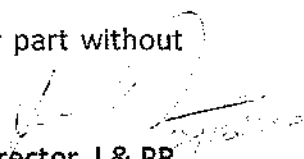


**TENDER NOTICE FOR EXECUTION OF WORKS THROUGH EVENT MANAGEMENT
IN DIFFERENT FUNCTIONS AND EXHIBITIONS BY INFORMATION & PUBLIC
RELATIONS DEPARTMENT, GOVT. OF ODISHA.**

Sealed Tenders are invited from reputed registered Event Management (firms / Agencies) for undertaking activities related to Tent work, Light and sound arrangement, Flower decoration, Printing of Invitation card, printing of Flex, vinyl etc. The details of specifications of work to be done have been reflected clearly in the technical bid of the Tender Paper hoisted in Govt. website www.odisha.gov.in. There are about 34 or more numbers of functions which are celebrated annually 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. Nos. of functions & Exhibitions may be increased or decreased as per requirement. The total cost involvement may be around one crore and may be increased in accordance with no. of functions and enhancement of expenditure limit with decision of Govt.. Intending bidders after going through the specifications may submit the bid duly filled in along with all the required documents by 3.00PM on 21.06.17 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 3.00PM of 21.06.2017. Bids received beyond the prescribed time and date shall be summarily rejected. The bidders can also drop bids in the Drop box placed in the O/o Director, I & PR. The Committee will examine the technical bid first and financial bid of only those shortlisted agencies who will found to be eligible as per the prescribed criteria for the technical bid will be opened for evaluation.

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


Director, I & PR.

Memo No. SI-26/17-4877 Date 29.5.17

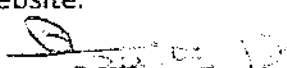
Copy forwarded to Jt. Secretary to Govt. for information & necessary action.

He is requested to publish it in two leading Odia dailies (The Samaj, The Dharitri) and one national daily (The Times of India) by 30.05.17

Memo No. 4878 Date 29.5.17

Copy along-with enclosure forwarded to System analyst for information & necessary action.

He is requested to hoist the advertisement in Govt. website.


Deputy Director-cum- Dy. Secretary to Govt

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 should have the experience of undertaking Event Management Work at least in Five National/State Level events.
3. The agency should have a qualified visualizer (S) having M.A in Visual Art preferably with them who should supervise the execution of the work throughout the construction activities
4. The Firm Should have minimum annual turnover of Rs one crore for last three financial years duly certified by C.A. ending on 31.03.2017
5. Execution of similar work for not less than Rs. 30 lakh as a single Bid, for last three consecutive years.

Scope of work of the selected bidder as part of the contract .

1. Backdrop of the Stage and Stage Decoration (Over the existing permanent stage in Jaydev Bhavan, Utkal Mandap or in any event site as per the approved design)
2. Prepare two to three different designs for stage decoration, hoarding, banners, and standees for the function by using the services of the visualizer. The I & PR department shall select one of the designs, which the firm shall have to implement.
3. Poster, banner and hoarding: Printing and Display at various places, way boards at 8 to 10 different places inside the Jaydev Bhavan ground
4. 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, for the Independence Day and Republic Day functions at Mahatma Gandhi Marg, Gandhi Jayanti & Saheed Divas to be celebrated at OLA premises).
5. Generators with Fuel shall be required for all functions which shall be held other than the Jaydev Bhavan Premises.
6. 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.
7. Supply of bottled drinking water at different places as per requirement.
8. Flower decoration of the stage, gates, statues as per requirement and provision of flower bouquet (as per requirement).
9. 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.
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. 5000/- 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. 2,00,000/-(Rs. Two Lakhs 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 has to deposit performance security of Rs.5Lakh (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 clients 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 will 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. Copy of Valid Service Tax Registration Certificate with up to date challan deposit copies of the firm/ agency.(Self-Attested)
6. Copy of PAN Card for income Tax and up to date return file in the name of farm/ agency. (Self-Attested)
7. Up-to-date VAT Clearance Certificate till March-2017 with copies of challan deposit.
8. Self attested photocopy of Valid TIN registration,
9. 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. 30 lakh as a single Bid for last three consecutive years.
10. Profile of Visualizer for execution of such work(s) who will be involved for supervision of work.
11. Self-attested Documents / Papers in support of previous experience of last 3 years of executing similar nature of Govt. works.
12. The Event management /firm/ Agency should have experienced manpower and labour contract license to engage labour as per requirement.
13. Non responsive bids to the tender document will be summarily rejected.
14. Audited Statement of accounts (Balance Sheet and Profit Loss account) of the Firm for similar nature of business showing turnover not less than One Crore Each year for last 3 financial years and IT return Acknowledgement.
15. Bidders are required to undertake all the works as detailed "in the name of the work with specification" and hence quote rates for each item in the tender paper as per the specification and also a comprehensive rate structure for each item may be given separately for future requirement.
16. Non submission of any of the documents above will render the bid to be rejected.
17. 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 with specification

1. **Tent work at Jayadev Bhawan for celebration.**
Box type Gate (size 20'x 10'h) - 1 no.
2. **Light Decoration at Jayadev Bhawan for celebration.**
Running Bulb -200nos
LED Rice Chain - 200nos
Metal Halogen - 10nos
Elide Board - 12nos
Cabling and wiring Charges lump- as required
3. **Flower Decoration at Jayadev Bhawan for celebration.**
Flower Bouquet (VIP) - 5 nos
Flower Bouquet (std) - 10 nos
Gendu Chain - 400 nos
Rajanigandha Chain - 200 nos
Rose - 200 nos
Kamini Rod - 200 nos
Loose flower - 5 Kg
Gajara Mala (Big size) 1 no - 10ft
Gajara Mala (Small size)2 nos -6ft
Wall Arrangement - 15nos
4. **Flower Decoration of Statue for celebration**
Flower Bouquet (VIP) - 2 nos
Flower Bouquet (std) - 5 nos.
Gendu Chain - 400 nos.
Kamini Rod - 200 nos.
Loose Flower - 2 Kg
Gajara Mala (1 No.) - 8ft.
5. **Printing of Invitation Card**
Printing of 4-Colour Invitation Card with 4-Colour envelope with 7"x5" / 8"x5.5" with two fold in 220GSM art paper - 1000 nos.
6. **Printing of Flex for celebration**
Preparation of Star Digital Flex with Batten Framing & Fixing of size 10'x3'-2nos, 18'x3'-1no, 14'x 8'- 1no, 8'x 3'-2nos -274 Sq.ft
7. **Tent work at OLA Premises for Gandhi Jayanti / Saheed Divas**
Super structure with tarpaulin roofing, cloth ceiling wooden batten framing for Facia, Synthetic carpet & Sitting arrangement at OLA
Blow Plast Chair without arm - 700 nos
VIP chair - 150 nos
Table with Table Cloth - 5 nos
Brass sofa (Single) - 10 nos
Terkis Towel - 50 nos
Tea Poy fitted with glass top - 6 nos
Deepa stand - 1 nos
Tray - 5nos
synthetic Carpet - 6000 Sq.ft
Super structure with Tarpolin roofing & cloth ceiling - 7000 Sq.ft
Front Faica in Botton Frame 1200 Sq.ft

8. Flower Decoration at OLA Premises for Gandhi Jayanti / Saheed Divas

Flower Decoration of the base of the statue of the Mahatma Gandhi, garlanding at OLA

Flower Bouquet (VIP) -	10Nos
Flower Bouquet (std) -	20 Nos.
Gendu Chain -	1500 Nos.
Kamini Rod -	600 Nos.
Loose Flower -	20 Kg
GajaraMala(1 No.) -	28ft

9. Tent work at Mahatma Gandhi Marg for Independence Day / Republic Day

Blow Plast Chair without arm -	3000 nos
VIP Chair -	200 nos
Steel single Sofa -	50 nos
Table with Table cloth -	5 nos
Front Facia of Invite Sector in bottom frame -	3 x 200 sq.ft
Wooden Cut -	10 nos
Tarpaulin -	15nos
Board writing with stand -	18 nos
Cloth walling -	1200sq.ft.

Preparation for platform for Media People -800sq ft.

Tri colour front facia in Botton frame -	60 x 9Sq.ft
G.I. Pipes -	70 nos
Terkis Towel -	50 nos
Synthetic Carpet 0.90p per sft -	5000 Sq.ft
Super Structure with Tarpaulin roping and cloth ceiling -	60 x 75 Sq.ft
Super Structure with Tarpaulin roping and cloth ceiling for P.A System -	10 x 25 Sq.ft
Super Structure with Tarpaulin roping and cloth ceiling for Invite Sector -	2x30x100
Parade Ground Decoration with Paper National Flag, Box Type Armed Gate -	4 nos
Tri Colour Cloth walling in front of Saluting Dias with batten framing -	150x20S.ft.

10. Flower Decoration at Mahatma Gandhi Marg for Independence Day / Republic Day.

Flower Bouquet (ordinary) -	50 Nos.
Gendu Chain -	2000 Nos.
Rajanigandha Chain -	600 Nos.
Flower Ring -	100 Nos
Kamini Rod -	500 Nos.
Jhumuka -	100 Nos

11. Tent work at UtkalMandap for Odisha Day .

Blow Plast Chair without arm -	5000 nos
Steel Bonquet Chair -	200 nos
Steel single Sofa -	50 nos
Box Type Gate -	1 no
Table with Table cloth -	5 nos
Deepa Stand -	1 no
Paper weight -	10 Nos
Board writing with stand -	8 nos
Synthetic Carpet -	15000 Sq.ft
Turkish Towel -	30 nos
Podium -	1no
Tea poy fitted with glass top -	10nos
Tray with Velvet Cloth -	5nos

12. Flower Decoration at UtkalMandap for Odisha Day.

Flower Bouquet (V.V.I.P.) -	15 Nos.
Flower Arrangement -	100 nos
Gendu Chain -	3000 Nos.
Kamini Rod -	1000 Nos.
Loose Flower -	10 Kg.
Flower Plant -	150nos

13. Light decoration of LoksamparkBhawan independence Day / Republic Day/ Odisha Day

Running Bulb 100 nos -	3000nos
LED Rice Chain -	1000nos
Tube Light -	100nos
Metal Halogen -	50nos
Elide Board -	100nos
Chandua Light -	70nos
Cabling and wiring Charges	

14. Light decoration of JayadevBhawan independence Day / Republic Day/ Odisha Day

Running Bulb -	1000 nos
LED Rice Chain -	250 nos
Tube Light -	25 nos
Metal Halogen -	10 nos
Elide Board -	30 nos
Chandua Light -	20 nos
Cabling and wiring Charges	

15. Tent work at JayadevBhawanExhibition Hall for exhibition.

Preparation of Projection Box of size 12x10ft. Made in wooden batten and new coloured cloth covering with a depth of 3ft -

Colouring of 35nos of Display Boards -

White cloth walling in the lower gap of display board(Approx. 600 Sq.ft.) -

16. Flower Decoration at JayadevBhawan Exhibition Hall for exhibition.

Flower Bouquet (V.I.P.) -	7Nos.
Flower Arrangement -	15 nos
Gendu Chain -	500 Nos.
Kamini Rod -	400 Nos.
Loose Flower -	4Kg.
Rajanigandha Chain -	200nos
Rose	200nos

17. Light Decoration at JayadevBhawanExhibition Hall for exhibition.

Tube Light	10nos
Campa Spot	20nos
LED Rice Chain	30nos
Metal Halogen	8nos

18. Tent work at open space for Exhibition.

(Approx. Size of the stall-1200 sq.ft. rate will be varied as per size of the stall)

Preparation of Super structure of size 40x30x18 ft. height made in bamboo, Ballah and Tarpouline covering of the roof and three side of the wall and ceiling all sides with new white cloth approx. 3000 Sq.ft. -

Preparation of wooden Platform of 1200 Sq.ft. of 2ft.height .

Spreading of New Synthetic carpet of 1500Sq.ft.

Preparation of wooden translite boxes for fixation of digital flex with backlit arrangement approximately 350 Sq.ft.

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 applique, handicraft items. Approx 1500Sq.ft –
 Preparation of wooden wall with white cloth ceiling 500 Sq.ft.-
 Three tier wooden batton framing for fixing of display boards –
 Preparation of 6mm ply partition walls for fixing of venyle sheets –
 Preparation of podium & rack made of baton & velvet cloth for keeping statue of lord Jagannath, Balabhadra&Subhadra. –
 Hire charges of 20 nos of Blow Plast chair and one table for 10 days –
 Hire charges of ABC Fire extinguisher for 10 days –
 Hiring of 2nos Foot cleaner for 10 days _

19. Light arrangement at open space for Exhibition

(Approx. Size of the stall-1200 sq.ft. rate will be varied as per size of the stall)

Light arrangement will be charged per day

Tube Light	80nos	Campa Spot	20nos
LED Rice Chain	30nos	Metal Halogen	12nos
Ceiling Fan	6nos	Generator (65KV)	

20. Flowerdecoration at open space for Exhibition

(Approx. Size of the stall-1200 sq.ft. rate will be varied as per size of the stall)

Flower Bouquet (V.I.P.) -	7Nos.
Flower Arrangement -	15 nos
Gendu Chain -	500 Nos.
Kamini Rod -	400 Nos.
Loose Flower -	4Kg.
Rajanigandha Chain -	200nos
Rose	200nos

21. Supply of Cups for Republic Day

58 nos of Cups with EPNS quality, golden brass material , 30cm height without base are required

22. Supply of Cups & Shields for Independence Day

20nos of Cups with EPNS quality, golden brass material , 50cm height without base are required

23. Supply of Trophies for other functions.

Total 30-35 nos of Trophies with wooden and brass materials are required for each function of different size.

FINANCIAL BID

Sl. No	Name of the work	Rate quoted inclusive of all taxes and duties (Rs)
1	Tent work at Jayadev Bhawan for celebration as per specification	
2	Light Decoration at Jayadev Bhawan for celebration as per specification	
3	Flower Decoration at Jayadev Bhawan for celebration as per specification	
4	Flower Decoration for statue within BMC area for celebration as per specification	
5	Printing of Invitation Card as per specification	
6	Printing of Flex for celebration as per specification	
7	Tent work at OLA Premises for Gandhi Jayanti / Saheed Divas as per specification	
8	Flower Decoration at OLA Premises for Gandhi Jayanti / Saheed Divas as per specification	
9	Tent work at Mahatma Gandhi Marg for independence Day / Republic Day as per specification	
10	Flower Decoration at Mahatma Gandhi Marg for independence Day / Republic Day	
11	Tent work at UtkalMandap for Odisha Day as per specification	
12	Flower Decoration at UtkalMandap for Odisha Day as per specification	
13	Light decoration of LokSamparkBhawan independence Day / Republic Day/ Odisha Day	
14	Light decoration of JayadevBhawan independence Day / Republic Day/ Odisha Day	
15	Tent work at JayadevBhawan exhibition Hall for exhibition as per specification	
16	Flower Decoration at JayadevBhawan exhibition Hall for exhibition as per specification	
17	Light Decoration at JayadevBhawan exhibition Hall for exhibition as per specification	
18	Tent work at open space for exhibition as per specification	
19	Light arrangement at open space for exhibition as per specification	
20	Flower decoration at open space for exhibition as per specification	
21	Hiring of LED wall (rate per Sq.ft)	
22	Preparation of Photo Blow Ups (rate per Sq.ft)	
23	Cups & shields for Independence Day as per specification	
24	Cups & shields for Republic Day as per specification	
25	Trophies for other functions with wooden & brass materials Separate rate quoted for 15", 12" & 10"	

Signature of the Director

Signature of the bidder with Seal

3/3

System Analyst