
31	Silent Generators 125 KVA	2			
32	Fire Brigade	2			
33	Fire Extinguishers	10			
34	Crowd Management	20			
35	Parking Management/Parking Attendant	10			
36	Mobile Ambulance	1			
37	Chemical Toilets - For VIPs	2			
38	Chemical Toilets at various locations	10			
<b>D</b>	<b>Sound</b>				
1	Line Array Speaker - D&B/RCF/JBL	8 pair			
2	Base Speaker - D&B/RCF/JBL	5 Pair			
3	Stage Monitor- D&B/RCF/JBL	10			

4	Side Fill D&B/RCF/JBL	10			
5	Microphones Shure/ Sennheiser	10			
6	Podium Microphone Shure/ Sennheiser	2			
7	Cordless Handheld Microphone Shure Sennheiser	2			
8	Professional CD Player — Sony /Panasonic/ Pioneer	2			
9	Foot Microphone - Sennheiser / Shure	1			
10	Cordless Lapel Microphones - Shure / Sennheiser	4			
11	Digital Audio Mixer - channel 64 or more	2			
12	Graphics Equalizer	2			
<b>E</b>	<b>Light</b>				
1	PAR 64 1000 Watts	60			
2	LED Par	60			
3	LED Moving Wash	10			
4	Sharpie Moving head	20			
5	Profile light	2			
6	Blinder	8			
7	Ch Electronic Dimmer (4X48)	1			
8	Fog Machine	6			
9	Multi-Barrel Confetti Cannons	8			
10	Aluminum Box Truss (85'X65')	1			
11	Wire manager	12			
12	Haze machine	6			
13	Strobes	2			
14	Avolite lighting board	1			
15	Necessary cable splitters and all supporting hardware	1			
16	General Lighting with passage lighting	1			
<b>F</b>	<b>Stage</b>				
1	Scaffolding 3-layer stage with carpet and stairs (80ftX60ftX4ft)	1			
2	Thematic Back drop with LED wall	1			
3	Extra LED Screen (16ftx9ft)	10			
4	Chair - Public	5000			
5	4 side goal post Truss (as per stage)	1			
6	Aluminium Barication	100			
7	VIP Seating - Chairs banquet	1000			
8	Walkie Talkie	30			
9	Sponsors Area (10ft*10ft)	5			

10	Media Pit (30ft*10ft)	1			
11	Media Riser (30ft*10ft)	1			
12	VIP Seating - Sofa (single seater)	50			
13	VIP Seating - Sofa (Twin seater)	50			
14	VIP Seating - Sofa (Three seater)	50			
15	Ramp for Ramp (8 x 16 ft.)	1			
16	Operating Console pagoda	1			
17	LED Side Panel (4ftX8ft)	2			
18	LED Wall (18ftX32ft)	1			
<b>G</b>	<b>Required Services</b>				
1	NOCs for all types of event mentioned in the RFP	LS			
	<b>Total</b>				

**ANNEXURE IX  
FINANCIAL PROPOSAL  
FOR VALUE ADDED FACILITIES AND SERVICES**

To,

Ref: “**APPOINTMENT OF EVENT MANAGEMENT COMPANY (EMC) FOR ORGANIZATION OF BHITARAKANIKA MAHOTSAV**”

We, the undersigned, offer to provide the agency services for the **EVENT MANAGEMENT COMPANY (EMC) FOR ORGANIZATION OF BHITARAKANIKA MAHOTSAV** in accordance with your Request for Proposal dated [Insert Date] and our Financial Proposal for Value added Facilities and Services (For One season of Service) as per details mentioned below:

<b>Sr. No.</b>	<b>Description of work</b>	<b>Total Amount (In Rs.)</b>
1	<OPTIONAL FACILITY 1>	
2	<OPTIONAL FACILITY 2>...	
	<b>Total</b>	
	GST @% of Total	
	<b>Grand Total</b>	

We understand and acknowledge that this financial proposal in accordance with Annexure IX of this EOI cum RFP document is excluded from the Financial Proposal evaluation, and this proposal would be valid up to 90 days from the last date of submission of proposal.

The rates quoted above by <name of the Event Management Agency> shall remain firm till the completion of the event. No increase in rates for whatsoever reasons shall be entertained. The BoQ mentioned in Annexure-X is indicative only and payment shall be made on actual quantity which shall be check measured by the Departmental authority.

The Financial Proposal is without any condition.

Yours faithfully, for and on behalf of (*Name of Applicant*)

**Duly signed by the Authorised Signatory of the Applicant  
(Name, Title and Address of the Authorised Signatory)**

**Annexure-X**  
**Detailed BoQ of Financial Proposal**  
**for Luxurious Tented Accommodation**  
**with Fooding and guided sightseeing**  
**Rates to be quoted for 3 days**

<Luxury Tent>						
Item no	Description	Unit	Qty	Rate in Rs.		
				In Figures	In words	Amount in Rs
1	<b>Luxury Tents</b>					
a	Size: 150 sqft per stall (15ft X 10ft).					
	Partitions and structure: 3 sidewall structure of minimum 10ft ht. with beds, chairs sofas, cupboards & all other necessary furniture Platform Flooring and provision of bathroom with all necessary luxury amenities & Running water supply	Nos.	50			
	Service & Security: Adequete no of security, housekeeping, room service & Front office staff to be deployed (1 person from each dept for 4 tents round the clock)					
	Dinning Hall with all facilities for accommodated guest buffet breakfast, lunch & Dinner for Approx 150 pax with thematic curated 3 Non veg Menu	Pax	150			
	Transit to & from Bhubaneswar Airport and local sightseeing and event venue transit by Volvo Busses and Innovas with branding	Lump sum				
	Local Sight seeing packages (Including Boats & Tour Guides) with packed lunch for all 3 days including recreational activities & Games along with anchors for 50 member groups	Groups	3			
	Clearance before and after event & 5' Barbed wire fence for entire accommodation & Dinning area.	Nos	1			
	<b>Total</b>					