

**EXPRESSION OF INTEREST
FOR
EMPANNELEMENT OF EVENT MANAGEMENT AGENCY
TO
ORGANISE FASHION SHOWS**

Odisha State Handloom Weavers Co-op Society Ltd (Boyanika)

Handlooms, Textiles & Handicrafts Deptt. Govtof Odisha

Pandit Jawaharlal Nehru Marg, Kharvela Nagar, Unit-III

Bhubaneswar 751001

TeL: 0674-2395887

E mail: boyanikabbsr@yahoo.in

Website: www.boyanika.com

CONTRACT DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	Odisha State Handloom Weavers Co-op Society Ltd (Boyanika) Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha
2	Method of Empanelment& Proposal validity	Technical Criteria One Year
3	Date of Issue of EOI	18.11.2023
4	Deadline for receipt of EOI Proposal	28.11.2023 (up to 1.00PM)
5	Date of opening of Technical Proposal	28.11.2023 (3.00PM)
6	Expected date of commencement of Assignment	01.12.2023
7	Bid processing Fee (Non Refundable)	Rs.1000 (Rupees One Thousand only) in shape of DD favouring Odisha State Handloom Weavers Co-op. Society Ltd drawn in any scheduled commercial bank payable at Bhubaneswar
8	Earnest Money Deposit (EMD) Refundable	Rs. 10000/- (Rupees Ten Thousand only) In shape of DD favouring Odisha State Handloom Weavers Co-op. Society Ltd drawn in any scheduled commercial bank payable at Bhubaneswar
9	Contact Person	Sri Arta Ranjan Mohapatra Chief Manager, Marketing Ph: 9437561856
10	Postal Address for submission of proposal	Managing Director Odisha State Handloom Weavers Co-op Society Ltd (BOYANIKA) Pandit Jawaharlal Nehru Marg, Kharvela Nagar, Unit-III, Bhubaneswar: 751001 TeL: 0674-2395887 E mail: boyanikabbsr@yahoo.in Website: www.boyanika.com
11	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier to the address as specified at Sl. No 10 during the office hour only. Bidder can also submit the bid document to the office directly. Late bid will not be accepted as the Organization will not be responsible for any postal delay.
12	Place of opening of proposal	Conference hall, Boyanika. PJN Marg, Bhubaneswar
13	Website to visit for download of bid document.	www.boyanika.com www.sidacodisha.org.in

Odisha State Handloom Weavers Co-op Society Ltd(Boyanika)

Handlooms, Textiles & Handicrafts Deptt. Govtof Odisha

EXPRESSION OF INTEREST CALL NOTICE FOR EMPANNELMENT OF EVENT MANAGEMENT AGENCY TO ORGANISE FASHION SHOWS

No. 3794

Date: 17.11.2023

Sealed offers are invited from reputed Event Management Agencies having experience and expertise in the related field for empanelment with Odisha State Handloom Weavers Co-operative Society Ltd (BOYANIKA)., Bhubaneswar to organise Fashion Shows inside and outside the State of Odisha.

The "Expression of Interest" should be submitted in the prescribed format i.e. "Technical Bid" with requisite documents in sealed cover superscribed "Expression of Interest for Empanelment of Event Management Agency to organise Fashion Shows". The **EMD of Rs.10,000/-** is to be deposited in shape of DD in favour of Odisha State Handloom Weavers Coop. Society Ltd, payable at Bhubaneswar. The bidder has to submit the cost of document i.e. Rs. 1000/- in shape of DD in favour of "Odisha State Handloom Weavers Coop. Society Ltd", payable at Bhubaneswar with the Technical Bid.

The Bid Document can be downloaded from the website: www.boyanika.com / www.sidacodisha.org.in. The last date of receipt of the sealed offers in the office at Boyanika is up to **1.00 P.M. on 28.11.2023**. The "Technical Bids" will be opened at **3.00 P.M. on** same day in presence of the tenderers or their authorized representatives.

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

**Sd/-
Managing Director**

C.C to Head Office Notice Board/Notice Board of Directorate of Textiles/
Notice Board of H, T & H Deptt./website of SIDAC/ Boyanika.

**Sd/-
Managing Director**

**Expression of Interest for Empanelment of Event Management Agency
to organize Fashion Shows
Terms of Reference (ToR)**

1. Introduction:

Odisha State Handloom Weavers Cooperative Society Ltd popularly known as Boyanika by its registered trade name has stepped into its 67th year in May'2023. It functions under the administrative control of Handloom, Textiles & Handicrafts Department, Government of Odisha and was registered in 1956 under Odisha Cooperative Societies Act 1961 with the objective of providing marketing support and quality raw materials to the Primary Weavers Cooperative Societies of the State for production of handwovens fabrics.

2. Objective:

Empanelment of Event Management Agencies for facilitation of organizing Fashion shows in State and National Levels for handlooms with the objective of creating awareness and reach the targeted group of consumers especially the young and niche market in order to tap the market potential for Handloom products both within and outside the country by showcasing genuine and authentic product of Boyanika (Government of Odisha).

3. Submission of Tender Documents:

The Tender should be submitted/reached in the office of the under signed latest by 1.00 PM. on Dt. 28.11.2023. The received Tenders after due date and time shall not be entertained at any circumstances. The Technical Bid will be opened in the chamber of the MD, Boyanika at 3.00 PM on Dt. 28.11.2023 in presences of Tenderers or their authorized representatives.

4. Duration of the Empanelment:

The empanelment will be in force for one year from the date of agreement which may be extended later as per requirement/ performance of the empaneled agencies. However, Boyanika may ask the empanelled agencies to provide the same services in other places/ offices of HT & H Deptt. within the empanelment period.

5. Scope of the work:

The Event Management Agencies would be required to provide end-to-end services for successful and timely organization of fashion shows for Boyanika inside and outside of Odisha. The agency will be completely responsible for smooth and timely arrangement of the fashion shows as per the schedule.

The detailed scope of services, which inter alia includes but not limited to are as follows

5.1 The fashion shows will be organized at Bhubaneswar in an open platform for the public and dignitaries of Govt. of Odisha and Govt. of India.

5.2. MODEL DETAILS

5.2.1. The agency will employ professional models for the fashion show, which may include both male and female. Minimum height of models should not be less than 5'8". Agency shall submit a list of models for the event along with the tender. The list must indicate their name, coloured photograph/portfolio and other details.

5.2.2. The agency shall provide two backstage managers for models, professionally competent hair and makeup of artists/models.

5.2.3. The Agency will be responsible for ensuring attendance of models for rehearsal at least 01 day before the event.

5.2.4. In case of absence of any model/artist at the last moment, the Agency will be responsible for arranging replacement acceptable to Boyanika at no extra cost. Failure to do so will lead to deduction of 30% of total amount payable to the agency. .

5.3 CHOREOGRAPHY:

The agency will engage professionally qualified choreographer having the experience of minimum 5yrs Choreography in organizing event/ Fashion shows at national level. The agency will submit the panel of choreographers proposed for the event along with the tender documents.

5.4. The agency will submit the back stage design concept and assistance in coordination with Boyanika for acceptance by the authority.

5.5. Anchor for the show: Professionally qualified Anchor shall be engaged by the agency for which a panel shall be submitted by the agency along with the tender Document.

5.6. The Agency shall be responsible for Hairdo and makeup of all the models. Any items/services including manpower for providing such arrangement will be the sole responsibility of the Agency.

5.7 AUDIO VISUAL SET UP

- LED screen in center measuring 10 feet by 10 feet,
- Hi luminous projectors-2nos
- DV camera set up-1 no, photographer-1no,
- Switcher, DVD player & laptop

5.8. All arrangements of the crew including boarding/lodging/transport will be the responsibility of the agency. The agency may be required to provide lunch, dinner/high tea, as the case may be, during/after the fashion show to the crew & Models. Boyanika shall not make any payment to them separately.

5.9. The agency shall arrange/ provide any other item/services as required for the success of the event. Boyanika shall not make any payment separately.

5.10. The Agency is required to provide two copies of DVD of the video coverage of the event without any modification to Boyanika which shall be the exclusive property of Boyanika.

5.11. Clear comes and walkies will also be provided by the agency.

6. Eligibility Criteria:

- a. The agency should be a professionally competent company /agency having, proven experience and ability for organizing/handling Fashion show for both private and Public Sector organizations for the last 3 years.
- b. The agency should have professionally competent and dedicated team of professionals for timely execution and organization of the fashion shows. Proof/Certificate of appreciation/Work completion should be submitted along with the documents.
- c. The agency should have relevant licenses/registrations required for executing the work and other mandatory registrations such as PAN, GST etc. and proof for the same may be submitted along with the documents.
- d. The agency should not have been debarred or blacklisted by any Central Government Departments, Public Sector Undertakings and State Governments/State Government Undertakings for the same may be enclosed.
- e. Wherever the agency is a consortium of firms or groups of service providers, the above mentioned information must be provided for each member or group.
- f. The agency must have experience of conducting minimum 2 (two) to 3 (three) Fashion shows with Govt./ Govt. aided organizations in last three years.

7. Technical Bid

The agency have to submit the Technical Bid in the prescribed format i.e. Covering letter as per the "Annexure-I" along with required documents arranged serially as per the checklist (Annexure-III) fulfilling the eligibility Criteria.

(Documents to be submitted)

The Event Management Agency has to submit the following documents in the Technical Bid.

- i. Demand Draft of Rs. 1000/- (Rupees One Thousand only) infavour of Odisha State Handloom Weavers Coop. Society Ltd payable at Bhubaneswar towards bid document cost.
- ii. Earnest Money in form of a demand draft of Rs. 10,000/- (Rupees Ten Thousand Only) from scheduled commercial bank drawn in favour of Odisha State Handloom Weavers Coop. Society Ltd
- iii. Profile of the Agency with valid registration of its constitution.
- iv. Valid GSTIN Registration certificate.
- v. Copy of the PAN Card and up-to date return copy of income tax.
- vi. Detail Profile of the Fashion Show Professional as below:
 - Show Director/ Choreographer
 - Stylish
 - Back Stage Manager
 - Make up Artists
 - Models (Grade-A & B)
 - Anchors
 - Light Engineer
- vii. Copy of completion certificates / work orders in support of executing such type of events in State/ National level in Odisha or outside Odisha.
- viii. Documents in support of experience of conducting minimum 2 to 3 fashion shows with Govt./ Govt. aided organizations in last three years.
- ix. Undertaking in shape of affidavitas at “Annexure-II”.

Anyone found guilty of furnishing false information shall be blacklisted by the HT&H Department, Govt of Odisha and EMD deposit of such agencies shall be forfeited.

8. Evaluation of Technical Bids

The technical Bid will be evaluated by a designated Committee on the basis of documents submitted by the Agencies considering all aspects of eligibility criteria and experience.

9. Empanelment of the Event Management Agency for the event

The Event Management Agencies will be empanelled on the basis of the valid documents submitted by the agency which will be evaluated by a designated Committee. Empanelment does not guarantee engagement as event management agency to organise the fashion shows. After empanelment, as per requirement of Boyanika, limited tenders will be invited from the empanelled agencies for execution of fashion shows from time to time within the empanelment period.

10. General Terms & Conditions:

- i. The Event Management Agency shall deposit earnest money as prescribed in the EOI call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.
- ii. The above deposit of the Event Management Agency shall remain as security for the due rendering of services for the event and on successful completion of the event, the same will be refunded as per agreement
- iii. No modification to the bid documents shall be allowed once it is received by the authority.
- iv. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.
- v. The agency will nominate a coordinator who shall be responsible for immediate interaction with Boyanika the arrangement of Fashion shows.
- vi. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
- vii. In case of breach of any terms & conditions, the performance security deposit of the Agency shall be liable to be forfeited besides annulment of the agreement.
- viii. The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

11. INDEMNITY

The selected agency/organization shall indemnify and hold it harmless from all claims, demands, damages, actions, costs and charges to which Boyanika may become subject, or which it may have to pay or be held liable therefore, by reason or any injury to persons, reputation or property suffered or sustained by any agency or arising out of any activity or negligence or omission of the agency/organization or its agents or employees while organizing the shows.

12. LIMITATION OF LIABILITY

Boyanika shall not be liable for any special or consequential damages that may result from the use of, or the inability to use, the materials on the site or the performance of the products, even if the show Organizers has been advised of the possibility of such damages. Applicable law may not allow the

limitation of exclusion of liability or incidental or consequential damages, the above limitation or exclusion may not apply.

13. FORCE MAJEURE

Definition: For the purpose of the contract "Force Majeure" means an event which is beyond the reasonable control of a party, and which makes a party's performance of its obligations under the contract impossible or so impractical as to be considered impossible or so impractical as to be considered impossible under the circumstances.

14. BREACH OF CONTRACT:

The failure of the agency to fulfil any of its obligations under the contract shall not be considered to be a breach of or default under this contract in so far as such inability arises from an event of Force Majeure, provided that the agency affected by such an event(s) has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the contract, and (b) has informed the other party as soon as possible about the occurrence of such an event.

15. *Intellectual property associated with the product/services will have to be assigned in favour of Boyanika. The Agency should not utilise/sell/rent to any 3rd party for use of the photographs/video/electronic medium coverage without prior permission of Boyanika in writing. The entire event, photography/video shall be the property of Boyanika.*

16. Any assets purchased for the above event or during the above event i.e. directly or indirectly associated with the event including the costumes will be the property of Boyanika and will be handed over to Boyanika after completion of event.

17. JURISDICTION:

In case of any dispute and difference the matter shall be referred to Managing Director, Boyanika whose decision shall be final. Managing Director, Boyanika reserves the right to terminate the selection of any agency /agencies in case of unsatisfactory services or change in Government Policy.

**Sd/-
Managing Director
Boyanika**

TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
[Office Address and Location]

Sub:-EOI for Empanelment of Event Management Agency to organise Fashion Shows for Boyanika, Bhubaneswar.

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (*insert Name of the Service*) in accordance with your EOI Notice No. **Dated** We are hereby submitting our proposal, which includes Technical Proposal in sealed envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 1 year and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender is found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory
with Date and Seal

Name and Designation: _____

Address of the Bidder: _____

UNDERTAKING

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding undertaking for following)

1. I, hereby undertake that, our agency has not been blacklisted/debarred by any of the Central Government/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.
2. That there is no criminal case pending in any Court of Law against our agency or against the Proprietor/Director/Persons to be deployed by our agency at the time of submission of bid.
3. I/we further certify that Proprietor/Director/Persons to be deployed by our company have not been convicted of any offence in any Court of Law during the recent past and as well as at the time of submission of bid. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.
4. I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

BID SUBMISSION CHECK LIST

SL.NO	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Profile of the Agency with valid registration of its constitution		
5	Valid GSTIN Registration certificate.		
6	Copy of the PAN Card and up-to date return copy of income tax..		
7	Detail Profile of the Fashion Show Professional as below: <ul style="list-style-type: none"> ➤ Show Director/ Choreographer ➤ Stylish ➤ Back Stage Manager ➤ Make up Artists ➤ Models (Grade-A & B) ➤ Anchors ➤ Light Engineer 		
8	Copy of completion certificates / work orders in support of executing such type of events in State/ National level in Odisha or outside Odisha.		
9	Documents in support of experience of conducting 2 to 3 fashion shows with Govt./ Govt. aided organizations in last three years.		
10	Undertaking in shape of affidavit as at “Annexure-II”.		

It is to be ensured that:

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorised representative.

Authorised Signatory (in full and initials):_____

Name and Designation with Date and Seal:_____