

BERHAMPUR MUNICIPAL CORPORATION

REQUEST FOR PROPOSAL

No. 9830 /

Date : 07/08/24

The Commissioner, Berhampur Municipal Corporation invites sealed RFP from Event Management Companies for organising "Event at Ramlingeswar Park for visit of Hon'ble MLAs" at Berhampur.

The Start and end date of sale of RFP from 07/08/24 to 13/08/24. RFP should reach to the undersigned on or before 13/08/24 by 3.00 PM and will be opened on same day at 04.00 PM in the office chamber of the undersigned in presence of the authorised agents who intend to attend. The rate to be quoted shall be inclusive of all charges. No extra cost on any account whatsoever will be admissible. Conditional RFP will be rejected immediately. The rate should be written clearly and legibly without any error or overwriting and both in figures and in words. In case of difference or rates or any ambiguity over rates, then the rates written in words will be taken into consideration.

The Prequalification Criteria is detailed below:

- The firm should be a Event management Company
- They should have 5 years experience in conducting Govt. Events with Similar nature.
- The average Annual Turnover should be minimum 1 Crore for last three consecutive years.

Each firm should furnish the following details:

1. Bid cost of Rs. 6720/- in shape of DD in favour of Commissioner, Berhampur Municipal Corporation.
2. Firm Registration Documents.
3. GST Regn.
4. PAN Card.
5. Prequalification supporting documents.
6. Snapshot of Proposed arrangement.

Technical Presentation will be made on same day after opening of technical Bid.

The evaluation of the bid shall be based on the following criteria:

Sl. No.	Item	Total Marks	Criteria	Marks
2.	Proposed Demo of Events (in 3D Presentation)	100	-----	100

The minimum qualifying Technical Score shall be 60%.

Technical bid will be opened those who qualifies prequalification. Commercial bids of those bidders who are only technically qualified in the Technical Evaluation will only be opened. All other Commercial bids will be ignored. Final selection will be based upon "Quality cum Cost Based Selection" (QCBS) method.

The Absolute Technical Evaluation Mark will be calculated as follows:

$$\text{Normalized Technical Score } \mathbf{STech} = \frac{\text{Mark Secured by the bidder} \times 70}{\text{Highest Score obtained by any bidders}}$$

The Commercial Evaluation will be done by following method:

$$\text{Normalized Commercial Score } \mathbf{S Com} = \frac{\text{Lowest Price Quoted by any bidder} \times 30}{\text{Price Quoted by the Bidder}}$$

Final Score will be calculated as follows:

$$\mathbf{S Final} = \mathbf{STech.} + \mathbf{S Com.}$$

Final Selection of Bidder will be done based on added individual score achieved by the bidder in technical evaluation and commercial evaluation scores and highest score (**S Final**) will be awarded the contract. The highest score bid hence forth will be called adjusted Lowest One (L1).

The sealed RFP should be superscribed on the cover as "EVENT AT RAMLINGESWAR PARK FOR VISIT OF HON'BLE MLAs". Further clarifications can be obtained from this office.

The undersigned reserves the right to accept or reject any RFP without assigning any reason thereof.

The Price bid of the RFP should be in the following format.

SL NO	ITEMS	Unit	No. of Days	Cost per Day	Amount
1	Stage (16x8)(9inch height)	Package	5		
2	Stage Backdrop flex with framing (16x10)	Package	5		
3	Sitting arrangement (Sofa Sets 12 nos)	package	5		
4	Synthetic Carpeting (5000 sqft)	package	5		
5	Standies 10 nos around the tank	per pc	10		
6	Welcome backdrop	per pc	1		
7	LED size (12x8) for Project videos	per pc	5		
8	Ambience sound system	package	5		
9	Entrance Gate Structure	package	5		
	VIP Lounge & Dinning Setup				
10	Launge carpeting (For 10 days)	package	1		
11	VIP Sofa sets (12 pcs)	package	5		
12	Big size tea poi (12 pcs)	package	5		
13	Food Stall	package	5		
14	Round tables (8 nos)	package	5		
15	Banquet chairs (50 pcs)	package	5		
16	other designer properties	package	5		
	Lighting & Gensets				
17	Total Venue Ambience lighting (For 15 days)	Package	1		

18	Stage lighting	per day	5		
19	Grid for lighting	package	5		
20	Genset with fuel (for 5 days) only for VC	package	5		
	VC arrangement				
21	LED for VC	Package	5		
22	Cameras for VC	per day	5		
23	VC machineries	per day	5		
24	sitting arrangement	package	5		
25	Carpeting	package	1		
	Other Items				
26	Photography & Videography	per day	.5		
		TOTAL			

(The above rate is inclusive of all taxes)

N.B. The Quantity may vary as per actual requirement at site.

Payment will be made as per actual execution.


Commissioner
Berhampur Municipal Corporation

Memo No. 9831

Dt. 07/8/21

Copy forwarded to the Steno to Administrator, Berhampur Municipal Corporation / P
A to Commissioner/ E.E./ office Notice Board/DA Receive/ spare copies to concerned files
for reference and record.


Commissioner
Berhampur Municipal Corporation