



# ORISSA RENEWABLE ENERGY DEVELOPMENT AGENCY

S/59, MANCHESWAR INDUSTRIAL ESTATE  
BHUBANESWAR - 751010, ORISSA

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Dated 19.12.11

## Expression of Interest

Sealed Expression of Interest (EOI) are invited from reputed local Stall designer / Event Manager /firm having such experience for conceptualization, designing, display of gadgets / working models in the Pride Of India stall of the Ministry of New and Renewable Energy (MNRE) at the 99<sup>th</sup> Indian Science Congress at KIIT campus from 3.1.12 to 7.1.12. Last date of for receipt of the EOI is up to 26.12.11. The detail is given below.

Memo no 326<sup>(1)</sup> /OREDA

Dated 19.12.11

  
Chief Executive

Copy forwarded to the Director (Admn) for information and necessary action.

Copy to All Division Except SSD for information and wide circulation.

Memo no 327<sup>(2)</sup> /OREDA ✓

Dated 19.12.11

  
Chief Executive

Copy notice Board and OREDA web site for wide circulation.

  
Chief Executive

## Details of Expression of Interest

The 99<sup>th</sup> Indian National Science Congress will be organized at KIIT Campus; Bhubaneswar from 3.1.2012 to 7.1.2012. Odisha Renewable Energy Development Agency (OREDA) under the sponsorship and coordination of Ministry of New and Renewable Energy, Government of India will be participating in the said event in the space of 27 Sqm (9m x 3m) booked by MNRE, Government of India itself.

One of the important components of the event is an exhibition on the theme. The theme of the 99<sup>th</sup> Indian Science Congress is "Pride of India" in which MNRE, Government of India intends to participate.

For the exhibition, MNRE has been allotted a stall measuring 9m x 3m where the Ministry and OREDA will display their gadgets, working models, posters, products, show audit visual projections and also interact with the visitors. This invitation of quotations intends to select the most competent stall designer / Event Management Agency for the purpose both competency and cost wise.

### **Scope of work:**

1. Conceptualization and designing of the entire stall in consonance with the theme of the exhibition.
2. The design must take into consideration different requirements as mentioned above.
3. The designer should recommend the materials for posters, the color scheme, type of illumination, placement of various objects in the stall so as to facilitate free movement of visitors.
4. The work includes all the above activities as well as preparation of the posters, arrangement of all other materials and fixtures and installation of the same as well as demonstration of RE devices in the assigned stall at KIIT Campus; Bhubaneswar.

### **Eligibility of bidders:**

1. Reputed local stall designers having adequate experience in designing stalls / event managements may only apply.
2. The bidder must have valid vat / service tax and Income tax clearance certificate.
3. The bidder must also have valid service tax registration No.
4. The bidder should be in a position to move to KIIT Campus; Bhubaneswar sufficiently ahead of the event and make necessary arrangements for the exhibition as per schedule.

### **Application procedure:**

Interested and eligible designers who can render their services for the entire scope of the work as detailed above may apply on or before the last date i.e. 26.12.2011 up to 3.00 p.m. in the prescribed format given at Annexure-1 in envelop-A (along with EMD / tax documents, returns, registration certificates and experience). The quotation for fee / charge for the services should be submitted in a separate sealed cover in envelop-B. These envelops shall be in a sealed cover superscribing "Expression of Interest" for.

The application along with the quotation may be submitted in a sealed cover superscripted "Quotation for setting up MNRE stall at "99<sup>th</sup> Indian Science Congress to be held at KIIT Campus; Bhubaneswar and addressed to Chief Executive, OREDA, S-59, Mancheswar Industrial Estate, Bhubaneswar-751010.

**EMD:** Interested and eligible designers are required to deposit Rs.1,000.00 (Rupees one thousand only) as Earnest money in shape of Demand Draft drawn in favour of Chief Executive, OREDA payable at Bhubaneswar along with the tender documents.

**Payment Terms:** Full payment shall be paid to the bidder after satisfactory completion of the assignment / work.

**Short-listing of Designers:** All applications received on or before the last date will be scrutinized and short-listed on the basis of merit.

**Presentation:** All short-listed consultants, if necessary shall be invited to make presentations at OREDA, Bhubaneswar on 27.12.2011 at 4.00 P.M. The price bid will be opened after the presentation process.

**Selection of Consultants:** The consultants will be selected on the basis of merit and quoted fee for the assignment. The undersigned reserves the right to accept / reject any of the application without assigning any reason thereof.

  
Chief Executive

APPLICATION FORM

Name of the designer / designing firm	
Registered office address	
Contact address	
Name of the contact person	
Phone	
Fax	
E-mail	
Organizational profile (separate sheet may be attached).	
Details of similar assignments undertaken earlier.	
When the assignment was undertaken (attach copy of the work order received from the client).	
Name of the assignment (s)	
City where undertaken	
Address of the Client (s)	
Size of the assignment (s)	
Total cost of the assignment (s)	

(Enclose separate sheets wherever needed.)

Signature of the application

(Seal)

(In separate envelopes)

Sl. No.	Particulars	Cost / amount (Rs.)
1.	<p>Conceptualization and designing of the entire stall booked by the MNRE, Government of India in consonance with the theme of the exhibition in the manner of event management taking into consideration different requirements recommended materials for posters, the color scheme, type of illumination, placement of various objects in the stall so as to facilitate free movement of visitors. The work includes all the above activities as well as preparation of the posters, arrangement of all other materials and fixtures and installation of the same and demonstration of RE devices thereof in the assigned stall at KIIT Campus; Bhubaneswar.</p> <p>Hiring of renewable gadgets, working model fixing &amp; display of same.</p> <p>For 9m x 3m area.</p>	
2	Taxes and duties	
3.	Total	
	Rupees ( in words)	

Signature of the applicant