



GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR
(Formerly Orissa School of Mining Engineering [Degree Stream], Keonjhar)

(A Constituent College of BPUT, Odisha)
At- Jamunalia, P.O- Old Town, Dist- Keonjhar, Pin:758002, Odisha
Tel: 06766-213180, (o)/Web: www.gcekjr.ac.in/ Mail id- principal@gcekjr.ac.in

Notice No.: 404 Date: 27-02-2026

TENDER DOCUMENT
For Comprehensive Event Management Services
Silver Jubilee Celebration – 2026

(Two-Bid System)

Estimated Ceiling Cost: ₹10,00,000/- (Rupees Ten Lakhs only), inclusive of GST

Event Dates: 11th and 12th April 2026

SHORT TENDER CALL NOTICE

Sealed tenders are invited under two bid systems from Registered Firms /Agencies for 48 Hours (02 days) Event Management for Silver Jubilee Celebration on 11th and 12th April 2026 at our College. The details of event management and the bid details with terms and conditions are to be downloaded from the website www.gcekjr.ac.in. The sealed tender will be received by speed post/ registered post /courier only. No hand delivery will be accepted. The authority will not be held responsible for any delay in receipt of the tender. Tender received after the scheduled date and time will not be considered. The last date of submission of tender is **20.03.2026 (up to 5:00 PM)** and those will be opened on **23.03.2026 at 11:30 AM** in the office of the undersigned.

The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof.

PRINCIPAL, GCE, KEONJHAR

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SHORT TENDER NOTICE

**ENGAGEMENT OF AGENCY FOR EVENT MANAGEMENT OF "SILVER JUBILEE CELEBRATION:
2026"**

GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

At- Jamunalia, P.O- Old Town, Dist- Keonjhar, Pin:758002, Odisha


27/II/2026


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S. Prasad
27/II/2026

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Jon Saranga
27/11/2026

R. L. Narvekar
27/11/2026

1. INTRODUCTION

1.1 Introduction

Government College of Engineering, Keonjhar (GCE, Keonjhar), is a public engineering institution located in Keonjhar, Odisha, and is affiliated with **Biju Patnaik University of Technology (BPUT)**. It is dedicated to imparting quality technical education and fostering a culture of **academic excellence and professional ethics**.

The institute offers full-time Bachelor of Technology programmes in **seven disciplines: Mining Engineering, Electrical Engineering, Mechanical Engineering, Mineral Engineering, Metallurgical and Material Engineering, Civil Engineering & Computer Science and Engineering**. The graduates of this institute are rendering their services in the organizations of national and international repute and contributing to the **growth of the nation**.

Over the years, the institution has emerged as a **significant contributor** to technical education in the region, nurturing **innovation, leadership, and social responsibility**. With a strong emphasis on institutional values and continuous academic evolution, the college remains committed to **shaping competent engineers** capable of addressing **contemporary technological and societal challenges**.

1.2 Institutional Journey

Established in 1995 as the Orissa School of Mining Engineering (Degree Stream), Keonjhar, the institute began its journey with a single undergraduate programme in Mining Engineering, serving Odisha's mineral-rich region and the growing demand for skilled mining professionals. In 2012, it was renamed as Government College of Engineering (GCE), Keonjhar, marking a significant milestone in its evolution. Since then, the institution has expanded its academic disciplines, faculty strength, student intake, and infrastructure in line with emerging technologies and industry expectations. The establishment of the Centre of Excellence in Mining & Allied Industries, supported by the District Mineral Foundation (DMF), Keonjhar, has strengthened the academic ecosystem by enabling global academic pathways, including opportunities for Master's programmes at Curtin University, Australia. Today, GCE Keonjhar stands as a vibrant multi-disciplinary institution with seven undergraduate departments.

As GCE Keonjhar celebrates its Silver Jubilee, it reflects on 25 years of continuous growth, academic excellence, and contributions to technical education and national development. The institution has nurtured competent engineers, leaders, and high achievers, with alumni serving in apex roles across government, industry, and the private sector in India and abroad. Its alumni include leaders in the Mines and Minerals sector, contributors to national missions such as ISRO's Chandrayaan programme, and distinguish officers in the field of administration by qualifying UPSC, OPSC and other All India Level Examinations. This enduring legacy reflects the institute's unwavering commitment to excellence and societal progress.

1.3 Prime objective of conducting the event

The prime objective to conduct this event is to celebrate the 25 years legacy of the college and its presence in one of the mining and mineral rich belt of India.

1.4 List of activities

It will be a 2 (two) day event on 11.04.2026 and 12.04.2026 which shall include inaugural function, conduct of Technical Conclave (9 AM to 4 PM) followed by cultural program (7 PM to 10 PM). For the

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smooth conduct of the activities stated *ibid*, GCE seeks to hire a single competent agency having experience and expertise in event management.

1.5. Instructions to the Applicants

- (i) Firms are hereby invited to submit their Short Tender (SHORT TENDER) for providing their services to Government College of Engineering, Keonjhar. The Agency shall execute the scope of work mentioned in this document during the celebration of the Silver Jubilee on 11th and 12th April 2026 only.
- (ii) A description of the assignment, terms of reference and its objectives are given in Section-2 of this document.
- (iii) To obtain firsthand information on the assignment, the Agency may make visits to Government College of Engineering, Keonjhar before submitting the proposal.
- (iv) Please note that the expenditure incurred towards cost of preparing the proposal and negotiating the contract, including the site visits, are not reimbursable as a direct cost of the assignment.
- (v) GCE, Keonjhar is not bound to accept any of the proposals submitted. GCE, Keonjhar may reject any and / or all the proposals without assigning any reasons thereof.

1.6 Consortium

Keeping in view the scope of work, Consortiums / Joint Ventures are NOT allowed. Proposals from Bidders, applying individually shall be considered for evaluation. Firms applying in consortium / joint venture shall be summarily rejected. Firms/Agencies desirous of participating in this Bid should not have been debarred/blacklisted by any Central or State Government / Public Sector Undertaking.

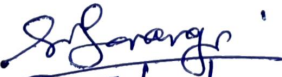
1.7 Documents

The SHORT TENDER document shall be available from the advertisement date till the bid due date on the website www.gcekj.ac.in.

- (a) Bidders are advised to submit their proposal in the appropriate formats specified in this document.
- (b) At any time before the end date/time of submission of proposals, GCE, Keonjhar may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited consulting firm modify the document by amendment. The amendment will be notified in the website www.gcekj.ac.in and revised documents / clarification if any, shall also be uploaded on the website.

1.8 Pre-bid Meeting:

To address the queries of Bidders on the project scope and bid document, a pre-bid meeting is scheduled to be held at Government College of Engineering, Keonjhar .


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The date, time and venue of Pre-Bid Meeting shall be:

Date : 06.03.2026

Time : 11.30 AM

Venue : Conference Hall of the GCE, Keonjhar

Bidders are advised to submit their queries addressed to the Officer on Principal, GCE, Keonjhar by 07.03.2026. The responses to the queries shall be uploaded in the website after the pre-bid meeting on 09.03.2026.

1.9 Communications:

All communications including the submission of Proposal should be addressed to:

To,

The Principal

Government Engineering College, Keonjhar

At- Jamunalia, P.O- Old Town, Dist- Keonjhar

Pin:758002, Odisha

Tel: 06766-213180

Mail id- principal@gcejr.ac.in

1.10 Schedule of Selection Process:

GCE, Keonjhar shall endeavor to adhere to the following schedule:

Sl.	Event Description	Date
1.	Issue of Tender Notice	27.02.2026
2.	Pre-Bid Meeting	06.03.2026 at 11.30 AM
3.	Proposal submission last date	20.03.2026 (5:00 PM)
4.	Opening of Technical Proposal	23.03.2026 at 11.30 AM
5.	Opening of Financial Proposal	25.03.2026 at 11.30 AM

1.11 Preparation of Proposal

(i) Bidders are requested to submit the proposals as per the attached formats only. **The proposals, which are not submitted in the required format, are liable to be rejected by GCE, Keonjhar.**

(ii) The requirement of information to be provided by the Bidder, i.e. the Technical and Financial Proposal is described in Section-3 of this document. Bidders are requested to go through the SHORT TENDER document carefully before preparing and submitting their proposal.

(iii) The Bidders may be disqualified, if information sought in the SHORT TENDER is not provided.

(iv) Any proposals containing vague and indefinite expressions will not be considered.

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1.12 Submission of Proposal

- (i) The Bidders should submit their proposals in two packets in the following manner:
 - a) **Technical Proposal:** (Marked "**Technical Proposal for Event Management of Silver Jubilee Celebration:2026**" at the top of the envelope) should contain all the detail sought by GCE, Keonjhar.
 - b) **Financial Proposal:** (Marked "**Financial Proposal for Event Management of Silver Jubilee Celebration:2026**" at the top of the envelope) should contain the commercial proposal as per prescribed format in Section – 5 (Annexure–B).
 - c) Both the envelopes shall be placed in an outer sealed cover marked as "**Proposal for Event Management of Silver Jubilee Celebration:2026**".
- (ii) The Bidders are advised in their own interest to ensure that completed proposal reaches the designated office at the address mentioned on or before the date stipulated in the document.
- (iii) Proposals should be submitted through Speed Post/ Registered Post / Courier/Drop Box only.
- (iv) Proposals submitted through Telex / Telegraphic / Fax / Email / whatsapp / by hand will not be considered and shall be summarily rejected.
- (v) GCE, Keonjhar will not be responsible for loss of proposal or for delay in transit.
- (vi) Proposals for both the stages shall be submitted in prescribed Performa along with other documents and placed in sealed cover addressed to:

To,

The Principal
Government Engineering College, Keonjhar
At- Jamunalia, P.O- Old Town, Dist- Keonjhar
Pin:758002, Odisha
Tel: 06766-213180
Mail id- principal@gcekr.ac.in

Proposal Submission Deadlines:

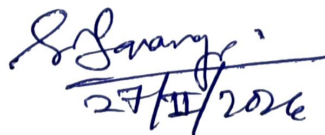
The Bidders shall submit the proposals for both the Stages as per the timelines stated.

1.14 Late Proposals

Proposals received after the date stipulated in this document for submission mentioned in this SHORT TENDER shall not be considered and shall be summarily rejected.

1.15 Proposal Validity Period

The proposals shall be valid for acceptance by GCE, Keonjhar for a period of thirty (30) days from the Bid


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Due Date.

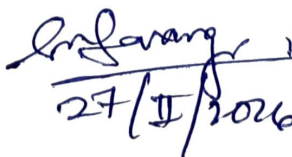
1.16 Proposal Evaluation

- i. The Technical Proposals submitted on the time & date stipulated in this SHORT TENDER shall be opened, in presence of Bidders who choose to remain present. The name of the Bidders who have submitted their proposals shall be announced.
- ii. Prior to evaluation of proposals submitted, GCE, Keonjhar will determine whether each proposal is responsive to the requirements of the SHORT TENDER. GCE, Keonjhar may, in its sole discretion, reject any proposal that is not responsive hereunder. A proposal shall be considered responsive only if:
 - a) Proposal prepared have been as per the format specified in the SHORT TENDER;
 - b) it is received by the due dates stipulated in the SHORT TENDER including any extension thereof granted by GCE, Keonjhar;
 - c) it is accompanied by the Bid Security & Bid Processing Fee as per the provisions of this SHORT TENDER;
 - d) it contains all the information (complete in all respects) as requested in the SHORT TENDER;
 - e) it does not contain any condition or qualification; and
 - f) it is not non-responsive in terms thereof.
- iii. GCE, Keonjhar reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by GCE, Keonjhar in respect of such proposals.
- iv. GCE, Keonjhar will carry out the evaluation of all responsive proposals in the manner stipulated in the SHORT TENDER document.
- v. Based on the evaluation of credentials submitted by bidders in the Technical Proposal, they shall be qualified and the Financial Proposals shall be opened in the presence of the qualified Bidders.
- vi. GCE, Keonjhar shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
- vii. Bidders are advised that the selection process shall be entirely at the discretion of the GCE, Keonjhar. Bidders shall be deemed to have understood and agreed that GCE, Keonjhar shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
- viii. Any information contained in the Proposal shall not in any way be construed as binding on GCE, Keonjhar, its agents, successors or assigns, but shall be binding against the Bidder if the assignment is subsequently awarded to it.

1.17 Bid Security

1.17.1 Bid Security

- i) A Bid Security of **Rs.25,000.00 (Rupees Twenty five Thousand Only)** in the form of Demand Draft drawn in favor of **Principal, GCE, Keonjhar** and payable at any Nationalized / scheduled bank having branch in Keonjhar, shall be submitted by all the Bidders along with the Technical Proposal.


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- ii) Proposals not accompanied by the Bid Security shall be rejected as non-responsive.
- iii) No interest shall be payable by GCE, Keonjhar for the sum deposited as Bid Security.
- iv) The Bid Security of the unsuccessful bidders would be returned back within ten days of issuance of Letter of Intent to the successful Bidder.

1.17.2 The Bid Security shall be forfeited by the GCE, Keonjhar in the following events:

- i) If the proposal is withdrawn during the validity period or any extension thereof.
- ii) If the proposal is varied or modified in a manner not acceptable to GCE, Keonjhar after opening of tender during the validity period or any extension thereof.
- iii) If the Agency tries to influence the evaluation process.
- iv) If the Preferred Agency withdraws his proposal during negotiations.

1.18 Bid Processing Fee

All bidders are required to pay **Rs. 500/- (Rupees Five Hundred) only towards Bid Processing Fee** in the form of Demand Draft drawn in favor of **Principal, GCE, Keonjhar** and payable any nationalized /scheduled bank having branch at Keonjhar. The Bid Processing Fee is Non-Refundable and is payable along with the Technical Proposal.

1.19 Solving Disputes:

GCE, Keonjhar, the bidder and the manufacturer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract. All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Keonjhar court only.

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2. TERMS OF REFERENCE

2.1 Objectives of the Assignment

The broad objectives of this assignment is to provide event managements services in for **Silver Jubilee Celebration:2026**.

2.2 Scope of Work

The broad scope of work is mentioned in the following section.

The Agency shall Provide complete infrastructure & on-ground event management services for both event days including but not limited to:

1. Design, fabrication and erection of Stage (36×28), ramp, podium, backdrop (LED 36×10), side wings, truss & rigging, barricading, entrance arch gate, pathway matting & walling, VIP seating, banquet seating, sofas, carpeting, and all branding/standees.
2. Supply, install, operate and dismantle sound system (48-channel console, JBL VTX line array or equivalent, amps, monitors), microphones (wireless/wired), mixers, processors, DI boxes, and stage monitoring.
3. Intelligent lighting — moving heads (Sharp 30), LED wash/strobe, follow spot(s), smoke machines, control desks, power packs and safety cabling.
4. Audio-visual: HD video camera(s), videography & photography (deliverables: edited video + photos).
5. Transportation of equipment & manpower, on-site standby technicians (sound engineer, lighting techs, stage crew).
6. Fuel/Genset support (college will provide 125kVA genset and fuel; firm to coordinate its operation).
7. Safety measures: cable covers, earthing, fire-safety equipment, temporary fencing, load-testing for truss/scaffolding.
8. Dismantling and site-clearance within 48 hours of event completion.

The detailed requirement of each item in the scope of work is mentioned in the format for Financial Proposal (**Annexure – B (ii)**).

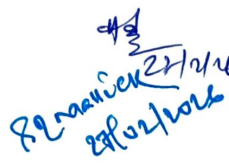
2.2.1 Event Management & Branding

The Agency is required to provide the necessary infrastructure support for conduct of the Silver Jubilee Celebration:2026 as broadly classified in the following table. The detailed requirement of each item in the scope of work is mentioned in the format for Financial Proposal under **Annexure – B (ii)**.

NOTE:

1. The above scope of work is indicative in nature and may increase or decrease at a later stage.
2. Any increase or decrease in the number of items as mentioned in the Bill of Quantity (BoQ) shall be


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paid on pro-rata basis.

2.3 PAYMENT SCHEDULE

- 50% after completion of stage setup on Day 1.
- 25% after successful completion of Day 2.
- Balance 25% after submission of video, photographs, and final invoice.
- Payment subject to satisfactory performance certification.

3. SUBMISSION OF SHORT TENDER

- 3.1. The SHORT TENDER bids must be submitted, in two separate envelopes :
- (i) Technical Proposal – Envelope I
 - (ii) Financial Proposal – Envelope II

3.2. Technical Proposal


The Technical Proposal should be provided with the following information, using the format for technical proposal provided in Section-5 of this SHORT TENDER document:

- (i) Letter of Proposal – **Annexure A1**
- (ii) Particulars about the Bidder – **Annexure A2**
- (iii) Financial Capacity of the Bidder – **Annexure A3**
- (iv) Experience of Bidder in 04 (four) Projects (as per clause no 4.1.1 (iii) and 4.1.2)-**Annexure A4**
- (v) Bid Processing fees in the form of Demand Draft in favor of "**Principal, GCE, Keonjhar**" payable at Keonjhar
- (vi) Bid Security in the form of Demand Draft in favor of "**Principal, GCE, Keonjhar**" payable at Keonjhar

3.3. **Financial Proposal**

- (i) The financial proposal should include remuneration for staff/ volunteer, accommodation, transportation and equipment, printing of banners and all other expenses related to the assignment.
- (ii) In the Financial Proposal, the Agency shall quote an rate for all elements and services in the scope. The specifications and quantity of items in scope of work is detailed in the format enclosed in **Annexure-B (ii)**
- (iii) Please note that the Total Amount quoted by the bidders towards all items in the application for Silver Jubilee- 2026 shall be considered for financial evaluation.
- (iv) All costs must be expressed in Indian rupees only.


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3.4 Checklist for Submission

A	Technical Proposal	Format
1	Covering Letter	Annexure A1
2	Bid Processing Fee (non-refundable) of Rs. 500/- (Rupees Five Hundred) Only	Demand draft in favour of Principal, GCE, Keonjhar
3	Bid Security of Rs.25,000/- (Rupees Twenty five Thousand Only)	Demand draft in favour of Principal, GCE, Keonjhar
4	Particulars of Bidder	Annexure A2
5	Financial capabilities of the Bidder	Annexure A3
6	Details of experience in similar assignments	Annexure A4
B	Financial Proposal	Annexure B (i) and (ii)

4. EVALUATION CRITERIA

4.1 Evaluation of Proposals

The SHORT TENDER bids of those Bidders which would meet the minimum conditions of eligibility specified in Section 4.1.1, will be evaluated in two stages:

- i. Technical evaluation based on eligibility criteria
- ii. Financial Proposal

4.1.1 Pre-Qualification / Minimum Eligibility Criteria:

- (i) The Bidder must be rendering event management and brand promotion services in same name and style for last **Financial Year: 2024-25** (from the date of submission of bid). Documents like ROC registration, MoA of Company, AoA of Company, PAN, TAN, Service Tax / GST registration, etc. relating to business entity should be furnished, **and;**
- (ii) The Bidder shall be an Income Tax Return of last 1 (one) year, **and;**
- (iii) In last 02 (two) years from the date of submission of bid, the Bidder should have solely undertaken and completed event management of minimum **3 (three) projects** of minimum contract value of **Rs. 20.0 Lakhs** (Rupees Twenty lakhs) including GST for each project,

*All the projects cited needs to be submitted by supporting credentials (work orders / purchase orders / agreements / completion certificates/email confirmation from official mail ids of the above institutes/Societies/ Statutory Bodies) from clients **and;***

- (iv) The firm should have a minimum turnover of **Rs. 01 Crore** (Rupees One Crore) in last financial year FY 2024-25. Copies of the audited financial accounts of **last Financial Year:2024-25** should be furnished along with a certificate from Chartered Accountant certifying the turnover of the Bidder from event management work as per prescribed format in Annexure - A3.

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- (v) The Bidder should not have been black-listed by any Central or State Government(s) / Public Sector Undertaking.

4.1.2 Technical Proposal Evaluation – All bidders, who shall meet the eligibility criteria will be deemed as technically qualify for opening of financial bid.

Note: The project should have been undertaken by the Agency in the last 02 (two) Years from the date of submission of bid.

Any single Project having minimum 03 (two) times of the Estimated Ceiling Value i.e 30 (Thirty) lakhs including GST or more meeting the following criteria:

Project for the purpose of this tender shall mean Technical event service management related to Technical Conclave/Technical Exhibition carried out at any

- a. Govt Technical College/ Govt Higher Education Institution having Mining or Mineral Engineering Specialization
- or
- b. Society/Statutory Bodies related to Metals, Mineral and Mining related with Central/ State Govt.

All the projects cited needs to be submitted by supporting credentials (work orders / purchase orders / agreements / completion certificates/email confirmation from official mails of the above institutes/Societies/ Statutory Bodies) from clients.

Note: Social Events like private parties, marriages, etc. shall NOT be considered for evaluation

4.1.4 Opening of Financial Proposal:

The financial proposal of those bidders qualified in evaluation of technical proposal shall be opened and evaluated in presence of such bidders on L1 basis.

- a. The decision of GCE, Keonjhar as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.
- b. Notwithstanding the above, GCE, Keonjhar reserves the right to accept or reject any or all bids or to annul the bidding process.

4.2 After the contract has been successfully negotiated, Preferred Agency will be issued Letter of Intent by GCE, Keonjhar. If the negotiations do not reach any conclusions and if the first Preferred Agency withdraws his proposal, GCE, Keonjhar may then invite Second Best Bidder.

4.4 The other Bidders, which did not meet the Minimum Eligibility Conditions or not shortlisted for other stages of evaluation, or also the Bidders who were technically qualified but were not selected except the second best Bidder, will be informed by GCE, Keonjhar that they were unsuccessful. The Bid Security of such Bidders will be refunded within 15 days after issue of LOI to the successful Bidder.

4.5 No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any Bidder, who tries to influence the

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evaluation, will be liable to be rejected.

4.6 Performance Security

The successful bidder shall deposit a performance security equal to 5 (five)% of the awarded contract value in the form of a Bank Guarantee or Demand Draft drawn in favour of **Principal, GCE, Keonjhar**. The Successful bidder shall deposit it with GCE, Keonjhar within 05 (five) days of getting the Letter of Intent.

The successful bidder will be allowed to adjust the Bid Security amount against the Performance Security amount. The Performance security will be returned back to the successful bidder within 10 (ten) days of completion/successful execution of the event

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Annexure - A1

Letter of Technical Proposal

To

The Principal

Government Engineering College, Keonjhar
At- Jamunalia, P.O- Old Town, Dist.- Keonjhar
Pin:758002, Odisha

Subject: "Proposal for event management of Silver Jubilee-2026 at GCE Keonjhar"

Regarding Technical Proposal

Dear Sir,

1. With reference to the short Tender Notice dated _____ for the above captioned project, and clarification issued by GCE, Keonjhar thereof, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing services for **event management of Silver Jubilee-2026 at GCE Keonjhar**. The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to GCE, Keonjhar any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the GCE, Keonjhar to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

I declare that:

- a. I have examined and have no reservations to the SHORT TENDER Documents, including any

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Addendum issued by the GCE, Keonjhar;

- b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or Short Tender issued by or any agreement entered into with the GCE, Keonjhar or any other public sector enterprise or any government, Central or State; and
 - c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
 8. The undersigned is authorized to sign the documents being submitted through this SHORT TENDER. (A copy of Power of Attorney may be enclosed)
 9. In the event our firm is selected as the Agency for this project we shall enter into a contract with GCE, Keonjhar.
 10. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
 11. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory) (Name and seal of the Bidder)

For Signature
27/11/2026

27/11/26
Signature
27/11/26

Power of Attorney (Sample)

Know all men by these presents, we, (Name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr / Ms.....son/daughter/wife and presently residing at, who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for event management of Silver Jubilee Celebration-2026 at GCE, Keonjhar including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the GCE, Keonjhar, representing us in all matters before the GCE, Keonjhar, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the GCE, Keonjhar in all matters in connection with or relating to or arising out of our proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the GCE, Keonjhar.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20**

For

(Signature, name, designation and address)

Witnesses:

1.

2.

Notarized Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 50.0 (fifty) and duly notarized by a notary public.

[Handwritten Signature]
27/11/2026

[Handwritten Signature]
27/11/2026
R.L. Maniwal

Annexure - A2

Particulars of the Bidder

General Information about the Firm:

- a) Name of Company or Firm:
- b) Legal status (e.g. incorporated private company, unincorporated business, partnership, Proprietorship Firm etc.):
- c) Country of incorporation:
- d) Registered address:
- e) Year of Incorporation/Formation:
- f) Year of commencement of business:
- g) Principal place of business:
- h) Brief description of the Company including details of its main lines of business
- i) **Name, designation, address and phone numbers of authorized signatory of the Bidder:**
 - i) Name:
 - ii) Designation:
 - iii) Company:
 - iv) Address:
 - v) Phone No.:
 - vi) Fax No. :
 - vii) E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of

[Handwritten Signature]
27/II/2026

[Handwritten Signature]
27/II/2026

Annexure- A3

Financial Capacity of the Bidder

Sl. No.	Financial Year	Annual Turnover (In Rs)
1.	2024-25	

Certificate from the Statutory Auditor

This is to certify that..... (Name of the Applicant) has received the payments shown above against the respective years on account of event management projects. And the Average Turnover of the Firm in the last three years is Rs. (In words)

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

[Handwritten Signature]
27/II/2026

[Handwritten Signature]
27/II/2026

Eligible projects undertaken by the Bidder

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

(i)	Assignment Name	
(iii)	Name, fax, email of the Client Representative:	
(ii)	Time when the assignment was carried out : Start Date End Date	
(iii)	Location of the Event	
(iv)	Contract Value including GST	
(v)	Narrative Description of the Scope of work of the assignment	
(vii)	Description of Actual Services provided by your Staff	
(viii)	Status of the assignment	

IMPORTANT:

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc. The submitted testimonial MUST contain detail description of work (Scope of Work and TOR) carried out by the Bidder.

S. Saranga
27/11/2026

AS
27/11/26
S. Saranga
27/11/2026

Annexure – B (i)

B FINANCIAL PROPOSAL

Covering Letter
(on the Agency's letterhead)

To

The Principal
Government Engineering College, Keonjhar
At- Jamunalia, P.O- Old Town, Dist- Keonjhar
Pin:758002, Odisha

Sub: "Proposal for event management of Silver Jubilee-2026 at GCE Keonjhar".

Regarding Financial Proposal

Dear Sir,

I, _____,
enclose herewith our Financial Proposal for selection of our firm as Agency to carry out "Event management of Silver Jubilee-2026 at GCE Keonjhar".

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that this offer shall remain valid for 30 (thirty) days from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Annexure B (ii)

Sonbarang P.
27/11/2026

R. Manick
27/11/2026

FINANCIAL PROPOSAL

Name of Work: Engagement of an Agency for Event Management of **Silver Jubilee-2026 at GCE Keonjhar**

Details on EVENT MANAGEMENT

GCE SILVER JUBILEE CELEBRATIONS: 2026					
SL NO.	PARTICULARS	SPECIFICATION	SIZE/QTY.	UNIT	DAY (s)
INFRASTRUCTURE SETUP - Event Area					
1	Arch Gate at Main Entry Gate	Flex With Framing & Mounting	20x10	2	2
2	Standeeds at Pathways to Stage Area	Flex With Framing & Mounting	3x6	30	2
3	Pathway Matting	Net Matting	4000	1	2
4	Patway walling	Cloth Walling	200x10	2	2
5	Stage	Scaffolding Stage with New Carpet	36X28	1	2
6	Ramp	Scaffolding Stage with New Carpet	20x8	1	2
7	Stage Front Nomans Area Carpeting	Synthetic Carpeting	60x40	1	2
8	Mozo Barricading		100-150ft	1	2
9	Side wings of LED Wall	Flex With Framing & Mounting	10x10	4	2
10	LED Wall for Backdrop		36x10	1	2
11	4Side Almunium Box Truss with Center Beam & Sound Rack	4 side	60x40	1	2
12	VIP Chairs	For Innagural Day		10	1
13	Podium With Branding			1	2
14	Banquet chairs with cover			300	2
15	sofa			15	2
16	Chairs	Plastic chair arm less		800	2
17	VIP Green Room - For CM or Other Chief Guest	with AC and all Amenities	15x15	1	2
18	Pagoda Green Room	Artist	10x10	2	2
19	Camera riser		8x4	1	2
20	Transportation				
STAGE SOUND & LIGHT SETUP					
21	Mixing Console	Sound Craft Spirit Live 48 Channel		1	2
22	Digital Effects Processor	Roland -SRV 30:30		1	
		TC Electronics D2		1	
		Alesis - midi Verb		1	
23	Compressor / Limiter/Gate	DBX 1046 Quad Compressor/ Limiter		1	
		Behringer Multicom Gate		1	
24	Equalisers	BSS FCS 966 Opal		1	
		DBX 231 graphic EQ		1	
25	Power Conditioners	Furman PL= plus E series II		4	
26	Active DI Box	BSS AR 133		1	
		Behringer DI 100		2	

[Handwritten Signature]
27/II/2026

[Handwritten Signature]
27/02/2026 27/2/26

27	Cordless Mike Handheld	Shure SM58 Head with SLX		as reqd.		
		Shure Beta58 Head with SLX		as reqd.		
		Shure SM58 Head with PGX		as reqd.		
28	Vocal and Instruments Mike	Shure Corded Mikes SM57 & SM58		8		
		Shure Beta 52A Kick Mike		4		
		Senheiser MZA 900P Snare Mike		2		
		Senheiser E614 Over Head MiKe		2		
		Senheiser E604 Tom Mikes		1		
29	Digital CrossOver	XTA DP226 Complete equalisation & loud speaker management system		1		
30	Players	Pioneer CDJ2000		2		
31	Power Amplifiers	QSC PLX 3002, 3402		1,1		
		CROWN IT 4000, XLS 602/402		1,1		
32	4 Way Sound	JBL VTX 4888 Speakers		12		
		JBL VTX G28 Sub Woofers		8		
	Stage Amplifier	Hartke Bass Band		2		
		Roland Keyboard Amplifier		2		
		Roland JC 120		2		
	Stage Monitors and Sede Fills	Behringer Multicom Gate		1		
33	Podium Mices	Shure		2		
34	Corded Mike Handheld	Shure SM58		2		
	Top			2		
INTELLIGENT STAGE LIGHT SETUP						
35	Sharpy			30	2	
36	LED Wash			12		
37	LED Strobe Light	SGM flasher DMX 1.5 professional strobe projector		20		
38	LED Baton Light			10		
39	Smoke Machine	SGM Varismoke DMX professional smoke machine		2		
40	Par 64 Lights /LED Warm Face Lights	GE 1000 watts with LEE coloured filters		30		
41	Bliender	2 eye, 4eye		16		
42	Power Packs	Pulsar 6 * 10A Rack Pack Dimming				
43	Control Desks	2000 Lighting Console & Pulsar 24 Channel mixture				
44	Follow Spot	SGM HMI with control Desk				
45	LED Palco					
46	Building Decoration Light	Metal Light		LS		2
		LED Stripe Light, Chandua Light				
		Rice Light , Other Decorative Lights				
47	SFX	Special Effects		1		1
48	Transportation for Sound & Light					
49	Flower Décor at Stage Area			2	2	
50	Stalls for Vendors			10	2	

Sanjivani
27/11/2024

9/11
27/11/26
S. L. Narayan
27/10/2024

50	Stalls for Vendors			10	2	
	One Stall L*W*H= 20*07*08 (ft) along with Lighting facility at Dinner arrangement area					
51				As reqd	2	
52	Lighting Arrangement inside the College Campus			As reqd	2	

- a. GST as applicable shall be paid extra by GCE, Keonjhar.
- b. Price quoted shall be for entire duration of event.
- c. No conditions should be attached to the price proposal.
- d. The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.

Signature of the Agency:

Address:

Date:

[Handwritten Signature]
27/11/2026

[Handwritten Signature]
27/02/2026