



Request for Proposal (RFP) for  
“Selection of an Event Management  
Agency for Organization of Brahmani  
Festival in Rourkela from 01.02.2019  
to 03.02.2019”

***Issue Date: 03.01.2019***

***Last Date:16.01.2019***

Rourkela Municipal Corporation

Udit Nagar, Rourkela – 769012

Website – [www.rmc.nic.in](http://www.rmc.nic.in)

Email Id – [tenderrmc@gmail.com](mailto:tenderrmc@gmail.com)

**Schedule of Bidding Process**

<b>Sl. No</b>	<b>Information</b>	<b>Details</b>
<b>1</b>	<b>Issue of RFP</b>	<b>03-01-19</b>
<b>2</b>	<b>Pre-Bid Meeting at Council Hall of RMC, Rourkela</b>	<b>07-01-19</b>
<b>3</b>	<b>Pre Bid queries by E-mail</b>	<b>08-01-19</b>
<b>4</b>	<b>Response to Pre Bid Queries</b>	<b>11-01-19</b>
<b>5</b>	<b>Last date and time of receipt of bid document duly filled</b>	16.01.2019 up to 15:00 Hours
<b>6</b>	<b>Date and Time of opening of Technical Bid</b>	16.01.2019 up to 16:00 Hours
<b>7</b>	<b>Technical Presentation by Bidders</b>	16.01.2019 at 17:00 Hours
<b>8</b>	<b>Opening of Financial Bid</b>	17.01.2019 at 17:00 Hours
<b>9</b>	<b>Expected days of implementation of assigned work</b>	05 (Five) days after signing LOA
<b>10</b>	<b>E-mail for submission of Pre Bid Queries</b>	<a href="mailto:tenderrmc@gmail.com">tenderrmc@gmail.com</a>
<b>11</b>	<b>Place of opening of the Bids</b>	Rourkela Municipal Corporation Udit Nagar, Rourkela – 12
<b>12</b>	<b>Address at which proposal in response to RFP notice is to be submitted</b>	Rourkela Municipal Corporation Udit Nagar, Rourkela – 12
<b>13</b>	<b>Earnest Money Deposit</b>	Rs.500, 000/- (Rupees Five Lakh Only) Bank Draft in favour of <b>Commissioner, Rourkela Municipal Corporation</b>
<b>14</b>	<b>Cost of RFP</b>	Rs. 11200/- (Rupees Eleven Thousand and Two hundred only) including GST

**N: B: - Any changes / corrections / corrigendum in respect to the EOI shall be intimated through [www.rmc.nic.in](http://www.rmc.nic.in) website only.**

## 1. INTRODUCTION

- a. Rourkela, a prominent city of Odisha selected as the 2nd smart city in the state after Bhubaneswar. The city is having natural setting and cosmopolitan character. It is in the heart of the tribal and cultural belt renowned for producing international level sports and cultural talents. Rourkela aims to be a more livable, inclusive, sustainable and self-reliant city propelling regional economic development through its’ vision to grow further with sustainability. Rourkela, the Steel City of India, with its verge for transformation as one of the performing Cities, has got recognitions by strengthening its’ tag as cradle for Indian hockey by hosting the 1st International Level Exhibition Hockey Match and now aims to promote the city as a hub of art, culture and tribal ethos.
- b. In order to make the city livelier with cultural and such allied activities the Rourkela Municipal Corporation has planned to have a City Festival from 01.02.2019 to 03.02.2019 at the Birsa Munda Stadium, Rourkela.

### Reason behind ...

To accelerate its’ efforts to make the citizens more connected with art, culture and tribal ethos, the Rourkela Municipal Corporation is all set to organize a City Festival for the masses and to create a spirit of festivity for the city. The event would be focused at involving citizens for enhanced sense of inclusion, greater socio - cultural awareness and strengthening the uniqueness of the city. The intent of the festival is to promote the city at all levels and to all spheres, as an evolving and energetic place to live, visit, work, study, invest and play.

Rourkela Municipal Corporation plans to name the event as “Brahmani Festival”. The reason behind naming the event as “Brahmani Festival” is to make a sense for the people of the city to make the mighty river Brahmani as face/ identity of the city and also to reconnect the city with the holy river as well as to promote local and tribal identity and development of tourism potential. The proposed venue for the event is at Birsa Munda Stadium. As, the Birsa Munda Stadium is one of the marquee project of Rourkela Smart City which will have lasting impact on sports enthusiasts of the city and as well as on citizens of Rourkela.

### Planned Activities...

A sequence of events, targeted to reach out to various target groups and audiences. These events would include numerous activities starting from workshops, Short film festivals, and food extravaganza to cultural performances, sports and kids’ fun activities and contests.

Rourkela Municipal Corporation plans to host the event for 3 days, i.e. from 01.02.2019 to 03.02.2019, which will cater to multiple activities connected with dance, music, innovative art including sand arts, sports, local foods, tribal ethos and such.

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Apart from the above broad themes, Applicants may come up with proposal for organizing other such innovative and unique events which would add on to the occasion and at the same time would reflect the cultural diversity of the region and state.

For the purpose mentioned above, Rourkela Municipal Corporation invites technical and financial proposals for "**Selection of an Event Management Agency for Organization of Brahmani Festival in Rourkela** as per the scope of work mentioned in this RFP.

### 2. **SCOPE OF THE WORK:**

The Scope of the work for the selected Agency shall be inter alia but not limited to the following;

#### **I. Branding and Promotion for Brahmani Festival (01.02.19 to 03.02.19)**

- A. Preparation of branding strategies
- B. Designing the event plan and campaign in consultation with RMC
- C. Production of campaign materials
- i. Design, Printing and installation of Flex with iron framing (30 nos.) – Size – 50 X 20 Ft.
- ii. Design, Printing and temporary installation of Flex with iron framing (30 nos.) – Size – 20 X 10 Ft.
- iii. Design and Printing of A4 printouts (Multi Colour Leaflets) – 10000 Nos.
- iv. Design of Printing of Standee with framing (30 nos.) – Size – 6 X 3 Ft.

#### **II. Event Infrastructure & Management for Brahmani Festival (01.02.19 to 03.02.19)**

Entire Stage set-up with backdrop, wings & flower decoration (one set up)

- A. Stage & platform – Size - 30 X 20 Ft.
- B. Carpeting & step – Size - 5000 Sq. ft.
- C. Backdrop framing – 1 no. Size – 30 X 20 Ft.
- D. Side wings framing – 2nos. Size – 20X4 Ft.
- E. Flower decorations & bouquets for guests (50 nos.)
- F. German Structure (Aluminum waterproof for Stage Area) 5000 Sq Ft
- G. Stage with Ramp , Frilling and steps – 2400 Sq Ft
- H. Green Room with 6' inch Chowki and requirement for green room – 4 Nos
- I. Steel Sofa – 50 Nos
- J. Plastic chairs – 1500 Nos
- K. Leather Sofa – 20 Nos
- L. Centre Table – 10 Nos
- M. VIP chairs- 500 Nos.
- N. Barricading – 4000 (Run foot)

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- O. Walling with Black / white cloth masking – 2000 (Run Foot)
- P. Buffet table – 100 Nos
- Q. VVIP room with toilet finishing – 1
- R. Stalls Set Up- 6x15 Ft. – 20 Nos
- S. Temporary Toilets (Chemical Toilet Fibre) – 4 Nos.
- T. Fan / AC / Cooler – 20 Nos

**III. Total sound and Light set-up with noise proof genset for power back-up of required capacity**

- A. Top – 15 no. , Double bass – 8 nos. Feedback – 15 nos. (sound box) 64 channel mixture, cordless micro phone – 8 nos, laptop & essential jacks including other sound set up requirements.
- B. Microphone stands, microphones, drum kit & other requirements for cultural programs.
- C. Silent genset of 125 KW Capacity with fuel and other necessary requirements for 3 Days – 2 Nos.
- D. Stage Light with Tress Systems with Different creative Lighting system and Entire light set up for Entry point to Exit Point ( including trees, barricades, stalls, tribal village set up, audience sitting area)
- E. LED Screen- Size -8x12 Ft. – 12 Nos.

**IV. Other Requirements for the Event –**

- A. Thematic Decoration and complete set up of Tribal Village – 1 Nos
- B. Integrated Kids’ Fun Zone -1
- C. Welcome & Thank You Gates (BACK 2 BACK) – 10 Nos.
- D. Passage – 12 Nos (at Front)
- E. Stalls Decoration- 20 Nos.
- F. Stage Art work with Ply and other material – 1 Nos
- G. Art Work at Road, Divider and Side Walls etc. – 4000 Sq. Ft.
- H. Chinese Balloon – 1 Nos.
- I. Cracker Show – 2 day
- J. Illuminated Sky lights (Drone Lights) for writing “BRAHMANI FESTIVAL”
- K. Multi Colored Flags - 200Nos.
- L. PipiliChandua / Konark / BrahmaniSet up – 1 Nos.
- M. Anchor – 2 Nos.

**V. Photography and videography**

Jimmy jib, Drone Camera, All HD Video Camera and Still Camera for 3 days – 1 Set

*(The Agency shall submit at least 200 Nos.of A4 Size still photographs and a Video CD covering Edited and raw footage of the entire event)*

3. *The above scope of the work is indicative only and shall not be treated as exhaustive. The event venue is at the Birsa Munda Stadium. After the award of the work, if both the parties i.e., RMC and the selected agency feels that there is substantial amount of work which is not there in the scope of services as mentioned in this RFP then the extra fees may be finalized based on the mutual consent of both the parties. However, additional work may be restricted to around 20% of the total quoted value of the assigned work.*
4. RFP documents can be downloaded from website of RMC ([www.rmc.nic.in](http://www.rmc.nic.in))

## **5. Eligibility Criteria**

Bidders interested for participating in the bidding process should have an experience of organizing,

- a. At least 3 nos. of events/program of State, National level of Minimum Value of Rs.80 lakhs till date in last three years.
- b. Bidders having successful experience(s) in conducting& organizing events, carnivals, festivals
- c. Interested bidder should have Permanent Account Number (PAN), Service Tax and GSTIN Registrations. Copies of the documents should be submitted with the Part-I Proposal.
- d. Interested bidder should have achieved a minimum annual turnover of rupees One crore each during last three financial years (2015 -16, 2016-17 and 2017 – 18) Copies of audited balance sheets need to be submitted with the Part-I Proposal.

## **6. Submission Requirements:**

- a. Organizations having ISO Certification will be preferred. Documentary evidence in support of this experience duly issued/signed by competent authority(s) should be submitted with the Part-I Proposal.
- b. An affidavit is to be furnished by each bidder along with Part-I Proposal in the format prescribed at Annexure-II in non-judicial stamp paper.

## **7. Submission of Proposal**

Proposals should be submitted in closed envelopes as mentioned below.

- a. Envelope - I shall contain the Technical Proposal super-scribing

**“TECHNICAL PROPOSAL FOR SELECTION OF EVENT MANAGEMENT AGENCY FOR ORGANIZATION OF BRAHMANI FESTIVAL”**

- b. Envelop-II shall contain the Financial Proposal super-scribing

**“ FINANCIAL PROPOSAL FOR SELECTION OF EVENT MANAGEMENT AGENCY FOR ORGANIZATION OF BRAHMANI FESTIVAL”**

- c. Both these two envelopes should be placed inside another envelop super scribed

with

**“PROPOSAL FOR SELECTION OF EVENT MANAGEMENT AGENCY FOR**

### **ORGANIZATION OF BRAHMANI FESTIVAL”**

8. Each page of the proposal/document to be submitted should have been signed by the authorized signatory with seal of the agency submitting the proposal. Failing which, the authority shall have the right to take any decision as deemed fit.
- i. Each proposal should be submitted with a forwarding letter on letterhead of the agency and should be placed inside the Envelop-I.  
Conditional/ambiguous/misleading/ manipulating proposals shall be rejected during evaluation.
- ii. The validity of the proposal shall be 180 days from the last date of submission of proposals.

#### **9. Proposal Evaluation Criteria:**

Sl. No	Evaluation Criteria	Maximum Score	Basis of marks to be allotted
1	Experience as per Clause 5 of the RFP.	50 marks	30 marks subject to fulfillment of the technical eligibility as per Clause 5 of the RFP. 10 marks for each additional similar assignments subject to a maximum of 5 such assignments)
2	Annual Turnover	20 marks	15 marks subject to fulfillment of the technical eligibility as per Clause 5 of the RFP. 1 mark for each additional turnover of Rs. 1 Crore similar assignments subject to a maximum turnover of Rs. 6 Crore)
3	Technical Presentation: 1. Approach and methodology 2. Description of minimum 2 assignments similar to this assignment (20 Minute Presentation)	30 marks	Comparative Assessment
<b>TOTAL</b>		<b>100 marks</b>	

Note: Only those applicants, whose technical proposal get a score of Technical Score (TS) 60 Percent or more Marks shall qualify for further consideration.

#### **10. Evaluation of Financial Proposal:**

Rate quoted by agency is F. Minimum rate quoted by any agency is FM and will be given a financial score of 100 points. Financial score (FS) is calculated

**FS = 100 X FM / F in which "FS" is the financial score, "FM" is the lowest price, and "F" is the price for the proposal under consideration (F=rate quoted by agency)**

### **11. Combined Final Score**

The proposals will finally be ranked according to their combined technical score (TS) and Financial Score (FS) as follows

$$S = TS \times TW + FS \times FW$$

Where S is the Combined Score and TW and FW are weights assigned to technical proposal and financial proposal, which shall be **0.80 and 0.20** respectively.

12. RMC shall not be held responsible for delay in receipt of the proposals and for damages, if any, to the envelope(s)/documents during transit.
13. Bidders are requested to be present at the time of opening of the proposals. If the date(s) of opening, for any reason happens to be holiday(s), the proposal(s) shall be opened on the next working day(s) at the stipulated time.
14. **Rejection of the Proposal(s)**
  - A. Interested bidders are requested to go through the instructions, formats, terms & conditions, scope of the work mentioned in the RFP. Failure to furnish complete information and documents required as per RFP submission of proposal(s) which is/are not in conformity with the RFP shall result in rejection of the proposal(s). In respect of interpretation/clarification over this RFP, the decision of RMC shall be final.
  - B. Proposal(s) without EMD & Cost of RFP will be summarily rejected.
  - C. Proposal(s) received after the specified date & time, if any, shall not be considered for evaluation.
  - D. Proposal(s) should be receive by hand or by courier or by postal services only. Proposals received through Fax/Telex/E-Mail, if any, shall not be considered for evaluation.
15. Agencies blacklisted by Govt. entities are not eligible to participate in the bidding process. If at any stage of bidding process or during the currency of contract, such information comes to the knowledge of RMC, then RMC shall have the right to reject the bid or terminate the contract, as the case may be, without any compensation to the selected agency.
16. The work shall be awarded to the most eligible bidder as per the evaluation criteria mentioned in the RFP. In case, if more than one eligible bidder is found to score the same marks, then the contract will be awarded to the bidder whose experience in conducting such event is more as per the documents to be furnished as per the RFP.
21. This RFP shall form part of the contract/agreement to be executed by RMC with the selected agency and the terms & conditions covered in this RFP, unless otherwise countered/corrected/modified/deleted subsequently, shall form part of the contract/agreement.
17. If the selected agency refuse/fails to accept the work order issued by RMC or the work assigned is not done as per the scope and directions of the RMC, the EMD



amount may be forfeited followed by other actions as deemed fit by RMC.

18. EMD of unsuccessful agencies shall be refunded without any interest. EMD of successful agency will be retained as performance security deposit which shall be considered for refund without interest after completion of contract period. The rate to be quoted in the Financial Proposal is for the event. The payment admissible to the selected agency, subject to fulfillment of all the terms and conditions of this RFP and contract.
19. The selected agency shall provide the materials, services, etc., with quality and quantity as per direction of the RMC.
20. Payment Terms: The payment for successfully organizing the event shall be made after submission of invoice and will be released through cheque/demand draft/net banking.
21. The selected agency shall act in a transparent manner for the event and shall not resort to any act that might be detrimental to the interest and reputation of RMC.
22. The selected agency shall undertake to abide by all rules, regulations and laws of land for their responsibilities to manage the events and shall agree to keep itself liable and responsible for any such violation directly or indirectly related to his/her/their responsibilities for the event.
23. In the event of any material default which results in shabby presentation or any failure on any account shall be treated as breach of faith and accordingly the selected agency shall be liable for penal provisions as set by RMC.
24. RMC reserves the right to terminate the agreement at its discretion at any time without assigning any reason thereof.
25. However, without prejudice to any other remedy available for breach of contract, by written notice of default sent to the selected agency, the under mentioned authority can terminate the contract in whole or part;
  - (a) If the selected agency fails to provide services within the time period specified in the contract,
  - (b) If the selected agency fails to perform any other obligations under the contract.

## **26. Arbitration**

In case of any dispute or difference which may arise between the selected agency and RMC, the same shall be settled through mutual consensus and if necessary, by reference to arbitration by a Sole Arbitrator to be appointed by RMC. The provisions of Arbitration and Conciliation Act, 1996 shall be applicable. Still, if any dispute could not be resolved through arbitration, then the same may be resolved through court and the jurisdiction of occurrence of the dispute shall be treated as RMC city limit only.

## **27. Force Majeure**

If at any time during continuance of the contract, the performance in whole or in part by either obligatories under the contract shall be prevented or delayed due to act of nature or

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man-made, but beyond control of either obligatories, then notice of happening of such eventuality should be is given by any party to the other within two days from the date of such occurrence and, neither party shall, by reason of such eventuality be entitled to terminate this contract nor shall either party have any liquidated of damage claim against the other in respect of such non-performance or delayed performance. Performance as per the contract shall, however, be resumed as soon as practicable after such eventuality subsides.

**28.** RMC reserves the right to reject any or all the proposals without assigning any reason thereof to any agency subject to the limitations prescribed in guidelines of Central Vigilance Commission. **No Consortium is allowed for bidding for this RFP.**

**29. Execution of Agreement**

The selected Agency shall be sent the Letter of Award (LoA) by RMC within 05 days from the opening of the financial proposal and within 05 days from the receipt of the LoA by the selected Agency, the contract Agreement shall be executed between RMC and the selected Agency. The successful bidder shall not be entitled to seek any deviation in the Contract Agreement. In case of the selected Agency, the EMD amount shall be retained as the Performance security for the entire contract period.

**30. Miscellaneous**

- I. **Mode of bidding:** Two-bid system,
  - A. **Part-1:** technical proposal, &
  - B. **Part-2:** financial proposal
  
- II. **Earnest money deposit (EMD):**  
Rs 500,000/- (Rupees Five Lakhs only) of in shape of demand draft drawn in favour of Commissioner, Rourkela Municipal Corporation
- III. **Cost of RFP document:**  
Rs.11200/- in shape of demand draft drawn in favour of Commissioner , Rourkela Municipal Corporation
- IV. **Date of Publication of RFP, last date & time for receipt of proposal:**
  - a. Date of Publication of RFP: 03.01.2019
  - b. Last date for receipt of proposals: 16.01.2019 up to 15:00 Hours
  - c. Opening of Technical Proposals: 16.01.2019 up to 16:00 Hours
  - d. Through registered post/speed post or by hand addressed to,

**Commissioner, Rourkela Municipal Corporation,  
Udit Nagar, Rourkela -12, Odisha.**

V. *Power point presentation by the bidders on date 16.01.2019 at 17:00 Hours*

# **Covering Letter**

**(On the Letterhead of the Applicant)**

Date:

To,  
The Commissioner  
Rourkela Municipal Corporation  
Uditnagar, Rourkela(Odisha)-769012

**Sub: "Selection of Event Management Agency for Organization of Brahmani Festival"**

Dear Madam,

With reference to your invitation for RFP documents dated\_\_\_\_\_ we, having examined the Invitation for RFP document and understood its contents, hereby submit our Proposal for the aforesaid assignment.

1. The Bid is unconditional qualifies as per the technical & financial criteria set forth by the RMC in RFP documents and subsequent amendments thereto.
2. All information provided in the Bid document and in the annexure is true and correct and all documents accompanying Bid Document are true copies of their respective originals.
3. We shall make available to RMC any additional information it may find necessary or require to supplement or authenticate the Bid documents.
4. We acknowledge the right of RMC to reject our Bid Document without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach/ black listed on our project.

**6. We declare that**

- a. We have examined and have no reservation to the Invitation for Tender Document, including any Addendum issued by RMC.
  - b. We do not have any conflict of interest in accordance with the Invitation for Bid Document.
7. We 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.
  8. We understand that you may cancel the Bid process at any time and that you are neither bound to accept Bid document that you may receive without incurring liability to the Applicants, in accordance with the Invitation of RFP.

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9. We believe that we satisfy the Conditions of Eligibility and meet the requirements as specified in the Invitation for RFP document and are qualified to submit Bid Document in accordance with the provisions of the Invitation of RFP.
10. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicated or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ Employees.
13. We undertake that in case due to any change in facts or circumstances during the selection process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate RMC of the same immediately.
14. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by RMC in connection with Bid process, in respect of the above mentioned Assignment and the terms and implementation thereof.
15. We have studied all the documents carefully and also surveyed the event site. We understand that, we shall have no claim, right or title arising out of any documents or information provided to us by RMC or in respect of any matter arising out of or concerning or relating to the Bid process including the award of Assignment.
16. We agree and understand that the RFP is subject to the Provisions of the RFP document. In no case, we shall have any claim or right of whatsoever nature if we are not selected or our RFP is not opened.
17. We agree to keep this offer valid for 180 days from the Bid Document Due Date specified in the Invitation of RFP.
18. We agree and undertake to abide by all the terms and conditions of the Bid Document.

In witness thereof, we submit this Bid Document under and in accordance with the terms of the RFP.

Yours Sincerely,

(Name, Title and Address of the Authorized Signatory)

Date:

Place:

Name of the Agency:

Address:

**Annexure-II**

**Information about the Bidder/Agency**

1	Name of Bidder	
2	Contact Details	
	a. Address	
	b. Telephone	
	c. E-mail	
	d. website (If any)	
3	Incorporation/ Registration Details of the Agency	
4	Client List (Attach separate sheet (if required))	
5	Authorized Signatory	
	a. Name	
	b. Position/Designation	
	c. Telephone	
	d. E-mail	
6	Additional Information, if any	
7	Total experience of the agency in the work	

Place:

Date:

**Duly signed by the Authorised Signatory of the Applicant  
(Name, Title and Address of the Authorised Signatory)**

**Annexure-III**

**AFFIDAVIT**

1. I/We hereby declare that I/we are not currently deprived from participating in such RFP/Tender by any Govt. Organisation including RMC and I/We have furnished the required eligibility documents as a valid agency for the work mentioned in this RFP.
2. I/We hereby authorise and request any bank, person, firm or organisation to furnish information to RMC as deemed necessary by it in connection with my/our eligibility criteria and document verification related to my/our proposal for the work. I/We also authorise RMC to refer, peruse, consider & correlate my/our documents submitted by me/us in connection with works/proposals in any Govtorganisation and I/We have no objection, if such documents, either in whole or part, are perused, referred and considered by RMC.
3. The undersigned undertake to submit further information/ documents as may be requested for/required by RMC in connection with this proposal within the stipulated period to be intimated by RMC either through e-mail or through my/our Telephone No. Non-response to this instruction by me/us within the stipulated period shall render my/our proposal as non-response/incomplete and hence RMC shall be at liberty to take any action as deemed fit against me/us as well as to decide/cancel my/our proposal for the work and I/we will have no claim against such decision of RMC.
4. My/our present address, e-mail & telephone number for correspondence have been mentioned in Annexure-I. I/We shall promptly and voluntarily intimate RMC about subsequent changes, if any, in my/our telephone number, e-mail ID and address for correspondence within a week from the date of occurrence of such change(s) falling which, I/we will be held responsible for any eventual delay/gap in correspondences/communications between me/us and RMC and subsequent follow-up actions and situation which may arise due to such delay/gaps.

I/We hereby declare that all the information and documents furnished herewith by me/us in connection with my/our proposal for **“SELECTION OF EVENT MANAGEMENT AGENCY FOR ORGANIZATION OF BRAHMANI FESTIVAL”** invited by RMC vide RFP No. ....Dt..... are true and correct.

**(Deponent)**  
**(Authorised Signatory of the Agency submitting the Proposal)**

**Annexure-IV**

**FORMAT FOR TECHNICAL EXPERIENCE**

<b>Sl. No</b>	<b>Parameters</b>	<b>Remarks</b>
<b>1</b>	Assignment Title	
<b>2</b>	Assignment Description	
<b>3</b>	Location	
<b>4</b>	Name of Client	
<b>5</b>	Total Project Cost (value) (In Indian Rupees)	
<b>6</b>	Nature of the Assignment	

***Note: The bidders shall use the above format for technical experience. The bidder shall provide separate formats for each projects. For each project the bidder shall provide the proof of undertaking the assignment.***

**Duly signed by the Authorised Signatory of the Applicant  
(Name, Title and Address of the Authorised Signatory)**

**Annexure-V**

**FORMAT FOR ANNUAL TURNOVER**

<b>Parameter</b>	<b>Year</b>	<b>Amount (in INR)</b>
Annual Turnover	<b>2015-16</b>	
	<b>2016-17</b>	
	<b>2017-18</b>	

**Signature of Chartered Accountant with seal.  
Membership No. \_\_\_\_\_**

**Duly signed by the Authorised Signatory of the Applicant  
(Name, Title and Address of the Authorised Signatory)**



**Annexure VI**

**FINANCIAL PROPOSAL**

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

**To,  
Commissioner  
Rourkela Municipal Corporation  
Udit Nagar, Rourkela -12  
Odisha**

**Sub: “Selection of Event Management Agency for Organization of Brahmani Festival”**

Dear Madam / Sir

We, the undersigned, offer to provide the services as **Event Management Agency for Organization of Brahmani Festival** in accordance with your RFP. Our total financial quote is as given below,

<b>Sl. No.</b>	<b>Parameter</b>	<b>Unit</b>	<b>Amount In figures in INR</b>	<b>Amount in Words in INR</b>
1	Scope of Work as per Clause 2 of the RFP.	For 3 Days Event		

1. Amount quoted above should be inclusive of all applicable taxes. The rate/value to be accepted by RMC should remain unchanged during the contract period.
2. The break-up of the rate/price (unit cost / per day cost etc.) quoted above should be submitted/attached to this RFP Part-II for different items/sub-items of the work as per the scope defined in RFP. Without this break-up statement, the proposal shall be treated as incomplete and shall be rejected.
3. In case of mismatch between the corresponding values to be mentioned in words and figures, the rate/amount mentioned in words shall be considered for evaluation.
4. Financial proposal exhibiting conditions/suggestions/omission shall be rejected.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial Proposal is without any condition.

**Yours faithfully,**

**Duly signed by the Authorised Signatory of the Applicant  
(Name, Title and Address of the Authorised Signatory)**



## **ROURKELA MUNICIPAL CORPORATION**

**Ref No: 09**

**Date. 02.01.2019**

**Request for Proposal (RFP) for**  
**“Selection of Event Management Agency for Organization of Brahmani Festival”**

Rourkela Municipal Corporation (RMC) invites **Request for Proposal (RFP)** for **“Selection of Event Management Agency for Organization of Brahmani Festival”**. Interested agencies fulfilling the eligibility criteria and other terms and conditions mentioned in this RFP are eligible to participate.

RMC reserves the right to reject any or all the proposals without assigning any reason thereof. The RFP Document will be available from **03.01.2019 to 16.01.2019**. The RFP documents can be downloaded from **www.rmc.nic.in** The last date of submission of proposals is **16.01.2019 till 3.00 PM**. Please refer the RFP documents for further details. For any queries please mail at **tenderrmc@gmail.com**

**SD/-**

**Commissioner**  
**Rourkela Municipal Corporation**