



RAVENSHAW UNIVERSITY

CUTTACK

No 1003 /Date 12/03/2026

TENDER CALL NOTICE

Sealed tenders are invited from Event Management firms / Suppliers having valid GST Certificate and PAN number for organizing / supply of Bedsheet, bed, Pillow, Bio-toilet, Genset, Drinking Water at Accommodation Place, Opening & Closing Ceremony Stage decoration, Gate, Standee, Display Board, Flag, Light Decoration, Events Arrangements for Competition and Cultural Programme for about 1000 participants for Odisha State Level Inter University Literary-Cultural Meet 2025-26 at Ravenshaw University to be held from 28 to 31 March 2026. The last date of receipt of filled-in tender papers is 20.03.2026 by 1:00P.M. The tenders will be opened on the same day at 3:00P.M in the Office of the Registrar. The authority reserves the right to cancel or accept any or all tender(s) without assigning any reason thereof. For details, visit our website: www.ravenshawuniversity.ac.in

By order of the Vice Chancellor


Purchase Officer
Ravenshaw University
Cuttack

Memo No 1004 /Date 12/03/2026

Copy forwarded to :

1. Asst. Professor in Charge of System, Ravenshaw University for information and necessary action. She is requested to upload the Tender Call Notice along with the details of information in the University Website.
2. CPGC / Chairperson Cultural Council / DSW / Purchase Section / Registrar / CoF/ OS/ P.A to Vice Chancellor for kind information of Vice Chancellor.


Purchase Officer
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Details of the Tender Call Notice

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The tenders are invited from experienced Event Management firms / Suppliers under two bid system. (i) Technical Bid (ii) Financial Bid both sealed separately kept in a single cover satisfying the following terms and conditions.

A. Submission of tender (Two Bid System)

The tenders shall be submitted in two-bid system i.e. Technical Bid & Financial Bid. The Technical Bid and Financial Bid shall be covered in two separate envelopes and shall be clearly mentioned on the top of the envelope as Technical Bid and Financial Bid, respectively. Both the bid will be covered in a big envelope super scribes in capital letters on the top of that envelope "Tender for Event Management firms / Suppliers on Odisha State Level Inter-University Literary-Cultural Meet-2025-26"

- i. Technical Bid (Cover-A) must contain:
 - a. PAN Card
 - b. GST Registration Certificate
 - c. GST Last return acknowledgement receipt
 - d. DD amounting of Rs. 2,000/- (Rupees Two Thousand) only (Non Refundable) in favour of Ravenshaw University payable at Cuttack.
 - e. The bidder must be registered Agencies / Firms / Event Management having minimum five years of experience in similar works in the field of Event / supply services to any Government Educational Institutions/ Universities / Government Organization / PSU with minimum annual turnover of 30 lakhs (Rupees: Thirty lakhs) for last three years.
 - f. The copy of their past Experiences (Supply order) from various Govt. / Autonomous/ PSU / Educational Institute / University sector for Event

management / conduct of Cultural programme so as to prove their credibility.

- f. If any of the document stated above from a to f are not furnished by the bidder in the technical bid then their tender shall summarily be rejected.
- ii. Financial Bid (Cover-B) must contain:
- a) Break up price for the items noted below:

Part-1

Sl.	Description of work	Qty.	Rate per unit excluding GST
	Main Campus		
1.	LED (Latest Model)		
2.	Backdrop		
3.	Flower decoration of stage at Main Auditorium		
4.	Light & Sound -For meeting at Main Auditorium -For Drama, Mono acting, Dance ect at Main Auditorium & Heritage Hall -Focus Light at Annex-1,2,3 & Heritage Hall		
5.	DG and fuel		
6.	Sun-board vinyl for Podiums		
7.	Flower Bouquet		
8.	Folder, writing pad, pen, (paper Card)		
9.	name plate,		
10.	flower Bouquet		
11.	big white towel and small white towel, chocolate, dry fruit and elichi in a bowel, mineral water (as per guest to be seated)		
12.	Welcome Flex		
13.	Standee		
14.	Selfie-point		
15.	Box Gate		
16.	Carpet		
17.	Rice light decoration of two campus front side buildings		
18.	Display of Flags of different Universities		
19.	Table for Sculpture-25		
20.	Photograph Exhibition Tripod Stand-25		
21.	Premium Sofa		
22.	Tea-Poy		
23.	Tent work for Food Court (Lunch) Area with Fan		
24.	Hand wash basin with water connection for Food court area		
25.	Counter for serving of food		
26.	Competitions wise detailed requirements attached at annexure-I		
	Second Campus		
27.	One Flat Gate		
28.	Mattress		
29.	Pillow		
30.	Bedsheet		
31.	Bucket		
32.	Mug		
33.	Godnight Mosquito Coil		
34.	Tent work for Food Court (Breakfast and Dinner) Area with Fan and light		
35.	Tarpaulin work for kitchen premises with light		
36.	Hand wash basin with water connection for Food court area		
37.	Counter for serving of food		
38.	Registration Desk / Counter-02		
39.	DG set for Dinning area		
40.	Bio-Toilet		

Part-II (Logistics Requirements for Different Competitions)

Requirements	Qty.	Rate per unit excluding GST
<p>1. Mind Arena (Quiz Competition)</p> <p>Technical Infrastructure</p> <ul style="list-style-type: none"> • High-resolution projector (minimum 5000 lumens) with screen (12' × 9')] • Laptop with quiz software and backup laptop • Audio system:7 wireless microphones with speakers • Quiz buzzers/button systems for 7 final teams • Timer/stopwatch display (digital) <p>Stage Configuration</p> <ul style="list-style-type: none"> • Elevated stage (minimum 20' × 15') • Podium/desk for quizmaster at center • Six team tables with covers and numbered placards on opposite sides of stage(3 on each side) • Adequate stage lighting (bright, even illumination) <p>Furniture Requirements</p> <ul style="list-style-type: none"> • 1 podium/speaker's desk • 6 team tables (6' × 3' each) • 12 chairs for participants (2 per team) <p>Additional Requirements</p> <ul style="list-style-type: none"> • Water bottles and glasses for participants and judges • Notepad and Pen for each team in finale round. <p>2. Micro Voice (1 Minute Flash Talk)</p> <p>Technical Infrastructure</p> <ul style="list-style-type: none"> • Podium with built-in microphone or wireless microphone • Audio system with clear sound projection • Digital timer with alarm (visible to speaker) • Spotlight for podium area <p>Stage Configuration</p> <ul style="list-style-type: none"> • Clear central speaking area with podium • Stool with deep transparent bowl for topic chits • Timer display visible to both speaker and audience • Adequate stage lighting <p>Furniture Requirements</p> <ul style="list-style-type: none"> • 3 tables and chairs for judges <p>Additional Requirements</p> <ul style="list-style-type: none"> • Score sheets and pens for judges • Water bottles for speakers and judges <p>3. Veritas Forum (Debate Competition - Odia & English)</p> <p>Technical Infrastructure</p> <ul style="list-style-type: none"> • 2 podiums with in built microphone • Digital timer with visual display (Each team total debate duration) • Projector and screen for topic display (optional) <p>Stage Configuration</p> <ul style="list-style-type: none"> • Large stage • Two podiums positioned facing the audience (8-10 feet apart) • Neutral zone at center for judges(3) • Professional stage lighting <p>Furniture Requirements</p> <ul style="list-style-type: none"> • 2 podiums (one for proposition, one for opposition) • 3 chairs and tables for judges <p>Additional Requirements</p> <ul style="list-style-type: none"> • Water bottle for judges and participants <p>4. Thought Quill (Essay Competition - Odia & English)</p> <p>Technical Infrastructure</p> <ul style="list-style-type: none"> • Wall clock or multiple timers visible to all participants <p>Venue Configuration</p> <ul style="list-style-type: none"> • Large hall or examination room (classroom-style setup) <p>Additional Requirements</p> <ul style="list-style-type: none"> • Writing paper/Booklet (A4 sheets, 10-12 per participant) • Collection envelopes/folders • Water bottles • Staplers 		

5. Ink & Rhythm (Poetry Writing Competition - Odia & English)

Technical Infrastructure

- Wall clock or timers for time monitoring

Additional Requirements

- Quality writing paper (A4 sheets)
- Pens for participants
- Collection boxes/envelopes
- Water bottles

6. Story Scape (Short Story Writing - Odia & English)

Technical Infrastructure

- Visible wall clocks or timers

Additional Requirements

- Writing paper/Booklet (A4, 15-20 sheets per participant) and Pens
- Collection materials such as envelopes/folders for storage
- Water bottles
- Staplers

7. Theatrica (Skit Competition)

Technical Infrastructure

- Professional sound system with wireless microphones (min 6 units) hanging across stage
- Stage lighting (spotlights, colored lights, dimmers)
- Audio playback system for background music/sound effects
- Timer display (10-12 minutes per performance)

Stage Configuration

- Large proscenium stage (minimum 30' x 20')
- Backstage area for costume changes and props
- Wings for entry/exit
- Stage curtains (front and side)

Furniture Requirements

- Basic stage furniture (chairs, table – 5 each in number available for use)
- Chairs and tables for judges (front row)
- Exam board and pens for scoring for judges(3)

Additional Requirements

- Water bottles for judges and teams
- First aid kit

8. Echoes in Motion (Short Film)

Technical Infrastructure

- High-definition projector (minimum 6000 lumens)
- Large projection screen (16' x 9' minimum)
- Professional audio system with surround sound capability
- Laptop with multiple video format support (MP4, MOV, AVI)
- Backup laptop and USB drives
- HDMI cables and adapters (multiple types)

Venue Configuration

- Auditorium or screening room with blackout capability
- Proper acoustics for film screening
- Technical booth for equipment operation

Furniture Requirements

- 3 chairs and tables for judges (designated area)
- Technical desk for equipment operation

Additional Requirements

- Water bottles for judges
- Exam boards and pens for judges

9. Rangrekha (Painting Competition - Tentative Theme)

Technical Infrastructure

- Timer/clock visible to participants

Venue Configuration

- Large open space or hall (indoor/outdoor based on weather)
- Floor protection (plastic sheets/newspapers)

Furniture Requirements

- Individual easels(1 per participant) as well as drawing boards (30-40 units)
- Tables for material placement
- Stools or chairs for participants

Additional Requirements

- Drawing paper/canvas (22" × 15" as specified)(1 per participant+2 buffer)
- Pins/clips for displaying completed works

10. Drsti (Photography - Tentative Theme, Odisha in Transition)**Technical Infrastructure**

- High-resolution projector for image display
- Large screen (12' × 9' minimum)
- Laptop with image viewing software
- Image processing equipment for received submissions

Venue Configuration

- Display boards on stands(easels) for physical prints

Furniture Requirements

- Display stands/boards for physical prints
- Clips for attaching prints to display board

Additional Requirements

- Pens and Examboards for judges(3)

11. Srsti (Mixed Media Art - Theme: Then-Now-Next, Odisha @ 2036)**Technical Infrastructure**

- Timer/clock visible to all
- Photography equipment for documentation

Venue Configuration

- Large, open workspace (art studio setup)
- Floor protection throughout
- Display area with proper lighting- Display stands/tables with white covers for display of entire artwork

Furniture Requirements

- Large work tables (6' × 4' each, 15-20 units)
- White table covers
- Chairs for participants
- Storage tables for materials and tools
- Display stands/pedestals for completed artworks

Additional Requirements

- Water bottles
- First aid kit
- Disposal bins for craft related clutter

12. One Voice (Mono Acting)**Technical Infrastructure**

- Wireless microphones (2 units) hanging from stage/ neck band microphone for participants (2units)
- Professional sound system
- Stage lighting (spotlights, adjustable)
- Audio playback system
- Timer projected on screen behind (7 minutes per performance)

Furniture Requirements

- stage furniture (chairs and tables)
- 3 chairs and desks for judges
- Scoring boards and pens for judges

13. Raga Pratibha (Classical Vocal Solo)**Technical Infrastructure**

- High-quality audio system with excellent acoustics
- Multiple microphones: 3-4 wired microphones for performers and accompanists
- Audio mixing console
- Stage lighting (warm, focused)
- Timer (10-12 minutes per performance)

Stage Configuration

- Traditional classical music stage setup
- Carpeted or matted stage floor
- Excellent acoustic treatment

Furniture Requirements

- Floor cushions/mats for performers (4-5 sets)
- Tanpura stand or table
- Tables for accompanists' instruments
- 5 chairs for judges

- Audience seating (minimum 120 seats)

Additional Requirements

- Tanpura (if participants don't bring their own)
- Practice/tuning room
- Water and refreshments
- Quiet environment

14. Melody Lounge (Light Vocal Solo)

Technical Infrastructure

- Professional audio system
- Wireless microphones (2-3 units)
- Music playback system (for karaoke tracks if allowed)
- Stage lighting (colored, adjustable)
- Timer (6 minutes per performance)

Stage Configuration

- Performance stage (18' x 15')
- Open floor space for movement
- Modern lighting setup

Furniture Requirements

- Microphone stands (3 units)
- Stools or chairs (optional, if requested)
- 5 chairs for judges
- Green room seating
- Audience seating (minimum 100 seats)

Additional Requirements

- Accompanist arrangements (if needed)
- Warm-up/practice space
- Water and refreshments
- Technical support personnel

15. Tara Tarang (Instrumental Music)

Technical Infrastructure

- Professional audio system with mixing console
- Multiple microphones (wired and wireless, various types)
- Direct input boxes (DI boxes) for electronic instruments
- Amplifiers (if required by participants)
- Stage monitors
- Timer (10 minutes per performance)

Stage Configuration

- Spacious stage (25' x 20')
- Acoustic treatment
- Proper power outlets (multiple, grounded)

Furniture Requirements

- Adjustable seating/stands for different instruments
- Music stands (3-4 units)
- Tables for small instruments or equipment
- 5 chairs for judges
- Audience seating (minimum 120 seats)

Additional Requirements

- Instrument storage area
- Tuning room/practice space
- Technical support for sound engineering
- Power backup system
- Water and refreshments

16. Tala Tarangini (Indian Classical Dance)

Technical Infrastructure

- High-quality audio system
- Music playback system (CD, USB, AUX input)
- Wireless microphone (for introduction)
- Professional stage lighting with color options
- Timer (7 minutes per performance)

Stage Configuration

- Large, open dance stage (30' x 25' minimum)
- Smooth, clean floor surface (wooden or vinyl)
- Backstage changing area
- Wings for entry and exit

Furniture Requirements

- No furniture on stage (clear dance space)
- 5 chairs for judges
- Backstage seating and changing area
- Audience seating (minimum 200 seats)

Additional Requirements

- Changing rooms with mirrors
- Music submission protocol (advance testing)
- First aid kit
- Water and refreshments
- Jewellery and costume storage

17. Contemporary Dance

Technical Infrastructure

- High-powered audio system
- Music playback with multiple format support
- Dynamic stage lighting (colored, programmable)
- Fog machine/special effects (optional)
- Timer (no time limit specified, but needs monitoring)

Stage Configuration

- Large open stage (30' x 25' minimum)
- Smooth dance floor
- Flexible lighting setup
- Backstage area

Furniture Requirements

- Clear stage (no furniture)
- 5 chairs for judges
- Backstage seating for performers
- Audience seating (minimum 200 seats)

Additional Requirements

- Changing/warm-up rooms
- Music testing before performance
- Water and refreshments
- First aid kit
- Props storage if needed

18. Desi Dhun (Folk Dance Group)

Technical Infrastructure

- Powerful audio system for large groups
- Music playback system
- Stage lighting suitable for folk performances
- Wireless microphones (if narration required)
- Timer (10-12 minutes per performance)

Stage Configuration

- Extra-large stage for group performances (40' x 30' minimum)
- Durable floor surface
- Backstage area large enough for groups
- Wide entry/exit passages

Furniture Requirements

- Clear stage
- 5 chairs for judges
- Large backstage waiting area (8-10 participants per team)
- Audience seating (minimum 250 seats)

Additional Requirements

- Large changing rooms
- Props storage area
- Music testing facility
- Water and refreshments for large groups
- First aid kit
- Costume and instrument storage

GENERAL REQUIREMENTS FOR ALL COMPETITIONS

Common Infrastructure

- Registration and information desks
- Signage and directional boards
- WiFi connectivity for organizers and technical teams
- Public address system for announcements

Safety and Medical

- First aid stations

<ul style="list-style-type: none"> • Fire safety equipment • Emergency exit signage • Medical personnel on standby <p>Hospitality</p> <ul style="list-style-type: none"> • Restroom facilities (clean, well-maintained) • Drinking water stations • Cafeteria/refreshment areas • Waste disposal and cleanliness management <p>Administrative</p> <ul style="list-style-type: none"> • Evaluation/score sheets for all competitions • Certificate and prize distribution materials • Documentation and photography team • Volunteer coordination and identification • Security personnel • Backup power supply (generators) 		
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Terms and Conditions :

1. The interested parties must visit the spot and submit tender with price for each category as stated in above table or else their tender shall not be considered for comparison. Thus, it is mandatory on the part of the bidder to consult with Dr. Anjan Kumar Khuntia, PEO (Contact No-9337269647) to have a detailed knowledge about the area in which the programme is to be made. Further, they are required to know the manner in which they shall quote price for each work / items as stated in the table.
2. The executing agency should take utmost care of safety and security of their personnel while executing the works. The University shall not be responsible for any unwanted incidents during execution of works.
3. The bidder must have an annual turnover of Rs. 30 Lakhs for last three financial years.
4. The entire work to be executed with immediate effect after receipt of the order.
5. The entire works shall be executed in presence of the Cultural Council.
6. Lowest one bidder will be finalized into consideration of total price.
7. Any dispute arising out of the transaction shall be subjected to the jurisdiction of Orissa High Court, Cuttack only.
8. The Tenderers are required to submit the Quotation papers filled in, with other supportive documents, failing which, they may be rejected.
9. The undersigned reserves the right to reject any or all quotations received without assigning any reason thereof.

N.B : Incomplete data in any respect is liable for rejection.


Purchase Officer
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