

ORMAS

(Odisha Rural Development and Marketing Society)
Panchayati Raj and Drinking Water Department



Tel: 06811-260956, 260139
Fax: 06811-263552 (URL: www.ormas.org)
E-mail: dsmsganjam@gmail.com

ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY, GANJAM
C/o- DRDA, GANJAM, CHATRAPUR-761 020

Letter No 41 / Date 27/01/2025

To

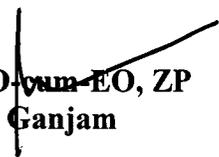
The Commissioner-cum-Secretary
Department of Tourism, Govt of Odisha.

Subject: - Request for publish the Quotation (RFQ)/Limited tender for organization of
"Gopalpur Beach Festival and National Level Pallishree Mela,2024-25"-Reg

Sir,

In inviting a kind reference to the subject cited above, and in enclosing herewith the RFP documents for empaneled event management agency under the Department of Tourism vides RFQ No.23 dated 13/01/2025 towards organization of "Gopalpur Beach Festival and National Level Pallishree Mela,2024-25", it is requested to kindly intimate the empaneled agencies to participate in the tender process and also to publish on notice board so that interested bidders shall apply for the same.

Yours Faithfully


CDO-cum-EO, ZP
Ganjam

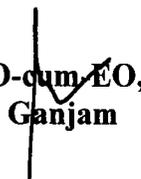
Memo No. 42 /Date 27/01/2025

Copy forwarded to the notice board of Collectorate, Ganjam, Nizarat Section, Sub Collector Office, Berhampur and Ganjam, All Block Offices, All Tahasil offices and ZP, office Ganjam for information and publish the Quotation (RFQ)/Limited tender in your notice board.


CDO-cum-EO, ZP
Ganjam

Memo No. 43 /Date 27/01/2025

Copy to Manager DeGM, e-Governance, Collectorate, Ganjam for information and requested to webhost the document in Ganjam.Odisha.gov.in


CDO-cum-EO, ZP
Ganjam

**Request for Quotation (RFQ) / Limited Tender for
Event Management Agency (EMA) for Conceptualising,
Curating & Executing Event-
GOPALPUR BEACH FESTIVAL & NATIONAL LEVEL**

**PALLISHREE MELA
Gopalpur-on-Sea**

“This notice is being published for information only and is not an open invitation to quote in this closed RFQ. Participation in this RFQ is by invitation only and is limited to the empanelled agencies of Odisha Tourism Development Corporation, Bhubaneswar,. Unsolicited bids will not be considered”

RFQ No. 040

Date- 27.01.2025

**Request for Quotation (RFQ) / Limited Tender for Event Management Agency (EMA) for Conceptualising,
Curating & Executing Event Gopalpur Beach Festival, Gopalpur-on- Sea**

Disclaimer

The information contained in this RFQ document or subsequently provided to Bidder(s) whether verbally or in documentary form by or on behalf of the District Administration, Ganjam. or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFQ Document and all other terms and conditions subject to which such information is provided.

This RFQ Document is not an agreement and is not an offer or invitation by the Tendering Authority to any party other than the bidder who are qualified to submit the Bids ("Bidders"). The principle of this RFQ Document is to provide the Bidder(s) with information to support the formulation of their Proposals. This RFQ Document does not purport to contain all the information each Bidder may entail. This Document may not be apposite for all persons, and it is not possible for Tendering Authority, its employees, or advisors to consider the investment objectives, financial situation, and needs of each Bidder who reads or uses this RFQ Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. The Tendering Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Document. The Tendering Authority may in its absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this RFQ Document.

Limited Tender

**Table 1
Factsheet**

Office of issue	District Administration, Ganjam
Date of issue	27.01.2025
Last date and time for submission of bids	30.01.2025 up to 3:00 PM
Date and time for financial bid opening	30.01.2025 up to 4:00 PM
Performance Security	INR 2,00,000/- (Rupees Two Lakh only) in shape of Demand Draft / BG drawn in favour of Collector & DM, Ganjam payable at Chatrapur.
Email for any query (if any) before 29.01.2025 by 05:00 PM	dsmsganjam@gmail.com

District Administration, Ganjam invites quotations from empanelled agencies/bidders of **Odisha Tourism Development Corporation, Bhubaneswar, Event Management Agency (EMA) for Conceptualising, Curating & Executing Events "Gopalpur Beach Festival" and National Level Pallishree Mela-2024-25 at Gopalpur-on-Sea.**

Interested bidders may download the tender document from <https://ganjam.odisha.gov.in/> or can obtain the RFQ documents from O/o ORMAS, Ganjam, Chatrapur.

Interested bidders must visit the sites and get familiarised with the site before bidding for the project. District Administration, Ganjam will appoint single point of contact (SPOC) for site visit coordination.

CONTENTS

1. Invitation to bid	5
2. Scope of Work	5
3. Additional obligation of the event management agency	6
4. Obligations of District Administration, Ganjam:	7
5. Minimum Development Obligations (MDO) / Bill of quantities (boq)	8
6. Force Majeure	8
7. Termination of the Contract	8
8. Penalty	8
9. Payment Schedule	9
10. Bid Evaluation Criteria	9
11. EMD (Earnest Money Deposit) cum performance security	10
12. Validity of Bid	10
13. Currencies of Bid and Payment	10
14. Disputes	10
15. Addendum / Corrigendum / Notice	10
16. Acknowledgment by Bidder	11
17. Right to reject any or all proposals	11
18. Interpretation	11
19. Proprietary Data	11
20. Submission of Proposal- Packing, Sealing and Marking	12
21. Documents to Accompany the Proposal	13
22. Amendment/ Modification	13
23. Language	13
24. Late Submission	13
25. Modifications and Withdrawal of Proposals	13
26. Liability and Indemnity	13
Annexure-I COVERLetter	15
Annexure-II Financial Proposal	17
Annexure-III: Bill of Quantity	Error! Bookmark not defined.
Annexure-IV: Site Wise Minimum Development Obligation (MDO) for Reference ..	Error! Bookmark not defined.
Annexure-V Reference Image	Error! Bookmark not defined.

1. INVITATION TO BID

- 1.1 District Administration, Ganjam invites this Request for Quotation/Limited Tender Enquiry (hereinafter referred to as "RFQ/LTE") from **empanelled agencies under Category A & Category B of Odisha Tourism Development Corporation, Bhubaneswar (Letter no. 2154/BP-IV-86/2024-25, Dated: 07.12.2024 for Category wise selected list for empanelment of Event Management Agencies for Domestic Events of Odisha Tourism)) for Conceptualising, Curating & Executing Events Gopalpur Beach Festival & National Level Pallishree Mela Gopalpur-on-Sea.** An EOI was issued by DISTRICT ADMINISTRATION, GANJAM for engagement of Event Management Agency (EMA) for Management of Tourism Destinations during Pravasi Bharatiya Divas (PBD) 2025 for Odisha Tourism Development Corporation (DISTRICT ADMINISTRATION, GANJAM) vide EOI No. 1480 dated 01.11.2024 (hereinafter referred to as "EOI"). Unless stated otherwise under this RFQ, all other terms and conditions of the EOI and Agreement executed in pursuant to the EOI and RFQ will be applicable for this tender.
- 1.2 In order to execute the event Gopalpur Beach festival & National Level Pallishree Mela, District Administration, Ganjam proposes to invite Bids from empanelled agencies as per details/scope of work mentioned in this RFQ.
- 1.3 Consortium / Joint Venture in any form is not allowed.
- 1.4 The purpose of DISTRICT ADMINISTRATION, GANJAM behind this RFQ is to seek a detailed commercial proposal for engagement of EMA for Gopalpur Beach Festival.
- 1.5 Through this RFQ, DISTRICT ADMINISTRATION, GANJAM seeks to engage an experienced Event Management Agency (EMA) to conceptualize, curate, and execute "**Gopalpur Beach Festival**" & National Level Pallishree Mela as detailed in this RFQ.
- 1.6 Detail scope of work and other terms and conditions are as detailed in this RFQ.
- 1.7 The quantity of items and manpower indicated in the BOQ may vary during the execution of the works. DISTRICT ADMINISTRATION, GANJAM has the rights to vary quantity of items and / or manpower indicated in BOQ based on requirement. The agency shall have to take prior approval/ post approval (for urgent works) on the quantities of each item to be installed / deployed for the event.
- 1.8 The authority reserves the right to execute / omit any or all items of BOQ as per requirement. Payment to the EMA shall be made as per actual execution of items and quantity on pro-rata basis.
- 1.9 Schedule of Gopalpur Beach Festival:

SI	Name of the Event	Duration of set up Required
1	Gopalpur Beach Festival @ Gopalpur-on-Sea	15 th Feb to 17 th Feb 2025(Tentative)

- 1.10 Selected EMA (s) shall be ready with their entire set up with manpower by February 2025 at Venue/ event location.
- 1.11 After the completion of event, the respective selected EMA (s) shall dismantle and remove all the temporary infrastructure from the site within 2 days without leaving any debris, garbage etc.
- 1.12 The bidder shall quote the financial proposal for the event.

2. BROAD SCOPE OF WORK

The scope of services to be provided by the Agency as described below is general but is not exhaustive i.e., does not mention the entire incidental services required to be carried out and will vary as per the requirement of DISTRICT ADMINISTRATION, GANJAM. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there

from. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The list given below is an indicative list (but not limited to) and shall include any other activity / location in addition to those mentioned below:

- A. Event Planning and Coordination
- B. Logistics Management
- C. Infrastructure & setup
- D. Audio-Visual Arrangements & Branding
- E. Electrical Works
- F. Security & Crowd Management
- G. Post-Event Activities
- H. Associated Scope of work
- I. Video documentation
- J. Advertisement

Note:

- a) The above scope of work will vary and depend on the event and requirement of the identified event site.
- b) The bidder organization must have full-fledged creative team. The organization must be capable of conceptualizing, designing, fabricating, executing, and supervising the various event and activities relating to organizing the event.
- c) While the above-mentioned activities are to give an idea on the nature and type of work involved however, there can be any additional activities of similar nature, which the empanelled firms/companies would be required to undertake, based on the requirements from time to time.
- d) The quality of the services is extremely critical and as part of their proposal the bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

3. ADDITIONAL OBLIGATION OF THE EVENT MANAGEMENT AGENCY

- 3.1 The agency shall have to take prior approval of the authority on all the design, infrastructure installation, logistic arrangement, etc. before execution of the respective tasks.
- 3.2 The quantity of items and manpower indicated in the BOQ may vary during the execution of the works. DISTRICT ADMINISTRATION, GANJAM has the rights to vary quantity of items and / or manpower indicated in BOQ based on requirement. The agency shall have to take prior approval on the quantities of each item to be installed / deployed for the event.
- 3.3 The authority reserves the right to execute / omit any or all items of BOQ as per requirement. Payment to the EMA shall be made as per actual execution of items and quantity on pro-rata basis.
- 3.4 The Event Management Agency should maintain the Environmental and social safeguards.
- 3.5 The EMA shall make its own arrangements at its own cost for all the manpower, materials, power and water requirement required for all purposes in connection with the implementation and execution of the works.

3.6 **Right to Vary:** Since the event is being organised in large scale each year, there is a likelihood that scope of work may change by way of additional/ deletions of certain tasks / items. The Authority / DISTRICT ADMINISTRATION, GANJAM 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 the opinion of DISTRICT ADMINISTRATION, GANJAM, be necessary and for that purpose, or if for any other reason it shall, in opinion of DISTRICT ADMINISTRATION, GANJAM, be appropriate, DISTRICT ADMINISTRATION, GANJAM may instruct the Event Management Agency to do and the Event Management Agency shall do any of the following:

- a) Increase or decrease the quantity of any work included in the Contract.
- b) Omit any such work before the end of the stipulated time limit of the contract.
- c) Change the character or quality or kind of any such work.
- d) Change the levels, lines, position and dimensions of any part of the works
- e) Execute additional work of any kind necessary for the completion of the works or change any specified sequence or timing of construction of any part of the works.
- f) In case of any change in the scope of work or Minimum Development Obligations/ Bill of Quantity, by way of Enhancement, Reduction, addition or deletion, the payments to the EMA shall be decided by DISTRICT ADMINISTRATION, GANJAM after discussion with EMA.
- g) In case of addition of new line items, and/ or change of any quantity as specified above, a committee will be set up by DISTRICT ADMINISTRATION, GANJAM, wherein a representative of the EMA will be a member, and method for rate discovery will be put in place to approve/ sanction such variations.
- h) EMA will be responsible for all manpower deployed including their cost towards accommodation, fooding etc.

4. OBLIGATIONS OF DISTRICT ADMINISTRATION, GANJAM:

The obligations of DISTRICT ADMINISTRATION, GANJAM are as follows:

- 4.1 DISTRICT ADMINISTRATION, GANJAM shall hand over the project (as specified in this RFQ) to the preferred EMA on "as is where is" basis.
- 4.2 EMA shall arrange/ set up water supply connection and power supply connection wherever available. EMA shall arrange DG sets for backup power supply and water tankers as per the requirement.
- 4.3 DISTRICT ADMINISTRATION, GANJAM shall augment promotion of the event through digital and other media. EMA shall develop the content and promotion materials of the event well before the event starts. EMA also explore different media to promote the event in large scale.
- 4.4 DISTRICT ADMINISTRATION, GANJAM shall approve the concept submitted by selected operator and overall control and supervision of the project.
- 4.5 DISTRICT ADMINISTRATION, GANJAM shall assist in overall safety and security through local police.

5. MINIMUM DEVELOPMENT OBLIGATIONS (MDO) / BILL OF QUANTITIES (BOQ)

- 5.1 The EMA shall be required to provide the listed minimum development obligation (MDO) as per the **Annexure-IV** of this RFQ and Bill of Quantity (BOQ) against each item as detailed in **Annexure-III** of this RFQ.
- 5.2 The Minimum Development Obligations may undergo changes at the time of planning/execution by way of enhancement, reduction in quantity or addition/deletion of any obligation, after due approval of DISTRICT ADMINISTRATION, GANJAM. Payment will be done on pro-rata basis.

6. FORCE MAJEURE

- 1.1. Neither the Operator nor DISTRICT ADMINISTRATION, GANJAM shall be liable to the other for any loss or damage occasioned by or arising out of acts of God such as unprecedented flood, volcanic eruption, cyclone, tsunami, earthquake, pandemic or other convulsion of nature and other acts such as but not restricted to invasion, the act of foreign countries, hostilities, or war-like operations before or after declaration of war, rebellion, military power which prevent performance of the assignment and which could not be foreseen or avoided by a prudent person.

7. TERMINATION OF THE CONTRACT

- 7.1 In case of any deficiency or non-fulfilment of obligations as per the scope of work, DISTRICT ADMINISTRATION, GANJAM shall serve a notice to the concerned EMA to rectify/fulfil the obligations within a period of 8 (eight) hours to cure the defect, failing which DISTRICT ADMINISTRATION, GANJAM shall be at the liberty to execute the work through any other agency at the cost of the EMA, in addition to the right of DISTRICT ADMINISTRATION, GANJAM to cancel the contract without further assigning reason thereof.
- 7.2 DISTRICT ADMINISTRATION, GANJAM reserves the right to terminate the agreement in case of deficiency in services or poor performance of the EMA. For this, DISTRICT ADMINISTRATION, GANJAM shall intimate the EMA within 1 (one) day of observation of deficiency of services. Any change in BoQ envisaged by DISTRICT ADMINISTRATION, GANJAM shall be communicated to the EMA one (1) day in advance. In this respect, the view of DISTRICT ADMINISTRATION, GANJAM about the performance is final and binding.

8. PENALTY

- 8.1 Failure in fulfilment of performance as indicated in this RFQ above shall warrant the following:
 - 8.1.1 Forfeiture of Performance Bank Guarantee in case of failure to successfully perform/complete the deliverables as per the MDO / BOQ and/ or in case of any midway unilateral withdrawal from the contract.
 - 8.1.2 Bidder shall be blacklisted from bidding for any Contract/ Tender/ EoI /RFQ with District Administration, Ganjam for a period of 3 years.
- 8.2 On account of circumstances beyond the control of the EMA like natural calamities and any other unforeseen events and upon formal notification by the appropriate authority, DISTRICT ADMINISTRATION, GANJAM may give extended time to the operator to complete the activities and in such a case will not hold up the payment that is due for that particular stage.

9. PAYMENT SCHEDULE

9.1 DISTRICT ADMINISTRATION, GANJAM will pay the quoted amount to the preferred bidder, as specified in the financial bid, as per the schedule mentioned in Table 3.

Table 3
Payment Schedule

Sl	Milestone	Timeline	Percentage of total payable amount
1.	On submission & after approval of Execution Plan; Mobilization of material at Site	Within 2 days from mobilization at site	20%
2.	After completion of entire event	Within 45 days of completion of event, Dismantling of all the created infrastructure, subject to approval of DISTRICT ADMINISTRATION, GANJAM	80%

10. BID EVALUATION CRITERIA

10.1 A bidder is allowed to bid for the event as per this RFQ.

10.2 The financial proposal shall be quoted as per Annexure-II of this RFQ.

10.3 **Selection Criteria:**

a) The agencies empanelled with OTDC are subsequently invited to submit their financial quote. Such quote (price bid) will be assessed and selected by DISTRICT ADMINISTRATION, GANJAM. The Selected Bidder shall be issued the LoA. DISTRICT ADMINISTRATION, GANJAM reserves the right to negotiate the price with the Selected Bidder before issue of the LoA. The Selected Bidder shall have to acknowledge and accept the LoA by returning a signed copy of the LoA within a period of 3 (Three) days of issue thereof, along with submission of the Performance Security, failing which the issued LoA may be cancelled, and the Selected Bidder may be disqualified and suspended for a year.

b) **Financial Bid:** The financial bid of the only the empanelled agency would be sought and opened. The Agency quoted the lowest price (L1) would be the Selected Agency. The Second and third Ranked Agency shall be kept in reserve and may be invited for negotiations in case the first ranked Agencies withdraws or fails to comply with the requirements.

10.4 The Bidders are required to provide price confirmation and price breakup strictly on the lines of BOQ as provided in Annexure-III.

10.5 Errors, if any, in the price breakup format will be rectified as under:

a) If there is a discrepancy between the unit price and total price which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the Bidder does not accept the correction of errors, the Bid will be rejected.

b) If there is a discrepancy in the unit price quoted in figures and words, the unit price in figures or in words, as the case may be, which corresponds to the total Bid price for the Bid shall be taken as correct.

- 10.6 In case of tie of more than one bidder, the committee will take the decision regarding the criteria of selection of the agency. The bidders are bound to accept the decision of the committee.

11. PERFORMANCE SECURITY

The EMA shall submit refundable Performance Security of **INR 2,00,000 /-** (INR Two Lakh only) before execution of agreement / issue of work order.

Performance Security shall be drawn in the form of a Demand Draft/Bank Guarantee issued by any Scheduled Commercial Bank in favour of "**Collector & DM, Ganjam**" payable/ encashable at **Chatrapur**. **No exemption from submission of Performance Security is allowed.** The Performance Security of the successful bidder shall be returned immediately upon completion of the event along with final payment. The Performance Security shall be forfeited in the following cases:

- a) In case of non-performance.
- b) The Performance Security shall be forfeited at the sole discretion of DISTRICT ADMINISTRATION, GANJAM towards any liquidated damages that may be payable by the selected operator, under the Terms and conditions of RFQ and the Agreement.

12. VALIDITY OF BID

Proposal shall remain valid for a period of 90 (Ninety) days from the last date of submission of bid or till the date of signing of the agreement with the preferred bidder, whichever is later. On request from DISTRICT ADMINISTRATION, GANJAM, the bidders would be required to extend the validity of the bids/proposal on the same terms and conditions. A proposal valid for a shorter period shall be rejected as non-responsive.

13. CURRENCIES OF BID AND PAYMENT

The prices shall be quoted by the bidder in Indian Rupees (INR) only.

14. DISPUTES

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

15. ADDENDUM / CORRIGENDUM / NOTICE

At any time prior to the deadline for submission of Proposal, the DISTRICT ADMINISTRATION, GANJAM may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify any of the terms mentioned in this RFQ document by the issuance of addendum / amendment / corrigendum / notice. All such amendments / addendum / corrigendum / notice 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 DISTRICT ADMINISTRATION, GANJAM may, in its sole discretion, extend the submission due date.

Bidders are advised to periodically check for notices, addendum and corrigendum issued in relation to the RFQ. Any Addendum / Corrigendum / Notice etc. for this assignment issued by DISTRICT ADMINISTRATION, GANJAM will be published only on the website. <https://ganjam.odisha.gov.in/>

16. ACKNOWLEDGMENT BY BIDDER

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

- a) made a complete and careful physical examination of the site(s) for the project, details mentioned RFQ, submission formalities and evaluation mechanism;
- b) received all relevant information requested from DISTRICT ADMINISTRATION, GANJAM.
- 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 DISTRICT ADMINISTRATION, GANJAM.
- 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.

DISTRICT ADMINISTRATION, GANJAM shall not be liable for any omission, mistake or error on the part of the Bidder 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 DISTRICT ADMINISTRATION, GANJAM.

17. RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this invitation document, DISTRICT ADMINISTRATION, GANJAM reserves the right to accept or reject any Proposal or 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.

DISTRICT ADMINISTRATION, GANJAM, also, reserves the right to reject any Proposal if:

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

18. INTERPRETATION

In case of any ambiguity in the interpretation of the conditions of the RFQ, the interpretation of the Managing Director, DISTRICT ADMINISTRATION, GANJAM will be final and binding on the parties to the conditions of selection.

19. PROPRIETARY DATA

All documents and other information provided by any bidder to DISTRICT ADMINISTRATION, GANJAM shall remain or become the property of DISTRICT

ADMINISTRATION, GANJAM. The bidder shall also treat all information as strictly confidential and will not divulge any details related to any Proposal or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Bidder to DISTRICT ADMINISTRATION, GANJAM in relation to the Service shall be the property of DISTRICT ADMINISTRATION, GANJAM.

20. SUBMISSION OF PROPOSAL- PACKING, SEALING AND MARKING

Financial Proposal / Quotation must be inserted in sealed envelope, along with bidder's name and address in the left-hand corner of the envelope and super scribed in the following manner.

“FINANCIAL PROPOSAL / QUOTATION FOR “GOPALPUR BEACH FESTIVAL & NATIONAL LEVEL PALLISHREE MELA”

“SELECTION OF AN EVENT MANAGEMENT AGENCY (EMA) FOR MANAGEMENT OF NATIONAL LEVEL PALLISHREE MELA & GOPALPUR BEACH FESTIVAL”

The Bidder's Name & address shall be mentioned in the left-hand corner of the envelope. The envelope shall be addressed to DISTRICT ADMINISTRATION, GANJAM, at the following address through Speed post / Regd. post/hand delivery.

CDO-cum-EO,ZP cum Vice Chairman ORMAS, Ganjam, Chatrapur, PIN- 761020

Note:

- If the financial proposal envelope is not sealed and marked as mentioned above, then DISTRICT ADMINISTRATION, GANJAM will assume no responsibility for the tender's misplacement or premature opening. Telex, Email, cable or facsimile tenders will be rejected.
- Bidders are advised to prepare their documents with proper sequence and indexing without which the bid shall be considered non-responsive.

21. DOCUMENTS TO ACCOMPANY THE PROPOSAL

The bidder must submit the Financial Proposal as per format provided in **Annexure-II**. The financial proposal shall also include **Annexure-III**(Bill of Quantity). The figures in financial proposal and grand total in the BOQ must be same.

22. AMENDMENT/ MODIFICATION

At any time prior to the deadline for submission of Proposal, the DISTRICT ADMINISTRATION, GANJAM may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be published on DISTRICT ADMINISTRATION, GANJAM notice board 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, DISTRICT ADMINISTRATION, GANJAM may, in its sole discretion, extend the Proposal Due Date.

23. LANGUAGE

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

24. LATE SUBMISSION

Proposal received after the deadline for submission prescribed by DISTRICT ADMINISTRATION, GANJAM will not be entertained and be rejected.

25. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

No modifications to the Proposals shall be allowed once it is received by DISTRICT ADMINISTRATION, GANJAM, CHATRAPUR.

26. LIABILITY AND INDEMNITY

- 26.1. The EMA shall indemnify, defend and hold DISTRICT ADMINISTRATION, GANJAM harmless against:
- a) any and all third party claims, actions, suits or proceedings against DISTRICT ADMINISTRATION, GANJAM, for any loss of or damage to property of such third party, or death or injury to such third party, arising out of breach by the EMA of any of its obligations under the Service Order / Agreement, except to the extent that any such claim, action, suit or proceeding has arisen due to a negligent act or omission, breach of the Service Order / Agreement, or breach of statutory duty on the part of DISTRICT ADMINISTRATION, GANJAM, its suppliers and contractors, employees, servants or agents; and
 - b) any and all losses, damages, costs, and expenses including legal costs, fines, penalties and interest actually suffered or incurred by DISTRICT ADMINISTRATION, GANJAM from third party claims arising by reason of breach by the EMA of any of its obligations under this Service Order / Agreement, except to the extent that any such losses, damages, cost & expenses including legal costs, fines, penalties and interest (together to constitute "Indemnifiable Losses") have arisen due to negligent act or omission breach of the Service Order / Agreement, or breach of statutory duty on the

Request for Quotation (RFQ) / Limited Tender for Event Management Agency (EMA) for Conceptualising,
Curating & Executing Event Gopalpur Beach Festival, Gopalpur-on-Sea

- part of DISTRICT ADMINISTRATION, GANJAM, its suppliers or contractors, employees, servants or agents or any of the representations; and
- 31.1. DISTRICT ADMINISTRATION, GANJAM remains indemnified (even if the Service Order / Agreement ends pre-maturely) towards all or any obligations due to DISTRICT ADMINISTRATION, GANJAM by the EMA and shall continue to remain in force till such time all or any such claims are suitably addressed.

~~CDO-CUM-EO~~
Zilla Parishad Ganjam

ANNEXURE-I COVERLETTER

(On the Letterhead of the bidder)

To,

Collector & DM, Ganjam
Chatrapur

Date: _____

Sub: Request for Quotation (RFQ) / Limited Tender for Event Management Agency (EMA) for Conceptualising, Curating & Executing "GOPALPUR BEACH FESTIVAL" & National Level Pallishree Mela "(DISTRICT ADMINISTRATION, GANJAM).

1. With reference to the captioned EOI and RFQ document, I/We _____ (Bidder Name and agency), have examined the RFQ documents and understood their contents, hereby submit my/ our proposal for the subject EOI and RFQ. I _____ am apply in gas a _____ (Sole Bidder).
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the EMA, 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 our selection as EMA for the design and execution as per the scope of work and BOQ during of the aforesaid Gopalpur Beach Festival.
4. I shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the Proposal.
5. I acknowledge the right of the Authority to reject our Proposal 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, as defined in the EOI and RFQ document, 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 EOI and RFQ, 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 Proposal in response to the subject EOI and RFQ and information mentioned for the evaluation of the bid capacity were true and correct as on the date of making the Proposal and are also true and correct as on the Proposal 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 EOI and RFQ document.

Request for Quotation (RFQ) / Limited Tender for Event Management Agency (EMA) for Conceptualising, Curating & Executing Event Gopalpur, Beach Festival, Gopalpur-on- Sea

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 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 project 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 subject EOI and RFQ and the terms and implementation thereof.
13. In the project of my/ our being declared as the Selected Bidder, I / we agree to enter into an Agreement in accordance with the draft that will be provided to me / us by the Authority. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
14. I have studied all the Bidding Documents carefully and also surveyed the site. 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 the EMD cum Performance Security to the Authority in accordance with the RFQ Document for the project.
16. I agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if Management of District Administration, Ganjam during Gopalpur Beach Festival not awarded to me or our Proposal is not opened or rejected.
17. The Financial Proposal has been quoted by me after taking into consideration all the terms and conditions stated in the EOI and RFQ, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the implementation cost.
18. I agree and undertake to abide by all the terms and conditions of the EOI and RFQ document.
19. I shall keep this offer valid for 90 (Ninety) days from the Proposal Due Date specified in the RFQ.
20. I hereby certify that we have not changed any quantity as mentioned in the BoQ and confirmed that any discrepancy arrives at any time, decision of Authority will be considered as final.
21. I hereby submit our Proposal and quote an amount as indicated in Financial Proposal for undertaking the aforesaid Event Management Agency (EMA) for Conceptualising, Curating & Executing Event Gopalpur Beach Festival, Gopalpur-on- Sea in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this Proposal under and in accordance with the terms of the EOI and RFQ document.

Yours faithfully,

Date:

Place:

(Signature, name and designation
of the Authorised signatory)
Name & seal of Bidder

ANNEXURE-II FINANCIAL PROPOSAL

Date:

To,
Collector & DM, Ganjam
Chatrapur

Ref: Selection of Event Management Agency (EMA) for Conceptualising, Curating & Executing Event Gopalpur Beach Festival & National Level Pallishree Mela Gopalpur-on-Sea.

We, the undersigned, offer to provide the services of the EMA for Conceptualising, Curating & Executing the Event Gopalpur Beach Festival in accordance with your Request for Quotation / Limited Tender Enquiry dated _____ and our Financial Proposal as per details mentioned below:

Financial Bid -

Financial Quote*	Figure (in INR)	In Words
Lumpsum		

*Please refer the BoQ and submit grand total as per the BoQ in Annexure-III. The figure in grand total of the BoQ and the figure in the Financial Quote should be same.

Note: The above quote shall be exclusive of applicable GST / Detailed BOQ is enclosed herewith.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid in accordance with the proposal validity mentioned in the subject RFQ from the last date of submission of proposal.

The financial amount quoted above by _____ (Bidder name) shall remain firm till the completion of the project. No increase in the financial amount, for whatsoever reasons, shall be entertained.

The Financial Quote as mentioned above shall be same as the grand total Proposal is without any condition.

Yours faithfully,

+

For and on behalf of (Name of Bidder)
Duly signed by the Authorised Signatory of the Bidder
(Name, Title and Address of the Authorised Signatory)

CONSOLIDATED FINANCIAL EVALUATION FORM

Sl. No.	Item	Specification	Quantity required	Rate - Unit Price(in INR)	Total Amount (in INR)
1	Category A Stall (Green Room & P.M CTRL ROOM)	40'*30 ' ft	3		
2	Category B Stall (Delegates Lounge)	30'*30 ' ft	2		
3	Category C Stall (Police Control Room, Gender Cell)	25'*20 ' ft	3		
4	Category D Stall (Food Court)(Pagoda)	20'*20 ' ft	30		
5	Category E Stall (Reserve)(Pagoda)	20'*15' ft	5		
6	Category F Stall (Commercial Near PALLI SHREE MELA))(Pagoda)	15'*10 ' ft	50		
7	Category G Stall (ORMAS MELA)	10'*10 ' ft	300		
8	Pagoda (FIRE/AMBULANCE/MEDIA/CC TV & SECURITY Room)	16'*16'ft	5		
9	Installation of Toilet block having separate for Male and Female (Delegates, Green Room, Control Room, Police)	With Proper Closure	8		
10	Partition with new cloth walling . Height as per the requirement	For Each Stall			
11	Barricading(IRON/BAMBOO)	For Audience, Parking, Food Zone, Fun Zone, Stage front, VIP Lounge sitting			
12	LED Tube light (20 Watt)		1000		
13	LED Halogen (different Watts) with Tower		250 LEDs & 50 Towers		
14	LED Bulb(20 Watt)		1000		
15	Fan (Standing & Sealing)		500		
16	Socket Board (Min. 2Plugs & 2 Switches)		500		
17	Wooden Teapoy with cover		50		
18	V.I.P Chair		200		
19	Arm Chair(Banquet)		100		
20	Iron Table		700		
21	Wooden Table		20		
22	Steel Drum		25		
23	Bucket		400		
24	Jug		400		
25	Coil Mat		50		
26	Dari		30		
27	Carpet(Good Quality)		50		
28	Plastic Chair		5000		
29	Glass With Cover		100		
30	Generator(82 KV 2 Nos. and 125 KV 2 Nos.) Fuel as per actual consumption for Festival period of 5 days 5KV Generator with actual fuel Consumption		2		

31	Generator (125 kv 2 nos.) Fuel as per actual consumption for period of 6 days	†	2		
32	Generator 5 KV Generator with actual fuel consumption		2		
33	Sofa Set (Wooden & Steel)		50		
34	Name Plate for Dias (2 Set)		50		
35	Green Shed Nets (Full Coverage)	Entire Ground	5 Lakhs Sq Ft		
36	Flex & Signage (Stall numbering, flex board and display, parking area, parking rate chat, way indicator board, green room area, toilets, officers on duty board etc.) display of Parab map of approx. 10' * 10' Feet size at different locations	As per Requirement in different sizes	300 Stalls Signages, 4 parking spots, 20 W. I. , 2 Maps etc.		
37	Security Personnel	Team (10 nos)			
38	Arrangement of Light and Sound system for 5 days	As per Requirement			
39	Arrangement for announcer for 5 days	Male/Female			
40	Still Photography and video coverage with at least 2 Drone cameras & other professional set up & ancillaries for 5 days, solid quality album & Hard disc (storage unit) with all videos and photos	Team			
41	Installation of Close Circuit TV Camera (PTZ Camera)	Full Coverage with storage			
42	Supply of Food (Catering) Breakfast, Lunch, Dinner & Evening Tiffin): Normal	For participants, Volunteers, VVI P Officials,	200		
43	Supply of Food (catering) (Breakfast, Lunch, Dinner & Evening Tiffin): Delegates Special	For Guests, Artists	200		
44	Supply of Gada, Bed, Sheet & Pillow etc.	6 days	400		
45	4 side trusses for light, fixture, furniture, equipment's, sound system, Specification as per Annexure	For 5 days †			
46	Installation of Watch Tower with a single seating capacity with Spot light	10 (Left & Right side, Stage Facing) middle of the venue			
47	Laser Show (Thematic with beam show)	1 days			
48	Cracker Show (Rythimic with sky shots in machine)	1 days			
49	Identity Card with Cover and Neck Cord for Volunteers, Officials, Guests etc		750		
50	Invitation Card with Envelops		500		
51	Certificate		1000		
52	Flex , Facia & Hoardings	As per Requirement	5000 sq ft		
53	Shawls/ Stoles (Mirigan)	As per Requirement	200 pieces		

54	Flowers (Natural) & Bouquets	for 4 days (Stage, stalls, Control room,			
55	Gifts Mementoes (thematic)	As per requirement	100 Sets of Products & 300 Mementoes		
56	Prizes, Maanapatra (District Specific	As per Requirement			
57	Coffee table book Multi-colour		500		
58	Social Media Management with Youtube live streaming	Team with Equipments	LS		
59	Main Gate (Thematic)	Admin Specific			
60	Box Gates		4		
61	Flat Gates		10		
62	LED Pannels	2500 Sq ft			
63	Stagecraft	Thematic, Aesthetic & Appealing to the name of the	LS		

~~CDO-CUM-EO~~
Zilla Parishad Ganjam

1. TERMS OF REFERENCE

1.1. Objectives of the Assignment

The broad objective of these assignments is to provide event management services for the Gopalpur Beach Festival & National Level Pallishree Mela Ganjam-2025 at the Gopalpur on Sea during 15th February 2025 to 19th February 2025.

1.2. Scope of Work

The requirement for each item in the scope of work is mentioned in detail in the format for Financial Proposal (Annexure- B1 & B2).

The scope of work with the requirement of different items is only indicative and not exhaustive. The requirement of various items may increase or decrease as per actual requirement. **The prospective bidders are also advised to provide a concept note on the engagement activities which can be executed for the entertainment of the visitors and for taking Gopalpur Beach Festival & National Level Pallishree Mela the status of a National level Tribal Festival.**

a. Management and construction/setup of the Main stage, Welcome Gate & Selfie Points for the entire Ceremony and Cultural Programmes thereof;

The Agency shall setup and manage the main stage for the entire period of the Gopalpur Beach Festival & National Level Pallishree Mela Ganjam- 2025, commencing from the inaugural ceremony till its completion. It shall provide comparing for the programmes to be hosted on the stage as well as decorate the stage as per the concept and theme finalised by the Committee headed by the CDO cum EO, ZP. The Agency shall receive the dignitaries to the stage with proper decorum and decency and introduce them to the audience.

The agency shall provide the necessary logistics and amenities required on stage for the inaugural ceremony as per description at Annexure to this RFP and be responsible for their timely delivery two days prior to the festival and their security. **Gopalpur Beach Festival being an age-old cultural tradition the Agency shall ensure that the conduct and management of the stage does not digress from the popular cultural ethos or hurt or offend any sensitivity.**

The Agency shall make a presentation on different themes for cultural programmes, template of stage & ground and blue print before the Committees headed by the CDO cum EO, ZP Ganjam, ADM Ganjam & Collector cum Chairman DCC, Ganjam and assist in finalisation of troupes and programmes for performance on the stage for all 4 days of Gopalpur Beach Festival & National level Pallishree Mela. The Agency shall manage the programmes on stage and guide and support the artists for smooth performance. The artists shall receive payment from the DCO, Ganjam directly in coordination with the agency.

The Agency shall abide by agenda/items finalised by the Cultural Committee headed by the CDO cum EO, ZP, Ganjam. If there is any doubt it shall immediately consult the Cultural Committee for clarification.

b. Setting up Temporary Infrastructure at the Venue (Gopalpur Beach Festival ground):

The Agency shall set up **necessary temporary infrastructure/office** with all amenities and Furniture Fixtures and Equipment (FF&E) for the Culture office, police, fire personnel, DIPRO, DCPO, Watch Tower for police at the venue, toilet block (5 units) for the artiste and officials i.e. on the both upper and lower Gopalpur Beach Festival Grounds for smooth conduct of the Gopalpur Beach Festival as per the specifications at Annexure to this RFP.

The Agency is also required to **set up temporary stands for display of Maps showing routes and other details** as per the instruction of the **Chief Development Officer-cum-Executive Officer, Ganjam and SP Ganjam**. The infrastructure should be handed over to the District Administration two days prior to the start of the event.

Further the Agency is required to **set up one temporary VIP Stall with aesthetic craft works (4 sides) like a Selfie point (outer part) with minimum amenities (Toilet, Drinking Water, Portable Stand AC, Stand Fan, proper lighting, Wooden Sofa, Teapoy, Glass etc.)**

Also, the Agency may be required to install **Gates & Decorative Lights** at various locations identified by the District Administration so as to improve the look and feel of the Cultural Festival. High wattage metal lights and LED lights also required to be installed at the points of heavy footfall areas for safety and security.

c. Barricading and fencing of the Gopalpur Beach Festival Grounds during the festival:

The Agency shall ensure fencing and barricading the setup at the venue, and approach roads (as per requirements), including not limited to main venue area, parking areas, entry points for smooth flow of vehicles and commuters to the venue. The barricading shall include both **metal barricading, bamboo ballahs and black masking**. Barricading and fencing are to be done as per the requirement, also as decided by the District Administration and/or Traffic.

Apart from this barricading, temporary barricading shall be done at different places for the smooth flow of the traffic and visitors into the grounds of the Fair. Barricading shall also be done near the demarcated vending zones where delicacies like channachur, dahibara-aloodum, chat, gupchup etc shall be sold by small vendors.

Please refer to Annexure to this RFP for details of quantity required. Any doubts in the matter of barricading **Chief Development Officer-cum-Executive Officer, Ganjam, SP Ganjam and SE, R & B, Ganjam** to be consulted.

d. Flex and signage for Gopalpur Beach Festival Ganjam– 2025:

The Agency shall print the required no of Maps of the Gopalpur Beach Festival Grounds showing the layout of the stalls, roads, exits etc. for guidance of the visitors. It shall also print the required nos. of flexes showing Entry, Exit, Toilet, Directions, Block No. etc. as signage for display at the required strategic points during the Gopalpur Beach Festival 2025 for crowd management and guidance. The details of requirements of flex and other signage are given at Annexure to this RFP.

All signage must be put in place on the Gopalpur Beach Festival Grounds before the event. For any clarification of doubts Chief Development Officer-cum-Executive Officer, Ganjam, SP Ganjam and SE R & B, Ganjam to be contacted.

e. Venue Security and installation of CC Cameras:

The Agency is required to **supply and install security cameras with monitors and recording system for all the festival days** i.e. Gopalpur Beach Festival event. The Agency shall install security cameras at all the entry/exit gates of the Gopalpur Beach Festival grounds in consultation with District Administration/SP Ganjam and his Management team.

The Agency shall **install LED Monitors and CC Cameras** at the entry points, as per the requirement of the Administration and the Police. Please refer to Annexure to this RFP for details of quantity required.

f. Outdoor LED screen display:

The Agency shall provide LED screens (minimum 15 ft. x 10 ft.) at 8 (eight) prominent locations in the Gopalpur Beach Festival Grounds for live telecasting of the stage shows/functions and other events during the entire Gopalpur Beach Festival Ganjam- 2025. The Agency shall, in consultation with the **Chief Development Officer-cum-Executive Officer**, Ganjam and identify 8 (eight) prominent locations in the Gopalpur Beach Festival Grounds for installation of the LED screens. The Agency shall provide necessary technical infrastructure for live streaming of events in the format adaptable to the LED screens. The Agency shall also obtain all requisite permissions for the above work.

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

The Agency shall **decorate the Main Gate with light and other decorative items in consonance with an innovative Theme** which should be completed well in time. The decorated gate and the festival grounds shall be opened to public by cutting of ribbon in traditional style by the invited dignitaries. The Agency shall also **decorate the stage with flowers with themes** as approved by the Cultural Committee headed by the **Chief Development Officer-cum-Executive Officer**, Ganjam on day-to-day basis.

h. Marketing and/or Advertising Rights

The Agency shall be responsible for the wide promotion of patrons/sponsors for Gopalpur Beach Festival Ganjam 2025. Commercials/Logos of different sponsors shall be displayed time to time in the large LED Screens & appropriate positions in the hoardings and banners.

i. Social Media Management

- Social media content creation/design and posting responsibilities
- Video content creation/design and posting responsibilities
- Coffee table book design (Gate/Prototype depiction)
- Video bites from Hon'ble Ministers, MP's, MLA's, Collector Ganjam, SP Ganjam and other dignitaries or stakeholders of the Authority to be taken and posted on social media platforms as approved by the Authority
- Teaser and launch video/ Dynamic creative/ Meme content creation/design & posting on social media platforms
- Event/ Artiste info content creation/design and posting on social media platforms
- Health & Safety information content creation/design & posting on social media platforms
- Social media platforms management –X, Facebook, Instagram, and YouTube live streaming
- Any other allied details related to social media shall be done as per the requirement of the Authority.

j. Agency shall provide all sorts of Passes (Vehicle, Entry to D Zone/VIP lane etc.), IDs (OSD/Officials/Artistes), Badges (VIP, Officials, Guests, Artistes etc), & Coupons (Food) as decided by the CDO cum EO, ZP & Nodal Officer GOPALPUR BEACH FESTIVAL, SP Ganjam, Dy. CEO ORMAS & DCO.

k. Agency shall provide requisite Shawls/ Stoles, Flowers (natural), Bouquets, Gifts, Mementoes (thematic), Prizes, Certificate, Maanapatra (District Specific) in consultation with the Chairman, Nodal Officer, Dy. CEO & DCO Ganjam. While providing the materials, District specific items should be procured and distributed.

Details of the Printing works to be done for GOPALPUR BEACH FESTIVAL & NATIONAL LEVEL PALLISHREE MELA-2025 are given below:

1. Identity Card with Cover and Neck Cord (2000 Pcs.)
 - i. Size : 14 CM X 10 CM
 - ii. Printing : Offset Printing, Both Side
 - iii. Colour : Multi colour
 - iv. Paper : Art Paper Board, 220 GSM
 - v. Accessories: Plastic pouch and Clip type Neck Cord

2. Invitation CardwithEnvelope (500 Pc.)
 - i. Size : 42 CM X 29 CM (Triple folded- with creasing)
 - ii. Printing : Offset Printing
 - iii. Colour : Multi Colour
 - iv. Paper : 220 GSM Glossy sheet (Imported)
 - v. Envelop : Fit to card, multy-colourprinting

3. Certificate (1000pcs.)
 - i. Size : A4
 - ii. Printing : Offset Printing
 - iii. Colour : Multi-Colour
 - iv. Paper : 300 GSM Art Paper Board

4. i. Flex &Facia, Hoardings: Different sizes for different locations (Star)

l. Special thematic **laser shows** based on Ganjam Tourism, culture & Tradition (with Odia language)&**Fire Works** (electronically fired Sky Shots& other) with proper safety measures shall be organised during the inaugural and closing ceremony. **Duration of laser shows shall be 5 mnts (Theme) & 5 mnts (Beam Shows with instrumental rhythmic music)(Optional)**

Duration of Fire Works: 10 minutes with instrumental rhythmic music

- m. Any accidental death or injuries in the Gopalpur Beach Festival site and compensation thereof related to Event management shall be the responsibility of the agency.
- n. **Before commencement of the event, the agency has to obtain the necessary clearance/certificates/AcknowledgementsfromBSNL/any Internet provider/TPSODL, R & B Ganjam, Dist. Fire Officer Ganjam.**
- o. **Strict observation of N.G.T. guidelines.**

The Agency shall in every activity abide by the guidelines framed by the Hon'ble National Green Tribunal for protection of the jungle & Kolab river bank. The Agency shall ensure that, no plastic is used and the Ecosystem of the area is not polluted.

BILL OF QUNATITIES (BOQ)

Name of Work: Hiring an Event Management agency for Event Management of Gopalpur Beach Festival& National Level Pallishree Mela Ganjam2025 at Gopalpur on Sea, Ganjam

Sl No	Particulars	Specifications	Unit/Remarks	Quantity required	Rate-Unit Price (in INR)	Total amount (in INR)
A	Installation of Stalls					
1	Category A	Stalls with Tarpaulin Top, 3 side tarpaulin cover with new cloth ceiling, new cloth walling on 15 feet height complete in all respect. 3 tire Racks, Shelf of theracks will be 1'.6'' x 10'' with 1 st layer fixed at a height 2'.6'' & covered with white Cloth	40'*30'Sq ft	1		
2	Category B		30'*30'Sq ft	1		
3	Category C		25'*20'Sq ft	1		
4	Category D		20'*20'Sq ft	1		
5			20'*15'Sq ft	1		
6	Category E		15'*10'Sq ft	1		
7	Category F		10'*10'Sq ft	1		
8	Category G		10*10 Sq Ft.	300		

8	Installation of Toilet block having separate for Male and Female and Green Room for Office Use			1		
B	Partition for stalls	Partition with new cloth walling. Height as per the requirement complete in all respects		1 (per sq. ft.)		
C	Barricading					
1	In front of P.H.E.D	With Bamboo Bullha of 5 feet height complete in all respects in 16 different places	4500 Rft	1		
2	Movable Barricade	As per requirement	1 Rft	1		
D	Light Decoration					
1	LED Tube light (20 Watt)	Requirement as per actual in the Gopalpur Beach Festival Ground including Camp Office, Light Towers at prominent places covering entire ground		1		
2	LED Halogen (Different Watts)			1		
3	LED Bulb (20 Watt)			1		
4	Fan			1		
5	Socket Board (Min. 2 plugs & 2 Switches)			1		
E	Supply of Logistics/Fixtures&Furniture's					
1	Wooden Teapoy with cover	For entire Period of		1		

2	V.I.P. Chair	Gopalpur Beach Festival&Pallishree Mela		1			
3	Arm Chair			1			
4	Iron table			1			
5	Wooden Table			1			
6	Steel Drum			1			
7	Bucket			1			
8	Jug			1			
9	Coir Mat			1			
10	Dari			1			
11	Carpet (Good Quality)			Per Sq. Ft.	1		
12	Plastic Chair with cover				1		
13	Glass with cover				1		
14	Generator (82 KV 2 nos. and 125 KV 2 nos.). Fuel as per actual consumption for Gopalpur Beach Festival period of 5 days. 5 KV Generator with actual fuel consumption				1		
15	Sofa Set (Wooden & Steel)				1		
16	Name plate for Dias						
17	Green Shed Nets (Full Coverage)			1			
F	Flex/Signage						
1	Flex & Signage (Fittings, Furniture's & Equipment's, stall numbering, flex board and display of CCTV, parking area, parking rate chart, way indicator board, green room area, toilets, officers on duty board etc.) with installation, labour and end to end completion of allied services		Per Sq. ft	1			
2	Installation of structure for display of Gopalpur Beach Festival map of approx. 10'*10' feet size at different locations		Per Sq. ft	1			

3	Making and supply of Guest batch and tag for the volunteers and officials with printing			1		
G	Stage Managements detailed in Annexure					
1	Security at Stage		Per person for 8 hours in a day	1		
2	Arrangement of Light and sound system for 5 days		Lumpsum	1		
3	Arrangement for announcement sound system for 5 days		Lumpsum	1		
4	Still Photography and video coverage with at least 2 Dronecameras & other professional set up & ancillaries for 5 days, solid quality album& Hard Disc (storage unit) with all Videos and photos		Lumpsum	1		
5	Installation of Close circuit TV Camera(PTZ Camera)		1 set with 8 cameras	1		
6	Website for Gopalpur Beach Festival-2025		Lumpsum	1		
H	Refreshment					
1	Supply of Food (Catering) (Breakfast, Lunch, Dinner & Evening Tiffin): Normal	As per requirement per person per day				
2	Supply of Food (Catering) (Breakfast, Lunch, Dinner & Evening Tiffin): VIP Special	As per requirement per person per day				
3	Supply of Gada, Bed Sheet & Pillow etc.	As per requirement for day				
I	ANCILLARY ITEMS					
1	4 side trusses for light, fixture, furniture, equipment's, sound system. Specification as per Annexure				(Lumpsum rate)	

J

WATCH TOWER

1. Installation of Watch Tower

(Lumpsum rate)

1

Grand Total (INR in figures and words)

STAGE:

Items	Specifications
Structure:	Existing cement platform size of 70' x 50' will be used as open stage. The stage front side should be painted with traditional chitta.
Flooring:	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Back Drop:	A back drop (15' height X 60' width/entire rear length) will be prepared on wooden frame work with ply to be fixed on the stage properly based on the Gopalpur Beach Festival/ Terracotta theme . Enamel Painted ply with different motives & flexsheet 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 finalisation). Live flower chains will be hanged from top to bottom properly (Daily Change of Flowers). Backside of the stage should be covered with cotton cloth/Flex with batten frame. Display backdrop with LED and necessary beautification.
Lettering	Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the Mela in charge) mentioned and fixed properly at the centre of the back drop
Side Wings:	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework and properly fixed on both sides of the stage. The design of Flex sheets will be approved by DSMS, Ganjam.
Wooden Step:	Wooden step of complete width of stage will be erected in the front side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets. Minimum 50 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept on the steps.
Barricading:	4' height bamboo barricade will be made around the stage in double row for the entry of VIPs.
Furniture:	30 no. of VVIP Chairs with white towels, 8 no. of Centre Tables, Table Cloth, 30no. Good quality borosil glasses with covers, Plastic name plates – 25 no., 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one Speech podium, Brass Deepam (2' .6" height) with inaugural materials etc. will be provided on the meeting days.

Items	Specifications
Green Room:	Two green rooms of size 30' X 30' each shall be made on both side/back side of the stage having tarpaulin top covering, inner all side white cloth covering with batten frame, synthetic carpeting, good arrangements for sitting – 20 no of chairs and with provision of a mirror, fan and light in each green room.
Overall supervision:	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.

Annexure - A

Sound for Publicity (Mainvenue near Stage)

i) Long Funnel	30 Nos.
ii) Unit 40 Watt & 30 Watt	30 Nos.
iii) Matching Transformer	30 Nos.
iv) Cordless Microphone	02 Nos.
v) Amplifier 1000, 2000, 3000 & 4000 watt	04 Nos.
vi) DVD Player with PenDrive port	01 Nos.
vii) Power Stabilizer 5 KV	01 Nos.
viii) Wire for Lower Ground	20 Coil
ix) Corded Microphone	02 Nos.
x) 6 Channel Mixture	01 Nos.

Annexure -A

STAGE LIGHT

i) PAR 1000 Wt (Philips / Sylvania / Gee Bulb)	40 Nos.
ii) Palco Multi Colour (Canara / XACCA Make)	25 Nos.
iii) Multi 20 (Canara / XACCA make)	06 Nos.
iv) Multi 10 (Canara / XACCA make)	04 Nos.
v) Halogen 1000 Wt	05 Nos.
vi) Blasting Fire	10 Nos.
vii) Sharpy Moving Head 575 Wt.	06 Nos.
viii) Laser Multi Colour (Unit as per laser show)	06 Nos.
ix) HMI Follow	01 No.
x) Power pack for above lights (4K X 6 Channels)	03 Nos.
xi) Smoke 1500 Watt	02 Nos.
xii) Sky - Taker	01 No.
xiii) Operating Desk for above lights	01 No.
xiv) Stove light	02 Nos.

Annexure -B

STAGE SOUND

i) JBL Box Top 600 Wt	08 Nos.
ii) JBL Box Base Beam 500 Wt.	08 Nos.
iii) Stage Monitors JBL	04 Nos.
iv) Speaker Box JBL	08 Nos.
v) 36 Track Channel Control Board with Echo System	01 Set (Mixture)
vi) 2000 Wt Multi - Amplifier	04 Nos.
vii) 1000 Wt. Multi - Amplifier	04 Nos.
viii) CD/DVD/Cassette Players	02 Nos.
ix) Cordless Microphones	04 Nos.
x) Corded Microphones for Voice, instruments with all components	12 Nos.
xi) Collar Cordless Microphone	02 Nos.
xii) Dual Liner Box with Stand	08 Nos.
xiii) Meeting Microphone	04 Nos.
xiv) 5 Kilowatt Stabilizer	02 Nos.

~~CDO-CUM-EO~~
Zilla Parishad Ganjam