

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

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No. 959 / Dt. 09-01-2026

**WALK-IN EXPRESSION OF INTEREST (EOI)  
FOR EVENT MANAGEMENT OF UTSAV PRADHANPAT-2026**

As no bidders participated in earlier Expression of Interest (vide No: 27 ) invited on dt 01.01.2026, the District Council of Culture, Deogarh, Odisha hereby invites a **Walk-in Expression of Interest** from reputed, experienced and registered Event Management Agencies for the management and execution of **Utsav Pradhanpat-2026** at Badabagicha, Deogarh.

**1. Schedule of Walk-in EOI :**

Sl.No.	Critical Dates	Date
1	Date & Time of Availability of Walk-in EOI in Website: <a href="https://deogarh.odisha.gov.in">https://deogarh.odisha.gov.in</a>	From 09.01.2026 10:00 AM to 12.01.2026 11:00 AM
2	Walk-in Date & Time	12.01.2026, 04:00 PM
3	Venue for Submission	Conference Hall, Collectorate Deogarh
4	Correspondence if any	Iswar Guru ,Nizarat Officer-cum-Assistant Collector and District Culture Officer, Deogarh (Contact No.9337171217/ 9439066121 ) Office Telephone No: 06641-226301 Office E-mail : dm-deogarh@od.gov.in

**2. The details of the Event –Utsav Pradhanpat 2026 :**

- The Utsav Pradhanpat-2026 is going to be organised from **18.01.2026 to 22.01.2026 for five days.**
- The location of the event has been selected at Bada Bagichha .
- The Total Budget for Event management shall not exceed **Rs.18 lakh ( Rupees Eighteen Lakh ) including Transportation Cost & inclusive of all taxes .**

Interested bidders can download the **Walk-in Expression of Interest** from website:- <https://deogarh.odisha.gov.in/> under the link “ **Notices>> Tenders**”

### 3. Scope of the Event :

The selected agency shall be responsible for following things

Sl No	Work	Remarks
1	<b>Stage &amp; Entry Gate Designing</b>	<b>Stage of size of minimum 40ft *60 ft and 2 Entry Gate with all Decoration having "Utsav Pradhanpat" Logo.</b>
2	<b>Organizing projection systems (LED Wall)</b>	<ul style="list-style-type: none"> <li>• 01 Big LED wall with a size of 30'x10' in the main stage</li> <li>• 02 small LED with a size of 10' x10' for gallery</li> </ul>
3	<b>Help Desk</b>	Deployment of staff (Technical / Non-Technical)
4	<b>Creating backdrops and signage at the venue.</b>	VIP, VVIP, Green room, Toilet, Entry & Exit point, Media Persons , DCC Members & Senior citizens etc.
5	<b>Carpeting &amp; Sitting chair for 2000 persons</b>	Carpeting shall be done and there shall be a provision for 2000 chair for sitting arrangement.
6	<b>VVI,VIP sofa set with Tea-poy</b>	Provision of good quality Sofa sets (minimum 15 nos ) with Teapoy ( minimum 5 nos)
7	<b>Provision for VVIP Lounge</b>	An arrangement shall be made for 2 VVIP Lounges with Toilet facility .
8	<b>Provision for Artist Lounge</b>	An arrangement shall be made for 2 Artist Lounge with Toilet Facility.
9	<b>Fireworks on Inaugural &amp; Closing day</b>	Fireworks of good quality shall be arranged for a spectacular show on Inaugural & Closing day.
10	<b>Photography and Videography of the event as well as Live Streaming of the event in Youtube, Facebook &amp; X platform</b>	Deployment of professionals with HD recording graphics editing. The Agency shall do live streaming using 3 High Resolution cameras, 1 additional camera, 1 drone. The bidder shall arrange dedicated internet connectivity at its own cost for uninterrupted live streaming.
11	<b>Conceptualize and organize Cultural programmes during the event</b>	Deployment of Cultural troupes through discussion with DCC
12	<b>Stage setup with light &amp; sound system</b>	<ul style="list-style-type: none"> <li>• Stage &amp; Light -Open stage setup, LED, Stage light, High Focus light, Disco Light etc.</li> <li>• Sound - (Amplifier, Mixture, DJ equipment &amp; others of reputed band like Yamaha/ Sony/ JBL/Bosch/ Ahuja/ etc.</li> </ul>
13	<b>Generator facility</b>	Back up of minimum 08 hours to entire stage & light area.

14	<b>Green Room (mirror, table, toilet, mobile charging point, induction point and other basic facilities)</b>	Two separate Green Rooms -One for male &One for female members of cultural troupes.
15	<b>Ground Electrification</b>	Installation of the electrical equipment/material for lighting the Bada Bagichha Ground, Parking Place, Gate and the Corridor of road extending to Bada Bahiccha Ground.etc.
16	<b>Setting of Selfie points</b>	Assembling 2 selfie points in Bada bagiccha ground. The design of the selfie point will be well decorated with the back ground of "Utsav Pradhanpat" logo and also the design approved by DCC.
17	<b>Setting of Police Control Room</b>	The agency will assemble one police control room in the Bada Bagichha Ground with proper electricity, sound system i.e 2 Micro phone with complete set up , 2 office table and 10 Chairs. The place of control room and size will be provided by District Cultural Committee.
18	<b>Setting of Doctors room with First Aid Facility</b>	The agency will assemble one doctors room in the Bada Bagichha Ground with proper electricity, 1 office table and 6 Chairs. The place of above room and size will be provided by District Cultural Committee. The medicine for the First Aid Facility and deputation of Doctor, Nursing staff and other support staff will be made by CDM& PHO.
19	<b>Setting of Fire Fighting Control Room</b>	The agency will assemble one Fire Fighting control room in the Bada Bagichha Ground with proper electricity.
20	<b>Installation of CCTV Cameras</b>	The Agency is required to supply and install security cameras with monitors and recording system for all the festival days i.e Utsav Pradhanpat 2026 event. The Agency shall install security cameras at Main Stage, gallery area, all the entry/exit gates of the ground in consultation with District Administration/SP, Deogarh and his Management team.
21	<b>Flex and signage for Utsav Pradhanpat 2026</b>	The Agency shall print the required no of Maps of the Bada Bagiccha Ground showing the layout of the stalls, roads, entry/exits etc. for guidance of the visitors. It shall also print the required nos. of flexes showing Entry, Exit, Toilet, Directions, Block No etc. as signage for display at the required strategic points during the Festival for crowd management and guidance. All signage

		must be put in place on the Ground before the event.
22	<b>Acquisition of Certificate of Electrical Installation</b>	The Agency shall apply and obtain Certificate of Electrical Installation from the Competent Authority prior to the Event.

#### 4. Eligibility Criteria :

Interested agencies must carry the following documents for on-spot verification as a part of **Technical Proposal**, on the day of Walk-in, i.e, 12.01.2026 at 04:00 PM at Conference Hall, Collectorate, Deogarh :

1. **Registration:** Valid Trade License/Certificate of Incorporation (Minimum 3 years old).
2. **Statutory:** PAN Card and GST Registration Certificate.
3. **Financial:** Average Annual Turnover of ₹40 Lakhs+ in the last 3 financial years.
4. **Experience:** Proof of successfully managing at least two State/District level assignments of Order Value more than 20 Lakhs.

#### 5. Submission Process :

1. **On-the-Spot Submission:** Agencies through their Authorised Person must bring a signed Technical Proposal and a Financial Bid in two separate sealed envelopes. These envelopes need to be put in another envelop super-scribing "EOI for Event Management of Utsav Pradhanpat-2026" on the top cover.
2. **Presentation:** A brief 10-minute presentation (PowerPoint or Physical Portfolio) shall be required during the walk-in session.

#### 5. Evaluation & Selection Procedure :

Stage	Description	Remark
I	Verification of the documents ,i.e, Two Envelops , Envelope-I (Technical Proposal ) and Envelope –II (Financial Bid) submitted by the bidder. <i>(50 marks).Financial bid will be submitted as per Format enclosed in Annexure-A.</i>	Envelopes not carrying valid or required documents shall be liable for rejection.
II	Bidder submitting the requisite documents to be qualified for	Power point of Plan activity for

	Power -point Presentation (50 Marks)	Utsav Pradhanpat-2026 will be presented.
III	<i>The technical marks obtained ( in total from Stage I &amp; II) will be converted to Technical score as illustrated in Annexure –B. The financial bid will be opened for the bidders securing 70 marks or more in total from Stage I &amp; II.</i>	The L1 bidder in the financial bid will be given 100 Marks as financial score ( as illustrated in Annexure –A)
IV	<i>The successful bidder will be determined through QCBS method carrying weightage of 70:30 score of technical &amp; financial respectively.</i>	The QCBS method is illustrated in Annexure-A
V	The successful bidder shall deposit Rs.1 lakh for Performance Security Deposit (PSD).	To be done within 48 hrs. of wining the bid

*The Technical Evaluation Criteria is given below;*

Criteria	Qualification	Mark	Maximum Mark
Submission of Documents		20	20
Turnover	• More than Rs 40 Lakh and less than Rs.60 lakh	5	15
	• More than Rs 60 Lakh and less than Rs.80 lakh	10	
	• Equals Rs 80 Lakh and beyond	15	
Experience of working	• At least two assignments of order value more than 20 lakhs and less than 40 lakhs each	5	15
	• At least two assignments of order value more than 40 lakhs and less than 60 lakhs each	10	
	• At least two assignments each of order value equals to 60 lakhs and above	15	
Presentation		50	50
TOTAL		100	100

**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 weightage 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 70 marks in total in Stage I and II. 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.

The detail evaluation of QCBS is given in **Annexure- B**.

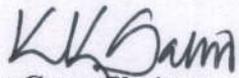
**b. Composite Scores of Bidders.**

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)		

The Bidder having the highest Composite weightage score shall be the successful bidder.

**6. Terms & Conditions :**

1. The successful Bidder/Agency shall deposit **Rs. 1,00,000/- (Rupees One Lakh) only as PSD (Performance Security Deposit)** within 48 hours of winning the bid.
2. The *District Level Selection Committee (DLSC)* reserves the right to relax eligibility criteria to ensure selection of a single bidder, given the time constraints.
3. The *District Level Selection Committee (DLSC)* 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 *District Level Selection Committee (DLSC)* reserves the right to amend/add further details in the EOI.
4. *The District Level Selection Committee (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.
5. DLSC further reserves the right to disqualify any bidder, should it be so necessary at any stage.
6. DLSC reserves the right to engage more than one agency for proper execution of the event.
7. In case of any query, the bidder may refer to the earlier Expression of Interest (vide No: 27) invited on dt 01.01.2026.

  
**Collector-Gum-Chairman,**  
**District Council of Culture,**  
**Deogarh. 09/01/2026.**

**FORMAT FOR  
FINANCIAL BID**

Annexure-A

**BoQ ( Bill of Quantities)**

**(INCLUDING TRANSPORTATION COST &  
RATES TO BE QUOTED INCLUSIVE OF ALL TAXES)**

Sl No	Unit of Item	Specification	Quan tity/ Size	Unit Cost	Total Cost
1.	Light arrangement for Stage				
		LED uplights			
		High focus light			
		Stage Light			
		Disco light			
		LED String Lights			
		Spot light			
		Laser Light			
		LED pixel light			
		Projection lightning (3D)			
		LED Batten			
		Ellipsoidal Spot Light			
		Gobos			
		PAR light			
		Moving intelligent lights			
		Follow spot			
		Kinetic Lights			
		PIN Spot lighting			
		Ballon lightning			
		Illuminated Bar			
		High-lit table			
2	Sound arrangement				
		Amplifier			
		Mixing desk			
		DJ Equipments if any			
		High Quality Sound with brand Yamaha/ JBL/ Sony/ Bosch /Ahuja etc.			
		Micro Phone			
		Loud Speaker			
		Graphic Equalizers			
		Compression			
		Any other			

3	Stage & Gate decoration			
		Cultural based stage designed		
		Entry Gate		
		Green room		
		Lounge Room for VVIP		
		Lounge Room for Artists		
4	Generator provision			
		100 to 200KW (8 to 10 hrs)		
		200KW to 300 (10 to 15 hours)		
5	CCTV provision (HD Quality)			
		Day/ Night vision CC TV Camera		
		DOME CC TV Camera		
		IP CC TV Camera		
		PTZ Camera		
		Bullet CC TV Camera		
6	LED wall (2)			
		Main Stage LED Screen		
		Small LED Screen for gallery		
7	Deployment of Technical & Non- Technical person			
		Videographer (experience- 5/2/1 years)		
		Electronic Mechanic for sound (experience- 5/2/1 years)		
		Electronic Mechanic for Light (experience- 5/2/1 years)		
		Non-Technical if any		
8	Sitting Arrangements			
		No. Of Chairs provided		
		No . of Sofa provided		
		No of Teapoys provided		
		No of carpets provided		
9	Arrangements for Fireworks			
		For Inaugural Day		
		For Closing Day		
10	Live Streaming of Events	3 High Resolution cameras, 1 additional camera, 1 drone and High speed Internet		
12	Ground Electrification			
13	Selfie Point			

14	Temporary Toilet			
15	Setting of Police Control Rooms, First Aid Room/ Fire Fighting Control Room			
16	Flex & Signage			
	Grand Total( <b>**Shall not exceed Rupees Eighteen Lakh</b> )			

Financial bid offered i. Figure in words in Rupees \_\_\_\_\_  
ii. Figure in Rs.. \_\_\_\_\_

Signature of the applicant  
Full name of the applicant

Stamp & Date

## Annexure-B

### QUALITY COST BASED SYSTEM

#### Illustration with dummy values

#### STAGE 1: TECHNICAL BIDS EVALUATION

Bidder details	Technical Mark Obtained
Bidder1	92
Bidder2	85
Bidder3	55
Bidder4	75

#### STAGE 2: Conversion of Technical Marks to Technical Score : Technical Score is same as Technical Marks

Bidder details	Technical Marks	Technical Score
Bidder1	92	92
Bidder2	85	85
Bidder3	<i>*Rejected</i>	<i>*Rejected</i>
Bidder4	75	75

\*Since the eligible Technical Marks should be 70 and above ,Bidder 3 is Rejected.

#### STAGE 3: FINANCIAL BID EVALUATION

Bidder details	Financial Bid Amount
Bidder1	1,30,000
Bidder2	1,20,000
Bidder4	1,00,000

**Stage 4: Conversion of financial bid amount to score**

Bidder Details	Financial Bid Amount	Financial Score =(LFB/F)*100
Bidder1	1,30,000	$(100000/130000)*100=76.92$
Bidder2	1,20,000	$(100000/120000)*100=83.33$
Bidder4	1,00,000	<b>100</b>

Bidder having LFB is treated as L1 and to be awarded financial score as 100. The rest will be calculated as  $(LFB/F) * 100$ ,

Where LFB = Lowest Financial Bid, F = Quoted Amount

**Consolidated Technical & Financial Score**

Bidder Details	Technical Score	Financial Score
Bidder 1	92	76.92
Bidder 2	85	83.33
Bidder 4	75	100

**Stage 5: Combined Technical and Financial Score (CTFS)  
With Weightage 70:30**

Bidder Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder
Bidder1	$92*(70/100) + 76.92*(30/100)$	<b>87.48</b>	L1
Bidder2	$85*(70/100) + 83.33*(30/100)$	<b>84.50</b>	L2
Bidder4	$75*(70/100) + 100*(30/100)$	<b>82.5</b>	L3