



RFQ NO: 375

REQUEST FOR QUOTATION

**FOR
EXECUTION OF EVENT FOR “MUKTESWAR DANCE FESTIVAL-2025
FROM 23.01.2026 TO 25.01.2026” THROUGH EMPANELLED EVENT
MANAGEMENT AGENCIES (CATEGORY A)**

TENDER SCHEDULE

Availability of Tender documents	: 08.01.2026 at 11.30 A.M.
Last date for submission of Sealed Tender	: 13.01.2026 up to 12:30 P.M.
Opening of Technical bid	: 13.01.2026 at 04.30 P.M.
Opening of Financial bid	: 15.01.2026 at 11.30 A.M.

Issued by:

**Director
Odia Language Literature & Culture Department
Bhubaneswar**



Odia Language Literature & Culture Department

Sanskriti Bhawan, Bhubaneswar, Odisha

Letter No. 375

Date: 08 / 01 / 2026

1.	The Odia Language Literature & Culture Department, Government of Odisha invites financial proposals from the empaneled bidders under Category "A" for "Celebration of Event for Mukteswar Dance Festival-2025 from 23.01.2026 to 25.01.2026" through Empanelled Event Management Agencies (Category A). The interested and empaneled bidders with OLL&C Department, as detailed in DTCN, may apply for the same in OFF-LINE mode.		
2.	Nature of Works	:-	"Celebration of Event for Mukteswar Dance Festival-2025 from 23.01.2026 to 25.01.2026" through Empanelled Event Management Agencies (Category A)
3.	Availability of bid document in the website	:-	From 11.30 AM of 08.01.2026 to 13.01.2026 up to 12.30 P.M.
4.	Last date of receipt of Bid	:-	13.01.2026 up to 12.30 P.M.
5.	Mode of Receipt of Bids	:-	Through Speed Post/ Registered Post (India Post)/Courier and by hand.
6.	Date of opening of Technical Bid	:-	Date: 13.01.2026 at 04:30 P.M.
7.	Date of opening Commercial Bid	:-	Date: 15.01.2026 at 11.30 A.M.
8.	Address for Business query and correspondence	:-	Odia Language Literature & Culture Department, Sanskriti Bhawan BJB Nagar, Bhubaneswar-751014 Website- https://culture.odisha.gov.in/ E-mail Id- directorofculture@gmail.com
9.	Category of Empanelled Event Management Agencies	:-	Category "A" Only.
10.	Duration of the Event	:-	From 23.01.2026 to 25.01.2026
11.	The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Notice Board of Sanskruti Bhawan of Odia Language Literature & Culture Department. Any addendum /corrigendum / cancellation of tender can also be seen in the said websites.		


8.1.26
Director

Odia Language Literature & Culture Department
Bhubaneswar

1. GENERAL TERMS AND CONDITIONS

- a) Bids are restricted only to agencies empanelled of Category “A” under OLL&CD and valid as on bid due date.
- b) Quotations which shall be placed in sealed covers super scribing the name of work and the due date shall be received by the Director, Odia Language Literature & Culture Department in a sealed envelope up to **13.01.2026 by 12.30 P.M.** The quotations will be opened on **13.01.2026 at 04.30 P.M.**
- c) Period of completion of the work is 20 days which shall be reckoned from the day of placing of work order. If you fail to complete the work within the stipulated period and no justifiable reasons are found for the delay, you shall be liable to pay the compensation for delay at the rate of (1%) one percent of the total value of work order per week of delay subject to a maximum of 5% of the work order value. The amount of compensation for delay or waiver of compensation for delay in case of justified reasons shall be decided at the discretion of the Director, Odia Language Literature & Culture Department and the same shall be final and binding on the concerned party.
- d) On satisfactory completion of work, final bill shall be submitted by the successful bidder to the Director, Odia Language Literature & Culture Department and same shall be processed for payment through E- Payment only. Successful bidder should give their bank details for e payment. **OLL&CD does not make any advance Payment.**
- e) The rates quoted shall be all inclusive such as Excise Duty, Transportation, freight, packing & forwarding, installation etc and **exclusive of GST**. The work shall be carried out as per the specifications mentioned in the Annexure –II or better.
- f) The OLL&CD reserves the right to exclude any party from the quotation process, postpone/cancel the quotation process or vary the quantity of items without assigning any reason thereof. In any disputes arising out of this, the decision of the Director, Odia Language Literature & Culture Department shall be final and binding on both the parties.
- g) Submission of quotation implies that the bidder has read all the terms & conditions and he has made himself aware of the scope and specifications of the supply to be done and of conditions and other factors having bearing on the execution or the nature of the specified work.
- h) All rates shall be quoted on the quotation prescribed form. Rates given on separate pages will not be entertained. Only quoted rates shall be considered. Any quotation containing percentage below/above the rates quoted is liable to be rejected.
- i) A Bidder shall submit a responsive bid, failing which his Quotation will be liable to be rejected, A responsive bidder is one who submits priced Quotation and accepts all terms and conditions and the specifications of contract documents without any major modifications.

- j) The bidder further guarantees that, the equipment supplied by him shall be free from all defects in design, material and workmanship and shall, upon written notice from the purchaser fully remit, free of expenses to the purchaser such defects as developed under the normal use of the equipment within a period of guarantee specified in the relevant clause of the general terms and conditions of the Purchase Order.
- k) The bidder wherever applicable, shall properly pack all equipment in such a manner so as to protect them from deterioration and damage during Air/Rail and Road Transportation to the site and the bidder shall be held responsible for all damages due to improper packing. The cost of damages or replacement of store will be on account of the bidder.
- l) The successful bidder shall also give all dispatch information concerning the right size and the content of each packing including any other information' the Purchase may require.
- m) The successful bidder shall in his own interest arrange, secure and maintain insurance as may be necessary against all possible risks, at his own cost.
- n) The OLL&CD reserves the right to terminate the contract either in part or in full due to any reasons other than terms and conditions specified herein, by giving 5 days' notice in writing to the bidder of his intention to do so.
- o) The selected agency shall abide by all the conditions of the RFP and Service Level Agreement (SLA) signed with the Department.
- p) The Bidder has to quote his best suited final price as per the scope mentioned in the Annexure III.
- q) In case, during execution, there are items not included in the Bill of Quantities (BOQ), the bidder must obtain prior approval from the competent authority before proceeding with the work. Only after receiving final approval should the bidder execute the additional items. Failure to obtain such approval before execution will result in no claim or payment for those items

r) Submission of Quotation:

Quotations must be submitted in the prescribed format, duly signed and sealed by the authorized signatory of the agency, within the stipulated date and time mentioned in the notice.

- i. The Quotations shall not have any conditions.
- ii. The Quotations shall be submitted which shall include three envelopes
 - i) Technical Documents with methodology & Approach
 - ii) Financial Quotations
 - iii) Cover Envelope comprising both the documents.

s) Empanelment Restriction:

Only agencies empanelled under the Odia Language, Literature & Culture Department are eligible to participate. Quotations received from non-empanelled agencies shall be summarily rejected.

t) Validity of Offer:

The quoted rates shall remain valid for a minimum period of 30 (thirty) days from the date of submission of quotation.

u) Rates & Taxes:

All rates shall be quoted in Indian Rupees (INR), exclusive of GST. Applicable taxes shall be shown separately. The quoted rates shall include delivery, installation, dismantling, transport, and all incidental charges.

v) Price Escalation:

No escalation of rates will be allowed under any circumstances during the validity period of the quotation.

w) Work Order:

The work order shall be issued to the agency whose quotation is found to be Highest (H1) and responsive to the requirements of the Department.

x) Execution of Work:

The agency shall be responsible for complete and timely execution of the assigned work as per approved design, specification, and instructions of the Nodal Officer.

y) Safety and Security:

The agency shall ensure adequate safety arrangements during execution of work. Any loss or damage to public property or injury to any person arising out of negligence of the agency shall be the sole responsibility of the agency.

z) Permissions and Clearances:

All statutory, police, traffic, and civic permissions required for the event shall be obtained by the agency in coordination with the Department. Necessary documentation shall be produced for record.

aa) Workmanship and Materials:

All materials and installations shall be of good quality, safe, and conform to the approved standards. The Department reserves the right to inspect and reject sub-standard work.

bb) Inspection and Supervision:

The work shall be carried out under the supervision of the Department's authorized officer. The Department reserves the right to verify, inspect, and test any part of the work at any stage.

cc) Payment Terms:

Payment shall be made on successful completion of the event and submission of the final bill along with photographs, videos, and satisfactory performance report certified by the Nodal Officer.

Ab) Deductions:

Statutory deductions such as TDS, GST-TDS, etc. shall be made as per prevailing Government rules.

Ac) Liquidated Damages:

In case of delay or non-performance, liquidated damages up to 1% of the total value per day, subject to a maximum of 10%, may be imposed at the discretion of the Department.

Ad) Termination:

The Department reserves the right to terminate the work order at any stage without assigning any reason, if the performance of the agency is found unsatisfactory or non-compliant.

Ae) Force Majeure:

Neither party shall be liable for failure to perform obligations due to unforeseen circumstances such as natural calamity, civil disturbance, or Government restrictions.

Af) Blacklisting / Debarment:

Any agency found indulging in fraudulent practice, misrepresentation, or poor performance may be blacklisted/debarred from future assignments of the Department.

Ag) Dispute Resolution:

Any dispute arising out of this quotation or work order shall be referred to the Secretary, OLL&CD, whose decision shall be final and binding. Jurisdiction shall lie with the Courts at Bhubaneswar only.

Ah) Right of Rejection:

The Department reserves the right to accept or reject any or all quotations, or to cancel the quotation process at any stage, without assigning any reason thereof.

Ai) Interpretation:

In case of any ambiguity or dispute regarding interpretation of any clause in this document, the decision of the Department shall be final and binding.

2.0 Scope of Work

The scope of work shall broadly include planning, designing, coordination, and execution of all activities related to the successful organization of the event. The detailed components of work are as follows: (Annexure -III)

- A. Event Conceptualization and Planning
- B. Infrastructure and Logistics
- C. Branding, Printing & Publicity
- D. Event Management & Coordination
- E. Cultural and Entertainment Component
- F. Safety, Compliance & Documentation

3.0 Evaluation of bids

Evaluation of the Technical and financial proposals will be based on **Quality and Cost Based Selection** mode with weightage of 70% and 30% for technical and financial proposals, respectively.

- A. In the first phase the Technical Proposals shall be evaluated based on eligibility criteria as mentioned in this TOR.
- B. In the second phase the firms which satisfy the eligibility criteria shall be given marks based on Table: 1 as below TOR. Accordingly, firms will be ranked based on the marks allotted to them.

Sl.No	Parameters	Maximum Marks
1	<p>Experience</p> <p>The Bidder must have similar nature of Central/State Government /PSU experience in the last 5 years from the date of submission:</p> <ul style="list-style-type: none"> i- 01 Events- 05 Marks ii- 02 Events – 10 Marks iii- Above 05 Events -20 Marks 	20 Marks
2	<p>Approach & Methodology</p> <ul style="list-style-type: none"> A. Event Conceptualization and Planning B. Infrastructure and Logistics C. Branding, Printing & Publicity D. Event Management & Coordination E. Cultural and Entertainment Component F. Safety, Compliance & Documentation G. Work Plan & Deliverables 	80 Marks
	<p>Approach & Methodology must be submitted along with the work plan in maximum 20 nos. of A4 pages.</p> <p>No Further presentation shall be conducted</p>	
3	Maximum Marks	100 Marks

- a) For each Technical Proposal, the total points that can be awarded for each Bidder are 100, and the minimum technical score (T) that a Bidder requires to qualify for opening of the Financial Proposal is 70.
- b) The highest evaluated Technical Proposal (Th) shall be given maximum Technical Score (St) of 100. The formula for determining the Technical Scores (St) of all other proposals is calculated as following:

$$St = 100 \times T/Th$$
, in which “St” is the Technical Score, “Th” is the highest Technical Score given, and “T” is the Technical Score of the proposal under consideration.
- c) FINANCIAL EVALUATION (3rd Stage): The financial proposals of the bidders qualifying the technical evaluation (2nd Stage) only shall be opened at this stage in the presence of the bidder’s representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.
- d) The lowest evaluated financial proposal (Sf) will be given a maximum financial score (Fm) of 100 points. The formula for determining the financial scores of other proposals will be computed as follows:

$$Sf = 100 \times Fm/F$$
, in which “Sf” is the financial score, “Fm” is the lowest price,
 e) and “F” the price of the Proposal under consideration.

4.0 Evaluation process:

Proposals shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal (0.7); P = the weight given to the Financial Proposal (0.3); T + P = 1) as following:

$$S = St \times T + Sf \times P,$$

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and Third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

ANNEXURE –I

TECHNICAL BID

Sr. No.	General particulars of the Agency	Details to be filled up by the Bidder
1	(a) Name of the Agency	
	(b) Registered address with telephone nos.,	
	Mobile no.	
	E-mail ID	
	(c) Year of Establishment/ Incorporation	
	(d) Authorized Person's i. Name & Designation ii. Tel. No. Landline iii. E-mail ID: iv. Mobile v. fax:	
2	Type of Firm: Private Ltd./ Public Ltd./ Cooperative/ PSU. (Please enclose copy of Memorandum/ Articles of Association/ Certificate of Incorporation)	
3	GST No	GST No. (Copy of self-attested certificate attached) Yes/ No (page No.)
4	The firm/ agency should have PAN No.	PAN No. (Copy of self-attested certificate attached) Yes/ No (page No.)

Note: Agencies/ Bidders not submitting full information/ documents at the first instance shall be rejected

Signature with stamp: _____

Date: _____

Full Name: _____

Address: _____

Annexure II

FINANCIAL BID

Name of Work: - “Celebration of Event for Mukteswar Dance Festival-2025 from 23.01.2026 to 25.01.2026”through
Empanelled Event Management Agencies (Category A)”.

Sl.No	Nature of Works	Financial Quote
1	As per the Scope Mentioned in Annexure III	
	Total (In Rs.)	
	In Words	

NOTE:

1. Above rates are inclusive of all types of Duties & Levies, Transportation Charges and Transit Insurance where necessary, Packing & Forwarding and other miscellaneous Overheads, installation charges etc. and excluding GST.
2. The Bidder has to go through the scope of work in detail before submitting the final rates.
3. The scope of work may vary upon actual requirements/execution.
4. If it is determined that the quoted bid price is significantly lower than the prevailing market rates, the authority reserves the right to reject the bid and consider awarding the contract to the H2 bidder.
5. When requested by the Employer or the Competent Authority, the bidder shall provide a detailed cost breakup of the quoted price for each individual item included in the bid.
6. The Highest Score through QCBS will be selected.
7. Validity of quotation: 90 days
8. All the Designs & Sizes should be followed as per I&PR Norms.

I/We have carefully read and understood the terms and conditions of the arrangements for the supply of listed item and the prescribed specifications for which this quotation is submitted and in the event of my/our quotation being approved we undertake to strictly comply with them.

Date: Signature of Bidders:

Place:

Full Name:

Address (with seal):

Annexure III

Mukteswar Dance Festival

At:- Mukteswar Temple Bhubaneswar,

Sl No	Paticular	Nos	Length	Width	Qty	Units	Rate	Amount
1	Thematic Gate 15'x25'x15'				3	Nos		
2	Thematic Standby				10	Nos		
3	Standby: Blackout flex mounted on frames Outside the Venue	60	3	6	1080	Sqft		
4	Mini Hoarding: Blackout flex mounted on frames Outside Venue	30	10	8	2400	Sqft		
5	Mini Hoarding: Blackout flex mounted on frames inside the Venue	10	10	8	800	Sqft		
6	Hoarding Blackout flex mounted on frames inside the Venue	6	16	10	960	Sqft		
7	Red Carpeting		600	80	48000	Sqft		
8	Vinly Sunboard Branding for Light Tower	6	5	6	180	Sqft		
9	Bamboo Barricading with black cloth masking Bothside wall of the event area 7300 rft				7300	Rft		
10	LED wall	2	12	8	192	Sqft		
11	Stage 1: Main stage	1	40	40	1600	Sqft		
12	Stage 2: For Musical group	1	32	8	256	Sqft		
13	Stage 3: Ramp for Lord Ganesh Ji	1	12	4	48	Nos		
14	Stage 4: for Artist & Guest	2	8	8	128	Sqft		
15	Truss				2	Nos		
16	Backdrop: Bamboo Barricading with black cloth masking	1	150	60	9000	Nos		
17	Camera Riser	3	16	4	192	Nos		
18	Green Room: Water Proof Cloth Ceiling & Walling with carpeting	1	50	30	1500	Sqft		
19	VIP / VVIP Lounge with premium seating & décor(15'x15')	1				L.S		
20	Wayfinding Signages (directional, bilingual)	10				Nos.		
21	Help Desk / Information Kiosk	1				Nos.		
22	Artist Reception Desk (Protocol-trained staff)	1				Nos.		
23	Dedicated Artist Transport (Tempo / Innova with driver)	10				Nos.		
24	Welcome Kit for Artists (Folder, Program, Souvenir)	100				Nos.		
25	Fire Extinguishers (10 Kg ABC)	10				Nos.		
26	CCTV Surveillance (Entry, Stage, Control Room)	1				L.S		
27	Waste Segregation Stations (Wet/Dry)	5				Nos.		
28	Cultural Souvenir Stall (Odisha Handicrafts) (10'x10')	2				Nos.		
29	Round Table with cover				20	Nos		

30	Long Table				30	Nos		
31	Plastic Chair				500	Nos		
32	Steel Banquet chair with white cloth cover				800	Nos		
33	sofa 1-seated				10	Nos		
34	sofa 3-seated				20	Nos		
35	Brass Sofa				20	Nos		
36	Mojo Barricading rate				750	Rft		
37	Turkish				100	Nos		
38	Tea Poy wooden				20	Nos		
39	Pipil Umbrella				15	Nos		
40	Deepa Stand				1	Nos		
41	Matka Decoration				300	Nos		
42	Natraj Murti				1	Nos		
43	Tray with velvet Cloth				3	Nos		
44	Steel Queue Manager				20	Nos		
45	Pagoda (16' X 16')				3	Nos		
46	Wooden Platform For Pagoda	3	16	16	768	Sqft		
47	3D Letter Cutting Light For Selfie zone				1	Nos		
48	Sound System				1	Set		
49	Light Décoration				1	Set		
50	Light Tower				4	Nos		
51	Flower Plant with Base				300	Nos		
52	Flower Pot Decoration				300	Nos		
53	Octnomo Stall inside the Green room: Light, Mirror, Table (10' X 10')				8	Nos		
54	Bio Toilet				2	Nos		
55	Large Dustpin For Garbadage Collection				50	Nos		
56	Flower Décoration for 2 days - Stage , Gate , Deepa , Nataraj Murti				1	Set		
57	Flower Bouquet- Standard				250	Nos		
58	Flower Bouquet- VIP				75	Nos		
59	Rose Flower				100	Nos		
60	Small Size Gajara Mala				2	Nos		
61	Uttariya				125	Nos		
62	Tiffin Packet				200	Person		
63	Tea, coffee				200	Person		
64	Dry Fruits & Ready to Eat foods for VVIP(Biscuit, Kaju, Amanda, Chaman, Dates)				300	Person		
65	Memento for Guest				30	Nos		
66	Security Guard: Per shift 6 person, 3 shift per day 18 Shift				18	Shift		
67	125 Kva Silent Generator with 8 hours running time				5	Nos		
68	Consumption of Fuel Reharsal day & event day				850	ltr		
69	House Keeping and Jhuna Wala					LS		
70	Water bottle 300ml				3000	nos		

71	Refreshment for VVIP				160	Pkt		
72	Labour Charges				8	Person		
	Total Amount							

In Words

Total