



**Government of Odisha**  
**Department of Sports & Youth Services**  
**C-1, Nayapalli, Bhubaneswar-751012**  
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**TENDER CALL NOTICE FOR EVENT MANAGEMENT FOR “100 DAYS TO GO EVENT” FOR  
ODISHA HOCKEY MEN’S WORLD CUP 2018**

Sealed tenders are invited by Sports & Youth Services Department, Government of Odisha, C-1, Nayapalli, Bhubaneswar – 751012 from reputed Event Management Firms for Event Management of “100 Days to Go” Event for Odisha Hockey Men’s World Cup 2018, Bhubaneswar. The detailed information may be down loaded from the Sports & Youth Services Department website ([www.dsyesodisha.gov.in](http://www.dsyesodisha.gov.in)) along with detail item wise requirements intended to be procured / hired.

The tender offer in the prescribed format along with all relevant documents duly signed and sealed shall receive **on or before 10<sup>th</sup> August 2018, 12:00 PM** in Sports & Youth Services Department, which will be opened on **the same day at 4.00 pm** in presence of the bidders or the unauthorized representatives. Tender(s) received after due date & time shall not be accepted. This Department shall not be responsible for delay in postal delivery or similar reasons.

Sports & Youth Services Department reserves the right to accept or reject any or all tender without assigning any reason thereof.

**Director-cum-Addl. Secretary**  
**Sports & Y.S. Department**

## TERMS & CONDITIONS TO PARTICIPATE IN TENDER

On behalf of Government of Odisha, Sports & Youth Services Department, C-1, Nayapalli, Bhubaneswar-751012, Director – Cum - Addl. Secretary, Sports & Youth Services Department (hereinafter referred to as the Purchaser), invites tenders from established and reliable supplier or their authorized agents for Event Management of 100 days to Go event(having annual turnover of not less than **Rs.50.00 lakh (INR Fifty Lakhs only)** in the last two financial year for the supply as set forth in the "Schedule of Requirements". The interested firms must have executed similar works in any Govt. or other organizations (at least two such works in each category in the last two years).

01. The Tender documents shall be submitted for individual work in **two separate sealed envelopes (Clearly written in Bold Capital letter i.e. A-Technical and B-Financial Bid for individual work as per the tender notice)** super scribed on the top of the envelopes as "**Event Management of 100 Days to Go Event**" and addressed to the **Director-cum-Addl. Secretary**, Sports & Youth Services Department, Government of Odisha, C-1, Nayapalli, Bhubaneswar -751012.
02. **Earnest Money Deposit amounting to Rs.10,000/-**(Rupees Ten Thousand)in shape of Demand Draft drawn in favour of Under Secretary to Government, Sports & Youth Services Department, Government of Odisha should be submitted with the **Technical Bid along with other documents as per Annexure-I of this tender document duly signed by the Tenderer/the authorized person in Envelope 'A'**. The E.M.D of the unsuccessful bidders shall be returned within seven days of the opening of the bid document and EMD of the successful bidder shall also be returned within seven days after completion of the work/supply.
03. **The Financial Bid** form shall be submitted in **Envelope–'B'**.
04. Payment will be released after satisfactory supply and execution of the work as per supply order as well as completion certificate issued by committee to be constituted by the Department. **The duly filled in authorization letter** for release of payment through Core Banking/RTGS must be submitted with the bid as per **Annexure–A**.
05. Allthe Envelopes should be clearly marked as **Envelope A & Envelope B** with the words supply of"**Event Management of 100 Days to Go Event**"super scribed on the top left corner of the envelopes also show the name and address of the bidder.
06. The supply/ execution of"**Event Management of 100 Days to Go Event**"shouldmeet the exact specifications specified in the tender document.

07. In case of any doubt with regard to the quality and genuineness of the material / equipment supplied, the expenditure on getting such doubtful material tested by an appropriate agency will be borne by the tenderer.
08. The rate quoted should be inclusive of all of taxes, packing charges, transportation, Insurance and any other incidental charges should be clearly indicated for each item separately in the Financial Bid.

DSYS intends to organize similar events in relation to the Hockey World Cup to be held in Bhubaneswar. In such a case, the successful bidder may be given a chance to execute the same on same rates. The rate quoted by the tenderer should be valid up to 31-03-2019.
09. The selected agency shall have to supply the intended goods and execute the work within 10 days from the receipt of the supply order from the S&YS Department or on the specific date(s) indicated in the supply order(s) and any contravention thereof shall be deemed as a breach of contract and shall attract penalties as decided by the Director–cum-Additional Secretary.
10. Sports & Youth Services Department, Odisha will have the right to reject any or all the bids without assigning any reason at any stage.
11. Sports & Youth Services Department, Odisha shall have the right of awarding the supply order / work order to one supplier/ firm or different suppliers/ firms for the supply/ execution of Tender materials/ works.
12. Bids received without E.M.D, and incomplete bids in any respect as well as having cuttings / over writings is liable to be rejected.
13. The supplies received/ work executed, if found not as per the specification are liable to be rejected.
14. In case the bidder fails to supply the desired goods/ to execute the work within the stipulated time period, the Sports & Youth Services Department shall have the right to purchase/ arrange the same from other sources.
15. In case of late/ delayed execution of supply/work order, Sports & Youth Services Department have right to accept or reject the supply or levy penalty for such late supply and the late execution of work.
16. Sports & Youth Services Department will be legally competent to cancel the contract of supply / execution and also take any other action against the supplier including imposing any penalty on the supplier during pendency and till the final execution of the contract of

- the supply, in case the Supplier/ Agency is ever found to have committed any fraud against Sports & Youth Services Department, Odisha, Bhubaneswar in supplying the material / executing the work or indulge in any other malpractices there of causing any financial losses during contract period.
17. The contract can be terminated or cancelled summarily by Sports & Youth Services Department, Odisha in whole or in part any time without assigning any reason, if the supply made/ work executed by the manufacturer/ supplier is found not according to the approved specification or in case supply is not received within stipulated time.
  18. The Bidder should furnish all the information as required in the Technical Bid form.
  19. In case any dispute arises in regard to the tender, the decision of the Commissioner-cum-Secretary, Sports & Youth Services Department will be final and binding.
  20. In case of litigation, the courts at Bhubaneswar only will have jurisdiction for deciding case according to the relevant Indian laws in force.
  21. The technical bid of the bidders will be opened first and the financial bid will be opened only of the bidders whose technical bid is accepted / qualified.
  22. The bidders have to quote the unit price of individual items as stated in **Annexure-A** (as per the list) for "**Event Management for 100 Days to Go Event**".
  23. The bidders are required to quote the price of all the items in a given category failing which their offer shall not be considered.
  24. The tenderer /authorized person(s) should sign on each page of the bid document as a token of authenticity of the same.
  25. Tender (s) received after due date & time shall not be accepted and Sports & Youth Services Department shall not be responsible for delay in postal delivery or any other reasons.
  26. Performance Security of an amount equal to 10% of the bid value will be submitted in the form of a B.G to the D.D.O of the Department within seven days of receipt of the work order.
  27. The decision of Sports & Y.S. Department in this regard would be final.

I have read and understood all the terms & conditions of the Tender Enquiry and hereby undertake to abide by the same.

**SIGNATURE OF THE BIDDER**  
**With Address & Seal**

**Annexure-I**

**Government of Odisha  
Sports & Youth Services Department**

**TECHNICAL BID FORM**  
**(TO BE SUBMITTED SEPARATELY IN ENVELOPE –‘A’ )**

01. Name of the Firm/Agency :
02. Name of the Proprietor/Partner/Director :
03. Address of the Firm/Company :
04. Telephone/Fax No./E-mail Id :
05. GSTIN and PAN number(attach Photocopy) :
06. Proof of annual turnover in the last F.Y-2017-18.(copy of audited statement of accounts or Copy of I.T return or Annual VAT Return to be attached) :
07. Documentary proof regarding Manufacturer / Authorized Distributor/Agent :
08. Experience in similar supply orders received from different Govt. and other organizations in the last two years, if any, with documentary evidence for 2 such works in each category) :
09. EMD DETAILS:-Demand Draft No & Date :
10. Bank Name :
11. Amount :

**SIGNATURE OF THE BIDDER**  
**With Address & Seal**

**FINANCIAL BID FOR EVENT MANAGEMENT OF “100 DAYS TO GO EVENT”**

(TO BE SUBMITTED SEPARATELY IN SEALED COVER SUPERSCRIBED ENVELOPE–‘B’ )

<b>100 Days To Go Ceremony - BoQ Detailing</b>						
<b>Activity</b>	<b>Requirement</b>	<b>Particulars</b>	<b>Units</b>	<b>Nos.</b>	<b>Unit Rate</b>	<b>Total Amount</b>
<b>Human Formation at Konark</b>	Banner	Unframed Star Flex Banner 2 Nos with eyelets - (1*3*80) & (1*3*40)	Sq. Ft.	260		
	F & B	Snacks & Water 1. Dry fruits, Sandwich, Fruits, Juice, cake, and Water (vvip) 2. Sandwich, samosa, fruit, juice and water	Nos.	125		
	Video & Photo	1 Helicam and 1 Photographer for Konark	Days	1		
<b>Human Formation at Kalinga Stadium</b>	Banner	Unframed Star Flex Banner 2 Nos with eyelets - (1*3*80) & (1*3*40)	Sq. Ft.	260		
	F & B	Snacks & Water 1. Dry fruits, Sandwich, Fruits, Juice, cake, and Water (vvip) 2. Sandwich, samosa, fruit, juice and water	Nos.	125		
	Video & Photo	1 Helicam and 1 Photographer for Kalinga Stadium	Days	1		
<b>Human Formation at Rourkela</b>	Banner	Unframed Star Flex Banner 2 Nos with eyelets - (1*3*80) & (1*3*40)	Sq. Ft.	260		

<b>100 Days To Go Ceremony</b>	Marquee/ Hanger	Marquee/ Hanger to be provided with synthetic carpet for a size of 33ft wide x 130ft (10m x 40m)	Days	1		
	Tentage	Water-proof tentage with ceiling cloth and synthetic carpet for a size of 33ft wide x 130ft (10m x 40m) (pillar less clearance of 30feet)	Days	1		
	Stage Set-up	Level 1 - 28ft wide x 12 depth x 4ft height with synthetic carpet and skirting and steps	Sq. Ft.	336		
	Stage Set-up	Level 2 - 28ft wide x 18 depth x 2.5ft height with synthetic carpet and skirting and steps	Sq. Ft.	504		
	Barricading	Pedestrian Barricading (front of stage)	Nos.	15		
	Flower Decoration	Flower Decoration in front of the stage, top of the Static Backdrop and podium	Lumpsum			
	Tower AC	Tower AC of 2 Ton to be placed on the stage (wiring to be included)	Nos.	2		
	Backdrop	Static framed backdrop made of Star Flex - 10ft height x 10ft wide	Sq. Ft.	100		
	LED Wall	P3 LED Walls of 6ft. X 9 ft. on either side of the Static Backdrop along with a riser (wooden platform) of 2 feet	Nos.	2		
	Parcan Lights	LED parcan lights to be placed in front of the Static Backdrop	Nos.	4		
	Sofa	3 seater sofa to be placed on stage	Nos.	3		

	VIP Chairs	Cushioned banquet chairs with frill/cover	Nos.	25		
	Teapoy	4 ft wide x 1.5ft depth teapoys	Nos.	7		
	Normal Chairs	Plastic chairs with handle for audience	Nos.	250		
	Pedestal Fans	Pedestal Fans	Nos.	6		
	Brass Lamp	4ft brass lamp along with oil and match box	Nos.	1		
	Podium	Podium	Nos.	1		
	Water Bottles	0.5lt water bottles for dignitaries	Nos.	24		
	Tent Cards	Tent cards along with names of dignitaries	Nos.	20		
	Sound System	JBL or equivalent PA system for outdoor event for 300 Pax with laptop, and 3 cordless mics and 1 corded mic	Lumpsum	1		
	Halogens	White Halogens to provide adequate lighting for the whole event area inside and outside the marquee	Lumpsum			
	Moving Heads	Moving Heads (Wash)	Nos.	2		
	Power	125KVA DG for all our requirements (to include personnel and fuel charges)	Days	1		
	Green Room Set-up	10ft x 10ft Octanorm Panel Green Room Set-up with carpet,1 seater sofa, 1 teapoy, 2 nos. white towel and portable chemical toilet	Lumpsum	1		
	Talent	Popular Emcee (like Ms.Pinki Jha)	Days	1		



	Wall of Wishes	2 Framed canvas wall of 4ft height x 12 ft wide each, raised to a height of 2.5ft height	Sq. Ft.	96		
	Acrylic Colours	0.5lt acrylic paint of two colours	Nos.	2		
	Permanent Markers	3 nos. of 3 colours each (Red, Green and Blue)	Nos.	9		
	100 Juggle Challenge	Set of Hockey Stick and Hockey Ball	Sets	2		
	Count Down Timer	Electronic Countdown Timer Clock - to be part of a trophy replica made of fiberglass, 7 feet height	Nos.	1		
	Truss & Screen	10ft Truss to cover the Timer Clock on all four sides. 3 side branding and one side screen. Unveiling mechanism to be included on the front side	Lumpsum			
	Parcan Lights	LED parcan lights to be installed on the truss	Nos.	12		
	Confetti Blast	Confetti Blast for Timer Unveiling	Nos.	8		
	F & B	Snacks & Water 1. Dry fruits, Sandwich, Fruits, Juice, cake, and Water (vvip) 2. Sandwich, samosa, fruit, juice and water	Nos.	250		
	Video & Photo	1 HD Jib Camera & 1 HD Shoulder Camera along with a Photographer	Days	1		
	Merchandise	T-shirts with logos and artwork of the 100 Day Ceremony	Nos.	100		

	Flower Bouquets	Flower bouquets to be given out to dignitaries	Nos.	10		
	Radio	Total of 60 Slots spread over 3 days for 2 of the top Radio Channels (Government Rates for identified slots)	Nos.			
<b>TOTAL (A)</b>						

<b>Branding Requirements</b>						
<b>Sub-header</b>	<b>Elements</b>	<b>Details</b>	<b>Units</b>	<b>Qty</b>	<b>Unit Rate</b>	<b>Total Amount</b>
<b>Branding</b>	Framed Branding Panels	4nos. 3ft wide x 10 ft height	Sq. Ft.	120		
	Box Gate Arch	Box Gate Arch of 25ft wide x 12ft height	Sq. Ft.	400		
	Pitch 2 Fence Branding	10nos. Framed Branding of 10ft wide x 5ft height	Sq. Ft.	500		
	2 Road facing branded panels	2 Framed Branding Panels - 10ft wide x 20ft height	Sq. Ft.	400		
	Stand for World Cup Replica	3ft height stand for World Cup Replica	Nos.	1		
	Backdrop behind World Cup Replica	Framed Branding of 64 ft = 8ft wide x 8 ft height	Sq. Ft.	64		
	OOH Branding Across City	Framed Branding Panels - 10ft wide x 20ft height with bamboo support	Nos.	30		
	Pole Branding Front of Kalinga Stadium	50nos. Knitted Fabric Portrait Banners (2ft x 6ft). Banner to held in place with velcro	Sq. Ft.	600		
	Podium Branding	Podium Branding = 2ft wide x 4ft height	Sq. Ft.	8		
	LED Wall Masking	3 side framed branding masking of Star Flex for both the LED Walls (2x9x2 & 2x10) x 2 nos.	Sq. Ft.			
<b>TOTAL (B)</b>						

**Grand Total (A + B) = ..... (in words.....)**

- All work should be carried out in consultation with designated committee of DSYS.
- The numbers indicated herewith are tentative and may be scaled-up or scaled-down. The final requirements shall be derived upon in consultation with the successful bidder, HI, FIH and other stakeholders, basis venue specific on ground requirement.
- The bidders are advised to conduct physical visits to the venues for proper assessment of cost of items.

**Note:**

- a. GST as applicable shall be paid extra by DSYS.
- b. No conditions should be attached to the price proposal.
- c. The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
- d. The Agency has to quote individual rate for each item in scope.

Signature of the Agency:

Address:

Date:

