

Office of the District Education Officer, Koraput

At-Paraja Sahi, Po/Dt-Koraput

Pin-764020



RFP No. 22/RSSS/25

Date 01.01.2026

Request for Proposal (RfP)

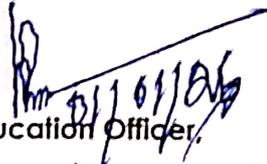
For Appointment of Event Management Agency for Organisation of –

DISTRICT LEVEL PM SHRI UTSAV TO BE HELD ON 15TH & 16TH JANUARY, 2026.

Request for Proposal (RfP) invited from reputed event management agencies / companies for Event management of the **DISTRICT LEVEL PM SHRI UTSAV to be held on 15TH & 16TH January, 2026**. The detailed document is available in the website of Koraput District Administration i.e. <https://koraput.odisha.gov.in>

The bid shall be submitted in the prescribed format along with all relevant documents duly signed and sealed. The bid should reach to the **District Education Officer, Koraput, by 08.01.2026 at 05.00 P.M.** either by Courier/ Speed Post/ Registered Post. (No hand delivery is acceptable). The District Education Officer, Koraput shall not be responsible for any delay in postal delivery and similar reasons.

For any assistance in this regard or for any clarification, the prospective Firm/ Company may contact the District Education Officer, Koraput.


District Education Officer,
Koraput.

District Collector & DM, Koraput reserves all rights to accept or reject any or all application(s) during the selection process at any time, without incurring any liability and without assigning any reason thereof.

RfP No: 22/ASSS/25

Date: 01.01.2026

Request for Proposal (RfP)
For Engagement of
"Event Management Agency for Organisation of
DISTRICT LEVEL PM SHRI UTSAV" to be held on 15TH & 16TH January, 2026.
Koraput, Odisha



OFFICE OF THE DISTRICT EDUCATION OFFICER, KORAPUT

At/Po/Dt- Koraput, Pin- 764020, Odisha



SCHEDULE OF BIDDING PROCESS

Period of availability of RFP document:	Dt. 01.01.2026 to Dt.08/01/2026 Downloadable from Website https://koraput.odisha.gov.in
Last date for receipt of RFP:	Dt. 08.01.2026 by 05.00 PM. through Registered Post/ Courier/ Speed post. No drop box facility available and Hand delivery is not allowed.
Place of submission of RFP:	The District Education Officer, Koraput At- Paraja Sahi, Po/ Dist: Koraput Pin- 764020, Odisha. Mobile No.: 9437558403
Date and Time of opening of Technical & Financial Bid	Dt. 09.01.2026 at 11.00 AM.
Presentation by qualified Bidder	Dt. 09.01.2026 at 11.00 AM.
For further information:	The District Education Officer, Koraput Mobile: 9437558403

1. INFORMATION AND GENERAL CONDITION OF CONTRACT

1.1. DISTRICT LEVEL PM SHRI UTSAV-

There will **10,150** no. of participants including officials/guests to be attended.

1.2. Instruction to Bidder

- a. Firms are hereby invited to submit their bids in response to the Request for Proposal (RFP) for providing their services to the District Administration, Koraput. Proposal so submitted shall form the basis for future negotiations and ultimately a contract between the **selected agency** and **District Education Officer, Koraput**. The contract shall be for a period of one season, i.e. the agency shall execute the scope of work mentioned in this document during **DISTRICT LEVEL PM SHRI UTSAV to be held on 15TH & 16TH January, 2026 (Two Days)** only.
- b. A description of the assignment, Scope of work, Terms of Reference and objectives are given in this document.
- c. To obtain first- hand information on the assignment, the agency may make visit to selected ground i.e. **PARAB Ground, Koraput** nearby the city of Koraput before submitting the proposal.
- d. The expenditure incurred towards preparing the proposal and negotiating the contract including site visit, are not reimbursable as a direct cost of the assignment.
- e. The District Administration may reject one or all proposals without assigning any reason thereof.
- f. The District Administration shall keep all rights with related to the clearance of ground space in case of over crowd.

1.3. Consortium

Keeping in view the scope of work, Consortiums / Joint Ventures are NOT allowed. Firms applying in consortium/joint venture shall be summarily rejected. Firms/Agencies desirous of participating in this Bid should not have been debarred / blacklisted by any Government agency.

1.4. RFP Documents

- a. The RFP document shall be available from the advertisement date till the bid due date on the District Website at <https://koraput.odisha.gov.in>.
- b. Bidders are advised to submit their proposal in the appropriate formats specified in this document.
- c. At any time before the submission of proposals, the District Administration may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited consulting firm modify the document by amendment. The amendment will be notified in the Official website of Koraput District and the revised documents / clarification if any, shall also be uploaded on the website.

1.5. Communications

All communications including the submission of proposal should be addressed to;

The District Education Officer, Koraput
At-Paraja Sahi, Po/Dist- Koraput, Pin- 764020, Odisha.
Mobile No: 9437558403

1.6. Preparation of Proposal

- i. Bidders are requested to submit the proposals as per the attached formats only. The proposals, which are not submitted in the required format, are liable to be rejected by District Administration, Koraput.
- ii. Bidders are requested to go through the RFP document carefully before preparing and submitting their proposal.
- iii. The Bidders may be disqualified, if information sought in the RFP is not provided properly.
- iv. Any proposals containing vague and indefinite expressions will not be considered.

1.7. Submission of Proposal

The proposal shall be submitted in two parts –

Part A – Technical Bid

Part B- Financial Bid

The bid shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the proposal prior to opening of the same.

The Technical Bid (Part A) and Financial Bid (Part B) must be inserted in separate envelopes in a sealed envelope, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.

“Appointment of Event Management Agency for Organisation of

DISTRICT LEVEL PM SHRI UTSAV at Koraput to be held on 15TH & 16TH JANUARY, 2026.

The Applicant's Name & address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to The District Education Officer, Koraput at the following address;

The District Education Officer, Koraput

At-Paraja Sahi, Po/Dist- Koraput, Pin- 764020, Odisha.

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then District Administration will assume no responsibility for the tender's misplacement or premature opening and will be rejected.



The opening of the Financial Bid shall be made after evaluation of technical bid and as per the scheduled dates which shall be intimated by District Administration to the eligible applicants. In case of any discrepancy between figures and words in the financial bid, the one described in words shall be considered.

1.8. Bid Validity Period

The bid shall be valid for acceptance by District Education Officer, Koraput for a period of **one month** from the Bid Due Date.

1.9. Bid Evaluation

- i. The Technical Bid submitted on the time & date stipulated in this RFP shall be opened, in presence of Bidders who choose to remain present. The name of the Bidders who have submitted their proposals shall be announced.
- ii. Prior to evaluation of Bids submitted, District Administration, Koraput will determine whether each proposal is responsive to the requirements of the RFP. District Administration, Koraput may, in its sole discretion, reject any proposal that is not responsive hereunder. A proposal shall be considered responsive only if:
 - a. Bid prepared have been as per the format specified in the RFP;
 - b. It is received by the due dates and time stipulated in the RFP including any extension thereof granted by District Administration, Koraput;
 - c. It is accompanied by the Bid Security & Bid Processing Fee as per the provisions of this RFP;
 - d. It contains all the information (complete in all respects) as requested in the RFP;
 - e. It does not contain any condition or qualification and
 - f. It is not non-responsive in terms thereof
- iii. **The District Education Officer, Koraput reserves every right to reject any bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by District Education Officer, Koraput in respect of such proposals.**
- iv. District Education Officer, Koraput will carry out the evaluation of all responsive proposals in the manner stipulated in the RFP document.
- v. Based on the evaluation of credentials submitted by bidders in the Technical Bid, they shall be pre-qualified. Afterwards financial bid shall be opened. Further the qualified bidders shall be invited for presentation before the Evaluation Committee.
- vi. District Administration, Koraput shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
- vii. Bidders are advised that, the selection process shall be entirely at the discretion of the District Administration, Koraput. Bidders shall be deemed to have

understood and agreed that District Administration, Koraput shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.

- viii. Any information contained in the Proposal shall not in any way be construed as binding on District Administration, Koraput, its agents, successors or assigns, but shall be binding on the Bidder if the assignment is subsequently awarded to it.

1.10. Bid Security

A Bid Security of **Rs. 70,000.00** (Rupees Seventy Thousand only) in the form of Demand Draft drawn in favour of "**Mo School Abhiyan Parichalana Sangathan, Koraput**" and payable at ICICI Bank, Koraput, shall be submitted by all the Bidders inside the Technical Bid Cover.

- Proposals not accompanied by the Bid Security shall be rejected as non-responsive.
- No interest shall be payable by District Administration, Koraput for the sum deposited as Bid Security.
- The Bid Security of the unsuccessful bidders would be returned back within ten days of issuance of Letter of Intent to the successful Bidder.

The Bid Security shall be forfeited by the District Administration, Koraput in the following events:

- If the proposal is withdrawn during the validity period or any extension thereof.
- If the proposal is varied or modified in a manner not acceptable to District Administration, Koraput after opening of tender during the validity period or any extension thereof.
- If the Agency tries to influence the evaluation process.
- If the Preferred Agency withdraws his proposal during negotiations.

1.11. Bid Processing Fee (Non Refundable)

All bidders are required to pay INR **2000.00** (Rupees Two Thousand Only) towards Bid Processing Fee in the form of Demand Draft drawn in favour of "**Mo School Abhiyan Parichalana Sangathan, Koraput**". The Bid Processing Fee is Non-Refundable and shall be deposited along with the Technical Bid.

Scope of Work

DISTRICT LEVEL PM SHRI UTSAV TO BE HELD ON 15TH & 16TH JANUARY, 2026.



Sl. No	Major Head	Sub-Head	Quantity
			205
1	Certificate & Mementos	Certificate (As per specification)	205
		Mementos (As per specification)	10,150
2	Lunch & Refreshment	Lunch (As per Menu)	10,150
		Refreshments (As per Menu)	10,150
		Water (Drinking & Other)	10,150
		Tent as per requirement	350
		Dinner as require	
3	Tent, Light, Sound & Event arrangements as per capacity	Tent as per capacity (10,150 no.)	
		Light as per capacity	
		Sound System as per capacity	
		Stage as per capacity	
		Pavilion @ 3500 Sq. Feet	3 Nos.
		Bookey & Uttariya as required	
		Badges as required	
		Name Plate for Guests	
		Audience, VIP & Guest Chair	10,150
		Phenyl, Hand Wash, Mosquito Coil etc. as required	
		Podium/Water Bottle for stage as per required	
		Inauguration materials as per required	
		Entrance Gate as per required	
		Back Drop & Standee as per specification	
		For night halting, bed for participants	350
		Temporary Urinal / toilet as per capacity	
	Other arrangements as per required		
4	Photography, Videography (As per I & PR rates)	Photography of all events	
		Videography of all events	

N.B. Menu for Lunch- Rice, Dal, Bhaja, Chicken/Paneer Curry, Khatta.

Menu for Dinner- Rice/Roti, Dal, Bhaja

Menu for Breakfast- Upama and Potato Muttor curry

Menu for Refreshment for Guests- Salted Kaju, Apple, Biscuits, Tea/Coffee

1.12. Payment Schedule

The payment shall be released by the DEO, Koraput to the Agency in the following manner:

Sl. No.	Event / Deliverable	Payment
1	On successful completion of event after submission of supporting documents/photos/videos in hard copy Album & Hard Disc/Pen-Drive	100%

2. SUBMISSION OF RFP

The RFP bids must be submitted, in two separate envelopes:

Technical Bid – Envelope I

Financial Bid – Envelope II

These 2 (two) separate envelopes must be packed/sealed with another envelope.

2.1. Technical Bid

The Technical Bid should be provided with the following information, using the format for technical bid provided in the Annexures of this RFP document:

- i. Letter of Bid – Annexure A1
- ii. Particulars about the Bidder – Annexure A2
- iii. Financial Capacity of the Bidder – Annexure A3
- iv. Experience of Bidder in Similar Projects – Annexure A4

All the projects cited needs to be submitted by supporting credentials (work orders / completion certificates) from clients.

- v. Particulars in the form of CVs regarding the team leader and core team of at least 5 key personnel (who will be heading the respective domains of the event management and the branding & promotion)
- vi. Bid Processing fees in the form of Demand Draft in favour of "Mo School Abhiyan Parichalana Sangathan, Koraput" payable at Koraput.
- vii. Bid Security in the form of Demand Draft in favour of "Mo School Abhiyan Parichalana Sangathan, Koraput" payable at Koraput.

2.2. Financial Bid

- i. The financial bid should include remuneration for staff/ volunteer, accommodation, transportation and equipment, printing of documents/ materials and all other expenses related to the assignment for the activity i.e. Event Management of **DISTRICT LEVEL PM SHRI UTSAV TO BE HELD ON 15TH & 16TH JANUARY, 2026** at Koraput.
- ii. In the Financial bid, the Agency shall quote an item-wise cost for all elements in the scope. However, the Total Amount quoted by the Agency shall be considered for financial evaluation.

All costs must be expressed in Indian rupees only.

2.3. Checklist for Submission

A	Technical Bid	Format
1.	Covering Letter	Annexure-A1
2.	Bid Processing Fee (non-refundable) of Rs. 2000/- (Rupees Two thousand only)	Demand draft in favour of "Mo School Abhiyan Parichalana Sangathan, Koraput", payable at, Koraput.
3.	EMD (Refundable) of Rs. 30,000/- (Rupees Thirty Thousand only)	Demand draft in favour of "Mo School Abhiyan Parichalana Sangathan, Koraput", payable at Koraput.
4.	Security Deposit of Rs. 70,000/- (Rupees Seventy Thousand only)	Demand draft in favour of "Mo School Abhiyan Parichalana Sangathan, Koraput", payable at Koraput.
5.	Particulars of Bidder	Annexure-A2
6.	Financial capabilities of the Bidder	Annexure-A3
7.	Details of experience in Koraput/Other area during similar assignments (separately for Branding and event Management)	Annexure-A4
B	Financial Bid	Annexure-B1 and B2

3. EVALUATION CRITERIA

3.1. Evaluation of Proposals

The RFP bids of those Agencies, which would meet the minimum conditions of eligibility specified in Section 4.2, will be evaluated in two stages:

- i. Technical evaluation
- ii. Financial Bid.

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

- Filled in Bid Submission Check List in Original
- Covering letter on bidder's letterhead requesting to participate in the request for proposal process.
- Bid Processing Fee, EMD & Security Deposit (SD) 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 Returns of 2022-23, 2023-24 & 2024-25
- General Details of the Bidder
- Financial Details of the bidder 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, along with copies of contracts / work orders / completion certificate from previous clients.
- Self-Declaration from the Bidder on not blacklisted.

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.

Note: All projects should have been undertaken by the Agency in the last Five Years Relevant projects of National or International repute to be considered for evaluation of event management ("Similar"):

- State Government events
- Award Ceremonies
- Cultural Events

*Note: Social Events like private parties, marriages, etc shall NOT be considered for evaluation. Also, project considered in one category cannot be used as duplicate for evaluation purpose. However, projects can be considered as duplicate only for experience in Koraput/Odisha.

3.2. Negotiations

Contract negotiations will then be scheduled with Preferred Agency. Negotiations will commence with a discussion of technical bid, the proposed concept, staffing and price proposals.

After the contract has been successfully negotiated, Preferred Agency will be issued Letter of Intent by the District Administration Koraput. If the negotiations do not reach any conclusions and if the first Preferred Agency withdraws his proposal, District Administration may then invite Second Best Bidder for the negotiations. In such case EMD of Preferred Agency shall be forfeited.

The other Bidders, which did not meet the Minimum Eligibility Conditions, not shortlisted for other stages of evaluation also the Bidders who were technically qualified but were not selected except the second best Bidder, will be informed by District Administration that they were unsuccessful. The Bid Security of such Bidders will be refunded within 15 days after issue of LOI to the successful Bidder.

No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any Bidder, who tries to influence the evaluation, will be liable to be rejected.

If any other matter left in this document, which is indispensable for the better organization, shall be discussed during the time of negotiations.

3.3. Agreement

Agreement shall be signed between District Education Officer, Koraput & the successful bidder.

3.4. Performance Security

The successful bidder shall deposit a performance security of Rs. 70,000/- (Rupees Seventy Thousand) only in the form of bank guarantee on the day of signing of the agreement with validity of 90 days.

3.5. In the event of unforeseen circumstances the District Administration reserves the right to make suitable amendments to the aforesaid conditions without assigning any reason thereof.


District Education Officer
Koraput


Collector-cum-Chairman,
DLC, PSSS, Koraput

SAMPLE APPLICATION FOR BID

Name of the Firm/ Bidder & Address:

Photo

Contact No.:

Email ID :

Documents to be Enclosed:

1. Photocopy of PAN/ TAN (No.)
2. Photocopy of GST
3. Contact No.
4. Email ID
5. Bank Account No, Account Name, IFSC Code, Bank & Branch name
6. PAN No-
7. Aadhaar No-
8. EMD Details: Amount:

9. DD No./ Date

Bank/ Branch:

Date:

Seal & Signature of the Bidder

Place:

Memo No. 23 /PSSS/25

Date-01.01.2026

Copy to the District e-Governance Manager for information and necessary action with a request to upload the Notice Inviting Tender and the Bid Document in the official website of the Koraput district.

Copy to all the District Level Officers / Sub-collector, Koraput/Jeypore/All BDOs/All Tahasildars/All CDPOs/EOs Municipality/NAC/District NIC, Koraput of this district for information with a request to publish the notice in their Office Notice Board for wide publicity among the General Public.

Copy to all members of District Level Committee for information and necessary action.

Copy to the SPD, OSEPA & Member Secretary, PSSS, Odisha, Bhubaneswar for information and necessary action.


District Education Officer,
Koraput.