

TENDER PAPER

for

Event Management Services

during

**Celebration of
Panchayati Raj Diwas
Samaroha**

On

5th March 2016

SIRD & PR

**State Institute for Rural Development & Panchayati Raj
Panchyati Raj Department, Govt. of Odisha
SIRD Campus, Unit-VIII, Nayapalli, Bhubaneswar**

**PURCHASE DETAILS OF TENDER PAPER / EMD FOR TENTAGE & ALLIED WORKS OF
CELEBRATION OF PANCHAYATIRAJ DIWAS - 2016**

Tender paper can be downloaded from the following websites- www.sirdodisha.org OR www.ormas.org OR www.odishapanchayat.gov.in. Or can be obtained from the office of SIRD at "SIRD Campus, Unit-8, Near Stewart school. Bhubaneswar, Pin 751012 during office hours.

A. COST OF TENDER PAPER : **Rs. 5,000 (Rupees five thousand only)** (Non-refundable)

B. INSTRUMENT OF PURCHASE OF TENDER PAPER:

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

<i>To be filled in by the bidder. (Only in case of tender paper downloaded from website.)</i>	
<i>Bidder Name and Address:</i>	
M/s	
.....	
Signature of the bidder	

Or

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

<i>To be filled in by the Account section of SIRD. (only in case of purchase of tender paper from SIRD office)</i>	
<i>ISSUED TO (Address in Detail):</i>	
M/s	
.....	
Signature of issuing officer	

C. E.M.D (Refundable) : **Rs.50,000/- (Rupees fifty thousand) only** in shape of Demand Draft /Pay order in favour of **"Director SIRD,"** payable at Bhubaneswar.

Demand Draft/Pay Order No..... Dated/..... /2016

D. Sale of Tender Paper: 10th to 22nd February 2016 up to 5 PM at SIRD Office during office hour.

E. Last Date & Time for Receipt of Tender: 23rd February, 2016 latest by 3 PM.

**F. Date & Time of Opening for Submission of Tender Paper: 23rd February, 2016 latest by 3:00 PM at Office
SIRD & PR, SIRD campus, Unit-8, BBSR.**

**G. Date & Time for opening Prequalification Bid: 23rd February, 2016 latest by 4:00 PM in the Office
chamber of Director, SIRD & PR**

**H. Date & Time for opening Financial Bid: 23rd February, 2016 latest by 5:00 PM in the Office chamber of
Director, SIRD & PR**

I. Address For Submission Of Tender Paper:

SIRD (State Institute of Rural Development & Panchayati Raj)

SIRD Campus, Unit – 8, Bhubaneswar, Odisha, Pin – 751012.

Terms of Reference for providing Catering Services during PR Diwas-2016

A. About the Event – Panchayati Raj Diwas

State Level Panchayati Raj Diwas Samaroh is an important event for the Panchayati Department and as well as for Government of Odisha, where in all elected PRI members celebrate successful decentralised democratic governance system of Odisha as well as celebration of Birth day of great legendary leader Shri Biju Pattanik. It is celebrated on 5th March of Every Year. This year's State Level PR Diwas Samaroh- PR Department, has been planned to be organized at Janata Maidan, Near Swaosti Primum, Jaydev Bihar, Bhubaneswar with 20000 Participants namely leaders of 3 tier PRIs & officials across the state. This event will be graced by Hon'ble Chief Minister, Odisha and his Cabinete cliques, Hon'ble MPs, MLA of Odisha, Hon'ble Mayor & Corporators, BMC and other Chair-person PSU and State, District & Block level Officials. In this event temporary structure like Stage, Entrance & Exit gate, Auditorium, Dinning Halls, Coordination Centers, Photo Exhibition, Food Stalls etc. as decided by the Department will be erected for smooth organization of the event. 20,000 participants will be served with Breakfast, Lunch & Drinking Water during the event. The programme also will have cultural shows during the event.

B. Name of The Event : Celebration of the Panchayati Raj Diwas Samaroha-2016

C. Date of the event: 5th March 2016

D. Venue: Janata Maidan, Near Swosti Premium, Jaydev Vihar

E. Organised by: Panchayati Raj Department, Government of Odisha

F. Participants: PRI Members and Official (20,000- Participants)

G. Assignment for Event Management Works for PR Diwas Samaroha -2016 : Description of works covered under Event Management works is given hereunder:

1. **Design Development for samaroha :** Layout Planning & Design, Crowd Management Plan, 3 D Design Stage & Gate, Special Properties decoration, Coordination Cell-cum-VIP Lounge, flex Gate, Hoarding, Road Standee, Facia, Certificate, Badges, Invitation Card, IEC Materials, Concept of Rangoli works with flower and Development 10 second TV Advertisement Film for placing of advertisement in electronics media.
2. **Publicity:** Publicity of the event should be made through Road Shows (Hoardings & Road Standee at different public gathering places of the cities & road), Print Media (News Coverage/Press Release in Newspaper).
3. **Media Management:** Conduct of press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits.
4. **Printing of Participants & Officials Badges.**
5. **VVIP refreshment at the stage**
6. **Guest Reception at Railway Station & Baramunda**
7. **Providing of Eminent Anchor (Male & Female).**
8. **Videography & Still Photography**

9. **Coordination with Line Department for getting permission** from, DCP for Chandrasekharapur PS, ACP Traffic & BMC for Hoarding, CESU, PHD towards celebration of PR Diwas 2016
10. **Backlit Helium Balloon** 20 Ft Diameter with branding at Venue site.

Items wise details of the above work for Event Management Services is mentioned at Terms & Conditions Point No 11 of the ToR.

H. Terms & Conditions

- 1) The bidder has to submit **Original Money Receipt or Rs. 5,000/- (Rupees five thousand only)** towards cost of tender paper, **if purchased from the SIRD office** at “SIRD Campus, Unit-8, Bhubaneswar, Pin-751012”.
- 2) Demand Draft / Pay Order of **Rs. 5,000/- (Rupees five thousand only)** in favour of “**SIRD, Bhubaneswar**” payable at Bhubaneswar to be attached, if the tender paper is downloaded from the website.
- 3) **Experience** of having successfully completed **similar nature of works during last 3 years.**
- 4) 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 rejected.
- 5) The bidder has to quote the rate as per the given format.
- 6) The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the competent committee. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the event-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the event-in-charge.
- 7) The bidders are required to deposit an earnest money of **Rs. 50,000/- (Rupees fifty thousand only)** in shape of demand draft/pay order in favour of “**Director SIRD**”, payable at Bhubaneswar. The E.M.D. amount of the successful bidder will be refunded within a month on successful completion of the work. Tender papers without E.M.D shall not be accepted.
- 8) The successful bidder shall immediately and not later than the next day of intimation of acceptance of the tender, sign an agreement on Non-judicial stamp paper of appropriate value with submission of 10% (Ten Percent) of the Contract Amount in shape of Demand Draft towards performance security till completion of the works. Failure to do so shall give the Mela Authority the right to revoke the acceptance of the tender without further notice to the bidder, forfeit the performance security and award the work to any other contractor / decorator.
- 9) The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in godown of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- 10) The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.

11) Details of the Work

- a. **Successful Bidder has to provide minimum 3 designs of each items like 3 D Design Stage & Gate, Special Properties decoration, Coordination Cell-cum-VIP Lounge, flex Gate, Hoarding, Road Standee, Facia, Certificate, Badges, Invitation Card, IEC Materials, Concept of Rangoli** works then authority may select, which design can be executed.
- b. **Successful bidder/ event organizer has to design a Thematic & Creative presentation** and same will be presented to the authority on Design development, Media & Publicity Plan, Layout plan & crowd Management Plan and Documentation Plan of the event both still and visual and a booklet.
- c. **Publicity Materials-** Printing with star quality of flex with Iron frame **Hoarding-80** (10x12 ft size each) and **Road Standee- 1000 Pcs.** (3 X7 ft size each) will be installed at different gathering place of the cities and road dividers.
- d. **Media Management:**
The bidder has to be quoted as a **package** against the detail specifications given below:
 - a. **Conduct of Pre & Post Press Conference by inviting minimum 100** accredited journalists from print and electronic media along with arrangements for refreshment & issue of media kits in consultation with Information of I & PR attached to PR Department.
 - b. **Media kit contain-**Write up on the event, list of awardees, agenda, other booklets / Panchyat samcharo information, released during the event, Pen, pad & folder will be supplied by the event organiser.
 - c. **Refreshment of the journalist** will be (Rosted almond- 30 gm, Cashew nut-30 gm, Chopped/for slice fruits-Apple & Grapes, dry sweets-50 gm , soft drinks-200 ml, Tea & Coffee-100 ml, salted cookies- 50 gm) 100 plates along 50 ml ISI marked water bottle will be supplied by the event organizer.
 - d. **Drafting Press Release in 2 languages & Submission of Coverage Dossier.**
 - e. **Preparation and release of press note** during the period of conduct of event
 - f. **Development of Television Advertisement** (Graphical 15 Sec & 10 Sec with VO), Paper Adv (full pg, qtrpg, & half pg in 2 languages).
- e. **Printing & supply of 20,000 badges** for the participants & Officials along with the neck cards with seven verities and malty colour print.
- f. **VVIP refreshment at the stage & VIP Lounge**
(Rosted almond- 30 gm, Cashew nut-30 gm, Chopped/for slice fruits-Apple & Grapes, dry sweets-50 gm, soft drinks-200 ml, Tea & Coffee-100 ml, salted cookies- 50 gm) 350 plates along 500 ml ISI marked water bottle will be supplied by the event organizer and to be served by 10 no of professional service boy with proper cutlery & uniforms, Timely clearance to be ensured.
- g. **Guest Reception at Railway Station & Baramunda-** by installing a help kiosk / desk and planning for their refreshment at different points of accommodation places selected by the department.
- h. **Providing of Eminent Professional Anchor** (Male & Female) Television fame for formal & cultural ceremony, who have experience of anchoring national & state level such event.

- i. **Backlit Helium Balloon 20 Ft Diameter with branding at Venue site.**
- j. **Videography & still Photograph**
 - a. **Still Photography:** 5 Professional Photographers with 5D Mark III cameras, 300 hard copy of the photos to be submitted in album.
 - b. **Documentary film Video Documentation** & Edited Package with 5 Cam Online Set-up, with 1 Jimmy Jib & Live Feed for Telecast & LED Wall Display.
 - c. **Live Telecast of stage Programme** through 20 no of LED (10 X12 ft) P6 with higher resolution with platform to be installed in various location of the venue.
 - d. **CC Camera & Master Monitors-** CC camera of 50 No with clear visibility of adequate mega fixel with zoom option, will be installed at different key points in and outside the venue, 2 No of Master Monitor will be installed at Coordination Center and VIP Lounge.
- k. **Way boards** across the venue & demarcation for sitting area, dinning area & public utility. Name Tags for Guests on Dias.
- l. **Coordination with Line Department for holding permission** from, DCP for Chandrasekharpur PS, ACP Traffic, Fire Office & BMC for Hoarding and other necessary support from CESU, PHD, BMC, Capital Hospital for Fast Aid Stall etc. towards celebration of PR Diwas 2016

12) The **rate offered by the firm** shall be including of **all taxes and duties**.

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

14) The tender should be submitted in two bids – **“Prequalification Bid” & “Financial Bid”** in separate sealed cover.

15) The **Prequalification Bid** must be accompanied with the following documents.

The bidder is to submit self attested photocopies of the following documents with duly filled in tender paper. The documents to be submitted by the bidder are;

- a. **Original Money Receipt or Rs.5,000/-** (Rupees five thousand only) towards cost of tender paper, if purchased from the SIRD office at “SIRD Campus, Unit, Bhubaneswar, Pin- 751012”. **Demand Draft / Pay Order of Rs. 5,000/-** (Rupees five thousand only) in favour of **“Director SIRD”** payable at Bhubaneswar to be attached, if the tender paper downloaded from the website.
- b. **EMD of Rs. 50,000/- (Rupees fifty thousand only)** in shape of Demand Draft/Pay order in favour of **Director, SIRD** payable at Bhubaneswar.
- c. **Experience** of having successfully completed **similar nature of works during last seven year** ending last month of the current year (up to 31st Dec. 2015), should be either of the following.
 - i. **Three Similar** [Event Management works for National/ State/ District Level Event] **nature of works/assignments costing not less than the amount equal to Rs 3.00 Lakhs** (Rupees three Lakhs.)

or

- ii. **Two similar** [Event Management works for National/ State/ District Level Event] **nature of works/assignments costing not less than the amount equal to Rs. 5.00 Lakhs** (Rupees five Lakhs.)
or
- iii. **One similar** [Event Management works for National/ State/ District Level Event] **nature of works/assignments costing not less than the amount equal to Rs. 8.00 Lakhs** (Rupees eight Lakhs.)
- d. Copy of the **registration certificate** of the firm and valid number in favor of the firm from **Commercial Tax (VAT), Income Tax (PAN, TAN) and Service Tax (latest deposit Challan)** for similar nature of work.
- e. Self attested photocopy of valid TIN registration certificate of similar nature of works (in form VAT-103) and valid VAT Clearance Certificate (in VAT-612 form) and return copies (in form 201) for the year 2014-15.
- f. Self attested photocopy of PAN, TAN, up-to-date IT acknowledgement receipt up to 2014-15.
- g. Self attested documents / Papers in support of previous experience of at least last 3 years.
- h. The bidder has to submit the **Audited Financial Statement of last three years duly attested by the Chartered Accountant.**
- i. **Annual Financial Turnover during the last three year**, ending 31st March of the previous financial year, **should be at least Rs. 20.00 Lakhs.**
- j. **Valid copy of food license /Certificate** issued by competent authority.
- k. The **Financial Bid must be submitted in the prescribed format** as per the tender schedule with item wise rate per unit and total financial involvement for the entire work.
- l. **The tender should be submitted / reached at office of the Director, SIRD& PR, SIRD &PR Campus, Unit-8, Bhubaneswar latest by 3.00 PM on 23.02.2016.** The “Prequalification Bid” will be opened at **4.00 PM on dated 23.02.2016** in presence of the tenderers or their authorized representatives. The **Financial Bid in respect of the Tenderers, qualified in Prequalification Bid will be opened at 5.00 PM on dated 23.02.2016**
- m. For any further query in this regards, the interested parties may contact **Director, SIRD &PR at SIRD & PR Campus, Unit-8, Bhubaneswar.**
- n. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE.

Signature with seal

DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by SIRD & PR, PR Department. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Bidder (with seal)

Place:

Date:

Format for submission of Financial Bid for Event Management Services

To

The Director
SIRD & PR, PR Department, Govt. of Odisha

To

The Director
SIRD & PR, PR Department, Govt. of Odisha

**Sub: Submission of quotation for Providing Event Management services during
“Celebration of Panchyati Raj Diwas 2016”**

Sir,

I am submitting here the rates for providing Catering Service towards Celebration of Panchayati Raj Diwas - 2016. The details are as follows:

Sl.	Head	Particulars	Rate per Unit	Qty Required	
1	Design & Concept Development	3 D Design Stage & Gate, Special Properties decoration, Coordination Cell-cum-VIP Lounge, flex Gate, Hoarding, Road Standee, Facia, Certificate, Badges, Invitation Card, IEC Materials, Concept of Rangoli works		1 Package	
2	Print & Installation of Hoarding & road Standees	Horadings- 10 X12 ft size		80 pcs	
		Road standees- 3 X 7 ft size		1000 Pcs	
3	Media Management	Conduct of Pre & Post Press Conference by inviting minimum 100 accredited journalists		1Pacakge	
4	Printing and supply of Badges	20000 pcs with malty colour print (6 X 4 inch size with neck card)		20000 pcs	
5	VVIP refreshment at the stage & VIP Lounge	Supplying VIP refreshment, Tea, Tiffin		350 Plate	
6	Installation of kiosk/stall	For Guest Reception at Railway Station & Baramunda		2 Nos	
7	Professional Anchor	Eminent Professional Anchor (Male & Female) Television fame		2 Nos	
8	Backlit Helium Baloon 20 Ft			1 Nos	
9	Videography & Still Photo	Still Photography		300 Pcs	
		Documentary film Video Documentation for entire event		Lump Sum	
		Live Telecast of stage Programme through 20 no of LED (10 X12 ft) P6 with higher resolution with platform		20 No of LED	
		CC Camera 50 No & Master Monitors- CC camera of		50 Nos	
10	Way board accross venue and name tag installation			Lump sum	
11	Coordination with Line Department for holding permission and necessary support for celebration of PR Diwas			Lump sum	
Grant Total					

Full Signature with Seal-----

Name of the Organization/ agency-----

Address Details-----

Contact No-----