

TENDER PAPER

of

Event Management Services

For

State level Women Convention

ORMAS

**Odisha Rural Development and Marketing Society
Panchayati Raj Department, Govt. of Odisha
SIRD & PR Campus, Unit-VIII, Nayapalli, Bhubaneswar**

**PURCHASE DETAILS OF TENDER PAPER OF EVENT MANAGEMENT SERVICES FOR
STATE LEVEL WOMEN CONVENTION - 2016**

Tender paper can be downloaded from the following websites- www.ormas.org OR www.odishapanchayat.gov.in. Or www.olm.nic.in Or can be obtained from the office of ORMAS 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 ORMAS office), (Original Money Receipt to be attached with tender paper)

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

C. E.M.D (Refundable) : **Rs. 1,00,000/- (Rupees one lakh) only** in shape of Demand Draft /Pay order in favour of "ORMAS" payable at Bhubaneswar.

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

D. Sale of Tender Paper: **22nd Oct. to 15th Nov. 2016 up to PM at ORMAS Office during office hour.**

E. Last Date & Time for Receipt of Tender: **15th November 2016 latest by 3 PM.**

F. Date & Time of Opening of submission of Tender Paper: **15th November 2016 at 3:00 PM** at Conference Hall of ORMAS at SIRD Campus, Unit-8, BBSR.

G. Date & Time for opening of Prequalification Bid: **15th November 2016 at 3:30 PM** at Conference Hall of ORMAS at SIRD Campus, Unit-8, Bhubaneswar

H. Date & Time for opening Financial Bid: **15th November 2016 at 4:00 PM** at Conference Hall of ORMAS at SIRD Campus, Unit-8, Bhubaneswar

I. Address for Submission Of Tender Paper: ORMAS (Odisha Rural Development Marketing society)
SIRD Campus, Unit-VIII, Bhubaneswar, Odisha, Pin- 751012.

Terms of Reference for providing Event Management Services during State level Women Convention-2016

A. About the Event – State level Women Convention-2016

Government has been decided for celebration of Birth Centenary of Former Chief Minister of Odisha and Statesman of the Country late Biju Patnaik. During this celebration, It has also been decide to organise State level Women Convention for his contribution towards Women Empowerment and 3 Tire Panchayati Raj Systems in Odisha. This event will be organised during last week on November 2016 at Jananta Maidan, Bhubaneswar.

Participants-10,000 from all 30 districts of Odisha

1. Members of the Self Help Groups
2. Women PRI members
3. Women Community Leaders- LSP/ CRP/ Bank Mitra/ Pasu Mitra / Udyog Mitra etc
4. Women entrepreneurs
5. Women from other walks of life.

Activities to be undertaken during the event.

1. A Resource person or a subject expert will deliver a theme talk on the vision and action of Biju babu on Women Empowerment in Odisha
2. To invite 1-2 enlightened speakers from national arena to talk on related subject like:
 - a. Contribution of women towards socio-economic development of Indian society.
 - b. Participation of women in the socio-political system and leadership in all areas
 - c. Role of Biju Babu towards Empowerment of Rural women.
 - d. Role of Biju Babu towards Rural Development
 - e. Role of Biju babu towards Ranchyati Raj
 - f. Role of Biju Babu towards Development of Odisha Economy and / Industrialisation.
3. Success Story presentation of women entrepreneur

B. Name of The Event : State Level Women Convention-2016

C. Date of the event: Last Week of November 2016

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

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

F. Participants: 10,000- Participants

G. Assignment for Event Management Works for State Level Women Convention -2016 :

Description of works covered under Event Management works is given hereunder:

1. **Design Development for Convention :** 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 ORMAS 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 "**ORMAS, 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. 1,00,000/- (Rupees one lakh only)** in shape of demand draft/pay order in favour of "**ORMAS**", 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** Layout 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 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-40** (10x12 ft size each) and **Road Standee- 600 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 10,000 badges** for the participants & Officials along with the neck cards with seven verities and malty colour print.
- f. **Printing & supply of 1500 pcs. Of malty color Invitation Card with cover as design given (A4 size, 2 fold, 220 GSM Glossy, both side print).**
- g. **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.
- h. **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.
 - i. **Providing of Eminent Professional Anchor** (Male & Female) Television fame for formal & cultural ceremony, who have experience of anchoring national & state level such event.
 - j. **Backlit Helium Baloon 20 Ft Diameter with branding at Venue site.**
 - k. **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 10 no of LED (12X8ft) 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.
 - l. **Way boards** across the venue & demarcation for sitting area, dinning area & public utility. Name Tags for Guests on Dias.
 - m. **Coordination with Line Department for holding permission** from, DCP for Chandrasekharpur PS, ACP Trafic, 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 ORMAS office at “SIRD Campus, Unit, Bhubaneswar, Pin- 751012”. **Demand Draft / Pay Order of Rs. 5,000/-** (Rupees five thousand only) in favour of **ORMAS** payable at Bhubaneswar to be attached, if the tender paper downloaded from the website.
 - b. **EMD of Rs. 1,00,000/- (Rupees one lakh only)** in shape of Demand Draft/Pay order in favour of **ORMAS** 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 Oct. 2016), 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 6.00 Lakhs** (Rupees six 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. 10.00 Lakhs** (Rupees ten 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. 16.00 Lakhs** (Rupees sixteen 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 2015-16.
- f. Self attested photocopy of PAN, TAN, up-to-date IT acknowledgement receipt up to 2015-16.
- 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 ORMAS Office at SIRD & PR Campus, Unit-8, Bhubaneswar latest by 3.00 PM on 15.11.2016.** The “Prequalification Bid” will be opened at **3.30 PM on dated 15.11.2016** 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 4.00 PM on dated 15.11.2016 at the same venue.**
- m. For any further query in this regards, the interested parties may contact **Executive Director, ORMAS, 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 ORMAS, 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 during
State Level Women Convention-2016**

To

The Executive Director
ORMAS, Bhubaneswar

Sub: Submission of quotation for providing Event Management services during State Level Women Convention-2016

Sir,

I am submitting here the rates for providing **Event Management services during State Level Women Convention-2016**. The details are as follows:

Sl.	Head	Particulars	Rate per Unit	Qty Required	Amount
1	Design & Concept Development	Layout 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		1 Package	
2	Print & Installation of Hoarding & road Standees	Hoardings- 10 X12 ft size		40 pcs	
		Road standees- 3 X 7 ft size		600 Pcs	
3	Media Management	Conduct of Pre & Post Press Conference by inviting minimum 100 accredited journalists		1Pacakge	
4	Printing and supply of Badges	10000 pcs with malty colour print (6 X 4 inch size with neck card)		10000 pcs	
5	Printing and supply of Invitation Card	1500 pcs. Of malty color Invitation Card with cover as design given (A4 size, 2 fold, 220 GSM Glossy, both side print)		1500 pcs.	
6	VVIP refreshment at the stage & VIP Lounge	Supplying VIP refreshment, Tea, Tiffin		200 Plate	
7	Installation of kiosk/stall	For Guest Reception at Railway Station & Baramunda		2 Nos	
8	Professional Anchor	Eminent Professional Anchor (Male & Female) Television fame		2 Nos	
9	Backlit Helium Baloon 20 Ft	Helium Baloon		1 Nos	
10	Videography & Still Photo	Still Photography		300 Pcs	
		Documentary film Video Documentation for entire event		Lump Sum	
		Live Telecast of stage Programme through 10 no of LED (12 X8 ft) P6 with higher resolution with platform		10 No of LED	
		CC Camera 50 No & Master Monitors- CC camera		50 Nos	
11	Way board accross venue and name tag installation			Lump sum	
12	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-----