

SECTION: 1
LETTER OF INVITATION

RFP No: _____

Dated:- _____

Name of the Assignment: Short listing of firm's for event management to Conduct Regional Level Farm Mechanisation Mela

1. Chief District Agriculture Officer, Balangir (The Client) invites sealed Request for proposal from eligible bidders for "**Short listing of firms for event management to Conduct Regional Level Farm Mechanisation Mela**". More details on the proposed assignment are provided at Section-3: Scope of Work of this Request for Proposal (RFP) for Selection of an Event Management Agency(EMA).
2. Agency will be selected under **lowest Cost Basis**.
3. The bidder can purchase RFP documents from Office of CDAO, Balangir on payment of Rs.5000/- towards Bid Processing Fees (Non Refundable)
4. The bid must complete in all respect as specified in the Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) Document must be accompanied with a undertaking (Bid declaration Form) Refundable amount of Rs.1,00,000/-(Rupees One Lakhs only) towards EMD in favour of Chief District Agriculture Officer , Balangir.
5. The bid must be dropped in the drop box at the specified address as per the Bidder Data Sheet only. Submission of request for proposal through any other mode will be rejected.
6. The last date and time for submission of Bid complete in all respects is **Dt:17.02.2025 by 02:00 PM** and the date of opening of the technical bid is **Dt.18.02.2025 at 4:00PM** & financial bid is **Dt. 18.02.2025 at 4:00PM** in the presence of the bidder/ bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
7. This Request for Proposal (RFP) for Selection of an Event Management Agency(EMA) includes following sections:
 - a. Letter of Invitation [**Section-1**]
 - b. Information to the Bidder [**Section-2**]
 - c. Scope of Work [**Section-3**]
 - d. Technical Bid Submission Forms [**Section-4**]
 - e. Financial Bid Submission Forms [**Section-5**]
 - f. Annexure [**Section-6**]
8. While all information / data given in the Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/ specifications/ narrations included in this document.
9. The Client reserves the right to accept/ modify/ reject any/ all Bids/cancel the complete request for proposal or part of it at any stage without assigning any reason thereof.
10. The terms and condition mentioned in the RFP document may change if required in case of exigency.


CDAO, Balangir

SECTION:2
INFORMATION TO THE BIDDER

Eligibility Criteria:

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

Sl. No.	Eligibility Criteria	Documents Required
1.	The bidder should have been in the business Of providing advertisement & publicity Event Management Services to the Central/ State Government / Corporate Bodies/ National & International Organizations for at least 3years and have are registered office in Odisha.	<ol style="list-style-type: none"> 1. Proof of certificate of Incorporation/ Regulation of the Agency/Partnership Deed. 2. Copy of PAN. 3. Copy of Goods and Services Tax Identification Number (GSTIN) 4. GST clearance in GST 3B Forms 5. Trade License 6. Proof of registered office in Odisha. 7. Proof of registered office in Bolangir District
2.	The agency should have an average turnover of Rs.50.00 Lakhs (Rupees Fifty Lakhs) from Event Management Services during the last 3 financial years(2021-22,2022-23,2023-2,).	Copies of audited balance sheet for the last three financial years and CA certificate. Certifying that the Event management agencies should have an average annual turnover more than Rs.50.00 Lakhs(Rupees Fifty Lakhs)during the last three financial years from Event Management Services in India. Provisional Audit it Report of any of the FYs will not be accepted.
3.	Experience of having successfully completed similar works.	<ol style="list-style-type: none"> 1. Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to submitted, and 2. Work orders/ Contract Document/ Completion of Work Certificates in Odisha.
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 the Technical Bid (Part-A):

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

- Filled-in Bid Submission Checklist in Original (Annexure-I).
- Covering Letter (TECH-1) on the bidder's letterhead requesting to participate in the Request for Proposal process.
- Earnest Money Deposit (EMD), as applicable (Declaration Form).
- Copy of Certificate of Incorporation/Registration of the agency or Partnership Deed.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of GST Clearance in GST 3B Form.
- Trade License.
- General Details of the Bidder (TECH-2).
- Financial Details of the Bidder (TECH-3), along with all the supporting documents, such as the Balance Sheet and Income/Expenditure Statement, duly signed as per the instructions.
- List of completed assignments of a similar nature (Past Experience Details, TECH-4), along with copies of contracts/work orders or completion certificates from previous clients.
- Self-Declaration from the Bidder confirming they are not blacklisted (TECH-5)

NB:

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

1. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the Technical Bid, an undertaking (Bid Declaration Form) for a refundable amount of Rs. 1,00,000/- (Rupees One Lakh only) towards EMD in favor of "Chief District Agriculture Officer, Balangir."

The EMD will be forfeited on account of the following reasons:

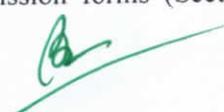
- The bidder withdraws its bid during the bid validity period, as specified in the Request for Proposal (RFP) for the selection of an Event Management Agency (EMA).
- The bidder does not respond to requests for clarification of its bid.
- The bidder fails to provide required information during the evaluation process, is found to be non-responsive, or has submitted false information in support of its qualification.
- If the bidder fails to:
 - Agree to decisions made during the contract negotiation meeting.
 - Sign the contract within the stipulated time.
- Any other circumstance that affects the interest of the Client during the overall selection process.

2. Submission of Bid:

Bidders must submit their Bids by dropping them in the designated drop box only, on or before the last date and time for submission of Bids as mentioned in the Bidder Data Sheet. The Client will not be responsible for any delay or consequences in receiving 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 the Technical Bid shall be sealed and superscribed as: "**Technical Bid - Shortlisting of Firms for Event Management to Conduct Regional Level Farm Mechanisation Mela.**". The duly filled-in Technical Bid submission forms (Section-4) must be enclosed within this envelope.



II) Financial Bid: The envelope containing the Financial Bid shall be sealed and superscribed as "Financial Bid - Shortlisting of Firms for Event Management to Conduct Regional Level Farm Mechanisation Mela." The duly filled-in Financial Bid submission forms must include the detailed price offer for the proposed assignment and be furnished as per the prescribed format.

The 'Technical Bid' and 'Financial Bid' must be submitted in two separate sealed envelopes (marked in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "TECHNICAL BID", and the second envelope must be marked as "FINANCIAL BID." All two above envelopes have to be sealed and placed inside a main envelope with proper labeling of following information in bold.

NAME OF THE ASSIGNMENT: Shortlisting of firms for event management to Conduct Regional Level Farm Mechanisation Mela.

REQUEST FOR RFP NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

3. Opening of the Bid:

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

4. Process of the Bid:

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

Technical Evaluation (1st Stage) : Pre-qualification Bid will be opened and observed the requisite documents as per the listed documents:

1. Bid Processing Fee & Earnest Money Deposit (EMD), as applicable.
2. Copy of Certificate of Incorporation/ Registration of the agency.
3. Copy of PAN.
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Trade License.
6. Experience of having successfully completed similar works.
7. Financial Statement of the last three years, showing that the agency has an average annual turnover of Rs. 50.00 Lakh from the event management business during the last three financial years (2021-22, 2022-23, 2023-24).

Technical Evaluation: The Technical Bid will be opened and evaluated .The Bids will be evaluated as per the following parameters:

The Bidder qualifying above eligible criteria will be eligible for opening of financial bid.

Stage 2: Financial Evaluation: (2nd Stage): The Financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidders representative.

The Bidder will be eligible to qualify basing on bundle price offered as lowest

5. Award of Contract:

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

6. Other Terms & Conditions

A .Date & Venue of Regional Level Farm Mechanisati on Mela

Name of the Event	Date	Venue

- a. Work Order will be issued in favor of the approved bidder by Chief District Agriculture Officer, Balangir, for Regional Level Farm Mechanisation Mela.
- b. In case of any extension of Festival period, no extra payment will be entertained for the additional days . The venue shall be made available to the contractor by Chief District Agriculture Officer, Balangir before 5 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
- c. Chief District Agriculture Officer, Balangir, will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- d. In case of any occurrence of theft the agency with conduct proper inquiry.
- e. Arrangement of lodging, boarding & logistic of the guard during the Festival period will be the responsibility of the Agency.
- f. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the dosing the event.
- g. The CDAO, Balangir will provide the permission from police, BMC and other statutory bodies for permission for organization of the event and installation publicity materials during the event.
- h. The rate offered by the agency shall be including of GST & Other Taxes.
- i. The selected Agency firm should open its own office having the technical man power & manager throughout the Festival period to handle any work to be assigned by the authority.
- j. The bidder shall quote their price for all the items without leaving blank if found so the will be treated as non-responsive and rejected.
- k. The authority reserves the right to inspect/ verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all request for proposals without assigning any reasons thereof.
- l. The bidder has to quote the rate as per the given format.
- m. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the committee formed by CDAO, Balangir. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Festival -in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Festival-in-charge.
- n. Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.
- o. The agency should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the RFP.
- p. Non-submission of any document required indicated in the RFP will render the Bid to be rejected.
- q. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and request for proposals without assigning any reasons thereof.

7. **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 creditor, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - Criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulatory professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an in document 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.

8. **Anti-Corruption Measure:**

- a. Any effort by bidder (5) to influence the client in the evaluation and ranking of financial Bid and recommendation forward 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.

9. **Legal Jurisdiction:**

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

10. **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 timeline will enforce a penalty@1%perweeksubjectto maximumof10% of the total contract value. The amount will be deducted from the subsequent payment.

11. **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.

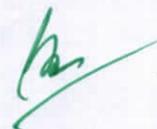
12. **Number of Bids:**

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

SECTION: 3 SCOPES OF WORK

About the Event-Regional Level Farm Mechanisation Mela

Chief District Agriculture Officer Balangir is going to organize a mega event named as Regional Level Farm Mechanisation Mela, to be held as per the decision of committee for fixing mela schedule at Balangir involving Agriculture & other allied departments of Balangir District with an objective to provide a platform Popularization of Agril. Implements and promotion of other allied activities .It also aims to showcase the Mission Shakti & WSHG activities of Balangir as well as other districts/states during the event.



The Event Management Agency Should Provide the Following Services

Sl. No	Works to Be Done	Particulars	Remarks
A	Infrastructure, Tentage for Stage & stall	<ol style="list-style-type: none"> 1. Installation of temporary stalls as per specifications 2. Main program stage as per specifications 3. LED screen for Backdrop 4. Backdrop (thematic) 5. Thematic Entrance Gate 6. Red cross Gate 7. Green Room 8. German Hanger for Meeting Area & Training Hall 9. Aluminum truss for stage 10. Barricading for Sitting area and Parking area 11. Coordination cell 12. VVIP Lounge 13. Food Stalls (Pagoda) 14. Stage Sound and Light 15. Aluminum Truss for Stage 16. Control room for Police, Fire, and Medical 	Detail work plan & design are to be presented during the technical presentation.
B	Security Services	Providing Private Security Service at Festival Venue of the participants during the event	
C	Light & Sound	Light & Sound for Stage, coordination cell, stall, parking area and other venue area as per requirement. Ambience Lighting Around Venue Area.	
D	Power & Electricity	2nos. of Gen set (125kv) for venue. One for stage, one for stall, coordination cell and venue Area as per requirement.	
J	Printing Works	Flex Printing and Mounting	
K	Sanitation	Cleaning of Festival ground, accommodation places.	
L	Flower Decoration	Flower Vase with Sufficient fresh and Live flower Decoration at the entrance and exit, stage and other area.	
M	Documentations	Providing Photography, Video grapy, CC Camera with enter area surveillance ft Mbnitors, LED TV during the event	Type of camera to be used, should be presented during Technical Presentation

Details of the Items wise work to be provided:

A- Infrastructure, Tentage & for Stage & Stall

1. Erection of stall:

Stalls will be erected as per the requirement. The tendered will quote their lowest possible price separately for each category. The details of specifications are given below:

Sr.	Particulars	Stall specification
1	Structure	Bamboo & cloth structure, Size of each stall-10'X10'with tarpaulin water proof roofing in addition to 2' front outside rain protection.
2	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Back side outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage)

corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies.(ALL NEW WHITE COTTON CLOTHES TO BE USED)

	Carpeting	Clean green (colour may be altered as per decision of committee) carpeting for Level venue area as per the requirement.
3	Racks	Three tire racks. The shelf of the racks to be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
4	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.
5	Fascia	A wooden batten frame for Running Fascia will be erected. The frame will have 4' height. The fascia will be covered with flex (New design will be provided by the mela in charge). A running white 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 / still table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair with handle 2 nos.
7	Flex Mounting	Total 8000 Flex mounting with iron framing for venue area and stall area as per requirement.
8	Electric Fitting	T5 Light - 3 no. (2 number of light should be connected with generator & a on/off switch for use in night time after closing, coiling Fan 1 no. connected with an on/off switch on each stall 1 no. of 5 Amp plug point with on/off switch.
9	Numbering of Stall	All stalls should be numbered with stencil and paint.
10	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
11	Power	1 no. of Genset (125kv)with fuel for Stall, parking and other venue area.
12	IT Support	IT support for internet connectivity inside mela area.

2. Stage&FrontSittingArrangements

One German Hanger with stage shall be selected and decorated in the exhibition ground for meeting the bidder has to be quoted as a package against the details specifications given below:

Structure	Iron fabricated structure 48'X32" size &. Height from ground surface 6' with plywood floor of 19 mm thickness ply with four side grid.
Green room	6 no. of Green room 16'X16' along with main stage.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Backdrop	LED back ground of size 400 sqft Back drop thematic as per stage requirement
Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be Separated by the brass pole ft chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.
Barricading	4'height X 5000 rft iron (Majo Baricade} fabricated barricade will be made around the stage for the entry of VVIPs.
Light	<ol style="list-style-type: none"> 1. Parcan 64/ 60 - 40 nos. 2. LED palco 100 nos. 3. White blinder- 4 nos. 4. Colour Blinder- 2 nos. 5. Back drop LED par 40 nos 6. Sharp -60 nos. 7. Smoke, stove, lager, and other stage light as per Bollywood tech rider

Sound	1. JBL vertech Series & Lineary 8 pair 2. JBL vertech Double Bass 10 nos. 3. Stage monitor & Stage Gear (as per Bollywood Artist required) 4. Other required thing as per Bollywood artist requirement.
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights are the complete responsibility of the vendor.
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction off stage, should be treated with fire repellent chemical.
Power	One Genset (125kv) with fuel for stage, setting area in front of stage, gate other area as per client.

3. Seminar Hall

Sl. No	Particulars	Specification
A	Seminar Hall	Size 60' X 60' with German Hanger for Training (AC), 100 nos chair for sitting of farmers, dies table and 5 nos of revolving chair and 10 nos of ceiling fans and 10 nos of tube light are to be setup. 2 nos of cordless microphone, 1 no speech table, 2 no. 15 Amp. Plug provisions for computer, LCD projector is to be provided.

4. Coordination Cell & VIP Lounge:

A Coordination Cell & VIP Lounge will be erected- ONLY NEW COTTON CLOTHES SHOULD BE USED. The bidder has to quote as a package against the detail specifications given below:

Sr.	Particulars	Work Specifications
	Design	Yagyan House (Design to be provided during erection)
A	Structure	Bamboo Balha with tarpaulin covering. The design structure should be covered With batten framing & cloth of appropriate colour. Design of the structure should be Replica of yangyan house design. The structure should be treated with Anti fire chemical Treatment
B	Size	50 ft X 50 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 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 ft full Floor synthetic Matting.
F	Furniture	20 no. of WIP Chairs with white towels, Table Cloth, 20 no. Good quality borosilglasses with covers, Plastic name plates- 20 no. 5 no. of Flower vase with live flowers ticks, Turkish towels on the WIP Chairs, one speech podium, Brass Deepam (2'.6"height) with inaugural materials etc. will be provided on the meeting days.
G	Electric Fittings	Tube Light - 20 no. , Ceiling Fan - 10 no., 12 ton Ac, 4 no of sound less pedestal fan, 1 white Mercury tight (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, and scannerft LCD projector. Other decorative light like hanging chandelier (jhaada) etc.

	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
I	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination cell for night closing
J	Flowers Decoration	Flower vase with sufficient live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the coordination cell with thermocol lettering and thermocol panels at the entrance (written in English & Odia).

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

Documentation of the Regional Level Farm Mechanisation Mela will have also to be done by the Event Management Agency.

Still Photography:

1. A good full frame DSLR Camera for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.
2. The still photographs (maximum of 100 Pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc. 2 sets of still photo in mat finishing paper of 4" X 6" size in an album with digital copy should be submitted in Berhampur Development Authority, Berhampur office within 10 days of the completion of the event.
3. State/ District wise photography along with success stories, interaction with visitor /sellers etc.

Video graphy:

1. The entire event will be video document tedin *Digital High Definition Video(HDV)Camera*.
2. A small documentary film/movie of each mela with minimum 10 minutes duration should be made. The documentation to cover; like: inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Cultural events, live demonstration, Success stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time - of the movie may be more depending the days of the mela & decision of the organizer.
3. State/ District wise video graphy along with success stories, interaction with visitor/ sellers etc.
4. Necessary actions should be taken during final post production and final preview of the documentary in consultation with District level committee member.
5. The documentary film of each mela should be submitted to this office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

LED Display: Four LED display has to be setup in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.

6. **Security Services:**

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

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

Tentative Requirement of Security Personnel inperevent

Security Guard with Lathi- (1stshift-6, 2ndshift-15, 3rdshift-6) Supervisor - 1pershift

Security personnel will be deputed at Regional Level Farm Mechanisation Mela ground on shift basis, as per the requirement and direction of Festival Management Team.

7. SANITATION: Cleaning of Ground and other used places, Toilets etc twice daily with disinfectants.
8. Drinking Water facility Adequate drinking water with provision of tap.

A handwritten signature in green ink, consisting of a stylized initial 'R' followed by a horizontal line extending to the right.

SECTION:4
TECHNICAL BID SUBMISSION FORMS
TECH-1
COVERING LETTER
(ONBIDDERS LETTERHEAD)

To

The CDAO,
Balangir

**Sub: Selection of Event Management Agency for Regional Level Farm
Mechanisation Mela [TECHNICAL BID]**

Dear Sir,

The undersigned, offer to participate in the selection process for _____ in
Accordance with your request for Bid No: _____, dated _____ we are hereby
submitting our Bid, which includes Technical Bid and Financial Bid separate envelopes.

I hereby declare that all the information and statements made in this Technical Bid and
Financial Bid 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 RFP document. In case any provision of this RFP are found violated, then your
authority 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	Local office in if yes, please furnish contact details	
6	EMD Details Undertaking	
7	PAN Number	
8	Goods and Services TAX identification Number (GSTIN)	
9	Willing to carry out the assignment as per the scope of work of the RFP	Yes
10	Accept all the terms and condition as specified in the RPM	Yes

Authorized Signatory [In full and initials] : _____

Name and Designation with Date and Seal : _____



TECH-3
Bidder Organization (Financial Details)

Details	FY 2021-22	FY 2022-23	FY 2023-24	
Turnover from Event Management Services (in Cr/ lakh)				
Supporting Documents:				
Audited certified financial statements for the last Three FYs 2021-22 & 2022- 23 &2023 24)(Submission of copies of Income &Expenditure State and Balance Sheet for the respective financial years is mandatory along with this form). Provisional audit report for any of the FYs will not be accepted.				
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.				

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

Communication Address of the Bidder: _____



TECH – 4
(BIDDER'S PAST EXPERIENCE)

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 three year as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.

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

Communication Address of the Bidder: _____



FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACK LISTED

Affidavit

M/s.....(the name of the Bidder and addresses of the registered office)here by 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 publicsectorinIndiaorin 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 memberof aconsortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for Empanelment on Event management work of **REGIONAL LEVEL FARMMECHANISATION MELA** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or there after during the term of the Contract.

Dated this..... Day of.....,2025

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature:



SECTION: 5

FINANCIAL BID SUBMISSION FORMS

FIN-1

COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To ,

The CDAO, BALANGIR

Sub: Submission of Financial Bid for Event Management Services of **REGIONAL LEVEL FARM MECHANISATION MELA.**

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. _____, Dated: _____. Our attached Financial Bid is for the sum of RS. _____ (Rupees _____). 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 RFP document. Items wise rate as per format given in the RFP documents are given below:

SLNO	ITEMS	Unit	Cost Per Unit	Quantity	Amount
1	Stalls(10X10)	per unit		Around 100	
2	Main Programme Stage (48X32)	Package		1	
3	Backdrop (thematic)	Package		1	
4	LED for Backdrop(320sqft)	Per day		5	
5	Barricading for sitting area	Package		1	
6	Green Room (16'X16')	Package		6	
7	German Hanger for Meeting Area (80'X120')	Per Sqft		11200	
8	German Hanger for Training (Ac) Hall 60X60	Per Sqft		3600	
9	VIP Sofa (20 nos)	Per day		5	
10	Banquet Chair (500 nos)	Per day		5	
11	Modular Chairs	per pc		1000	
12	Food Stalls (Pagoda)	Per PC		10	
13	Security for the whole Venue	per day		7	
14	Floral Decoration	Per day		5	
	Power				
15	Genset with Fuel (For Stage)	per day		5	
16	Genset with Fuel (For Stall Area)	Per day		5	
	Light and sound				
17	Stage Sound (3 setups)	Per day		5	
18	Stage Lights (3 setups)	Per day		5	
19	Ambiaence Lighting	Package		1	
20	AC for VIP Lounge and green	Package		5	

21	IEC for publicity, promotion & Branding	Package		1	
	Documentation				
22	Photographer (2 nos) High resolution including drone shooting	Package		1	
23	Videographer (2 nos)	Package			
24	Soundless Cooler			35	
25	Open Stall (Pagoda type)	Package		5	
26	Anchor for 5 days	Package		1	
27	Thematic Entrance Gate	Package		2	
28	Flex Printing and mounting	Per Sqft		1320sqft	
29	Coordination cell (2500sqft)	Package		500sqft	
30	Orange Colour Matting	Per Sqft		130000sqft	
31	Red Carpet	Per Sqft		26100sqft	
32	Kitchen and dining space (60ft X100ft) Bamboo structure, Walling, Tarpauling ceiling, matting, Baricading, Counter etc.)	Per Sqft		6000	
33	Display LED (8'X6' led, riser, masking, splitter, switcher, cabling etc.).			3	
	Food				
34	Breakfast + Lunch+ Evening snacks+ Drinking water provision(limited to Rupees 300/- per head)	Per head		3000	
	Refreshment for guest, dignitaries, officials				
35	Coffee, Tea, Water bottle, Dry fruits, Snacks	package	200/person	200	
	Accommodation				
36	For guest and invited officers	suits	3500/persons	20	
	Temporary washroom				
37	For farmers (2 nos for Male & 2 nos for female)	Package			
38	Guest and dignitaries (1 for male & 1 for female)	Package			
	Other Item				
39	Electircity duties (including secutiry deposit)				
40	Farmer Kit			1500	
41	Food Coupon			6000	
42	CCTV coverage				
43	Internet Connectivity				
44	Ornamental/Fruit saplings to guests, Resource persons and awardee farmers			200	
			TOTAL		
			TAX@18%		
			GRAND TOTAL		

I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any Bid you receive. I remain,

Yours faithfully,

Authorized Signatory [In full and Initials]: _____

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

A handwritten signature in green ink, consisting of a stylized initial 'A' followed by a horizontal line.

SECTION-6

ANNEXURE-I

BIDSUBMISSIONCHECKLIST

Description	Submitted (Yes/No)	Page No.
Technical Bid		
Part - A (Original)		
Filled in Bid Submission Check List (ANNEXURE-1)		
Covering Letter (TECH A -1)		
EMD of Rs1,00,000/- (Rupees One lakhs only) Undertaking Copy of Certificate of Incorporation / Registration / Partnership Deed of the Bidder		
Copvof PAN		
Copy of Goods And Services Tax identification Number(G STIN)		
Trade License		
General Details of the Bidder (TECH - 2)		
Financial Statement details of the bidder (TECH - 3) along with all the supportive documents such as copies of Income- Expenditure Statement and Balance Sheet for the concerned period		
List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career.) (TECH - 5)		
Copy of the Electrical License/ Contractor hired by the Agency.		
FINALCIAL BID		
Covering Letter (FIN-1)		
Summary of Financial Bid		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with 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 [Full name and initials]: _____

Name and Designation with Date and Seal: _____

