ଓଡିଶାବୈଷୟିକଓଗବେଷଣାବିଶ୍ୱବିଦ୍ୟାଳୟ

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**Techno Campus, Ghatikia, P.O.- Mahalaxmi Vihar,BHUBANESWAR-751029 ODISHA, INDIA**

**Advt. Notice No. 1181/SW/OUTR; Date: 06.04.2023**

**SHORT TENDER NOTICE**

Sealed tenders are invited from reputed and authorized Event Manager with company registration, for the supply of tenting, lights, stage decoration, sound, generator with fuel, and star performer for the 3-day techno-cultural fest **XTASY 2023** at OUTR, Bhubaneswar during **19.04.2023 to 21.04.2023**. The details of tender documents are to be downloaded from the website [www.outr.ac.in](http://www.outr.ac.in). Applicants meeting the qualifying criteria will be considered for further processing of the proposal. The Tender Document should reach to The Registrar, OUTR, Bhubaneswar by **13.04.2023 up to 3.00 PM**. The sealed tender will be received by speed post/ registered post /courier only. No hand delivery will be accepted. The authority reserves the right to cancel this short tender call and/or invite a short tender with or without amendments and without assigning any reason thereof. Information provided at this stage is indicative and OUTR reserves the right to amend/add further details in the short tender.

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**Sd/-**

**REGISTRAR I/c**

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**Format for Submission of Short Tender**

**Advt. Notice No. 1181/SW/OUTR; Date: 06.04.2023**

# Brief about Expression of Interest

|  |  |
| --- | --- |
| Eligibility Criteria | Annexure I |
| Date of Submission of Short Tender | The last Date is 13.04.2023 |
| List of activities | Supply of tenting, lights, stage decoration, sound, generator with fuel, and star performer for the 3-day techno-cultural fest XTASY 2023 at OUTR, Bhubaneswar during 19.04.2023 to 21.04.2023.  For the smooth conduct of the activities stated ibid, OUTR seeks to hire a single competent agency having experience and expertise in event management. |
| Contact person | President, Student Activity/ Vice President Cultural |
| Phone Number of the Contact person | 9337832006/ 7978757601 |
| Email | jmishra@outr.ac.in |
| Address for submission of Short Tender | Registrar  Odisha University of Technology and Research  Techno-campus, Ghatikia, P.O. Mahalaxmi Vihar Bhubaneswar-751029 |
| Selection Process | Stage1: Evaluation of Eligibility Criteria  Stage 2: The bid will be finalized based on QCBS (Quality and Cost based selection). |
| Payment Schedule | No advance shall be paid to the selected agency. The payment will be made within fifteen days of submission of bills after completion of event. |
| Submission Of Short Tender | The SHORT TENDER bids must be submitted, in two separate envelopes :   * 1. Technical Proposal – Envelope I   2. Financial Proposal – Envelope II |
| * **The short tender will be submitted only by Speed Post/Registered Post/Courier Service.** * The sealed envelope containing the tender document should be super scribed with “**Short Tender for Event Management of Xtasy 2023” to Registrar, OUTR, Bhubaneswar”** | |

**Annexure I**

**Minimum Eligibility Criteria:**

1. 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;**
2. The Bidder shall be an Income Tax Assesse for the last 3 (three) years, **and;**
3. In the last 6 (six) 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;**
4. The firm should have a minimum turnover of **Rs.50 Lakhs** (Rupees Fifty Lakhs)in each of the last six financial years i.e.from 2018-19 to 2022-23. Copies of the audited financial accounts of **last six financial years** should be furnished along with a certificate from Chartered Accountant certifying the turnover of the Bidder from event management work.
5. The Bidder should not have been black-listed by any Central or State Government(s) / Public Sector Undertaking.

**QUALIFYING/ TECHNICAL DETAILS OF FIRM**

|  |  |
| --- | --- |
| **Particulars** | **Details** |
| Name of Firm |  |
| Registration No |  |
| Date of Submission of Short Tender |  |
| Contact person |  |
| Phone Number of the Contact person |  |
| Email |  |
| GSTIN No |  |
| PAN No |  |
| ResidentialAddress with proof |  |
| Previous experience in Engineering College/Academic Institutions, if any (College Name and Addresswith necessary proofs for each) |  |
| Last 3 years’ IT return (Attach proof) |  |

**FINANCIAL BID (In a sealed envelope)**

|  |  |  |
| --- | --- | --- |
| **Particulars** | | **Details** |
| The rate for Event Management for Xtasy 2023 (including tents, lights, stage decoration, sound, and generator (charges for a star performer to be given below) | |  |
| List of probable star performers against their charges (inclusive of accommodation, travel and all taxes) | **Name** | **Charges** |
| 1.  2.  3.  4.  5.  6.  7.  8.  9.  10. | 1.  2.  3.  4.  5.  6.  7.  8.  9.  10. |