

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE,
SUBARNAPUR
(Culture Section)**

Mail Id- districtculture.subarnapur@gmail.com

No.: 903 //

Date: 16.12.2025

SHORT TENDER CALL NOTICE

Single tender is invited from interested Event Management Agencies/ Firms/ Decorators/ Agencies for different works for “MAHIMA” Subarnapur Loka Mahotsav-2026 as per the specifications provided below. The event is scheduled to be organized at Rameswar Stadium, Subarnapur from **07.01.2026** to **11.01.2026**. The detailed Tender Paper along with terms & conditions can be downloaded from the website www.subarnapur.odisha.gov.in. The Tender paper completed in all respect must be in sealed cover and superscripted as “**STAGE LIGHT & SOUND**”, “**STAGE CRAFT**”, “**DOCUMENTATION WORK**” & “**CATERING SERVICES**” for MAHIMA - 2026. **The tender paper must include all the services and part service tender paper will be rejected.**

Specification of different Works/ Services:		
1	STAGE LIGHT & SOUND	Annexure-I
2	STAGE CRAFT	Annexure-II
3	CATERING SERVICES	Annexure-III
4	DOCUMENTATION WORK	Annexure-IV

The sealed Tender completed in all respect shall be addressed to the “**Collector-cum- Chairman, District Council of Culture, Collectorate, Subarnapur**”-767017 by **Speed Post/Registered Post/Courier only on or before 23.12.2025 by 12:30 PM.** and will be opened in the same day at **3.30 PM** in the Mini Conference Hall of Collectorate, Subarnapur. However, the tender papers shall be opened in scheduled time fixed for the purpose even, no bidders participate during opening of the same. The tender papers received after due time as fixed above shall not be entertained. The Authority reserves the right to cancel any tender or all tenders without assigning any reasons thereof. The decision of the Authority is final and shall be acceptable to all. The undersigned reserves the right to accept/ reject/ modify/ cancel any or entire Tender(s) at any stage without assigning any reason thereof.


**Collector-cum- Chairman,
District Council of Culture,
Collector-cum-Chairman,
Subarnapur
District Council of Culture
Subarnapur**

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Memo No 904 // DCO, Dated 16.12.2025

1. Copy to the DIO, NIC, Subarnapur for information with a request to hoist the tender Document in District Portal for wide publicity.
2. Copy to the Director, I & PRO, Bhubaneswar for information and necessary action with a request for wide circulation in one prominent Odiya daily newspaper.
3. Copy submitted to Director, OLL&C Deptt. Bhubaneswar for kind information.
4. Copy to the Notice Board, Collectorate, Subarnapur

M. S. Prasad
Collector- cum- Chairman,
District Council of Culture,
Subarnapur
Collector- cum- Chairman,
District Council of Culture
Subarnapur

TERMS OF REFERENCE FOR THE TENDER

A. ABOUT THE EVENT:-“MAHIMA” SUBARNAPUR LOK MAHOTSAV– 2026:

“MAHIMA” Subarnapur Lok Mahotsav 2026 is scheduled to be organized at Rameswar Stadium, Sonapur from **07.01.2026** to **11.01.2026** along with State Level Pallishree Mela 2026 to provide a suitable platform to artist of different parts of Odisha and abroad to perform their skill, art in a larger platform. The event expects huge gather in Lakhs of people like previous years. This events make entertainment of people by performing dance programmes, other artistic programes and Palishree Mela helps people for buying rural products and other items at large.

The tender paper is subject to the following terms and conditions :

1. The bidder has to submit the bid in the prescribed format as given in this tender document must be accompanied with supportive documents/ information. The technical bid and Financial bid must be submitted in separate sealed cover.
2. The bidders should have Registered Agency/ Firm under MSME Deptt.(Udyam Registration)
3. **The rate offered by the firm shall be inclusive of all taxes.**
4. A demand draft of **Rs. 5,000.00 (Rupees Five thousand) only which is Non-refundable** in favour of the “ Collector-Cum- Chairman, District Council of Culture, Subarnapur ” payable at Sonapur, must be enclosed with the tender papers towards Tender Paper Cost.
5. The bidders are required to deposit an Earnest Money of **Rs.1,00,000/- (Rupees One lakh only)**in shape of Demand Draft/Pay Order in favor of “ Collector-Cum- Chairman, District Council of Culture, Subarnapur” **payable at Sonapur**. The E.M.D. amount of the successful bidder will be refunded after successful completion of the work. In case of any unsatisfactory work, delay in execution of work, the EMD amount will be forfeited as per the decision of the authority. The Tender without E.M.D shall not be accepted. **(Refundable)**
6. Preference will be given to the bidder having **experience** of successfully completed **similar type of works during last Two years**, costing not less than the amount equal to Rs. 25.00 Lakh (Rupees twenty five Lakh).
7. The Agency/ Firm should have an average Annual Turnover of Rs. 50.00 Lakhs from Event Management services/ similar nature of works during last 3 Financial Years (2022-23, 2023-24, 2024-25).

8. **The Bidder has to submit the Technical Bid and Financial Bid separately. The bidder has to quote the rate in the Financial Bid as per the given format without any overwriting.** The Financial Bid should be duly signed and sealed in a separate cover. The Financial Bids of the technically acceptable Bids shall only be opened or as decided by the Committee.
9. The duration of the event will be for 5 (five) days. In case of any extension of Subarnapur Lok Mahotsav- 2026 no extra payment will be paid for the additional days. The venue shall be made available to the bidder by District Administration before 4 days of commencement of the Mahotsav. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of Mahotsav i.e. dated **06.01.2026 at 10.00 PM** and should be handed over all the works as per specification to the officer- in-charge of Mahotsav.
10. On completion of the event, the Bidder shall have to take away all the materials within two days & vacate the place with the same condition while occupying the ground.
11. The Bidder shall be ready to provide additional materials in case of requirement during the event at market price for the items not mentioned in the Tender.
12. **No advance payment will be entertained.** The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mahotsav-in-charge. The bidder shall not use any additional materials other than the work specified in the work order without the prior permission of the Mahotsav-in-charge. In case of any additional requirement, the bidder has to take the prior written permission from the Mahotsav-in-charge.
13. The committee formed by the Mahotsav-in-charge will do a proper assessment and the actual work done during the Mahotsav period. The payment will be deducted proportionately as per the advice of the assessment committee, if the assessment committee will not satisfy with the service of the bidder.
14. Bidder will be responsible for keeping and maintenance of the entire work done by him till the closing of the Mahotsav. The undersigned will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take step for insurance of his goods for the purpose, if any.
15. No part of the contract will be sub-let without the prior written permission of the Mahotsav-in-Charge.
16. **The price quoted in all the services must not more than the market price.**
17. For convenience and effective delivery, the bid is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.

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18. It shall be the responsibility of the successful bidder to obtain requisite permission for electricity connection / fire services for the Mahotsav period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
19. In regard to electrical fittings etc. the bidder shall have to engage qualified licensed electrician/bidder entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
20. The authority is not bound to accept the lowest bidder and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all Tender(s) without assigning any reasons thereof.
21. Any legal dispute arising out of this is subject to Subarnapur district jurisdiction only.
22. If the approved lowest eligible Bidder fails to supply items wise within the stipulated period, the Tender inviting Authority reserves the right to procure the same from L2/L3 at L-1 rate, if they agree to supply at L-1 approved rate.
23. Arrangement of lodging, boarding & logistics of the guards during the mahotsav period will be the responsibility of the Bidder.
24. The Bidder must submit copy of valid FASSAI License No (Must one year valid from the date of tender).
25. The cost of the food(Per Plate) must include water.
26. No extra payment will be made for any type of cooking material or utensils.
27. The rate offered by the firm shall be **inclusive of all Taxes**, as applicable.
28. Separate rate should be quoted in the financial bid for two numbers tentage(One for registration and one for food area) at Royal field for one day (Catering services).
29. **The entire event will be video documented in Digital High Definition Video (HDV) Camera.**
30. Two number video along with 25 no's Photograph samples of the similar kind of work to be submitted in a pen drive with quotation for quality consideration.
31. A small documentary film/movie of the Mela of minimum 15 minutes duration should be made. The documentation to cover; Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, Success Stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie/Live streaming to be done depending upon the days of the mela & decision of the organizer.

32. The Bidder must have minimum 3 years experiences in all the Services of this Tender.
33. **The bidder has to submit self attested photocopies of the required documents along with duly filled in Tender Paper. In case any document(s) submitted by the bidder found to be forged, the Bid will be rejected. The documents to be submitted by the bidder are:**
- i. **Tender Paper Cost of Rs.5,000/- (Rupees FIVE Thousand) in shape of Demand Draft/Pay Order in favour of Collector-Cum- Chairman, District Council of Culture, Subarnapur payable at Sonepur. (Non-Refundable)**
 - ii. **EMD of Rs.1,00,000/- (Rupees ONE LAKH only) in shape of Demand Draft/Pay Order in favour of Collector-Cum- Chairman, District Council of Culture, Subarnapur payable at Sonepur.(Refundable)**
 - iii. **Experience Certificate/ Work Order showing successfully completed similar type of works during last three years for all the services.**
 - iv. **Copy of the Registration Certificate of the Agency/ Firm/ Organization for similar nature of work.(Udyam Registration under MSME)**
 - v. **Copy of Goods & Services Identification Number (GSTIN)& latest GST deposit Challan.**
 - vi. **Bank Account details of the Firm (Agency).**
 - vii. **Self-attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work. In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted.**
 - viii. **Self-attested copy of valid Labour License from competent authority.**
 - ix. **FASSAI license for Food and Catering services having one year validity from the date of tender.**
 - x. **The bidder has to submit the Audited Financial Statement of FY 2024-25 duly attested by the Chartered Accountant.**
 - xi. **Financial Bid of all the services (From Annexure-I to IV) as per the prescribed format duly signed must be submitted in one sealed cover.**


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TECHNICAL EVALUATION FORMAT

Name of the firm	:	
Address	:	
Type of firm [Tick (√) in appropriate Box]	:	(Proprietorship/ Partnership) <input type="checkbox"/> <input type="checkbox"/>
Registration No.	:	
GSTIN Number	:	
PAN Number	:	
Demand Draft / Pay order No./ Date	:	
Tax Clearance Certificate/ Latest GST deposit Challan	:	Yes/ No
Valid Electrical License	:	Yes/ No
Valid Labor License	:	Yes/ No
FASSAI license (One year valid from the date of tender)	:	
3 years' Experience of similar types of works in all the Services	:	
Audited Financial Statement	:	Yes/ No


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DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative notice, my bid is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by District Culture Office, Subarnapur. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or more than the market price or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:

Date :

Signature of the Bidder with seal


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ANNEXURE-I

Financial Bid

**Price Quote for Light & Sound Work offered by bidder
(Required size of Stage 50 ft. X 31 ft.)**

Sl. No.		Name of the Item	Quantity	Price offered by Bidder (in Rs.) (Inclusive of all taxes)
1	STAGE SOUND SYSTEM	3Way Line array (US SLV)	24pcs.	
2		Dual bass beam (US SLV)	12pcs.	
3		Side fill Single Bass (JBL 2000wt)	04pcs.	
4		Side fill Single Top (JBL 750wt)	04pcs.	
5		Line array (JBL VRX)	12pcs.	
6		Heavy Amplifier (Moshfet 2	20pcs.	
7		32 Channel Mixture (Yamaha) Annalouge	02 pcs	
8		Power Trolley	01 pc	
9		Stage Monitor for Singer (JBL)	04 pcs	
10		Stage Monitor for Hands (L.A)	04 pcs.	
11		Cordless Microphone (Shure)	02 pcs.	
12		Cordless Microphone for Singer (Shenniser)	04 pcs.	
13		Bottom Cordless Microphone for Hands (J T S)	04 pcs.	
14		Corded Microphone (SM58 & SM57 Shure)	15 pcs.	
15		Podium Microphone for Meeting (Shure/ J T S)	02 pcs.	
16		Snake Cable 32 channel	02 pcs.	
17		Snake Cable 12 channel	01 pc.	
1	STAGE LIGHT SYSTEM	Par 64 (1kwt) (OSRAM)	50 pcs.	
2		LED Par RGB (BSM)	80pcs.	
3		Led Wash 4 channel (BSM)	30 pcs.	
4		Blinder (BSM)	16 pcs.	
5		Sharpy 20R (BSM)	40 pcs.	

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6		LED Laser (BSM)	04 pcs.	
7		Smoke (BSM)	02 pcs.	
8		Haze Machine (BSM)	02 pcs.	
9		Atomic Light (BSM)	16 pcs.	
10		Batein Light (BSM)	12 pcs.	
11		Power Trolley	02 pcs.	
12		Digital Board (ARENA)	01 pc.	
13		Digital Board (SOFA)	01 pc.	
1	STAGE GRID SYSTEM	Grid 50 ft X 31 ft	1 setup	
2		Line Array tower 4 ft X 25 ft	4pcs.	
3	SAPECIAL ATTRACTION	Cold pyro shows, fog screen, fire blasting etc.	For two days (First and last)	
3	POWER BACKUP	(DG 125KVA) with sound proof, with fuel for 5 days from 5 to 6 hours	1 pc.	
Total Amount				Rs.

- *04 & 05.01.2026 setting all the equipments.
- *06.01.2026 Trial all the equipments in the stage.
- *07.01.2026 to 11.01.2026 Programme.
- * Incomplete applications will not be acceptable.
- * The vendor should agree to negotiate in rate with authority.

Signature of Bidder with seal

Name of the firm/Agency:

Address:

Place:

Date:

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ANNEXURE- II

Financial Bid

**Price Quote for Stage Craft offered by bidder
(Required size of Stage 50 ft. X 31 ft.)**

Sl. No.	Specification	Price (Inclusive of all taxes)
1	(A)The stage should reflect the rich cultural heritage will be attractive. * Not allowed LED screen at Stage Craft * Theme -Santha Kabi Bhima Bhoi and Mahima Cult (Mention-) in 3D. (B)To provide the brief theme of the concept. (Pl. attached Hard Copy) (C) Soft copies to be provided in districtculture.subarnapur@gmail.com	
Total Amount		Rs.

- * Incomplete applications will not be acceptable.
- * The vendor should agree to negotiate in rate with authority.

Bid Price: - Rs.

In word: -

Signature of Bidder with seal

Name of the firm/Agency:

Address:

Place:

Date:


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ANNEXURE- III
Financial Bid

Price Quote for Catering Services offered by bidder

Sl. No.	Items	Unit price inclusive of all taxes
1.	Tiffin (Morning) (Tea,Puri,Upama & Curry)	
2.	Tiffin (Evening) (Tea, Pakudi & 2 Jilabi)	
3.	Lunch: - Veg (Rice, Dal, Mix Veg.,Chips, Papad, Paneer or Chhatu Curry & Achar)	
	Lunch (non-veg) (Rice, Dal, Papad, Achar,Chicken/Fish)	
4.	Dinner: - Veg (Rice, Ruti, Dal, Mix Veg., Papad, Paneer or Chhatu Curry, Achar)	
	Dinner (non-veg) (Rice, Ruti, Papad, Achar, Chicken/Fish)	
5	A.5 nos. of Round Dinning Table with 30 Chair for VIP. B. 8nos. Serving Bench and 100 nos. Chairs for Artists for Five Days	
6	Two numbers tentage at Royal field	
Total Amount		

1. The food item must include water; disposable glass and no separate charges will be given for that. No charges will be given for cooking utensils and other items.
2. The vendor should agree to negotiate in rate with authority.

Signature of the Bidder with seal


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ANNEXURE- IV

FINANCIAL BID

Price Quote for Documentation Work offered by bidder

SL NO	CATAGORY	TECHNICAL SPECIFICATION	PRICE IN RS. (INCLUDING ALL TAXES)
01	PHOTOGRAPHY	<p>1. Covering the activities of SUBARNA LOKA MAHOSTAV, SUBARNAPUR for the entire 5 days. All the raw photos soft copy to be provided in a pen drive after successful completion of the program.</p> <p>2. One Nos. Coffee-Table Book to be designed and printed, consisting of selected 200 photos of the entire event.</p> <p>CAMERAS TO BE USED:</p> <p>1. TWO NOS. SONY ALFA IV/V DSLR WITH 24-105 MM, 50 MM, 14 MM, 70-200 MM LENS KIT WITH SPEED LIGHT AND ALL OTHER ACESSORIES.</p>	
02	VIDEOGRAPHY	<p>1. Covering the activities of SUBARNA LOKA MAHOSTAV, SUBARNAPUR for the entire 5 days. Edited Video shall be of 10 to 15 min duration with full HD format, Odisha Govt. Logo, Crystal Clear Clarity sound should be recorded, bytes of DM, ADM, CDO-CUM-EO, DIFFERENT STALLS, PUBLIC, LOCAL EMINENT PERSONALITIES and others to be captured and incorporated in the video.</p> <p>2. Post production (Editing, Graphics, Script, Voiceover, Background music, Colour Grading etc) to be provided.</p> <p>3. Final output to be submitted in a Pen drive.</p> <p>CAMERAS TO BE USED:</p> <p>1. TWO NOS. FULL HD CAMCODER (SONY NX 200 OR EQUIVALENT WITH ALL ACCESSORIES)</p> <p>2. ONE NOS. GIMBAL CAMERA SETUP</p> <p>3. ONE NOS. 4K PROFESSIONAL DRONE</p> <p>4. TWO NOS SEHENIZER / DJI WIRELESS LAPPLE MIC.</p>	
03	LIVE STREAMING	<p>Multi Camera Live streaming of the entire 5 days event to be done. Multi camera setup console with switcher, broadcast device, RF device, all required cables and accessories to be provided. Video feed to be provided for LED walls & social media. 100 Mbps Upload/Download Internet connections will be provided by Bidder.</p>	
Total Amount			Rs.

- * Incomplete applications will not be acceptable.
- * The vendor should agree to negotiate in rate with authority.

Signature of Bidder with seal

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