

BRAHMAPUR MUNICIPAL CORPORATION

REQUEST FOR PROPOSAL

No. 12468 /

Date : 23/08/25

The Commissioner, Brahmapur Municipal Corporation invites sealed RFP from Firms/ Event Companies in Two Bid System for organising "Event for LSG Day Celebration 2025" at Brahmapur.

The Start and end date of sale of RFP from 23/08/25 to 28/08/25. RFP should reach to the undersigned on or before 28/08/25 by 5.00 PM and will be opened on 29/08/25 at 11:00 AM in the office chamber of the undersigned in presence of the authorised agents who intend to attend. The rate to be quoted shall be inclusive of all charges. No extra cost on any account whatsoever will be admissible. Conditional RFP will be rejected immediately. The rate should be written clearly and legibly without any error or overwriting and both in figures and in words.

The minimum Technical Documents to be submitted by the bidder as detailed below:

1. GST Regn.
2. PAN Card.
3. Trade License
4. Bid Cost of Rs. 4720/- in shape of DD in favour of Commissioner, Brahmapur Municipal Corporation, Brahmapur.
5. EMD Cost of Rs. 20,000/- in shape of DD in favour of Commissioner, Brahmapur Municipal Corporation, Brahmapur.
6. Other Documents as desired in the Technical Evaluation Criteria (Mandatory).

Technical Evaluation Criteria

Sl. No.	Evaluation Criteria	Maximum marks
1	Technical Credentials	70
1.1	The Applicant should have an average turnover of Rs 1 Crores for the last 3 FY. (Audited Balance Sheet to be attached) 1 Crore to 1.5 Crore – 10 Marks Above 1.5 Crores - 15 marks Above 2.0 Crores - 20 marks	20
1.2*	Applicant's Experience in Managing Government Events in last 03 years (Supporting Work Order to be submitted) Minimum 05 Projects - 10 marks 05 Projects – 10 Projects - 15 marks Above 10 Projects - 20 marks	20
1.3*	Year of Exprience in Government Events. Upto 05 years- 10 marks Above 05 years - 20 marks	20

1.4	Government Project Value (Single Project) Since last 03 years Upto 01 Crores – 05 Above 01 Crores – 10	10
2	Technical Presentation	30
2.1	Concept Floor Plan Design	10
2.2	Branding (Backdrop, Logo, Theme, Standees, Box Gate)	10
2.3	Safety Measures to be taken during the event	10
3	Total	100

Technical Qualification Marks – 70

The Bidder who scores 70 marks will be eligible for Financial Bid Opening.

The Bidder who quoted lowest rate (L1) in Financial Bid will be awarded the Work.

The bidder should place the Technical documents in One Cover superscribed “**TECHNICAL BID SUBMISSION**” and Financial Bid in another Cover superscribed “**FINANCIAL BID SUBMISSION**”. Both Sealed Cover to be placed in another cover superscribed on the cover as “**Event for LSG Day Celebration 2025**”. Further clarifications can be obtained from this office.

The undersigned reserves the right to accept or reject any RFP without assigning any reason thereof.

The Price bid of the RFP should be in the following format.

SL NO	Particulars	Unit	Quantity	Unit Rate	Amount (Total)
1	Rental of German Hanger (100'X150')	Per Sqft	15000		
2	Stage (40'X60'X4')	Per Sqft	2400		
3	Stage Decoration (Backdrop)	Package	01		
4	Led (20'X10')(12'X8'-4Nos)(6'X10'-2Nos.)	SqFt	774		
5	Installation of Decorative Gate	Nos.	02		
6	Polly Carpeting	Per Sqft	30000		
7	Green Room	Nos.	04		
8	Steel Sofa	Nos.	60		

9	Plastic Chair	Nos.	1000		
10	Steel Chair with white cover	Nos.	300		
11	Original Flower Bouquet	Nos.	60		
12	Complete Light and Sound system	LS	01		
13	Hydrolic Truss for light	LS	01		
14	Memento for Guest and Corporators	Nos.	60		
15	Special Momentoes for Chief Guest and Guest	Nos.	08		
16	Stage Special Effects	LS	01		
17	125 KVA DG with Fuel (For 10 hours)	NOs	02		
18	Olywood Singer (3Nos. With Band & 1 group of Comedian)	Package	01		
19	Flex Printing and Pasting	SqFt	1300		
20	Flower Decoration for entire Event	LS	01		
21	Building Ambience Lighting(BeMC Office, Town Hall, Sports Arena , Kalyan Mandaps)	LS	01		
22	Total Venue Barricading	LS	01		
23	Photography, Videography with Drone.	LS	01		
	TOTAL				

(The above rate is inclusive of all taxes)

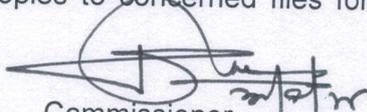
N.B. Payment will be made as per actual execution.


Commissioner
Brahmapur Municipal Corporation

Memo No. 12469

Dt. 23/08/25

Copy forwarded to the Steno to Mayor, Brahmapur Municipal Corporation / P A to Commissioner/ E.E./ office Notice Board/DA Receive/ spare copies to concerned files for reference and record.


Commissioner
Brahmapur Municipal Corporation