

SHORT TENDER NOTICE INVITING REQUEST FOR PROPOSAL

**For Event Management Services for PRAYAS National
Conference-2025**

Tender Notice No.: 2710/OSOU/2025, Dated:17.11.2025

Issuer:

Odisha State Open University
Badasinghari, Goshala Chowk, Sambalpur
Odisha - 768024
Email id: registrar@osou.ac.in
Website: www.osou.ac.in

Last Date for Submission of Proposal - 02.12.2025

Address for submission and communication

Odisha State Open University
Badasinghari, Goshala Chowk, Sambalpur
Odisha - 768024
Email id: registrar@osou.ac.in
Website: www.osou.ac.in



Sl. No.	Milestone	Date
1	Last date of Submission of Proposal	Proposal should be submitted on or before 02/12/2025 (05:00 PM)
2	Technical Bid Opening	03/12/2025 at 3.30 PM
3	Technical Presentation/Financial Bid Opening	Date will be declared later on through the website- www.osou.ac.in
4	Funding Pattern	A. No Advance payment is envisaged B. Payment will be made within 30 Days from the date of submission of invoice.
5	Proposal Validity Period	120 Days
6	Mechanism of Approval of Proposal	1. Desk Verification 2. Evaluation of proposals by Committee 3. Presentation to the Committee by the applicant, if required 4. Opening of Financial Bid 5. Approval by the Authority 6. Issue of work order
7	Proposal Submission	Proposal in hardcopy with complete details should reach by the 02 nd December, 2025 (05:00 PM) at the mentioned address in point 8 of this table.
8	Contact Details	Registrar Odisha State Open University At-Badasinghari, Goshala Chowk, Sambalpur- 768024 Email id: registrar@osou.ac.in Website: www.osou.ac.in

Note:

- i. Odisha State Open University, Sambalpur reserves the right to change any schedule. Corrigendum/Addendum/Reply to pre-bid queries etc. will be uploaded on the university website (www.osou.ac.in). Please check the website mentioned in the RFP document regularly for the updates. No further direct communication will be made to the Bidders in this regard.

Odisha State Open University (OSOU), Sambalpur

Short Tender Notice Inviting Request for Proposal (RFP)

For Engaging an Event Management Agency for PRAYAS -2025

1. Introduction

Odisha State Open University (OSOU), Sambalpur, invites sealed tenders from reputed and experienced Event Management Agencies for organizing the forthcoming PRAYAS – 2025: National Conference, centered around the themes of NEP-2020, tentatively scheduled to be held on 14th and 15th December 2025, along with a Pre-Conference Workshop on 13th December 2025.

The selected agency will be responsible for the end-to-end activities like venue setup, stage and décor design technical arrangements and catering services, to ensure a seamless and impactful conference experience.

2. Key Details

Particulars	Details
Name of the Event	PRAYAS National Conference 2025
Organizer	Odisha State Open University, Sambalpur
Event Date	13, 14 & 15 December 2025
Event Venue	OSOU Campus, Sambalpur
Address for Submission	The Registrar, Odisha State Open University, Sambalpur, Odisha - 768024

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Particulars	Details
Contact Person	Registrar, Odisha State Open University, Sambalpur, Odisha – 768024 E-mail: registrar@osou.ac.in , ak.pandey@osou.ac.in

3. Scope of Work

The selected Event Management Agency will be responsible for comprehensive support for, execution of the PRAYAS National Conference 2025, and will be fully responsible for the following.

3.1 Venue Management

- Stage, backdrop, banner, and podium design and set up.
- Seating arrangement (VIPs, Delegates, Guests, Media, Students)
- Green room and registration counters
- Proper lighting, air conditioning, and cleanliness
- Relaxation Room or Wash Room
- Guest tea & Lough-tea, Service room
- Generator

3.2 Audio-Visual and Technical Setup

- High-quality sound system, multiple microphones (cordless, lapel, collar)
- LED screen / projector with live feed and technical backup
- Hybrid meeting setup (if required) for online participants

Original

- Recording and live streaming arrangements

3.3 Hospitality

- Catering services (tea/coffee, lunch, dinner, high tea) with sufficient Manpower & Counters.

3.4 Submission of Proposal

- i. The complete proposal along with all the required documents should be submitted through Speed Post/Registered Post. The complete proposal hard copies should reach by 02nd December 2025 (05.00 PM).
- ii. Proposals submitted through Telex/Telegraphic/Fax/Email/By Hand/ through Courier Services will not be considered and shall be summarily rejected.
- iii. Odisha State Open University, Sambalpur, Odisha will not be responsible for the loss of proposal or for delay in transit.
- iv. The envelope properly sealed must be superscribed with **“Request for Proposal (Event Management)”**. Inside the master envelope must contain two sealed envelope superscribing (I) Technical Bid and (II) Financial Bid.
- v. Financial Bid shall be opened if the party is found eligible in Technical Bid evaluation.

4. Eligibility Criteria

1. The agency must be a registered firm/company with a valid GST number and PAN Number.
2. Must have minimum 3 years of experience in organizing National/International Academic or Government events.
3. Should have organized at least three similar large-scale conferences or events in the last three years preferably in the State of Odisha with Government Organizations.
4. Should not have been blacklisted by any Government/PSU/educational institution.

5. Requirements

5.1 for 13th December, 2025



(4pm to 10pm)

- Audio and Video System with Technical Support
- Tea/ Biscuits / Coffee / Water Bottle for 150 Persons.
- Dinner (Veg) for 150 Person. (With minimum 09 items to be decided mutually)

5.2 for 14th December, 2025

- Stage for inauguration
- Audio, video, podium back drop, etc with Technical Manpower
- VIPs seating, guest seating & participants seating
- Generator, Air-Condition and required lighting etc.
- Washroom for VIPs & participants
- Pandal For Guest & Participants Etc
- Counters For High Tea
- Counters For Lunch
- Seating arrangement & chairs
- High-tea rooms for VIPs
- High tea for participants & guest 500 or more to be confirmed by 5th December.
- Lunch (veg) for 300 people or more to be confirmed by 5th December.
- Dinner for participants (150)
- Audio, visual & Technical Support for Cultural nights
- After Noon Tea & Snacks for 150 persons

5.3 for 15th December, 2025

- Audio & video support with back drops at our Auditorium
- Coffee/ tea + biscuit
- Lunch (veg) for 150 participants
- Evening High tea for 150 participants

5.4 14th December, 2025 - 20 Nos of exhibition stalls (3mt*3mt) with 02 chair & one table of (4*6) ft with light & fan arrangement.



5.5 14th & 15th December, 2025 – 30 Nos of poster having board with stands.

5.6 Requirement for High Tea/Lunch/Dinner

- **High Tea (Veg)** - Minimum 5 items to be decided mutually
- **Lunch (Veg)** - Minimum 9 items to be decided mutually
- **Dinner** - Minimum 9 items to be decided mutually
- **Session Tea** - Tea/ Coffee unlimited along with two types of Bakery Biscuits.

5.7 Three Gates with Posters of VIPs

6. Scope of Engagement

The selected Event Management Agency shall provide end-to-end event management services for PRAYAS- 2025, including venue setup, technical arrangements, hospitality, logistics, and catering, as outlined in the RFP.

7. Costing and Payments

- Quote must be lump sum, inclusive of all taxes, manpower, transport, and incidental charges.
- No extra charges beyond the accepted rate shall be entertained.
- Additional services (if requested) may be compensated additionally with prior approval on mutually agreed terms.
- Payment will be released within 30 days of successful completion, subject to approval by the organizing committee.

8. Service Delivery & Performance

- The agency must deliver all services as per the timelines and requirements stated.
- Quality and timeliness are critical. Poor or delayed performance may lead to deductions or disqualification.

9. Technical Requirements

A. Bidder Cover Information (to be printed on Agency Letterhead)

Field	Details
Agency Name	
Registered Address	
Contact Person & Designation	
Mobile & Email	
PAN	
GSTIN	
Years of Experience	≥ 3 years (National/International academic/government events)
Similar Large-Scale Events Delivered (last 3 years)	(Attach list with work orders/LOAs/photos)
Declaration of Non-Blacklisting	Enclosed (Affidavit)

B. Eligibility & Mandatory Documents (Checklist)

S. No.	Document / Detail	(Yes/No)
1	Company Registration Certificate	
2	GST Registration Certificate	
3	PAN Card Copy	
4	Experience ≥ 3 Years (Certificates)	
5	Proof of ≥ 3 Similar Events (Work Orders/LOAs/Photos)	
6	Self-Declaration for Non-Blacklisting (Affidavit)	
7	Technical Proposal (this document)	
8	Technical Team & Equipment Details	
9	Company Profile/Brochure	
10	Signed copy of the RFP as token of acceptance	

(Eligibility & checklists as per RFP.)

C. Understanding of Scope & Compliance Matrix

Scope Area	Key Requirements from OSOU	(Yes/No)
Venue Management	Stage, backdrop, podium design and setup; seating for VIPs/delegates; registration counters; green room; proper lighting/AC; cleanliness; relaxation/wash room; guest tea & lounge-tea service room; generator	

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Scope Area	Key Requirements from OSOU	(Yes/No)
Audio-Visual & Technical	High-quality sound; collar/lapel/cordless mics; LED/Projector with live feed; recording & optional live streaming; hybrid-ready	
Hospitality & Catering	Tea/coffee, high tea, lunch, dinner with sufficient counters & manpower; Day-wise headcounts	
Décor & Infra	Side walls (white/orange), box gates, flower décor, standees, flex frames, samiana	
Power & Utilities	Silent DG, lighting, cabling, safety	
Documentation	Photography & Videography	
Exhibition & Posters	20 stalls (3m×3m) with 2 chairs + 1 table + light + fan; 30 posters with boards & stands	
Gates/Branding	Three gates/posters of VIPs	

D. Consolidated Itemized Infrastructure Commitment (as per Detailed Requirement)

Item	Requirement	(Yes/No)
New Synthetic/Velvet Red Mat	2000 sq. ft.	
Stage Chairs (VVIP)	15 nos.	
Sofa (VIP)	10 nos.	
Box Gate (Entrance – Big)	1 no.	
Box Gate (Conf. Hall Entrance)	1 no.	
Plastic Module Chairs	300 nos.	
Podium	2 nos.	
DG Set (Soundless)	125 kVA	
Sound & Lights	Lumpsum	
Flower Décor & Bokeh	Lumpsum	
Flex with Iron Frame	As reqd.	
Side Wall	As reqd.	
Samiana	As reqd.	
LED Wall	480 sq. ft.	
Tables	As reqd.	
Dustbins	As reqd.	
Sofa for Hi-Tea	As reqd.	
Standees	3×6 / 4×8	
Teapoy	10 nos.	
Photography & Videography	Lumpsum	
Pagoda for Stalls	As reqd.	
VIP Lounge with Bathroom	Lumpsum	

E. Day-wise Operational Plan (13–15 December 2025)

Date	Time	Required by OSOU	(Yes/No)
13 Dec (Pre-Conference Workshop)	4:00–10:00 pm	Audio–Video with technical support; Tea/Coffee/Water for 150; Dinner (Veg) for 150 (≥ 8 items)	
14 Dec (Conference Day 1 + Exhibition + Cultural)	9:00 am–8:30 pm	Inauguration stage; audio/video/podium/backdrop; VIP/Guest/Participants seating; Generator/AC/Lights; VIP/participant washrooms; Pendle (delegate kit) for guests; High-tea & Lunch counters; seating; VIP high-tea room; High-tea for participants & guests (≥ 500, confirm by 5 Dec); Lunch veg for ≥ 300 (confirm by 5 Dec); Dinner for 150; Cultural night AV; Afternoon tea/snacks 150	
15 Dec (Conference Day 2)	9:30 am–6:00 pm	Auditorium AV with backdrops; Tea/coffee + biscuits; Lunch veg for 150; Evening high-tea for 150; 30 poster boards with stands (across 14–15 Dec)	

F. Catering: Menus & Service Plan

Service	Quantity/Headcount	Menu/Plan	(Yes/No)
Breakfast (as applicable)	Per packet	Samosa, Biri Bara, Aloo Chop, Veg Chop, Sweet; chutney; water.	
Session Tea	Unlimited + biscuits	Tea/Coffee; 2 types bakery biscuits.	
High-Tea (14–15 Dec)	≥ 500 (14th), 150 (15th)	Minimum 5 items (to be mutually finalized); veg only; live counters optional.	
Lunch – Veg	300 (14th) + 150 (15th)	Minimum 9 items (to be finalized); suggested: Plain Rice, Dal, Mix Veg, Paneer Matar, Tomato Khata, Papad, Chips, Salad, Curd, Dessert, Water.	
Dinner – Veg (13th & 14th)	150 each service	Minimum 9 items (to be finalized jointly); hot cabinets & service lines.	
Water	All days	250 ml sealed bottles + RO dispensers at points; waste collection at source.	

G. Technical Equipment & Manpower Deployment

Function	Equipment / Team	(Yes/No)
FOH Audio	Line-array mains, subs, fills; 16-ch digital mixer; DI boxes	
Microphones	6 wireless handheld, 4 lapel, 4 gooseneck, 2 wired spares	

Function	Equipment / Team	(Yes/No)
LED & Video	480 sq. ft LED (P3) + scaler; 2× PTZ/ENG cameras; switcher; recording	
Lighting	Stage wash, profiles, pars; dimmer/DMX control	
Power	Silent DG 125 kVA with AMF; cabling; redundancy	
Staging/Décor	Backdrops, side-walls (white/orange), box gates, flowers, standees	
Exhibition	20 pagoda stalls, fascia, lights, fans, power	
Posters	30 poster boards + stands	
Registration	4 counters, queue managers, badge printers	
Housekeeping	1 supervisor + 10 staff /shift; dry/wet bins; washroom attendants	
Catering	F&B manager + stewards (1:25), chefs, pantry staff	
Safety	Fire extinguishers, med-kit, on-call ambulance liaison	
Tech Crew	Audio (4), Video (4), LED (3), Lighting (3), Electrical (3), Stage (6)	

H. Branding, Signage & Collateral

Item	Quantity	(Yes/No)
Flex with iron frames	As required	
Standees (3×6 / 4×8)	10–20	
VIP Posters / Gates	3 gates	
Backdrops & Side Panels	1 main + 2 side	

I. Quality, Safety & Compliance

Area	(Yes/No)
Food Safety	
Electrical Safety	

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Area	(Yes/No)
Fire Safety	
Crowd Management	
Hygiene	
Environmental	

10. Preliminary Scrutiny

- Assessment of the eligibility criteria will be done to determine whether the proposal submitted conforms to all mandatory criteria specified to merit further evaluation.
- Bids not confirming to such preliminary requirements will be prima facie rejected.

11. Evaluation of Technical Bid

- On the basis of technical data and technical presentation, Committee will decide the technically qualified bidders for opening of the Financial Bid.

12. Evaluation of Financial Bid

- The financial bids of the technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- The bidder with the lowest financial bid (L1) will be awarded.

13. Terms and Conditions

1. **Right to Accept/Reject:** Odisha State Open University, Sambalpur reserves the right to accept or reject any or all proposals without assigning any reason.
2. **Ownership of Ideas:** All creative materials, designs, and concepts developed for PRAYAS-2025 will be the intellectual property of Odisha State Open University, Sambalpur.
3. **Timely Delivery:** Delays in deliverables without justified reason may attract penalties, as decided by the organizing committee.

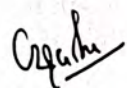
4. **Confidentiality:** All information shared must be treated as confidential and not disclosed to third parties.
5. **Compliance:** The agency must comply with all legal, safety, and environmental norms and obtain all necessary permissions.
6. **Force Majeure:** Neither party shall be liable for failure to perform its obligations due to unforeseen circumstances beyond their control.
7. **Dispute Resolution:** Any dispute shall be subject to jurisdiction of Sambalpur City courts only.
8. **Payment Terms:** Payments will be made as per milestones achieved and submission of invoices, subject to satisfactory performance. All payment will be subject for deduction of taxes as applicable.
9. **Penalty:** In case of deviations, non-performance, non-delivery of service as per the work order, penalty of 10% will be deducted from the invoice.
10. **Reference Checks:** OSOU reserves right to conduct reference checks with past or existing clients of the applicant organization to assess their credibility, technical capacity and delivery standards. Previous engagements with OSOU, if any will also be taken into account.
11. **Non-Availed Service:** If any particular service included in the tender document is not availed for any reason, then the final amount payable will be adjusted as mutually agreed.

14. Liability

- The agency will be solely responsible for compliance with statutory obligations including labour laws, insurance, GST, etc.
- Any damages during event setup will be the responsibility of the agency.

15. Jurisdiction

Disputes, if any, shall be settled under the jurisdiction of Sambalpur, Odisha courts only.



16. CHECKLIST FOR TECHNICAL BID

S. No	Documents / Details Required	Submitted (Yes/No)
1.	Covering Letter as per Annexure-1	
2.	Company Registration Certificate	
3.	GST Registration Certificate	
4.	PAN Card Copy	
5.	Minimum 3 Years of Experience Certificate from the respective authority.	
6.	List of 3 Similar Events Organized (with Proof – Work Orders/LOAs/Photos)	
7.	Self-Declaration for Non-Blacklisting (Affidavit on Rs.10 stamp paper)- Annexure-3	
8.	Technical Proposal with Understanding of Scope and Approach	
9.	Details of Technical Team & Equipment	
10.	Brochures/Company Profile	
11.	Signed copy of the RFP as a token of acceptance	
12.	Organization Details (As per Annexure-2)	
13.	Financial Capability Statement (As per Annexure-4)	



17. CHECKLIST FOR FINANCIAL BID

S. No	Item Description	Quoted (Yes/No)
1.	Covering letter for Financial Bid in Form No-1 attached.	
2.	Financial Bid in Form No-2 attached.	
2.	Declaration: No additional cost will be claimed.	

Bye

FORM-1
Covering Letter for Financial Bid
(On the Bidder's Letter Head)

To
The Registrar,
Odisha State Open University,
Badsinghari, Goshala Chowk,
Sambalpur, Odisha - 768024

Sub: Application for submission of Financial Bid for Event Management Services of PRAYAS National Conference-2025 for Odisha State Open University (OSOU), Sambalpur

Dear Sir,

I/We, the undersigned, is pleased to provide our financial offer for Tender/RFP for Application for submission of Financial Bid for Event Management Services of PRAYAS National Conference-2025 for Odisha State Open University (OSOU), Sambalpur in accordance to your *Expression of Interest Notice No. Dated* and our Technical Proposal. Having gone through the EOI Document and having fully understood the scope of work for the captioned assignment as set out in the EOI Document; we are pleased to quote as per *Form-2* for the proposed service.

Note:

1. All payments to the service provider will be subjected to deduction of taxes at source as per applicable laws.

I/We understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: _____

Address of the Bidder: _____

C. S. Choudhary

FORM-2

Financial Bid

(On the Bidder's Letter Head)

Description of the Work	Quote Price in Rupees (Inclusive of all taxes and other expenditures)
1. Lump sum cost for complete event execution (as per scope of work, inclusive of all taxes, transport, manpower, food, etc.)	

Note:

1. Rate should be quoted in Indian Rupees only inclusive of all taxes and levies.
2. Detailed break-up of the amount quoted should be submitted along with the Financial Bid.

Your's faithfully

Authorized Signatory with Date and Seal

Name and Designation:

Address of the Bidder:



Annexure 1: Format for Covering Letter

To,
The Registrar,
Odisha State Open University
Badasinghari, Goshala
Sambalpur-768024

Dear Sir/Ma'am,

Subject: Proposal for Event Management Services of PRAYAS National Conference-2025 for Odisha State Open University (OSOU), Sambalpur

This is in response to the EOI issued by the Odisha State Open University, Sambalpur, Odisha (Ref. No.....) dated, We (Name of the Bidder) are keen to work with OSOU for the Project and hereby express our interest in being considered for the same.

Please find enclosed following-

- 1- Organization's Details (Annexure-2)
- 2- Affidavit confirming not being blacklisted (Annexure-3)
- 3- Financial Capability Statement (Annexure-4)

We hereby confirm that:

a. The EOI is being submitted by which is the "Bidder" in accordance with the conditions stipulated in the EOI.

b. We have examined in detail and have understood the terms and conditions stipulated in the EOI issued by OSOU and in any subsequent communication sent by OSOU. We agree and undertake to abide by all these terms and conditions. Our proposal is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from OSOU.

c. The information submitted in our proposal is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our proposal. We acknowledge that OSOU will be relying on the information provided in the proposal and the documents accompanying such proposal for Selection of the Agency, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such proposal are true copies of their respective originals.



d. We acknowledge the right of OSOU to reject our proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

e. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the EOI.

f. This proposal is unconditional, and we hereby undertake to abide by the terms and conditions of the EOI.

g. We understand that any work sanctioned in pursuance to the selection process detailed in this EOI shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement / MoU pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.

h. We 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.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note: The Covering Letter is to be submitted by Company Secretary / Authorized Representative and Signatory on the organization's letterhead with his/her dated signature and seal.



Annexure 2: Format - Organization's Details

(To be provided by Company Secretary or Authorized Signatory on letterhead with his/her dated signature and company seal)

S. No.	Description	Details
1	Name of the Organization	
2	Status / Constitution of the Bidder	
3	Name of Registering Authority	
4	Registration Number	
5	Date of Registration	
6	Place of Registration	
7	Full Address	
8	Contact Person's Details (email and mobile number)	
9	Legal Status of the Organization	
10	PAN	
11	GST	
12	Type of Organization (Indian/Foreign Company)	
13	Date & Place of Incorporation	
14	Total Number of Employers	

For and on behalf of:

Signature:

Name:

Designation:

Mobile No.:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note: Copy of appropriate registration/ incorporation certificate along with a copy of PAN card should be appended as a part of this form. Copies of all documents should be appended in the same order as mentioned in the table.

Signature

Annexure 3: Format - Affidavit confirming not being blacklisted in a stamp paper of Rs.10/-

1. I, the undersigned, do hereby certify that all the statements made in the required attachment are true and correct and if found fake/forged, the undersigned will be liable for infliction up on the FIR and lawful punishment as well as blacklisting.
2. The undersigned also hereby certifies that neither our firm M/s has been blacklisted nor has abandoned any work in any government department, India nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
3. The undersigned hereby authorize and request(s) and bank, person, firm, and corporation for furnish pertinent information deemed necessary and requested by the department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be required and agrees to furnish any such information at the request of the department project implementing agency.

(Signed by an Authorized Signatory of the Firm)

Title of Officer:

Name of Firm:

Date:

C. S. S. S.

Annexure 4 - Format – Financial Capability Statement

(Duly signed by the Authorized Representative and certified by a Chartered Accountant on CA's letterhead)

On the basis of audited financial statements, I/We hereby submit that
(Name of Bidder), having registered office at, has annual turnover in the past three Years (refer to section 5.2) consecutive financial years (2022-2023, 2023-2024 and 2024-25) as follows:

S. No.	Financial Year	Average Annual Turnover (In lakhs/ Cr)
1		
2		
3		
Average turnover		

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. Bidder is required to submit the audited financial statements for the past three years (FY - 2022–2023, 2023–2024 and 2024–2025)
2. All supporting documents should be duly certified by a Chartered Accountant and self-attested by the bidder.

