

**EXPRESSION of INTEREST (EOI)**

**For**

**Event Management of  
Malyabanta Mahostav-2025  
at Malkangiri District**

**Collector-Cum-Chairman,  
District Council of Culture,  
Malkangiri, Odisha  
764048**

**December-2025**

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**OFFICE OF THE COLLECTOR-CUM-CHAIRMAN,  
DISTRICT COUNCIL OF CULTURE, Malkangiri**

E-Mail ID: [dm-malkangiri@nic.in](mailto:dm-malkangiri@nic.in)

Telephone No: 06861-230232/230323

**1. TEXT OF ADVERTISEMENT: EXPRESSION OF INTEREST(EOI)**

Malkangiri District is well known for its opulent cultural tradition, divine pantheon and rich flora & fauna. In order to celebrate this heritage, the District Council of Culture (DCC), Malkangiri organises the cultural festival namely "Malyabanta Mahostav" every year. Following this tradition, DCC has decided to organise "Malyabanta Mahostav -2025" from **14.12.2025 to 18.12.2025**, at DNK Play Ground, Malkangiri. It will be an opportunity for your agency to showcase your professional skill through participating in this Expression of Interest (EOI).

In the above context, the District Council of Culture, Malkangiri, Odisha, invites in sealed cover Expression of Interest (EOI) proposals from registered and experienced agencies for organising Malyabanta Mahostav -2025.

The EOI Document containing the details of brief objective & scope of work, roles and responsibility, submission of requisite documents, qualification as well as evaluation criteria, etc. can be downloaded from website:-<https://malkangiri.odisha.gov.in> under the link "TENDERS". Last date for submission of EOI proposal is **26.11.2025 up to 1.00 PM**.

EOI proposals can be submitted in two different envelopes (sealed) – Technical Bid & Financial bid. These envelopes need to be put in another envelop super-scribing "EOI for Event Management of Malyabanta Mahostav -2025" on the top cover, through Speed post/ Registered post/ by hand addressed to the **Office of the Collector-cum-Chairman, District Council of Culture, Malkangiri (Odisha)-764048**. Authority in no-way will be responsible for any postal delay. The sealed envelope shall contain EOI, Rs.2,500.00 as Process Fees (non-refundable) and Rs.20000/- as EMD (Refundable after participation) in shape of Demand Draft in favour of "Collector-Cum-Chairman, District Council of Culture, Malkangiri" payable to **AXIS Bank, Malkangiri Branch to the A/C No. 923010048263934 (IFSC Code- UTIB0002054)**.

The process of selection through Quality Cost Based Selection (QCBS) method is elaborated in detail in this Document.

**Note:** Collector-cum-Chairman, DCC reserves the right to cancel this request for EOI or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Collector-cum-Chairman, DCC reserves the right to amend/add further details in the EOI.



**Collector-Cum-Chairman,  
District Council of Culture,  
Malkangiri.**

**OFFICE OF THE COLLECTOR-CUM-CHAIRMAN,  
DISTRICT COUNCIL OF CULTURE, MALKANGIRI**

**2. LETTER OF INVITATION**

Dear Sir/Madam,

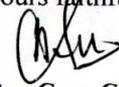
The District Council of Culture (DCC), Malkangiri invites sealed Expression of Interest (EOI) proposals to organise Malyabanta Mahostav -2025 through Event Management Agencies (EMA).

The EOI Document containing the details of brief objective & scope of work, roles and responsibility of EMA, submission of requisite documents, qualification as well as evaluation criteria, etc. is enclosed.

Sl.No.	Critical Dates	Date
1	Date & Time of Availability of EOI InWebsite: <a href="https://Malkangiri.odisha.gov.in">https://Malkangiri.odisha.gov.in</a>	Dt. 11.11.2025 10.00 AM to Dt.25.11.2025 upto 5.00PM
2	Pre-Bid Meeting	Dt.21.11.2025 at 3.00 PM at Zilla Parishad Conference Hall, Malkangiri *
3	Last Date of Submission of Original Documents	Dt.26 .11.2025 upto 1.00PM
4	Date of Opening of Bid Documents & Scrutiny	Dt.27.11.2025 at 11.00 AM at Zilla Parishad Conference Hall,Malkangiri*
5	Date of presentation	Dt. 27 .11.2025 at 4 PM
56	Correspondence if any	Collector-cum-Chairman, District Council of Culture, Malkangiri-06860-230232/230323 E-mail : dm-malkangirih@nic.in

**\*To explain details of EOI, including the scope of work, technical specification of the Event Managements. To provide a formal platform for bidders to ask questions and seek clarification on any confusing aspects of the event, which helps in preparing accurate and responsive bids.**

Yours faithfully,



**Collector-Cum-Chairman,  
District Council of Culture,  
Malkangiri.**

**3. Background & Scope of the Event**

- The Malyabanta Mahostav-2025 is going to be organised from 14.12.2025 to 18.12.2025 for five days..
- The locations of the event have been selected at DNK Play Ground .
- The expected budget for Event management is Rs.45 lakh.
- The Malyabanta Mahostav -2025 is going to host Pallishree Mela, etc.

### 3.1. Role & Responsibility of the Event Manager Agency (EMA):

[A] The EMA shall ensure the following;

Sl No	Work	Remarks
1	Stage designing	Stage and entry gate decoration & LED lights Canopy decoration.(Approx.700Mtr)
2	Organizing projection systems (LED Wall)	<ul style="list-style-type: none"> <li>01 Big LED wall with a size of 30'x10' in the main stage</li> <li>02 small LED with a size of 10' x10' for gallery</li> </ul>
3	Help Desks	Deployment of staff (Technical / Non-Technical)
4	Creating backdrops and signage's at the venue.	VIP, VVIP, Green room, Toilet, Entry & Exit point, Media Persons & Senior citizens etc.
5	Carpeting & Sitting chair for 3000 persons	Carpeting shall be done and there shall be a provision for 3000 chair for sitting arrangement.
6	VVI,VIP sofa set with Teapoy	Provision of good quality Sofa sets ( minimum 15nos ) with Teapoy ( minimum 7 nos) and also 250 VIP chairs for dignitaries.
7	Provision for VVIP Lounge	An arrangement shall be made for VVIP Lounge.
8	Provision for Artist Lounge	An arrangement shall be made for Artist Lounge.
9	Fireworks on Inaugural & Closing day	Fireworks of good quality shall be arranged for a spectacular show on Inaugural & Closing day.
10	Photography and video-graphy of the even & Procession from Jagannath Mandir to DNK Play Ground.	Deployment of professionals with HD recording graphics editing. 4 nos Camera setup including 2nos of Drone for live streaming feed on all 5 days.
11	Conceptualize and organize Cultural programmes during the event	Deployment of Cultural troupes with due discussion with DCC
12	Stage setup with light & sound system	<ul style="list-style-type: none"> <li>Stage &amp; Light -Open stage setup, LED, Stage light, High Focus light, Disco Light etc.</li> <li>Sound - (Amplifier, Mixture, DJ equipment &amp; others of reputed band like Yamaha/ Sony/ JBL/Bosch/ Ahuja/ etc.</li> <li>LED lights Canopy from DNK Chowk to DNK Play Ground.(Approx.700Mtr)</li> <li>Entrance gate at DNK Chowk and also near DNK Play Field (Entrance gate of Mahostav Ground)</li> </ul>
13	Generator facility	Back up of minimum 08 hours to entire stage & light area.
14	Green Room (mirror, table, toilet, mobile charging point, induction point and other basic facilities)	Two separate Green Rooms -One for male & One for female cultural troops.

[B] **Sri Santras Panda, District Culture Officer, Malkangiri (Contact No.7077264517)** shall be the **Liaison Officer** from the District Council of Culture, Malkangiri who will coordinate and forward the required information to the EMA.

#### 4. EOI Processing Fees & Security Deposit:

A non – refundable processing fee for **Rs. 2500/- (Rupees Two thousand five hundred)** in shape of demand draft in favour of “**Collector-Cum-Chairman, District Council of Culture, Malkangiri**” Payable at AXIS Bank, Malkangiri has to be submitted along with the EOI proposal .Similarly, the bidder shall deposit **Rs.20,000/- (Twenty Thousand) as EMD** subject to Refundable after participation in the bidding process. The successful Bidder to deposit **Rs. 2,00,000/- (Two Lakh) as PSD (Performance Security Deposit)** before executing the agreement. Bids received with inadequate or without EOI processing fees/ EMD shall liable to be rejected.

#### 5. Mode of Submission of proposal:

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to the Correspondence address specified in Page No .4 earlier through speed post/Registered post/ by hand. These envelops need to be put in another envelop super scribing “**EOI for Event Management of Malyabanta Mahostav-2025**” on the top cover. In exceptional circumstances and its discretion, Collector-Cum-Chairman, District Council of Culture, Malkangiri may extend the deadline for submission of proposals by issuing an amendment to be made available on the <https://Malkangiri.odisha.gov.in> website. In this case all rights and obligations lies on Collector-Cum-Chairman, District Council of Culture, Malkangiri.

#### 6. Instructions to EMA :

The EOI Proposal is to be submitted as prescribed below i.e. two separate sealed envelopes, i.e. Envelope –I (Technical Bid) & Envelope- II (Financial Bid).

<b>Envelope –I (Technical Bid)</b>	
Applicant’s Expression of Interest as per	Format – 1
Organizational Details as per	Format – 2
Experience of Agency	Format- 3
List of experts/ consultants on payroll as per	Format – 4
Financial Status of the Agency as per	Format – 5
Additional information as per	Format – 6
Declaration as per	Format – 7
Any other	Form –I
<b>Envelope-II (Financial Bid)</b>	
Financial Bid	Format-8

## 7. Evaluation & Selection Procedure:

Stage	Description	Remark
I	Verification of the documents ( Format 1 to 8 and Format I) submitted by the bidder. <b>(50 marks)</b>	Envelopes not carrying valid or required documents shall be liable for rejection.
II	Bidder submitting all the requisite documents to be qualified for Power -point Presentation <b>(50 Mark)</b>	Power point of Plan activity will be presented.
III	<b>The technical marks obtained (in total from Stage I &amp; II) will be converted to Technical score as illustrated in Annexure –A. The financial bid will be opened for the bidders securing 70 marks or more in total from Stage I &amp; II.</b>	The L1 bidder in the financial bid will be given 100 Marks as financial score ( as illustrated in Annexure –A)
IV	<b>The successful bidder will be determined through QCBS method carrying weightage of 70:30 score of technical &amp; financial respectively.</b>	The QCBS method is illustrated in Annexure-A
V	The successful bidder shall deposit Rs.2.00 lakh for Performance Security Deposit (PSD).	To be done within 48 hrs. of wining the bid

### 7.1 Stage –I: (Verification of Document)

- The applicant shall make Expression of Interest (EOI) with requisite documents (Format 2 to 8 & Format -I) attached with Format -1.
- Envelopes not carrying valid or required documents shall be liable for rejection.
- The documents submitted by bidder shall be scrutinised and given marks accordingly.

### 7.2 Stage-II: (Presentation)

- Bidder submitting required all documents to be qualified for power point presentation.
- Presentation carries of 50 marks.
- Power point will be presented as per specification given below;

Sl No	Contents of presentation	Brief details
1	Entry Gate design (2 Nos)	Display various design of cultural event.
2	Stage Decoration, seating arrangement.	View the stage decoration in four angles. Sitting arrangement for 3000 persons, sofa sets and Teepees for VVIP & VIPs
3	Lights , Sound & Fireworks arrangements	Display of Various light ,sound & Fireworks system
4	LED wall with picture quality	Display of the picture quality, size, brand etc.
5	Variety of Cultural Troops	<ul style="list-style-type: none"> <li>• Dance (Group Dance, Solo Dance, Folk Dance, Modern Dance, Contemporary, Classical Dance,</li> <li>• Singer &amp; Celebrity (Experience/ Reputed/ Male or Female/ others details etc.)</li> <li>• Anchor (Experience/ reputed/ Male or Female/ other details etc.)</li> </ul>
6	Glimpse Previous Experience/ Achievement of the agency	<ul style="list-style-type: none"> <li>• Display recent video clip on cultural event.</li> <li>• Display past event of same field.</li> </ul>
7	Day Wise Plan	Format in Annexure-I
8	List of Technical & Non-Technical Person	Name, Photo, Qualification, Contact details, Payroll etc.

### 7.3 Stage-III: (Opening of Financial Bid)

- Bidders securing Technical Marks 70 or in total from Stage I & II shall be allowed for opening of financial bid.
- The bidders who shall below 70 Technical marks in total from stage-I and stage-II to be rejected.
- **The Technical Evaluation Criteria is given below;**

Criteria	Qualification	Full Mark
Submission of Documents		20
Turnover	• More than Rs 50 Lakh and less than Rs.70 lakh	5
	• Equal to Rs 70 Lakh and less than Rs.90 lakh	10
	• Equal to Rs 90 Lakh and or more	15
Experience of working	• At least two assignments of order value more than 50 lakhs and less than 60 lakhs each	5
	• At least two assignments of order value more than 60 lakhs and less than 80 lakhs each	10
	• At least two assignments each of order value equals to 80 lakhs or more	15
Presentation		50
TOTAL		100

### 7.4 Stage-IV: (Evaluation Criteria and Method of selection in CQCBS)

a. The selection of the Agency shall be made through **Composite Quality Cum Cost Based System (CQCBS)**. The weightage for technical criteria will be 70% while financial criteria will be 30%. Agency who quotes lowest in the financial bid shall be given 100 marks. The technical score shall be considered to those who obtain minimum 70 marks in total in Stage I and II. The financial quote of other bidders shall be computed as follow.

(L1 divided by Lx) multiply by 100 where in x is the bid quoted by L2, L3, and L4.

The detail evaluation of QCBS is given in **Annexure- A**

#### b. Composite Scores of Bidders.

Bidder's Score	Weightage	Weightage Score
(A) Technical Score	70%	TS x 70/100=(A)
(B) Financial Score	30%	FS x 30/100= (B)
Composite Weightage Score of the Bidder= (A)+(B)		

### 7.5 Stage-V: (Responsibility of Successful Bidder)

- The successful bidder shall deposit Rs.2.00 lakh Performance Security Deposit (PSD).
- The time limit for deposit shall be within 48 hrs. of winning the bid.

### 8. Payment Schedule for Successful bidder.

Sl. No	Activities	Payment Schedule
1	2 working days' prior to start of Event, upon arrival of all Materials	40% of the Total payment amount as advance
2	7 working days' after completion of Event	Rest 60% of the Total payment amount
3	Release of 100% PSD	After evaluation as per actual mentioned in BoQ.*

- **Evaluation of BoQ compliance shall be done by an District Level Evaluation Committee constituted by the DCC, Malkangiri.**

### 9. Conflict of Interest:

DLEC will be the final arbiter in case of potential conflicts of interest. Failure to notify DLEC of any potential conflict of interest will invalidate any verbal or written agreement.

### 10. Condition under which EOI is issued:

- ❖ *The EOI is not an offer and is issued with no commitment.*
- ❖ *DLEC reserves the right to withdraw EOI and or vary any part thereof at any stage.*
- ❖ *DLEC further reserves the right to disqualify any bidder, should it be so necessary at any stage.*
- ❖ *DLEC reserves the right to engage more than one agency for proper execution of the event.*

**11. FORMAT FOR SUBMISSION:**

**FORMAT – 1**

**APPLICANT'S EXPRESSION OF INTEREST**

To,

**The Collector-cum-Chairman,  
District Council of Culture, Malkangiri**

**Sub: Submission of Expression of Interest to undertake on Event Management for  
Malyabanta Mahostav-2025.**

Dear

In response to the invitation for expression of Interest (EOI) published on ..... for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes .

**SUBMISSION OF DOCUMENTS :**

Sl	Documents	Other particulars (Demand Draft)
1	Organizational Details- Format-2	1. Rs.2500/- Process Fees (non refundable)
2	Experience of Agency Format-3	2.Rs.20,000/- <b>EMD</b> (Refundable)
3	List of experts/ consultants on payroll at least 3 Format-4	3.Rs.2,00,000/- <b>PSD</b> for successful bidder only after completion of bidding process.
4	Financial Status Format-5	
5	Additional information Format-6	
6	Declaration Format-7	
7	Financial Bid Format-8	
8	Day Wise Plan Form-I	

Sincerely Yours,

Signature of the applicant  
[Full name of applicant]

Stamp .....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

**FORMAT – 2**  
**ORGANIZATIONAL DETAILS**

S. No	Organizational Details	Remarks
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ Partnership firm registered under the Indian Companies Act, 1956/ the partnership Act.1932	
4.	Whether the firm has been blacklisted by any Central Govt./ State Govt./PSU/ Govt. Bodies/ Autonomous? If yes, details thereof	
5.	Address of registered office with telephone no. , Fax, E-Mail id, website.	
6.	Address of offices in i)National capital region of Delhi ii)All other State/ UT's iii)Regd. Office inside Odisha.	
7.	Contact Person with telephone no. & e-mail ID	
8.	PAN Card No. and GST No.	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy Of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant  
Full name of the applicant  
Stamp & Date

**FORMAT – 3**

<b>Experience in related Fields</b>					
Overview of the past experience of the Organization in all aspects related to brand Building					
<b>S. No</b>	<b>Items</b>	<b>Number of Assignments during last 3 years</b>	<b>Order value of each assignment in lakhs of Rs. (Enclose copy of each order)</b>	<b>Mention the name of Agency (Enclosed completion certificates)</b>	<b>Remark</b>
1.	Experience of assignments of similar nature/Institution/ Corporate/ Private Sector				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public Sector Undertaking (PSU).				
<ul style="list-style-type: none"> <li>• Decision of Evaluating Committee in ascertaining “Similar nature” and “Similar Assignment” will be final.</li> <li>• Relevant Certificates / Work Order to be attached.</li> <li>• Glimpses of previous year performance to be given.</li> </ul> <p align="right">Signature of the applicant Full name of applicant Stamp &amp; Date</p>					

**FORMAT – 4**

<b>List of Experts on Payroll of the Agency</b>		
<b>Sl. No</b>	<b>Name &amp; Contact No.</b>	<b>Profession ( Technical/ Non-Technical)</b>

Signature of the applicant  
Full name of applicant

Stamp & Date

**FORMAT – 5**

<b>Financial Status Format</b>				
S. No	Financial Year	Whether profitable Yes/ No	Annual Net profit (in of Rs)	Turn over of the agency
1	2021-22			
2	2022-23			
3	2023-24			

Note: Please enclose **auditor's certificate** in support of your claim. If any

Signature of the applicant  
Full name of applicant

Stamp & Date

**FORMAT- 6**

**Additional Information**

1. List all enclosures related to the previous sections.

<b>S.No</b>	<b>Description</b>	<b>No. of pages</b>

2. Additional information to support shall not be more than 2 pages.

Signature of the applicant  
Full name of the applicant

Stamp & Date

**FORMAT- 7**

**Declaration**

We hereby confirm that we are interested for **Event Management for Malyabanta Mahostav-2025, Malkangiri**

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name & Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

Signature of the applicant  
Full name of applicant

Stamp & Date

**FORMAT- 8**  
**FINANCIAL BID**  
**BoQ ( Bill of Quantities)**  
**(INCLUDING TRANSPORTATION COST &**  
**RATES TO BE QUOTED INCLUSIVE OF ALL TAXES)**

Sl No	Unit of Item	Specification	Quantity/ Size	Unit Cost	Total Cost
1.	Light arrangement				
		LED uplights			
		High focus light			
		Stage Light			
		Disco light			
		LED String Lights			
		Spot light			
		Laser Light			
		LED pixel light			
		Projection lightning (3D)			
		LED Batten			
		Ellipsoidal Spot Light			
		Gobos			
		PAR light			
		Moving intelligent lights			
		Follow spot			
		Kinetic Lights			
		PIN Spot lighting			
		Ballon lighting			
		Illuminated Bar			
		High-lit table			
2	Sound arrangement				
		Amplifier			
		Mixing desk			
		DJ Equipments if any			
		High Quality Sound with brand Yamaha/ JBL/ Sony/ Bosch/Ahuja etc.			
		Micro Phone			
		Loud Speaker			
		Graphic Equalizers			
		Compression			
		Any other			
3	Stage& Gate decoration				
		Cultural based stage designed			
		Entry Gate			
		Green room			
		Lounge Room for VVIP			
		Lounge Room for Artists			
4	Generator provision				
		100KW to 200 (8 to 10			

		hours)			
		200KW to 300 (10 to 10 hours)			
5	CCTV provision (HD Quality)				
		Day/ Night vision CC TV Camera			
		DOME CC TV Camera			
		IP CC TV Camera			
		PTZ Camera			
		Bulet CC TV Camera			
6	LED wall (3)				
		Stage LED Screen			
		Small LED Screen for gallery (2 Nos)			
7	Deployment of Technical & Non- Technical person				
		Videographer (experience - 5/2/1 years)			
		Electronic Machnic for sound (experience- 5/2/1 years)			
		Electronic Machnic for Light (experience - 5/2/1 years)			
		Non-Technical if any			
8	Cost for Deployment of artists for five days				
		Day-1			
		Day-2			
		Day-3			
		Day-4			
		Day-5			
9	Anchor				
		01 Male (for 5 days)			
		01 Female (for 5 days)			
10	Sitting Arrangements				
		No. Of Chairs provided			
		No . of Sofa provided			
		No of Teapoys provided			
		No of carpets provided			
11	Arrangements for Fireworks				
		For Inaugural Day			
		For Closing Day			
12	Road Light decoration from DNK Chowk to DNK Play Field.				
		LED lights Canopy from DNK Chowk to DNK Play Ground.(Approx.700Mtr)			

13	Photography and video-graphy of the even & Procession from Jagannath Mandir to DNK Play Ground and Live streaming feed for 5 days		
		Deployment of professionals with HD recording graphics editing. 4 nos Camera setup including 2nos of Drone for live streaming feed on all 5 days.	
14	Manpower Support		
		Provisioning of sufficient manpower for day- to-day refreshment of the guests and officials in coordination cell , food preparation and distribution counter and VIP lounge. Hospitality Services in Coordination Cell for Officials, VIPs & artists during the programme and serving refreshments during the event	
	Grand Total		

Financial bid offered i. Figure in words in Rupees \_\_\_\_\_  
ii. Figure in Rs.. \_\_\_\_\_

Signature of the applicant  
Full name of the applicant

Stamp & Date

### Form- I (Day Wise Plan for Cultural Entertainment)

Day-1 (14.12.25) Sunday				
Type of item to be performed	Timing of performance (6 PM onwards)	Preference of items	Number of Item(Group & Solo)	Total Troups to be performed
1. Classical Dance				
2. Folk Dance				
3. Modern Dance				
4. Contemporary Dance				
5. Marquee event*				

**Day-2 (15.12.2025)Monday**

Type of item to be performed	Timing of performance (6 PM onwards)	Preference of items	Number of Item(Group & Solo)	Total Troups to be performed
1. Classical Dance				
2. Folk Dance				
3. Modern Dance				
4. Contemporary Dance				
5. Marquee event*				

**Day-3 (16.12.2025) Tuesday**

Type of item to be performed	Timing of performance (6 PM onwards)	Preference of items	Number of Item(Group & Solo)	Total Troups to be performed
1. Classical Dance				
2. Folk Dance				
3. Modern Dance				
4. Contemporary Dance				
5. Marquee event*				

**Day-4 (17.12.2025)Wednesday**

Type of item to be performed	Timing of performance (6 PM onwards)	Preference of items	Number of Item(Group & Solo)	Total Troups to be performed
1. Classical Dance				
2. Folk Dance				
3. Modern Dance				
4. Contemporary Dance				
5. Marquee event*				

**Day-5 (18.12.2025)Thursday**

Type of item to be performed	Timing of performance (6 PM onwards)	Preference of items	Number of Item(Group & Solo)	Total Troups to be performed
1. Classical Dance				
2. Folk Dance				
3. Modern Dance				
4. Contemporary Dance				
5. Marquee event*				

Signature of the applicant  
Full name of the applicant  
Stamp & Date

**Annexure-A**

**QUALITY COST BASED SYSTEM**

*Illustration with dummy values*

**STAGE 1: TECHNICAL BIDS EVALUATION**

<b>Bidder details</b>	<b>Technical Mark Obtained</b>
Bidder1	92
Bidder2	85
Bidder3	55
Bidder4	75

**STAGE 2: Conversion of Technical Marks to Technical Score :  
Technical Score is same as Technical Marks**

<b>Bidder details</b>	<b>Technical Marks</b>	<b>Technical Score</b>
Bidder1	92	92
Bidder2	85	85
Bidder3	<i>*Rejected</i>	<i>*Rejected</i>
Bidder4	75	75

\*Since the eligible Technical Marks should be 70 and above ,Bidder 3 is Rejected.

**STAGE 3: FINANCIAL BID EVALUATION**

<b>Bidder details</b>	<b>Financial Bid Amount</b>
Bidder1	1,30,000
Bidder2	1,20,000
Bidder4	1,00,000

#### Stage 4: Conversion of financial bid amount to score

Bidder Details	Financial Bid Amount	Financial Score (LFB/F*100)
Bidder1	1,30,000	$100000/130000*100=76.92$
Bidder2	1,20,000	$100000/120000*100=83.33$
Bidder4	1,00,000	<b>100</b>

Bidder having LFB is treated as L1 and to be awarded financial score as 100. The rest will be calculated as  $LFB/F * 100$ ,

Where **LFB** = Lowest Financial Bid, **F** = Quoted Amount

#### Consolidated Technical & Financial Score

Bidder Details	Technical Score	Financial Score
Bidder 1	92	76.92
Bidder 2	85	83.33
Bidder 4	75	100

#### Stage 5: Combined Technical and Financial Score (CTFS) With Weightage 70:30

Bidder Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder
Bidder1	$92*(70/100) + 76.92*(30/100)$	<b>87.48</b>	L1
Bidder2	$85*(70/100) + 83.33*(30/100)$	<b>84.50</b>	L2
Bidder4	$75*(70/100) + 100*(30/100)$	<b>82.5</b>	L3

## Annexure-B

### Form- I (Day Wise Plan for Cultural Entertainment)

*(Dummy Copy)*

Day-1 (14.12.2025) Sunday				
Type of item to be performed	Timing of performance (6 PM onwards)	Preference of items	Number of Item(Group Dance& Solo Dance)	Total Troups to be performed
1. Classical Dance	6 PM TO 7 PM	Classical	GD 1 SD-1	6
2. Folk Dance	7 PM TO 8 PM	Folk	GD 1	
3. Modern Dance	8 PM TO 9 PM	Modern	GD 1	
4. Contemporary Dance	9 PM TO 10PM	Contemporary	SD 1	
5. Marquee event*	10 PM TO 10.30 PM	Marquee	1	

Day-2 (15.10.2025) Monday				
Type of item to be performed	Timing of performance (6 PM onwards)	Preference of items	Number of Item(Group & Solo)	Total Troups to be performed
1. Classical Dance	6 PM TO 7 PM	Classical	GD 1 GD-1	6
2. Folk Dance	7 PM TO 8 PM	Folk	GD 1	
3. Modern Dance	8 PM TO 9 PM	Modern	SD 1	
4. Contemporary Dance	9 PM TO 10 PM	Contemporary	GD 1	
5. Marquee event*	10 PM TO 10.30 PM	Marquee	1	

Day-3 (16.10.2025) Tuesday				
Type of item to be performed	Timing of performance (6 PM onwards)	Preference of items	Number of Item(Group & Solo)	Total Troups to be performed
1. Classical Dance	6 PM TO 7 PM	Classical	SD 1 GD-1	6
2. Folk Dance	7 PM TO 8 PM	Folk	GD 1	
3. Modern Dance	8 PM TO 9 PM	Modern	SD 1	
4. Contemporary Dance	9 PM TO 10 PM	Contemporary	SD 1	
5. Marquee event*	10 PM TO 10.30 PM	Marquee	1	

**Day-4 (17.10.2025) Wednesday**

Type of item to be performed	Timing of performance (6 PM onwards)	Preference of items	Number of Item(Group & Solo)	Total Troups to be performed
1. Classical Dance	6 PM TO 7 PM	Classical	GD 1 SD-1	6
2. Folk Dance	7 PM TO 8 PM	Folk	GD 1	
3. Modern Dance	8 PM TO 9 PM	Modern	GD 1	
4. Contemporary Dance	9 PM TO 10 PM	Contemporary	GD 1	
5. Marquee event*	10 PM TO 10.30 PM	Marquee	1	

**Day-5 (18.12.2025) Thursday**

Type of item to be performed	Timing of performance (8 PM onwards)	Preference of items	Number of Item(Group & Solo)	Total Troups to be performed
1. Classical Dance	6 PM TO 7 PM	Classical	SD 1 SD-1	6
2. Folk Dance	7 PM TO 8 PM	Folk	GD 1	
3. Modern Dance	8 PM TO 9 PM	Modern	GD 1	
4. Contemporary Dance	9 PM TO 10 PM	Contemporary	SD 1	
5. Marquee event*	10 PM TO 10.30 PM	Marquee	1	

Signature of the applicant  
Full name of the applicant  
Stamp & Date