

BRAHMAPUR MUNICIPAL CORPORATION

REQUEST FOR PROPOSAL

No: 13145

Date: 05.08.26

The Commissioner, Brahmapur Municipal Corporation invites sealed RFP from Firms/ Event Companies in Two Bid System for organizing "Event for LSG Day Celebration 2026" at Brahmapur.

The Start and end date of sale of RFP from 06/08/26 to 20/08/26 RFP should reach to the undersigned on or before 20/08/26 by 5:00 PM and will be opened on 21/08/26 at 11:00 AM in the office chamber of the undersigned in presence of the authorized 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.10000/- in shape of DD in favour of Commissioner, Brahmapur Municipal Corporation, Brahmapur.
5. EMD Cost of Rs.50,000/- in shape of DD in favour of Commissioner, Brahmapur Municipal Corporation, Brahmapur.
6. Three (3) % of the accepted value to be deposited by the accepted bidder in shape of DD/FD in favour of Commissioner, Brahmapur Municipal Corporation, Brahmapur. as performance security.
7. 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 turn over of Rs.1.00 Crore 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 2.00 Crores-20 marks	20	
1.2*	Applicant's Experience in Managing Government Events in last 03 years	20	

	(Supporting Work Order to be submitted) Minimum 05 Projects-10 marks 05 Projects-10 Projects-15 marks Above 10 Projects- 20 marks		
1.3*	Year of Experience in Government Events. Upto 05 years- 10 marks Above 05years -20 marks	20	
1.4	Government Project Value (Single Project)Since last 03 years Upto 01Crores-05 Above 01Crores-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 2026". Further clarifications can be obtained from this office.

The under signed reserves the right to accept or reject any RFP without assigning any reason there of.

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'- 4 Nos) (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	Hydraulic Truss for light	LS	01		
14	Momentoes 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.

Signature valid

Signed by: Akavaram Sasya
Reddy,
Commissioner, Pinner
Brahmapur Municipal Corporation
Brahmapur Municipal Corporation
Date: 05 Aug 2026 11:57:26

Memo No. 13146

Dt. 05.08.26

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

Signature valid

Signed by: Akavaram Sasya
Reddy,
Commissioner, Pinner
Brahmapur Municipal Corporation
Brahmapur Municipal Corporation
Date: 05 Aug 2026 11:57:26



BEMC-ED-MISC-0563-2025/1/2026