****

COLLEGE OF ENGINEERING AND TECHNOLOGY

(An Autonomous and constituent college of BPUT, Odisha

Techno campus, Mahalaxmi Vihar, BHUBANESWAR – 751029

 No. 3456 /CET Date- 27.10.18

 **SHORT TENDER CALL NOTICE**

Sealed tenders are invited under two bid systems from Registered Firms /Agencies for 36 Hours Event Management of Smart Odisha Hackthon-2018 on 13th and 14th November, 2018 at our college. The details of event management and the bid details with terms and conditions are to be downloaded from the college website [www.cet.edu.in](http://www.cet.edu.in). The sealed tender will be received by speed post/ registered post /Drop Box/courier only. No hand delivery will be accepted. The authority will not be held responsible for any delay in receipt of the tender. Tender received after the scheduled date and time will not be considered. The last date of submission of tender is **November 06, 2018 (up to 1:00 PM)** and those will be opened in the same day i.e. on November 06, 2018 at 3:00 PM in the office of the Principal, College of Engineering and Technology, Bhubaneswar in the presence of bidders and/or their nominees.

The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof.

**Sd/-**

**PRINCIPAL**

**SHORT TENDER NOTICE**

ENGAGEMENT OF AGENCY FOR EVENT MANAGEMENTOF “SMART ODISHA HACKATHON - 2018”

**OCT 2018**

**College of Engineering and Technology**

Kalinga Nagar

Ghatikia, MahalaxmiVihar

Bhubaneswar - 751029

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# INTRODUCTION

1.1 **Introduction**

The **Biju Patnaik University of Technology (BPUT), Odisha**, believes in “**Think Good, Do Good, Be Good**" philosophy and offers education as a service. It was established in November 2002 through an act of the Government and is situated at **Rourkela: The Smart City**. The Biju Patnaik University of Technology took its birth in the year 2003 with the laying of the foundation stone by **Bharat Ratna** late **Dr. A.P.J. Abdul Kalam**, the Hon’ble President of India. Today, the University has 150 colleges, both constituent and affiliated, with more than 1,00,000 students. The primary objective of establishing the University is to ensure high quality of students passing out of technical colleges through a standard curriculum and uniform evaluation. The disciplines include engineering and architecture, business management, computer studies and pharmacy etc. Most of the institutes of BPUT are offering both Under Graduate and Post Graduate studies.

BPUT has the vision to become a world class brand name in providing the technical education to build creative workforce needed for industry and academia. Further, it believes in creating wealth and prosperity in the society through the application of technical knowledge. It has a mission to facilitate creation of an intellectually stimulating and emotionally pleasurable teaching environment for the students and the faculty. To achieve its purpose, the University provides various platforms to their students for quality learning, innovation and creation of a knowledge society. In the changing scenario, the university has adopted a model of PPIP (Public-private-Industry-partnership) to make the education more meaningful and relevant.

BPUT believes in bringing a change and solving complex problems in the society through technology. The Hackathon will act as an incubator for the innovative ideas in the thematic areas of Urban Problems, Ecology & Environment, Education & Skill Development, Healthcare, Disaster Management, Agriculture and Industry Oriented Problems. The prize winners will get the opportunity to showcase their product on 15th November 2018 before the departments of the Government of Odisha and incubate the promoters at “**Make in Odisha Conclave-2018**”. The Government invites the best talents to incubate Start-ups within Odisha and be the forces that shape Odisha’s greatness.

**1.2 About Hackathon**

The **Make in Odisha Conclave-2018** is the flagship biennial business event of the Government of Odisha. The conclave focuses on identifying growing practices which can contribute towards the development of the state. It opens, invites and nurtures purpose-driven entrepreneurs harnessing the power of technology to solve some of Odisha’s toughest problems using business models that are specific to the state or can be replicated in similar scenarios, anywhere in the country. Being a global platform, it provides a runway to innovative ideas from where they can take off and soar high.

The student community is an integral part in venturing development projects owing to their innovative and enthusiastic approach towards a problem. To harness their talents, “**Smart Odisha Hackathon**” involving students across India is being organised on 13th -14th November 2018 at College of Engineering and Technology(CET), Techno Campus, Kalinga Nagar, Ghatikia,Bhubaneswar by **Skill Development and Technical Education Department, Government of Odisha** in association with the **Biju Patnaik University of Technology (BPUT), Odisha**.

**1.3 Prime objective of conducting the event**

The idea behind the 36 hours Hackathon is to attract talented brains to identify innovative IT solutions for public service delivery and good effective governance.

**1.4 List of activities**

36 hours non-stop hackathon at CET, Bhubaneswar campus which shall include inaugural, hackathon and cultural program. For the smooth conduct of the activities stated ibid, CET seeks to hire a single competent agency having experience and expertise in event management.

**1.5. Instructions to the Applicants**

1. Firms are hereby invited to submit their Short Tender (SHORT TENDER) for providing their services to College of Engineering and Technology, Bhubaneswar. The Contract shall be for a period of 1 months, i.e. the Agency shall execute the scope of work mentioned in this document during the Smart Odisha Hackathon - 2018 only.
2. A description of the assignment, terms of reference and its objectives are given in Section-2 of this document.
3. To obtain firsthand information on the assignment, the Agency may make visits to College of Engineering and Technology, Bhubaneswarbefore submitting the proposal.
4. Please note that the expenditure incurred towards cost of preparing the proposal and negotiating the contract, including the site visits, are not reimbursable as a direct cost of the assignment.
5. CET is not bound to accept any of the proposals submitted. CET may reject any and / or all the proposals without assigning any reasons thereof.

**1.6 Consortium**

**Keeping in view the scope of work, Consortiums / Joint Ventures are NOT allowed**. Proposals from Bidders, applying individually shall be considered for evaluation. Firms applying in consortium / joint venture shall be summarily rejected. Firms/Agencies desirous of participating in this Bid should not have been debarred/blacklisted by any Central or State Government / Public Sector Undertaking.

**1.7 Documents**

The SHORT TENDER document shall be available from the advertisement date till the bid due date on the website www.cet.edu.in.

1. Bidders are advised to submit their proposal in the appropriate formats specified in this document.
2. At any time before the submission of proposals, CET may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited consulting firm modify the document by amendment. The amendment will be notified in the website http://empmissionodisha.gov.in/and revised documents / clarification if any, shall also be uploaded on the website.
	1. **Pre-bid Meeting:**

To address the queries of Bidders on the project scope and bid document, a pre-bid meeting is scheduled be held at College of Engineering & Technology, Techno campus, MahalaxmiVihar, Ghatikia, Bhubaneswar

**The date, time and venue of Pre-Bid Meeting shall be:**

Date : 2nd Nov 2018

Time : 3 PM

Venue : Office Chamber of the Principal

**Bidders are advised to submit their queries addressed to thePrincipal, College of Engineering and Technology (CET), Bhubaneswar by2Nov 2018,1 PM.** The responses to the queries shall be uploaded in the website after the pre-bid meeting on 3Nov 2018.

1.9 **Communications:**

All communications including the submission of Proposal should be addressed to:

**To,**

 **The Principal**

College of Engineering & Technology (CET),Bhubaneswar

Techno Campus, MahalaxmiVihar, Ghatikia

Bhubaneswar -751029

e-mail: principalcet@cet.edu.in

Phone: 9437189863

**1.10 Schedule of Selection Process:**

CET shall endeavor to adhere to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Event Description** | **Date** |
| 1. | Issue of Tender Notice | 27 Oct 2018 |
| 2. | Pre-Bid Meeting | 02 Nov 2018 at 3 pm  |
| 3. | Proposal submission last date | 06 Nov 2018 by 1 pm |
| 4. | Opening of Technical Proposal | 06 Nov 2018 at 3 pm |
| 5. | Opening of Financial Proposals | 07 Nov 2018 at 1 PM |

**1.11 Preparation of Proposal**

(i) Bidders are requested to submit the proposals as per the attached formats only. **The proposals, which are not submitted in the required format, are liable to be rejected by CET.**

* 1. The requirement of information to be provided by the Bidder, i.e. the Technical and Financial Proposal, is described in Section-3 of this document. Bidders are requested to go through the SHORT TENDER document carefully before preparing and submitting their proposal.
	2. The Bidders may be disqualified, if information sought in the SHORT TENDER is not provided.
	3. Any proposals containing vague and indefinite expressions will not be considered.

1.12 **Submission of Proposal**

* 1. The Bidders should submit their proposals in two packets in the following manner:
		1. **Technical Proposal**: (Marked **“Technical Proposal for Event Management of Smart Odisha Hackathon - 2018 – 2018”** at the top of the envelope) should contain all the detail sought by CET.
		2. **Financial Proposal**: (Marked “**Financial Proposal for Event Management of Smart Odisha Hackathon - 2018 – 2018**” at the top of the envelope) should contain the commercial proposal as per prescribed format in Section – 5 (Annexure–B).
		3. Both the envelopes shall be placed in an outer sealed cover marked as “**Proposal for Event Management of Smart Odisha Hackathon - 2018 – 2018**”.
	2. The Bidders are advised in their own interest to ensure that completed proposal reaches the designated office at the address mentioned on or before the date stipulated in the document.
	3. Proposals should be submitted through Speed Post/ Registered Post / Courier/Drop Box only.
	4. Proposals submitted through Telex / Telegraphic / Fax / Email / by hand will not be considered and shall be summarily rejected.
	5. CET will not be responsible for loss of proposal or for delay in transit.
	6. Proposals for both the stages shall be submitted in prescribed Performa along with other documents and placed in sealed cover addressed to:

**To,**

 **The Principal**

College of Engineering & Technology (CET),Bhubaneswar

Techno Campus, MahalaxmiVihar, Ghatikia

Bhubaneswar -751029

e-mail: principalcet@cet.edu.in

Phone: 9437189863

* 1. **Proposal Submission Deadlines:**

The Bidders shall submit the proposals for both the Stages as per the timelines stated.

**1.14 Late Proposals**

Proposals received after the date stipulated in this document for submission mentioned in this SHORT TENDER shall not be considered and shall be summarily rejected.

**1.15 Proposal Validity Period**

The proposals shall be valid for acceptance by CET for a period of Ninety (90) days from the Bid Due Date.

* 1. **Proposal Evaluation**
1. The Technical Proposals submitted on the time & date stipulated in this SHORT TENDER shall be opened, in presence of Bidders who choose to remain present. The name of the Bidders who have submitted their proposals shall be announced.
2. Prior to evaluation of proposals submitted, CET will determine whether each proposal is responsive to the requirements of the SHORT TENDER. CET may, in its sole discretion, reject any proposal that is not responsive hereunder. A proposal shall be considered responsive only if:
	1. Proposal prepared have been as per the format specified in the SHORT TENDER;
	2. it is received by the due dates stipulated in the SHORT TENDER including any extension thereof granted by CET;
	3. it is accompanied by the Bid Security & Bid Processing Fee as per the provisions of this SHORT TENDER;
	4. it contains all the information (complete in all respects) as requested in the SHORT TENDER;
	5. it does not contain any condition or qualification; and
	6. it is not non-responsive in terms thereof.
3. CET reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by CETin respect of such proposals.
4. CETwill carry out the evaluation of all responsive proposals in the manner stipulated in the SHORT TENDER document.
5. Based on the evaluation of credentials submitted by bidders in the Technical Proposal, they shall be qualified and the Financial Proposals shall be opened in the presence of the qualified Bidders.
6. CET shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
7. Bidders are advised that the selection process shall be entirely at the discretion of the CET. Bidders shall be deemed to have understood and agreed that CET shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
8. Any information contained in the Proposal shall not in any way be construed as binding on CET, its agents, successors or assigns, but shall be binding against the Bidder if the assignment is subsequently awarded to it.
	1. **Bid Security**

**1.17.1 Bid Security**

* + 1. A Bid Security of **Rs.1,00,000.00** (**Rupees One Lakh Only**) in the form of Demand Draft drawn in favor of **College of Engineering & Technology**and payable at any Nationalized / scheduled bank having branch in Bhubaneswar, shall be submitted by all the Bidders along with the Technical Proposal.
		2. Proposals not accompanied by the Bid Security shall be rejected as non-responsive.
		3. No interest shall be payable by CET for the sum deposited as Bid Security.
		4. The Bid Security of the unsuccessful bidders would be returned back within ten days of issuance of Letter of Intent to the successful Bidder.

**1.17.2** The Bid Security shall be forfeited by the CET in the following events:

* 1. If the proposal is withdrawn during the validity period or any extension thereof.
	2. If the proposal is varied or modified in a manner not acceptable to CET after opening of tender during the validity period or any extension thereof.
	3. If the Agency tries to influence the evaluation process.
	4. If the Preferred Agency withdraws his proposal during negotiations.
	5. **Bid Processing Fee**

All bidders are required to pay **Rs. 2,000/- (Rupees Two Thousand) only towards Bid Processing Fee** in the form of Demand Draft drawn in favor of **College of Engineering & Technology** and payable any nationalized /scheduled bank having branch at Bhubaneswar. **The Bid Processing Fee is Non-Refundable and is payable along with the Technical Proposal**.

* 1. **Solving Disputes:**

CET, the bidder and the manufacturer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract. All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

# 2. TERMS OF REFERENCE

1. **Objectives of the Assignment**

The broad objectives of this assignment is to provide event managements services in for Smart Odisha Hackathon 2018.

1. **Scope of Work**

The broad scope of work is mentioned in the following section. The detailed requirement of each item in the scope of work is mentioned in the format for Financial Proposal (**Annexure – B (ii)**).

* + 1. **Event Management & Branding**

The Agency is required to provide the necessary infrastructure support for conduct of the Smart Odisha Hackathon - 2018 as broadly classified in the following table. The detailed requirement of each item in the scope of work is mentioned in the format for Financial Proposal under **Annexure – B (ii)**.

|  |
| --- |
| 1. Infrastructure for Competition Area
2. Furniture, Fixture & Other Infrastructure
3. Security Cameras
4. Sound System
5. Power back up for competition days
6. Networking
7. Air conditioning
 |

**NOTE:**

1. The above scope of work is indicative in nature and may increase or decrease at a later stage.
2. The agency is required to provide all backup power with provision of DG sets and fuel for all the infrastructure / overlays being setup by the agency for the Smart Odisha Hackathon 2018 during November 13 -1 14, 2018 at College of Engineering & Technology, Bhubaneswar.
3. Any increase or decrease in the number of items as mentioned in the Bill of Quantity (BoQ) shall be paid on pro-rata basis.
4. **The agency is required to provide at least two residential technical supporting staff during 13 – 14 Nov, 2018 (24 x 2) for management of technical and electrical appliances to be supplied and installed by the agency for smooth conducting of entire Hackathon process without interruption.**
5. **PAYMENT SCHEDULE**

No advance shall be paid to the selected agency. The payment will be made within seven day of submission of bills after completion of event.

#

# 3. SUBMISSION OF SHORT TENDER

1. The SHORT TENDER bids must be submitted, in two separate envelopes :
	1. Technical Proposal – Envelope I
	2. Financial Proposal – Envelope II
2. **Technical Proposal**

The Technical Proposal should be provided with the following information, using the format for technical proposal provided in Section-5 of this SHORT TENDER document:

* + 1. Letter of Proposal – **Annexure A1**
		2. Particulars about the Bidder – **Annexure A2**
		3. Financial Capacity of the Bidder –**Annexure A3**
		4. Experience of Bidder in Similar Projects – **Annexure A4**

*All the projects cited needs to be submitted by supporting credentials (work orders / purchase orders / agreements / completion certificates) from clients.*

* 1. Bid Processing fees in the form of Demand Draft in favorof “**College of Engineering & Technology**” payable at Bhubaneswar
	2. Bid Security in the form of Demand Draft in favor of “**College of Engineering & Technology**” payable at Bhubaneswar
1. **Financial Proposal**
	* 1. The financial proposal should include remuneration for staff/ volunteer, accommodation, transportation and equipment, printing of documents/ materials and all other expenses related to the assignment.
		2. In the Financial Proposal, the Agency shall quote an item-wise rate for all elements in the scope. The specifications and quantity of items in scope of work isdetailed in the format enclosed in **Annexure–B (ii)**
		3. Please note that the Total Amount quoted by the bidders towards all items in the application for Smart Odisha Hackathon – 2018 shall be considered for financial evaluation.
		4. All costs must be expressed in Indian rupees only.
	1. **Checklist for Submission**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **Technical Proposal** |  |  | **Format** |  |  |  |
| 1 | Covering Letter |  |  | Annexure A1 |  |  |  |
|  |  |  |  |  |  |
| 2 | Bid Processing Fee (non-refundable)ofRs. 2,000/- (Rupees Two thousand)Only | Demand draft in favor of **College of Engineering & Technology** |  |
|  |  |  |  |  |  |
| 3 | Bid Security of Rs.1,00,000/- (Rupees One Lakh Only) | Demand draft in favor of **College of Engineering & Technology** |  |
| 4 | Particulars of Bidder |  |  |  Annexure A2 |  |
| 5 | Financial capabilities of the Bidder |  Annexure A3 |  |
| 6 | Details of experience in similar assignments  |  Annexure A4 |  |  |
| **B** | **Financial Proposal** |  |  | Annexure B (i) and (ii) |  |  |

# 4. EVALUATION CRITERIA

1. **Evaluation of Proposals**

The SHORT TENDER bids of those Bidders which would meet the minimum conditions of eligibility specified in Section 4.1.1, will be evaluated in two stages:

1. Technical evaluation based on eligibility criteria
2. Financial Proposal
3. **Pre-Qualification / Minimum Eligibility Criteria:**
4. The Bidder must be rendering event management and brand promotion services in same name and style for last **three years**(from the date of submission of bid). Documents like ROC registration, MoA of Company, AoA of Company, PAN, TAN, Service Tax / GST registration, etc. relating to business entity should be furnished, **and;**
5. The Bidder shall be an Income Tax Assesse for the last 3 (three) years, **and;**
6. In the last 3 (three) years (from the date of submission of bid), the Bidder should have solely undertaken and completed event management of minimum **5 (five) projects**with a minimum contract value of **Rs. 25.0 Lakhs** (Rupees Twenty five lakhs) for each project, **and;**
7. The firm should have a minimum turnover of **Rs.50 Lakhs** (Rupees Fifty Lakhs)in each of the last threefinancial years i.e.2015-16, 2016-17 and 2017-18. Copies of the audited financial accounts of **lastthree financial years** should be furnished along with a certificate from Chartered Accountant certifying the turnover of the Bidder from event management work as per prescribed format in Annexure - A3.
8. The Bidder should not have been black-listed by any Central or State Government(s) / Public Sector Undertaking.
9. **Technical Proposal Evaluation –** All bidders, who shall meet the eligibility criteria will be deemed as technically qualify for opening of financial bid.

**Note:** All projects should have been undertaken by the Agency in the last three Years from the date of submission of bid.

|  |
| --- |
| Relevant projects of National or International repute to be considered for evaluation of event management shall include large scale events under:* SportsCompetitions
* Award Ceremonies
* Business Summits / Conferences / Seminars
* Youth Services Events
* Cultural Events
* Music and Dance Festivals
* Marathons

**Note**: Social Events like private parties, marriages, etc. shall NOT be considered for evaluation |

1. **Opening of Financial Proposal:**

The financial proposal of those bidders qualified in evaluation of technical proposal shall be opened and evaluated in presence of such bidders on L1 basis.

* 1. The decision of CET as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.
	2. Notwithstanding the above, CET reserves the right to accept or reject any or all bids or to annul the bidding process.
1. After the contract has been successfully negotiated, Preferred Agency will be issued Letter of Intent by CET. If the negotiations do not reach any conclusions and if the first Preferred Agency withdraws his proposal, CET may then invite Second Best Bidder.
2. The other Bidders, which did not meet the Minimum Eligibility Conditions or not shortlisted for other stages of evaluation, or also the Bidders who were technically qualified but were not selected except the second best Bidder, will be informed by CET that they were unsuccessful. The Bid Security of such Bidders will be refunded within 15 days after issue of LOI to the successful Bidder.
3. No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any Bidder, who tries to influence the evaluation, will be liable to be rejected.
4. **Performance Security**

The successful bidder shall deposit a performance security equal to 5% of the contract value in the form of a Bank Guarantee.

***Annexure - A1***

**Letter of Technical Proposal**

To

**The Principal**

College of Engineering & Technology (CET),

BHUBANESWAR – 751029

**Sub:** “**Proposal for event management of Smart Odisha Hackathon 2018 in Bhubaneswar**”

**Regarding Technical Proposal**

Dear Sir,

1. With reference to the short Tender Notice dated \_\_\_\_\_\_\_\_\_ for the above captioned project, and clarification issued by CET thereof, I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing services for **event management of Smart Odisha Hackathon – 2018 at CET Bhubaneswar**. The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to CET any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the CET to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we or any of our Associates 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 against the Bidder, 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.

I declare that:

* 1. I have examined and have no reservations to the SHORT TENDER Documents, including any Addendum issued by the CET;
	2. 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 of any tender or Short Tender issued by or any agreement entered into with the CET or any other public sector enterprise or any government, Central or State; and
	3. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
1. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.

8 The undersigned is authorized to sign the documents being submitted through this SHORT TENDER. (A copy of Power of Attorney may be enclosed)

10. In the event our firm is selected as the Agency for this project we shall enter into a contract with CET.

11.The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

12.The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory) (Name and seal of the Bidder)

**Power of Attorney (Sample)**

Know all men by these presents, we, ......................................... (Name of Firm and address of the registered office) do hereby constitute, nominate,appoint and authorize Mr / Ms........................................ son/daughter/wifeand presently residing at ................................. , who is presently employedwith us and holding the position of .................... as our true and lawfulattorney (hereinafter referred to as the “Authorized Representative”) 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 event management of Smart Odisha Hackathon - 2018 – 2018 in Bhubaneswar including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the CET, representing us in all matters before the CET, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the CET in all matters in connection with or relating to or arising out of our proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the CET.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative 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 Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

*IN WITNESS WHEREOF WE, .................... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .................... DAY OF ...................., 20\*\**

*For .......................................*

*(Signature, name, designation and address)*

*Witnesses:*

*1.*

*2.*

*Notarized Accepted*

*........................................*

*(Signature, name, designation and address of the Attorney)*

*Notes:*

*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 executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 50.0 (fifty) and duly notarized by a notary public.*

***Annexure - A2***

**Particulars of the Bidder**

**General Information about the Firm:**

1. Name of Company or Firm:
2. Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
3. Country of incorporation:
4. Registered address:
5. Year of Incorporation:
6. Year of commencement of business:
7. Principal place of business:
8. Brief description of the Company including details of its main lines of business
9. **Name, designation, address and phone numbers of authorized signatory of the Bidder**:
	1. Name:
	2. Designation:
	3. Company:
	4. Address:
	5. Phone No.:
	6. Fax No. :
	7. E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of ………………..

***Annexure- A3***

**Financial Capacity of the Bidder**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Financial Year** | **Annual Turnover (In Rs)** |
| **1.** | **2017-18** |  |
| **2.** | **2016-17** |  |
| **3.** | **2015-16** |  |

**Certificate from the Statutory Auditor**

This is to certify that.................... (Name of the Applicant) has received the payments shown above against the respective years on account of event management projects. And the Average Turnover of the Firm in the last three years is Rs.\_\_\_\_\_\_\_\_\_\_\_\_. (In words)

**Name of the audit firm:**

**Seal of the audit firm**

**Date:**

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

***Annexure- A4***

**Eligible projects undertaken by the Bidder**

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

1. Assignment Name
2. Name, fax, email of the Client Representative:
3. Time when the assignment was carried out :

Start Date

End Date

1. Location of the Event
2. Contract Value
3. Narrative Description of the Scope of work of the assignment
4. Description of Actual Services provided by your Staff
5. Status of the assignment

**IMPORTANT:**

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc.The submitted testimonial MUST contain detail description of work (Scope of Work and TOR) carried out by the Bidder.

***Annexure – B (i)***

**B** **FINANCIAL PROPOSAL**

**Covering Letter**

(on the Agency’s letterhead)

To

**The Principal**

College of Engineering & Technology (CET),

BHUBANESWAR – 751029

**Sub: “Proposal for event management of Smart OdishaHackathon- 2018 in CET Bhubaneswar**”.

**Regarding Financial Proposal**

Dear Sir,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

enclose herewith our Financial Proposal for selection of our firm as Agency to carry out “**Event management of SmartOdisha Hackathon - 2018 in CET Bhubaneswar”.**

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that this offer shall remain valid for 90 (Ninety) days from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Annexure B (ii)***

**FINANCIAL PROPOSAL**

**Name of Work:** Engagement ofan Agency for event management of **Smart Odisha Hackathon - 2018**in CETBhubaneswar

**EVENT MANAGEMENT**

| Sl. | Particulars | Specification | Qty. | Unit Price (in Rs.) | Total Amount (in Rs.) |
| --- | --- | --- | --- | --- | --- |
| a. | Supply and installation of 50 nos. of security cameras with 2 nos. of monitors (each 40 inches in size) and recording systems for all competition days, in consultation with CET | Minimum 2 MP  | 1 |   |   |
| b. | Television with Setup box | > 42 Inch, LED, Wall Mounted / Stand | 4 |  |  |
| c. | Soft chairs  |  | 400 |  |  |
| d. | Round Table with Frills |  | 100 |  |  |
| e. | VIP Lounge setup | Sofa (2-seater) | 2 |  |  |
| Sofa (1-seater) | 4 |  |  |
| T-Poys | 2 |  |  |
| Magazine Rack | 1 |  |  |
| f. | 2 Recreational rooms (for Girls and Boys, separately) with Board Game facilities (minimum 3) each having  | Bar Stools  | 6 |  |  |
| Single Sofa  | 4 |  |  |
| Refrigerator  | 1 |  |  |
| Music System 5.1. | 1 |  |  |
| g | Media Centre | seating with power sockets for 20 persons | 1 |  |  |
| T-Poys | 3 |  |  |
| Printer | 1 |  |  |
| h. | PA System for outdoor cultural event with speakers |  | 1 |  |  |
| j. | PA system for indoor announcement system with speakers in twenty rooms at Hackathon venue |  | 1 |  |  |
| k. | Supply and Installation of 2 Ton tower ACs | - | 6 |  |  |
| l. | Fire extinguishers  |  | 10 |  |  |
| m. | LED Screen 32 x 12 Feet at Outdoor venu |  | 1 |  |  |
| n. | Mattresses with Pillow, Bedsheet and Cover  |  | 150 |  |  |
| o. | Carpeting Approximately 5,000 Sqft |  |  |  |  |
| p. | Hand towels |  | 200 |  |  |
|  q. | Colour Metal |  | 300 |  |  |
| r. | Chain Light rice |  | 3000 |  |  |
| s. | Power back-up on required bases | 450 KVAof DG sets | 1 |  |  |
| t. | Online UPS with 01 hour Back up at full load for Internet Connectivity  | 10 KVA  | 2 |  |  |
| u | 24 port Network Switch with accessories | 1G | 20 |  |  |
| v. | Machine punching patch cord | 10 mtr. | 400 |  |  |
| w. | Cat6 cable coil (305 mtr) |  | 5 |  |  |
| x. | 10 mtr. Electric Extension cord | 5 amp 4 socket | 30 |  |  |
| y. | RJ 45 | D-Link | 100 |  |  |
| z. | Wire Clip | 6, 10, 12, 18, 20, 30 (mm) | 30 pkt each 5 pkt |  |  |
| – Total Amount (in Rs.) excl. of taxes: |  |

1. GST as applicable shall be paid extra by CET.
2. Price quoted shall be for entire duration of event.
3. No conditions should be attached to the price proposal.
4. The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
5. The Agency has to quote unit rate for each item in the financial proposal.

Signature of the Agency:

Address:

Date: