

EOI DOCUMENT FOR SELECTION OF EVENT ORGANISER TO PROVIDE SERVICES AND OTHER MATERIALS FOR CELEBRATION OF STATE LEVEL NATIONAL VOTERS' DAY 2023 ON 25TH JANUARY 2023.

IMPORTANT INFORMATION TO THE APPLICANTS

Sl. No	Item	Description
1	Availability of EOI document	https://khordha.nic.in/
2	Date and time for submission of EOI documents by speed post/ Registered post/ courier/ hand	In all working days from 06.01.2023 up to 15.01.2023 (5.00 PM)
3	Opening of Sealed Eoi	15.01.2023(5.30 PM)
4	Indenting Authority	ERO & Sub- Collector, Bhubaneswar
5	Expected date of starting of work	20.01.2023

ERO & Sub- Collector, Bhubaneswar invites Expression of Interest (EOI) from the registered and experienced agencies to provide/manage services for celebration of 13th National Voters' Day ,2023 on 25.01.2023. The EOI aims to select successful agency for smooth preparation and celebration of National Voters' Day that will be responsible to provide/manage services as mentioned below.

1. SCOPE OF WORK AND GENERAL INSTRUCTION FOR APPLICANTS

ERO & sub- Collector, Bhubaneswar proposes to provide following services at Rabindra Mandap, Bhubaneswar.

FORMAT -B

Sl. No.	Brief description of the items	Tentative quantity required	Rate in Figure(RS)
1	Stage Setup , Dias Arrangement including backdrop, wings, sitting arrangement at Rabindra Mandap	1	
2	Sound System & Light for stage programme	1	
3	Sound Less Genset 85 KVA	1	



4	Box Type Gate at Rabindra Mandap	2	
5	Standee , T shape leg, size- 5ft X2.5ft.	20	
6	Temporary Hoarding Installation in different locations (10ft X 10ft)	5	
7	Carpeting from passage to welcome gate (in sq. ft)	1500	
8	Registration, Food Counter & Dummy Polling Station	3	
9	Snacks Packet for participants including water bottle	1500	
10	Tata Gulco for rally	1500	
11	Trophy 10 Inches Height	15	
12	Trophy for best DEO/ERO/BLO	30	
13	Certificate (A/4 size)	45	
14	Pla Card (size- 2ft X1ft)	200	
15	Videography and photography	2	
16	Invitation Card (Digital 4 colour print, size-7"X5", white envelop.)	200	
17	Badges for DIAS	20	
18	T- shirt for participants (XXL-200, XL-600,L-700)	1500	
19	White Cap with front printing	1500	
20	Selfie Point	2	

2. Eligibility Criteria for Selection of Implementing Agencies:

- i. The agency must have registered with appropriate registration authority.
- ii. Must have a PAN and 12AB registration under Income Tax Act and or GST and should furnish

the copy of returns filed before competent authorities.

iii. The agency should be working in similar and allied fields with proficiency and understanding of different programmers.

iv. The agency should also have expertise and manpower in providing services.

vi. The agency should not have any track record of contract termination of the previous assignments or any adverse report of performance or blacklisted by any state Govt./ Central Govt. Organization.

3. Application Procedure:

a. The interested applicant may submit the EOI document complete in all respects and other requisite documents on or before Dt.15.01.2023 addressed to ERO & Sub- Collector, Bhubaneswar, by registered Post/ Speed Post/ Courier/ hand.

b. A selection committee will be constituted for the purpose and decision of the committee shall be final & binding in regards to selection of Agency.

c. Any EOI received by the authority after the prescribed time and dateline shall summarily be rejected.

d. Any EOI received by the authority after the prescribed time and dateline for submission of EOI will not be opened and considered. Thus the same is deemed to be rejected.

4. Evaluation of EOI & Approval of Event Organizer.

a. The Evaluation Committee of Sub- Collector Office will evaluate the EOI and documents submitted by the agencies. Firstly, the document/papers asked in EOI will be evaluated. The agency will be selected by the Selection Committee basing on the lowest quoted price and there will be no compromise in supplying of lower quality materials. There after the qualified applicant will be short listed

5. Acceptance or Rejection of the EOI:

a. Authority reserves the right to accept or reject any EOI and to reject all EOIs at any time without assigning any reason thereof.

b. Any EOI with incomplete information is liable for rejection.

c. The Authority reserves the right to modify any term in the EOI document at the time of execution of contract, if felt necessary.

d. **Corrigendum/Addendum**, if any, will be uploaded in the website of www.khordha.nic.in

e. No advance payment will be made to the successful applicant.

f. District Administration will regularly monitor & supervise the services provided by the selected applicant.

g. This is not a EOI for any appointment or recruitment to any post.

h. All disputes relating to the contract is subject to the jurisdiction of the Court at Bhubaneswar.

6. Documents to be submitted with EOI:

- i. PAN Card and 12AB registration under Income Tax Act 1961 and or GST ii. Income Tax/GST returns of last year.
- ii. Filled up Format-B along with documents duly signed and sealed by the authorized person of the applicant in and each page as a token of acceptance of all terms and conditions of the EOI.
- iv. Declaration as per format C.

FORMAT-A

1. Name of the Event Organiser Agency:

2. Name of Secretary/ Chairman/ Director:

3. Full Address of Registered Office:

Telephone/ Mobile No. Fax No. E-Mail Address

4. Name & Mobile No. of Authorized Person

5. Registration Details (Act under which registered with no. & date)

(enclose copies of certificates & Byelaws)

6. Registration under Income Tax Act 1961 (PAN number, 12 AA, 80G etc.) (Enclose copies)

7. Financial status of the organization (encloses auditor's report & balance sheet with IT return certificate for last 3 years.

8. Activities/ programmes of the organization

9. Weather the organization is ever black Listed or charge sheeted by any authorities? If yes details thereof.

10. Details of Bank Account (with branch address, account number, IFSC/ RTGS code etc.)

11. Name and address of contact person with mobile & email address

12. Any other (specify)

Signature of Secretary/ President with Seal

DECLARATION BY THE EVENT ORGANISER (FORMAT-C)

It is hereby declared that I the undersigned have read and examined all the term & condition etc. of the EOI documents for which I have signed and submitted the bid under proper lawful power of attorney. It is also certified that all the term & condition of the EOI documents are fully acceptable to me and I will abide by the condition of the term & condition.

Date

Signature of Secretary/ President with Seal