

Office of the Collector, Cuttack

At/Po- Chandini Chowk, Dist- Cuttack

Pin-753002,

Email - dm-cuttack@od.gov.in



EOI No-...91.../

Date- 6/1/2026

Expression of Interest (EOI)

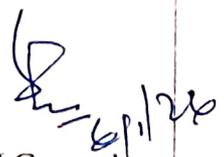
For Empanelment of Event Management Agency for District Level Programmes of Cuttack District.

Expression of Interest (EOI) invited from reputed event management agencies/ companies for empaneling the Event Management Agencies for On-ground delivery and event management For Execution of different District Level Programmes of Cuttack District. The detailed document is available in the website of Cuttack District Administration i.e. <https://cuttack.odisha.gov.in>.

The EOI 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: 20/01/2026 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.

Expression of Interest (EOI)
For Empanelment of
"Event Management Agency for Execution of District
Level Programmes of Cuttack District"



OFFICE OF THE COLLECTOR, CUTTACK

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

Phone No- 0671-2508100

Email: dm-cuttack@od.gov.in

Schedule of Bidding Process

Period of availability of EOI document:	Dt: 06/01/2026 to Dt. 20/01/2026 Downloadable from Website https://cuttack.odisha.gov.in
Last date for receipt of prebid queries	15/01/2026 till 4 PM through email on admcuttack@gmail.com
Date of Prebid Meeting	16/01/2026 at 11 AM
Last date for receipt of EOI:	Dt. 20/01/2026 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 EOI:	The ADM General, Collectorate, Cuttack At/Po- Chandini Chowk, Dist- Cuttack Pin- 753002, Odisha.
Date and Time of opening of Technical Proposal	Dt. 21/01/2026 at 11.30 AM.
Opening of Financial Proposal	Dt. 21/01/2026 at 4.00 PM for technically qualified bidders
For further information:	The ADM, General, Cuttack Collectorate, Cuttack At/Po- Chandini Chowk, Dist- Cuttack Pin- 753002, Odisha. Email- admcuttack@gmail.com Mobile: 9437222160

1. INFORMATION AND GENERAL CONDITION OF CONTRACT

1.1 Introduction

The Office of the District Collector, Cuttack, invites sealed Expressions of Interest (EOI) from reputed, experienced, and technically competent Event Management Agencies for empanelment of the Event management Agencies to execute various district-level programmes, events, and official functions in Cuttack District. The empaneled agencies will be engaged as and when required, based on programme needs.

1.2. Objective of the EOI

The objective of this EOI is to identify professional and capable Event Management Agencies that can provide comprehensive event related services, including planning, logistics, stage management, audio visual arrangements, manpower support, branding, publicity, and on-ground execution.

2. Scope of Work

The Empanelled Agencies may be required to execute one or more of the following activities:.

Sl. No.	Particulars of the work
(i)	Ground layout
(ii)	Construction of temporary stall for exhibition
(iii)	Construction of 3D Design stage, Gate and Control-cum-Coordination Room
(iv)	Construction of stalls for Food court
(v)	Set up of Food Court Arena
(vi)	Running fascia mounted on steel frame
(vii)	Branding inside the stalls
(viii)	Seating arrangement in front of the stage
(ix)	Live Demonstration
(x)	Ground electrification
(xi)	Installation of temporary toilets
(xii)	Decoration of walls
(xiii)	Net Carpeting
(xii)	Generator with Fuel
(xiii)	Advertisement, Publicity & Documentation
(xiv)	Security Services
(xv)	C.C Camera

Sl. No.	Particulars of the work
(xvi)	Printing Material
(xvii)	Local Transportation
(xviii)	Pantry Services
(xix)	Manpower

3. Instruction to Bidder

- a. Firms are hereby invited to submit their bids in response to the Expression of Interest (EOI) 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 agencies and ADM (General), Cuttack. The contract shall be for a period of one year (365 days), i.e. the agency shall execute the scope of work mentioned in this document (as per requirement) during Execution of District Level Programmes of Cuttack District only.
- b. A description of the assignment, Scope of work, Terms of Reference and objectives are given in this document.
- c. It shall be the responsibility of the successful bidder to obtain all permission e.g electricity connection/ fire services for the event period from statutory Authorities.
- d. In this regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitle erect, handle and maintain supply line.
- e. The District Administration may reject one or all proposals without assigning any reason thereof.

4. Consortium

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

5. EOI Documents

- a. The EOI 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.

6. Query

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

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

8. Preparation of Proposal

- a. Bidders are requested to submit the proposals as per the attached formats only.
- b. The requirement of information to be provided by the Bidder i.e. the Technical and Financial Proposal of this document. Bidders are requested to go through the EOI document carefully before preparing and submitting their proposal.
- c. The Bidders may be disqualified, if information sought in the EOI is not provided.
- d. Any proposals containing vague and indefinite expressions will not be considered.

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.

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- A of this EOI

Part-B- Properly sealed Financial Proposal in the specified format as per Annexure B. 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 superscribed with the following:

"Empanelment of Event Management Agency for for Execution of District Level Programmes of Cuttack District.

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 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.

10. Proposal Validity Period

The proposals shall be valid for acceptance by District Administration, Cuttack for a period of one year (365 days) from the Bid Due Date.

11. Proposal Evaluation

- i. The Technical Proposals submitted on the time & date stipulated in this EOI shall be opened, in presence of Bidders who choose to remain present.
- ii. Prior to evaluation of proposals submitted, District Administration, Cuttack will determine whether each proposal is responsive to the requirements of the EOI. 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 EOI;
 - b. It is received by the due dates and time stipulated in the EOI including any extension thereof granted by District Administration, Cuttack;
 - c. It is accompanied by the Bid Processing Fee as per the provisions of this EOI;
 - d. It contains all the information (complete in all respects) as requested in the EOI;
- iii. Based on the evaluation of credentials submitted by bidders in the Technical Proposal, they shall be pre-qualified. The Financial Proposals shall be opened in the presence of the qualified Bidders who wish to attend.
- iv. District Administration, Cuttack shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.

12. Bid Processing Fee (Non-Refundable)

All bidders are required to pay INR 10,000/- + GST 18% = **Rs.11,800/-** (Rupees Five Thousand Nine Hundred 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.

13. TERMS OF REFERENCE

- a) Empanelment does not guarantee assignment of work.
- b) Work will be allotted based on requirements, past performance, and suitability.
- c) The District Administration may terminate empanelment at any time for non- performance.
- d) Agencies must adhere to all government rules, safety regulations, and compliance standards.
- e) Any accidental death or injuries 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.
- f) Strict observation of N.G.T. guidelines.

14. 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.

15. Payment Schedule

The payment shall be released by the District Administration Cuttack to the Agency after successful completion of the work with submission of bill with due assessment of work.

16. SUBMISSION OF EOI

The EOI 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 EOI 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.

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.
- 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.

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 including GST (non-refundable) of Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only)	Demand draft in favour of “Collector-Cum-Chairman, District Council of Culture, Cuttack”, payable at Cuttack.
3.	Particulars of Bidder	Annexure-A2
4.	Financial capabilities of the Bidder	Annexure-A3

5.	Details of experience in similar assignments (separately for Branding and event Management)	Annexure-A4
B	Financial Proposal	Annexure-B

17. EVALUATION CRITERIA

a. Evaluation of Proposals

The EOI bids of those Agencies, which would meet the minimum conditions of eligibility specified in Section 18 b, will be evaluated in two stages:

- i. Technical evaluation on the eligibility of the "Event Management agency" at 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 **at least 3(three)** Socio-Cultural Programmes/Trade Fairs of State/National / International level with a contract value of **Rs. 3 (three) 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.10 Crores (Rupees Ten Crores) in the last 3 (three) financial years i.e. 2022-23, 2023-24 & 2024-25.**

Note: All projects should have been undertaken by the Agency in the last three Years preceding bid due date. Relevant projects of under mentioned 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.*

c. Opening of Financial Proposal:

The financial proposal of those bidders qualified in the Technical Bid shall be opened and evaluated in presence of qualified bidders. Accordingly, the bidder who quotes the lowest price will be considered as L1 bidder.

d. 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. If the other successful agencies qualified in the Technical Bid process agree to execute various events at par with the price negotiated with the L1 Bidder, then accordingly, panel of Event Agency will be finalized as per the list from L1, L2, L3.....

After the contract has been successfully negotiated, Preferred Panel of Agencies will be issued Letter of Intent by the District Administration based on the schedule of the programme. If any agency denied executing the contract at the schedule time, then next agency will be issued with Letter of Intent.

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.

e. Agreement

Agreement shall be signed between ADM, Cuttack & the bidder against whom particular event will be awarded.

f. Performance Security

The bidder to whom particular event will be awarded 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 (ninety) days.

- g. 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 Event Management Agency shall be bound to obey the negotiation, if required.

Detailed specification of the works

2.1. Ground layout: This work includes leveling of the ground and parking areas. The bidder needs to inspect the ground and submit layout plan to the District Authority before execution.

2.2. Construction of temporary stalls: Temporary stalls for the following purposes and with the specifications mentioned for each are required to be prepared.

2.2.1. Stalls for exhibition :

Sl. No.	Particulars	Specification
a)	Structure	Material: Bamboo / Iron Structure (<i>with Anti Fire Chemical Treatment</i>), Size of each stall – 10' X 10' with tarpaulin water proof roofing
b)	Flooring	1. Ground covering with new synthetic carpet matting in entire stall area. or 2. Wooden plank platform of 6" height from the ground covering with new synthetic carpet matting in entire stall area.
c)	Ceiling & Wall	Three sides including partition walls of stall will be covered with ply with design cloth/flex sheet pasting on appropriate design. 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.
d)	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.
e)	Facia	An Iron Frame for Running Facia will be Constructed [12ft. X 4 ft.]. The facia will be covered with black back front-lit good quality of flex [12ft. 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 to be given by the authority.
f)	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 molded Chair -2 nos.
g)	Electric Fittings	T5 Light – 4 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.
h)	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning state's name/ SHG/PG name should pasted on each stall.
i)	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
j)	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.

2.2.2. Control-cum-Coordination Room (with office space, guest lounge, conference room, toilet and pantry)

Sl. No.	Particulars	Specifications
a)	Size	One composite structure with size, 50 feet x 50 feet approx. Built by iron/ bamboo, cloth, ply board etc. There should be theme based Control-cum-Coordination Room.
b)	Ceiling and wall	Ceiling to be done using new white cloth, properly stretched on wooden baton frames, fitted with ceiling lights and fan
c)	Doors and windows	Glass/ PVC/ Ply doors and windows to be fixed to the rooms as in the plan.
d)	Flooring	Ply board to be laid on the floor on a platform raised adequately, covered with new synthetic carpet. Door mat to be placed near each door on the floor.
e)	Bio toilet	1 for gents and 1 for ladies
f)	Furniture and fitting	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 5 no., 12 no. of revolving cushion chairs, 3 sets of steel sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, , 4 no. of waste bin basket, 20 no. of plastic moulded chairs with arm, one steel almirah/store well with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
g)	Closures	Two Aluminum frame glass fitted door shall be fitted in the main entrance and exit of the Coordination Cell for night closing.
h)	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 Thermocool lettering and Thermocool panels at the entrance (written in English & Odia).
i)	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.

2.2.3. Gate:

Sl. No.	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 the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect.
b	Size	Pillars height will be of 12' to 14' with 16' 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 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.

Sl. No.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
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 Thermocool sculptures etc. design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
e	Flower decoration	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.

2.2.4. Stage: Package)

Sl. No.	Particulars	Specification
a)	Structure	A. Iron fabricated structure 50' x 40' size & height from ground surface 5' with plywood floor of 19 mm thickness ply with following the technical specification and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect. B. Same along with German Hanger 60' x 80'
b)	Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
c)	Back Drop	Artistic 3D structured stage with curved LED panel for the whole stage and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect. Size of background will be 80' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).
d)	Lettering	Thermos cool lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.
e)	Side Wings	6 no. of side wings with a size of (9' X 4') made of Venyle sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.
f)	Step	Fabricated step will be erected both 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.
g)	Flower Plant pots	Minimum 150 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.

Sl. No.	Particulars	Specification	
h)	Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.	
i)	Furniture	12 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 12 no. good quality borosil glasses with covers, Plastic name plates – 12 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.	
j)	Light & Sound	Specification for light:	
		i) PAR-64-1000 wt. (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.
		ii) Galileo Scanner-1200 wt. (SGM)	4 nos.
		iii) Multi twenty- 2K	6 nos.
		iv) Multi ten- 1K	4 nos.
		v) Jumbo Smoke Machine	2 nos.
		vi) Jumbo Strobe Light	2 nos.
		vii) 1 Colour Laser	2 nos.
		viii) Moving Head (SGM)	2 nos.
		ix) Led Par	10 nos.
		x) Halogen 1kw	10 nos.
		Specification For Sound:	
		i) Bass Bin	2 nos.
		ii) High range top box (pee-vay/JBL, 400wt.)	4 nos.
		iii) High range frequency box (Pee-vay/JBL)	4 nos.
		iv) HF box	4 nos.
		v) Cordless Micro Phone	6 nos.
		vi) Cord Micro Phone	6 nos.
		vii) 24 channel Mixture	1 no.
		viii) High wattage amplifier	4 nos.
ix) Effect processor	1 no.		
x) 3 kw stabilizer	3 nos.		
xi) DVD Player	1 no.		
xii) Stereo Deck	1 no.		
xiii) Meeting Microphone (Anti feedback microphone)	2 nos.		
xiv) Standing Box Audience capturing	4 nos.		
xv) Stage Monitor Box	4 nos.		
xvi) Singer Micro Phone	2 nos.		
k)	Green Room	Two rooms to be created with 10 x 15 feet size, one each for gents and ladies. Superstructure with bamboo, Ballha & Tarpaulin cover for two green rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with. 20 armless plastic moulded chair to be given @ 10 in each room.	
l)	Bio-toilet	2 toilets (one for gents and one for ladies) to be attached to Green Room for Gents and Ladies	

Sl. No.	Particulars	Specification
m)	Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.
n)	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical.

2.2.5. Food stalls:

Sn.	Particulars	Specifications
a)	Structure	<p>a. Food Stall Bamboo (3 to 6 inch) & cloth (<i>Anti Fire Chemical Treatment</i>) structure. Size of Each Stall – 10' X 10' With Tarpaulin Water Proof Roofing.</p> <p>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.</p>
b)	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
c)	Ceiling & Wall	Three sides including partition walls of stall will be covered with ply with fixed printed flex. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
d)	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.
e)	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.
f)	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.
g)	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & an 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.
h)	Closures	Front Cloth Drops/Screens Daily to be done
i)	Water supply	Water line connection to each kitchen shed with sink fixing
j)	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. Each Food Stall should be provided with one fire extinguisher.

2.2.6 Dining area near food court:

Sl. No.	Particulars	Work Specifications
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a)	Size	300 ft X 75 ft.
b)	Flooring	Net carpet over the entire area.
c)	Furniture	50 round table with frill and cover, 200 no. of banquet chair with white cover
d)	Barricading	Decorative metal/ bamboo truss barricading of 3 feet height with entry and exit passage
e)	Dustbin	60 no. of push-swing type dustbins
f)	Closures	Two wooden frame ply fitted door shall be fitted in the main Entrance & Exit of the Dining Hall for night closing.
g)	Anti Fire Chemical Treatment	The materials (like clothes, ply & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.

2.2.7 Seating arrangement in front of the stage:

Sl. No.	Particulars	Specification
a)	Sofa	Front line of the stage to be provided with 6 no. Double sofa with white cover, 4 single sofa with white cover, 4 no. of Tea-poy with white cover
b)	Chair	One Thousand Five Hundred (1500) no. of plastic moulded chairs, 10 no. of steel double sofa with white cover, 5 numbers of tea-poy with white cover
b)	Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
c)	Matting	Matting in sitting area.

2.3. LIVE DEMONSTRATION MANDAP

Live Demonstration Mandap will be erected at the different places inside the exhibition ground. On the Mandap some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for erection each Mandap (Minimum two) as per the specifications mentioned below.

Sr.	Particulars	Work Specifications
A	Design & Structure	Bamboo & Cloth Structure, four sides open (As design enclosed), 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhaller placed at the bottom of the fascia. Design and material should be used as enclosed design.
B	Size	20' X 20'
C	Flooring	1 ft. wooden platform with Full floor Durry matting..
D	Ceiling	Tarpaulin water proof roofing and white cloth ceiling properly Stretched & running fascia as same as stall fascia.

E	Barricading	4' height bamboo barricade covered with cloth on all sides of the stall
G	Electric Fittings	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

2.4. Ground electrification: The below mentioned items are taken as a package which shall be supplied by the bidder. The quantities of the items are fixed in the package. The Event ground should be properly illuminated. The package includes below-mentioned items and concealed wiring to all lights and sound equipment.

Sl. No.	Particulars
a)	Main switch board/ panel board up to 250KW electric load with cabling and wiring
b)	Adequate speakers to be fitted for surrounding sound
c)	100 no. of Halogen lights (500 watt) along with wiring/ fitting poles
d)	300 No. of white Halogen/LED light with wiring/ fitting poles
e)	100 no. of flood lights shall be fitted in and around, backside of stalls for security purpose
f)	200 no. of Globe lights / Garden light with stand (3- feet height) with wiring
g)	500 no. of applique hanging lampshades with wiring and bulbs fitted.
h)	50 Lakh running tuni both for Event and the tress around the Event. Atleast 100 trees should be decorated with litchi light and applique hangers.
i)	Electrification at the accommodation place (30 Fan, 35 tube Light, 20 LED Lights and 10 flood Light at the accommodation site)

2.5. Temporary toilets: 10 no. of temporary urinal-cum-toilet (5 each for men and women) are to be set up with all sanitary fittings adjacent to the Event ground for the participants and visitors.

2.6. Selfie Point :

One Theme based Selfie Point of size 12' X 12' should be prepared in in 3 D design by using ply and flex, vinyl as per design to be provided.

2.7. Decorative Walls:

The Event ground should be covered with a running decorative theme based walls in batten frame (Height: 10 Feet X 20 Ft Length) in flex sheet.

2.8. Net carpeting:

Entire Event ground to be carpeted by new **Red** net carpets and daily maintenance of the same through sweeping and garbage collection.

2.9. Generator sets with fuel:

Generator sets with fuel to be provided by the agency. Two no. of 82.5 KVA generator to be supplied, one each for Stage and Event area. Fuel to be provided by the agency. Power supply to be given to the Control-cum-Coordination Room and 2 T5 lights of each stall, selected ground lights and PA systems.

2.10. Advertisement & Publicity and documentation:

2.10.1. Publicity of the event should be made by Branding of the event through Road Shows (Hoardings of 15' X 10' – 10 nos, Road standee of 3' X 5' – 300 Nos to be fixed in the poles in different areas as per direction of the District Authority, Cuttack.

2.10.2. Social Media Management

- Social media content creation/design and posting responsibilities
- Video content creation/design and posting responsibilities
- Event gate and brochure design
- Video bites distinguish dignitaries or stakeholders 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
- Everyday 5 reels of 15 to 20 seconds to be prepared for posting in different social media (Like Facebook/ Instagram/ X (twitter) etc.).
- Any other allied details related to Social Media shall be done as per the requirement of the Authority

2.10.3. Still Photography:

- A good full frame DSLR Camera for high resolution photography to be used. The photo shall be of excellent quality, so that it can be used, for documentation purpose.
- The still photographs shall cover all aspects of Inaugural & Validation function, Gate & Stage, Stalls, Event Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Product Photographs, Cultural programs etc. 2 sets of still photos in mat finishing paper of 4" X 6" size in an album with digital copy in an external hard disk shall be submitted within 10 days of the completion of the event.

2.10.4. Videography:

- The entire event will be video documented in Digital High-Definition Video (HDV) Camera.
- A small documentary film/movie of the Event with minimum 10 minutes duration shall be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Stalls, Event Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Cultural Programs etc. This shall be done with video editing, applying special effects, music, voice over and necessary sound editing. The duration of the movie may be more depending the days of the event & decision of the organizer.
- One Video Camera (HDV) with Camera Man for live telecast of stage programme in the Event ground through LCD screens and social media, YouTube.
- During final post production and final preview of the documentary, the same shall be made in consultation with District Administration.

- The digital copy of all videography of the event shall be submitted within 10 days of the completion of the event in an external hard disk on proper receipt.
- The documentary film of the Event shall be submitted in office within 10 days of the completion of the event on proper receipt in an external hard disk.

2.10.5. Gas Balloon – 2 no gas balloon of 16' dia with gas and helium light inside to be provided 5 days before to completion of the Event with maintenance.

2.11. Security Arrangements:

All Security Guards (both men and women) provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform and able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Well behaved & disciplined and able to keep proper watch & ward
- Knowledge of fire extinguisher operation

Tentative Requirement of Security Personnel in per event will be provided by the District Authority as per the requirement.

2.12. C.C Camera:

The bidder shall install require number of C.C camera (1 set = 8 cameras) in different places of the Event with a Plasma TV along with operator.

2.13. Printing material:

Details of the Printing works to be done:

- 1. Identity Card with Neck Cord (for Officials)**
 - i. Size : 14 CM X 10 CM
 - ii. Printing : Offset Printing, One Side
 - iii. Colour : **Multi colour**
 - iv. Material : Plastic
 - v. Accessories : Double Clip Neck Cord
- 2. Identity Card with Cover and Neck Cord (for participants)**
 - i. Size : 14 CM X 10 CM
 - ii. Printing : Offset Printing, Both Side
 - iii. Colour : **Multi colour**
 - iv. Paper : Art Paper Board, 220 GSM
 - v. Accessories : Plastic pouch and Clip type Neck Cord
- 3. Invitation Card with Enveloppe**
 - i. Size : 42 CM X 29 CM (Triple folded- with creasing)
 - ii. Printing : Offset Printing
 - iii. Colour : **Multi Colour**
 - iv. Paper : 220 GSM Glossy sheet (Imported)
 - v. Envelop : Fit to card, multy **colour** printing

4. Certificat (For participants)

- i. Size : A4
- ii. Printing : Offset Printing
- iii. Colour : **Multi Colour**
- iv. Paper : 300 GSM Art Paper Board

2.14. Local Transportation:

Details of the Local Transportation arrangements are to be made are given below:

SN	Type of Vehicle	Particulars
1	Bus (40 – 50 seater)	10 Km. Running Per One Litre Fuel. Fuel charges will be paid extra as per running km. The bidder shall fill the fuel as per the requirement and claim for reimbursement after submission of logbook certified by Event Authority.
2	Bolero/Scorpio Swift desire –	For official use purpose: The bidder shall fill the fuel as per the requirement and claim for reimbursement after submission of logbook certified by Event Authority.

2.15 Pantry Services:

Providing Mineral Water, Tea, Coffee, Snacks, Tiffin, Lunch, Dinner to the Officials/ Guest/ VIP & VVIPs at Coordination Cell on the day of inauguration. The billing will be done on actual basis, duly certified by the Event-In-Charge in each bill. The waiter boy / girls with proper uniform to be provided by the selected agency. On all other days the bidder will provide 3 service boy/girl with uniform and provide tea/coffee to the guests coming to the control room.

2.16 Miscellaneous items of work

Sl. No.	Items
a.	Bed Set (Bed, Bed sheet & Pillow with Cover)
b.	Durry (15' X 15')
c.	Printing & Installation of Star Flex Sheet with batten frame
d.	Stage background in black cloth masking
e.	Dustbin- 3 ft height
f.	Decorative Flower / Plant Pot
g.	Syntex tank (2000-liter capacity each tank with 3' height stand)
h.	Soundless pedestal fan
i.	Red carpet (synthetic)

2.17 Artist management and cultural programme coordination

The Agency shall assist in finalisation of troupes and programmes for performance on the stage for all days of the Event. 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.

2.18 Any other event-related service as required by the District Administration

ANNEXURES - FORMATS

Annexure - A1

Letter of Technical Proposal

To

The ADM General

At/Po- Chandini Chowk, Dist- Cuttack

Pin- 753002, Odisha.

Sub: Expression of Interest for Event Management of District Level Programmes of Cuttack District"

Regarding Technical Proposal

Dear Sir,

1. With reference to the EOI 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 **District Level Programmes of Cuttack District**. 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 EOI 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 EOI. (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 District Level Programmes of Cuttack District 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, 2026

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.	2022-23	
2.	2023-24	
3.	2024-25	

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 District Level Programmes of Cuttack District."

Regarding Financial Proposal

Dear Sir,

I,

S _____ enclose herewith our Financial Proposal for selection of our firm as Agency to carry out "Event Management of District Level Programmes of Cuttack District".

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 180 (one hundred eighty) 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

Sl. No.	Item	Category	Unit	Cost per unit without GST (in Rs.)
i)	Construction of stalls			
	Without Platform	-		
	With Platform		Per Unit	
ii)	Food Stall		Per Unit	
iii)	Super -structure of the Control-cum-Coordination (50 x 50 feet) with approx. height 15 On Theme Based	Single package	Per package	
iv)	Gates			
	Gate (Category - A)		Per Gate	
	Gates (Category - B)		Per Gate	
v)	Stage	Single package	Per package	
viii)	German Hanger	-	Per Square Feet	
vi)	Sitting arrangement in front of stage	Single package	Per package	
vii)	Dining Area in front of food stall	Single package	Per Package	
viii)	Live Demonstration Mandap	Single package	Per Package	
ix)	Ground Electrification	Single package	Per package	
x)	Temporary toilet	Per toilet	Per toilet	
xi)	Selfie Point	Per Package	Per Package	
xii)	Decorative Walls	Per Package	Per Package	
xiii)	Net Carpeting	Rate per sqr ft	Per Sq. ft	
xiv)	Generators (82.5 KVA)	Per Generator	Per Generator	
xv)	Management of Cultural Programme	Single Package	Per Package	
xvi)	Advertisement, Publicity and Documentation			
	Hoarding	Per Sq.ft	Per Sq.ft	
	Standee	Per Sq.ft	Per Sq.ft	
	Reels (15 - 20 Sec)	Per Reel	Per Reel	
	Social Media Management	Single Package	Per Package	
	Still Photography	Per day	Per day	
	Videography	Per day	Per day	
	Gas balloon	Per Balloon	Per Balloon	
xvii)	Security Arrangement	Per Security	Per Security	
xviii)	CC Camera	Per Set (with 8 cameras)	Per Set (with 8 cameras)	

Sl. No.	Item	Category	Unit	Cost per unit without GST (in Rs.)
xix)	Printing Material			
	Identity Card with Neck Cord (For officials)	Per Pc.	Per Pc.	
	Identity Card with Neck Cord (For Participant)	Per Pc.	Per Pc.	
	Invitation Card with Envelop	Per Pc.	Per Pc.	
	Certificate	Per Pc.	Per Pc.	
xx)	Local Conveyance			
	Bus	Per Unit/ day	Per Unit/ day	
	Bolero / Scorpio / Swift Desire	Per Unit/ day	Per Unit/ day	
xxi)	Pantry Services	Per Person / day	Per Person / day	
xxii)	Miscellaneous			
	Bed, Bed sheet, Pillow with cover	-	Per set	
	Durry (15' X 15')	-	Per Piece	
	Printing & installation of Star Flex Sheet with batten frame	-	Per Sq. Ft.	
	Masking in black cloth	-	Per Sq. Ft.	
	Dustbin- 3 ft height	-	Per Piece	
	Decorative Flower / Plant Pot	-	Per Piece	
	Syntex tank (2000-liter capacity each tank with 3' height stand)	-	Per tank	
	Soundless pedestal fan	-	Per Piece	
	Red Carpet (Synthetic)	-	Rate per sq feet	
	Engagement of Sweeper	-	Per Person / day	
	Grand Total Amount			

I have carefully read and understood the terms and conditions of the EXPRESSION OF INTEREST and do hereby undertake to provide the service accordingly. I understand, the rates quoted by me are tentative and subject to increase or decrease, as the case may be.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder