

RFP No: 455

Date: 27.12.2024



REQUEST FOR PROPOSAL (RFP)

FOR

**SELECTION OF AN EVENT MANAGEMENT AGENCY (EMA) FOR CONCEPTUALISING, CURATING
AND EXECUTING ZILLA MAHOTSAV-2025 AND PALLISHREE MELA AT JAJPUR DISTRICT**

Issuer:

Chief Development Officer-cum-Executive Officer,
Zilla Parishad, Jajpur,
Government of Odisha

Address for Communication & Submission of Documents

Chief Development Officer-cum-Executive Officer,
Zilla Parishad, Jajpur,
Zilla Parishad Office, Near Gandhi Chhak,
At-Jajpur Town, Po/Dist. - Jajpur
Tel: 06728-222054
Email: ori-djajpur@nic.in

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DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as 'tender') document provided to the Bidders, by the **Zilla Parishad, Jajpur** or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to implement the following assignment: **"Selection of an Event Management Agency (EMA) For Conceptualising, Curating and Executing Zilla Mahotsav-2025 and Pallishree Mela at Jajpur district"**. This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the Zilla Parishad, Jajpur, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this tender document and wherever necessary obtain independent advice from appropriate sources. Zilla Parishad, Jajpur their employees, and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the tender document.

Zilla Parishad, Jajpur may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this tender document.

DATA SHEET

| Sl. No. | Particulars | Details |
|---------|--|---|
| 1 | Name of the Client | Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur |
| 2 | Method of Selection | Quality cum Cost Based Selection (QCBS) (Two Cover System) |
| 3 | Date of Issue of Request for Proposal (RFP) | 27 th Dec 2024 |
| 4 | Proposal Due Date | 10 th Jan 2025 (by 03.00 PM) |
| 5 | Date of opening of Technical Proposal & Presentation | 10 th Jan 2025 (at 4.00 PM) |
| 6 | Date of opening of Financial Proposal | 10 th Jan 2025 (at 5.00 PM) |
| 7 | Letter of Award | To be intimated to the selected agency |
| 8 | Bid Processing Fee (Non-Refundable) | Rs.10,000/- (Rupees Ten Thousand only) remitted through Banker's Cheque/Demand Draft in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur" drawn in any scheduled commercial bank payable at "Jajpur" |
| 9 | Earnest Money Deposit (EMD) (Refundable) | Rs.1,00,000/- (Rupees One Lakh only) in shape of Banker's Cheque/Demand Draft (DD) in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur" drawn in any scheduled commercial bank payable at "Jajpur". |
| 10 | Performance Security | Rs.2,00,000/- (Rupees Two Lakh only) in shape of Banker's Cheque/Demand Draft (DD) in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur" drawn in any scheduled commercial bank payable at "Jajpur" |
| 11 | Contact Details | Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur, Zilla Parishad Office, Near Gandhi Chhak, At-Jajpur Town, Po/Dist. - Jajpur Tel: 06728-222054 Email: ori-djajpur@nic.in/dsmsjajpur@gmail.com |
| 12 | Mode of Submission | Speed Post / Registered Post/Hand Delivery |

Note:

1. The Client reserves the right to change any schedule. Please visit the website www.jajpur.odisha.gov.in regularly for the same.
2. Proposals must be submitted before the date, time, and venue mentioned in the Fact Sheet through Speed/Registered Post/Hand Delivery. Proposals that are received after the deadline will not be considered.
3. In case, it is not possible to open the financial proposals on the bid opening day, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

SECTION - 1

RFP No:

Date:

Letter of Invitation

Chief Development Officer-cum-Executive Officer,
Zilla Parishad, Jajpur

Address:

Zilla Parishad Office, Near Gandhi Chhak,
At-Jajpur Town, Po/Dist. - Jajpur
Tel: 06728-222054
Email: ori-djajpur@nic.in

Subject: Selection of an Event Management Agency (EMA) For Conceptualising, Curating and Executing Zilla Mahotsav-2025 and Pallishree Mela at Jajpur district.

1. Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur, Govt. of Odisha (The Client) invites sealed proposal from eligible bidders under the process for **"Selection of an Event Management Agency (EMA) For Conceptualising, Curating and Executing Zilla Mahotsav-2025 and Pallishree Mela at Jajpur district"**. More details on the proposed study are provided at **Section-3: Terms of Reference (ToR)** of this RFP Document.
2. The proposal completed in all respect as specified in the RFP Document must be accompanied by a non-refundable Bid Processing Fee of Rs.10,000/- (Rupees Ten Thousand only) in shape of demand draft in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur" drawn in any scheduled commercial bank payable at "Jajpur".
3. The proposal must be delivered at the specified address as per the Data Sheet by Speed post/ Registered Post/Hand Delivery only. The Client shall not be responsible for postal delay or any consequence. Submission of the proposal through any other mode will be rejected.
4. The last date and time for submission of the proposal complete in all respects is **10th Jan 2025** till 3:00 PM and the date of opening of the technical proposal is **10th Jan 2025** at 4:00 PM in the presence of the bidder/bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

5. This RFP includes the following sections:
- a. Letter of Invitation **[Section - 1]**
 - b. Information to the Bidder **[Section - 2]**
 - c. Terms of Reference **[Section - 3]**
 - d. Technical Proposal Submission Forms **[Section - 4]**
 - e. Financial Proposal Submission Forms **[Section - 5]**
 - f. Annexure-I [Bid Submission Checklist and any other relevant project related material needs to be provided]
6. While all information/data given in the RFP are accurate within the consideration of the scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

D.S.P. 27.12.2024
**Chief Development Officer-cum-
Executive Officer, Zilla Parishad,
Jajpur**

SECTION:2

1. Information to the Bidders (Pre-Qualification Criteria):

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce copies of the required supportive documents/information as part of their technical proposal, failing which the proposals will be rejected.

| Sl. No. | Basic Requirement | Specific Requirement | Documents Required |
|---------|--------------------|---|--|
| 1 | Legal Entity | Bidder/vendor should be an organization registered under: <ol style="list-style-type: none"> a. Companies Act 2013, b. Indian Partnership Act 1932, c. Limited Liability Partnership Act 2008, d. A sole proprietorship or sole trader registered under GST act 2017. | <ol style="list-style-type: none"> 1. Proof of the Certificate of incorporation/ Registration Certificate of the Agency/ Partnership Deed/ 2. Copy of the PAN Card, 3. Copy of the Goods and Services Tax Registration Certificate (in Form GST REG-06) |
| 2 | Operation | The Agency should have been in the business of providing Event Management Services nature to any Central/ State Government/ Public Sector Undertakings/ Reputed NGOs/ INGOs in operation for the past 5 (five) years as on 30.11.2024 and filed ITRs for the last three FYs (i.e., 2021-22, 2022-23 & 2023-24) | Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods |
| 3 | Financial Capacity | The Agency should have an average annual turnover from assignments in Event Management Services or similar services of Rs.5.00 Crore (Rupees Five Crore) for the last three FYs (i.e., 2021-22, 2022-23 & 2023-24) | Financial Details of the bidder (TECH- 3) along with copies of last three FY's Audited Financial Statement duly signed by a Chartered Accountant in practice |
| 4 | Blacklisting | The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies | Undertaking by the Authorized Signatory on the Letterhead of the agency (TECH-7) |

| | | | |
|---|-----------------------------|---|--|
| 5 | Experience | <p>The agency must have experience in successfully completion of similar works during last 5 years (from FY 2019-20 to 2023-24) either of the following:</p> <ol style="list-style-type: none"> 1. Three completed similar works/assignment (Event Management Works for National/ State/ District Level Events/Exhibitions) costing not less than the amount equal to Rs.50 Lakh (Rupees Fifty Lakh) each, OR 2. Two completed similar works/ assignment costing not less than the amount equal to Rs.75 Lakh (Rupees Seventy-Five Lakh) each, OR 3. One completed similar works/ assignment costing not less than the amount equal to Rs.1.00 Crore (Rupees One Crore). | <p>Copies of Relevant Work Orders/Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence should be provided as proof of exposure (TECH-5)</p> |
| 6 | Authorized Representative | <p>A Power of Attorney in the name of the person signing the proposal</p> | <p>Original Notarized Copy of the Power of Attorney on Rs.100 Non-Judicial Stamp Paper. (TECH-4)</p> |
| 7 | Cost of Tender paper | <p>The Agency should furnish a bid processing fee of Rs.10,000/- (Rupees Ten Thousand Only), in the form of Demand Draft drawn in favour of “Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur” payable at “Jajpur”</p> | <p>Original Instrument</p> |
| 8 | Earnest Money Deposit (EMD) | <p>The agency should furnish EMD of Rs.1,00,000/- (Rupees One Lakh Only) in the shape of Demand Draft drawn in favour of “Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur” payable at “Jajpur”</p> | <p>Original Instrument</p> |

2. Documents/Formats needs to be submitted for TECHNICAL PROPOSAL:

The bidder / vendor has to furnish the following documents duly signed in for their Technical Proposal:

- Filled in Bid Submission Check List (ANNEXURE-I) in Original.
- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration/Deed.
- Copy of PAN/TAN.
- Copy of Goods and Services Tax Identification Number (GSTIN) in Form GST REG-06.
- Copies of Audited financial statements by the CA for the last three financial Years FY 2021-22, 2022-23 & 2023-24.
- General Details of the Bidder (TECH – 2).
- Financial Details of the Bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
- List of completed project of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Day Wise Plan for Cultural Programme (TECH-6)
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency (TECH-7).

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed.

3. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.10,000/- (Rupees Ten Thousand Only)** Remitting as shown in the Data Sheet.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.1,00,000 (Rupees One Lakh Only)** remitting as shown in the Data Sheet.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract without interest thereon. The EMD of the successful bidder will be released without interest after the work order from **Zilla Parishad, Jajpur** upon submission of the performance security.

The EMD will be forfeited on account of the following reasons:

- Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.

- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to-
 - i. Provide any clarifications to the Client,
 - ii. Agrees to the decisions of the contract negotiation meeting,
 - iii. Sign the contract within the prescribed time period,
 - iv. Any other circumstance which holds the interest of the Client during the overall selection process.

5. Validity of the Proposal:

Proposals shall remain valid for a period of **120 (One Hundred Twenty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6. Preparation & Submission of Proposal:

7.1 Preparation of Proposal

You are requested to submit your proposal through **Speed Post/Registered Post/Hand Delivery** as per the information provided in the datasheet in Two Parts strictly using the formats enclosed herewith (refer Section: 2, 3 & 4 for Part-1 and refer Section:5 for Part-2) in Two separate covers. The two parts shall be:

**Part 1: Fee/ Pre-Qualification/ Technical Proposal and
Part 2: Financial Proposal.**

Bidder must submit **Hard Copy** of the Technical Proposals by **Registered Post / Speed Post/Hand Delivery** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay/ any consequence in receiving of the proposal.

7.2 The procedure for submission of the proposal is described below:

i) **Technical Proposal:**

The envelope containing Hard Copy of Technical Proposal along with the Bid Processing Fee and EMD shall be sealed and superscripted as “**Technical Proposal - <Proposed Project Name>**” and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal. **The Technical Bid shall not include any financial information related to the Price Bid. Technical Bid containing financial information related to the Price Bid shall be declared non-responsive.**

ii) **Financial Proposal:**

The envelope containing Hard Copy of Financial Proposal shall be sealed and superscripted as “**Financia Proposal - <Proposed Project Name>**” and to be furnished inside another envelope. The duly filled-in financial proposal submission forms, along with all the supportive documents and information have to be furnished as part of financial proposal.

- The Bidder shall quote his rates on prescribed format already provided in the RFP.

Further the bidder shall have to submit the filled in formats attached in **Section 5** in the second packet of Cover-2.

- The rate offered to remain fixed for the whole contract period or for the extended agreed period.
 - The financial proposal shall be inclusive all costs, direct or indirect, for successful delivery of the services defined in the ToR but exclusive of GST.
 - Bidder shall express the price of their services in the Local currency (Indian Rupees).
- iii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

Any deviation from the prescribed procedures/ information/ formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

7. Opening of the proposal:

- (i) Opening of Proposals will be done as per the schedule date and time.
- (ii) The **TECHNICAL PROPOSAL** received as mentioned in point no. **7.2 (i)** within the time mentioned in the data sheet will be opened in the initial stage by the Client in presence of the bidder's authorized representatives at the location, date and time specified in the Data Sheet.
- (iii) The Client will constitute a Tender Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- (iv) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- (v) The **FINANCIAL PROPOSAL** as mentioned in **7.2. (ii)**, only of the technically qualified bidders will be opened on the date mentioned in the data sheet after completion of technical evaluation stage.

8. Evaluation of Proposal:

A three-stage evaluation process will be conducted as explained below for evaluation of the proposals:

PRELIMINARY EVALUATION (1st Stage): Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- Filled in Bid Submission Check List in Original (Annexure-I)

- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) (If applicable)
- Copies of Financial Statements for the last three financial years (FY 2020-21, 2021-22 & 2022-23)
- General Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed and certified as per the instruction
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts/work orders/completion certificate from previous Clients
- Day Wise Plan for Cultural Programme (TECH-6)
- Declaration for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency (TECH-7).

*** Bids not complying to any of the above requirement, will be outrightly rejected at the discretion of the Client's authority.**

TECHNICAL EVALUATION (2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals:

| Sl. No. | Evaluation Criteria | | Max. Score |
|---------|---|--|------------|
| 1 | <p>The Agency should have been in the business of providing Event Management Services nature to any Central/ State Government/ Public Sector Undertakings/ Reputed NGOs/ INGOs in operation for the past 5 (five) years as on 30.11.2024: 10 Marks</p> <ul style="list-style-type: none"> • More than 5 years but less than 10 years: 15 marks • More than 10 years: 20 Marks (Maximum up to 20 Marks) | | 20 |
| 2 | The agency must have experience in successfully | | 20 |

| | | | |
|--------------------------------|---|--|------------|
| | <p>completion of similar works during last 5 years (from FY 2019-20 to 2023-24) either of the following:</p> <ul style="list-style-type: none"> • Three completed similar works/ assignment (Event Management Works for National/ State/ District Level Events/Exhibitions) costing not less than the amount equal to Rs.50 Lakh (Rupees Fifty Lakh) each, or • Two completed similar works/ assignment costing not less than the amount equal to Rs.75 Lakh (Rupees Seventy-Five Lakh) each, or • One completed similar works/assignment costing not less than the amount equal to Rs.1.00 Crore (Rupees One Crore) | | |
| 3 | <p>The Firm/Agency having audited Annual Average Turnover of Rs.5.00 Crore (Rupees Five Crore) more, in the last three financial years (i.e. 2021-22, 2022-23 and 2023-24): 10 Marks</p> <ul style="list-style-type: none"> • Each additional Rs.1.00 Crore average turnover: 2 Mark (Maximum up to 20 Marks) | | 20 |
| 4 | <p>Technical Presentation</p> <ol style="list-style-type: none"> a. Best 1 (one) event from past experience: (10 Marks), b. Advertisement & Publicity Plan: (10 Marks) c. Innovation & Creativity for this event (10 Marks) & d. Type of Instruments & Equipment to be used this event (10 Marks) | | 40 |
| Total Marks (1+2+3+4+5) | | | 100 |

*** Only bidders who secure above 70% marks in the technical evaluation will be considered for further evaluation.**

FINANCIAL EVALUATION (3rd Stage):

Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain a minimum 70% marks in Technical Evaluation) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Evaluation Process:

QCBS method will be followed during the overall selection process. The financial bids of

technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows: $Sf = 100 \times Fm/F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

$$T = 70, \text{ and}$$

$$P = 30$$

Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:

$$S = St \times T\% + Sf \times P\%$$

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses.

9. Performance Security:

The successful bidder shall submit Performance Security of **Rs.2,00,000/- (Rupees Two Lakh only)** in shape of demand draft in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur" drawn in any scheduled commercial bank payable at "Jajpur". The performance Security of the successful bidder shall be refunded after completion of the entire process.

10. Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed, if any and availability of proposed professionals etc.

11. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing a work order for and promptly notifying all other bidders about the result of the selection process. *Sub-contracting / outsourcing of any form shall not be allowed for any activities under this RFP.*

12. Conflict of Interest:

Conflict of interest exists in the event of:

- Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
- Consultants, agencies or institutions (individuals or organizations) who have a

- businessor family relation with the Client directly or indirectly; and
- Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

13. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

14. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

15. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

16. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

17. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of District Session Court, Jajpur only.

18. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the performance security amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

19. Confidentiality:

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

20. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through website www.jajpur.odisha.gov.in. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

21. Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/selection/evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

22. Copyright, Patents and Other Proprietary Rights:

Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur, Odisha, shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

23. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the

agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

24. Settlement of Disputes:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Jajpur, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. **Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur**, Government of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

25. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices
- Proposal is received in incomplete form; Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite documents/information A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer and if the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices & any other condition/situation which holds the paramount interest of the Client during the overall section process.

SECTION – 3

Terms of Reference (ToR)

Jajpur District is well known for its rich heritage, cultural tradition dating back to ancient times. In order to celebrate this heritage, District Administration, Jajpur organizes the cultural festival namely Zilla Mahotsav and Pallishree Mela every year. Following this tradition, District Administration, Jajpur has decided to organize “Zilla Mahotsav-2025 and Pallishree Mela” from **Dt.30.01.2025 to Dt.03.02.2025** at Administrative Ground (near Prashaasanika Bhavan) at Jajpur. with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste and preferences of the urban consumers.

Objective:

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for rural entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. The overall objective of the mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

The Event Management Agency Should Provide the Following Services

| Sl. No. | Work to be done | Particulars | Remarks |
|----------------|--|--|--|
| A | Infrastructure, Tentage & Allied works | <ol style="list-style-type: none">1. Installation of temporary stalls as per specifications for Pallishree mela.2. Main stage along with green room & front sitting arrangement.3. Coordination Cell4. VIP Lounge5. Artist Lounge6. LED Screen (Large) for Backdrop7. LED Screen (Small) for live streaming8. Backdrop (thematic)9. Aluminum truss for stage10. Barricading for sitting areas11. Thematic main entrance gate12. Entrance gate no. 2 (Box Big Size)13. Flex printing and mounting14. VIP Sofa15. Banquet Chair16. Modular Chair17. Help desk18. Live Demonstration Points19. Snacks for participants20. Temporary toilets21. Other works as per requirement by the Mela In-charge | Detail work plan & design are to be presented during the technical presentation. |

| | | | |
|---|--|---|---|
| B | Advertisement & Publicity | 1. Hoarding inside city 2. Kiosk on polls 3. Temporary Hoarding 4. Auto Announcement 5. Other works as per requirement by the Mela In-charge | Detail work plan is to be presented during the technical presentation. |
| C | Documentation | Providing Photography, Videography, Drones, CC camera & TV, LED TV during the event with deployment of professionals with HD recording & graphics editing | Type of Camera to be used, should be presented during technical Presentation. |
| D | Security Services | Providing private security services at Mela Venue & Accommodation place of the participants during the event | |
| E | Light & Sound | Light & sound of the stage, Mela Stalls as per the requirement of the event. | |
| F | Power & Electricity | Genset with fuel for stage and other stall area (with minimum 8 hours backup for the stage & light area) | |
| G | Manpower Support | Provisioning of sufficient manpower for day-to-day refreshment of the guests and officials in coordination cell and VIP lounge, other technical requirements | |
| H | Sanitation & Water supply | 1. Cleaning of mela ground, accommodation places, coordination cell & VIP lounge, toilets twice daily using disinfectant materials 2. Provision of drinking water in the mela ground by installing of 4 nos. of water tanks of 1000 ltr. capacity with refilling provisions twice daily. | |
| I | Conceptualization of Cultural Programmes | Deployment of cultural troops and anchors with discussions with Mela in-charge | |
| J | Fireworks on Inaugural and Closing day | Fireworks of good quality for a spectacular show on Inaugural and Closing day | |
| K | Fooding | Arrangement of food (for 500 people during event days) | |

Details of the items wise work to be provided:

A. Infrastructure, Tentage & Allied Works

1. Erection of stall:

Stalls will be erected as per the requirement. The tender will quote their lowest possible price separately for each category. The details of specifications are given below:

| SI No. | Particulars | Stall specification |
|--------|-------------|---------------------|
|--------|-------------|---------------------|

| | | |
|----|----------------------------------|---|
| 1 | Structure | Bamboo & Cloth structure, size of each stall-10'x10'-300 with tarpaulin proof roofing in addition to 2' front outside rain protection |
| 2 | Ceiling & Wall | Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I Sheets (22 Gage corrugated sheet). The G.I sheets shall be fixed horizontally supported with wooden bellies. (All new White cotton clothes to be used). |
| 3 | Racks | Three tire racks, the shelf of the racks will be of size 1'6"x10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods. |
| 4 | Flooring | Wooden plank platform of 1' height & full floor synthetic matting. |
| 5 | Fascia | A wooden batten frame for Running Fascia will be erected. The frame will have 4' height. The fascia will be covered with flex (New design will be provided by the mela in charge). A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame. |
| 6 | Furniture | Front counter table in wooden batten and planks/ steel table and wrapped with new white cotton cloth. Plastic moulded chair with handle -2 nos. |
| 7 | Electric Fittings | T5 Light-3 no, (2 2 number light should be connected with generator) & 1 on/off switch for use in night time after closing, Ceiling Fan-1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug point with on/off switch. |
| 8 | Separate zones for similar group | All 300 nos. stalls should be erected in five zones, namely a. ORMAS Stalls (Zone -I: 100 nos.) b. Handloom & Handicraft Stalls (Zone -II: 50 nos.) c. Govt. Dept. Stalls (Zone -III: 50 nos.) d. Food Stalls (Zone -IV: 50 nos.) e. Other Business Stalls (Zone -V: 50 nos.) |
| 9 | Numbering of Stall | All stalls should be numbered with stencil and paint. |
| 10 | Closures | Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder. |

2. Main Stage & Front Sitting Arrangements

One open stage shall be erected and decorated in the exhibition ground for meeting/evening cultural shows during the exhibition. The bidder has to be quoted as a package against the detail specifications given below:

| | |
|-----------|--|
| Structure | Iron fabricated structure 60X40" size & height from ground surface 5' with plywood floor of 19 mm & thickness ply with four side grids. |
| Flooring | The entire floor of the stage shall be covered with the new synthetic carpet off in equality. |
| Back Drop | Artistic 3D structured stage and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect. LED back ground of minimum size 500 sqft |

| | |
|-----------------------------|---|
| | Back drop thematic for 60 ft stage |
| Lettering | Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name mentioned and fixed properly attached of the back drop. |
| Side Wings | 6 no. of side wings with a size of (9'X4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage. |
| Step | Fabricated step will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same & unitex carpets. |
| Barricading | 3' height fabricated barricade will be made around the stage for the entry of VIPs. |
| Furniture | 20 no. of VVIP Sofa with, Teapoy, Table Cloth, 20 no. good quality borosil glasses with covers, Plastic name plates- 20 no., 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'. 6" height) with inaugural materials etc. will be provided on the meeting days. |
| Light | <ol style="list-style-type: none"> 1. Parcan 64/60- 40 nos. 2. LED palco- 100 nos. 3. White blinder- 4 nos. 4. Colour Blinder-2 nos. 5. Back drop LED par- 40 nos. 6. Sharp-60 nos. 7. Smoke, stove, lager, and other stage light as per requirements |
| Sound | <ol style="list-style-type: none"> 1. JBL vertech Series & Lineary 8 pair 2. JBL vertech Double Bass 10 nos. 3. Stage monitor & Stage Gear (as per specification of artists) 4. Other required thing as per requirement. |
| Overall Supervision | Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of cultural events on all the cultural nights are the complete responsibility of the vendor. |
| Antifire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for construction off stage, should be treated with fire repellent chemical. |
| Green Room | Separate green room for male & female participants, equipped with mirror, table, toilet, mobile charging points, induction point and other basic facilities |

Sitting Arrangement in Front of the Stage: The minimum distance of 15 feet from Stage to auditorium will be maintained. Specifications are as follows:

| | |
|-------------|---|
| Chair | 2000 no. of plastic moulded chairs, 500 no. of Banquate Chairs with a white cover, 20 no. of VVIP Sofa with 10 numbers teapoys with white cover |
| Barricading | Three feet (3') height iron barricade will be made in the four sides of audience sitting area. |
| Matting | Green net matting in sitting area. |

3. Coordination Cell & VIP Lounge:

A Coordination Cell & VIP Lounge will be erected- **ONLY NEW COTTON CLOTHES SHOULD**

BE USED. The bidder has to quote as a package against the detail specifications given below:

| Sl No. | Particulars | Work Specifications |
|---------------|--------------------|---|
| | Design | Ratnagiri & Udayagiri/Biraja Temple (Design to be provided during erection) |
| A | Structure | Bamboo Balha with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure should be Replica of yangyan house design. The structure should be treated with Anti fire chemical Treatment. |
| B | Size | 24'X16' |
| C | Ceiling & Wall | Ceiling of Coordination cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/ partitions. |
| D | Counter | One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter. |
| E | Flooring | Wooden plank platform of 1' height & fun Floor synthetic Matting. |
| F | Furniture | Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes -3 no., 10 no. of revolving cushion chairs, 2 sets of steel sofa set for VVIPs (for 12 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 20 no of plastic moulded chairs, one steel almirah with key, two steel tables for pantry room & two standard table for computer operation. |
| G | Electric Fittings | Tube Light - 20 no., Ceiling Fan -8 no., 4 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with an on/off switch in each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector, 4 nos. of tower AC with requisite Materials. Other decorative light like hanging chandelier (jhaada) etc. |
| H | Sound System | One audio DVD/CD player and one microphone with amplifier for public announcement. The System speakers be fitted in such a manner that the announcement should cover to entire ground. |
| I | Closures | Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for Closures night closing. |
| J | Flower Decoration | Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live Flower pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Odia). |

4. Gates: Entry & Exit

The bidder shall submit the lowest possible rate for the gate with following specification.

| Sl No. | Particulars | Work Specifications |
|--------|-------------|--|
| 1 | Structure | Bamboo Structure, Wooden Batten framing, box type structure. |
| 2 | Size | Pillars height will be of 16` to 20" with 20' cleared width between the pillars, length 25' and width of pillar will be 4' all around. |
| 3 | Covering | Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design. |

5. Ground Electrification

The below mentioned items are taken as a PACKAGE which shall be supplied by the bidder. The quantities of the items are statutory / fixed in the package. The Package includes the below mentioned items and concealed wiring to all lights and sound equipment.

- i. Main Switch Board/ Panel Board up to 250 KW electric load with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound.
- iii. 40 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 20 no. of Halogen Light (1000 watt) along with wiring/ fitting poles
- v. 20 no. of white Halogen light along with wiring/ fitting poles.
- vi. 05 no of tower should be fitted to fix the light.
- vii. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.

6. Miscellaneous Items:

Besides works from items mentioned earlier, the following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

| Sl. No. | Items | Tentative Qty. required |
|---------|-----------------------------------|-------------------------|
| 1 | Net Carpeting | 1,50,000 sq. ft. |
| 2 | Dustbin- 3 ft height | 40 pcs. |
| 3 | Flex printing with batten farming | 5000 Sq. ft. |
| 4 | Fire Extinguisher | 10 os. |

B. Advertising & Publicity Works

The detail works to be done is given hereunder:

| Sl. No. | Specifications | Quantity (Pcs. / Package) |
|---------|---------------------------|---------------------------|
| 1 | Hoardings inside the City | 20 |

| | | |
|---|--|----------|
| 2 | Kiosk on polls | 200 |
| 3 | Road standee- (3ft X6ft each) (design will be provided by the mela incharge) | 200 pcs. |
| 4 | Auto rickshaw branding through sticking of 3X2ft size of Eco-solvent flex on backside of Auto (design will be provided by Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur) | 2 pcs. |

C. Documentation – Photography, Videography, CC TV, LED:

Documentation of the Jajpur-2025 will have also to be done by the Event Management Agency.

Still Photography:

1. A good full frame DSLR Camera for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.
2. The still photographs (maximum of 100 pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc 2 sets of still photos in mat finishing paper of 4” * 6” size in an album with digital copy should be submitted in Zilla Parishad, Jajpur office within 10 days of the completion of the event.
3. State/ District wise photography along with success stories, interaction with visitor/ sellers etc.

Videography:

1. The entire event will be video documented in Digital High-Definition Video (HDV) Camera.
2. A small documentary film/ movie of each mela with minimum 10 minutes duration should be made. The documentation to cover; like; inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, interaction with customers/ sellers/ officials, Cultural events, live demonstration Success stories, etc. This should be done with video editing, applying special effects, music voice over and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer.
3. State/ District wise videography along with success stories, interaction with visitor/ sellers etc.
4. Necessary actions should be taken during final post production and final preview of the documentary in consultation with Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jajpur /concerned district officials.

5. The documentary film of each mela should be submitted in Zilla Parishad, Jajpur office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

CCTV: Thirty (30) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitor/ Participants. The cable to be laid for the CCTV installation in the Mela ground and one CCTV operator Call Notice has to be remain present during the Mela Period. The numbers may vary depending on the requirement and decision of the mela authority.

LED Display: Four Led display has to be setup in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.

B. Security Services:

All security Guards provide by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak Odia.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

Tentative Requirement of Security Personnel in per event

| | |
|---------------------------|--|
| Security Guard with Lathi | - (1 st shift – 10, 2 nd shift-25, 3 rd shift-10) |
| Supervisor | - 1 per shift |

Security personnel will be deputed at Mela ground and Accommodation places of Jajpur Mahotsav-2025 participants on shift basis, as per the requirement and direction of Mela Management Team.

C. Manpower Support

Provisioning of sufficient manpower for day-to-day refreshment of the guests and officials in coordination cell, Artist & VIP lounge during Jajpur Mahotsav-2025 at Administrative Ground (near Prashaasanik Bhavan).

D. Sanitation & Water Supply

Cleaning of mela ground, accommodation places, Coordination cell & VIP lounge, toilets twice daily using disinfectant materials. Provision to be made of drinking water in the mela ground installing of 4 nos. of 1000 liter capacity with refilling facility twice daily.

E. Conceptualization of Cultural Programmes:

The Agency shall conceptualize and organize the Cultural programmes by Deployment of cultural troops and anchors with discussions with Mela in-charge.

F. Fireworks on Inaugural and Closing day:

The Agency shall arrange fireworks of good quality for a spectacular show both on Inaugural and Closing day with keeping in safety measures.

G. Fooding:

The Agency shall arrange fooding for 500 people/day during the event period with discussions with Mela in-charge.

SECTION - 4
Technical Proposal Submission Forms

TECH -1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

**The Chief Development Officer-cum-Executive Officer,
Zilla Parishad, Jajpur,
Odisha-755001**

Subject: Selection of an Event Management Agency (EMA) For Conceptualising, Curating and Executing Zilla Mahotsav-2025 and Pallishree Mela at Jajpur district

Dear Madam/Sir,

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No. _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH -2

Bidder's Organization (General Details)

| Sl. No. | Description | Full Details |
|----------------|--|---------------------|
| 1 | Name of the Bidder / Vendor | |
| 2 | Address for communication: Tel: Fax: Email Id: | |
| 3 | Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id: | |
| 4 | Registration / Incorporation Details Registration No: Date & Year. : | |
| 5 | Local office in Odisha If yes, please furnish contact details | Yes / No |
| 6 | Bid Processing Fee Details Amount: DD / No.: Date: Name of the Bank: | |
| 7 | EMD Details Amount: TDR/FD/Postal Deposit No.: Date: Name of the Bank: | |
| 8 | PAN Number | |
| 9 | Goods and Services Tax Identification Number (GSTIN) | |
| 10 | ISO/ISI number | |
| 11 | Willing to carry out project as per the scope of work of the RFP | YES |
| 12 | Willing to accept all the terms and conditions as specified in the RFP | YES |

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 3

Bidder Organization (Financial Details)

| Financial Information in INR | | | | |
|---|---------|---------|---------|---------|
| Details | FY_____ | FY_____ | FY_____ | Average |
| Turnover (in Rs.) | | | | |
| <p>Supporting Documents:</p> <p>Audited certified financial statements for the last <Nos> FYs (to be decided accordingly) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly sealed and certified by a Chartered Accountant (CA) in practice and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p> | | | | |

Signature and Seal of the Company Auditor with Date

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)

I, _____, the _____ (Designation) of (Name of the Organisation) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organisation>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>, <year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney: _____

Address of the Bidder: _____

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of <Nos> completed/ongoing project only of similar nature during last 5 years)**

| Sl. No. | Period | Name of the Assignment with details thereof | Name of Client with Complete Address | Contract Value & Duration in months | Date of Award/ Commencement of Assignment | Date of Award/ Commencement of Assignment | Remarks if any |
|----------------|---------------|--|---|--|--|--|-----------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |

Note:

Bidders are requested to submit the list of assignments in the last 5 years as per above prescribed format only. Information not confirming to the above format will be treated as non-responsive. Copies of the work order/Contract document/Completion Certificate from the previous clients need to be furnished along with the above information. Bidders are requested to attach at least five vest photographs of their creativity from each assignment.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 6

Day Wise Plan for Cultural Programme

| Day-1 (Date.....) day | | | | |
|-------------------------------------|---|----------------------------|--|-------------------------------|
| <i>Type of item to be performed</i> | <i>Timing of performance (6 PM onwards)</i> | <i>Preference of Items</i> | <i>Number of Item (Group & Solo)</i> | <i>Total Troup to perform</i> |
| 1. Classical Dance | | | | |
| 2. Folk Dance | | | | |
| 3. Modern Dance | | | | |
| 4. Contemporary Dance | | | | |
| 5. Marquee event* | | | | |
| Day-2 (Date.....) day | | | | |
| <i>Type of item to be performed</i> | <i>Timing of performance (6 PM onwards)</i> | <i>Preference of Items</i> | <i>Number of Item (Group & Solo)</i> | <i>Total Troup to perform</i> |
| 1. Classical Dance | | | | |
| 2. Folk Dance | | | | |
| 3. Modern Dance | | | | |
| 4. Contemporary Dance | | | | |
| 5. Marquee event* | | | | |
| Day-3 (Date.....)day | | | | |
| <i>Type of item to be performed</i> | <i>Timing of performance (6 PM onwards)</i> | <i>Preference of Items</i> | <i>Number of Item (Group & Solo)</i> | <i>Total Troup to perform</i> |
| 1. Classical Dance | | | | |
| 2. Folk Dance | | | | |
| 3. Modern Dance | | | | |
| 4. Contemporary Dance | | | | |
| 5. Marquee event* | | | | |
| Day-4 (Date.....) day | | | | |
| <i>Type of item to be performed</i> | <i>Timing of performance (6 PM onwards)</i> | <i>Preference of Items</i> | <i>Number of Item (Group & Solo)</i> | <i>Total Troup to perform</i> |
| 1. Classical Dance | | | | |
| 2. Folk Dance | | | | |
| 3. Modern Dance | | | | |

| | | | | |
|-------------------------------------|---|----------------------------|--|-------------------------------|
| 4. Contemporary Dance | | | | |
| 5. Marquee event* | | | | |
| Day-5 (Date.....) day | | | | |
| <i>Type of item to be performed</i> | <i>Timing of performance (6 PM onwards)</i> | <i>Preference of Items</i> | <i>Number of Item (Group & Solo)</i> | <i>Total Troup to perform</i> |
| 1. Classical Dance | | | | |
| 2. Folk Dance | | | | |
| 3. Modern Dance | | | | |
| 4. Contemporary Dance | | | | |
| 5. Marquee event* | | | | |

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH - 7

FORMAT FOR AFFIDAVIT CERTIFYING THAT THE BIDDER IS NOT BLACKLISTED

(ON BIDDER' S LETTER HEAD)

M/s. _____, (Name of the Bidder and address of the Registered Office) hereby certify and confirm that we aor any of our promoter/s/Chief Executive Officers/ Directors/ Managers are not barred or blacklisted by any Government/Government instrumentalities or any public sector undertakings in India or any other jurisdiction to which we or our affiliates belong or in which we or our affiliates conduct business, from participating in any project or being awarded any contract , either individually or as a member of a consortium and no such bar or blacklisting subsists as on the proposal due date.

We further confirm that, we are aware our interest for empanelment on Event Management work of **Zilla Mahotsav-2025 and Pallishree Mela at Jajpur district** would be liable for rejection in case any material misrepresentation is made or discovered with regards to the requirements of this RFP at any stage of selection and/or thereafter during the date of the contract.

Dated this day of, 2024

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

Section 5: Financial Forms

FIN 1: Covering Letter (Financial Bid)

(On Bidder's Letter Head)

[Location, Date]

To,

**The Chief Development Officer-cum-Executive Officer,
Zilla Parishad, Jajpur,
Odisha-755001**

Sub: Submission of Financial Bid

Dear Madam/Sir,

We, the undersigned, offer to provide services for the assignment '**Selection of an Event Management Agency (EMA) For Conceptualising, Curating and Executing Zilla Mahotsav-2025 and Pallishree Mela at Jajpur district**' in accordance with your Request for Proposal (RFP) dated _____ and our Technical Proposal.

I, the undersigned, offer to provide the complete setup of services for [Insert title of project] in accordance with your Request for Proposal No..... Dated..... Our attached Financial Proposal is for the sum of Rs..... [Insert amount(s) in words and figures*].

The above quoted amount is exclusive 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.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <Nos.> days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Name of the Agency with full Address: _____

*Amount must match with the one indicated in Fin-2.

FIN 2: Summary of Financial Proposal
(on Bidders Letterhead)
(To be sealed, signed and stamped in separate envelope)

Name of the Bidder: _____

| Sl. No. | Item | Unit of Measurement (UoM) | Rate per UoM (Unit/ Sq. Ft.) | Quantity (Pcs/ Packages) | Total Amount Excluding GST (In Rs.) |
|----------|--|---------------------------|------------------------------|--------------------------|-------------------------------------|
| A | Infrastructure Tentage and Allies works | | | | |
| 1 | Stalls | 10ft x 10ft | | 300 | |
| 2 | Main Programme Stage (5ft Height) | 60ft x 40ft | | 5 Days | |
| 3 | Backdrop (Thematic) | For 60ft Stage | | 1 Package | |
| 4 | Aluminum Truss for Stage | 60ft x 80ft | | 1 Package | |
| 5 | LED for Backdrop (500 sqft) | 1 No. | | 5 Days | |
| 6 | LED for live streaming (12 x8) | 4 Nos. | | | |
| 7 | Barricading for Seating Area | Iron (Mojo Barricade) | | 5 Days | |
| 8 | Thematic Main Entrance Gate | As per design | | 1 Package | |
| 9 | Entrance Gate No. 2 | Box Platform (Big) | | 1 Package | |
| 10 | Flex Printing & Mounting | Flex with Iron Frame | | 1000 sqft | |
| 11 | Green Room | 16ft x 16ft Pagoda | | 10 Nos. | |
| 12 | VIP Sofa | 20 Nos | | 5 Days | |
| 13 | Banquate Chair | 500 Nos. | | 5 Days | |
| 14 | Modular Chair | 2000 Nos. | | 5 Days | |
| 15 | Coordination Cell | 32ft x 32ft | | 1 Package | |
| 17 | Flower Decoration | | | 5 Packages | |
| 18 | Security arrangement | | | | |
| | | | | | |
| B | Power | | | | |
| 1 | Genset with fuel (for stage) | 125 kva 3 Nos. | | 5 Days | |
| 2 | Genset with fuel (for stall area) | 125 kva 3 Nos. | | 5 Days | |
| | | | | | |
| C | Light and Sound | | | | |
| 1 | Stage Sound | As per requirement | | 5 Days | |
| 2 | Stage Lights | As per requirement | | 5 Days | |
| 3 | Ambiance Lighting | | | 5 Days | |

| | | | | | |
|------------------------------|--|-------------|--|-----------|--|
| | | | | | |
| D | Documentation | | | | |
| 1 | Photography | | | 1 Package | |
| 2 | Videography | | | 1 Package | |
| 3 | Drone Camera | | | 1 Package | |
| 4 | CCTV Camera | | | 1 Package | |
| | | | | | |
| E | Branding for the Event | | | | |
| 1 | Hoarding Inside City | 10ft x 20ft | | 20 Pcs. | |
| 2 | Kiosk on Polls | 3ft x 4ft | | 200 Pcs. | |
| 3 | Temporary Hoardings | 10ft x 10ft | | 200 Pcs. | |
| 4 | Auto Announcements | | | | |
| | | | | | |
| F | Cost for deployment of Artists (For 5 Days) | | | | |
| 1 | Day-1 | | | | |
| 2 | Day-2 | | | | |
| 3 | Day-3 | | | | |
| 4 | Day-4 | | | | |
| 5 | Day-5 | | | | |
| | | | | | |
| G | Cost for deployment of Anchors (For 5 Days) | | | | |
| | Male-1 No. | | | | |
| | Female-1 No. | | | | |
| | | | | | |
| H | Arrangement of Fireworks | | | | |
| | On Inaugural Day | | | | |
| | On Closing Day | | | | |
| | | | | | |
| I | Arrangement of Food | | | | |
| | | | | | |
| | Total Quoted Amount (Excluding GST) | | | | |
| | Add: GST (CGST + SGST) @18% | | | | |
| | Grand Total Quoted Amount (Excluding GST) | | | | |
| Rupees in Words _____ | | | | | |
| _____ Only Including GST | | | | | |

Note:

The quoted rate shall be inclusive of salary, wages, TA/DA, logistic, etc. of the personnel, material and equipment deployed for the assignment by the agency / bidder. We fully accept the proposed cost with reference to the RFP. The proposed cost shall be binding upon us subject to the modification resulting from contract negotiations, if any, up to expiry of the validity period of the proposal. GST shall be paid extra as applicable from time to time.

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

ANNEXURE-I
BID SUBMISSION CHECKLIST

| Sl. No | Description | Submitted (Yes/No) | Page No. |
|---|--|-----------------------|-------------|
| TECHNICAL PROPOSAL (ORIGINAL + 1 COPY) | | | |
| 1 | Filled in Bid Submission Check List (ANNEXURE I) | | |
| 2 | Covering Letter (TECH - 1) | | |
| 3 | Bid Processing Fee of Rs..... /- in form of DD | | |
| 4 | EMD of Rs..... /- in shape of Demand Draft/Pay Order | | |
| 5 | Copy of Certificate of Incorporation / Registration of the Bidder | | |
| 6 | Copy of PAN | | |
| 7 | Copy of Goods and Services Tax Identification Number (GSTIN) | | |
| 8 | Copies of IT Returns for the last 3 FYs (2021-22, 2022-23 & 2023-24) | | |
| 9 | General Details of the Bidder (TECH - 2) | | |
| 10 | Financial details of the bidder (TECH - 3) along with all the supportive documents such as audited copies of Profit – Loss Statement and Balance Sheet for the last 3 FYs (2021-22, 2022-23 & 2023-24) | | |
| 11 | Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder. | | |
| 12 | List of completed/ongoing assignments of similar nature (Past Experience Details) (TECH- 5) along with the copies of work orders for the respective assignments | | |
| 13 | Day Wise Plan for Cultural Programme (TECH-6) | | |
| 14 | Declaration that the agency has not been blacklisted (TECH-7) | | |
| FINANICAL PROPOSAL (ORIGINAL + 1 COPY) | | | |
| 15 | Covering Letter (FIN-1) | | |
| 16 | Summary of Financial Proposal (FIN-2) | | |

Undertaking:

- *All the information has been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

****End of Document****