



OFFICE OF THE ERO & SUB-COLLECTOR, BHUBANESWAR

Letter no. 3708 /Elec. dtd. 17.10.2024

To,

The DIO, NIC, Khordha

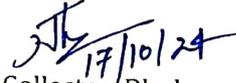
Sub: Publication of the EoI notice in the District NIC website

Sir,

With reference to the subject cited above, I am to request you to publish the EoI notice (enclosed) called for selection of successful event organizers for Patha Utsav 2024 on 29.10.2024 in the District NIC website.

This may be treated as **Most Urgent**.

Yours faithfully,



ERO & Sub-Collector, Bhubaneswar

Memo No. 3709 /Elec. dated 17.10.2024

Copy submitted to DIPRO, Bhubaneswar for favour of kind information. He is requested to publish the EoI notice (enclosed) called for selection of successful event organizers for Patha Utsav 2024 on 29.10.2024 in two local newspaper (English & Odia) on 18.10.2024.



ERO & Sub-Collector, Bhubaneswar

Memo No. 3710 /Elec. dated 17.10.2024

Copy submitted to DEO & Collector, Khordha for favour of kind information.



ERO & Sub-Collector, Bhubaneswar

Memo No. 3711 /Elec. dated 17.10.2024

Copy submitted to Addl.CEO-cum-Addl.Secretary to Govt., Home(Election)Department for favour of kind information.



ERO & Sub-Collector, Bhubaneswar



OFFICE OF THE ERO & SUB-COLLECTOR, BHUBANESWAR

Expression of Interest from Event Organizers

No. 3712/Elec. Date. 17.10.2024

Expression of Interest invited from Event Organizers (from 17.10.2024 to 24.10.2024 - 5 PM) for organizing the Patha Utsav & Walkathon to mark the initiation of Special Summary Revision 2025 Awareness Rally from Ram Mandir to Master Canteen Square.

The EOI aims to select successful Event Organizers that will be responsible to provide/manage services for organizing organizing the Patha Utsav & Walkathon. The details of scope of work, eligibility criteria and submission of details can be downloaded from website <https://khordha.nic.in/>. Last date and time for submission of the EOI documents by speed post/ Registered post/ courier/ hand in all working days up to dt. 24.10.2024.

This EOI does not entail any commitment on the part of Sub- Collector Office, Bhubaneswar either financial or otherwise. ERO & Sub- Collector, Bhubaneswar reserves the right to accept or reject any or all without incurring any obligation to inform the affected applicant of the grounds. The EOI will be evaluated based on the information provided.

-sd-
ERO & Sub-Collector, Bhubaneswar



EOI DOCUMENT FOR SELECTION OF EVENT ORGANISER TO PROVIDE SERVICES AND OTHER MATERIALS FOR ORGANSIATION OF PATHA UTSAV 2024 ON DTD 29.10.2024

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 17.10.2024 up to 24.10.2024 (5.00 PM)
3	Opening of Sealed Eoi	24.10.2024
4	Indenting Authority	ERO & Sub- Collector, Bhubaneswar
5	Expected date of starting of work	28.10.2024

ERO & Sub- Collector, Bhubaneswar invites Expression of Interest (EOI) from the registered and experienced agencies to provide/manage services for organsiation of PATHA UTSAV 2024. 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	Standee , T shape leg, size- 5ft X2.5ft.	4	
2	Temporary Hoarding Installation in different locations (10ft X 10ft)	5	
3	Registration, Food Counter & Dummy Polling Station	3	
4	Snacks Packet for participants including water bottle	1000	
5	Tata Gluco for rally	600	
6	Pla Card (size- 2ft X1ft)	200	
7	T- shirt for participants (XXL-100, XL-200,L-300) with logo	600	
8	White Cap with front printing	600	

9	Selfie Point	2	
10	Banner for Patha Utsav	2	
11	Signature Collection	1	
12	Kiosks	3	
13	Leaflet	500	
14	Photography and Videography		
15	Stage setup with Mike and Sound System	2	

***Any other material to be specified at the time of the requirement.**

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.24.10.2024 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

