

**Request for Proposal
(RFP) for
Shortlisting of firms for Event Management to
Conduct 3 Sub-Division level Krushi Mela on Farm Mechanisation
for the year 2025-26 in Mayurbhanj District**

RFP No. 8495 Date- 25.11.2025

**Office of the Chief District Agriculture Officer,
Mayurbhanj, Baripada
Address- Takatpur,
Baripada
Mail id- ddabaripada.dag@nic.in**

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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 ROPOSAL CALL NOTICE	25.11.2025
5.	Last Date and Time for submission of Bid	10.12.2025 by 1:00PM
6.	Timeline for submission of query through e-Mail (ddabaripada.dag@nic.in)	01.12.2025 to 05.12.2025 by 03:00 PM
7.	Date & Time for opening of Technical Bid And Presentation	11.12.2025 at 11:00 AM
8.	Date & time for opening of Financial Bid	11.12.2025 at 03:30 PM
9.	Earnest Money Deposit (EMD)(Refundable)	Rs.30,000/- (Rupees Thirty 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.
10.	Address for Submission of Bid	O/o the Chief District Agriculture Officer –cum- PD, ATMA, Mayurbhanj, Baripada, Takatpur. Mode of Submission: Drop Box available at Office of the Chief District Agriculture Officer, Mayurbhanj, Baripada.
11.	Place of Opening of Technical & Financial Bid:	O/o Chief District Agriculture Officer, Mayurbhanj, Baripada, Takatpur, 757003

SECTION: 1
LETTER OF INVITATION

RFP No: 8495 //Dated:- 25/11/25

Name of the Assignment: **Shortlisting of firms for Event Management to Conduct 3 Sub-Division Level Krushi Mela on Farm Mechanisation for the year 2025-26 in Mayurbhanj District**

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 3 Sub-Division level Krushi Mela on Farm Mechanisation for the year 2025-26 in Mayurbhanj District". 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 be completed 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.30,000/- (Rupees Thirty thousand) 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 10.12.2025 by 01:00 PM** and the date of opening of the technical **Dt. 11.12.2025 at 11:00 AM** & financial bid is **Dt 11.12.2025 at 03:30 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 without any fail.
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**]
 - g. Page number must be mentioned in every page of the submitted documents.
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. 8497 Date. 25/11/25

Copy forwarded to the Deputy Director of Horticulture, Mayurbhanj / the District Fishery Officer, Mayurbhanj, Chief District Veterinary Officer, Mayurbhanj, Executive Engineer (Agril.) Agriculture District Officer, Rairangpur, Karanjia and Udala / PD, Watershed, Baripada and District Manager, OAIC, Mayurbhanj 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 confirm 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 3 years 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 GST3B form 5. IT return of last 3 years (2022-23, 2023-24 & 2024-25) 6. Proof of registered office in Odisha
2	The agency should have an average annual turn over of Rs.30,00,000/- (Rupees Thirty lakhs) only from Event Management Services during the last 3 financial years (2022-23,2023-24 & 2024-25).	Copies of audited balance sheet for the last three financial years and CA certificate certifying that the Event management agencies should have an average annual turnover more than Rs.30,00,000/- during the last three financial years from Event Management Services in India. Provisional Audit Report of any of the FYs will not be accepted.
3	Experience of successfully completing similar works during last three years (2022-23, 2023-24 & 2024-25).	1. Work orders /Contract Document / Completion of Work Certificates from the previous Clients to be submitted, and 2. Work orders / Contract Document / Completion of Work Certificates in Odisha.
4.	The bidder should not have been black listed 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 letter head 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 (2022-23, 2023-24 & 2024-25)
- 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 black listed(**TECH-5**)

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. 30,000/- (Rupees Thirty thousand) 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 circumstances which hold 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 **in the available drop box** only on or before the last date and time (during office hours) 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 3 Sub-Division level Krushi Mela on Farm Mechanisation for the year 2025-26 in Mayurbhanj District**" and furnished inside one envelope, 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 3 Sub-Division level Krushi Mela on Farm Mechanisation for the year 2025-26 in Mayurbhanj District**". 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 3 Sub-Division level Krushi Mela on Farm Mechanisation for the year 2025-26 in Mayurbhanj District.

REQUEST FOR PROPOSAL NUMBER AND DATE:

DEAD LINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER (IN Capital letetr):

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 for 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 on the same day.

- **All Bidders have to represent their scope of work and recent achievement in the form of a power point presentation in front of the evaluation committee.**

4. **Process of the Bid:**

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

Technical Evaluation (1stStage):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 return for the year 2022-23,2023-24 & 2024-25
6. Proof of Experience having successfully completed similar works during last three year (2022-23, 2023-24 & 2024-25).
7. Financial Statement of last hree year and the agency should have an average annual turn over of **Rs.30.00 Lakhs** from Event Management business during the last 3 financial years (2022-23,2023-24 & 2024-25)

5. **Evaluation of the Proposals:**

The Financial bid will be compared and the lowest bidder will be awarded for work. If the financial bids of two or more firms are found to be same the final selection will be decided by lottery process.

6. **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.

7. Other Terms & Conditions

- a. **Date & Venue of Sub-Division Krushi Mela on Farm Mechanization**
- b. Rairangpur : From 24.12.2025 to 26.12.2025 (3days)
- c. Udala : From 03.01.2026 to 05.01.2026 (3days)
- d. Karanjia : From 07.01.2026 to 09.01.2026 (3days)

These are tentative dates which may be changed according to requirement of District Administrations.

- a. Work Order will be issued in favor of the approved bidder by **Chief District Agriculture Officer, Mayurbhanj, Baripada** for 3 **Sub-Division Level Krushi Mela on Farm Mechanization during the year 2025-26.**
- b. In case of any extension of Mela 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 4 days of commencement of the Mela. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of Mela and should be handed over all the works as per specification, to the in-charge of Mela.
- c. Chief District Agriculture Officer, Mayurbhanj, will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the Mela period.
- d. In case of any occurrence of theft, the Agency will conduct proper inquiry & submit the report to the Mela in-charge.
- e. Arrangement of lodging, boarding & logistics of the guards during the Mela period will be the responsibility of the Agency.
- f. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till closing the event.
- g. **The ADO concerned will provide the permission from police and other statutory bodies 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 through out 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 Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
- n. After selection, the Agency shall furnish to the Client, a performance security of the amount @ 3% of bid value 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 there of.
8. **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 black listing) 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 credit, 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.
9. **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.
10. **Legal Jurisdiction:**
All legal disputes are subject to the jurisdiction of civil court of Mayurbhanj only.
11. **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 right 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 time line 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.
12. **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.
13. **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

SECTION: 3

SCOPE OF WORK

About the Event–Sub-Divisional Level Krushi Mela on Farm Mechanization

Chief District Agriculture Officer, Mayurbhanj is going to organize 3 (three) nos. for Sub-Division Level Farm Mechanization Mela during December 2025 to January 2026 involving Agriculture & other allied departments of Mayurbhanj District with an objective to provide a platform popularization of Agril. Implements and promotion of other allied activities. It also aims to showcase the Mission Shakti & WSHG activities of Mayurbhanj during the event.

The Event Management Agency Should Provide the Following Services

Sl. No.	Works to Be Done	Particulars	Remarks
A	Infrastructure, Tent 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. Entrance Gate 6. Aluminum truss for stage 7. Coordination cell decorated with Tribal Art 8. Food Stalls 9. Stage Sound and Light 10. IT support for internet connectivity 11. Green Room with Tribal Art, Sofas and Tower Cooler in side it for the guests	Detail work plan & design are to be presented during the technical presentation.
B	Security Services	Providing Private Security Service at Mela Venue of the participants during the event	
C	Light & Sound	Light & Sound for Stage, coordination cell, Green Room, stall, parking area and other venue area as per requirement.	
D	Power & Electricity	1 no. of Genset (125kv) for Sub-Division Level Mela as per the requirement.	
J	Printing Works	Flex Printing , Mounting, Banner , Selfie Stand, Mascot	
K	Sanitation	Cleaning of Festival ground, accommodation places.	
L	Flower Decoration	Flower Vase with Sufficient fresh and Live flower (Orchid, Liliium & gerbera) decoration at the entrance , stage and other area.	
M	Documentation	Providing Photography, Videography.	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:

Sl. No.	Particulars	Stall specification
1	Structure	Bamboo & cloth structure, Size of each stall–10'X10' with tarpaulin water 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. Back side 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. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
3	Carpeting	Clean green carpeting for total venue area as per the requirement.
4	Racks	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.
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 incharge). 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/still table size 8'x2'X3'height and wrapped with new white cotton cloth. Plastic moulded Chair with handle-2nos.
7	Electric Fittings	T5 Light– 3nos. (2number of light should be connected with generator) & a on / off switch for use in night time after closing, Ceiling Fan–1no. Connected with an on/off switch in each stall. 1no.of 5Amp Plug Point with on/off switch. Additional light (Halogen) may be provided in the venue as and when required if necessary. One Tower Cooler for the Green Room.
8	Numbering of Stall	All stalls should be numbered with stencil and paint.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
10	Power	1 no. of Genset (125kv) with fuel for Stall, parking and other venue area.
11	IT support	IT support for internet connectivity inside Mela area.

2. Stage & Front Sitting Arrangements

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

Truss for stage	For Sub-Division Level Mela Truss structure should be made through wooden / Bamboo as per stage required.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Backdrop	LED background of size- 300 sq.ft. Thematic Back drop as per the stage requirement for Sub-Division Level Mela
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.
Light	<u>Sub-Division Level Krushi Mela on Farm Mechanization</u> Parcan 64/60- 20 nos. LED palco- 20 nos. White blinder- 2 nos. Colour Blinder- 1 no. Back drop LED par- 20nos Sharp -20 nos. Smoke, stove, lager, and other stage light for Cultural Programme
Sound	JBL vertech Series & Lineary 8 pair JBL vertech Double Bass 10 nos. Stage monitor & Stage Gear (as per Bollywood Artist required) Other required thing as per bollywood 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 of stage, should be treated with fire repellent chemical.
Power	One Genset (125kv) with fuel for stage, setting area in front of stage, gate other area as per client.

3. Seminar Hall / Training Hall for Sub-Division Level Krushi Mela on Farm Mechanisation

Sl. No	Particulars	Specification
A	Seminar Hall (1 no.)	2 (Two) nos of LCD projector are to be provided for presentation during training to the Farmers.

4. Coordination Cell / IT Support stall:-

A Coordination Cell will be erected- **ONLY NEW COTTON CLOTHES SHOULD BE USED. For size 30'x12' with bamboo structure with facia steps, flex (Preferable Tribal Art), bulb, electric shocket, chair, fan etc.**

5. Documentation-Photography,Videography:

Documentation of the Sub-Division Level Krushi Mela on Farm Mechanization 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 & valedictory 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 to **CDAO, Mayurbhanj** office within 10 days of the completion of the event. Soft copy of photo will be submitted in shape of Pendrive.
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 & valedictory 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, voiceover 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 to CDAO, Mayurbhanj office within 10 days of the completion of the event on proper receipt in shape of pendrive.

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 per event

Security Guard with Lathi- 2 nos. for Sub-Division Level Mela will be deputed at Mela ground on shift basis, as per the requirement and direction of Mela Management Team.

7. Sanitation

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

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 3 Sub-Division level Krushi Mela on Farm Mechanisation during 2025-26 [TECHNICALBID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Request for Bid No.: _____, dated _____. We are here by 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	YES
10	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 Organisation (Financial Details)

Financial Information in INR			
Details	FY 2022-23	FY 2023-24	FY 2024-25
Turn over from Event Management Services (in Cr/ lakh)			
Supporting Documents: Audited certified financial statements for the last 3 (three) FYs (2022-23, 2023-24 and 2024-25) (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 certified and sealed by 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 3 years)
(FY 2022-23, 2023-24 and 2024-25)**

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 last3 (three) 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 BLACK LISTED

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 black listed 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 **Sub-Division level Krushi Mela on Farm Mechanization** 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.....,2025

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]

To

**The CDAO, MAYURBHANJ,
BARIPADA, 757003**

Sub: Submission of Financial Bid for Event Management Services of 3 Sub-Division Level Krushi Mela on Farm Mechanization for the year 2025-26.

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 Bids for the sum of Rs. _____ (Rupees _____). This amount is inclusive of the taxes applicable as per GST Act. I do here by 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 perform at given in the RFP documents are given below:

COST STRUCTURE FOR ORGANISATION OF SUB-DIVISION LEVEL MELA ON FARM MECHANISATION 2025-26 (FOR 3 DAYS)				
Sl. No.	Particulars	Unit	Rate in Rs.	Amount in Rs. (Unit X Rate)
1	Main Programme Stage with Bamboo structure along with plywood frame (30'x30')	Package		
2	Floral / Baloon / Decorative Back Drop with Flex -30'x10'.	Package		
3	VIP Chairs (executive) -20 nos.	Per Piece		
4	Tea Poi - 2nos.	Per Piece		
5	Podium, Deep Stand with JogannathMurti- 1 each	Package		
6	Stall size (10' X 10') (Erection of stall as specified in Scope of Work) -30 nos. (Approx)	Each		
7	Entrance Gate - 1 no. with flower decoration	Package		
8	Flex with Frame (Running through top of the Fascia) -1000 sq.ft.	Sq. ft.		
9	Modular Chairs (1 colour)- 400 nos.	Per Piece		
10	Food Stall / Enclosurement for cooking and serving area (10' X10') -2 nos	Each		
11	General Toilet (Male & Female)- 2 nos.	Package		
12	Auditorium Hall with Bamboo / tarpalin/ new clothes for 300 sitting capacity	Package		
13	Green Mat -10000 Sq.ft.	Per Sq. ft.		
14	Stage Mat -900 Sq. ft.	Per Sq. ft.		
15	DG set -1 no.	Per piece		
17	Flower Decoration in main stage / gate	Package		
18	Security -2 nos.	Package		
19	Documentation (Photography and Videography) as specified in Scope of Work	Package		
20	Sound as specified in Scope of Work	Package		
21	Light as specified in Scope of Work	Package		
22	Co-ordination / IT Support stall size (12'X12') - 1 no.	Package		
23	Green Room with Sofas and Tower Cooler for the guests (with Tribal Art painted out side)- 1 no. size (12'X12')	Package		
TOTAL:-				
Add G.S.T. 18%				
G.TOTAL:-				

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

SI no	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART-A) (ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECHA-1)		
3	EMD of Rs.30,000/- (Rupees Thirty Thousand 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(GSTIN)		
7	IT return of last three year (2022-23, 2023-24 & 2024-25)		
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.		
FINANCIAL BID			
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: _____