

Ref.No.: *So/v/2023-24/204/1823*Date: **07/07/2023****CORRIGENDUM – 2**

Referring to RFP (Ref. No.: SO/IV/2023-24/204/1741), dated 22.06.2023, floated for Empanelment of event management agency, the revised technical evaluation criteria is hereby being notified and may be considered by potential bidders:

Sl. No.	Evaluation Criteria	Maximum Marks	Supporting Documents
<b>1.</b>	<b>Experience of the bidder in organizing events within Odisha:</b> Number of events organized by the firm in the last two years. Events (Eligible assignment) shall include Corporate Expo/Exhibition/Conclave/Corporate Events/Product launch/ Award ceremony or any combination of similar events for Central/State government/Private Organisation		
a.	Event organised for Central/State Government/PSU organisation with single Purchase /work order of Minimum INR 15 lakh (2.5 marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
b.	Event organised for Private Organisation/ MNC/ Industry Association organisation with single Purchase/ work order of Minimum INR 15 lakh (2.5 marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
c.	Bidder should have experience in organising mega events such as summit, Conclaves, Trade fair etc, with single purchase/work order of <b>Minimum value of INR 90 lakh. And for local MSMEs and local Startups single work/Purchase order with Minimum value of INR 50 Lakh.</b> (5 marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
<b>2.</b>	<b>Experience of organising event in India other than Odisha in last two years:</b>		
a	Event organised for Private Organisation/MNC/Industry Association	05	Copies of Letter of Award/Agreement/

Sl. No.	Evaluation Criteria	Maximum Marks	Supporting Documents
	organisation with Single Purchase/ work order of Minimum INR 10 lakh (Outside of Odisha) (2.5 marks per event)		Work Order duly certified by the Authorized signatory of bidding organisation
b	Event organised for Central/State Government/PSU organisation with single Purchase /work order <b>with Minimum Value of INR 15 lakh, and for local MSMEs and Local Startups single Purchase /work order with Minimum Value of INR 10 lakh</b> (Outside of Odisha) 2.5 Marks per event.	05	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
3	<b>Team Strength</b>		
	<p>a. The agency having on roll employees More than 10 but less than 15 employee (2 Marks)</p> <p>b. 15 -20 Employees (4 Marks)</p> <p>c. More than 20 Employees (5 Marks)</p>	5	PF and ESIC documents of employees to be furnished
4	Successfully organizing Events to Promote startups/Innovations/investment and Promotion of minimum single work order value of INR 10 Lakh in last two years. (5 Marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
5	<b>PR Management</b>		
	Bidder should have experience of PR Management of Media coverage including Newspaper release, conducting Press conference and live streaming on social media platform.	5	work order and/ any supportive document should be submitted. Supportive document is the subject of acceptance of selection committee.
6	Bidders Office Location in Odisha	2	Certificate of Incorporation
7	Existing Empanelment with other Government departments/PSUs/Government Agencies. 1 mark for each empanelment.	3	Empanelment letter

<b>Sl. No.</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>	<b>Supporting Documents</b>
8	Technical Presentation <ul style="list-style-type: none"> <li>• Approach &amp; Methodology (Maximum 10 Marks)</li> <li>• Team Profile (Maximum 10 Marks)</li> <li>• Event Portfolio (Government and Private) (Maximum 10 marks)</li> </ul>	35	PowerPoint Presentation
<b>Total</b>		<b>100</b>	

Sd/-

Chief Administrative officer