

Government of Odisha
Information & Public Relations Department

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File No. IPR-FP-IITF-0001/2019 12137 / I&PR, BBSR

Dated 28.10.19

TENDER FOR SELECTION OF BIDDER FOR EXECUTION OF WORKS IN CONNECTION WITH 'INDIA INTERNATIONAL TRADE FAIR' (IITF), 2019.

Sealed Tenders are invited from reputed registered Event Management Firms/ Agencies for undertaking activities related to Printing of different folders, invitation cards, Transportation, hospitality & accommodation of cultural troupes/staff, Arrangements such as Tent, Light and Sound, Chairs etc at the venue for get-together in connection with 'India International Trade Fair' (IITF), 2019 to be held from 14th November to 27th November, 2019 at Pragati Maidan, New Delhi. The details of specifications of works to be undertaken, terms and conditions etc. are reflected in the technical bid of the Tender Paper hosted in Govt. websites www.odisha.gov.in. and www.inpr.odisha.gov.in. Intending bidders after going through the specifications may submit the bid duly filled in along with all the required documents by 3 p.m. on 07.11.2019 and the bids will be opened and decided by the designated Committee in presence of the bidders or their authorized representatives at 4 p.m. on the same day for selection of the bidder.

The bidders are required to submit their Technical Bid and Financial Bid in separate sealed covers superscribing as Technical Bid & Financial Bid and both the packets in another sealed cover superscribing as 'Tender for selection of bidder for execution of works in connection with 'India International Trade Fair' (IITF), 2019.

The bids can be sent through Registered Post / Speed Post / Courier Service only so that it reaches the Director, I&PR Department not later than 3 p.m. of 07.11.2019. Bids received beyond the prescribed time and date shall be summarily rejected. The designated Committee will examine the technical bids first and financial bids of only those shortlisted agencies, who will be found eligible as per the prescribed criteria for the technical bid, will be opened for evaluation.

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

Director, I.&P.R.

TENDER PAPER

ELIGIBILITY CRITERIA

1. The applying Event Management firm/ agency must have three years of experience of event management works in similar National Level festivals/ fairs.
2. The firm Should have minimum annual turnover of Rs. 30 lakhs (Rupees thirty lakh) only for last three financial years duly certified by C.A. ending on 31.03.2019.
3. Execution of similar works for not less than Rs. 15 lakh (Rupees fifteen lakh) only as a single bid for last three consecutive years.
4. The firm should have qualified manpower for supervision and execution of the work.
5. The Event Management firm/ agency should not have been barred or blacklisted by any State or Central Government Departments.

TECHNICAL BID

Documents Required to be submitted along with Technical Bid

1. Demand Draft of Rs. 1,000/- only drawn on any Nationalised Bank / Scheduled Bank in favour of DDO, Information & Public Relations Department payable at Bhubaneswar towards cost of Tender Paper. This amount is Non- Refundable.
2. EMD of Rs. 50,000/- (Rs. Fifty thousand) only in shape of Demand Draft drawn on any Nationalised Bank/ Scheduled Bank in favour of DDO, Information & Public Relations Department payable at Bhubaneswar. EMD of unsuccessful bidders shall be refunded upon finalization of the tender process.
3. The selected bidder has to deposit Rs. 1.5 lakh (Rupees One lakh fifty thousand) only in the form of A/c Payee Demand Draft or Fixed Deposit receipt from a commercial bank or Bank guarantee from a commercial bank in an acceptable form etc. towards Performance Security within 5 working days of intimation of acceptance of the tender safeguarding the client's interest in all respect. Performance security should remain valid for a period of sixty days beyond the expiry of the agreement to be executed for the purpose. EMD will be refunded to the successful bidder on receipt of the performance security.
4. Self attested copy of GST registration certificate with GSTIN and up-to-date GST return copies for F.Y. 2018-19.
5. Self attested copy of PAN card.
6. Self attested copies of IT return for the last 3 years (up to F.Y.-2018-19).

7. Self-attested copies of the work orders confirming as proof of execution of similar nature of works not less than Rs. 15 lakh as a single bid for last three consecutive years.

8. Audited statement of accounts (Balance Sheet and Profit & Loss account) of the Firm for similar nature of business showing turnover not less than Rs. 30 lakh each year for last 3 financial years and IT return Acknowledgement.

9. Bidders are required to undertake all the works as detailed in the '**name of the work with specifications**' and hence quote rates for each item in the tender paper as per the specification and also a comprehensive rate structure for each item may be given separately for future requirement.

Non-submission of any of the documents as mentioned above will render the bid to be summarily rejected.

DECLARATION

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

Signature of the bidder

Terms and Conditions

1. Bidders are required to quote unit rates for each item in the tender paper.
2. Non responsive bids to the tender document will be summarily rejected.
3. The contract with the selected Event Management firm/ agency will be valid for one year.
4. No advance will be paid to the selected bidder.
5. The projected work may be increased or decreased as per requirement on the spot with approval of the designated Committee subject to financial involvement up to 5% of contracted value.
6. After completion of work, item-wise evaluation will be made and for any lapses, amount of the said item will be deducted.

Name of the works with specification

Sl. No.	Name of the works	Specification
1	Printing of different folders	<p>1. Inauguration function- 4 colour invitation card-200 no's (Size-7"X 5" two fold, 200 GSM, imported ivory sheet with cover)</p> <p>2. Odisha State Day card-3000 no's (Size-7"X 5" two fold, 200 GSM 4 colour, imported ivory sheet with</p>

		<p>cover)</p> <p>3. Press Day card-200 no's (Size-7"X 5" two fold, 200 GSM, 4 colour, imported ivory sheet with cover)</p> <p>4. Development folder- 10,000 no's ,4 colour (Size-1/4 demy ,8 pages, Malty colour, 300 GSM, imported Art Paper)</p> <p>5. Theme Folder- 10,000 no's (Size- 1/8 demy , 8 pages, 4 colour, 220 GSM ,imported Art Paper)</p> <p>6. Cultural folder- 3000 no's (Size-1/8 demy, 14cmX24cm, 3 fold, Malty colour, 220 GSM ,imported Art Paper)</p>
2	Transportation for coordination work	<p>Two Non-AC Indica Car for 20 days 8 hours & 80 Kms.</p> <p>Two AC Indica car for 5 days 8 hours & 80 Kms.</p>
3	Accommodation, Transportation & Hospitality For the Cultural Troupe.	<p>Accommodation of around 75 nos. of artists (for 2-3 days) in hotel – Non-AC room</p> <p>Transportation of artists from railway station to hotel, hotel to Pragati Maidan – (for 4 to 5 groups) (two nos. of buses)</p> <p>Hospitality for around 75 nos. of artists for 2-3 days (normal veg meal or normal non-veg meal)</p>

4	Tent work at Odisha Bhawan for get together	Decorative gate- 10'x6' Carpet – 2400 sq. ft. 15 round tables with white cover, 60 chairs with white cover , 10 decorative umbrella Light decoration & slow music system
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FINANCIAL BID

Sl. No.	Name of the Works	Rate inclusive of all taxes & duties (in Rs.)
1	Printing of different folders	
2	Transportation for coordination work	
3	Transportation & accommodation of Cultural Troupe Accommodation	
4	Tent work at Odisha Bhawan for get together	

Signature of the bidder with seal