

## **CORRIGENDUM – II**

### **EOI for Selection of Event Management Agency for OKCL Annual Meet 2026**

In continuation of the **EOI for the Selection of an Event Management Agency for the OKCL Annual Meet 2026 and Corrigendum – I**, it is hereby notified that bidders are required to submit their **Financial Bid strictly as per the Final BOQ** enclosed with this document and the annexures attached thereto. All required details shall be duly filled in, and the submission must be properly signed and sealed by the authorized signatory.

The **Financial Bid**, as per the **Final BOQ (Annexure-I)**, along with all other required documents (Other Annexures), shall be submitted in a **sealed envelope**, clearly superscribed on the top as: **“Financial Bid for Selection of Event Management Agency for OKCL Annual Meet 2026.”**

#### **Final BOQ & Financial Bid Submission**

- **Submission of Financial Bid: (Tuesday) 20th January 2026 up to 1:00 PM**
- **Opening of Financial Bid: (Tuesday) 20th January 2026 at 3:00 PM**

#### **Instructions**

1. The **Final BOQ** for **Category A and Category B** (Annexure – I) is enclosed herewith.
2. Bidders may apply for **Category A or Category B or both**, subject to fulfillment of the prescribed **technical eligibility criteria and relevant experience**, in the specified format.
3. The **Financial Bid** shall be submitted **strictly in the prescribed format**, along with all required supporting documents (Other Annexures), **within the stipulated timeline**.
4. Any bid received **after the scheduled date and time** shall **not be considered for evaluation**.

All other terms and conditions of the EOI and Corrigendum – I shall remain **unchanged**.

**Sd/-**

**Managing Director**

**Odisha Knowledge Corporation Limited (OKCL)**

**Date: 16.01.2026**

## Final BOQ (ANNEXURE – I)

### A. For Food and Beverage Arrangements

Sr. No.	Items	Specifications	Approx. Quantity	Amount
1	Food & Beverage Arrangements	<b>1) Breakfast: 8:00 AM</b> Masal Upma, Aloo Mutter Curry, Idli/Puri & Alu Dum, Tea & Coffee <b>Minimum 6 counters shall be deployed to ensure smooth operations within the limited time available.</b> <b>Drinking water dispensers with 20-liter bottles and paper cups (or higher capacity) will be provided at convenient locations for easy access by all.</b>	700	
		<b>2) Lunch: 1:00 PM</b> <b>Starter</b> – American Corn Fry, Veg Hot and Sour Soup, Paneer Pakoda, Chicken Pakoda <b>Main Course Veg</b> – Romali Roti, Green Peas Rice, Yellow Dal Fry, Ghanta, Mushroom Besara, Chana Chenna Curry, Khajuri tomato Khata <b>Main Course Non Veg</b> – Chicken Masala, Dry Fish Besara, Mudhi Ghanta <b>Center Table</b> – Green Salad, Pampad, Pickle, Dahi Bara, <b>Dessert</b> – Rice Payes, Fruit Custard, Sweet (Rashgoola/Gulab Jamoon), Ice Cream <b>Minimum 6 counters shall be deployed to ensure smooth operations within the limited time available.</b> <b>Drinking water dispensers with 20-liter bottles and paper cups (or higher capacity) will be provided at convenient locations for easy access by all.</b>	1000	
		<b>3) Evening Snacks: 4:00 PM</b> Alu Chop (1) , Veg Cutlet (1), Bara (1), Samosa (1), Chenna Gaja (1), Tea/ Coffee <b>Minimum 6 counters shall be deployed to ensure smooth operations within the limited time available.</b> <b>Drinking water dispensers with 20-liter bottles and paper cups (or higher capacity) will be provided at convenient locations for easy access by all.</b>	700	
			Total	
			GST	
			Grand Total	

**B. For Branding, Gate Setup, Stall, LED and Technical Setup:**

Sr. No.	Item	Specifications	Approx. Quantity	Amount
<b>A. Branding &amp; Signage</b>				
1	Directional Board	5 x 2.5	6	
2	Welcome Standee / Other Branding Standee	3 x 6	4	
3	Flat Flex	18 x 3	—	
4	Table Branding	5 x 2.5 x 2.5	2	
5	Name Tag – for Stage	—	7	
6	Stage Podium Branding	—	—	
<b>B. Entry &amp; Gate Setup</b>				
7	Main Gate (Flat Gate)	24 x 10 x 3	1	
8	Flower Decoration – Gate	Marigold Chain	—	
9	Red Carpet	1200 SQFT	—	
10	Big Jaganath Idol and Diya Lighting by the Guests			
<b>C. Stall Setup</b>				
11	Stall Platform (Wast Management Stall, Quantum Computing Stall)	14 x 8	2	
12	Stall Backdrop	14 x 8	2	
<b>D. Stage, LED &amp; Technical Setup</b>				
13	LED Curve	36 x 14	—	
14	LED Side Panel	4 x 14 (4 pcs)	—	
15	LED Riser		—	
16	LED Side Wing Riser		—	
17	Sound Set Up	Extra Microphone	As Per Requirement	
18	Two Channel Live	—	—	
19	Digital Podium	---	1	
20	Dedicated Lease Line	—	—	
21	DG with Fuel	Considering 12 hr fuel burn	—	
22	85" TV with Stand	85 Inch	4	
<b>E. Selfie &amp; Engagement Zone</b>				
23	Selfie Back Drop	8 x 8	2	
24	Selfie Platform	8 x 8	2	
<b>F. Furniture &amp; Seating</b>				
25	Table	—	4	
26	Banquet Chair	—	20	
27	White Single Sofa	—	7	
28	White Double Sofa	—	8	
29	Tea Table	—	12	
<b>G. Floral Decoration (Stage Area)</b>				
30	Flower Decoration – Stage	Gerbera Continuous Paneling	—	
31	Flower Decoration – Podium	Top Border Orchid Panel	—	
<b>H. Media &amp; Coverage</b>				

32	Photography & Two Cam Videography	—	—	
Sr. No.	Item	Specifications	Approx. Quantity	Amount
<b>I. Registration Counter</b>				
33	Registration Counter with OKCL branding			
34	Event Identity Card along with Breakfast, Lunch, and Evening Snacks coupons		1000	
35	Drum Procession for Achievers of 2025 – Authorised Learning Centres (ALCs), from seating area to stage, including arrangement of Topi/Safa			
<b>Total</b>				
<b>GST</b>				
<b>Grand Total</b>				

**Grand Total including of all Taxes:** Rs .-----

**Date:**

**Name & Address of the Firm:**

**Format for submission of past performance****(Annexure – II)**

Sl. No.	Year	Order No. with Date	Order value (Rs.)	Name of the Organisation /Department	Role and Responsibility performed
01	2022-23				
02	2023-24				
03	2024-25				

**Date:****Name and Address of the Firm:****Place:****Signature of the bidder**

**ANNEXURE-III****Check list of submission of Tender for Selection of Event Management Agency –  
OKCL Annual Meet 2026**

Sl. No.	Information Desired	Document Submitted			Page No.
		Type of Doc/	Yes	No	
<b>1</b>	Name of the Firm/Organisation/Company				
<b>2</b>	Address of the Firm/Organisation/Company				
<b>3</b>	ID Proof of the Owner of Organisation/Company/Firm (PAN Card /Voter ID / Aadhaar Card)				
<b>4</b>	Telephone No/ Mobile No. & E-mail ID				
<b>5</b>	Date of incorporation of establishment				
<b>6</b>	Details of Branches including addresses & telephone No. if any				
<b>7</b>	Status of the Bidder (registered under Act) (Company /Partnership /Individual /Society ...)				
<b>8</b>	PAN Number of Bidder (Copy enclosed)				
<b>9</b>	Experience Details (Annexure II)				
<b>10</b>	Self-attested photocopy of GST Registration Certificate				
<b>11</b>	Undertaking regarding the firm not been charge sheeted or blacklisted ( Format Annexure –IV)				
<b>12</b>	Audited Balance Sheet , Profit & Loss A/C of last 3 Financial Years or Turn-Over Certificate certified by a Chartered Accountant indicating ( Last 3 Years )				
<b>13</b>	Income Tax Returns of last 3 Financial Years				

**Name & Address of Bidder****Signature with date and  
Seal**

**Self-Declaration: Not Black listed (in company letterhead)**

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To,  
The Managing Director  
ODISHA KNOWLEDGE CORPORATION LTD

In response to the Tender titled “(Tender for Selection of Event Management Agency – OKCL Annual Meet 2026)”, as an owner/ partner/ Director of (organisation name)

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\_\_\_\_\_ I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, black listed either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

**Name of the Bidder:** .....

**Authorised Signatory:** .....

**Signature:**

**Seal:**

**Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_