



## Bhubaneswar Development Authority

Akash Shova Building, Sachivalay Marg  
Bhubaneswar – 751001, Odisha

Notice No: 39447 /BDA  
(OE-III-131/22)

Date: 17/11/2022

**REQUEST FOR PROPOSAL FOR SELECTION OF AN AGENCY FOR CURATING  
& EXECUTING THE BHUBANESWAR STORYTELLING FESTIVAL (BhuFeSto) AS  
PART OF BHUBANESWAR CITY FESTIVAL**

Bhubaneswar Development Authority (BDA) invites Proposal for Selection of an Agency for Curating & Executing the Bhubaneswar Storytelling Festival (BhuFeSto) as part of Bhubaneswar City Festival. The RFP Documents will be available from **17/11/2022** to **01/12/2022** in BDA website i.e. [bda.gov.in](http://bda.gov.in). Any further intimation (i.e. Corrigendum/ Addendum/ Responses to the queries/ Clarifications) shall be uploaded in BDA website only.

The Pre-bid meeting is scheduled on **22/11/2022** at **11.00 A.M.** in the Conference Hall, of BDA Office. The Last date for receipt of proposals is **01/12/2022** by **3.00 P.M.** and the same shall be opened on **01/12/2022** at **4.00 P.M.** Please refer the RFP documents for further details.

BDA reserves the right to accept or reject bid process without assigning any reasons thereof.

**Sd/-  
Secretary, BDA**



**Bhubaneswar Development Authority**



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(OE-III-131/22)

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REQUEST FOR PROPOSAL  
FOR  
SELECTION OF AN AGENCY FOR CURATING & EXECUTING  
THE BHUBANESWAR STORYTELLING FESTIVAL (BhuFeSto)  
AS PART OF BHUBANESWAR CITY FESTIVAL

**BHUBANESWAR DEVELOPMENT AUTHORITY**  
Akash Shova Building, Pandit Sachivalay Marg  
Bhubaneswar – 751001, Odisha  
[www.bda.gov.in](http://www.bda.gov.in)

### Schedule of Bid Process

Period of Availability of RFP document:	from 17/11/2022 till 01/12/2022 (in BDA Website)
Pre-Proposal Meeting:	11:00 AM on 22/11/2022 in the Conference Hall of Bhubaneswar Development Authority
Last Date for Receipt of Proposals:	3:00 PM on 01/12/2022 (Through Speed Post /Registered post/ courier / No drop box facility available)
Place of Submission of Proposal:	Secretary, Bhubaneswar Development Authority Akash Shova Building, Sachivalaya Marg, Bhubaneswar-751 001
Opening of Technical Proposals:	4:00 PM on 01/12/2022
Presentation of Technical Proposal:	11:00 AM on 05/12/2022
For Further Information:	Secretary Bhubaneswar Development Authority Akash Shova Building, Sachivalaya Marg, Bhubaneswar-751 001 E-mail: cityfestival.bda@gmail.com

## DISCLAIMER

Bhubaneswar Development Authority (BDA/Authority), has prepared this document to give the interested Agencies the background information for Selection of an Agency for curating & executing Bhubaneswar Story Telling Festival.

While Bhubaneswar Development Authority has taken due care in the preparation of the information contained herein and believe it to be accurate, neither BDA nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested Agencies are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not rely solely on the information given in this document while submitting their proposals.

BDA reserves the right not to proceed with the selection process at any point of time during the bidding process or to change the configuration of the project to alter the timetable reflected in this document or to change the process or procedure to be applied.

It also reserves the right to decline to discuss the matter further with any party submitting proposal. No reimbursement of cost of any type will be paid to persons or entities submitting their proposals.

## 1. Introduction & Project Background

Odisha has got a great tradition of storytelling with many traditional forms to attract the people's gaze. The International storytelling festival in the city (BhuFeSto) is the second edition of festival being organized after 4 years since the first edition in the year 2018. With the upcoming edition of Hockey World Cup in January 2023, the festival is designed to have stories and folk performances from around the world with professional workshops and outreach. Storytellers of international and national repute shall be invited to participate in the festival. The event shall be organized at 4 different venues tentatively Buddha Jayanti Park, IG Park, APJ Abdul Kalam Park & at Kalabhoomi. There shall be stories performed on stage in three languages i.e Odia, Hindi & English.

BhuFeSto is part of the larger celebration of **.FEST** scheduled to happen in the city from 15<sup>th</sup> of January 2022 to 29<sup>th</sup> of January 2022. BhuFeSto is scheduled to be started on 15<sup>th</sup> of January and continue till 18<sup>th</sup> of January at above mentioned four of the city parks and venues.

## 2. Objectives

BhuFeSto is being planned as a regular annual event of the city of Bhubaneswar and aims to be the biggest storytelling festival in the country and one of the most popular such event in the world. Since, festivals create a brand for a city like the Literature Festival has done for Jaipur and the Art Biennale has done for Kochi and the Film Festival has done for Cannes, BhuFeSto similarly aims to create a brand for the city by making it the biggest and best such event in the country. Moreover, BhuFeSto also will be very attractive to children and will be an added attraction to families to travel to Bhubaneswar for the Festival and the World Cup. The festival is part of the larger City festival i.e .DoT FEST designed for the celebration of Hockey World Cup.

## 3. Scope of Work:

The City Festival aims to make Bhubaneswar and Odisha an attractive urban destination for tourism and living. It also aims to offer additional attractions to lure the visitors prior and during the World Cup' 23. There will be best storytellers and folk musicians around the world from among the participating countries of the world cup i.e Australia, South Africa, Netherlands, Argentina, Malaysia etc. This will make the tourists from those countries also feel at home in Odisha. Although the major focus will be on children, there will be many sessions targeting adult audience such as those conducted by 'performers like Neelesh Mishra on radio.

The festival will be held simultaneously at 4 locations across the city: the Buddha Jayanti Park at Chandrasekharpur, Kalabhumi Amphitheatre at Gandamunda, APJ Abdul Kalam Park in Kalinga Nagar and IG Park opposite to state secretariat. These locations are chosen so that people from different parts of the city can easily participate. The parks will also be developed through art installations into theme parks to align with the overall story telling.

There shall be an elaborate outreach programme in the city by going to schools and conducting sessions to introduce children to the beauty of the world of stories mediated through storytelling and to promote the festival. Similarly, virtual sessions shall also be provisioned to reach out to a

greater number of schools to connect. Some of the visiting expert storytellers will also conduct workshops with local storytellers and teachers so that a trained cadre of storytellers develops locally that can help develop the imagination of children through storytelling.

The curation of the festival, outreach activities, & talent/storyteller management of the Festival shall be done purely by the agency, however agency must keep the authority in loop and informed about various key decisions and selections during the curation phase. All logistical support and infra shall be developed by another Event Management Agency deputed by the authority in due course.

The scope mentioned in this section is not exhaustive and is indicative only.

### **3.1. Following is the scope of work of AGENCY**

- 3.1.1. AGENCY shall curate, plan & execute the story telling festival in the most interactive way possible.
- 3.1.2. The curation shall include, planning the sessions at each venue, shortlisting and finalizing the list of performers in consultation with the Authority, including their travel, accommodation and complete management of the BhuFeSto except the logistics and infrastructure. The curation shall include the complete content and execution of story telling sessions as mentioned above.
- 3.1.3. The agency shall be responsible for the local travel of the performers and artists. The Inbound-outbound travel and accommodation shall be taken care by the authority in consultation with the agency.
- 3.1.4. Along with Story tellers in three languages i.e English, Hindi & Odia, the agency shall also bring folk performers around the world including that of India to perform as part of the story telling art.
- 3.1.5. There shall be parallel sessions at each of the venues for 5 hours with strategic breaks. The agency shall execute the event from end to end with stage management, crowd engagement and any felicitation with emceeing. However, for the security, hygiene & cleanliness, infrastructure, sound management, light management and venue logistics, the agency shall be coordinating with another EMA to be deployed by BDA.
- 3.1.6. The agency shall curate the content of the Storytelling festival keeping the HWC 2023 in mind and any other theme such as Indian folk tales, folk tales around the world, Stories of freedom struggle, history, modern and contemporary India etc. The agency shall try to bring story tellers from the participating nations of the HWC on preference.
- 3.1.7. The primary target audience for the story telling session are kids of all age, though caregivers, youngsters, adults and senior citizen might as well participate for the festival.
- 3.1.8. The agency shall manage and execute the festival including managing centralized help/info desk with a dedicated contact number by creating one line of communication for the citizen to avail information during and prior to the event for any kind of citizen queries.
- 3.1.9. The agency shall share curate content for social media promotion of BhuFeSto on daily basis from the date of signing of contract. The agency shall create a brochure/info booklet on BhuFeSto prior to the starting with all info about the storytellers & details of their profiles

with proposed/tentative schedule of the event to be used as pre-event promotion material. The same shall be submitted to authority at least 15 days prior to the event date.

- 3.1.10. AGENCY shall depute skilled & trained human resource, as necessary to provide quality experience to visitors across all venues.
- 3.1.11. Agency shall devise a city-wide outreach plan and execute the same with due approval and consultation with the authority. The Agency must plan and execute at least 50 offline/online -sessions/workshops/awareness drive/outreach activity targeting the Schools, RWAs, Local Markets, Malls, parks etc. The idea is to reach out to most the kids and stakeholders in the city via physical and virtual outreach initiatives.
- 3.1.12. The Agency shall conduct story telling workshops as part of the outreach activity and few selected locals if are trained well could be given a chance to perform during the .FEST beyond BhuFeSto.
- 3.1.13. The agency shall document the festival and prepare a detailed print report post the event and submit the soft and hard copy of the same to the authority before the last invoice is raised.
- 3.1.14. The agency shall depute a point of contact for overall coordination with other agencies & stake holders deployed by the Authority for smooth coordination and operation ease.
- 3.1.15. The agency shall do awareness/PR & marketing for the festival in consultation with the Authority.
- 3.1.16. The agency shall ensure no content of the sessions shall be designed or deliberated causing harm to religious emotions or hurting any class, caste or community or any specific belief of the society as protected by Indian Constitution. The agency shall ensure any such public outrage or concerns regarding the content of the storytellers may brought to Authority's knowledge and information. The agency must consider the art culture and civic practice of the city and state while designing and curating the sessions.
- 3.1.17. Agency shall be responsible for such other responsibilities which are not covered in scope of work mentioned in this RFP but found essential for successful execution of the event.
- 3.1.18. Agency shall obtain and comply with all statutory approvals, apply for No Objection Certificates as necessary if any for the execution of the festival.

### **3.2. Talent Management:**

There shall be 4 category of Performers/story tellers and the total number of Story tellers to be accommodated in the whole four days event at all four venues must not exceed 24 in total. However, the minimum number of participants from each Categories shall be four. The agency shall mention the final number of the performers prior and with due approval from the authority. Following are the list of categories for story tellers.

- a. Category 1: International Story Tellers (English)
- b. Category 2: Indian Story Tellers (Hindi English)
- c. Category 3: Odia Story Tellers (Odia)
- d. Category 4: Live Folk Performers (Odisha/India/International)

The agency shall be responsible for onboarding, food and local travel of the performers. The Agency shall be liable for any issues/concerns related to performers before during and after the event is

over. For this purpose, Authority has kept a budget of Rs. 30.00 lakhs and this shall ,not form a part of the financial proposal. The Agency shall be responsible for providing documentary proofs such as original invoices, hotel, flight bookings, etc. for the release of the payment.

### 3.3. Team BhuFeSto:

As the festival is scheduled for 4 days at 4 venues, the agency must depute skillful team of human resource to manage and execute the festival with all ease and hassle-free. Following are the proposed team structure for the Agency along with desired days of work for the resources, however the agency may increase the number of human resources engaged in the process without any additional cost as mentioned in the Contract.

SL NO	Festival Teams	DESIGNATION	QUALIFICATIONS/ EXPERIENCE/ ESSENTIALS
1	Central Team	Festival Curator cum Director	The Candidate must have curated similar literary event or storytelling festival prior.
2		Festival Coordinator (POC for Stakeholders)	The Candidate must be Graduate with good communication skills and have at least 5 years + experience in conducting literary events or storytelling festivals/initiatives
3		Outreach Coordinator	The candidate must be a graduate with decent spoken ability in any two languages amongst Odia, Hindi & English with 3-5 Years' experience in outreach and awareness.  The candidate must have good geographical knowledge and have existing network with communities or have worked on community engagement initiatives before
4		Documentation Volunteer	The candidate should have a degree in journalism or Communication or English with prior knowledge on content & Content curation. The candidate must curate content for the social media of .FEST shall coordinate with BDA's media cell
5		Visual Documentation	Candidates with camera and have skills to shoot photos & videos with basic editing skills to document the process of outreach and festival and shall also be sharing content for the social media wing of .FEST.
6	Venue Teams	EMCEs	The EMCEs must have done similar events of storytelling or any other literary event with decent spoken capacity on any two languages amongst Odia, Hindi & English.
7		Venue Coordinator	The Candidates must have at least 2-3 yrs experience on Event Management and Venue operation and shall be responsible for each of the venues and main point of contact for liaison with the EMA & other stake holders.
8		Associate - Outreach	The candidates must be mobile and are well versed with the geography of Bhubaneswar city and have prior experience of outreach activities.
9		Volunteers - Crowd Management & Audience Interaction	The Candidates must be well spoken and groomed to interact with the crowd. The candidates shall be working on crowd management and engagement during the festival days.

Any addition in the list shall be consulted with the authority. However, the agency may depute more people without any additional cost beyond the BOQ. The Agency must consider the desired qualification



and essentials while hiring the above-mentioned team. The CVs and the list of proposed teams shall be submitted as part of the Technical Presentation.

Summary of the Activities to be undertaken by the Agency including the team deployment:

SL NO	Particulars	DESIGNATION	UNIT
1	Central Team Deployment	Festival Curator cum Director	1
2		Festival Coordinator (POC for Stakeholders)	1
3		Outreach Coordinator	1
4		Documentation Volunteer	1
5		Visual Documentation	2
6	Venue Teams Deployment	EMCEs	4
7		Venue Coordinator	4
8		Associate - Outreach	10
9		Volunteers - Crowd Management & Audience Interaction	8
10	Outreach activities	Outreach activities (Offline/Online)	50
12	Categories of Story tellers	Category 1: International Story Tellers (English)/Per Performance	4
13		Category 2: Indian Story Tellers (Hindi English)/Per Performance	4
14		Category 3: Odia Story Tellers (Odia)/Per Performance	4
15		Category 4: Live Folk Performers (Odisha/India/International)/Per Performance	4
16		Story Tellers for Outreach	4
17	Designing & Documentation	Preparation of Curator Handbook/Info Booklet, Photography of each Venue, Post event report, other misc. works	LS
18	Travel + Logistics	Local Travel & Logistics	LS

### 3.4. Permissions/NOCs/Clearances

Obtaining all necessary permissions and clearances including statutory permissions for activities listed in this document and / or related activities shall be the responsibility of the agency entrusted with task of execution. The Authority shall not be held responsible for the Copyright of the Music used during the Event.

### 3.5. Safety Management and Responsibilities

The bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. Smoking & Consumption of Liquor in any form is not allowed onsite. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depo. The Agency shall take utmost care and attention for any kind of fire/ electrical hazard or any form of accident during the event.

The authority shall plan for safety and emergency training of all the executing agencies working on the project and the human resource deployed by the Agency shall also go for this mandatory training prior to the event.

### **3.6. Cleanliness**

The cleanliness of the venues shall lie with the EMA deputed by BDA for the infrastructure and logistics however, the agency shall ensure not to loiter around the venue while execution of the project and ensure the sustainable use of materials and less wastage to be created during all event days. The agency shall put maximum effort not to create unnecessary wastage and garbage around the venue.

## **4. Additional Obligations of the Event Management Agency**

- 4.1. The agency shall have to take prior approval of the authority on all the design, curation and any form of communication in public domain before or during the project.
- 4.2. The Agency supervisor is responsible for ensuring that the workers comply with the Safety Rules at work.
- 4.3. The selected bidder will get due diligence of staff and labor employed at event venue and adherence to security and safety norms are to be followed strictly.

### **4.4. Variations, Modifications etc.**

Quantity of items in BOQ may vary according to requirements of the program; same basis of pricing shall be applicable. In case of variation to any extent of original work, no extra/additional rate shall be paid if not taken prior approval from the authority on the same. Only approved rate shall be paid.

If the additional or altered work includes any class of work for which no rate is specified in the schedule contract, then such class of work shall be carried out:

- 4.4.1 At the rate derived from the item within the contract which is comparable to the one involving additional or altered class of work; where there are more than one comparable items, the item of the contract which is nearest in comparison with regard to class or classes of the work involved shall be selected and the decision of the Authority as to the nearest comparable item shall be final and binding on the Event Management Agency.
- 4.4.2 If the rate cannot be derived in accordance with (a) above, such class of works shall be carried out at the market rate. The detail cost break up shall be provided by the Event Management Agency for such items and to be verified by the Authority.
- 4.4.3 If it is not possible to arrive at the rate from (a) and (b) above, such class of work shall be carried out at the rate decided by the Authority on the basis of detailed rate analysis by the Authority.
- 4.4.4 The Event Management Agency shall not execute the extra/additional work without prior written approval of the Authority. Any extra item if executed must have written consent of the concerned decision maker and to be submitted with detailed cost analysis.

4.4.5 The Event Management Agency shall keep all the joint records of measurement duly signed by the Authority/ Event Management Agency with proper justification as and when require. No extra cost or rate shall be considered if Event Management Agency is unable to justify the extra or additional work.

**5. Obligations of The Authority are as follows:**

- 5.1. The Authority shall handover the project sites at all event venues to the Agency with all infrastructure set up. However, the agency may submit their requirements 48hours prior over and above the arranged items if not available on the venue.
- 5.2. The Authority shall facilitate in providing administrative support in getting approvals.
- 5.3. The Authority shall augment promotion of the project through social, digital and other media.
- 5.4. The Authority shall approve the concept submitted by selected operator and exercise overall control and supervision of the project.
- 5.5. The Authority shall assist in overall safety and security through local police and related authorities.

**6. Payment Schedule**

The Payments of the Contract Price to the Agency shall be made as under: -

S.N.	Milestone	Timeline (in Day)	Payment
1	Submission and after approval of Curated Execution Plan	10 days from execution of agreement	25%
2	After Completion of City Outreach activities for 30days	30 days from the execution of Agreement	25%
4	After completion of the event, Submission of Festival Report and its approval by the Authority	Within 30 days of completion of the event	50%

**7. Contract Period**

The contract period will be for a period of three months, from signing of contract till completion of event and issuance of completion certificate for the project and may include any extended period, if any by the authority.

**8. Signing of Agreement**

The selected Agency will have to sign a Contract Agreement with authority within 7 days from Issuance of Letter of Award (LOA) only after furnishing all desired compliances as per LOA.

**9. Default of service**

Deviation and/or Refusal and/or Non-Performance towards any of the obligations described in the Scope of Work would be treated as default of service by the Agency. Upon default of service, BDA would reserve the right to forfeit the payment outstanding (if any) for the said job till that particular stage. In addition, BDA would also have the right to forfeiture of the performance security and terminate the agreement with the selected Agency.

## **10. Confidentiality / Secrecy**

- i. The Agency, its supervisors, its personnel and any one acting under it for the purpose of this Agreement shall maintain strict confidentiality of the information belonging to BDA that may have come into its / their possession or knowledge because of the services rendered by them under this Agreement. Such information shall not be diverted or disclosed to any third party under any circumstances whatsoever without obtaining prior written permission from BDA.
- ii. The Agency shall not be associated with BDA in any manner other than for the purpose of rendering the services under this agreement.

## **11. Liability and Indemnity**

The Agency shall be responsible & liable for any or all indemnity against any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings & actions of any nature whatsoever made or instituted against or caused to suffer directly or indirectly by reasons of:

1. Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work default, failure, bad faith, disregard of its duties and obligation hereunder service act or omission by the Agency and / or its facility staff.
2. Any theft, robbery, fraud or other wrongful action or omission by the Agency and / or any of its facility staff.
3. BDA remains indemnified (even if the Agreement ends pre-maturely) towards all or any obligations due to BDA by the Agency and shall continue to remain in force till such time all or any such claims are suitably addressed.

## **12. Breach of Agreement**

In case of breach of Agreement by the Agency, BDA shall have a right of lien over all the properties of the Agency lying in its premises in addition to other remedies like forfeiture of performance security and legal action for recovery of payment. The Authority shall be then at liberty to terminate this Agreement.

## **13. Format and Signing of Proposal**

The proposal shall be submitted in two parts –

- Part A - Technical Proposal
- Part B - Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed & sealed on each page by the authorized person. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the proposal prior to opening of the same.

#### 14. Eligibility Criteria

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

Bidders must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those bidders who satisfy the Conditions of Eligibility will be considered for evaluation of technical and financial eligibility criteria.

14.1. The Agency should be a Single Legal Entity like Company registered under the Companies Act or an equivalent law outside India, Partnership Firm registered under The Indian Partnership Act or an equivalent law outside India or a registered Society/trust registered in India. Appropriate documents supporting their status must be submitted along with the proposal.

14.2. The Agency must have 5 years of experience in the field of Curating Such initiatives i.e Story Telling event/festival as on the due date of submission of proposal.

14.3. The Agency should not be blacklisted by any Govt. agency / Government Institution as on due date of submission of proposal. (A self-declaration for non-blacklisting shall be submitted.)

**The bidder shall submit only one bid in the same tendering process. Consortium of firms are not allowed to submit bid.**

To be eligible for pre-qualification and short-listing for evaluation of Technical and Financial Proposal, a Bidder shall fulfill the following conditions of technical and financial eligibility criteria.

#### 15. Technical & Financial eligibility criteria

15.1. Technical eligibility: The Agency should have an experience of curating, implementing , managing and successfully completing at least 1 similar events/festivals within last 5 years

**A. Similar event** means, experience of organizing and managing story telling initiatives/festivals of similar scale & nature for a period more than 2 days.

**B. Completed** means curated, planned, implemented & managed, with multiple stakeholders/agencies, Government or private.

BDA reserves the rights to determine the similar project out of the project experience of the bidder. *Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.*

#### 15.2. Financial eligibility:

The Agency must fulfill the following criteria:

The bidder should have an annual average turnover of **Rs. 20 lakhs** in any 3 financial years during last five (5) financial years ending 31.03.2022. For this purpose, the highest turnover of 3 years in last 5 financial year shall be considered.

The agency need to submit Statutory Auditor’s certificate on Turnover for the last 5 **years** in the format given in **Annexure-VII** along with the Audited Annual Accounts for last five financial years.

## 16. Evaluation Criteria

Only those Bidders who meet the minimum eligibility criteria (Technical and financial) shall qualify for evaluation of their Technical proposal. Bids of Bidders who do not meet above minimum eligibility criteria shall be rejected.

The General cum Technical evaluation will be carried out as specified below:

A	Desk evaluation		60
1.	Financial Criteria	<p>The bidder should have an annual average turnover of <b>Rs. 20 Lakhs</b> in any 3 financial years during last 5 <b>(Seven)</b> financial years ending 31.03.2022. For this purpose, the highest turnover of 3 years in last 5 financial year shall be considered.</p> <ul style="list-style-type: none"> <li>➤ Up to Rs. 20 Lakhs: 10 Marks</li> <li>➤ 5 Marks each Additional Rs. 10 Lakhs subject to maximum of 20 marks in total.</li> </ul>	20
2.	Technical Criteria	<p>The agency must have successfully completed at least 1 similar events of project within last 5 years.</p> <ul style="list-style-type: none"> <li>➤ 1 similar project- 20 Marks</li> <li>➤ 5 marks for each additional similar project subject to maximum of 30 marks in total.</li> </ul>	30
		Experience of executing any similar event in Odisha	10
B	Presentation on proposal (each agency will get around 30 Mins)		40
1.	Technical Approach, Methodology	<p>The bidder shall explain understanding of the objectives of the assignment as outlined in the Scope of Work, the technical approach, and the methodology that would be adopted for implementing the tasks.</p> <p>The agency must include the previous experience of conducting such events elsewhere in India or abroad with visual description in the presentation.</p>	20

2.	Curation	<p>The bidder shall explain the complete curation plan along with proposed story tellers list and the citywide outreach campaign.</p> <p>The agency must show how the curation of the festival shall bring a unique identity to BhuFeSto as the most sought-after international storytelling festival in India.</p>	20
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Note – The bidders shall execute the work as per the theme / concept / approach etc. as proposed during presentation. BDA shall have the right to modify the theme / concept / approach if required by BDA.

For each Technical Proposal, the maximum points that can be awarded for each bidders are 100, and the minimum technical score that a bidder requires to qualify for evaluation of the Financial Proposal is **70 marks**.

**Technical Score (Ts):**

The highest technical marks will be given a technical score of 100 points. The Technical scores of other proposals will be computed as follows:

$$Ts = 100 \times T1 / TM1$$

(T1 = Technical Mark of the proposal under consideration; TM1 = Highest Technical Marks Given)

**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:

$$Fs = 100 \times FM1 / F1$$

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

**Combined and Final Evaluation**

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be **80%** and **20%** respectively).

The Selected bidder shall be the First Ranked bidder (having the highest combined score).

**17. Number of Proposals**

A bidder is eligible to submit only one proposal for this project.

## 18. Tender Document Fee

Non-refundable Tender Document cost in shape of agency and Draft from any scheduled commercial bank in favor of “Secretary, Bhubaneswar Development Authority” payable at “Bhubaneswar” for INR 11,800/- (Rupees Eleven Thousand and Eight Hundred Only) is to be furnished by the bidder along with the Technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and shall be rejected. The mentioned Tender cost is inclusive of the GST.

## 19. Bid Security Declaration

The bidders are exempted from paying EMD. It is mandatory for all bidders to fill up and submit the Bid Security Declaration Form (**Annexure-V**). The Declaration shall be held effective and in force until the bid validity period or in the event of selection of a bidder (whichever is earlier). In case successful bidder is announced, the forms of all unsuccessful bidders shall be deemed ineffective, while the Declaration of the successful bidder shall continue to be effective until the successful bidder executes the Contract Agreement.

## 20. Validity of Bid

Proposal shall be valid for 90 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

## 21. Currencies of Bid and Payment

The prices shall be quoted by the bidding entirely in Indian Rupees only. Valuation of work, billing and payments will also be in Indian Rupees.

## 22. Disputes

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

## 23. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice etc. for this RFP will be hosted only on the BDA website <http://www.bda.gov.in>

## 24. Acknowledgement by Bidder

It shall be deemed that by submitting the Proposal, the Agency has:

- i. made a complete and careful examination of the RFP, general condition of contract, submission formalities and evaluation mechanism
- ii. received all relevant information requested from BDA
- iii. 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 BDA;
- iv. satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- v. agreed to be bound by the undertaking provided by it under and in terms hereof.

BDA shall not be liable for any omission, mistake or error on the part of the Agency 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 BDA.

## 25. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, BDA 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.

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

- i. at any time, a material misrepresentation is made or uncovered, or
- ii. the Agency does not submit sufficient information as being asked for

## 26. Pre-Proposal Meeting

Interested agencies requiring any clarification on the selection process may send their queries to BDA via email prior to the Pre-Proposal Meeting.

The queries shall be sent before the pre-proposal meeting to [cityfestival.bda@gmail.com](mailto:cityfestival.bda@gmail.com)

The **Pre-Proposal Meeting** will be held in the Conference Hall of BDA at the time and date indicated in Schedule of Bid Process. The authorized representative along with the letter of authorization shall be eligible to attend the pre-proposal meeting.

BDA shall endeavor to respond to the queries within the period specified therein but not later than 7 days prior to the Proposal Due Date. The responses / corrigendum / addendum (if any) will be published in BDA website only. However, BDA reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring the BDA to respond to any question or to provide any clarification.

## 27. 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.

1. **Part-A** - Technical Proposal as per the Format attached in the Annexures-I, II, III, IV, V, VI, VII of this RFP
2. **Part-B** – Properly sealed Financial Proposal in the specified format as per Annexure VIII & IX of this RFP

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows:

**Part-A:**

**Technical proposal for**

**“SELECTION OF AN AGENCY FOR CURATING & EXECUTING BHUBANESWAR STORY TELLING  
FESTIVAL AS PART OF BHUBANESWAR CITY FESTIVAL”**

**Part-B:**

Financial Proposal for  
“SELECTION OF AN AGENCY FOR CURATING & EXECUTING BHUBANESWAR STORY TELLING  
FESTIVAL AS PART OF BHUBANESWAR CITY FESTIVAL”

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

Proposal for  
“SELECTION OF AN AGENCY FOR CURATING & EXECUTING BHUBANESWAR STORY TELLING  
FESTIVAL AS PART OF BHUBANESWAR CITY FESTIVAL”

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 BDA, Bhubaneswar at the following address:

Secretary,  
Bhubaneswar Development Authority  
Akash Shova Building,  
Sachivalaya Marg,  
Bhubaneswar–751 001

**Note:**

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then BDA will assume no responsibility for the tender’s misplacement. Telex, 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 BDA to the qualified bidders. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

**28. 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. Non-refundable Bid Document Fee of INR. 11,800/- (Rupees Eleven Thousand Eight Hundred Only) (including GST) in the form of Demand Draft payable in favor of “Secretary,

Bhubaneswar Development Authority” payable at “Bhubaneswar” drawn on any scheduled commercial bank / nationalized banks.

- c. Bid security declaration as per the prescribed format
- d. The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card, GST Registration.
- e. Balance Sheets and Income Statements for the last five Financial Years duly certified by Chartered Accountant indicating the Annual Turnover for the mentioned years.
- f. Statement of Turnover for the last 5 Preceding years as certified by a Chartered Accountant
- g. All the page of the tender document shall be initialed and sealed by the Agency at the lower left hand corner.
- h. The Agency should not be blacklisted by any Government Institution/Private Agency. A self-declaration of non-blacklisting shall be submitted.
- i. Proof of work experience of similar nature 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 III.

The Agency failing to submit all the specified documents shall be summarily rejected.

#### **PART – B (Financial Proposal)**

The bidder must submit the Form Annexure VIII & IX as the format for the Financial Proposal. The bidder needs to submit the cost for implementation of all events including all deliverables mentioned in Scope of Work along with GST, as applicable.

#### **29. Amendment / Modification**

At any time prior to the deadline for submission of Proposal, the BDA 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 in BDA website only. 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 BDA may, in its sole discretion, may extend the Proposal Due Date.

#### **30. Language**

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

#### **31. Bid Submission Due Date**

Duly sealed proposal from the bidder filled in all respect must reach BDA at the address, time and date specified in the RFP through Speed / Regd. Post / courier / hand delivery. If the specified date for the submission of proposal is declared as a holiday for BDA, Bhubaneswar, the proposal will be received up to the appointed time on the next working day.

#### **32. Late Submission**

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

### **33. Modifications and Withdrawal of Proposals**

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

### **34. Bid Opening Date**

BDA will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned in the schedule of bid process and in the following location:

**Conference Hall of Bhubaneswar Development Authority  
Akash Shova Building,  
Sachivalaya Marg,  
Bhubaneswar–751 001**

The representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for BDA, the proposal shall be opened at the appointed time and location on the next working day. The authorized representative of the bidding Agency with the letter of authorization shall be allowed in the meeting for the said project.

### **35. Award of Consultancy**

After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by BDA to the selected bidder and the selected bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless BDA consents for extension of time for submission thereof, the right to signing of the agreement would be forfeited by BDA and the next eligible agency may be considered for the project.

### **36. Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the selected Agency, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The successful bidder shall not be entitled to seek any deviation in the Agreement.

### **37. Commencement of Assignment**

The selected Agency shall commence the assignment within 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, BDA may, unless it consents to extension of time thereof, cancel the contract with the Agency.

### **38. Performance Guarantee**

The selected implementing agency need to submit 3% of the total contract value as performance security deposit in the form of a Demand Draft or Bank Guarantee in favour of 'Secretary, Bhubaneswar Development Authority', prior to signing of the contract. Failure to comply with the terms & conditions of the contract agreement shall constitute sufficient grounds for the forfeiture of the Performance Guarantee. No interest shall be paid on the Performance Guarantee. However, the amount of Performance Security shall be finalized by BDA at the time of issuance of Letter of Award (LoA)/ signing of the Agreement. The amount of Performance Security shall be in line with further notifications from Government of India (GoI) or Government of Odisha (GoO).

**Check List of Submissions:**

<b>S.N.</b>	<b>Particulars</b>	<b>Submission by Bidder Yes/ No/ NA</b>
1	Tender Document fee of Rs. 11,800/-	
2	Bid Security Declaration Form	
3	Self-declaration of non-blacklisting	
4	Annexure –I Covering Letter	
5	Annexure –II Details of Applicant	
6	Annexure –III Format for Project Data Sheet	
7	Annexure –IV Power of Attorney	
8	Annexure –V Bid Security Declaration Form	
9	Annexure –VI Proposed Methodology and Concept Plan	
10	Annexure –VII Financial Capability of Bidder	
11	Annexure – VIII Financial Proposal	

Annexure- I

Covering Letter

(On the Letterhead of the Bidder)

To,

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

Secretary  
Bhubaneswar Development Authority  
Akash Shova Building,  
Sachivalaya Marg,  
Bhubaneswar-751 001

Ref: "SELECTION OF AN AGENCY FOR CURATING & EXECUTING BHUBANESWAR STORYTELLING FESTIVAL."

1. With reference to your RFP document \_\_\_\_\_, dated \_\_\_\_\_, I, having examined the RFP Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
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 an Agency for the aforesaid Project, 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 our purpose for selection as an Event Management Agency for the design and execution of the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require to supplement 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 RFP 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, in respect submission of this proposal; 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 bid / proposal in response to the RFP for the Project and information mentioned were true and correct as on the date of making the bid and are also true and correct as on the BID Due Date and I shall continue to abide by them.
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 Project or 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 event 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, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
  13. In the event of my/ our agency being declared as the Selected Bidder, I/we agree to enter into an Agreement in accordance with the draft to be provided to me/us. 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 / RFP Documents carefully and also surveyed the project area. 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 bid security declaration to the Authority in accordance with the RFP Document.
16. The documents accompanying the Technical BID, as specified in the RFP, have been submitted.
17. I agree and understand that the BID is subject to the provisions of the Bidding / RFP Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Contract is not awarded to me or our BID is not opened or rejected.
18. The BID Price has been quoted by me / us after taking into consideration all the terms and conditions stated in the RFP, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.
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 90 (Ninety) days from the BID 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 arrive at any time, decision of Authority will be consider as final.
21. I hereby submit our BID and offer a BID Price as indicated in Financial Proposal for undertaking the aforesaid Project in accordance with the Bidding / RFP Document.

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

Yours faithfully,

**Date:**

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

**Place:**

**Name & seal of Bidder**

**Annexure-II**

Details of Bidder

(On the Letter Head of the Bidder)

- vi. Name of the Agency:
- vii. Name of the contact Person :
- viii. Designation:
- ix. Address:
- x. Mobile Number & Telephone Number :
- xi. E-mail Address :
- xii. Fax Number :
- xiii. Registration Number of the Company:
- xiv. If the Agency has a registered office in India (Yes/No):
- xv. Full address of Registered Office in India:
- xvi. Phone Number of Registered Office in India:
- xvii. Mobile Number of the contact person at Registered Office in India:
- xviii. GST Registration number:
- xix. Average Annual Turnover:
- xx. Total numbers of experience in event management:

Duly signed by the Authorised Signatory of the Bidder

(Name, Title and Address of the Authorised Signatory)

**Annexure- III**  
**Format for Project Data Sheet**

**Note:** The work order along with other relevant documents shall be attached with every

Sl.No.	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name of Client	
5	Total value of work order (In Indian Rupees)	
6	No. of manpower supplied	
7	Period of Services rendered by the Agency (Start date and End date)	
8	Scope of Service	
9	Fees of the Bidder (In Indian Rupees)	
10	Present Status of the Assignment (Completed/ongoing)	
11	Other Information relating to Project	
12	Copy of Appointment Letters and Completion Letter, Experience Certificate	

**Note:-** Project experience of only completed projects will be considered for evaluation. Separate sheets to be provided for each project executed

Duly signed by the Authorised Signatory of the Bidder

(Name, Title and Address of the Authorised Signatory)

Annexure- IV

**Power of Attorney**

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 proposal for "SELECTION OF AN AGENCY FOR CURATING & EXECUTING BHUBANESWAR STORY TELLING FESTIVAL AS PART OF BHUBANESWAR CITY FESTIVAL." (Project) proposed to be developed by the Bhubaneswar Development Authority 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 BDA, presenting us in all matters before BDA, signing and execution of all contracts and undertakings, consequent to acceptance of our bid, and generally dealing with BDA 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 execution of the project with BDA.

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.*

Annexure V  
**FORMAT FOR BID SECURITY DECLARATION**  
**(On Bidder's Letter Head)**

Ref RFP No. \_\_\_\_\_, Date \_\_\_\_\_

To,

**The Secretary, BDA**  
**Bhubaneswar Development Authority**  
**Akash Shobha Building,**  
**Pandit Jawaharlal Nehru Marg**  
**Bhubaneswar - 751 001**

I / We, \_\_\_\_\_, (Name) \_\_\_\_\_ (Designation) of \_\_\_\_\_ (Name of the Organization) in witness whereof agree to submit this Bid Security Declaration Form as a part of our Technical Proposal.

I/We understand that, accordance to your conditions, bids must be supported by Bid Security Declaration.

We understand that we shall be liable under this declaration to comply with all terms and conditions of the RFP. This declaration shall be in force, until the selected bidder is announced by the BDA or in case our bid is selected, this declaration shall be in force till we execute Contract Agreement (with BDA) as per the provisions of this RFP.

While this declaration is in force, we understand that the client may blacklist us from participating in any further tendering process in the state for a period of one year under the following reasons:

1. We withdraw / modify / amend our proposal during the bid validity period as specified in the RFP.
2. If we are engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice
3. We do not respond to requests for clarification on our proposal
4. We fail to provide required information during the evaluation process or are found to be nonresponsive or have provided false information in support of our qualification.
5. If we fail to:
  - a. Provide any clarifications to client
  - b. Agree to the decisions of the contract negotiation meeting.
  - c. Sign the contract within the prescribed time period
  - d. Furnish required Performance bank guarantee on time
6. Any other circumstance which holds the interest of the client during the overall selection process.

**Name of the Authorized Representative:**

**(Signature of the Authorized Representative with Date)**

## Annexure VI

### **Proposed Methodology and Concept Plan**

The proposed Methodology and Concept Plan shall be described as follows:

#### **1. Understanding of TOR**

The Bidder shall clearly state its understanding of the TOR and also highlight its important aspects. The Bidder may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the tasks laid down in the TOR.

#### **2. Methodology and Concept Plan**

The Bidder will submit its detail methodology for carrying out this assignment, outlining its approach toward achieving the tasks laid down in the TOR. The Bidder will submit a brief write up on its proposed team and organization of personnel explaining how different areas of expertise needed for the Assignment have been fully covered by its proposal. The Bidder should specify the sequence and management of important activities and provide a quality assurance plan for carrying out the event management Services.

#### **3. Talent Management**

Daily schedule calendar for 8 days for the main event within the budget. The daily schedule calendar shall include provision of 8 no. of artist of eminence, which shall be facilitated by Authority.

Daily schedule of calendar for events / activities at the night bazar for 15 days.

#### **4. Thematic Concept and Value Addition Components**

Proposed thematic concept showing all major elements and incorporating innovative concepts to enhance overall experience of the project

Annexure VII

Financial Capability of Bidder

Name of the Bidder: \_\_\_\_\_

Sl. No.	Particulars	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
1	Turnover					
2	Turnover of 3 years which were highest in last 5 FY					
3	Average Annual Turnover for 3 years (Highest) in last 5 FY					

*Note:*

Attach certified copies of Annual Audited Balance Sheets and IT Returns Certificate for the past 5 years.

The above data must be submitted by Bidder, duly certified by Statutory Auditor such as Chartered Account.

Signed

Signature of CA/ Statutory Auditors

(Name of the Authorised Signatory)

(with seal & registration no.)

Place:

Date:

Annexure VIII

FINANCIAL PROPOSAL

To,  
The Secretary  
Bhubaneswar Development Authority  
Akash Shova Building,  
Sachivalaya Marg,  
Bhubaneswar-751 001

Ref: "SELECTION OF AN AGENCY FOR CURATING & EXECUTING BHUBANESWAR STORY TELLING FESTIVAL AS PART OF BHUBANESWAR CITY FESTIVAL"

We, the undersigned, offer to provide the agency services for **Curating & Executing Bhubaneswar Story Telling Festival (BhuFeSto) As Part of Bhubaneswar City Festival** in accordance with your Request for Proposal dated \_\_\_\_\_[Insert Date] and our total financial quote is as given below:

Sl. No.	Parameter	Amount In figures in INR	Amount in Words in INR
1.	Scope of Work as per Clause 3 of the RFP.		

Amount quoted above should be inclusive of all applicable taxes but excluding GST. The rate/value to be accepted by BDA should remain unchanged during the contract period.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 90 days from the last date of submission of proposal.

The rates quoted above by <name of the Event Management Agency> shall regency firm till the completion of the event. No increase in rates 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)