



ବ୍ୟାସନଗର ପୌରପାଳିକା, ବ୍ୟାସନଗର  
**OFFICE OF THE VYASANAGAR MUNICIPALITY**

VYASANAGAR, JAJPUR

Email\_Id:-vyasanagarmunicipality@gmail.com

WebSite:-vyasanagarmunicipality.in

LETTER NO.....565.....//DATE 3/02/2024

**REQUEST FOR PROPOSAL**

**SELECTION OF AGENCIES FOR MANAGING VARIOUS RELATED ACTIVITIES OF  
VYASASAROBAR MAHOSTAV- 2024**

1. The Executive Officer, being empowered by the vyanagar municipal council vide meeting on 29.12.2024 and committee meeting on 20.01.2024 invites RFP for selection of agency for tantage, Sand art and cottage allied works as suggestion decision of municipal council for for vyanasarobar festival for the year 2024 which will be held from dt. 20.02.2024 to dt. 01.03.2024 in sealed covers in conformity with detailed tender call notice to be eventually drawn up in prescribed Municipal form, from the intending registered Agencies having experience, expertise and financial standing, in similar nature of the works of the following assignments for smooth management of VYASA SAROBAR MAHOSTAV-2024. As per the scope and scheduled of work as spelt out in the RFP.
2. Bid documents consisting of selection criteria scope of work, and the set of terms and conditions of contracts and other necessary documents can be obtained from Municipality website i.e. [www.vyanagarmunicipality.in](http://www.vyanagarmunicipality.in) & District website i.e. [www.jajpur.nic.in](http://www.jajpur.nic.in) . The bid cost Rs.5,000/- (Rupees Five Thousand) & the EMD Rs.50,000/- (Rupees fifty Thousand) only in shape of Demand Draft of any scheduled Bank payable at Jajpur Road duly pledge in favour of "Executive Officer, Vyanagar Municipality". Must be submitted with the bid documents in the separate envelop.
- 3.

The copy of GST registration certificate & PAN must be accompanied with the RFP. So as to reach before the undersigned on or before **12.02.2024** up to 01:30 PM which shall be opened on the same day at 03:00 PM in the presence of bidders or their authorized representatives if any.

4. The undersigned reserves the right to accept/reject any part there of or all the bids without assigning any reason thereof.

For details can be seen and downloaded from in the district website i.e. [www.jajpur.nic.in](http://www.jajpur.nic.in) & [vyasanagarmunicipality.in](http://vyasanagarmunicipality.in)



Sl. No.	Name of Assignment	Agencies eligible to apply	Scope of Work	
1	2	3	4	
1	Selection of Event Management Agencies(EMA) managing of cultural Programmes, stage ,Tentage (stalls) erection of stage, Still photo, videography, drone, live telecast etc arrangements of sound systems, light decoration (provision of security personnel)printing items, back drop LED, plasma LED. TV, Chairs, tables, sofas etc & all other required items complete in all respect.	Bidder is expected to examine all the document prior to preparation and submission of bid.  The bidder is advice to visit the site assess the accessibility , and work involve, climate and other condition of the area etc before quoting the rates no claim shall be entertain later on any such account.  Failure to comply with the requirement the bi submission will be at bidders risk and shall be considered as non responsive	1	Arrangement, organizing & staging different cultural programmes etc as per DTCN
			2	Provision of security personnel for 11 days as per requirement etc as per DTCN.
			3	Erection of stalls, gates, LED light decoration, barricades supply of tables, chairs, sofas, power back up & erection dias with light, towers (light post) etc as per DTCN.
			4	Erection of modern stage, banner, back drop LED with lighting system, par-24 nos, LED par-24. Nos multicolor-15nos, scanner-4nos, smoke-4nos, sky décor-1no, follow light-1no, laser-2nos, JVL-300watt-6nos, base-4nos, line array -12nos, monitor box-4nos. , double bar- 4nos., tie phone-4nos.,codless phone- 4nos. small stand phone- 4nos., big stand phone-4nos., Yamaha 24 channel mixture machine supply of one 82 KVA silent DG set etc. as per DTCN.
			5	Photography, video coverage, live telecast of the events through local cable, supplying & fixing of CC cameras, multi high gain public announcement of the programmes of Vyasa Sarobar etc as per DTCN.
			6	Printing materials, supply of water bottles, flower Garlands & trophies & logistic arrangements for guests/ VIPs as per DTCN.

K  
03.02.24  
Executive Officer  
Vyasaganar Municipality

Memo No. 566 /Date 03/02/2024

Copy submitted to the Collector & District Magistrate, Jajpur / the Superintendent of Police, Jajpur, Panikoili/The Project Director, DUDA, Jajpur/Sub-Collector, Jajpur/ DIPRO, Jajpur/ Additional District Magistrate, Kalinganagar/ Executive Engineer, (R & B) Division, Panikoili /Tahasildar, Vyasaganar/Executive Engineer, TPNODL, Jajpur Road, M.D, F.C project, Jajpur Road/ Joint Labour Commissioner, Jajpur Road for information with a request to display the notice in their office notice board for wide publication.

K  
03.02.24  
Executive Officer  
Vyasaganar Municipality

Memo No. 567 /Date 03/02/2024

Copy to Office Notice Board for wide Publication.

K  
03.02.24  
Executive Officer  
Vyasaganar Municipality

Memo No. 568 /Date 03/02/2024

Copy submitted to the Director, I & P.R, Department, Govt. of Odisha, with a request for one day publication of this notice at least in two odiya & one English daily news papers in minimum size before 06.02.2024.

K  
03.02.24  
Executive Officer  
Vyasaganar Municipality

Memo No. 569 Date 03/02/2024

Copy forwarded to the DIO,NIC, Jajpur for information and necessary action. He is requested to upload the Tender Call Notice in the District Website for wide publication.

K  
03.02.24  
Executive Officer  
Vyasaganar Municipality

Name of the Work: **STAGE DECORATOR FOR VYASA MAHOSTAV-2024 OF VYASANAGAR MUNICIPALITY**

**SCHEDULE OF WORKS**

Sl. No.	Description of work	Unit	RATE quoted Including GST Figures agreed to by the Bidder	
			Rs.	P
			Figures	Words
1	Erection of temporary stage of size 50' x 40' made with all accessories, modern decoration including flex banner, LED wall for back drop with all fixing and fixtures including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge and dismantling the same after closing of the Mahostav.	1 For 11 days		
2	Lighting system, par-20 nos, LED par-20. Nos, multicolor-15nos, scanner-4nos. ,smoke-4nos. , sky décor-1no, follow light-1no, laser-2nos, stoke- 2nos., sharpy-15nos, stoke (jig jag), halogen lights, moving head lights, moving head beam , SGM follow spot sky tacker 2500w, paper fire, necessary colour filter and light stands adequate main cable and wires etc with all other such equipments required for the stage including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge and dismantling the same after closing of the Mahostav	1 For 11 days		
3	Fitting, fixing, testing and commissioning sound system , Horn-8nos, Digital box- JBL-300watt-6nos.,base-4nos, line array -12nos, monitor box-4nos. , double bar- 4nos., tie phone-4nos.,codless phone- 4nos. small stand phone- 4nos. ,big stand phone-4nos., Yamaha 24 channel mixture machine supply of etc. and all other required according to the stage programmes complete in all respect as per the direction of the Officer in Charge	1 For 11 days		
4	Providing, fitting, fixing, testing and commissioning 80KVA silent diesel Generator set for power back up to the Mela ground at least 4 to 5 hours day on hire basis including supply of POL & lubricants with all equipments and accessories required including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge and taking away the same after closing of the Mahostav.	1 For 11 days		
<b>Total:-</b>				
<b>Total in Words</b>				

Signature of the Bidder with seal

Name of the Work: **CULTURAL / MODERN PROGRAMMES FOR VYASA MAHOSHTAV-2024 OF VYASANAGAR MUNICIPALITY**

SCHEDULE OF WORKS				
Sl. No.	Description of work	Total Programme for 11 days	RATE quoted Inclusive GST and all other taxes as applicable	
			Figures	Words
1	Providing stage Female/male anchor having experience of conducting similar events of different organization including T.A	1 day		
2	Organizing & staging chorus by renounced lady Artists from Odisha(group).	1 day		
3	Organizing & staging Modern Melody party & comedy artists with renounced singers/ stars (Ollywood)	1 day		
4	Organizing and staging of Modern Dance by renounced Odia Artist by Cinema/ TV/Album stars etc(Group).	1 day		
5	Organizing and staging of "GHODA NACHA" by renounced Artists(Group)/ LOKANTUTYA BY STATE LEVEL renounced Artists.	1 day		
6	Organizing and staging of "PAIKA NACHA" by renounced Artists(Group) & LOCAL PROGRAMME.	1 day		
7	Organizing and staging of "GOTIPUA DANCE" by renounced Artists(Group).	1 day		
8	Organizing and staging of "BHAJAN SANDHYA" by popular artists (Group).	1 day		
9	Organizing and staging of Tribal Dance with song by renounced Artists(Group).	1 day		
10	Organizing and staging of Mayurbhanj "CHHOU NACHA" by popular artists (Group).	1 day		
11	Organizing and staging of Sambalpuri Dance by renounced artists (Group). And other item as desired by council may be added.	1 day		
	TOTAL			
Total in Words				

Signature of the Bidder with seal

**Name of the Work: STILL PHOTO & VIDEO COVERAGE AND LIVE TELECAST FOR VYASA MAHOSAV-2024 OF VYASANAGAR MUNICIPALITY**

**SCHEDULE OF WORKS**

Sl. No.	Description of work	Unit	RATE quoted Including GST Figures agreed to by the Bidder	
			Figures	Words
1	Providing and taking still photographs with a high resolution DIGITAL CAMERA and supplying the selected photographs in size of 6" x 4" including supplying the soft copy of the Photographs in a pendrive including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.(The agency shall deploy photographers to different venue site well before beginning of the events and should attend the authorities as and when called for)	Day per camera		
2	Full video coverage of the events with a high resolution DIGITAL VIDEO CAMERA, Drone camera and supplying the soft copy of the coverage in pendrive form including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.(The agency shall deploy the Videographer to different venue site well before beginning of the events and should attend the authorities as and when called for)	Day per camera		
3	Providing and supplying PLASMA TV with live connectivity for display of the events on hire basis in good and running condition with operator for live telecasting of the events at the venue site including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.	Day		
4	Providing, supplying, installing, testing and commissioning high resolution CC Cameras with one LED monitor of appropriate size on hire basis in good and running condition for live coverage of every nook and corner of the whole fair site including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge. (The agency shall deploy an operator in venue site well before beginning of the events for check of malfunctioning of the cameras.)	Per camera for 11 days		
5	Providing, supplying, installing, testing and commissioning live telecast of the events on City Cable, Jajpur Road including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.	For 11 days		
6	Providing daily Mike announcement on Vyasa Marathon and Vyasa Mahotsav throughout the Town and nearby villages with one announcer and vehicle with all accessories including hire and running charges of the vehicle with POL, loud speaker, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge. (Matter to be prepared in pendrive form in consultation with the Municipal authorities.)	Day		
7	Providing, supplying installing, testing and commissioning outdoor LED display LED screen 12' 8" sqft. labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge. (Matter to be prepared in pendrive form in consultation with the Municipal authorities.)	Day		
	TOTAL			
	Total in words			

**Signature of the Bidder with seal**

Name of the Work: **GENERAL ORDER SUPPLIER FOR VYASA MAHASTAV-2024 OF VYASANAGAR****MUNICIPALITY****SCHEDULE OF WORKS**

Sl. No.	Description of work	Unit	RATE quoted Including GST Figures agreed to by the Bidder	
			Figures	Words
1	Providing and supplying of logistics for VIPs and VVIPs (Snacks containing Fried & salted cashew nuts, Mixture, Biscuits , Bananas in VIP paper plate with tea, coffee and soft drinks ) etc complete in all respect including cost, conveyance to the venue site, labour and T& P required for the work etc complete in all respect	1 Pkt. complete		
2	Providing and supplying of Uttariya with printing matter of approved quality including cost, conveyance to the venue site, labour & T&P required for the work etc. complete in all respects, i) Uttariya Multi colour cotton cloth	1		
3	Providing and supplying following items of approved quality including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.			
	(i) Flower Garland (Marie gold ) including labour for decoration	1		
	(ii) Flower Bouquet (Medium) of approved quality	1		
	(iii) Flower Bouquet (special) of approved quality	1		
4	Providing ,supplying, fitting and fixing flower decoration to the stage using approved flowers ,design and description including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.	1		
5	Providing and supplying of logistics for Participants of Vyasa Marathon(Tiffin packets containing one apple of 190gms,two standard size banana's, one round bread 200 gms) etc complete in all respect including cost, conveyance to the venue site, labour and T& P required for the work etc complete in all respect	1 Pkt. complete		
6	Providing and supplying following items of approved quality including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge Mineral Water bottle 500ml (1 X 500ml X 24)	Per packet		
	Total:-			
<b>Total in Words</b>				

Signature of the Bidder with seal

Name of the Work: **MANPOWER SERVICE PROVIDER AGENCY FOR VYASA MAHOSTAV-2024 OF VYASANAGAR MUNICIPALITY**

## SCHEDULE OF WORKS

Sl. No.	Description of work	Unit	RATE quoted Including GST Figures agreed to by the Bidder	
			Figures	Words
1	Providing and supplying security personnel for 11 days(121 mandays).	1		
	TOTAL			
Total in Words				

Signature of the Bidder with seal

**Name of the Work: T-Shirt ,Cap, Shawl ,Trophy, for Vyasasarobar Marathon-2024 of Vyasagar Municipality**

SCHEDULE OF WORKS				
Sl. No.	Description of work	Unit	RATE quoted Including GST Figures agreed to by the Bidder	
			Figures	Words
1	Providing and supplying following items of approved quality including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.			
i	Free size T-Shirt of approved design, quality and colour with given logo (Logo to be prescribed)	1		
ii	Cap of approved design, quality and colour with given logo (Logo to be prescribed by the authority)	1		
iii	Shawl of approved design, quality and colour VIP woolen Shawl ,quality & color to be prescribed by the authority in the work order.	1		
2	Providing and supplying following types of Trophy with printing matter of approved quality including cost, conveyance, all applicable taxes, labour and T & P required for the work etc complete in all respect as per direction of the Officer in Charge.			
i	Big Size Trophy	1		
ii	Medium Size	1		
iii	Small Size	1		
	Total			
<b>Total in Words</b>				

Signature of the Bidder with seal

**Name of the Work: Printing Materials for Vyasasarobar Mahotsav-2024 of Vyasaganar  
Municipality**

**SCHEDULE OF WORKS**

Sl. No.	Description of work	Unit	RATE quoted Including GST Figures agreed to by the Bidder	
			Figures	Words
1	Invitation Card (Multicolored with Envelop) 90cmx30cm	1		
2	Merit Certificate (Plastic Coated) A4	1		
3	I- Card with Tie and Tape for officials and organizers	1		
4	Guest Batch, Multicolored with printing	1		
5	Good quality ball pen, plastic folder, Writing Pad (30cmx15 cm))	1		
6	Printing of Meeting Programme agenda	1		
7	Providing printing and supplying flex of approved design and matter (Matter to be supplied by the Municipality) including cost, conveyance, all applicable taxes, labour and T&P required for the work etc complete in all respect as per direction of the Officer in Charge	Per sqft		
8	Providing printing and supplying flex with MS frame of approved design and matter (Matter to be supplied by the Municipality) including cost, conveyance, all applicable taxes, labour and T&P required for the work etc complete in all respect as per direction of the Officer in Charge	Per sqft		
9	Providing printing and supplying sun board with vinyl of approved design and matter (Matter to be supplied by the Municipality) including cost, conveyance, all applicable taxes, labour and T&P required for the work etc complete in all respect as per direction of the Officer in Charge	Per sqft		
<b>TOTAL</b>				
<b>Total in Words</b>				

**Signature of the Bidder with seal**

Name of the Work: **TENT HOUSE DECORATOR AND GENERAL ORDER SUPPLIER FOR VYASA MAHOTSAV-2024 OF VYASANAGAR MUNICIPALITY**

SCHEDULE OF WORKS

Sl. No.	Description of work	Unit	RATE quoted Including GST Figures agreed to by the Bidder	
			Figures	Words
1	Providing and fixing of flat gate of size 25' x 18' X 3 made out of wood batten and bamboo with colour cloth decoration including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantling the same after closing of the Mahotsav.	1		
2	Providing and fixing of box gate of size 25' x 18' X 3 made out of wood batten and bamboo with colour cloth decoration including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantling the same after closing of the Mahotsav.	1		
3	Construction of temporary stalls of size 12' X 10' with three tier racks with bamboo and wood and covered with water proof tarpolin including light arrangement colour cloth decoration, two tables, two chairs, fascility for front coverage with supply of power to all stalls & office room including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantling the same after closing of the Mahotsav.	1		
4	Providing and supplying of good quality fibre chairs on hire basis to the mela ground for sitting arrangement for visitors and guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantling the same after closing of the Mahotsav.	1		
5	Providing and supplying of good quality sofa double sitter on hire basis to the mela ground for sitting arrangement for visitors and guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantling the same after closing of the Mahotsav.			
6	Providing and supplying of good quality VVIP chairs and dias table with clean cotton cover, two nos. podium on hire basis to the mela ground for sitting arrangement for visitors and guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantling the same after closing of the Mahotsav.	1		
7	Providing, supplying, fitting, fixing, testing and commissioning decorating lighting system with running lichi to road sides, temple mela ground from 6.00P.M to 6.00A.M with power back up on hire basis. guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantling the same after closing of the Mahotsav.	1		

	constructing cloth covered stalls of size 19' X 19' with provision of chairs, tables, water supply, wooden flat and light arrangement guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.				
9	Providing and erecting bamboo and wooden barricade of size 80' x 60' in front of the stage and colour mating guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.	1			
10	Providing rest shade for the police personnel/fire brigade constructing cloth covered shade with water proof tarpolin of size 20' X 19' with provision of chairs, wooden flooring water supply and light arrangement guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.	1			
11	Construction of light tower posts of size 19' X 4' with supply of power (generator) to all towers including different lights, halogen, white metal etc. guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.	1			
12	Construction of temporary office rooms of size 36' X 12' with wooden floor covered with water proof tarpolin including light arrangement cloth colour decorations, tables, chairs fascilities for window and door screen with supply of power guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.	1			
13	Providing and fixing main entrance Mahotsav gate of size 36' x 6' x 14' made out of wood batten and bamboo colour cloth decoration with vinyl sunboard cut outs guests including cost conveyance all applicable taxes labour and T&P required for the work etc. complete in all respect as per direction of the officer in charge and dismantaling the same after closing of the Mahotsav.	1			
	Total:-				
<b>Total in Figure:-</b>					

**Signature of the Bidder with seal**



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OFFICE OF THE VYASANAGAR MUNICIPALITY  
VYASANAGAR, JAJPUR  
Email\_Id:-vyasanagarmunicipality@gmail.com

## REQUEST FOR PROPOSAL

No.565 /Dtd.03/02/2024

Name of the work

: Selection of Event Management Agency(EMA) for organizing/ staging Cultural events for Vyasa Sarobar Mahostav- 2024 of Vyasaganar Municipality.

Submission of Bid Documents upto  
Date of opening of bid documents

: 12.02.2024 at 1.30 P.M.  
: 12.02.2024 at 3.00 P.M.

Cost of bid document  
(To be paid in shape of DD  
in favour of the Executive Officer,  
Vyasaganar Municipality, Jajpur Road to be  
drawn at Jajpur Road)

: Rs.5000(Five Thousand)

EMD to be deposited  
(To be paid in shape of DD  
in favour of the Executive Officer,  
Vyasaganar Municipality, Jajpur Road to be  
drawn at Jajpur Road)

: Rs. 50000(fifty Thousand)

Mode of Submission

: Registered Post/Speed Post/Courier Service/

  
Executive Officer  
Vyasaganar Municipality

**DETAILS OF INFORMATION / DOCUMENTS TO BE SUBMITTED**

1.	Name of bidding agency	
2.	Details of cost of bid documents (DD No./ date / amount / drawing Bank etc)	
3.	Details of Earnest Money Deposit (DD No / date / amount / drawing Bank etc)	
4.	Name of Proprietor /Partner/ Director	
5.	Full Address of Registered Office	
	(i) Telephone No / Mobile No	
	(ii) FAX No	
	(iii) E-Mail Address	
6.	Full address of Operating Branch Office if any /	
	(i) Telephone No / Mobile No	
	(ii) FAX No	
	(iii) E-Mail Address	
7.	Name & telephone Number / Mobile No of Authorized officer / person to liaise with	
8.	Registration No of the agency with name of authority	
9.	PAN No (Attach attested copy)	
10.	Aadhar No.(Proprietor/Partner)	
11.	GST No. (Attach attested copy)	
12.	Audited Financial statement of Last Three Years duly attested by the Chattered Accountant (Attach attested Copy)	
13.	Annual Financial turn over during the last three year ending 31st march of the previous finance years should be atleast Rs 20.00 Lakhs (Attach attested copy)	
14.	Give details of the major similar contracts handled by the bidding Agency during the last three years in the following format (Attach attested copies work order/contract agreement etc) (If the space provided is insufficient, a separate sheet may be attached)	

No	telephone & Fax no etc	Managed by the Agency	contract (Rs. Lacs)	From	To
1					
2					
3					
4					
5					
6					
7					

Signature of the Bidder with seal

1. I, \_\_\_\_\_ Son / Daughter / spouse of Shri / Smt  
\_\_\_\_\_ Proprietor/ Director/ authorized signatory of the Firm/ agency  
mentioned above, am competent to sign this declaration and execute this RFP document;
2. I/We have examined the Event Site and Scope of Work at of the Bidding Documents and do hereby  
confirm that all the terms and conditions contained in the Bidding Document are acceptable to us.
3. I/We have carefully read and understood all the terms and conditions of the RFP call notice and undertake to  
abide by them;
4. I/We am/are technically as well as financially sound enough to deliver the services to Vyasnanagar Municipality  
within the prescribed period.
5. I/We am/are well aware of the financial condition of Vyasnanagar Municipality and will have no objection for  
delay in payment.
6. I/We understand that in case of incomplete services  
rendered by me/us, extraneous conditions imposed by me/us, non-  
submission of required documents with bid documents, then my/our offer is liable for rejection.
7. In case of disobedience of instructions of the authorities, violation of any of the  
condition(s) stipulated in work order/Agreement, then my/our offer/agreement will be rejected/cancelled  
or rescinded and under such situation action as deemed fit will be taken against me/us with forfeiture  
of the E.M.D.
8. I/We undertake that I/We shall not claim any escalation of cost on account of increase in cost of labour/taxes  
or on any account in connection with the supply till completion of the Mahostav.
9. I/We undertake that my/our Bid shall be valid for a period of 60 days from the bid due date.
10. I/We undertake that if my/our Bid is accepted, I/we commit to extend my / our services in accordance with  
the Bidding Documents.
11. I/We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may  
receive.
12. I/We will have no objection in case of curtailment/ enhancement of any or most of the events  
mentioned in the schedule of works and I/We will not be entitled for any financial compensation  
for such curtailment. In case, any other events not covered in the schedule, which is/are found essential by  
the Municipal authorities or as the case may be, then I/We undertake to supply the same  
at mutually settled rates without any subsidiary claims.
13. The information / documents furnished along with the above application are true and authentic to the best of  
my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information /  
fabricated document would lead to rejection of my offer at any stage besides liabilities towards prosecution  
under appropriate laws.

**Signature of the Bidder with seal**

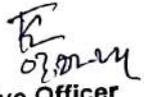
## GENERAL INSTRUCTIONS FOR BIDDERS

1. The bid document shall be downloaded from the District website [jajpur.nic.in](http://jajpur.nic.in) & [vyasanagarmunicipality.in](http://vyasanagarmunicipality.in).
2. Bids shall be opened at 3.00P.M on dated. 12.02.2024 in the office of the Executive Officer, Vyasaganar Municipality, Jajpur Road in presence of bidders who wish to attend. The technical Bid shall be evaluated first and then the Authority shall call upon the entire qualified bidder, who meets the qualification criteria.
3. Bid document can be submitted in the Office must accompany with Bid Cost Rs. 5000/- & EMD Rs. 50000/- of the bid amount in shape of demand draft from any nationalized bank duly pledged in favor of "The Executive Officer, Vyasaganar Municipality". Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be summarily rejected by the Authority.
4. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity or is unable to discharge any of his duties assigned for successful completion of the programme.
5. The EMD of successful bidder shall be retained towards making of the security for the performance. The EMD of unsuccessful bidders will be returned after completion of bidding process on application.
6. The Bidder should inspect the programme venue before submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
7. The Bidder can take suggestion from the officials concerned.
8. All the sealed cover must be super scribed "Selection of Agencies for managing various related activities for Vyasasarobar Mahotsav-2024".
9. No bidder will be permitted to furnish the RFP in their own manuscript papers. No letter should accompany the RFP.
10. All corrections made by the bidder including overwriting ,additions, alterations, erasures, obliteration and other discrepancies should be properly attested by the authorized signatory.
11. All RFPs received will remain valid for a period of 60 days from the date of issue of work order.
12. Every page of the Detailed RFP with required attachments should be signed by the bidder failing, which the RFP will be rejected.
13. The RFP containing extraneous conditions not covered by the RFP are liable for rejection.
14. The Authority reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received by the Authority, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of the Authority's action.
15. The Authority reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
16. No part of the contract shall be sublet without written permission of the Executive Officer or transfer is made by power of attorney authorizing others to receive payment on the bidders' behalf.
17. The requirement of personnel shown in the schedule of works are just tentative which may increase or decrease depending on actual requirement.
18. The bidder should quote the rates both in figures and in words in the appropriate columns for the work items in the schedule of work appended to this notice. If there is a difference between the rate quoted in figures and in words the rate quoted in words shall be taken as correct.
19. The rates quoted should be inclusive of all statutory taxes(GST),. No further claim in this regard will be acceptable to Vyasaganar Municipality. Deduction of taxes during payment will be made as per rules.
20. Payment to the EMA shall be made subject to availability of funds. No advance payment shall be made under any circumstances.
21. In case of any dispute, the decision of the Municipality is final and binding on the firm.
22. All disputes shall be under the jurisdiction of the court at Vyasaganar, Jajpur Road.
23. All documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found during the process or in a later stage, the EMD shall be forfeited besides blacklisting the bidder.
24. The successful bidder is required to execute an Agreement on a non-judicial stamp paper worth Rs.100.00 to be supplied by him, with the Municipality within 3 days from the date of receipt of the letter of acceptance.
25. The bidder will be bound by the details furnished by it to the VNM while submitting the bid or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.

seven days notice to the firm.

27. The VNM shall have the right to add, modify /delete/ any condition to/ from the agreement as and when necessary for smooth management of the work.
28. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

Signature of the Bidder with seal

  
Executive Officer  
Vyasagar Municipality