

## SCOPE OF WORK

<b>Items of Expenditure in PAGO- 2020, GOPALPUR</b>		
<b>Sl.No</b>	<b>Items-wise detailed Works in the Event</b>	<b>Price to be Quoted (Rs.)</b>
<b>I</b>	<b>GROUND PREPARATIONS</b>	
	Ground Preparations, cleaning & Leveling charges etc.	
<b>2</b>	<b>INSTALLATION OF INFRASTRUCTURE</b>	
	10 numbers of waterproof roof stalls of dimension 10ftx10ft having new white cloths covering three sides, with metallic/ wooden barrier in the back side for protection and platform, racks, counter table with 4 nos of chairs per stall.	
	2nos. of Stalls for demonstration of Waste made Crafts with infrastructure required.	
	2 Nos. of stage of dimension 40 ft x32 ft with decent backdrop for Inaugural ceremony, cultural programmers' and closing ceremony. public addressing system in front of the stage and Provision of 2Nos. green room at backside of the Stage for guests/ artists. (Grid . Included)	
	Provision for 1000 Nos of Banquet chair and 40 Nos of sofa	
	Provision of Barricade and Backdrop to be made out of reused recycled or reusable recyclable material for minimum 20Nos Sand Art size 12'X8'	
	Lighting arrangements for all structures during display.	
	Provision of Barricade in front of each cultural stage	
	Separate provision of toilets and sufficient water provision for both gents and ladies.(Including Maintenance)	
<b>3</b>	<b>SNACKS</b>	
	Food for Guests, Volunteers and Participants. (For 2 Days) (200 each per day), (veg sandwich, banana, sweets, veg cutlet and tea/coffee and water-200ml)	

4	<b>BOOKS , BROCHURES AND CERTIFICATE ETC</b>	
	Printing of 200 nos. Multi color A5 Size By fold 4Side Print Invitation cards and Envelope (Hand Made Paper) with programme and event layout with distribution	
	Printing of Certificate with legible writing and distribution of certificates for all participants and awardees as under	
	Artist /participants =200 nos	
	Awardees — 10 nos	
	Correctional errors — 10 nos	
	Total= 220 nos	
	Seals, trophy and uttary etc. for 10 (Ten) Awardees (one each out of category mentioned above). Size- 8-10 inch	
5	<b>SOCIAL MEDIA PUBLICITY MANAGEMENT</b>	
	10days massive Signature campaign at railway station and other major Crowded locations of Vizag,Cuttack ,Bhubaneswar	
	Designing and development of all advertising and Promotional material, E-posters after due approval by Authority.	
	Production of Short animated / motion graphic promotional Videos at least 10 Nos.(Each film duration 20Sec.)	
	50 Scroll per day in 5 nos. Renowned TV channels of Odisha	
	20 Days Posting and Boosting on FB ,Twitter, Instagram YouTube etc. on all Odisha territory with having target of minimum 1 lakhs viewers of each post.(Total 10 Nos. Post)	
	Creating of Online Events on various Social site with target Of 1 lakhs reach on each event(Total 4 Nos Event)	
	SEO/SMO of PAGO Webpage	
6	<b>ARTIST AND ART WORK</b>	
	At least 10 Nos. of Sculpture ( Height up to 20') from each category:- <b>1.Plastic Waste , 2.Wood Waste, 3.Junk boats (Material to be Provided by BeDA ) 4.Glass waste 5.Tyre Waste 6.Paper Waste 7.Mix Media.</b> including Artist Remuneration , fooding and arrangement of workshop, painting along with travel and stay arrangement,  Waste material and recyclable display board .  (Details of Art work to be notified after artist meet on 7 <sup>th</sup> Feb 2020 at 12 Noon)	
	Artist Layout Plan as the theme is <b>BEST out of WASTE</b> along with Material details with colour Drawing and Artist Bio-data with undersigned of the Artist Himself.	
	Wall painting/Grafitti 5000 Sqft. wall.	
	Event and Venue specific Craft Souvenir made out of waste. 200 nos @rs 100	

7	<b>FLEX BANNERS, KIOSKS ,ADVERTISING AND I.CARD ETC.</b>	
	Re-Usable Flex Banners with their individual fascia of 10 ftx4 ft for all 10 stalls, Fire Camp, Office-cum-Help Desk and Police camp as per the prescription of Authority including stall serial numbering.	
	Display of 30Nos. of Temporary hoardings( 10 Nos in Ganjam , 5 nos at Berhampur, 5 nos in Berhampur, 5 Nos. in Bhunabeswar,5 Nos in Cuttack ,5 Nos in Vizag )at various tourist place of Ganjam and out side(Puri,Chilika,Bhubaneswar etc.)	
	20 Nos. of Iron frame & Flex Welcome board Gopalpur to Berhampur road	
	20 Nos. of flex banners BOX minimum of size 8ft X 4ft X 4 in different location of Ganjam district with due permission of respective Municipalities/ authorities before 15 days of commencement of the Event.	
	Cost of Auto stickers for 300 Auto/City Bus and Charges for Vehicle owners before 15 days of commencement of event. 100 – Berhampur, 50 each at Ganjam, Vizag,Bhubaneswar and Cuttack	
	I-cards to all participants and official staff (approximately 240 participants + 30 others = 270) duly signed by the Authority.	
	<b>Airport Standee Aluminum Frame 3 'x 6' excluding rent.</b>	
8	<b>CULTURAL PROGRAMMES</b>	
	Traditional folk dance duly well dressed with drum music prevailing Sambalpuri music in both inaugural & closing ceremonies.	
	Appropriate Cultural and Entertainment Programmes for all evenings. (TOTAL 2 DAYS) Like traditional dance & melodious songs in consonance with local culture.4 nos. of reputed singers (Profile to be attached) for each evening programme. 3 hours Duration Day 1-Stage I Day1-Stage II Traditional dance/music/others Collegeband/fusion music  Day 2- Stage I Day 2- Stage II Singer of state repute Music from waste material  Timings Stage –I (6-8.30 pm) Stage II ( 7-9.30 pm)	
9	<b>LIGHT, SOUND, VIDEO ETC.</b>	
	Two Set. Of JBL-SRX speakers – 12Nos. Flying, JBL Monitors with matching amplifiers – 6Nos.Cordless Microphones (Shure /Soney /Senheiser / Studiomaster) — 3, Effect Processor, Equalizer, Mixer, Digital Set up, Snake Cables, Sub-Woofer (Bass Bin) with QSC power and any other necessities for Sound System. For two days.	

	Adequate, appropriate and spot-specific light system for entire Beach, stage, Stalls, office. Etc.	
	Video and Photo coverage for all parts of events for 2 days and post event videos and content for coffee table book	
10	<b>GENERATOR</b>	
	5 Nos. of Soundless generator for emergency power-shedding including fuel and operating charges.	
	One goods career Vehicle engagement for refilling of fuels	
11	<b>FIRST AID</b>	
	First Aid Centre for emergency treatment with 1 no. Allopathic Doctor and a Pharmacist for all 5 (five) days Doctor duly deputed by CDMO.	
12	<b>DECORATION of stage and podium</b>	
	Decoration at Stage Base ,Podium from waste material	
	Provision of tree-pots for guests and resource persons attending Seminar/Workshop , Inaugural and closing ceremony Rs 50*200	
13	<b>MAINTENANCE OF GROUND</b> etc.	
	Deployment of ten assistants .One of them to the Help Desk and another for the office room created.	
	Deployment of adequate number of assistants for management of Stall, stage, camp etc.	
	Provision of Drinking Water jars with disposable glasses nearby of the stalls, conference hall , office, camp, VIP Lounge location etc.	
	Provision of 100 nos of dustbins at various event place.	
	Adequate provision of <i>Sanitation workers</i> to keep the ground all along clean.	
14	<b>FIRE FIGHTING</b>	
	Round the Clock Fire fighting measures as per Govt. rules and regulations prevailing in the state with devoted service of Fire and adequate water facility.	
15	<b>SECURITY</b>	
	Round the clock adequate Security guards deployment from Registered and Reputed Agencies.	

16	<b>MISC ACTIVITIES</b>	
	Permission from CESU by Official deposits for Ground lighting, decorative light fittings and appropriate Stall lighting.	
	Event Insurance (Public, Participants and Property etc)	
	All necessary and statutory permissions from government departments for organizing the event.	
	Any other and all other related / miscellaneous Activities/Works pertaining to the event.	
	Ensuring attendance of participants and Resource persons for each conference during the Fair.	
	Event Management and Coordination charges.(to be given to event manager)	
17	<b>Post Event</b>	
	2 videos of 90 sec duration each 1 video of 180 sec 50 coffee table book ( 22*30 cm, 70-75 pages) along with soft copy	
	GST @.....	
	GRAND TOTAL (in figures and words)	

Full Signature of the Tenderer