



**OFFICE OF THE TAHASILDAR, SADAR, CUTTACK.
A/P.O.-CHANDINCHOWK, DIST.-CUTTACK,
E-MAIL – tah1.ctc@nic.in**

Sealed proposals are invited by Tahasildar, Sadar, Cuttack from Event Management Agencies / Companies for on-ground Delivery and Event Management at the Historical Baliyatra Festival - 2018 through an open RFP. The detailed information may be down loaded from the Cuttack District website along with terms & conditions of the Bid.

The Bid should be submitted in the prescribed format along with all relevant documents duly signed and sealed. The bid should reach the office of the Tahasildar, Sadar, Cuttack on or before **29th October' 2018 by 5 PM** either by Courier/ Speed post/ Registered Post. Submitting of Bid documents through Fax/e-mail/electronics system shall not be accepted. Bid(s) received after due date & time shall not be accepted. The Office of the Tahasildar, Sadar, Cuttack shall not be responsible for delay in postal delivery or similar reasons.

The District Administration Cuttack reserves the right to accept or reject any or all Bids without assigning any reason thereof. For any specific queries, kindly contact Cell No.9853406560, 9937977980.

Sd/-
Tahasildar Sadar Cuttack

**OFFICE OF THE DISTRICT TAHASILDAR, SADAR, CUTTACK.
A/P.O.-CHANDINCHOWK, DIST.-CUTTACK, PIN-753002
E-MAIL – tah1.ctc@nic.in, tdrsadarctc@gmail.com**



REQUEST FOR PROPOSAL

ENGAGEMENT OF AGENCY FOR EVENT MANAGEMENT OF CONDUCT OF THE HISTORICAL BALIYATRA FESTIVAL - 2018

OCTOBER - 2018

**OFFICE OF THE TAHASILDAR, SADAR, CUTTACK.
At/P.O.-CHANDINCHOWK, DIST.-CUTTACK, PIN 753002
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1. INTRODUCTION

1.1 Background

The District Administration Cuttack shall organise the Historical Baliyatra Festival – 2018 from 23rd November to 30th November in the silver city of Cuttack on the banks of River Mahanadi to commemorate the maritime history of Odisha and to celebrate year old cultural traditions. The month of Kartika is the most sacred month in the Odia Calendar and Kartika Purnima is celebrated as Boita Bandana Divas since ancient times. The famous Baliyatra of the millennium City commences from this auspicious day.

The name of the Festival – Baliyatra has its roots from the olden days when ancient Odia Sadhabas (meaning merchants/Sea-farers) used to sail their boitas (Boats) towards distant islands like, Java, Sumatra, Bali and Borneo(Indonesia) with their wares like silken cloths, filigree work, handicrafts etc. for trade and commerce. The Sadhaba Bohus(daughter-in-laws) used to give them ceremonial send-off through Boita Bandana and wished them bon voyage and safe return.

In the present days, the mega festival of Baliyatra sits for a week's time which is one of the biggest trade fair in Asia. It has a business angle besides the socio-cultural celebrations as well. The volume of transactions is such that, there is invariably an extension of the fair for a day or two. Transactions of Crores of Rupees are made during a few days in the fair by the traders and businessmen participating from all over India.

Baliyatra is also a great source of income and earnings for the poor artisans who work throughout the year making different kinds of products of art and handicrafts and other household articles which are sold in large number in the fair. Special attractions are the stalls of ORMAS that promote and sell handicrafts and handworks of Self Help Groups from all over the Country. All the basic necessities of life both rustic and modern are available in the festival to the denizens of the City and to the visitors coming from far and wide.

Many cultural programmes and performances are showcased on the prestigious Gana Kabi Baishnab Pani Mancha that reminds the people of the rich cultural traditions, dance forms, folktales, songs and legends of Odisha as well as of many other States. Merry go rounds and many joy rides provide entertainment to visitors of all ages. Special attraction for people coming to Baliyatra are delicacies and eatables like Dahibara-Aloodum, Thunkapuri etc. that are plentifully sold on the Baliyatra grounds which satiate palates of the visitors.

Presently, the District Administration, Cuttack seeks to hire a single competent agency having experience and expertise in event management for successful holding of the mega event. (Herein referred to as "Agency").

1.2 Instructions to the Applicants

- (i) Firms are hereby invited to submit their bids in response to this Request for Proposal (RFP) for providing their services to the District Administration, Cuttack. Proposal so submitted shall form the basis for future negotiations and ultimately a contract between the selected Agency and the District Culture Officer. The Contract shall be for a period of 1 (One) season, i.e. the Agency shall execute the scope of work mentioned in this document during Historical Baliyatra Festival-2018 only.
- (ii) A description of the assignment, terms of reference and its objectives are given in Section-2 of this document.
- (iii) To obtain first-hand information on the assignment, the Agency may make visits to the Baliyatra grounds or visit the city of Cuttack before submitting the proposal.
- (iv) Please note that the expenditure incurred towards cost of preparing the proposal and negotiating the contract, including the site visits, are not reimbursable as a direct cost of the assignment.
- (v) The District Administration, Cuttack is not bound to accept any of the proposals submitted. The District Administration may reject any and/or all the proposals without assigning any reasons thereof.

1.3 Consortium

Keeping in view the scope of work, Consortiums / Joint Ventures are NOT allowed. Proposals from Bidders, applying individually shall be considered for evaluation. 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.

1.4 Documents:

1.5

- (i) The RFP document shall be available from the advertisement date till the bid due date on the District Website at www.cuttack.nic.in
- (ii) Bidders are advised to submit their proposal in the appropriate formats specified in this document.
- (iii) 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 Cuttack District and the revised documents / clarification if any, shall also be uploaded on the website.

1.6 Pre-bid Meeting:

To address the queries of Bidders on the project scope and bid document, a pre-bid meeting is scheduled to be held at the Conference Hall of the Collectorate Cuttack as per the below mentioned schedule:

The date, time and venue of Pre-Bid Meeting shall be:

Date : 15th October'2018

Time: 3.00pm

Venue: Conference Hall, Collectorate, Cuttack.

Bidders are advised to submit their queries addressed to the Tahasildar, Sadar, Cuttack by 12th October'2018 till 6 PM.

The responses to the queries shall be uploaded in the official website of Cuttack District after the pre-bid meeting. If required necessary corrigendum may be issued in response to the pre-bid meeting.

1.7 Communications:

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

To

**The Tahasildar, Sadar, Cuttack,
AT/P.O.- Chandinchowk
PIN: 753002
Email id:**

1.8 Schedule of Selection Process:

District Administration, Cuttack shall endeavour to adhere to the following schedule:

Sl. No.	Event Description	Date & Time
1	Issue of Tender Notice	4 th October'2018
2	Submission of queries for Pre-bid	12 th October'2018
3	Pre-Bid Meeting	15 th October'2018 , 3 P.M.
4	Proposal submission date	29 th October'2018 by 5 PM
5	Opening of Technical Proposal	30 th October'2018 at 11 AM
6	Presentation by Qualified Bidders	Date & Time to be intimated
7	Opening of Financial Proposals	Date & Time to be intimated

1.9 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, Cuttack.**
- (ii) The requirement of information to be provided by the Bidder i.e. the Technical and Financial Proposal, is described in Section-3 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.

1.10

Submission of Proposal

- i. The Bidders should submit their proposals in two packets in the following manner:

(a) Technical Proposal: (Marked "**Technical Proposal for Event Management of Historical Baliyatra Festival- 2018 at Gadagadia Ghat**" at the top of the envelope) should contain all the detail sought by District Administration, Cuttack as per Section - 3.2.

(b) Financial Proposal: (Marked "**Financial Proposal for Event Management of Historical Baliyatra Festival- 2018 at Gadagadia Ghat**" at the top of the envelope) should contain the commercial proposal as per prescribed format in Section - 5(Annexure-B).

(c) Both the envelopes shall be placed in an outer sealed cover marked as "**Proposal for Event Management of Historical Baliyatra Festival- 2018 at Gadagadia Ghat**".

- ii. The Bidders are advised in their own interest to ensure that completed proposal reaches the office of the Tahasildar, Sadar, Cuttack at the address mentioned on or before the date stipulated in the document in Section-1.7.
- iii. Proposals should be submitted through Speed Post/ Registered Post / Courier only.
- iv. Proposals submitted through Telex / Telegraphic / Fax / Email will not be considered and shall be summarily rejected.
- (v) District Administration will not be responsible for loss of proposal or for delay in transit.
- (vi) Proposals for both the stages shall be submitted in prescribed Performa along with other documents and placed in sealed cover addressed to:

To

**The Tahasildar, Sadar, Cuttack.
AT/P.O.-Chandinchowk,
Dist.-Cuttack, PIN-753002**

1.11 Proposal Submission Deadlines: The Bidders shall submit the proposals for both the Stages as per the timelines stated in Section-1.7.

1.12 Late Proposals

Proposals received after the date stipulated in this document for submission mentioned in this RFP shall not be considered and shall be summarily rejected.

1.13 Proposal Validity Period

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

1.14 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, Cuttack will determine whether each proposal is responsive to the requirements of the RFP. District Administration, Cuttack 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 stipulated in the RFP including any extension thereof granted by District Administration, Cuttack;
 - 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, Cuttack 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, Cuttack in respect of such proposals.
- iv. District Administration, Cuttack 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. Such pre-qualified bidders shall be invited for presentation before the Evaluation Committee. The Financial Proposals shall be opened in the presence of the qualified Bidders.
- vi. District Administration, Cuttack 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, Cuttack. Bidders shall be deemed to have understood and agreed that District Administration, Cuttack 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, Cuttack, its agents, successors or assigns, but shall be binding against the Bidder if the assignment is subsequently awarded to it.

1.15 Bid Security

1.15.1 Bid Security

1.15.1.1 A Bid Security of **Rs.4,00,000.00 (Rupees Four Lakh Only)** in the form of Demand Draft drawn in favour of

"Tahasildar, Sadar, Cuttack" and payable at any scheduled bank having branch in Cuttack, shall be submitted by all the Bidders along with the Technical Proposal & Financial Proposal.

- ii) Proposals not accompanied by the Bid Security shall be rejected as non-responsive.
- iii) No interest shall be payable by District Administration, Cuttack for the sum deposited as Bid Security.
- iv) The Bid Security of the unsuccessful bidders would be returned back within ten days of issuance of Letter of Intent to the successful Bidder.

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

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

1.15.3. Bid Processing Fee

All bidders are required to pay **INR 1000.00 (Rupees one Thousand Only) towards Bid Processing Fee** in the form of Demand Draft drawn in favour of **"Tahasildar, Sadar, Cuttack"** and payable at Cuttack. The Bid Processing Fee is Non-Refundable and is payable along with the Technical Proposal.

2. TERMS OF REFERENCE

2.1 Objectives of the Assignment

The broad objective of this assignments to **provide event management services for the Historical Baliyatra Festival-2018 at the Gadagadia Ghat.**

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- B**).

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 the 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 Baliyatra the status of an international Fair.

1. Management of the stage on Ganakabi Baishnaba Pani Mancha for Opening Ceremony and Cultural Programme :

The Agency shall manage the stage on the Ganakabi Baishnaba Pani Mancha for the entire period of the historical Baliyatra Festival – 2018, commencing from the inaugural ceremony on 23rd November till its completion on the 30th of November. It shall provide comperes 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 Sub-Collector Sadar Cuttack. 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 on 23rd November as per description at **Annexure** to this RFP and be responsible for their timely delivery one day prior to the festival and their security. Baliyatra festival 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 before the Cultural Sub-Committee headed by the Sub-Collector, Sadar, Cuttack and assist in finalisation of troupes and programmes for performance on the stage for all eight days of Baliyatra. The Agency shall manage the programmes on stage and guide and support the artists for smooth performance. The artists shall receive payment from the Cultural Sub-Committee headed by Sub-Collector directly.

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

The Agency shall abide by agenda/items finalised by the Cultural Committee headed by the Sub-Collector Cuttack. If there is any doubt it shall immediately consult the Cultural Committee for clarification.

2. Setting up of temporary office on the Upper Baliyatra Grounds for operation of single window for the purpose of stall allotment:

The Agency shall set up a temporary office on the Upper Baliyatra Grounds near the Gadagadia Mahadev Temple for operationalisation of the single window for the purpose of collection of ground rents and municipal dues from the intending applicants and for Police and Fire clearance. The temporary office on the upper Baliyatra grounds should be ready by 3rd November'2018 so that the temporary office of the Tahasil can be operationalised w.e.f. 05.11.2018 for stall allotment.

The Agency shall provide the necessary logistics and manage professionally for sitting arrangement of functionaries from the Tahasil, CMC, Police, Fire Deptt, Bank and Computer Firm during stall allotment and make necessary electrical connections for running of the computer and POS etc. as per the specification given at **Annexure** to this RFP.

The Agency shall be responsible for the safety and security of the amenities provided in the temporary stall. In case of any doubt and clarification in this regard the Tahasildar Sadar Cuttack and the District Culture Officer may be contacted.

3. Setting up Temporary Infrastructure at the Venue (Baliyatra ground):

The Agency shall set up necessary temporary infrastructure/office with all amenities and Furniture Fixtures and Equipment (FF&E) for the Tahasil office, police, fire personnel, DIPRO, DCPO, Watch Tower for police at the venue i.e. on the both upper and lower Baliyatra Grounds for smooth conduct of the Baliyatra Festival 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 Sub-Collector, Sadar Cuttack and ACP Traffic. The infrastructure should be handed over to the District Administration two days prior to the start of the event (i.e. by 21st November 2018).

Also, the Agency may be required to install 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 may also be required to be installed at the points of heavy footfall areas for safety and security.

4. Barricading and fencing of the Baliyatra Grounds during the festival:

The Agency shall ensure fencing and barricading the setup at the venue, and approach roads (as per requirements), including but not limited to Mahanadi ghat, parking areas, entry points to stadium for smooth flow of vehicles and commuters to the venue. The barricading shall include both metal barricading, bamboo ballahs and black masking.

There shall be one day barricading near the Gadgadia Ghat on the banks of the Mahanadi River for the safety of the people going for holy bath on the occasion of Kartik Purnima falling on 23rd November 2018. Apart from this one-day 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 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 Sub-Collector Cuttack, ACP Traffic and Tahasildar Sadar Cuttack to be consulted.

5. Flex and signage for Baliyatra Festival – 2018:

The Agency shall print the required no of Maps of the Baliyatra 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 Baliyatra Festival 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 Baliyatra Grounds one day before the festival i.e. by 22nd November 2018. For any clarification of doubts ACP Traffic and Tahasildar, Sadar, Cuttack to be contacted.

6. 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 from 23rd November to 30th November'2018. The Agency shall install security cameras at all the entry/exit gates of the Baliyatra grounds in consultation with ACP Traffic 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.

7. Outdoor LED screen display:

The Agency shall provide LED screens (minimum 15 ft. x 10 ft.) at 4 (four) prominent locations in the Baliyatra Grounds for live telecasting of the stage shows/functions and other events during the entire Baliyatra Festival - 2018 (from 23rd November 2018 to 30th November 2018). The Agency shall, in consultation with the Sub-Collector, Cuttack and the ACP Traffic identify 4 (four) prominent locations in the Baliyatra 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.

8. Flower decoration of Boita Gate and Stage.

The Agency shall decorate the Boita Gate with flowers and other decorative items in consonance with Boita Bandana Theme which should be completed by 4 P.M. on dt.23rd November'2018. 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 Sub-Collector, Sadar, Cuttack.

9. 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 river bed and the Mahanadi river bank. The Agency shall ensure that, no plastic is used and the Ecosystem of the Mahanadi river bank is not polluted.

2.3 PAYMENT SCHEDULE

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

Sl.	Event / Deliverable	Time lines	Payment
1.	Submission of execution plan	15 days from issue of LoI.	5%
2.	Deployment of manpower & mobilizing resources at venue	By 10 th Nov.'2018	5%
3.	Completion of major activities as per scope of work	By 21st Nov'2018	10%
4.	Handover of venue with complete overlays, FF&E etc.	By 23 rd Nov'2018	20%
5.	Five days from commencement of Event	By 28 th November'2018	20%
6.	On successful completion of event in Baliyatra Grounds	Within 15 days of completion of event subject to submission of report by the Committee appointed by District Administration Guttack and removal of all materials from the venue	40%

3. SUBMISSION OF RFP

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

- (i) Technical Proposal – Envelope I
- (ii) Financial Proposal – Envelope II

3.2. Technical Proposal

The Technical Proposal should be provided with the following information, using the format for technical proposal provided in Section-5 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 "Tahasildar, Sadar, Cuttack" payable at Cuttack.
- (vii) Bid Security in the form of Demand Draft in favour of "Tahasildar, Sadar, Cuttack" payable Cuttack.

3.3. 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 Historical Baliyatra Festival -2018 at Cuttack.
- (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-B**. However, the Total Amount quoted by the Agency shall be considered for financial evaluation.

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- (iii) All costs must be expressed in Indian rupees only.

3.4 Checklist for Submission

A	Technical Proposal	Format
1	Covering Letter	Annexure-A1
2	Bid Processing Fee (non-refundable) of Rs. 1000/- (Rupees One Thousand Only)	Demand draft in favour of Tahasildar, Sadar, Cuttack..
3	Bid Security of Rs.4,00,000/- (Rupees Four Lakh Only)	Demand draft in favour of Tahasildar, Sadar, Cuttack.
4	Particulars of Bidder	Annexure-A2
5	Financial capabilities of the Bidder	Annexure-A3
6	Details of experience in similar assignments (separately for Branding and Event Management)	Annexure-A4
B	Financial Proposal	Annexure-B (i) and (ii)

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 4.1.1, will be evaluated in two stages:

- i. Technical evaluation of proposals & presentation on proposal by qualified bidders for Event Management for the entire tournament at Collectorate Cuttack.
- ii. Financial Proposal.

4.1.1 Pre-Qualification / Minimum Eligibility Criteria:

- (i) The Agency must be rendering event management services in same name and style for last **two years**. Documents like ROC registration, MoA of Company, AoA of Company, PAN, TAN, Service Tax / GST registration, etc. relating to business entity should be furnished. **and;**
- (ii) **In the last two years**, the firm should have undertaken and completed event management of minimum **2 (two) Socio-Cultural Programmes/Trade Fairs** of National / International level with a contract value of **Rs. 25 lakhs or above** for each project. Documents related to these project along with scope of work should be submitted as part of the eligible projects, **and;**
- (iii) **Financial eligibility criteria:** The firm should have a turnover of at least **Rs.50 lakhs (Rupees Fifty lakhs) per year** in the last 2 (two) financial years i.e. 2016-17 and 2017-18.

4.1.2 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).

a) 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 as follows.

Sl. No.	Details	Max. Marks	Basis of Marks to be allotted
1.	Experience in event management of relevant projects	50	• 10 Marks each for 2 (two) fairs/events projects of National / International level

			<p>contract value of Rs.25 lakh or above for each project and 5 Marks for similar additional project. (Max. 25 Marks)</p> <ul style="list-style-type: none"> • 5 Marks for each additional project of similar nature for contract value of Rs. 50 lakh or above and 2 Marks for each additional cultural project for contract value between Rs.20 Lakhs and Rs.50 Lakh (Max. 25 marks)
	Total:	50	

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

- 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

b) Presentation Score—The bidders shall be invited to make a presentation (20 Minutes each) to the Evaluation Committee (**on the date and time mentioned in Schedule in section 1.7 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 as part of the technical proposal shall be evaluated and given scores (max. 30 marks) by the Technical Evaluation Committee as follows.

Sl.	Evaluation Criteria	Max. Marks
1.	Event management plan and theme for Cultural programmes for Baliyatra Festival -2018	20
2.	Innovation, Creativity and best practises in delivery of the event	15
3.	General approach & methodology and	15

	quality of deployment of manpower	
	Total:	50

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

4.1.4 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 **80 marks or more** in the Technical Score will be qualified for opening of their financial bids.

4.1.5 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)

4.1.6 Combined Evaluation & Scoring:

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

$$\text{Combined Score} = 0.5 \times (\text{TS}) + 0.5 \times (\text{FS})$$

- b. The Bidder to obtain the **Highest Combined Score** shall be identified as the Preferred Bidder.
- c. The decision of District Administration Cuttack as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.
- d. Notwithstanding the above, District Administration Cuttack reserves the right to accept or reject any or all bids or to annul the bidding process.
- e. For guidance last years approved rates of different categories/items are also given at Annexure to this RFP..

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

- 4.3 After the contract has been successfully negotiated, Preferred Agency will be issued Letter of Intent by the District Administration. 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.
- 4.4 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.
- 4.5 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.

4.6 Performance Security

The successful bidder shall deposit a performance security equal to 10 % of the contract value in the form of bank guarantee.

ANNEXURES – FORMATS

Annexure - A1

Letter of Technical Proposal

To

**The Tahasildar, Sadar, Cuttack,
At/P.O.-Chandnichowk,
District Cuttack,
PIN: 753002.**

**Sub: "Proposal for Event Management of Historical Baliyatra
Festival – 2018 at Gadagadia Ghat."**

Regarding Technical Proposal

Dear Sir,

1. With reference to the RFP dated _____ for the above captioned project, and clarification issued by District Administration Cuttack thereof, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing services for **Historical Baliyatra Festival – 2018 at Gadagadia Ghat in Cuttack**. The proposal is unconditional and unqualified.
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 Cuttack any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the District Administration Cuttack 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 Cuttack;
 - 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 Cuttack 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 Cuttack. on the date specified upon intimation received from District Administration Cuttack.
 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, appoint and authorize Mr. /Ms..... son/daughter/wife and presently residing at, who is presently employed with us and holding the position of as our 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 Historical Baliyatra Festival- 2018 to be held at Gadagadia Ghat, Cuttack 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, Cuttack, representing us in all matters before the District Administration Cuttack, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the District Administration Cuttack 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 District Culture Officer, Collectorate, Cuttack.

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, 20**

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. 50 (fifty) 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

Sl. No.	Financial Year	Annual Turnover (In Rs)
1.	2017-18	
2.	2016-17	

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	
(iii)	Name, fax, email of the Client Representative:	
(ii)	Time when the assignment was carried out : Start Date End Date	
(iii)	Location of the Event	
(iv)	Contract Value	
(v)	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 TOR) carried out by the Bidder.

B FINANCIAL PROPOSAL

Covering Letter
(on the Agency's letterhead)

To

TAHASILDAR, SADAR, Cuttack
PO Chandnichowk
District Cuttack
PIN: 753002

Sub: "Proposal for Event Management of Historical Baliyatra Festival - 2018 at Gadagadia Ghat."

"

Regarding Financial Proposal

Dear Sir,

I,

enclose herewith our Financial Proposal for selection of our firm as Agency to carry out "**Event Management of Historical Baliyatra Festival 2018 at Gadagadia Ghat, Cuttack**".

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

I agree that this offer shall remain valid for 60 (sixty) days from the bid 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 Cuttack.
- b. No conditions should be attached to the price proposal.
- c. The amount should be quoted in both figure and words. In case of discrepancy in the figure and word, the prices mentioned in the words shall be considered.
- d. The Agency has to quote individual rate for each item in scope.

Signature of the Agency:

Address:

Date:

FINANCIAL PROPOSAL

Name of Work: Hiring an Event Management agency for Event Management of Baliyatra-2018 at Cuttack

SI No	Particulars	Specifications	Unit/Remarks	Quantity required	Rate-Unit Price (in INR)	Total amount (in INR)
A	Installation of Temporary Camp office from dated 23.11.2018 to 29.11.2018					
1	Tahasil camp at old ground	17 Nos. of Stalls with Tarpaulin Top, 3 side tarpaulin cover with new cloth ceiling, new cloth walling on 15 feet height complete in all respect	30'*30'Sq ft	1		
2	DIPRO Camp at old ground		20'*20'Sq ft	1		
3	Police camp River side(Main)		40'*35'Sq ft	1		
4	Police camp at Kartikeswar Gada		20'*20'Sq ft	1		
5	Police camp infront of Stadium		25'*20'Sq ft	1		
6	Police camp infront of Killa Fort gate		30'*25'Sq ft	1		
7	Fire camp at old ground		25'*20'Sq ft	1		
8	Fire camp at river side		25'*20Sq ft	1		
9	Fire camp at river side		20'*20'Sq ft	1		
10	Fire camp at KatikeswarGada		20'*20'Sq ft	1		
11	Health camp at old ground		20'*15'Sq ft	1		
12	Police Camp near ORMAS		15'*15'Sq ft	1		
13	Abakari Prasaran Camp Office(old ground)		24'*25'Sq ft	1		
14	Barista Nagarik Camp Office(old ground)		15'*10'Sq ft	1		
15	Delivery Women Rest room(old ground)		15'*10'Sq ft	1		
16	Child Welfare Surakshya Office(lower ground)		40'*21'Sq ft	1		
17	Adhar Camp Office (lower ground)		21'*11'Sq ft	1		

18	Stall Booking counter	Temporary Structure with tarpouline & Cloth ceiling	20'*20'Sq ft	1		
	Stall Booking counter	Temporary Structure with tarpouline only	20'*20'Sq ft	1		
19	Installation of temporary watch Tower(upper ground)	Bamboo Structure watch tower with 10ft length, 10ft width, 25 ft in height.(3'*1') size steps made outside close to Tower from bottom to top in 25 ft height & 10'*10' Bed with four side railing made for watching at the top of tower to be completed	(10'*10')*25' height	1		
B	Partition in Temporary structure (Camp Office)					
1	Tahasil Camp Office(old ground) inside partition 2 nos front side covered	Partitions with new cloth walling and 8 ft in height complete in all respect	27'*7'	3		
2	Fire Camp Office(old ground) inside partition 2 nos		14'*7'			
3	Police Camp Office(Kartikeswar gada) inside partition 2 nos		30'*15'	2		
			20'*8'			
			5'*8'			
			8'*8'	2		
			7'*8'			

4	Abakari Prasaran Camp Office(old ground)inside partition 2 nos		10'*8' 7'*8'	2	
5	Delivery Women Rest room(old ground) inside partition 2 nos		8'*8' 6'*8'	2	
6	Child Welfare Surakshya Office(lower ground) inside partition 2 nos		15'*8' 11'*8'	2	
C	Barricading from Dt.23.11.2018 to Dt.29.11.2018				
1	Infront of P.H.E.D	With Bamboo Bullha of 5 feet height complete in all respects in 16 different places	30 Rft	1	
2	Infront of Cantonment Electric Sub-station		30 Rft	1	
3	Kilikhara Road		30 Rft	1	
4	Infront of Director of Industries		30 Rft	1	
5	Near Sathya Sai School		20ft	1	
6	Near Sarala		30 Rft	1	
7	Mandap(BijuPattanayakChhak)		30 Rft	1	
8	Mani SahooChhak to Ring Road		40Rft	1	
9	Cantonment KaramangaMatha Road		20Rft	1	
10	Sea Shore, Ring Road		20Rft	1	
11	UtkalSammilani side		25Rft	1	
12	Near O.R.M.A.S.		20Rft	1	
13	Kartikeswargada		20Rft	1	
14	V.I.P. gada		75Rft	1	
15	Main gada		700Rft	1	
16	Mahanadi River side		500Rft	1	
17	Mundasahi (South) Cycle stand Front				
17	Infront Tahasil Office(old ground) Sqare Size(32'+30')* 2 sides	With Bamboo Bullha of 5 feet height complete	496Rft	4	
18	Infront Tahasil Office(lower ground) Sqare Size(330'+58')* 2 sides	With Bamboo Bullha of 5 feet height complete	776Rft	1	

19	Cantonment Electric Sub-Station	in all respects in 17 different places	28Rft	1		
20	Near Satya Sai School		10Rft	1		
21	In front of Madhusudan Statue(Box Barricading)		51Rft	1		
22	Biju Pattanyak Chhaka		20Rft	1		
23	ORMAS Back side		130Rft	1		
24	In front of Cambridge School		29Rft	1		
25	Kartikeswar Gada		1Rft	1		
26	Near Cantonment Police Station(Ring Road)		11Rft	1		
27	Near killa fort (Stone gate)		21Rft	1		
28	Back of OSRTC Mandap(Police Colony)		20Rft	1		
29	Mahanadi River Side		364Rft	1		
30	Main Gada(Box barricading)		97Rft	1		
31	Munda Sahi(South) cycle stand		151Rft	1		
32	In front of Chief Justice Residence		39Rft	1		
33	Kilkhara Road(Ticket Counter no-3)		19Rft	1		
D	Barricading for one day (Dt.23.11.2018)					
34	Gadagadia Temple Compound		Movable steel	150Rft	1	
35	Mahanadi Bathing Ghat	barricading for one day	50Rft	1		
E	Light Decoration from Dt.23.11.2018 to Dt.29.11.2018					
1	Tube light	Required in the Camp Office		114 nos		
2	Halogen			16 nos		
3	Bulb			15 nos		

2	Chitralaya						
3	Arrangement of Light and sound system for 7 days						
4	Arrangement of sound system for 7 days in lower and upper ground						
5	Still Photography and video coverage for 7 days with solid album						
6	Installation of Close circuit TV Camera(PTZ Camera)						
7	Website for Baliyatra-2017						
H		Printing & Publication					
1	Printing of Souvenir for Baliyatra Cuttack Utsav-2018-Plain paper, Cover Page-GSM, Inner Page-GSM Separate rate should be given for glossy paper 100 to 140 for printing of matter /article/advertisements etc.						
2	Printing of multicolour invitation cards(3 fold) and leaflets						

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 Baliyatra/ Terracotta theme. Enamel Painted ply with different motives & flex sheet will be fixed in the frame (Before execution of the work tenderer should submit atleast 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.
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 center 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, Cuttack.
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 VVIP Chairs with white towels, 8 no. of Center 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 VVIP 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, syntentic 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 equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.

FINACIAL PROPOSAL

Name of Work: Hiring an Event Management agency for Event Management of Baliyatra-2018 at Cuttack

Sl.No	Particulars	Specifications	Unit/Remarks	Quantity required	Rate-Unit Price (in INR)	Total amount (in INR)
A	Installation of Temporary, CCTV, Camera (PTZ Camera,) Sound System in Balijatra lower and upper ground & Light and sound system for 7 days from Printing of multicolor invitation cards (3 fold) ,Printing of Souvenir, Website for Baliyatra, Still Photography & video coverage, etc 23.11.2018 to 29.11.2018					
1	Printing of Souvenir for Baliyatra Cuttack Utsav-2018,100 to 140 for printing of matter/article for 130 GSM Glossy Paper	500 copy				
2	Printing of multicolor invitation cards (3 fold) & Leaflete	1000 copy 3000 copy				
3	Printing of certificate for Cultural Troup	1500 copy				
4	Arrangement of Stage Light and sound system for 7 days	Copy enclosed				
5	Arrangement of Sound System for 7 days in Balijatra lower and upper ground	Copy enclosed				
6	Installation of CCTV, Camera (PTZ Camera,)	As per requirement by DCP				
7	Still Photography & video coverage ,for 7 days with solid Album	700 copy				
8	Supply of Memento for Balijatra	150 Nos				
9	Supply of Food(Catering) (Breakfast, Lunch, Evening Tiffin & Dinner)	As per requirement for day				
10	Supply of Gada, Bed Sheet and Pillow, etc	As per requirement for day				

Annexure-A.

Sound for Publicity (Information in Lower Ground):

i)	Long Funnel	50 Nos.
ii)	Unit-40 Watt & 30 Watt	50 Nos.
iii)	Matching Transformer	50 Nos.
iv)	Cordless Microphone	02 Nos.
v)	Amplifire-1000, 2000, & 3000 & 4000 watt	06 Nos.
vii)	DVD Player with Pen Drive	01 Nos.
viii)	Power Stabilizer 5 KV	02 Nos.
ix)	Wire for Lower Ground	20 Koil
x)	Corded Microphone	02 Nos.
xi)	6 Channel Mixture	01 Nos.

Annexure-B.

Sound for Publicity (Information in Upper Ground):

i)	Long Funnel	30 Nos.
ii)	Unit-40 Watt & 30 Watt	30 Nos.
iii)	Matching Transformer	30 Nos.
iv)	Cordless Microphone	02 Nos.
v)	Amplifire-1000, 2000, 3000 & 4000 watt	04 Nos.
vii)	DVD Player with Pen Drive	01 Nos.
viii)	Power Stabilizer 5 KV	01 Nos.
ix)	Wire for Lower Ground	10 Koil
x)	Corded Microphone	02 Nos.
xi)	6 Channel Mixture	01 Nos.

Annexure-A.**STAGE LIGHT:**

i) PAR 1000wt (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) Sharphy Moving Head- 575 Wt.	06 Nos.
viii) Laser Multi Colour	02 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) JVL Box Top 600 Wt.	08 Nos.
ii) JVL Box Base Beam 500 Wt.	08 Nos.
iii) Stage Monitors,	04 Nos.
iv) Speaker Box	08 Nos.
v) 36 Track Channel Control Board with Echo System.	01 Set .(Mixture)
vi) 2000 Wt Multi-Amplifier	04 Nos.
vii)1000 Wt. Multi-Amplifier	04 Nos.
viii)CD / DVD / Cassette Players,	02 Sets.
ix) Cordless Microphones,	04 Nos.
x) Corded Microphones for voice, instruments with all components.	12 Nos.
xi) Color Cordless Microphone	02 Nos.
XII) Duel Liner Box with Stand	08 Nos.
xiii) Meeting Microphone	04 Nos.
xiv) 5 Kilowatt Stabilizer	02 Nos.

District Culture Officer, Cuttack