



Office of the Collector, Cuttack

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Notice No: 345

Date: 19/01/2026

**Pre-bid Queries & Responses for Expression of Interest (EOI) for Empanelment of Event Management Agencies for Execution of District Level Programme of Cuttack District held on 16/01/2026 at 11.00 AM.**

With reference to the EOI No. 91, published on 06/01/2026 for for Empanelment of Event Management Agencies for Execution of District Level Programme of Cuttack District, the clarifications issued are as follows:

| Sl. No. | Page No.    | Eoi Clause Reference No. | Published Clause   | Points for clarification   | Response / Revised Clause |
|---------|-------------|--------------------------|--|--|---------------------------|
| 1.      | Page no -10 | 17.b.ii                  | <b>Pre-Qualification / Minimum Eligibility Criteria</b><br>In the last 3 (three) years, the firm should have undertaken and completed event management of <b>at least 3(three) Socio-Cultural Programmes/Trade Fairs of State/National / International level</b> with a contract value of <b>Rs. 3 (three) Crores</b> or above for each project. | Requesting to reduce the contract value from <b>Rs. 3 (three) Crores</b> to <b>Rs.1 Crore</b> and the number of completed projects from <b>3 projects</b> to <b>2 projects</b> | EOI condition prevails    |
| 2       | Page no -10 | 17.b.iii                 | <b>Pre-Qualification / Minimum Eligibility Criteria</b><br>Financial eligibility criteria: The firm should have an average annual turnover of at least <b>Rs.10 Crores (Rupees Ten Crores)</b> in the last <b>3 (three) financial years</b> i.e. <b>2022-23, 2023-24 &amp; 2024-25</b>   | Requesting to reduce to an average annual turnover of at least <b>Rs.2.00 Crores</b> during the said financial year.   | EOI condition prevails    |

  
Addl. District Magistrate  
Cuttack.

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| 3 | 10 | 17 (a)      | <p><b>Evaluation of Proposals</b></p> <p>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</p>  | <p>In EOI, there is no Section 18 (b).</p> <p>The same may be read as Section 17 (b)</p>  |
| 4 | 5  | Section - 4 | <p><b>Consortium</b></p> <p>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.</p>   | <p>Requested to allow Proprietorship Firm</p> <p>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.</p>                    |
| 5 | 10 | 17 (b)      | <p><b>Pre-Qualification / Minimum Eligibility Criteria:</b></p> <p>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</p> | <p>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, Udyam / MSME, PAN, TAN, GST registration, etc. relating to business entity should be</p> |



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| 5 | 8 | 12    | <b>Bid Processing Fee (Non-Refundable)</b><br>All bidders are required to pay INR 10,000/- + GST 18% = <b>Rs.11,800/-</b> (Rupees Five Thousand Nine Hundred Only)   | This may be read as<br>All bidders are required to pay INR 10,000/- + GST 18% = <b>Rs.11,800/-</b> (Rupees Eleven Thousand Eight Hundred Only)  |
| 6 | 5 | 5 a.  | <b>EOI Documents</b><br>The EOI document shall be available from the advertisement date till the bid due date on the District Website at <a href="https://cuttack.nic.in">https://cuttack.nic.in</a>   | The EOI document shall be available from the advertisement date till the bid due date on the District Website at <a href="https://cuttack.odisha.gov.in">https://cuttack.odisha.gov.in</a>  |
| 7 | 5 | 3 (a) | <b>Instruction to Bidder</b><br>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 | 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 |

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|   |   |    | Execution of District Level Programmes of Cuttack District only.  |  | execute the scope of work mentioned in this document (as per requirement) during Execution of District Level Programmes of Cuttack District only. The District Administration, Cuttack may extend the contract for further period of one year with the same terms & conditions laid down in the EOI. |
| 8 | 7 | 10 | <b>Proposal Validity Period</b><br>The proposals shall be valid for acceptance by District Administration, Cuttack for a period of one year (365 days) from the Bid Due Date. |  | The proposals shall be valid for acceptance by District Administration, Cuttack for a period of one year (365 days) from the Bid Due Date. The District Administration, Cuttack may extend the contract for further period of one year with the same terms & conditions laid down in the EOI.        |

Further, all other terms and conditions of the EOI remains the same and unchanged as published.

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Addl. District Mag  
Cuttack.

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

  
ADM General