GOVERNMENT OF ODISHA
OFFICE OF ENGINEER-IN-CHIEF
RURAL WATER SUPPLY AND SANITATION (RWSS)

Quotation Call Notice

Quotations are invited from the intending firms/Organisations for event management for the programme on occasion of State Level function of “BASUDHA” at Rabindra Mandap, Unit-IV, Bhubaneswar on 6th August, 2018 organised by OFFICE OF ENGINEER-IN-CHIEF, RURAL WATER SUPPLY AND SANITATION (RWSS) Panchayati Raj & Drinking Water Department.

1. The quotations should reach the undersigned on or before 1st August, 2018 (11.00 AM).

2. The agency must have an average annual turnover of Rs.1 Crore during the last two financial years. The turnover is to be supported by Audited Annual financial statement of accounts duly certified by the Chartered Accountant.

3. The bidder shall submit their GST registration certificate and PAN card along with the quotation.

4. The Agency should have a minimum of 5 years of experience in Event management.

5. The firms/Organisations applying for the same should have experience in organising at least three such programmes for any Department of Government of Odisha/Government of India/Public Sector Undertaking and should not have been debarred by any organisation.

6. The Agency should have a minimum of 2 years’ of similar experience. A minimum of 5 work orders from the Govt of Odisha for in 2 years which the applicant might have executed must be enclosed.

7. The authority reserves the right to accept or reject any or all quotations without assigning any reasons thereof. Besides, quotations received in incomplete forms or after due date and time will be liable for rejection.

8. The price quoted and the GST if any should be mentioned separately.

9. The evaluation of accessibility of such materials lies solely with EIC, RWSS, Panchayati Raj & Drinking Water Department.


EIC, RWSS
Memo No. 6625 Dated 27/07/18

Copy forwarded to I&PR Department with a request to publish it at least in two Odia leading newspapers as the approximate cost of the said items is Rs. 12 Lakhs.

EIC, RWSS

Memo No. 6626 dated 27/07/18

Copy forwarded to Notice Board of Panchayati Raj and Drinking Water Department/All Departments of Government/All heads of Departments with a request to display in the notice in their Notice Board.

EIC, RWSS

Memo No. 6627 Dated 27/07/18

Copy forwarded to Joint Secretary, E-governance cell of PR&DW Dept. with a request to upload the notice in Govt. website.

EIC, RWSS
GOVERNMENT OF ODISHA  
OFFICE OF ENGINEER-IN-CHIEF  
RURAL WATER SUPPLY AND SANITATION (RWSS)  

No: .................................  
Date:..............................  

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EIC, RWSS
SHORT QUOTATION CALL NOTICE FOR EVENT MANAGEMENT OF THE PROGRAMME OF STATE LEVEL INAUGURAL FUNCTION OF “BASUDHA”

INSTRUCTIONS TO BIDDERS

1. Sealed quotation are invited from interested event management agencies for the programme on occasion of State Level function of “BASUDHA” at Rabindra mandap, Unit-IV, Bhubaneswar on 6th August, 2018.

2. The Financial Proposal should be activity wise as mentioned below exclusive of GST. Which is to be mentioned separately as applicable.

3. Evaluation Criteria:
   A. Technical Presentation on :
      i. Conceptualisation of the assignment
      ii. Past Experience in similar activities.
      iii. Strategy
      iv. Methodology for carrying out the activity
      v. Work plan
      vi. Proposed activities to be undertaken
      vii. Manpower to be deployed
      viii. Resource mobilisation
      ix. Types of materials to be used
      x. Services to be rendered
      xi. Previous experience of undertaking similar activity
      xii. Presentation of layout plan design and
      xiii. Project estimate.

   Bids must be received by the purchaser at the address and no later than the date and time specified in the bid document i.e. 11.00 AM of 1st August, 2018. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.

   Broad Scope of Work:- [Event Management]

   • Main Stage management & Tentage, LOGO designing, Stalls, Flower Decoration, Gate etc.
   • IEC Activities: Designing of Advertisements, preparation and supply of artwork and material preparation for creative corporate advertisements, artwork design of booklets/brochures/new letters, required for various printing assignments of this Office, Release of PR Support activities such as press releases, media articles, designing and display of banners/hoardings/IEC materials/Designing & Hiring Charges etc.
   • Photography & Videography
4. **Evaluation Procedure:**

The bid shall be evaluated based on Quality and Cost based evaluation (QCBS) having weightage of 70:30 (Technical :Financial).

1. In the Technical section, each bidder has to give the power point presentation (PPT) of 10-15 minutes duration. Marks scored in the presentation shall be taken into account for final evaluation of the proposal.

A. **Technical Evaluation Methodology**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Each Technical Bid will be assigned a technical score out of a maximum of 100 points</td>
</tr>
<tr>
<td>2</td>
<td>The bid with the highest technical score(T1) will be assigned 100%</td>
</tr>
</tbody>
</table>
| 3     | Technical Scores for other bids will be normalized using the following formula:  
Normalized Technical Score of a Bid(Tn) =\{(Technical Score of the Bid/Highest Technical Score(T1))*100\}% (adjust to 2 decimals) |

**SCORES FOR SUB SECTIONS OF TECHNICAL PRESENTATION**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>MAXIMUM SCORES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conceptualisation strategy &amp; methodology of the assignment</td>
<td>20</td>
</tr>
<tr>
<td>Work plan &amp; activities to be undertaken</td>
<td>20</td>
</tr>
<tr>
<td>Experience in organising at 5 similar State level assignments of Government of Odisha</td>
<td>30</td>
</tr>
<tr>
<td>Quality of materials/equipment/personnel/services/other services to be rendered</td>
<td>20</td>
</tr>
<tr>
<td>Presentation of layout plan design</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Scores</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

B. **Financial Evaluation:**

<table>
<thead>
<tr>
<th>SL no</th>
<th>Clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The bid with the lowest bid price(L1) will be assigned 100%</td>
</tr>
</tbody>
</table>
| 2     | Financial scores for other bids will be normalised using the following formula:  
\{(Financial Bid price of L1/Financial bid price of the Bid)*100\}%(adjusted to 2 decimals) |
FINANCIAL EVALUATION:

i. In determination of the Best value Bids, weightages off 70 and 30 shall be applied respectively to the normalised technical and financial scores of each bid that was included in the commercial qualified bids only.

ii. The weightage for the composite evaluation is as described below:
   a. Technical - 70%
   b. Financial – 30%

In other words, the bid would awarded in favour of most competitive bidders by adopting the 70:30 weightages to technical and financial scores respectively after duly normalizing the technical and financial scores. The overall composite score will be calculated as follows:

\[ B_n = 0.70 \times T_n + 0.30 \times F_n \]

Where

- \( B_n \) = overall composite score of the bidder
- \( T_n \) = normalized technical score of the bidder
- \( F_n \) = Normalised financial score of the bidder

The Bidder with the highest final composite score will be selected. In case of a tie in the final composite score the bidder with the higher Technical score will be taken into consideration.

Award Criteria

The Technical Presentation of the Eligible Bidders will be on 1st August, 2018 at 3.00PM. Office of EIC, RWSS, PR&DW Department will award the work assignment to the successful bidder whose proposal has been determined to be substantially responsive and has highest final composite score.

Submission of Tender:

The Quotation has to be submitted in the prescribed formats along with the relevant documents as asked to be furnished in the relevant formats. The formats duly filled in along with the documents signed by the authorized signatory shall be put in an envelope and the sealed envelope should be super scribed as “Tender for event management of the programmes on occasion of STATE LEVEL INAUGURAL FUNCTION OF “BASUDHA”. The tenders must reach the office of the EIC, RWSS, Jal O Parimal Bhawan, Unit-V, Bhubaneswar on or before 1st August, 2018, 11. AM.

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**FINANCIAL PROPOSAL FORMAT**

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Particulars</th>
<th>Description of Works</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Event management</td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>Photography &amp; Videography</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Seal and Signature of the Quotationer**