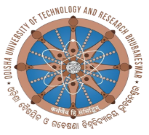
**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**TECHNO CAMPUS, P.O.: MAHALAXMI VIHAR**

**BHUBANESWAR-751 029**

Tender Notice No. 614 /OUTR/ /2024 Date: 24.02.2024

**SHORT TENDER CALL NOTICE**

Odisha University of Technology and Research Bhubaneswar is established by Govt. of Odisha by upgrading the College of Engineering & Technology, Bhubaneswar through Odisha Act 17 of 2021 w.e.f. 8th October 2021 under the ministry of Skill Development and Technical Education. The University will host 3-Day Cultural Fest X-tasy 2024 **during 14th-16th March 2024.** University invites applications from eligible and reputed Event Management Firms/Companies/Societies for the supply of tenting, lights, stage decoration, sound, generator with fuel and star performer for the above programme through short tender in **TWO bid** system. Bidders may send their offer by Courier/ Speed Post/Registered Post mentioning over the envelope Cultural Fest X-tasy 2024 so as to reach the following address on or before 07.3.2024, 1:00 PM only. However, university has no responsibility for offers received after the due time and date. The tender document may be downloaded from the University’s web site i.e. [www.outr.ac.in/www.cet.edu.in](http://www.outr.ac.in/www.cet.edu.in)

Tender (s) should be sealed and superscribed with “**Cultural Fest X-tasy 2024**” at Odisha University of Technology (OUTR) BHUBANESWAR” with short tender Notice No., date, due date & addressed to **Registrar, Odisha University of Technology & Research, Techno Campus, Ghatikia, Mahalaxmi Vihar, Bhubaneswar-751 029**

**Sd/-**

**REGISTRAR**

**BID Ref No. 614/OUTR, Date: 24.02.2024**

**BID PARTICULARS AND INSTRUCTIONS OF TENDER CALL NOTICE**

**TOWARDS EVENT MANATEMENT FOR CULTURAL FEST XTASY-2024**

**DURING 14-16 MARCH, 2024**

****

|  |
| --- |
| **ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH (OUTR)**  **Techno Campus, Ghatikia, P.O. - Mahalaxmivihar,**  **BHUBANESWAR-751029, ODISHA** |

**INSTRUCTIONS TO TENDERERS**

The interested reputed Event Management Firms/Companies/Societies may send their bids complete in all respect along with Tender Fee of Rs. 6,000/- and (GST @ 18% = 1,080) = Total Rs. 7,080.00 (Rupees Seven thousand Eighty only) (Tender cost Non- refundable and EMD of Rs. 1,00,000.00 (Rupees One Lakh only) in the form of Demand Draft in favour of “Odisha University of Technology and Research Bhubaneswar” drawn on any scheduled bank payable at Bhubaneswar and other requisite documents to the Registrar, Odisha University of Technology & Research, Techno Campus, Ghatikia, Mahalaxmi Vihar, Bhubaneswar-751 029 duly superscribed with Tender Name, No. and date on the top of the envelope on or before the 1 p.m. of 07.03.2024. The proposals received after the due date shall not be entertained under any circumstances whatsoever.

**A.** 1. The sealed tender(s) should reach in the university as per the following schedule and terms and conditions. In case the appointed date is declared holiday, the next working day will be applicable for opening of Tender.

**2.** a) Scope of Work ANNEXURE-I

b) Check list for preparation of Bid/Tender ANNEXURE-II

c) Letter of undertaking of Bidder ANNEXURE-III

d) Format for particulars of Bidder ANNEXURE-IV

e) Financial Capacity ANNEXURE-V

f) Bid Security Declaration ANNEXURE- VI

g) Price bid/BOQ format ANNEXURE-VII

h) Criminal Liability undertaking Format ANNEXURE-VIII

**3. IMPORTANT DATES :**

1. Available of tender in University Website : 24.02.2024
2. Last date and time of submission of tender : 07/03/2024 by 01 P.M.
3. Opening of Technical & Financial Bid : 07/03/2024 at 3.00 P.M.
4. Place of opening : Office of the Registrar/ Administrative Office,

Odisha University of Technology & Research, Techno Campus, Ghatikia, Mahalaxmi Vihar,

Bhubaneswar-751 029

**4. Eligibility Criteria for Qualifying in Technical Bid**

**The agency should meet the minimum eligibility criteria.**

**4.1 Status** : The bidder shall necessarily be a legal entity either in the form of a sole proprietorship, partnership or a Limited company registered under the Companies Act. A proof on status of the bidder shall be submitted.

**4.2 Financial Capacity** : The bidder should have the turnover of minimum Rs. 70 lakhs and above per annum (certified copy from the Chartered Accountant to be attached) during the last three financial year. The relevant proof for supporting the above shall be submitted failing which the tender shall be treated as invalid. The firms must be willing and or capacity to sustain itself financially till bills are processed and payment released.

**4.3 Experience** : (a) Bidder shall have a minimum five years of experience in providing artist / celebrity/similar services for the celebrity nights/show as on tender submission deadline. Name, address / contact details of the present and past clients to be provided with a copy of the work order need to be enclosed with the technical bid.

(b) Experience of having successfully provided artist /celebrity/similar services for the celebrity nights/ show in IIT/ NIT/ IIIT/ CFTI/ Central University/ State University as on tender submission deadline during the last five years with at least one of the following conditions (bidder must fulfill at least one criteria of the experience).

1. At least One (01) similar completed work of order value Rs. 10 Lakh and above OR
2. At least Two (02) similar completed work of order value Rs. 05 Lakh and above OR
3. At least Three (03) similar completed work of order value Rs. 04 Lakh and above

**4.4 Registration** : The bidder should be registered under GST Act.

**4.5** **A.** Photo copy of the following documents duly signed by the Proprietor/Partner/Director must be submitted along with the technical bid.

1. The bidder must submit a copy of acknowledgement of Income Tax return for the last three financial years 2020-21, 2021-22 and 2022-23
2. PAN Card.
3. Balance Sheet and Profit and Loss Account- last 3 years.
4. GSTIN certificate along with upto-date return.
5. All pages of the tender documents should be signed and sealed by the bidder and should be numbers serially.

**B. Nature and Scope of Work**, Performance Fee, and Deliverables

1. i) The contract involves “Celebrity Night” on 16th March, 2024.

ii) The contract price is inclusive of all taxes and duties including G.S.T. Contractor is to bear all incidental cost/tax connected to the execution of the contract.

1. The performance fee includes the following:
2. Performance fees of the Artist(s), associates, musicians, and any other person necessary for conducting the program (for min. 150 Min on stage).
3. Air Travel/ Travel for all the above personnel by the firm/agency/bidder
4. Local travel for the above personnel. (Airport to hotel and hotel to university-to and fro) by the firm/agency/bidder.
5. Lodging and food (including refreshments, snacks, water in Bhubaneswar) for all the above personnel by the firm/agency/bidder
6. Any other charges/expenses to be done by firm/agency/bidder to conduct the celebrity performance. including Technical-Rider
7. No change in price will be entertained due to any reason.
8. Desired Artist(s) in decreasing order of preference: Following is the line up in descending order of choice for celebrity night of **X-tasy 2024.**

|  |  |
| --- | --- |
| Sl. No. | Preferred Performer Line Up |
| 1 | Shaan |
| 2 | Vishal Mishra |
| 3 | Sachin Jiger |
| 4 | Mohit Chauhan |
| 5 | Javed Ali |
| 6 | Sanam Puri |
| 7 | Mohammad Irfan |
| 8 | Benny Dayal |
| 9 | Shilpa Rao |
| 10 | Nakash Aziz |

Note:

* 1. No changes in the above proposed lineup will be considered.
  2. If tender filled for Artist Line Up 1 is going out of budget for X-tasy 2024, then only Line Up 2 will be considered and so on.
  3. Price bid for each line-up must be filled as per Annexure VI
  4. The other detail **scope of work is as per Annexure-I**

**C. Contractor’s Background**: Persons convicted for any criminal offence involving moral turpitude/economic offences (other than freedom struggle) would not be eligible for execution of Contract and if such a person procures any Contract by suppression of information, it will be cancelled.

The tender may be cancelled without assigning any reason and EMD shall be returned within one month of cancellation of the Tender.

**OTHER TERMS AND CONDITIONS :**

1. Bidder shall submit the tender document and addendum thereto, if any, with each page signed and seal to confirm the acceptance of the entire terms and conditions as mentioned in the tender enquiry documents.

2.After due evaluation of the bid(s) university will award the contract to the responsive tenderer who has quoted the lowest price. .

3.Conditional bids will be treated as unresponsive and therefore may be rejected.

4. The University reserve the right to accept in part or in full or reject any or more tender/offer without assigning any reason or cancel the tendering process and reject all Tender at any time prior to award of contract without assigning any reason thereof.

5. The firm/Agency after award of contract shall mobilize its resources for execution of the work as per terms of contract.

6. The firm/Agency while discharging, its aforesaid of responsibility shall carry out the instructions of Dean (SW)/VP Cultural from time to time.

7. The OUTR shall provide space for the agency/firm/contractor at a suitable place for conducting the event during the fest.

8. Utmost care is to be taken to avoid any damage to the fixtures and accessories installed in the premises and in case of any damage, the same is to be repaired/replaced to make the same normal/functional to its original state, at the cost of agency/firm/contractor and the agency/firm/contractor shall be liable to compensate the loss, if any to the OUTR, which shall be recovered from the bills accrued to the agency/firm/contractor.

9. The agency/firm/contractor shall ensure that proper discipline is to be maintained by the staff and officials engaged by the agency/firm/contractor, and they shall have to behave soberly at all times while functioning inside the area. The conduct of safety and security of the staff and officials shall be the sole responsibility of the agency/firm/contractor.

10. Payment will be made only after completion of the event on the approval of competent authority. However, in exceptional cases partial payment will be made on the mutually agreed terms and conditions.

**D. TENDER EVALUATION**

The committee constituted by the competent authority will evaluate the bids on the basis of Specification and eligibility criteria.

1. The Technical Bids will be opened at OUTR Bhubaneswar on the specified date and time. Short listing will be done on the basis of eligibility criteria mentioned in the tender.
2. The financial bids of those bidders whose Technical Bids are accepted, shall be opened by the committee.
3. Selection will be based on lowest quote on total amount.

**E. CLARIFICATION ON TECHNICAL BID EVALUATION**

a)The Technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation and comparison of the bids and qualification of bidders, the university may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the University shall not be considered.

b) If a bidder does not provide clarifications of its bid, the bid may be rejected.

c) University also reserves right to seek confirmation/clarification from the issuer agency on the supporting documents submitted by the bidder.

**5. FINANCIAL BID EVALUATION**

Being L1 will not be the sole criteria for eligibility of award of contract. The feasibility of the price determination method adopted by the bidder will be examined by the committee and pertaining bidder need to be present in front of the committee to explain the same (if required).

The qualification and disqualification of financial bid evaluation will be decided by the committee. And the decision of the committee will be final and binding to all bidders.

**6. PAYMENT TERMS** :

Payment will be made only after completion of the event on the approval of competent authority. However, in exceptional cases partial payment can be made on the mutually agreed terms and conditions. In such case, only 30% payment will be made before conducting the event on the approval of competent authority and balance 70% payment will be made/ released after completion of the event on submission of bill based on the certification by concerned SAC Officials/Dean Student Welfare. Payments against on-account bills shall be released through RTGS after completion of the event. For this purpose, the Firm/Agency should give the details of the name of the bank, branch, Account no and IFSC code. Deduction of applicable taxes will be made including TDS & certificate will be issued by the Account department for such deductions.

**7. WORK TO THE SATISFACTION OF OUTR**: The contractor shall execute the work efficiency and complete it in all respects in accordance with the contract terms and conditions and shall comply with and adhere strictly to the instructions and directions on any matter in accordance with the terms of the contract.

**8. Performance Security** : T Performance Security @ 5% on contract/agreement value shall be deposited by the selected bidder and EMD shall be returned on deposit of Performance Security. The EMD/Security deposit can be forfeited by the university in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance as per the contract agreement. EMD/Performance Security should be kept valid upto 60 days after completion of obligations under the contract and will be refunded after expiry of the contract or completion. Any dues of the institute shall be adjusted/ recovered from such Security Deposit. Security Deposit amount will not attract any interest.

**9**. The successful bidder shall make his own arrangement for all materials and machines with tools and tackles required for carrying out the job as specified in the contract and consider the cost, labour cost and other charges to be incurred in proper execution of work within specified time.

**10**. Bidder/contractor shall take all measures necessary to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions. No smoking or consumption of alcohol/any other prohibited substance shall be permitted on duty by any of bidder’s personnel in OUTR premises or during the work hours.

**11**. The contract should not be sublet partly or fully to the third party.

**12**. Self-attested photocopy of valid electrical license from Competent authority or authorization from any registered electrical contractor having experience in execution of such type of works for execution of electrical work should be submitted. In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of the contractor must be submitted.

**13**. The Tenderer shall have to provide services of Firefighting personnel from a registered/duly certified/ authorized fire agency with equipment and manpower along with consent letter of the agency.

**14**. Canvassing in any form is strictly prohibited and tenders submitted by the tenderer who resort to canvassing will be liable for rejection.

**15**. Tender documents are not transferable.

**16**. It shall be the responsibility of the persons/firms submitting the tender to ensure that the tender have been submitted in the formats and as per the terms and conditions prescribed in the OUTR Bhubaneswar website and no change is made therein before submission of the tender. In the event of any doubt regarding the terms and conditions, the person concerned may seek clarification from the authorized officer of OUTR, Bhubaneswar. In case any tampering/unauthorized alternation is noticed in the tender submitted from the tender document available on the website, the said tender shall be summarily rejected.

For any clarification please contact :

Prof. Dipak Ranjan Swain

Vice President, Cultural

OUTR, Bhubaneswar

Ph. No. 7978757601

Mail ID: [dipakswain@outr.ac.in](mailto:dipakswain@outr.ac.in)

**17. General Instruction to Tenderers**

* 1. The tender is Two Bid system. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with the Earnest Money Deposit (EMD) of Rs. 1,00,000/- except MSE ( enclosing the certificate to that effect) and Tender Fee of Rs.7,080.00 (Rupees Seven thousand Eighty only) Nonrefundable in the form of Demand Draft issued in favour of “Odisha University of Technology and Research Bhubaneswar” drawn on any scheduled bank payable at Bhubaneswa (Part-I). The financial bid should contain only commercial/Price (Part-II). In case any bidder encloses the financial bid within technical bid, the same will be rejected.
  2. The Price bid is valid for 60 days from the date of opening of Price bid.
  3. The Tenders should be typewritten or hand written but there should not be any overwriting or cutting. Correction if any, shall be made by neatly crossing out, initialing, dating, and rewriting.
  4. Bidders are requested to quote their prices on a firm and fixed basis for the entire period of the contract.
  5. Tenders received without Tender Fee and EMD amount by way of Demand Draft in favour of OUTR, Bhubaneswar will not be considered at all.
  6. All the specifications of the requirements marked as "as per artist(s)’s requirement or convenience" should be finalized after consulting the artist(s)/concerned authority, with a written consent from the artist(s).

**18. METHOD OF SUBMISSION OF BIDS**

1. The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e. (i**) Part-I Technical Bid (ii) Part-II Financial Bid**.
2. The above two separate sealed covers should be specifically super-scribed as (i) Technical bid for **‘** X-tasy 2024 at OUTR, Bhubaneswar’’ and (ii) Financial bid **‘**X-tasy 2024 at O U T R Bhubaneswar’’ with tender No. and date. Both the sealed envelopes (i) and (ii) are to be kept in another larger envelope, which should be sealed and submitted. Two drafts related to EMD and Tender fee should be enclosed in the Technical bid.
3. The bigger envelope containing technical and financial bids in separate envelopes shall bear the Tender Name, No., Date and due date and shall be sent by **Speed Post/Registered Post/Courier** address to Registrar, OUTR, Techno Campus, Bhubanewar-751029. No hand delivery is accepted.
4. The envelopes shall indicate the name and address of the bidders.

19 **Venue of Tender Opening** : Tender will be opened in the office of Registrar/ President Students’ Activity/ VP (Cultural)/ Administrative Building, Odisha University of Technology & Research, Techno Campus, Ghatikia, Mahalaxmi Vihar, Bhubaneswar-751 029 at specified time on the due date in presence of tenderer or its representative if so desires. If due to administrative reason, the venue/time of bid opening is/are changed, it will be displayed prominently on the notice board of the University.

**20. VALIDITY OF BIDS**

1. 20.1 The bids shall remain valid and open for acceptance for a period of 60 days from the date of opening of bids.
2. 20.2 In case university calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

**21. Refund of EMD** : The EMD will be returned to the unsuccessful bidders without any interest within 30 days after the award of the contact to the successful bidder. The EMD will be returned to the successful bidder without interest after successful completion of programme deducting University dues if any.

**22**. Late/delayed tenders received by OUTR, Bhubaneswar due to any reason whatsoever will not be accepted under any circumstances.

**23**. At any time prior to date of submission of tender, the authority may, for any reason or decision, modify the terms and conditions of the tender document by a corrigendum/addendum displayed in the university website.

**24**. Tendering firms/agencies are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule. The representative deputed should bring with him a letter of authority from the firm/agency for having been authorized to be present at the time of opening of tender. Only one representative per firm shall be permitted to attend the opening of the tender.

**25. BID PRICES**

1. The Rates should be quoted in Indiana Rupees (INR) on FOR destination basis inclusive of all charges, with break-up as basic cost and GST applicable as per the price schedule given in Annexure- VI .
2. The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation of any account.
3. Quantity : The quantity mentioned are indicative in Annexure- I and may be altered at the time of placing work order on the basis of the requirement.
   * + 1. **Applicable Law :**
4. The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing.
5. Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Bhubaneswar, Odisha only.
6. The Arbitration shall be held in accordance with the provision of Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.
   * + 1. **Force Majeure**
7. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
8. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 48 hours of the ending of the cause respectively.
9. Any damage to immovable/movable property while carrying out work shall be made good by the agency at the own cost and the site must be handed back neat and clean to the satisfaction of OUTR, Bhubaneswar.
10. The agency shall nominate a person with mobile telephone to receive the instructions. Another alternative telephone Number of the owner or his representative of the firm shall also be conveyed to convey the instruction.
    * + 1. **LIQUIDATED DAMAGES** :

The agency/firm/contractor shall ensure execution as per the scope of work. For any deviation there from or for any job not performed or left out or for any delayed performance, the agency/firm/contractor shall be liable for liquidated damages subject to a maximum limit of 5% of the contract value.

* + - 1. **RISK AND COST** :

1. Neglect or failure on the part of the contractor to execute the work will be carried out by alternate source at the risk and cost of the contractor and to the extent of alternate execution, the contract will be deemed to be terminated either in part or full.
2. **WORK TO THE SATISFACTION OF OUTR**: The contractor shall execute the work efficiency and complete it in all respects in accordance with the contract terms and conditions and shall comply with and adhere strictly to the instructions and directions on any matter in accordance with the terms of the contract.
3. **INDEMNITY** The contractor shall indemnify OUTR against any claim, order, and demand, made by competent authority & in case OUTR was asked to comply such order / direction, OUTR shall be entitled to recover/ adjust the said amount from the dues of the contractors.

**ANNEXURE – I**

**SCOPE OF WORK**

Odisha University of Technology and Research Bhubaneswar has decided to host its annual cultural fest X-Tasy 2024 during 14-16 March, 2024. Event Management Firms are required to arrange for performers (as per OUTR’s preference) for an open-air stage performance in connection with Celebrity Night scheduled on 16/03/2024 for minimum 150-minute duration during 06:30 PM to 10:00 PM. The associated responsibilities are listed, as follows.

1. Any requirements of the performers, inside or outside the venue, should be attended and dealt with by the firm. No additional requirements or services, except the venue, shall be provided by OUTR.
2. Decoration of the main stage (60’ x 40’), Stage matting/carpeting, front of stage matting/carpeting 1500 sq. ft. LED wall, 4-sided Aluminum Truss, Light and Sound in stage and periphery, 20 No. of sofas (including VIP Sofas), chairs for audience- 400 nos, 5 noss of Tea poys.
3. Campus Decoration with light : OUTR walls of A, B, C, D blocks, SAC Area and Road leading from Main Gate to Stage.
4. Flower Decoration of corridor of A block ground floor and stage.
5. Tent for participants.
6. Barricading and Fencing in front of stage area as required.
7. 25’ x 12’ Box Gate at Main Gate.
8. DJ and local artist for day 2 only.
9. Supply of Bouquet for 3 days event 30 nos.
10. Photo and Video Shooting for evening events for 3 days.

N.B.: The tender document should include all the costs as per deliverables mentioned above and any other charges added, including all taxes applicable.

**ANNEXURE-II**

**CHECKLIST FOR TENDERER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Yes/No** | **Page No.** |
| 1 | Have you filled in and signed the details and enclosed relevant documents ? |  |  |
| 2 | Have you read and understand various conditions of the tender and willing to abide by them? |  |  |
| 3 | Have you submitted the DD for EMD of INR 1,00,000/- or Bid Security Declaration Form as per the Annexure -VI |  |  |
|  | Tender cost of Rs. 7,080/- in favour of OUTR, Bhubaneswar |  |  |
| 4 | Firms registered with MSE are exempted from submission of EMD. Copy of MSE Certificate to be attached. |  |  |
| 5 | Have you taken prints of all the sections of the Tender in the prescribed paper size and signed on all pages of the Tender documents ? |  |  |
| 6 | Have you attached the Income tax return of last three years? |  |  |
| 7 | Have you attached proof of having valid electrical license from competent authority or authorization from registered electrical contractor ? |  |  |
| 8. | Have you attached self-attested copy of the document to show the financial status of tenderer? |  |  |
| 9 | Registration with Govt. bodies like PAN, GST, ESIC, EPF, Labour license etc. |  |  |
| 10 | Have you attached the self-attested experience certificate/work order issued by the organization/University/Institutions. |  |  |
| 11 | Have you attached the proof of authorization to sign on behalf of the tenderer? |  |  |
| 12 | Has your Technical bid been submitted as per the requirements of the tender ? |  |  |
| 13 | Is your Price Bid/BOQ submitted as per the prescribed format ? |  |  |
| 14 | Have you submitted the tender documents in two parts within the respective cover. |  |  |
| 15 | Notarised affidavit on Indian Non judicial stamp paper of Rs. 10/- as per Annexure-VIII |  |  |

Date :

Place : Signature of the Tenderer

**ANNEXURE-III**

(Letter head of tenderer)

LETTER OF UNDERTAKING AND DECLARATION

To

The Registrar,

OUTR, Bhabaneswar-751 029

Ref : Invitation of Tender Notice No. Dated.

I/We, the undersigned declare that :

1. I/We have examined the tender document and its terms and conditions and we have understood the details.
2. I/We are ready to execute the contract in conformity with the tender document , in case we are found successful as a tenderer.
3. Our bid shall be valid for a period of 60 days from the date of Opening of price bid and shall not revoke the same.
4. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and work order.
5. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
6. We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid you may receive.
7. The detailed particulars of the tenderer are mentioned and attached separately as at Annexure-IV.
8. The contract will be awarded to the successful bidder whose bid matches with the L-1 Price.

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my /our knowledge and belief. No part of it is false and nothing has been concealed therein.

Yours sincerely,

Authorized signatory of the Tenderer

(Authorised person shall attach a copy of the authorization for signing on behalf of the Bidding Company)

Full name and designation

**ANNEXURE –IV**

(ON LETTER HEAD OF THE FIRM)

Tender For **‘Cultural Fest X-tasy 2024’**  at Odisha University of Technology and Research Bhubaneswar’’

Detailed Particulars of the Tenderer

|  |  |  |
| --- | --- | --- |
| Sl. No. | Particulars |  |
| 1 | Name of Agency/Firm/Proprietor |  |
| 2 | Full Address |  |
| 3 | E-mail ID |  |
| 4. | Mobile No. |  |
| 5 | Other business of the firm |  |
| 6 | Office/Residence Ph. No. |  |
| 7 | Office/Work Email ID |  |
| 8 | Name (s) of Proprietor/Partner/Director |  |
| 9 | PAN No. |  |
| 10 | GSTIN |  |
| 11 | EPF Registration No. |  |
| 12 | ESIC Registration No. |  |
| 13 | Labour License No. |  |
| 14 | Volume of business in the FY | 2020-2021  2021-2022  2022-2023 |
| 15 | Bank Details :   1. Beneficiary Name : 2. Bank Name : 3. Branch Name **:** 4. Account No. 5. IFSC Code : |  |

Signature of Bidder

**ANNEXURE- V**

(ON LETTER HEAD OF THE FIRM)

**FORM FOR FINANCIAL CAPACITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Financial Years | | |
| 2020-2021 | 2021-22 | 2022-23 |
| Annual Turnover |  |  |  |
| Net Worth |  |  |  |
| Current Asset |  |  |  |
| Current Liabilities |  |  |  |
| Total Revenue |  |  |  |
| Profit before Tax |  |  |  |
| Profit after Tax |  |  |  |

Signature of Bidder with Seal

**ANNEXURE- VI**

**BID SECURITY SELF DECLARATION FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security

Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a)have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid

during the period of bid validity specified in the form of Bid; or

(b)having been notified of the acceptance of our Bid by the purchaser during the period of

bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to

furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the

successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the

successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of

(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all

partners to the Joint Venture that submits the bid)

**ANNEXURE VII**

**TENDER FOR “CULTURAL FEST X-TASY 2024” AT ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH BHUBANESWAR**

**FINANCIAL BID FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Description** | **Unit** | **Quantity** | **Rate per Unit** | **Total Amount** |
| 1. | Decoration of the main stage (60’ x 40’) with LED wall. | Sq. ft | 2,400 sft |  |  |
| 2 | Stage matting/ carpeting, front of stage matting/ carpeting Good Quality Synthetic Mat (Approximately 1500 sq. ft. | Sq.ft | 1500 |  |  |
| 3 | 4-sided Aluminum Truss, Light and Sound in stage and periphery | No | LS |  |  |
| 4 | Sofas (including VIP Sofas) | No | 20 |  |  |
| 5 | Chairs for audience (Plastic) | No | 400 |  |  |
| 6 | Tea poys | No | 0 5 |  |  |
| 7 | Campus Decoration with light : OUTR walls of A, B, C, D blocks, SAC Area and Road leading from Main Gate to Stage | LS | LS |  |  |
| 8 | Flower Decoration of corridor of A block ground floor and stage. | LS. | LS |  |  |
| 9 | Tent for participants | LS | (Kindly mention Sq. ft.) |  |  |
| 10 | Barricading and fencing in front of stage area as required | No |  |  |  |
| 11 | BOX GATE at Main Gate : Dimension of 25ft X 12ft | Sq.ft | 1 |  |  |
| 12 | DJ and local artist for day 2 only. | No | LS |  |  |
| 13 | Good quality bouquets (10 for each day) | No | 10 x 3 |  |  |
| 14 | Photo and Video Shooting for evening events for 3 days | Day | 3 |  |  |
| 15 | Celebrity Artist (Including their technical rider, Accommodation, Crew, hospitality, and taxes etc. |  |  |  |  |
| **List of Stars** |  |  |  |  |
| 1. Shaan |  |  |  |  |
| 1. Vishal Mishra |  |  |  |  |
| 1. Sachin Jiger |  |  |  |  |
| 1. Mohit Chauhan |  |  |  |  |
| 1. Javed Ali |  |  |  |  |
| 1. Sanam Puri |  |  |  |  |
| 1. Mohammad Irfan |  |  |  |  |
| 1. Benny Dayal |  |  |  |  |
| 1. Shilpa Rao |  |  |  |  |
| 1. Nakash Aziz |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | Total |  |
|  | GST @ 18% |  |
|  | Grand Total |  |

I/We have gone through the Terms and Conditions as specified in the Tender Notice document and confirm to accept and abide by the same.

1. No other charges would be payable by the University.
2. Extra item, if any, shall be paid extra at mutually agreed rates.
3. That I/We shall supply the items of requisite quality.
4. That I/We undertake that the information given in this tender are true and correct in all respect.
5. The total rates on individual items shall be derived on the basis of unit rates quoted per unit and the L 1  bidder shall be decided based on **Grand Total (Basic Price + GST).**

**Signature of the bidder with Seal**

**ANNEXURE-VIII**

(Notarised affidavit on Indian Non judicial stamp paper of Rs. 10/-)

Name of the Tender : **‘’CULTURAL FEST X-TASY 2024”** at Odisha University of Technology and Research Bhubaneswar’’

(Notarised affidavit on Indian Non judicial stamp paper of Rs. 10/-)

**CRIMINAL LIABILITY UNDERTAKING**

I ……………………………………………………S/o…………………………………..Resident of ……………………………………………………………………………………………………………. do solemnly pledge and affirm that,

1. I am the Proprietor/Partner/Director/authorized signatory of

M/s……………………………….

1. No Police case and/or case by CBI/FEMA/Income Tax/GST authorities are pending against the Proprietor/Partner/Director of the firm/company and also against the firm/company.
2. The Proprietor/Partner/Director of the firm/company and also the firm/company has never been

black listed by any Government authorities/Organizations.

**Signature**

**(Name)**

Seal of the Bidder