

Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest

Request for Proposal (RFP)
for
Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City
Fest



RFP No._____ **Date-**_____

Department of Tourism, Government of Odisha
Paryatan Bhawan, Lewis Road, Bhubaneswar, 751014
Phone:(0674)2432177|Fax:(0674)–2430887
Website: <https://dot.odishatourism.gov.in>
Email: info@odishatourism.gov.in and
pmu@odishatourism.gov.in

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

Disclaimer

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

This RFP 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 RFP Document is to provide the Bidder(s) with information to support the formulation of their Proposals. This RFP 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 RFP 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 RFP Document.

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

REQUEST FOR PROPOSALS

**Table 1
RFP Schedule**

Office of issue	Department of Tourism, Government of Odisha
Date of issue	01.11.2022
Last date of receiving queries in e-mail ID's info@odishatourism.gov.in and pmu@odishatourism.gov.in as per Annexure-XI	05.11.2022, 11:00 AM
Pre-bid meeting (through Video Conferencing-link will be shared later)	07.11.2022, 3:30 PM
Last date and time for submission of bids	22.11.2022 up to 3:00 PM
Date and time for technical bid opening	22.11.2022 at 4:00 PM
Date, time and venue for: Technical presentation and Financial bid opening	Will be intimated later

Director Tourism, Government of Odisha invites proposals from reputed eligible agencies/ bidders for **an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest**

Interested bidders may download the RFP document from tender section of Department of Tourism, Government of Odisha website

<https://odishatourism.gov.in/content/tourism/en/dot/quickLinks/tender.html>

Interested bidders must satisfy all eligibility criteria stated in **Clause 10** of this document.

Interested bidders must visit the site (Rourkela) and get familiarised with the site (Rourkela) before bidding for the project. DoT will appoint single point of contact (SPOC) for site visit coordination.

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

CONTENTS

2. Scope of Work	7
3. Additional obligation of the event management agency	9
4. Obligations of DoT:	10
5. Minimum Development Obligations (MDO) / Bill of quantities (boq)	10
6. Force Majeure	10
7. Termination of the Contract	11
8. Penalty	11
9. Payment Schedule	11
10. Eligibility Conditions	12
11. Bid Evaluation Criteria	13
12. Bid Processing Fee	15
13. EMD (Earnest Money Deposit)	15
14. Validity of Bid	15
15. Currencies of Bid and Payment	15
16. Disputes	16
17. Addendum / Corrigendum / Notice	16
18. Acknowledgment by Bidder	16
19. Right to reject any or all proposals	16
20. Interpretation	17
21. Proprietary Data	17
22. Submission of Queries	17
23. Pre-Bid Meeting	17
24. Submission of Proposal- Packing, Sealing and Marking	17
25. Documents to Accompany the Proposal	18
26. Amendment/ Modification	19
27. Language	19
28. Late Submission	19
29. Modifications and Withdrawal of Proposals	20
30. Performance Security and Agreement / Performance bank guarantee (PBG)	20
Annexure-I COVER Letter	22
Annexure-II Details of Bidder/Operator	25
Annexure-III POWER of Attorney For Signing of Proposal	26
Annexure-IV Declaration on Non-blacklisting & NON PENDANCY OF CRIMINAL CASES	27
Annexure-V Undertaking	28
Annexure-VI Similar Nature of Projects	29

**Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

Annexure-VII Financial Details of Bidder.....	30
Annexure-VIII Financial Proposal	31
Annexure-IX: Bill of Quantity / Minimum Development Obligation (MDO)	32
Annexure-XI Pre-Bid Query Format	45
Annexure-XII Scope of Work and Obligations of the Bidder towards organising laser and fire- show.....	46

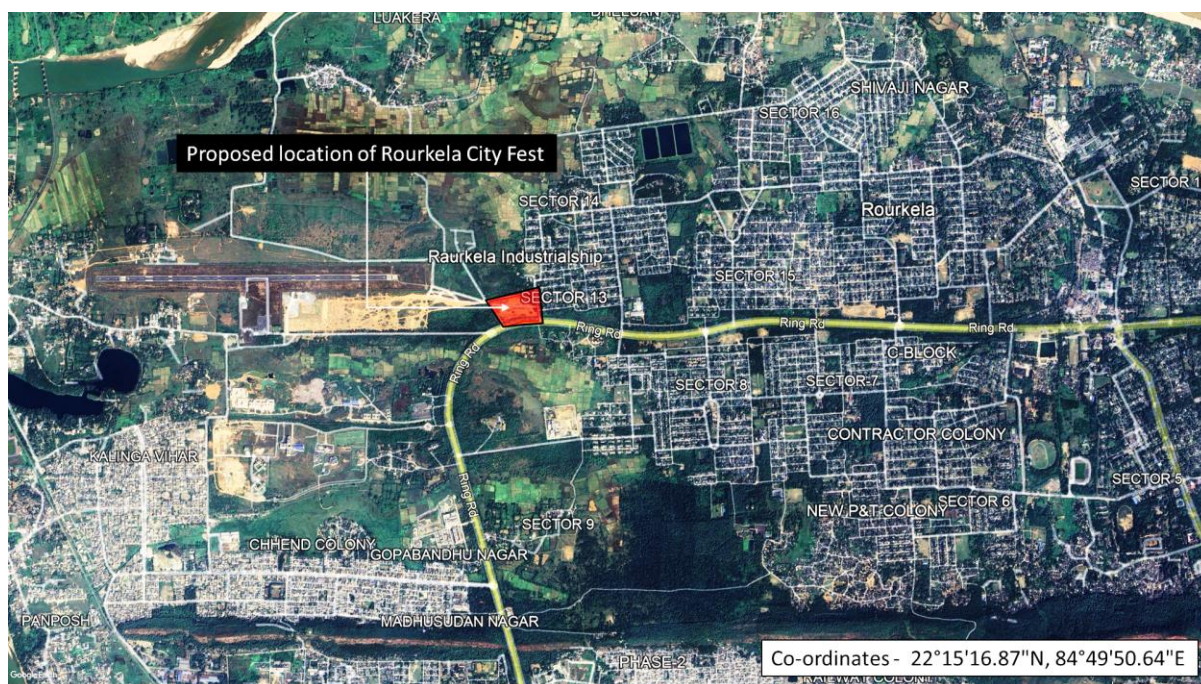
**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

1. Introduction

- 1.1** Department of Tourism (hereinafter referred to as “DoT” or “Authority” or “Department”) aims to develop Odisha as one of most preferred tourist destination in India. Concerted efforts are being put in place by DoT to position the state prominently in the domestic and international tourist source markets. In this background, DoT is introducing Rourkela City Fest Event project in Odisha during **14th to 22nd January** (both days included, total 9 days).
- 1.2** DoT is targeting a string of events, targeted to reach out to different groups of the populace. These events would include myriad activities ranging from music & entertainment, workshops and food carnival to cultural performances and contests& installations.
- 1.3** Selected EMA shall organise various events that would be programmed talking into consideration the target audience to ensure maximum citizen / visitor participation.
- 1.4** Apart from the above, applicants may come up with proposal of organizing other such innovative and unique activities which would add on to the festivity of the occasion and at the same time would reflect the cultural diversity of Odisha.
- 1.5** The details of Project location, Google map location and Project duration of Rourkela City Fest are mentioned in Table 2.

**Table 2
Rourkela City Fest–Destination, Project site and Project duration**

SI No	Destination	District	Project location	Project location on Google Map	Project duration
1	Rourkela	Sundergarh	Milan Ground, Sector - 13	Annexure – X	14 th to 22 nd January 2023 (both days included, total 9 days)



**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

- 1.6** Accordingly, DoT invites application from reputed and experienced Event Management Agency / s (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest
- 1.7** The Operator(s) hereinafter referred as “Event Management Agency (EMA)” for Rurkela City Fest would require providing quality facilities, products and services which would be pre-defined by DoT.

2. SCOPE OF WORK

The scope of work for this assignment for bidders shall include (but not limited to) the following:

- 2.1** Components (theme) of festival required:
- 2.1.1** Amusement & Carnival
 - 2.1.2** Food Festival
 - 2.1.3** Flea Market & Handicrafts Bazaar
 - 2.1.4** Dance, Music & Cultural Performances
 - 2.1.5** Sporting Engagements & Contests
 - 2.1.6** Installations & Arts
 - 2.1.7** Story Telling & Workshops
 - 2.1.8** Laser show and Fireworks
- 2.2** The scope of work for EMA to be selected through this RFP, shall include and not limited to:
- 2.2.1** Curate the City scale festival in a holistic manner that will include above mentioned 8 themed events/festivals and any other as approved later.
 - 2.2.2** Provide support for implementation, logistics, branding, citizen connect campaigns, documentation of these 8 themed events in a holistic manner at city scale
 - 2.2.3** Inter-department and inter-agency co-ordination to ensure a seamless organisation of the city festival
- 2.3** The selected EMA will have to create a blueprint of the festival ground and allocate zones keeping the aforementioned in mind;
- 2.4** Curate the respective approved zones keeping in mind the various sections of the audiences expected;
- 2.5** Book relevant artistes and performers as per need;
- 2.6** Create an itinerary for whole duration of contract period;
- 2.7** Make adequate arrangements for lights/sound/AV required for the main stage area;
- 2.8** Design the look and feel of the festival ground, suggest a theme and decorate the area to give it a relevant festival feel
- 2.9** Fabricate and Produce the Decoration/sets/stages etc required at the festival in tandem with the design presented
- 2.10** Prepare parking management plans and traffic movement plans for the visitors
- 2.11** Maintain sanitation and hygiene during the course of the festival
- 2.12** Design and install the event branding in the festival campus

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

- 2.13** EMA shall arrange all facilities, amenities, and other required support infrastructure for execution of the project. After completion of the project, EMA shall dismantle and remove all temporary infrastructure for the site.
- 2.14** EMA shall develop conceptual plan, layout plan, working drawings / 3D views and specifications for Rourkela City Fest. The specifications and design of the event may require to be modified as per the local needs and as per the directions of DoT.
- 2.15** EMA shall execute the project maintaining the locational aesthetics, safety and a consistent theme, under approved terms as specified in this RFP.
- 2.16** EMA shall obtain and comply with all statutory approvals, apply for No Objection Certificates as necessary for Conceptualising, Curating & Executing the Rourkela City Fest.
- 2.17** EMA shall adhere to all relevant guidelines and SOPs issued by Government from time to time in facility design, management and execution.
- 2.18** EMA may promote and market the project to improve the participation.
- 2.19** EMA shall accept and implement the changes suggested by DoT to the project concept and set-up at no extra cost to DoT.
- 2.20** EMA shall be responsible for such other responsibilities which are not covered in scope of work mentioned in this RFP, but found essential for successful operation of the project, without any extra cost to DoT.
- 2.21** EMA shall comply with the applicable standards of fire safety and install adequate fire handling equipment. The EMA shall obtain Fire Safety Certificate from the competent authority and share a copy of the same with DoT.
- 2.22** EMA shall setup and manage temporary structures (Stage, Stalls, media centre, reception area etc.) as applicable for interior and exterior furnishing, as necessary and in conformity & approval of the authority in compliance with Bill of Quantity as specified in this RFP.
- 2.23** EMA shall execute within the project site water supply, plumbing, sanitation, drainage by complying with benchmark quality standards, applicable environmental guidelines and safety norms.
- 2.24** EMA shall operate, maintain and manage the project facilities including, front office/ reception, Help desk, maintenance of toilets, drinking water facility, water supply, electricity supply, cleanliness, security, upkeep of the structures etc.
- 2.25** EMA shall execute the project maintaining the locational aesthetics, safety and a consistent theme, under approved terms as specified in this RFP and in consultation with the Authority.
- 2.26** EMA shall deploy CCTV(s) at all venues of various events for 24X7 surveillance and take preventive measures to ensure staff safety and any other form of theft.
- 2.27** The EMA shall arrange the artists/ performers for cultural evenings and storytelling within overall budget of INR 3.00 Cr (Based on tentative rate calculation of INR 30-35 Lakhs/ day for 9 days which may vary depending upon the level of artist/celebrity). The daily schedule shall include provision of performance of onboarded artists of eminence, which shall be approved by the Authority/ DoT.

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

- 2.28** The EMA shall be responsible for all logistic requirements of artists from receiving the artists from arrival till departure which includes all travel costs, accommodation, food, local travel and other incidental expenses etc. The ceiling of INR 3.00 Crore is an indicative/ tentative lumpsum and is subject to change, both upward or downward revision, depending upon the category of artists and decision of the Authority/ DoT in this regard.
- 2.29** The EMA shall be required to organize 1 (one) laser show followed by fireworks (total about 10 minutes) as a part of the Rourkela City Festival. (8 machines of 20 watt each for the laser show and firework show requiring 250 shells of 4 inches or above, 250 shells of 5 inches or above, 100 shells of 6 inches or above, and 200 mines and comets). Further requirements / obligations are detailed at Annexure - XII.
- 2.30** State Government may decide to ask the selected EMA to organize Laser Show and Fireworks of same specifications at other locations such as Bhubaneswar, etc. at the same rate as finalized for Rourkela and the EMA shall be under obligation to organize the event in case instructed.

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 indicated in the BOQ may vary during the execution of the works. DoT has the rights to vary quantity of items as indicated in BOQ based on requirement. The agency shall have to take prior approval on the quantities of the each items 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.
- 3.4** Cutting of trees shall not be permitted and the Event Management Agency should maintain the Environmental and social safeguards.
- 3.5** The Event Management Agency shall make its own arrangements (within the site) for all the materials, power and water required for all purposes in connection with the implementation and execution of the works.
- 3.6** Right to Vary: Since the event is being organized for the first time and since there are no precedents for comparison, there is a likelihood that scope of work may change by way of additional/ deletions of certain tasks. The Authority / DoT 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 DoT, be necessary and for that purpose, or if for any other reason it shall, in opinion of DoT, be appropriate, DoT may instruct the Event Management Agency to do and the Event Management Agency shall do any of the following:
- 3.6.1** Increase or decrease the quantity of any work included in the Contract.
- 3.6.2** Omit any such work (but not if the omitted work is to be carried out by the
- 3.6.3** Authority or by another event management agency) before the end of the stipulated time limit of the contract.
- 3.6.4** Change the character or quality or kind of any such work.
- 3.6.5** Change the levels, lines, position and dimensions of any part of the works

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

- 3.6.6** 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.
- 3.6.7** 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 DoT after discussion with EMA.
- 3.6.8** In case of addition of new line items, and/ or change of any quantity as specified above, a committee will be set up by DoT, 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.

4. OBLIGATIONS OF DOT:

The obligations of DoT are as follows:

- 4.1** DoT shall hand over the project sites at Rourkela destinations to the preferred EMA on “as is where is” basis.
- 4.2** DoT will provide water supply connection and power supply connection. The energy consumption charges during erection of the infrastructure, operation period of the festival, and dismantling of the structure shall be paid by DoT.
- 4.3** DoT shall designate an open area (s) marked for parking of private and government vehicles nearest to the entry of each site.
- 4.4** DoT shall augment promotion of the project through digital and other media.
- 4.5** DoT shall approve the concept submitted by selected operator and overall control and supervision of the project.
- 4.6** DoT 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 infrastructure / minimum development obligation (MDO) / Bill of Quantity against each site(s) as detailed in **Annexure-IX**.
- 5.2** For the fulfilment of MDO the operator shall NOT be allowed to sub-let the core activities and services as mentioned in the scope of work.
- 5.3** 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 DoT. However, any such alteration shall be limited to 15% of the overall scope of work and MDO/BOQ.

6. FORCE MAJEURE

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

Neither the Operator nor DoT 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, DoT shall serve a notice to the concerned operator to rectify/fulfil the obligations within a period 1 (one) day to cure the defect, failing which DoT 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 DoT to cancel the contract.
- 7.2** DoT reserves the right to terminate the agreement in case of deficiency in services or poor performance of the EMA. For this, DoT shall intimate the operator within 1 (one) day of observation of deficiency of services. Any change in BoQ envisaged by DoT shall be communicated to the EMA 1 (one) day in advance. In this respect, the view of DoT about the performance is final and binding.

8. PENALTY

- 8.1** Failure in fulfilment of performance as indicated in **Clause 2** above shall warrant the following:
- 7.1.1** 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.
- 7.1.2** Bidder shall be blacklisted from bidding for any Contract/ Tender/ EoI /RFP with Department of Tourism, Government of Odisha for a period of 3 years.
- 8.2** On account of circumstances beyond the control of the operator like natural calamities and any other unforeseen events and upon formal notification by the appropriate authority, DoT 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** DoT 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.	Submission and after approval of Execution Plan	10 days from execution of agreement	15%

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

2	On Mobilization of material at Site	Within 3 days from mobilization at site	15%
2.	Installation of facilities and infrastructure with complete overlays, etc. and subsequent approval of DoT	Within 3 days from the completion of installation	40%
3.	After completion of entire event	Within 15 days of completion of event, Dismantling of all the created infrastructure, subject to approval of DoT	30%

10. ELIGIBILITY CONDITIONS

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

10.1 General Eligibility Conditions

10.1.1 The Bidder/operator must be a company/ firm registered under the Companies Act, 1956/2013 or a Limited Liability Partnership registered under the LLP Act, 2008 or under partnership Act 1932. No other legal entities are allowed to bid. The Bidder/EMA must submit a Proof of Registration of the legal entity (Certificate of Incorporation, PAN Card, GSTIN, Udyog Aadhar, etc.). In case of consortium, the lead partner must satisfy the above conditions.

10.1.2 The applicant should have registered office in India. Indian subsidiary of any foreign company registered under the applicable Indian laws fulfilling eligibility conditions are also eligible to participate.

10.1.3 Consortium or Joint Venture (JV) in any form is not allowed.

10.1.4 Bidders/ prospective bidders convicted by any court of law OR who have criminal cases pending adjudication before any Court of law against them; and/or whose contracts have been terminated OR bids have been disqualified/ have been rejected due to violations of bid conditions, either prior to or subsequent to bid finalization by Central Govt or any State Govt or any Govt agency/ies in past 5 years (from the date of publication of this RFP) shall not be eligible.

10.1.5 It shall be the primary responsibility of the intending bidders to ensure correct submission of information. Any failure to submit correct information, non-compliance to any of the bid conditions, any suppression of information or misrepresentation of facts, etc. shall make the bid liable to be declared non-responsive and disqualified. Further, the Authority may forfeit the EMD and may take appropriate action for blacklisting of such bidders for a period of five years after following due process of law. This clause shall remain in force for the entire duration of the contract.

10.2 Technical Eligibility Criteria

10.2.1 The proposed bidder shall be in existence of Event management services for more than 10 years as on 31st March 2022.

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

10.2.2 The Applicant should have successfully completed at least 3 assignments of work in the field of tourism events amounting for INR 3 crores each, or 2 assignment of similar work INR 5 crore each or 1 assignment for Rs 8 crore during the last 5 years for State/Central Govt/ PSUs. Copies of work order/ Completion certificate need to be furnished in the respect of the same.

Note:

- a) Documentary proof (copy of Agreement / Work Order / Completion Certificate etc. of related projects) with project citation to substantiate the claims.

10.3 Financial Eligibility Criteria

10.3.1 The bidder should have an annual average turnover of INR 15 Crores certified by chartered accountant of any 3 financial year during the last 4 financial years from Event management work (FY 2018-19, 2019-20, 2020-21 and 2021-22). Copies of Audited Balance sheet & Turnover Certificate as per Annexure VII from Chartered Accountant certifying the same need to be closed.

10.3.2 The Bidder should have net worth of INR 5 crore or above as on 31st March 2022, Net-worth certificate from chartered accountant needs to be closed

Note: Bidders have to submit CA certified Audited Balance Sheet and Profit and Loss Account.

11. BID EVALUATION CRITERIA

Only those Bidders who meet the minimum eligibility criteria as per **Clause 10** shall qualify for evaluation of their Technical and Financial Bids. Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection (QCBS) mode with weightage of 70% and 30% for technical and financial proposals, respectively.

11.1 Technical Evaluation

The Technical evaluation will include the evaluation of the Technical Proposal followed by Presentation, as specified below:

**Table 6
Technical evaluation criteria**

Sl.	Requirements	Maximum Marks
A.	Financial Strength Credentials	30
I.	Average annual turnover of at least INR15.00 crores of any 3 financial years from Similar projects during the last 4 Financial Years (FY 2018-19, 2019- 20, 2020-21 & 2021-22)	20
a)	• INR 15 Crores to less than 20 Crores	10
b)	• INR 20 Crores to less than 25 Crores	15
c)	• INR 25 Crores and above	20
II.	The Bidder shall have Net Worth as on 31 st March 2022	10
a)	• INR 5 crore	3
b)	• INR 5 to 10 crore	5
c)	• INR 10 crore and above	10

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

B.	Similar Project Experience	30																		
1.	Number of Similar Projects executed during the last 5 financial years for State / Central Govt. for value more than INR 3 crores. Up to 3 Projects: 5 Marks For Every additional project 2.5 mark each up to the maximum of 10 marks	10																		
2.	Prior experience of conducting tourism/ Culture Festivals/ events for State Govt. of Odisha	5																		
3.	No of projects executed in the domain of tourism /Culture/ Festival for Central govt/ State govt with fee more than Rs 10 crore during the last 5 years 1 project – 5 marks 2 project – 10 marks	10																		
C.	Technical Presentation	40																		
	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 The weightage of scoring towards the zones specified in the scope of work will be as under: <table><tr><th>Weightage</th><th>Zones</th></tr><tr><td>10%</td><td>Amusement & Carnival</td></tr><tr><td>10%</td><td>Food Festival</td></tr><tr><td>10%</td><td>Flea Market & Handicrafts Bazaar</td></tr><tr><td>20%</td><td>Dance, Music & Cultural Performances-</td></tr><tr><td>20%</td><td>Sporting Engagements & Contests-</td></tr><tr><td>20%</td><td>Installations & Arts</td></tr><tr><td>5%</td><td>Story Telling & Workshops</td></tr><tr><td>5%</td><td>Laser and Fireworks</td></tr></table>	Weightage	Zones	10%	Amusement & Carnival	10%	Food Festival	10%	Flea Market & Handicrafts Bazaar	20%	Dance, Music & Cultural Performances-	20%	Sporting Engagements & Contests-	20%	Installations & Arts	5%	Story Telling & Workshops	5%	Laser and Fireworks	40
Weightage	Zones																			
10%	Amusement & Carnival																			
10%	Food Festival																			
10%	Flea Market & Handicrafts Bazaar																			
20%	Dance, Music & Cultural Performances-																			
20%	Sporting Engagements & Contests-																			
20%	Installations & Arts																			
5%	Story Telling & Workshops																			
5%	Laser and Fireworks																			
Total (A+B+C)		100																		

Note:

- Technical score (Ts) is calculated by adding the Financial Strength Credentials (A), Similar Project Experience (B) and Technical Presentation (C).
- The qualifying technical score (Ts) for opening of the financial bid is 70.

11.2 Financial proposal evaluation:

11.2.1 The financial bid of only those bidders who are shortlisted after technical evaluation will be opened for financial evaluation in the sequence given in Clause 11.1.

11.2.2 Bidder shall mention the financial quote for the project as per the table given in **Annexure-VIII** (Financial Proposal).

11.2.3 The lowest financial proposal will be given a financial score of 30 points. The financial scores of other proposals will be computed as follows:

Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

$F_s = 30 \times FM1/F1$ (For example, if the L1 quote is x, L2 is y and L3 is z; then the financial score for L1 will be 30, for L2 will be $30x/y$, and for L3 will be $30x/z$).

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

11.2.4 Combined and Final Evaluation: Combined score (S) (technical score (Ts) plus financial score (Fs)) shall be calculated based on Technical and financial scores of the Bidder as per QCBS system ($S = 0.7T_s + F_s$).

11.2.5 Selection of Bidder: The Bidder securing the highest combined score (S) would be the preferred Bidder.

12. BID PROCESSING FEE

Non-refundable bid processing fee in the form of Demand Draft from any scheduled commercial bank in favour of “**Director Tourism**”, payable at **Bhubaneswar** for **INR 25,000/- (Indian Rupees Twenty-Five Thousand only)** is to be furnished by the bidder along with the Technical Proposal. Proposals without bid processing fee shall be rejected.

13. EMD (EARNEST MONEY DEPOSIT)

The Proposal shall be accompanied with separate Earnest Money Deposit (EMD) of INR 5,00,000 /- (INR Five Lakh only).

EMD shall be drawn in the form of a Demand Draft/Bank Guarantee issued by any Scheduled Commercial Bank in favour of “**Director Tourism**” payable/ encashable at **Bhubaneswar**. 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 DoT is allowed. Unsuccessful bidder's EMD will be discharged/ returned within 45 days from the date of execution of the agreement between DoT and the preferred bidder. No interest will be paid on EMD. The EMD of the successful bidder shall be returned immediately upon execution of the agreement with DoT. The EMD shall 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 within the specified time limit to sign the agreement.
- c) In case of a successful bidder, if the bidder fails within the specified time limit to furnish the required performance security

14. VALIDITY OF BID

Proposal shall remain valid for a period of 180 (One Hundred and Eighty) 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 DoT, 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.

15. CURRENCIES OF BID AND PAYMENT

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

16. DISPUTES

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

17. ADDENDUM / CORRIGENDUM / NOTICE

At any time prior to the deadline for submission of Proposal, the DoT 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 RFP 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 DoT 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 RFP. Any Addendum / Corrigendum / Notice etc. for this assignment issued by DoT will be published only on the website.

<https://odishatourism.gov.in/content/tourism/en/dot/quickLinks/tender.html>

18. 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 sites for the project, details mentioned RFP, general condition of contract, submission formalities and evaluation mechanism;
- b) received all relevant information requested from DoT.
- 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 DoT.
- 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.

DoT 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 DoT.

19. RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this invitation document, DoT 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.

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

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

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

20. INTERPRETATION

In case of any ambiguity in the interpretation of the conditions of the RFP, the interpretation of the Director Tourism will be final and binding on the parties to the conditions of selection.

21. PROPRIETARY DATA

All documents and other information provided by any bidder to DoT shall remain or become the property of DoT. 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 DoT in relation to the Service shall be the property of DoT.

22. SUBMISSION OF QUERIES

Bidders may send their queries in writing to info@odishatourism.gov.in and pmu@odishatourism.gov.in during the period as mentioned in the RFP Schedule (Table 1) of this document. All the Bidders will be sent clarification to their queries received within the stipulated date. The queries received after the prescribed date will not be entertained by DoT.

23. PRE-BID MEETING

- a) The purpose of the Pre-Bid Meeting will be to clarify and discuss issues with respect to the Project, the RFP document, or any other related issues.
- b) The Bidder's designated representatives are invited to attend the Pre-Bid Meeting at their own cost, to be held on the specified date as mentioned in the Schedule of the RFP.
- c) Pre-bid meeting may happen through video conferencing mode

24. 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 bidder's name and address in the left-hand corner of the envelope and super scribed in the following manner.

Part-A:

TECHNICAL PROPOSAL

**“SELECTION OF AN EVENT MANAGEMENT AGENCY (EMA) FOR
CONCEPTUALISING, CURATING & EXECUTING THE ROURKELA CITY FEST”**

Part-B:

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

FINANCIAL PROPOSAL

**“SELECTION OF AN EVENT MANAGEMENT AGENCY (EMA) FOR
CONCEPTUALISING, CURATING & EXECUTING THE ROURKELA CITY FEST”**

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

TECHNICAL & FINANCIAL PROPOSAL FOR

**“SELECTION OF AN EVENT MANAGEMENT AGENCY (EMA) FOR
CONCEPTUALISING, CURATING & EXECUTING THE ROURKELA CITY FEST”**

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 DoT, Bhubaneswar at the following address through Speed post / Regd. post/ courier/ hand delivery.

**Director Tourism
Paryatan Bhawan, Lewis Road,
Bhubaneswar, Odisha – 751014
Email: - info@odishatourism.gov.in ; pmu@odishatourism.gov.in
Ph: 0674 – 2432177
Fax: 0674 – 2430887**

Note:

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

25. 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 Bidder as per **Annexures I and II**, respectively
- (b) Bid processing fee.
- (c) Earnest Money Deposit.
- (d) The bidder shall submit their Company Registration Certificate, Photocopy of PAN Card, GSTIN Registration.
- (e) Balance Sheets and Income Statements for the last three Financial years duly certified by Chartered Accountant indicating the Annual Turnover for the mentioned years.
- (f) The Bidder should not be blacklisted by any Government Institution/ Private Agency. A self-declaration of non-blacklisting on the letterhead of bidder shall be submitted.

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

- (g) Power of Attorney (on non-judicial stamp paper of Rs 100/-) has to be submitted in technical proposal, duly notarized as per **Annexure-III**;
- (h) The Bidder should not be blacklisted by any PSU/Government Institution/ Private Agency. A self-declaration of non-blacklisting on the letter head shall be submitted as per **Annexure-IV**;
- (i) The Agency shall submit an Undertaking on correctness of details / information shared in the proposal as per **Annexure-V**;
- (j) Proof of work experience of similar nature of projects 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-VI**;
- (k) Financial details of the bidders along with balance sheet and Profit & Loss Statement for the last three (3) Financial Year duly certified by Chartered Accountant indicating the Annual Turnover for the mentioned years as per **Annexure-VII**;
- (l) All pages of the tender document shall be signed by the authorised signatory who generally signs the bids.

Note: The Bidder must submit a detailed **Index Page** with clearly mention page Number on each Document submitted by the Bidder as required by this RFP.

PART – B (Financial Proposal)

The bidder must submit the Financial Proposal as per format provided in **Annexure-VIII**. The financial proposal shall also include **Annexure-VIII** (Bill of Quantity/ Minimum Development Obligation).

In case a bidder is submitting bids for more than one site, only one technical proposal (with names of sites clearly highlighted on the envelope and cover letter) may be submitted. However, financial proposal for each site shall be submitted separately, in separate sealed envelopes.

26. AMENDMENT/ MODIFICATION

At any time prior to the deadline for submission of Proposal, the DoT may, for any reason, whether at its own initiative or in response to clarifications requested by an 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 DoT website 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, DoT may, in its sole discretion, extend the Proposal Due Date.

27. 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.

28. LATE SUBMISSION

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

29. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

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

30. PERFORMANCE SECURITY AND AGREEMENT / PERFORMANCE BANK GUARANTEE (PBG)

DoT shall issue a Letter of Award (LOA) along with the Draft Agreement to the selected bidder post opening of the financial proposals. Within 15 days of issuance of LoA, the selected bidder is required to submit a Performance Security in the form of an irrevocable and unconditional Bank Guarantee from a Scheduled Commercial Bank in favour of '**Director Tourism**' prior to the signing of the Agreement. The Performance Security shall be or an amount equivalent to 3% of the quoted financial bid and enter into an agreement with DoT. Performance security shall be applicable as per the relevant notifications of Government of India/ Government of Odisha at the time of signing the agreement.

The performance security shall be forfeited at the sole discretion of DoT towards any liquidated damages that may be payable by the selected operator, under the Terms and conditions of RFP and the Agreement.

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

Check List for Submission

Sl. No.	Particulars	Submission by Bidder Yes/ No/ NA
1.	Tender Document fee	
2.	Self-declaration of non-blacklisting	
3.	Covering Letter	
4.	Details of Bidder	
5.	Format for Project Data Sheet	
6.	Power of Attorney	
7.	Bid Security	
8.	Proposed Methodology and Concept Plan	
9.	Financial Capability of Bidder	
10.	Financial Proposal	
11.	Detailed BoQ of Financial Proposal	

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

ANNEXURE-I COVERLETTER

(On the Letterhead of the bidder)

To,

Date: _____

**Director Tourism
Department of Tourism
Paryatan Bhawan, Lewis Road,
Bhubaneswar-751 014**

Sub: Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest.

1. With reference to the captioned RFP document, I/We _____ (Bidder Name and agency), have examined the RFP documents and understood their contents, hereby submit my/ our proposal for the subject RFP. I/ We _____ (Sole Bidder/ Partnership) am/ are applying as a _____ (Sole Bidder/ Partnership) where lead member would be _____ (Bidder Name and Agency) and partner is _____ (Second partner name and agency in case of Partnership. Write N/A in case of 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 of the aforesaid Rourkela City Fest.
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 RFP 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 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 Proposal in response to the subject RFP 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.

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

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 Rourkela City Fest Projector 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 RFP 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 to the Authority in accordance with the RFP Document for the project.
16. The documents accompanying the Technical Proposal, as specified in the RFP, have been submitted in separate files.
17. 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 Rourkela City Fest Projects not awarded to me or our Proposal is not opened or rejected.
18. The Financial Proposal 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 implementation cost.
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 190 (One Eighty) days from the Proposal 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 arrives at any time, decision of Authority will be considered as final.
22. I hereby submit our Proposal and quote an amount as indicated in Financial Proposal for undertaking the aforesaid Rourkela City Fest Project in accordance with the Bidding Documents and the Agreement.
23. We are bidding for the Site: **Milan Ground, Sector – 13, Rourkela.**

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

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

Yours faithfully,

Date:

Place:

Name & seal of Bidder

**(Signature, name and designation
of the Authorised signatory)**

ANNEXURE-II DETAILS OF BIDDER/OPERATOR

(On the Letter Head of the Bidder)

- (a) Name of the Bidder:**
- (b) Incorporation (i.e. Company or Partnership)**
- (c) Registered Office Address with telephone, fax, website and email:**
- (d) Date of Incorporation (Please attach copy of certificate of incorporation/
registration):**
- (e) Name of the Authorized Signatory:**
- (f) Designation of Authorized Signatory:**
- (g) Mobile Number of Authorized Signatory:**
- (h) E-mail Address:**
- (i) Fax Number:**
- (j) GST Registration number:**
- (k) Average Annual Turnover:(In INR crores)**

**Duly signed by the Authorised Signatory of the Bidder
(Name, Title and Address of the Authorised Signatory)**

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

ANNEXURE-III POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

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 Bid for the **"Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest"**(Project) proposed to be developed by the Department of Tourism 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 DoT, presenting us in all matters before DoT, signing and execution of all contracts including the Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with DoT 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 completion of the project.

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.*

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

**ANNEXURE-IV DECLARATION ON NON-BLACKLISTING & NON PENDANCY
OF CRIMINAL CASES**

(On the Letter Head of the Bidder)

I/We Partner(s)/ Director(s) of M/s _____ hereby certified that, I/we M/s _____ have not been blacklisted or debarred by any Ministry/ Departments of Central/ State Government, International bodies like United Nations, World Bank or any other organisation/ Funding Agencies as on date. I/WE also declare that no criminal proceedings are pending against us by any Central / State Government department / enterprise / corporation in any courts in India.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected / cancelled by DoT, Govt. of Odisha and EMD/PBG shall be forfeited. In addition to the above DoT, Odisha will not be responsible to pay the bills for any completed / partially completed work.

**Duly signed by the Authorised Signatory of the Bidder
(Name, Title and Address of the Authorised Signatory)**

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

ANNEXURE-V UNDERTAKING

(On the Letter Head of the Bidder)

To,

Date: _____

**Director Tourism
Department of Tourism
Paryatan Bhawan, Lewis Road,
Bhubaneswar-751 014**

**Ref: Request for Proposal (RFP) for Selection of an Event Management Agency
(EMA) for Conceptualising, Curating & Executing the Rourkela City Fest**

Dear Sir,

We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by DoT. Our Proposal is consistent with all requirements of submission as stated in the RFP or in any of the subsequent communication issued by the DoT. We would be solely responsible for any errors or omissions in our Proposal.

We hereby declare that we have read and understood the terms and conditions of this RFP and examined and understood and satisfied ourselves regarding the content of the various agreements, declarations and deeds to be executed and do hereby undertake to execute them when called upon to do so, and commit in unequivocal terms, in letter and spirit, that the project shall be implemented as per the comprehensive stipulations and requirements that have been spelt out by the DoT, in this RFP and Bidding Documents including adherence to the areas / capacities / specifications / regulations as have been detailed by the DoT in this regard.

We also commit to abide by the decision of DoT on all matters relating to the implementation of the Project and thereafter, the operation and management of the Project.

Yours Faithfully

**Duly signed by the Authorised Signatory of the Bidder
(Name, Title and Address of the Authorised Signatory)**

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

ANNEXURE-VI SIMILAR NATURE OF PROJECTS

Sl.	Parameters	Remarks
1.	Project Title	
2.	Project Description	
3.	Location	
4.	Name of Client	
5.	Total value of work order (In Indian Rupees), as applicable	
6.	No. of manpower/experts engaged	
7.	Period of Services rendered by the Bidder (Start date and End date) including no. of tents/ cottages and types.	
8.	Scope of Service	
9.	Other Information relating to Project	
10.	Nature and details of experience in similar field (Please attach relevant documentary evidence)	
11.	Copy of the work order, completion certificate to be submitted	

**Duly signed by the Authorised Signatory of the Bidder
(Name, Title and Address of the Authorised Signatory)**

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

ANNEXURE-VII FINANCIAL DETAILS OF BIDDER

Name of the Bidder: _____

Sl.	Particulars	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
1.	Turnover (in INR Crore)				
2.	Average Annual Turnover for last 3 years (in INR Crore)				

Note:

1. Attach certified copies of audited Balance Sheets, P & L statement and IT Returns for last 3 (Three) years.
2. The above data must be submitted by Bidder, duly certified by either Statutory Auditor or Chartered Accountant.

Signed

Signature of CA/ Statutory Auditors

(Name of the Authorised Signatory) (with seal & registration no.)

Place:

Date:

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

ANNEXURE-VIII FINANCIAL PROPOSAL

Date:

To,
Director Tourism
Department of Tourism
Paryatan Bhawan, Lewis Road,
Bhubaneswar-751 014

**Ref: Selection of an Event Management Agency (EMA) for Conceptualising,
Curating & Executing the Rourkela City Fest**

We, the undersigned, offer to provide the services of the Operator for organising Rourkela City Fest in accordance with the subject RFP at **MILAN GROUND, ROURKELA** (site) in accordance with your Request for Proposal dated _____ and our Financial Proposal as per details mentioned below:

Financial Bid for Site - **Conceptualising, Curating & Executing the Rourkela City Fest at Milan Ground Rourkela, Sector – 13.**

Financial Quote	Figure (in INR)	In Words
Lumpsum		

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 RFP 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 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)**

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

Annexure-IX: Bill of Quantity / Minimum Development Obligation (MDO)

Minimum Development Obligation for Site: Milan Ground, Sector – 13, Rourkela

S.No	Description	Units	Quantity	Rate per unit	Total
A	Venue preparation & Universal Peripheral items				
1	Land preparation at Melan Ground	Sq. Ft.	4,00,000		
2	Periphery wall in painted design (both sides) around the festival area	Sq. Ft.	16,000		
3	Preparation of parking area for 100 VIP Cars	LS			
4	Thematic Entry Gate- 02 numbers - 1 General entry & 1 VIP (minimum size 24 ft*20ft)	No.	2		
5	Emergency Exit- 04 numbers (minimum size 12 ft)	No.	4		
6	Thematic pathway for VIP entry	Ft length	400		
7	Horticulture (Plants & flowers with pots)	No.	5000		
8	Branded & designer flags on pole around the venue	No.	100		
9	Box office (20ft*10ft)- 5 numbers with all necessary items at venue	Nos	5		

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

10	Medical Booth (15ft*15ft)	Nos	1		
11	Police Booth (15ft*15ft)	Nos	4		
12	Air-conditioned Media Lounge (30ft*15ft) with furniture for 20 people	Nos.	1		
13	Fire Department Booth (15ft*15ft)	Nos	1		
14	Pedestal Fans	Nos	50		
15	VIP Lounge (Hanger Area of 20 x 10 meters) with platform, carpet and air conditioning and glazed wall on one side - along with VIP sitting furniture for 40 people - decorated walls and ceiling inside	Nos	1		
16	Branding across the venue on black back flex including Signages	Sq. Ft.	12000		
17	Carpeting across various open spaces	Sq. Ft.	75000		
18	CCTV Camera with setup (50 cameras)	Nos	75		
19	Bouncers for Event	Nos	10		
20	Security Guards – Male	Nos	50		
21	Ushers (with proficiency in Odia, Hindi & English)	Nos	10		
22	Security Guards – Female	Nos	20		

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

23	House keeping Team	Nos	35		
24	Silent Generators 2000 KVA - 7 days of festival & 2 days of prep	LS			
25	Fire Extinguishers ABC Clyinder - 4.5 kg	Nos	50		
26	Fire Extinguishers CO2 6kg	Nos	25		
27	Chemical Toilet - For VIPs	Nos	4		
28	Chemical Toilet for public at various locations	Nos	50		
29	PVC badges & lanyards	Nos	1000		
30	Car Stickers	Nos	500		
31	Complementary Passes	Nos	10000		
32	General lighting for the common areas using Halogen/HMI/LED along with cabling	LS			
33	Photography & Videography Entire venue & Event days - to submit 100 hi res pictures, 1 comprehensive film of 10 mins and 1 short film teaser of 3 minutes	LS			
B	Carnival & Amusement zone				
1	Providing at least 3 kinds of amusement rides	LS			

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

2	Kids play area for 100 children with engagements of at least 7 types				
3	Bouncy area to take care of 50 children at a time				
4	Necessary infrastructure required for enabling the above				
5	Magicians and moving entertainers - at least 5 in number				
C	Food Festival				
1	Food court stalls with platform & carpeting of Size (15ft X 15ft) with water supply line & facilities for drainage of used water - all stalls to have the following.	Nos.	25		
a	Fascia in design for name of the stall				
b	Ceiling fan/Stand fan – 1 no				
c	Adequate(LED/CFLs lamps 4nos. each)				
d	15A switch and socket – 2 Nos				
e	4 tables				
f	2 chairs				

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

2	Food Trucks to be aesthetically distributed in the food court	nos	4		
3	Sitting arrangement for people in open area for 400 people using furniture of various kinds	LS			
4	Carpet for the sitting area	sq.ft	30000		
5	Creatively designed dustbins	Nos.	40		
6	Pesto flash (fly killers)	Nos	50		
7	Thematic Gate (Size 20ft x 15ft)	No.	1		
8	Fire Extinguisher ABC (4.5 Kg)	Nos.	40		
9	Fire Extinguisher Co2 (6 Kg)	Nos.	10		
10	Sound system for pre recorded music - adequate for 2000 people	LS			
11	Intelligent Lighting for the food court using 100 halogens, 250 LED Pars, 16 moving heads spots/washes	LS			
D	Flea Market & Handicraft Arena				

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

1	Flea Market stalls with platform & carpeting of Size (10ft X 10ft) - all stalls to have the following.	Nos.	40		
	aFascia in design for name of the stall				
	bCeiling fan/Stand fan – 1 no				
	cAdequate(LED/CFLs lamps 4nos. each)				
	d15A switch and socket – 1 Nos				
	e4 tables				
	f2 chairs				
2	Carpet for the general arena	sq.ft	30000		
3	Creatively designed dustbins	Nos.	20		
4	Thematic Gate (Size 20ft x 15ft)	No.	1		
5	Fire Extinguisher ABC (4.5 Kg)	Nos.	40		
6	Fire Extinguisher Co2 (6 Kg)	Nos.	10		
7	Sound system for pre recorded music - adequate for 2000 people	LS			

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

8	Intelligent Lighting for the flea market using 100 halogens, 250 LED Pars, 16 moving heads spots/washes	LS			
E	Dance, Music & Cultural Performances				
1	Water proof stage set up size 60 ft *40 ft and height from ground of 4 ft height of platform with carpet	LS			
2	Grand Set on stage to be designed in tandem with the purpose	LS			
3	Seating arrangement in front of the main stage for 5000 participants in open air space, floor covered with carpet. The area should be adequately illuminated during evening and night time so that participants can watch cultural shows in the main stage without any difficulty.	LS			
4	Design and decoration of the entire structure, facade of the structure, internal side walls, ceiling, lighting to be in tandem with the event	LS			
5	Sofa sets for VIP, VVIP, to be placed on the stage	Nos	100		
6	Mojo barricading (about 2000 R. ft)	R.ft	2000		
7	High platform for media, console and camera etc. for 50 people	LS			

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

8	6 Green room for artists size 9 ft *9ft with proper infrastructure of mirror, table chair	Nos	6		
9	Sound System - (has to be befitting to the riders of the artistes invited)				
	PA System Main Stage Flying -K2 Lacoustic or Similar	Pair	9 Pairs		
	PA System Delay Ground Stack - K2 Lacoustic	Pair	2 pair		
	PA System Subs - K2 Lacoustic	Nos	12 Nos		
	Delay Subs - K2 Lacoustic	Nos	4 Nos		
	Front Fills - K2 Lacoustic	Nos	4 Nos		
	Podium Microphone	Nos	2 Nos		
	Hand Cordless	Nos	4 nos		
	Lapel Mic	Nos	2 Nos		
	Headset Mic	Nos	2 Nos		
	Audio Mixer	Nos	2 Nos		
	Artist Techrider / Requirements		1		
	Pioneer Twin CDJ Set		2 Set		

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

10	<u>TRUSS:</u>				
	Box Truss Main Stage	Unit	1 Unit		
	U truss for Sound	Nos	2 Nos		
	Front lighting Goal Post	Nos	1 Nos		
	T-Truss	Nos	6 Nos		
11	<u>LIGHTS:</u>				
	Par 64s	Nos	100		
	LED pars	Nos	140		
	Sharpy	Nos	28		
	Wash	Nos	16		
	Blinder	Nos	16		
	Spot Moving head	Nos	12		
	Smoke / Haze	Nos	2		
	Follow Spot 2.5	Nos	2		

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

	Profile Spot	Nos	8		
	Dimmer	Nos	As required		
	Lighting Control Board	Nos	1+1		
12	<u>LED</u>				
	Side LED screen (to run all content): 28*20 ft.	Nos	2		
	Delay LED Screen (with platform inside hanger for the general public): 20 ft.*10 ft.	Nos	4		
	Laptops & Playback	LS			
F	Sporting Engagements & Contests				
1	Design & Conceptualisation of the sporting area - Creative Set up of the sports arena to be executed effectively by design and Interactive Spaces. Integrate spaces for the Mini hockey, put put golf & other sporting engagements to salute and celebrate the sporting spirit of the state and also highlighting the FIH 2023 World Cup Hockey.	LS			
2	Value added interventions of competitive engagements spreading across the city	LS			
G	Installations & Arts				

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

	Design and production of at least 10 thematic installations highlighting the ethos of Odisha at the various places across the venue - preferably in a theme/story - 2 units of at least 40ft - 2 units of 24 ft - 6 units of 16ft.	Nos	10		
	These units to be interestingly located through out the venue - binding the festival zones into a singular narrative				
H	Story Telling & Workshops				
1	Design & creation of Non air conditioned & Designer infrasrtucture with proper ventilation for seating capacity of 500 people). This should include all the necessary furniture	LS	1		
2	Chairs	500	1		
3	Thematic stage of 40 ft * 20 ft with backdrop & installations	Nos	1		
4	Ambience Light in Audience Area and surrounding areas - LED Flood Lights	LS			
5	Palco LED Lights for Stage, Gate and Standees/Installations	50	1		
6	Adequate sound system with mixer, Amplifier, 6 fixed mikes, 2 cordless mikes, 2 lapel mikes and 2 Headsets	LS	1		
7	Artistic Gate Installation size 16ftx12ft	Nos	1		

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

8	Necessary cable splitters and all supporting hardware	Nos	1		
---	---	-----	---	--	--

I	Digital Engagement/ Social Media Management				
1	Digital engagements for online audiences using various ideas - desired fan following number is at least 100 thousand	LS			
2	Management of Social media and Digital Assets not limiting to Facebook, twitter, Instagram. & Mobile app - targeting outreach to 10 million	LS			
3	Live web casting of the Event on you tube & other media event website & wide publicity through social media groups	LS			
4	Prepare and provide content (along with images / videos) for posting on the social media handles, website and other digital media of Odisha Tourism	LS			
	Total cost				

J	Laser Show and Fireworks				
1	Machine for laser show of capacity 20 watt	Nos	8		
2	Shells (4 inches or above)	Nos.	250		

Request for Proposal (RFP)for Selection of an Event Management Agency (EMA) for Conceptualising, Curating & Executing the Rourkela City Fest

3	Shells (5 inches or above)	Nos	250		
4	Shells (6 inches or above)	Nos	100		
5	Mines and comets	Nos	200		
	Total cost				

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

ANNEXURE-XI Pre-Bid Query Format

Interested parties shall submit their queries in the following format

Sl. No	Clause No. as per RFP	Query/ Modifications sought	Suggestions (if any)
1.			
2.			

Note:

Bidders shall submit their query or modification in soft copy to pmu@odishatourism.gov.in / info@odishatourism.gov.in on or before the pre bid query submission due date.

**ANNEXURE-XII Scope of Work and Obligations of the Bidder towards
organising laser and fire-show**

A. General Requirements:

- i. The show to be provided by the vendor shall include all labour, equipment, materials and other miscellaneous items necessary to provide a first-class aerial green firework and laser display, and includes transportation, set-up, firing, and clean-up of the area
- ii. The show shall be of minimum 10 minutes (laser and fireworks) in length.
- iii. The display will be fired in accordance with the extant rules and regulations of the concerned authority.
- iv. The starting firing time for all displays shall be finalized in consultation with the Authority depending upon darkness and weather conditions.
- v. The contractor shall have the primary responsibility for safety of the laser and firework show.
- vi. The Operator shall be responsible for obtaining all necessary licenses and clearances from concerned authorities for organisation of the event.

B. Laser Show:

- i. The Contractor shall be responsible for setting up of Network, Cabling, peripherals, etc.
- ii. Contractor Technician to set up and operate all equipment as required.

C. Equipment

- i. The Contractor shall provide necessary safety equipment, and all tools and materials, including but not limited to mortar racks, containers, sand, lumber, stakes, etc., which may be required for the firing of the display.
- ii. Fire extinguishers of appropriate classification and approved as operational shall be accessible and in plain view from the time the fireworks arrive on site until all fireworks are completely removed from the site.
- iii. Products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Contractor shall be deemed to be included in this requirement

D. Condition of Site

- i. The area for the setup of the aerial firecracker show will be provided by the Authority / DoT.
- ii. The Contractor shall be responsible for removing all firing materials, debris, packing materials, etc., and for filling all holes utilized for firing of the displays and other installations at site.
- iii. All holes left unattended as a result of a postponement of the display shall be marked with safety ribbon or cones.
- iv. Removal of all materials shall be completed within three (3) hours after the firing of the display. The Contractor shall walk the fallout zone of the fireworks site at the end of the show and shall be responsible for the removal of any unexploded shells and to assist in the clean-up of debris.

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

E. Ground Protection

- i. The Contractor shall provide protection to minimize damage to the area caused by the firing shells

F. Set Up and Discharge

- i. The Contractor shall be responsible for completely supervising and directing the setup and discharge of the fireworks displays using its best skills and attention.
- ii. The Contractor shall ensure the security of the fireworks and firing materials at all times.
- iii. All unfired fireworks shall be covered or protected during firing. Any shell not properly fired shall be disposed of in accordance with the regulations

G. Personnel

- i. The Authority shall coordinate with a single point of contact (Event Manager) who shall be responsible for the entire event.
- ii. The Chief Pyrotechnician in charge of firing the display shall be a professional with adequate experience and be present on site
- iii. All other assistants shall be of at least 18 (eighteen) years of age

H. Miscellaneous Requirements

- i. If during this period any loss of property and/ or life takes place, the loss and account of the same shall be borne entirely by the Contractor and Authority shall not be liable for any such claims. The Contractor would be responsible for the payments arising out of any Third-Party claims. The Contractor is advised to procure insurance for meeting such liabilities at his own cost.

I. Types of Firecrackers that may be used for the show includes, but not limited to:

- i. Golden Octopus, Goldenweb, Golden Rain, Blue Bolly, Hot Red, 2000bugs, Thunder, GreenBees, JayJay, MagicPop, GrassCross, RedDragon, Miracle, Hot Mirch, Magoiv Crystal, Blue Heaven, Sky Traffic, Blue Eyes, Neela, Blue Chip, Star Fish, Monster, Back Red Street, GemPark Green, Rock n Roll, Thunder Lighting, Pop Golden, Arrow, RedShower, FancySeries, Cracker, 5Dimensional, CrackerAerial and Carnival.
- ii. The above is only an indicative list of firecrackers for the show however, the agency is free to propose set of firecrackers for this.
- iii. It is envisaged the following shapes/patterns will be achieved during the event; Brocade; Chrysanthemum; Crossette; Dahlia; Fallingleaves; Farfalle; Tourbillon; Red strobe; Spider; Roman candle; Pistol; etc

J. Other important requirements include, but not limited to:

- i. Pyrotechnic Equipment & different angle structure for cladding firecrackers, various heights of scaffolding as per requirement;
- ii. Sound console and control room, if needed;
- iii. Safety equipment like fire extinguisher, sand bucket, water, etc.;

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the Rourkela City Fest**

- iv. Working shed, if needed;
- v. Platform, if needed;
- vi. Tin barricading, if needed;
- vii. Working lights, power points and electricity;
- viii. Genset with fuel & electrical work, if needed;
- ix. Any other requirement to ensure top safety and execution of the firecracker show.

Note1: The agency will be responsible for all planning, procurement & execution of the choreographed aerial firecracker show. All necessary equipment for the operation & safety, gensets, power connection, fuel, cabling & other necessary requirements is the responsibility of the agency.

Note 2: Any damage caused, either to the public property or public will be the responsibility of the agency and the same must be factored in the setup & execution of the aerial firecracker show.

Note3: The site/s must be cleared of any trash, after the closure of the project.

Note 4: The agencies are encouraged to visit Rourkela and do a proper recce to assess the on-ground condition to execute the project and propose any challenges/factors to be addressed in the technical presentation

In addition to the above scope of work, the agency will also be responsible for the on-ground end to-end setup, on-ground support and facilitation for each element/ aspect of the scope of work