



Ref.No: SO/V/2023-24/260/1898

Date: 18/07/2023

CORRIGENDUM – 1

Referring to RFP (Ref. No.: SO/V/2023-24/260/1813), dated 6th July - 23, issued for Selection of Event Management Agency for Organising Startup Odisha Yatra – 23 and Startup Odisha Express – 23, the following amendment is hereby being notified and may be considered by potential bidders:

Sl. No.	Existing Clause	Amendment/Clarification
1	Clause 4.11.(sub clause 6) Pg: 24 Bidders must submit their proposals by Registered Post/Speed Post/Courier	Bidders must submit their proposals by Registered Post/Speed Post/Courier/In Person
2	Clause 4.4 Pg: 22 All bidders will be required to submit an EMD amounting to ₹ 5,00,000(rupees five lakhs) in form of Demand Draft in favour of “Startup Odisha” payable at Bhubaneswar.	Local MSMEs and local startups will be exempt from submitting the EMD.
3	Financial turnover The Bidder should have an average turnover of minimum ₹ 10 Crores during last three financial years: <ul style="list-style-type: none">• FY 2019 - 20• FY 2020 - 21• FY 2021 - 22	Financial turnover The Bidder should have an average turnover of minimum ₹ 5 Crores during last three financial years: <ul style="list-style-type: none">• FY 2019 - 20• FY 2020 - 21• FY 2021 - 22 Note: Applicable criteria for Local MSMEs and local startups will be a turnover of minimum ₹ 2 Crores during last three financial years.
4	Eligibility Criteria The Bidder should have experience of conducting PR campaign for national/state events during the last three financial years and the engagement value of each assignment should be ₹ 10 Lakhs	The Bidder should have experience of conducting PR campaign for national/state events during the last three financial years and the engagement value of each assignment should be ₹ 5 Lakhs
5	Bidder should have minimum Fifty(50) full time employees on its payroll.	Bidder should have minimum Twenty(20) full time employees on its payroll. A declaration to this effect has to be submitted on the organisation’s letter head and signed by the HR Head/Authorised Representative. Bidders will also have to submit copies of ESIC and EPF statement as supporting document.
6	Number of Business Events including but not limited to Investment Promotion/Startup Conclaves/Summits for State/Central Government/PSUs/Private Organisation/MNCs organized in the last 3 financial years with engagement value of ₹ 50,00,000.00 for each assignment <ul style="list-style-type: none">• 3 events: 5 marks• Up to 5 events: 10 marks• More than 7 events: 15 marks	Number of Business Events including but not limited to Investment Promotion/Startup Conclaves/Summits for State/Central Government/PSUs/Private Organisation/MNCs organized in the last 3 financial years with engagement value of ₹ 50,00,000.00 for each assignment <ul style="list-style-type: none">• 2 events: 5 marks• Up to 4 events: 10 marks• More than 6 events: 15 marks

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7	<p>Number of Events conducted for Educational Institutions of National and International repute. The events should include Awareness camps/ Bootcamps/ Van Campaigns/ Workshops w.r.t. Startups/Innovation Ecosystem on behalf of Government/PSUs/Private Organisations/MNCs in the last 3 financial years with engagement value of ₹ 5,00,000.00 for each assignment</p> <ul style="list-style-type: none"> • 3 events: 5 marks • Up to 5 events: 10 marks • More than 7 events: 15 marks 	<p>Number of Events conducted for Educational Institutions of National and International repute. The events should include Awareness camps/ Bootcamps/ Van Campaigns/ Workshops w.r.t. Startups/Innovation Ecosystem on behalf of Government/PSUs/Private Organisation/MNCs in the last 3 financial years with engagement value of ₹ 5,00,000.00 for each assignment</p> <ul style="list-style-type: none"> • 2 events: 5 marks • Up to 4 events: 10 marks • More than 6 events: 15 marks
8	<p>Events conducted for Startup Ecosystem Promotion i.e. conclaves/summits in the last three financial years with engagement value of ₹ 30,00,000.00 for each assignment</p> <ul style="list-style-type: none"> • 2 events: 5 marks • Up to 4 events: 10 marks • More than 6 events: 15 marks 	<p>Events conducted for Startup Ecosystem Promotion i.e. conclaves/summits in the last three financial years with engagement value of ₹ 10,00,000.00 for each assignment</p> <ul style="list-style-type: none"> • 2 events: 5 marks • Up to 4 events: 10 marks • More than 6 events: 15 marks
9	<p>The Bidder should have experience of conducting PR campaign for startup events for State/Central Government/PSUs/Private organizations/MNCs during the last three financial years with engagement value of ₹ 15,00,000.00 for each assignment.</p> <ul style="list-style-type: none"> • 2 events: 5 marks • Up to 4 events: 10 marks • More than 6 events: 15 marks 	<p>The Bidder should have experience of conducting PR campaign for startup events for State/Central Government/PSUs/Private Organizations /MNCs during the last three financial years with engagement value of ₹ 10,00,000.00 for each assignment.</p> <ul style="list-style-type: none"> • 2 events: 5 marks • Up to 4 events: 10 marks • More than 6 events: 15 marks
10	<p>Adoption of technology for management of events like Event specific Websites and App or any other Digital platform</p> <ul style="list-style-type: none"> • 2 events: 5 marks • Up to 4 events: 10 marks • More than 4 events: 15 marks 	<p>This clause is removed.</p>
11	<p>Team Strength</p>	<p>Team Strength</p> <ul style="list-style-type: none"> • Upto 20 employees on payroll: 5 Marks • More than 20 employees on payroll: 10 Marks
12	<p>Financial Proposal</p> <p>Startup Odisha shall bear all the direct and indirect costs, expenses, fee, charges, taxes etc., and reimburse to event partner on actual basis, the cost and expenses so incurred by event partner (including taxes), including but not limited to promoting, organizing and executing the event, for and on behalf of Startup Odisha for all the activities performed by event partner as covered in the scope of work.</p>	<p>Startup Odisha shall bear all the direct and indirect costs, expenses, fee, charges, taxes etc., and reimburse to event partner on actual basis, the cost and expenses so incurred by event partner (excluding taxes), including but not limited to promoting, organizing and executing the event, for and on behalf of Startup Odisha for all the activities performed by event partner as covered in the scope of work.</p> <p>The quoted fee should be inclusive of all expenses relating to the personnel establishment of the event</p>

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	<p>The quoted fee should be inclusive of all expenses relating to the personnel establishment of the event partner (including recruited and hired manpower)</p> <p>The quoted fees will be disbursed as per the following milestones:</p> <p>On completion of pre – event activities as per contract: 25% of quoted fees On completion of half of event related activities as per contract: 25% of quoted fees On completion of post event activities: Remaining 50%</p>	<p>partner (including recruited and hired manpower). Out of pocket expenses including but not limited to Tolls, Parking Charges and any other expenses for the above events shall be reimbursed on actuals on prior approval of Startup Odisha, apart from the quoted fees.</p> <p>There will be no advance payment to the selected agency. However, the selected agency may claim the quoted amount after the completion of individual events mentioned in the Annexure-A.</p>
13	<p>Technical Presentation</p> <ol style="list-style-type: none"> Understanding of assignment Plan for the event - management, branding and advertisement (social, portal, mass media) Innovative ideas for the event planning and execution Sample design of collaterals <p>Business plan with a tentative list of sponsors</p>	<p>Technical Presentation</p> <ol style="list-style-type: none"> Understanding of assignment Plan for the event - management, branding and advertisement (social, portal, mass media) Innovative ideas for the event planning and execution Sample design of collaterals PR Plan
14	<p>Designing and fabrication of Startup Odisha Yatra Van:</p> <p>The agency needs to arrange and fabricate 3 vehicles (eg: E2O -18 Feet truck) with Startup Odisha Branding</p>	<p>The agency will have to arrange and fabricate 4 vehicles (eg: E2O -14 Feet truck) with Startup Odisha Branding and the same will be equipped as per the specifications mentioned in Clause “h” at page 14 of the published RFP.</p>
15	Financial Proposal format	The revised financial proposal format is attached herewith as annexure A
16	<p>Last date of submission of proposal</p> <p>The last date and time for submission of proposal complete in all respects is 27/07/2023 before 11:30 AM and the date of opening of the technical proposal is 27/07/2023</p>	<p>Last date of submission of proposal</p> <p>The bids complete in all respects must reach the undersigned by Speed Post/Registered Post/Courier/In Person latest by 31/07/2023 before 11:30 AM. Proposals will be opened in presence of authorized representatives of the bidders on the same day at 12:00 PM. Technical presentations will be held at 3:00 PM followed by opening of Financial Proposals at 5:00 PM on 31/07/2023.</p>

Further, bidder may submit either Work Order or Work Completion certificate as supporting document as per the requirement mentioned in RFP.

-sd/-

Chief Administrative Officer

Annexure A

Sl. No.	Scope of Work	Amount (In INR)
PART A. Inauguration & Startup Odisha Yatra 2023 Van Campaigning		
	Bid Value for event inauguration & proposed Startup Odisha Yatra 2023 Van Campaign (Excluding of all taxes)	
PART B. Startup Odisha Yatra 2023 Bootcamp		
	Bid Value for proposed Startup Odisha Yatra 2023 Bootcamp (Excluding of all taxes)	
PART C. Startup Express Bootcamp		
	Bid Value for proposed Startup Express Bootcamp (Excluding of all taxes)	
PART D. Startup Odisha Yatra 2023 acceleration Program & Grand finale		
	Bid value for proposed Startup Odisha Yatra 2023 acceleration Program & Grand finale (Excluding of all taxes)	
PART E. PR Management		
	Bid value for PR Management (Excluding of all taxes)	
	TOTAL BID VALUE (PART A + PART B + PART C + PART D + PART E) (Excluding of all taxes)	
Grand Total		