

Office of the Collector, Cuttack

At/Po- ChandiniChowk, Dist- Cuttack

Pin-753002,

Email - dm-cuttack@od.gov.in / ori-dcuttack@nic.in



RFP No-1265/CultureDate-12/09/2025

Request for Proposal (RfP)

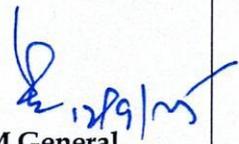
**For Appointment of Event Management Agency for Organisation of Historic
Balijatra Cuttack - 2025.**

Request for Proposal (RFP)invited from reputed event management agencies/ companies for On-ground delivery and event management of the Historic BalijatraCuttack 2025. The detailed document is available in the website of District Administration, Cuttack i.e.<https://cuttack.odisha.gov.in/>.

The bid shall be submitted in the prescribed format along with all relevant documents duly signed and sealed. The bid should reach the Office of Collector, Cuttack by Dt: 03/10/2025 by 03.00 P.M. either by Courier/ Speed Post/ Registered post to the District Culture Officer, Cuttack(No hand delivery is acceptable). The Office of District Administration, Cuttack shall not be responsible for any delay in postal delivery and similar reasons.

For any assistance in this regard or for any clarification, the prospective firm/ Company may contact the ADM General, Cuttack.

By order of Collector


**ADM General
Cuttack**

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

Request for Proposal(RFP)
For Appointment of
"Event Management Agency for Organization of Historic
BalijatraCuttack - 2025 near GadagadiaGhata"
Cuttack, Odisha



OFFICE OF THE COLLECTOR,CUTTACK

At/Po- ChandiniChowk, Dist- Cuttack, Pin- 753002,Odisha

Phone No- 0671-2508100

Email:dm-cuttack@od.gov.in

[Handwritten signature]
12/9/25

Schedule of Bidding Process

Period of availability of RFP document:	Dt: 12/09/2025 to Dt. 03/10/2025 Downloadable from Website https://cuttack.odisha.gov.in/
Last date for receipt of prebid queries	19/09/2025 till 4 PM through email on admcuttack@gmail.com
Date of Prebid Meeting	20/09/2025 at 11 AM
Last date for receipt of RFP:	Dt. 03/10/2025 by 03.00 PM. Through Registered Post/ Courier/ Speed post. No drop box facility available and Hand delivery is not allowed.
Place of submission of RFP:	The ADM General, Collectorate, Cuttack At/Po- ChandiniChowk,Dist- Cuttack Pin- 753002, Odisha.
Date and Time of opening of Technical Proposal	Dt. 03/10/2025 at 04.00 PM.
Presentation by qualified Bidder	Dt. 04/10/2025 at 11.00 AM
Opening of Financial Proposal	Dt. 04/10/2025 for technically qualified bidders after presentation
For further information:	The ADM,General,Cuttack Collectorate, Cuttack At/Po- ChandiniChowk, Dist- Cuttack Pin- 753002, Odisha. Email- admcuttack@gmail.com Mobile: 9437222160


12/9/25

1. INFORMATION AND GENERAL CONDITION OF CONTRACT

1.1. City Profile

Cuttack, often referred to as the Millennium City and famously known as the Silver City of India, boasts a rich heritage spanning over a thousand years. Renowned for its exquisite silver filigree craftsmanship and deep-rooted spirit of brotherhood, Cuttack stands as a symbol of cultural grandeur and historical significance.

Cuttack is the former capital of Odisha and now the second largest city in the Indian state of Odisha. Cuttack derives its name from the anglicised form of *Kataka*, meaning "The Fort"—a direct reference to the majestic Barabati Fort around which the city originally evolved. Today, Cuttack holds a prominent place as both the commercial and judicial capital of Odisha, housing numerous trading hubs, legal institutions, and business enterprises.

Strategically the old and the most important part of the city is centered on a strip of land between the Kathajodi and Mahanadi rivers, the heart of the city lies on a narrow strip of land, bordered to the southeast by the historic Old Jagannath Road. The geographical expanse of Cuttack stretches from Phulnakhara in the south (across the Kathajodi) to Choudwar in the north (across the Birupa River). To the east, it begins at Kandarpur and extends westward up to Naraj.

Cuttack is uniquely positioned amidst a network of rivers, with four major waterways—the Mahanadi and its distributaries Kathajodi, Kuakhai, and Birupa—flowing through and around the city, contributing to its ecological and economic vitality. This historic city seamlessly blends its glorious past with a dynamic present, continuing to be a cradle of tradition, trade, and resilience.

1.2. Balijatra Back ground

Balijatra (also known as Boita Bandana) literally means "A Voyage to Bali." This iconic festival is celebrated in the Indian state of Odisha, primarily in the city of Cuttack, at Gadagadia Ghat on the banks of the Mahanadi River. The festival commemorates the ancient maritime legacy of Odisha, marking the historic day when the Sadhabas (Odia mariners) would embark on sea voyages to distant lands such as Bali, Java (then known as Yawadvipa), Sumatra, Borneo (modern-day Indonesia), and Sri Lanka (formerly Ceylon) for trade, cultural exchange and expansion.

Balijatra is celebrated annually starting from Kartika Purnima (the full moon day of the month of Kartika in the Odia calendar), a day believed to be auspicious for maritime journeys. Historically, the Sadhaba Bohus (wives and daughters-in-law of the sailors) would ceremonially bid farewell to the departing mariners through the ritual of Boita Bandana, floating miniature boats made of banana bark, thermocol, or paper in water bodies, while singing traditional songs and praying for their loved ones' safe voyage and return.

Balijatra is not just a cultural celebration but also a significant economic event. It provides a major source of income for thousands of artisans, craftsmen, and small-scale traders from across the state and the country. These artisans work year-round to create intricate handicrafts, handlooms, terracotta items, silver filigree, appliqué work, and other household goods, all of which are displayed and sold in large numbers during the fair.

A major highlight of the festival is the participation of ORMAS (Odisha Rural Development and Marketing Society), which promotes and facilitates the sale of handicrafts

and handmade products created by Self Help Groups (SHGs) and rural artisans from across India. Their stalls help empower local communities and preserve traditional art forms.

In Cuttack, Balijatra transforms the banks of the Mahanadi River near Barabati Fort into one of Asia's largest open-air fairs. Spanning several acres, the event sees the participation of millions of visitors each year from across the nation. The fair features:

- Amusement rides such as giant wheels, merry-go-rounds, and the thrilling Maut ka Kuan (Well of Death).
- A wide range of food stalls offering authentic Odia delicacies like Cuttack Dahibara Aloodum, Thunka Puri, Kulfi, Gupchup, Mathura Cake, and Banarasi Paan.
- Numerous vendors and traders selling toys, curiosities, traditional ornaments, garments, utensils, books, and gift items.
- Live cultural performances including folk dances, classical music, drama, and interactive workshops, showcasing Odisha's rich artistic heritage.
- Exhibitions and pavilions set up by various government and private organizations for public awareness, skill development, and tourism promotion.

The District Administration of Cuttack, in collaboration with various stakeholders, intends to organize and celebrate "Historic Balijatra Cuttack 2025" with even greater grandeur and efficiency. The aim is to preserve the maritime legacy of Odisha, promote local artisans and cultural heritage, boost tourism, and provide an inclusive and enriching experience for all visitors.

Balijatra is not just a fair—it is a living tradition, a cultural odyssey and a symbol of Odisha's glorious maritime past.

1.3. Instruction to Bidder

- a. Firms are hereby invited to submit their bids in response to the Request for Proposal (RFP) for providing their services to the District Administration, Cuttack. Proposal so submitted shall form the basis for future negotiations and ultimately a contract between the selected agency and ADM (General), Cuttack. The contract shall be for a period of one season, i.e. the agency shall execute the scope of work mentioned in this document during Historic Balijatra Cuttack 2025 only.
- b. A description of the assignment, Scope of work, Terms of Reference and objectives are given in this document.
- c. To obtain first- hand information on the assignment, the agency may make visit to Balijatra ground or visit the city of Cuttack before submitting the proposal.
- d. The expenditure incurred towards preparing the proposal and negotiating the contract including site visit, are not reimbursable as a direct cost of the assignment.
- e. The District Administration may reject one or all proposals without assigning any reason thereof.
- f. It shall be the responsibility of the successful bidder to obtain permission of electricity connection/ fire services for the event period from statutory Authorities.
- g. In this regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitle erect, handle and maintain supply line.

1.4. Consortium

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

1.5. RFP Documents

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

1.6. Query

For any queries please reach to the contact officer mentioned in bid schedule.

1.7. Communications

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

The ADM General,

Collectorate, Cuttack

At/Po- Chandini Chowk, Dist- Cuttack, Pin- 753002, Odisha.

Email-admcuttack@gmail.com

Mobile: 9437222160

1.8. Preparation of Proposal

- a. 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.
- b. The requirement of information to be provided by the Bidder i.e. the Technical and Financial Proposal, is described in Section-3 (Submission of Proposal) of this document. Bidders are requested to go through the RFP document carefully before preparing and submitting their proposal.
- c. The Bidders may be disqualified, if information sought in the RFP is not provided.
- d. Any proposals containing vague and indefinite expressions will not be considered.

1.9. Submission of Proposal

The proposal shall be submitted in two parts -

Part-A - Technical

Proposal

Part-B - Financial

Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the proposal prior to opening of the same.

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

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

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

**"Appointment of Event Management Agency for Organisation of Historic Balijatra
Cuttack - 2025" near Gadagadia Ghata, Cuttack.**

The Applicant's Name & address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to The District Culture Officer, Cuttack at the following address;

The ADM General,

Collectorate, Cuttack

At/Po- Chandini Chowk, Dist- Cuttack

Pin- 753002, Odisha.

Email-admcuttack@gmail.com

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

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

1.10. 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.

1.11. 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 and time 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 who wish to attend.
- 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 on the Bidder if the assignment is subsequently awarded to it.

1.12. Bid Security

A Bid Security of **Rs.30,000,00/- (Rupees Thirty Lakh Only)** in the form of Demand Draft drawn in favour of **"Collector-cum-Chairman, District Council of Culture, Cuttack"** and payable at any scheduled bank having branch in Cuttack, shall be submitted by all the Bidders inside the Technical Proposal Cover.

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

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

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

1.13. Bid Processing Fee (Non-Refundable)

All bidders are required to pay INR 25,000/- (Rupees Twenty Five Thousand Only) towards Bid Processing Fee in the form of Demand Draft drawn in favour of "Collector-cum-Chairman, District Council of Culture, Cuttack" and payable at Cuttack. The Bid Processing Fee is Non-Refundable and shall be deposited along with the Technical Proposal.

2. TERMS OF REFERENCE

2.1. Objectives of the Assignment

The broad objective of this assignments is to provide event management services for the Historic Balijatra Cuttack - 2025 at the Gadagadia Ghata.

2.2. Scope of Work

The scope of work has been categorized in to majorly 3 parts i.e. PART A, PART B and PART C. The PART A consists of management and construction/setup of the stage on Ganakabi Baishnaba Pani Mancha and Akshaya Mohanty Mancha (stage) and ancillary activities as detailed below. Subsequently, PART B consists of activities related to National Level Pallishree Mela and PART C consists of activities related to the theme "ଆମ ଭାଷା ଆମ ସାହିତ୍ୟ" for public as mentioned in detail below. The requirement for each item in the scope of work is mentioned in detail in the format for Financial Proposal (Annexure- B1 & B2).

PART A SCOPE OF WORK

The scope of work with the requirement of different items is only indicative and not exhaustive. The requirement of various items may increase or decrease as per actual requirement. The prospective bidders are also advised to provide a concept note on the engagement activities which can be executed for the entertainment of the visitors and for taking Balijatra the status of an international Fair.

a. Management and construction/setup of the stage on Ganakabi Baishnaba Pani Mancha and Akshaya Mohanty Mancha (stage) for Opening Ceremony and Cultural Programme;

The Agency shall setup and manage the stage of the Ganakabi Baishnaba Pani Mancha for the entire period of the Historic Balijatra Cuttack - 2025, commencing from the inaugural ceremony on 05/11/2025 till its completion on 12/11/2025. It may also increase for a day or two depending upon the situation. It shall provide comparing 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. 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 05/11/2025 as per description at Annexure to this RFP and be responsible for their timely delivery two days prior to the festival and their security. Balijatra 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 and assist in finalisation of troupes and programmes for performance on the stage for all days of Balijatra. The Agency shall manage the programmes on stage and guide and support the artists for smooth performance. The artists shall receive payment from the selected agency.

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

The Agency shall abide by agenda/items finalised by the Cultural Committee. If there is any doubt it shall immediately consult the Cultural Committee for clarification. The agency shall responsible for maintenance of the area and activities to be taken up in Cuttack in Cuttack.

b. Setting up Temporary Infrastructure at the Venue (Balijatra 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, toilet block (8 units) for the artist and

officials i.e. on the lower Balijatra Grounds for smooth conduct of the Balijatra 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 **Commissioner CMC, ADM (Rev.)** The infrastructure should be handed over to the District Administration two days prior to the start of the event i.e. 03/11/2025.

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 also required to be installed at the points of heavy footfall areas for safety and security.

c. Barricading and fencing of the Balijatra 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 Ghata, 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. Barricading and fencing is to be done as per the requirement also as decided by the District Administration and/or Traffic.

There shall be one day barricading near the Gadgadia Ghata 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 Dt:05/11/2025. Apart from this, barricading, temporary barricading shall be done at different places for the smooth flow of the traffic and visitors into the grounds of the Fair. Barricading shall also be done near the demarcated vending zones where delicacies like dahibara-aloodum, chat, gupchupetc. 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 **ADM (Rev.)**, Cuttack to be consulted.

d. Flex and signage for Historic Balijatra Cuttack - 2025:

The Agency shall print the required no of Maps of the Balijatra 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 Balijatra Festival for crowd management and guidance. The detailed requirements for flex banners and other signage, along with their respective sizes and rates per square foot, are provided in the Annexure to this RFP.

All signage must be put in place on the Balijatra Grounds before the festival i.e. by 03/11/2025. For any clarification of doubts **ADM (Rev.)**, Cuttack to be contacted.

e. Venue Security and installation of CCTV Cameras:

The Agency is required to supply and install security cameras with monitors and recording system for all the festival days from 05/11/2025 to 12/11/2025. The Agency shall

install security cameras at all the entry/exit gates of the Balijatra grounds in consultation with District Administration, Cuttack.

The Agency shall install LED Monitors (86 inch) and CCTV Cameras at the entry points, as per the requirement of the Administration, Cuttack. Please refer to Annexure to this RFP for details of quantity required.

f. Outdoor LED screen display:

The Agency shall provide LED screens (minimum 15 ft. x 10 ft.) at 8 (eight) prominent locations in the Balijatra Grounds for live telecasting of the stage shows/functions and other events during the entire Historic Balijatra Cuttack-2025 from 04/11/2025 (before one day of the event) to 12/11/2025. The Agency shall, in consultation with the **Additional District Magistrate (Rev.)**, Cuttack and the ACP Traffic identify 8 (eight) prominent locations in the Balijatra Grounds for installation of the LED screens. The Agency shall provide necessary technical infrastructure for live streaming of events in the format adaptable to the LED screens. The Agency shall also obtain all requisite permissions for the above work.

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

The Agency shall decorate the Boita Gate with light and other decorative items in consonance with Boita Bandana Theme which should be completed by 05/11/2025, 4 PM. 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 **Additional District Magistrate (Dev.)**, Cuttack.

h. Marketing and/or Advertising Rights

The Agency shall be responsible for bringing patrons/sponsors for Historic Balijatra Cuttack 2025 and shall have exclusive rights of branding and advertising for the event. The agency will be entitled to get an incentive of 10% of the sponsorship amount fetched through the Agency. During the technical presentation by the bidders, the Agency proposing the higher amount shall be given more weightage. The incentive amount on account of sponsorship shall be adjusted against the total bill amount. *In case the agency is not able to deliver the quoted sponsorship amount then upto 10% of the proposed sponsorship amount will be deducted from the bill.*

i. Laser Show in Mahanadi River

The agency shall create and define a mesmerizing spectacle where lasers harmoniously dance across the surface of a river or water body, creating an immersive experience that blends art, technology, and nature. A cutting-edge laser show that transforms water into a vibrant canvas. This innovative display combines advanced laser technology with precision-crafted water effects, generating a truly captivating experience.

j. 15-Minute Musical Fireworks Show with Pyro Technology

Design, produce and execute a 15-minute musical fireworks show utilizing advanced pyro technology synchronized with music to create an immersive experience. The agency shall deliver a high-impact, visually stunning fireworks display, Synchronize fireworks with music to enhance emotional resonance and Ensure safety, logistics, and regulatory compliance. The agency shall undertake activities like concept development and storyboard creation, music selection and editing (15-minute soundtrack), pyro design and simulation using specialized software, site survey and venue assessment, setup and installation of pyro equipment, rehearsals and testing, setup and safety check, teardown and disposal of pyro materials. Any allied logistic support like Power supply and electrical infrastructure, Pyro design and simulation files etc. This scope of work serves as a general outline. Specific requirements may vary depending on the project's unique needs and location.

k. Social Media Management

- Social media content creation/design and posting responsibilities
- Video content creation/design and posting responsibilities
- Historic Balijatra Cuttack - 2025 gate and brochure design
- Video bites from Hon'ble Ministers, MP's, MLA's, Mayor Cuttack, CDA Chairman, Collector Cuttack, CMC Commissioner, DCP Cuttack and other dignitaries or stakeholders of the Authority to be taken and posted on social media platforms as approved by the Authority
- Teaser and launch video/ Dynamic creative/ Meme content creation/design & posting on social media platforms
- Event/ Artist info content creation/design and posting on social media platforms
- Health & Safety information content creation/design & posting on social media platforms
- Social media platforms management - Facebook, Instagram, LinkedIn, and YouTube
- Any other allied details related to Social Media shall be done as per the requirement of the Authority

l. Any accidental death or injuries in the Balijatra site and compensation thereof related to Event management shall be the responsibility of the agency. The agency also make a third party insurance in this regard.

m. 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.

PART B SCOPE OF WORK

National Level Pallishree Mela (2025-26):

Department of Panchayati Raj and DW, Government of Odisha has sanctioned a National Level Marketing Event named as "National Level Pallishree Mela" to be held from 5th November'2025 to 12th November'2025 at the Balliyatra Ground, Cuttack. "National Level Pallishree Mela" is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj & Drinking Water Department in collaboration with Mission Shakti Department, KVIC, KVIB, H & CI, NABARD and other departments with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural Entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. The overall objective of the mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

The Tentage & Allied Works Should Provide the Following Services

Sn.	Works to Be Done	Particulars
A	Tentage & allied Works	1. Ground Layout 2. Construction of Temporary Stall (National Level Pallishree Mela 500 stalls) 3. Construction of 3 D Design Gate & Coordination Cell 4. Food Court 5. Demonstration Pavilion 6. Running Flex Facia 7. Ground Electrification 8. Erection of Temporary Toilets 9. Decorative wall 10. Other Miscellaneous Items

All the infrastructure should be handed over before 2 days of the starting of the mela. Participants will be allotted the stall before one day of the beginning of the mela.

Detailed Technical Specification of the Works is as follows:

Construction of Stalls: For National Level Pallishree Mela, 500 stalls will be constructed. The details of stall specifications are given below:

Sn.	Particulars	Stall Specification
1	Structure	Bamboo / Iron Frame Structure (with Anti Fire Chemical Treatment) , Size of each stall – 10' X 10' with tarpaulin water proof roofing. Besides, the Two front sides of the stall to be made with wooden batter frame structure for branding purpose.

Sn.	Particulars	Stall Specification
2	Flooring	Ssynthetic / Carpet matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white new cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. (All New White Cotton Clothes To Be Used)
4	Racks	Three tire wooden/iron racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with new white cloth. The space of below racks will be used for storage of goods.
5	Facia	Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.]. The facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting]. A running white cloth jhallar of 1' width will be putted in the front side, below to the facia frame. Flex facia will be printed by the agency/firm/ decorator as per the design given by ORMAS & quoted price of facia should be included in stall charge.
6	Furniture	Front counter table in steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic molded Chair -2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & on/off switch for use in night time after closing, Ceiling Fan-1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
8	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning Districts/states name should pasted on each stall. <i>Stall(10ftX10ft) and Row wise chart sheet making with two nos of flexs should be installed at entrance and middle of mela ground. Auto Card Stall chart should be handed over before 4 days of mela to the office.</i>
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
10	Anti-Fire Chemical Treatment	The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical. This should be documented.

Coordination Cell -Cum-VIP Lounge : One Coordination Cell –cum- VIP Lounge to be Constructed (**Only new cotton clothes should be used**).The bidder has to be quoted as a package against the detail specifications given below:-

- **For National Level Pallishree Mela**

Sn.	Particulars	Work Specifications
1	Structure	Artistic 3D Theme based structured house e.g. Konark, Dhauli etc. with following technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect. The designs (minimum 3 no.) will be provided by the bidder during technical presentation. The successful bidder shall do the structure as per the approved design finalize by the tender committee.
2	Size	40 ft X 40 ft.
3	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as

		office, waiting space, VIP lounge and Pantry & store with the cloth and wooden batten frame work walls/partitions. Decoration will be made with Tribal Painting and hanging equipment.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. Two windows of minimum size 5' X 4' will be on the wall of office room towards the counter.
5	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting.
6	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 10 no. of revolving cushion chairs, 3 sets of new Dunlop sofa set for VVIPs (for 16 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one new steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
7	Electric Fittings	Tube Light – 20 no. , Ceiling Fan – 8 no., 1 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room.
8	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
9	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
10	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermo cool lettering and thermocol panels at the entrance (written in English & Odia).
11	A. C. provision	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 2 number of 2 ton tower AC should be fitted.
12	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.
13	Selfie Point	Acrylic lettering and Led lighting Selfie Point (length 15 ft , 2ft lettering size, backside LED with 4ft height platform with barricading)

- C. **Gates:** The main entrance gate is to be done as per category B. The other three (3) gates are to be made as per specification in *Category A*. Specifications are as follows:

Sn.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
a	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates with following technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect. Designs (minimum 3 no.) will be provided by the bidder during technical presentation. The successful bidder shall do the gate as per the

Sn.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
			approved design finalize by the tender committee.
b	Size	Pillars height will be of 12' to 14' with 25' cleared width between the pillars, length 25' and width of pillar will be 4' all around.	Pillars height will be of 12' to 14' with 25' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
c	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of paris with thermocol sculptures etc. design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.	Live flower chains will be put in the gates and the same should be changed every alternate day
f	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.

D. DECORATIVE WALL: Decorative wall like art, culture, livelihoods and activities of ORMAS of batten framing, flex/ hessian cloth mounting and paintings be done geru with chita painting for side walling and back side walling. The design will be finalized by Joint-CEO.

Live Demonstration Mandap/ Photo Gallery: Live Demonstration Mandap will be constructed in one particular place inside the exhibition ground as per approved event wise design, with following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect. **The 3D designs will be provided by the Bidder during technical presentation.** On the Mandap some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for such a Mandap; where (minimum three) as per the specifications mentioned below:

Structure	:	Bamboo & Cloth Structure, four sides open (a model of Hindu marriage bedi)
Size	:	15 'X 15'
Facia	:	4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
Flooring	:	1 ft. wooden platform with Full floor Durry matting.
Ceiling	:	Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Barricading	:	4' height bamboo barricade covered with cloth on all sides of the stall.
Electric Fitting	:	8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

Cleaning & Sanitation:

- Mela Ground, food Court, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 10(Ten) days of the Mela Period. Sweepers and one supervisor should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground.

- b) Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground
- c) Garbage has to be lifted (Approx. 4 trip per day trough tractor) from mela ground on daily basis.

Ground Electrification: The below mentioned items are taken as a package which shall be supplied by the bidder for the event. The quantities of the items are statutory /fixed in the package. The Mela Ground should be proper illuminated. The package includes the below mentioned items and concealed wiring to all lights and sound equipment's.

- a. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- b. Adequate speakers(5 nos.) shall be fitted in the exhibition premises for surround Sound 70 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- c. 120 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- d. 75 no. of white Halogen light along with wiring /fitting poles.
- e. 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- f. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- g. 300 no. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- h. 40,000 Tuni running lights will be fitted at the required places.
- i. Each row should have one light pole with four side halogen light. Apart from that in between two rows, one light post to be made fitted with four side halogen light.

Temporary VIP Toilets For Guest / Visitors: Six numbers (3 for male & 3 for female) of temporary VIP urinals & toilets should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the guests and visitors. The quality of these toilets should be excellent, as there is a huge turnover of visitors during the event.

Generators: Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two lights of each stall, few ground lights, control room and public announcement system. The requirement of generator sets will be of 82.5 kva.

Food Court: The below mentioned items for construction Food Stall & Kitchen Shed and Dining Area Management for food court are taken as a package, which shall be supplied by the bidder for National Level Pallishree Mela.

- a) **Food Stall Along With Kitchen Shed:** Approximately 25 food stalls or more along with kitchen shed to be made as per the following specification:

Sn.	Particulars	Specifications
1	Structure	a. Food Stall Bamboo (3 to 6 inch)& cloth (Anti Fire Chemical Treatment) structure, Size of Each Stall – 10' X 10' With Tarpaulin Water Proof Roofing. b. Kitchen Shed: Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall.
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet) . The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
4	Racks	Three tire racks, if required. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.

Sn.	Particulars	Specifications
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
9	Closures	Front Cloth Drops/Screens Daily to be done
10	Water	Water line connection to each kitchen shed with sink fixing
11	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical and each food stall should have one fire extinguisher. Apart from that 20 no. Of fire extinguishers at different places in the Mela ground.

Theme Stall: Size: 15' x 20' sq. ft.

As per event wise (designs to be provided by the bidder during technical presentation) ORMAS theme stall will be erected for awareness & display of the various achievements & success stories of ORMAS.

Net Carpeting:

New net carpeting to be used in the open space area of the mela ground for dust free, the selected bidder has to ensure the use of new net carpet and daily maintenance of the same during the mela period.

Miscellaneous Items:

Besides works from item no. A to no. N following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

S. N.	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	500 pcs.
2	Durry (15' X 15')	20 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	5000 sqft
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	5000 sqft
5	Sanitizer Stand	20 no.
6	Dustbin- 3 ft height	100 pcs.
7	Decorative Flower / Plant Pot	150 pcs.
8	Syntex tank (2000 liter capacity each tank with 3' height stand)	4 pcs.
9	Soundless pedestal fan	10 pcs.
10.	Red carpet (synthetic)	2000
11	Net Carpeting	1,20,000 sq ft
12	Acrylic lettering and Led lighting Selfie Point (length 15 ft , 2ft lettering size, backside LED with 4ft height platform with barricading)	1

N.B- Three numbers of designs of the Coordination Cell-cum-VIP Lounge, Gates, Live Demonstration, Theme Stalls shall be provided by the prospective bidders for ORMAS Tentage & Allied Activities. The same will be finalized by the Tender committee. Some designs are provided only for reference. For any clarification w.r.t. Pallishree Mela, the bidder may reach to CDO Zilla Parishad, Cuttack.

PART C SCOPE OF WORK

Odia Asmita (ଓଡ଼ିଆ ଅସ୍ମିତା)

Ama Bhasa Ama Sahitya (ଆମ ଭାଷା ଆମ ସାହିତ୍ୟ)

1. The Event Management Company shall be responsible for the conceptualization, planning, and execution of the Cuttack in Cuttack zone at Baliyatra 2025, with a focus on the theme "**Ama Odisha-Ama Bhasa Ama Sahitya.**" inside Cuttack in Cuttack zone. This zone is intended to provide an immersive experience, educating visitors about the rich history and cultural significance of Cuttack and Odisha.

Key themes to be showcased are (*Bidders are advised to showcase their undermentioned innovative themes during technical presentation*):

- Odisha Bhasa with provision for Odia Open Mike Stage inside Cuttack in Cuttack
- Odia Sahitya.
- Ama Bhasa
- Ama Sahitya.
- Ama Odisha-Symbolic Presentation (Logo Suggestion)
- Books and Novels
- Rich literature
- Ama Kahani Ama bhabishyata
- Selfie Point
- Tree Decoration

2. The following key elements are required in the scope of work:

2.1 Creative Planning and Installation of the above mentioned themes

- Develop and implement innovative ideas and designs to showcase Ama Bhasa – Ama Sahitya. with reference to Odisha as well as Cuttack.
- Incorporate elements of Odia Asmita (Odia identity), ensuring that visitors gain a deep understanding of Cuttack's contribution to the development of Odia language, culture, and heritage.

2.2 Development of Ama Baliyatra App

- Plan the layout and design in such a manner that visitors, upon entering the zone, immediately feel immersed in the historical and cultural landscape of Cuttack.
- Ensure that the zone provides an educational experience, allowing visitors to understand the importance of Ama Sahitya., Odia Asmita, its evolution, and its integral connection to the city of Cuttack.
- The app creative designs should also make the zone visually appealing and interactive, encouraging visitor participation and engagement.
- Create Odia Heritage Hunt Challenge based on treasure hub for Odia Bhasa and Sahitya.
- Creation of Balijatra digital passport for visitors.
- QR Code System only for information.

2.3 Implementation and Coordination

- The agency will be responsible for the complete execution and setup of the zone, coordinating with relevant stakeholders and authorities to ensure timely installation of all elements.

- Provide regular updates and plans to the organizing committee, ensuring all creative concepts align with the overall theme of Baliyatra 2025.

2.4 Post-event Dismantling and Clean up

- After the conclusion of the event, the agency will be responsible for the proper dismantling of installations and ensuring the site is returned to its original condition.
- Conducting sanitation activities Zone wise
- Deployment of manpower with designated working hours
- Use of Walkie talkie for volunteers
- Garbage Collection by the deployed manpower every 8 hours and share of GPS location need to operate through app and immediate resolution within 1 hour if complain - Minimum 500 nos. of manpower to be deployed throughout the event across different shifts. There should be at least 1 supervisor for 10 deployed manpower -
- Logistic provision for staying to be facilitated by District Administration.
- Night Sweeping Must -
- Details of manpower deployed to be submitted on daily basis and certified from on field nodal officer.
- Every day cleaning certification from Sanitary Inspector.

3. Payment Schedule

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

Sl. No.	Event/Deliverable	Payment
1	Submission of execution plan and mobilization advance	30%
2	Deployment of manpower & mobilizing resources at venue	10%
3	On Completion of Balijatra event as per scope of work to be certified by the technical committee.	60%

4. SUBMISSION OF RFP

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

Technical Proposal - Envelope I

Financial Proposal - Envelope II

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

a. Technical Proposal

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

- i. Letter of Proposal - Annexure A1
- ii. Particulars about the Bidder - Annexure A2
- iii. Financial Capacity of the Bidder - Annexure A3
- iv. Experience of Bidder in Similar Projects - Annexure A4

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

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

b. 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 Historic Balijatra Cuttack - 2025 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-B2. However, the Grand Total Amount consisting for PART A, PART B and PART C, quoted by the Agency shall be considered for financial evaluation.

All costs must be expressed in Indian rupees only.

c. Checklist for Submission

A	Technical Proposal	Format
1.	Covering Letter	Annexure-A1
2.	Bid Processing Fee (non-refundable) of Rs. 25,000/- (Rupees Twenty Five thousand only)	Demand draft in favour of "Collector-Cum-Chairman, District Council of Culture, Cuttack", payable at Cuttack.
3.	Interest Free Bid Security of Rs. 30,00,000/- (Rupees Thirty lakhs only)	Demand draft in favour of "Collector-Cum-

		Chairman, District Council of Culture, Cuttack", payable at 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-B1 and B2

5. EVALUATION CRITERIA

a. Evaluation of Proposals

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

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

b. Pre-Qualification / Minimum Eligibility Criteria:

- i. The Agency must be rendering event or brand management services in same name and style for last 5 (five) years. Documents like ROC (registration of certificate) registration, MoA (Memorandum of Article) of Company, AoA (Article of Association) of Company, PAN, TAN, GST registration, etc. relating to business entity should be furnished;
 - ii. In the last 3 (three) years, the firm should have undertaken and completed event management of atleast 1 (one) Socio-Cultural Programmes/Trade Fairs of State/National / International level with a contract value of Rs. 3 Crores 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 an average annual turnover of at least Rs.15 Crores (Rupees Fifteen Crores) in the last 3 (three) financial years i.e. 2021-22, 2022-23 & 2023-24.
- c. **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).
- d. **Credential Score** -Maximum 70 marks will be given based on the information and credentials submitted by the bidders in terms of relevant past project experience and turnover as follows.

Sl. No.	Details	Maximum Marks	Basis of Marks to be allotted
1.	Experience in event management of similar projects* in last 5 years from bid due date	30	<ul style="list-style-type: none"> • 5 marks each for fair/event of projects of State/ National/ International level with Contract value of Rs. 2 Crores or above for each project (Max. 15 Marks) • 5 Marks for each additional project of similar nature of contract value of Rs. 2 Crores or above (Max. 15 Marks)
2.	Turnover	25	<ul style="list-style-type: none"> • At least Rs. 15 Crores average annual turnover of FY 2021-22, 2022-23, FY 2023-24 (audited): 10 Marks • For average turnover between >Rs.15 Crores and Upto Rs. 20 Crore: 15 Marks • For average turnover between >Rs.20 Crores and Upto Rs. 25 Crore: 20 Marks • For turnover more than Rs. 25 Crore: 25 Marks
3.	Years of exp.	10	<ul style="list-style-type: none"> • At least 5 years of experience: 5 marks • and each year of experience 1 mark
4.	Exp. in Odisha	5	<ul style="list-style-type: none"> • At least 2 similar Government projects experience in Odisha
	Total	70	

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

- Trade Fairs
- Award Ceremonies
- Business Summits / Conferences / Seminars
- Youth Services Events
- Cultural Events
- Brand Management

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

- e. Presentation Score**–The bidders shall be invited to make a presentation (30 Minutes each) to the Evaluation Committee (on the date and time mentioned in Schedule of Bidding of this RFP) on their Approach &Methodology for executing the

assignment. The project concept proposal by the bidders in the form of a power point presentation as part of the technical proposal shall be evaluated and given scores (max. 30 marks) by the Technical Evaluation Committee as follows.

Sl. No.	Evaluation criteria	Max. Marks
1	Event management plan and theme for Cultural Programmes for Historic Baliyatra Cuttack - 2025	5
2	Innovation, Creativity and best practices in delivery of Laser Show in Mahanadi River	5
3	Innovation, Creativity and best practices in delivery of event works management & quality of deployment of manpower	5
4	Innovation, Creativity and best practices in delivery of Musical Fireworks with Pyro Technology	5
5	Innovation ,Idea & Creativity in delivery of Cuttack in Cuttack Theme	5
6	General approach, methodology and Innovative approach in Historic Baliyatra, Cuttack	5
	Total	30

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

f. **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 70 marks or more in the Technical Score will be qualified for opening of their financial bids.

g. **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:

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

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

h. **Combined Evaluation & Scoring: - (ON QCBS Method)**

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

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

- 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.

i. Negotiations

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 as per prevailing market price of different items as deemed fit the committee.

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. In such case EMD of Preferred Agency shall be forfeited.

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

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

j. Agreement

Agreement shall be signed between ADM, Cuttack & the successful bidder.

k. Performance Security

The successful bidder shall deposit a performance security equal to 5% of the contract value in the form of bank guarantee before signing of the agreement with validity of 90 days.

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

N.B-After opening of all bids received by this office, they will be evaluated and compared against the prevailing market rates. The company shall be bound to obey the negotiation, if required.

ANNEXURES - FORMATS

Annexure - A1

Letter of Technical Proposal

To

The ADM General

At/Po- Chandini Chowk, Dist- Cuttack

Pin- 753002, Odisha.

Sub: "Proposal for Event Management of Historic Balijatra Cuttack - 2025 at Gadagadia Ghata."

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 **Historic Balijatra Cuttack - 2025 at Gadagadia Ghata in Cuttack**. The proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to District Administration 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, Firm and address of the registered office) do hereby constitute, nominate,

Appointment and authorize Mr./Mrs. _____ son/ Daughter/ wife and presently residing at _____, who is presently employed with us and holding the position of _____ as or true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for Event Management and Branding of Historic Balijatra Cuttack - 2025 to be held at Gadagadia Ghata, 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 **ADM 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, 2025

For.....

(Signature, name, designation and address)

Witnesses:

1.

2.

Notarized Accepted

.....

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

Notes:

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

Particulars of the Bidder

General Information about the Firm:

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

(Signature, name and designation of the authorized signatory)

For and on behalf of

Financial Capacity of the Applicant duly certified by Chartered Accountant

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

Certificate from the Statutory Auditor

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

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

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



Eligible projects undertaken by the Bidder

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

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

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

IMPORTANT:

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

FINANCIAL PROPOSAL

Covering Letter

(On the Agency's letterhead)

To,

**The ADM General
Cuttack
PO Chandni Chowk
District Cuttack
PIN: 753002**

**Sub: "Proposal for Event Management of Historic Balijatra Cuttack - 2025 near
Gadagadia Ghata, Cuttack."**

Regarding Financial Proposal

Dear Sir,

I,

_____ enclose herewith our
Financial Proposal for selection of our firm as Agency to carry out "**Event Management of
Historic Balijatra Cuttack 2025 near Gadagadia Ghata, Cuttack**".

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

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

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Note:

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

Signature of the Agency:

Address:

Date:

FINANCIAL PROPOSAL FOR TOTAL DURATION OF THE EVENT

Name of Work: Hiring an Event Management agency for Event Management of Balijatra Cuttack Ursav 2025 at Cuttack

SI No	Particulars	Specifications	Unit/Remarks	Quantity required	Rate-Unit Price (in INR)	Total amount (in INR)
PART (A) FINANCIAL PROPOSAL						
INSTALLATION OF STALLS						
A						
1	Category A	Stalls with Tarpaulin Top, 3 side tarpaulin cover with new cloth ceiling, new cloth walling on 15 feet height complete in all respect	40*30'Sq ft	1		
2	Category B		30*30'Sq ft	3		
3	Category C		25*20'Sq ft	2		
4	Category D		20*20'Sq ft	3		
5			20*15'Sq ft	5		
6	Category E		15*10'Sq ft	5		
7	Category F		10*10'Sq ft	6		
9	Installation of Toilet block having separate for Male and Female and Green Room for Office Use			10		
B	Partition for stalls	Partition with new cloth walling. Height as per the requirement complete in all respects			10,000 (sq. ft.)	
C	BARRICADING					
1	In front of Toilet Complex, River Front & other areas	With Bamboo Bullha of 5 feet height complete in all respects in 16 different places	5000 Rft	5000 Rft		
2	Movable Barricade	As per requirement	2000 Rft	2000 Rft		

D		LIGHT DECORATION & ELECTRICAL INSTALLATIONS (Silver city Boat Club, Temporary Jetty, Boat gate)	
1	Tube light		100
2	Halogen		100
3	Bulb		100
4	Fan		50
5	Socket Board		50
6	Palco		100
7	Green Metal		50
8	Pedestal Fan		20
9	Tower AC (2 ton)		6
10	Installation of Street Lights		800
Requirement as per actual in the Baliyatra Ground including Camp Office			
E		SUPPLY OF LOGISTICS/FIXTURES & FURNITURE'S (Stage, Audience , Green Room, Control Room, Guest Room Artists accomodation) f	
1	Teapoy with cover	For entire Period of Baliyatra	40
2	V.I.P. Chair		300
3	Arm Chair		40
4	Iron table		50
5	Wooden Table		10
6	Steel Drum		10

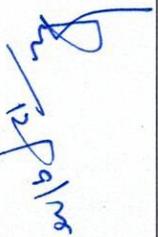
7	Bucket			10			
8	Jug			10			
9	Coir Mat			10			
10	Durri			5			
11	Carpet RED (Good Quality)			1000			
12	Plastic Chair			5000			
13	Glass			10			
14	Generator with Fuel as per actual consumption			(82 KV 2 nos			
15	Sofa Set			125 KV 2 nos			
16	Bed Set (Gaddi Pillow bedsheet),			60			
17	Carpet	Synthetic Carpet		20000 Sq Ft			
		Red Carpet		20000 Sr Ft			
FLEX/SIGNAGE							
1	Flex & Signage (Fittings, Furniture's & Equipment's, stall numbering, flex board and display of CCTV, parking area, parking rate chart, way indicator board, green area, toilets, officers on duty board etc.) with installation, labour and end to end completion of allied services		Per Sq. ft	5000 Sq Ft			
2	Installation of structure for display of Baljatra map of approx. 10*10' feet size at different locations		Per Sq. ft	3000 Sq Ft			
3	Making and supply of Guest batch and tag for the volunteers and officials with printing			600			

G STAGE MANAGEMENT FOR 2 STAGE (BAISHNAV PANI& AKSHAY MOHANTY) AS DETAILED IN ANNEXURES							
1	Security at Stage		Per person for 8 hours in a day	100			
2	Chiralaya (Costumes)		Lumpsum Rate	20 sets			
3	Arrangement of Light and sound system for 9 days		Lumpsum	1			
4	Arrangement for announcement sound system for 9 days		Lumpsum	1			
5	Still Photography and video coverage for 9 days with solid quality album		Lumpsum	1			
6	Installation of Close circuit TV Camera(PTZ Camera)		1 set with 8 cameras	20 Set			
7	Website and app for Balijatra-2025		Lumpsum	1			
H PRINTING & PUBLICATION							
1	Printing of Souvenir for Historic Balijatra Cuttack - 2025, 100 to 140 for printing of matter /article for 130 GSM Glossy Paper			1000 Copy			
2	Printing of multicolor invitation cards (3 fold)			1000 Copy			
3	Printing of multicolor Leaflet			1000 Copy			
4	Printing of certificate for Cultural Troup			1500 Copy			
5	Supply of memento for Balijatra			250 Nos			
6	Printing of performance certificate			500 Nos			
7	Supply of Food (Catering) (Breakfast, & Evening Tiffin): VIP Special			150 /day			
8	Supply of Food (Catering) (Breakfast, Lunch, Evening Tiffin& Dinner): Artist/Normal			300/day			

ANCILLARY ITEMS					
I					
1	Stage of approximately 3500 to 4000 sq. ft. with 4 side truss for light, fixture, furniture, equipment's, sound system of 2 nos. each in each stage. Specification as per Annexure			2 Nos.	(Lumpsum)
2	Seminar hall/VIP room with aluminium hanger with Air Conditioning (AC) facility, seating arrangement for 50 people and any other allied setup (if required)			2 Nos	(Lumpsum)
3	Lumpsum fees for per day Laser Show in the Mahanadi River				(Lumpsum)
4	Lumpsum fees for per day Musical Fireworks with Pyro Technology			1	(Lumpsum)
5	GATES to be installed at multiple locations to be identified by the committee	Category A (Big with Bamboo Structure)	6 Nos	9000 Sq Ft	
6	GATES to be installed at multiple locations to be identified by the committee	Category B (Box)	8 Nos	9000 Sq Ft	
7	GATES to be installed at multiple locations to be identified by the committee	Category C (Flat)	8 Nos	2000Sq Ft	
8	Decorated Mobile Tableau		1	Lumpsum	
9	VIP Lounge to be Constructed with German hanger with platform, decoration, LED TV, etc.		1	3000 Sq Ft	
J	WATCH TOWER				
1.	Installation of Watch Tower	(As per requirement)	(Lumpsum rate)	8	
	PART A Sub Total Quoted Amount <i>(in rs. both figures and words)</i>				

*Category is only defined for the purpose of evaluation.

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12/9/16

PART B FINANCIAL PROPOSAL

Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A	Construction of stalls		Per Stall		500 stalls	
B	Coordination Cell -Cum- VIP Lounge	Single package	Per package		1	
C	Gates	Category - A	Per Gate		2 Nos	
		Category - B	Per Gate		3 Nos	
D	Decorative Wall		Per Sq. Ft.		9000 sqr ft.	
E	Theme Stall	Single package	Per Package		1	
F	DDU-GKY Stall	Single package	Per Package		1	
G	Live Demonstration Mandap	Single package	Per mandap		4 Nos	
H	Cleaning & Sanitation					
I	Supply of Sweeper (20 sweepers per day) for mela ground, food court and Temporary urinal cleaning during the event.	Rate per head per day			200	
	Toilet cleaning material for entire Mela Period	Lump sum			1 package	
	A-Cleaning of Temporary Urinal at mela ground					
2	B-Cleaning of Participants accommodation places with requisite phenyl, bleaching & other cleaning materials etc.					
I	Ground Electrification	Single package	Per package		1	
J	Temporary Toilet for visitors		Per urinal		6 urinals	
K	Generators	Single package	Per package		1	

Dr

L	Food Court (25 stalls)	Single package	Per package	1	
M	Net Carpeting	Rate per sqft	Per Sq. Ft.	1,20,000	
N	Miscellaneous items:				
1	Bed Set (Bed & Pillow with Cover)		Per set	500 pcs	
2	Durry (15' X 15')		Per Piece	20 pcs.	
3	Printing & Installation of Star Flex Sheet with batten frame		Per Sq. Ft.	5000 sqft.	
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame		Per Sq. Ft.	2000 sqft	
5	Dustbin- 3 ft height		Per Piece	100 pcs	
6	Decorative Flower / Plant Pot		Per Piece	150 pcs.	
7	Syntex tank (2000 litter capacity each tank with 3' height stand)		Per tank	4 pcs.	
8	Soundless pedestal fan		Per Piece	10 pcs.	
9.	Sanitizer Stand		Per piece	10 no.	
	PART B Sub Total Quoted Amount (in rs. both figures and words)				
	PART C				
	CUTTACK IN CUTTACK THEME BASED (" <u>Odia Asmita (ଓଡ଼ିଆ ଅସିତା)</u> ")				
	<u>Ana Bhasa Ana Sahitya (ଆନା ଭାଷା ଆନା ସାହିତ୍ୟ)</u>				
1	<u>Includes A German Hanger with a small Stage, Book Stall, Illumination & Sand Art)</u>		Lumpsum		
	<u>Lumpsum Financial Proposal (in Rs. both figures and words)</u>				
	Grand Total Amount for PART A, PART B and PART C Financial Proposal (in Rs. both figures and words)				



- Note:
- Grand Total Amount for PART A, PART B and PART C Financial Proposal (in rs. both figures and words) is exclusive of GST
 - For any increase or decrease in the indicative list of items detailed in the financial bid the agency shall be paid on pro rate basis.
 - The financial quote shall factor in any escalation in case the event stretches for more 1 to 2 days beyond the above mentioned Balyatra schedule.
 - ***For any additional works to be undertaken for Bollywood/ Ollywood program the selected bidder shall be reimbursed as per actual cost incurred for transport, boarding, lodging, professional fees.***

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 Balijatra/ 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. Display backdrop with LED and necessary beautification.
Lettering	Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the Mela in charge) mentioned and fixed properly at the 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 VIP 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 VIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.
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.
LED Back Drop:	Entire LED Backdrop at the background of the stage
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.

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) Amplifier 1000, 2000, 3000 & 4000 watt	06 Nos.
vi) DVD Player with PenDrive	01 Nos.
vii) Power Stabilizer 5 KV	02 Nos.
viii) Wire for Lower Ground	20 Koil
ix) Corded Microphone	02 Nos.
x) 6 Channel Mixture	01 Nos.

Annexure -A

STAGE LIGHT

i) PAR 1000 Wt (Philips / Sylvania / Gee Bulb)	40 Nos.
ii) Palco Multi Colour (Canara / XACCA Make)	25 Nos.
iii) Multi 20 (Canara / XACCA make)	06 Nos.
iv) Multi 10 (Canara / XACCA make)	04 Nos.
v) Halogen 1000 Wt	05 Nos.
vi) Blasting Fire	10 Nos.
vii) Sharply Moving Head 575 Wt.	06 Nos.
viii) Laser Multi Colour	02 Nos.
ix) HMI Follow	01 Nos.
x) Power pack for above lights (4K X 6 Channels)	03 Nos.
xi) Smoke 1500 Watt	02 Nos.
xii) Sky - Taker	01 Nos.
xiii) Operating Desk for above lights	01 Nos.
xiv) Stove light	02 Nos.

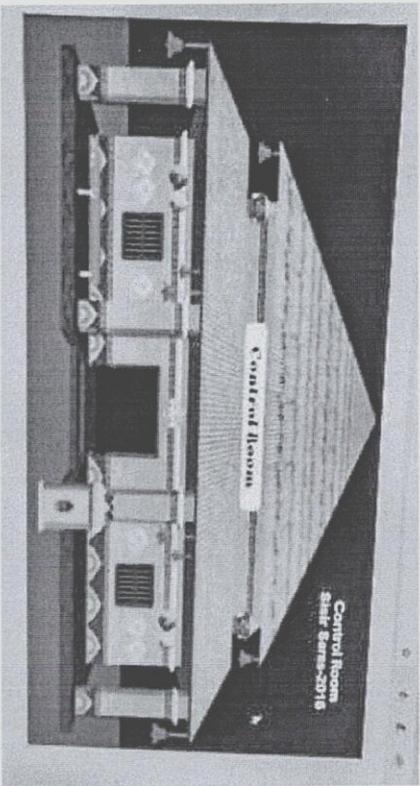
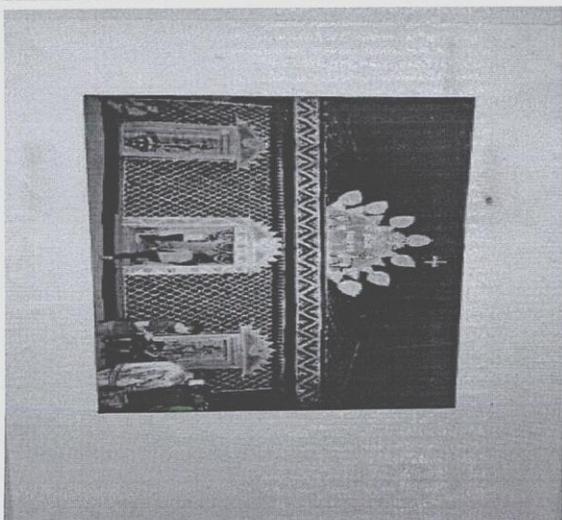
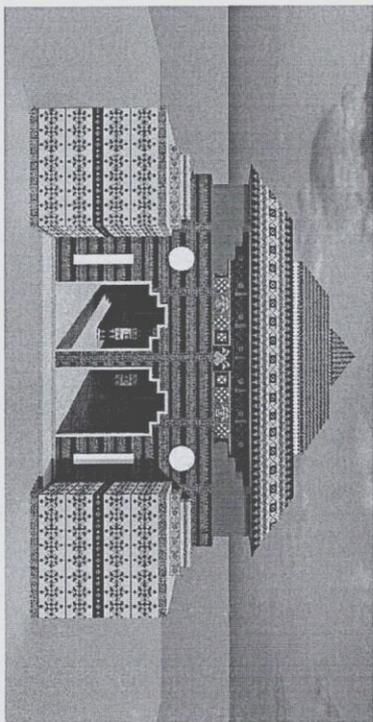
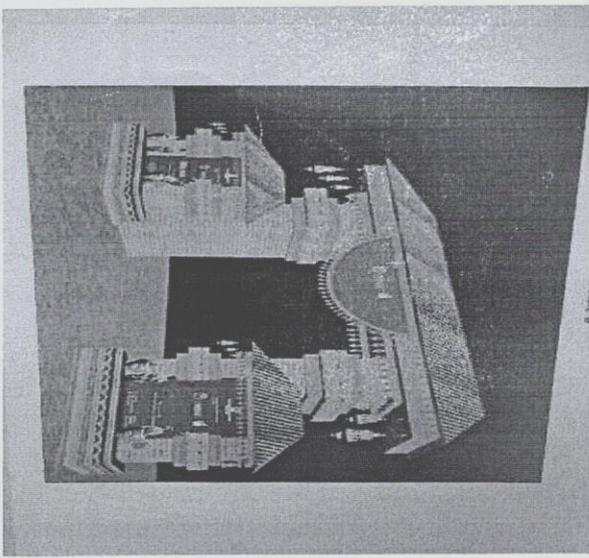
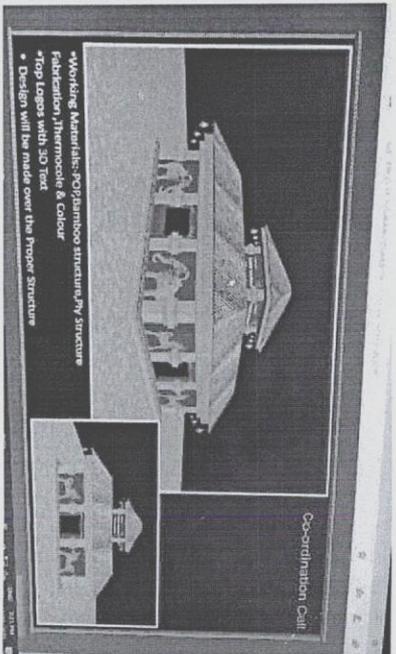
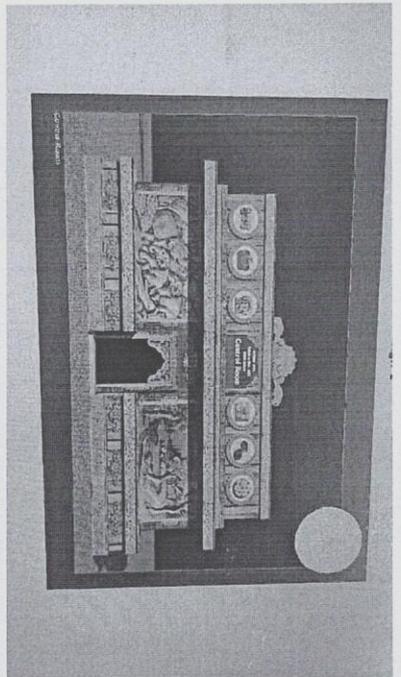
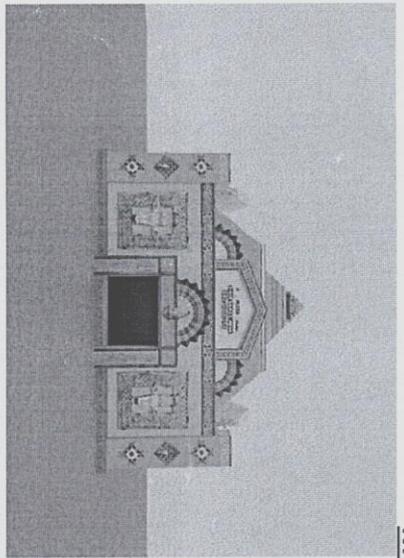
Annexure -B

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 Nos.
ix) Cordless Microphones	04 Nos.
x) Corded Microphones for Voice, instruments with all components	12 Nos.
xi) Color Cordless Microphone	02 Nos.
xii) Dual Liner Box with Stand	08 Nos.
xiii) Meeting Microphone	04 Nos.
xiv) 5 Kilowatt Stabilizer	02 Nos.

MODEL DESIGNS OF ORMAS CONTROL ROOM & GATE



Handwritten signature or mark in blue ink.