

**SECTION: 5**  
**FINANCIAL BID SUBMISSION FORMS**

**FIN-1**  
**COVERING LETTER (In Bidders Letter Head)**

TO:

[Location, Date]

The Collector & District Magistrate, Jagatsinghpur -cum- Chairman,  
District Council of Culture Jagatsinghpur, Odisha, Pin-754103

**Sub: Submission of Financial Bid for Event Management Services for Bollywood Night, Ollywood Night and other Orchestral Concert at ZILLAMAHOSTAV (KALLOLA)- 2026 commencing from 01.04.2026 to 05.04.2026.**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Bid is for the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_). This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document. Items wise rate as per format given in the RFP documents are given below:

Sl#	Items	Specification	Bollywood Night, Ollywood Night and other Orchestral Concert at ZILLAMAHOSTAV (KALLOLA)- 2026		
			Rate Per Unit/Sqft	Quantity (Pcs./Package)	Total Amount (In Rs.) Including GST
<b>A</b>	<b>Infrastructure</b>				
1	Main programme stage	80'X50'		1 package	
2	Backdrop (Thematic)	80' wide		1 package	
3	Aluminium Truss for Stage	100'X60'		1 Package	
4	Green Room ( Pagoda)	16' x 16'		10 nos	
5	LED for Backdrop	800 sqft		1 Package	
6	Iron Barricading for sitting area (Majo Barricade)	8000 rtf		1 package	

<b>B Power Back up</b>					
1	3 No. of Genset with fuel (125 Kv)	1 package		1 day	
<b>C Light and Sound</b>					
1	Stage sound (As per Artist tech rider)	1 package		1 day	
2	Stage lights (As per Artist tech rider)	1 package		1 day	
3	Ambience lighting (As per tech rider)	1 package		1 day	
<b>D Cultural Programme</b>					
1	Bollywood Night			1 day	Unit Price per Night including GST
2	Ollywood Night			1 day	
3	Orchestra Concert			1 day	
				Total	
<b>Total Quoted Amount Including GST</b>					
Rupees in words _____					
_____ Only Including GST.					

I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.  
I understand that you are not bound to accept any Bid you receive.  
I remain,

Yours faithfully,

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation of Signatory with Date and Seal: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

Collector and District Magistrate  
Jagatsinghpur