

**Odisha Building & Other Construction Workers Welfare Board**

**Bhubaneswar – 751001**

Phone/Fax: 0674-2390079/23/28

Notice No. 489 /OBOCWFB

Dtd. 19.03.2018

**SHORT TENDER CALL NOTICE FOR EVENT MANAGEMENT OF THE PROGRAMME OF  
STATE LEVEL INAUGURAL FUNCTION OF “NIRMAN SHRAMIK SEBA SAPTAHA-  
2018”.**

Sealed tenders are invited from the following empanelled agencies of this Office for event management of the programmes on occasion of State Level Function on “Nirman Shramik Seba Saptaha-2018” at Exhibition Ground, Unit-III, Kharvelnagar, Bhubaneswar on 03.04.2018.

1. The Advertising Corporation of India, Pvt. Ltd.  
Unit-4, Bhouma Nagar, Bhubaneswar
2. Sanket Communications Pvt. Ltd.  
294, Saheed Nagar, Bhubaneswar
3. Eleanora Images Private Limited,  
C-55, Palashpalli, Bhubaneswar
4. Team Advertising & PR Prelude  
Novel Ventures Pvt. Ltd.  
108/B, Master Canteen, Janpath,  
Bhubaneswar

The above empanelled agencies may submit the rate quote with plan outlay and detailed proposal individually as per the proposed plan of works listed in **Annexure – I&II** for evaluation of their proposal following QCQBS method.

The proposals should reach in Office of Odisha Building & Other Construction Workers Welfare Board, O/o the Labour Commissioner, Unit – III, Kharvel nagar, Bhubaneswar, Odisha only by 11.00 A.M. of 24.03.2018 and the same will be opened at 11.30 A.M. on the same day by the evaluation committee. The quotations received incomplete / after the scheduled date and time shall be rejected. The quotationer or their authorized representative may remain present at the time of opening of quotations.

The authority reserves right to reject any or all the quotations without assigning any reason thereof.

The tender document with details of scope of work and other terms & conditions can be downloaded from the website: [www.bocboard.labdirodisha.gov.in](http://www.bocboard.labdirodisha.gov.in). The undersigned reserves the right to reject any or all the EOIs without assigning any reason thereof.

-Sd-

Labour Commissioner, Odisha-Cum-  
Member Secretary

**SHORT TENDER CALL NOTICE FOR EVENT MANAGEMENT OF THE  
PROGRAMME OF STATE LEVEL INAUGURAL FUNCTION OF “NIRMAN  
SHRAMIK SEBA SAPTAHA-2018”.**

**INSTRUCTION TO BIDDERS**

1. Sealed tenders are invited from the empanelled agencies event management of the programme on occasion of State Level Function on “**Nirman Shramik Seba Saptaha-2018**” at **Exhibition Ground, Unit-III, Kharvelnagar, Bhubaneswar on 03.04.2018.**
2. The plan outlay and detailed proposal individually as per the proposed plan of works listed and financial proposal therein is attached at **Annexure – I& II.**
3. Evaluation Criteria:
  - A. **Technical presentation on:**
    - i. Conceptualisation of the assignment,
    - ii. Strategy
    - iii. methodology for carrying out the activity
    - iv. Work plan
    - v. proposed activities to be undertaken
    - vi. Manpower to be deployed
    - vii. Resource mobilisation
    - viii. types of materials to be used
    - ix. services to be rendered
    - x. Previous experience of undertaking similar activity
    - xi. presentation of layout plan design and
    - xii. Project estimate.

Bids must be received by the Purchaser at the address and no later than the date and time specified in the bid document i.e. **11 A.M. of 24.03.2018**. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.

**Broad Scope of Work:** - [*Event management*]

- **Main Stage management & Tentage, Stalls, Flower decoration, Gate etc.**
- **IEC Activities:** Designing of Advertisements, Preparation and supply of artwork & material preparation for creative corporate advertisements, artwork design of booklets / brochures / newsletters, required for **various printing assignments** of this Office, Release of PR Support activities such as press releases, media articles, designing and display of banners/Hoardings/IEC materials/Designing & Hiring Charges for Nirman Shramik Rath (both flex print cover & Digital LED display) etc.
- **Photography & Videography**

**14. Evaluation Procedure**

The bids shall be evaluated based on Quality and Cost based evaluation (QCBS) having weightage of 70:30 (Technical: Financial).

1. In the Technical section, each bidder has to give the power point presentation (ppt.) of 10-15 minutes duration. Marks scored in the presentation shall be taken into account for final evaluation of the proposal.

A. Technical Evaluation methodology

Sl No.	Clause
1	Each Technical Bid will be assigned a technical score out of a maximum of 100 points.
2	The bid with the highest Technical score (T1) will be assigned 100%.
3	Technical Scores for other bids will be normalized using the following formula: Normalized Technical Score of a Bid(Tn) = {(Technical Score of the Bid/Highest Technical Score (T1)) × 100}% (adjusted to 2 decimals)

**SCORES FOR SUB SECTIONS OF TECHNICAL PRESENTATION**

DESCRIPTION	MAXIMUM SCORES
Conceptualisation, Strategy & methodology of the assignment	20
Work plan & activities to be undertaken	30
Manpower to be deployed & Resource mobilisation	20
Quality of materials/equipments/ /personnel services/other services to be rendered	20
presentation of layout plan design	10
<b>Total Scores</b>	<b>100</b>

**B. Financial Evaluation:**

Sl No.	Clause
1	The bid with the lowest bid price (L1) will be assigned 100%.
3	Financial Scores for other bids will be normalized using the following formula: {(Financial Bid price of L1/Financial bid price of the Bid) × 100} % (adjusted to 2 decimals)

**FINAL EVALUATION:**

- i. In determination of the Best Value Bid, weightages of 70 and 30 shall be applied respectively to the normalized technical and financial scores of each bid that was included in the commercial evaluation process. A composite score shall be calculated for technically qualified bids only.

The weightage for the composite evaluation is as described below:

- a. Technical – 70%
- b. Financial – 30%

In other words, the bid would awarded in favour of most competitive bidder by adopting the 70:30 weightages to technical and financial scores respectively after duly normalizing the technical & financial scores. The overall composite score will be calculated as follows:

$$B_n = 0.70 * T_n + 0.30 * F_n$$

Where

$B_n$  = overall composite score of the bidder

$T_n$  = normalized technical score of the bidder

$F_n$  = Normalized financial score of the bidder

The Bidder with the highest final composite score will be selected. In case of a tie in the final composite score the bidder with the higher Technical Score will be taken into consideration.

#### **Award Criteria**

OB&OCWW Board will award the work assignment to the successful bidder whose proposal has been determined to be substantially responsive and has highest final composite score.

#### **Submission of Tender.**

The tender document has to be submitted in the prescribed formats along with the relevant documents as asked to be furnished in the relevant formats. The formats duly filled in along with the documents signed by the authorized signatory shall be put in a envelope and the sealed envelope should be super scribed as ***“Tender for event management of the programmes on occasion of State Level Function on “Nirman Shramik Seba Saptaha-2018”***. The tenders must reach the office of the OB&OCWWBoard, Bhubaneswar, Odisha in the address mentioned below **on or before 24.03.2018, 11A.M.** Addressed to:

**Office of the Odisha Building & Other Construction Workers Welfare Board, O/o  
The labour Commissioner, Unit-III, Bhubaneswar – 751001, Odisha.**

-Sd-

Labour Commissioner, Odisha-Cum-  
Member Secretary

### Annexure-I

<b>I. STAGE &amp; GATE</b>					
<b>Sl. No</b>	<b>Particulars</b>	<b>Description</b>	<b>Approximate Requirement of Sq. ft./nos.</b>	<b>Rate per sq.ft./RM/ piece</b>	<b>Total cost</b>
1	General bamboo barricading 5000 RM	at height of 5 ft with 2 layers of bamboo	5000RM		
2	Bamboo barricading	Bamboo barricading for segregation of crowd 300 RM	300RM		
3	Red carpet for VVIP passage		3500 sqft		
4	Stage with new carpet	stage of metal skeleton with 19MM ply board cladding with collapsible legs	60ftx40ftx4ft		
5	Stage skirting	as per size with brand new cloth masking - 140ftx4ft	140ftx4ft		
6	Stage backdrop -	60 ftx12 ft with minimum 4 - 3D props			
7	Entry Gates	03 gates			
8	Communication hoardings inside tent minimum	6 nos	12ftx15ft with blackout flex with 3D cut-outs of thermo cool / MDF		
9	Podium				
10	Led riser as per requirement	For local public, For Stage			
11	Standing AC on stage -		2nos		
12	Metal Barricading	For Stage	1000Rft		

<b>B</b>	<b>II. Flower Decoration</b>				
1	Flower arrangements				
2	Flower decoration at Gate and VIP passage -		100 running ft		
3	Flower decoration at stage		60ftx1.5ft		
4	Flower decoration on Stage skirting				
5	Flower bouquets for VIP and special guests - 20 nos				
	<b>III. Light, Sound, Technicals</b>				
<b>C</b>	<b>Technicals</b>				
1	Sound				
2	PA System for 10000 pax	06 pair tops			
3	Base bins	4 pair			
4	Delay speakers	8 pair tops			
5	Delay base bins	2 pair for different areas			
6	Amplification	02			
7	Effect racks	02			
8	Digital channel mixer -	42 channel			
9	Graphic equaliser	2			
10	Snake cables and accessories of compatible series				
11	Goose neck -	2 pc			
12	hand held cordless -	6 pc			
<b>D</b>	<b>Lights</b>				
1	Led Parcan -	20nos			
2	Par -	16 - 50nos			
3	Sharpy -	16 nos			
4	Moving heads	02 nos			

	-				
5	Dimmer racks -	02nos			
6	Light Controlling board - pearl				
7	Cables and Technicians				

<b>E</b>	<b>AV</b>				
1	LED screen 3MM for main stage	1 nos	20ftx12ft		
2	Delay LED screens	6 nos	12ftx8ft 3MM		
3	Server for LED				
4	Switcher				
5	Preview monitor for stage - plasma 50 inches	2 pc			
<b>F</b>	<b>IV. Auditorium(Tentage), Stalls</b>				
1	Bamboo structure with water proofing clear span clear height		70ft18ft		
2	complete structure sealing with white cloth				
3	Shamiyana with white sealing -	55,000 square feet			
4	Sofa VVIP -	160 seating			
5	banquet chair - VIP	250nos.			
6	Plastic chair	5000nos			
7	Nylon matt for general public				
8	Synthetic industrial carpet for VVIP				
9	Coolers for VIP area -	15 nos			
10	Fans -	80 nos			
11	Stage sofas -	16 nos			
12	Teapoy -	8 nos			

<b>G</b>	<b>Stalls</b>				
1	Superstructure bamboo frame tarpaulin roofing, cloth ceiling, walling, partition walling front border and jhaller	15'X10'	15nos.		
2	<b>Stall Front Rest Shed</b>				
	Superstructure Bamboo frame with shamiana				
3	<b>Police Metal Detector Checking Room</b>				
	Superstructure bamboo frame with cloth ceiling & walling				

<b>H</b>	<b>Hygiene</b>				
1	Chemical washrooms for male - 20 with assistants				
2	Chemical washrooms for female - 10 with assistants				
<b>I</b>	<b>Safety</b>				
1	DFMD -	3 Pc			
2	HFMD -	85pc			
3	Female frisking rooms -	2 pc			
4	Fire extinguishers -	40 pc			
5	Ambulance with doctor -	1 nos			
6	Fire brigade -	1 nos			
<b>J</b>	<b>Designing, Printing Activities</b>				
1	Invitation	300 nos			



	cards-				
2	I-cards -	100 nos			
3	Lanyards -	100 nos			
4	Leaflets				
5	Designing of Newspaper Adv.	(One Full page & one Half page)			
6	Designing of Nirman Shramik Rath	1. Covered with Flex preferably in Medium segment Transport vehicle displaying the pictures & activities of Board. 2. One Vehicle loaded with Digital LED Display	One vehicle for one day cover in the city of Bhubaneswar		
<b>K</b>	<b>Power supply</b>				
1	Gen sets - 125 KVA -	2 nos			
2	Fuel - 8 hours -	2 nos			
3	Working Gen set with fuel - 3 days @ night - 65 KVA				
4	Metal lights for regular working	30 pc			
5	3 phase core cable				
6	3 pase changeover				
7	DG assistant				
<b>L</b>	<b>Manpower</b>				
1	Production hands - 3 days	6 pax			
2	Female ushers -	6 pax			
3	Cleaners - before and after	6 pax			
4	Anchor				

<b>M</b>					
1	Hoarding -	minimum 20 nos	10ftx10ft		
2	Pole branding -	minimum 100 nos	2ftx4ft		
<b>N</b>	Photo & Videography of the whole event	Video in 02 sets of DVD, Two nos. of Coffee Table Album Book.			
<b>Total [Part-A] (Rs.)</b>					

## ANNEXURE-II

### **A. Development of TV Spot & Documentary**

1. TV Spot: - Glimpses of “Nirman Shramik Kalyan Yojana”, Duration 40 sec., Audio visual TV Spot.  
Quality: Audio visual, Format –Prores 422

**(The list of benefits extended is Annexed at Annexure-A)**

2. Documentary Video Film: - On Activities of OB&OCWWBoard- Schemes, Programmes, statistics, achievements and major developments.  
Duration: 5min.  
Quality: Audio visual Full HD 1080P

Name of the Event	Description	Price quote (In Rs.)	GST/Other Tax (In Rs.)	Total Amount (In Rs.)
TV Spot	40 sec., Audio visual TV Spot			
Documentary Video Film	5min.Documentary film			
<b>Grand Total-----Part-B</b>				

**I. Total cost (Part-A +Part-B) Rs. .... (in words .....)**

**II. GST / Other taxes if any..... Rs.....**

**III. Grand Total cost (I + II): Rs. .... (in words .....)**

.....)

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