

EXPRESSION OF INTEREST (EOI)

For shortlisting of farms for event management.

Expression of Interest is invited by C.D.A.O., Koraput, Jeypore from intending bidders/reputed firms for event management to conduct Regional Krushi Mela on Farm Mechanisation, 2023 to be held from 26.12.2023 to 30.12.2023 at Dusshera Padia, Jeypore, dist-Koraput and may apply as per the advertisement available in the NIC portal www.koraput.nic.in

[Handwritten Signature]
18.12.2023

Chief District Agriculture Officer,
Koraput, Jeypore.

**Request for
Proposal(RFP)for
Shortlisting of firms for Event Management to
Conduct REGIONAL KRUSHI Mela**

RFPNo. 3991

Date- 18.12.2023

**Office of the Chief District Agriculture Officer,
Koraput Range, Jeypore
Address- Parabada, Jeypore,
Mail id- ddakoraput.dag@nic.in**

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BIDDER DATA SHEET

Sl.No.	Particular	Details
1.	Name of the Client	CDAO, Koraput, Jeypore
2.	Method of Selection	Quality & Cost Based Selection (QCBS)
3.	JointVenture/Consortium	Not Allowed
4.	Date of Issue of REQUEST FOR PROPOSAL CALL NOTICE	18.12.2023
5.	Last Date and Time for submission of Bid	22.12.2023 by 01:00 PM
6.	Date & Time for opening of Technical Bid and Presentation	22.12.2023 by 3:00 Pm
7.	Date & time for opening of Financial Bid	22.12.2023 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, Koraput, Jeypore drawn in any scheduled Commercial bank payable at Jeypore
9.	Address for Submission of Bid	Chief District Agriculture Officer, Koraput, Jeypore Mode of Submission: Drop Box available at Office of the C.D.A.O., Koraput, Jeypore.
10.	Place of Opening of Technical & Financial Bid:	Chief District Agriculture Officer, Koraput, Jeypore

SECTION:1

LETTER OF INVITATION

RFPNo:

Dated:-

Name of the Assignment : **Shortlisting of firms for event management to Conduct REGIONAL KRUSHI Mela**

1. **Chief District Agriculture Officer, Koraput, Jeypore** (The Client) invites sealed Request for proposal from eligible bidders for “**Shortlisting of firms for event management to Conduct REGIONAL KRUSHI Mela**”. 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 undertaking that, he will deposit **Refundable amount of Rs.1,00,000/- (Rupees One Lakhs only)** towards **EMD** in form of **Banker’s Cheque** in favour of “**Chief District Agriculture Officer, Koraput, Jeypore** ” drawn in any scheduled commercial bank and payable at Jeypore, Odisha after qualifying of the bidder 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 22.12.2023 by 01:00 PM** and the date of opening of the technical **Dt. 22.12.2023 at 3:00 PM** & financial bid is **Dt 22.12.2023 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.

-Sd-

18.12.2023

CDAO, Koraput, Jeypore

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.	EligibilityCriteria	DocumentsRequired
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 atleast 4 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 GST 3BForm 5. TradeLicense 6. Proof of registered office in Odisha
2	The agency should have an average annual turn overof Rs.5.00 Crores (Rupees Five Crores) from Event Management Services during the last 4 financial years (2019-20,2020-21, 2021-22 & 2022-23).	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 turn over more than Rs.5.00 Crores (Rupees Five Crores) 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 last four years (2019-20,2020-21, 2021-22 & 2022-23) should be either of the following. i. Three Similar [Event Management works for National/ State/ DistrictLevel Exhibitions] completed works/ assignments costing not less than the amount equal to Rs. 50.00Lakhs(RupeesfiftyLakhs.)each OR ii. Two similar works costing not less than the amount equal to Rs. 75.00	1. Workorders/Contract Document/ Completion of Work Certificates from the previous Clients to submitted, and Work orders/ Contract Document/ Completion of Work Certificates in Odisha.

	Lakhs(RupeesSeventyfiveLakhs) each OR iii. One similar works costing not less than the amount equal to Rs.1crore (RupeesOneCrore)	
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 atTech-5.

Documents to be submitted alongwith TECHNICAL BID(PART-A):

The bidders have to furnish the following documents duly signed in alongwith 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
- Trade License
- General Details of the Bidder(TECH-2)
- Financial Details of the bidder(TECH-3)alongwith 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) alongwith 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,Ganjam” payable at Brahmapur. 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.

2. Submission of Bid:

Bidder must submit their Bids **dropped in drop box** only on or before the last date and time 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 outrightly 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**" 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**". 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: Short listing of firms for event management to Conduct REGIONAL KRUSHI Mela

**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 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 (1st 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. Trade License

6. Experience of having successfully completed similar works during last Four year **(2019-20,2020-21, 2021-22 & 2022-23)** should be either of the following.
- Three Similar [Event Management works for National/ State/ REGIONAL KRUSHI Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 50.00 Lakhs (Rupees Fifty Lakhs.) each **OR**
 - Two similar works costing not less than the amount equal to Rs.75.00 Lakhs (Rupees seventy five lakhs) each **OR**
 - 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 turn over of **Rs.5.00 Crores** from Event Management business during the last 4 financial years **(2019-20,2020-21, 2021-22 & 2022-23)**. **Technical Evaluation:** Technical Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:
- 8.

Technical Bid Evaluation Parameters	Maximum Mark
1. Number of Similar Assignments undertaken/completed during last four years (2019-20,2020-21, 2021-22 & 2022-23) . (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/ Departments/ PSU's/ Corporate Bodies/National/International Organisations) <ol style="list-style-type: none"> Three Similar [Advertisement & Publicity work or Event Management works for National/State/DistrictLevelExhibitions]completedworks/assignments costing not less than the amount equal to Rs 50.00 Lakhs (Rupees Fifty Lakhs.) each = 5mark. Two similar works costing not less than the amount equal to Rs. 75.00 Lakhs (Rupees Seventy Five Lakhs) each = 10marks. One similar works costing not less than the amount equal to Rs.1.00Crores(RupeesOneCrores)eachorabove = 20Marks. 	20
2. One Similar work executed in the above category in Ganjam district during last 5Years= 5Marks	5
3. Financial Statement of last four year and the agency should have an average annual turnover of Rs.5.00 Crores from Event Management business during the last 4 financial years (2019-20, 2020-21, 2021-22 & 2022-23) . (Scoringpattern:>5crore-7crore= 10 marks ,Above 7crore=20marks.)	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 atleast 4years as on 30 th Nov.,2022. (Scoring pattern: >4years-6years = 10marks, More than 6years=20marks.)	20
5. Technical Presentation (The score will be awarded by committee based on the technical and experience aspects) <ol style="list-style-type: none"> Best one event from past experience Advertisement & Publicity Plan Innovation and Creativity for this event. Camera to be used for Photography and videography. 	35
GrandTotal	100
Qualifying Mark for Opening of Financial Bid	70

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 will be intimated to the concerned bidders during pre-bid meeting. 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 as core above the minimum**

qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial Bid.

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

7. Evaluation of the Proposals:

I. Technical:

The bidders 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) combined 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

Name of the Event	Date	Venue
REGIONAL KRUSHI Mela	26.12.2023 to 30.12.2023	Dussehera Padia, Jeypore, Dist- Koraput

- a. Work Order will be issued in favor of the approved bidder by Chief District Agriculture Officer, Koraput, Jeypore for **REGIONAL KRUSHI Mela**.
- b. 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, Koraput, Jeypore before 7 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.
- c. Chief District Agriculture Officer, Koraput, Jeypore will not be responsible for any occurrence

- like theft & missing of any articles while deployment of guards during the exhibition period.
- d. In case of any occurrence of theft, the Agency will conduct proper inquiry.
 - e. Arrangement of lodging, boarding & logistics of the guards during the Festival 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 CDAO, Koraput, Jeypore will provide the permission from police, Municipality 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 reason 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, Koraput, Jeypore. 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 reason thereof.

10. **Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict to 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 Koraput, Jeypore 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. Mis representation/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

Chief District Agriculture Officer, Koraput, Jeypore is going to organize a mega event named as REGIONAL KRUSHI Mela, to be held from 26.12.2023 to 30.12.2023 "REGIONAL KRUSHI Mela" is being round st by district administration, involving Agriculture & other allied departments of Koraput District with an objective to provide a platform polpularisation of Agril.Implements and promotion of other allied activities. It also aims to showcase the Mission Shakti & WSHG activities of Koraput, Jeypore as well as other districts/states during the event.

TheEventManagementAgencyShouldProvidetheFollowingServices

Sl. No	WorkstoBeDone	Particulars	Remarks
A	Infrastructure, Tentage for Stage & stall	1. Installationoftemporystallsasper specifications 2. Main program stage as per specifications 3. LEDscreenforBackdrop 4. Backdrop (thematic) 5. ThimeticEntranceGate 6. Redcross Gate 7. Green Room 8. Garman Hanger for Meeting Area& Training hall 9. Aluminiuntrussforstage 10. BarricadingforSittingareaandParkingarea 11. Coordinationcell 12. VVIPLounge 13. Food Stalls (Pagoda) 14. Stage Sound and Light 15. Alminium Truss for Stage 16. ControlroomforPolice,fire,Medical	Detail work plan & designate to be presented during the technical lpresentation.
B	Security Services	Providing Private Security Service at Festival Venue of the participants during the event	
C	Light &S Sound	Light & Sound forStage, coordinationcell, stall, parking area and other venue area as perrequirement. AmbienceLightingAroundVenueArea.	
D	Power &Electricity	2nos. of Genset(125kv)for venue. One forstage, oneforstall, coordination cell and venue are as per requirement.	
J	Printing Works	Flex Printing and Mounting	
K	Sanitation	Cleaning of Festival ground,accommodation places.	
L	Flower Decoration	FlowerVasewithSufficientfreshandLiveflowerdecoration attheentranceandexit,stageandother area.	
M	Docu-mentation	Providing Photography, Videography,CC Camera with enter area surveillance & Monitors , LED TV during the event	Type of camera to be used, should be presented during Technical Presentation

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 tendered will quote their lowest possible prices separately for each category. The details of specifications are given below:

Sr.	Particulars	Stall specification
1	Structure	Bamboo & cloth structure, Size of each stall- 10'X10' with tarpaulin waterproof 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 <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)

	Carpeting	Clean green carpeting for total venue area as per the requirement.
3	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.
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 incharge).A running white cloth jhallar of 1'width will be put in the front side, below to the fascia frame.
6	Furniture	Frontcountertableinwoodenbattenandplanks/stilltablesize8'x2'X3'heightand wrappedwithnewwhitecottoncloth.PlasticmouldedChairwithhandle-2nos.
7	Flex Mounting	Total8000Flexmountingwithironframingforvenueareaandstallareasasperrequirement.
7	Electric Fittings	T5Light-3no.(2numberoflightsshouldbeconnectedwithgenerator)&aon/offswitchforusein nighttimeafterclosing,CeilingFan-1no. connectedwithanon/offswitchineachstall. 1no.of5AmpPlugPointwithon/offswitch.
8	Numbering of Stall	Allstallsshouldbenumberedwithstencilandpaint.
9	Closures	Frontclothdrops/screens.Dailyputtingupandoffofthesameistheresponsibilityof thebidder.
10	Power	1no.ofGenset(125kv)withfuelforStall,parkingandotherveuearea.

2. Stage & Front Sitting Arrangements

One open stageshall 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	Ironfabricatedstructure40'X40"size&heightfromgroundsurface6'withplywoodfloorof19mmthicknessplywithfoursidegrid.
Greenroom	5no.ofGreenroom16'X16'alongwithmainstage.
Truss for stage	Truss structure(50'X50'sizeorasperstagerequired) round stage area.
Flooring	The entire floor of the stage shall be covered withne wsyntheticcarpetoffinequality.
Backdrop	LEDbackgroundofsize400sqft Backdropthematicasperstagerequirement
Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will beSeparatedbythebrasspole&chainsforreachingtothestage.Theentirestepwillalsobe coveredwiththesameunitexcarpets.
Barricading	4'heightX5000ftiron(MajoBaricade)fabricatedbarricadewillbemadearoundthestage fortheentryofVVIPs.
Light	1. Parcan64/60-40nos. 2. LEDpalco-100nos. 3. Whiteblinder-4nos. 4. ColourBlinder- 2nos. 5. BackdropLEDpar-40nos 6. Sharp-60nos. 7. Smoke, stove, lager, and other stage light as per bollywood tech rider

Sound	1. JBLverttechSeries&Lineary8pair 2. JBLverttechDoubleBass10nos. 3. Stagemonitor&StageGear(asperBellywoodArtistrequired) 4. Otherrequiredthingasperbollowoodartistrequirement.
OverallSupervision	Cleaning,Sweeping&keepingreadyofallequipmentonstagebeforecommencingofCulturalevents onalltheculturalnightsarethecompleteresponsibilityofthevendor.
Anti FireChemicalTreatment	Thematerials(likeclothes&otherinflammablematerials),tobeusedforconstructionoffstage,shouldbetreatedwithfireeellantchemical.
Power	OneGenset(125kv)withfuelforstage,settingareainfrontofstage,gateotherareaasper client.

3. Seminar Hall

Sl. No	Particulars	Specification
A	Seminar Hall	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
	Design	Yangyan House(Design to be provided during erection)
A	Structure	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 fire chemical Treatment
B	Size	50ftX50ft.
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 framework walls/partitions.
D	Counter	One long table covered with new cotton cloth will be fixed in the office room.Onewindow 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 FloorsyntheticMatting.
F	Furniture	20no.ofVVIPChairswithwhitetowels,TableCloth,20no.Goodqualityborosilglasses with covers, Plstic name plates- 20 no. 5 no. of Flower vase with liveflowers ticks, Turkish towels on the VVIP Chairs, one speech podium , BrassDeepam (2'.6"height)withinauguralmaterialsetc.willbeprovidedonthemeetingdays.

G	Electric Fittings	Tube Light - 20 no. , Ceiling Fan - 10 no., 12 ton Ac,4 no of sound less pedestalfan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in theeach room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer,printer,scanner&LCDprojector.Otherdecorativelightlikehangingchandelier (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 plyfitted doors hall befitted in the mainentranceoftheCoordinationCellfornightclosing.
J	FlowerDec oration	Flower Vase with Sufficient Live flower decoration at the entrance and exit andother places, Live flower pots at the four sides of the Coordination Cell withthermocolletteringandthermocolpanelsattheentrance(writteninEnglish&Odia).

5. Documentation-Photography,Videography,CCTV,LED:

Documentation of the **REGIONAL KRUSHI Mela** 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 Koraput office within 10 days of the completion of the event.
3. State/District wise photography along with success stories, interaction with visitor/seller 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, 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/seller etc.
4. Necessary actions should be taken during final post production and final preview of the documentary in consultation with Berhampur Development Authority, Berhampur/ concerned district officials.
5. The documentary film of each mela should be submitted in Development Authority, Berhampur 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 set up in four locations in the mela ground. More numbers may be 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 event

Security Guard with Lathi- (1st shift-3, 2nd shift-15, 3rd shift-3) Supervisor -
1 per shift

Security personnel will be deputed at REGIONAL KRUSHI Mela ground on shift basis, as per the requirement and direction of Festival Management Team.

7. Sanitation

Cleaning of Festival ground, accommodation places, Coordination cell & VI Plounge, toilet twice daily using disinfectant materials.

SECTION:4

TECHNICALBIDSUBMISSIONFORMS

TECH -1 COVERINGLETTER

(ONBIDDERSLETTERHEAD)

[Location,Date]

To:

TheCDAO,

Ganjam,Odisha-760010

Sub: SelectionofEventManagementAgencyforREGIONAL KRUSHIMELA[TECHNICALBID]

DearSir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Request for Bid No.: _____,dated _____.

WeareherebysubmittingourBid,whichincludesTechnicalBidandFinancialBidsealed inseparateenvelopes.

Ihereby declare that all the information and statements made In thisTechnicalBidandFinancialBidaretrueandcorrectandIacceptthatanymisinterpretationcontainedinit mayleadtodisqualification of our Bid. I confirm that this Bid will remain binding upon us and may be acceptedbyyouatanytimebeforethevalidityofthebid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFPdocument. In case any provision of this RFP are found violated, then your authority shall withoutprejudicetoanyotherrightorremedybeatlibertytorejectourBidincludingforfeitureofthefullsaid earnestmoneydepositabsolutely.

Iremain,

Yoursfaithfully,

AuthorizedSignatorywithDateandSeal:

NameandDesignation:_____

AddressoftheBidder:_____

TECH -2
Bidder's Organisation (General Details)

SINo .	Description	FullDetails
1	NameoftheBidder	
2	Addressforcommunication: Tel :Fax : Emailid:	
3	Name of the authorized personsigning & submitting the bid onbehalf oftheBidder: MobileNo.: Emailid:	
4	Registration/IncorporationDetails RegistrationNo: Date&Year.:	
5	LocalofficeinBrahmapur IfYes, Pleasefurnishcontactdetails	
6	EMDDetailsUndertaking	
7	PANNumber	
8	GoodsandServicesTaxIdentification Number(GSTIN)	
9	Willingtocarryouttheassignmentasper thescopeofworkoftheRFP	YES
10	Acceptallthetermsandconditionsas specifiedintheRFP	YES

AuthorizedSignatory[Infullandinitials]:_____

NameandDesignationwithDateandSeal:_____

TECH -3
Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Turnover from Event Management Services (in Cr/lakh)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last four Fys (2019-20, 2020-21, 2021-22 & 2022-23) (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.</p> <p><i>Filled 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 outrightly rejected.</i></p>				

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)(FY20 2019-20,2020-21, 2021-22 & 2022-23)

Sl. No.	Period	Name of the Assignment with details thereof	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 three years 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** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EO 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

FINANCIALBIDSUBMISSIONFORMS

FIN-1

COVERING LETTER (In Bidders Letter Head)

[Location,Date]

TheCDAO,
Koraput, Jeypore

Sub: Submissionof FinancialBidfor Event Management Services of REGIONAL KRUSHI MELA.

Sir

I,theundersigned,offertoprovidetheconsultingservicesfor[Inserttitleofassignment]inaccordancewithyourRequestforBidNo. _____,Dated:_____.Ourattached FinancialBidis for the sum of **Rs._____ (Rupees, _____)**. This amount is inclusive of the taxesapplicableasperGSTAct.Idoherebyundertakethat,intheeventofacceptanceofourbid,theservicesshallbe provided in respect to the terms and conditions as stipulated in the RFP document. Items wise rate as performatgivenintheRFPdocumentsaregivenbelow:

COST STRUCTURE FOR ORGANISATION OF 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 (320 Sqft)	Per day		5	
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 pringing and mounting	Per Sqft		2000	
9	Green room	Package		6	
10	German Hanger for Meeting area	Per Sqft		8000	
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		5	

14	Banquet chair (500 nos)	Per day		5	
15	Modular Chairs	Per Pc		1000	
16	Cordination Cell	Package		1	
17	Food Stalls (Pagoda)	Per Pc		10	
18	Security for the whole venue	Per day		7	
19	Floral Decoration	Per day		5	
20	Green matting	Per Sqft.		150000	
	Power				
21	Genset with fuel (for stage)	Per day		5	
22	Genset with fuel (for stall area)	Per day		5	
	Light & Sound				
23	Stage sound (3 Setups)	Per day		1	
24	Stage lights (3 Setups)	Per day		1	
25	Ambience lighting	Package		1	
26	Aluminium Truss for stage (80x60)	Package		1	
27	AC for VIP Lounge and green room	Package		5	
28	Promotion, Branding and sky balloon	Package		1	
	Décor				
29	Sand Art	Package		1	
30	Flag Display	Per Pc		30	
	Documentation	Package		1	
31	Photographer (2 nos)				
32	Videographer (2 nos)				
33	Transportation for all	Package		1	
34	Ancor for 2 days	Package		1	
Total :					
a	Add GST 18%				

Grand Total					
--------------------	--	--	--	--	--

Word in Rupees

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 CHECKLIST

Sl 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. 1,00,000/- (Rupees One lakh only) Undertaking		
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	Trade License		
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 noloosesheets and each page of all the two part sare 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: _____