

REQUEST FOR PROPOSAL (RFP)

**SELECTION OF EVENT MANAGEMENT COMPANY/FIRMS/ AGENCIES FOR
TENTAGE & ALLIED WORKS FOR**

**District Level Tribal Cultural Festival under
Special Development Council, Rayagada**

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DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	P.A ITDA-Cum- Nodal Officer, SDC, Rayagada
2.	Method of Selection	Least Cost Selection (LCS)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of issue of Request For Proposal (RFP)	16.01.2024
5.	Last Date and Time for submission of Bid	24.01.2024 by 5.00 PM
6.	Date & Time for opening of Technical Bid and Presentation	24.01.2024 at 05.30 PM
7.	Date & time for opening of Financial Bid	24.01.2024 at 06.00 PM
8.	Bid Processing Fee (Non-Refundable)	Rs. 1,000/- in shape of Banker's Cheque / Demand Draft in favour of "P.A ITDA,Rayagada" drawn in any scheduled commercial bank payable at Rayagada.
9.	Earnest Money Deposit (EMD) (Refundable without interest)	The Bidder should submit an Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand) only in shape of Demand Draft / TDR / NSC in favour "Project Administrator ITDA, Rayagada" from any Scheduled Bank payable at Rayagada. The EMD of the unsuccessful bidder will be refunded after the completion the selection process.
	Security Deposit	The successful bidder will have to deposit a security amount of Rs. 2,00,000/- (Rupees Two lakh) only in shape of Demand Draft / Bank Guarantee / TDR / NSC in favour "Project Administrator ITDA, Rayagada" from any Scheduled Bank payable at Rayagada as security deposit.
10.	Address for Submission of Bid	Office of the Project Administrator, ITDA, Rayagada In front of New Bus Stand, Rayagada-765001, Odisha Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above. Submission of bid through other mode and late bid will be out rightly rejected.
11.	Place of Opening of Technical & Financial Bid:	ITDA Conference hall , Rayagada

For details, please visit: www.rayagada.nic.in

SECTION: 1 LETTER OF INVITATION

REQUEST FOR PROPOSAL (RFP) No:

Date:

Name of the Assignment: Selection of Event Management Agency for District level Tribal Cultural Festival (SDC Rayagada)-2023-24

The Project Administrator, ITDA Rayagada **invites sealed Bid from eligible bidders for “Selection of Event Management Agency for District Cultural Festival (SDC Rayagada)-2024”**. **More details on the proposed assignment are provided at Section-3: Scope of Work of this Request for Proposal (RFP) document.**

1. Agency will be selected under **Least Cost Selection (LCS)**
2. The Bid 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. 1,000/- (Rupees One Thousand) only** towards **Bid Processing Fee** and an Earnest Money Deposit (EMD) of **Rs. 20,000/- (Rupees Twenty Thousand)** only in shape of Demand Draft / TDR / NSC in favour of **“P.A ITDA , Rayagada”** from any Scheduled Commercial Bank payable at Rayagada.
3. The successful bidder will have to deposit a security amount of **Rs. 2,00, 000/- (Rupees Two lakh)** only in shape of Demand Draft / Bank Guarantee / TDR / NSC in favour **“PA ITDA ,Rayagada”** from any Scheduled Bank as security deposit.
4. The Bid must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post /Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of Bid through any other mode will be rejected.
5. The last date and time for submission of Bid complete in all respects is **24.01.2024 by 5.00 PM**, and the date of opening of the technical is **24.01.2024 by 5.30 PM** & financial bid is **24.01.2024 by 6.00 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.
6. 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 Bid Submission Forms **[Section – 4]**
 - e. Financial Bid Submission Forms **(Section –5]**
 - f. Annexure **[Section – 6]**
7. While all information/data given in the REQUEST FOR PROPOSAL (RFP) for Selection of an Event Management Agency (EMA) / 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.
8. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete RFP or part of it at any stage without assigning any reason thereof.**

Sd/-
PA ITDA-CUM-Nodal Officer
SDC Rayagada

SECTION: 2

INFORMATION TO THE BIDDER

Pre-Qualification/Eligibility Criteria:

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

Sl. No	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 05 years (as on 1 st January, 2024).	1. Proprietorship/Partnership/Company registration certificate/Certificate of Incorporation of the Agency 2. Copy of PAN 3. Copy of Odisha Goods and Services Tax Identification Number (OGSTIN). 4. Copy of the up-to-date GST Return as applicable. 5. Copy of the Electrical License of the Contractor hired by the bidder.
2	The agency should have an average annual turnover of Rs. 30.00 lakh (Rupees Thirty lakh) only from Event Management Services /Tentage work during the last 5 financial years (18-19 to 22-23).	Copies of audited balance sheet for the last three financial years and CA certificate certifying that the Event management agencies should have an average annual turnover more than Rs. 30.00 lakh (Rupees Thirty lakh) only during the last five 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 five years (19-20 to 23-24) as on 01st December, 2023 should be either of the following.</p> <p>i. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 10.00 lakh (Rupees Ten Lakh) each OR</p> <p>ii. Two similar works costing not less than the amount equal to Rs.20.00 Lakh (Rupees Twenty Lakh) each OR</p>	Work orders / Contract Document / Completion of Work Certificates / Final Payment Receipt from the previous clients to be submitted.
4.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

Documents to be submitted along with Technical Bid:

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

- Filled in Bid Submission Check List in Original (**Annexure-A**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee & EMD as applicable.
- Copy of Proprietorship / Partnership / Company registration certificate / Certificate of Incorporation of the Agency
- Copy of PAN.
- Copy of Odisha Goods and Services Tax Identification Number (OGSTIN).
- 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**)

NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.

1. Bid Processing Fee :

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to **Rs. 1,000/-** in shape of Banker's Cheque / Demand Draft in favour of "**PA ITDA-Cum- Nodal Officer SDC , Rayagada**" drawn in any scheduled commercial bank payable at Rayagada. Bids received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD):

- i. The Bidder should submit an Earnest Money Deposit (EMD) of **Rs. 20,000/- (Rupees Twenty Thousand)** only in shape of Demand Draft / TDR / NSC in favour "**PA ITDA-Cum- Nodal Officer SDC, Rayagada**" from any Scheduled Bank payable at Rayagada.
- ii. The EMD of the unsuccessful bidder will be refunded after the completion the selection process.

3. Security Deposit:

- i. The successful bidder will have to deposit a security amount of **Rs. 2,00,000/- (Rupees Two lakhs)** only in shape of Demand Draft / Bank Guarantee / TDR / NSC in favour "**PA ITDA-Cum- Nodal Officer SDC, Rayagada**" 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 Bid during the bid validity period as specified in Request for Proposal (RFP).
 - Bidder does not respond to requests for clarification of its Bid.
 - Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
 - If the bidder fails to
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time
 - Any other circumstance which holds the interest of the Client during the overall selection process.

4. Submission of Bid:

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

The procedure for submission of the Bid is described below:

- i) **Technical Bid:** The envelope containing technical Bid shall be sealed and superscripted as "**Technical Bid – Selection of Event Management Agency/ Firm for District Cultural Festival, SDC Rayagada**".
- ii) **Financial Bid:** The envelope containing financial Bid shall be sealed and superscripted as "**Financial Bid – Selection of Event Management Agency/ Firm for District Cultural Festival, SDC Rayagada**". The duly filled-in financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The "**Technical Bid**" and "**Financial Bid**" must have to be submitted in two separate sealed envelopes

(with respective marking in bold letters) along with the prescribed formats/information mentioned in the REQUEST FOR PROPOSAL Document. The first envelope must be marked as "**TECHNICAL BID (NAME OF THE ASSIGNMENT)**" and the second envelope must be marked as "**FINANCIAL BID (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:

- NAME OF THE ASSIGNMENT:**
- REQUEST FOR PROPOSAL (RFP) NUMBER AND DATE:**
- DEADLINE FOR SUBMISSION OF BID:**
- NAME AND ADDRESS OF THE BIDDER:**

5. Opening of the Bid :

The FIRST ENVELOPE containing "**TECHNICAL BID**" will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Data Sheet. The Client will constitute an Evaluation Committee (CEC) to evaluate the Bids submitted by bidders. Only bidder/one authorized representative from the participating bidder will be allowed to attend the bid opening meeting. The Second Envelope containing "**FINANCIAL BID**" of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

6. Process of the Bid:

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

- a. Technical Evaluation (1st Stage):** The bidders have to furnish the documents as mentioned above. **Non-submission of any one of the above document leads to outright rejection of the Bid.**

Additional Requirement:

- i. Bidders will make a presentation before the Committee during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders during pre-bid meeting. The financial Bids of the technically qualified bidders will be opened on same day. Hence, the bidder should make themselves/their representatives available for the same.
- ii. **The bidders who qualified in Technical Bid will be eligible for opening of the financial Bid.**

FINANCIAL EVALUATION (2nd Stage): The financial Bids 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 Bids as mentioned in Section-5 of the agency will be opened on the scheduled date & time. 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.

6. Evaluation of the Proposals:

The Least Cost Selection (LCS) method will be followed during the selection process as per the guideline of Finance Department, GoO. However the 1st Lowest Bidder cannot be claimed to execute the work as the bidder will be selected by the committee whose technical presentation will be more effective.

7. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter / work order. **Sub-contracting is not allowed under this assignment.**

8. Other Terms & Conditions

a. Date & Venue of Mela

Name of the Event	Date	Venue
District level Tribal Cultural Festival ,SDC Rayagada	01.02.2024 to 03.02.2024	GCD High School Play Ground, Rayagada

- a. Work order will be issued in favor of the approved bidder by Project administrator, ITDA Rayagada for District Cultural Festival , SDC Rayagada.
- b. Advertisement & Publicity materials will be printed and installed by the selected Event Management agency

- c. 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 SDC Rayagada before 05 days of commencement of the exhibition. All the desired works should be completed at least two days before the scheduled date and time of the inauguration of exhibition i.e. **01.02.2024** and should be handed over all the works as per specification, to the in-charge of exhibition.
- d. Event wise Layout Plan Stage & Gate Craft, Coordination Cell shall be attached.
- e. **The selected bidder will work under the close supervision of a team constituted under Nodal Officer SDC- cum- P.A ITDA, Rayagada**
- f. **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.**
- g. The Nodal Officer SDC- cum- P.A ITDA, Rayagada will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- h. In case of any occurrence of theft, the Agency will conduct proper inquiry.
- i. Arrangement of lodging, boarding & logistics of the personnel's engaged by the agency during the Festival period shall be the responsibility of the Agency.
- j. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing the event.
- k. The Nodal Officer SDC- cum- P.A ITDA, Rayagada 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 / fire 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 every 5 days interval over flammable materials use for stalls.
- 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 & 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 bid will be treated as non-responsive and rejected.
- q. The undersigned reserves the right to reject any or all RFPs without assigning any reasons thereof.
- 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 Collector, Rayagada order without the prior permission of the Festival-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Festival-in-charge.
- 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 two days & vacate the place by 05.02.2024 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 of Security deposit is not applicable.
- 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 Bid to be rejected.

9. **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:
 - 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;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

10. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

11. Legal Jurisdiction:

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

12. 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.

13. Client's right to accept any Bid, and to reject any or all Bid/s

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

14. Number of Bids:

Each Bidder shall submit only one (1) Bid, in response to this Request for Proposal (RFP). Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

SECTION: 3

The Event Management Agency Should Provide the Following Services

Sl. No.	Works to Be Done	Particulars	Remarks
A	Infrastructure, Tentage & Allied works	<ul style="list-style-type: none"> Erection of temporary stalls as per specifications Coordination cell Erection of Different type of gates Bamboo Barricading Ground mating/carpeting 	Detail work plan & design to be submitted in the Technical Bid & presented during the technical presentation.
B	Main Gate, Stage & Front Sitting Arrangements	<ul style="list-style-type: none"> Main Gate Stage with Light & Sound Sitting Arrangement in Front of the Stage 	Detail work plan & design to be submitted in the Technical Bid & presented during the technical presentation.
C	Power & Electricity	<ul style="list-style-type: none"> Ground Electrification with lighting Generators 	Detail work plan & design to be submitted in the Technical Bid & presented during the technical presentation.
D	Advertising, Publicity & Documentation	<ul style="list-style-type: none"> Advertising & Publicity Social Media Management Photography & Videography 	Type of camera (to be used) to be submitted in the Technical Bid & presented during the technical presentation
E	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 Hospitality Services in Coordination Cell for Officials, VIPs & artists during the programme and serving daily Tea / Snacks / Tiffin during the event 	
F	Security Services	Providing Private Security Service at Festival Venue & Accommodation Place of the Participants during the event.	

Details of the Items wise work to be provided:

A- Infrastructure, Tentage & Allied Works

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

- i. 75 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	Stage and public sitting area 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 the responsibility of the suppliers. However, the design and specifications will be finalized by the SDC, Rayagada. 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 6' 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) & 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
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 District cultural Festival One per each 4 stalls.

ii. Food Stalls 25 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 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 fascia will be covered with cloth/Flex. The selective cloth/flex colour like Bottle Green, Navy Blue & Maroon will be used alternatively in the exhibitions. Running Tribal paintings/Patta Painting in multi colour will be made on the fascia. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
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	Numbering of Stall	All stalls should be numbered with stencil & paint or Flex Sheet

6	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.
7	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.

2. CONSTRUCTION OF ONE COORDINATION CELL-CUM-Control Room.

The Agency shall erect one coordination cell-cum-Control Room with following specifications.

Sl. No.	Particulars	Work Specifications
A	Structure	Bamboo <i>Bala</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate color.
B	Size	20 ft X 20 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, 2sets of Dunlop sofa set for VVIPs (for 10 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.

3. ERECTION OF ROAD CROSS FLAT GATE- 05 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 fascia 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 Pallishree Mela Committee

4. TWO ENTRY GATE ONE AT NEW BUS STAND (ITDA OFFICE JUNCTION) & ANOTHER AT MEDICAL JUCTION.

The Road Cross Single 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 fascia 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 District level Tribal Cultural festival Committee under SDC, Rayagada.

5. BAMBOO / IRON BARRICADING

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.

6. Bed, Pillow and Bed Sheet (100 Nos. Each) for Dormitory (SHG Participants)

The Firm will supply Bed, Pillow and a Bed Sheet for the Participants of SHG members at Ashok Kalyan Mandap, Rayagada. The watch and ward of the materials shall be the responsible of Supplier.

Cushion Bed – 100 Nos.

Pillow- 100 Nos.

Bed sheet- 100 Nos.

B. 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 gate at the time of opening of the Technical Bid
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.	
d	Lighting	Sufficient lighting arrangement with metal light.	
e	Flowering	Live flower chains will be put in the gates	
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. **Stage:** The existing stage shall be 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 existing stage shall be decorated as per the approved design.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Back Drop	Artistic 3D structured stage and other materials (Ply, Thermocol, Plaster of paris) may be used to get original 3D Effect. LED back ground of size 500 sqft / 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	2 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.

Flower Decoration	Full live flower decoration for 3 days.
Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.
Furniture	20 no. of VVIP Chairs with white towels, 8 no. of Center Tables, Table Cloth, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.
Light & Sound	<p>Specification for light:</p> <ul style="list-style-type: none"> • PAR - 40 nos. • LED palco (Multi color) - 30 nos. • White blinder- 4 nos. • Colour Blinder- 4 nos. • Sharpy - 20 nos. • Laser Multi Color: 2 Nos. • Smoke 1500 Watt: 02 Nos. • Other stage light as per tech rider. <p>Specification For Sound:</p> <ul style="list-style-type: none"> • JBL VRx Series or higher Lineary: 6pair • JBL VRx or higher Double Bass: 8 nos. • JBL SRx or higher Top: 8 Nos. • Adequate speakers shall be fitted in the exhibition premises for surround Sound • Stage monitor & Stage Gear (as per requirement) • Other required thing such as audio video mixture, cordless & corded microphones, Amplifier, etc. as per artist requirement.
Special Attraction	Cold Pyro Shows, Fire Blasting, etc. for 3 days.
Green Room	Superstructure with bamboo, Ballha & Traplin cover for Two green rooms shall be made on both side / back side of the stage having good arrangements for sitting and with provision of a mirror in each green room.
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights are the complete responsibility of the contractor.
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials) to be used for construction of stage, should be treated with fire repellent chemical.

iii. **Sitting Arrangement in Front of the Stage:** The distance of 20-30 feet or as per actual from stage to auditorium will be maintained. The agency has to quote it as a package. Specifications are as follows:

Chair	Aprox. three thousand (2000) no. of plastic molded chairs or more, 200 no. of steel chairs, 20 nos. of cushion double sofa with white cover, 10 nos. of steel three seated sofa with white cover, 10 numbers of tea poy with white cover/ or as per requirement.
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Green net matting in sitting area.

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.
 - a. Main Switch Board/Panel Board up to 250 KW electric loads with cabling & wiring.
 - b. 100 no. of LED Light (200 watt) along with wiring/ fitting poles.
 - c. 10 no. of Tower lights @ 6 LED lights (200 wt) per tower or as per requirement shall be fitted in and around back side of the stalls for security purpose.

- d. Sufficient no. of Tuni running lights shall be fitted at the required places.
 - e. Electricity dues are not included.
- ii. **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 t5 lights of each stall, ground lights, control room and public announcement system. The requirement of generator sets will be minimum two or more of 125 kva or as per actual.

D. Advertising, Publicity & Documentation:

1. Advertising & Publicity

The detail works to be done is given here under:

- i. The agency shall fix 10 nos. of temporary Hoardings in prominent places of the City of size 10X20 ft.
- ii. **Social Media Management:**
 - a. Social media platforms management - X, Facebook, Instagram, WA Channel, etc. and YouTube live streaming

2. Documentation – Photography & Videography

Documentation of the District Cultural Festival,SDC Rayagada 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.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc. 2 sets of **still photos in mat finishing paper** of 4" X 6" size in an album with digital copy should be submitted to Office of the PA ITDA Rayagada 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 and drones.*
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-DCC, Rayagada/ concerned district officials.
6. The documentary film of each festival should be submitted in DCO, Rayagada office within 10 days of the completion of the event on proper receipt in 3 copies HD format.

E. Manpower Support

Provisioning of sufficient manpower for day-to-day refreshment of the guests and officials in coordination cell and VIP lounge during District Cultural Festival SDC,Rayagada

F. 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 – 4, 2nd shift- 8, 3rd shift – 8)

Supervisor - 1 per shift

Security personnel will be deputed at Festival & Mela ground and Accommodation places of District Cultural Festival under SDC Rayagada 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:

- a. Sixteen (16) nos. of HD quality CCTV along with 1 nos. of LED TV (more than 40 inch to be fixed in the Control room) to be installed 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 CCTV operator has to remain present during the Mela Period. The numbers may vary depending on the requirement and decision of the authority

SECTION: 4
TECHNICAL BID SUBMISSION FORMS

TECH -1
COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The PA ITDA-Cum-Nodal Officer,
SDC Rayagada - 765001**

Sub: Tentage & Allied Works for District level Tribal Cultural Festival ,SDC Rayagada. [TECHNICAL BID]

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 Bid, which includes Technical Bid and Financial Bid sealed in separate envelopes.

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

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the 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 Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -2**Bidder's Organization (General Details)**

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Bid 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	Odisha Goods and Services Tax Identification Number (OGSTIN)	
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)

Financial Information in INR					
Details	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Turnover from Event Management Services Services(in Cr)					
Supporting Documents: Audited certified financial statements for the last five FYs (2018-19 to 22-23) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable. <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i>					

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 5 years)
(FY 2019-20 to 23-24) as on 01.12.2023**

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 5 Financial Years (19-20 to 23-24) 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 , 2024

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

Form of Bid-Security Declaration

To

**The Project Administrator-Cum
Nodal officer, Rayagada-765001**

Sir,

We, the undersigned, declare that:

I /We understand that, according to your conditions, bids must be supported by a Bid-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 bid conditions.

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

SECTION: 5
FINANCIAL BID
FIN-1 COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To,

The PA ITDA-Cum- Nodal Officer,
SDC Rayagada-765001

Sub: Submission of Financial Bid for Tentage & Allied Works for District Culture festival,SDC Rayagada.

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 Bid 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 bid, 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.	Items	Rate quoted for 5 days inclusive of all taxes and other charges (in Rs.)
A	Infrastructure, Tentage & Alliedworks	
B	Main Gate, Stage & Front Sitting Arrangements	
C	Power & Electricity	
D	Advertising, Publicity & Documentation	
E	ManpowerSupport	
F	Security Services	
Total:		
Rupees in Word: _____		

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 Bid you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION - 6
ANNEXURE-A
BID SUBMISSION CHECK LIST

Slno	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs. 1000/- in form to DD/ BC		
4	EMD of Rs. 20,000/- in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Odisha Goods and Services Tax Identification Number (OGSTIN)		
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)		
14	Copy of the Electrical License of the Contractor hired by the bidder		
FINANCIAL BID			
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 two parts are page numbered along with Index Page.*
- *All pages of the Bid have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____