



Akash Shova Building, Pandit Jawaharlal Nehru Marg
Bhubaneswar – 751001, Odisha

Notice No: 38207/ BDA
OE-III-118/2022

Date: 09/11/2022

CORRIGENDUM-1
REQUEST FOR PROPOSAL FOR SELECTION OF AN EVENT MANAGEMENT
AGENCY (EMA) FOR CONCEPTUALISING, CURATING & EXECUTING
THE BHUBANESWAR CITY FESTIVAL

Bhubaneswar Development Authority (BDA) hereby issues this notice for the attention of all potential bidders that the last date for submission of proposals has been extended till 03:00 P.M. on 22/11/2022. The technical proposal shall be opened at 04.00 P.M. on 22/11/2022. Response to pre-bid queries along with revised RFP documents are available in BDA website - <http://bdabbsr.gov.in>.thereof.

Sd/-
Secretary
Bhubaneswar Development Authority

Corrigendum cum Responses to Pre-Bid Queries

Response to the Queries towards provisions of Request For Proposal for “Selection of an Event Management Agency (EMA) for Conceptualizing, Curating & Executing The Bhubaneswar City Festival” (RFP No. 36330 / BDA dtd. 26.10.2022)

SI.No	Clause No. and Page reference	RFP Provisions	Query/ Suggestions/ Clarification sought by the bidders	Reply / Responses
1	15 - Evaluation Criteria Page No. 19	<p>1. Bidders Financial & Technical Eligibility: Annual average turnover in any 3 financial years during last 5 (Five) financial years ending 31.03.2022.</p> <ul style="list-style-type: none"> Up to Rs. 15.00 Crores- 10 Marks 5 Marks each Additional Rs. 5.00 Cr., subject to maximum of 20 marks in total. 	<p>20 marks on Turn over head only, is creating an imbalance in techno commercial bid) years of existence/experience , ISO certification or Technical experience of Key management staff may be given more marks to strike a balance</p> <p>Or You are requested to lower the turnover the Annual average turnover to 5 Crore for wider participation in your tender. Also requested to modify to 5 Marks each Additional Rs. 1.00 Cr., subject to maximum of 20 marks in total.</p>	RFP Condition Prevails
2	15 - Evaluation Criteria Page No. 19	<p>1. Bidders Financial & Technical Eligibility: Completed project cost of minimum INR 5.00 Crore each during the 7 years preceding the proposal due date.</p> <ul style="list-style-type: none"> 2 similar project- 20 Marks 5 marks for each additional similar project subject to maximum of 40 marks in total. 	<p>Since 2 Projects worth 5 Crore has been assigned 20 Marks so similarly requested to give 40 Marks for total 4 Projects worth 5 Crore to give equal weighted to each assignment of same value.</p> <p>Similarly,</p>	RFP Condition Prevails

		<p>OR</p> <ul style="list-style-type: none"> Completed project cost of minimum INR 2.00 Crores each during the 7 years preceding the proposal due date. 5 similar projects- 20 Marks 2 marks for each additional similar project subject to maximum of 40 marks in total 	5 Projects worth 2 Crore has been assigned 20 Marks so requested to give 40 Marks for total 10 Projects worth 2 Crore to give equal weighted to each assignment of same value.	
3	17 - Tender Document Fee Page No. 21	Non-refundable Tender Document cost in shape of Demand 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.	As per MSME Norms MSME Registered agencies are exempted from Paying Tender Document Fee so you are requested to kindly exempt the same.	Shall be considered on production of the relevant supporting document
4	37- Performance Guarantee Page No. 25	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.	You are requested to kindly add FDR (Fixed Deposit Receipt) along with DD and Bank Guarantee for Performance Guarantee.	RFP Condition Prevails
5	Last Date for Receipt of Proposals: Page No. 9	3:00 PM on 17/11/2022 (Through Speed Post /Registered post/ courier, No drop box facility available)	Kindly allow physical (By Hand) submission of the tender.	RFP Condition Prevails

6	Annexure– IX Detailed BoQ of Financial Proposal Page No. 39- 45	1- Bhubaneswar City Festival - Main Event	As per BOQ format for Bhubaneswar Live (Main Event) from Page No. 40- 45 Artist for the Live Events not mentioned, kindly clarify who will provide the same.	Talent Management is not a part of the BoQ, Please refer the amended RFP document
7	14.10 Technical eligibility: Page-19	- Similar event means, experience of organizing and managing an event or a festival of similar scale for a minimum period of 5 days (multi location/ multi event, entertainment base, community / public event, apolitical, mega stage programme for entertainment). BDA reserves the rights to determine the similar project out of the project experience of the bidder.	Requesting to Consider the Event with the Period of 2 days to 5 Days. (multi location/ multi event, entertainment base, community / public event, apolitical, mega stage programme for entertainment).	Clause No 14 stands amended With regard to “ Similar event means, experience of organizing and managing an event or a festival of similar scale for a minimum period of 2 days (multi location/ multi event, entertainment base, community / public event, apolitical, mega stage programme for entertainment). However, BDA reserves the rights to determine the similar project out of the project experience of the bidder.”
8	15 - Evaluation Criteria Page-19	Completed project cost of minimum INR 5.00 Crore each during the 7 years preceding the proposal due date. 2 similar project- 20 Marks 5 marks for each additional similar project subject to maximum of 40 marks in total. OR Completed project cost of minimum INR 2.00 Crores each during the 7 years preceding the	We are requesting Kindly accept as per below criteria Completed project cost of minimum INR 5.00 Crore each during the 7 years preceding the proposal due date. • 2 similar project- 30 Marks	RFP Condition Prevails

		proposal due date. 5 similar projects- 20 Marks 2 marks for each additional similar project subject to maximum of 40 marks in total	<ul style="list-style-type: none">• 5 marks for each additional similar project subject to maximum of 40 marks in total. ORCompleted project cost of minimum INR 2.00 Crores each during the 7 years preceding the proposal due date.• 5 similar projects- 30 Marks• 2 marks for each additional similar project subject to maximum of 40 marks in total																									
9	15 - Evaluation Criteria. Page-20	Presentation on proposal	Kindly confirm if any hard copy of presentation we have to enclose with technical bid document.	Authority requires detailed information on each point mentioned in Annexure (VI) along with the detailed BoQ or any other document as mentioned in the RFP Soft copy of the presentation shall also be submitted																								
10	Annexure VIII Page 37	<table><tr><td colspan="3">FINANCIAL PROPOSAL</td></tr><tr><td>7</td><td>Total (sum of Sl.No. 1 to 6)</td><td></td></tr><tr><td>8</td><td>Festival at Cuttack</td><td>5,000,000</td></tr><tr><td>9</td><td>Festival at Puri</td><td>4,000,000</td></tr><tr><td>10</td><td>Talent Management for Main Event</td><td>12,000,000</td></tr><tr><td>11</td><td>Talent Management for Night bazar</td><td>4,500,000</td></tr><tr><td>12</td><td>Total (8+9+10+11)</td><td>25,500,000</td></tr><tr><td></td><td></td><td></td></tr></table>	FINANCIAL PROPOSAL			7	Total (sum of Sl.No. 1 to 6)		8	Festival at Cuttack	5,000,000	9	Festival at Puri	4,000,000	10	Talent Management for Main Event	12,000,000	11	Talent Management for Night bazar	4,500,000	12	Total (8+9+10+11)	25,500,000				Kindly confirm if bidder have to take same amount or is it upper limit for mentioned Activities or Bidder can change as per their proposal.	<i>Please refer the amended RFP document</i>
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11	Logo	---	As mentioned in RFP this year we will have same name as .FEST	The logo for the .FEST for the 2 nd edition will continue																								

			(Food, Entertainment, Stories & Trails) for 2nd edition So, will the logo be same as last year with same look to maintain IP identity? OR do we need to create completely new identity with new name and new logo design	to be the same as the 1 st Edition
12	Festival dates	Festival Dates mentioned in RFP is from 15th to 29th Jan (15 Days)	Festival Dates mentioned in RFP is from 15th to 29th Jan (15 Days) but Bhubaneswar Live (Main Event) dates mentioned from 15th to 25th Jan (11 Days) <u>please reconfirm</u>	To be intimated by authority upon selection of the EMA
13	2.8 - Talent Management Page no-12	Daily Schedule Calendar for 8 Days (For the Main Event)	Need Clarity on Artist Line Up which will be provided by BDA	The selection of artists/ talents shall be done in consultation with the Authority. Also, Please Refer Clause 2.8 of the amended RFP Document
14	--	---	Need Clarity on Food Truck Carnival with Location & Who will Provide Food Trucks.	Please refer the amended RFP as attached
15	--	---	List of Story Tellers / Name of Concern Person like last year Mr. Sujith for Bhufesto	The curation & talent/ storyteller management of the Festival shall be done separately and is not in the scope of EMA
16	--	---	Need detailed clarity on City Trails –	Please refer the amended RFP as attached

			<p>Why is Curator required for 60 days both for food festival and City trail?</p> <p>10 numbers of tour guides?</p> <p>Clarity on city trail regarding scope of work?</p> <p>Number of locations to be covered in each tour etc</p> <p>Lost & Found Bhubaneswar</p>	
17	--	---	Location of Helium Balloon Placement – 4 at Food, 4 at Bhufesto & 10 at City Branding.	Location for the same will be intimated by the Authority prior to the Event
18	Page No. 57 Point no.B1		Scope of Work for Social Media Promotion for Bhufesto	Please refer Clause 2.4
19	Page No. 60 Point no.23		Thematic Gate/Art Installation / Decor at various locations	Location for the same will be intimated by the Authority prior to the Event
20	Page No. 50 Point No. 11		Mural drawing and timeline for 20000 sq.ft	Adequate time along with theme shall be intimated in advance
21	--	---	Mascot needs to be designed around .FEST or something that represents ODISHA	Not required
22	Logo	---	<p>Is there an existing festival logo that we should use or create a new one?</p> <p>If we have to use an existing logo, will you provide a vector logo?</p> <p>What other logos need to be on the comms (eg Odisha Tourism / Govt logo)?</p>	<p>The logo for the .FEST for the 2nd edition will continue to be the same as the 1st Edition</p> <p>The existing will be shared with the selected EMA</p> <p>For the purpose of PPT , the dot fest logo of last edition shall be used</p>

			Should we prepare our proposal without govt logo's or you will provide us the same.	
23	Page 20 Sub point 15 Clause 1	Annual average turnover in any 3 financial years During last 5 (Five) financial years ending 31.03.2022. <ul style="list-style-type: none"> ○ Up to Rs. 15.00 Crores- 10 Marks ○ 5 Marks each Additional Rs. 5.00 Cr., subject to Maximum of 20 marks in total.	Due to COVID Pandemic the Average Turnover of the agencies has reduced drastically in last 2 years, so we request you to reconsider this clause to maximum turnover to 15-20 Crores.	RFP condition prevails



Bhubaneswar Development Authority

Notice No. 38207/BDA
OE-III-118/2022

Date: 09/11/2022

**REVISED REQUEST FOR PROPOSAL
TO THE RFP NO.- 36330/ BDA dated 26.10.2022
FOR
FOR SELECTION OF AN EVENT MANAGEMENT AGENCY (EMA)
FOR CONCEPTUALISING, CURATING & EXECUTING
THE BHUBANESWAR CITY FESTIVAL**

BHUBANESWAR DEVELOPMENT AUTHORITY

Akash Shova Building, Sachivalay Marg
Bhubaneswar – 751001, Odisha
www.bda.gov.in

CORRIGENDUM

In continuation to the RFP No: 36330/ BDA dated 26.10.2022, the tender schedule is revised as detailed below based on Pre-Bid meeting on 4th November, 2022.

Period of Availability of Revised RFP document:	from 09/11/2022 till 22/11/2022 (in BDA Website)
Last Date for Receipt of Proposals:	3:00 PM on 22/11/2022 (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 22/11/2022
Presentation of Technical Proposal:	11:00 AM on 25/11/2022
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 Event Management Agency (EMA) for conceptualizing, curating & executing the Bhubaneswar City 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

With Bhubaneswar becoming a preferred destination for sports lovers, art enthusiasts, industry tycoons and tourists throughout the year, the State Government leaves no stone unturned to present the Capital City to the whole world at its best avatar. The Bhubaneswar City Festival, popularly known as .FEST, which was a mega hit in its first edition during Hockey Men's World Cup Bhubaneswar 2018. Govt. of Odisha intends to organize the 2nd edition of .FEST which is set to mesmerize the audience yet again.

The .FEST, which will take visitors on a complete culture trip that will include activities like food festival, cultural events, etc. is scheduled to be held between **15th Jan' 23 to 29th Jan'23**.

1.1. Objectives

1.1.1. Why

To make Bhubaneswar a one stop destination for people across the world when it comes to enjoying festivities and live entertainment shows and to create a spirit of festivity for the citizens in the city. The event would be focused at involving citizens for enhanced sense of inclusion, greater awareness about the grand event and strengthening the identity of the city. The intent of the festival is to promote the city to local, national and international audiences as an emerging and dynamic place to live, visit, work, study, invest and play in the Indian sub-continent.

1.1.2. What

A string of events targeted to reach out to different groups of the populace. These events would include myriad activities ranging from workshops and food carnival to cultural performances and contests. These could also be conducted in collaboration with different agencies having experience in implementation of specific theme-based activities.

Following are the probable list of events:

a. **Bhubaneswar Live (Main Event):**

Odisha is the land of cultural extravaganza and Bhubaneswar has the heart of the state. While the city is getting festive during .FEST, the citizens and delegates are being offered to experience the magical performances of artists of national and international repute. The Bhubaneswar Live is conceptualized as a musical extravaganza & festival with live music and band performances along with other performing arts. Bhubaneswar Live shall set the stage for bigwigs from the Indian Cine and Music Industry. The site for the event has been planned at IDCO Exhibition Ground, Bhubaneswar tentatively.

b. **International Food Festival:**

This event will be organized with an aim to propagate international recipes by hosting an International Food Festival which can add flavours to the celebration of World Cup Hockey. This curated food festival will witness the presence of dishes from around the world including the world cup playing nations including India. There may be a food truck carnival

curated as part of this International Food festival inviting innovative food trucks from different Indian states to participate in the .FEST in Bhubaneswar.

- c. **Story Telling Festival (BhuFesto)** : Odisha has got a great tradition of story-telling with many traditional forms to attract the people's gaze. The International storytelling festival in the city shall have oral storytelling, professional storytelling workshops. Storytellers of international and national repute shall be invited to participate in the festival. The tentative venues for the event shall be organised at 4 different venues tentatively Buddha Jayanti Park, Forest Park, APJ Abdul Kalam Park & at Kalabhoomi.
- d. **City Trails** : Bhubaneswar is a city with a history that goes back to 5th and 6th century and being the smart city and a preferred urban destination in India. The project is designed on the philosophy of exploration and connecting to the root. There shall be a number of trails for the city exploration. One such trail could be a guided cycle tour across Bhubaneswar exploring the varieties of museums that the city has to offer. Similarly, there could be nature trails for bird watching, jungle safari, and nature walk with medicinal plant exploration. A food walk could be curated covering traditional Bhubaneswar or Odia delicacies available in the city. There could be more such walks, trails or curated trips within the city as suggested and curated by EMA & with due approval from the Authority. The measure of success of the 'City Trails' will be in terms of numbers of visiting tourists and locals. The project will also serve as a major attraction for the ongoing festival

Apart from the above broad themes, Applicants may come up with proposal of organizing other such innovative and unique events which would add on to the festivity of the occasion and at the same time would reflect the cultural diversity of various states and participating countries.

The scope of work for EMA to be selected through this RFP, shall include and not limited to:

- a. Curate the City scale festival in a holistic manner that will include above mentioned 3 themed events/festivals and any other as approved later.
- b. Provide support for implementation, logistic, branding, citizen connect campaigns, documentation of these 3 themed events in a holistic manner at city scale,
- c. Inter-department and inter-agency coordination to ensure a seamless organization of the city festival.

1.1.3. **When**

A number of events and activities beginning from **15th January, 2023 up to 29th January, 2023** to be planned. The main cultural event including star events are planned to be organized from **15th January, 2023 up to 24th January, 2023**. The events to be planned in a way that it would lend appropriate time for the organizers to prepare and coordinate.

2. Scope of Work:

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

2.1. Following are the broad scope of work of EMA

- 2.1.1. EMA shall arrange all infrastructure, related amenities, furniture and other required infrastructure for the event. After completion of the project, EMA shall dismantle and remove all temporary structures and other infrastructure from each of the sites.
- 2.1.2. EMA shall develop conceptual plan, layout & execution plan.
- 2.1.3. EMA shall setup and manage temporary structures (Stage, Stalls, media centre, reception area, etc.) as applicable for interior and exterior furnishing, as necessary and in conformity & approval of the authority in compliance with Bill of Quantity as specified in this RFP.
- 2.1.4. EMA shall execute within the project site water supply, plumbing, sanitation, drainage by complying with benchmark quality standards, applicable environmental guidelines and safety norms.
- 2.1.5. EMA shall operate, maintain and manage the project facilities including, front office/reception, Help desk, maintenance of toilets, drinking water facility, water supply, electricity supply, cleanliness, security, upkeeping of the structures etc.
- 2.1.6. EMA shall execute the project maintaining the locational aesthetics, safety and a consistent theme, under approved terms as specified in this RFP and in consultation with the Authority.
- 2.1.7. EMA shall depute skilled & trained human resource, as necessary to provide quality experience to visitors.
- 2.1.8. EMA shall provide necessary plans and provisions for power back-up, energy efficient power supply at the sites to ensure zero power outages. EMA shall comply with highest quality and safety standards of electrical items and equipment with adequate safety measures to prevent any electrical short circuits and mishaps.
- 2.1.9. EMA shall obtain and comply with all statutory approvals, apply for No Objection Certificates as necessary for the set-up, operation, maintenance in coordination with various line departments facilitated by the Authority.
- 2.1.10. EMA shall deploy CCTV(s) at all venues of various events for 24X7 surveillance and take preventive measures to ensure and staff safety and any other form of theft.
- 2.1.11. EMA shall adhere to all relevant guidelines and SoPs issued by Government from time to time in facility design, management and operations.
- 2.1.12. EMA 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 & operation of the project.
- 2.1.13. EMA shall comply with the applicable standards of fire safety and install adequate fire handling equipment. The EMA shall obtain Fire Safety Certificate from the competent authority and share a copy of the same with the Authority. The EMA shall do trial run and all security check 2 days prior to the event with the presence of representatives from the Authority.

- 2.1.14. EMA shall deploy qualified and experienced Fire Safety Officers for the project to prevent and to deal with fire hazards or any other safety related incidents during the project. Safety officer shall train all relevant staff on general safety protocols, fire safety procedures and handling emergency situations to act upon as first respondent if needed. The training of staffs shall be video recorded, and the proof is to be shared with the Authority.
- 2.1.15. The EMA shall be required to set up basic facilities / amenities (as prescribed in the BoQ) for onsite sitting arrangement of personnel belonging to Departments of Police, Fire, Electricity, etc.

2.2. Bhubaneswar Live (Main Event)

This event is planned to be organized **from 15th Jan 2023 to 24th Jan 2023** at IDCO Exhibition ground tentatively. The selected EMA shall be responsible to curate, select & handle artist for this event along with all provisions of infrastructure, ambiance, aesthetic and thematic design and over all look and feel of the venue. The selection of artists/ talents shall be done in consultation with the Authority.

The Event Management Agency will take overall curation, coordination, preparation & erection of all types of infrastructure, furniture and logistics, thematic designs, aesthetics, branding, look and feel of the venue. The EMA shall also keep provision & ensure the housekeeping, cleanliness, drinking water arrangement, creative illumination, over all hygiene & security of the venue specifically around the food court area.

2.3. International Food Festival:

This event is planned to be organized **from 15th Jan 2023 to 29th Jan 2023** at IDCO Exhibition ground tentatively. The festival shall also include varieties of Indian food across country. The selection of vendors for the Food Festival shall be finalized in consultation with the Authority.

The Event Management Agency will take overall coordination, preparation & erection of all types of infrastructure, furniture and logistics, finalization of vendors, the design, aesthetics, branding, look and feel of Food Festival Venue. The EMA shall also keep provision & ensure the housekeeping, cleanliness, drinking water arrangement, creative illumination & over all hygiene of the venue specifically around the food court area.

Food Truck Carnival :

The food truck arena shall be an integral part of the International Food festival curated by the EMA at a separate venue other than the main food festival venue to be decided and communicated by the Authority in due course. The EMA is required to identify local food trucks to be accommodated in the Food truck Carnival. Around 20-25 local Food Trucks shall be considered. Onboarding of renowned food trucks from other cities across India is also welcomed by the authority.

The selection & finalization of all the food trucks/vendors shall be in Consultation with the Authority.

The EMA will take overall coordination, preparation & erection of all types of food court, infrastructure, furniture and logistics, finalization of vendors, the design, aesthetics, branding, look and feel of Food

Truck Arena Venue. The EMA shall also keep provision & ensure the housekeeping, cleanliness, drinking water arrangement, creative illumination & over all hygiene of the venue specifically around the food court area.

2.4. Story Telling Festival (BhuFeSto):

BhuFeSto- the Bhubaneswar Festival of International Storytelling **from 15th Jan to 18th January, 2023 (4 venues)** tentatively as part of the City Festival is to be organized as part of the .FEST.

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 Hockey.

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 Forest Park in Unit 6. These locations were chosen so that many people can participate & the parks will also be developed through art installations into theme parks. There will be storytellers and folk musicians from around the world including the participating countries in the hockey world cup.

There will 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 more 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 EMA will take overall coordination, preparation & erection of all types of infrastructure, art installations, the design, branding, aesthetics, creative illumination, look and feel of each of the venue mentioned above. The EMA shall also keep provision & ensure the housekeeping, cleanliness, drinking water arrangement & over all hygiene of the venue and make it child friendly.

The curation & talent/storyteller management of the Festival shall be done separately and is not in the scope of EMA, however any feedback or suggestions of the EMA may be considered.

2.5. Night Bazaar at Ekamra Haat:

This event is planned to be organized from **15th Jan 2023 to 29th Jan 2023** at IDCO Exhibition ground tentatively. The night bazaar shall be the festivity center of .FEST. The place is to be designed as a vibrant community space for citizens to meet, greet and celebrate. The Bazaar is designed to bring a harmonious night life in the city with varieties of spectacles to experience. As part of the project, there shall be flee market and makers arena where artists and makers can showcase their products. It is like multipurpose destination for community gathering for Food, shopping, music, performances and it will be operational from 4:00 pm till mid-night. The location of the night bazaar is planned in and

around Ekamra Haat, which is integral part of the exhibition ground. The music and performances shall be executed at the Amphi-theatre at Ekamra Hat.

The EMA shall curate the Night Bazaar with two broad themes such as flee market with inclusion of traditional handloom & handicraft products from across all districts of Odisha. There shall be a maker's arena where creators and makers shall showcase their products and sell as well. However, on boarding of the vendors for the night market shall be done in consultation with the Authority. The night market not only becomes a venue for commercial trades to take place, but as a source of cultural richness and identity hence the ambiance and thematic venue décor shall add more values to the fest.

The EMA shall also curate the evening on stage music and performances with Artists and performers preferably within the state covering various music & performing art groups. There may be live band performances, music & other traditional performances every evening. The EMA shall select and finalize the artists/talents in consultation with the Authority.

The EMA shall curate some street performances around the festivity area like but not limited to Hoola hoop, Uni cycle, Stand-alone musicians, fire jugglers, banati etc at some designated places around the streets adjoining the festivity venue. The EMA will take overall logistics of the street performances including onboarding of artists/placements.

2.6. City Trails :

This City trails are planned to be organized **from 15th Jan 2023 to 29th Jan 2023** at various locations/circuits of the city. The trails are to be executed with guided itineraries and guides along with.

Bhubaneswar is a city with a history that goes back to 5th and 6th century and being the smart city and a preferred urban destination in India. The project is designed on the philosophy of exploration and connecting to the root. There shall be a number of trails for the city exploration. One such trail could be a guided cycle tour across Bhubaneswar exploring the varieties of museums that the city has to offer. Similarly, there could be nature trails for bird watching, jungle safari, and nature walk with medicinal plant exploration.

A food walk could be planned covering traditional Bhubaneswar or Odia delicacies available in the city. There could be more such walks, trails or trips within the city with due approval from the Authority. The measure of success of the 'City Trails' will be in terms of numbers of visiting tourists and locals. The project will also serve as a major attraction for the ongoing festival.

There shall be busses (30 sitting capacity approx.) provided by the Authority for museum trails, food trails or trails wherever the transport facility is required.

The EMA shall look into each and every comfort & safety of the visitors during trails including provision of drinking water, Umbrellas, snacks-food if any, first aid, info book, brochures, souvenir if any and all other kinds of logistics support. The EMA shall document the visits and submit a consolidated report at the end of the Event in a printed booklet and Video format.

The EMA shall have a booking system online/telephonic/offline for registering for all the city trails. There shall be a maximum limit of visitors to be defined in the booking system by the EMA in order to ensure better experience and unnecessary chaos.

Lost & Found-Bhubaneswar : There shall be a Photo Trail with exhibition & installations preferably at an art gallery in the city to be communicated by the Authority. The exhibition shall be a photo trail on the history & evolvement of Bhubaneswar as a city. The exhibition will include around 100-150 photos and photo installations covering history of Bhubaneswar. The exhibition shall run for all 15 days starting from 15th of Jan till 29th of Jan.

The EMA shall in consultation with the Authority execute the Photo Exhibition with all printing, framing, décor and installation as per BoQ.

The EMA shall lead the shortlisting and final selection of Photos in consultation with the Authority. The EMA shall also take overall coordination, preparation of all types of infrastructure and logistic including the aesthetics, ambiance, illumination & overall look & feel of the venues mentioned above for the successful execution and operation of the exhibition. The authority shall facilitate the booking of the venue and any other necessary permissions and approvals.

2.7. City Branding :

The EMA will be responsible for the overall branding of all the venues and at important city junctions (in consultation with the Authority) matching in line with the festival theme, design, aesthetics and look. All forms of content created by EMA shall be handed over to the Authority in digital formats in hard drives organized date/folder wise. The Video-Photo production team of EMA as prescribed in the BOQ shall work closely with the social media team of the Authority and cater to their deliverables during the festival duration. The EMA shall prepare a consolidated report of the festival and shall deliver post event.

The EMA shall depute a Creative Director to come up with quick and creative videos for the social media who shall work closely with the social media team of the Authority.

The items of branding works for the EMA is mentioned but not limited to the BOQ.

2.8. Talent Management:

The EMA shall arrange the artists/ performers for cultural evenings (for the main event and the Night Bazaar) within overall budget of INR 4.00 Cr. The cost shall include artist fees, all logistic requirements of artists from receiving the artists from arrival till departure which includes all travel costs, accommodation, food, local travel and other incidental expenses etc. The authority shall approve the selection of eminent artists proposed by the EMA, the proposed means of travel & accommodation and other such logistical details, overall crew provisioning & management, prior to the finalization of each artist. The EMA shall be responsible for providing documentary proofs such as original invoices, hotel, flight bookings, etc. for the release of the payment.

2.9. Event at Cuttack & Puri

The Authority intends to plan for some of the activities in the Cuttack and Puri for public engagement. For this purpose, Authority has kept a budget of Rs. 50.00 lakhs for Cuttack events and Rs. 40.00 lakhs for Puri events separately. All logistic equipment and infrastructure arrangement for all talent/Artist will be provided by Event Management Agency. The selected Event Management Agency will organize events and payment for these events will be based on the pre-approved BoQ rates subject to the maximum ceiling as mentioned above.

2.10. 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. These include permission from Civic Authorities, Fire Authorities, Security Authorities etc. and any other authorities/ agencies. These shall be obtained by agency well in time before the event. The agency entrusted with the task of execution shall ensure that the requirements of the authorities are duly complied with in all respects. Submission of the bid is taken as an acceptance by the bidder to the same.

The agency will ensure the presence of their liaison teams, electricians, technical teams, etc. throughout the duration of the process of installation, course of the actual event duration and the subsequent dismantling of the logistics in the event area. Provision of all protective accessories/equipment to the manpower deployed for ensuring safe construction, erection dismantling etc. of the entire event area/ venue is the sole responsibility of the bidder. Secretary, BDA or its officials shall not be held responsible for any untoward incident etc. whatsoever.

The Authority shall not be held responsible for the Copyright of the Music used during the Event.

2.11. Ecological Balance

The bidder shall maintain ecological balance by preventing deforestation, water pollution and defacing natural landscape. The bidder shall also conduct his cleaning operations such as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of work. In respect of ecological balance, where destruction, scarring, damage or defacing may occur as a result of operations relating to the bidder's activities, the same shall be repaired, replanted or otherwise corrected at bidder's expense. All work areas shall be smoothened and graded in a manner to confirm to natural appearance of the landscape as directed by the concerned authorities.

All trees and shrubbery shall be preserved and shall be protected from any damage that may be caused by bidder's cleaning operations and equipment. Trees shall not be used for anchorage. The bidder shall be responsible for injuries to trees and shrubs caused by his operations. The term "injury" shall include, without limitation, bruising, scarring, tearing and breaking of roots, trunks or branches. All injured trees and shrubs shall be restored as nearly as practicable, without delay, to their original condition at bidder's expenses.

In the conduct of cleaning activities and operation of equipment, the bidder shall utilize such practicable methods and devices as are reasonably available to control, portent facility and

otherwise minimize air/noise pollution. Separate payment shall not be made for complying with provisions of this clause and all cost shall be deemed to have been included in the price in the Bill of Quantities.

Bidder shall use environment friendly chemical / detergents /reagents, for purpose of cleaning of structures. More than anything, as BDA follows the environmentally sustainable philosophy in urban growth and life, the .FEST could talk about sustainability and may include the message of ecological sustainability in the overall branding and design.

2.12. Safety Management and Responsibilities

The bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard a responsible representative of bidder must be present on site at all times of work to carryout safety audit checks to ensure that safety requirements are properly adhered to. Smoking & Consumption of Liquor in any form is not allowed onsite.

The Agency is responsible to ensure that necessary and adequate personal protective equipment's are available all the time for the service of personnel working. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depots. The EMA shall take utmost care and precautions for any kind of fire/electrical hazard or any form of accident during the event.

2.13. Cleanliness

Cleanliness in totality with stress on 'Swachh Bharat Abhiyan' with adequate covered dustbins & other cleanliness arrangements including adequate number of housekeeping staff to maintain the venue clean and hygienic at all times during the entire event period or the extended period, if any.

The scope of work will also cover regular cleaning / maintenance of the arena pre, during and after the entire course of execution of main function and dismantling; Removal / disposal of garbage; provision of garbage bins etc. Standard operating procedure to be adopted by the agency to upkeep and provide utmost hygienic environment during the entire duration of event in and around the venue.

The EMA shall adhere to the waste management and disposal guidelines of BMC as facilitated by BDA. The EMA shall deploy a dedicated Housekeeping Manager who shall coordinate with the BMC sanitation officers on disposal and management of both solid and liquid waste.

2.14. Ticketing System

The event management agency will manage ticketing system online as well as offline for the Bhubaneswar City Festival. Ticketing partner (such as bookmyshow / ticketgenie / others) may be associated by the agency. Above arrangement should be completed before 15 days for offline and 30 days before for online. Ticket charges will be approved by Authority.

3. Additional Obligations of the Event Management Agency

- 3.1. The agency shall have to take prior approval of the authority on all the design, infrastructure installation, logistic arrangement, etc. before execution of the respective tasks.
- 3.2. The quantity of items indicated in the BOQ may vary during the execution of the works. BDA has the rights to vary quantity of items as indicated in BOQ based on requirement. The agency shall have to take prior approval on the quantities of the each items to be installed / deployed for the event.
- 3.3. Event Management Agency shall ensure that while excavating operation for execution of various works, habitat animals are not disturbed.
- 3.4. Any loss of human/cattle or damages or so, shall be the sole responsibility of the Event Management Agency including any liability and/or compensation to be paid towards the life lost damages so caused
- 3.5. The Agency supervisor is responsible for ensuring that the workers comply with the Safety Rules at work.
- 3.6. The selected bidder will get due diligence of staff and labour employed at event venue and adherence to security and safety norms are to be followed strictly.
- 3.7. Cutting of trees shall not be permitted and the Event Management Agency should maintain the Environmental and social safeguards.
- 3.8. The Event Management Agency shall make his own arrangements for all the materials, power and water required for all purposes in connection with the implementation and execution of the works.
- 3.9. Right to Vary: The Authority will make any variation of the form, quality or quantity of the works relating to any item of a component according to site conditions or any part thereof that may, in his opinion, be necessary and for that purpose, or if for any other reason it shall, in his opinion, be appropriate, he shall have the Authority to instruct the Event Management Agency to do and the Event Management Agency shall do any of the following:
 - 3.91 Increase or decrease the quantity of any work included in the Contract.
 - 3.92 Omit any such work (but not if the omitted work is to be carried out by the Authority or by another event management agency), before the end of stipulated time limit of the contract.
 - 3.93 Change the character or quality or kind of any such work.
 - 3.94 Change the levels, lines, position and dimensions of any part of the works,
 - 3.95 Execute additional work of any kind necessary for the completion of the works, or
 - 3.96 Change any specified sequence or timing of construction of any part of the works.

No such variation shall in any way vitiate or invalidate the contract, provided that where the issue of an instruction to vary the works is necessitated by some default of or breach of contract by the Event Management Agency or for which he is responsible, any additional cost attributable to such default shall be borne by the Event Management Agency.

The Event Management Agency shall not make any such variation without informing the Authority.

3.10. Variations, Modifications etc.

Quantity of items 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:

- 3.10.1 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.
- 3.10.2 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.
- 3.10.3 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.
- 3.10.4 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.
- 3.10.5 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. The Event Management Agency shall provide CD of Video recording of the entire event under the Event Management Agency's scope work to the Authority.
- 3.10.6 The Event Management Agency shall also be responsible for the following:-
 - 3.10.6.1 Full security and safety of visitors, participants, workers etc.
 - 3.10.6.2 Deployment of enough support staff for successful completion of the Event/ Assignment;
 - 3.10.6.3 Proper parking facilities / arrangement for vehicles.
 - 3.10.6.4 To manage traffic and crowd during the event/ festival

4 Obligations of The Authority are as follows:

- 4.10 The Authority shall handover the project sites at all event venues to the EMA on "as is where is" basis.
- 4.11 The Authority will provide access, water supply connection and power supply connection at a designated point at each site. Further, extension of such utilities (including fittings and cabling) will be done by the EMA.
- 4.12 The energy consumption charges shall be paid by The Authority.
- 4.13 The Authority shall facilitate in providing administrative support in getting approvals.
- 4.14 The Authority shall augment promotion of the project through social, digital and other media.
- 4.15 The Authority shall approve the concept submitted by selected operator and exercise overall control and supervision of the project.
- 4.16 The Authority shall assist in overall safety and security through local police and related authorities.

5 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 Execution Plan	10 days from execution of agreement	10%
2	Installation of facilities and infrastructure with complete overlays, etc.	Within 3 days from the completion of installation	50%
4	After completion of entire event	Within 15 days of completion of event subject to submission of report by the Committee appointed by BDA and removal of all materials from the venue.	40%

Note: Payment shall be made only on the actual work done on unit rate basis.

6 Contract Period

The contract period will be for a period of one season, 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.

7 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.

8 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.

9 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.

10 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, proceeding & actions of any nature whatsoever made or instituted against or caused to suffer directly or indirectly by reasons of:

1. Any wrongful, incorrect, dishonest, criminals, 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.

11 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.

12 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 pages 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.

13 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.

- 13.10 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 proprietary in India or outside. Appropriate documents supporting their status must be submitted along with the proposal.
- 13.11 The Agency must have 5 years of experience in the field of event management as on the due date of submission of proposal.
- 13.12 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 fulfil the following conditions of technical and financial eligibility criteria.

14 Technical & Financial eligibility criteria

- 14.10 **Technical eligibility:** The Agency should have an experience of curating, implementing & managing similar events satisfying any of the following two conditions.
The agency must have successfully completed at least 2 similar events of project cost of minimum **INR 5.00 Crore** each during the **7 years** preceding the proposal due date

OR

The agency must have successfully completed 5 similar events of project cost of minimum **INR 2.00 Crores** each during the **7 years** preceding the proposal due date

Similar event means, experience of organizing and managing an event or a festival of similar scale for a minimum period of 2 days (multi location/ multi event, entertainment base, community / public event, apolitical, mega stage programme for entertainment). However, BDA reserves the rights to determine the similar project out of the project experience of the bidder.

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

Corresponding Work Order, Completion Certificate / CA Certificate or any other supporting document should be submitted.

14.11 **Financial eligibility:**

The Agency must fulfill the following criteria:

The bidder should have an annual average turnover of **Rs. 15.00 Crores** in any 3 financial years during last **5 (Five)** 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.

15 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:

Sr. No.	Subject description	Requirements	Marks
A	Desk evaluation		60
1.	Bidders Financial & Technical Eligibility:	Annual average turnover in any 3 financial years during last 5 (Five) financial years ending 31.03.2022. ➤ Up to Rs. 15.00 Crores- 10 Marks ➤ 5 Marks each Additional Rs. 5.00 Cr., subject to maximum of 20 marks in total.	20
		Completed project cost of minimum INR 5.00 Crore each during the 7 years preceding the proposal due date. ➤ 2 similar project- 20 Marks ➤ 5 marks for each additional similar project subject to maximum of 40 marks in total. OR	40

		Completed project cost of minimum INR 2.00 Crores each during the 7 years preceding the proposal due date. ➤ 5 similar projects- 20 Marks ➤ 2 marks for each additional similar project subject to maximum of 40 marks in total	
B	Presentation on proposal (each agency will get around 30 Mins)		40
1.	Technical Approach, Methodology	The bidder shall explain understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology that would be adopted for implementing the tasks.	40
2.	Thematic Concept and Value Addition Components	Presentation of proposed thematic concept showing all major elements and incorporating innovative concepts to enhance overall experience of the project. The bidders must share their concept, curational ideas and execution plan for the following elements of the .FEST. a. International Food Festival b. City Trails c. Pre-event Community Engagement-Citizen Connect d. Night Bazaar	

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 **70%** and **30%** respectively).

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

16 Number of Proposals

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

17 Tender Document Fee

Non-refundable Tender Document cost in shape of Demand 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.

18 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.

19 Validity of Bid

Proposal shall remain 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.

20 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.

21 Disputes

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

22 Addendum / Corrigendum / Notice

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

23 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.

24 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

25 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

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.

26 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 EVENT MANAGEMENT AGENCY (EMA) FOR CONCEPTUALIZING, CURATING & EXECUTING THE BHUBANESWAR CITY FESTIVAL”

Part-B:
Financial Proposal for
“SELECTION OF EVENT MANAGEMENT AGENCY (EMA) FOR CONCEPTUALIZING, CURATING & EXECUTING THE 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
“EVENT MANAGEMENT AGENCY (EMA) FOR CONCEPTUALIZING, CURATING & EXECUTING THE 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 or premature opening. 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.

27 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 Document Purchase 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. All the page of the tender document shall be initialed and sealed by the Agency at the lower left hand corner.
- g. The Agency should not be blacklisted by any Government Institution/Private Agency. A self-declaration of non-blacklisting shall be submitted.
- h. 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.
- i. 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.

28 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.

29 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.

30 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.

31 Late Submission

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

32 Modifications and Withdrawal of Proposals

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

33 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.

34 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.

35 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.

36 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.

37 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.

Check List of Submissions

S.N.	Particulars	Submission by Bidder Yes/ No/ NA
	Part A	
1	Tender Document fee of Rs. 11,800/-	
2	Self-declaration of non-blacklisting	
3	Annexure –I Covering Letter	
4	Annexure –II Details of Bidder	
5	Annexure –III Format for Project Data Sheet	
6	Annexure –IV Power of Attorney	
7	Annexure –V Bid Security Declaration	
8	Annexure –VI Proposed Methodology and Concept Plan	
9	Annexure –VII Financial Capability of Bidder	
	Part-B	
1	Annexure –VIII Financial Proposal	
2	Annexure – IX Detailed BoQ of 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 EVENT MANAGEMENT AGENCY (EMA) FOR CONCEPTUALIZING, CURATING & EXECUTING THE BHUBANESWAR CITY 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 for the evaluation of the BID Capacity 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 Bidder (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 EVENT MANAGEMENT AGENCY (EMA) FOR CONCEPTUALIZING, CURATING & EXECUTING THE 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 organisation 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 EVENT MANAGEMENT AGENCY (EMA) FOR CONCEPTUALIZING, CURATING & EXECUTING THE BHUBANESWAR CITY FESTIVAL."

We, the undersigned, offer to provide the agency services for the **EVENT MANAGEMENT AGENCY (EMA) FOR CONCEPTUALIZING, CURATING & EXECUTING THE BHUBANESWAR CITY FESTIVAL** in accordance with your Request for Proposal dated _____ [Insert Date] and our Financial Proposal (For one season of Service) as per mentioned details as mentioned below:

Sr. No.	Description of work	Total Amount (In Rs.)
	City Festival in Bhubaneswar	
1	Main Event	
2	International Food Festival	
3	Night Bazaar	
4	Story Telling Festival	
5	City Trails	
6	City Branding	
7	Grand Total	
8	GST @ 18% of Total	
9	Total Including GST	

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 remain 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)

Annexure – IX
Detailed BoQ of Financial Proposal

1- Bhubaneswar City Festival - Main Event						
Item No.	Description			Rate in Rs.		
		Units	Quantity	Rs. In Figures	Rs. In words	Total= Unit X Rate
			(X)	(Y)		(Z)=(X) X (Y)
A	Venue Setup (for 7 Days)					
1	Entry Gate / Thematic - Gate No. 01 General Entry (Top with Pillars)	No.	1			
2	Entry Gate Pillar / Thematic Craft- VIP Gate No. 04	No.	1			
3	Gate No. 02, 03 & Emergency Exist	No.	3			
4	Thematic pathway for VIP entry- Gate no. 04 (2 Nos)	Sq. Ft.	40000			
5	Grand Entry gate for Food Court (thematic)	No.	1			
6	Wall Branding - (5 nos*20ft*10ft)	Sq. Ft.	1000			
7	Ribbons Covering the Ground from top - (20ft*2.5ft)	No.	1			
8	Horticulture (Plants & flowers with pots)	No.	600			
9	Carpeting till seating area	Sq. Ft.	10000			
B	Misc / Others (for 8 Days)					
1	Back Wall (White/Black) (10ft*10ft)	Nos	5			
2	Wall Lighting for Exhibition Material (10ft*10ft)	Nos	5			
3	Specification Card (for art material)	Nos	5			
4	Standee (for Artist Profile)	Nos	5			
5	checker board (10ft*10ft)	Nos	10			
6	Green Rooms Pagoda with mirror, light, chairs, table, stand with hangers with carpet flooring etc. (10ft*10ft)	Nos	10			
7	Ticketing Box office (20ft*10ft) with all necessary items at venue	Nos	2			

8	Ticketing Box office (8ft*8ft) with all necessary items at at different plances	Nos	20			
9	Online ticketing Partner with all necessary requirement (like BookMyShow/ ticketgenie)	Nos	1			
10	Carpeting	Sft	500			
11	Medical Booth (20ft*10ft)	Nos	2			
12	Police Booth (20ft*10ft)	Nos	4			
13	Media Booth (20ft*10ft))	Nos.	1			
14	Pedestal Fan- Silent	Nos	50			
15	Fire Department Booth (20ft*10ft)	Nos	1			
16	VIP Lounge (Hanger Area of 20 x 10 meters)	Nos	1			
17	Platform for VIP Lounge	Nos	1			
18	Sofa for VIP Loung	Nos	100			
19	Branding for VIP Lounge	Sft.	150			
20	Stand AC 4 ton - VIP Lounge	Nos	5			
21	Air Cooler - VIP Lounge	Nos	10			
22	fully furnished Octonum/ pagoda Green room for Artist (10ft*10ft)	Nos	5			
23	Green Mesh Carpet at Event Area & Food court Zone	Sft.	250000			
24	CCTV Camera with setup (20 cameras)	Nos	20			
25	Bouncers for Event	Nos	50			
26	Bouncers for VVIP Entry & Exit	Nos	50			
27	Anchor Male (with proficiency in Odia, Hindi & English)	Nos	1			
28	Anchor Female (with proficiency in Odia, Hindi & English)	Nos	1			
29	Celeb Emcee	Nos	1			
30	Security Guards Male	Nos	70			

31	Ushers (with proficiency in Odia, Hindi & English)	Nos	20			
32	Security Guards Female	Nos	30			
33	Silent Generators 125 KVA	Nos	8			
34	Fire Brigade	Nos	3			
35	Fire Extinguishers for Food stall - K cylinder 6kg	Nos	50			
36	Fire Extinguishers for Generator (DG) CO@ - 4.5kg	Nos	10			
37	Crowd Management - Bamboo Fencing	Sft.	4000			
38	Mobile Ambulance	Nos	3			
39	Chemical Toilet - For VIPs	Nos	10			
40	Chemical Toilet at various locations	Nos	50			
41	Metal Detector	Nos	15			
42	PVC Line Yards	Nos	1500			
43	Car Sticker	Nos	500			
44	Complementary Passes	Nos	150000			
45	Medium Size Dustbins	Nos.	30			
C	Sound (for 8 Days)					
1	Line Array Speaker - D&B/RCF/JBL	Nos (Pair)	26			
2	Base Speaker - D&B/RCF/JBL	Nos (Pair)	17			
3	Stage Monitor- D&B/RCF/JBL	Nos	12			
4	Side Fill D&B/RCF/JBL	Nos	12			
5	Delay Line Array Speaker	Nos (Pair)	12			
6	Delay Base Speaker	Nos (Pair)	7			
7	Scaffolding 20ft for delay	Nos	3			

8	Microphones Shure/ Sennheiser	Nos	10			
9	Podium Microphone Shure/ Sennheiser	Nos	2			
10	Cordless Handheld Microphone Shure Sennheiser	Nos	2			
11	Professional CD Player – Sony /Panasonic/ Pioneer	Nos	2			
12	Foot Microphone - Sennheiser / Shure	Nos	1			
13	Cordless Lapel Microphones - Shure / Sennheiser	Nos	4			
14	Digital Audio Mixer - channel 64 or more	Nos	2			
15	Graphics Equalizer	Nos	2			
16	Artist Tech Riders	Nos	1			
D	Light (for 8 Days)					
1	PAR 64 1000 Watts	Nos	120			
2	LED Par	Nos	120			
3	LED Moving Wash	Nos	20			
4	Sharpie Moving head	Nos	35			
5	Profile light	Nos	4			
6	Blinder	Nos	12			
7	Ch Electronic Dimmer (4X48)	Nos	2			
8	T-truss for lights	Nos	6			
9	Fog Machine	Nos	6			
10	Multi-Barrel Confetti Cannons	Nos	8			
11	Aluminium Box Truss (85'X65')	Nos	1			
12	Wire manager	Nos	12			
13	Haze machine	Nos	16			
14	Strobes	Nos	2			
15	Avolite lighting board	Nos	1			

16	Necessary cable splitters and all supporting hardware	Nos	1			
17	General Lighting with passage lighting	Nos	2			
18	Bamboo Tower with black masking & Lights	Nos	12			
E	Stage (for 8 Days)					
1	Scaffolding 3-layer stage with carpet and stairs (80ftX60ftX4ft)	Nos	1			
2	Thematic Back drop with LED wall	Nos	1			
3	Extra LED Screen (16ftx9ft)	Nos	14			
4	Video Jockey Cost for AV Playing	Nos	1			
5	Show Director / choreographer	Nos	1			
6	Chair - Public	Nos	10000			
7	4 side goal post Truss (as per stage)	Nos	1			
8	Aluminium barricade	Sft.	5000			
9	Walkie Talkie	Nos	30			
10	Sponsors Area (10ft*10ft)	Nos	5			
11	Media Pit (30ft*10ft)	Nos	1			
12	Media Riser (30ft*10ft)	Nos	1			
13	VIP Seating - Leather Sofa (single seater)	Nos	100			
14	VIP Seating - Leather Sofa (Twin seater)	Nos	100			
15	VIP Seating - Leather Sofa (Three seater)	Nos	100			
16	Banquit Chairs With Cover For VVIP Area	Nos	3000			
17	Banquit Chairs With Cover For Premium Zone.	Nos	750			
18	Ramp for Ramp (8 x 16 ft.)	Nos	1			
19	Operating Console pagoda	Nos	1			
20	LED Side Pannel (4ftX8ft)	Nos	4			

21	LED Wall (18ftX32ft)	Nos	4			
22	3D Mapping	Nos	1			
23	Light & Sound Show	Nos	1			
24	Black masking around the Ground wall	Sft.	5000			
25	Bamboo Barication	Sft.	5000			
26	Goal Post for Delay Screen 20ft x 20ft	Nos	6			
27	Goal Post for Delay Screen 20ft x 20ft	Nos	2			
29	Goal Post for side screen 40ft x 30ft	Nos	2			
F	Photo video setup (for 8 Days)					
1	Photograher	Nos	4			
2	Videographer	Nos	4			
3	Drone	Nos	2			
4	Jimmy jib	Nos	2			
G	Parking Locations (for 15 Days)					
1	LED Lights 1000w	Nos	150			
2	Bamboo Scaffolding for general lighting	Nos	30			
3	Chemical Toilet	Nos	10			
4	Parking Management/Parking Attendant (Manpower)	Nos	50			
H	Other Required Services					
1	NOCs for all types of event mentioned in the RFP	LS	LS			
	Total					

2- International Food Festival (for 15 days)						
#	Description	Unit	Qty	Rate in Rs.		
				In Figures	In words	Amount in Rs
1	Food Stall:					
2	Size: 200 sqft per stall (20ft X 10ft).	Nos.	40			
3	Partitions and structure: 3 side wall structure of Octonom frame/Pagoda of minimum 10ft ht. provision of door to kitchen.					
4	Fascia: Wooden/Iron frame with cloth /flex designed to suit the theme and letters.					
5	Counter: Wooden/Iron table with cover					
6	Roofing: Tarpaulin roofing with cotton cloth for interior ceiling.					
7	Ceiling fan/Stand fan – 2 Nos.					
8	Adequate(LED/CFLs lamps 8nos. of 20W/2X4 TFL rod each)					
9	5A switch and socket – 1 No.					
10	15A switch and socket – 4 Nos.					
11	Central Food Stall:					
12	Size: 400 sqft per stall .	Nos.	1			
13	Partitions and structure: 3 side wall structure of Octonom frame/Pagoda of minimum 10ft ht. provision of door to kitchen.					
14	Fascia: Wooden/Iron frame with cloth /flex designed to suit the theme and letters.					
15	Counter: Wooden/Iron table with cover					
16	Roofing: Tarpaulin roofing with cotton cloth for interior ceiling.					
17	Ceiling fan/Stand fan – 2 Nos.					

18	Adequate(LED/CFLs lamps 8nos. of 20W/2X4 TFL rod each)					
19	5A switch and socket – 1 No.					
20	15A switch and socket – 4 Nos.					
21	2 LED/CFLs lamps/4 TUBE LIGHT					
15	Miscellaneous works in food court area (Contemporary Look)					
16	Elevated Platform made of Brick work or wooden platform with finishing and worthy look with contemporary furniture and finishes	Sqft	50000			
17	Banquet chair with cover	Nos.	1000			
18	Round table with frill & cover	Nos.	200			
19	Big Dustbins	Nos.	100			
20	Sand filling in the ground for levelling (if required)	LS	LS			
21	Logistic Stall:					
22	Size: 100 sqft per stall (10ft X 10ft)					
23	Platform: Platform on strong wooden base of 6" height covered with matching carpet					
24	Partitions and Structure: Octonum Structure					
25	Fascia : Wood, Flex and vinyl					
26	Counter : Venyl panelling/ Octonom counter of size 2 x 4'-0" x 2'-0" x 2'-6"					
27	Roofing : Tarpaulin roofing with cotton cloth interior ceiling					
28	6 steel cushion Chairs Table					
29	Ceiling fan – 1 No.					
30	Adequate LED/CFLs lamp (minimum 8nos. of 20W each)/ 2X4 TUBELIGHT each					
31	5A switch and socket – 2 Nos.					
32	Entrance Gate :					

33	Thematic Gate (Size 20ft x 15ft)	No.	4			
34	Signage of flex mounted on Iron frame					
35	20ft x 10ft	No.	400			
36	8ft X 4ft	No.	30			
37	2ft X 4ft	No.	100			
38	Illumination					
39	125 KVA Silent DG with fuel for the entire event	Nos.	2			
40	Light Tower of size 5ftx5ftx18 ft height made out with Bamboo frame with black cloth Masking	Nos.	8			
41	Metal Halide 400W LIGHT FITTING	Nos.	100			
42	Halogen 500W with light fittings	Nos.	40			
43	LED City Colour	Nos.	20			
44	Lamp shade pipili appliqué works (Small)	Nos.	200			
45	Lamp shade pipili appliqué works (long)	Nos.	200			
46	LED light chain (BLUE & WHITE)	Nos.	1000			
47	Fire Extinguisher (10 Kg)	Nos.	50			
48	Water for Food Stall : Two tanker water for food court area.(Provision of overhead tank for food stall. Water Supply connection to each food stall) for the entire event period. (14 stalls X 1000 ltr.)	Set	4			
	Water for Food Trucks : Provision of 2 overhead tank & water supply connection to each food truck for the entire event period. (25 trucks X 1000 ltr.)					
49	Security Arrangement:					
50	A Shift (10.00 AM to 5.00 PM)-12 guards, B Shift (5.00 PM to 3.00 AM) -24 guards , C Shift (3.00 AM to 10.00 AM) - 8 guard	Nos	44			
51	Sweepers:	Nos.	35			

52	P A System with speakers & Microphone	set	8			
53	Flower pots with flowers / small decorative plant	Nos.	350			
54	CC TV system (Camera 8) with all arrangements	Set.	2			
55	High Tables rectangle (6ft*3ft)	No.	40			
56	High Tables Round (radius 2ft)	No.	30			
57	Small Dutbin	No	200			
58	Pagoda stall	No.	20			
59	Green Mesh Carpet at Food court Zone	Sq. ft.	200000			
60	Silent Generators 125 KVA	No.	10			
61	Parking volunteers for 5 location	No.	50			
62	Helium Balloons of 12ft Dia	No.	4			
63	Plastic Chairs	No.	2000			
64	Thematic Façade	No.	2			
65	Thematic / Décor based Arch Gate	No.	3			
	Total					

3- Detailed BoQ - City Trails						
#	Description			Rate in Rs.		
		Units	Quantity	Rs. In Figures	Rs. In words	Total= Unit X Rate
	(for 15 days)		(X)	(Y)		(Z)=(X) X (Y)
1	Standee with framing - 6ft*3ft	Nos	24			
2	Hoarding printing of flex - 10ft*10ft	Nos	10			
3	Layout with framing - 12ft*8ft	Nos	1			
4	Checker board - 12ft*8ft	Nos	1			
5	Chairs	Nos	50			
6	Thin mattresses, durries,white sheets on levelled ground.	Nos	10			
7	Tables	Nos	10			
8	Octonum stall for vendors - (10ft*10ft)	Nos	15			
9	Tour Guide Microphone	Nos.	10			
10	Branded Umbrellas 48" diameter umbrellas made of Satin Semi Glossy/ Canvas.	Nos.	15			
11	Artistic wall murals using exterior grade wall painting	Sq. M	20000			
	Lost and Found Bhuabneswar (Photo Exhibition)					
1	Entrance Gate :					
2	Thematic Arch Gate (Size 20ft x 15ft)	No.	1			
3	Signage of flex mounted on Iron frame					
4	20ft x 10ft	No.	2			
5	8ft X 4ft	No.	10			
6	2ft X 4ft	No.	15			
7	Illumination					
10	Metal Halide 400W LIGHT FITTING	Nos.	5			
11	Halogen 500W with light fittings	Nos.	5			

12	LED City Colour	Nos.	2			
13	Lamp shade pipili appliqué works (Small)	Nos.	20			
14	Lamp shade pipili appliqué works (long)	Nos.	20			
15	LED light chain (BLUE & WHITE)	Nos.	20			
16	Fire Extinguisher (10 Kg)	Nos.	4			
17	Provision for Water Container for daily visitors	Set	2			
18	Security Arrangement:					
19	A Shift (11.00 AM to 7.00 PM)-3 guards,	Nos	3			
20	Sweepers:	Nos.	2			
21	P A System with speakers & Microphone	set	1			
22	Flower pots with flowers / small decorative plant	Nos.	50			
23	CC TV system (Camera 8) with all arrangements	Set.	1			
25	High Tables rectangle (6ft*3ft)	No.	5			
26	High Tables Round (radius 2ft)	No.	10			
27	Small Dutbin	No	10			
28	Pagoda stall	No.	2			
29	Green Mesh Carpet at Food court Zone	Sq. ft.	10000			
30	Plastic Chairs	No.	300			
31	Thematic Façade	No.	1			
	Sound					
1	PA System	Nos (Pair)	4			
2	JBL SRX 725	Nos (Pair)	4			
3	Double bar Base Pin	Nos	6			
4	Feedback Moniter	Nos	2			
5	Podium Mic	Nos	4			
6	Cordless mic	Nos	4			

	Light					
1	PAR 64 1000 Watts	Nos	10			
2	LED Par	Nos	10			
	Total					
	Lost & Found (Photo Exhibition)					
1	Color Printout of Photos with matt finish & Hot-press and framing (12x18) with white border	Nos	150			
	Grand Total					

4- Detailed BoQ of Night Bazaar (for 15 days)						
Item No.	Description			Rate in Rs.		
		Units	Quantity	Rs. In Figures	Rs. In words	Total= Unit X Rate
			(X)	(Y)		(Z)=(X) X (Y)
R	Night Bazar					
1	Stage of 20 ft * 20 ft (approx. Area) and height from ground of 3 ft height of platform	Nos	1			
2	Stage developed by Artists with backdrop and installations	Nos	1			
3	Ambience Light in Audience Area and surrounding areas- LED Flood Lights	Nos	30			
4	Palco LED Lights for Stage, Gate and Standees/Installations	Nos	50			
5	Sound of 8000 watt (4 boxes)	Nos	1			
6	Monitor Sound Box	Nos	1			
7	Mixer	Nos	1			
8	Amplifier	Nos	1			
9	6 fixed mikes, 2 cordless mikes, 2 lapel mikes and 2 Headsets	Nos	1			
10	Power Back Up (Digital Generator) for 6 hours	Nos	1			
11	8ft * 6ft Outdoor LED TVs- 4	Nos	3			
12	Artistic Gate Installation at Entrance	Nos	2			
13	Anchor	Nos	2			
14	standees	Nos	50			
15	Street performances for 15 days	Nos	10			
B	Flea Market & Makers Arena					

1	Octonum stall (design to be approved by the client to suite the overall theme) for vendors - (10ft*10ft module)	Nos	50			
2	Tables rectangle (4ft*2.5ft)	Nos	50			
3	Electricity Point 5A	Nos	150			
4	Facia Branding	Nos	50			
5	Electricity Point 15A	Nos	60			
6	Table Round (radius 2ft)	Nos	100			
	Total					

5- Detailed BoQ of Story Telling Festival (BhuFeSto)

Item No.	Description	Quantity			Rate in Rs.			
		No	Venues	Days	Total Units	Rs. In Figures	Rs. In words	Total= Unit X Rate
					(X)	(Y)		(Z)=(X) X (Y)
A	Infrastructure for Story Telling at 4 different place for 4 days							
1	Colourful Canopy with side frills and weather proof ceiling and open sides for seating 500 people). It should have applique hangings and frills at about a height of 30 ft	1	4	4	16			
2	Cots for seating (100)	100	4	4	1,600			
3	Thin Mattresses with colourful covers of ethnic Odia textiles or handicrafts on cots with 2 round pillows per cot	100	4	4	1,600			
4	Stage of 30 ft * 20 ft and height from ground of 4 ft height of platform	1	4	4	16			
5	Stage developed with backdrop and installations in consultation with the the curator team to be selected separately by the client	1	4	4	16			
6	Ambience Light in Audience Area and surrounding areas- LED Flood Lights	15	4	4	240			
7	Palco LED Lights for Stage, Gate and Standees/Installations	50	4	4	800			
8	Sound of 8000 watt (4 boxes)	1	4	4	16			

9	Monitor Sound Box	4	4	4	64			
10	Mixer	1	4	4	16			
11	Amplifier	1	4	4	16			
12	6 fixed mikes, 2 cordless mikes, 2 lapel mikes and 2 Headsets	1	4	4	16			
13	Power Back Up (Digital Generator) for 6 hours	1	4	4	16			
14	8ft * 6ft Outdoor LED TVs- 4	4	4	4	64			
15	Camera set up for live recording and broadcasting	1	4	4	16			
16	Storytellers Lounge (Open Tent of size 20 ft * 10 ft) with backdrop with attached temporary toilet	1	4	4	16			
17	Artistic Gate Installation at Entrance to Park	2	8	4	64			
18	Huge Balloon with BhuFeSto written to be flown in the Park	1	4	4	16			
19	Anchor	1	4	4	16			
20	Art Installations in each Park to develop each Park into a Theme Park around a particular tradition of stories to be done in consultation with BDA with a budget of about 4 lakhs per park			4		400000		1600000

B	Publicity and Communication for Story Telling at 4 different place for 4 days							
1	Social Media Promotion	LS			LS			
2	Printing and dissemination of 5000 posters includes 3000 in English and 2000 in Odia.	LS			5,000			
3	3000 square feet of Flex mounted on square pipes for hoardings, standees and outdoor publicity	LS			3,000			
4	50 cutouts vinyl pasted on 5 mm sunboard with support stand of 24 square feet each	LS			1,200			
5	A5 size Fliers to be distributed in schools in both English and Odia (25,000 in each language)	LS			50,000			
6	Festival Brochure- 12 pages of size (8cm * 5.5cm) Multicolour, 300 gsm paper,	LS			20,000			
	Total							

6- BOQ for Branding (For 15 days)								
Sl. No.	Branding Locations	Type of Branding along with Specifications	Tentative Size	Unit	Quantity (X)	Rs. In Figures	Rs. In words	Total= Unit X Rate
						(Y)		(Z)=(X) X (Y)
1	Backdrop Masking (around the LED Wall) including necessary temporary reinforcement	Framed branding. Media: Star Flex. Frame: 25mm-20guage square Iron pipe.	Various Sizes (TBC post recce)	Sq. Ft.	1000			
2	Stage Masking	Framed branding. Media: Star Flex. Frame: 25mm-20guage square Iron pipe	Various Sizes (TBC post recce)	Sq. Ft.	1200			
3	Pole Banners	Media: Knitted Polyester. Media to be held in its position with the help of velcro strips to be provided at the bottom edge.	2.5ft x 6ft = 15ft per banner (Nos. to be confirmed post recce)	Sq. Ft.	3000			
4	Concourse Branding	Unframed Kintted Polyster	Various Sizes (TBC post recce)	Sq. Ft.	6000			
5	Concourse Branding	Framed branding. Media: Star flex. Frame: 25mm-20gauge square Iron pipe.	Various Sizes (TBC post recce)	Sq. Ft.	6000			
6	Concourse Branding	Un-framed branding. Media: Star flex.	Various Sizes (TBC post recce)	Sq. Ft.	6000			
7	Standees (Parking Areas and Walkways)	Framed branding. Media: Normal Black Back Flex. Frame: 25mm-20guage square Iron pipe. Temporary bamboo support to be included	Various Sizes (TBC post recce)	Sq. Ft.	4000			

8	Backdrops within Pagodas	Framed branding. Media: Normal Black Back flex. Frame: 25mm-20gauge square Iron pipe.	Various Sizes (TBC post recce)	Sq. Ft.	3000			
9	Fascia Banners for Pagodas	Framed branding. Media: Normal Black Back Flex. Frame: 25mm-20gauge square Iron pipe.	Various Sizes (TBC post recce)	Sq. Ft.	1000			
10	Gate Arch	40 feet wide Box Gate made of Framed branding along with temporary reinforcement. Media: Star Flex. Frame: 25mm-20gauge square Iron pipe.	Size TBC post recce	Nos.	5			
11	Temporary Hoardings at various locations (10ft height x 20ft wide)	Framed Branding, Media: Star flex. Frame: 25mm-20gauge square Iron pipe. Temporary bamboo scaffolding to be provided wherever necessary	Sizes TBC post recce	Sq. Ft.	4000			
12	Design, Supply and Commissioning of Helium Balloons/Mascot Balloons based on the theme of Bhubaeswar City Festival	Helium Balloons of 12ft Dia	Various Sizes (TBC post recce)	Nos.	10			
13	Outdoor Hoardings	Star flex to be used for outdoor hoarding requirements.	Average size of 400 Sq. ft. per hoarding	Sq. Ft.	10000			
14	Cutouts	5mm sun board / foam board based cutouts pasted with Glossy Vinyl. All cutouts to be provided with stands/bases to keep the cutouts in place.	6ft Height x 5 ft Wide (with stand)	Sq. Ft.	1000			

15	Barricade/ Fence Wrapping	Unframed Mesh Fabric	Location based quantity to be determined on actuals	Sq. Ft.	8000			
16	Curved Top Flags along with the necessary stands.	Knitted Polyester (stands/ poles/ base to be provided).	2m X 0.85m	Nos.	50			
17	Poles for portrait banners	MS Steel Poles (2.5 inch Dia and 20 feet ht) along with horizontal rod on the top to be provided. Agency to also help install the pole across identified locations.	2.5inch dia and 20 feet long pole. Horizontal rod of 1" dia and 2.5ft long	Nos.	50			
18	Tear drop Banners along with the necessary stands.	Knitted Polyester (stands/ poles/ base to be provided).	1m X 2m	Nos.	50			
19	Branded kiosks	Flat Top, All sides branding, Aluminum pipes/Spikes.	6ft x 6ft	Nos.	10			
20	Branded Umbrellas	48" diameter umbrellas made of Satin Semi Glossy/ Canvas.	48 inch Diameter	Nos.	25			
21	Design, production and supply of wearable life size mascot kit	Should be light in weight and the shell structure to be provided only for the face.	Life size (For a person with height between 5.5 to 6 feet)	nos.	5			
22	Branding Parking (At various locations)	Un-framed branding. Media: Star flex. / Standee / Parking Signage	Various Sizes (TBC post recce)	Sq. Ft.	4000			
23	Thematic Gate/ Art installation / Decore at various locations			Nos.	5			
24	.Fest Kit with 100% customised brandin/ design	1 No.each - pure cotton T-Shirt, Coffee Mug, Water bottle (Steel), pure cotton Tote Bag, Fridge		Nos.	1000			

		magnet, post card-cum-greeting card, foldable mobile stand,						
25	Printing and dissemination of 10000 posters includes 8000 in English and 2000 in Odia.	LS		Nos.	10,000			
26	Festival Brochure- 12 pages of size (8cm * 5.5cm) Multicolour, 300 gsm paper,			Nos	1000			
27	Flex - 8ft*3ft		8ft*3ft	Nos	50			
28	Printing of A3 (Layout)		A3	Nos	50			
29	Creative Director			Nos	1			
30	Photograher			Nos	6			
31	Videographer			Nos	4			
32	Drone			Nos	1			
33	Editor with editing set up			Nos	1			
34	Consolidated Event Report (Including the making of it) 100 Page			NOS	1			
			Total					