

SECTION: 2
SCOPE OF WORK & SCHEDULE OF REQUIREMENTS

About the 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024

The Odisha Model Tribal Education Society(OMTES), Bhubaneswar on behalf of the ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha and National Education Society for Tribal Students (NESTS) is organizing the 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024 from 11th to 15th November, 2024 in the Siksha 'O' Anusandhan (Deemed University), J – 15, Khandagiri Marg, Dharam Vihar, Khandagiri, Bhubaneswar.

It is expected that around 1700 students from 24 states of the country in the age group of 10-18 years and 300 escort teachers/ officials/ VIPs/VVIPs shall attend the Fest. The introductory session of the Fest shall be held on the evening of 11th November. Opening and closing ceremony shall be held on 12th November morning and afternoon of 15th November respectively. Tentatively, the students shall be accommodated in appx. 40 hotels, conveyance of students and escort teachers in appx. 40 buses to be arranged the Department. The timing of the programme during the Fest at the venue shall be from 8 AM to 10 PM every day from 12th November to 15th November 2024.

Scope of Work/Execution Plan for 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024

A. Broad outlines for the Event Management Agency to the implement the themes-

1. Design the look and feel of the fest venue, and decorate the area to give it a relevant student's Fest feel.
2. Fabricate and Produce the Decoration/sets/stages etc required at the Fest in tandem with the design presented.
3. EMA shall arrange all facilities, amenities, and other required support infrastructure is required for execution of the project. After completion of the project, EMA shall dismantle and remove all temporary infrastructure for the site.
4. EMA shall develop conceptual plan, layout plan, working drawings / 3D views and specifications for the Fest. The specifications and design of the event may require to be modified as per the local needs and as per the directions of the Department.
5. EMA shall obtain and comply with all statutory approvals, apply for No Objection Certificates as necessary for Conceptualising, Curating & Executing the Cultural Fest.

6. EMA shall adhere to all relevant guidelines and SOPs issued by Department from time to time in facility design, management and execution.
7. EMA shall accept and implement the changes suggested by Department to the project concept and set-up at no extra cost to the Department.
8. EMA shall be responsible for such other responsibilities which are not covered in scope of work mentioned in this RFP, but found essential for successful operation of the project, without any extra cost to the Department.
9. EMA shall execute within the project site, electricity, plumbing, sanitation, drainage by complying with benchmark quality standards, applicable environmental guidelines and safety norms.
10. The scope of services specified in the above paragraphs are not exhaustive and the EMA shall undertake such other tasks maintaining the locational aesthetics, safety and a consistent theme as may be necessary to appraise to make the National Cultural Fest successful with the approval of the competent authority.

B. ADDITIONAL OBLIGATION OF THE EVENT MANAGEMENT AGENCY

1. The agency shall have to take prior approval of the authority on all the design, infrastructure installation, logistic arrangement, etc. before execution of the respective tasks.
2. The quantity of items indicated in the Financial Bid may vary during the execution of the works. The Department has the rights to vary quantity of items as indicated in Financial Bid based on requirement. The agency shall have to take prior approval on the quantities of the each items to be installed / deployed for the event.
3. The authority reserves the right to execute / omit any or all items of Financial Bid as per requirement. Payment to the EMA shall be made as per actual execution of items and quantity.
4. Cutting of trees shall not be permitted and the Event Management Agency should maintain the Environmental and social safeguards.
5. The Event Management Agency shall make its own arrangements (within the site) for all the materials, power and water required for all purposes in connection with the implementation and execution of the works.
6. Right to Vary: Since the event is being organized for the first time and since there are no precedents for comparison, there is a likelihood that scope of work may change by way of additional/ deletions of certain tasks. The state Authority will make any variation of the form, quality or quantity of the works relating to any item of a component according to site conditions or any part thereof that may, in the opinion of the Department, be necessary and for that purpose, or if for any other reason it shall, in opinion of state government, be appropriate, state government may instruct the Event Management Agency to do and the Event Management Agency shall do any of the following:

- i. Increase or decrease the quantity of any work included in the Contract.
- ii. Omit any such work (but not if the omitted work is to be carried out by the Authority or by another event management agency) before the end of the stipulated time limit of the contract.
- iii. Change the character or quality or kind of any such work.
- iv. Change the levels, lines, position and dimensions of any part of the works
- v. Execute additional work of any kind necessary for the completion of the works or change any specified sequence or timing of construction of any part of the works.
- vi. In case of any change in the scope of work or Minimum Development Obligations/ Bill of Quantity, by way of enhancement. Reduction, addition or deletion, the payments to the EMA shall be decided by state government after discussion with EMA.
- vii. In case of addition of new line items, and/ or change of any quantity as specified above, a committee will be set up by state government, wherein a representative of the EMA will be a member, and method for rate discovery will be put in place to approve/ sanction such variations.

C.Financial Proposal: Scope of work wise detail of activities to be undertaken by the EMA :-

Sl. No	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
1	Arrivals and departure management	Prepare movement plan, provide manpower for escorting students & delegates from hotels to venue and back. They shall also coordinate the competition/ stage management during the event.	Per Person/day		30 persons/ 4 day	
2	Design, Printing and Installation of Hoardings, Standee, Chinese Board, Way boards etc.	Hoardings are to be printed as per design and to be displayed at various places (in and around Bhubaneswar). Size (8'x 15')	Rate Sq. ft		10 nos.	
		Standee (2.5' x 5')	Sq. ft.		10 nos.	
		Chinese Board (2ft 6' x 7ft)	Sq. ft		50 nos.	
		Way boards for display inside the Exhibition Ground (1ft x 1.5ft)	Sq. ft		20 nos	
3	Light & Sound system for stage	Provision of sound systems along with microphones in the halls	Per unit		20 units	
4	Flower Decoration	Flower decoration of the stage, gates. The flower decorations should be on opening and closing ceremony Flower bouquet (as per daily requirement)	L.S.			
		❖ White Lilly Bouquet- 1 nos.	Per Unit		10 nos	
		❖ Orchid Bouquet – 1 nos. ❖ Rose Bouquet- 1 nos.			10 nos 20 nos	
5	Illumination & Decoration of event area	❖ LED Focus lights ❖ Rice Light/colored LED lights ❖ Spot Light ❖ 125 KVA Soundless Generator with Fuel for 4 days. (the event area is to be illuminated, light decoration of entire ground, all gates, buildings lighting of all parking places, road sides, other areas etc.	Rate per unit		300 100000 200 01	

Sl. No	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
6	Supply of chairs, tables, mat, sofa, tea poy & provision of green netting etc.	Steel sofa set with towel Tea poy Banquet chair Plastic Chair with arm Plastic Chair without arm Tables with cloth cover Round Dinning table	Per Unit		30 nos 10 nos 5 nos 200 nos 1500 nos 50 nos 100 nos	
7	LED Screen and LED TV	LED Screens to be installed at the Auditoriums and other conspicuous places in the event ground, where live stage performances can be viewed 1. Main Auditorium Stage Backdrop LED: 30x12 feet 2. Small Auditorium Stage Backdrop LED: 20x10 feet 3. Food Court LED: 20x10 feet 4. LED TV (55") for control room	Rate per sq feet		360 sq ft 200 sq ft 200 sq ft 1 unit	
8	Construction & Decoration of 2 gates (as per approved design)	There will be two gates (one entrance of the campus and other at the entrance of the venue) as per approved design. The gates should be decorated with flowers with an ethnic tribal look.	Rate per unit		2 nos	
9	Construction Stalls. (10' x 20') (as per approved design)	The construction of Stalls should be as per the approved design. Each stall should have ply base, ceiling, walling, carpeting, 3 sides inside the stalls with front covering at night. The wiring and light fittings with electronic tube light / LED light / spot lights and plug point, maximum load up to 0.5 KW.	Rate per stall		5 nos (approx..)	
10	Construction Stalls. (10' x 10') (as per approved design) for Police, First Aid and Help Desk	The construction of Stalls should be as per the approved design. Each stall should have ply base, ceiling, walling, carpeting, 3 sides inside the stalls with front covering at night. The wiring and light fittings with electronic tube light / LED light / spot lights and plug point, maximum load up to 0.5 KW.	Rate per Unit		5 nos.	

Sl. No	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
11	Photo and videography	Live streaming of the main stage Videography and photo documentation Individual video of state level winners in Kala Utsav	L.S		4 days	
12	Construction and Decoration of Control Room (as per approved design)	Control room is to be constructed of 30 ft x 20 ft size with separation, ply base, ply walling, Tarpaulin ceiling, cloth ceiling walling with light fittings, Table, Chair, Sofa with attached Toilets with all facilities, door and windows screen etc. (as per requirement).	Rate per unit		1 nos.	
13	Cleaning & Sanitation of the event area 3 shifts & with sanitary materials Construction of temporary Toilets & Urinals	<ol style="list-style-type: none"> Cleaning of entire event area in three shifts by sweepers. Removal of all unwanted materials out of the venue by vehicles. Sanitation of entire bathrooms, latrines, urinals with sanitary materials. White lime lining in opening & closing ceremony & sweepers to be well dressed in Uniform. Construction of Temporary Toilets in different places for male & female with all materials like Pan, Sewerage connection, running water facility, sanitary materials in sufficient volume. Cleaning of Toilets and Urinals on every hourly basis. (Toilet-5 M & 5 F) including one wash basin each for 5 nos of toilets Putting up sufficient dustbins in Exhibition Ground & Accommodation places. 	Price per Sweeper /per day Rate per unit Per unit		25 Sweepers x 4 days 10 50	
14	C.C.T.V. Camera	C.C.TV. Camera to be installed at conspicuous places in Mela Ground with surveillance system along with technical person to monitor.	Rate per unit		30 nos. with 2 monitors	
15	Public Announcement System	PA system for announcement from control room and police camp.	Rate per unit		2	
16	Deployment of Security Guards in event place, accommodation venue and parking areas etc.	Well-equipped Security Guards having Pasara license to be deployed with uniform dress in two shifts (7 A.M to 3 P.M, 3P.M to 11 P.M).	Rate per head per day		10 guards per shift for 4 days	
17	Provision of Selfie Points	There will be Selfie Points in different places of mela ground with Ply base walls, cloth covering & flower decoration	Rate per selfie point		3 places	

Sl. No	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
18	Barricading	Barricading of prominent places	Per metre		100 metre	
19	Fun and engagement area	Provide art, drawing, games materials, masks, DIY articles etc.	Lumpsum		500 students per day	
20	Venue branding	Designing/ Space for taking group photograph outside the building (30'x 15')	Lumpsum		1	
21	Venue carpeting	Provision of red Carpeting on Event Ground with side walling as per requirements.	Per sq ft.		4000 sq ft	
22	Management of competitions	Scoring of competitions, obtain results from jury/ judges/ prepare certificates/ print details on mementos, trophies etc.	L.S		2000	
23	Post event management	Feedback video, event report, thank you mailer	L.S		As per requirement	

N:B- . The final selection shall be based on QCBS method with weightage of 70:30 (Technical score & Financial score)