

REQUEST FOR PROPOSAL (RFP)

For

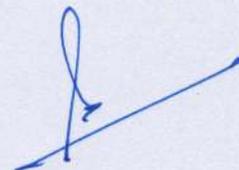
**SELECTION OF an EVENT MANAGEMENT AGENCY/COMPANY/FIRMS/ FOR
DIFFERENT WORKS OF**

**SUBHADRA SHAKTI
&
ENTREPRENEURs MELA**

RFP No : 815
DATE : 21.01.2026

MISSION SHAKTI, KORAPUT

Web Site: <https://koraput.odisha.gov.in>



**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
SUBHADRA SHAKTI & ENTREPRENEURS MELA**

Disclaimer

The information contained in this RFP document or subsequently provided to Bidder(s) whether verbally or in documentary form by or on behalf of the District Administration, Koraput or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP Document and all other terms and conditions subject to which such information is provided.

This RFP Document is not an agreement and is not an offer or invitation by the Tendering Authority to any party other than the bidder who are qualified to submit the Bids ("Bidders"). The principle of this RFP Document is to provide the Bidder(s) with information to support the formulation of their Proposals. This RFP Document does not purport to contain all the information each Bidder may entail.

This Document may not be apposite for all persons, and it is not possible for Tendering Authority, its employees, or advisors to consider the investment objectives, financial situation, and needs of each Bidder who reads or uses this RFP Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. The Tendering Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Document. The Tendering Authority may in its absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this RFP Document.

RFP SCHEDULE

SL. NO	PARTICULAR	DETAILS
1.	Name of the Client	District Mission Shakti Director-cum-Collector, MISSION SHAKTI, Koraput
2.	Method of Selection	Quality cum Cost Based Selection (QCBS)
3.	Joint Venture/Consortium	Not Allowed
4.	Period of availability of RFP document	21.01.2026 to 30.01.2026 Downloadable from the Govt Official website https://koraput.odisha.gov.in
5.	Date of issue of Request For Proposal (RFP)	21.01.2026
6.	Last Date and Time for submission of RFP	30.01.2026 by 04.30 PM
7.	Date & Time for opening of Technical RFP and Presentation	31.01.2026 at 11.00 AM & Presentation of EMA
8.	Date & time for opening of Financial RFP	31.01.2026 at 03.30 PM
9.	RFP Processing Fee (Non-Refundable)	Rs. 11,800/- in shape of Banker's Cheque / Demand Draft in favour of "Project Director DRDA KORAPUT (Mission Shakti Gruhas)" drawn in any scheduled commercial bank payable at Koraput.
10.	Earnest Money Deposit (EMD) (Refundable without interest)	The bidder should submit an Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh) only in shape of Demand Draft "Project Director DRDA KORAPUT (Mission Shakti Gruhas)" from any Scheduled Bank payable at Koraput. The EMD of the unsuccessful RFP will be refunded after the completion the selection process.
	Security Deposit	The successful bidder will have to deposit a security amount of Rs. 5,00,000/- (Rupees Five lakh) only in shape of Demand Draft in favour "Project Director DRDA KORAPUT (Mission Shakti Gruhas)" from any Scheduled Bank payable at Koraput as security deposit.
11.	Address for Submission of RFP	The CDO-cum-EO, Zilla Parishad, Koraput-764020, Odisha Mode of Submission: Speed Post / Courier only to the address as specified above. Submission of RFP through any other mode and late RFP will not be considered.
12	Place of Opening of Technical & Financial RFP:	Zilla Parishad Conference Hall, Koraput

Interested bidders must visit the site and get familiarized with the site (Dushera Podia, Jeypore) before bidding for the project.

For details, please visit: <https://koraput.odisha.gov.in>

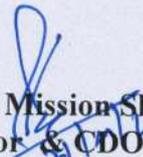
SECTION: 1 LETTER OF INVITATION

REQUEST FOR PROPOSAL (RFP) No: 815

Date: 21/01/2026

Name of the Assignment: Selection of Event Management Agency /firm for **Subhadra shakti & Entrepreneurs mela.**

1. **The District Mission Shakti Director-cum-Collector, MISSION SHAKTI, Koraput** invites sealed RFP from eligible bidders for “**Selection of Event Management Agency/Company /firm for Subhadra Shakti and Entrepreneurs Mela**”. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this Request for Proposal (RFP) document.
2. Agency will be selected under **Quality cum Cost Based Selection (QCBS)**
3. The RFP complete in all respect as specified in the **Request For Proposal (RFP) REQUEST FOR PROPOSAL (RFP) Document** must be accompanied with a **Non-refundable** amount of **Rs. 11,800/- (Rupees Eleven thousand Eight Hundred) only** towards **RFP Processing Fee** and an **Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh)** only in shape of Demand Draft / TDR / NSC in favour “**District Mission Shakti Director-cum-Collector, MISSION SHAKTI, Koraput**” from any Scheduled Commercial Bank payable at Koraput.
4. The successful Bidder will have to deposit a security amount of **Rs. 5,00,000/- (Rupees Five lakh)** only in shape of Demand Draft / Bank Guarantee / TDR / NSC in favour “**District Mission Shakti Director-cum-Collector, MISSION SHAKTI, Koraput**” from any Scheduled Bank as security deposit.
5. The RFP must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of RFP through any other mode will be rejected.
6. The last date and time for submission of RFP complete in all respects is **30.01.2026 by 04.30 PM** and the date of opening of the technical is **31.01.2026 at 11.00 AM** & financial RFP is **31.01.2026 at 03.30 PM** in the presence of the Bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.12**). Representative of the Bidder may attend the meeting with due authorization letter on behalf of the Bidder.
7. This REQUEST FOR PROPOSAL includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Scope of Work [**Section – 3**]
 - d. Technical RFP Submission Forms [**Section – 4**]
 - e. Financial RFP Submission Forms (**Section –5**)
 - f. List of Cultural Troupes/Artists (**Section-5.1**)
 - g. ~~Annexure [Section – 6]~~
8. While all information/data given in the REQUEST FOR PROPOSAL (RFP) for Selection of an Event Management Agency (EMA) / Firms 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.
9. **The Client reserves the right to accept / modify/ reject any/all RFPs / cancel the complete RFP or part of it at any stage without assigning any reason thereof.**


**District Mission Shakti
Co-ordinator & CDO-cumEO
MISSION SHAKTI, Koraput**

SECTION:2

INFORMATION TO THE BIDDER

1. Pre-Qualification/Minimum Eligibility Criteria:

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

Sl. No	Eligibility Criteria	Documents required for pre-qualification
1	The Bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organizations for at least 03 years (as on 1 st November , 2025).	<ol style="list-style-type: none"> 1. Proprietorship/Partnership/Company registration certificate/Certificate of Incorporation of the Agency, 2. Copy of PAN card and IT returns of last 3 Years. 3. Copy of Goods and Services Tax Identification Number (GSTIN). 4. Copy of the up-to-date GST Return as applicable, GST clearance in GST-3B form. 5. Copy of the Electrical License of the Contractor hired by the Bidder.
2	The agency should have an average annual turnover of Rs. 50.00 lakh (Rupees Fifty lakh) only from Event Management Services /Tentage work 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. 50 lakh (Rupees Fifty Lakhs) only during the last three financial years from Event Management Services / Tentage & Allied Works in India. Provisional Audit Report for any of the FYs will not be accepted.
3	<p>Experience of having successfully completed similar works during last three years (2022-23to 2024-25) as on 01st December, 2025 should be either of the following.</p> <ol style="list-style-type: none"> i. Three Similar [Event Management works for National/ State/ District Level Exhibitions/ Subhadra Shakti Mela] completed works/assignments costing not less than the amount equal to Rs. 30.00 lakh (Rupees Thirty Lakh) each OR ii. Two similar works costing not less than the amount equal to Rs.40.00 Lakh (Rupees Forty Lakh) each OR iii. One similar works costing not less than the amount equal to Rs. 80.00 Lakh (Rupees Eighty Lakhs) each 	<p>Work orders / Contract Document / Completion of Work Certificates / Final Payment Receipt from the previous clients to be submitted.</p> <p>Copies of Audited Balance sheet & Turnover Certificate from Chartered Accountant certifying the same need to be enclosed.</p> <p>N.B- Any provisional Audit report of any of the financial year will not be accepted.</p>
4.	The Bidder should not have been blacklisted (Dully intimated by District) by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.
5.	The Payment of the Bidder should not have been deducted by any Central / State Government/any Autonomus bodies during its business career for non-completion work or for not delivering as per agreement.	Self-Declaration from the Bidder as per the format enclosed at Tech-6.

2. RFP PROCESSING FEE (Non Refundable)

The Bidder must furnish as part of technical RFP, the required RFP processing fee amounting to **Rs. 11,800/-** in shape of Banker's Cheque / Demand Draft in favour of "Project Director DRDA KORAPUT (Mission Shakti Gruhas t)" drawn in any scheduled commercial bank payable at Koraput. RFPs received without RFP processing fee will be rejected.

3. EARNEST MONEY DEPOSIT (EMD):

- i. The Bidder should submit an Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh) only in shape of Demand Draft / TDR / NSC in favour "Project Director DRDA KORAPUT (Mission Shakti Gruhas" from any Scheduled Bank payable at Koraput.
- ii. The EMD of the unsuccessful Bidder will be refunded after the completion the selection process.

4. SECURITY DEPOSIT:

- a. The successful Bidder will have to deposit a security amount of **Rs. 5,00,000/-** (Rupees Five lakh) only in shape of Demand Draft / Bank Guarantee / TDR / NSC in favor "Project Director DRDA KORAPUT (Mission Shakti Gruhas" from any Scheduled Bank as security deposit. The Security Deposit of the successful Bidder will be released only after successfully completion of the work.

Bidder withdraws its RFP during the RFP validity period as specified in Request for Proposal (RFP).

Bidder does not respond to requests for clarification of its RFP.

Bidder fails to provide required information during the EMAluation process or is found to be non-responsive or has submitted false information in support of its qualification.

If the Bidder fails to

1. agree to decisions of the contract negotiation meeting
2. sign the contract in time

Any other circumstance which holds the interest of the Client during the overall selection process.

5. DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNICAL RFP:

The Bidders have to furnish the following documents duly signed in along with their Technical RFP:

- Filled in RFP Submission Check List in Original (**Annexure-A**)
- Covering letter (**TECH – 1**) on Bidder's letterhead requesting to participate in the tender process.
- RFP Processing Fee & EMD as applicable.
- Copy of Proprietorship / Partnership / Company registration certificate / Certificate of Incorporation of the Agency
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of the up-to-date GST Return.
- 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/Final Payment Receipt from previous clients.
- Copy of the Electrical License of the Contractor hired by the Agency.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)
- Self-Declaration from the Bidder on not deduction of any payment for non-completion work. (**TECH-6**)
- **Power of attorney for signing of proposal(If required) (Annexure-B)**

NB: Bidders should submit the supporting documents mentioned as above. RFPs 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 RFP.

6. SUBMISSION OF RFP:

Bidder must submit their RFPs **Speed Post / Courier service** only to the specified address on or before the last date and time for submission of RFPs as mentioned in Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the RFP. Any RFP received after the deadline will be out rightly rejected.

Communication Address

To

The CDO-cum-EO

Zilla Parishad, Koraput

AT/PO/Dist: KORAPUT

Pin- 764020, Odisha

Contact Number- 993728631, 8249268251

The procedure for submission of the RFP is described below:

Technical RFP: The envelope containing technical RFP shall be sealed and superscripted as "**Technical RFP– Selection of Event Management Agency/ Firm for SUBHADRA SHAKTI & ENTREPRENEURS MELA**

i) **Financial RFP:** The envelope containing financial RFP shall be sealed and superscripted as "**Financial RFP – Selection of Event Management Agency/ Firm for Subhadra shakti & Entrepreneurs mela.**". The duly filled-in financial RFP submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

All cost must be expressed in Indian Rupees Only.

ii) The "**Technical RFP**" and "**Financial RFP**" 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 REQUEST FOR PROPOSAL Document. The first envelope must be marked as "**TECHNICAL RFP (NAME OF THE ASSIGNMENT)**" and the second envelope must be marked as "**FINANCIAL RFP (NAME OF THE ASSIGNMENT)**".

All two above envelopes have to be sealed and placed inside a main envelope with proper labeling of following information in bold (**On Left Side of the Envelop**)

NAME OF THE ASSIGNMENT:

REQUEST FOR PROPOSAL (RFP) NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF RFP:

NAME AND ADDRESS OF THE BIDDER:

7. OPENING OF THE RFP :

The FIRST ENVELOPE containing "**TECHINICAL RFP**" 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 Data Sheet.

The EMAluation Committee will EMAluate the RFPs submitted by Bidders. Only Bidder/one authorized representative from the participating Bidder will be allowed to attend the RFP opening meeting. The Second Envelope containing "**FINANCIAL RFP**" of the **technically qualified Bidders** will be opened after completion of technical EMAluation stage.

8. PROCESS OF THE RFP:

A two stage process will be adopted as explained below for EMAluation of the RFPs.

- A. TECHNICAL EMALUATION (1ST STAGE):** The Bidders have to furnish the documents as mentioned at Sl.no-4. *Non-submission of any one of the document leads to outright rejection of the RFP.*

Additional Requirement:

Bidders will make a presentation before the Committee during the technical EMAluation stage. The objective of the presentation is to enable the Client to EMAluate 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-RFP meeting. The financial RFPs of the technically qualified Bidders will be opened on same day. Hence, the Bidder should make themselves/their representatives available for the same.

The Bidders who qualified in Technical RFP will be eligible for opening of the financial RFP.

- B. FINANCIAL EMALUATION (2nd Stage):** The financial RFPs of the technically qualified Bidders only shall be opened at this stage in the presence of the committee members and the Bidders or their representatives who wish to attend. The Financial RFPs as mentioned in Section-5 of the agency will be opened on the scheduled date & time. The bidder must ensure the amount written (Quoted Price will be including GST and all other eligible Taxes.

In Financial RFP, any Overwriting/Correction about the quoted price is not allowed and it will be treated as null. The RFP will be rejected.

However the rate submitted by the agency as mentioned at Section-5.1 will be optional and shall not be taken into consideration during the evaluation process.

9. BID EVALUATION CRITERIA

Only those Bidders who meet the minimum eligibility criteria as per **section-02 Point no-01** shall qualify for evaluation of their Technical and Financial Bids. evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection (QCBS) mode with weightage of 60% and 40% for technical and financial proposals, respectively.

9.1 Technical EMAluation

The Technical evaluation will include the evaluation of the Technical Proposal followed by Presentation, as specified below:

Technical evaluation criteria

Sl.	Requirements	Maximum Marks
A.	Financial Strength Credentials	30
I.	Average annual turnover of at least INR 50 Lakhs of any 3 financial years from Similar projects during the last 3 Financial Years ((2022-23, 2023-24 & 2024-25).	20
a)	● INR 30 Lakhs to less than 40 Lakhs	10
b)	● INR 40 Lakhs to less than 50Lakhs	15
c)	● INR 50 Lakhs and above	20
II.	The Bidder shall have Net Worth as on 31 st March 2025	10
a)	● INR 1.0 crore	3
b)	● INR 1.0 to 1.5 crore	5
c)	● INR 1.5 crore and above	10

B.	Similar Project Experience	35
1.	Number of Similar Projects executed during the last 3 financial years for State / Central Govt. for value more than INR 3 crores. Up to 3 Projects: 5 Marks For Every additional project 2.5 mark each up to the maximum of 10 marks	10
2.	Prior experience of conducting tourism/ Culture Festivals/ events for State Govt. of Odisha	10
3.	No of projects executed in the domain of tourism /Culture/ Festival for Central govt/ State govt with fee more than Rs 1 crore during the last 3 years 1 project – 5 marks 2 project – 10 marks	10
4.	Experience in Koraput	05
C.	Technical Presentation(Details as Below)	35
Thematic Concept and Value Addition Components: Presentation Score- The bidders shall be invited to make a presentation (20 Minutes each) to the EMAluation Committee (on the date and time mentioned in Schedule of Bidding of this RFP) on their Approach & Methodology for executing the assignment. The project concept proposal by the bidders in the form of a power point presentation & 3D film as part of the technical proposal shall be EMAluated and given scores (max. 30 marks) by the Technical EMAluation Committee as follows.		
1.	Event management plan and theme for Cultural Programmes as well as Stage, Ground, Gates etc. for Mela.	10
2	Innovation, Creativity and best practices in delivery of the event	10
3	General approach & methodology and quality of deployment of manpower	15
Total (A+B+C)		100

Note:

- Technical score (Ts) is calculated by adding the Financial Strength Credentials (A), Similar Project Experience (B) and Technical Presentation (C).
- **The qualifying technical score (Ts) for opening of the financial bid is 70.**

9.2 Financial proposal EMAluation:

9.2.1 The financial bid of only those bidders who are shortlisted after technical evaluation will be opened for financial evaluation.

9.2.2 Bidder shall mention the financial quote for the project as per the table given in Annexure-VIII (Financial Proposal).

9.2.3 The lowest financial proposal will be given a financial score of 40 points. The financial scores of other proposals will be computed as follows:

$F_s = 40 \times FM1/F1$ (For example, if the L1 quote is x, L2 is y and L3 is z; then the financial score for L1 will be 40, for L2 will be $40x/y$, and for L3 will be $40x/z$).

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

Combined and Final Evaluation:

Combined score (S) (technical score (Ts) plus financial score (Fs)) shall be calculated based on Technical and financial scores of the Bidder as per QCBS system ($S = 0.6Ts + Fs$).

Selection of Bidder: The Bidder securing the highest combined score (S) would be the preferred Bidder.

10. AWARD OF CONTRACT:

The Client will notify to the successful Bidder in writing by issuing an offer letter / work order.

N.B Sub-contracting is not allowed under this assignment.

11. PAYMENT SCHEDULE

District Administration will release the payment to the agency in the following manner.

Sl.	Milestone	Time line	Percentage of total payable amount
1.	On Mobilization of material at Site	Within 3 days from mobilization at site	10%
2	Hand over the Venue	Within 3Days from the completion of Installation in all respect (T-2 Days)	30%
3.	On successful Completion of Event SUBHADRA SHAKTI & ENTREPRENEURs MELA	After Submission of GST Bills, Vouchers, Supporting Documents, Edited Video- 5 minutes and 30 minutes, Album-Hard Copy and Hard Disc.	60%

12. OTHER TERMS & CONDITIONS

a. Date & Venue of Mela

Name of the Event	Date	Venue
Subhadra shakti & Entrepreneurs mela.	13 th to 19 th February 2026	Dushera Podia,Jeypore

- Work order will be issued in favor of the approved Bidder by District Mission Shakti Director-cum-Collector, MISSION SHAKTI, Koraput for Subhadra shakti & Entrepreneurs mela.
- Advertisement & Publicity materials will be printed and installed by the selected Event Management agency
- 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 1st Feb 2026.
All the desired works should be completed at least two days before the scheduled date and time of the inauguration of exhibition **i.e. 12th Feb 2026 by 11.30 AM** and should be handed over all the works as per specification, to the in-charge of Mela.
- Event wise Layout Plan Stage & Gate Craft, Coordination Cell shall be attached.
- The selected Bidder will work under the close supervision of the committee constituted under District Administration.**
- The Committee will review the 3D design work (Stage, Gate, Co-ordination Cell) and other infrastructure work against approved layout plan under taken by the selected Bidder. The successful Bidder will work directly under the supervision of the committee of District Council of Culture.**
- The District Administration Koraput will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- In case of any occurrence of theft, the Agency will conduct proper inquiry.
- Arrangement of lodging, boarding & logistics of the personnel's engaged by the agency during the Festival period shall be the responsibility of the Agency.
- The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing the event.
- The District Administration, Koraput 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

- l. It shall be responsibility of the successful Agency to obtained requisite permission for **electricity connection from TPSODL/ Fire safety certificate from Dist fire Officer/ Internet Service from BSNL or any other/Safety certificate from R & B, Koraput** and any services for the event period from statutory bodies. The agency / event management unit have to supply fire protection equipment's like fire extinguishers and adhere to the fire safety norms & fire retardant liquid spray everyday over flammable materials use for stalls.
N.B:- The EMA should strict observation of N.G.T guidelines during the entire event.
- m. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.
- n. **The rate offered by the agency shall be inclusive of GST and all Other Taxes & charges if any.**
- o. The selected Agency / firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
- p. The Bidder shall quote their price for all the items without leaving blank. If found so, the RFP will be treated as non-responsive and rejected.
- q. Number of RFPs:-Each Bidder shall submit only one (1) RFP, in response to this Request for Proposal (RFP). Any Bidder who submits or participates in more than one RFP shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its RFP and its participation in the bidding process.
- r. 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 District Administration, Koraput. 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..
- s. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the RFP. The Bidder has to quote the rate as per the given format.
- t. **On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place by 25th Feb 2026 with the same condition while occupying the ground.**
- u. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
- v. For convenience and effective delivery, the RFP is to be treated as a **package of services**. evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
- w. The Bidder has to treat the materials to be used in Tentage & allied works (like clothes & other inflammable materials), with fire repellent chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area.
- x. Upon selection, the Agency shall furnish to the Client, a Security deposit 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 may be considered as per MSME guideline.**
- y. The Bidder or the representative of the Bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
- z. Non-submission of any document required indicated in the Request For Proposal (RFP) will render the RFP to be rejected.

13. Disclosure:

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

14. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the EMA valuation and ranking of financial RFPs, and recommendation for award of contract, will result in the rejection of the RFP.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended

Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the Bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related Bidding process for the said period.

15. Addendum/Corrigendum/Notice

At any time prior to the deadline for submission of Proposal, the client may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify any of the terms mentioned in this RFP document by the issuance of addendum / amendment / corrigendum / notice. All such amendments / addendum / corrigendum / notice will be circulated to the bidders and will be binding on all. In order to abide by the issuance of the amendment or allow the bidder for giving a reasonable time for considering an amendment into their proposal, or for any other reason, the client may, in its sole discretion, extend the submission due date.

Bidders are advised to periodically check for notices, addendum and corrigendum issued in relation to the RFP. Any Addendum / Corrigendum / Notice etc. for this assignment issued by the Client will be published only on the website <https://koraput.odisha.gov.in>.

16. 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 completes 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 time line will enforce a penalty @ **2% per day** subject to maximum of **8% of the total contract value**. The amount will be deducted from the subsequent payment.

17. Acknowledgment by Bidder

It shall be deemed that by submitting the Proposal, the Bidder has:

- a) made a complete and careful physical examination of the sites for the project, details mentioned RFP, general condition of contract, submission formalities and Evaluation mechanism;
- b) received all relevant information requested from MISSION SHAKTI, Koraput.
- c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in his invitation document or furnished by or on behalf of MISSION SHAKTI, Koraput.
- d) satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under.
- e) agreed to be bound by the undertaking provided by it under and in terms hereof.

The Client shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the Client.

18. Modifications And Withdrawal Of Proposals

No modifications to the Proposals shall be allowed once it is received by MISSION SHAKTI, Koraput

19. Validity of Bid

Proposal shall remain valid for a period of 60 (Sixty) days from the last date of submission of bid or till the date of signing of the agreement with the preferred bidder, whichever is later. On request from the client, the bidders would be required to extend the validity of the bids/proposal on the same terms and conditions.

20. Right to reject any or all RFP/s

The Client reserves the right to accept or reject any RFP, and to annul or amend the bidding / selection / Evaluation process and reject all RFPs 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 RFP. If such disqualification/rejection occurs after the RFPs 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.

21. Legal Jurisdiction:

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

SECTION: 3
SCOPE OF WORK

About the Event – SUBHADRA SHAKTI & ENTREPRENEURs MELA

District Administration, Koraput is going to organize a mega event named as **SUBHADRA SHAKTI & ENTREPRENEURs MELA to be held from 13th to 19th February 2026 at Dushera Podia , Jeypore** is being organized by district administration, involving of Mission Shakti, ORMAS and all Govt. departments, industries & other agencies of Koraput District with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces. It also aims to showcase the Women Empowerment and Entrepreneurs during the event.

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

The scope of work for this assignment for bidders shall include (but not limited to) the following:

The Event Management Agency Should Provide the Following Services

1. Tentage and Allied Works

Sl. No.	Works to Be Done	Particulars	Remarks
A	Main Stage, Light and sound system, D-Zone, VIP Zone and Audience Gallery Front Sitting Arrangements	<ul style="list-style-type: none"> • Main Stage • Stage with Light & Sound • LED Back Drop Stage • D-Zone, VIP Zone and Audience Gallery Front Sitting Arrangements • Barricading and Fencing with Iron Grills and Bamboo Barricading, Black Masking • Green Rooms for Troops(Separate Male and Female) • VVIP sitting Room • Refreshment Room • Stage management Room 	Detail work plan & design to be submitted in the Technical RFP & presented during the technical presentation.
B	Stalls, LED Wall, Tentage & Allied works	<ul style="list-style-type: none"> • Erection of temporary stalls as per specifications • Pagoda-04 No • Coordination cell & VIP lounge • Erection of Watch Towers • Erection of Different type of gates and Light Decoration. • Bamboo / Iron Barricading • Bed Pillow & Bed Sheets for Participants • Theme Stall, Live demonstration Stall & Decorative Wall • Selfie Points-4Nos • Clay idols-20 Nos(5 feet Height) • Out Door LED Display- 4Nos (16X10 Feet) • Green Carpeting of the entire Ground-120X150 meter • Helium Ballon-02 nos (12 feet Size) • Mascot – 4 no's Subhadra Shakti Mascot • Demo stall – 4 no's 	Detail work plan & design to be submitted in the Technical RFP & presented during the technical presentation.

C	Power & Electricity	<ul style="list-style-type: none"> Ground Electrification with lighting Digital Generators-3nos, 120KW 	Detail work plan & design to be submitted in the Technical RFP & presented during the technical presentation.
D	Advertising, Publicity, social Media Management & Documentation	<ul style="list-style-type: none"> Advertising & Publicity (Star Flex, Facia, Hoardings etc) Social Media Management Videography, Live telecast, Photography & Album(Hard Copy) 	Type of camera (to be used) to be submitted in the Technical RFP & presented during the technical presentation
E	Designing, Printing and supply of Invitation Cards, Different ID Cards, Badges Different Passes, Certificates, Manopatros	<ul style="list-style-type: none"> As per the design specification given by the committee. 	The EMA should Print and supply the cards etc
F	Live Flower Decoration, Phodium Decoration etc on daily basis	<ul style="list-style-type: none"> As per the design specification given by the committee. 	The EMA should supply the same.
G	Manpower Support	<ul style="list-style-type: none"> Provisioning of sufficient manpower for day-to-day refreshment of the guests and officials in coordination cell and VIP lounge. Hospitality Services in Coordination Cell for Officials, VIPs & artists during the programme and serving daily Tea / Snacks / Tiffin during the event 	The EMA should supply the same.
H	Security Services	Providing Private Security Service at Festival Venue & Accommodation Place of the Participants during the event. 24-CC TV installation to cover the entire Mela ground or other places as per requirement.	The EMA should supply the same.
J	Parking of all types of Vehicle	The EMA should arrange sufficient lights, barricading, in and out ways at parking place	District Administration ,Koraput will provide the space at different location in the town for vehicle parking.

DETAILS OF THE ITEMS WISE WORK TO BE PROVIDED

A. Main Gate, Stage & Front Sitting Arrangements

i. MAIN GATE:

The main entrance gate is to be done as per the specifications as follows:

Sl. No.	Particulars	Specifications	Remarks
a	Structure	Artistic 3D structured gates as per approved and accepted design.	The Agency/firm shall submit the theme based design of the
b	Size	Pillars height will be of 16' to 20' with 16' cleared width between the pillars, length 25' and width of pillar will be 4'all around.	

c	Covering	Gates should be fabricated with ply, batten frame, plaster of paris with thermo cool sculptures etc. design work as per approved design.	gate at the time of opening of the Technical RFP
d	Lighting	Sufficient lighting arrangement with metal light.	
e	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day	
f	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials) to be used for erection of gates, should be treated with fire repellent chemical.	

ii. MAIN STAGE:

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

Structure	The stage shall be erected with Iron truss stand and High density good waterproof ply board , Base Size should be 50X40 feet (Minimum), height 5 feet and decorated as per the approved design.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Thematic and LED Back Drop	Artistic 3D structured stage and other materials (Ply, Thermocol, Iron Poles ,Pipes, Plaster of paris) may be used to get original 3D Effect. (Design and Size will be as approved by the Committee) LED back ground of size 300 sqft (12x16 feet) & 12X8 size 2 nos / as per actual for stage. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).
Lettering	Thermo cool lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.
Side Wings	10 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.
Step	Existing step shall be decorated and shall be covered with new unitex carpet of fine quality.
Ramp	Iron fabricated structure 12'X8' size & height from ground surface 5' or as per requirement with plywood floor of 19 mm thickness ply with four side grid or other materials (Ply, Thermocol, Plaster of paris) may be used to get original 3D Effect.
Flower Plant pots	Minimum 50 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.
Flower Decoration	Full live flower decoration for 5 days.
Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.
Stage Furniture and other Items	12 no. of VVIP Chairs with white Cotton towels, 10 no. of Center Tables, Table Cloth, 24 no. Good quality borosil glasses with covers, Plastic name plates – 20 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, Two speech podium, Brass Deepam-01 and all Puja items (2' .6" height) with inaugural materials etc. will be provided on the meeting days.
Cleaning and others	Daily time to time Cleaning, Sweeping and Keeping ready of the entire zone before commencing of cultural events on all the cultural nights is the complete responsibility of the agency.

III. SITTING ARRANGEMENT IN FRONT OF THE STAGE:

(D-Zone, VVIP Zone and Audience Gallery)

The distance of 25 feet or as per actual from stage to auditorium will be maintained.

VVIP Sofaset, VVIP chairs, VIP Steel single Chairs, Plastic Chair	VVIP Sofa Set-20 Nos(With White Cotton Towel), VVIP Chairs- 20 Nos(With White Cotton Towel),, VIP Steel Chairs- 100 nos (With White Cloth), Plastic Chairs for Audience- 1500 nos, 10 numbers of tea poy with white cover/ or as per requirement.
Barricading (Iron/Bamboo)	Four feet (4') / Five Feet (5') height fabricated barricade will be made in all the sides VVIP Zone/VIP Zone and audience sitting area and Zone wise arrangement as per security officials direction.(Iron Fabricated-3000rft) and Bamboo barricading- 2000RFT
Matting	High Density Green net matting in entire sitting area and Red carpet for foot path zone.
Cleaning and others	Daily time to time Cleaning, Sweeping and Keeping ready of the entire zone before commencing of cultural events on all the cultural nights is the complete responsible of the agency.

IV. GREEN ROOMS/REFRESHMENT ROOM/VVIP ROOM/EVENT CONTROL ROOM

At the Main stage there should be

Green Room	The agency will erect the Green Rooms (2 Nos) for cultural troops size of rooms are 40'X30', with 10 nos small room partitions of several rooms and sealing with New decorative cloth & 100 Nos of Chairs for the artist.
VVIP rest Room	20 Nos VVIP Chairs, 4-nos Tea Poi, covering with White Cloths (2 nos) size: 20x30 feet, Cooler-04 nos and soundless Fan.
Matting	High Density Green net matting in entire sitting area.
Lighting	LED Light-20 nos (200 wt), Tube Lights-20 Nos
Arrangement Room	A special room for keeping all the Prizes, Memento, Speciman Cheque, Certificate, Uttorios, Bookies and Others
VIP Dining Area	2 nos rooms (Size 20X15 feet) Dining Table-08 Nos with Cloth Cover and 40 Chairs with Cover
Back side of the Green Rooms	Led Light on the Back side of the Green Room-20 Nos
Cleaning and others	Daily time to time Cleaning, Sweeping and Keeping ready of the entire zone before commencing of cultural events on all the cultural nights is the complete responsible of the agency.

V. MAIN STAGE LIGHT SYSTEM

A. MAIN STAGE LIGHTING SETUP

Equipment	Technical Specification / Features	Approx. Quantity
Moving Head Beam Lights	230W / 350W discharge or LED beam; 2°-5° angle; 14/16-channel DMX/Pilot Board,; motorized focus; colors, gobos, prism rotation; brands: Ayrton, Clay Paky, Beam 230, Martin, Chauvet	12 units
Moving Head Spot Lights	470W-700W hybrid beam/spot/wash; CMY color mixing; variable zoom; rotating gobos; for high-profile effects	06 units
LED Wash Moving Heads	19x15W or 37x15W RGBW LEDs; zoom 8°-50°; for stage wash and ambient color	12 units
Par LED RGBW Lights	54x3W or 18x10W LED PAR; RGBW color mixing; IP-rated (for outdoor use)	80 units
Blinder Lights / Audience Lights	2-cell or 4-cell halogen/LED; 500W each; for crowd illumination	06 units

Equipment	Technical Specification / Features	Approx. Quantity
Follow Spots	1200W–2500W follow spot with stand; manual zoom and iris control	2 units
Laser Lights	RGB full-color animation laser, 3–5W output, ILDA controlled	2 units
Strobe Lights	1500W LED strobes with variable rate control	06 units
Smoke / Haze Machines	1500–3000W hazer or smoke machine for beam effects	4 units
CO ₂ Jets / Cold Pyros	For entry and performance highlight effects	3 jets / 4 pyro points

B. STAGE TRUSSING & RIGGING SYSTEM

Component	Specification / Description	Quantity / Size
Main Roof Truss	Aluminum box truss system (square/triangular); height 25–30 ft; width 60 ft × 40 ft stage coverage	1 full structure
Side Truss (Wings)	For side lighting and speaker hangs	2 units (15–20 ft height each)
Front Truss	For front wash and audience lights	1 unit (across stage front)
Back Truss	For backlights, strobes, and LED wall mounting	1 unit
Ground Support Truss / Goalpost Truss	For LED screen or branding banners	As per stage design
Rigging Motors / Chain Hoists	1-ton / 2-ton electric motors for safe lifting	08 units
Safety Accessories	Shackles, slings, clamps, cables, truss stands, safety wires	As required

C. LIGHTING CONTROL & CONSOLE SYSTEM

Equipment	Features / Brand	Quantity
Lighting Console (Primary)	Professional DMX / ArtNet lighting desk with 4 DMX universes; brands: MA Lighting GrandMA3, Avolites Tiger Touch II, Chamsys MQ100 Pro	1
Backup Lighting Console	Mid-level DMX console for redundancy	1
DMX Splitters / Nodes	For multi-universe control; 4-way/8-way isolated outputs	04
Lighting Software Interface	MA onPC / Chamsys MagicQ for pre-programming	1 set
Power Dimming Rack / Relay Pack	12–24 channel dimmers for halogen/blinder circuits	As required
Lighting Network	CAT6 or Fiber Optic network for console-to-fixture communication	As required

E. POWER & ELECTRICAL REQUIREMENTS (Lighting Section)

Item	Specification
Dedicated Power Supply	3-phase 125A with proper grounding; separate from sound power
Silent DG Set (Backup)	125–160 KVA generator with AVR & power distribution
Power Distribution Box (Lighting)	63A/32A outlets, MCB protected

Item	Specification
Cable Runs	4-core armored cables with industrial connectors
Lighting UPS (Control Only)	5KVA online UPS for console protection

F. SPECIAL EFFECTS & VISUAL ENHANCEMENTS (Optional High-Impact Items)

Equipment	Description
Intelligent Lasers (RGB 10W)	For beam & logo projections
CO ₂ Cannon / Jets	20–25ft burst during performance peaks
Pyro Fountains / Cold Fire Machines	Stage-safe fireworks for entry & finale
Confetti Blasters	Air or electric blasters for celebration moments
LED Dance Floor Panels	RGB interactive tiles for dancers
Spotlight with Operator Platform	2 eEMAted positions for live tracking
Drone Light Show (optional)	Pre-programmed aerial display (with permissions)

G. LIGHTING CREW & OPERATIONS TEAM

Role	Quantity	Responsibilities
Lighting Designer	1	Overall design, programming, coordination
Console Operator	1	Real-time control during show
Truss / Rigging Technicians	4–6	Truss setup, alignment, and fixture rigging
LED Wall Technician	2–3	Screen setup, signal routing
Power Technician	1	Electrical safety and load management
Smoke / FX Operator	1	Effect cue control
Lighting Helpers / Riggers	4–6	Cable management and focus setup

H. MAIN STAGE LAYOUT & DESIGN

- Stage size: **50 ft (Length) × 40 ft (width) × 5 ft (Height)** minimum
- Roof truss height: **25–30 ft**
- FOH lighting tower (center) for follow spots
- 3D lighting zones: **Front wash, Top wash, Side beams, Back FX**
- **Clear path for crane/hoist rigging** for moving beams and spotlights
- LED screen seamlessly integrated with the truss

I. LIGHTING OUTPUT OVERVIEW

- **Total Power Load:** ~90–120 kW (approx.)
- **Total Fixtures:** 150–200 (varied types)
- **Visual Brightness:** 3000–5000 lux on stage center
- **Color Temperature:** 3200K (warm) to 5600K (cool daylight) adjustable
- **Lighting Control Protocol:** DMX512 / ArtNet / sACN

VI. MAIN STAGE SOUND SYSTEM

A. MAIN FRONT OF HOUSE (FOH) PA SYSTEM

Equipment	Specification / Features	Quantity (Approx.)
Main Line Array System	3-way active line array, 1500–2500W RMS per cabinet, frequency 40Hz–18kHz; SPL ≥ 140 dB; coverage 110° horizontal × 10° vertical; brands like L-Acoustics K2 / d&b Audio technik J-Series / JBL VTX A12 / Adamson E15	12–16 tops per side
Subwoofers (Ground Stacked)	Dual 18" subwoofers, 3000–4000W RMS each; frequency 30–120Hz; cardioid/infra configuration; brands: L-Acoustics KS28 / d&b SL-SUB / JBL G28	06 units
Front Fills / Lip Fills	Compact 12" full-range active cabinets for front audience fill	04 units
Delay Towers (for large grounds)	2-way active 15" line array cabinets with delay processors for time alignment	2–4 towers (each with 4–6 cabinets)
Power Amplifiers	High-efficiency Class-D amplifiers (e.g., Lab Gruppen PLM+, Powersoft X4/X8), with DSP and network control	As per system design
Speaker Management System / Processor	System controller with FIR filters, delay alignment, limiter, and network monitoring (e.g., Lake LM44 / d&b DS10 / L-Acoustics LA Network Manager)	1 units
Main Mixing Console (FOH)	64-channel digital mixer with Dante/AVB support; onboard effects, dynamics, scene recall, and multitrack recording; e.g., Yamaha Rivage PM7 / DiGiCo SD10 / Allen & Heath dLive / Avid S6L	1 unit
Secondary / Backup Mixer	32-channel digital console (for playback/DJ feed redundancy)	1 unit

B. STAGE MONITORING SYSTEM

Equipment	Specification / Features	Quantity
Stage Floor Monitors	12" / 15" bi-amped monitors; 1000W RMS; SPL ≥ 130 dB; brands: d&b M4, L-Acoustics X15 HiQ, JBL SRX815P	08
Drum Fill	Dual 18" sub + 15" top combination for drummer	1 set
Side Fills	Full-range 3-way active cabinets with 18" subwoofers per side; 2500W RMS	2 sets
In-Ear Monitor (IEM) System	Wireless IEM systems (Shure PSM1000 / Sennheiser EW IEM G4) with personal bodypacks	04 systems
Monitor Mixing Console	48-channel digital mixer (e.g., Midas M32, Yamaha QL5)	1 unit

C. MICROPHONES & INPUT EQUIPMENT

Type	Specification / Brand Example	Quantity
Wireless Handheld Vocal Mics	UHF / Digital system (Shure Axient Digital / Sennheiser 6000 Series); wideband, true diversity, 120m range	04
Lapel / Headset Mics	Wireless lavalier or headset for hosts/dancers	02

Type	Specification / Brand Example	Quantity
Wired Vocal Mics	Dynamic cardioid (Shure Beta 58A / Sennheiser e935)	04
Instrument Mics	Drum mic set (Shure Beta 52A, SM57, AKG C414 for overheads)	06
DI Boxes	Active DI boxes (Radial J48 / BSS AR-133) for keyboards, tracks, guitars	06
Mic Stands	Boom, short, and straight stands	15

D. MIXING & CONTROL AREA (FOH Zone)

Equipment	Details
Main FOH Console Platform	Covered, raised enclosure with ventilation & light
Multicore / Digital Stage Box	64-input stage rack with 32-return lines via Dante/MADI/AES50
Audio Interface / Multitrack Recorder	64-track recorder (Dante / USB) for live capture
Communication / Talkback System	Wired + wireless intercom between FOH, stage, lighting, and event control
Measurement System (Tuning)	SMAART or RTA analyzer with calibrated measurement mic for tuning the PA
Power Management	Power distro racks with surge protection and 63A / 125A 3-phase connectors

E. POWER & ELECTRICAL SETUP

Equipment	Details
Main Power Supply	3-phase 125A/63A connectors with copper earthing
Generator Backup	125 KVA × 2 Silent DG Sets (one standby); AVR included
UPS for Consoles & Processors	5–10 KVA online UPS with backup time ≥ 30 min
Power Distribution	Stage power racks with circuit breakers and labeling

F. ACCESSORIES & CONNECTIVITY

Item	Specification
XLR Cables	Premium balanced cables, Neutrik connectors
Speaker Cables	4-core Speakon NL4 connectors, 4 mm ² wire
Fiber/Network Cables	For digital consoles (Dante/MADI network)
Snake / Multicore	48x8 or 64x8 analog/digital snake cable
Cable Management	Cable ramps, safety mats, and cable ties
Ground Mats & Isolation Pads	For stage vibration control

G. DJ / PLAYBACK SECTION (Special for Stars)

Equipment	Specification
DJ Console	Pioneer CDJ-3000 × 2 + DJM-900NXS2 Mixer
Laptop Audio Interface	24-bit/96kHz USB interface for playback
Backup USB / Track System	Dual playback for redundancy

H. TECHNICAL CREW REQUIREMENT

Role	No.	Responsibility
All Technical Crew	02	Main mix and system tuning
Riggers / Crew	02	Line array and subwoofer rigging

B. STALLS, TENTAGE & ALLIED WORKS

1. Erection of Temporary stall: Stalls will be erected as per the requirement. The details of specifications are given below:

- i. **200 Racks stalls (approximately) of 10 X 10 ft. including all fittings and fixing of materials, labour and transportation, loading and unloading, cleaning, etc.,**

Sl. No.	Particulars	Specifications
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin Water proof roofing.
2	Flooring	Full Floor Coir/carpet/Synthetic Matting
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with New white cloth. Backside outer wall will be covered with tarpaulin / G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
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	Facia	A wooden batten frame for running fascia will be erected by the contractor. The frame will have 2' front projection & 4' height. The fascia will be covered with Flex. The flex will be supplied by the concerned authority. Agency will affix the Facia. A running white (any suitable colour) cloth jhallar of 1' Width will be put in the front side, below to the fascia frame.
6	Branding inside stall	10' x 5' wall Banner with hallow frame in 3 walls of each stall to be installed
7	Furniture	Front counter table in wooden batten and planks / steel table size 6' x 2' X 3' height and wrapped with new white cotton cloth. Plastic molded Chair – 2 nos.
8	Electric Fittings	Tube Light – 4 no. (2 no. of tube light should be connected with generator) & an on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on /off switch in each stall. Must be 1 no. of 5 Amp Plug Point in each stall
9	Numbering of Stall	All stalls should be numbered with stencil & paint or Flex Sheet
10	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.
11	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.
12	Miscellaneous	Street light facility should be provided inside the entire Subhadra Shakti Mela Stalls One per each 4 stalls.

ii. 10 Non-Rack stalls (approximately) of 10X10 ft. size including all fittings and fixing of materials, labour and transportation, loading and unloading, cleaning, etc.,

Sl. No.	Particulars	Specifications
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full Floor Coir/carpet/Synthetic Matting
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with New white cloth. Backside outer wall will be covered with tarpaulin / G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
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	Facia	A wooden batten frame for running fascia will be erected by the contractor. The frame will have 2' front projection & 4' height. The fascia will be covered with Flex. The flex will be supplied by the concerned authority. Agency will affix the Facia.. A running white (any suitable colour) cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
7	Electric Fittings	Tube Light – 4 no. (2 no. of tube light should be connected with generator) & a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. Must be 1 no. of 5 Amp Plug Point in each stall
8	Numbering of Stall	All stalls should be numbered with stencil & paint or Flex Sheet
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.
10	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.
11	Miscellaneous	Street light facility should be provided inside the entire Subhadra Shakti Melastalls One per each 4stalls.

iii. Food Stalls 40 stalls pagoda (approximately) of 10X20 ft. size including all fittings and fixing of materials, labour and transportation, loading and unloading, cleaning, etc.

Sl. No.	Particulars	Specifications
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 20' with Fire Proof material (Only Galvanized Tin Sheets)
2	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cotton cloth. The roof of Stalls will be covered only with G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies.

3	Facia	A wooden batten frame for Running Facia will be erected by the contractor. The frame will have 2' front projection & 4' height. The facia will be covered with cloth/Flex. The selective cloth/flex colour like Bottle Green, Navy Blue & Maroon will be used alternatively in the exhibitions. S will be made on the facia. A runningwhite cloth jhallar of 1' width will be put in the front side, below to the fascia frame.. The flex will be supplied by the concerned authority. Agency will affix the Facia.
4	Electric Fittings	Tube Light – 4 no. (2 no. of tube light should be connected with generator) & an on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. Must be 1 no. of 5 Amp Plug Point in each stall
5	Branding inside stall	20' x 5' wall Banner with hallow frame in 2 side-walls and 10' x 5' wall Baneer with hallow frame in backside wall of each stall to be installed
6	Numbering of Stall	All stalls should be numbered with stencil & paint or Flex Sheet
7	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.
8	Anti- Fire Chemical Treatment	The materials (like clothes & other inflammable materials),to be used for construction of Stalls, should be treated with fire repellent chemical.

IV. Pagoda Tent- 04 Nos, As per Standard Size

2. CONSTRUCTION OF ONE COORDINATION CELL-CUM-VIP LAUNGE.

The Agency shall erect one coordination cell-cum-vip lounge with following specifications.

Sl. No.	Particulars	Work Specifications
A	Structure	Iron Pole/Bamboo <i>Bala</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate color, Flex. Structure should be unique, artistic, Koraput culture theme based
B	Size	24 ft X 24 Ft.
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 4-6 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.
D	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.
E	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no., 02 no. of revolving cushion chairs, 3 sets of Dunlop sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
G	Electric Fittings	Tube Light – 20 no. , Ceiling Fan – 8 no., 1 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light like hanging chandelier (<i>jhaada</i>) etc.
H	Sound System	One audio DVD/CD player and one microphone and Cordless with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.

I	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
J	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance, exit and four sides of the wall, Live flower pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Oriya).

3. ERECTION OF WATCH TOWER: 2 Nos at Different Places

The Agency shall submit the erection of 4 nos of watch tower with following specifications.

Sl. No.	Particulars	Work Specifications
A	Structure	Bamboo Structure, wooden framing, square & box type structure
B	Size	The Police Watch Tower should be the height of 25' to 30' in height and box type and 8' ft in all sides (8 ft X 4 sides).
C	Covering	The Watch Tower should be erected with batten framing, flex/Cotton cloth mounting with design work as per approved design.
D	Lighting	Sufficient lighting arrangement. The Cost of electricity and lighting arrangement should be borne by the Contractor.

4. ERECTION OF ROAD CROSS FLAT GATE- 20 Nos .

The firm will erect road cross flat gate in different prominent placed in the district head quarter for wide publicity. The size of the road flat gate should be (height 3' ft and width should be at least 30' ft to 40 ft basis on the width of the road). The flat Pillars should be (3/4 ft width and 16 to 20' ft height). The Pillars should be covered with cotton cloths and the facia should be star flex banner. The rate should be quoted inclusive in all respects along with cost of Flex banner (Including All Taxes). However, design and specifications will be obtained from the Exhibition Committee.

5. Subhadra Shakti and Entrepreneurs Mela 2 WAY ENTRY GATE :- 02 Nos

The Road Cross 2 (Two) Way entry Box Gate should be
Height: Box type 16' to 20' height (4' ft in each side)
Length: Box type 2 Nos X 4'X 4' X 40' ft length

The Box type Pillars should be covered with cotton/Flex banner and the facia should be both sides with Flex banner. The Rate should be quoted inclusive of cost of Flex banner. However, the design and specifications will be obtained from the Pallishree Mela Committee.

6. Subhadra Shakti and Entrepreneurs Mela GATE AT 08 Nos

The Road Cross Sigle Way Entry Box Gate should be
Height: Box type 16' to 20' height (4' ft in each side)
Length: Box type 4'X 4' X 35' ft length

The Box type Pillars should be covered with cotton/Flex banner and the facia should be both sides with Flex banner. The Rate should be quoted inclusive of cost of Flex banner. However, the design and specifications will be obtained from the Pallishree Mela Committee.

7. BAMBOO / IRON PBARRICADING at different Locations-5000running meter

The firm may also fix for bamboo/iron barricading of 5 feet height with three rows horizontal runners including all labor as per the requirement.

8. Theme/Live demonstrations Stall, Size: 10x12 feet Raised platform -1 feet height

As per event wise design to be given by District Council Of Culture a special theme stall will be erected for awareness & display of the various achievements & success stories of District Administration.

EMA should erect separately 4(four) nos of Live demonstrations stalls 1 Feet height from ground raised bed (Special and Unique Design) for Mirgan Saree, Terakota, Bamboo craft and Lemongrass production

9. Decorative Wall: Decorative wall of batten framing, hessian cloth mounting and paintings be done geru with painting for side walling.

10. Selfie Point:05 Nos and Clay Idols Point Sizr- 10x6x6 feet) raised platform

There shall be one Selfie Point in the mela ground. The materials like Ply, Thermocol, Plaster of Paris maybe used to get original 3D Effect. The approved theme and design will be provided in during course. The EMA should make 20 nos ,5 feet hight clay idols based on the culture of Koraput

11. LED Wall with Standees Fitting

4 Nos (12x8 Feet) of Out Door LED Display- shall be installed in prominent places in the Mela ground for live telecast of the program.

13. **Helium Ballon-** EMA should erect 2(Two) nos of Helium Ballon (12 Feet) Size at the venue. As per the design given by committee.

14. **Carpeting** fo the entire Groud with green colour shed net (size- 200X700 meter)

C. POWER & ELECTRICITY:

- i. **Ground Electrification & Lighting:** The below mentioned items are taken as a package which shall be supplied by the Bidder for the event. The quantities of the items are statutory /fixed in the package. The Mela Ground should be proper illuminated. The package includes the below mentioned items and concealed wiring to all lights and sound equipment's.
- Main Switch Board/Panel Board up to 250 KW electric loads with cabling & wiring. Under ground Cabling, panel board, earthling, etc., L.S
 - 200 no. of LED Light (200 watt) along with wiring/ fitting poles at different places of ground, VIP raod,Back side of the Stage, Main Road.
 - 36 no. of Tower lights @ 8nos LED lights (200 wt) per tower or as per requirement shall be fitted in and around back side of the stalls for security purpose.(Tower height minimum-18 feet height)
 - Hi-metal/Led lights 400/200 wts. (40 nos Small towers with pole @ 1 Metal lights-400wt + 1 Halogen Light-1000wt in each tower) along with wiring/Fitting and fixing Charges.
 - 40Nos- Hi Metals lights 400 wts should fixed at different places of the main road(Main Gate, Main Road, Bed college Road, VVIP Road and VVIP Parking Place.
 - 40 Nos. of Metal lights 150 Watts along with wiring /Fittings Poles near Toilet area
 - 1000 No's tube lights and 1000 nos of Led bulb(20 watt)should be fixed and illuminated with the poles affixed by the bidder at both sides of the main Road and different location as required.
 - 5000mt of Tuni running lights and other types of latest lights shall be fitted at the hill located at the Dushera Podia, Jeypore Ground, Road side, and other required places.
 - Pipili Chandua-300 nos with light fitting, Size of chandua-Minimum 3feet, 3 layer
 - The above all items are including fitting of towers, fixing, transport, writing & labor charges for 5 days.
 - The firm will produce contract test certificate, provide service cable, main switch board and necessary Earthling etc.,
 - The Firm will also draw the electrical wiring to all the stalls and areas for general illumination and plug points where ever necessary.

The Firm shall engage at-least Four dedicated persons for emergency duty round the clock at Control room for emergency work at stalls and ground for ascending and descending works. The persons engaged will take daily attendance from the Control room and the attendance will be attach along with bills while submitting the bills for payment.

- ii. **Digital Electric Generators:** Generator sets with required fuel shall be provided by the Bidder for the entire exhibition period. The Bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two(2) lights of each stall, ground lights, control room and public announcement system.

The requirement of digital generator

a.125 kva sets -03 Nos (One DG will connect to the Main stage Light system , one DG will connect to the Sound system and another one will be at Pallishree Mela Area.

b.62kva sets - 02 Nos (Main Gate and Main road area and another one at Mina Bazar area)

c.32 KVa Sets - 04 Nos (At prominent places as decided by the committee)

D. Advertising, Publicity & Documentation:

1. Advertising & Publicity

The detail works to be done is given here under:

- The Agency shall be responsible for the wide promotion of the **Subhadra Shakti and Entrepreneurs Mela**, Koraput.
- The agency shall fix 40 nos. of temporary Flex Hoardings in prominent places of the City of size

- 12x08 ft (Hoarding should be well mountain with Wooden Battern/Iron square Pipes) it should be good finishing.
- iii. The agency shall fix 8 nos 12x08 ft of Hoarding at different prominent places at Bhubaneswar-02 and district Headquarters.
 - iv. The agency shall fix 2 nos each (12x8 feet) of Hoarding at prominent places of all 14 nos of Blocks in side the District.
 - v. **Social Media Management:**
 - a. Social media content creation/design and posting responsibilities.
 - b. Video content creation/design and posting responsibilities
 - c. Video bites from Hon'ble Ministers, MP's, MLA's and other dignitaries or stakeholders of the Authority to be taken and posted on social media platforms as approved by the Authority.
 - d. Video Bites from sellers and visitors to be taken and posted on social media platforms as approved by the Authority
 - e. Teaser and launch video/ Dynamic creative/ Meme content creation/design & posting on social media platforms
 - f. Event/ Artiste info content creation/design and posting on social media platforms
 - g. Health & Safety information content creation/design & posting on social media platforms
 - h. Social media platforms management - X, Facebook, Instagram, WA Channel, etc. and YouTube live streaming
 - i. Any other allied details related to Social Media shall be done as per the requirement of the Authority.

2. Documentation – Photography & Videography

Documentation of the **Subhadra Shakti and Entrepreneurs Mela** will have also to be done by the Event Management Agency/Firm.

Still Photography:

- Minimum 3 nos. of good full frame DSLR Camera or more shall be provided for photography. The photo should be of excellent quality so that it can be used for documentation purpose.
- The still photographs (maximum of 100 Pcs.A3 size) 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.
- 3 sets of *still photos in mat finishing paper* of A3 size and 3 sets of A4 Size in an album with digital copy should be submitted to Mission Shakti, Koraput & ORMAS office within 10 days of the completion of the event for onward submission to Govt..
- 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 and drone*.
2. *The agency shall provide sufficient no. of HDV Camera(Minimum-04 Nos) and drones (Minimum -02 Nos).*
3. A small documentary film/movie of each festival with minimum 10 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, festival Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural events, live demonstration, Success stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie may be more depending the days of the festival & decision of the organizer.
4. State/District wise videography along with success stories, interaction with visitor /sellers etc.
5. Necessary actions should be taken during final post production and final preview of the documentary in consultation with Collector-cum-MISSION SHAKTI, Koraput/ concerned district officials.
6. The documentary film of each festival should be submitted in DCO, Koraput office within 10 days of the completion of the event on proper receipt in 3 copies HD format.

E. Designing, Printing and supply of Invitation Cards, Different ID Cards, Badges Different Passes, Certificates, Manopatros.

- Agency will print and supply all sorts of passes(Vehicle both 4 wheelers and Two Wheelers, Entry to D Zone/VIP lane etc)
- ID cards for all (OSD/ District Officials/ Block Officials/PRI Members/ULB members/Committee

Members/ Media Personnels (Both Print and Electronics).

- ID Cards for Service Provider Personals(EMA Staff, TPSODL Staff, Municipality Staff/ RWS &S, PHD, FIRST AID service Provider
- Badges for VVIP/Officers/Guests/Artists

Identity Cards

No of Cards	300 pieces,
Size	14 cm x 10 cm,
Printing	offset printing,
Color	multi-color
Paper	220 GSM Art Paper Board

Invitation Cards: 300 pieces

No of Cards	300 pieces, (Triple Folded)
Size	42 cm x 29 cm,
Printing	offset printing,
Color	multi-color
Paper	220 GSM Glossy

Certificates: 400 pieces,

No of Cards	400 pieces
Size	A4
Printing	offset printing,
Color	Multi colour
Paper	300 GSM Art Paper Board

F. Live Flower Decoration, Podium Decoration etc on daily Basis

Live Flower Decoration: The EMA should decorate the entire stage with live flower on daily basis. Also supply Good quality live flower Bookies for a period of 7 Days.

Podium Decoration: The EMA should decorate the Podium with Live flowers on Daily Basis.

G. Security Services & CC TV:

All Security Guards shall be provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

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

Tentative Requirement of Security Personnel in per event

Security Guard with Lathi - (1st shift – 10, 2nd shift- 24, 3rd shift – 10)

Supervisor - (1st shift – 01, 2nd shift- 04, 3rd shift – 01)

Security personnel will be deputed at Festival & Mela ground and accommodation places of **Subhadra Shakti and Entrepreneurs Mela** participants on shift basis as per the requirement and direction of the Committee. Further 2-3 female security guards to be deployed at female accommodation place.

CCTV with LED TV:

Forty Eight (24) nos. of HD quality CC cameras (IP-Bullet Camera-14 Nos, Minimum 3 Megapixel- 100 meter Clear Visible, 360 degree) and IP-Dome Camera- 10 Nos(Minimum 3 Megapixel , 50meters Clear Visible))

Along with 2 nos. of LED TV (more than 40 inch to be connected to 2 different NVR and Hard Disk

installed with consultation of ground in-charge Police authority to cover the entire mela ground & other places as require keeping vigilant on the visitors & the participants. The cable to be laid for the CCTV installation in the Mela Ground & other required places and one dedicated CCTV operator has to remain present during the Mela Period. The numbers may vary depending on the requirement and decision of the authority.

H . Manpower Support

Provisioning of sufficient manpower(Minimum 16 Nos) for day-to-day refreshment of the guests and officials in coordination cell and VIP lounge during Subhadra Shakti and Entrepreneurs Mela

J. PARKING of VEHICLES

The EMA should erect the VVIP parking place near the Main stage by clear partition with Iron Pole/Bamboo Barricading. The District administration will provide 4 nos open space at different places on way to the Dushera Podia Ground,Jeypore for parking of different Govt and Private vehicles/Motor cycles. The EMA should clean the ground, Fitting of sufficient Lights, Issuing of Tokens, In and Out of vehicles in a proper manner. Barricading, sufficient Lights and Staff deployment. For any Loss and theft of vehicle, EMA will be responsible

SECTION: 4
TECHNICAL RFP SUBMISSION FORMS

TECH -1
COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The District Mission Shakti
Director-cum-Collector,
MISSION SHAKTI,
Koraput - 764020**

Sub: Tentage & Allied Works for Subhadra Shakti and Entrepreneurs Mela [TECHNICAL RFP]

Dear Sir,

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

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

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -2**Bidder's Organization (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 RFP on behalf of the Bidder: Mobile No. Email id :	
4	Registration / Incorporation Details Legal Status: Registration No: Date & Year. :	
5	RFP Processing Fee Details Amount : BC/DD No. Date: Name of the Bank:	
6	EMD 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 REQUEST FOR PROPOSAL	YES
10	Accept all the terms and conditions as specified in the REQUEST FOR PROPOSAL	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3
Bidder Organization (Financial Details)

Details	FY 2022-23	FY 2023-24	FY 2024-25
Turnover from Event Management Services Services(in Lakhs)			

Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of 5 completed assignments only of similar nature during last 3 years)(FY 2022-23 to 24-25) as on 01.01.2026

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

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2022-23 to 24-25) 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 creatives from each assignment.

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

Communication Address of the Bidder: _____

TECH - 5

FORMAT FOR CERTIFICATE THAT BIDDER IS NOT BLACKLISTED

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 video documentation work of DISTRICT COUNCIL OF CULTURE would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of....., 2025

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

TECH - 6

FORMAT ON NOT DEDUCTION OF ANY PAYMENT FOR NON COMPLETION WORK

I M/s....., (the name of the Bidder and addresses of the registered office) hereby certify and confirm that any payment has not been deducted for non completion of similar type of works by any government or government instrumentality or public sector or any corporate 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 as on the Proposal Due Date.

We further confirm that we are aware our interest for Empanelment on video documentation work of District Council Of Culture, Koraput would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of....., 2025

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____

**Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) for
Subhadra Shakti and Entrepreneurs Mela .**

POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

Know all men by these presents, We.....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (name),.....son / daughter / wife of.....and presently residing at....., Village.....P.S.....,Dist.....,Pin....., Mobile Number....., Aadhar Card No..... who is (presently employed with us and holding the position of....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the "Selection of an Event Management Agency (EMA) for **Subhadra Shakti and Entrepreneurs Mela** , Mission Shakti , Koraput including but not limited to signing and submission of all Bids / Proposals, bids and other documents and

writings, participate in pre-bids / pre-proposal and other conferences and providing information / responses to MISSION SHAKTI, Koraput, presenting us in all matters before MISSION SHAKTI, Koraput, signing and execution of all contracts including the Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with MISSION SHAKTI, Koraput in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and / or till the completion of the project.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us and shall be binding on us.

IN WITNESS WHEREOF WE, _____, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ___ DAY OF _____, 20__

For
.....

Accepted

_____ (signature)
(Name, Title and Address) of the Attorney

Note:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

Form of RFP-Security Declaration

To

**The District Mission
Shakti Director-cum-
Collector, MISSION
SHAKTI Koraput-764020**

Sir,

We, the undersigned, declare that:

I /We understand that, according to your conditions, RFPs must be supported by a RFP-Security Declaration.

I/We accept that, the Authority/ Employer/ Tender Inviting Authority shall cancel our empanelment and / or suspend/ prohibit debar/ blacklist from participating in bidding in any contract of the State for a minimum period of one year in addition to other penal action as per Request for Proposal, if we are in breach of our obligation(s) under the RFP conditions.

**Seal & Signature of the Quotationer /
Tender**

Name of the Agency/Company/Firm

Address:

SECTIONS: 5
FINANCIAL RFP
FIN-1 COVERING LETTER(In Bidders Letter Head)

To,

**The District Mission Shakti Director-cum-Collector, MISSION SHAKTI,
Koraput-764020**

Sub: Submission of Financial RFP for Tentage & Allied Works for Subhadra Shakti and Entrepreneurs Mela.

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: _____.

Our attached Financial RFP is for the sum of [Insert amount(s) in words and figures*]. This amount is inclusive of the taxes applicable as per GST Act.

I do hereby undertake that, in the event of acceptance of our RFP, the services shall be provided in respect to the terms and conditions as stipulated in the REQUEST FOR PROPOSAL document. Items wise rate as per format given in the REQUEST FOR PROPOSAL are given below:

SL.No	PARTICULARS	Category	Unit	Cost per unit Excluding GST	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A.	Main Gate, Stage and Front sitting Arrangements					
	I. Main Gate	As per Specification	01		1	
	II. Main Stage	As per Specification	01		1	
	III. Sitting arrangement in front of the stage	As per Specification	01		1	
	IV. Green Rooms/Refreshment Rooms/VVIP Lounge	As per Specification	01		1	
	V. Main Stage Light System	As per Specification	01		1	
	VI. Main stage sound system	As per Specification	01		1	
B	Stalls, Tentage and Allied Works					
1	I. Rack stalls	As per Specification	01		200 Stalls	
	II. Non Rack Stalls	As per Specification	01		10 Stalls	
	III. Food Stalls	As per Specification	01		40 stalls	
	IV. Pagoda	As per Specification	01		05 Stalls	
2	Coordination Cell-cum-VIP Lounge	As per Specification	01		1Nos	
3	Erection of Watch Tower	As per Specification	01		04 Nos	
4	Erection of Road cross Flat Gate	As per Specification	01		20 Nos	
5	2-way Entry Box Gate	As per Specification	01		2 No	
6	Single Way Box Gate	As per Specification	01		5 No	
7	Iron Barricading	As per Specification (1 RFT)	01		1000Rft	
	Bamboo Barricading	As per Specification (1 RMT)	01		500Rmt	
8	Bed, Pillow and Bed Sheet		01		150sets	
9	Theme/Live Demonstration Stalls		01		04 Nos	
10	Decorative Wall		Per Rft		1000sqr. ft.	
11	Selfie Point: 04 Nos and Clay Idols Point Size-10x6x6 feet) raised platform		1		4nos	
12	LED Wall with Standees Fitting	As per specification	1		4 Nos	
13	Helium Ballon (12 feet)	As per specification	1		2Nos	
14	Carpeting of the ground	As per Specification	1mt		12000sqmt	
15	Mascot – 4 no's Subhadra Shakti Mascot	As per Specification	4 no's		4 no's	
C	Power and Electricity					
a.	a. Main Switch Board/Panel Board up to 120 KW electric loads with cabling & wiring. Under ground Cabling, panel board,	As per Specification	Lump sum		1	

	earthling, etc., L.S				
	b.LED Light (200 watt)	As per Specification	1		100nos
	c.Tower lights @ 8nos LED lights (200 wt)	As per Specification	1		16 Nos
	d. Small Light Towers Metal lights 200watts	As per Specification	1		15 Nos
	h.500 no Tuni Lights and others	As per Specification	1		500nos
	l.Pipili Chandua	As per Specification	1		100
ii	a.Digital Generator-125Kw	As per Specification	1		2 nos
	b.Digital Generator-62 Kva	As per Specification	1		1 nos
	c. 32 kva	As per Specification	1		1 nos
D	Advertising ,Publicity and documentation				
1.	ii.Flex Hoarding (12x08ft) Star Flex)	As per Specification	1		20 nos
	iii. Hoardings at other places(12x08ft) Star Flex)	As per Specification	1		08 nos
	iv. Hoardings at Block(12x08ft) Star Flex)	As per Specification	1		08Nos
	v.Social media Coverage	AS per specification			Lump sum
2.	DSLR Camera with all acceoories,Cables,HDMI etc.	As per Specification	1		3nos
	Non tearble Album size(12x36) 60pages - 03 nos and A4 size-04nos(60 pages)	As per Specification			Lumpsum
	Videograp , HDV camera-04nos, Drone camera-02nos	As per Specification			Lumpsum
E.	Identity Cards	As per Specification	1		1000Pcs
	Invitation Cards	As per Specification	1		200pcs
	Certificates	As per Specification	1		5000pcs
F.	Live flower decoration of stage	As per Specification	1		Lumpsum
G.	Security Service and CCTV				
	Guard with Lathi	1 shift		240shift	
	Security Supervisor		1 shift		30 Shift
	CC TV-24Nos , 2-nos led Tv(Cabling and Fitting)		1		Lumpsum
	Man Power deployment		1		16 nos
	Parking Place		1		2 Places
H	Total Quoted Amount		Rs		
J	Add:- GST (CGST+SGST) -18%		Rs		
	Grand Total Quoted Amount Including GST				Rs
	Add:- GST (CGST+SGST) -18%				Rs

I have carefully read and understood the terms and conditions of the REQUEST FOR PROPOSAL and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any RFP you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:
Name and Designation of Signatory with Date and
Seal: Address of the Bidder:
Contact Number:

SECTION -
ANNEXURE-A
RFP SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL RFP			
(PART – A)(ORIGINAL)			
1	Filled in RFP Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	RFP Processing Fee of Rs. 11800/- in form to DD/ BC		
4	EMD of Rs. 1,00,000/- in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	GST clearance in GST 3B Form		
9	General Details of the Bidder (TECH - 2)		
10	Financial 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		
11	List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. (Tech-5)		
13	Undertaking on not deduction of any payment for non completion work by any Central / StateGovernment/any Autonomous bodies during its business career. (TECH-6)		
14	RFP Security Declaration Form		
15	Power of Attorney for signing of Proposal(If Required)		
16	Copy of the Electrical License of the Contractor hired by the Bidder		
FINANCIAL RFP			
1	Covering Letter (FIN-1)		

Undertaking:

- *All the information's 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 twoparts are page numbered along with Index Page.*
- *All pages of the RFP have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____

