



**REQUEST FOR PROPOSAL**

**FOR**

**Empanelment and Appointment of Event Management Company (EMC)**

**for organization of Bhubaneswar City Festival**

Bhubaneswar Development Authority  
AkashShova Building, Pandit Jawaharlal Nehru Marg  
Bhubaneswar - 751001, Odisha

### **Schedule of Bidding Process**

<b>Period of Availability of RFP document:</b>	<b>from 30/10/2019 onwards</b>
<b>Pre-Proposal Meeting:</b>	<b>4:00 PM on 05/11/2019 in the Conference Hall of Bhubaneswar Development Authority</b>
<b>Last Date for Receipt of Proposals:</b>	<b>3:00 PM on 21/11/2019  (Through Speed Post /Registered post/ courier. No drop box facility available)</b>
<b>Place of Submission of Proposal:</b>	<b>Secretary,  Bhubaneswar Development Authority  AkashShova Building,  Sachivalaya Marg,  Bhubaneswar-751 001</b>
<b>Opening of Technical Proposals:</b>	<b>4:00 PM on 21/11/2019</b>
<b>Presentation of Technical Proposal:</b>	<b>4:00 PM on 27/11/2019</b>
<b>For Further Information:</b>	<b>Secretary  Bhubaneswar Development Authority  AkashShova Building,  Sachivalaya Marg,  Bhubaneswar-751 001  E-mail:<a href="mailto:cityfestival.bda@gmail.com">cityfestival.bda@gmail.com</a></b>

## DISCLAIMER

Bhubaneswar Development Authority in collaboration with Tourism Department, Government of Odisha will organise second edition of .FEST (Bhubaneswar City Festival). Bhubaneswar Development Authority has prepared this document to give the interested Agencies the background information on the empanelment and selection of an Event Management Company (EMC) for organization of Bhubaneswar City Festival 2019.

While Bhubaneswar Development Authority (BDA) ("Authority") has taken due care in the preparation of the information contained herein and believe it to be accurate, neither BDA nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Agencies are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely solely on the information given in this document while submitting their proposals.

BDA reserves the right not to proceed with the selection process at any point of time during the bidding process or to change the configuration of the project to alter the time table reflected in this document or to change the process or procedure to be applied.

It also reserves the right to decline to discuss the matter further with any party expressing interest or submitting proposal. No reimbursement of cost of any type will be paid to persons or entities submitting their proposals.

## **1. Project Background and Objectives**

With Bhubaneswar becoming a favourite destination for sports lovers, art enthusiasts, industry tycoons and tourists throughout the year, the State Government leaves no stone unturned to present the Capital City to the whole world at its best avatar. The Bhubaneswar City Festival, popularly known as .FEST, which was a mega hit in its first edition last year is set to mesmerize the audience yet again. This time, it will be better, bigger and beautiful!

Seeing an astounding turnout of thousands of attendees from different parts of the world and massive audience response, Hon'ble Chief Minister Naveen Patnaik had announced that the .FEST will be held in the city every year and, that time of the year has arrived.

The .FEST, which will take visitors on a complete culture trip that will include activities like food festival, cultural events, storytelling festival and trails, is scheduled to be held between 23<sup>rd</sup> Dec'19 to 1<sup>st</sup> Jan'20.

### **1.1. Objectives**

#### **1.1.1. Why**

To make Bhubaneswar a one stop destination for people across the world when it comes to enjoying festivities and live entertainment shows and to create a spirit of festivity for the citizens in the city. The event would be focused at involving citizens for enhanced sense of inclusion, greater awareness about the grand event and strengthening the identity of the city. The intent of the festival is to promote the city to local, national and international audiences as an emerging and dynamic place to live, visit, work, study, invest and play in the Indian sub-continent.

#### **1.1.2. What**

A string of events targeted to reach out to different groups of the populace. These events would include myriad activities ranging from workshops and food carnival to cultural performances and contests. These could also be conducted in collaboration

with different agencies having experience in implementation of specific theme based activities.

Following are the probable list of events:

- a. **Story Telling Festival:** Odisha has got a great tradition of story-telling with many traditional forms to attract the people's gaze. The first-ever storytelling festival in the city shall have oral storytelling, professional storytelling workshops accompanied by light music and food etc. Storytellers of international and national repute shall be invited to participate in the festival. The Agency has to curate, select & handle the artists and submit the financial proposal for the infrastructure & logistic facility separately in the prescribed format under the Financial Proposal in Annexure – VIII& IX.
- b. **Street Food Festival:** There will be international recipes and Indian cuisines from different regions and states and will also have special zone for authentic Odia delicacies. The existing food streets of the city will host a Street Food Carnival in order to give the street food a major boost with local entrepreneurs and homemakers participating in large numbers. There will also be musical performances and flea markets to ensure maximum citizen participation. Odisha Tourism Development Corporation and Institute of Hotel Management have been given the responsibility to select hoteliers and leading restaurant operators for operation of the food stalls. The site for the event has been booked at IDCO Exhibition Ground, Bhubaneswar tentatively.

Apart from the above broad themes, Applicants may come up with proposal of organizing other such innovative and unique events which would add on to the festivity of the occasion and at the same time would reflect the cultural diversity of various states.

It may be noted that to curate above mentioned 3 themed individual events, 3 individual agencies are being identified. The scope of work for EMC is to being selected through this RFP, shall be to:

- a. Curate the City scale festival in a holistic manner that will include above mentioned 3 themed events/festivals and any other as approved later.

- b. Provide support for implementation, logistic, branding, citizen connect campaigns, documentation of these 3 themed events in a holistic manner at city scale,
- c. Inter-department and inter-agency coordination to ensure a seamless organization of the city festival.

#### 1.1.3. **When**

A number of events and activities beginning from 23<sup>rd</sup> Dec'19 up to 1<sup>st</sup> Jan'20 could be planned. The events could be planned in a way that it would lend appropriate time for the organisers to prepare and coordinate. At the same time various events would be programmed taking into consideration the target audience to ensure maximum citizen/visitor participation. For example, school holidays, other city events, etc. shall be taken into consideration before finalizing the schedule for conducting different storytelling sessions. Strong outreach programmes for each event shall be organized in advance.

## **2. Scope of Work:**

The scope mentioned in this section is not exhaustive and is indicative only.

### **2.1. Story Telling Festival:**

The Bhubaneswar Storytelling Festival will be organised from **26<sup>th</sup> Dec' 19 to 31<sup>st</sup> Dec' 19 tentatively** under the name of as part of BhuFeSto. The City Festival aims to make Bhubaneswar and Odisha an attractive destination for tourism and living.

BhuFeSto is being planned as a regular annual event of the city of Bhubaneswar and aspires to be the biggest storytelling festival in the country and one of the most popular such event in the world. Since, festivals create a brand for a city like the Literature Festival has done for Jaipur and the Art Biennale has done for Kochi and the Film Festival has done for Cannes, BhuFeSto aims to create a brand for the city. Moreover, BhuFeSto also will be very attractive to children and will be an added attraction to families to travel to Bhubaneswar.

The Festival will be held simultaneously at 4 locations across the city: the **Buddha Jayanti Park** in Chandrasekharapur, the **BijuPatanik Park**, **Madhusudan Park** in

Pokhariputand **Kharavela Park** in Khandagiri. Open Parks are chosen so that many people can participate and the parks will also be developed through art installations into theme parks. For instance, one of the parks might be developed to create the atmosphere of Alice in Wonderland.

There will be about 15 storytellers including about 10 of the best storytellers and folk musicians in the world. Although the major focus will be on children, there will be many sessions targeting adult audience.

There will be an elaborate outreach programme in the city a month before the festival in which storytellers will be going to schools and conducting sessions to introduce children to the beauty of the world of stories mediated through storytelling and to promote the festival. Some of the visiting expert storytellers will also conduct workshops with local storytellers and teachers so that a trained cadre of storytellers develops locally that can help develop the imagination of children through storytelling.

The Agency has to submit the financial proposal for the infrastructure & Logistic facility separately in the prescribed format under the Financial Proposal in **Annexure - VIII & IX**.

## **2.2. Street Food Festival:**

Institute of Hotel Management and any other agency shall be given the responsibility to select hoteliers and leading restaurant operators for operation of the food stalls. The Event Management Agency shall undertake overall coordination, preparation of all types of infrastructure and logistic required for facilitating the event.

## **2.3. Publicity event:**

The EMC has to curate & implement publicity events to promote active participation of the citizens in the .FEST. In Total 3 types of innovative publicity events in different

places such as 3-4 malls, 5 educational institutions and 5 public spaces (plazas, parks, museums, etc.) shall be conducted before the event.

In total 3 types of events shall be conducted namely –

- 3 kiosks at airport, institutional buildings, etc.
- 5 Flash-mobs, in the malls, etc. &
- 5 Road shows in the public spaces.

These events shall be based on Bhubaneswar city culture, practices, etc. For this purpose, Authority has kept a budget of Rs. 10 lakhs for all events together for BoQ items and 10 lakhs for non-BoQ items, if any subject to approval of Authority.

The selected Event Management Agency will organize events and payment for these events will be based on the approved unit rate.

#### **2.4. City Branding, event promotion:**

The Agency has to submit the financial proposal for the infrastructure & Logistic facility separately in the prescribed format under the Financial Proposal in Annexure – VIII & IX.

#### **2.5. Talent Management:**

Agency shall provide all logistical, infrastructural arrangements for all talent. Detailed BoQ and unit rate for the same required to be provided in the proposal.

#### **2.6. Permissions/NOCs/Clearances**

Obtaining all necessary permissions and clearances including statutory permissions for activities listed in this document and / or related activities shall be the responsibility of the agency entrusted with task of execution. These include permission from Civic Authorities, Fire Authorities, Security Authorities etc. and any other authorities/ agencies. These shall be obtained by agency well in time before the event. The agency entrusted with the task of execution shall ensure that the requirements of the authorities are duly complied with in all respects. Submission of the bid is taken as an acceptance by the bidder to the same.

The agency will ensure the presence of their liaison teams, electricians, technical teams, etc. throughout the duration of the process of installation, course of the actual event duration and the subsequent dismantling of the logistics in the event area.



Provision of all protective accessories/equipment to the manpower deployed for ensuring safe construction, erection dismantling etc. of the entire event area/ venue is the sole responsibility of the bidder. BDA or its officials shall not be held responsible for any untoward incident etc. whatsoever.

## **2.7. Ecological Balance**

The bidder shall maintain ecological balance by preventing deforestation, water pollution and defacing natural landscape. The bidder shall also conduct his cleaning operations such as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of work. In respect of ecological balance, where destruction, scarring, damage or defacing may occur as a result of operations relating to the bidder's activities, the same shall be repaired, replanted or otherwise corrected at bidder's expense. All work areas shall be smoothened and graded in a manner to confirm to natural appearance of the landscape as directed by the concerned authorities.

All trees and shrubbery shall be preserved and shall be protected from any damage that may be caused by bidder's cleaning operations and equipment. Trees shall not be used for anchorage. The bidder shall be responsible for injuries to trees and shrubs caused by his operations. The term "injury" shall include, without limitation, bruising, scarring, tearing and breaking of roots, trunks or branches. All injured trees and shrubs shall be restored as nearly as practicable, without delay, to their original condition at bidder's expenses.

In the conduct of cleaning activities and operation of equipment, the bidder shall utilize such practicable methods and devices as are reasonably available to control, prevent facility and otherwise minimize air/noise pollution.

Separate payment shall not be made for complying with provisions of this clause and all cost shall be deemed to have been included in the price in the Bill of Quantities.

Bidder shall use environment friendly chemical / detergents /reagents, for purpose of cleaning of structures.

## **2.8. Safety Management and Responsibilities**

The bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard a responsible representative of bidder must be present on site at all times of work to carryout safety audit checks to ensure that safety requirements are properly adhered to. Smoking & Consumption of Liquor in any form is not allowed onsite.

The Agency is responsible to ensure that necessary and adequate personal protective equipment's are available all the time for the service of personnel working. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depots.

## **2.9. Cleanliness**

Cleanliness in totality with stress on 'Swachh Bharat Abhiyan' with adequate covered dustbins & other cleanliness arrangements including adequate number of housekeeping staff to maintain the venue clean and hygienic at all times during the event period or the extended period, if any.

The scope of work will also cover regular cleaning / maintenance of the arena pre, during and after the entire course of execution of main function and dismantling; Removal / disposal of garbage; provision of garbage bins etc. Standard operating procedure to be adopted by the agency to upkeep and provide utmost hygienic environment during the entire duration of event in and around the venue.

## **2.10. Ticketing System**

The event management agency will manage ticketing system online as well as offline for the Bhubaneswar City Festival. Ticketing partner such as bookmyshow/ ticketgenie / others may be associated by the agency. Above arrangement should be completed before 15 days for offline and 30 days before for online. Ticket charges will be approved by Authority. Revenue collected from online and offline selling of tickets should be deposited in BDA account.

### **3. Additional Obligations of the Event Management Agency**

- 3.1. Event Management Agency shall ensure that while excavating operation for execution of various works, habitat animals are not disturbed.
- 3.2. Any loss of human/cattle or damages or so, shall be the sole responsibility of the Event Management Agency including any liability and/or compensation to be paid towards the life lost damages so caused
- 3.3. The bidder's supervisor is responsible for ensuring that the workers comply with the Safety Rules at work.
- 3.4. The bidder will get due diligence of staff and labour employed at event venue and adherence to security and safety norms are to be followed strictly.
- 3.5. Cutting of trees shall not be permitted and the Event Management Agency should maintain the Environmental and social safeguards.
- 3.6. The Event Management Agency shall make his own arrangements for all the materials, power and water required for all purposes in connection with the implementation and execution of the works.
- 3.7. **Right to Vary:** The Authority will make any variation of the form, quality or quantity of the works relating to any item of a component according to site conditions or any part thereof that may, in his opinion, be necessary and for that purpose, or if for any other reason it shall, in his opinion, be appropriate, he shall have the Authority to instruct the Event Management Agency to do and the Event Management Agency shall do any of the following:
  - i. Increase or decrease the quantity of any work included in the Contract.
  - ii. Omit any such work (but not if the omitted work is to be carried out by the Authority or by another Event Management Agency), before the end of stipulated time limit of the contract.
  - iii. Change the character or quality or kind of any such work.
  - iv. Change the levels, lines, position and dimensions of any part of the works,
  - v. Execute additional work of any kind necessary for the completion of the works,  
or
  - vi. Change any specified sequence or timing of construction of any part of the works.

No such variation shall in any way vitiate or invalidate the contract, provided that where the issue of an instruction to vary the works is necessitated by some default of or breach of contract by the Event Management Agency or for which he is responsible, any additional cost attributable to such default shall be borne by the Event Management Agency.

The Event Management Agency shall not make any such variation without informing the Authority.

### **3.8. Variations, Modifications etc.**

Quantity of items may vary according to requirements of the program; same basis of pricing shall be applicable. In case of variation to any extent of original work, no extra/additional rate shall be paid. Only approved rate shall be paid.

If the additional or altered work includes any class of work for which no rate is specified in the schedule contract, then such class of work shall be carried out:

- 3.8.1. At the rate derived from the item within the contract which is comparable to the one involving additional or altered class of work; where there are more than one comparable items, the item of the contract which is nearest in comparison with regard to class or classes of the work involved shall be selected and the decision of the Authority as to the nearest comparable item shall be final and binding on the Event Management Agency.
- 3.8.2. If the rate cannot be derived in accordance with (a) above, such class of works shall be carried out at the market rate. The detail cost break up shall be provided by the Event Management Agency for such items and to be verified by the Event Management Agency.
- 3.8.3. If it is not possible to arrive at the rate from (a) and (b) above, such class of work shall be carried out at the rate decided by the Authority on the basis of detailed rate analysis by the Authority.
- 3.8.4. The Event Management Agency shall not execute the extra/additional work without prior written approval of the Authority of the Event. Any extra item if executed must have written consent of the concerned decision maker and to be submitted with detailed cost analysis.

3.8.5. The Event Management Agency shall keep all the joint records of measurement duly signed by the Authority/ Event Management Agency with proper justification as and when require. No extra cost or rate shall be considered if Event Management Agency is unable to justify the extra or additional work. The Event Management Agency shall provide CD of Video recording of the entire event under the Event Management Agency's scope work to the Authority.

3.8.6. The Event Management Agency shall also be responsible for the following:-

- i. Full security and safety of visitors, participants, workers etc.
- ii. Deployment of sufficient support staff for successful completion of the Event/ Assignment;
- iii. Proper parking facilities / arrangement for vehicles;
- iv. To manage traffic and crowd during the event/ festival

#### 4. Payment Schedule

The Payments of the Contract Price to the Agency shall be made as under:-

S.N.	Milestone	Timeline (in Day)	Payment
1	Submission and approval of Execution Plan	10 days from the date of Agreement	10%
2	Installation of facilities and infrastructure with complete overlays, etc.	Food court By 22 <sup>nd</sup> Dec 2019 Entertainment arena and dry run by 24 <sup>th</sup> Dec 2019	20%
3	On completion of event in Bhubaneswar	After completion of the event and hand over clear site.	70%

**Note: Payment shall be made only on the actual work done on unit rate basis.**

#### 5. Contract Period

The contract period will be for a period of one season, i.e. 23<sup>rd</sup> December 2019 to 1<sup>st</sup> January 2020 and may be extended by the authorities, if required.

## **6. Signing of Agreement**

The selected Agency will have to sign a Contract Agreement with BDA within 7 days from Issuance of Letter of Award.

## **7. Default of service**

Deviation and/or Refusal and/or Non-Performance towards any of the obligations described in the Scope of Work would be treated as default of service by the Agency. Upon default of service, BDA would reserve the right to forfeit the performance security and/or recover from the payment outstanding (if any) for the said job till that particular stage. In addition, BDA would also have the right to terminate the agreement with the selected Agency.

## **8. Confidentiality / Secrecy**

- a) The Agency, its supervisors, its personnel and any one acting under it for the purpose of this Agreement shall maintain strict confidentiality of the information belonging to BDA that may have come into its / their possession or knowledge because of the services rendered by them under this Agreement. Such information shall not be diverted or disclosed to any third party under any circumstances whatsoever without obtaining prior written permission from BDA.
- b) The Agency shall not be associated with BDA in any manner other than for the purpose of rendering the services under this agreement.

## **9. Liability and Indemnity**

The Agency shall be responsible & liable for any or all indemnity against any and all claims, liabilities, damages, losses, costs, charges, expenses, proceeding & actions of any nature whatsoever made or instituted against or caused to suffer directly or indirectly by reasons of:

- a) Any wrongful, incorrect, dishonest, criminals, fraudulent or negligent work default, failure, bad faith, disregard of its duties and obligation hereunder service act or omission by the Agency and / or its facility staff.
- b) Any theft, robbery, fraud or other wrongful action or omission by the Agency and / or any of its facility staff.

## **10. Breach of Agreement**

In case of breach of Agreement by the Agency, BDA shall have a right of lien over all the properties of the Agency lying in its premises in addition to other remedies like forfeiture of performance security and legal action for recovery of payment. The Authority shall be then at liberty to terminate this Agreement.

## **11. Format and Signing 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 & sealed on each page by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the proposal prior to opening of the same.

## **12. Eligibility Criteria**

- 12.1. To be eligible for pre-qualification and short-listing for evaluation of Technical and Price Bid, a bidder / consortium members shall fulfil the following conditions of eligibility.

Applicants must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.

- The Agency should be a Company or firms registered under the Companies Act or an equivalent law outside India, Partnership Firm registered under The Indian Partnership Act or an equivalent law outside India, or a registered proprietary firm in India or outside, or consortium of firms. Appropriate documents supporting their status must be submitted along with the proposal.
- The Agency must have 3 years of experience in the field of event management.

To be eligible for pre-qualification and short-listing for evaluation of Technical and Price Bid, a Bidder shall fulfil the following conditions of eligibility.

### 13. Minimum eligibility criteria

13.1. **Technical eligibility:** The Agency should have an experience of curating, implementing & managing similar events satisfying any of the following two conditions.

- a. The agency must have successfully completed at least 2 similar events of project cost of minimum Rs. 2.00 Crore each during the 5 years preceding the proposal due date

OR

- b. The Agency must have successfully completed 3 similar events of project cost of minimum Rs. 1.00 Crores each during the 5 years preceding the proposal due date

**Similar event** means, experience of organizing and managing an event or a festival of similar scale.

**Completed** means curated, planned, implemented & managed, with multiple stakeholders/agencies, Government or private.

Corresponding Work Order, Completion Certificate or any other supporting document should be submitted.

13.2. **Financial eligibility:**

The Agency must fulfill the following criteria:

- a. The bidder should have an annual average turnover of Rs. 5.00 Crores certified by chartered accountant during last consecutive 3 (three) financial years ending 31.03.2019.

The agency need to submit Statutory Auditor's certificate on Turnover and Profit for the last consecutive 3 years in the format given in **Annexure-VII** along with the Audited Annual Accounts for last three financial years.

### 14. Consortium

14.1. If the Bidder is a Consortium, then the Consortium and its Members shall comply with the following conditions:

- i. The number of Members in such Consortium shall not exceed 2 (two).



- ii. Each member of the consortium must fulfill the eligibility criteria under this Clause 2 individually.
- iii. The Proposal submitted by the Consortium should contain the required information for each Member and a brief description of the roles and responsibilities of each Member.
- iv. The Members shall nominate the Member with the largest shareholding in the SPV as the Lead Member. The Lead Member shall have the authority to represent and bind all the Members during the Bid Process; and, if the Consortium is declared as the Selected Bidder, during the execution of the Project.
- v. The Leader member will meet at least not less than 50% of the Technical eligibility criteria and Financial eligibility criteria;
- vi. The Consortium shall submit a binding and enforceable Consortium Agreement, in the format set out in Annexure V in the technical proposal, and the Members shall not be permitted to amend or terminate the Consortium Agreement, at any time during the validity of the Proposal without the prior consent of BDA.
- vii. The Members of the Consortium shall undertake that they shall be jointly and severally responsible and liable for meeting all of the obligations in relation to the Project, in accordance with the RFP and Agreement.
- viii. Where the Bidder is a Consortium, the Bidder may change the composition of the Consortium and substitute an existing Member with a new Member, at any time after the submission of the Proposal, with the permission of BDA only where.

## 15. Evaluation Criteria

15.1. Only those Bidders who meet the minimum eligibility criteria shall qualify for evaluation of their Technical and Price Bids. Bids of Bidders who do not meet above minimum eligibility criteria shall be rejected.

15.2. The General cum Technical evaluation will be carried out as specified below:

Sr. No.	Subject description	Requirements	Marks
A	<b>Desk evaluation</b>		<b>50</b>

1.	Applicant's Financial & Technical Eligibility: experience for taking assignments (completed) during last five years;	The bidder should have an annual average turnover of Rs. 5.00 Crore certified by chartered accountant during last preceeding 3 (three) financial years ending 31.03.2019.	20
		<p>The agency must have successfully completed at least 2 similar events of project cost of minimum Rs. 2.00 Crore each during the 5 years preceding the proposal due date</p> <p style="text-align: center;">OR</p> <p>The Agency must have successfully completed 3 similar events of project cost of minimum Rs. 1.00 Crore each during the 5 years preceding the proposal due date.</p>	30
<b>B</b>	<b>Presentation on proposal (each agency will get around 20 Minutes for presentation)</b>		<b>50</b>
1.	Technical Approach, Methodology and presentation	The applicant shall explain understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology that would be adopted for implementing the tasks.	20
2.	Thematic Concept and Value Addition Components	Presentation of proposed thematic concept showing all major elements and incorporating innovative concepts to enhance overall experience of the project	20
3.	Manpower	Quality of manpower and key personnel to be deployed for the project	5
4.	Engagement Event / Activities	3 innovative public engagement events/activities with budget on Rs. 20 lakhs	5

Note – The bidders shall execute the work as per the theme / concept / approach etc. as proposed during presented. BDA shall have the right to modify the theme / concept / approach as per requirement.

- 15.3. For each Technical Proposal, the maximum points that can be awarded for each applicant are 100, and the minimum technical score that an applicant requires to qualify for evaluation of the Financial Proposal is **80**.

- 15.4. Based on the technical evaluation, a list of short-listed applicants shall be prepared and subsequently, a financial evaluation will be carried out.

**The proposals will finally be ranked according to their combined technical and financial scores (weightage of technical and financial scores shall be in the ratio of 70:30).**

**15.5. Empanelment -**

Bidders scoring more than 80 points shall be empanelled with BDA for a period of 3 years.

BDA reserves the right to drop any Applicant from the empaneled list, add more agency to the empaneled list and/or curtail the empaneled list without assigning any reason whatsoever. BDA also reserves the right to modify the terms and conditions of empanelment. All decisions taken by BDA regarding empanelment shall be final and binding on all Empaneled Agencies.

BDA may at its discretion shall invite the empaneled agencies to participate in the bid process for its future project / activity / event during the empanelment period.

**16. Number of Proposals**

A bidder is eligible to submit only one proposal for this project.

**17. Tender Document Fee**

Non-refundable Tender Document cost in shape of Demand Draft from any scheduled commercial bank in favour of "Secretary, Bhubaneswar Development Authority" payable at Bhubaneswar for **INR 11,800/- (Rupees Eleven Thousand and Eight Hundred Only)** is to be furnished by the bidder along with the Technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and rejected. The mentioned Tender cost is inclusive of the GST of 18%.

**18. Earnest Money Deposit (EMD)**

EMD in shape of Demand Draft from any scheduled commercial bank in favour of "Secretary, Bhubaneswar Development Authority" and payable at Bhubaneswar for **INR 3,00,000/- (Rupees Three Lakh only)** is to be furnished by the bidder along with

the Technical proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously lying in BDA is allowed. Unsuccessful bidder's EMD will be discharged / returned within 30 days from the date of execution of the agreement between BDA and the selected Agency. No interest will be paid on EMD. The EMD of the successful bidder shall be returned immediately execution of the contract agreement with BDA. The EMD may be forfeited in the following cases:

- a) If a bidder withdraws its bid during the period of validity of the Bid
- b) In case of a successful bidder, if the bidder fails furnish the performance security and execute the agreement
- c) if a Bidder engages in corrupt, fraudulent, coercive or undesirable practice or restrictive practice

#### **19. Validity of Bid**

Proposal shall remain valid for 90 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

#### **20. Currencies of Bid and Payment**

The prices shall be quoted by the bidder entirely in Indian Rupees only. Valuation of work, billing and payments will also be in Indian Rupees.

#### **21. Disputes**

All legal disputes are subject to the jurisdiction of Bhubaneswar Court only.

#### **22. Addendum / Corrigendum / Notice**

Any Addendum / Corrigendum / Notice etc. for this assignment issued by BDA will be hosted only on the website of BDA, i.e. [bda.gov.in](http://bda.gov.in).

#### **23. Acknowledgement by Bidder**

It shall be deemed that by submitting the Proposal, the Agency has:

- a) made a complete and careful examination of the RFP, general condition of contract, submission formalities and evaluation mechanism
- b) received all relevant information requested from BDA

- c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of BDA;
- d) satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e) agreed to be bound by the undertaking provided by it under and in terms hereof.

BDA shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the BDA.

#### **24. Right to reject any or all Proposals**

Notwithstanding anything contained in this invitation document, BDA reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

BDA, also, reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the Agency does not submit sufficient information as being asked for

#### **25. Pre-Proposal Meeting**

Bidders requiring any clarification on the selection process may send their queries to BDA via email prior to the Pre-Proposal Meeting.

The queries shall be sent before the pre-proposal meeting to [cityfestival.bda@gmail.com](mailto:cityfestival.bda@gmail.com)

The **Pre-Proposal Meeting** will be held in the Conference Hall of BDA at the time and date mentioned in Schedule of Bidding Process. The authorized representative along with the letter of authorization shall be eligible to attend the pre-proposal meeting and technical/financial openings for the said project.

The responses shall be published in BDA website. However, BDA reserves the right not to respond to any questions or provide any clarifications, in its sole discretion,

and nothing in this clause shall be taken or read as compelling or requiring the BDA to respond to any question or to provide any clarification.

## **26. Submission of Proposal - Packing, Sealing and Marking**

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 super scribed in the following manner.

- **Part-A-** Technical Proposal as per the Format attached in the Annexure-I,II,III, IV,V,VI, VII of this RFP
- **Part-B-** Properly sealed Financial Proposal in the specified format as per Annexure VIII & IX of this RFP

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows:

### **Part-A:**

#### **Technical proposal for**

**"EMPANELMENT & APPOINTMENT OF EVENT MANAGEMENT COMPANY (EMC)  
FOR ORGANIZATION OF BHUBANESWAR CITY FESTIVAL 2019"**

### **Part-B:**

#### **Financial Proposal for**

**"APPOINTMENT OF EVENT MANAGEMENT COMPANY (EMC) FOR  
ORGANIZATION OF BHUBANESWAR CITY FESTIVAL 2019"**

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

### **Proposal for**

**"EMPANELMENT & APPOINTMENT OF EVENT MANAGEMENT COMPANY (EMC)  
FOR ORGANIZATION OF BHUBANESWAR CITY FESTIVAL"**

The **Bidder's** Name & address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to BDA, Bhubaneswar at the following address:

To,

**Secretary,  
Bhubaneswar Development Authority  
AkashShova Building,  
Sachivalaya Marg,  
Bhubaneswar-751 001  
Note:**

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then BDA will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders 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 BDA to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

**27. Documents to accompany the proposal:**

**PART - A (Technical Proposal)**

The bidder must submit the following particulars/documents along with the Technical proposal failing which the proposal may be treated as non-responsive:

- (a) Covering Letter and Details of Applicant as per Annexures I and II, respectively.
- (b) Non-refundable Document Purchase Fee of INR. 11,800/- (Rupees Eleven Thousand Eight Hundred Only) (including GST) in the form of Demand Draft payable in favor of "Secretary, Bhubaneswar Development Authority" payable at Bhubaneswar drawn on any scheduled commercial bank.
- (c) Refundable Earnest Money Deposit of INR. 3, 00,000/- (Rupees Three Lakh

only) in the form of a Demand Draft as Bid Security in favour of “Secretary, Bhubaneswar Development Authority” payable at Bhubaneswar drawn on any scheduled commercial bank.

- (d) The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card, GST Registration.
- (e) Balance Sheets and Income Statements for the last three Financial Year duly certified by Chartered Accountant indicating the Annual Turnover for the mentioned years.
- (f) All the page of the tender document shall be initialled and sealed by the Agency at the lower left hand corner.
- (g) The Agency should not be blacklisted by any Government Institution/Private Agency. A self-declaration of non-blacklisting shall be submitted.
- (h) Proof of work experience of similar nature in the form of Work-Orders and Client Certificates issued from the organizations in each such case has to be submitted in the format mentioned in Annexure III.
- (i) The Agency failing to submit all the specified documents shall be summarily rejected.

#### **PART - B (Financial Proposal)**

The bidder must submit the Form **Annexure VIII** as the format for the Financial Proposal. The bidder needs to submit a lump sum cost for implementation of all events including all deliverables mentioned in Scope of Work on the turnkey basis along with GST, as applicable. Bidder shall have to submit the break-up of cost as per the format provided in **Annexure IX**.

#### **28. Amendment / Modification**

At any time prior to the deadline for submission of Proposal, the BDA may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be circulated to the bidders and will be binding on all. In order to abide by the issuance of the amendment or allow the bidder for giving a reasonable time for considering an



amendment into their proposal, or for any other reason, the BDA may, in its sole discretion, extend the Proposal Due Date.

#### **29. Language**

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

#### **30. Bid Submission Due Date**

Duly sealed proposal from the bidder filled in all respect must reach BDA at the address, time and date specified in the RFP through Speed / Regd. Post or courier. If the specified date for the submission of proposal is declared as a holiday for BDA, Bhubaneswar, the proposal will be received up to the appointed time on the next working day.

#### **31. Late Submission**

Proposal received after the deadline for submission prescribed by BDA will not be entertained and be rejected.

#### **32. Modifications and Withdrawal of Proposals**

No modifications to the Proposals shall be allowed once it is received by BDA, Bhubaneswar.

#### **33. Bid Opening Date**

BDA will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned and in the following location:

**1<sup>st</sup> Floor Conference Hall of Bhubaneswar Development Authority  
Akash Shova Building,  
Sachivalaya Marg,  
Bhubaneswar-751 001**

The representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for BDA, the proposal shall be opened at the appointed time and location on the next working day. The authorized representative of the bidding Agency with the letter of authorization shall be allowed in the meeting for the said project.

#### **34. Award of Consultancy**

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by BDA to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by BDA and the next eligible Agency may be considered for the project.

#### **35. Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the selected Agency, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The successful bidder shall not be entitled to seek any deviation in the Agreement.

#### **36. Commencement of Assignment**

The selected Agency shall commence the assignment within 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, BDA may, unless it consents to extension of time thereof, cancel the contract with the Agency.

#### **37. Performance Guarantee**

The selected implementing agency need to submit 10% of the contract value as performance security deposit in the form of a Demand Draft or Bank Guarantee in

favour of 'Secretary, Bhubaneswar Development Authority', prior to signing of the contract.

**Check List of Submissions:**

S.N.	Particulars	Submission by Bidder Yes/ No/ NA
1	Tender Document fee of Rs. 11,800/-	
2	EMD of Rs. 3.00 Lakhs	
3	Self-declaration of non-blacklisting	
4	Annexure -I Covering Letter	
5	Annexure -II Details of Applicant	
6	Annexure -III Format for Project Data Sheet	
7	Annexure -IV Power of Attorney	
8	Annexure-V Consortium Agreement (Applicable to consortium only)	
9	Annexure-VI Proposed Methodology and Concept Plan	
10	Annexure -VII Financial Capability of Bidder	
11	Annexure -VIII Financial Proposal	
12	Annexure - IX Detailed BoQ of Financial Proposal	

**Annexure- I**  
**Covering Letter**

(On the Letterhead of the applicant)

To,

Date: \_\_\_\_\_

Secretary

Bhubaneswar Development Authority

Akash Shova Building,

Sachivalaya Marg,

Bhubaneswar-751 001

**Ref: "EMPANELMENT &APPOINTMENT OF EVENT MANAGEMENT COMPANY  
(EMC) FOR ORGANIZATION OF BHUBANESWAR CITY FESTIVAL"**

1. With reference to your RFP document \_\_\_\_\_, dated \_\_\_\_\_, I, having examined the RFP Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for empanelment &selection of EMA for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of empanelment &selection as Event Management Company for the design and execution of the aforesaid Project.

4. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the BID.
5. I acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we 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, 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.
7. I declare that:
  - (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
  - (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 Authority 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 in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
  - (d) the undertakings given by us along with the Application in response to the RFP for the Project and information mentioned for the evaluation of the BID Capacity were true and correct as on the date of making the Application and are also true and correct as on the BID Due Date and I shall continue to abide by them.
8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.

9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
11. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
13. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Agreement.
14. I have studied all the Bidding Documents carefully and also surveyed the project area. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
15. I offer a EMD/BID Security of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) to the Authority in accordance with the RFP Document.
17. I agree and understand that the BID is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Contract is not awarded to me or our BID is not opened or rejected.

18. The BID Price has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.
19. I agree and undertake to abide by all the terms and conditions of the RFP document.
20. I shall keep this offer valid for 90 (Ninety) days from the BID Due Date specified in the RFP.
21. I hereby certify that we have not changed any quantity as mentioned in the BoQ and confirmed that any discrepancy arrive at any time, decision of Authority will be consider as final.
21. I hereby submit our BID and offer a BID Price as indicated in Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents.

In witness thereof, I submit this BID under and in accordance with the terms of the RFP document.

Yours faithfully,

**Date:**

**(Signature, name and designation**

**Place:**

**of the Authorised signatory)**

**Name & seal of Bidder**



**Annexure-II**

**Details of Applicant**

(On the Letter Head of the Applicant)

**(a) Name of the Agency:**

**(b) Name of the contact Person :**

**(c) Designation:**

**(d) Address:**

**(e) Mobile Number &Telephone Number :**

**(f) E-mail Address :**

**(g) Fax Number :**

**(h) Registration Number of the Company:**

**(i) If the Agency has a registered office in India(Yes/No):**

**(j) Full address of Registered Office in India:**

**(k) Phone Number of Registered Office in India:**

**(l) Mobile Number of the contact person at Registered Office in India:**

**(m) GST Registration number:**

**(n) Average Annual Turnover:**

**(o) Years of Experience in Event Management**

**Duly signed by the Authorised Signatory of the Applicant**

**(Name, Title and Address of the Authorised Signatory)**

**Annexure- III**

**Format for Project Data Sheet**

Sl.No.	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name of Client	
5	Total value of work order (In Indian Rupees)	
6	No. of manpower supplied	
7	Period of Services rendered by the Applicant (Start date and End date)	
8	Scope of Service	
8	Fees of the Applicant (In Indian Rupees)	
9	Present Status of the Assignment (Completed/ongoing)	
10	Other Information relating to Project	
11	Copy of Appointment Letters and Completion	

	Letter	
--	--------	--

**Note: The work order along with other relevant documents shall be attached with every project. Experience of only completed projects will be considered for evaluation.**

**Duly signed by the Authorised Signatory of the Applicant**

**(Name, Title and Address of the Authorised Signatory)**

**Annexure- IV**  
**Power of Attorney**

Know all men by these presents, We.....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name),.....son/daughter/wife of.....and presently residing at....., who is (presently employed with us and holding the position of....., as our true and lawful attorney (hereinafter referred to as the “Attorney”) 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 the **“EMPANELMENT &APPOINTMENT OF EVENT MANAGEMENT COMPANY (EMC) FOR ORGANIZATION OF BHUBANESWAR CITY FESTIVAL”** (Project) proposed to be developed by the Bhubaneswar Development Authority including but not limited to signing and submission of all Bids/ Proposals, bids and other documents and writings, participate in pre-bids/pre-proposal and other conferences and providing information/responses to BDA, presenting us in all matters before BDA, signing and execution of all contracts including the Event Management Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with BDA in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and/or till the execution of the Event Management Agreement with BDA.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney 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 Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us and shall be binding on us.

IN WITNESS WHEREOF WE,\_\_\_\_\_, THE ABOVE NAMED PRINCIPAL  
HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

For

.....

Accepted

\_\_\_\_\_ (signature)

(Name, Title and Address) of the Attorney

Note:

- *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 executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

**Annexure V**

**CONSORTIUM AGREEMENT**

**(In Non-Judicial Stamp Paper of Appropriate Value)**

This Consortium Agreement is executed on this..... day of....., 2019 between M/s....., a company incorporated under laws of.....and having its Registered/Principal Office at..... (herein after called the '**Lead Member**' which expression shall include its successors, executors and permitted assigns)

**And**

M/s....., a company incorporated under the laws of .....and having its Registered/Principal Office at..... (herein after called the '**Second Member**' which expression shall include its successors, executors and permitted assigns)

The two Consortium Members are collectively referred to as "Consortium Members".

WHEREAS, Bhubaneswar Development Authority (BDA) has invited Request for Proposal (RFP) from Consultancy Firms vide its document no. .... / Dated..... for \_\_\_\_\_[Project Name].

AND WHEREAS as per the RFP document, Consortium applications will also be considered by the BDA subject to a maximum of two Consortium members.

AND WHEREAS the Bid documents are being submitted to the Authority vide Proposal dated ..... based on the Consortium Agreement by these presents in accordance with the requirement of RFP document conditions and requirements and have been signed by all the Consortium members.

NOW THIS INDENTURE WITNESSETH AS UNDER:

In consideration of the above premises and agreements all the Consortium Members to this Consortium do hereby agree as follows:

1. We the partners in the Consortium hereby confirm that the name and style of the Consortium shall be..... Consortium.
2. In consideration of the RFP, bid submitted by the Consortium to BDA, qualification of our bid by BDA if considered acceptable and on the award of contract by BDA to the Consortium (if selected by the Authority), we the partners to the Consortium, hereby agree that the Lead Member (M/s..... ) shall act as the lead partner for self, and for and on behalf of Second Member and further declare and confirm that we shall jointly and severally be bound unto Authority for execution of the contract in accordance with the contract terms and shall jointly and severally be liable to Authority to perform all contractual obligations including technical guarantees. Further, the Lead Member is authorized to incur liabilities and receive instructions for and on behalf of any or all partners of the Consortium.
3. The roles and responsibilities of each Consortium partner is as given below.

Consortium member	Scope of work
Lead Member	
Second Member	

4. In case of any breach of the said contract by any of the partners of the Consortium, we hereby agree to be fully responsible for the successful execution/ performance of the contract in accordance with the terms of the contract.
5. It is expressly understood and agreed between the partners to this agreement that the responsibilities and obligations of each of the partners shall be as detailed in clause 3. It is further agreed by the partners that the above sharing of responsibilities and obligations shall not in any way be a limitation of the joint and several responsibilities of the partners under the contract.



6. This Consortium Agreement shall be governed, construed and interpreted in accordance with Laws of India. Courts of Bhubaneswar shall have exclusive jurisdiction in all matters arising there under.
7. In case of award of Contract, we the partners to this Consortium Agreement do hereby agree that we shall furnish the contract Performance Guarantee in favour of Authority from a bank acceptable/ approved by Authority for a value as stipulated in the Contract award and such guarantee shall be in the names of Lead Member of the Consortium.
8. It is further agreed that this Consortium Agreement shall be irrevocable and shall form an integral part of the Contract and shall continue to be enforceable till Authority discharges the same. It shall be effective on the date first above mentioned for all purposes and intents.

IN WITNESS WHEREOF, the partners to this Consortium agreement have, through their respective Authorized Representatives, have executed and delivered this Consortium Agreement on the day first above mentioned.

For M/s..... (Lead Member)

Signature of Authorized Representative

Name

Designation

For M/s..... (Second Member)

Signature of Authorized Representative

Name

Designation

Witness 1:

Witness 2:

## **Annexure VI**

### **Proposed Methodology and Concept Plan**

The proposed Methodology and Concept Plan shall be described as follows:

#### **1. Understanding of TOR**

The Bidder shall clearly state its understanding of the TOR and also highlight its important aspects. The Bidder may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the tasks laid down in the TOR.

#### **2. Methodology and Concept Plan**

The Bidder will submit its detail methodology for carrying out this assignment, outlining its approach toward achieving the tasks laid down in the TOR. The Bidder will submit a brief write up on its proposed team and organisation of personnel explaining how different areas of expertise needed for the Assignment have been fully covered by its proposal. The Bidder should specify the sequence and management of important activities, and provide a quality assurance plan for carrying out the event management Services.

#### **3. Engagement Events / Activations**

The bidder will submit details related to proposed engagement events / activities in this section alongwith detailed BoQ with standards and specifications. There should be logical reasoning for each activations. Overall budget of Rs. 20 Lakhs.

#### **4. Talent Management**

Daily schedule calendar for the entire event period.

#### **5. CVs of Key Personnel:**

Agency has to submit CVs of Key Personnel, who will be deployed at site. Profiles of the following are required:

- Team leader(Minimum 15 years of experience)
- Creative Expert (Minimum 7 years of experience)
- Promotion &Media Expert
- Event Management Expert
- Branding Expert
- Productions Expert.

**Annexure VII**

**Financial Capability of Bidder**

**Name of the Applicant:** \_\_\_\_\_

Sl. No.	Particulars	FY	FY	FY
		2016-17	2017-18	2018-19
1.	Turnover			

*Note:*

1. Attach certified copies of Annual Audited Balance Sheets and IT Returns Certificate for the past 3 years.
2. The above data must be submitted by Applicant, duly certified by Statutory Auditor such as Chartered Account.

Signed

Signature of CA/ Statutory Auditors

(Name of the Authorised Signatory)

(with seal & registration no.)

Place:

Date:

**Annexure VIII**

**FINANCIAL PROPOSAL**

To,

Secretary

Bhubaneswar Development Authority

AkashShova Building,

Sachivalaya Marg,

Bhubaneswar-751 001

**Ref: "APPOINTMENT OF EVENT MANAGEMENT COMPANY (EMC) FOR ORGANIZATION OF BHUBANESWAR CITY FESTIVAL"**

We, the undersigned, offer to provide the agency services for the **EVENT MANAGEMENT COMPANY (EMC) FOR ORGANIZATION OF BHUBANESWAR CITY FESTIVAL** in accordance with your Request for Proposal no\_\_\_\_\_dated\_\_\_\_\_ [Insert Date] and our Financial Proposal (For One season of Service) as per mentioned details as mentioned below:

Sr. No.	Description of work	Total Amount (In Rs.)
<b>A</b>	<b>City Festival in Bhubaneswar</b>	
1	Main Event	
2	Food Festival	
3	BhuFeSto	
4	Branding of Venue	
6	Parking	
7	Event Activations	20,00,000
8	<b>Total (1 to 7)</b>	
9	GST	
<b>10</b>	<b>Grand Total</b>	
	<b>(Amount in words_____)</b>	

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 90 days from the last date of submission of proposal.

The rates quoted above by <name of the Event Management Agency> shall remain firm till the completion of the event. No increase in rates for whatsoever reasons shall be entertained.

The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of (*Name of Applicant*)

**Duly signed by the Authorised Signatory of the Applicant**

**(Name, Title and Address of the Authorised Signatory)**

**Annexure – IX Detailed BoQ of Financial Proposal**

Bhubaneswar City Festival - Main Event					
Item No.	Description	Quantity	Rate in Rs.		
		Total Units	Rs. In Figures	Rs. In words	Total= Unit X Rate
		(X)	(Y)		(Z)=(X) X (Y)
<b>A</b>	<b>Venue Setup</b>				
1	Entry Gate / Top with Pillar(Thematic) - Gate 1 General Entry	1			
3	Entry Gate / Thematic craft - Gate No 4 Premium	1			
4	Wall Branding (Wall or IDCO Ground) - (100ft*10ft)	1			
5	Ribbons Covering the Ground from top - (20ft*2.5ft)	1			
6	Horticulture (Plants & flowers)	300			
7	Entry Gate - Gate no 2,3 & emergency exit (Top with pilllar)	3			
8	Barricade (Aluminium/ Iron)	6097 SQ.FT.			
9	Black Masking	700 SQ. FT.			
10	Extra Bouncer Charges	30 nos			



B	Misc / Others				
1	Thematic pathway for entry (20ft*10ft) -	2			
2	Silent Generators 125 KVA	6			
3	Back Wall (White) (10ft*10ft)	5			
4	Wall Lighting for Exhibition Material (10ft*10ft)	5			
5	Specification Card (for art material)	5			
6	Standee (for Artist Profile)	5			
7	checker board (8ft*8ft)	10			
8	Green Rooms Pagoda with mirror, light, chairs, table, stand with hangers with carpet flooring etc. (10ft*10ft)	10			
9	Ticketing Box office (20ft*10ft) with all necessary items at venue	1			
10	Ticketing Box office (8ft*8ft) with all necessary items at different places	10			
11	Pagoda stall (for ticketing shed)	10			
12	Online ticketing Partner with all necessary requirement (like Book My Show / ticketgenie)	1			
13	Carpeting (10ft*10ft)	1			
14	Medical Booth (20ft*10ft)	1			
15	Police Booth (20ft*10ft)	1			

16	Pedestal Fans Silent	50			
17	VIP Lounge (Hanger Area of 20 x 10 meters)	1			
18	Platform for VIP Lounge	1			
20	Sofa for VIP Lounge	50			
21	Branding (10ftx10ft panels) for VIP Lounge	150			
22	Stand AC 4 ton - VIP Lounge	5			
23	Air Cooler - VIP Lounge	10			
24	Fully furnished Octonum Green room for Artist (10ft*10ft)	5			
25	Mesh Carpet on Ground (150ft*10ft)	5			
26	CCTV Camera with setup	20			
27	Bouncers	60			
28	Anchor Male (with proficiency in Odia, Hindi & English)	1			
29	Anchor Female (with proficiency in Odia, Hindi & English)	1			
30	Security Guards Male	50			
31	Ushers (with proficiency in Odia, Hindi & English)	20			
32	Security Guards Female	20			
33	Fire Brigade	2			
34	Fire Extinguishers for Generator (DG) CO@ - 4.5kg	38			

35	Fire Extinguishers for Food stall - K cylinder 6kg	48			
36	Crowd Management	60			
37	Mobile Ambulance	2			
38	Chemical Toilet - For VIPs	5			
39	Chemical Toilet at various locations	40			
40	VIP Seating - Chairs banquets with cover and bow	250			
41	Mesh Carpet	194861 sqft			
42	Carpeting till seating area 90000 sq.ft (Including Labour)	1			
43	PVC Line Yards	1500			
44	Car Sticker	800			
45	Complementary Passes	10000			
46	Metal Detector	10			
47	Red Carpet	30000 sqft			
48	Vinyl Print with Paster - Sponsor Logo	500			
49	Housekeeping Staff (for chemical toilet & other areas)	20			
<b>C</b>	<b>Sound</b>				

1	Line Array Speaker - D&B/RCF/JBL	26pair			
2	Base Speaker - D&B/RCF/JBL	17 Pair			
3	Delay Line Array Speaker	12 pair			
4	Delay Base Speaker	7 pair			
5	Stage Monitor- D&B/RCF/JBL	12			
6	Side Fill D&B/RCF/JBL	12			
7	Microphones Shure/ Sennheiser	10			
8	Podium Microphone Shure/ Sennheiser	2			
9	Cordless Handheld Microphone Shure Sennheiser	2			
10	Professional CD Player — Sony /Panasonic/ Pioneer	2			
11	Foot Microphone - Sennheiser / Shure	1			
12	Cordless Lapel Microphones - Shure / Sennheiser	4			
13	Digital Audio Mixer - channel 64 or more	2			
14	Graphics Equalizer & Designer	2			
15	Tech Rider for Artist	3			
16	Scaffolding 20ft for delay	3			

D	Light				
1	PAR 64 1000 Watts	120			
2	LED Par	120			
3	LED Moving Wash	10			
4	Sharpie Moving head	34			
5	Profile light	3			
6	Blinder	12			
7	Ch Electronic Dimmer (4X48)	1			
8	Fog Machine	4			
9	Multi-Barrel Confetti Cannons	8			
10	Aluminum Box Truss (85'X65')	1			
11	Wire manager	12			
12	Haze machine	16			
13	Strobes	2			
14	Avolite lighting board	1			
15	Necessary cable splitters and all supporting hardware	1			
16	General Lighting with passage lighting	2			
17	Ch Electronic Dimmer	1			

18	Scaffolding 20ft for general lighting	12			
<b>E</b>	<b>Stage</b>				
1	Scaffolding 3-layer stage with carpet and stairs (80ftX60ftX4ft)	1			
2	Thematic Back drop with LED wall	1			
3	Extra LED Screen (16ftx9ft)	14			
4	4 side goal post Truss (as per stage)	1			
5	Goal Post for Delay Screen 20ft x 20ft	8			
6	Goal Post for side screen 40ft x 30ft	2			
7	Aluminium Barication	100			
8	VIP Seating - Chairs banquets with cover and bow	750			
9	Walkie Talkie	30			
10	Sponsors Area (10ft*10ft)	5			
11	Media Pit (30ft*10ft)	1			
12	Media Riser (30ft*10ft)	1			
13	VIP Seating - Leather Sofa (single seater)	50			
14	VIP Seating - Leather Sofa (Twin seater)	150			
15	VIP Seating - Leather Sofa (Three seater)	100			

16	Banquet Chairs With Cover For VVIP Area	3000			
17	Banquet Chairs With Cover For Premium Zone.	1000			
18	Plastic Chairs	6000			
19	Ramp for Ramp (8 x 16 ft.)	1			
20	Operating Console pagoda	1			
21	LED Side Pannel (4ftX8ft)	4			
22	LED Wall (18ftX32ft)	4			
23	Light & Sound Show	1			
<b>F</b>	<b>Photo video setup</b>				
1	Videographer	4			
2	Drone	2			
	<b>Total</b>				<b>0</b>

Food Festival						
Item no	Description	Unit	Qty	Rate in Rs.		
				In Figures	In words	Amount in Rs
1	<b>Food Stall:</b>					
a	Size: 200 sqft per stall (20ft X 10ft).	Nos.	24			
	Partitions and structure: 3 side wall structure of Octonon frame of minimum 10ft ht. provision of door to kitchen.					
	Fascia: Wooden/Iron frame with cloth /flex designed to suit the theme and letters.					
	Counter: Wooden/Iron table with cover					
	Roofing: Tarpaulin roofing with cotton cloth for interior ceiling.					
	Ceiling fan/Stand fan – 2 Nos.					
	Adequate( LED/CFLs lamps 8nos. of 20W/2X4 TUBELIGHT each)					
	5A switch and socket – 1 No.					
	15A switch and socket – 4 Nos.					
b	<b>Erection of Kitchen for Food Court:</b>					



	Metal structure, tin roofing and tin walling for kitchen shed – 20ftX 10ft. Adequate water storage & connection to each stall and common washing area with one sink. Provision of 2 tables size – 4ft X 2ft and 8 nos. chair	Nos.	24			
	15A switch and socket – 2 Nos.					
	2 LED/CFLs lamps/4 TUBE LIGHT					
2	<b>Miscellaneous works in food court area</b>					
	Green colour net mat carpeting in front of food stall and other areas as per the direction of BDA	sqft	115000			
	Green Carpet in IFF	sqft	80000			
	Banquet chair with cover	Nos.	300			
	Round table with frill & cover	Nos.	75			
	Big Dustbins	Nos.	30			
	Sand filling in the ground for levelling (if required)	LS	1			
3	<b>Entrance Gate :</b>					
	Thematic / Décor based Arch Gate - Food Court Entrance	No.	1			
	Thematic Facad - Food Court	No.	1			

4	<b>Signage of flex mounted on Iron frame –</b>					
a	20ft x 10ft	No.	400			
b	8ft X 4ft	No.	10			
c	2ft X 4ft	No.	20			
5	<b>Illumination</b>					
a	125 KVA Silent DG with fuel for the entire event	Nos.	3			
b	Light Tower of size 5ftx5ftx18 ft height made out with Bamboo frame with black cloth Masking	Nos.	4			
c	Metal Halide 400W LIGHT FITTING	Nos.	50			
d	Halogen 500W with light fittings	Nos.	20			
e	LED City Colour	Nos.	4			
f	Lamp shade pipili appliqué works (Small)	Nos.	50			
g	Lamp shade pipili appliqué works (long )	Nos.	50			
h	LED light chain (BLUE & WHITE)	Nos.	500			
i	Thematic Facad - Food Court	Nos.	1			
8	<b>Fire Extinguisher (10 Kg)</b>	Nos.	24			
6	<b>Water for Food Stall: Two</b> tanker water for food court area.(Provision of overhead tank for food stall. Water Supply connection to each food stall) for the entire event period.	Days	16 X 1000 ltr.			

7	<b>Security Arrangement:</b>					
	A Shift (06.00 AM to 2.00 PM)–2 guards, B Shift (2.00 PM to 10.00 PM) –8 guards , C Shift (10.00 PM to 06.00 AM) – 4 guard	10 days	4			
8	<b>Sweepers:</b>	10 days	20			
9	<b>Erection of Food Court: Metal structure</b>	24				
10	<b>P A System with speakers &amp; Microphone</b>	set	3			
11	<b>Flower pots with flowers / small decorative plant</b>	Nos.	200			
12	<b>CC TV system with all arrangements</b>		1			
14	Round Table	No.	50			
15	Big Dustbin	No	20			
16	Plastic Chairs	No	300			
	<b>Total</b>					<b>0</b>

Detailed BoQ of BhuFeSto								
Item No.	Description	Quantity				Rate in Rs.		
		No	At 4 Venues for 6 days	Da ys	Total Units	Rs. In Figures	Rs. In words	Total= Unit X Rate
					(X)	(Y)		(Z)=(X) X (Y)
<b>A</b>	<b>Infrastructure for Story Telling at 3 different place for 5 days</b>							
1	Colourful Canopy with side frills and weather proof ceiling and open sides for seating 500 people). It should have applique hangings and frills at about a height of 30 ft	1	4	5	20			
2	Plastic Chair	1000	4	5	20000			
3	Stage of 30 ft * 20 ft and height from ground of 4 ft height of platform	1	4	5	20			
4	Stage developed by Artists with backdrop and installations in consultation with the	1	4	5	20			

	Bakul team							
5	Ambience Light in Audience Area and surrounding areas- LED Flood Lights	15	4	5	300			
6	Palco LED Lights for Stage, Gate and Standees/Installations	50	4	5	1000			
7	Sound of 8000 watt (4 boxes)	1	4	5	20			
8	Monitor Sound Box	4	4	5	80			
9	Mixer	1	4	5	20			
10	Amplifier	1	4	5	20			
11	6 fixed mikes, 2 cordless mikes, 2 lapel mikes and 2 Headsets	1	4	5	20			
12	Power Back Up (Digital Generator) for 6 hours	1	4	5	20			
13	Storytellers Lounge (Open Tent of size 20 ft * 10 ft) with backdrop with attached temporary toilet	1	4	5	20			
14	Artistic Gate Installation at Entrance to Park	2	8	5	80			
15	Anchor	1	4	5	20			

16	Art Installations in each Park to develop each Park into a Theme Park around a particular tradition of stories to be done in consultation with Bakul Foundation with a budget of about 4 lakhs per park							
17	Dari at Bhufesto	1	4	5	20			
<b>B</b>	<b>Publicity and Communication for Story Telling at 3 different place for 5 days</b>							
1	Printing and dissemination of 5000 posters includes 3000 in English and 2000 in Odia.	1	1	5	1			
2	3000 square feet of Flex mounted on square pipes for hoardings, standees and outdoor publicity	3000	1	5	3,000			
3	50 cut outs vinyl pasted on 5 mm sunboard with support stand of 24 square feet each	1200	1	5	1,200			
4	A5 size Fliers to be distributed in schools in both English and Odia (25,000 in each language)	50,000		5	50,000			
5	Festival Brochure- 12 pages of size (8cm * 5.5cm) Multicolour, 300 gsm paper,	20,000		5	20,000			

	<b>Total</b>							<b>0</b>
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Prospective Branding for City Festival								
Sl. No.	Branding Locations	Type of Branding along with Specifications	Tentative Size	Unit	Quantity (X)	Rs. In Figures	Rs. In words	Total= Unit X Rate
						(Y)		(Z)=(X) X (Y)
1	Backdrop Masking (around the LED Wall) including necessary temporary reinforcement	Framed branding. Media: Star Flex. Frame: 25mm-20guage square Iron pipe.	Various Sizes (TBC post recce)	Sq. Ft.	500			
2	Stage Masking	Framed branding. Media: Star Flex. Frame: 25mm-20guage square Iron pipe	Various Sizes (TBC post recce)	Sq. Ft.	600			
3	Pole Banners	Media: Knitted Polyester. Media to be held in its position with the help of velcro strips to be provided at the bottom edge.	2.5ft x 6ft = 15ft per banner (Nos. to be confirmed post recce)	Sq. Ft.	1500			

4	Concourse Branding	Unframed KinttedPolyster	Various Sizes (TBC post recce)	Sq. Ft.	3000			
5	Concourse Branding	Framed branding. Media: Star flex. Frame: 25mm-20gauge square Iron pipe.	Various Sizes (TBC post recce)	Sq. Ft.	6000			
6	Concourse Branding	Un-framed branding. Media: Star flex.	Various Sizes (TBC post recce)	Sq. Ft.	3000			
7	Standeers (Parking Areas and Walkways)	Framed branding. Media: Normal Black Back Flex. Frame: 25mm-20guage square Iron pipe. Temporary bamboo support to be included	Various Sizes (TBC post recce)	Sq. Ft.	2000			
8	Backdrops within Pagodas	Framed branding. Media: Normal Black Back flex. Frame: 25mm-20gauge square Iron pipe.	Various Sizes (TBC post recce)	Sq. Ft.	3000			
9	Fascia Banners for Pagodas	Framed branding. Media: Normal Black Back Flex. Frame: 25mm-20guage square Iron pipe.	Various Sizes (TBC post recce)	Sq. Ft.	1000			



10	Temporary Hoardings at various locations (10ft height x 20ft wide)	Framed Branding, Media: Star flex. Frame: 25mm-20 gauge square Iron pipe. Temporary bamboo scaffolding to be provided wherever necessary	Sizes TBC post recce	Sq. Ft.	4000			
11	Design, Supply and Commissioning of Helium Balloons	Helium Balloons of 12ft Dia	Various Sizes (TBC post recce)	Nos.	5			
12	Outdoor Hoardings	Star flex to be used for outdoor hoarding requirements.	Average size of 400 Sq. ft. per hoarding	Sq. Ft.	10000			
13	Curved Top Flags along with the necessary stands.	Knitted Polyester (stands/poles/ base to be provided).	2m X 0.85m	Nos.	50			
14	Poles for portrait banners	MS Steel Poles (2.5 inch Dia and 20 feet ht) along with horizontal rod on the top to be provided. Agency to also help install the pole across identified locations.	2.5inch dia and 20 feet long pole. Horizontal rod of 1" dia and 2.5ft long	Nos.	50			
15	Entry Gate	Thematic Entry gate at Madhusudan Marg		Nos.	2			
			<b>Total</b>					<b>0</b>

Bhubaneswar City Festival - IFF					
Item No.	Description	Quantity	Rate in Rs.		Total= Unit X Rate
		Total Units	Rs. In Figures	Rs. In words	
		(X)	(Y)		(Z)=(X) X (Y)
<b>A</b>	<b>Parking Locations</b>				
<b>1</b>	<b>Capital High school</b>				
	Metal Light 1000w	36			
	Bamboo Scaffolding for general lighting	6			
	Power supply 6kw - SESU	1			
<b>2</b>	<b>VaratiyaVidyalaya</b>				
	Metal Light 1000w	15			
	Bamboo Scaffolding for general lighting	2			
	Power supply 6kw - SESU	1			

3	<b>Govt Boys High School</b>				
	Metal Light 1000w	12			
	Bamboo Scaffolding for general lighting	2			
	Power supply 6kw - SESU	1			
4	<b>St Joseph School</b>				
	Metal Light 1000w	6			
	Bamboo Scaffolding for general lighting	1			
5	Parking volunteers for 4 location	30			
	<b>Total</b>				<b>0</b>

