

**Engagement of Event Managers by Orissa State Handloom WCS Ltd.(Boyanika)**  
**to organise exhibitions inside as well as outside Odisha**

Terms of Reference(ToR)

**1. Introduction:**

The Odisha State Handloom WCS Ltd.(Boyanika) is an Apex organisation of handloom societies of the state of Odisha. The objects of the Society are to organize and develop the Handloom Industry in Odisha on a Co-operative basis and to expand market for Odisha Handloom Fabrics in and outside the State.

**2. Objective:**

To assist Boyanika in arranging exhibitions at different places in professional manner to generate sale as well as brand building of the organization.

**3. Scope of the work assigned to the Event Manager:**

The Event Manager shall

- a. Select the venue of Exhibition.
- b. Assist in inauguration of event & hospitality to guests.
- c. Visual merchandising, selling of products & its promotion.
- d. Collection of customer database & their feedback.
- e. Assist in marketing and market tie-ups.

**4. Deliverables and duration of the assignments:**

The duration of assignment will be for one year from the contract and may be extended beyond the duration depending on performance and requirement with mutual consent on same terms and conditions. The Event Manager will be required, to be available for the guidance/assistance at any point of time by Boyanika for the purpose.

**5. Qualification/Experience Criteria:**

- a. The bidder must have a team of technically qualified persons of which at least one must be an MBA/Professionally qualified with more than 5 years of work experience in this line.
- b. The bidder should have valid registration number and PAN number etc. as required for an event management company.
- c. The bidder should have minimum 10 years of experience in the domain of event management.
- d. Preference will be given to bidders who have managed National/International Events.

**6. Application and Evaluation Criteria:**

- a. The formats of Technical and Financial Bid is at Annexure-1 and Annexure-11.
- b. The bidder is required to submit 02 (two) copies of bids for Technical Offer (each of which will be treated as original) and one copy of Financial Offer, duly sealed in separate envelopes .Failure to do so will render them ineligible.
- c. Technical component will carry 80% weightage and Financial component 20% weightage.  
Total weight= 100% (80% + 20%)
- d. The bids of the eligible bidders as per Clause 6 will be scrutinized by Consultancy Evaluation Committee (CEC) and shortlisted bidders will be called for interaction with the CEC when they will be required to make a presentation on their capability/ qualification and strategy.

<b>Technical Parameters</b>	<b>Marks</b>
Experience of the bidder in the area of Event Management	30
Adequacy and quality of the proposed	40
a. Technical approach, methodology presentation - 30 Mark	
b. Work plan - 10 Mark	
Assignment completed & key experts of team	30
a. List of assignment with certificates from the clients- 20 Mark	
b. List of key experts team along with experience -10 Mark	
<b>Total Technical Score</b>	<b>100</b>

- e. The minimum qualifying marks in the Technical Evaluation is "70" of the total score for technical component (St).
- f. Bidders qualified after Technical evaluation, as per Clause 7 (e), shall be notified for financial bid.
- g. The financial bid of the technically qualified bidders as per clause 7(e) shall be opened immediately after completion of evaluation of the technical bids. Representative of qualified bidders desirous of attending the financial bid opening may join the same at scheduled place, date and time. Financial bids of only those bidders shall be opened whose technical bids shall be found responsive and accepted by the Competent Authority in CEC.
- h. CEC reserves the right to split the contract and create a panel of consultant in the interest of competitiveness and reliability of service, availability of more and experienced manpower. The bidder who stands at Number L-2 may be asked to match the rates quoted by L-1 bidder.
- i. Only successful bidder would be communicated the award of consultancy assignment.
- j. The right to reject any or all bids rests with the Boyanika without assigning any reason.
- k. The 'Boyanika' and the Management Company both would have option to terminate the contract by giving a notice of one month or the equivalent remuneration in lieu thereof. In such cases, the Consultant shall be paid fees after taking into consideration the part of assignment completed prior to such foreclosure, termination or cancellation of the engagement as may be decided by the 'Boyanika' and the decision of the 'Boyanika' shall be conclusive and binding. The fees so fixed and paid shall be deemed to be final payment in such cases.
- l. The Event Management Company shall abide with the Contract signed with Boyanika.

m. The name and designation of the Contact person for seeking clarifications on any matters relating to this is given below:

Managing Director  
Orissa State Handloom WCS Ltd.( boyanika).  
Boyan Bhawan,  
P.J.N Marg,Bhubaneswar-751001.

**7. Other Terms & Conditions:**

The Event Manager should not have been indicated or convicted by any court of law. No adverse orders should have been passed against the consultant by any Government authorities. No investigation by any authority as stated above should be pending against the consultant. He must furnish an undertaking to this effect.

**8.Earnest Money Deposit (EMO):**

The bidder shall furnish EMO of Rs. 5000/- (Rupees Five Thousands) only in the form of Demand Draft/ Banker's Cheque from a scheduled commercial bank, drawn in favour of "Orissa State Handloom WCS Ltd" payable at Bhubaneswar. After finalization of bidding process, the successful bidder will submit a bank guarantee of equal amount of EMO in favour of Orissa State Handloom WCS Ltd till completion of the contract period in exchange of the EMO.

## **TECHNICAL BID**

**Two copies of the proposal to be submitted in a separate sealed envelope super scribed as "Technical Bid"**

1. General Information
  - a. Name and address of the bidder
  - b. Telephone number/ Fax number
  - c. Email id
  - d. Name of the authorized person in case ,bidder is a firm.
  - e. PAN number
  - f. Any other relevant registration number, if any
2. Details of educational qualification.
3. Details of work experience in this line.
4. Letter of authorization for l(d) above

Signature of the bidder/authorized person

**(Self attested copies of documents in support of above information should be submitted)**

## FINANCIAL BID

**To be placed in a separate sealed envelope super scribed as "Financial Bid"**

Amount of Fee proposed for;

Components	Amount ( in Rs.)
1. Management charges 2. Misc. I others (if any)	
<b>TOTAL</b>	

(The amount quoted is inclusive of statutory levies and taxes)

(Rupees \_\_\_\_\_)

Signature of the bidder /authorized person



OFFICE OF THE ODISHA STATE HANDLOOM WEAVERS COOP. SOCIETY LTD.  
Handlooms, Textiles & Handicrafts Deptt. Govt. of Odisha

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**EXPRESSION OF INTEREST**

Date.....

Boyanka invites tenders for selection of Event Managers to organise exhibitions inside as well as outside Odisha as per terms of reference available at [www.boyanka.com](http://www.boyanka.com) from reputed firm/individuals in handloom sector.

1. **Manner of Submission of Tender:** The tender documents are to be submitted in two bid system i.e. a) Technical Bid and b) Financial Bid in the prescribed proforma provided in Annexure-I and Annexure-II of tender documents. Tenders not submitted in the prescribed proforma shall be rejected.
  - a. Technical Bid: The Technical Bid, in the proforma prescribed at Annexure-I is to be placed in a sealed cover and superscribed at “**Technical Bids**”.
  - b. Financial Bid: The Financial bid is to be furnished in the prescribed Proforma given in Annexure-II and placed in a sealed cover superscribed as “**Financial Bid**”.
  - c. Two separate sealed covers containing the Technical Bid and the Financial Bid should be placed in another sealed cover and addressed to the Managing Director, Boyanka, Boyan Bhawan, PJN Marg, Bhubaneswar-751001. The cover should be superscribed as “**Tender for Engagement of Event Manager**”.
2. **Last date of receipt of Tender:** The Tender, complete in all respect should reach Managing Director, Boyanka by **20.11.2018** on or before **2.00PM** through speed post/registered post only. In no case delivery by hand/ courier will be accepted. The authority shall not be responsible for any postal delay.
3. The tender shall be opened at **4.00PM** on **20.11.2018** at H.O, Boyanka in presence of the Bidders or their authorized representatives.
4. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Sd/-  
Managing Director



**OFFICE OF THE ODISHA STATE HANDLOOM WEAVERS COOP. SOCIETY LTD.**  
**Handlooms, Textiles & Handicrafts Deptt. Govt. of Odisha**

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**No.....**

**Date.....**