



**REQUEST FOR PROPOSAL**

**FOR**

**“SELECTION OF AN EVENT  
MANAGEMENT AGENCY FOR  
MANAGING RAAHGIRI DAY (EACH  
SUNDAY) AT JANPATH,  
BHUBANESWAR”**

**BHUBANESWAR MUNICIPAL CORPORATION**  
Vivekananda Marg, Goutam Nagar,  
Bhubaneswar,

## 1. INTRODUCTION

Bhubaneswar Municipal Corporation invites technical and financial proposals for **“Selection of an Event Management Agency for managing the Raahgiri day (each Sunday) in Bhubaneswar”** for the next 15 Raahgiri events extendable to another 15 such events or more.

## 2. SCOPE OF THE WORK:

The Scope of the work for the selected Agency shall be inter alia but not limited to the following;

### 1. Branding and Promotion for BBSR Raahgiri (Sundays)

- A. Prepare, branding and marketing strategies for obtaining sponsorship
- B. Designing the campaign in consultation with BMC & BDA
- C. Production of campaign materials
  - i. Printing of Flex (40 nos.) for sponsors in each Raahgiri ( Sunday)
  - ii. Printing of Flex (30 nos.) for common logo. ( Each Raahgiri )
  - iii. Printing of A3 printouts (layout )

### 2. Outer concourse branding of venue (Partner's logos, graphics)

- A. Standee with framing – 6\*3, 12 nos.
- B. Layout with framing – 12\*8, 1 nos.
- C. Checker board – 12\*8, 1 no.
- D. Printing of all above branding materials.

### 3. Event Infrastructure & Management for BBSR Raahgiri (Sundays)

Entire Stage set-up with backdrop, wings & flower decoration (one set up)

- A. Stage & platform (28\*20 sq.ft.)
- B. Carpeting & step (8000 sq.ft.)
- C. Backdrop framing – 1 no. (28\*10sq.ft), side wings framing – 2nos. (10\*4sq.ft.)
- D. Flower decorations & bouquets for guests (10 nos.)

**4. Total sound set-up with noise proof genset for power back-up of required capacity**

- A. Top – 8 no. , Double base – 4nos. , Feedback – 6nos. (sound box)  
64 channel mixture, cordless phone – 4nos, other laptop & essential jacks.
- B. Microphone stands, microphones, drum kit & other requirements for cultural programs.
- C. Silent genset with fuel for (8hrs.) – 62 kw

**5. On-stage and off-stage management**

- A. Monitoring & co-ordinating on stage performances
- B. Anchor – 1 no.
- C. Security management (off stage) of 20 no.s of guards
- D. Monitoring Activity zone carpeting (8000 sq.ft.)
- E. Monitoring other off stage requirement like – 20 no.s of tables, 100 no.s of chairs & barricating.
- F. Information Centre-cum-Control Room set-up (Raahgiri)
- G. Identification of different activity zones (Entire stretch)
- H. Activity and resources management (pre-event)
- I. The Agency shall submit at least 25 no.s of still photographs and a Video CD covering the entire each event.

3. The above scope of the work is indicative only and shall not be treated as exhaustive. The stretch of the road presently identified for ‘Bhubaneswar Raahgiri’ is from Master Canteen Square to Ram Mandir Square along Janpath (both sides). However, this location and/or stretch may be changed subject to mutual consultation and consensus between the selected agency and BMC-BDA. After the award of the work, if both the parties i.e., BMC and the selected agency feels that

there is substantial amount of work which is not there in the scope of services as mentioned in this RFP then the extra fees may be finalized based on the mutual consent of both the parties.

4. RFP documents can be downloaded from website ([www.bmc.gov.in/bda.gov.in](http://www.bmc.gov.in/bda.gov.in) /[www.urbanodisha.gov.in/www.odisha.gov.in](http://www.urbanodisha.gov.in/www.odisha.gov.in))

**5. Eligibility Criteria**

- a. Bidders interested for participating in the bidding process should have an experience of organizing,
- i. at least 3 nos. of events/programme of State or National stature for Govt. of Odisha/Union Govt. /United Nations and /or it's Agencies of Minimum Value of Rs 30 lakhs till date.
  - ii. Bidders having successful experience(s) in conducting events, carnivals/festivals for promotion & branding in 360 degree integrated mode including social media can also participate.
  - iii. Interested bidder should have Permanent Account Number (PAN), Service Tax and VAT Registrations. Copies of the documents should be submitted with the Part-I Proposal.
  - iv. Interested bidders should have a registered office at Bhubaneswar with at least twenty full time professionals.
  - v. Interested bidder should have achieved a minimum annual turnover of rupees One crore each during last three financial years (2012-13 to 2014-15). Copies of audited balance sheets need to be submitted with the Part-I Proposal.

**6. Submission Requirements:**

- a. Organizations having EEMA & INS Accreditation will be preferred. Documentary evidence in support of this experience duly issued/signed by competent authority(s) should be submitted with the Part-I Proposal.

- b. If required, originals of the document copies, to be submitted by the bidders along with the Part-I Proposal, shall have to be produced by the bidders on demand by the under mentioned authority with within a specified time frame for further verification. An affidavit is to be furnished by each bidder along with Part-I Proposal in the format prescribed at Annexure-Ii in non-judicial stamp paper and should have been sworn before an authority not below Notary Public, BBSR.

**7. Submission of Proposal**

Proposals should be submitted in closed envelopes as mentioned below.

- a. **Envelope - I** shall contain the Technical Proposal super-scribing

**"TECHNICAL PROPOSAL FOR SELECTION OF AN EVENT MANAGEMENT  
AGENCY FOR MANAGING RAAHGIRI DAY (EACH SUNDAY) AT  
JANPATH, BHUBANESWAR"**

- b. **Envelope-II** shall contain the Financial Proposal super-scribing

**" FINANCIAL PROPOSAL FOR SELECTION OF AN EVENT MANAGEMENT  
AGENCY FOR MANAGING RAAHGIRI DAY (EACH SUNDAY) AT  
JANPATH, BHUBANESWAR"**

8. Both these two envelopes should be placed inside another envelop superscribed with

**"PROPOSAL FOR SELECTION OF AN EVENT  
MANAGEMENT AGENCY FOR MANAGING  
RAAHGIRI DAY (EACH SUNDAY) AT JANPATH, BHUBANESWAR"**

9. Each page of the proposal/ document to be submitted should have been signed by the authorized signatory with seal of the agency submitting the proposal. Each bidder should submit one proposal only failing which, the authority shall have the right to take any decision as deemed fit.

10. Each proposal should be submitted with a forwarding letter on letterhead of the agency and should be placed inside the Envelop-I. Conditional/ambiguous/misleading/ manipulating proposals shall be rejected during evaluation.

11. The validity of the proposal shall be 180 days from the last date of submission of proposals.

12. Proposal Evaluation Criteria:

S. No	Evaluation Criteria	Maximum Score	Basis of marks to be allotted
1.	Experience as per Clause 5(a)(i) of the RFP.	50 marks	30 marks subject to fulfillment of the technical eligibility as per Clause 5(a)(i) of the RFP. 10 marks for each additional similar assignments subject to a maximum of 5 such additional assignments)
3.	Annual Turnover	20 marks	17 marks subject to fulfillment of the technical eligibility as per Clause 5(a)(v) of the RFP. 1 mark for each additional turnover of Rs. 1 Crore similar assignments subject to a maximum turnover of Rs. 4 Crore)

13. Technical Presentation:

All bidders shall be required to make presentations up to 20 minutes to demonstrate their relevant credentials before the BDA. The presentation shall broadly cover the following aspects. The maximum marks for the presentation shall be 30.

1. Approach and methodology
2. Description of minimum 2 assignments similar to this assignment

#### 14. Opening of Financial Proposal:

- a. The financial proposals of the top three bidders who will be invited for presentation shall be opened.
- b. Financial Score: The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$i. F_s = 100 \times FM1/F1$$

- c. (F1 = amount of Financial Proposal as proposed by the applicant; FM1 = Lowest financial quote)
- d. Combined and Final Evaluation  
Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows where in technical score includes the marks obtained through proposal evaluation criteria and technical presentation as mentioned under clause 12 and 13 :

$$i. S = T_s \times T_w + F_s \times F_w$$

- e. (Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively).
- f. The Selected Agency shall be the First Ranked Applicant (having the highest combined score). The Second Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document.
- g. BMC shall not be held responsible for delay in receipt of the proposals and for damages, if any, to the envelope(s)/documents during transit.
- h. Bidders are requested to be present at the time of opening of the proposals. If the date(s) of opening, for any reason happens to be holiday(s), the proposal(s) shall be opened on the next working day(s) at the stipulated time.

## **15. Rejection of the Proposal(s)**

- (a) Interested bidders are requested to go through the instructions, formats, terms & conditions, scope of the work mentioned in the RFP. Failure to furnish complete information and documents required as per RFP submission of proposal(s) which is/are not in conformity with the RFP shall result in rejection of the proposal(s). In respect of interpretation/clarification over this RFP, the decision of BMC shall be final.
  - (b) Proposal(s) without EMD & Cost of RFP will be summarily rejected.
  - (c) Proposal(s) received after the specified date & time, if any, shall not be considered for evaluation.
  - (d) Proposal(s) received through Fax/Telex/E-Mail, if any, shall not be considered for evaluation.
- 16.** Agencies blacklisted by Govt. entities are not eligible to participate in the bidding process. If at any stage of bidding process or during the currency of contract, such information comes to the knowledge of BMC, then BMC shall have the right to reject the bid or terminate the contract, as the case may be, without any compensation to the selected agency.
- 17.** The work shall be awarded to the most eligible bidder as per the evaluation criteria mentioned in the RFP. In case, if more than one eligible bidder is found to score the same marks, then the contract will be awarded to the bidder whose experience in conducting such event is more as per the documents to be furnished as per the RFP. This RFP shall form part of the contract/agreement to be executed by BMC with the selected agency and the terms & conditions covered in this RFP, unless otherwise countered/corrected/modified/deleted subsequently, shall form part of the contract/agreement.
- 18.** If the selected agency refuse/fails to accept the work order issued by BMC or the work assigned is not done as per the scope and directions of the BMC , EMD / Performance Security amount may be forfeited followed by other actions as deemed fit by BMC.



19. EMD of unsuccessful agencies shall be refunded without any interest. EMD of successful agency will be retained as performance security deposit which shall be considered for refund without interest after completion of contract period. The rate to be quoted in the Financial Proposal is for each Raahgiri Day (Sunday). The number of such event days and consequently, the quantum of payment admissible to the selected agency, subject to fulfillment of all the terms and conditions of this RFP and contract, shall be treated as independent from other event days except in case of matters related to penalty, if any, levied upon the selected agency by BMC and recovery thereto. However, for all practical purposes the contract period shall be for an initial period of three years from the execution of the contract agreement between BMC and the selected Agency and shall remain open for early termination or further extension subject to consensus between BMC and the selected agency.
20. The selected agency shall provide the materials, services, etc., with quality and quantity as per direction of the BMC.
21. Payment Terms: The payment for each successful event day shall be made after submission of invoice and will be released through cheque/demand draft/net banking.
22. The selected agency shall act in a transparent manner for the event and shall not resort to any act that might be detrimental to the interest and reputation of BMC.
23. The selected agency shall undertake to abide by all rules, regulations and laws of land for their responsibilities to manage the events and shall agree to keep itself liable and responsible for any such violation directly or indirectly related to his/her/their responsibilities for the event.
24. In the event of any material default which results in shabby presentation or any failure on any account shall be treated as breach of faith and accordingly the selected agency shall be liable for penal provisions as set by BMC/BDA.
25. BMC reserves the right to terminate the agreement at its discretion at any time without assigning any reason thereof.

However, without prejudice to any other remedy available for breach of contract, by written notice of default sent to the selected agency, the under mentioned authority can terminate the contract in whole or part;

- (a) if the selected agency fails to provide services within the time period specified in the contract,
- (b) if the selected agency fails to perform any other obligations under the contract.

**26. Arbitration**

In case of any dispute or difference which may arise between the selected agency and BMC, the same shall be settled through mutual consensus and if necessary, by reference to arbitration by a Sole Arbitrator to be appointed by BMC. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable. Still, if any dispute could not be resolved through arbitration, then the same may be resolved through court and the jurisdiction of occurrence of the dispute shall be treated as BMC city limit only.

**27. Force Majeure**

If at any time during continuance of the contract, the performance in whole or in part by either obligatories under the contract shall be prevented or delayed due to act of nature or man-made, but beyond control of either obligatories, then notice of happening of such eventuality should be is given by any party to the other within two days from the date of such occurrence and, neither party shall, by reason of such eventuality be entitled to terminate this contract nor shall either party have any liquidated of damage claim against the other in respect of such non-performance or delayed performance. Performance as per the contract shall, however, be resumed as soon as practicable after such eventuality subsides.

- 28.** BMC reserves the right to reject any or all the proposals without assigning any reason thereof to any agency subject to the limitations prescribed in guidelines of Central Vigilance Commission.

**29. Execution of Agreement**

The selected Agency shall be sent the Letter of Award (LoA) by BMC within 7 days from the opening of the financial proposal and within 7 days from the receipt of the LoA by the selected Agency, the contract Agreement shall be executed between BMC and the selected Agency. The selected bidder shall also deposit the performance security before the execution of the contract agreement. The

successful bidder shall not be entitled to seek any deviation in the Contract Agreement. In case of the selected Agency, the EMD amount shall be retained as the Performance security for the entire contract period.

**30. Miscellaneous**

1. **Mode of bidding:** Two-bid system,
  - a. **Part-1:** technical proposal, &
  - b. **Part-2:** financial proposal)
2. **Earnest money deposit (EMD):** Rs 10,000/- of bid value in shape of demand draft drawn in favour of Municipal Commissioner , Bhubaneswar Municipal Corporation
3. **Cost of RFP document:** Rs.1500/- in shape of demand draft drawn in favour of Municipal Commissioner , Bhubaneswar Municipal Corporation
4. Date of Publication of RFP, last date & time for receipt of proposal:
  - a. Date of Publication of RFP: \_\_.\_\_.2016
  - b. Last date for receipt of proposals: \_\_.\_\_.2016 till 16:00 hrs.
  - c. Opening of Technical Proposals: \_\_.\_\_.2016 at 16:00 hrs.
  - d. Through registered post/speed post addressed to,

**Deputy Commissioner (Projects)**  
**Bhubaneswar Municipal Corporation**  
**Vivekananda Marg,**  
**Bhubaneswar, Odisha.**

5. Power point presentation by the top three shortlisted bidders after technical evaluation: Date: \_\_.\_\_.2016 at \_\_\_\_ am

**Covering Letter**

(On the Letterhead of the applicant)

To,

Date: \_\_\_\_\_

**Commissioner  
Bhubaneswar Municipal Corporation  
Vivekananda Marg,  
Bhubaneswar, Odisha.**

**Ref: "TECHNICAL PROPOSAL FOR SELECTION OF AN EVENT  
MANAGEMENT AGENCY FOR MANAGING RAAHGIRI DAY (EACH  
SUNDAY) AT JANPATH, BHUBANESWAR".**

Being duly authorised to represent and act on behalf of ..... (hereinafter referred to as "the bidder"), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of \_\_\_\_\_ (*Name of Agency*) for the captioned Project with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of 180 days from the last date of submission of proposal.

*We also hereby agree and undertake as under:*

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

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

Yours faithfully,  
For and on behalf of (*Name of Applicant*)

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

**Annexure-II**

**Information about the Bidder/Agency**

1.	Name of Bidder	
2.	Contact Details	
	a. Address	
	b. Telephone	
	c. Fax	
	d. E-mail	
	e. Website (If any)	
3	Incorporation/ Registration Details of the Agency	
4	Client List (Attach separate sheet (if required))	
5	Authorized Signatory	
	a. Name	
	b. Position/Designation	
	c. Telephone	
	d. Fax	
	e. E-mail	
6	Additional Information, if any	
7	Total experience of the agency in the work	

Place:

Date:

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

**AFFIDAVIT**

1. I/We hereby declare that I/we are not currently deprived from participating in such RFP/Tender by any Govt. Organisation including BMC and I/We have furnished the required eligibility documents as a valid agency for the work mentioned in this RFP.
3. I/We hereby authorise and request any bank, person, firm or organisation to furnish information to BMC as deemed necessary by it in connection with my/our eligibility criteria and document verification related to my/our proposal for the work. I/We also authorise BMC to refer, peruse, consider & correlate my/our documents submitted by me/us in connection with works/proposals in any Govt organisation and I/We have no objection, if such documents, either in whole or part, are perused, referred and considered by BMC.
4. The undersigned undertake to submit further information/ documents as may be requested for/required by BMC in connection with this proposal within the stipulated period to be intimated by BMC either through letter or through my/our Telephone No. Non-response to this instruction by me/us within the stipulated period shall render my/our proposal as non-response/incomplete and hence BMC shall be at liberty to take any action as deemed fit against me/us as well as to decide/cancel my/our proposal for the work and I/we will have no claim against such decision of BMC.
5. My/our present address, e-mail & telephone number for correspondence have been mentioned in Annexure-I. I/We shall promptly and voluntarily intimate BMC about subsequent changes, if any, in my/our telephone number, e-mail ID and address for correspondence within a week from the date of occurrence of such change(s) falling which, I/we will be held responsible for any eventual delay/gap in correspondences/communications between me/us and BMC and subsequent follow-up actions and situation which may arise due to such delay/gaps.
6. I/We hereby declare that all the information and documents furnished herewith by me/us in connection with my/our proposal for **"HIRING AN EVENT MANAGEMENT AGENCY FOR MANAGING RAAHGIRI DAY (EACH SUNDAY) AT JANPATH, BHUBANESWAR"** invited by BMC vide RFP No. ....Dt..... are true and correct.

**(Deponent)**

**(Authorised Signatory of the Agency submitting the Proposal)**

**Annexure-IV****FORMAT FOR TECHNICAL EXPERIENCE**

<b>Sl.No.</b>	<b>Parameters</b>	<b>Remarks</b>
1	Assignment Title	
2	Assignment Description	
3	Location	
4	Name of Client	
5	Total Project Cost (value) (In Indian Rupees)	
7	Nature of the Assignment	

**Note: The bidders shall use the above format for technical experience. The bidder shall provide separate formats for each projects. For each project the bidder shall provide satisfactory completion certificates from the client for each of the assignments. In case of non submission of such certificates for a particular assignment, that assignment shall not be considered for technical evaluation.**

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

**Annexure-V**

**FORMAT FOR ANNUAL TURNOVER**

<b>Parameter</b>	<b>Year</b>	<b>Amount (in INR)</b>
Annual Turnover	2012-13	
	2013-14	
	2014-15	

**Signature of Chartered Accountant with seal.**  
**Membership No.\_\_\_\_\_**

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



**FINANCIAL PROPOSAL**

To,

Date: \_\_\_\_\_

**Commissioner  
Bhubaneswar Municipal Corporation  
Vivekananda Marg,  
Bhubaneswar, Odisha.**

**Ref: "FINANCIAL PROPOSAL FOR SELECTION OF AN EVENT MANAGEMENT AGENCY FOR MANAGING RAAHGIRI DAY (EACH SUNDAY) AT JANPATH, BHUBANESWAR".**

We, the undersigned, offer to provide the services as **EVENT MANAGEMENT AGENCY FOR MANAGING RAAHGIRI DAY (EACH SUNDAY) AT JANPATH, BHUBANESWAR** in accordance with your RFP. Our total financial quote is as given below,

(Amount in INR)				
Sl. No.	Parameter	Unit	Amount In figures	Amount in Words
1	2	3	4	5
1	Scope of Work as per Clause 2 of the RFP.	Each Event Day		

1. Amount quoted above should be exclusive of applicable Service tax and any other taxes. The rate/value to be accepted by BMC should remain unchanged during the contract period.
2. The break-up of the rate/price quoted above should be submitted/attached to this RFP Part-II for different items/sub-items of the work as per the scope defined in RFP. Without this break-up statement, the proposal shall be treated as incomplete and shall be rejected.
3. In case of mismatch between the corresponding values to be mentioned in words and figures, the rate/amount mentioned in words shall be considered for evaluation.

4. Financial proposal exhibiting conditions/suggestions/omission shall be rejected.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of (*Name of Applicant*)

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



**BHUBANESWAR MUNICIPAL CORPORATION**

Adv No: 6689

23.04.2016

**ADVERTISEMENT**

**for**

**Hiring the Services of an Event Management Agency for Managing the Raahgiri Day (each Sunday) at Janpath in Bhubaneswar**

Bhubaneswar Municipal Corporation (BMC) invites **Request for Proposal (RFP)** for “**Hiring the Services of an Event Management Agency for Managing the Raahgiri Day (each Sunday) at Janpath in Bhubaneswar**”. Interested agencies fulfilling the eligibility criteria and other terms and conditions mentioned in this RFP are eligible to participate.

BMC reserves the right to reject any or all the proposals without assigning any reason thereof. The RFP Document will be available from **24.04.2016 to 09.05.2016**. The RFP documents can be downloaded from **www.bmc.gov.in** The last date of submission of proposals is **09.05.2016 till 4.00 PM**. Please refer the RFP documents for further details. For any queries please mail at **po-jnnurm@bmc.gov.in**

**Sd/-  
Commissioner  
Bhubaneswar Municipal Corporation**