

INVITATION OF TENDER

**SELECTION OF EVENT MANAGEMENT AGENCY FOR
SUNDARGARH ZILLA MAHOTSAV “JATARA-2026” IN SUNDARGARH, ODISHA**

DISTRICT ADMINISTRATION, SUNDARGARH

**DISTRICT CULTURE OFFICE, SUNDARGARH
ODIA LANGUAGE, LITERATURE & CULTURE DEPARTMENT,
GOVT. OF ODISHA**



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, SUNDARGARH
(Culture Section)

E-mail id: dcosng@gmail.com / Office Phone No.06622-274130

Letter No. 32

Dated: 19.01.2026

INVITATION OF THE TENDER

Selection of Event Management Agency for Sundargarh Zilla Mahotsav "Jatara-2026" in Sundargarh, Odisha

District Culture Officer, Sundargarh under the Odia Language, Literature & Culture Department, Government of Odisha (The Client) invites sealed proposals (under two bid systems) from the eligible bidders through tender process for "Selection of Event Management Agency for Sundargarh Zilla Mahotsav "Jatara-2026" in Sundargarh, Odisha". Bidders fulfilling the prescribed eligibility criteria of the tender can access and download the complete the tender Document and other details from sundargarh.odisha.gov.in

The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of Tender	19.01.2026
2	Last Date for Submission	27.01.2026 (by 05:00P.M.)
3	Date of Opening of Technical Bid &, Technical presentation	28.01.2026 (11:00 A.M. onwards)
4	Date of Opening of financial proposal	28.01.2026 at 04:00 P.M (tentatively), after evaluation of Technical Bids
5	Method of Selection	Quality cum Cost Based Selection (QCBS)

The bidders must apply their proposal through the Speed post / Registered Post or by hand only latest by 27.01.2026 at 05:00 P.M. clearly mentioning "TENDER DOCUMENTS -Selection of Event Management Agency for Sundargarh Zilla Mahotsav "Jatara-2026" in Sundargarh district, Odisha". The proposals received beyond the last date and time will be rejected without assigning any reason. The authority reserves all the rights to reject any/ all proposals at any stage without assigning any reason thereof.


District Culture Officer,
Sundargarh

Memo No. 32

Date: 19.01.2026

1. Copy forwarded to the DeGM, Sundargarh for information and necessary action. He is requested to upload the tender document in the district website for wide publications among the bidders.
2. Copy to the Notice Board of all Govt. Offices under Sundargarh district.


District Culture Officer,
Sundargarh

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DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	District Culture Officer, Sundargarh, Odia Language, Literature & Culture Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) (80:20 weightage basis)
3.	Mode of Submission	Speed post / Registered Postor by Hand only
4.	Date of Issue of Tender	19.01.2026
5.	Last Date for receiving Queries	20.01.2026 through e-mail- dcosng@gmail.com latest by 5.00 P.M queries received after the due date & time will not be entertained
6.	Last Date for uploading response to the Queries	21.01.2026
7.	Last Date and Time for submission of Bid	27.01.2026 (by 05:00 P.M.)
8.	Date & Time for opening of Technical Bid and Presentation	28.01.2026 (at 11:00 A.M.) in the Office of District Culture Officer, Sundargarh
9.	Date & Time for opening of Financial Bid	28.01.2026 (tentatively at 04:00 P.M.) after evaluation of the Technical bid in the Office of District Culture Officer, Sundargarh
10.	Bid Processing Fee (Non-Refundable)	Rs. 10,000/- (Rupees Ten Thousand Only) in shape of Banker's Cheque / Demand Draft in favour of "M/S DISTRICT CULTURAL ORGANISATION SUNDARGARH" payable at Sundargarh drawn in any scheduled commercial bank payable at Sundargarh.
11.	Earnest Money Deposit (EMD) (Refundable)	Rs.1,00,000/- (Rupees One lakh Only) in shape of Banker's Cheque / Demand Draft in favour of "M/S DISTRICT CULTURAL ORGANISATION SUNDARGARH" payable at Sundargarh drawn in any scheduled commercial bank payable at Sundargarh.
12.	Performance Security	The performance security of 5% of Contract Value shall be submitted by the selected bidder and to be retained up-till the contract period of Six month from date of issue of the Tender
13.	Place of Opening of Technical & Financial Bid	Office of the District Culture Officer, Sundargarh, Sundargarh-770001
14.	Address of the Client/ Address for Submission of Bid	District Culture Officer, Sundargarh, In front of L.I.C Office, Sundargarh, Odisha, 770001 E-mail: dcosng@gmail.com Contact person: 1. Smt. Nandini Munday, District Culture Officer, Sundargarh (Mob. 97761-09772)

Note:

- Amendments/ Corrigendum(a) to the TENDER document, if any, would be published on the website only. Please visit the website: www.sundargarh.odisha.gov.in regularly for the same.
- Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Spped Post/ Registered Postor by Hand only. Proposals that are received after the deadline will not be considered.
- The District Culture Officer, Sundargarh reserves all the rights to cancel the Selection Process and reject any or all the proposals at any point of time.

SECTION I: LETTER OF INVITATION

Tender Notice No. 34 /

Dated the 19th January, 2026

Assignment: Selection of Event Management Agency for Sundargarh Zilla Mahotsav "Jatara-2026" in Sundargarh district, Odisha

1. **District Culture Officer, Sundargarh under the Odia Language, Literature & Culture Department, Government of Odisha (The Client)** invites Bid from eligible bidders for "Selection of Event Management Agency for Sundargarh Zilla Mahotsav "Jatara-2026" from 5th to 9th February (tentative) at Jatara Padia in Sundargarh district, Odisha". More details on the proposed assignment are provided at **Section-III: Scope of Work** of this bid document.
2. Agency will be selected under **Quality & Cost Based Selection (QCBS)** procedures as prescribed in the TENDER Document.
3. The Bid complete in all respect as specified in the TENDER document must be accompanied with a **Non-refundable** amount of **Rs. 10,000/- (Rupees Ten Thousand)** towards **Tender Processing Fee** and a **refundable amount of Rs.1,00,000/- (Rupees One lakh only)** towards **EMD** failing which the bid will be rejected. Exemption of Tender Processing Fee & EMD shall not be applicable.
4. The last date and time for submission of Bid complete in all respects is **27.01.2026 (05:00P.M.)** and the date of opening of the Technical proposal, Technical Presentation & Financial bid is on **28.01.2026 (11:00 A.M.)** onwards in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet .Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This TENDER includes following sections:
 - a. Letter of Invitation [Section – I]
 - b. Information to the Bidder [Section – II]
 - c. Scope of Work [Section – III]
 - d. Technical Bid Submission Forms [Section – IV]
 - e. Financial Bid Submission Forms (Section –V]
 - f. Checklist [Section – VI]
6. While all information/data given in the TENDER are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final, binding and cannot be challenged.
7. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**


District Culture Officer,
Sundargarh

SECTION II: INFORMATION TO THE BIDDER

Eligibility Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sr. No.	Pre-Qualification Criteria	Specific Requirement	Documents Required
1	Legal Entity	The Bidder/Bidder shall be registered as: a. Company under Companies Act, 1956/2013 or b. Partnership Firm registered under the Indian Partnership Act, 1932 or c. Limited Liability Partnership registered under the Limited Liability Partnership Act, 2008	Registration documents of the Bidder as a duly registered legal entity in India along with: <ul style="list-style-type: none"> ● Registration document showing incorporation of the Bidder; ● Certified copy of registered Partnership Deed; ● PAN Card of the registered legal entity ● GST certificate of the registered legal entity ● Any other supporting document, as may be required
2	Operation	The Agency should have been in the business of providing event management services to the Central/ StateGovt./SemiGovt./PSU's Corporate bodies/ National & International Organizations for atleast last 02 years from F.Y 2023-24 onwards till 2025 - 26 and have been completed as on the date of issue of TENDER and filed ITRs for the last two FYs (i.e., FYs 2023-24 & 2024-25)	Last two financial years Audited Financial Statements (includes Profit/Loss, Income/ Expenditure, Balance Sheet) duly sealed & signed by a Chartered Accountant in practice, along with ITR for the said periods. Latest GST Return in (GSTR-3B) till October 2025 <u>Work Orders showing the agency having experience of 02 years.</u>
3	Financial Capacity	The Bidder shall have an average annual turnover of at least Rs.1Crore (Rupees One Crore only) over the last two FYs 2023-24 & 2024-25. This must be the individual Bidder's turnover and not that of group companies/ organizations.	Financial Details of the bidder (TECH - 3) along with copies of last two FY's Audited Financial Statement, duly sealed & signed by a Chartered Accountant in practice. Avg. annual turnover certificate should duly be issued by concern Chartered Accountant only.
4	Experience	The Agency in previous two financial Years from F.Y 2023-24 onwards must have the experience of successfully completion of Publicity	Copies of Relevant Letter of Award/ Work Orders/Sanction Orders/ MoUs/ Engagement Letters/ Completion Certificates

		<p>Work/ Event Management works for National/ State/ District Level Events, undertaken for any agency under Central or State Government or Union territories or Semi Govt. or Public Sector Undertakings or Corporate Bodies(Private bodies) or National/ International Organisations in India, should be either of the following:</p> <p>i. Three Similar completed works/ assignments costing not less than the amount equal to Rs.30 lakhs (Rupees Thirty Lakhs.) each OR</p> <p>ii. Two similar works costing not less than the amount equal to Rs.50 lakhs (Rupees Fifty lakhs) each OR</p> <p>iii. One similar works costing not less than the amount equal to Rs.1 Crore (Rupees One Crore) each.</p>	<p>or equivalent documentary evidence, duly certified by the authorized signatory should be provided as proof (TECH-4). The attached document must be reflecting the total value of the assignment for organizing the event within the required period</p>
5	Blacklist	<p>The Bidder shall not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies.</p>	<p>Undertaking by the Authorized Signatory (TECH-5)</p>
6	Consortium.	<p>No consortium/ JVs/ associations/ subcontracting shall be allowed under this project.</p>	<p>Declaration of submitting as independent Bidder from the Authorized Signatory (TECH-6)</p>
7	Cost of Tender/ Tender Fee	<p>The Bidder shall furnish a Tender Fee of Non-refundable amount of Rs. 10,000/- (Rupees Ten Thousand Only)</p>	<p>In shape of Banker's Cheque / Demand Draft in favour of "M/S DISTRICT CULTURAL ORGANISATION SUNDARGARH" drawn in any scheduled commercial bank payable at Sundargarh.</p>
8	Earned Money Deposit (EMD)	<p>The Bidder shall furnish EMD for a sum of Rs.1,00,000/- (Rupees One lakh Only)</p>	<p>In shape of Banker's Cheque / Demand Draft in favour of "M/S DISTRICT CULTURAL ORGANISATION SUNDARGARH" drawn in any scheduled commercial bank payable at Sundargarh.</p>

Documents to be submitted along with TECHNICAL BID (PART-A):

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee & EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three financial years FY-2023-24& 2024-25 and the latest GST Return (in GSTR-3B) till October 2025.
- General Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, TECH – 4) along with copies of contracts / work orders / completion certificate from previous Clients
- Self-Declaration from the Bidder on not blacklisted (TECH-5)
- Non-Consortium Declaration (TECH-6)
- Valid Trade License
- MSME – UDYAM Certificate

Note:

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the TENDER document. The proposal must be completed in all respect, indexed. Each page should be numbered and signed by the authorized representative. Authority at its own discretion reserves the right to ask for clarifications/ supporting documents at any time during evaluation. The bidder must self attested each & every documents submitted along with the tender documents

1. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 10,000/- (Rupees Ten Thousand)** in shape of Banker's Cheque / Demand Draft in favour of "M/S DISTRICT CULTURAL ORGANISATION SUNDARGARH" drawn in any scheduled commercial bank payable at Sundargarh only. Proposals received without bid processing fee will be out rightly rejected.

2. Earnest Money Deposit (EMD) :

The bidder must furnish as part of technical proposal, the required Earnest Money Deposit (EMD) amounting to **Rs.1,00,000/- (Rupees One lakh only)** (refundable to unsuccessful bidders after completion of selection process) in shape of Banker's Cheque / Demand Draft in favour of "M/S DISTRICT CULTURAL ORGANISATION SUNDARGARH" drawn in any scheduled commercial bank payable at Sundargarh only. Proposals received without EMD fee will be out rightly rejected.

Exemption as applicable.

The EMD of all the bidders shall be refunded through online process. The EMD of the successful bidder will be released only after receipt of Performance Security. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its Bid during the bid validity period as specified in TENDER
- Bidder does not respond to requests for clarification of its Bid.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

3. Performance Security:

Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.

The successful bidder shall furnish 05% of the Contract value as Performance Security in shape of DD from any scheduled commercial bank in favour of "M/S DISTRICT CULTURAL ORGANISATION SUNDARGARH" payable at Sundargarh. The performance security of successful bidders shall be refunded after successful completion of the entire event.

4. Validity of the Proposal:

Proposals shall remain valid for a period of **180 days (One Hundred Eighty Days)** from the date of floating of proposal. The Client reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

5. Submission of Bid:

The bid paper should be submitted through Speed Post/ Registered Post by Hand only to the specified address on or before the last date and time for submission of Bids as mentioned in Data Sheet. The Authority will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

6. Evaluation of Proposals:

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

A. Preliminary Evaluation (1st Stage):

Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by

the bidder or not. Submission of documents/ information as per Pre-Qualification/Eligibility Criteria will be verified.

The bidder is required to produce the copies of the required supportive documents/ information as part of their technical proposal failing which the proposals will be rejected.

B. Technical Evaluation (2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Sl. No.	Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
	FINANCIAL CAPACITY OF THE BIDDER	25	
1	<p>The agency should have an average annual turnover of Rs. 1Crore (Rupees One Crore only) from Event Management in the last two financial year (2023-24 & 2024-25).</p> <ul style="list-style-type: none"> • Upto Rs.1 Crore to 3 Crore: 5 Marks. • More than 3 Crore to 5 Crore: 15 Marks • Above Rs.5 Crore: 25 Marks 	25	Financial details of the Bidders in TECH-3 duly signed by the CA
	PROOF OF EXPERIENCE IN EVENT MANAGEMENT	20	
2	<p>1.Number of Similar Assignments undertaken/completed</p> <p>(Past Experience of handling Event Management/ Tentage Assignments of similar nature for Central/ State Government Departments/Semi-Govt/ PSU's/ Corporate Bodies / National / International Organizations)during last 3years including 2025-26 till date.</p> <p>Similar Work/ Assignment [Event Management/ Tentage works for National/ State/ District Level Exhibitions] completed works/assignments costing</p> <ul style="list-style-type: none"> • More than 30Lakhs–2 Marks for each assignment • More than 50 lakhs – 3 Marks for each assignment • More than 60 lakhs – 5 Marks for each assignment. 	20	Work orders/ Contract Document/ Completion of Work Certificates mentioning contract value from the concerned Authority to be submitted.

	Marks will be awarded maximum for 4(four) assignment.		
	PRESENTATION ON APPROACH & METHODOLOGY	55	
5	Technical Presentation: The score will be awarded by the committee based on the understanding, quality and innovative aspects as follows: <ol style="list-style-type: none"> PPT should be theme based (2 number of thematic designs for the event) Best one event from past experience Innovation and Creativity for this event. Activity wise Time line for execution of this event. List of the Artist whom the Event Management can provide for the Sundargarh Zilla Mahotsav “Jatara-2026” 	45	Presentation for 20 minutes for each bidder. The bidder shall present the item as specified herewith.
	General approach & methodology and activity wise timeline for execution of work along with minimum 10 Anchor list (both Female & Male)	10	
	Grand Total	100	
	Qualifying Mark for Opening of Financial Bid	70% of Grand Total	

Selection of Bidder for Financial Proposal

The Financial Proposals of only those applicant firms, qualifying the technical evaluation i.e. the 2nd stage who are scoring at least **70 marks** out of 100 total marks only, shall be considered for opening of financial proposals. The financial proposals shall be opened in the presence of the bidder/bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

C. Evaluation of Financial Proposal (3rd Stage)

- QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.
- Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain minimum **70 marks** in Technical Evaluation) shall be opened.

3. The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 80 (T): 20 (F).

Financial score (F)	:	(Lowest price quote/Price quote of the bidder) * 100
Cumulative score (C)	:	{80 *(T) + 20*(F)}/100

The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs=100 \times FM1/F1$$

(F1= amount of Financial Proposals proposed by the bidder; FM1=Lowest financial quote)

Combined Evaluation & Scoring:

Combined Score- Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S=(Ts \times Tw)+(Fs \times Fw)$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score).

- a. The Bidder to obtain the Highest Combined Score shall be identified as the Preferred Bidder.
 - b. The decision of District Culture Officer, Sundargarh as regards to acceptance/ rejection of eligibility for parties who apply shall be final and binding.
 - c. Notwithstanding the above, District Culture Officer, Sundargarh reserves the right to accept or reject any or all bids.
4. The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.
5. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Authority shall make payment to the Bidder including overhead expenses. No extra charges at any cost will be sanctioned to the bidder on and above the quoted price (except in case of additional work assigned by the authority which has not been mentioned in the tender paper)

7. Negotiations:

- Negotiations (if required) will be held at the address indicated in the Data Sheet. The aim shall be to reach to an agreement before issuance of the work order.
- If negotiations fail, the District Culture Officer, Sundargarh will invite the firm whose proposal received the second highest score to negotiate a Contract.

8. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter/ work order. **Sub-contracting is not allowed under this assignment.**

9. Other Terms & Conditions

a. Date & Venue of Event:

Name of the Assignment	Date	Venue
Selection of Event Management Agency for Sundargarh Zilla Mahotsav "Jatara-2026" in Sundargarh district , Odisha	5th February to 9 th February, 2026 (tentative)	To be intimated after finalization of the tender.

- b. A dedicated staff from the successful bidder (event management team) will sit at the coordination cell throughout the event for proper coordination.
- c. Venue of the event will be intimated after selection of the Agency.
- d. Event wise separate work order/ purchase order will be issued in favor of the approved bidder by District Culture Officer, Sundargarh for SUNDARGARH ZILLA MAHOTSAV "JATARA-2026".
- e. District Culture Officer, Sundargarh will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- f. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- g. **The rate offered by the agency shall be excluding of GST & Other Taxes.**
- h. The selected Agency/ firm should open its own temporary office having the technical man power & manager throughout the Mahotsav period to handle any work to be assigned by the authority.
- i. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- j. The authority is not bound to accept the highest scorer and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- k. The bidder has to quote the rate as per the given format.
- l. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the authority-in-charge. In case of any additional requirement, the agency has to take the prior written permission from the authority-in-charge.
- m. Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is applicable.
- n. The agency should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- o. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.

- p. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.

10. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - Criminal offence or other serious offence punishable under the law of the land, or where, they have been found by any regulator or professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

11. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

12. Force Majeure

"Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include: (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to take into account or avoid or overcome in the carrying out of its obligations during the subsistence of this Agreement. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

13. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of competent court of Sundargarh only.

14. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty of **2% of the total contract value**. The amount will be deducted from the subsequent payment.

15. Client's right to accept any Bid, and to reject any or all Bid/s

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest-ranking bidder gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

16. Number of Bids:

Each Bidder shall submit only one (1) Bid, in response to this TENDER. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

17. Advances

Infrastructural Advance: 30% – 50% of the total approved project cost

Special Events (Celebrity Artists): Up to 75% (subject to competent authority approval)

Remaining Payment: Released post-event upon submission of completion documents and final invoice

18. Artists Options

The selected agency shall provide all the artists approved by the authority from Category A, B& C for the Sundargarh Zilla Mahotsav "Jatara-2026".

SECTION III: SCOPE OF WORK

About the Event –SUNDARGARH ZILLA MAHOTSAV "JATARA-2026":

**Management of the stage for opening/
Closing ceremony and cultural programme**

The Agency shall setup and manage the stage for the entire period of the Sundargarh Mohotsav-2026, commencing from the inaugural ceremony till its completion on. 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 finalized by the Committee. The Agency shall receive the dignitaries to the stage with proper decorum and decency, management of hospitality services of the dignitaries and introduce them to the audience.

The agency shall provide the necessary logistics and amenities required on stage for the inaugural/ closing ceremony as per description at **Annexure-A-L** to this tender document and be responsible for their timely delivery one day prior to the festival and their security. 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.

ANNEXURE-A

STAGE STRUCTURE

Items	Specifications
Structure:	Super Scaffolding structure with double ply on top with Synthetic New Carpet. Platform size of 5000 to 6000 square feet approximately will be used as open stage. The stage front side should be decorated thematically with traditional art forms.
Flooring:	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Back Drop:	A back drop (25' height X 100' width with central LED /entire rear length will be prepared on wooden frame work with ply to be fixed on the stage properly based on the Lok Mahotsav/ 3D Craft as approved by District Culture/Mohastav Committee. Enamel Painted ply with different motives & flex sheet will be fixed in the frame (Before execution of the work tenderer should submit at least three types of structural design in colour print for finalization).
	Live flower chains will be hanged from top to bottom properly (Daily Change offlowers). Backside of the stage should be covered with cotton cloth/Flex with batten frame. Displaybackdrop with LED and Stage Craft 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 with 3D craft fitted on a wooden framework and] properly fixed on both sides of the stage. The design of Flex sheets will be approved by DSMS, Sambalpur.
Barricading:	4' height (approx 3000 rft) Steel/ Fabricationbarricade will be made around the stage in double row for the entry of VIPs.
Stage Craft	As per the design approved by District Culture Committee
Green Room:	One green rooms of size 100' X 60' with 12 Nos Octonorm partition with the sitting arrangement of 10 person shall be made on left side of the stage having tarpaulin top covering, inner all side white cloth covering with batten frame, syntentic carpeting, good arrangements for sitting – 120 no of chairs and with provision of a mirror, fan and light in each green room.
Overall supervision:	Cleaning, Sweeping & keeping ready of all equipment on stagebefore commencing of Cultural events on all the cultural nights is the complete responsibility of the agency

ANNEXURE - B

SOUND SYSTEM AT STAGE

Sl No	Item with configuration	Pcs
1	DAS/ MAYER PANTHER SOUND	20
2	SUB-WOOFER DAS/ MAYER PANTHER SOUND	12
3	Monitor (stage)	10
4	Centre Fill	6
5	Side fill Tops	4
6	Console Allen & Heath Aventis/ DLIVE S 7000	1
7	DI Box for Instruments	20
8	Cord Microphone SM 58	20
9	Cord Microphone SM 57	20
10	Microphone Stand	20
11	Cordless Microphone Shure	6
12	Lapel Sennheiserxsw 2	4
13	Lapel NX Audio Pro 11	10
14	Phonelchungu	20

ANNEXURE -C**LIGHT AT STAGE**

Sl.no	Item with configuration	pcs
1	Sharpy 20 R	40
2	Face Light	40
3	RGB LED Colour Par	50
4	Audience Blinder 4 eye	18
5	OSRAM LED warm light -30	30
6	Haze machine	4
7	10 WT Laser Scanner	2
8	Power Rack 80 amp	6
9	Digital Power Management System 250 KVA	1
10	Digital Power Management System 630 KVA	4
11	MA 2/MA 3	1
12	Follow spot 400 w	1
13	Iron Struss (with rounding) 100/80	1
14	Retro Fan Light	7
	Special Effects	
1	Cold Pyro fireworks (Spectacular)	120
2	CO2 blower jumbo	6
3	Stadium Shot	10
4	Fire Flame Machine	4
5	Cryo Canon with full Cylinder	12
6	LED Co Gun	1
7	Ribbon Stadium shot	2

ANNEXURE -D**LED AT STAGE**

Sl No	Item with configuration	Unit /pcs
1	LED P3 for Stage	2000 Sqft
2	Operator for Mapping LED for stage	1

ANNEXURE -E**VVIP LOUNGE**

Sl No	Item with configuration	Unit /pcs
1	German Pagoda 20x20ft with four side ply wall with colour and floor platform with new carpet	4

2	Sofa VVIP	20
3	Matting VVIP & VIP Area	1
4	Centre Table	10
5	Table Cloth (New)	20
6	Borosil Glass with Cover	30
7	Plastic name plate	30
8	Turkis Towel	30
9	Brass Deepam(2'6" Hight)	1
10	Flower vase with live flower stick	2
11	Special VVIP toilet with all fittings	2

ANNEXURE -F

DRONE SHOW	
1	Drone Fleet
	Number of Drones: 400 Micro LED Drones
	Drone Type: Autonomous, GPS-enabled, LED-equipped aerial drones
	Material: Lightweight aviation-grade composite
	Fail-Safe Design: Auto return / auto landing in case of signal loss or low battery
2	Light & Visual Capabilities
	LED Type: High-intensity RGB LEDs
	Brightness: Visible up to 3-5 km (weather permitting)
	Color Range: 16+ million colors
	Pixel Mapping: Each drone acts as a dynamic pixel for 2D & 3D formations
	Animation Capability: Logos, text, symbols, icons, figures, transitions
3	Performance Parameters
	Flight Time: 15-20 minutes per sortie
	Maximum Flight Altitude: Up to 120 meters (as per DGCA norms)
	Operational Altitude (Show): 40-100 meters
	Speed: Up to 10 m/s (programmable)
	Formation Accuracy: ±10 cm positional accuracy
4	Choreography & Content
	Custom Choreography: Fully customized animations based on event theme

	Content Options Include:
	Event title & year
	Cultural symbols & motifs
	State emblems / logos
	Mahotsav visuals & messages
	Synchronization: Perfectly synchronized with music, narration & lighting
5	Manpower Deployment
	Drone Operations Team:
	Certified Drone Pilots
	Software & Control Engineers
	Safety Officers
	Ground Support Crew

ANNEXURE - G

Main Entrance Thematic Gate & Other Mahotsav 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 as per approved event wise design. with following the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3DEffect.
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

ANNEXURE - H

Sl.No	Bollywood Performer
1	Artist Category
	Category: Bollywood A-Grade Artist - For ex - Sonu Nigam, ShreyaGhosal, VishalMishra, Shaan, JubinNautaliy, MikaSingh, Badshah, AyushmanKhurana, Neha Kakkar etc
	Profile: Leading playback singer / music composer / live performer
	Experience: National & international performances at large-scale events Live singing with band

	ANNEXURE -I
Sl.No	Reality Show Performer
1	Artist Category
	Category: Bollywood B-Grade Artist - For ex - Reality Show Like Indian Idol,Saregama,
	Profile: Finalist / Winner / Popular Contestant of nationally televised music reality shows (e.g., Indian Idol, Sa Re Ga Ma Pa, The Voice, Super Singer, etc.)
	Experience: Live stage performances at public, government, and corporate events,Live singing with band

	ANNEXURE -J
Sl.No	Ollywood Artists
1	Artist Category
	Category: Ollywood Artist -
	Profile: Leading playback singer / film actor & Actress / live performer
	Experience: Live stage performances at public, government, and corporate events

	ANNEXURE -K
Sl.No	Anchoring
1	Emcee
	Professional Event Anchor / Master of Ceremonies

	Experienced anchor for large public, cultural, and government events
	Experience: Minimum 5–10 years in hosting live shows, Mahotsavs, and official ceremonies

ANNEXURE -L

FLEX & SIGNAGE

Sl. No	Particulars	Specification
1	Flex & Signage	Standee
2	Display of Hoarding of Performing Artists	(Installation of structure for display 10'*10' feet size at different locations)

Besides the event management agency will be responsible to provide extra additional requirements (sound & Light) (Tech Rider) of the finalized artists/musicians by the authority. Sufficient Power Backup will be provided extra by the agency for the stage (Silent Genset with fuel).

Food, accommodation and travel for the finalized artist/ artisan will be extra & should be borne by the agency.

M. Star Night and Emcee:

Star Night is one of the prime attractions of Sundargarh Zilla Mahotsav “Jatara-2026”, aimed at providing cultural entertainment and enhancing public participation during the festival. The event involves live musical and cultural performances by renowned playback singers / popular artists / bands, accompanied by professional musicians, sound and light effects, and stage presentation.

The Star Night programme is proposed to be organized on a designated evening during Sundargarh Mahotsav at the approved venue, with adequate arrangements for stage, backdrop, sound system, lighting, LED display, artist hospitality, security, crowd management, and technical support. The event is expected to attract a large audience from Sundargarh district and nearby areas, thereby promoting the cultural identity of the region and increasing the overall appeal of the Mahotsav.

The event management agency shall be responsible for end-to-end management of the Star Night programme, including artist coordination, technical setup, rehearsals, performance execution, and dismantling, in compliance with safety norms and directions of the organizing authority. The Event Management Agency will provide the list of Ollywood/Bollywood artist who can be provided by the concerned Event Management Agency for the stage program night show on the eve of Sundargarh Zilla Mahotsav “Jatara-2026”. At least a list of 10 artist (Bollywood/Ollywood) should be provided by the agency the details of which will be attached separately in the Technical Bid and for Emcee at least 5 nos of person to be provided. The details of the artist should be submitted separately at **TECH-7**

SECTION IV: TECHNICAL BID SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

The District Culture Officer,
Sundargarh

Sub: Selection of Event Management Agency for Sundargarh Zilla Mahotsav "Jatara-2026" in Sundargarh, Odisha. [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your TENDER No.: _____, dated _____. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (separately).

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the TENDER document. In case any provision of this TENDER are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -2

Bidder's Organisation (General Details)

Sl. No.	Description	Full Details
1.	Name of the Bidder	
2.	Address for communication: Tel: Fax: Email ID:	
3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email ID:	
4.	Registration / Incorporation Details Registration No: Date & Year. :	
5.	Bid Processing Fee	
6.	EMD	
7.	PAN & Latest GST return	
8.	IT returns	
9.	Goods and Services Tax Identification Number (GSTIN)	
10.	Willing to carry out the assignment as per the scope of work of TENDER	YES
11.	Accept all the terms and conditions as specified in the TENDER	YES

Authorized Signatory [In full and initials]: _____
Name and Designation with Date and Seal: _____

TECH -3

Bidder Organisation (Financial Details)

Financial Information in INR			
Details	FY 2023-24	FY 2024-25	
Annual Turnover in INR			
<i>Supporting Documents:</i> Audited certified financial statements for the last three (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable. <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected.</i>			

Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

(List of completed assignments only of similar nature during last 2years)

As on bid due date

Sl. no .	Period	Nature of the assignment with details there of	Name of the Client with complete address	Contract Value (in INR)	Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E		F	G	H
1								
2								
3								
4								
5								

Note: Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

TECH -5

Undertaking Format for Not Blacklisting

(In Bidders Letter Head)

I, M/s. _____ (the name of the Organization) having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by any State Government or Central Government / Department / Organization in India or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____, 2026

Yours sincerely,

Authorized Signatory with Date and Seal:

Name and Designation of the Signatory:

Name of the Bidder and Address:

TECH – 6

Non-Consortium Declaration

(In Bidders Letter Head)

We, _____ <name of the Organisation>, having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that in the preparation and submission of our Proposal for _____ (name of the Project) under this TENDER Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive.

We declare that we are submitting this proposal as an independent Bidder, and not as a part of any consortium/Joint Venture/Associations.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Dated this _____ Day of _____, 2026

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH-7

List of the Artist and Emcee options to be given by the Agency

Sl. No	Name of the Artist	Domain (Bollywood/Ollywood)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

List of the individual for EMCEE

Sl. No	Name of the Artist	Domain

SECTION V: FINANCIAL BID

FIN-1

COVERING LETTER
(In Bidders Letter Head)

[Location, Date]

To,
The District Culture Officer,
Sundargarh

Sub: Selection of Event Management Agency for Sundargarh Zilla Mahotsav "Jatara-2026" in Sundargarh, Odisha [FINANCIAL BID]

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your TENDERNo. _____, Dated: _____. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures*]. This amount is excluding of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER document. Segment wise rate as per format (Annexure-A to Annexure-B) given in the TENDER documents are given below:

TENDER for Selection of Event Management Agency for Sundargarh Zilla Mahotsav "Jatara-2026" in Sundargarh, Odisha	
Deliverable Headers	Total Cost (INR)
Event Management Works	
Total Quoted amount (excluding GST)	
Add: GST (CGST + SGST) (As applicable)	
Grand Total Quoted Amount (including GST)	
Rupees in words _____	including GST

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

FIN-2
SUMMARY OF FINANCIAL PROPOSAL
(on Bidders Letterhead)

Name of the Bidder: _____

FINANCIAL BID					
SL.No	Particulars	Days	Quantity	Rates	Amount
1	SCARFOLDING STAGE WITH CARPETING AND STAIRS 5 FT HEIGHT (80X60FT)	5	1		
2	BACKSIDE SCARFOLDING SUPPORT FOR BACKDROP AND LED	5	1		
3	STAGE CRAFTING & THEMATIC BACKDROP	5	1		
4	THEMATIC GATE WITH CRAFTS	1	2		
5	SELFIE POINT WITH CRAFTS	1	2		
6	STAGE LED	5	1000 SQFT		
7	DELAY LED	5	576 SQFT		
8	STAGE LIGHT	5	1		
9	STAGE SOUND	5	1		
10	PA SYSTEM	5	1		
11	FOUR SIDE TRUSS + CENTRE	5	1		
12	SFX	5	1		
13	VFX VISULISER	5	1		
14	FLOWER ARRANGMENT, DÉCOR,BOUQUETS	5	1		
15	VVIP LOUNGE WITH SOFA,TEA POI & BRANDING	5	1		
16	ARTISTS LOUNGE SOFA,TEA POI & BRANDING	5	1		
17	CM LOUNGE WITH DINNING AREA SOFA,TEA POI,CHAIRS,TABLES BRANDING	5	1		
18	PANTRY	5	1		
19	VVIP TOILETS ATTACHED TO EACH LOUNGE	5	4		
20	GREEN ROOM WITH PLATFORM & PARTITION WITH ALL SET UP	5	14		
21	SOFA - AUDIENCE	5	50		
22	BANQUETS CHAIRS	5	1000		
23	PLATIC CHAIRS	5	5000		
24	RED CARPETING	5	40000		
25	BARRICADING BAMBOO	5	5000 RFT		
26	BARRICADING MOJO	5	1000 RFT		
27	BARRICADING IRON	5	2000 RFT		
28	SECURITY	5	20		
29	BOUNCERS	5	5		
30	USHERS	5	6		
31	PROMOTERS	5	10		
32	MEMENTO	5	10		
33	UTTARIA	5	10		
34	STAGE ARRANGEMENT FOR VVIPs	5	15		
35	FOOD ARRANGEMENTS FOR VVIPs	5	30		
36	FOOD ARRANGEMENTS FOR ARTISTS	5	100		
37	FOOD ARRANGEMENT FOR POLICE	5	100		
38	FOOD ARRANGEMENT FOR EVENT TEAM	5	50		
39	PHOTOGRAPHY	5	2		
40	VIDEOGRAPHY & LIVE STREAMING	5	2		
41	BRANDING	5	5000 SQFT		
42	WALLING	5	1000 RFT		
43	BLACK MASKING	5			
44	GENSET WITH FUEL 125 KV 4	5	4		
45	LASER SHOW	1	1		
46	DRONE SHOW (400 NOS)	1	1		
47	SOCIAL MEDIA ACTIVITY FOR 20 DAYS (PRE & POST)	1	1		
48	CONSOLE	5	1		
TOTAL					

Note: The Event Management Agency will be responsible for providing services according to the scope of work described in the TENDER. The Agency will be paid based on the rates quoted for the items listed in the financial bid. If the quantity or size of any specified item changes during the event, payment will be adjusted accordingly. For any additional items not listed in the list of quantity, payment will be made as per the negotiated cost, with

a markup not exceeding 30% from the total project cost. The authority will decide the limit (as a percentage of the total project cost) for these extra items based on the event's needs. The bidder must comply with any additional activities required by the authority to ensure the event's success.

I have carefully read and understood the terms and conditions of the TENDER and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Name and Designation of the Signatory:

Name of the Bidder and Address:

SECTION VI: Annexures

BID SUBMISSION CHECK LIST

S/no	Description	Submitted (Yes/No)	Page No.
Technical Proposal (PART - A)			
1	Filled in Bid Submission Check List (SECTION-6)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 10,000/- including GST (date and DD/BCnumber)		
4	EMD of Rs. 50,000/- (date and DD/BC number)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	IT Returns		
9	Copy of Goods and Services Tax Identification Number (GSTIN)		
10	General Details of the Bidder (TECH - 2)		
11	Financial details (Turnover) of the bidder (TECH - 3) along with all the supportive documents such as copies of Income- Expenditure Statement and Balance Sheet for the concerned period		
12	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
13	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. (TECH-5)		
14	Non-Consortium Declaration (Tech-6)		
Financial Proposal (PART -B)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- All pages of the Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____