

**Section-I**  
**Government of Odisha**  
**Information & Public Relations Department**

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File No. IPR-FP-SC-26/2022 12463 /I&PR, dated 23/10/2022

**TENDER CALL NOTICE**

Sealed Tenders are invited from reputed registered Event Management firms / Agencies for undertaking activities relating to different works of Odisha Pavillion, at Pragati Maidan, New Delhi in connection with IITF-2022. Tent work, Light and Sound arrangement, Printing of Invitation Cards, different Folders, Transportation, Hospitality and accommodation of cultural troupes/staff, arrangement of Fire safety, Cleaning and Sanitation works, Flower decoration, Installation of CCTV, Supply of Computer etc. are to be provided by the Firm/ Agencies. The details of the specifications of work to be executed can be found in the technical bid of the Tender Paper hosted in Govt. the website [www.odisha.gov.in](http://www.odisha.gov.in) and [www.inpr.odisha.gov.in](http://www.inpr.odisha.gov.in).

Intending bidders may submit their bid duly filled in along with all the required documents by 3.00 PM on 03.11.2022. The bids will be opened and scrutinized by a Committee in presence of the Bidders/ their authorized agents at 4.00 PM on the same date.

THE BIDDERS ARE REQUIRED TO SUBMIT THE TECHNICAL BID AND FINANCIAL BID IN SEPARATE SEALED COVERS SUPERSCRIBING AS TECHNICAL BID & FINANCIAL BID AND BOTH THE PACKETS IN ANOTHER COVER SUPERSCRIBED AS BID FOR ORGANISATION OF DIFFERENT WORKS IN IITF-2022.

The bids must be sent only by Registered Post/Speed Post or courier service or can be dropped in the Sealed Box kept in the office of the undersigned for the purpose. The Bid must reach this office not later than 3.00PM of 03.11.2022. Bids received beyond the prescribed time and date shall be summarily rejected. The Committee will examine the Financial bid of only those agencies found qualifying in the Technical bid.

The authority reserves the right to cancel the entire tender process or part without assigning any reason thereof.

In case of any dispute/ ambiguity in the Tender Process, the decision of the Tender Calling Authority is final, binding and cannot be challenged.

Director, I & PR.

Memo No. 12464 Date 23/10/2022 recd.  
23/10/22

Copy forwarded to Joint Director(Advt.), I&PR Deptt., Odisha for information & necessary action. He is requested to publish it in The Samaj, The Sambad & The Times of India by 24.10.22.

Advt. Officer  
23/10/22  
Additional Director

10/23/22, 3:47 PM

Rich Text Editor, sU5Qcq1-cvt

Memo No. 12465 Date 23/10/2022

Copy along with enclosure forwarded to System analyst for information & necessary action. He is requested to host the advertisement in Govt. website immediately.

*for Tom*  
*23/10/22*  
Additional Director

**BIDDER DATASHEET**

| <b>Sl. No.</b> | <b>Particular</b>                         | <b>Details</b>   |
|----------------|---|--|
| <b>1.</b>      | <b>Name of the Client</b>                 | <b>The Director, Information &amp; Public Relations Department, Govt. of Odisha</b>  |
| <b>2.</b>      | <b>Method of Selection</b>                | <b>Least Cost-Based Selection (LCBS i.e. L-1) Method</b>   |
| <b>3.</b>      | <b>Date of Issue of RFP</b>               | <b>23/10/2022</b>  |
| <b>4.</b>      | <b>Proposal Due Date</b>                  | <b>03/11/2022</b>  |
| <b>5.</b>      | <b>Date of Opening of Proposal</b>        | <b>03/11/2022</b>  |
| <b>6.</b>      | <b>Address for Submission of Proposal</b> | <p><b>The Director<br/>Information &amp; Public Relations<br/>Department,<br/>Government of Odisha,<br/>Bhubaneswar, Odisha</b></p> <p><b>Telephone No. -2394890/ 2398610<br/>(Fax)</b></p> <p><b>Email -<a href="mailto:iprenews@gmail.com">iprenews@gmail.com</a></b></p> <p><b>Mode of Submission: Speed<br/>Post/ Registered Post/ Courier /Sealed<br/>DropBox only to the address specified<br/>above during office hours only.<br/>Submission of the bid through other<br/>mode and late bid will be rejected.</b></p> |
| <b>7.</b>      | <b>Place of Opening of Proposal</b>       | <b>Conference Hall of I&amp; PR<br/>Department, Unit-V, Bhubaneswar.</b>   |

**Section-III****ELIGIBILITY CRITERIA**

1. The bidder must be a Registered Firm/Agency under the Indian Companies Act or a registered individual/partnership firm or Proprietorship firm.
2. The bidder should have valid GST registration for legally carrying out its business activities.

3. The bidder should have a valid PAN. The bidder shall provide the details of the ownership of the company.
4. The Event Management Firm/ Agency must have experience of the execution of various service works of the State Pavilion in IITF at Pragati Maidan, New Delhi at least twice during the last 7(Seven) years.
5. The Firm/Agency must have qualified manpower who should supervise the execution of work/service on the spot.
6. The Firm/Agency must have a minimum annual turnover of Rs 50 lakh for three financial years during the last five years duly certified by C.A. ending on 31.03.2021. The audited balance sheet of the last three financial years must be submitted.
7. The bidder should have executed two similar works of not less than Rs.20 (twenty) lakh in a single work order during the last 7(Seven) years or should have executed one similar work of not less than Rs.30(Thirty) lakh in a single work order during last 7(Seven) years.
8. The Event Management Firm/ Agency must not have been barred or blacklisted by any State or Central Government Departments/ PSUs.
9. The bidder with unsatisfactory performance, if any, will not be eligible for the tender process.
10. The bidder/firm shouldn't have been indulged in any criminal proceeding nor is any judicial proceeding pending against the bidder/firm in any Court of Law.

### **TECHNICAL BID**

#### **Section-IV**

### **Scope of work**

#### **A. Name of the work with specifications:**

| Sl. No | Name of the Work                 | Specification   |
|--------|----------------------------------|---|
| 1      | Engagement of Security Personnel | <ol style="list-style-type: none"> <li>1. Security officer-1 no. for 15 days.</li> <li>2. Security Guard (Male)- 3 nos. for each 8 hours shift(2 shifts) for 15 days.</li> <li>3. Security Guard(Female)- 3 nos. for each 8 hours shift(2 shifts) for 15 days.</li> <li>4. Handset Metal Detector- 2 nos. per day on hire for 14 days.</li> <li>5. Door frame metal Detector- 1 no. per day on hire for 14 days.</li> <li>6. Extra Three(3) nos. Security Guards(Male) and Two(2) nos. Female Guards will be engaged on 20.11.2022, 24.11.2022 and 26.11.2022.</li> </ol> |

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| 2 | Fire Safety Arrangement                         | <ol style="list-style-type: none"> <li>1. Water Co2 Fire Extinguisher(4.5 ltr. Capacity)- 10 nos. on hire for 15 days</li> <li>2. ABC Fire Extinguishers- 10 nos. on hire.</li> <li>3. Fireman 1 no. for each 8 hours shift(2 Shifts) from 13.11.2022 to 27.11.2022.</li> </ol>  |
| 3 | Cleaning and Sanitation work                    | <ol style="list-style-type: none"> <li>1. Engagement of 10 nos. of safai workers and 1 no. supervisor along with cleaning materials and equipment for cleaning inside the Odisha Pavilion. The cleaning timing will be from 8 AM to 8 PM for the period from 13.11.2022 to 28.11.2022.</li> </ol>  |
| 4 | Flower Decoration                               | <ol style="list-style-type: none"> <li>1. Flower decoration of Odisha Pavilion on Inaugural Day i.e. 14.11.2022. (lumpsum)</li> <li>2. Supply of Decorative Flower Plants at Odisha Pavilion.</li> <li>3. Flower Decoration of Amphitheatre for State Day Celebration on 24.11.2022. (lumpsum)</li> <li>4. Flower Decoration of Odisha Pavilion on 24.11.2022 for State Day Celebration. (lumpsum)</li> <li>5. Flower Bouquet 5 nos. per day from 14.11.2022 to 27.11.2022.</li> <li>6. Special Flower Bouquet 20 nos. on State Day.</li> <li>7. Flower Basket 3 nos. for every day for VIP Lounge and Office.</li> </ol>  |
| 5 | Printing of different folders                   | <ol style="list-style-type: none"> <li>1. Inauguration function 4 colour invitation card-200 nos.(Size- 7"X5" two-fold, 200 GSM, imported ivory sheet with cover)</li> <li>2. Odisha State Day card- 1500 nos. (Size-7"X5" two-fold, 200 GSM 4 colour, imported ivory sheet with cover)</li> <li>3. Press Day card- 200 nos.(Size-7"X5" two-fold, 200 GSM, 4 colour, imported ivory sheet with cover.</li> <li>4. Development folder-10,000 nos. 4 colour(Size-1/4 demy, 8 pages, Multi colour, 300 GSM, Non-Glossy Art Paper)</li> <li>5. Theme folder-10,000 nos(Size-1/8 demy, 8 pages, 4 colour, 220 GSM, Non-Glossy Art paper)</li> <li>6. Cultural folder-3000 nos.(Size-1/8 demy 14cmX24cm, Three fold, Multi colour, 220 GSM, imported Art Paper)</li> </ol> |
| 6 | Stage arrangement for State Day Celebration and | <ol style="list-style-type: none"> <li>1. Light and sound as per requirement. (lumpsum)</li> </ol>   |

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|   | mounting of hoardings.   | 2. VIP Sofa-One Seated 3 nos., 3 Seated Sofa 4 nos., Teapoy-4 nos., VIP Chair-15 nos., Synthetic carpet-2500 Sq.ft., Towel-10 nos., erection of Stage backdrop as per design, mounting of hoarding at Odisha Pavilion, Odisha Niwas, Odisha Bhawan, Odisha Sadan(Canvas Flex with framing and fixing approximate Qty-2000 Sq. ft.)   |
| 7 | Transportation and accommodation of Cultural Troupes.                            | <ol style="list-style-type: none"> <li>1. Accommodation of Artists (Approx. 80 persons) for Cultural Troupe for 3 days. 2/3 Bedded AC Rooms with attached washroom in a good location with parking arrangements.</li> <li>2. AC Bus(2-3 nos.) arrangement for transporting Artists from the hotel to Pragati Maidan and back to the hotel after the performance on State Day.</li> </ol>   |
| 8 | Arrangement of Press Conference and Get together at Odisha Bhawan on 23.11.2022. | <ol style="list-style-type: none"> <li>1. Tea and Snacks for 50 nos. of Media persons. (Rs. 250/- for each packet)</li> <li>2. Press Kit(Cotton Folder, Pen, Notepad, Pattachitra Gift Mementos) for 50 nos. of Media Persons.</li> <li>3. Dinner for about 250 persons(Buffer arrangement-Veg. and Non-Veg., the rate shall be quoted with items)</li> <li>4. Light Decoration of Odisha Bhawan Lawn. (lumpsum)</li> <li>5. Tent work and PA System Arrangement. (lumpsum)</li> <li>6. Round Table and Chairs with covers. (lumpsum)</li> </ol>   |
| 9 | Installation of CCTV and Surrounding Sound System.                               | <ol style="list-style-type: none"> <li>1. Installation of 8 nos. of CCTV inside the Pavilion with recording system on a hire basis(lumpsum)</li> <li>2. 3 nos. of Colour TV (21 inches) at different sites.(Inside office and VIP Room) on-hire basis with a CCTV recording facility including the operation and maintenance for the period from 14.11.2022 to 27.11.2022. (lumpsum)</li> <li>3. A Colour Television with Cable Connection for VIP Lounge on a hire basis from 14.11.2022 to 27.11.2022.</li> <li>4. Installation of Surrounding Sound and PA system with all fittings from 14.11.2022 to</li> </ol> |

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|    |  | 27.11.2022 in Odisha Pavilion for playing of Odia music and announcement.(lumpsum)  |
| 10 | Supply of Drinking Water   | 1. Supply of water cartage dispenser 250 nos. of 20 ltr. Capacity of any reputed company bearing ISI mark with disposable glasses for a period from 9.11.2022 to 28.11.2022 with additional cartage dispenser. (lumpsum)  |
| 11 | Supply of Computer, Printer for Official work.   | 1. Installation of 1(One) Multimedia computer with loaded software of latest versions and colour printer with internet facility for the period from 8.11.2022 to 28.11.2022 for official work with an operator on a hire basis. (lumpsum)   |
| 12 | Hiring of Vehicles for Coordination work(Hiring Charges per day from 8 AM to 10 PM + Fuel @ 10KM/ ltr. | <ol style="list-style-type: none"> <li>1. 1(one) no. AC DZire (or Similar) Car from 5.11.2022 to 30.11.2022.</li> <li>2. 1(one) no. AC DZire(or Similar) Car from 12.11.2022 to 28.11.2022.</li> <li>3. 2(Two) nos. of AC DZire(or Similar) will be required for 5 days between 14.11.2022 to 27.11.2022 for use by Higher Authorities as per requirement.</li> <li>4. 2(Two) nos. of AC DZire(or Similar) will be required from 21.11.2022 to 24.11.2022 for the State Day Celebration.</li> </ol> |
| 13 | Installation of Photocopier  | 1. Installation of 1(one) Photocopier with all accessories of a reputed company for the period from 10.11.2022 to 28.11.2022 including operator charges on a hire basis(lumpsum)  |
| 14 | Day to Day expenditure towards hospitality of Guests and other officials.                              | <ol style="list-style-type: none"> <li>1. Tea and Coffee arrangement.</li> <li>2. Working lunch(Rs. 350/-each) and Snacks(Rs. 150/-each) for 20 nos. of Officials and 5 nos. of Guests per day from 14.11.2022 to 27.11.2022.</li> </ol>  |
| 15 | Engagement of Girl Guides  | 1. Eight(8) nos. of Girl Guides will be engaged from 14.11.2022 to 27.11.2022 at Odisha Pavilion wearing Odia Traditional Sarees and Girl Guides should have fluency in Odia, Hindi and English. They should have knowledge of Odisha Culture, Tradition and Heritage. Two sarees for each girl will be provided by the Client.   |

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| 16 | Supply of Tiffin Packets                          | <ol style="list-style-type: none"> <li>1. 100 nos. of Packets(Rs. 150/- each) on 14.11.2022 and 500 nos. of Packets(Rs. 150/- each) on 24.11.2022 will be supplied to Odisha Pavilion. Each packet contains Vada, Samosa, Vegetable Cutlet, Sandesh, Kalakand, and Tomato Sauce with Napkin.</li> <li>2. VIP Snacks packets(Rs. 300/-each) 25 nos. on 24.11.2022</li> </ol>  |
| 17 | Engagement of Still Photographer and Videographer | <ol style="list-style-type: none"> <li>1. One(1) no. Still Photographer with latest HD Camera from 14.11.2022 to 27.11.2022. (lumpsum)</li> <li>2. One(1) no. Videographer with the latest HD Video Camera from 14.11.2022 to 27.11.2022.(lumpsum)</li> <li>3. Photos and Videos need to be uploaded day-wise at the end of the programme everyday.</li> <li>4. Selected Photos(Hard Copy) of approximately 150 nos. of 5"X7" size should be submitted to the nodal officer in a good quality album and soft copies of all photos and videos(raw and edited) need to be submitted on Hard Drive. (2 TB)</li> </ol> |
| 18 | Engagement labour                                 | <ol style="list-style-type: none"> <li>1. 10 nos. of labour will be engaged on the State Day Celebration on 24.11.2022.</li> </ol>   |

- B. The bidder has to provide services of security personnel from a registered / duly certified/authorised Security Service Agency.
- C. The bidder has to provide services of Fire Fighting personnel from a registered/duly certified/authorized Fire service agency with equipment and manpower.
- D. The bidder has to provide services of Cleaning & Sanitation personnel from a registered/duly certified/authorized Cleaning and Sanitation Agency.
- E. The bidder is required to specify rates for each item in the Financial Bid as per the specifications.

### **Section V**

#### **Documents Required to be submitted along with Technical Bid:**

1. For Event Management Agency, Demand draft of Rs. 5000/- (Rupees Five Thousand only) drawn on any Nationalised Bank / Scheduled Bank in favour of DDO, Information & Public Relations Department payable at Bhubaneswar towards the cost of Tender Paper. This amount is **Non-Refundable**.



2. Bidder should submit "Bid Security Declaration" in the Prescribed Format at Annexure-I
3. Registration Certificate of the Firm/Agency with details of the ownership.
4. GST registration Certificate with up-to-date GST returns filing copies. (Self-attested)
5. Copy of PAN Card for income Tax and IT return filing copies for the last three years filed in the name of Firm/ Agency(Self-attested).
6. Self-Attested Copy(ies) of the Work Order confirming as proof of execution of similar nature of works not less than Rs.20 (twenty) lakh in a single work order during last 7(Seven) years or should have executed one similar work of not less than Rs.30(Thirty) lakh in a single work order during last 7(Seven) years obtaining from the executing State/ Central Govt. Offices/ PSUs.
7. Audited Statement of accounts, Balance Sheet of the firm showing turnover not less than Rs 50 lakhs each year for 3 financial years during the last 5 years and IT return filing Acknowledgement for 3 financial years.
8. Bidders are required to quote unit rates inclusive of all taxes for each item in the tender paper.
9. Non-submission of any of the documents above will render the bid to be rejected.
10. After completion of work item-wise evaluation will be made and for any lapses amount of the said item will be deducted.
11. Non-Blacklisting declaration as mentioned in ' Eligibility Criteria ' should be submitted in the shape of an affidavit.
12. Undertaking that the firm/agency/bidder is neither indulged in any criminal case nor any case is pending against the Firm/Agency in any Court of Law at the time of the submission of the bid in the shape of an affidavit.
13. The bidder has to provide a consent letter of the registered/duly certified/authorised Security Agency regarding the engagement of the security personnel.
14. The bidder has to provide a consent letter of the registered/duly certified/authorised Fire Fighting Agency regarding the engagement of the fire personnel with equipment.
15. The bidder has to provide a consent letter of the registered/duly certified/authorised Cleaning and Sanitation Agency regarding the engagement of the sanitation personnel.

### **DECLARATION**

I do hereby declare that the documents submitted in respect of the information referred to above are true to the best of my knowledge and belief and also do undertake that if at any time the documents are found to be forged I will be held responsible.

**Signature of the bidder**

### **Terms & Conditions**

1. Firms without having valid GST registration numbers, PAN and Firms blacklisted shall not be eligible for participating in the Tender process. The Firm shall submit a non-blacklisted undertaking in the shape of an affidavit.
2. All financial documents of Firm i.e. Registration certificate issued under GST and IT Acts , up-to-date GST-return filing copies, IT Returns, Audited Balance Sheet shall be self-attested.

3. Firms should submit Up to date information on IT-Return filing for last 3 years i.e. 2018-19, 2019-20 and 2020-21 and Audited Balance Sheet for last 3 years i.e. 2018-19, 2019-20 & 2020-21.
4. All the crucial figures i.e. Rates & amount should be written in figures followed by words in a bracket in the Tender document.
5. There shall be no overwriting in the tender documents and other papers submitted. Any alteration should be initialled with a seal by the same person who signs the Tender document.
6. All the rates and amounts shall be quoted in Indian Rupees (INR).
7. Submission of more than one competitive bid by the same Firm in response to the same Tender call Notice is prohibited.
8. Bidder should submit "Bid Security Declaration" in lieu of Bid Security deposit with the stipulation that if they withdraw or modify their bids/violate the terms and conditions of the Tender Documents during the period of validity etc., they will be liable for suspension for the period of three years from participating in any Government/PSU tenders.
9. The "Performance Security" may be forfeited partly or fully in case of failure to fulfil the terms and conditions of the contract/ work order issued from time to time within the agreement period.
10. "Financial bids" shall be opened only in those cases, where all the eligibility condition prescribed in the prescribed technical specifications is fulfilled and submission of required documents.
11. The successful bidder shall be selected taking into consideration of the total lowest bid (L-1) in most transparent manner. The Tender Publishing authority can negotiate the rates with the L-1 bidder and finalize the rates accordingly. The authority is not bound to accept the L-1 rates.
12. If the L-1 bidder fails to sign the agreement then, negotiations with Firms other than the (L-1) lowest bidder i.e. L-2 bidder shall be held obtaining prior approval of the Government.
13. No advance payment shall be made. Full payment will be made after receiving service from the firm and after certification is given by the concerned Officer that full satisfactory service is received as per the specification of the work order.
14. After completion of work item wise evaluation will be made and for any lapses amount of the said item will be deducted.
15. TDS under IT & GST shall be deducted as per law.
16. Failure to provide service as per specifications mentioned in the work order may lead to forfeiture of Performance security.
17. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Bhubaneswar.
18. Each page of this Tender document should be signed by the bidder with the seal in token of having read, understood and accepted the terms and conditions of this contract.
19. All the documents and papers submitted with the bid should be either in English or in Odia and shall be authenticated under the seal and signature of the bidder.
20. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections.
21. Wherever specific terms & conditions have not been spelt out in the document, OGFR of State Govt. shall apply.
22. If work is not found satisfactory the agreement is liable to be cancelled without giving any reasons thereof. No payment shall be made if the Agreement is cancelled.

23. The Offer submitted and the prices quoted therein shall be valid for 30 days from the date of opening of Bid. Bid valid for any shorter period shall be rejected by the Client.
24. The Firm/Agency shall not sub-contract part or complete work assigned to him by the I&PR Department.
25. I&PR Department will not be responsible for any loss, damage, injury caused at the time of execution of the contract. The firm shall own the whole responsibility.
26. Non-responsive Bids to the Tender Document will be summarily rejected.
27. The contract with the selected event Management Firm/Agency will be valid for one year.
28. The projected work may be decreased or increased as per requirement.

#### **Bid Validity Period**

The Offer submitted and the prices quoted therein shall be valid for **30 days** from the date of opening of the Bid. Bid valid for any shorter period shall be rejected by the Client.

#### **Performance Security**

The selected Event Management Firm/Agency shall have to deposit performance security of **Rs.1 Lakh (Rupees One Lakh only)** in the form of A/c Payee Demand Draft or Fixed Deposit receipt from a Commercial Bank or Bank guarantee from a commercial bank in the prescribed format in favour of DDO, I&PR Department safeguarding the clients' interest in all respect within 7 days of award of contract. Performance security should remain valid for a period of sixty days beyond the expiry of the agreement to be executed for the purpose.

#### **Least Cost Based Selection**

The least cost-based selection method will be followed during the overall selection process. The I&PR Department will select the lowest total evaluated price Bid among all the qualified Bids. For the purpose of evaluation the evaluated cost shall be inclusive of all overhead expenses and applicable taxes. The successful Bidder shall be selected taking into consideration of the lowest Bid (L-1) in most transparent manner. The Tender Publishing Authority can negotiate the rates with the (L-1) Bidder and finalize the rates accordingly. The Authority is not bound to accept the (L-1) rates. If the (L-1) Bidder failed to sign the agreement then negotiation with Firm other than (L-1) lowest Bidder i.e. (L-2) Bidder shall be held obtaining prior approval of the Government.

### **Section\_VI**

| <b>Financial Bid</b> |   |             |            |              |
|----------------------|---|-------------|------------|--------------|
| <b>SI No</b>         | <b>Name of the Items</b>  | <b>Rate</b> | <b>Tax</b> | <b>Total</b> |
| <b>1</b>             | <b>Engagement of Security Personnel</b>                                     |             |            |              |
| A                    | Security officer-1 no. for 15 days.   |             |            |              |
| B                    | Security Guard (Male)- 3 nos. for each 8 hours shift(2 shifts) for 15 days. |             |            |              |

|          |   |  |  |  |
|----------|---|--|--|--|
| C        | Security Guard(Female)- 3 nos. for each 8 hours shift(2 shifts) for 15 days.  |  |  |  |
| D        | Handset Metal Detector- 2 nos. per day on hire for 14 days.   |  |  |  |
| E        | Door frame metal Detector- 1 no. per day on hire for 14 days.   |  |  |  |
| f        | Extra Three(3) nos. Security Guards(Male) and Two(2) nos. Female Guards will be engaged on 20.11.2022, 24.11.2022 and 26.11.2022. |  |  |  |
| <b>2</b> | <b>Fire Safety Arrangement</b>  |  |  |  |
| A        | Water Co2 Fire Extinguisher(4.5 ltr. Capacity)- 10 nos. on hire for 15 days   |  |  |  |
| B        | ABC Fire Extinguishers- 10 nos. on hire.  |  |  |  |
| C        | Fireman 1 no. for each 8 hours shift(2 Shifts) from 13.11.2022 to 27.11.2022.   |  |  |  |
| <b>3</b> | <b>Cleaning and Sanitation Work</b>   |  |  |  |
| A        | Engagement of 10 nos. of safai workers and 1 no. supervisor for the period from 13.11.2022 to 28.11.2022.                         |  |  |  |
| B        | Cleaning materials and equipment for cleaning inside the Odisha Pavilion from 13.11.2022 to 28.11.2022. (lumpsum)                 |  |  |  |
| <b>4</b> | <b>Flower Decoration</b>  |  |  |  |
| A        | Flower decoration of Odisha Pavilion on Inaugural Day i.e. 14.11.2022.(lumpsum)   |  |  |  |
| B        | Supply of decorative Flower Plant vessels as per requirement. The unit cost to be mentioned.                                      |  |  |  |
| C        | Flower Decoration of Amphitheatre for State Day Celebration on 24.11.2022.(lumpsum)   |  |  |  |
| D        | Flower Decoration of Odisha Pavilion on 24.11.2022 for State Day Celebration.(lumpsum)  |  |  |  |
| E        | Flower Bouquet from 14.11.2022 to 27.11.2022.Unit price to be quoted.   |  |  |  |
| F        | Special Flower Bouquet on 24.11.2022. Unit price to be quoted.  |  |  |  |
|          |   |  |  |  |

|          |   |  |  |  |
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| G        | Flower Basket every day for VIP Lounge and Office. Unit price to be quoted  |  |  |  |
| <b>5</b> | <b>Printing of different folders</b>  |  |  |  |
| A        | Inauguration function 4 colour invitation card- 200 nos.(Size- 7"X5" two-fold, 200 GSM, imported ivory sheet with cover)  |  |  |  |
| B        | Odisha State Day card- 1500 nos. (Size-7"X5" two-fold, 200 GSM 4 colour, imported ivory sheet with cover)   |  |  |  |
| C        | Press Day card- 200 nos.(Size-7"X5" two-fold, 200 GSM, 4 colour, imported ivory sheet with cover.   |  |  |  |
| D        | Development folder-10,000 nos. 4 colour(Size- 1/4 demy, 8 pages, Multi colour, 300 GSM, Non-Glossy Art Paper)   |  |  |  |
| E        | Theme folder-10,000 nos(Size-1/8 demy, 8 pages, 4 colour, 220 GSM, Non-Glossy Art paper)  |  |  |  |
| F        | Cultural folder-3000 nos.(Size-1/8 demy 14cmX24cm, Three fold, Multi colour, 220 GSM, imported Art Paper)   |  |  |  |
| <b>6</b> | <b>Stage arrangement for State Day Celebration and mounting of hoardings.</b>   |  |  |  |
| A        | Light and sound as per requirement.(lumpsum)  |  |  |  |
| B        | VIP Sofa-One Seated 3 nos., 3 Seated Sofa 4 nos., Teapoy-4 nos., VIP Chair-15 nos., Synthetic carpet-2500 Sq.ft., Towel-10 nos., erection of Stage backdrop as per design, mounting of hoarding at Odisha Pavilion, Odisha Niwas, Odisha Bhawan, Odisha Sadan(Canvas Flex with framing and fixing approximate Qty-2000 Sq. ft.) |  |  |  |
| <b>7</b> | <b>Transportation and Accommodation of Cultural Troupes</b>   |  |  |  |
| A        | Accommodation of Artists (Approx. 80 persons) for Cultural Troupe for 3 days. 2/3 Bedded AC   |  |  |  |

|          |  |  |  |  |
|----------|--|--|--|--|
|          | Rooms with attached washroom in a good location with parking arrangements.   |  |  |  |
| B        | AC Bus(2-3 nos.) arrangement for transporting Artists from the hotel to Pragati Maidan and back to the hotel after the performance on State Day. (Unit price to be quoted)   |  |  |  |
| <b>8</b> | <b>Arrangement of Press Conference and Get together at Odisha Bhawan on 23.11.2022</b>   |  |  |  |
| A        | Tea and Snacks for 50 nos. of Media persons. (Rs. 250/- for each packet, items to be mentioned)  |  |  |  |
| B        | Press Kit (Cotton folder, Pen, Notepad, Pattachitra Gift Mementos) for 50 nos. of Media Persons.   |  |  |  |
| C        | Dinner for about 250 persons(Buffer arrangement-Veg. and Non-Veg., the rate shall be quoted with items)  |  |  |  |
| D        | Light Decoration of Odisha Bhawan Lawn. (lumpsum)  |  |  |  |
| E        | Tent work and PA System Arrangement. (lumpsum)   |  |  |  |
| F        | Round Table and Chairs with covers.(lumpsum)   |  |  |  |
| <b>9</b> | <b>Installation of CCTV and Surrounding Sound System</b>   |  |  |  |
| A        | Installation of 8 nos. of CCTV inside the Pavilion with recording system on a hire basis(lumpsum)  |  |  |  |
| B        | 3 nos. of Colour TV (21 inches) at different sites. (Inside office and VIP Room) on-hire basis with CCTV recording facility including the operation and maintenance for the period from 14.11.2022 to 27.11.2022.(lumpsum) |  |  |  |
| C        | A Colour Television with Cable Connection for VIP Lounge on hire basis from 14.11.2022 to 27.11.2022.  |  |  |  |
| D        | Installation of Surrounding Sound and PA system with all fittings from 14.11.2022 to 27.11.2022  |  |  |  |

|           |   |  |  |  |
|-----------|---|--|--|--|
|           | in Odisha Pavilion for playing of Odia music and announcement.(lumpsum)   |  |  |  |
| <b>10</b> | <b>Supply of Drinking Water</b>   |  |  |  |
| A         | Supply of water cartage dispenser 250 nos. of 20 ltr. Capacity of any reputed company bearing ISI mark with disposable glasses for a period from 9.11.2022 to 28.11.2022 with additional cartage dispenser. (lumpsum)               |  |  |  |
| <b>11</b> | <b>Supply of Computer, Printer for Official Work</b>  |  |  |  |
| A         | Installation of 1(One) Multimedia computer with loaded software of latest versions and colour printer with internet facility for the period from 8.11.2022 to 28.11.2022 for official work with an operator on hire basis.(lumpsum) |  |  |  |
| <b>12</b> | <b>Hiring of Vehicle for Coordination Work(Hiring Charges per day from 8 AM to 10 PM + Fuel @ 10KM/Ltr.)</b>  |  |  |  |
| A         | 1(one) no. AC DZire (or Similar) Car from 5.11.2022 to 30.11.2022.  |  |  |  |
| B         | 1(one) no. AC DZire(or Similar) Car from 12.11.2022 to 28.11.2022.  |  |  |  |
| C         | 2(Two) nos. of AC DZire(or Similar) will be required for 5 days between 14.11.2022 to 27.11.2022 for use by Higher Authorities as per requirement.  |  |  |  |
| D         | (Two) nos. of AC DZire(or Similar) will be required from 21.11.2022 to 24.11.2022 for the State Day Celebration.  |  |  |  |
| <b>13</b> | <b>Installation of Photocopier</b>  |  |  |  |
| A         | Installation of 1(one) Photocopier with all accessories of a reputed company for the period from 10.11.2022 to 28.11.2022 including operator charges on a hire basis.(lumpsum)  |  |  |  |
| <b>14</b> | <b>Day to Day expenditure towards hospitality of Guests and other officials.</b>  |  |  |  |

|           |  |  |  |  |
|-----------|--|--|--|--|
| A         | Tea and Coffee arrangement.  |  |  |  |
| B         | Working lunch(Rs. 350/-each) and Snacks(Rs. 150/-each) for 20 nos. of Officials and 5 nos. of Guests per day from 14.11.2022 to 27.11.2022.  |  |  |  |
| <b>15</b> | <b>Engagement of Girl Guides</b>   |  |  |  |
| A         | Eight(8) nos. of Girl Guides will be engaged from 14.11.2022 to 27.11.2022 at Odisha Pavilion. Rate per each guide to be quoted.   |  |  |  |
| <b>16</b> | <b>Supply of Tiffin Packets</b>  |  |  |  |
| A         | 100 nos. of Packets(Rs. 150/- each) on 14.11.2022 and 500 nos. of Packets(Rs. 150/- each) on 24.11.2022 will be supplied to Odisha Pavilion. Each packet contains Vada, Samosa, Vegetable Cutlet, Sandesh, Kalakand, and Tomato Sauce with Napkin. |  |  |  |
| B         | VIP Snacks packets(Rs. 300/-each) 25 nos. on 24.11.2022. Items to be quoted.   |  |  |  |
| <b>17</b> | <b>Engagement of Still Photographer and Videographer</b>   |  |  |  |
| A         | One(1) no. Still Photographer with latest HD Camera from 14.11.2022 to 27.11.2022. (lumpsum)   |  |  |  |
| B         | One(1) no. Videographer with the latest HD Video Camera from 14.11.2022 to 27.11.2022. (lumpsum)   |  |  |  |
| C         | Selected Photos(Hard Copy) approximately 150 nos. of 5"X7" Size should be submitted to the nodal officer in a good quality album and soft copies of all photos and videos(raw and edited) need to be submitted in Hard Drive.(2 TB)                |  |  |  |
| <b>18</b> | <b>Engagement of labour</b>  |  |  |  |
| A         | 10 nos. of labour will be engaged on State Day Celebration on 24.11.2022. Labour cost each be quoted.  |  |  |  |
|           | <b>Grand Total</b>   |  |  |  |



Annexure-I**BID SECURITY DECLARATION FORMAT****On Bidder's Letter Head**

I/We, the authorised signatory of M/s. \_\_\_\_\_ participating in the subject Tender call Notice No. \_\_\_\_\_ dated \_\_\_\_\_ for the assignment of \_\_\_\_\_, do hereby declare that:

(i) That I/We have availed the benefit of waiver of EMD while submitting our offer against the subject Tender call Notice and no EMD being deposited for the said Tender call Notice.

(ii) That in the event we withdraw/modify our bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline or I/we fail to submit a Performance Security within the given timeline or I/we commit any breach of Tender call Notice Conditions/Contract which attracts penal action and I/we will be blacklisted from being eligible for bidding/award of all future contract(s) of Government of Odisha for a period of three years from the date of committing such breach.

Authorised Signatory (*In full and initials*)

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

**TECHNICAL PROPOSAL SUBMISSION FORMS****COVERING LETTER**

**(In Bidder's Letter Head)**

*[Location, Date]*

**To**

**The Director,  
Information & Public Relations Department,  
Government of Odisha,  
Bhubaneswar – 751001**

**Subject: SELECTION OF AGENCIES FOR “TENT WORK, LIGHT AND SOUND ARRANGEMENT, PRINTING OF INVITATION CARDS, DIFFERENT FOLDERS, TRANSPORTATION, HOSPITALITY AND ACCOMMODATION OF CULTURAL TROUPES/STAFF, ARRANGEMENT OF FIRES SAFETY,**

CLEANING AND SANITATION WORKS, FLOWER DECORATION,  
INSTALLATION OF CCTV, SUPPLY OF COMPUTER ETC. FOR IITF-2022”.

Dear Sir,

I, the undersigned, request you to participate in the selection process for \_\_\_\_\_ in accordance with your request for proposal No. \_\_\_\_\_ dated \_\_\_\_\_. We are hereby submitting our proposal which includes the Technical Proposal and Financial proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to the disqualification of our proposal. Our proposal will be valid for acceptance up to **30 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

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

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

**FINANCIAL PROPOSAL SUBMISSION FORMS**

**COVERING LETTER**

**(In Bidder's Letter Head)**

*[Location, Date]*

**To**

**The Director,  
Information & Public Relations Department,  
Government of Odisha,  
Bhubaneswar – 751001**

**Subject: SELECTION OF AGENCIES FOR “TENT WORK, LIGHT AND SOUND ARRANGEMENT, PRINTING OF INVITATION CARDS, DIFFERENT FOLDERS, TRANSPORTATION, HOSPITALITY AND ACCOMMODATION OF CULTURAL TROUPES/STAFF, ARRANGEMENT OF FIRES SAFETY, CLEANING AND SANITATION WORKS, FLOWER DECORATION, INSTALLATION OF CCTV, SUPPLY OF COMPUTER ETC. FOR IITF-2022”.**

Dear Sir,

I, the undersigned, offer to provide the service for **[Insert title of assignment]** in accordance with your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is [Insert amount(s) in words and figures] per month per unit. This amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal of **60** days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. We thank you for providing us with an opportunity to participate in the selection process. Please find our financial offer as per the Commercial bid format along with this cover letter.

I remain,

Yours faithfully,

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

***Name and Designation of Signatory with Date and Seal:***

***Address of the Bidder:***

#### **FORMAT- I: DETAILS OF THE BIDDER**

| <b>Sl No.</b> | <b>Description</b>   | <b>Full Details</b> |
|---------------|--|---------------------|
| <b>1</b>      | <b>Name of the Bidder</b>  |                     |
| <b>2</b>      | <b>Address for communication:</b><br><br>Tel :<br><br>Fax:<br><br>Email id :   |                     |
| <b>3</b>      | <b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b><br><br>Mobile No.<br><br>Email id : |                     |
| <b>4</b>      | <b>Registration / Incorporation Details</b><br><br>Registration No:  |                     |

|           |  |                 |
|-----------|--|-----------------|
|           | Date & Year. :   |                 |
| <b>5</b>  | <b>Local office in Odisha</b><br><br><b>If Yes, Please furnish contact details</b>             | <b>Yes / No</b> |
| <b>6</b>  | <b>Bid Processing Fee Details</b><br><br>Amount :<br>BC/DD No. :<br>Date:<br>Name of the Bank: |                 |
| 7         | PAN Number   |                 |
| <b>8</b>  | Goods and Services Tax Identification Number (GSTIN)   |                 |
| <b>9</b>  | Whether willing to carry out assignments as per the scope of work of the RFP                   |                 |
| <b>10</b> | Whether accept all the terms and conditions as specified in the RFP                            |                 |

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

\_\_\_\_\_

**Name and Designation with Date and Seal:**

\_\_\_\_\_

#### **FORMAT - II: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE**

| <b>Parameter</b>                | <b>Information</b>   | <b>Supporting Documents</b>  | <b>Page No.</b> |
|---------------------------------|--|--|-----------------|
| Company/Firm Name and Existence |  | Certificate of Incorporation/<br><br>Registration (refer to Table below for appropriate documentation) |                 |
| Type of Organization            | Private Limited Company/<br>Registered Individual<br>/Partnership Firm<br>/Proprietorship firm |  |                 |

|   |                  |   |  |
|---|------------------|---|--|
| Name of<br>Registration<br>Authority              |                  |   |  |
| Registration No.                                  |                  |   |  |
| Date of<br>Registration                           |                  |   |  |
| Place of<br>Registration                          |                  |   |  |
| GST<br>Registration,<br>Return filling<br>Status  | Registration No. | Registration Proof: up-to-date<br>GSTR 3B filing copies |  |
| PAN   | PAN No.          |   |  |
| IT Returns of<br><br>last 03<br>consecutive years |                  |   |  |

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

\_\_\_\_\_

**Name and Designation with Date and Seal:**

\_\_\_\_\_

**PERFORMANCE BANK GUARANTEE FORMAT**

**To,**

WHEREAS..... (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP no..... dated ..... to undertake the service ..... (Description of services) (here in after called “the contract”).

AND WHEREAS it has been stipulated by \_\_\_\_\_ (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of .....  
 ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the ..... day of ....., 202

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of the claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

**(Signature of the authorized officer of the Bank)**

.....

**Name and designation of the officer**

.....

.....

**Seal, name & address of the Bank & Branch**