

OFFICE OF THE DEAN AND PRINCIPAL, S.C.B MEDICAL COLLEGE, CUTTACK

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SHORT TENDER NOTICE

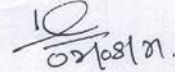
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Short Tender No. 6923

Dt. 02/08/2021

Sealed tenders are invited from the bidders for engagement of Event Management Agency for Platinum Jubilee celebration at SCB Medical College, Cuttack in the financial year 2021-22. The bidders should furnish their Technical and financial proposal in two separate envelop. The Tender will be opened on scheduled date and time in office of the undersigned in presence of the bidders or their authorized representatives. In the event of the date being declared as a holiday for Government of Odisha, the due date of submission of bids and opening of bids will be the next working day. The Bidders may download the Tender documents directly from this college's website available at <http://scbmch.in> and also can be obtained from the Budget Section of office of the Dean & Principal, S.C.B. Medical College, Cuttack. The cost of tender paper is Rs.1000/- (Non refundable) by a bank draft/demand draft in favour of "**Dean & Principal, S.C.B. Medical College, Cuttack**" payable at Cuttack from any Nationalized Bank. Any tender received after the due date & time will be rejected and returned to the sender un-opened. The Tender will be received through **Regd. Post/ Speed Post** only.

1. Cost of Tender Paper : 1000.00
2. Date of sale of tender Paper : 03.08.2021
3. Last date of receipt of Tender Paper : 15.08.2021
4. Detail of opening of the Technical Bid : 16.08.2021
5. Place of opening of Tender Paper : Dean & Principal's Office

  
02/08/21.

Dean and Principal  
SCB Medical College, Cuttack

OFFICE OF THE DEAN AND PRINCIPAL, S.C.B MEDICAL COLLEGE, CUTTACK  
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SHORT TENDER PAPER No. \_\_\_\_\_.

6. Cost of Tender Paper : 1000.00
7. Date of sale of tender Paper : 03.08.2021
8. Last date of receipt of Tender Paper : 15.08.2021 (1.30 PM)
9. Detail of opening of the Technical Bid : 16.08.2021 (3.30 PM)
10. Place of opening of Tender Paper : Dean & Principal's Office



Dean and Principal  
SCB Medical College, Cuttack

**EXPRESSION OF INTEREST FOR SELECTION OF EVENT  
MANAGEMENT AGENCY FOR ORGANISING AND  
CONDUCTING "PLATINUM JUBILEE CONFERENCE 2021  
TO BE HELD FROM 26<sup>TH</sup> – 28<sup>TH</sup> NOVEMBER 2021"**

**SCOPE OF SERVICES REQUIRED FROM THE PCO**

The event company is expected to provide the services that include:

**Scope of work**

The PCO will be responsible for all the activities required for successful organization of conference. These activities will start much in advance of the actual conference schedule. These activities include pre- conference activities, activities during/after the conference. The scope of work of the PCO will be including and not limited to the following activities. The period of contract will be from 1<sup>st</sup> Sep-2021 to 31<sup>st</sup> Dec-2021.

- Secretariat management
- Conference Registration Management – online & offline & onsite
- Signage design and printing arrangements at the conference venue
- Conference venue management
- Bar-coded photo badges
- Participant Kits and souvenirs
- Accommodation management
- Transport arrangements
- Airport/venue reception and transfers
- Catering arrangements and supervision
- Onsite manpower management
- Hall management
- Coordination
- Accounts , Audit & closure

The above list is not necessarily exhaustive and proposers are welcome to incorporate additional services as they believe would be required for the successful organization of this conference. **PCO is required to submit the detailed proposal for the above scope of services.**

**Conference Details:**

<b>Name of the conference</b>	<b>Platinum Jubilee Aluminium Conference 2021</b>
<b>Conference dates</b>	26 <sup>th</sup> – 28 <sup>th</sup> November 2021
<b>No. of expected delegates</b>	
<b>Conference venue</b>	SCB Medical College & hospital
<b>No. of days of the conference</b>	3 days
<b>Conference sessions</b>	
<b>Proposed social functions</b>	Welcome dinner, opening ceremony, regular lunches, inaugural party & dinner, conference gala dinner
<b>No. of exhibition stalls (Appx).</b>	
<b>Posters</b>	

## **ELIGIBILITY CRITERIA**

Only those Tenderer who fulfill the following eligibility criteria should submit the RFP with documentary proof as detailed below. Tenders which are not meeting the eligibility criteria shall be rejected.

- **A brief introduction of the Company required**
- **Certificate of incorporation**
- **Company should be valid ISO, ICCA & IAPCO & ICPB certified.**
- **Bidder should be a Company / firm Registered under the company act with valid PAN / ST Registrations.**
- **The bidders will deposit Rs.5000/- towards EMD.**
- **Should have done at least two events in which Prime Minister of India/ President was invited as a Guest of Honor (Documentary proof required either in photographs/ work order / appreciation Letters)**

- The Event Manager should not have been 'blacklisted' by any of his existing / past clients. Any company having a dispute with any society / association in the past will be rejected. Necessary undertaking letter should be furnished.
- Proposers are required to submit the copy of the company balance sheet for the financial years (2016 – 17, 2017 -18 and 2018 -19) and should have minimum turnover of 5 crores
- Company should give at least seven references of the clients with their contact details to whom the satisfactorily services have been provided by the PCO.
- The company should have atleast 15 employees with PF records. Necessary details to be provided
- The company should have also done virtual events.
- The company should also have experience in organising meeting in Odisha.
- PCO must have done 4 conferences in last 5 years for 2500 people and above where in PCO should have handled the whole scope as listed below.
  - Secretariat management
  - Conference Registration Management – online & offline & onsite
  - Signage design and printing arrangements at the conference venue
  - Conference venue management
  - Bar-coded photo badges
  - Participant Kits and souvenirs
  - Accommodation management
  - Transport arrangements
  - Airport/venue reception and transfers
  - Catering arrangements and supervision
  - Onsite manpower management
  - Hall management
  - Coordination
  - Accounts , Audit & closure

## SUBMISSION OF RFP:

On a specified date, the interested agency shall submit the required documents by email \_\_\_\_\_

Based on the documentation submitted and work experience profile, the agency would be evaluated for the next round of technical presentation


The documents of the RFP should be submitted on the due date and time. Offers received after due date and time, shall not be accepted. The proposer shall bear all costs associated with the preparation and submission of RFP and the department shall in no case be liable for these costs. Incomplete documents or documents not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason.

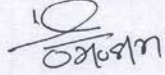
## FINANCIAL PROPOSAL

Bidders are required to submit their management fees in which the proposer should clearly mention fee inclusions & exclusions while proposing the professional fees.

Bidders are also required to make the tentative financial budget for the above conference.

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Convener,  
Organising Committee,  
Platinum Jubilee Celebration  
SCB Medical College, Cuttack

  
Dean and Principal & Chairman,  
Platinum Jubilee Celebration  
SCB Medical College, Cuttack