



**ODISHA STATE ROAD TRANSPORT CORPORATION,
BHUBANESWAR**

No. 2113 /OSRTC/IMTR-59/23

Date: 29.11.2023

Request For Proposal (RFP)

The Chairman-Cum-Managing Director, Odisha State Road Transport Corporation (OSRTC), Bhubaneswar has invited a Tender for Event Management Agency for OSRTC through the transparent bidding process.

The interested firms/ agencies should submit their proposals from Dt. 29.11.2023 to Dt. 05.12.2023 up to 02:00 PM and the same will be opened on Dt. 05.12.2023 at 4:00 PM at OSRTC conference hall.

For any doubt, agencies/ firms may contact Mr. Rashmi Pani on 9937567240 to address the issue during office hours.

The details of the terms & conditions are available on the web site www.osrtc.in.

The Authority reserves the right to accept or reject any or all proposals without assigning any reason thereof.

By order of the Chairman-cum-Managing Director,

29.11.23
General Manager(A),
OSRTC, Bhubaneswar

Memo No. 2114 /



ODISHA STATE ROAD TRANSPORT CORPORATION, BHUBANESWAR

No. 2113/OSRTC/IMTR-59/23

Date:29.11.2023

TENDER

Sealed Quotations are invited from interested agencies for the event is expected to be a brand-building event for the corporation and creating awareness about various Govt. funded schemes as well as operational services of OSRTC.

The agency must have an in-house support team facility. All other requirements such as manpower, tools, creative content, etc. will have to be met by the firm. Agency must have expertise in these works. The entire data will also be stored/archived, and the firm has the responsibility to provide it to OSRTC, as and when required. The agency maintains the backup, storage and recovery mechanism.

Scope of Work:

1. Initial Planning:

Conceptualization: Understanding the client's goals and vision for the event.

Budgeting: Creating a budget that covers all expenses and potential costs.

Venue Selection: Identifying and securing a suitable venue based on the event requirements.

2. Logistics:

Vendor Management: Selecting and coordinating with vendors for catering, audiovisual equipment, decorations, etc.

Transportation: Organizing transportation for guests, if required.

Accommodations: Securing accommodations for out-of-town attendees.

3. Marketing and Promotion:

Promotional Activities: Developing strategies to promote the event and attract attendees.

Ticketing: Managing ticket sales and distribution.

Public Relations: Handling media relations and press releases.

4. On-Site Coordination:

Set-Up and Breakdown: Overseeing the setup of the event space and coordinating breakdown activities.

Staff Management: Managing on-site staff and volunteers.

Registration: Handling attendee registration and check-in.

5. Program Management:

Agenda Planning: Developing a detailed schedule of events.

Speaker Coordination: Coordinating with speakers and presenters.

Entertainment: Organizing entertainment or special activities.

6. Technology and Audiovisual:

Technical Support: Ensuring that audiovisual and technical requirements are met.

IT Infrastructure: Managing event technology, such as registration systems and event apps.

7. Risk Management:

Safety and Security: Implementing measures to ensure the safety of attendees.

Contingency Planning: Developing plans for unforeseen circumstances or emergencies.

8. Post-Event Evaluation:

Feedback Collection: Gathering feedback from attendees, sponsors, and stakeholders.

Financial Reconciliation: Reviewing the budget and financial aspects of the event.

Post-Event Report: Documenting the successes and areas for improvement for future events.

9. Compliance:

Permits and Licenses: Ensuring compliance with local regulations and obtaining necessary permits.

10. Sustainability:

Environmental Considerations: Implementing eco-friendly practices and waste reduction measures.

A detailed unit wise requirement is here by attached for your Bidding.

SI no.	Description	Unit	Rate/Unit
1	German Hanger	Per sqft	
2	Scrap folding stage with double Ply	Per sqft	
3	Platform for Stage	1	
4	LED Riser for stage	1	
5	Console Table 6'x2'	1	
6	Baricade 8'x4'	1	
7	Plastic Matting (New) for total Venue	Per sqft	
8	Red Carpet (New) for Stage & VIP Area	Per sqft	
9	Red Carpet (New) for H'CM Walkway	Per sqft	
10	Box Gate 20'x10'	1	
11	Standee 6'x4'	1	
12	Metal Truss 60'x40'	1	
13	Walling & Ceiling	Per sqft	
14	Plastic Chair	1	
15	Banquet Chair with Cover	1	
16	White Leather Double Sofa	1	
17	LED Riser 8'x4'	1	
18	Light Setup - Stage & Hanger lighting both	1	
19	Sound Setup (Hanging JBL Liner Setup)	1	

SI no.	Description	Unit	Rate/Unit
20	HCM/VIP Restroom	1	
21	VIP Ramp	1	
22	Flower Decoration with Original flowers (total venue)	1	
23	LED 16'x10'	1	
24	Standing AC	1	
25	DG 125KV with fuel	1	
26	Back drop Framing & Branding	1	
27	IEC designing & printing	1	
28	Cultural event	1	
29	New Bus Decoration	1	
30	Inauguration Falak	1	

NB: The mentioned price does not include GST but covers transportation, boarding, and lodging costs.

The quotation will be received from Dt.29.11.2023 to Dt.05.12.2023 during office hours up to 2.00 PM the received quotations will be opened on Dt.05.12.2023 at 4:00 PM.

Pre-Qualification/Eligibility Criteria

Following table describe the pre-qualification criteria. A bidder participating in the bidding process shall possess the following minimum pre-qualification/ eligibility criteria. Any bidder failing to meet the stated criteria shall be summarily rejected and will not be considered for Technical Evaluation.

SI.No.	PQ Criteria	Description of the Criteria	Documents to be Submitted
1.	Legal Entity	The bidder must be a company/a firm registered in India, since last 3 years.	<ul style="list-style-type: none"> • Valid copy of certificate of incorporation and registration certificates. • Copy of GST registration. • Copies of relevant Certificates of registration

Sl.No.	PQ Criteria	Description of the Criteria	Documents to be Submitted
			Income Tax / PAN Number from the respective Government Department.
2.	Turnover	Bidder should have had an average turnover of at least INR 50 Lakhs from the last 2 financial years	CA Turnover Certificate
3.	Experience of Promotional Films for Odisha Government	In the last two years, the bidder should have experience in Event Management and must have 1 work order above the value of minimum Rs. 25 lakhs or above	Copies of Work Order or Agreements
4.	Blacklisting	The Bidder firm should not be blacklisted by any competent authority of a government department, government undertakings, local bodies, authorities	Self-certificate letter undertaking to this effect on company's letter head signed by authorized Signatory

Terms & Conditions

1. Rate may be quoted as per unite and scope mentioned in the above table.
2. The bidder should mention the valid GST & PAN number in the quotation.
3. The authority reserves the right to accept or cancel any or all the quotations without assigning any reasons thereof.
4. The bidder should abide by all the terms and conditions mentioned herewith.
5. The bidder should adhere to the specifications of the peripherals mentioned on above.

Annexure I: Covering Letter (On the Letterhead of the applicant)

To

Date: _____

The General Manager (Admin.)
Odisha State Road Transport Corporation (OSRTC)
Paribahan Bhavan, Sachivalaya Marg, Unit-II,
Bhubaneswar-751001, Odisha

Ref: Tender for Event Management Agency for OSRTC

Being duly authorized to represent and act on behalf of.....(hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of.....(*Name of Applicant*) for the captioned Project with the details as per the requirements of the Tender, for your evaluation. We confirm that our Proposal is valid for a period of 90 days from the last date of submission of proposal.

We also hereby agree and undertake as under

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects, and we agree to the terms and conditions of the Tender .

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

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 II: Details of Bidder

- 1 Name :
- 2 Incorporation certificate:
- 3 Address of the bidder and its office(s), if any, in India
- 4 Date of incorporation and / or commencement of business
- 5 Brief description of the Company including details of its main lines of business and proposed role and responsibilities in this Project.
- 6 Details of individual(s) who will serve as the point of contact/ communication.
 - Name, Designation, Company, Address, Telephone Number, E-Mail Address, Fax Number
- 7 Of the Authorized Signatory of the Bidder
 - Name, Designation, Company, Address, Telephone Number, E-Mail Address, Fax Number

A statement by the Bidder disclosing material non-performance or contractual non-compliance in past projects, contractual disputes and litigation/ arbitration in the recent past (Attach extra sheets, if necessary)

Annexure III: Non-Blacklisting declaration

{Company Letter head}

Format of self-certificate stating that the Entity/Promoter/s / Director/s of Entity are not blacklisted.
Anti-Blacklisting Certificate

M/s.....(Name of the bidder), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/ director(s) are not barred by State Government / any other Government entity or blacklisted by any state government or central government / department / Local Government / agency in India or from abroad from participating in Project/s, either individually or as member of a Consortium/JV as on the_____(Last date of submission of bid).

We further confirm that we are aware that our application for the **“Tender for Event Management for OSRTC”** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of the bidding process or thereafter during the agreement period. Dated this Day of..... 2023.

Name of the bidder

Signature of the Authorized person

Name of the Authorized Person

Annexure IV: Financial capacity of the bidder

Format for CA Certificate

(The format should be certified by Chartered Accountant)

Sl. No.	Financial Year	Average Annual Turnover (INR Crores)	Net worth (in INR Crores)
1	2019-20		
2	2020-21		
3	2021-22		
4	Average		

Name of Bidder's Bankers:

Address of Bidder's Bankers:

Instructions

1. The Bidder should provide details of its own Financial Capacity specified in the Tender.
2. The Bidder shall attach copies of the balance sheets, financial statements and Annual Reports for 3 years preceding the Bid Due Date. The financial statements shall:
 - a) Reflect the financial situation and turnover of the Bidder.
 - b) Be audited by a statutory auditor.
 - c) Be complete, including all notes to the financial statements; and
 - d) Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).
3. Net Worth shall mean (Subscribed and Paid-up Equity + Reserves) less (Revaluation reserves + miscellaneous expenditure not written off + reserves not available for distribution to equity shareholders).
4. The Bidder shall also provide the name and address of the Bankers to the Bidder.
5. The Bidder shall provide an Auditor's Certificate specifying the Net Worth of the Bidder and also specifying the methodology adopted for calculating such Net Worth in accordance with the Tender document.
6. The Bidder shall also provide an Auditor's certificate specifying the annual turnover of the Bidder.

Dated this _____ day of 2023.

Name of the CA

Signature of certifying CA

Annexure V: Format for Financial Proposal

To

Date: _____

The General Manager (Admin.)
Odisha State Road Transport Corporation (OSRTC)
Paribahan Bhavan, Sachivalaya Marg, Unit-II,
Bhubaneswar-751001, Odisha

Ref: Tender for Event Management Agency for OSRTC”

We, the undersigned, offer to provide the services as mentioned in the Scope of Work of the Tender.
Our financial quote is as given below.

SI no.	Description	Unit	Rate/Unit
1	German Hanger	Per sqft	
2	Scrap folding stage with double Ply	Per sqft	
3	Platform for Stage	1	
4	LED Riser for stage	1	
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27	IEC designing & printing	1	
28	Cultural event	1	
29	New Bus Decoration	1	
30	Inauguration Falak	1	
Total			

NB: The mentioned price does not include GST but covers transportation, boarding, and lodging costs.

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.

This Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of (Name of Applicant)

Duly signed by the Authorized Signatory of the Applicant

Name, Title, and Address of the Authorized Signatory