

**Request for Proposal  
(RFP) for  
Shortlisting of firms for Event Management to  
Conduct Regional Krushi Mela on Farm Mechanisation**

**RFP No.303**

**Date- 19.01.2023**

**Office of the Chief District Agriculture Officer,  
Mayurbhanj, Baripada**

**Address- Takatpur, Baripada**

**Mail id- ddabaripada.dag@nic.in**

## INDEX

<b>SL NO</b>	<b>BRIEF DESCRIPTION</b>	<b>PAGE</b>
1	DATA SHEET	3
2	SECTION -1 : LETTER OF INVITATION (LOI)	4
3	SECTION -2 : INFORMATION TO THE BIDDER	5-11
4	SECTION-3 : SCOPE OF WORK	12-16
5	SECTION- 4 : TECHNICAL BID SUBMISSION FORMS	17-21
6	SECTION-5 : FINANCIAL PROPOSAL SUBMISSION FORMS	22-23
7	SECTION-6 : ANNEXURE	24

## BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	CDAO, Mayurbhanj, Baripada
2.	Method of Selection	Quality & Cost Based Selection (QCBS)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of REQUEST FOR PROPOSAL CALL NOTICE	20.01.2023
5.	Last Date and Time for submission of Bid	31.01.2023 by 1:00 PM
6.	Date & Time for opening of Technical Bid and Presentation	31.01.2023 by 3:00 PM
7.	Date & time for opening of Financial Bid	31.01.2023 by 3:30 PM
8.	Earnest Money Deposit (EMD) (Refundable)	Rs.1,00,000/- (Rupees One Lakhs Fifty Thousand) in shape of Banker's Cheque / Demand Draft in favour of Chief District Agriculture Officer, Mayurbhanj, Baripada drawn in any scheduled commercial bank payable at Baripada
9.	Address for Submission of Bid	Chief District Agriculture Officer -cum- PD, ATMA, Mayurbhanj, Baripada, Takatpur, Baripada Mode of Submission: Drop Box available at Office of the PD,ATMA, Mayurbhanj, Baripada
10.	Place of Opening of Technical & Financial Bid:	Chief District Agriculture Officer, Mayurbhanj, Baripada, Takatpur, 757003

**SECTION: 1**  
**LETTER OF INVITATION**

RFP No: 303 //Dated:-19.01.2023

Name of the Assignment: Shortlisting of firms for event management to Conduct District Level Mela

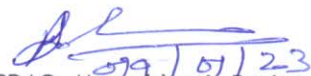
1. Chief District Agriculture Officer, Mayurbhanj (The Client) invites sealed Request for proposal from eligible bidders for "Shortlisting of firms for event management to Conduct Regional Krushi Mela on Farm Mechanisation". More details on the proposed assignment are provided at Section-3: Scope of Work of this Request for Proposal (RFP) for Selection of an Event Management Agency (EMA).
2. Agency will be selected under Quality & Cost Based Selection (QCBS).
3. The bid must complete in all respect as specified in the Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) Document must be accompanied with a Refundable amount of Rs. 1,00,000/- (Rupees One Lakhs only) towards EMD in form of Demand Draft / Banker's Cheque in favour of "Chief District Agriculture Officer, Mayurbhanj " drawn in any scheduled commercial bank and payable at Baripada, Odisha failing which the bid will be rejected.
4. The bid must be dropped in the drop box at the specified address as per the Bidder Data Sheet only. Submission of request for proposal through any other mode will be rejected.
5. The last date and time for submission of Bid complete in all respects is Dt **31.01.2023 by 01:00 PM** and the date of opening of the technical Dt. **31.01.2023 at 3:00PM** & financial bid is Dt **31.01.2023 at 3:30 PM** in the presence of the bidder/ bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
6. This Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) includes following sections:
  - a. Letter of Invitation [Section - 1]
  - b. Information to the Bidder [Section - 2]
  - c. Scope of Work[Section - 3]
  - d. Technical Bid Submission Forms[Section - 4]
  - e. Financial Bid Submission Forms (Section -5]
  - f. Annexure [Section - 6]
7. While all information/data given in the Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document.
8. The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete request for proposal or part of it at any stage without assigning any reason thereof.

  
CDAO, Mayurbhanj, Baripada

Memo No. 304 (4)

Date. 19.01.2023

Copy to DDH, Mayurbhanj/ ADO, Baripada / Soil Chemist, Baripada/. PD, Watershed, Baripada and they are requested to publish the same in their Notice Board for wide Circulation.

  
CDAO, Mayurbhanj, Baripada



## SECTION: 2

### INFORMATION TO THE BIDDER

#### Eligibility Criteria:

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents / information as indicated against each as part of their technical Bid:

Sl. No.	Eligibility Criteria	Documents Required
1	The bidder should have been in the business of providing Advertisement & Publicity or Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least <b>4 years</b> and have a registered office in Odisha	1. Proof of Certificate of Incorporation / Registration of the Agency/ Partnership Deed 2. Copy of PAN 3. Copy of Goods and Services Tax identification Number (GSTIN). 4. GST clearance in GST 3B Form 5. IT return of last 3 years 5. Proof of registered office in Odisha
2	The agency should have an average annual turnover of <b>Rs.3.00 Crores (Rupees Three Crores)</b> from Event Management Services during the last 4 financial years (2018-19, 2019-20, 2020-21 & 2021-22).	Copies of audited balance sheet for the last four financial years and CA certificate certifying that the Event management agencies should have an average annual turnover more than <b>Rs.3.00 Crores (Rupees Three Crores)</b> during the last four financial years from Event Management Services in India. Provisional Audit Report of any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during <b>last four years (2018-19, 2019-20, 2020-21 &amp; 2021-22)</b> , should be either of the following.  i. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 50.00 Lakhs (Rupees fifty Lakhs.)each OR ii. Two similar works costing not less than the amount equal to Rs. 75.00 Lakhs (Rupees Seventy five Lakhs) each OR iii. One similar works costing not less than the amount equal to Rs. 1 crore (Rupees One Crore)	1. Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to submitted, and 2. Work orders/ Contract Document/ Completion of Work Certificates in Odisha.
4.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

## Documents to be submitted along with TECHNICAL BID (PART-A):

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH - 1**) on bidder's letterhead requesting to participate in the request for proposal process.
- Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration of the agency/Partnership Deed.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of GST Clearance in GST 3B Form
- IT return of last 3 years
- General Details of the Bidder(**TECH - 2**)
- Financial Details of the bidder (**TECH - 3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, **TECH - 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)

***NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.***

### 1. Earnest Money Deposit (EMD) and Performance Security:

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (Rupees One lakhs Only)** in shape of DD/BC from any scheduled commercial bank in favour of "**Chief District Agriculture Officer, Mayurbhanj**" payable at Baripada. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successfully completion of the Annual Audit.

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

- Bidder withdraws its Bid during the bid validity period as specified in Request for Proposal (RFP) for Selection of an Event Management Agency (EMA)
- Bidder does not respond to requests for clarification of its Bid.
- 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
  - agree to decisions of the contract negotiation meeting
  - sign the contract in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

Performance Security @ 3% of quoted value is payable by the selected bidder after selection in the form of bank guaranty/demand draft.

### 2. Submission of Bid:

Bidder must submit their Bids **dropped in drop box** only on or before the last date and time (during office hours) for submission of Bids as mentioned in Bidder Data Sheet. The Client will not be responsible for delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.



The procedure for submission of the Bid is described below:

- i) **Technical Bid:** The envelope containing technical Bid shall be sealed and superscripted as "**Technical Bid - Shortlisting of firms for event management to Conduct Regional Krushi Mela on Farm Mechanisation**" and furnished inside one envelope. The duly filled-in technical Bid submission forms (Section-4),
- ii) **Financial Bid:** The envelope containing financial Bid shall be sealed and superscripted as "**Financial Bid - Shortlisting of firms for event management to Conduct Regional Krushi Mela on Farm Mechanisation**". The duly filled-in financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The "**Technical Bid**" and "**Financial Bid**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL BID**" and the second envelope must be marked as "**FINANCIAL BID**". All two above envelopes have to be sealed and placed inside a main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT: Shortlisting of firms for event management to Conduct Regional Krushi Mela on Farm Mechanisation.**

**REQUEST FOR RFP NUMBER AND DATE:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME AND ADDRESS OF THE BIDDER:**

### 3. **Opening of the Bid :**

The FIRST ENVELOPE containing "**TECHNICAL BID**" will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute an Evaluation Committee (CEC) to evaluate the Bids submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing "**FINANCIAL BID**" will be opened of the qualified Technical bidders only. The second Envelope containing **FINANCIAL BID** of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

### 4. **Process of the Bid:**

A Two stage process will be adopted as explained below for evaluation of the Bids.

**Technical Evaluation (1<sup>st</sup> Stage):** Pre-qualification Bid will be opened and observed the requisite documents as per the listed documents:

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation/ Registration of the agency.
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Copy of IT returns
6. Experience of having successfully completed similar works during last Four year (2018-19, 2019-20, 2020-21 & 2021-22) should be either of the following.
  - a. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 50.00 Lakhs (Rupees Fifty Lakhs.)each **OR**
  - b. Two similar works costing not less than the amount equal to Rs.75.00 Lakhs (Rupees seventy five lakhs) each **OR**
  - c. One similar works costing not less than the amount equal to Rs. 1.00 Crores (Rupees One Crores) each
7. Financial Statement of last four year and the agency should have an average annual turnover of **Rs.3.00 Crores** from Event Management business during the last 4 financial



years (2018-19, 2019-20, 2020-21 & 2021-22)

**Technical Evaluation:** Technical Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:

Technical Bid Evaluation Parameters	Maximum Mark
1. Number of Similar Assignments undertaken / completed during last four years (2018-19, 2019-20, 2020-21 & 2021-22) (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organisations) <ul style="list-style-type: none"> <li>a. Three Similar [Advertisement &amp; Publicity work or Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 50.00 Lakhs (Rupees Fifty Lakhs.) each = 5 mark.</li> <li>b. Two similar works costing not less than the amount equal to Rs. 75.00 Lakhs (Rupees Seventy Five Lakhs) each = 10 marks.</li> <li>c. One similar works costing not less than the amount equal to Rs. 1.00 Crores (Rupees One Crores) each or above = 20 Marks.</li> </ul>	20
2. One Similar work executed in the above category in Mayurbhanj district during last 5Years= 5 Marks	5
3. Financial Statement of last four year and the agency should have an average annual turnover of Rs.3.00 Crores from Event Management business during the last 4 financial years (2018-19, 2019-20, 2020-21 & 2021-22)(Scoring pattern: > 5 crore - 7 crore = 10 marks, Above 7 crore= 20 marks.)	20
4. The bidder should have been in the business of providing Advertisement & Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 4years as on 30 <sup>th</sup> Nov. 2022. (Scoring pattern: >4 years -6 years = 10 marks, More than 6 years = 20 marks.)	20
5. <b>Technical Presentation</b> (The score will be awarded by committee based on the technical and experience aspects) <ul style="list-style-type: none"> <li>a. Best one event from past experience</li> <li>b. Advertisement &amp; Publicity Plan</li> <li>c. Innovation and Creativity for this event.</li> <li>d. Camera to be used for Photography and videography.</li> </ul>	35
<b>Grand Total</b>	<b>100</b>
<b>Qualifying Mark for Opening of Financial Bid</b>	<b>70</b>

Bidders will make a presentation before the client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation can be collected from the client office during office hours. The financial Bids of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make themselves available for the same. **The bidder whose technical Bid secures a score above the minimum qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial Bid. Evolution will be done by the evaluation committee.**

**FINANCIAL EVALUATION (2<sup>nd</sup> Stage):** The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder/bidder's representative. The Financial Bids in respect of the selected agency in achieving the benchmark score of **70 Mark** in "Technical Bid" would be opened on the scheduled date & time.



## 7. Evaluation of the Proposals:

### I. **Technical:**

The bidder scoring minimum 70 marks out of 100 marks will be eligible, the bidder quoting the highest mark will be assigned as Highest Technical Quote (HTQ) and the secured mark will be assigned as Technical Quote (TQ). Then the Technical Score (TS) will be arrived as follows:

$$TS = \frac{TQ \times 70}{HTQ}$$

### II. **Financial**

The bidder quoting the lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The Financial Score (FS) will be arrived as follows:

$$FS = \frac{LFQ \times 30}{FQ}$$

The agency having a maximum total score of the Technical Score (TS) and the Financial Score (FS) combine together will be selected i.e Final Score= TS+FS .

## 8. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter / work order. **Sub-contracting is not allowed under this assignment.**

## 9. Other Terms & Conditions

### a. **Date & Venue of Regional Krushi Mela on Farm Mechanisation**

Name of the Event	Date	Venue
Regional Krushi Mela on Farm Mechanisation	7 <sup>th</sup> Feb. 2023 to 10 <sup>th</sup> Feb. 2023 (4 days)	Baripada

- Work Order will be issued in favor of the approved bidder by Chief District Agriculture Officer, Mayurbhanj, Baripada for **Regional Krushi Mela on Farm Mechanisation**.
- In case of any extension of Festival period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by Chief District Agriculture Officer, Mayurbhanj, Baripada before 5 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
- Chief District Agriculture Officer, Mayurbhanj, will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- In case of any occurrence of theft, the Agency will conduct proper inquiry.
- Arrangement of lodging, boarding & logistics of the guards during the Festival period will be the responsibility of the Agency.
- The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing the event.
- The CDAO, Mayurbhanj, Baripada will provide the permission from police and other statutory bodies for permission for organization of the event and installation publicity materials during the event.**



- h. **The rate offered by the agency shall be including of GST & Other Taxes.**
- i. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Festival period to handle any work to be assigned by the authority.
- j. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- k. The authority is not bound to accept the highest scorer and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all request for proposals without assigning any reasons thereof.
- l. The bidder has to quote the rate as per the given format.
- m. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the committee formed by CDAO, Mayurbhanj. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Festival-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Festival-in-charge.
- n. Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.
- o. The agency should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the RFP.
- p. Non-submission of any document required indicated in the RFP will render the Bid to be rejected.
- q. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and request for proposals without assigning any reasons thereof.

**10. 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 creditor, 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:
  - Criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulatory 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.

**11. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- 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.

**12. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Mayurbhanj only.

**13. 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 Govt of India. 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.

**14. Client's right to accept any Bid, and to reject any or all Bid(s)**

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

**15. Number of Bids:**

Each Bidder shall submit only one (1) Bid, in response to this RFP. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

## **SECTION: 3**

### **SCOPE OF WORK**

#### **About the Event - Regional Krushi Mela on Farm Mechanisation**

Chief District Agriculture Officer, Mayurbhanj is going to organize a mega event named as Regional Krushi Mela on Farm Mechanisation, to be held from 7<sup>th</sup> to 10<sup>th</sup> February at Baripada "Regional Krushi Mela on Farm Mechanisation" is being organised by district administration, involving Agriculture & other allied departments of Mayurbhanj District with an objective to provide a platform popularisation of Agril.Implements and promotion of other allied activities. It also aims to showcase the Mission Shakti & WSHG activities of Mayurbhanj as well as other districts/states during the event.

#### **The Event Management Agency Should Provide the Following Services**

Sl. No	Works to Be Done	Particulars	Remarks
A	Infrastructure, Tentage for Stage & stall	1. Installation of temporary stalls as per specifications 2. Main program stage as per specifications 3. LED screen for Backdrop 4. Backdrop (thematic) 5. Thematic Entrance Gate 6. Red cross Gate 7. Green Room 8. Garman Hanger for Meeting Area & Training hall 9. Aluminum truss for stage 10. Barricading for Sitting area and Parking area 11. Coordination cell 12. VVIP Lounge 13. Food Stalls (Pagoda) 14. Stage Sound and Light 15. Aluminum Truss for Stage 16. Control room for Police, fire, Medical 17. IT support for internet connectivity	Detail work plan& design are to be presented during the technical presentation.
B	Security Services	Providing Private Security Service at Festival Venue of the participants during the event	
C	Light & Sound	Light & Sound for Stage, coordination cell, stall, parking area and other venue area as per requirement. Ambience Lighting Around Venue Area.	
D	Power & Electricity	2nos. of Gen set (125kv) for venue. One for stage, one for stall, coordination cell and venue area as per requirement.	
J	Printing Works	Flex Printing and Mounting	
K	Sanitation	Cleaning of Festival ground, accommodation places.	
L	Flower Decoration	Flower Vase with Sufficient fresh and Live flower decoration at the entrance and exit, stage and other area.	
M	Documentation	Providing Photography, Videography, CC Camera with enter area 12surveillance & Monitors , LED TV during theevent	Type of camera to be used, should be presented during Technical Presentation



## Details of the Items wise work to be provided:

### 1- Infrastructure, Tentage & Allied Works

#### 1. Erection of stall:

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

Sr.	Particulars	Stall specification
1	<b>Structure</b>	Bamboo & cloth structure, Size of each stall - 10' X 10' with tarpaulin water proof roofing in addition to 2' front outside rain protection
2	<b>Ceiling &amp; Wall</b>	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. <b>(ALL NEW WHITE COTTON CLOTHES TO BE USED)</b>
	<b>Carpeting</b>	Clean green carpeting for total venue area as per the requirement.
3	<b>Racks</b>	Three tire racks. The shelf of the racks will be of size 1'.6" X 10' 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	<b>Flooring</b>	Wooden plank platform of 1' height & full Floor synthetic Matting.
5	<b>Fascia</b>	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	<b>Furniture</b>	Front counter table in wooden batten and planks / still table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair with handle- 2 nos.
7	<b>Flex Mounting</b>	Total 8000 Flex mounting with iron framing for venue area and stall area as per requirement.
7	<b>Electric Fittings</b>	T5 Light - 3 no. (2 number of light should be connected with generator) & a 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	<b>Numbering of Stall</b>	All stalls should be numbered with stencil and paint.
9	<b>Closures</b>	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
10	<b>Power</b>	1 no. of Genset (125kv) with fuel for Stall, parking and other venue area.
11	<b>IT support</b>	IT support for internet connectivity inside Mela area.

#### 2. 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 details specifications given below:

Structure	Iron fabricated structure 40'X40" size & height from ground surface 6' with plywood floor of 19 mm thickness ply with four side grid.
Green room	5 no. of Green room 16'X16' along with main stage.
Truss for stage	Truss structure (50'X50' size or as per stage required) around stage area.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.



Backdrop	LED back ground of size 400 sqft Back drop thematic as per stage requirement
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	4'height X 5000 rft iron (Majo Baricade) fabricated barricade will be made around the stage for the entry of VVIPs.
Light	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 bollywood tech rider
Sound	1. JBL vertech Series & Lineary 8 pair 2. JBL vertech Double Bass 10 nos. 3. Stage monitor & Stage Gear (as per Bellywood Artist required) 4. Other required thing as per bollowood artist 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.
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction off stage, should be treated with fire reellant chemical.
Power	One Genset (125kv) with fuel for stage, setting area in front of stage, gate other area as per client.

### 3. Seminar Hall

Sl. No	Particulars	Specification
A	Seminar Hall (2 nos.)	Size 60' X 60' with German Hanger for Training (AC), 100 nos chair for sitting of farmers, dies table and 5 nos of revolving chair and 10 nos of ceiling fans and 10 nos of tube light are to be setup. 2 nos of cordless microphone, 1 no speech table, 2 no. 15 Amp. Plug provisions for computer, LCD projector is to be provided.

### 4. 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:

Sr.	Particulars	Work Specifications
	<b>Design</b>	Yangyan House (Design to be provided during erection)
A	<b>Structure</b>	Bamboo <i>Balha</i> 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 firechemical Treatment
B	<b>Size</b>	50 ftX 50 ft.
C	<b>Ceiling &amp; Wall</b>	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 & full Floor synthetic Matting.
F	Furniture	20 no. of VVIP Chairs with white towels, Table Cloth, 20 no. Good quality borosil glasses with covers, Plastic name plates- 20 no. 5 no. of Flower vase with live flowers ticks, 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.
G	Electric Fittings	Tube Light - 20 no. , Ceiling Fan - 10 no., 12 ton Ac, 4 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. 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 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 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).

## 5. Documentation - Photography, Videography, CC TV, LED:

Documentation of the Regional Krushi Mela on Farm Mechanisation 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" X 6" size in an album with digital copy should be submitted in CDAO, Mayurbhanj 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 CDAO, Baripada/ concerned district officials.
5. The documentary film of each mela should be submitted in CDAO, Baripada office within 10 days of

the completion of the event on proper receipt in 3 copies DVD format.

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

## 6. Security Services:

All Security Guards provided 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 Oriya.
- 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 <sup>st</sup> shift - 3, 2 <sup>nd</sup> shift- 15, 3 <sup>rd</sup> shift - 3)
Supervisor	1 per shift

Security personnel will be deputed at Regional Krushi Mela on Farm Mechanisation ground on shift basis, as per the requirement and direction of Festival Management Team.

## 7. Sanitation

Cleaning of Festival ground, accommodation places, Coordination cell & VIP lounge, toilets twice daily using disinfectant materials.

## 8. Drinking Water Facility

Drinking water tap (10 nos. or more) to be provided inside mela area.



## SECTION: 4

### TECHNICAL BID SUBMISSION FORMS

#### TECH -1 COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

The CDAO,  
Mayurbhanj, Odisha- 757003

**Sub: Selection of Event Management Agency for Regional Krushi Mela on Farm  
Mechanisation [TECHNICAL BID]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Bid No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your authority shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

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

**TECH -2**  
**Bidder's Organisation (General Details)**

SI No.	Description	Full Details
1	Name of the Bidder	
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 Baripada If Yes, Please furnish contact details	
6	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out the assignment as per the scope of work of the RFP	<b>YES</b>
10	Accept all the terms and conditions as specified in the RFP	<b>YES</b>

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

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



**TECH -3**  
**Bidder Organisation (Financial Details)**

Financial Information in INR				
Details	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Turnover from Event Management Services (in Cr/ lakh)				
<b>Supporting Documents:</b>  Audited certified financial statements for the last four FYs(2018-19, 2019-20, 2020-21 and 2021-22)(Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional audit report for any of the Fys will not be accepted.  <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected.</i>				

Authorized Signatory [*In full initials with Date and Seal*]: \_\_\_\_\_

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

**TECH - 4**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

Table -1 (List of completed assignments only of similar nature during last 4 years)  
(FY 2018-19, 2019-20, 2020-21 and 2021-22)

Sl. No.	Period	Name of the Assignment with details there of	Name of the Client with complete address	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last four year as per the above prescribed format only. Information not conforming 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 5 best photographs of their creative from each assignment.*

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

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



**TECH - 5**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in 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 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 **Regional Krushi Mela on Farm Mechanisation** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of....., 2023

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

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

Signature :

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

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

[Location, Date]

The CDAO,  
MAYURBHANJ, BARIPADA  
760010

**Sub: Submission of Financial Bid for Event Management Services of Regional Krushi Mela on Farm Mechanisation.**

Sir

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

**COST STRUCTURE FOR ORGANISATION OF DISTRICT LEVEL MELA**

SL NO	ITEMS	Unit	Cost Per Unit	Quantity	Amount
1	Stalls (10x10)	Per Pc		Around 100	
2	Main programme stage (48x32)	Package		1	
3	Backdrop (thematic)	Package		1	
4	LED for Backdrop (400 Sqft)	Per day		4	
5	Barricading for sitting sitting area	Package		1	
6	Thematic Entrance Gate	Package		1	
7	Road Cross Gates 2 nos	Per Pc		2	
8	Flex printing and mounting	Per Sqft		2000	
9	Green room	Package		6	
10	German Hanger for Meeting area	Per Sqft		10000	
11	German Hanger for Training (AC) Hall1	Per Sqft		3600	
12	German Hanger for Training (AC) Hall2	Per Sqft		3600	
13	VIP Sofa (20 nos)	Per day		4	
14	Banquet chair (500 nos)	Per day		4	
15	Modular Chairs (1000 nos.)	Per day		4	
16	Cordination Cell	Package		1	
17	Food Stalls (Pagoda)	Per Pc		10	
18	Security for the whole venue	Per day		6	
19	Floral Decoration	Per day		4	
20	Green Mat(100000 sqt)	Per day		4	
	<b>Power</b>				



21	Genset with fuel (for stage)	Per day		4	
22	Genset with fuel (for stall area)	Per day		4	
23	Branding and promotion	Package		1	
	<b>Light &amp; Sound</b>				
24	Stage sound (3 Setups)	Per day		1	
25	Stage lights (3 Setups)	Per day		1	
26	Ambience lighting	Package		1	
27	Aluminium Truss for stage (80x60)	Package		1	
28	AC for VIP Lounge and green room	Package		4	
29	LED screen for Event	Nos		4	
	<b>Décor</b>				
30	Sand Art	Package		1	
31	Flag Display	Per Pc		30	
	<b>Documentation</b>	Package		1	
32	Photographer (2 nos)	Per day		4	
33	Videographer (2 nos)	Per day		4	
34	Anchor for 2 days	Package		1	
35	IT support, accommodation & logistic	package		1	
36	PH and sanitation (4 days)	package		1	
37	Electrification	package		1	
				<b>Total</b>	
<b>a</b>	Add GST 18%				
				<b>Grand Total</b>	

I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any Bid you receive.

I remain,

Yours faithfully,

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

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

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

## SECTION - 6

### ANNEXURE-I BID SUBMISSION CHECK LIST

Sl no	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART - A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	EMD of Rs. 1,00,000/- (Rupees One lakhs only) in form of DD/BC		
4	Copy of Certificate of Incorporation / Registration / Partnership Deed of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (G STIN)		
7	IT return of last three year		
8	General Details of the Bidder (TECH - 2)		
9	Financial Statement details of the bidder (TECH - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
10	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
11	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. ) (TECH - 5)		
12	Copy of the Electrical License/ Contractor hired by the Agency.		
<b>FINANCIAL BID</b>			
1	Covering Letter (FIN-1)		
2	Summary of Financial Bid		

**Undertaking:**

- All the information have 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 Bid have been sealed and signed by the authorized representative.

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

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