

EXPRESSION of INTEREST (EOI)
For
Event Management to Conduct Cultural Festival Called
Utsav Pradhanpat-2023
at Deogarh District

Collector-Cum-Chairman,
District Council of Culture,
Deogarh, Odisha
768108

January 2023

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**OFFICE OF THE COLLECTOR-CUM-CHAIRMAN,
DISTRICT COUNCIL OF CULTURE, DEOGARH**

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1. TEXT OF ADVERTISEMENT: EXPRESSION OF INTEREST(EOI)

Deogarh District is well known for rich cultural tradition, divine pantheon, flora & fauna. In order to celebrate this grandeur heritage, the District Council of Culture, Deogarh organises the cultural extravaganza namely "Utsav Pradhanpat" every year. This year also the DCC has decided to organise "Utsav Pradhanpat-2023" from 20.01.2023 to 24.01.2023 five days under the foothills of Pradhanpat mountain & waterfall. Similarly, to explore the culture attraction, Meena Bazaar, Pallishree Mela are being organised. It is an opportunity for your agency to showcase your professional skill through participation in expression of interest in this grand bonanza.

In the above context, the District Council of Culture, Deogarh, Odisha, invites in sealed cover Expression of Interest (EOI) from registered and experienced agencies to apply for organising Utsav Pradhanpat-2023.

The EOI Document containing the details of qualification criteria, submission of requirement, brief objective & scope of work and evaluation criteria, etc. can be downloaded from website:-www.deogarh.nic.in under the link "**Advertisement**". Last date for submission of EOI is **20th December 2022 up to 5.00 PM**. Sealed envelope marked to the captioned address, containing EOI, Rs.2,500/-, as Process Fees (non-refundable) and Rs.10000/- ,as EMD (Refundable after participation) in shape of Demand Draft in favour of "Collector-Cum-Chairman, District Council of Culture, Deogarh" payable to **SBI, Deogarh Branch to the A/CNo.30129093816 (IFSC Code-SBIN0004854)**.

Application can be submitted in two different envelops (sealed) –Technical Bid & Financial bid. These envelops need to be put in another envelop superscribing "**EOI for Event Management of Utsav Pradhanpat-2023**" on the top cover, through Speed post/ Registered post/ by hand addressed to the **Office of the Collector-cum-Chairman, District Council of Culture, Deogarh (Odisha)-768108**. Authority in noway will be responsible for any postal delay. The financial bid shall be opened after technical evaluation. Those who qualify technical evaluation shall be invited for presentation before the selection committee of District Level Selection Committee (DLSC). The process of selection shall involve three stages i.e. Stage-I, Stage-II & Stage-III (The detail process is given below).

Stage-I: Technical Evaluation.

Stage-II: Detail presentation in front of committee by technical qualified bidders.

Stage-III: Opening of financial bid if bidder secures 60% or more marks in Stage-I & II.

The winning bid shall be selected through Quality Cost Based System (QCBS) method with 70% and 30% weightage to technical and finance bid respectively.

Note: DLSC or Collector-cum-Chairman, DCC reserves the right to cancel this request for EOI or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and DLSC reserves the right to amend/add further details in the EOI.


**Collector-Cum-Chairman,
District Council of Culture,
Deogarh**

**OFFICE OF THE COLLECTOR-CUM-CHAIRMAN,
DISTRICT COUNCIL OF CULTURE, DEOGARH**

2. LETTER OF INVITATION

Dear Sir/Madam,

The Dist. Level Selection Committee (DLSC) invites sealed Expression of Interest (EOI) from Agency to Conduct Utsav Pradhanpat-2023 through **Event Management**.

The EOI Document containing the details of qualification criteria, required documents, brief objective & scope of work and method of evaluation etc. is enclosed.

Sl.No.	Description	Critical Dates
1	Date & Time of Availability of EOI in Website: ' www.deogarh.nic.in	02.12.2022 02.30 PM to 20.12.2022 up to 5.00PM
2	Last Date of Submission of Original Documents	20.12.2022 up to 5.00PM
3	Date of Opening of Technical Bid Documents & Scrutiny	21.12.2022 at 11.00AM
4	Date of presentation	21.12.2022 at 4.00PM
5	Financial Bid Open & Declaration of winning Bid	22.12.2022 at 10.30 AM
5	Correspondence & Queries if any	Susanta Ku Naik, Nizarat cum Liaison Officer, Mob-9853046221, District Council of Culture, Deogarh-06641-226354/226353 E-mail : dm-deogarh@ori.nic

Yours faithfully,

**Collector-Cum-Chairman,
District Council of Culture, Deogarh.**

3. Background & Scope of the Event

- The Utsav Pradhanpat-2023 is going to be organised from 20.01.2023 to 24.01.2023 for five days. It attracts large gathering of people from across the state & district for the significance of this festival.
- The locations of the event have been selected under the foothills of the Pradhanpat Mountain and Waterfall.
- The expected budget for event management is Rs.16-20 lakh (Approximate).
- The Utsav will also witness Pallishree Mela, Bookfair, Agricultural Exhibition, Food fair, Meena Bazaar etc.

3.1. Role & Responsibility of the Event Manager:

[A] The event manager shall ensure the following;

Sl No	Work	Remarks
1	Stage designing	Stage and entry gate decoration
2	Organizing Projection Systems (LED Wall)	<ul style="list-style-type: none">• 01 Big LED wall with a size of 20'x10' or more in the main stage• 01 small LED Screen with a size of 10' x10' for gallery
3	Help Desks	Deployment of staff (Technical / Non-Technical)
4	Creating Backdrops and Signage's at the venue.	VIP, VVIP, Green room, Toilet, Entry & Exit point, Media Persons & Senior citizens gallery etc.
5	Conceptualize and Organize Cultural Programmes during the event	Cultural troops deployment
6	Stage setup and Light & Sound System	<ul style="list-style-type: none">• (Stage & Light) Open stage setup, LED, Stage light, High Focus light, Disco Light etc.• Sound (Amplifier, Mixture, DJ equipment & others of Yamaha/ Sony/ JBL/Bosch/ Ahuja/ etc reputed brand
7	Generator Facility	Back up minimum 08 hours to entire stage, light & Sound
8	Green Room (mirror, table, toilet, mobile charging point, induction point and other basic facilities)	01 for male & 01 for female for cultural troupe

[B] **Susanta Kumar Naik, Nizarat Officer, Collectorate, Deogarh (Contact No.9853046221, 7077318522)** shall be the **Liaison Officer** from the District Council of Culture, Deogarh who will coordinate and forward the required information to the nodal officer of the engaged Event Management entity.

4.EOI Processing Fees& Security Deposit:

A non – refundable processing fee for **Rs. 2500/- (Rupees Two thousand five hundred)** in shape of **Demand Draft** in favour of “**Collector-Cum-Chairman, District Council of Culture, Deogarh**” Payable at SBI, Deogarh has to be submitted along with the EOI response. Similarly, the bidder shall deposit **Rs.10000/- (Ten Thousand)** as **EMD** subject to Refundable after participation in the bidding process. The successful Bidder to deposit **Rs. 100000/- (One Lakh)** as **PSD (Performance Security Deposit)** before executing the agreement. Bids received without or with inadequate EOI processing fees/ EMD shall liable to be rejected.

5. Mode of Submission of Proposal:

Proposal, in its complete form in all respects as specified in the EOI, must be submitted at the address specified herein earlier through speed post/Registered post/ by hand. These envelopes need to be put in another envelop super scribing "EOI for Event Management of Utsav Pradhanpat-2023" on the top cover. In exceptional circumstances and its discretion, Collector-Cum-Chairman, District Council of Culture, Deogarh may extend the deadline for submission of proposals by issuing an amendment to be made available on the www.deogarh.nic.in' website. In this case all rights and obligation lie on Collector-Cum-Chairman, District Council of Culture, Deogarh.

6. Instructions to Agency:

The Expression of Interest is to be submitted as prescribed below i.e. two separate sealed envelopes -Technical& Financial Bid.

Envelope -I (Technical Bid)	
Applicant's Expression of Interest	Format - 1
Organizational Details	Format - 2
Experience of Agency	Format- 3
List of Experts/ Consultants on Payroll	Format - 4
Financial Status of the Agency	Format - 5
Additional Information	Format - 6
Declaration	Format - 7
Day Wise Plan	Form -I
Envelope-II (Financial Bid)	
Financial Bid	Format-8

7. Evaluation & Selection Procedure:

Stage	Description	Remark
I	Scrutiny of the documents submitted by the bidder (50 mark)	Envelopes not carrying valid or required documents shall be liable for rejection.
II	Bidder submitting required all documents to be qualified for power point presentation (50 Mark)	Power point will be presented as per specification given in Stage-II (Page No.7)
III	The bidder secures 60 marks or more in total from stage I & II shall be allowed for opening of financial bid.	The L1 bidder will be given 100% marks
IV	The successful bidder will be determined through QCBS method carrying weightage of 70:30 score of technical & financial respectively.	The QCBS method is given under Stage-IV
V	The successful bidder shall deposit Rs.1 lakh Performance Security Deposit (PSD).	To be done within 48 hrs. of winning the bid

7.1 Stage –I: (Documents Verification)

- The applicant shall make expression of interest with requisite documents and formalities under Format-1.
- Envelopes not carrying valid or required documents shall be liable for rejection.
- The documents submitted by bidder shall be scrutinised and given marks accordingly.

7.2 Stage-II: (Presentation)

- Bidder submitting required all documents to be qualified for power point presentation.
- Presentation carries of 50 marks.
- Power point will be presented as per specification given below;

SI No	Contents of presentation	Brief details
1	Entry Gate Design	Display various design of cultural event.
2	Stage Decoration	View the stage decoration in four angles
3	Lights & Sound arrangements	Display of Various light and sound system
4	LED wall with picture quality	Display of the picture quality, size, brand etc.
5	Variety of Cultural Troops	<ul style="list-style-type: none">• Dance (Group Dance, Solo Dance, Folk Dance, Modern Dance, Contemporary, Classical Dance,• Singer (Experience/ Reputed/ Male or Female/ others details etc.)• Anchor (Experience/ reputed/ Male or Female/ other details etc.)
6	Glimpse Previous Experience/ Achievement of the agency	<ul style="list-style-type: none">• Display recent video clip on cultural event.• Display past event of same field.
7	Day Wise Plan	Format in Form-I
8	List of Technical & Non-Technical Person	Name, Photo, Qualification, Contact details, Payroll etc.

7.3 Stage-III:(Opening of Financial Bid)

- Bidders securing 60 marks or more in total from stage I & II shall be allowed for opening of financial bid.
- The bidders who shall get below average of 60 marks from Stage-I and Stage-II to be rejected
- The Technical Evaluation Criteria is given below;

Criteria	Qualification	Full Mark
Turnover	• Rs.25 Lakh to 50 lakh	10
	• Rs.50 lakhs to 75 lakh	15
	• Rs.75 lakh above	20
Experience of working	• Two Similar District Level Exhibition	10
	• 2 States Level Exhibition	20
	• National Level/ Inter-state	30
Presentation		50
TOTAL		100

7.4 Stage-IV: (Evaluation Criteria and Method of Selection in CQCBS)

a. The selection of the Agency shall be made through **Composite Quality Cum Cost Based System (CQCBS)**. The weight age for technical criteria will be 70% while financial criteria will be 30%. Agency who quotes lowest in the financial bid shall be given 100 marks. The technical score shall be considered to those who obtain minimum 60%. The financial quote of other bidders shall be computed as follow.

(L1 divided by Lx) multiply by 100 where in 'x' is the bid quoted by L2, L3, L4.

b. Composite Scores of Bidders.

Bidder's Score	Weightage	Weightage Score
(A) Technical Score	70%	TS x 70/100(A)
(B) Financial Score	30%	FS x 30/100 (B)
Composite Weightage Score of the Bidder (A+B)		

7.5 Stage-V: (Responsibility of Successful Bidder)

- The successful bidder shall deposit Rs.1 lakh Performance Security Deposit (PSD).
- The time limit for deposit shall be 48 hrs. of winning the bid.

8. Responsibility:

SL No	Responsibilities of District Council of Culture (DCC)	Responsibilities of Successful Bidder
1	<ul style="list-style-type: none">• DCC will provide accommodation of cultural troops.• DCC will provide food to all cultural team.• DCC will ensure about local transportation to shift the cultural team from accommodated place to the stage.	<ul style="list-style-type: none">• The Bidder shall must ensure about timely performance of event. Similarly, it will the primary duty of the Bidder to ensure about the quality of performance by troupe and stage management during the event.• The Bidder shall must ensure about the maintenance of Technical aspect like Light, Sound, Stage etc.• The Bidder shall must ensure about the reaching of Cultural Troupe in right time and their return.• In case of seeking any help, Bidders shall must communicate the matter to Culture Sub-Committee or Liaison Officer.

9. Payment Schedule for Successful Bidder.

Sl.No	Activities	Payment Schedule
1	Performance after 3 days	40% of the agreement amount.
2	After completion of performance	60% of the agreement amount.
3	Refund of PSD	Only after DLSC is satisfied regarding quality of performance.

10. Conflict of Interest:

DLSC will be the final arbiter in case of potential conflicts of interest. Failure to notify DLSC of any potential conflict of interest will invalidate any verbal or written agreement.

11. Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. DLSC reserves the right to withdraw EOI and or vary any part thereof at any stage. DLSC further reserves the right to disqualify any bidder, should it be so necessary at any stage.

12. FORMAT FOR SUBMISSION:

FORMAT – 1

APPLICANT'S EXPRESSION OF INTEREST

To,

**The Collector-cum-Chairman,
District Council of Culture,
Deogarh**

**Sub: Submission of Expression of Interest to undertake on Event Management for Utsav
Pradhanpat -2023, Deogarh**

Dear

In response to the invitation for expression of Interest (EOI) published on for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes .

Submission of Documents :

Sl	Documents	Other particulars (Demand Draft)	
1	Organizational Details- Format-2	1. Rs.2500/- Process Fees (non refundable)	Envelope-I
2	Experience of Agency Format-3	2.Rs.10,000/- EMD (Refundable)	
3	List of experts/ consultants on payroll at least 3 Format-4		
4	Financial Status Format-5		
5	Additional information Format-6		
6	Declaration Format-7		
7	Day Wise Plan Form-I		
8	Financial Bid Format-8		

Sincerely Yours,

Signature of the applicant
[Full name of applicant]
Stamp
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

Organizational Details

S. No	Organizational Details	Remarks
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ Partnership firm registered under the Indian Companies Act, 1956/ the partnership Act.1932	
4.	Whether the firm has been blacklisted by any Central Govt./ State Govt./PSU/ Govt. Bodies/ Autonomous? If yes, details thereof	
5.	Address of registered office with telephone no. , Fax, E-Mail id, website.	
6.	Address of offices in i)National capital region of Delhi ii)All other State/ UT's iii)Regd. Office inside Odisha.	
7.	Contact Person with telephone no. & e-mail ID	
8	PAN Card No. and GST No.	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy Of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant
Full name of the applicant
Stamp & Date

FORMAT – 3

Experience in related Fields					
Overview of the past experience of the Organization in all aspects related to brand Building					
S. No	Items	Number of Assignments during last 3 years	Order value of each assignment in lakhs of Rs. (Enclose copy of each order)	Mention the name of Agency (Enclosed completion certificates)	Remark
1.	Experience of assignments of similar nature/Institution/ Corporate/ Private Sector				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public Sector Undertaking (PSU).				
<ul style="list-style-type: none"> • Decision of Evaluating Committee in ascertaining “Similar nature” and “Similar Assignment” will be final. • Relevant Certificates / Work Order to be attached. • Glimpses of previous year performance to be given. <p align="right">Signature of the applicant Full name of applicant Stamp & Date</p>					

FORMAT - 4

List of Experts on Payroll of the Agency		
Sl. No	Name & Contact No.	Profession (Technical/ Non-Technical)

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT - 5

Financial Status Format				
S. No	Financial Year	Whether profitable Yes/ No	Annual Net profit (in of Rs)	Turn over of the agency
1	2019-20			
2	2020-21			
3	2021-22			

Note: Please enclose **auditor's certificate** in support of your claim. If any

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT- 6

Additional Information

1. List all enclosures related to the previous sections.

S.No	Description	No. of pages

2. Additional information to support shall not be more than 2 pages.

Signature of the applicant
Full name of the applicant

Stamp & Date

FORMAT- 7

Declaration

We hereby confirm that we are interested for Event Management for Utsav Pradhanpat-2023,
Deogarh

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name & Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

Signature of the applicant
Full name of applicant

Stamp & Date

Form- I (Day Wise Plan for Cultural Entertainment)

Day 1 (20.01.2023)			
SI No	Artist & Group Name	Performance Type (Dance, Song, Drama etc)	Duration
01			
02			
03			
--	--	--	--
	Marquee Event *	Name of the Artist / Troupe	Duration
01			
Day 2 (21.01.2023)			
SI No	Artist & Group Name	Performance Type (Dance, Song, Drama etc)	Duration
01			
02			
03			
--	--	--	--
	Marquee Event *	Name of the Artist / Troupe	Duration
01			
Day 3 (22.01.2023)			
SI No	Artist & Group Name	Performance Type (Dance, Song, Drama etc)	Duration
01			
02			
03			
--	--	--	--
	Marquee Event *	Name of the Artist / Troupe	Duration
01			
Day 4 (23.01.2023)			
SI No	Artist & Group Name	Performance Type (Dance, Song, Drama etc)	Duration
01			
02			
03			
--	--	--	--
	Marquee Event *	Name of the Artist / Troupe	Duration
01			
Day 5 (24.01.2023)			
SI No	Artist & Group Name	Performance Type (Dance, Song, Drama etc)	Duration
01			
02			
03			
--	--	--	--
	Marquee Event *	Name of the Artist / Troupe	Duration
01			

Signature of the applicant
Full name of the applicant
Stamp & Date

FORMAT- 8
FINANCIAL BID (INCLUDING TRANSPORTATION COST FOR 5 DAYS)

SI No	Type of Component				Cost in Rs.
1	Light Arrangement (including generator with minimum capacity 8-10 hrs.),				
2	LED Wall (20'x10' or above) & LED Screen (10'x10')				
3	CCTV Installation (Including Stage Area, Entry Gate, VIP Corner, Public Gallery etc.)				
4	Sound Arrangement (Amplifier, Mixing Desk, Compression, Graphic Equalizers, Loud Speaker etc.)				
5	Stage & Gate decoration (Including Entry Gate, Green Room-M/F, Toilet etc.)				
6	Technical Staff Deployment (5 Days): (Electrical Mechanical for Sound and Electrical Mechanical for Light.)				
7	Troupe & Artists				
	Day	Name of the Troupe / Artists	Type of Performance	Duration	
	1				
	2				
	3				
	4				
	5				
8	Anchor				
	Male (All 5 Days with duration of 6 PM to 10 PM)				
	Female (All 5 Days with duration of 6 PM to 10 PM)				
9	Event Manager				
	Name				

Financial Bid Offerd (In total) i. Figure in words in Rupees _____

ii. Figure in Rs.. _____

Signature of the applicant
 Full name of the applicant
 Stamp & Date