

Office of Collector, Koraput

At/Po- Koraput

Pin-764020



RFP No. 5497

Date 04/11/2024

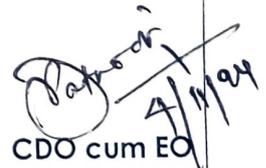
Request for Proposal (RFP)
For Appointment of Event Management Agency for Organisation of PARAB & Pallishree Mela - 2024.

Request for Proposal (RFP) invited from reputed **Event Management Agencies/ Companies for Event Management** at the Parab & Pallishree Mela Koraput 2024. The detailed document is available in the website of Koraput District Administration i.e. <https://koraput.nic.in/>, degm.koraput@odisha.gov.in

The bid shall be submitted in the prescribed format along with all relevant documents duly signed and sealed. The bid should reach to **The CDO cum EO, Zilla Parishad, Koraput, by Dt: 20/11/2024 by 04.00 P.M.** either by Courier/ Speed Post/ Registered Post. **(No hand delivery is acceptable)**. The District Administration, Koraput shall not be responsible for any delay in postal delivery and similar reasons.

For any assistance in this regard or for any clarification, the prospective firm/ Company may contact The CDO cum EO, Zilla Parishad, Koraput.

By order of Collector & Chairman,
DCC, Koraput


CDO cum EO

Zilla Parishad, Koraput

District Administration, Koraput reserves right to accept or reject any or all application during the selection process at any time, without incurring any liability and without assigning any reason thereof.

RFP No:

Date:

Request For Proposal (RFP)
For Engagement of
**“Event Management Agency for Organisation of
Parab & Pallishree Mela- 2024
near Rangabali Kumbha Koraput”**
Odisha



OFFICE OF THE COLLECTOR, KORAPUT

At/Po- Koraput, Pin- 764020, Odisha

SCHEDULE OF BIDDING PROCESS

Period of availability of RFP document:	Dt. 04/11/2024 to Dt.20/11/2024 Downloadable from Website https://koraput.nic.in
Last date for receipt of RFP:	Dt.20/11/2024 by 04.00 PM. Through Registered Post/ Courier/ Speed post. No drop box facility available and Hand delivery is not allowed.
Place of submission of RFP:	The CDO cum EO, Zilla Parishad, Koraput At/Po & Dist: Koraput Pin- 764020, Odisha. Mobile No.: 9439301474/8249455325
Date and Time of opening of Technical & Financial Proposal	Dt. 21/11/2024 at 05.30 PM.
Presentation by qualified Bidder	Dt. 22/11/2024 at 05.30 PM.
For further information:	The District Culture Officer, Koraput Mobile: 7978245363 & 9439301474

1. INFORMATION AND GENERAL CONDITION OF CONTRACT

1.1. District Profile

Koraput District, the heartland of the tribal community in Odisha, lies along the Eastern Ghats in the southern part of the State. It is bounded by Rayagada District of Odisha and Parvatipuram-Manyam District of Andhra Pradesh towards the north-east, by Nabarangpur District of Odisha and Bastar District of Chhattisgarh along the north-west and by Malkangiri District of Odisha and Alluri Sitarama Raju District of Andhra Pradesh towards the south.

1.2. Parab Background

The state-level annual cultural extravaganza showcasing the best of tribal art and culture is organized by the District Council of Culture every year in the month of November to December. Apart from providing a display place for the local artists, the festival provides a platform to different types of folk and tribal dances from across the country. A five-day Pallishree Mela is also being organised at the festival ground where a variety of handicrafts are displayed.

1.3. Instruction to Bidder

- a. Firms are hereby invited to submit their bids in response to the Request for Proposal (RFP) for providing their services to the District Administration, Koraput. Proposal so submitted shall form the basis for future negotiations and ultimately a contract between the **selected agency** and **Secretary, DCC cum DCO Koraput**. The contract shall be for a period of one season, i.e. the agency shall execute the scope of work mentioned in this document during Parab & Pallishree Mela 2024 only.
- b. A description of the assignment, Scope of work, Terms of Reference and objectives are given in this document.
- c. To obtain first-hand information on the assignment, the agency may make visit to Parab ground or visit the city of Koraput before submitting the proposal.
- d. The expenditure incurred towards preparing the proposal and negotiating the contract including site visit, are not reimbursable as a direct cost of the assignment.
- e. The District Administration may reject one or all proposals without assigning any reason thereof.
- f. The District Administration shall keep all rights to maximise the number of commercial stalls in case of need.
- g. The District Administration shall keep all rights with related to the clearance of ground space in case of over crowd.
- h. **ORMAS Koraput shall allot the stalls through On-line mode including the Govt. Stalls, SHGs/PGs, Commercial stalls & Street vendors.**

1.4. Consortium

Keeping in view the scope of work, Consortiums / Joint Ventures are NOT allowed. Firms applying in consortium/joint venture shall be summarily rejected. Firms/Agencies desirous of participating in this Bid should not have been debarred/blacklisted by any Government agency.

1.5. RFP Documents

- a. The RFP document shall be available from the advertisement date till the bid due date on the District Website at <https://Koraput.nic.in>
- b. Bidders are advised to submit their proposal in the appropriate formats specified in this document.
- c. At any time before the submission of proposals, the District Administration may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited consulting firm modify the document by amendment. The amendment will be notified in the Official website of Koraput District and the revised documents / clarification if any, shall also be uploaded on the website.

1.6. Communications

All communications including the submission of proposal should be addressed to;

The CDO cum EO, Zilla Parishad, Koraput

At/Po- Koraput, Pin- 764020, Odisha.

Mobile No: 9439301474/8249455325

1.7. Preparation of Proposal

- i. Bidders are requested to submit the proposals as per the attached formats only. The proposals, which are not submitted in the required format, are liable to be rejected by District Administration, Koraput.
- ii. The requirement of information to be provided by the Bidder i.e. the Technical and Financial Proposal, is described in Section-3 (Submission of Proposal) of this document. Bidders are requested to go through the RFP document carefully before preparing and submitting their proposal.
- iii. The Bidders may be disqualified, if information sought in the RFP is not provided.
- iv. Any proposals containing vague and indefinite expressions will not be considered.

1.8. Submission of Proposal

The proposal shall be submitted in two parts –

Part A – Technical Proposal

Part B – Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or

overwriting shall be valid only if they are initialled by the person or persons signing the proposal prior to opening of the same.

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left-hand corner of the envelope and superscribed in the following manner.

Part-A - Properly sealed Technical Proposal as per the Format attached in the Annexures- A1, A2, A3 & A4 of this RFP

Part-B – Properly sealed Financial Proposal in the specified format as per Annexure B1 & B2 Both the envelopes i.e. envelope for Part-A and Envelope for Part-B must be packed in a separate sealed outer cover and clearly super scribed with the following:

“Appointment of Event Management Agency for Organisation of Parab & Pallishree Mela Koraput - 2024” near Rangabali Kumbha, Koraput.

The Applicant's Name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to The CDO cum EO, Zilla Parishad, Koraput at the following address;

The CDO cum EO, Zilla Parishad, Koraput

At/Po & Dist- Koraput

Pin- 764020, Odisha.

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then District Administration will assume no responsibility for the tender's misplacement or premature opening and will be rejected.

The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by District Administration to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be considered.

1.9. Proposal Validity Period

The proposals shall be valid for acceptance by District Administration, Koraput for a period of sixty (60) days from the Bid Due Date.

1.10. Proposal Evaluation

- i. The Technical Proposals submitted on the time & date stipulated in this RFP shall be opened, in presence of Bidders who choose to remain present. The name of the Bidders who have submitted their proposals shall be announced.
- ii. Prior to evaluation of proposals submitted, District Administration, Koraput will determine whether each proposal is responsive to the requirements of the RFP.

District Administration, Koraput may, in its sole discretion, reject any proposal that is not responsive hereunder. A proposal shall be considered responsive only if:

- a. Proposal prepared have been **as per the format** specified in the RFP;
- b. It is received **by the due dates and time** stipulated in the RFP including any extension thereof granted by District Administration, Koraput;
- c. It is accompanied by the **Bid Security & Bid Processing Fee** as per the provisions of this RFP;
- d. It contains all the information (**complete in all respects**) as requested in the RFP;
- e. It **does not contain any condition or qualification** and
- f. It is not **non-responsive** in terms thereof

iii. **The District Administration, Koraput reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by District Administration, Koraput in respect of such proposals.**

iv. District Administration, Koraput will carry out the evaluation of all responsive proposals in the manner stipulated in the RFP document.

v. Based on the evaluation of credentials submitted by bidders in the Technical Proposal, they shall be pre-qualified. Afterwards financial bid shall be opened. Further the qualified bidders shall be invited for presentation before the Evaluation Committee.

vi. District Administration, Koraput shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.

vii. Bidders are advised that, the selection process shall be entirely at the discretion of the District Administration, Koraput. Bidders shall be deemed to have understood and agreed that District Administration, Koraput shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.

viii. Any information contained in the Proposal shall not in any way be construed as binding on District Administration, Koraput, its agents, successors or assigns, but shall be binding on the Bidder if the assignment is subsequently awarded to it.

1.11. Bid Security

A Bid Security of **Rs. 2,00,000.00** (Rupees Two Lakhs Only) in the form of Demand Draft drawn in favour of "**Collector-cum-Chairman, District Council of Culture, Koraput**" and payable at any scheduled bank having branch in Koraput, shall be submitted by all the Bidders inside the Technical Proposal Cover.

- Proposals not accompanied by the Bid Security shall be rejected as non-responsive.
- No interest shall be payable by District Administration, Koraput for the sum deposited as Bid Security.
- The Bid Security of the unsuccessful bidders would be returned back within ten days of issuance of Letter of Intent to the successful Bidder or on the same day on proper acknowledgement.

The Bid Security shall be forfeited by the District Administration, Koraput in the following events:

- If the proposal is withdrawn during the validity period or any extension thereof.
- If the proposal is varied or modified in a manner not acceptable to District Administration, Koraput after opening of tender during the validity period or any extension thereof.
- If the Agency tries to influence the evaluation process.
- If the Preferred Agency withdraws his proposal during negotiations.

1.12. Bid Processing Fee (Non-Refundable)

All bidders are required to pay INR **10,000.00** (Rupees Ten Thousand Only) towards Bid Processing Fee in the form of Demand Draft drawn in favour of **"Collector-cum-Chairman, District council of Culture, Koraput"** and payable at Koraput. The Bid Processing Fee is Non-Refundable and shall be deposited along with the Technical Proposal.

2. TERMS OF REFERENCE

2.1. Objectives of the Assignment

The broad objective of these assignments is to provide event management services for the Parab & Pallishree Mela Koraput - 2024 at the **Rangabali Kumbha, Koraput** during **14th Dec to 18th Dec 2024**.

2.2. Scope of Work

The requirement for each item in the scope of work is mentioned in detail in the format for Financial Proposal (Annexure- B1 & B2).

The scope of work with the requirement of different items is only indicative and not exhaustive. The requirement of various items may increase or decrease as per actual requirement. **The prospective bidders are also advised to provide a concept note on the engagement activities which can be executed for the entertainment of the visitors and for taking Parab & Pallishree Mela the status of a National level Tribal Festival.**

a. Management and construction/setup of the Main stage, Welcome Gate & Selfie Points for the entire Ceremony and Cultural Programmes thereof;

The Agency shall setup and manage the main stage for the entire period of the Parab & Pallishree Mela Koraput – 2024, commencing from the inaugural ceremony till its completion. It shall provide compering for the programmes to be hosted on the stage as well as decorate the stage as per the concept and theme finalised by the Committee headed by the CDO cum EO, ZP. The Agency shall receive the dignitaries to the stage with proper decorum and decency and introduce them to the audience.

The agency shall provide the necessary logistics and amenities required on stage for the inaugural ceremony as per description at Annexure to this RFP and be responsible for their timely delivery two days prior to the festival and their security. **Parab being an age-old cultural tradition the Agency shall ensure that the conduct and management of the stage does not digress from the popular cultural ethos or hurt or offend any sensitivity.**

The Agency shall make a presentation on different themes for cultural programmes, template of stage & ground and blue print before the Committees headed by the CDO cum EO, ZP Koraput, ADM Koraput & Collector cum Chairman DCC, Koraput and assist in finalisation of troupes and programmes for performance on the stage for all 5 days of Parab & Pallishree Mela. The Agency shall manage the programmes on stage and guide and support the artists for smooth performance. The artists shall receive payment from the DCO, Koraput directly in coordination with the agency.

The Agency shall make provision of sufficient lights and ensure installation of sound system on the grounds for proper display of events on-stage and for convenience of the dignitaries and audience visiting Parab.

The Agency shall abide by agenda/items finalised by the Cultural Committee headed by the CDO cum EO, ZP, Koraput. If there is any doubt it shall immediately consult the Cultural Committee for clarification.

b. Setting up Temporary Infrastructure at the Venue (Parab ground):

The Agency shall set up **necessary temporary infrastructure/office** with all amenities and Furniture Fixtures and Equipment (FF&E) for the Culture office, police, fire personnel, DIPRO, DCPO, Watch Tower for police at the venue, toilet block (8 units) for the artiste and officials i.e. on the both upper and lower Parab Grounds for smooth conduct of the Parab as per the specifications at Annexure to this RFP.

The Agency is also required to **set up temporary stands for display of Maps showing routes and other details** as per the instruction of the **Chief Development Officer-cum-**

Executive Officer, Koraput and **SP Koraput**. The infrastructure should be handed over to the District Administration two days prior to the start of the event.

Further the Agency is required to **set up one temporary VIP Stall with aesthetic craft works (4 sides) like a Selfie point (outer part) with minimum amenities (Toilet, Drinking Water, Portable Stand AC, Stand Fan, proper lighting, Wooden Sofa, Teapoy, Glass etc.)**

Also, the Agency may be required to install **Gates & Decorative Lights** at various locations identified by the District Administration so as to improve the look and feel of the Cultural Festival. High wattage metal lights and LED lights also required to be installed at the points of heavy footfall areas for safety and security.

c. Barricading and fencing of the Parab Grounds during the festival:

The Agency shall ensure fencing and barricading the setup at the venue, and approach roads (as per requirements), including not limited to main venue area, parking areas, entry points for smooth flow of vehicles and commuters to the venue. The barricading shall include both **metal barricading, bamboo ballahs and black masking**. Barricading and fencing are to be done as per the requirement, also as decided by the District Administration and/or Traffic.

Apart from this barricading, temporary barricading shall be done at different places for the smooth flow of the traffic and visitors into the grounds of the Fair. Barricading shall also be done near the demarcated vending zones where delicacies like channachur, dahibara-aloodum, chat, gupchup etc shall be sold by small vendors.

Please refer to Annexure to this RFP for details of quantity required. Any doubts in the matter of barricading **Chief Development Officer-cum-Executive Officer**, Koraput, **SP Koraput** and **SE, R & B, Koraput** to be consulted.

d. Flex and signage for Parab Koraput – 2024:

The Agency shall print the required no of Maps of the Parab Grounds showing the layout of the stalls, roads, exits etc. for guidance of the visitors. It shall also print the required nos. of flexes showing Entry, Exit, Toilet, Directions, Block No. etc. as signage for display at the required strategic points during the Parab 2024 for crowd management and guidance. The details of requirements of flex and other signage are given at Annexure to this RFP.

All signage must be put in place on the Parab Grounds before the event. For any clarification of doubts **Chief Development Officer-cum-Executive Officer**, Koraput, **SP Koraput** and **SE R & B, Koraput** to be contacted.

e. Venue Security and Installation of CC Cameras:

The Agency is required to **supply and install security cameras with monitors and recording system for all the festival days** i.e. Parab event. The Agency shall install security cameras at all the entry/exit gates of the Parab grounds in consultation with District Administration/SP Koraput and his Management team.

The Agency shall **install LED Monitors and CC Cameras** at the entry points, as per the requirement of the Administration and the Police. Please refer to Annexure to this RFP for details of quantity required.

f. Outdoor LED screen display:

The Agency shall provide LED screens (minimum 15 ft. x 10 ft.) at 8 (eight) prominent locations in the Parab Grounds for live telecasting of the stage shows/functions and other events during the entire Parab Koraput - 2024. The Agency shall, in consultation with the **Chief Development Officer-cum-Executive Officer**, Koraput and identify 8 (eight) prominent locations in the Parab Grounds for installation of the LED screens. The Agency shall provide necessary technical infrastructure for live streaming of events in the format adaptable to the LED screens. The Agency shall also obtain all requisite permissions for the above work.

g. Light decoration of Main Gate and LED Backdrop Stage.

The Agency shall **decorate the Main Gate with light and other decorative items in consonance with an innovative Theme** which should be completed well in time. The decorated gate and the festival grounds shall be opened to public by cutting of ribbon in traditional style by the invited dignitaries. The Agency shall also **decorate the stage with flowers with themes** as approved by the Cultural Committee headed by the **Chief Development Officer-cum-Executive Officer**, Koraput on day-to-day basis.

h. Marketing and/or Advertising Rights

The Agency shall be responsible for the wide promotion of patrons/sponsors for Parab Koraput 2024. Commercials/Logos of different sponsors shall be displayed time to time in the large LED Screens & appropriate positions in the hoardings and banners.

i. Social Media Management

- Social media content creation/design and posting responsibilities
- Video content creation/design and posting responsibilities
- Coffee table book design (Gate/Prototype depiction)

- Video bites from Hon'ble Ministers, MP's, MLA's, Collector Koraput, SP Koraput and other dignitaries or stakeholders of the Authority to be taken and posted on social media platforms as approved by the Authority
 - Teaser and launch video/ Dynamic creative/ Meme content creation/design & posting on social media platforms
 - Event/ Artiste info content creation/design and posting on social media platforms
 - Health & Safety information content creation/design & posting on social media platforms
 - Social media platforms management – X, Facebook, Instagram, and YouTube live streaming
 - Any other allied details related to social media shall be done as per the requirement of the Authority.
- j. **Agency shall provide all sorts of Passes (Vehicle, Entry to D Zone/VIP lane etc.), IDs (OSD/Officials/Artistes), Badges (VIP, Officials, Guests, Artistes etc), & Coupons (Food) as decided by the CDO cum EO, ZP & Nodal Officer PARAB, SP Koraput, Dy. CEO ORMAS & DCO.**
- k. **Agency shall provide requisite Shawls/ Stoles (Mirigan), Flowers (natural), Bouquets, Gifts (Bamboo products of Lamtaput), Mementoes (thematic), Prizes, Certificate, Maanapatra (District Specific) in consultation with the Chairman, Nodal Officer, Dy. CEO & DCO Koraput. While providing the materials, District specific items should be procured and distributed.**
- Details of the Printing works to be done for PARAB-2024 are given below:

1. Identity Card with Cover and Neck Cord (2000 Pcs.)
 - i. Size : 14 CM X 10 CM
 - ii. Printing : Offset Printing, Both Side
 - iii. Colour : Multi colour
 - iv. Paper : Art Paper Board, 220 GSM
 - v. Accessories: Plastic pouch and Clip type Neck Cord
2. Invitation Card with Envelope (500 Pc.)
 - i. Size : 42 CM X 29 CM (Triple folded- with creasing)
 - ii. Printing : Offset Printing
 - iii. Colour : Multi Colour
 - iv. Paper : 220 GSM Glossy sheet (Imported)
 - v. Envelop : Fit to card, multy-colour printing
3. Certificate (1000 pcs.)
 - i. Size : A4
 - ii. Printing : Offset Printing
 - iii. Colour : Multi-Colour
 - iv. Paper : 300 GSM Art Paper Board

4. i. Flex & Facia, Hoardings: Different sizes for different locations (Star)
- l. Special thematic **laser shows** based on Koraput Tourism, culture & Tradition (with Odia language) & **Fire Works** (electronically fired Sky Shots & other) with proper safety measures shall be organised during the inaugural and closing ceremony. **Duration of laser shows shall be 5 mnts (Theme) & 5 mnts (Beam Shows with instrumental rhythmic music)**
- Duration of Fire Works: 10 minutes with instrumental rhythmic music**
- m. Any accidental death or injuries in the Parab site and compensation thereof related to Event management shall be the responsibility of the agency.
- n. **Before commencement of the event, the agency has to obtain the necessary clearance/certificates/Acknowledgements from BSNL/any Internet provider/TPSODL, R & B Koraput, Dist. Fire Officer Koraput.**
- o. **Strict observation of N.G.T. guidelines.**

The Agency shall in every activity abide by the guidelines framed by the Hon'ble National Green Tribunal for protection of the jungle & Kolab river bank. The Agency shall ensure that, no plastic is used and the Ecosystem of the area is not polluted.

2.3. Payment Schedule

The payment shall be released by the District Administration Koraput to the Agency in the following manner:

Sl. No.	Event / Deliverable	Payment
1	Mobilization Advance	10%
2	Hand over the venue (T-2 days)	20%
3	On successful completion of event in Parab & Pallishree Mela	50%
4	After submission of supporting documents/Bills/photos/videos/hard copy Album & Hard Disc	20%

3. SUBMISSION OF RFP

The RFP bids must be submitted, in two separate envelopes:

Technical Proposal – Envelope I

Financial Proposal – Envelope II

These 2 (two) separate envelopes must be packed/sealed with another envelope.

3.1. Technical Proposal

The Technical Proposal should be provided with the following information, using the format for technical proposal provided in the Annexures of this RFP document:

- i. Letter of Proposal – Annexure A1

- ii. Particulars about the Bidder – Annexure A2
- iii. Financial Capacity of the Bidder – Annexure A3
- iv. Experience of Bidder in Similar Projects – Annexure A4

All the projects cited needs to be submitted by supporting credentials (work orders / completion certificates) from clients.

- v. Particulars in the form of CVs regarding the team leader and core team of at least 5 key personnel (who will be heading the respective domains of the event management and the branding & promotion)
- vi. Bid Processing fees in the form of Demand Draft in favour of "Collector-Cum-Chairman, District Council of Culture, Koraput" payable at Koraput.
- vii. Bid Security in the form of Demand Draft in favour of "Collector-Cum-Chairman, District Council of Culture, Koraput" payable at Koraput.

3.2. Financial Proposal

- i. The financial proposal should include remuneration for staff/ volunteer, accommodation, transportation and equipment, printing of documents/ materials and all other expenses related to the assignment for the activity i.e. Event Management of Parab Koraput - 2024 at Koraput.
- ii. In the Financial Proposal, the Agency shall quote an item-wise cost for all elements in the scope. The specifications and quantity of items in scope of work is clearly defined in the format enclosed in Annexure-B2. However, the Total Amount quoted by the Agency shall be considered for financial evaluation.

All costs must be expressed in Indian rupees only.

3.3. Checklist for Submission

A	Technical Proposal	Format
1.	Covering Letter	Annexure-A1
2.	Bid Processing Fee (non-refundable) of Rs. 10,000/- (Rupees Ten thousand only)	Demand draft in favour of "Collector-Cum- Chairman, District Council of Culture, Koraput", payable at Koraput.
3.	Bid Security of Rs.2,00,000/- (Rupees Two lakhs only)	Demand draft in favour of "Collector-Cum- Chairman, District Council of Culture, Koraput", payable at Koraput.

4.	Particulars of Bidder	Annexure-A2
5.	Financial capabilities of the Bidder	Annexure-A3
6.	Details of experience in Koraput/Other area during similar assignments (separately for Branding and event Management)	Annexure-A4
B	Financial Proposal	Annexure-B1 and B2

4. EVALUATION CRITERIA

4.1. Evaluation of Proposals

The RFP bids of those Agencies, which would meet the minimum conditions of eligibility specified in Section 4.2, will be evaluated in two stages:

- i. Technical evaluation of "proposals & presentation on proposal by qualified bidders for Event Management agency" at Collectorate, Koraput.
- ii. Financial Proposal.

4.2. Pre-Qualification / Minimum Eligibility Criteria:

Sl.No.	Eligibility Criteria	Documents Required For Pre-Qualification
1	The bidder should have been in the business of providing Advertisement & Publicity or Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least <u>5 years</u> as on 30 th November 2023.	Proof of Certificate of Incorporation / Registration of the Agency/ Partnership Deed Copy of PAN Copy of Goods and Services Tax Identification Number (GSTIN). GST clearance in GST 3B Form
2	The agency should have an average annual turnover of Rs.1.00 Crores (Rupees One Crore) from Event Management Services during the last 3 financial years (2021-22, 2022-23 & 2023-24).	Copies of audited balance sheet for the last four financial years and CA certificate certifying that the Event management agencies should have an average annual turnover more than Rs:1.00 Crore (Rupees One Crore) during the last three financial years from Event Management Services in India. Provisional Audit Report of any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during last four years (2020-21, 2021-22, 2022-23 & 2023-24), should be either of the following. Three Similar [Event Management works for National/ State/ District Level Exhibitions]	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.

	completed works/assignments costing not less than the amount equal to Rs 50.00 Lakhs (Rupees Fifty Lakhs.) each OR Two similar works costing not less than the amount equal to Rs. 75.00 Lakhs (Rupees Seventy-Five Lakhs) each OR One similar works costing not less than the amount equal to Rs. 100.00 lakhs (Rupees One Crore)	
4.	The bidder should not have been blacklisted (Dully intimated by District) by Central / State Govt. Institutions for any means of non-obligation	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

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

- Filled in Bid Submission Check List in Original
- Covering letter on bidder's letterhead requesting to participate in the request for proposal process.
- Bid Processing Fee & Security Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration of the agency/ Partnership Deed.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of GST Clearance in GST 3B Form
- General Details of the Bidder
- Financial Details of the bidder along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, along with copies of contracts / work orders / completion certificate from previous clients.
- Self-Declaration from the Bidder on not blacklisted

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.

4.3. Technical Proposal Evaluation – The Technical Proposal evaluation of qualified bidders will be done out of total 100 marks in two parts; (a) evaluation of past project experience (Credential Score of 70 marks) and (b) evaluation of project concept proposal to the Technical Evaluation Committee through a power point presentation (Presentation Score of 30 marks).

4.4. Credential Score – Maximum 70 marks will be given based on the information and credentials submitted by the bidders in terms of relevant past project experience and turnover as follows.

Sl. No.	Details	Maximum Marks	Basis of Marks to be allotted
1.	Experience in event management of similar projects* in last 5 years from bid due date	35	<ul style="list-style-type: none"> • 5 marks each for 2 (two) fairs/events of projects of State/ National/ International level with Contract value of Rs. 50 lakhs or above for each project (Max. 10 Marks) • 5 Marks for each additional project of similar nature of contract value of Rs 75.01 lakh or above • and 5 marks for each additional cultural project for contract value between Rs. 25.01 lakhs and Rs. 50 lakhs. (Max. 35 Marks)
2.	Turnover	20	<ul style="list-style-type: none"> • At least Rs. 1 cr. average annual turnover of FY 2021-2022, 2022-23 & 2023-24: 10 Marks • And for each additional turnover in multiple of 50 lakhs: 5 marks (Max. 20 Marks)
3.	Years of exp. In Odisha	10	<ul style="list-style-type: none"> • At least 5 years of experience: 5 marks • and each year of experience 1 mark
4.	Exp. in Koraput	5	<ul style="list-style-type: none"> • At least 2 similar projects experience in Koraput
	Total	70	

Note: All projects should have been undertaken by the Agency in the last Five Years Relevant projects of National or International repute to be considered for evaluation of event management ("Similar"):

- State Government events
- Trade Fairs
- Award Ceremonies
- Business Summits / Conferences / Seminars
- Youth Services Events
- Cultural Events

**Note: Social Events like private parties, marriages, etc shall NOT be considered for evaluation. Also, project considered in one category cannot be used as duplicate for evaluation purpose. However, projects can be considered as duplicate only for experience in Koraput/Odisha.*

4.5. Presentation Score—The bidders shall be invited to make a presentation (30 Minutes each) to the Evaluation Committee (on the date and time mentioned in Schedule of Bidding of this RFP) on their Approach & Methodology for executing the assignment. The project concept proposal by the bidders in the form of a **power point presentation & 3D Film** as part of the technical proposal shall be evaluated and given scores (max. 30 marks) by the Technical Evaluation Committee as follows.

Sl. No.	Evaluation criteria	Max. Marks
1	Event management plan and theme for Cultural Programmes as well as Stage, Ground, Gates etc. for Parab Koraput – 2024	10
2	Innovation, Creativity and best practices in delivery of the event	10
3	General approach & methodology and quality of deployment of manpower	10
	Total	30

NOTE: The team leader along with the core team should be present for the presentation.

4.6. Technical Score - The total score secured by the bidders in credential score and presentation score combined will be treated as the Technical Score (TS) out of 100 marks. Bidders scoring 75 marks or more in the Technical Score will be qualified for opening of their financial bids.

4.7. Opening of Financial Proposal:

The financial proposal of those bidders qualified in the Technical Score shall be opened and evaluated in presence of such bidders in the following manner.

The score shall be computed as follows:

a. Financial Score: The lowest financial proposal for the (FM) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$F = 100 \times FM/F1$$

(F1 = amount of Financial Proposal as proposed by the Bidder for the assignment)

4.8. Combined Evaluation & Scoring:

a. Combined Score—The Combined Score shall be evaluated based on the Technical Score (TS) and Financial Score (FS):

$$\text{Combined Score} = 0.7 \times (\text{TS}) + 0.3 \times (\text{FS})$$

- b. The Bidder to obtain the Highest Combined Score shall be identified as the Preferred Bidder.
- c. The decision of District Administration Koraput as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.
- d. Notwithstanding the above, District Administration Koraput reserves the right to accept or reject any or all bids.

4.9. Negotiations

Contract negotiations will be scheduled with Preferred Agency. Negotiations will commence with a discussion of technical proposal, the proposed concept, staffing and price proposals.

After the contract has been **successfully negotiated, Preferred Agency will be issued Letter of Intent** by the District Administration Koraput. If the negotiations do not reach any conclusions and if the first Preferred Agency withdraws his proposal, District Administration may then invite Second Best Bidder for the negotiations. In such case EMD of Preferred Agency shall be forfeited.

The other Bidders, which did not meet the Minimum Eligibility Conditions, not shortlisted for other stages of evaluation also the Bidders who were technically qualified but were not selected except the second-best Bidder, will be informed by District Administration that they were unsuccessful. The Bid Security of such Bidders will be refunded within 15 days after issue of LOI to the successful Bidder.

No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any Bidder, who tries to influence the evaluation, will be liable to be rejected.

If any other matter left in this document, which is indispensable for the better organization, shall be discussed during the time of negotiations.

4.10. Agreement

Agreement shall be signed between **Secretary DCC cum DCO, Koraput & the successful bidder.**

4.11. Performance Security

The successful bidder shall deposit a performance security of Rs. 2.00 Lakhs in the form of bank guarantee before signing of the agreement with validity of 90 days.

4.12. In the event of unforeseen circumstances, the District Administration reserves the right to make suitable amendments to the aforesaid conditions without assigning any reason thereof.

ANNEXURES – FORMATS

Annexure - A1

Letter of Technical Proposal

To

The CDO cum EO, Zilla Parishad,
At/Po & Dist- Koraput
Pin- 764020, Odisha.

Sub: "Proposal for Event Management of Parab & Pallishree Mela Koraput– 2024 at Rangabali Kumbha, Koraput."

Regarding Technical Proposal

Dear Sir,

1. With reference to the RFP dated _____ for the above captioned project, and clarification issued by District Administration Koraput thereof, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing services for **Parab & Pallishree Mela Koraput 2024 at Rangabali Kumbha**. The proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to District Administration Koraput any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the District Administration Koraput to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by

an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

I declare that:

- a. I have examined and have no reservations to the RFP Documents, including any Addendum issued by the District Administration Koraput;
 - b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the District Administration Koraput or any other public sector enterprise or any Government, Central or State; and
 - c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
 8. If our Firm is qualified, we shall make a presentation on Approach & Methodology to District Administration Koraput on the date specified upon intimation received from District Administration Koraput.
 9. The undersigned is authorized to sign the documents being submitted through this RFP. (A copy of Power of Attorney may be enclosed)
 10. In the event our firm is selected as the Agency for this project we shall enter into a contract with District Administration.
 11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
 12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information

provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

Power of Attorney (Sample)

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, Firm and address of the registered office) do hereby constitute, nominate,

Appointment and authorize Mr./Mrs. _____ son/ Daughter/ wife and presently residing at _____, who is presently employed with us and holding the position of _____ as or true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for Event Management and Branding of Parab Koraput - 2024 to be held at Rangabali Kumbha, Koraput including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the District Administration, Koraput, representing us in all matters before the District Administration Koraput, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the District Administration Koraput in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the **Secretary DCC cum DCO**, Koraput.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE-NAMED PRINCIPAL

HAVE

EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2024

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized Accepted

.....
(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarized by a notary public.

Particulars of the Bidder

General Information about the Firm:

- a. Name of Company or Firm:
- b. Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
- c. Country of incorporation:
- d. Registered address:
- e. Year of Incorporation:
- f. Year of commencement of business:
- g. Principal place of business:
- h. Brief description of the Company including details of its main lines of business
- i. Name, designation, address and phone numbers of authorized signatory of the Bidder:
 - i. Name:
 - ii. Designation:
 - iii. Company:
 - iv. Address:
 - v. Phone No.:
 - vi. Fax No. :
 - vii. E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of

Financial Capacity of the Applicant duly certified by Chartered Accountant

Sl. No.	Financial Year	Annual Turnover
1.	2021-22	
2.	2022-23	
3.	2023-24	

Certificate from the Statutory Auditor

This is to certify that(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last three years is Rs. (In words)

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

Eligible projects undertaken by the Bidder

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

Applicants are advised to provide the information for only those assignments qualifying projects in Branding and Promotion activities and Event Management Activities separately.

i.	Assignment Name	
ii.	Name, fax, email of the Client Representative:	
iii.	Time when the assignment was carried out : Start Date End Date	
iv.	Location of the Event	
v.	Contract Value	
vi.	Narrative Description of the Scope of work of the assignment	
vii.	Description of Actual Services provided by your Staff	
viii.	Status of the assignment	

IMPORTANT:

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc. The submitted testimonial MUST contain detail description of work (Scope of Work and Terms of Reference) carried out by the Bidder.

Annexure – B1

FINANCIAL PROPOSAL

Covering Letter

(On the Agency's letterhead)

To,

The CDO cum EO, Zilla Parishad, Koraput

At/Po & Dist- Koraput

Pin- 764020, Odisha.

**Sub: "Proposal for Event Management of Parab & Pallishree Mela, Koraput – 2024
near Rangabali Kumbha, Koraput."**

Regarding Financial Proposal

Dear Sir,

I,

enclose herewith our Financial Proposal for selection of our firm as Agency to carry out **"Event Management of Parab & Pallishree Mela Koraput 2024 near Rangabali Kumbha, Koraput"**.

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that this offer shall remain valid for 60 (sixty) days from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Note:

- a. GST as applicable shall be paid extra by District Administration Koraput.
- b. No conditions should be attached to the price proposal.
- c. The amount (G.Total) should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
- d. The Agency has to quote individual rate for each item in scope.
- e. For any additional work which District Administration desires apart from the prescribed scope of work the preferred agency shall be intimated and paid through separate mandate on the item wise quote of the financial proposal.

Signature of the Agency:

Address:

Date:

CONSOLIDATED FINANCIAL EVALUATION FORM

Sl No	Item	Specification	Quantity required	Rate-Unit Price (in INR)	Total amount (in INR)
1	Category A Stall (Green Room & P.M. CTRL ROOM)	40'*30' ft	3		
2	Category B Stall (Delegates Lounge)	30'*30' ft	2		
3	Category C Stall (Police Control Room, Gender Cell)	25'*20' ft	3		
4	Category D Stall (Food Court)	20'*20' ft	50		
5	Category E Stall (Reserve)	20'*15' ft	5		
6	Category F Stall (Commercial Near PALLI SHREE MELA)	15'*10' ft	100		
7	Category G Stall (ORMAS MELA)	10'*10' ft	300		
8	Pagoda (FIRE/AMBULANCE/MEDIA/CC TV & SECURITY Room)	16'*16' ft	10		
9	Installation of Toilet block having separate for Male and Female (Delegates, Green Room, Control Room, Police	With Proper Closure	8		
10	Partition with new cloth walling. Height as per the requirement	For Each Stall			
11	Barricading (IRON/BAMBOO)	For D Zone, Audience, Parking, Food zone, Fun Zone etc			
12	LED Tube light (20 Watt)		1000		
13	LED Halogen (Different Watts) with Tower		250 LEDs & 50 Towers		
14	LED Bulb (20 Watt)		1000		
15	Fan (Standing & Sealing)		500		
16	Socket Board (Min. 2 plugs & 2 Switches)		500		
17	Wooden Teapoy with cover		50		
18	V.I.P. Chair		100		
19	Arm Chair (Banquet)		100		
20	Iron table		700		
21	Wooden Table		20		
22	Steel Drum		25		
23	Bucket		400		
24	Jug		400		
25	Jug		50		
26	Coir Mat		30		
27	Dari		50		
28	Carpet (Good Quality)		5000		
29	Plastic Chair		100		
30	Glass with cover				

30	Generator (82 KV 2 nos. and 125 KV 2 nos.). Fuel as per actual consumption for Parab period of 5 days. 5 KV Generator with actual fuel consumption		2		
31	Generator (125 KV 2 nos.). Fuel as per actual consumption for Parab period of 5 days.		2		
32	Generator 5 KV Generator with actual fuel consumption		2		
33	Sofa Set (Wooden & Steel)		50		
34	Name plate for Dias (2 set)		50		
35	Green Shed Nets (Full Coverage)	Entire Ground	5 Lakhs Sq Ft		
36	Flex & Signage (Stall numbering, flex board and display, parking area, parking rate chart, way indicator board, green room area, toilets, officers on duty board etc.) display of Parab map of approx. 10'*10' feet size at different locations	As per Requirement in different sizes	500 Stalls signages, 4 parking spots, 20 W.I., 2 Maps etc.		
37	Security personnel	Team (8 nos)			
38	Arrangement of Light and sound system for 5 days	As per Requirement			
39	Arrangement for announcer for 5 days	Male/Female			
40	Still Photography and video coverage with at least 2 Drone cameras & other professional set up & ancillaries for 5 days, solid quality album & Hard Disc (storage unit) with all Videos and photos	Team			
41	Installation of Close circuit TV Camera (PTZ Camera)	Full Coverage with storage capacity			
42	Supply of Food (Catering) (Breakfast, Lunch, Dinner & Evening Tiffin): Normal	For participants, Volunteers, Officials, Police	800		
43	Supply of Food (Catering) (Breakfast, Lunch, Dinner & Evening Tiffin): Delegates Special	For Guests, Artistes	200		
44	Supply of Gada, Bed Sheet & Pillow etc.	for 5 days	400		
45	4 side trusses for light, fixture, furniture, equipment's, sound system. Specification as per Annexure	for 5 days			
46	Installation of Watch Tower with a single seating capacity with Spot light	2 (Left & Right side, stage facing)			

	Laser Show (Thematic with beam show)	3 days			
48	Cracker Show (Rythimic with sky shots in machine)	3 days			
49	Identity Card with Cover and Neck Cord for Volunteers, Officials, Guests etc		750		
50	Invitation Card with Envelope		500		
51	Certificate		1000		
52	Flex, Facia & Hoardings	As per Requirement	5000 sq ft		
53	Shawls/ Stoles (Mirigan)	As per Requirement	200 pieces		
54	Flowers (natural) & Bouquets	for 5 days (Stage, stalls, Control room, Lounge etc.			
55	Gifts (Bamboo products of Lamtaput), Mementoes (thematic)	As per Requirement	100 Sets of bamboo Products & 300 Mementoes		
56	Prizes, Maanapatra (District Specific)	As per Requirement			
57	Coffee table book Multi-color		500		
58	Social Media Management with Youtube live streaming	Team with Equipments Admin Specific	LS		
59	Main gate (thematic)		4		
60	Box Gates		10		
61	Flat Gate	2500 Sq ft			
62	LED Pannels	Thematic, Aesthetic & Appealing to the name of the festival	LS		
63	Stagecraft				

FINANCIAL PROPOSAL

Name of Work: Hiring an Event Management agency for Event Management of Parab & Pallishree Mela Koraput 2024 at
Rangdabali Kumbha, Koraput

Sl No	Particulars	Specifications	Unit/Remarks	Quantity required	Rate-Unit Price (in INR)	Total amount (in INR)
Installation of Stalls						
1	Category A	Stalls with	40'*30'Sq ft	1		
2	Category B	Tarpaulin Top,	30'*30'Sq ft	1		
3	Category C	3 side tarpaulin cover with	25'*20'Sq ft	1		
4	Category D	new cloth ceiling, new	20'*20'Sq ft	1		
5		on 15 feet height	20'*15'Sq ft	1		
6	Category E	complete in all respect. 3 tire Racks, Shelf of the racks will be 1'.6'' x 10'' with 1 st layer fixed at a height 2'.6'' & covered with white Cloth	15'*10'Sq ft	1		
7	Category F		10'*10'Sq ft	1		
8	Installation of Toilet block having separate for Male and Female			1		

	and Green Room for Office Use							
B	Partition for stalls	Partition with new cloth walling. Height as per the requirement complete in all respects			1 (per sq. ft.)			
C	Barricading							
1	In front of P.H.E.D	With Bamboo Bullha of 5 feet height complete in all respects in 16 different places	4500 Rft	1				
2	Movable Barricade	As per requirement	1 Rft	1				
D	Light Decoration							
1	LED Tube light (20 Watt)	Requirement as per actual in the Parab		1				
2	LED Halogen (Different Watts)	Ground including Camp Office, Light Towers at prominent places		1				
3	LED Bulb (20 Watt)			1				
4	Fan			1				

5	Socket Board (Min. 2 plugs & 2 Switches)	covering entire ground	1						
E Supply of Logistics/Fixtures& Furniture's									
1	Wooden Teapoy with cover	For entire Period of Parab & Pallishree Mela	1						
2	V.I.P. Chair		1						
3	Arm Chair		1						
4	Iron table		1						
5	Wooden Table		1						
6	Steel Drum		1						
7	Bucket		1						
8	Jug		1						
9	Coir Mat		1						
10	Dari		1						
11	Carpet (Good Quality)		Per Sq. Ft.	1					
12	Plastic Chair with cover	1							
13	Glass with cover	1							
14	Generator (82 KV 2 nos. and 125 KV 2 nos.). Fuel as per actual consumption for Parab period of 5 days. 5 KV Generator with actual fuel consumption	1							
15	Sofa Set (Wooden & Steel)	1							
16	Name plate for Dias	1							
17	Green Shed Nets (Full Coverage)	1							

F Flex/Signage						
1	Flex & Signage (Fittings, Furniture's & Equipment's, stall numbering, flex board and display of CCTV, parking area, parking rate chart, way indicator board, green room area, toilets, officers on duty board etc.) with installation, labour and end to end completion of allied services		Per Sq. ft	1		
2	Installation of structure for display of Parab map of approx. 10'*10' feet size at different locations		Per Sq. ft	1		
3	Making and supply of Guest batch and tag for the volunteers and officials with printing			1		
G						
Stage Management as detailed in Annexure						
1	Security at Stage		Per person for 8 hours in a day	1		
2	Arrangement of light and sound system for 5 days		Lumpsum	1		
3	Arrangement for announcement sound system for 5 days		Lumpsum	1		
4	Still Photography and video coverage with at least 2 Drone cameras & other professional set up & ancillaries for 5 days, solid quality album & Hard Disc (storage unit) with all Videos and photos		Lumpsum	1		

5	Installation of Close circuit TV Camera (PTZ Camera)		1 set with 8 cameras	1			
6	Website for Parab-2024		Lumpsum	1			
Refreshment							
H							
1	Supply of Food (Catering) (Breakfast, Lunch, Dinner & Evening Tiffin): Normal	As per requirement per person per day					
2	Supply of Food (Catering) (Breakfast, Lunch, Dinner & Evening Tiffin): VIP Special	As per requirement per person per day					
3	Supply of Gada, Bed Sheet & Pillow etc.	As per requirement for day					
ANCILLARY ITEMS							
1	4 side trusses for light, fixture, furniture, equipment's, sound system. Specification as per Annexure			(Lumpsum rate)			
J WATCH TOWER							
1.	Installation of Watch Tower		(Lumpsum rate)	1			
Grand Total (INR in figures and words)							

STAGE:

Items	Specifications
Structure:	Existing cement platform size of 70' x 50' will be used as open stage. The stage front side should be painted with traditional chitta.
Flooring:	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.

Back Drop:	A back drop (15' height X 60' width/entire rear length) will be prepared on wooden frame work with ply to be fixed on the stage properly based on the Parab/ Terracotta theme . Enamel Painted ply with different motives & flex sheet will be fixed in the frame (Before execution of the work tenderer should submit at least three types of structural design in colour print for finalisation). Live flower chains will be hanged from top to bottom properly (Daily Change of Flowers). Backside of the stage should be covered with cotton cloth/Flex with batten frame. Display backdrop with LED and necessary beautification.
Lettering	Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the Mela in charge) mentioned and fixed properly at the centre of the back drop
Side Wings:	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework and properly fixed on both sides of the stage. The design of Flex sheets will be approved by DSMS, Koraput.
Wooden Step:	Wooden step of complete width of stage will be erected in the front side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets. Minimum 50 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept on the steps.
Barricading:	4' height bamboo barricade will be made around the stage in double row for the entry of VIPs.
Furniture:	30 no. of VIP Chairs with white towels, 8 no. of Centre Tables, Table Cloth, 30 no. Good quality borosil glasses with covers, Plastic name plates – 25 no., 2 no. of Flower vase with live flower sticks, Turkish towels on the VIP Chairs, one Speech podium, Brass Deepam (2' 6" height) with inaugural materials etc. will be provided on the meeting days.

Items	Specifications
Green Room:	Two green rooms of size 30' X 30' each shall be made on both side/back side of the stage having tarpaulin top covering, inner all side white cloth covering with batten frame, synthetic carpeting, good arrangements for sitting – 20 no of chairs and with provision of a mirror, fan and light in each green room.
Overall supervision:	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.

Annexure - A

Sound for Publicity (Main venue near Stage)

- i) Long Funnel
- ii) Unit 40 Watt & 30 Watt

30 Nos.
30 Nos.

- | | | |
|-------|--|---------|
| iii) | Matching Transformer | 30 Nos. |
| iv) | Cordless Microphone | 02 Nos. |
| v) | Amplifier 1000, 2000, 3000 & 4000 watt | 04 Nos. |
| vi) | DVD Player with Pen Drive port | 01 Nos. |
| vii) | Power Stabilizer 5 KV | 01 Nos. |
| viii) | Wire for Lower Ground | 20 Coil |
| ix) | Corded Microphone | 02 Nos. |
| x) | 6 Channel Mixture | 01 Nos. |

Annexure -A

STAGE LIGHT

- | | | |
|-------|---|---------|
| i) | PAR 1000 Wt (Philips / Sylvania / Gee Bulb) | 40 Nos. |
| ii) | Palco Multi Colour (Canara / XACCA Make) | 25 Nos. |
| iii) | Multi 20 (Canara / XACCA make) | 06 Nos. |
| iv) | Multi 10 (Canara / XACCA make) | 04 Nos. |
| v) | Halogen 1000 Wt | 05 Nos. |
| vi) | Blasting Fire | 10 Nos. |
| vii) | Sharpy Moving Head 575 Wt. | 06 Nos. |
| viii) | Laser Multi Colour (Unit as per laser show) | 06 Nos. |
| ix) | HMI Follow | 01 No. |
| x) | Power pack for above lights (4K X 6 Channels) | 03 Nos. |
| xi) | Smoke 1500 Watt | 02 Nos. |
| xii) | Sky - Taker | 01 No. |
| xiii) | Operating Desk for above lights | 01 No. |
| xiv) | Stove light | 02 Nos. |

Annexure -B

STAGE SOUND

- | | | |
|-----|---------------------------|---------|
| i) | JBL Box Top 600 Wt | 08 Nos. |
| ii) | JBL Box Base Beam 500 Wt. | 08 Nos. |

- iii) Stage Monitors JBL 04 Nos.
- iv) Speaker Box JBL 08 Nos.
- v) 36 Track Channel Control Board with Echo System 01 Set
- vi) 2000 Wt Multi - Amplifier (Mixture) 04 Nos.
- vii) 1000 Wt. Multi - Amplifier 04 Nos.
- viii) CD/DVD/Cassette Players 02 Nos.
- ix) Cordless Microphones 04 Nos.
- x) Corded Microphones for Voice, instruments with all components 12 Nos.
- xi) Collar Cordless Microphone 02 Nos.
- xii) Dual Liner Box with Stand 08 Nos.
- xiii) Meeting Microphone 04 Nos.
- xiv) 5 Kilo watt Stabilizer 02 Nos.