

ଆଦିବାସୀ ଭାଷା ଓ ସଂସ୍କୃତି ଏକାଡେମୀ
ACADEMY OF TRIBAL LANGUAGES & CULTURE
(ST & SC DEVELOPMENT, M & BCW DEPARTMENT, GOVT. OF ODISHA)
Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751 009
Tele. /Fax – 0674- 2597821, Email – atlcbsr_08 @ yahoo.com

No. 911/ATLC, Bhubaneswar, Date.20.11.2024

REQUEST FOR PROPOSAL

Sealed proposals are invited, including price offers, by the Academy of Tribal Languages & Culture (ATLC) from reputed firms/agencies with expertise in event management works. This includes the construction of pavilions, decoration of the event area and other allied activities for organizing the State Level Students Festival Sargiful-2024. Interested firms/agencies may submit their bids, along with the designs of the pavilions, backdrop, gate, etc. to the Member Secretary, ATLC, Bhubaneswar. They are also required to submit authenticated copies of the necessary documents as indicated in the RFP. The bid complete in all respects must reach the office of the Member Secretary, ATLC, Bhubaneswar on or before 04.12.2024, by 5:30 PM, via Registered Post/Speed Post/ Courier only.

The bids will be opened on 05.12.2024, at 10:30 AM in the presence of the members of the Purchase Committee and the bidders. Incomplete proposals and proposals received after the scheduled date and time shall be rejected. The rates should be exclusive of all taxes. Detailed RFP is available on the website www.atlcodisha.org, www.scstrti.in and www.stsc.odisha.gov.in.

Sd/-
Member Secretary

Memo No. 912/ ATLC dt. 20.11.2024

Copy forwarded to OSD to Principal Secretary to Govt., ST & SC DEVELOPMENT, M & BCW Department for kind information of Principal Secretary to Govt.

Sd/-
Assistant Director

Memo No. 913/ ATLC dt. 20.11.2024

Copy to the Notice Board of ST & SC Development Department / SCSTRTI/ ATLC, Bhubaneswar for information of all concerned.

Sd/-
Assistant Director

Memo No. 914/ ATLC dt. 20.11.2024

Copy to the Head Portal Group, Secretariat, I.T Centre, Bhubaneswar/Luminous Info way/ Freelancer, Bhubaneswar for wide circulation of the notice through Govt. Website & Website of SCSTRTI respectively.


Assistant Director

REQUEST FOR PROPOSAL (RFP)

SARGIFUL-2024

SELECTION OF AGENCY FOR PROVIDING EVENT
MANAGEMENT SERVICES

ACADEMY OF TRIBAL LANGUAGES & CULTURE
(ST & SC DEVELOPMENT, M & BCW DEPARTMENT, GOVT. OF ODISHA)
Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751 009

SECTION-1
LETTER OF INVITATION

RFP No: 911

Date: 20.11.2024

Name of the Assignment: Selection of Event Management Agency for State Level Students Festival Sargiful-2024.

1. Member Secretary, ATLC, Bhubaneswar under ST & SC Development Department, Govt. of Odisha, invites sealed proposals from eligible bidders for the selection of an Event Management Agency for SARGIFUL-2024. More details on the proposed assignment are provided in the RFP Document, available on the ATLC website (www.atlcodisha.org), SCSTRTI website (www.scstrti.in) and the Department portal (www.stsc.odisha.gov.in).
2. The agency will be selected under the Quality & Cost-Based Selection (QCBS) method.
3. The proposal, complete in all respects as specified in the RFP document, must be accompanied by a non-refundable amount of Rs. 5000/- (Rupees five thousand only) towards Bid Processing Fee in the form of a Demand Draft/Banker's Cheque, in favor of "Member Secretary, ATLC, Bhubaneswar," drawn on any scheduled commercial bank and payable in Bhubaneswar, Odisha. Failure to comply will result in bid rejection.
4. The proposal must be delivered to the specified address, as per the Bidder Data Sheet, by Speed post/Registered Post/ Courier only. The client will not be responsible for postal delays or any consequences. Proposals submitted through any other mode will be rejected.
5. A pre-bid meeting will be convened on 27.11.2024, at 3:30 PM, in the SCSTRTI Meeting Hall, CRPF Square, Bhubaneswar to address queries regarding the RFP from prospective bidders before the submission of bids.
6. The last date and time for the submission of proposals, complete in all respects, is 04.12.2024 (5:30 PM). The date of opening of the Technical Proposal is 05.12.2024 (10:30 AM), followed by a Power Point Presentation on the "Theme-Based Design" at 12:30 PM on the same day at the SCSTRTI Meeting Hall. The Financial Bid (after PPT) of technically qualified bidders will be opened on 05.12.2024, at 3:00 PM, in the presence of the committee member and bidder's representatives at the specified address mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with a duly authorized letter on behalf of the bidder.
7. This RFP includes the following sections:
 - a) Letter of Invitation (Sec-1)
 - b) Information to the Bidder (Sec-2)
 - c) Scope of Work (Sec-3)
 - d) Technical Proposal Submission Forms (Sec-4)
 - e) Financial Proposal Submission Forms (Sec-5)
 - f) Annexure
8. While all information given in the RFP is within the consideration of the scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of information. It is the bidder's responsibility to check the validity of information/specifications/narrations included in this document. The Client reserves the right to accept/reject any/all proposals or cancel the entire selection process at any stage without assigning any reason thereof.

Sd/-
Member Secretary, ATLC

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DATA SHEET

| Sl. No. | Particular | Details |
|---------|---|---|
| 1 | Name of the Client | Member Secretary, ATLC |
| 2 | Method of Selection | QCBS method |
| 3 | Joint venture / Consortium | Not allowed |
| 4 | Date of Issue of RFP | 20.11.2024 |
| 5 | Date of Pre-bid meeting | 27.11.2024, 3:30 PM at SCSTRTI Meeting Hall |
| 6 | Last Date and Time for submission of Bid | 04.12.2024 (5:30PM) at SCSTRTI, CRP Square, Bhubaneswar-3 |
| 7 | Date of opening of technical proposal | 05.12.2024, 10.30 AM at SCSTRTI Meeting Hall |
| 8 | Date of presentation (PPT) of theme-based design | 05.12.2024, 12.30 PM at SCSTRTI Meeting Hall |
| 9 | Date of opening of Financial Proposal | 05.12.2024, 03.00 PM at SCSTRTI Meeting Hall |
| 10 | Bid Processing Fee (Non-Refundable) | Rs.5000/- (Five Thousand Rupees Only) in shape of Demand Draft in favor of "Member Secretary, ATLC" drawn in any scheduled commercial bank payable at Bhubaneswar. |
| 11 | Earnest Money Deposit (EMD) (Refundable) | Rs. 1,00,000/- (Rupees one lakh) only |
| 12 | Mode for Submission of Proposal | Registered post / Speed post / Courier only |
| 13 | Place of opening of Bid Proposals & PPT of theme-based design | Meeting Hall of SCSTRTI CRPF Square, Bhubaneswar |
| 14 | Postal Address for Submission of Bid: | Member Secretary, Academy of Tribal Languages & Culture (ATLC), Unit- 1, Bhubaneswar, 751009 |
| 15 | Contact Persons: | Shri Samarendra Bhutia, OAS Assistant Director Mob: 7894868990 E-mail: atlcbsr_08@yahoo.com |

DISCLAIMER

This Request for Proposal (RFP) is issued by the Member Secretary, ATLC, Bhubaneswar under the ST & SC Development, M & BCW Department, Government of Odisha.

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidder(s), whether verbally or in documentary or in any other form, by or on behalf of the Member Secretary, ATLC by any of its employees 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 ATLC 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. This RFP includes statements, which reflect various assumptions and assessments arrived at by the ATLC in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. 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 Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Client 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 Authority 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 the Member Secretary, ATLC is bound to select and shortlist Applications. Member Secretary, ATLC 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. 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 selected L1 Firm/Agency may also be assigned works for similar activities by the ST & SC Development Department under the same terms and conditions, with mutual consent within one year of the agreement with ATLC, if deemed appropriate. The agreement can be renewed for subsequent years in same term and condition on mutual consent.

The Member Secretary, ATLC shall be the sole and final authority with respect to selection of an Agency through this RFP.

...

REQUEST FOR PROPOSAL

General:

The Academy of Tribal Languages & Culture (ATLC), Bhubaneswar is an autonomous body under the ST & SC Development, M & BC Welfare Department, Government of Odish. It is focused on preserving and promoting the languages and culture of Odisha's tribal communities through language documentation, educational resources and research. Sargiful is an annual festival organized by ATLC on behalf of the administrative department to celebrate the creativity and talents of tribal students across the state. Held in December, this festival provides students with a platform to showcase their artistic and cultural achievements and includes an annual publication highlighting their work. Every year, around 1, 200 students from SSD Department-run schools participate in this event.

Intents of Specification:

ATLC intends to organize Students Festival Sargiful-2024 from 18th – 20th December, 2024 at Adivasi Exhibition Ground, Unit-I, Bhubaneswar. In order to organize the Mega programme, ATLC requires an efficient Event Management agency to provide all services detailed herein after through its expertise in event management work.

SECTION: 2
INFORMATION TO THE BIDDER

Eligibility and Evaluation Criteria:

Bidders should confirm to the eligibility criteria given below and must produce the required supportive documents /information as indicated against each as part of the technical proposal. If the Bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.

| Sl | Eligibility Criteria | Documents to be annexed |
|----|--|--|
| 1. | Submission of 'EMD of INR 1 Lakhs in the form of DD (inserted in the sealed envelope containing the 'Technical Bid') & deposit of bid processing fees of Rs 5000/- in shape of DD (Non-Refundable) | Original DD in favour of Member Secretary, ATLC, Bhubaneswar |
| 2. | The bidder should be registered under Companies Act or any other Association having certain legal identity. | Copy of certificate of incorporation/ partnership deed/ proprietor Registration Document/Trust Deed/Society Registration Certificate or any other relevant certificates with registration number |
| 3. | The bidder should have experience of managing at least 02 (Two) Melas / Similar nature of events for Government of India/ Government of State/PSUs/Autonomous Bodies/Federations of Industries etc. during the past 05 (Five) financial years. (Managing Melas/ Large scale events of minimum tender value of Rs 60 Lakhs) | Work orders/Contract Document/Completion of Work Certificates from the previous Clients. |
| 4. | The bidder should have a minimum average annual turnover of Rs.2.00 Crore from the event management services in the last three financial years. | <ul style="list-style-type: none"> o Audited Financial Statements of last three FY duly certified by Chartered Accountant. o Tax audit Report of the relevant period |
| 5. | The bidder should have a dedicated Core Team of five members with minimum 3 years of experience in executing similar nature of job required to be deployed for the assignment. | CV & Detail works done by the team members. |
| 6. | The bidder must have valid GST registration and holder of permanent Account No. (PAN) | GST certificate copy and PAN card copy must be enclosed. Also, the bidder has to submit the monthly return copy (GSTR-1 & 3B) of last quarter of the FY 2024-25 and Income tax return |
| 7. | The bidder should have a fully functional office in Bhubaneswar region. | Valid Address Proof of the local office (Electricity Bill/Telephone Bill/ Rent Deed etc.) |
| 8. | The bidder should not be blacklisted by Central or State Government | Bidder must furnish undertaking to this effect |

DOCUMENTS NEEDS TO BE SUBMITTED ALONG WITH TECHNICAL PROPOSAL (PART-A):

The bidders have to furnish the following documents duly signed along with their Technical Proposal:

1. Filled in Bid Submission Check List.
2. Covering letter (TECH-1) on bidder's letter head requesting to participate in the tender process.
3. Bid Processing Fee & EMD as applicable.
4. Copy of Certificate of Incorporation/Registration/Trade License
5. Copy of PAN
6. Copy of Goods and Services Tax Identification Number (GSTIN) & last deposit challan.
7. Copies of IT Return for the last three assessment years.
8. General Details of the Bidder (Tech-2)
9. Financial Details of the bidder (Tech-3) along with all the supportive documents such as Balance Sheet & Income/Expenditure/Statement duly signed as per the instruction.
10. List of completed assignments of similar nature (Past Experience Details, TECH-4) along with copies of contracts/work orders/completion certificate from previous Clients.
11. Self-Declaration regarding Conflict of Interest (TECH-5)
12. Undertaking for not having been black-listed by any Central/State Government/Any other autonomous bodies/International & National Organization in the recent past. (TECH-6)

NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.

1. BID PROCESSING FEE:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs.5000/- (Five Thousand Rupees) only in shape of Demand Draft from any scheduled commercial bank in favour of "Member Secretary, ATLC" payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.

2. EARNEST MONEY DEPOSIT (EMD):

Earnest Money Deposit (EMD) for this shall be Rs.1,00,000/- (Rupees One Lakh) only in the form of Demand Draft drawn on any schedule bank payable in favour of Member Secretary, ATLC, Bhubaneswar. The EMD in the form of Demand Draft shall be submitted in the envelope marked as Technical Bid. Bid without the EMD shall be liable to the rejection of the Bid.

3. PRE-BID MEETING:

A Pre-Bid meeting will be organized to address the queries relating to the overall selection process and scope of the work. The Pre-Bid meeting will be held as per the

schedule. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting. The Bidders must obtain for themselves on their own responsibility and act own expenses all the information after the visiting the event site and ascertaining for themselves the site conditions, location surroundings, area, access to site, applicable laws and regulation or any other matter considered relevant for submission of the proposal.

4. SUBMISSION OF PROPOSAL:

Bidders must submit their proposals by Registered Post/Speed Post/ Courier only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. Any proposal received after the deadline will be rejected outright.

PROCEDURE FOR SUBMISSION OF THE PROPOSAL:

- i) **Technical Proposal:** The envelope containing the filled in technical proposal forms along with theme based design, shall be sealed and superscribed “Technical Proposal – Selection of Event Management Agency for Sargiful-2024 and be furnished inside one envelope.
- ii) **Financial Proposal:** The envelope containing financial proposal, shall be sealed and superscribed “Financial Proposal – Selection of Event Management Agency for Sargiful-2024. The duly filled-in Financial Proposal submission Forms should contain the detailed price offer for the proposed assignment in the prescribed format and have to be furnished inside one envelope.

The "Technical Proposal with Theme Based Design" and "Financial Proposal" must be submitted in separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as “TECHNICAL PROPOSAL WITH THEME BASED DESIGN” (NAME OF THE ASSIGNMENT)” and the second envelope must be marked as “FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT). All above envelopes have to be sealed and placed inside a third & main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:- EVENT MANAGEMENT SERVICES FOR STATE LEVEL STUDENTS FESTIVAL SARGIFUL-2024.

RFP NO. 911/ ATLC DATE: 20.11.2024

DATE OF SUBMISSION OF BID:-

NAME AND ADDRESS OF THE BIDDER: -

5. OPENING OF THE PROPOSAL:

The FIRST ENVELOPE containing “Technical 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. The Client will constitute an Evaluation Committee to evaluate the proposals submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. This will be followed by power point presentation of the THEME BASED DESIGN and other matters. The SECOND ENVELOPE containing FINANCIAL PROPOSAL of the technically qualified bidders will be opened after completion of technical evaluation stage (technical proposal + theme based design).

6. EVALUATION OF PROPOSAL:

TECHNICAL EVALUATION (1ST STAGE):

The Technical proposals will be evaluated as per the following criteria:

| Sl | Criteria & marks | Supporting document |
|----|---|--|
| 1. | <p>Total Turnover of the agency/ firm: (Average Annual Turnover of last three financial years</p> <ul style="list-style-type: none"> Average Annual Turnover of Rs 2Cr = 10marks Additional 2 marks for each additional INR 1 Crore up to a maximum of 20 marks. <p>(Max mark: 20)</p> | Turn over certificate Chartered Accountant based on the audited financial Statements of last three FY. |
| 2. | <p>Number of similar nature of events organized For Government of India/ PSUs/Autonomous Bodies/ Federations of Industries/ Corporates etc. during the past 05 (Five) financial years.</p> <p>(Similar nature of events mean managing melas, large scale events with minimum tender value of Rs 60 Lakhs.)</p> <ul style="list-style-type: none"> Experience of managing Two (02) similar melas/ events – 10 marks Additional 5 marks for each additional similar* mela/ events organized - up to a maximum of 30 marks <p>(Max mark: 30)</p> | Work orders/Contract Document/Completion of Work Certificates from the previous Clients. |
| 3. | <p>The bidder should have a dedicated Core Team (Visualizer/Designer) of five members with minimum 3 yrs experience required to be deployed for the assignment.</p> <ul style="list-style-type: none"> Five members with experience required to be deployed for the assignment-5 mark Additional one mark for each additional member <p>(Max mark 10)</p> | |
| 4. | <p>PowerPoint presentation on the Methodology and Approach:</p> <p>Bidders are required to create a PowerPoint presentation outlining their Methodology and Approach based on the requirements of the RFP. The presentation should demonstrate a comprehensive understanding of the event by the bidder and must include the following:</p> <ul style="list-style-type: none"> Theme of Sargiful 2024: JANA JATIYA ASMITA Theme of Science Exhibition: ROLE OF TECHNOLOGY IN DISASTER MANAGEMENT A detailed plan from the inception to the closure of the assignment. The role of the proposed Core Team in the event. | PPT during presentation stage. |

| | | |
|--|--|--|
| | <ul style="list-style-type: none"> ○ Component-wise plan and expected outputs. ○ Layout design featuring 3D drawings. ○ Completion timeline. <p>The presentation should include key evidence for all the criteria outlined in the RFP. Presentations that fail to address these requirements comprehensively will receive a lower score.</p> <ul style="list-style-type: none"> ○ Excellent understanding of the assignment with a presentation covering all aspects of the event : 40 marks ○ Good understanding of the assignment and coverage of major aspects of the event : 30 marks ○ Low understanding of the assignment and failure to cover all major aspects of the event : 10 marks <p>(Max mark 40)</p> | |
| <p>Total Mark – 100 Passing Marks required to be eligible for Financial Bid Opening: 70 Marks</p> | | |

Bidders will make a Power Point Presentation (PPT) before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The financial proposals of the technically qualified bidders will be opened. The bidder should remain present on the day for opening of the financial bid. The bidder whose technical proposal including that of “Theme Based Design” secures a score above the minimum qualifying mark of 70 in the technical evaluation stage, will be qualified for opening of the financial proposal. The Tender Committee reserves the right to modify the minimum qualifying mark, if required.

FINANCIAL EVALUATION: The financial proposals of the technically qualified bidders shall be opened at this stage in the presence of the bidders’ representatives.

7. EVALUATION PROCESS:

Quality & Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score in accordance to the marks obtained during the technical evaluation stage. The client will select the lowest evaluated price bid (L1) among all the technically qualified bids and the selection of L1 agency will be done as per QCBS method following the formula given below:

$$B = \frac{C_{lo}}{w} X + \frac{T}{T_{high}} (1-X)$$

Where,

| | | |
|-------------------|---|--|
| C | = | Evaluated Bid Price |
| C _{low} | = | the lowest of all Evaluated Bid Prices among responsive Bids |
| T | = | the total Technical Score awarded to the Bid |
| T _{high} | = | the Technical Score achieved by the Bid that was scored best among all responsive Bids |
| X | = | weightage for the Price as specified in the Bid |

For selection the weightage will be Technical Bid-70% + Financial Bid 30%

8. AWARD OF CONTRACT:

The Client will notify the successful bidder in writing by issuing an offer letter / work order. Sub-contracting is not allowed under this assignment.

9. OTHER TERMS & CONDITIONS:

- a) The firm should submit the documents like Registration Certificate, Experience certificate, Experience on providing Security services for execution of similar nature of work should be enclosed.
- b) ATLC will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the event period.
- c) In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
- d) During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Event Management Agency will be responsible to pay the amount of loss towards theft of any article during the mela period from the premises.
- e) Arrangement of lodging, boarding & logistics of the guards during the event period will be the responsibility of the Agency.
- f) The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of the mela.
- g) The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing of the event.
- h) It shall be responsibility of the successful Agency to obtain requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit have to supply fire protection equipment like fire extinguishers and adhere to the fire safety norms & to do fire retardant liquid spray over inflammable materials use for stalls.
- i) In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep
- j) The rate offered by the agency shall be excluding of GST & other Taxes.
- k) The selected Agency/ firm should open its own office having the technical man power & manager throughout the event period to handle any work to be assigned by the authority.
- l) The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and may be rejected.
- m) The authority is not bound to accept the L1 tender and reserves the right to inspect / verify the stock of materials required for this work, in go-down 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.

- n) The bidder has to quote the rate as per the given format. Tender Committee reserves right to negotiate on price quoted by the L-1 firm before finalization of vendor.
- o) Terms of payment:
 - Advance payment of 30% of the total contract value after award of the work and acceptance of Terms and Conditions by the agency on request after submission of security deposit in the form of Bank guarantee for an equivalent amount.
 - The balance 70% will be released within one month after completion of the event and submission of the bills and necessary documents, etc.
 - The payment will be made to the agency on actual quantity/service carried out against the work-order and as verified by the verification team/Committee. In case of the area of construction of pavilions/ stalls/stage/VIP lounge/Conference/meeting room/Registration Counter/Help Desk/Stage size / carpet/staff member/branding etc. increases or decreases, the payment would be made proportionately (actual basis).
- p) The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Nodal Officer. In case of any additional requirement, the contractor has to take the prior written permission from the Nodal Officer.
- q) The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- r) Non-submission of any document required in the RFP will render the Bid to be rejected.
- s) The authority is not bound to accept the lowest and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.

10. 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.

11. 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.

12. LEGAL JURISDICTION:

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

13. GOVERNING LAW AND PENALTY CLAUSE:

The schedule provided for delivery must be strictly adhered to, considering the stringent time constraints. Any unjustified and unacceptable delays in delivery shall make the bidder liable for liquidated damages, leading to the forfeiture of the Earnest Money Deposit (EMD). Subsequently, the Client reserves the right to cancel the contract for pending activities and complete the remaining work through another agency. The Client may deduct such sums from any money due or becoming due to the bidder. Payment or deduction of these sums shall not relieve the bidder of their 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 the Government of India. The bidder's failure to provide deliverables as per the agreed timeline may result in a penalty of up to 20% of the total contract value.

14. CLIENT'S RIGHT TO ACCEPT ANY PROPOSAL AND TO REJECT ANY OR ALL PROPOSAL(S)

The Member Secretary, ATLC (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 award, without assigning any reason thereof 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 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.

15. NUMBER OF PROPOSALS:

Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified. The Bidder shall be responsible for all costs quoted with the preparation of its proposal and its participation in the bidding process.

SECTION: 3

SCOPE OF WORK

The Event Management Agency should provide the following Services

| Sl. No. | Works to be done | Particulars | Remarks |
|---------|----------------------------------|---|---|
| A | Publicity | <ol style="list-style-type: none"> 1. Development of theme-based design for stalls, stage, gates, coordination cell, facia and ground layout. 2. Concept & Design Development of Advertisement Materials: Hoarding/ Standy/Selfie Point/ cutouts/ hot air balloons and Way Boards etc. 3. Public announcement system in the event. | Detailed Plan with Design of the said work are to be presented during Technical Presentation. |
| B | Cleaning & Sanitation works | Pre & Post Ground Cleaning Daily Cleaning & Sanitation during the event /Daily Garbage lifting. | |
| C | Security Services & Surveillance | Providing Private Security Service at Event Venue & Accommodation Places of the participants during the event. Providing CCTV & LED during the event. | |
| D | Fire Safety Measures | Sufficient Fire Extinguishers to be put at different segments/stalls of the Mela towards fire safety measures along with technical person to handle the device. | |
| E | Cultural Programme | Providing light, sound system and floral decoration during the cultural programme. | |
| F | Audio video documentation | Photography, Videography for 3 days Short videos (2-3 minutes) and documentary (5-8 minutes) covering all activities of the event. | |
| G | Coordination | To Co-ordinate with line departments like BMC, Fire, Police, Electricity etc for necessary permissions | |

Details of the Item-wise work to be provided:

A. Publicity:

Publicity of the event should be made through hoardings, square box, Chinese board, hot air balloons etc for public awareness for SARGIFUL-2024.

B. Cleaning & Sanitation:

- a) Cleaning & Sweeping of the Ground during the organization of Sargiful-2024. Accommodation Places of Participants. Temporary fabricated Toilets has to be done in a regular basis from one day before to one day after the end of the event.

- b) Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the event Ground and Accommodation Places.
- c) Garbage has to be lifted from mela ground on daily basis.

C. Security Services & Surveillance

All private security guards to be provided by the Agency should be in uniform, smart, trained and possess requisite skill in the following aspects:

- Minimum Qualification: Matriculation, +2 will be added advantage
- Able to read, write & speak odia. Working knowledge of Hindi & English
- Well behaved & disciplined
- Knowledge of fire extinguisher operation
- Each guard should be aware of their duties & responsibilities during the duty hours.

D. Fire Safety Measures:

- Sufficient Fire Extinguishers to be put at different segments/pavilions/ stalls of the event towards fire safety measures along with technical person to handle the device.
- Fire retardant solution to be sprayed over the inflammable materials used in the pavilions/ stalls under expert supervision.

E. Cultural Programme:

Providing light, sound system and floral decoration during the cultural events / competitions.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH- 1

COVERING LETTER

(ON BIDDER'S LETTER HEAD)

Place:

Date:

To

The Member Secretary,
ATLC, Bhubaneswar

Sub: Selection of Event management Agency for State Level Students Festival Sargiful-2024 at AEG, Bhubaneswar (Technical Proposal).

Sir,

I, the undersigned offer to provide the services for the proposed assignment in respect to your Request for Proposal No. 911/ ATLC, Date- 20.11.2024 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 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.

Yours faithfully

Authorized *Signatory with Date and Seal:*

Name and Designation: _____

Address of Bidder: _____

TECH- 2

Bidder Organization (General Details)

| Sl. No. | Description | Full Details |
|---------|---|--------------|
| 1 | Name of the Bidder/ Agency | |
| 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 | |
| 6 | Bid Processing Fee Details Amount : DD No. : Date: Name of the Bank: | |
| 7 | EMD Details Amount : DD No.: Date: Name of the Bank: | |
| 8 | PAN | |
| 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) | | | | |
| | <p><i>Supporting Documents:</i> Audited certified financial statements for the last three Financial Years, (2021-22, 2022-23 & 2023-24) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is 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 only of similar nature in any sector during last 5 years)

| Sl. no. | Period | 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 | | | | | | | |

Note: Bidders are requested to furnish the list of three similar assignments undertaken in the above prescribed Format. Information not conforming to the above Format will be treated as non-responsive. Copies of the Work Order / Contract Document / Completion Certificate from the previous Clients 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 2: [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 2: [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: _____

TECH - 6

UNDERTAKING

(On the stamp paper of appropriate value regarding ineligibility and non- blacklisting of the Bidder.)

I/We, here by undertake that our Agency has not been blacklisted/ debarred by any of the Central Ministry / State Govt. Department/ Office or by any PSUs and I/ We are not blacklisted by any authority during the recent past.

Yours Sincerely,

Authorized Signatory

Name & Designation of the Signatory

Name of the Bidder and Address:

| Sl. No. | Item / Activity | Specifications | Units | Rate per Unit | Quantity | Total Amount |
|---|-----------------------------------|--|-------------|---------------|-------------|--------------|
| 3 | Hoardings | Hoardings are to be printed as per design and to be displayed at various places (in and around Bhubaneswar). Size (8'x 15') | Rate Sq. ft | | 10 Nos. | |
| | | Standee (2.5' x 5') | Sq. ft. | | 15Nos. | |
| | | Selfie Stand for students of Size 10' X 10' (Selfie Points in different places of event ground with Ply base walls, cloth covering & flower decoration) Designs of vendor to be approved. | 10' X 10' | | 3 Nos | |
| | | Cut-outs of 20 ft. height | 20 ft | | 3 Nos | |
| | | Hot Air Balloon (Diameter 30') | | | 1 No | |
| | | Roll up Standee (3' x 6'ft) | Per Unit | | 25 Nos. | |
| | | LED Standee (2'x 6') | Per Unit | | 2 No | |
| | | Way boards for display inside the Exhibition Ground | Sq. ft | | 25 Nos | |
| 4 | Light & Sound system for stage | Light – Light Mixture | LS | | 1 | |
| | | Par 1000 wt. | | 30 | | |
| | | Multi 20 | | 4 | | |
| | | Multi 10 | | 4 | | |
| | | Stoke Light | | 2 | | |
| | | Pulser Board & switch board | | 4 | | |
| | | Glove Light | | 10 | | |
| | | Sound System : Bass Bin | | | | |
| | | High range top box (400 wt.) | | 4 | | |
| | | High range frequency box (Pee-Vay/JBL) | | 4 | | |
| | | HF Box | | 4 | | |
| | | P.V. (low range) | | 6 | | |
| | | Cordless microphone | | 4 | | |
| | | Cord microphone | | 10 | | |
| | | Sound Craft 24 Channel mixture | | 1 | | |
| | | 340 Amplifier | | 4 | | |
| | | Voice processor | | 1 | | |
| | | DVD Player | | 1 | | |
| | | Stereo Deck | | 1 | | |
| | | Podium Microphone | | 2 | | |
| Standing box audience capturing | 4 | | | | | |
| Stage monitor box | 1 | | | | | |
| 125KVA Soundless Generator with fuel for 3 days (For amphitheater & adjacent areas) | 1 | | | | | |
| 5 | Cleaning of the Pavilions/ Stalls | Cleaning of pandal and sitting place, pavilions/ stalls and the entire event area twice a day for four days. a) Cleaning and Sanitation of A.E.G. from 6 A.M. to 9.P.M. event place including all latrines and urinals (permanent & temporary), bath rooms and dining area inside AEG (10 sweepers in each shift). Cleaning & Sanitation of dining area, kitchen area, removal of | L.S. | | 80 Sweepers | |

| Sl. No. | Item / Activity | Specifications | Units | Rate per Unit | Quantity | Total Amount |
|---------|--|---|----------------|---------------|----------|--------------|
| 9 | LED Screen & LED TV | Three numbers of LED Screens (8' x 6') to be installed at 3 conspicuous places in the event ground, where live stage performances can be viewed by the crowd moving within the mela. The placement of the screens would be in such a manner that the stage will not be directly visible from that point. | Rate per unit | | 3 Nos. | |
| 10 | Gate- As per Theme (Theme to be suggested by the Agency) | a) Main Entrance Gates as per approved specification and design. b) Science Exhibition Gate - As per approved specification and design. | | | 2 1 | |
| 11 | Construction Stalls for Science Exhibition. (as per approved design) | 40 nos. of stalls, size- 10'x12'with 6" inch wooden platform with carpeting as per specification and design (Materials to be used: bamboo structure along with tarpaulin roof (water proof), wooden bottom frame with multi-color flex print & mounting, cloth walling 3 side & ceiling, front display table as per design, plug point 1 no. . LED Tube light 2 nos. , 2 chairs in each stall etc.) Vacant area should be fully carpeted and proper lighting of exhibition areas, Provision of fire extinguisher & other facilities if as per requirement. | Rate per stall | | 40 nos | |
| 12 | Construction & decoration of Police, First Aid, etc. | The construction of the stalls should be as per the approved design. Each stall should have ceiling, walling, carpeting, with front drop at night (Ply base with table, chairs, Carpet, Drinking Water etc). The wiring and light fittings with electronic tube light / CFL bulb / spot lights, maximum load up to 0.5 KW (each stall). The wiring should be done with new cable wires with proper insulation in joint places and should be executed by authorized Govt. approved contractor. Concealed electrical wiring is to be done. (as per approved design) Size: (10' x 20') | Rate per Unit | | 2 Nos. | |
| 13 | Fire Brigade | Fire brigade vehicle shed (25' x 15') | Per unit | | 1 no | |

| Sl. No. | Item / Activity | Specifications | Units | Rate per Unit | Quantity | Total Amount |
|---------|--|---|---|---------------|--|--------------|
| 14 | Construction and Decoration of Control & VIP Room (as per approved design) | Control room and VIP Room is to be setup with cloth ceiling walling with light fittings, Table, Chair, Sofa with all facilities, door and windows screen etc. (as per requirement). | LS | | 1 No | |
| 15 | Drinking water provision | Mineral water bottle (approved) on the stage, event place and accommodation venues. Sufficient mineral water jars for use at night time at accommodation places (for 4 days) at 15 locations. Small water bottle (300 ml) in different event places. 4000 bottles to be supplied. | Per jar Per Bottle | | 200 Jar per day & 1000 bottle per day (4 days) | |
| 16 | Signage and walling in different sites to cover the gaps, programme schedules and way boards for the Programme | Signage as per the approved design. The signage should be placed befitting to purpose. (8' X 6') Walling made with hessian cloth/ mat finish flex of 8 ft.ht. with tribal painting in placed of the event area as per requirement. Walling with flex branding outside the event ground boundary wall in between exit & entry gates (10 ft Height) as per approved design. Event Schedule Board -6 Nos (8' X 12') Green Carpeting of event ground as per requirement | Per Sq ft Per Sq. ft Per Sq. ft Per Sq. ft Per Sq. ft | | 20 Nos. 1000 Sq ft (approx.) 1000 Sq ft (approx.) 6 nos 2000 sq ft | |
| 17 | C.C.T.V. Camera | C.C.TV. Camera to be installed at conspicuous places in the Ground with surveillance system along with technical person to monitor. CCTV footage for 4 days to be submitted to the Client after the event. | Rate per unit | | 30 Nos. with 2 monitors | |
| 18 | Public Announcement System | PA system for announcement from control room and police camp. | Rate per unit | | 1 | |
| 19 | Deployment of Security Guards | For smooth management of the function/ event, security guards required in 3 shifts. 12 guards in each shift for 4 days in AEG and one guard in each accommodation place each shift (from 6 A.M. to 2 P.M., 2 p.m. to 10 P.m. & 10 P.M. to 6. A.M. i.e. in shift basis). | Rate per head per day | | 302-Guards 30-Supervisors | |

| Sl. No. | Item / Activity | Specifications | Units | Rate per Unit | Quantity | Total Amount |
|---------|--|--|------------------|---------------|----------------------------------|--------------|
| | | Two Supervisors for each shift for 4 days. The trained security guards to be deployed for safety and security point of view as per requirement. | | | | |
| 20 | Fire extinguishers & Fire-retardant solution spray | Sufficient Fire Extinguishers to be put at different segments/ stalls/ pavilions for proper fire safety measures along with technical person to handle the device. | Rate per unit | | 30 Nos. | |
| 21 | Movement/ Transportation | 16 buses (50 seated) to be supplied for five days (17 th to 21 st , December 2024) with responsible man power to co-ordinate the arrangement. 4 light vehicles (Dzire) etc for 7 days (15 th Dec., to 21 st Dec., 2024) | Rate per vehicle | | 16 Buses 4 Light Vehicles | |
| 22 | Ambulance and First-Aid Facilities | Minimum six private ambulances to be provided to eight accommodation places during night and all the ambulances will remain in event place during day time. One private doctor to be contacted to attend on emergency as and when required for 5 days. | Rate per unit | | 6 Nos. | |
| 23 | Accommodation arrangements for participants | Mattress, bed sheet, pillow with cover and blankets- 1 set each as per requirement (1000 sets) to be supplied to all accommodation places, proper arrangement of beds (from 16th December to 21st December), supply of buckets & mugs (20 buckets and 20 mugs for 100 persons). Arrangements must be completed by 16th December, 2024 evening in all accommodation places with security guards, liquid mosquito repellent as per requirement & fumigation in event place and accommodation venues. For overall monitoring of all accommodation places, one qualified supervisor is to be deployed for coordination and qualitative arrangement. | Per Set | | 1000 sets | |
| 24 | Pavilion-As per theme & design (Theme to be suggested by the Agency) | Pavilion should be made as per approved design and theme based. Approved material to be used: Ply, bottom, wooden flooring 6 inch height, cloth ceiling, walling with ply fitting. The pavilion should have water proof tarpaulin roof, Each pavilion will be partitioned in to 4 sections, and each section will accommodate around 30 children. (total 6 pavilions into 24 sections). Pavilions should be erected for the entire event. Each entry gate of the pavilion should have a signage. Each pavilion will be of 2500 sqft. and each section will be of 600 sqft. Approx. | Pavilion | | 6 Nos | |

| Sl. No. | Item / Activity | Specifications | Units | Rate per Unit | Quantity | Total Amount |
|---------|---|--|---------------|---------------|---|--------------|
| | | having 100 sqft. Gap between sections (All materials like table, chairs, carpet, LCD TV/ projector, microphones, sound box, white board, black board, chair, table etc. should be supplied as and when required). Provision of Fire Extinguisher in each pavilion with man power. | | | | |
| 25 | Dinning Space & Kitchen Shed as per theme | Construction of dining hall with bamboo and tarpaulin structure, cloth ceiling & walling with sufficient space for dinning counters & well carpeted floor. The dining hall (100'×100') having two chambers with entry and exit gate separately for students and others, two counters at the entry gate for token checking. Long dining tables to be provided along the walling for dining of the students with fire extinguishers. Two spacious kitchen sheds should be constructed separately with fire proof materials. The kitchen shed should have fire extinguishing provision. Light arrangement for kitchen, store room. Regular cleaning of kitchen and store. | LS | | 1 No | |
| 26 | Competition stall-cum-Registration counter as per approved Theme & Design | a.) Construction of open samiana stage in big lawn for different competitions & for registration of participants along with required number of mats. These areas will be used for distribution of materials to students by event management agency (100' X 100'). b.) For Volley Ball competition a tarpaulin & cloth shade size 20' X 40' will be constructed with sound system, cordless microphone, chairs and tables for competitors, marking of courtyard with all materials for match, stand for referee and other materials as per requirement at Tapoban High School playground. | LS LS | | 01 01 | |
| 27 | Balloon & other decoration as per theme | Balloon Decoration in vacant places of venue as per requirement. | LS | | 1 | |
| 28 | Design and Printing of Invitation Cards, Identity Cards, Food Coupons and | Invitation Cards (500), Identity Cards for participants with lace (1600), certificates for winning & participating students (1300), and food coupons (5000) as per the approved specifications. | Rate per unit | | Invitation- 500 I.Card- 1600 Certificate- 1300 Food Coupon | |

| Sl. No. | Item / Activity | Specifications | Units | Rate per Unit | Quantity | Total Amount |
|---------|--|--|------------|---------------|------------|--------------|
| | Certificates | | | | s- 5000 | |
| 29 | Fumigation against Mosquitoes | Fumigation will be done every evening in the event venues and accommodation places (4 days). | LS | | 01 | |
| 30 | Audio video documentat ion by professional s | Photography for 3 days (same day delivery) Videography for 3 days with 2 sets of HD Camera Glimpses of Sargiful (Video documentary) from 2010 onwards- Script writing, Voice over in Odia, Editing with Background Music for 30 minutes to be submitted on 16.12.2024. 1 teasure on 16.12.2024 Short video (2-3 minutes) 4 Nos – 3 outputs on the same evening of the event. One documentary (5-8 minutes) covering all activities of the event. | LS | | 01 | |
| 31 | Character mascots | Different character mascots two on each day for 3 days. | Per Mascot | | 06 Mascots | |
| 32 | Kits for students | Customized Notebook (A4 size-200 pages), Pen, Pencil, Eraser, Pencil cutter, long scale of reputed brand. | Per kit | | 1250 kit | |
| 33 | Kits for media personnel and judges | Printed paper folder, pen, customized note pad (A5-40 pages) | Per kit | | 400 | |
| | Total- | | | | | |
| | | (Total in words) | | | | |

Note: The quoted price must be exclusive of taxes.

Seal and Signature of the Bidder