

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, BOUDH
DEPARTMENT OF MISSION SHAKTI, BOUDH

Letter No.: - 34 /

Date: 03.02.2026

SHORT TENDER CALL NOTICE

Quotations are invited from the interested Parties for arrangement of light, stage craft and sound system for the stage during Level Subhadra Shakti Mela- 2026 to be held in 3rd Week of February 2026. The Eligibility criteria & evaluation criteria is annexed in another page. The last date for filing of quotation in plain paper is 10.02.2026 by 12.30 PM and the quotations will be opened in the same day by 5.30 PM.

← Addl. District Magistrate,
Boudh

Memo No 35 // MS, Dated : 03.02.2026

Copy to the DeGM, Boudh for information with a request to hoist the Bid Document in District Portal for wide publicity.

Copy to the DI & PRO, Boudh for information and necessary action with a request to affix the above Tender Call Notice in their office Notice Board for wide publicity.

Copy to the PA to collector for kind information of the Collector, Boudh.

Copy to the Notice Board of Collectorate, Boudh

← Addl. District Magistrate,
Boudh

A. ELIGIBILITY CRITERIA

Bidders must carefully read the conditions of eligibility (the "Conditions of Eligibility") provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation.

Criteria	Requirements	Documentary Evidence
Legal Entity	The bidder should be a company registered in India under the Companies Act, 1956 or 2013 & should have an office in Odisha.	Certificate of Registration/ Incorporation (s)/Rent Agreement
Financial Capacity	The bidder should have a minimum average annual turnover of ₹3 crores of the last two financial years i.e. 2023-24, 2024-25	Certificate from statutory auditor/audited financial statements for previous two Financial years.
Bidder Experience	<p>The bidders must have undertaken and delivered at least 3 relevant Event Management Projects in any Government Department/PSUs (State or Central) Projects, Private Agencies, Semi Government, Corporation – executed either directly with them or with minimum 3 projects having work order value not less than Rs.30 lakhs (INR) in the last two (2) years.</p> <p>Please note, relevant projects to be considered for evaluation of event management are as follows:</p> <ul style="list-style-type: none"> • Sports Events • Award Ceremonies • Business Summits/Conferences /Seminars • Youth Services Events • Cultural Events <p>Note: Social Events like private parties, marriages etc. shall not be considered for evaluation</p>	Work Order/LOA (Contract Value & Scope of Work to be mentioned & Completion Certificate)
Other Criteria	The Bidder should furnish the copies of the valid PAN and GSTIN registration and ITR for the last two assessment years i.e. 2024-25, 2025-26	<ul style="list-style-type: none"> • Copy of PAN • Copy of GST registration certificate • GST Clearance>Returns files up to September 2025

B. EVALUATION CRITERIA

Proposals should not include any financial details otherwise the authority has the right to disqualify the bid.

S. No.	Parameters	Maximum Marks	Documentary Evidence
1	Financial Strength	25	
1.1	<p>Minimum Average Annual Turnover of the Agency in last two financial years i.e. 2023-24, 2024-25</p> <ul style="list-style-type: none"> • INR3Cr–15marks • INR3Cr and above- 05 marks for every 50 Lakh 	25	Certificate from statutory auditor/audited financial statements for previous five Financial years.
2	Technical Strength	20	
2.1	<p>3 relevant Event Management Projects in any Government Department/PSUs(State or Central)Projects, Private Agencies, Semi Government, Corporation – executed either directly with them or with minimum 3 projects having work order value not less than Rs.30 lakhs (INR) in the last two (2) years.</p> <ul style="list-style-type: none"> • 3 projects–20marks <p>Please note, relevant projects in any Government Department / PSUs(State or Central)Projects to be considered for evaluation of event management are as follows:</p> <ul style="list-style-type: none"> • Sports Events • Award Ceremonies • Business Summits /Conferences/Seminars • Youth Services Events • Cultural Events 	20	Work Order/LOA (Contract Value & Scope of Work to be mentioned)
3	Technical Presentation (of responsive bids as per pre- qualification criteria) on Approach and methodology for the assignment including the assessments of the relevant skills and experience of the team for The assignment.	55	
3.1	Presentation on Approach and Methodology for the assignment Including the assessment of the relevant skills and experience of the team for the assignment.	45	
3.2	Event management plan and Innovation/Creativity/Best Practices in delivery of the event.	10	
Total Marks		100	
Qualifying Marks		70 and above	

Opening of Financial Bid and Final Evaluation

The Financial Bids of the technically qualified bidders shall be opened in the presence of such bidders' representatives who choose to attend. The selection of the bidder shall be based on the QCBS (Quality and Cost Based Selection) method in which weightage of the Technical Score shall be 70% and weightage of the Financial Score shall be 30%. Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, proposal with the highest technical marks shall be given a score of 100 and other proposals be given technical score that are proportional to their marks with respect to the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 bidder followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bidder having higher technical score during the technical evaluation round will be considered as the H-1 bidder.

$$\text{Technical Score (TS)} = 100 \times \frac{\text{Highest Technical Marks secured by Bidder}}{\text{Technical Mark Secured by Bidder}}$$

$$\text{Financial Score (FS)} = 100 \times \frac{\text{Lowest Quoted Price}}{\text{Bidder's Quoted Price}}$$

District Administration, Boudh, the weightage given to the Technical (T) and Financial (F) Proposals are: T = 0.7, and F = 0.3.

$$\text{Combined Score (S)} = (\text{TS} \times 0.7) + (\text{FS} \times 0.3)$$

- The Bidder having the highest combined score (Technical + Financial) shall be the Successful Bidder.
- The Second and third ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked bidder withdraws or refuses to extend validity of the bid or fails to comply with the requirements specified in the RFP document.
- If 2 (two) or more Bidders are ranked the Preferred Bidder, the bidder scoring the highest technical marks shall be considered as the preferred bidder. In case the technical score is also same the bidder having the highest average annual turnover shall be considered as the preferable bidder, if the average annual turnover is also same then District Administration, Boudh, in its sole discretion, may take any measures as it deems fit.

- Failure of the Successful Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the contract. In such an event, District Administration reserves the right to,
 - a. invites the next-ranked bidder and negotiate upon the following scenario, or
 - b. Take any such measure as may be deemed fit in the sole discretion of District Administration, Boudh, including annulment of the Bidding Process.
- In case of significant variation in the rates of various individual items, District Administration, Boudh, Government of Odisha reserves the right to negotiate the rate or exclude the items for execution by the Successful Bidder.

Right to accept any Bid and to reject any or all bids

- District Administration, Boudh, Government of Odisha is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing terminate the tendering process.
- District Administration, Boudh, Government of Odisha may terminate the contract/cancel the LOA if it is found that the bidder is blacklisted on previous occasions by any of the central/ state government ministry/ department/ institutions/local bodies/ municipalities/ PSUs, etc.
- District Administration, Boudh, Government of Odisha may also terminate the contract/cancel the LOA in the event the Successful Bidder fails to furnish the performance security or fails to execute the agreement.
- Exemption is allowed for Start-up India and company Registered under MSME.

Sl.no	Name of the Work	Period of Completion
1	SOUND SYSTEM :- Adequate no.of the following items should be fitted.	7 days
	1.LED Display ,DAS Liner with digital sound system & Intelligent lighting system	
	2. Audio Visual (Camera,Drone,Video & online Setup & Live in Youtube	
	3.Amplifiers from 250w to 3200w	
	4.Cordless & Corded Microphone	
5.Audio Mixture (Digital D live 7000)		
2	LIGHT SYSTEM :- Adequate no.of the following items should be fitted.	
	1.Elite spectra 380, Elite spectra wash, Elite atomic strobe,Elite bateen bar ,Led RGB ,Led warm ,Haze,Led melof 2 eye , Led Metal,Fire Machine,Paper Blaster,Graphic ledger, Light DMX Mixture,Digital Light Operating Mixture (Arena) ,Stage Property lights	
3	STAGE CRAFT :- Adequate no.of the following items should be fitted.	
	1.Stage crafts (Theme based),carpeting, meeting/dias arrangements for VVIPS,Flower Arranagemnts,Diety on stage,	

SOUND		
Sl.no	Particulars	Quantity
1	Das event series 212 (Main PA)	12
2	Fbt 210 muse (Centre Fill)	6
3	Srx 725 (Delay)	10
4	Subs Das event series 218 (Base)	8
5	Srx 715 (Monitor)	6
6	Qsc k12 (Active Monitor)	6
7	Side fild 725 srx	2
8	Side fild 715 srx	2
9	Console D live 7000 (Digital)	1
10	Console sq 7	1
11	Bass di ar	12
12	Shure xls	4
13	Corder Microphone (as per requirements)	
14	Local Artist Tech Rider (as per requirements)	

LIGHT		
Sl.no	Particulars	Quantity
1	Elite spectra 380	36
2	Elite spectra wash	16
3	Elite atomic strobe	18
4	Elite bateen bar	20
5	Led RGB	24
6	Led warm	36
7	Haze	4
8	Led melof 2 eye	12
9	LED Metal	20
10	Par 64	30
11	Parcans	20
12	MI bar	30
13	Light DMX Mixture,	1
14	Digital Light Operating Mixture (Arena)	1

ONLINE,LIVE STREAMING,PHOTOGRAPHY & DOCUMENTATION

Sl.no	Particulars	Quantity
1	Two Sony Z90 + One Sony PXW220 With Cine Lens - Three Angle Setup (One Master & Two Profile)	
2	Sony A7iv With Cine Lens + RF (Wireless) device of 800meters range	
3	DJI Drone With Digital remote + HDMI Output facility for online	
4	Blackmagic 8 channel online video swicher with SDI and HDMI input and output facility	
5	Two Laptop with high configuration with Lan port facility	
6	AJA & SSD Recorder For Program Files	
7	Video Capture card	
8	Audio Capture Card	
9	Channel Yamaha Audio Mixture - 16 channel input & 4 channel output	
10	Streming Both Facebook & Youtube	
11	Distributer & Fiber Cable + Long Distance Signal Capture	
12	Two Photographer - Nikon Z7ii + Nikon Z6iii with all lens	
13	Photographer With Wireless Photo Transfer	
14	Cinematographer + Gimbal + Lens With Wireless Video Transfer	
15	Online Editing Setup For Sameday Full Day Video + Reels Delivery	
16	Same Selected Photos Delivery	
17	All Raw Data Sameday Delivery With output also	

SPECIAL EFFECTS

SL.NO	Particulars	Quantity
1	Sparcular Machine (Moka)	6
2	Fire Effects	2
3	Paper Blaster	22
4	CO2 gas effect	2
5	Bubble effect machine	1

Addl. District Magistrate
Boudh