



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
TECHNO CAMPUS, P.O.: MAHALAXMI VIHAR
BHUBANESWAR-751 029**

Tender Notice No. OUTR/SAC/Xtasy/2025-26/38

Date: 09/02/2026

Odisha University of Technology and Research, Bhubaneswar invites on line Tenders under two bid systems from eligible and reputed Event Management Firms/Companies/Societies for “**Selection of Event Management** for 3-Day Cultural Fest X-tasy 2026 to be held **during 18th – 20th March 2026**”. The tenderers must possess valid up-to-date GST /income tax clearance etc. The detailed information which may be downloaded from the website www.outr.ac.in and <https://tendersodisha.gov.in>. The cost of the tender documents and EMD with a cover should be delivered by **Speed Post or Courier only before last date of submission, addressing to The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029 mentioning the name of the tender, due date and time.** The last date, time of Tender documents is **02/03/2026 up to 5.00 PM** and will be opened on **05/03/2026 at 09:00 AM.**

The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

IMPORTANT: Prospective bidders are advised to regularly visit the University website and e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced on the University website and e-procurement Odisha portal.

REGISTRAR

Bid No. OUTR/SAC/Xtasy/2025-26/38

Date: 09/02/2026

BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE

FOR

“SELECTION OF EVENT MANAGEMENT

FOR CULTURAL FEST XTASY 2026”

AT

OUTR, BHUBANESWAR



ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Techno Campus, Ghatikia, P.O: MahalaxmiVihar,
BHUBANESWAR-751029, ODISHA, INDIA

Website www.outr.ac.in

NOTICE INVITING TENDER

The Registrar, Odisha University of Technology and Research (OUTR), Bhubaneswar invites online tenders from eligible and reputed Event Management Firms/Companies/Societies for **Selection of Event Management** for 3-Day Cultural Fest X-tasy 2026 to be held **during 18th – 20th March 2026 at OUTR, Bhubaneswar**. Interested eligible Bidders may obtain detail information and list of items with technical specifications from **the website of the University www.outr.ac.in and <https://tendersodisha.gov.in>**

Critical Information

1.1 Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	Tender Number and Date	OUTR/SAC/Xtasy/2025-26/38 Date: 09/02/2026
2	Period during which tender document will be available on website www.outr.ac.in & tendersodisha.gov.in	09/02/2026, 5.00 p.m. to 02/03/2026, 5.00 p.m.
3	Tender Fee(Non- Refundable)	Rs. 2,000/- (Rupees Two thousand only) in shape of Demand Draft to be drawn in favour of "(Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
4	Bid security (EMD): (refundable but Non-interest bearing); EMD Amount (will be accepted only through D.D/Pay Order*/ Banker's Cheque. The bid security is exempted to the MSE bidders provided that benefit of EMD exemption will be given only to the service providers for respective service. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 60,000/- (Rupees Sixty thousand only) in shape of Demand Draft to be drawn in favour of " (Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
5	Type of Bid	Two Bid ; Cover I - Technical Bid Cover II - Price Bid as per the format
6	Date of publishing and time	09/02/2026 at 5.00 p.m.
7	Document download start date and time	10/02/2026 from 10.00 a.m.
8	Last date & time for submission of tender	02/03/2026 upto 5.00 p.m.
9	Date & time of opening of Technical	05/03/2026 at 09.00 a.m.
10	Date & time of opening of Financial Bid	Through e-tender portal to be intimated later to the technically qualified bidders.
11	Pre bid meeting	Office of Dean (Students Welfare) 16.02.2026 at 11.00 AM.
12	Validity of Tender	120 days from the date of opening of technical bid
13	Performance Guarantee	EMD will be converted to Performance Guarantee
14	Delivery	As per Tender document
15	For any technical query please contact	Dr. Dipak Ranjan Swain, Vice President, Cultural, OUTR, Ph. No. 7978757601 Mail ID: dipakswain@outr.ac.in
16	DD towards EMD and Tender document fee should be sent addressing to	The Registrar, Odisha University of Technology and Research, Techno Campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029

1.2 Please refer eProcurement Tenders Odisha system generated DATE SHEET for Tender ID and Critical Dates.

1.3 The Tender document and details of terms and conditions can be downloaded from our website www.outr.ac.in & <https://tendersodisha.gov.in>

1.4 The bidders may submit their bid only through uploading in the eProcurement Tenders Odisha Portal <https://tendersodisha.gov.in>. **No bids received by post or by hand or by FAX/ E-mail would be considered for evaluation.**

1.5 The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2. Instructions for Online Bid Submission

2.1 The bidders are required to submit soft copies of their bids electronically on the eProcurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement Tenders Odisha Portal, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement Tenders Odisha Portal.

2.2 More information useful for submitting online bids on the eProcurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>

2.3 REGISTRATION

2.3.1) Bidders are required to enroll on the e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) by clicking on the link “Online Bidder enrolment”. Enrolment on the eProcurement Portal is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Govt. of Odisha eProcurement Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2.4 SEARCHING FOR TENDER DOCUMENTS

2.4.1) There are various search options built in the eProcurement Odisha Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the eProcurement Odisha Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the eProcurement Odisha Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.5 PREPARATION OF BIDS

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents.

These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

2.6 SUBMISSION OF BIDS

2.6.1) Bids shall be submitted online only at e-Procurement portal: <https://tendersodisha.gov.in>

2.6.2) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.4) Bidder has to select the payment option as “offline” to pay the tender fee /EMD as applicable and enter details of the instrument.

2.6.5) Bidder should prepare DD for the Tender cost and EMD as per the instructions specified in the tender document. The original should be posted/couriered to **The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

2.6.6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.7) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.10) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.11) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.12) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.7 ASSISTANCE TO BIDDERS

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) in general may be directed to the 24x7 eProcurement Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the submission of the bids online through the eProcurement Portal (URL: <https://tendersodisha.gov.in>).

NOTE: At any time before the deadline for submission of proposals, the University reserve the right to add / modify / delete any portion of this document by the issuance of a Corrigendum, which will be published on the website and eProcurement Portal (<https://tendersodisha.gov.in>) and will also be made available to the all the Bidders. The corrigendum shall be binding on all the bidders and will form part of the bid documents

CONTENTS OF TENDER DOCUMENTS

Sl. No.	Description of Contents	Page No.
A	Eligibility Criteria	9
B	Instruction to Bidding Firms	10-12
C	General Terms and Conditions	12-14
Annexure-I	Nature and Scope of work (Annexure-I)	15-18
Annexure-II	Acceptance of Terms and condition of tender (Annexure-II)	19
Annexure-III	Particulars about Tenderer for Prequalification (Annexure-III)	20
Annexure-IV	Declaration (Annexure-IV)	21
Annexure-V	Financial Capacity (Annexure-V)	22
Annexure-VI	Bid Security Declaration form (Annexure –VI)	23
Annexure-VII	Criminal Liability Form (Annexure-VII)	24
Annexure-VIII	Details of experience and Past performance(Annexure-VIII)	25
Annexure- IX	BOQ in MS Excel Format (Annexure-IX)	26
Annexure- X	Check list for bidder (Annexure-X)	27
Annexure-XI	Sample of Decoration (Annexure-XI)	28

A. Eligibility Criteria for Qualifying in Technical Bid

1. The agency should meet the minimum eligibility criteria.

1.1 The pre bid meeting is mandatory. All the prospective bidders are requested to attend the pre bid meeting as per venue, date and time indicated in serial No 11 of critical information. Those bidders who attend the pre bid meeting can only participate in the tender. The Bidders or of their representatives who choose to attend at the Pre-Bid meeting, they must bring proper authorization from their firm/agency failing which they will not be allowed to attend for Pre-Bid meeting. Further, Prospective bidders who want to participate in the Pre-Bid meeting shall send their willingness along with the questionnaire, if any, on or before **15/02/2026** through email dipakswain@outr.ac.in

1.2 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.

1.3 Financial Capacity : The bidder should have the average annual turnover of minimum Rs. 60 lakhs (certified copy from the Chartered Accountant to be attached) during the last three financial year (2022-23, 2023-24, 2024-25). 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.

1.4 Experience : (a) Bidder shall have a minimum three years of experience in providing artist / celebrity/ similar services for the celebrity nights/show as on 31st December 2025. Name, address / contact details of the present and past clients to be provided with **a copy of the work order need to be submitted in the technical bid.**

(b) Experience of having successfully provided artist /celebrity/similar services for the celebrity nights/ show in IIT/ NIT/ CFTI/ Central University/ State Govt. University as on 31st December 2025 with at least one of the following conditions (bidder must fulfill at least one criterion of the experience).

- i) One similar completed works during last three years costing not less than amount equal to Rs. 24 lakhs in a single contract order OR
- ii) Two similar completed works during last three years costing not less than amount equal to Rs. 15 lakhs in each contract order OR
- iii) Three similar completed works during last three years costing not less than amount equal to Rs. 12 lakhs in each contract order.

1.5 Registration :

- i) The Agency must possess a valid Labour License issued by the Labour Commissioner (optional)
- ii) The Agency must have registered with EPFO (should have Odisha registration for EPFO), The copy of the certificate shall be attached (Optional).
- iii) The Agency must have registered with ESIC (should have Odisha registration for ESIC) The copy of the certificate shall be attached (Optional).
- iv) The Agency must have registered with GST authorities. The copy of the certificate shall be attached.
- v) The Agency must have registered with the competent authorities and should have PAN/TAN Number.
The copy of the certificate shall be attached.

B. INSTRUCTIONS TO BIDDING FIRMS

2. TENDER COST & EARNEST MONEY DEPOSIT (EMD)/BID SECURITY

2.1 Tender Cost (non-refundable) of Rs. 2,000/- (Rupees Two thousand only) and EMD / Bid Security (refundable) of Rs. 60,000/- (Rupees Sixty thousand only) in the form of Demand Draft (DD) in favour of “Odisha University of Technology and Research” payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank.

2.2 EMD / Bid Security of unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before the 30th day after the award of contract to successful bidder.

2.3 Bidder registered with Ministry of MSME / GoI as per public procurement policy for Micro & Small Enterprises (MSE) are exempted categories from payment of EMD provided that benefit of EMD exemption will be given only to the service providers of respective service. Any trader submitting MSME certificate will not be considered under MSE category for this bid and the benefit will not be applicable to such firms. The bidder has to submit the Bid Security Form as per the Annexure.

2.4 EMD and Tender Fee should reach physically through speed post/courier, in an envelope & super-scripted with the subject, tender reference number addressing to Registrar, **Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, Odisha on or before the last date of submission.

2.5 The scan copy of the DD towards tender cost and EMD should be uploaded in the Technical Bid Cover.

2.6 Any bid without accompanying with EMD and Tender Cost is liable to be treated as non-responsive and rejected.

2.7 The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of contracts, withdraws at any stage after opening of technical bid and who evades or refuses to accept the Award of Contract after being L1 with the period of validity, shall be liable to forfeiture.

3. Amendment to bid documents

At any time, prior to the date of submission of Bid, authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by the amendments/ by issuing corrigendum. The amendments will be updated on university website and e-tender Portal.

4.The bidder is expected to have examined all instructions, forms, terms and specification in the Bid Document. Failure to furnish the bid not substantially responsive to the Bid document in every respect will be at the bidders risk and may result in rejection of the Bid.

5. The prospective bidders should keep their offers valid for 120 days from the date of tender opening.

6. The Technical bids shall be opened on the scheduled date and time (as mentioned in tender eProcurement Portal (URL: <https://tendersodisha.gov.in>)).

7. Submission of Bidding documents

The tender is to be submitted electronically in two separate **Cover No.1 (Cover A)** and **Cover No. 2 (Cover B)** and contents as indicated below:

7.1 Bidders must submit their digitally signed bids in first Cover contains the following documents:

A. Cover 1 Shall contain the scan copy and uploaded of DD for EMD & Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/Agency. Qualification documents such as :

- i) The bidder must submit Copy of Permanent Account Number (PAN) and copy of acknowledgement of Income Tax return for the last three financial years (2022-23, 2023-24, 2024-25).
- ii) GSTIN certificate along with upto-date return.
- iii) Firm Registration
- iv) Copy of Labour License (Optional).
- v) Registration Certificate of Employee Provident Fund Organization (EPFO) (Optional).
- vi) Registration Certificate of Employee State Insurance Corporation (ESIC) (Optional).
- vii) Copy of (i) Audited Balance sheet, (ii) Profit & Loss Statement.
- viii) All pages of the tender documents should be signed and sealed by the bidder and should be numbers serially.
- ix) Experience Certificate for conducting such type of event in the reputed organization as per 1.4
- x) Duly signed acceptance letter of terms and conditions (Annexure – II);
- xi) Particulars of Bidders (Annexure –III);
- xii) Annual average turnover of last 3 financial year
- xiii) ISO Certification if any.
- xiv) Duly signed financial capacity (Annexure – V)
- xv) Bid Security Declaration Form (Annexure – VI)
- xvi) Declaration for not blacklisted/ Criminal Liability form (Annexure – VIII)
- xvii) Check list of tenderers (Annexure-IX)
- xviii) All other documents as per attached Annexures (Except Price BoQ)

B. Cover 2 Price Bid. (Cover -2 in BoQ Ms-Excel format.)

7.2 . Bill of Quantities with rates duly filled in are to be uploaded in the format provided online after entering the relevant fields without any alteration / deletion / modification of other portions of the excel sheet. in the name of "Financial Bid".

7.3 The offer must be submitted in Two Bid - Two covers only though uploading in the eProcurement Portal, before the last date & time for bid submission.

8. CLARIFICATION OF BIDS : In case any bidder requires any clarification, bidder can feel free to raise their query on or before the last date of submission of tender document.

9. Late and delayed tender : The e-Procurement system would not allow any late submission of bids after due date and time as per server system. After electronic online proposal submission, the system generates a unique identification number which is time stamped. This shall be treated as acknowledgement of the proposal submission.

10. PERFORMANCE SECURITY GUARANTEE / SECURITY DEPOSIT

10.1 The EMD amount of successful bidder will be converted to Performance Guarantee.

10.2 The amount of performance security will be discharged after the successful completion of the programme. The Security Deposit will not attract any interest.

- 10.3 If the contractor fails or neglects any of the bid obligations under the contract it shall be lawful for OUTR to forfeit either whole, or any part of performance security furnished by the bidder as penalty for such failure.
- 10.4 The Security Deposit shall be liable to be forfeited in case of any breach of terms and conditions of the contract.

11. BID PRICES :

- 11.1 The price should be quoted in INR only.
- 11.2 The bidder shall give FOR (OUTR) destination price, inclusive of all Taxes, freight etc. The price should be indicated as per BOQ/Price Schedule as per the Format under Financial Cover in Ms Excel.
- 11.3 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.
- 11.4 Quantity : The quantity mentioned are indicative in the scope of work and may be altered at the time of placing work order on the basis of the requirement.

C. GENERAL TERMS AND CONDITIONS:

12. BID EVALUATION PROCEDURES

- 12.1 Technical bids will be opened and downloaded on the specified date & time by authorized officials.
- The downloaded tender documents will be evaluated by the Tender Evaluation Committee duly constituted by the competent authority of OUTR Bhubaneswar. Short listing will be done on the basis of eligibility criteria mentioned in the tender.
- 12.2 Financial bids of those bidders whose technical bids are found valid / suitable / acceptable, shall be opened by the Committee with intimation well in advance through e-tender portal.
- 12.3 Bidders can also view the bid opening by logging on to the e- procurement system.

13. CLARIFICATION ON TECHNICAL BID EVALUATION

- 13.1 Technical bids shall be evaluated based on the available documents submitted by the bidder and the methodology adopted by the committee. To assist in the examination, evaluation and comparison of the bids and qualification of bidders, the committee may, at its discretion ask any bidder for a clarification of its bid.
- 13.2 If a bidder does not provide clarification on its bid asked for in the University's request for clarification, the bid may be treated as not valid and liable for rejection.
- 13.3 University also reserves the right to seek confirmation / clarification from the issuing agency for the supporting documents submitted by the bidder.

14. FINANCIAL BID PROCEDURE & EVALUATION

- 14.1 The financial bid will be opened only for bidders declared eligible and selected after technical evaluation. The financial bid will be opened on a date fixed after evaluation of technical bids and will be intimated to all eligible bidders in advance through e-tender portal.
- 14.2 **The bid shall be evaluated as – Least Cost Based Selection (LCBS) on total amount of Section-A and Price quoted for Celebrity Artist (Section- B) taken together into consideration on the basis of star preference.**

14.3 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).

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

15 AWARD of Contract :

OUTR Bhubaneswar shall award the contract to the Bidder whose Bid has been determined to be substantively responsive, eligible and qualified, technically suitable and who has offered lowest price as per evaluation criteria.

16 ADVANCE PAYMENT: OUTR, Bhubaneswar, will not pay any advance payment for the event against Proforma invoice to vendor.

17 The authority reserves the right to accept or reject any bid including the lowest and to cancel the bidding process and reject all bids, at any time prior to award of contract, without assigning to any reason thereof or any obligations to inform the affected bidder or bidders of the grounds for the said action.

18 PAYMENT TERMS :

Payment will be made/ released after completion of the event on submission of bill in triplicate based on the certification by concerned SAC Officials/Dean Student Welfare. Payment will be made as per actual supply as per the work order. Payments against on-account bills shall be released through RTGS . 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.

19 Delivery :

The successful bidder has to complete the allotted venue preparation work at the designated place as per the scope of work positively.

20 Liquidated Damage : 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.

21 The successful bidder shall mobilize its resources and make his own arrangement for all materials and machines with tools and tackles required for carrying out the job as specified in the contract of the work as per terms of contract.

22 The firm/Agency while discharging, it's aforesaid of responsibility shall carry out the instructions of Dean (SW)/VP Cultural or any authorized personnel of the university from time to time.

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

24 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.

25 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.

- 26 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.
- 27 The contract should not be sublet partly or fully to the third party.
- 28 Self attested photocopy of valid electrical license from Competent authority or authorisation 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 authorisation from any registered electrical contractor, the self attested copy of the valid electrical license of the contractor has to be submitted.
- 29 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.
- 30 The tenderer may visit the site before preparation of tender.
- 31 **WORK TO THE SATISFACTION OF OUTR:** The contractor shall execute the work efficiently 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.
- 32 **FORCE MAJEURE :**
 - a) 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.
 - b) 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.
- 33 **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.
- 34 **Applicable Law:**
 - (a) The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Odisha within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing and subject to exclusive jurisdiction of Competent Court and Forum in Odisha only.
 - (b) Any dispute arising out of this contract shall be referred to the decision of Vice Chancellor, OUTR. The decision of Vice Chancellor shall be final and binding.

NATURE AND SCOPE OF WORK :

Sl. No	Description	Unit	Quantity
SECTION : A			
PART I (University Decoration)			
1	GATE 2 TO B & C BLOCK JUNCTION (Road Length: 200 m Width: 6 m Height: 5.5–6.0 m), (Day 1,2 & 3) (Reference Image 1)	8 Lines (200 mtr)	As req.
a	Overhead longitudinal pennant decoration (6 parallel lines along road length)	Nos	As req.
b	Hanging decorative lanterns with warm LED (12–14 inch), mounted at 5.5–6.0 m height	Nos	As req.
c	Vertical fabric drapes for side decoration (8–10 ft height, both sides)		
2	SAC TO MAIN STAGE JUNCTION (Road Length: 100 m Width: 5 m Height: 5.5–6.0 m), (Day 1,2 & 3) (Reference Image 2)	as req.	As req.
a	Overhead longitudinal kite decoration (parallel rows along road length)	Nos	As req.
b	Hanging decorative lanterns with warm LED (12–14 inch), mounted at 5.5–6.0 m height	Nos	As req.
c	Vertical fabric drapes for side decoration (8–10 ft height, both sides)		
3	CAMPUS BUILDING DECORATION WITH LIGHT (Day 1,2 & 3)		
a	Warm LED rice lights to cover A Block exterior wall facing the stage area (1 light per 1 feet spacing, 10 feet above ground)	Nos	100
b	Warm LED rice lights to cover B Block exterior wall facing the stage area (1 light per 1 feet spacing, 10 feet above ground)	Nos	100
c	Warm LED rice lights to cover C Block exterior wall facing the stage area (1 light per 1 feet spacing, 10 feet above ground)	Nos	100
d	Warm LED rice lights to cover D Block exterior wall facing the stage area (1 light per 1 feet spacing, 10 feet above ground)	Nos	100
e	Warm LED rice lights to cover VC Residence exterior wall	Nos	250
f	Metal flood lights (150W / 250W / 400W)	Nos	50
g	Warm strip lights on trees	Trees	As req.
h	Decorative Hanging Lanterns on Tree Branches (Warm White, fabric/metal)	Nos	As req.
i	Palco LED Flood Light 100W (Warm White, wall or tree mounted, upward focus)	Nos	As req.
j	Palco LED Flood Light 150W (Warm White, wall or tree mounted for large trees)	Nos	As req.
PART II (Main Stage Area)			
4	MAIN STAGE – SOUND SYSTEM & LIGHTING SYSTEM		
a	Line Array Speakers (Martin Audio / D&B / DAS EVENT-212 / L-Acoustics) for Day 1&2	Nos	Min 8
b	Subwoofer (Low)	Nos	As req.
c	Side Fill Speakers	Nos	As req.
d	Stage Monitor Speakers	Nos	As req.
e	64 Channel Digital Mixer (DLive 7000 / Venue SC48 / Quantum 338)	Nos	1
f	DI Box for Day 1 & 2	Nos	As req.
g	Aux & Instrument Cables	Set	As req.
h	Podium Microphone (Shure / Sennheiser) for Day 1	Nos	2
i	Instrument Microphone (Shure / Sennheiser, Drum Microphones) for Day 1	Nos	8
j	Corded Microphone (Shure SM58) for Day 1 & 2	Nos	4
k	Cordless Microphone (Shure / Sennheiser) for Day 1 & 2	Nos	2
l	Lapel Microphone (Shure / Sennheiser) for Day 1	Nos	10
m	Sharpie Moving Head Lights	Nos	As req.
n	RGBW Moving Head Lights on truss	Nos	As req.
o	PAR 64 Lights	Nos	As req.
p	LED Warm Lights	Nos	As req.
q	Colour Wash Lights	Nos	As req.
r	RGB Batten Lights	Nos	As req.
s	Two Way Blinder Lights	Nos	As req.
t	Atomic Strobe Lights for Day 2	Nos	As req.
u	Digital Lighting Console (MA2/ MA3/ Arena)	Nos	As req.
v	Smoke Machine	Nos	As req.
w	Haze Machine	Nos	As req.

5	MAIN STAGE – STRUCTURE, LED DISPLAY & SPECIAL EFFECTS (Day 1,2&3)		
a	Main Stage Matting with Coir & Synthetic Carpet	Sq. ft.	2400
b	Front of stage carpeting	Sq. ft.	1500
c	P3 LED Wall (50 ft X 18 ft)	Nos	1
d	4-Sided Aluminium Truss Structure (60 X 60) Height 30 ft	LS	1
e	CO ₂ Jet Effects (Day 1,2 & 3- During Main Stage Concert)	Nos	As req.
f	CO ₂ Pyro Effects (Day 1,2 & 3- During Main Stage Concert)	Nos	As req.
g	CO ₂ Paper Blaster (Day 1,2 & 3- During Main Stage Concert)	Nos	As req.
h	Paper Shower Effects (Day 1,2 & 3- During Main Stage Concert)	Nos	As req.
6	CONSOLE AREA, LIVE STREAMING, BARRICADING & CROWD CONTROL (Day 1,2 & 3)		
a	Console Stage with Barricading (16 ft x 16 ft, 4 ft height)	LS	1
b	Photo & Video Coverage (3 Days)	LS	1
c	Mojo Barricading in Front of Stage	RFT	1000
d	Steel/ Metal Barricading (5 ft Height with Black Masking)	RFT	1200
7	BACK STAGE, GREEN ROOMS & STALLS (Day 1,2 & 3)		
a	Silent Diesel Generator (including fuel cost) 125 KVA	No.	2
b	Green Rooms (16 ftx16 ft Pagoda with Mirror, Hanger and chairs) for Day 1&2 and as required for Day 3	Nos	2
c	Tent for Fun & Promotional Stalls (Size: 10 ft × 10 ft × 8 ft)	Nos	10
8	AUDIENCE AREA & SEATING		
a	VIP Sofas	Nos	20
b	Armless Plastic Chairs for Audience	Nos	300
c	Tea Poys	Nos	10
	PART III (Print, Paint, Brand, Accolades & Amenities)		
9.	PRINTING & BRANDING		
a	Fabricated 3D Theme Entrance Gate (25 ft × 12 ft) MS frame with thermocol work, hand painted as per approved design (Gate 2)	Nos	1
b	Box Gates at Main Gate & SAC to stage junction (25 ft × 12 ft)	Nos	2
c	Selfie Stand	Nos	2
d	Photo Booth	Nos	2
e	Flex Banner (30 ft × 15 ft, black back, as per approved design)	Nos	4
f	Flex Banner (22 ft × 8 ft, black back, as per approved design) with frame	Nos	2
g	Flex Banner (8 ft × 6 ft, as per approved design)	Nos	10
h	Flex Banner (6 ft × 4 ft, with frame)	Nos	10
i	Flex Banner (4 ft × 3 ft, With frame)	Nos	20
j	A4 Paper Posters	Nos	50
k	ID Cards with Lanyard (as per approved design)	Nos	50
l	T-Shirt (Polo Neck 240 GSM, Theme Design by Students)	Nos	50
10	Wall Painting Materials (for wall decoration 250 sq. Ft.)		
a	External Wall Acrylic Paint of different colours (Asian Paints, Berger or similar- colour as approved)	Lit	22
b	White Putty (Asian Paints, Berger or similar)	Kg	10
c	Hard Brush 4” and 3”	Nos	2 each
d	Hard Brush small	Set	1
e	Turpentine Oil	Lit	2
f	Gloves	Pair	10
g	Face masks	Nos	10
11	Prizes, Awards & Felicitation		
a	Pattachitra/ Dhokra/ Warli or similar Art frame (50 cm × 20 cm with stickering)	Nos	15
b	Trophies (1.5 ft, golden or similar with stickering)	Nos	15
c	Mementos for jury (30 cm × 20 cm with stickering)	Nos	15
d	Medals (5-inch diameter with stickering)	Nos	50
e	Certificates (A4 size, glossy paper, 300 GSM)	Nos	200
f	Ceramic Potted Plant for felicitation (desk plant/ bonsai) (pot 15 cm) with stickering	Nos	10/ day
12	Accommodations items and Dress on hire		
a	Mattress (Day 1,2 & 3)	Nos	50

b	Pillow (Day 1,2 & 3)	Nos	50
c	Odissi dress with ornaments on hire	Nos	As req
d	Drama/ Acting dress and accessories on hire (Theme to be provided)	Nos	As req
PART-IV (Local Artist and DJ)			
13	Day 2: Local Artist (Anyone from the list) including accompanist, travel, hospitality including taxes for a 90 min performance 1. Mantu Churia 2. Kuldeep Pattanaik 3. Satyajeet Pradhan 4. Bishnu Mohan Kabi 5. Ruku Suna	No	1
14	Day 2: DJ (Including their technical rider, Accommodation, Crew, hospitality, and taxes etc.) Any one from the list (DJ Rawking/ DJ Max/ DJ Deep/ DJ Waseem/ DJ Ayush)	No	1
SECTION : B			
1	Day 3: Celebrity Artist (Including their technical rider, Accommodation, Crew, hospitality, travel etc. including taxes) 1. Nakash Aziz 2. Stebin Ben 3. Divya Kumar 4. Raghav Chaitanya 5. Sachet - Parampara Tandon 6. Yaseer Desai 7. Varun Jain 8. Toshi Sabri 9. Pawandeep Rajan 10. Anuj Rehan	No	1

Note:

1. i) The contract involves “Celebrity Night” on 20th March, 2026.
ii) The contract price is inclusive of all taxes and duties including G.S.T. , Bidder is to bear all incidental cost/tax connected to the execution of the contract.
2. The performance fee includes the following:
 - i) Performance fees of the Artist(s), associates, musicians, and any other person necessary for conducting the program (for min. 150 Min on stage).
 - ii) Air Travel/ Travel for all the above personnel by the firm/agency/bidder
 - iii) Local travel for the above personnel. (Airport to hotel and hotel to university-to and fro) by the firm/agency/bidder.
 - iv) Lodging and food (including refreshments, snacks, water in Bhubaneswar) for all the above personnel by the firm/agency/bidder
 - v) Any other charges/expenses to be done by firm/agency/bidder to conduct the celebrity performance, including Technical-Rider
 - vi) No change in price will be entertained due to any reason.
No changes in the above proposed lineup will be considered.
3. If tender filled for Artist Line Up 1 is going out of budget for X-tasy 2026, then only Line Up 2 will be considered and so on.
4. Price bid for each line-up must be filled as per BoQ (**Section B**) in Ms. Excel format.
5. The other detail **scope of work is as per Annexure-I**
6. The Technical qualified bidders may be called for clarification/meeting after opening of Financial Bid.

SCOPE OF WORK

Odisha University of Technology and Research Bhubaneswar has decided to host its annual cultural fest **X-tasy 2026** during **18th – 20th March 2026**. 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 20/03/2026 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. University Decoration: Gate 2 to B & C block junction with pennant, hanging decorative lanterns , LED, and Vertical fabric drapes., SAC to main stage junction with kite, Hanging decorative lanterns with warm LED, Vertical fabric drapes for side.
3. Campus building decoration with light to cover the exterior walls of A, B, C, D blocks and VC Residence and trees
4. Main stage – sound system & lighting system, main stage – structure, led display & special effects (Day 1,2 & 3) with Main Stage and front of stage Matting with LED Wall (50 ft X 18 ft), 4-Sided Aluminium Truss Structure with CO₂ Jet, Pyro, Paper etc Effects for Day 1,2 & 3 During Main Stage Concert)
5. Console Stage with Barricading, Photo & Video Coverage for 3 Days, Mojo Barricading in Front of Stage, Steel/ Metal Barricading.
6. Silent Diesel Generator (including fuel cost) for 3 days , Green Rooms, Tent for Fun & Promotional Stalls
7. VIP Sofas, Armless Plastic Chairs for Audience, Tea Poys
8. Fabricated 3D Theme Entrance Gate, Box Gates at Main Gate & SAC to stage , Selfie Stand, Photo Booth, flex and banner, A4 Paper Posters, ID Cards with Lanyard , T-Shirt.
9. Wall Painting Materials (for wall decoration 250 sq. Ft.) Paint of different colours, White Primer, Hard Brush, Sandpaper, Putty, Gloves and face masks.
10. Prizes, Awards & Felicitation Pattachitra/ Dhokra/ Warli or similar Art frame with stickering, Trophies with stickering, Mementoes for jury, Medals, Certificates, Ceramic Potted Plant with stickering
11. Mattress and Pillow (Day 1,2 & 3) and dress/ costume with ornaments on hire.
12. DJ and local artist for day 2 only including their technical rider, Accommodation, Crew, hospitality, and taxes etc.).
13. Celebrity Artist (Including their technical rider, Accommodation, Crew, hospitality, and taxes etc.) for Day 3.

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-III

(ON LETTER HEAD OF THE FIRM)

Tender For ‘**Selection of Event Management for Cultural Fest X-tasy 2026**’ at Odisha University of Technology and Research Bhubaneswar’’

Detailed Particulars of the Tenderer

Sl. No.	Information required	Details to be filled up by the bidder
1	Name of the Organization / Agency	
2	Complete postal address with pin code	
3	Telephone / Mobile No	
4	E mail Id	
5	Name of representative with Mobile No	
6	Details of Tender Fee : DD No, date & amount	
7	Details of EMD : DD No, date & amount/Bid Security declaration form	
8	GST Registration Number (with copy of GSTIN)	
9	PAN Number	
10	IT Return for the last three financial year (copy attached)	
11	ESIC No. (Copy attached)	
12	EPF Number (Copy attached)	
13	Labour License No. (Copy attached)	
14	Annual Turnover for the last three years (2022-23, 2023-24, 2024-25)	
15	Bank Acct No (copy of the cancelled cheque or Xerox copy of Passbook / cheque leaf)	
16	Name of the Bank, Branch & IFSC Code	
17	Additional Information (if any)	

Signature of the applicant
(Full name of applicant)
Stamp & date

(To be given on the Company letter head)

DECLARATION

1. I, _____ Son/ Daughter/ Wife of Shri_ _____ Proprietor / Director/ authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized signatory
Name:

Seal:

Date:

Place:

FORM FOR FINANCIAL CAPACITY

Description	Financial Years		
	2022-2023	2023-24	2024-25
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding overall Annual Turnover and profit earned for the financial years mentioned above in respect of M/s. _____ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT
NAME , ADDRESS AND CONTACT DETAILS :
UDIN :

**Signature of Authorized person
With agency seal**

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)

CRIMINAL LIABILITY UNDERTAKING

(To be executed & attested by Public Notary/ Executive Magistrate on Rs. 100/- non-judicial Stamp Paper by the Tenderer)

Date: _____

To

The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I aged about
S/o..... Proprietor/ Partner/ Director of
M/s. _____ At: _____ Po:
_____, P.S: _____, Dist: _____ do solemnly pledge
and affirm that I/my firm/company have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- (d) I/ my firm/ company have not been blacklisted/ debarred by any Central/ State Government Organisation/ Bodies for the last 3 years.

DEPONENT (Bidder)

Name

Address

Attested by
(Signature & Seal of Public Notary/Executive Magistrate)

Name: _____

Date: _____

ANNEXURE-VIII

DETAILS OF EXPERIENCE AND PAST PERFORMANCE			
Contract/ Work Order/ Particulars	Work Order 1 (meeting the eligibility criteria)	Work Order 2 (meeting the eligibility criteria)	Work Order 3 (meeting the eligibility criteria)
Client / Organization Name			
Contract/ Work Order/ Reference No. & date			
Date of Commencement of Contract / Work			
Actual Date of Completion of Work			
Contract / Work Order Value (in INR)			
Satisfactory Completion Report			
Contact Details of Organizations / Client / Customer (name, designation, mobile, email etc.)			
Page No for the above documents (00 – 00)			

**Signature of Authorized person
With agency seal**

ANNEXURE-IX

To be submitted in COVER 2 (Financial Bid)

Financial Proposal

FINANCIAL BID

(To be submitted in Cover-2)

In Cover 2 : As per BoQ in Ms-Excel Format :

Sl. No.	Item Description	Unit	"A" Qty	"B" Unit Price	"C" Unit price GST %	"D =B+C" Unit Amount with GST	"E= B X A" Total amount without GST	"F= D X A" Total Amount with GST
1	SECTION- A							
1.1	PART I (University Decoration) (Sl. No. 1 to 3)							
1.2	PART II (Main Stage Area) (Sl. No. 4 to 8)							
1.3	PART III (Print, Paint, Brand, Accolades & Amenities) (Sl. No. 9 to 12)							
1.4	PART IV: Local Artist & DJ Any one from the list (Sl. No. 13 & 14)	No	1					
2	SECTION : B							
	Day 3: Celebrity Artist	No	1					
	Nakash Aziz							
	Stebin Ben							
	Divya Kumar							
	Raghav Chaitanya							
	Sachet - Parampara Tandon							
	Yaseer Desai							
	Varun Jain							
	Toshi Sabri							
	Pawandeep Rajan							
	Anuj Rehan							

Date :

Signature of the bidder with Seal

CHECKLIST FOR TENDERER



Sl. No.	Particulars	Yes / No	Page No.
1	Have you submitted the self-attested copy of valid Registration number of the firm/agency/ Legal Entity ?		
2	Have you read and understood various conditions of the tender and willing to abide by them and submitted as per the format ?		
3	Filled in Format for details of Tenderer (Annexure)		
4	Have you submitted tender cost of Rs. 2,000/- in the shape of demand draft (DD)?		
5	Submitted EMD of Rs. 60,000/- in the shape of demand draft (DD) Or bid declaration form ?		
6	Have you attached self-attested copy of the documents to show the financial status of last 3 financial year (Annual turn over)?		
7	Have you attached Self attested copy of firm/company PAN with last 3 year IT Returns(Financial Year 2022-23, 2023-24, 2024-25)		
8	Have you attached copy of registration certificate of GST		
9	Have you attached copy of registration certificate of EPFO, (optional)		
10	Have you attached copy of registration certificate of ESIC, (Optional)		
11	Have you attached copy of registration certificate of Labour license (Optional)		
12	Copy of Audited Balance sheet of firm/company last three years (Finance year 2022-23, 2023-24, 2024-25)		
13	Have you attached the self-attested experience certificate (work order) issued by the organization / Govt. Departments or any other reputed organizations?		
14	Have you attached the proof of authorization to sign on behalf of the tenderer (Undertaking?)		
15	Have you attached proof of having valid electrical license from competent authority or authorization from registered electrical contractor ?		
16	Have you submitted Notarized affidavit for Non blacklisted		
17	Any other		

Date :

Place :

Signature of the Tenderer

Sample of Decoration

Sl. No	Description
	PART A
	PART I (University Decoration)
1	GATE 2 TO B & C BLOCK JUNCTION (Road Length: 200 m Width: 6 m Height: 5.5–6.0 m), (Day 1,2 & 3) (Reference Image 1)
a	Overhead longitudinal pennant decoration (6 parallel lines along road length)
b	Hanging decorative lanterns with warm LED (12–14 inch), mounted at 5.5–6.0 m height
c	Vertical fabric drapes for side decoration (8–10 ft height, both sides)
	
2	SAC TO MAIN STAGE JUNCTION (Road Length: 100 m Width: 5 m Height: 5.5–6.0 m), (Day 1,2 & 3) (Reference Image 2)
a	Overhead longitudinal kite decoration (parallel rows along road length)
b	Hanging decorative lanterns with warm LED (12–14 inch), mounted at 5.5–6.0 m height
c	Vertical fabric drapes for side decoration (8–10 ft height, both sides)
	
3	CAMPUS BUILDING DECORATION WITH LIGHT (Day 1,2 & 3)
	