



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

Tender Notice No. OUTR/SAC/Perception/2025-26/35

Date: 05/01/2026

Odisha University of Technology and Research, Bhubaneswar invites on line Tenders under two bid systems from eligible and reputed Event Management Firms/Companies/Societies/Caterers-cum-Decorators for “**Selection of Event Management**” for 3-Day Annual Technical Fest Perception 2025 to be held **during 5th-7th February 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 **27/01/2026 up to 6.00 PM** and will be opened on the next day i.e. on **28/01/2026 at 11:00 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/Perception/2025-26/35

Date: 05/01/2026

BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE
FOR
“SELECTION OF EVENT MANAGEMENT FOR PERCEPTION 2025”
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/Caterers-cum-Decorators for **Selection of Event Management** for 3-Day Annual Technical Fest Perception 2025 to be held **during 5th-7th February 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/Perception/2025-26/35 Date: 05/01/2026 |
| 2 | Period during which tender document will be available on website www.outr.ac.in & tendersodisha.gov.in | 05/01/2026, 6.00 p.m. to 27/01/2026, 6.00 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. 23,000/- (Rupees Twenty Three 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 | 05/01/2026 at 6.00 p.m. |
| 7 | Document download start date and time | 06/01/2026 from 10.00 a.m. |
| 8 | Last date & time for submission of tender | 27 /01/2026 upto 6.00 p.m. |
| 9 | Date & time of opening of Technical | 28/01/2026 at 11.00 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 | NA |
| 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 | Prof. Santanu Sen, VP, Technical, Ph. No. 9439684719, e mail : sen.santanu072@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, MahalaxmiVihar, 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 again and again. 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

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A. Eligibility Criteria for Qualifying in Technical Bid

1. The agency should meet the minimum eligibility criteria.

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

1.2 **Financial Capacity** : The bidder should have the average annual turnover of minimum Rs. 20 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.

1.3 **Experience** : (a) Bidder shall have a minimum five years of experience in providing event management for successful conduct of similar services as on tender submission deadline. Name, address / contact details of the clients to be provided with a copy of the work order need to be enclosed with the technical bid.

(b) Experience of having successfully provided similar services in National Importance Institutions/ Central/State Universities/Institutions/organisations/**Reputed Private Institutions** etc. as on tender submission deadline during the last five years.

1.4 Bidder should have valid GST registration certificate along with upto-date return. The copy of the certificate shall be attached.

1.5 Bidder should have Permanent Account Number (PAN); and Income Tax Return for last three financial year ending on 31st March 2025.

1.6 Copy of Audited Balance sheet, Profit & Loss Statement for last three financial year ending on 31st March 2025 duly signed by a Chartered accountant.

1.7 The Agency must possess a valid Labour License issued by the Labour Commissioner/ Should have registered under Shops & Establishment Act. and copy of License should be uploaded.

1.8 Bidder should not have been black listed / Debarred by any Government Department, Organization, Agency, Authority or any Public Sector Undertaking owned by the Government during the last three years as on the date for Bid submission.

1.9 The Bidder should have a required license issued by Food Safety and Standard Authority of India (Attested copy should be attached with Technical Bid).

1.10 All pages of the tender documents should be signed and sealed by the bidder and should be numbers serially.

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. 23,000/- (Rupees Twenty Three 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 & superscripted 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 :

- > Bid Securing Declaration Form for EMD Exemption (Annexure)
- > Copies of the Income Tax return (last three financial years) and copy of PAN
- > Firm Registration
- > GSTIN certificate along with upto-date return.
- > Similar Purchase Order/work order copies executed in National Importance Institutions, Central/State Universities/Institutions/organisations/Reputed Private Institutions etc.
- > Annual average turn over of last 3 financial year
- > Criminal Liability Form
- > Copy of Labour License
- > Copy of Valid FSSAI food business License / registration
- > ISO Certification if any.
- > 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 authorised 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 Tender for this contract will be assessed in accordance with Least Cost Selection i.e L1 system. The bidder who has quoted lowest will be awarded the contract.

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 by 4.00 P.M. day before the Perception date 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 make his own arrangement for all materials and machines with tools and tackles required for carrying out the job as specified in the contract and consider the cost, labour cost and other charges to be incurred in proper execution of work within specified time.
 22. 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 OTR premises or during the work hours.
 23. The contract should not be sublet partly or fully to the third party.
 24. 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.
 25. Any damage to immovable/movable property while carrying out work shall be made good by the agency at the own cost and the site must be handed back neat and clean to the satisfaction of OTR, Bhubaneswar.
 26. 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.
 27. The tenderer may visit the site before preparation of tender.
 28. **FORCE MAJEURE** : Force Majeure will be accepted on adequate proof thereof.
 29. **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 purchase shall be referred to the decision of Vice Chancellor, OTR. The decision of Vice Chancellor shall be final and binding.

SCOPE OF WORK

SPECIFICATION FOR “SELECTION OF EVENT MANAGEMENT FOR PERCEPTION 2025”

| Sl No. | Event | Unit | Qty | Days |
|--------|--|------------------------------------|-----------------------------------|----------------------|
| 1 | <p>Decoration of the main stage Main stage size (Approx 10m × 8m) with barricading (Approx 10m x 6m x 1m), stage matting/carpeting (Approximately 1500 sq. ft.), and Two sided Aluminum box truss (Approximately 200 ft using 300 mm × 300 mm box truss for high load professional sound and lighting systems) Main stage LED wall of size (12ft*10 ft)</p> <p>Sofas (including VIP Sofas) Tea Poys Cushioned Chair</p> | set No No No | 1 5 5 30 | for 3 days |
| 2 | <p>Sound and LED components for Main Stage This Includes (Approximately) Main Speakers 16 inch Feedback Dual bass line array speakers Head Beam Lights Head Wash Lights Palco Lights</p> | No No No No No No | 8 8 16 12 20 30 | 3 days |
| 3 | <p>Campus Decoration with light and structures Box Gate with flex (Approximately 25 ft X 12 ft) 2D Selfie Booth (Approx 8ft x 8ft) 3D Selfie Booth (Approx Width 8ft x Height 8ft) Tents (8ft x 8ft)</p> <p>Lighting of OTR walls of A, B, C, D blocks (LED Stripping approximately 20000 sq ft), SAC Area and Road leading from Main Gate to Stage</p> | No No No No As Req. | 2 1 1 10 Lump sump | for 3 days |
| 4 | <p>AR/VR Booth (VR Goggles with VR game simulators and controllers) Prepare a dome with size (16ft * 16ft) with proper setup .</p> | ft | 1 | (4 hours – 6 hours). |
| 5 | Complete Cage Structure of size for Bot War made with Iron Base & Barricading and Operations with lighting (10ft * 10ft * 5ft) size | ft | 1 | 1 Day |

| | | | | |
|---|--|--|---|---|
| 6 | Merchandise Regular Sized with Custom Printed T shirt (back & front) (180 gsm) (For Volunteers, PR & Outreach team, Media Team) Custom Printed Hoodies (Back & Front) (300 gsm) (For Hackathon Finalists) Over Sized with Custom Printed Tshirt (back & front) (200 gsm) (For Community Partners) | No No No | 150 50 50 | |
| 7 | Refreshments: (a)Packaged Breakfast Day 1: Grilled Sandwich, Veg Cutlet, Sauce sachet,) or equivalent Day 2 : Veg Chop, Samosa, Biri bara/ Alu Chop, 1 no gulab jamun or equivalent (b) Bottled mineral water (200 ml)(ISI marked) (c) Soft drinks (Rs 10/- pack) (Frooti/ Appy/ Gluco-gold/ Litchi or similar) (d) Lunch Veg & Nonveg Veg: Rice (150 gram, Dal, Mix Vegetable (Mushroom/Paneer),Papad, Curd Salad, Gulab Jamun Non Veg: Chicken Biryani (150 gram), Raita | Pkt Pkt bottle No Plate/ No | 300 300 900 900 100 | 1 day 1 day 3 days 3 days 1 day |
| 8 | Flex, Certificates, Banners and Back Drop Print Banners for Event Posters (6ft * 3ft) Flex (50 ft * 15ft) (5 ft*110 ft) Invitation Card(7inch*5 inch) Certificates (A4 Size Glossy Paper) Back Drop Print (12ftx8ft Size) Standies with flex(6ft * 3ft) ID Cards with strap for event coordinators, volunteers, media team etc ID Cards with strap for Participant Fun event card(90mm*50mm) (a)Welcome Kit for media/guest (folder with OUTR logo and Sponsor logo+3 days schedule +1 notepad+1 pen (Rs. 50) (b) Welcome Kit for outside participants (transparent mini folder with OUTR logo and Sponsor logo +3 days schedule+1 notepad+1 pen (Rs. 10) | No No No No No No No No No No No No | 50 2 1 60 300 1 20 200 500 1000 50 200 | |

| | | | | |
|----|---|----------------------------|---------------------------|------------|
| 9 | Supplies for wall decoration of area 250 sq ft Supplies of Paints for Club Requirements: - Spray Paints (20 cans) Enamel Paints (1L * 5 bottles) White Primer (5 Litres) Hard Brush 4",3",2" - (5 each) Fevicryl brand Acrylic Paint 10 litres | set | | |
| 10 | Prizes Metal Trophies (Golden or similar with stickering) For 1st Prize (height 30 cm), 2nd Prize (height 20 cm), 3 rd Prize (height 15 cm) Mementoes (30 cm × 20 cm with stickering) for guests, teachers, etc Good Quality Bouquets (Ranging from Rs. 150 to Rs.170) 3 per day | No No No No No | 20 20 20 20 9 | 3 days |
| 11 | Laser mapping show with aerial beam effects suitable for open air viewing (including all equipment, programming, and safety arrangements) | No | 1 | 30 minutes |

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-I

(Letter head of tenderer)

LETTER OF UNDERTAKING AND ACCEPTANCE OF TERMS & CONDITIONS OF BID

To

The Registrar,
OUTR, Bhabaneswar-751 029

Ref : Invitation of Tender Notice No.

Dated.

I/We, the undersigned declare that :

1. I/We have examined the tender document and its terms and conditions and we have understood the details.
2. I/We are ready to execute the contract in conformity with the tender document , in case we are found successful as a tenderer.
3. Our bid shall be valid for a period of _____ days from the date of Opening of price bid and shall not revoke the same.
4. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and work order.
5. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
6. We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid you may receive.
7. The contract will be awarded to the successful bidder whose bid matches with the L-1 Price.
8. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your university shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours sincerely,

Authorized signatory of the Tenderer

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

Full name and designation

ANNEXURE-II

(ON LETTER HEAD OF THE FIRM)

Tender For **‘Selection of Event Management for Perception 2025’** 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 | Copy of FSSAI | |
| 12 | Labour License No. /Shop & Establishment (Copy attached) | |
| 13 | Annual Turnover for the last three years (2022-23, 2023-24, 2024-25) | |
| 14 | Bank Acct No (copy of the cancelled cheque or Xerox copy of Passbook / cheque leaf) | |
| 15 | Name of the Bank, Branch & IFSC Code | |
| 16 | Additional Information (if any) | |
| | | |
| | | |

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

ANNEXURE- III

(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:

ANNEXURE- IV

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 the Bid Securing Declaration)

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

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE – VI

Tender For ‘Selection of Event Management for Perception 2025’ at Odisha University of Technology and Research Bhubaneswar’

CRIMINAL LIABILITY UNDERTAKING

(To be given on Notarised affidavit on Indian Non judicial stamp paper)

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

ANNEXURE-VII

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 with out GST | "F= D X A" Total Amount with GST |
|---------|--|------|---------|----------------|----------------------|-------------------------------|--------------------------------------|----------------------------------|
| 1 | Event Management as per the Scope of the work from Sl. No. 1 to 11 | | | | | | | |

Date :

Signature of the bidder with Seal

ANNEXURE-VIII

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. 23,000/- 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 (Annual turn over) & Copy of Audited Balance sheet of firm/company of last 3 financial year? | | |
| 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 Labour license/shop and establishment license | | |
| 10 | Have you attached the self-attested experience certificate (work order) issued by the National Importance Institutions/ Central/State Universities/Institutions/organisations/ Reputed Private Institutions etc | | |
| 11 | Have you attached the proof of authorization to sign on behalf of the tenderer (Undertaking?) | | |
| 12 | Have you attached proof of having valid electrical license from competent authority or authorization from registered electrical contractor ? | | |
| 13 | Is your Price Bid (BOQ) submitted as per the prescribed Format | | NA |
| 14 | Have you submitted Notarised affidavit for Non blacklisted | | |
| 15 | Any other | | |

Date :

Place :

Signature of the Tenderer