

Government of Odisha
Information & Public Relations Department

* * *

File No. IPR-FP-SC-22/2019 14192 /I&PR, dated 18/12/19

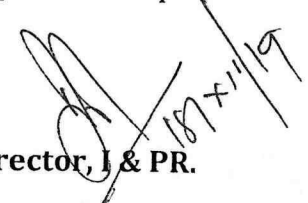
**TENDER NOTICE FOR EXECUTION OF WORKS THROUGH
EVENT MANAGEMENT AGENCY IN DIFFERENT FUNCTIONS AND EXHIBITIONS BY
INFORMATION & PUBLIC RELATIONS DEPARTMENT, GOVT. OF ODISHA.**

Sealed Tenders are invited from reputed registered Event Management Firms / Agencies for empanelment in connection with execution of different works such as Tent work, German Aluminium Hanger, Light and sound arrangement, Flower decoration, Printing of Invitation cards, Printing of Canvas Flex, vinyl, Supply of cups, trophies, etc. The details of specifications of work to be done have been mentioned in the technical bid of the Tender Paper hoisted in Govt. website www.odisha.gov.in and www.inpr.odisha.gov.in There are about 40 or more number of functions celebrated in a year at Jayadev Bhawan. Besides these, Gandhi Jayanti & Saheed Divas are celebrated at OLA premises; Independence Day & Republic Day are celebrated at Mahatma Gandhi Marg and Odisha Day is celebrated at Utkal Mandap, Bhubaneswar. Apart from these, there are about 10 to 11 numbers of photo exhibitions which are to be organized at Bhubaneswar, Puri etc. for which the above works are required to be done. Number of functions & Exhibitions may increase or decrease as per requirement. The total cost involvement may be around Rupees one crore. If required, it may increase with approval of competent authority keeping in view of the arrangements/requirements. Intending bidders after going through the specifications may submit the bid duly filled in along with all the requisite documents by 3.00 PM on 10.01.2020 and the bids will be opened and analysed by a Committee in presence of the bidders/their authorized agents at 4.00PM on the same date.

THE BIDDERS ARE REQUIRED TO SUBMIT TECHNICAL BID AND FINANCIAL BID IN SEPARATE SEALED COVERS SUPERSCRIBING AS TECHNICAL BID & FINANCIAL BID AND BOTH THE PACKETS IN ANOTHER COVER SUPERSCRIBED AS BID FOR ORGANISATION OF DIFFERENT CELEBRATIONS & EXHIBITION.

The bids can be sent through Registered Post or Speed Post or courier service so that it shall reach this office not later than 3.00 PM of 10.01.2020. Bids received beyond the prescribed time and date shall be summarily rejected. The Committee will examine the technical bid first and then open the financial bid of only those shortlisted agencies who are found eligible as per the prescribed criteria for the technical bid for evaluation. Work will be assigned to the qualified bidder(s) as per the agreement.

The authority reserves the right to cancel the entire tender process or part without assigning any reason thereof.


Director, I & PR.

TENDER PAPER

ELIGIBILITY CRITERIA

1. The applying Event management /firm/ agency must have three years of Experience of construction of stalls and event management in major State/ National Level Festivals/ Fairs.
2. The agency must have the experience of undertaking Event Management Work at least in Five National/State Level Events.
3. The agency must have qualified visualizer(s) having experience in Visual Art preferably with them who should supervise the execution of the construction work.
4. The Firm must have minimum annual turnover of Rs 1 crore each during last three financial years duly certified by C.A. ending on 31.03.2019.
5. Execution of single similar work for not less than Rs. 20 lakh in a year during last three consecutive years.
6. The Event Management Firm/ Agency must not have been barred or blacklisted by any State or Central Government Departments.

SCOPE OF WORK

1. Preparation of German Aluminium super structure (Hanger)
2. Erection of Tents (Both Water Proof Tents and normal), carpeting, erection of standees, Gates, cloth side walls, partitions, erections of stall, VIP Rooms etc. as per requirement and as per the directions of the Authorities of I & PR Department.
3. Backdrop of the Stage (Over the existing permanent stage in Jaydev Bhavan, Utkal Mandap or in any event site as per the approved design)

4. Preparation of two to three different designs for stage decoration, hoarding, banners, and standees for the function by using the services of the visualizer. I & PR department shall select one of the designs, which the firm shall have to execute.
5. Poster, Banner and Hoarding: Printing and Display at various places, way boards at 8 to 10 different places inside the Jaydev Bhavan ground.
6. Light and Sound with specifications (Both for Stage for the State Level Function, Cultural Programme, Decorative Lights and Flood Lights, both **outside and inside** in case of Jaydev Bhavan premises, Utkal Mandap Premises, Exhibition ground, Unit-3, for the Independence Day and Republic Day functions at Mahatma Gandhi Marg, Gandhi Jayanti & Saheed Divas to be celebrated at OLA premises).
7. Generators with Fuel shall be required for all functions which shall be held other than the Jaydev Bhawan Premises.
8. The Agency shall be required to get all necessary clearance of fire officer, police & electrical Inspector in case of functions held outside the Jaydev Bhavan premises.
9. Flower decoration of the stage, gates, statues as per requirement and provision of flower bouquet (as per requirement).
10. Supply of Chairs (Plastic moulded chairs, Steel Chairs, Chairs for VIP's to be placed on Stage, Sofa Sets as per requirements) for the events as directed by the I & PR Authorities.
11. Supply of Fans, Water coolers, Air Conditioners for the functions as per instructions of the Authorities of I& PR Department.
12. Supply of Still Photographer and Video Cameraman along-with equipment and providing High Definition Digital Images and videos of the functions as and when instructed by the Authorities of I& PR Department.
13. Printing of Invitation Card for the function.
14. Preparation of Photo Blow ups with framing.
15. Supply of Cups, shields & Trophies.
16. Providing Digital Day Light Emitting Diode (LED) Display boards of various sizes like 30 ft by 20 ft, 20 ft by 10 ft, 10 ft by 8 ft, 8 ft by 6 ft. as per the instructions by the Authorities of I & PR Department.
17. Supply of portable drinking water, water tanker arrangements, temporary toilets if required,

TECHNICAL BID

1. Name & Address of the Firm :

Documents required to be submitted along with Technical Bid

1. Demand draft of Rs. 10000/- drawn on any Nationalised Bank / Scheduled Bank in favour of DDO, Information & Public Relations. Department payable at Bhubaneswar towards cost of Tender Paper. This amount is Non Refundable.
2. EMD of Rs. 1,00,000/-(Rs. One Lakh only) in shape of Demand Draft drawn on any Nationalised Bank/ Scheduled Bank in favour of DDO, I & P. R. payable at Bhubaneswar. EMD of unsuccessful bidders shall be refunded upon finalization of the tender process.
3. The selected bidder to be awarded work as and when required, has to deposit performance security of Rs.5 Lakh (Rupees Five Lakh) in the form of A/c Payee Demand Draft or Fixed Deposit receipt from a commercial bank or Bank guarantee from a commercial bank in an acceptable form etc safeguarding the client's interest in all respect. Performance security should remain valid for a period of sixty days beyond the expiry of the agreement to be executed for the purpose. EMD will be refunded to the successful bidder on receipt of the performance security.
4. No advance shall be paid. The selected service provider has to submit bills in triplicate complete in all respect within a week of completion of the function / Event for process of the same to release payment. The claim will be settled within two weeks from the date of receipt of bill.
5. Up-to-date GST Certificate & No.
6. Copy of PAN Card for income Tax and up to date return filed in the name of firm/ agency.(Self-attested)
7. Self attested photocopy of Valid TIN registration,
8. Self-Attested Copy/ies of the work order(s) / event order(s) confirming as proof of execution of similar nature of works not less than Rs. 20 lakh in a year for last three consecutive years.
9. Profile of Visualizer for execution of such work(s) who will be involved for supervision of work.
10. Self-attested Documents / Papers in support of previous experience of last 3 years of executing similar nature of Govt. works.
11. The Event Management Firm/ Agency must have experienced manpower to execute the work.
12. Non responsive bids to the tender document shall be summarily rejected.
13. Audited Statement of accounts (Balance Sheet and Profit Loss account) of the Firm for similar nature of business showing turnover not less than Rs 1 crore each year for last 3 financial years and IT return Acknowledgement.
14. Bidders are required to quote unit rates for each item in the tender paper.

15. Non submission of any of the documents above will render the bid to be rejected.
16. After completion of work item-wise evaluation will be made and for any lapses amount of the said item will be deducted.

DECLARATION

I do hereby declare that the documents submitted in respect of the information referred to above are true to the best of my knowledge and belief and also do undertake that if at any time the documents are found to be forged I will be held responsible.

Signature of the bidder

Name of the work

A. Tent work for Celebrations/ Functions to be organized at different places

<u>Description</u>	<u>Rate</u>
1. German Hanger(air conditioned) with fire retardant solution sprayed on it & decorative cloth under ceiling, proper illumination inside the hangar, raised wooden platform and synthetic carpeting on the platform per sq. ft	
2. Iron structure with tarpaulin roofing and cloth ceiling per sq ft.	
3. Iron Structure with Tarpaulin roofing and cloth ceiling for Invitee Sector - per sq ft.	
4. Front Facia in Baton Framing per sq ft. ,	
5. Synthetic carpet per sq ft.	
6. Blow Plast Chair without arm per chair per day	
7. VIP chair per chair per day	
8. Table with Table Cloth per day -	
9. Cushion Chair per chair per day-	
10. Brass Sofa (Single) per chair per day –	
11. VIP Lounge Sofa -3 seated per day-	
12. VIP Lounge Sofa -2 seated per day-	
13. VIP Lounge Sofa -1 seated per day-	
14. Steel single Sofa per chair per day –	
15. Steel Banquet chair per chair per day –	

16. Terkis Towel per piece per day -
17. Tea Poy fitted with glass top per piece per day –
18. Glass with Jug rate per piece –
19. Dweepa stand per programme-
20. Tray with velvet cloth – rate per each per day
21. Paper weight – rate per each
22. Plasma T V- (32 inches)- rate per each
23. Plasma T V- (42 inches)- rate per each
24. Plasma T V- (48 inches)- rate per each
25. Plasma T V- (55 inches)- rate per each
26. Front Facia of Invitee Sector(In batten frame) –rate per sqft
27. Wooden Cot - rate per each
28. Tarpaulin(24' x 20')- rate per piece
29. Cloth walling - rate per sqft.
30. Preparation for platform for Media People - rate per sq ft.
31. Tri colour front facia in Batton frame - rate per sq ft.
32. G.I. Pipes – rate per piece
33. Parade Ground Decoration with Paper National Flag L.S.
34. Box Type Armed Gate- rate per gate
35. Tri Colour Cloth walling in front of Saluting Dias with batten framing –rate per sq.ft.
36. Three tier fabricated gallery with steps for sitting
(80'x40')+(60'x40')+(70'x50')
37. Podium rate per piece
38. White cloth walling in lower gap of the decoration - rate per sq ft.
39. Board writing with stand – rate per each

40. Preparation of LED base for installation of LED-rate per sqft.
41. Preparation of LED Wall (P3 type) -rate per sqft.
42. Preparation of LED Wall (P4 type)-rate per sqft.
43. Pagoda Tent(3x3 mts)-(10"x10") covered on 3 sides-rate per unit/day
44. Steel Queue Master-rate per unit/day
45. Mojo Barricading-Rate per running feet per day
46. Bamboo barricading with black cloth masking(height 3 ft)- Rate per running feet per day
47. Hand wash Basins per unit per day
48. Lanyard & accreditation cards (PVC) in multi-colour printing for delegates/ participants-rate per unit
49. 4nos Security Cameras set up with monitor & recording unit-rate per day
50. 8nos Security Cameras set up with monitor & recording unit-rate per day
51. Helium Balloon with branding of 12" diameter -rate per unit/day
52. Refrigerator(165 ltr)-Rate per unit per day
53. Printers(Laser Jet Technology) in colour & monochrome- Rate per unit per day
54. Printers(Laser Jet Technology) in monochrome- Rate per unit per day
55. Multi function Printers(scan/copy/print/fax)(Laser Jet Technology) - Rate per unit per day
56. Desktop Computers-19 inch monitor, i3 core, 2 GB RAM,250 GB HDD-rate/unit/day
57. DG Set(62 KVA)(Silent type)-rate/per Unit/day
58. DG Set(125 KVA)(Silent type)-rate/per Unit/day
59. Standee(6"x3")-rate/unit
60. Backdrop(10"x8")-rate/unit
61. Dustbins(small) for rooms -rate/per Unit/day
62. Dustbins(Large) for garbage collection -rate/per Unit/day
63. Umbrella -rate/per Unit/day

B. Tent work (Exhibition) at Jayadev Bhawan Hall for Exhibition

1. Preparation of projection box made in wooden batten and new coloured cloth covering with a depth of 3 ft.- rate per sqft
2. Preparation of digital flex with backlight arrangement of size 4'X8' - rate per sqft
3. Preparation of digital flex with front lit arrangement of size 4'X8' size - rate per sqft
4. Preparation of star flex mounting - rate per sqft
5. Preparation of LED base for installation of LED 16'x8'

6. Preparation of LED wall of 16'x8'

C. Tent work at open space for Exhibition

1. Preparation of super structure made in bamboo, ballah and tarpaulin covering of the roof, three side wall and ceiling all sides with new white cloth per sq.ft.
2. Preparation of wooden platform of 2ft. height spreading new synthetic carpet – rate per sqft
3. Preparation of wooden translite boxes for fixation of digital flex with backlit - rate per sqft.
4. Preparation of design fascia with projection & new coloured cloth with super imposition of developmental activities and Jagannath cult in digital flex and other decorative materials like appliqué, handicraft items – rate per sqft.
5. Preparation of wooden wall with white cloth ceiling- rate per sq.ft.
6. Three tier wooden batton framing for fixing of vinyl sheets- rate per sq.ft
7. Preparation of 6mm ply partition wall for fixing of vinyl sheet - rate per sq.ft
8. Preparation of podium & rack made of batton & velvet cloth for keeping statue of Lord Jagannath, Balabhadra & Subhadra
9. Hire charges of blow plast chair and table for one day
10. Hiring of ABC fire extinguisher for one day
11. Hiring of 2 Nos. of foot cleaner for one day
12. Standee of blackout flex mounted on frames (6"x3") – rate per unit
13. Backdrop of blackout flex mounted on frames (15"x10")– rate per unit
14. 3M Vinyl Stickers of various sizes for branding – rate per sq.ft.
15. Framed Branding: Media - Star Flex, Frame of 28 mm-20 gauge square steel pipe of various sizes – rate per sq.ft.
16. Unframed Branding: Media - Star Flex of various sizes – rate per sq.ft.
17. Framed Branding: Media - Mesh fabric, Frame of 28 mm-20 gauge square steel pipe of various sizes – rate per sq.ft.
18. Unframed Branding: Media - Mesh fabric of various sizes – rate per sq.f.t
19. Framed Branding: Media - Normal Flex, Frame of 28 mm-20 gauge square steel pipe of various sizes – rate per sq.ft.

D. Light Decoration and illumination work

Description

Rate

1. Running Belt – rate per each chain/belt
2. LED Rice Chain – rate per each chain
3. Metal Halogen - rate per each
4. LED Board - rate per each
5. Tube Light - rate per each
6. Chandua Light -- rate per each
7. Campa Spot - rate per each
8. Globe light - rate per each
9. Laser light - rate per each
 9. PARR light - rate per each
 10. PALCO light - rate per each
 11. Fix sell light - rate per each
 12. Sarphay light - rate per each
 13. Follow Spot - rate per each
 14. Smoke light - rate per each
 15. LED Screen - rate per sqft
 16. Ceiling Fan - rate per each
 17. Pedestal Fan - rate per each
 18. Wall hanging Fan - rate per each
 19. Generator(65 KV) with fuel- rate per each
 20. Fixing of change over, MCB and installation of Main Panel Board
22. Cabling and wiring Charges lump- as required
23. Water cooler/ air conditioner- rate per unit

E . Flower Decoration work

<u>Description</u>	<u>Rate</u>
1. Flower Bouquet (VVIP) – rate per each	
2. Flower Bouquet (VIP) - rate per each	
3. Flower Bouquet (std) – rate per each	
4. Gendu Chain - rate per each chain	
5. Rajanigandha Chain - rate per each chain	
6. Gajara Mala (Big size 10 ft.) - rate per each	
7. Gajara Mala (Small size 6ft.)-rate per each	
8. Wall Arrangement – rate per each	
9. Patra Mal - rate per each	
10. Victoria Leaf - rate per piece	
11. Teresina Leaf - rate per piece	
12. Son of India Leaf - rate per piece	
13. Lily flower - rate per piece	
14. Jarbera flower - rate per piece	
15. Orchid flower - rate per piece	
16. Rose flower - rate per piece	
17. Doz Rose flower - rate per piece	
18. Kamini Rod - rate per piece	
19. Carnation flower - rate per piece	
20. Kissan Chimam flower - rate per piece	
21. Daizy flower - rate per piece	
22. Flower ring - rate per piece	
23. Jhumuka - rate per piece	

24. Flower plant with base - rate per piece

25. Loose Flower- rate per Kg

F. Printing of Invitation Card

Printing of 4-Colour Invitation Card with 4-Colour envelope with 7"x5" and 8"x5.5" with Two fold/Three fold/ Four fold in 220GSM art paper - 1000 nos. Rate should be quoted separately.

G. Printing of Canvas Flex

Preparation of Canvas Flex with Batten Framing & Fixing (rate per sqft) to be quoted.

H. Supply of Cups, Shield and Trophies

1. Cups with EPNS quality, golden brass material , 30cm height without base –Rate per piece
2. Cups with EPNS quality, golden brass material , 50cm height without base Rate per piece
3. Trophies with wooden and brass materials of different size (15", 12", 10"). Rate should be quoted separately.

I. Photo Blow ups along with Lamination photo frame binding- rate per sq inch

J. Sound System for cultural programme at Bhubaneswar as per requirement

1. Feedback sound box(2) – rate per set
2. Front sound box (2) - rate per set
3. Mixer (Channel -8)- rate per each
4. Mixer (Channel -16)- rate per each
5. Mixer (Channel -24)- rate per each
6. Mixer (Channel -32)- rate per each
7. Amplifier - rate per set
8. Instrument Microphone - rate per each
9. Vocal Microphone - rate per each
10. Podium Microphone - rate per each

11. Direct cable to instrument - Microphone -rate per each

12. Lapel Microphone--rate per each

K. **Preparation of Temporary Toilet in complete** -rate per unit

FINANCIAL BID

Sl. No.	Name of the work	Rate quoted inclusive of all taxes and duties (Rs.)
1	Tent work for Celebrations/ Functions to be organized at different places as per specification	
2	Tent work (Exhibition) at Jayadev Bhawan Hall for Exhibition as per specification	
3	Tent work at open space for Exhibition as per specification	
4	Light Decoration and illumination work as per specification	
5	Flower Decoration work as per specification	
6	Printing of invitation card as per specification	
7	Printing of Canvas Flex for different celebration as per specification	
8	Supply of Cups, Shield and Trophies as per specification	
9	Photo Blow ups along with lamination photo frame binding as per specification	
10	Sound System for cultural programme at Bhubaneswar as per requirement	
11	Preparation of Temporary Toilet in complete as per specification	

**Signature of the bidder with
Seal**