

UTKAL UNIVERSITY OF CULTURE

Sanskriti Vihar, Madanpur, Bhubaneswar
PIN - 752054, E-mail : mailboxuuc@gmail.com

No.1673 /UUC Dt.09-12-2024

SHORT TENDER CALL NOTICE

Selaed tenders are invited from the intending bonafied Event Management agencies located at Bhubaneswar for providing Event Management services for 26th Foundation Day celebration of Utkal University of Culture at Sanskruti Vihar,, Madanpur, Bhubaneswar. Interested agencies may visit the official website at uuc.ac.in **(Tenders & Quotations)** for downloading the details of tender documents, specifications, terms and conditions etc. Further addendum/corrigendum/cancellation of tender can be seen in the website only. The tender requisite documents should reach addressing Registrar, Utkal University of Culture, Sanskruti Vihar, Madanpur, Bhubaneswar, 752054 through Registered/Speed Post/ Courier service within schedule date and time mentioned below.

Last date for receipt of the Bid 26-12-2024, 5.00 P.M.
Date and time of opening of Technical Bid 27-12-2024, 12.30 P.M.
Date and time of opening of Financial Bid 27-12-2024, 3.30 P.M.

Sd/-
REGISTRAR



TENDER PAPER
FOR
EVENT MANAGEMENT SERVICES
FOR
CELEBRATION OF FOUNDATION DAY
AND
SITA UTSHAV
ON
4th January, 2025 and
5th January, 2025

VENUE - UTKAL UNIVERSITY OF CULTURE,
SANSKRUTI VIHAR, MADANPUR,
BHUBANESWAR-752054



TENDERER'S PROFILE
PROFORMA FOR TECHNICAL BID
(To be filled in & returned with the documents)

1.	Name of the Proprietor/Partner /Director. (In Capital letters)	
2.	Name of the Event Management Agency	
3.	Constitution of Event Management Agency (individual/Sole Proprietor Firm/Partnership Firm/Ltd. Company)	
4.	Details of address (Registered Office and Operating Branch)	Office : Residence: Mobile : E mail ID :
5.	Details of amount towards paper cost.	Rs. 1,000/- DD/BC/Challan No. Dt. (Drawn in favour of "Utkal University of Culture" payable at Madanpur, Bhubaneswar)
6.	Details of amount of Earnest Money Deposit	Rs. 10,000/- DD/BC No. Dt. (Drawn in favour of "Utkal University of Culture" payable at Madanpur, Bhubaneswar)
7.	GST Registration No. (Photo copy must be attached)	
8.	IT clearance for the AY 2024-25 to be enclosed	
9.	Documentary evidence in respect of similar work done preferably with the Govt. agencies during the last three years (Photo copy must be attached)	
10.	A notarial declaration that there are no criminal cases pending or continuing with Police or any court of law.	

DECLARATION

- I _____ Son/Daughter/Wife of Shri _____ Proprietor/Partner/Director/authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information/documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I/ we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:
Date:
Seal :

Signature of Authorized person

Full Name:



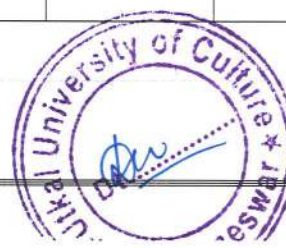
**TENDERER'S PROFILE
PROFORMA FOR FINANCIAL BID**

Name of the Event Management Firm :

Registration No. :

Name of the Contact Person with Mobile No.

Sl. No.	Specifications	Size/Unit	Qty	Rate quoted
SETUP AND DÉCOR (MEETING AREA)				
1	Auditorium Iron/Bamboo Structure with Cloth Ceiling (white)	34'X128'	4352 Sqft	
2	Carpeting	LS	5000 Sqft	
3	Steel Sofa Set (2 seater)	Nos.	15 Nos	
4	Bunquet Chair with cover	Nos.	50 Nos.	
5	Plastic Chair	Nos.	400 Nos.	
6	Barricading	LS	10 Rft	
7	Long Table for Stage Material, Water Counter, Sonsol, VIP Lounge	LS	10	
8	Gate (Box Type)	20'X3' – 3 Nos. 10'X3' – 6 Nos.	1 Gate With lightening 2 Gates With Lightening	
9	Stand Fan	Nos.	14 Nos.	
STAGE ARRANGEMENT				
1	Stage with carpeting and white cloth ceiling	32X24X4'(H)	768 Sqft	
2	Backdrop (Frame with flex mounting)	24X10'	240 Sqft	
3	Stage Wing	4X10' – 2 Nos.	80 Sqft	
4	Stage Base (Flex Mounting)	56x4' – 1 No.	224 Sqft	
5	VIP Chair with T-Poy for stage (Single seated)	Nos.	8 Nos.	
6	Stage Arrangement (Folder, Note Pad, Pen, Water Bottle, Tray etc)	Nos.	8 Nos.	
7	Diya Stand with accessories	LS	1 No.	
8	Podium with Logo Branding	Nos.	2 Nos.	
9	Stand Fan	Nos.	6 Nos.	



EXHIBITION HALL				
1	Auditorium Iron/Bambo structure with white cloth ceiling with wooden frame for fixing of paintings	28X130'	3640 Sqft	
2	Side Cloth walling (White)	130X8'-2 Nos. 28X8'-1 No.	2304 Sqft	
3	Green Poly Carpeting		3640 Sqft	
4	Pathway Red Carpeting		1000 Sqft	
5	Lighting (Campa lights according to the number of paintings)	LS	100 Nos.	
LIGHT AND SOUND EQUIPMENTS				
1	LED metal light for auditorium	Nos.	12 Nos.	
2	LED Palco	Nos.	60 Nos.	
3	Building Lightening	Administrative Block 5 Academic Block	Top running light	
4	Par 64	Nos.	25 Nos.	
5	Sharpy	Nos.	6 Nos.	
6	Smoke Machine	Nos.	4 Nos.	
7	JBL Speaker Top	Nos.	8 Nos.	
8	Feedback Box/ Stage Monitor	Nos.	4 Nos.	
9	32 Channel PA Mixture	Nos.	1 Nos.	
10	Chordless Microphone	Nos.	6 Nos.	
11	Stand Chird Microphone	Nos.	15 Nos.	
12	Podium Microphone	Nos.	4 Nos.	
13	Power back up with fuel	Nos.	2 Nos.	
COLLATERALS				
1	Flower Arrangement (Gate, Stage Base, Backdrop, Podium,, Dia Stand)	1 Day	1 Day	
2	Photography and Videography	2 Days	2 Days	
3	Minimum Outer Light Decoration	2 Days	2 Days	



ON SITE BRANDING				
1	Welcome Board	12X8'-2 Nos.	192 Sqft	
2	Standee	3X6' – 6 Nos.	108 Sqft	

Note. Any other extra work, there will be extra cost on mutual basis.

Any other extra conditions to be mentioned here.

Place:

Date:

Signature of the bidder with seal

Full Name:



TERMS AND CONDITIONS FOR EVENT MANAGEMENT

1. All the bidders who will submit the tender with regard event management on the occasion of 26th Foundation Day of Utkal University of Culture schedule to be held on 04-01-2025 and 05-01-2025 will be invited on 27-12-2024 for negotiation regarding terms and conditions and prices. The bidders also have to present documentary evidences with regard to a variety of work done by them on different occasions at different places preferably with Govt. organisation.
2. The University authority is not bound to accept the lowest tenders and reserves the right to reject any or all tenders without assigning reason thereof. Considering the past experience, quality of work done previously, reputation, the presentations made and the quoted price, the Tender Committee shall decide to recommend the bidder for event management for the ensuing Foundation Day.
3. The bidder should agree to provide the requisite service with the following specifications for the successful conduct of the Foundation Day.

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4. The Event Manager will provide brand new white clothes for making all kind of arrangements.
5. The Event Manager shall be responsible for proper light and sound arrangement both at the meeting place, exhibition area, administrative building, 5 Accademi Blocks and garden.
6. The Event Manage will remain in regular touch with the University authority for all purpose.
7. In the event of any changes/modifications required which are not specified in the above list, the event manager shall comply to the need of the University.
8. The Event Manager shall handover the meeting stage, audience area, exhibition hall etc. completed in all respect to the University authority latest by 8.00 P.M. on 03-01-2025.
9. The work order will be given to the Event Manager, if approved by the Committee by 28.12.2024.



10. The Event manager shall submit bills along with all relevant documents immediately after conduct of the event. Payment shall be made accordingly.
11. The Event Manager shall solely remain responsible for safety, security and transportation of the goods and materials supplied by them. The University shall not remain responsible for any kind of loss or damage caused to the property of the Even Manager.
12. The bidder shall quote their price for all items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
13. The EMD amount of successful bidder will be refunded within a month on successful completion of the work. The EMD of the unsuccessful bidders shall be refunded soon after the completion of tender process. Tender paper without EMD shall not be accepted.
14. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents for verification, if required.
15. The rate offered by the firm shall be including of all taxes and duties.
16. The tender document should be submitted in two separate covers, one cover containing "Proforma for Technical Bid" and another cover containing the "Financial Bid" and finally packed in one cover and super scribed as "Tender paper for Event Management Services".
17. For any further query in this regard, the interested parities may contact
Sri Anjan Kumar Sahoo, Asst. Professor Mobile – 9437271224
Sri Pravat Ranjan Mohanty, DEO Mobile – 9439315671
18. The Bidders may visit the spot, take measurements and discuss the actual requirements, if necessary. For visit of the bidders, you may contact Sri Anjan Kumar Sahoo, Asst. Professor on Mobile – 9437271224

Accepted the above terms and conditions.

Signature of the Bidder with Seal

