TENDER PAPER

of

Event Management Services

for

State level Seminar

on

BIJU CENTENARY CELEBRATION

STATE INSTITUTE FOR RURAL DEVELOPMENT & PANCHAYATI RAJ
Panchayati Raj Department, Govt. of Odisha
Unit-VIII, Gopabandhunagar, Bhubaneswar
PURCHASE DETAILS OF TENDER PAPER OF EVENT MANAGEMENT SERVICES

Tender paper can be downloaded from the following website - www.odishapanchayat.gov.in can be obtained from the office of the Director, SIRD&PR, Unit-8, Near Stewart school, Bhubaneswar, Pin 751012 during office hours.

A. COST OF TENDER PAPER : Rs. 500/- (Rupees five hundred only) (Non-refundable)

B. INSTRUMENT OF PURCHASE OF TENDER PAPER:
Demand Draft/Pay Order No. Dated /2016 (if the tender paper downloaded from website (DD / Pay Order to be attached with tender paper):

<table>
<thead>
<tr>
<th>To be filled in by the bidder.</th>
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<tbody>
<tr>
<td>(Only in case of tender paper downloaded from website.)</td>
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<tr>
<th>Bidder Name and Address:</th>
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<td>Signature of the bidder</td>
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Or

Money Receipt No. Dated /2016 (if the tender paper purchased from SIRD & PR office), (Original Money Receipt to be attached with tender paper)

<table>
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<th>To be filled in by the Account section (only in case of purchase of tender paper from SIRD&amp;PR office)</th>
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<td>ISSUED TO (Address in Detail):</td>
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<td>M/s</td>
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<tr>
<td>Signature of issuing officer</td>
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C. E.M.D (Refundable): Rs.20,000/- (Rupees Twenty thousand) only in shape of Demand Draft /Pay order in favor of “Director, SIRD&PR” payable at Bhubaneswar.

Demand Draft/Pay Order No. Dated /2016

D. Sale of Tender Paper: 21st Nov. to 26th Nov. 2016 up to 5 PM at SIRD&PR Office during office hour.

E. Last Date & Time for Receipt of Tender: 28th November 2016 latest by 3 PM.
F. Date & Time of Opening of Tender Paper: 28th November 2016 at 3:30 PM at Conference Hall of SIRD&PR, Unit-8, BBSR.

G. Date & Time for opening of Prequalification Bid: 28th November 2016 at 3:30 PM at Conference Hall of SIRD&PR, Unit-8, Bhubaneswar

H. Date & Time for opening Financial Bid: 28th November 2016 at 4:30 PM at Conference Hall of SIRD&PR Campus, Unit-8, Bhubaneswar

I. Address for Submission of Tender Paper: SIRD&PR (State Institute for Rural Development & Panchayati Raj) Unit-VIII, Gopabandhunagar, Bhubaneswar, Odisha, Pin- 751012.
TERMS OF REFERENCE

About the Event

It has been decided by the Government of Odisha to celebrate the Birth Centenary of legendary Biju Patnaik, the former Chief Minister of Odisha. As part of the celebration, it has also been decided to organize a State level seminar on the contribution & role of Biju Patnaik on Panchayati Raj on 7th December, 2016 at Jayadev Bhawan, Bhubaneswar.

Participants: 500 Nos (approx.)

1. Eminent persons from different fields
2. Special invited guests
3. University Students
4. Officials from Government & Non-Government Organization
5. National level Resource Persons & Guests

Activities to be undertaken during the event

1. Photo Exhibition on Biju Patnaik
2. Conduct of Seminar meeting from 2 PM to 8 PM
3. To invite 5 - 10 enlightened speakers from national arena to talk on related subject like:
   a. Remembering the Life & Times of Biju Babu
   b. Decentralization in the decision making in the governance of Panchayats.
   c. Biju Babu & his role & contribution in Panchayat Administration, Women empowerment & development of Odisha
SCOPE OF WORK

1. **Stage Design & Venue Management:** LED screen Backdrop on stage, Flower decoration, bouquets, Lighting of Lamp Lights & Sound, In venue standee & banners, 3D gate at entrance, Reception counter etc.

2. **Ticketing, Local Transport & Hospitality of the Guests:** The event organizer will do the air ticketing, arrange airport pick-up & drop & local transport in Innova Vehicles (4 Nos.) for the guests & also arrange hotel rooms (Mayfair/Trident) & food in a reputed Star hotel in the city.

3. **Organizing a Photo exhibition on Life & Times of Biju Patnaik:** The event organizer is expected to Coordinate with the various govt. departments for photographs & also contribute from its own resource & organize an exhibition at the venue.

4. **Cultural Program:** Organizing transport & logistics in mini-bus (4 Nos. of minimum 18 seater capacity) within the Bhubaneswar & Cuttack city limit for the cultural troupes in co-ordination with the Department of Culture.

5. **Media Management:** Invite minimum 50 accredited journalists from both Print & Electronic Media along with arrangements for refreshment & issue of media kits along with a press release.

6. **Refreshment:**
   i) VVIP refreshment on stage & VIP Lounge: 50 Plates: (Roasted almond- 30 gm, Cashew nut-30 gm, dry sweets-50 gm, Tea & Coffee-100 ml, along with 500 ml ISI marked water bottle will be supplied by the event organizer and to be served by 2 nos. of professional service boys with proper cutlery & uniforms, Timely clearance to be ensured.
   
   ii) Refreshment for audience & participants: 600 Plates: Banana- 1 each Bara – 1 each, Cutlet – 1 each, Samosa – 1 each, dry sweets-50 gm, Tea & Coffee-100 ml, Mineral Water 200 ml ISI marked water bottle will be supplied by the event organizer and to be served by 5 nos. of professional service boys with proper cutlery & uniforms, Timely clearance to be ensured.

7. **Providing of professional Anchor: 02 (Male & Female):** The anchors should be well versed with the subject, presentable & eloquent.

8. **Videography & Still Photography:** The event organizer will arrange for both still photography & videography & submit 5 sets of prints & edited Video documentation of 5 mts & 10 mts with Odia & English voice over & the entire raw footage.
TERMS & CONDITIONS

1) The bidder must submit Original Money Receipt or Rs.500/- (Rupees five hundred only) towards cost of tender paper, if purchased from the SIRD&PR office.

2) If the tender paper is downloaded from the website a Demand Draft / Pay Order of Rs.500/- (Rupees five hundred only) in favour of “Director, SIRD&PR, Bhubaneswar” payable at Bhubaneswar needs to be attached along with the tender documents.

3) The bidder shall quote their price for all the items without leaving any space blank. If found so, the bid will be treated as non-responsive and rejected.

4) The bidder has to quote the rate as per the given format.

5) The final payment will be made based on the actual work done and Work Assessment Report in the specified format by the competent committee. The bidder shall not use any additional materials other than the work specified in the work order without the prior permission of the event-in-charge. In case of any additional requirement, the bidder should take the prior written permission from the event-in-charge.

6) The bidders are required to deposit an earnest money (EMD) of Rs. 20,000/- (Rupees Twenty thousand only) in shape of DD/pay order in favor of “Director, SIRD&PR”, payable at Bhubaneswar. The EMD amount of the unsuccessful bidder will be refunded within a week.

7) The successful bidder shall immediately and not later than the next day of intimation of acceptance of the tender, sign an agreement on Non-judicial stamp paper.

8) The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in godown of 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.

9) The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.

10) The tender documents should be submitted in two separate covers, one cover containing the Eligibility criteria along with the Prequalification Bid (Cover-A) and another cover containing the Financial Bid (Cover-B) and finally packed in one cover and super scribed as “Tender Paper for Event Management Services”.

11) The Prequalification Bid must be accompanied with the following documents.
The bidder is to submit self-attested photocopies of the following documents with duly filled in tender paper. The documents to be submitted by the bidder are:

a. **Original Money Receipt or Rs. 5,000/-** (Rupees five thousand only) towards cost of tender paper, if purchased from the “SIRD office or Demand Draft / Pay Order of Rs. 5,000/- (Rupees five thousand only) in favor of Director, SIRD&PR payable at Bhubaneswar to be attached, if the tender paper downloaded from the website.

b. **EMD of Rs. 20,000/-** (Rupees Twenty thousand only) in shape of Demand Draft/Pay order in favour of Director, SIRD&PR payable at Bhubaneswar.

c. Experience of having successfully completed similar nature of works during last Five years with self-attested documents

d. Copy of the self-attested registration certificate

e. Self-attested photocopy of PAN, TAN, up-to-date IT acknowledgement receipt up to 2015-16.

f. The bidder must submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant with at least an annual average turnover of Rs.30 Lacs

g. The Financial Bid must be submitted in the prescribed format as per the tender schedule with item wise rate per unit and total financial involvement for the entire work.

h. For any further query in this regards, the interested parties may contact Deputy. Director, SIRD&PR, Unit-8, Bhubaneswar.

i. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

j. Acceptance of the above T&C duly signed and stamped.

**ACCEPTED THE ABOVE TERMS AND CONDITIONS.**

Signature with seal
DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I/ We are willing to abide by the terms and conditions laid by SIRD&PR. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Bidder
(with seal)

Place:

Date:
FINANCIAL BID

To

The Director
SIRD&PR,
Bhubaneswar

Sir,

I am submitting hereunder the following rates/quotation for providing event management services for the Biju Centenary Celebration to be observer on 7th December 2016 at Jayadev Bhawan, Bhubaneswar.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Head</th>
<th>Particulars</th>
<th>Rate per Unit</th>
<th>Qty Required</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>Stage Design &amp; Venue management</td>
<td>LED screen Backdrop on stage, Flower decoration, bouquets, Lighting of Lamp Lights &amp; Sound, In venue standee &amp; banners, 3D gate at entrance, Reception counter etc</td>
<td>Lumpsum*</td>
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<td>2</td>
<td>Ticketing</td>
<td>Air Tickets</td>
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<td>As per Actual</td>
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<td>3</td>
<td>Local Transport of Guest</td>
<td>Innova</td>
<td>4 Nos</td>
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<td>4</td>
<td>Transportation for Cultural Troupes</td>
<td>Mini-Bus of minimum 18 seater</td>
<td></td>
<td>4 Nos</td>
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<td>5</td>
<td>Photo Exhibition</td>
<td>Coordinate with the various govt. departments for photographs &amp; also contribute from its own resource &amp; organize, Display &amp; exhibit at the venue</td>
<td></td>
<td>Lumpsum*</td>
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<td>6</td>
<td>Media Management</td>
<td>Conduct Press Conference, write press release, invite minimum 30 accredited journalists &amp; provide media kit</td>
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<td>Lumpsum*</td>
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<td>7</td>
<td>Refreshment at the stage &amp; VIP Lounge</td>
<td>Supplying refreshment &amp; mineral water to VIPs as outlined in the scope of work</td>
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<td></td>
<td></td>
<td>50 Plates</td>
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<td>8</td>
<td>Refreshment for Guest / Participants</td>
<td>Supplying of refreshment to the participants &amp; audience as outlined in the scope of work</td>
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<td>600 Plates</td>
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<td>9</td>
<td>Anchors (Male &amp; Female)</td>
<td>Professionals with prior experience well versed with the subject of the seminar, presentable &amp; eloquent.</td>
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<td>2 Nos</td>
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<tr>
<td>10</td>
<td>Videography &amp; Still Photo</td>
<td>Still Photography (5 sets of minimum 100 pics)</td>
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<td>5X100 Pcs</td>
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<td>Edited video documentation of 5 minutes &amp; 10 minutes with Odia &amp; English voice over &amp; the entire raw footage.</td>
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<td>Lump Sum</td>
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Full Signature with Seal-------------------------------

Name of the Organization/ agency---------------------

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Address Details-----------------------------

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Contact No-----------------------------

e-mail ID: -----------------------------