



DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA  
NAYAPALLI, BHUBANESWAR – 751012

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No. 5063 / SIHFW-IEC/BCC- Art & Exb-58/2020, Bhubaneswar

Date- 28/12/2020

TENDER CALL NOTICE FOR  
HEALTH EXHIBITION STALL IN ADIVASI MELA, BHUBANESWAR- 2021

Sealed tenders in two bid system are invited from registered Firms having valid GST REGISTRATION having expertise in arrangement of state level Exhibition as mentioned in tender document. Tender Document can be downloaded from the official website of the Govt of Odisha ([www.ori.gov.in](http://www.ori.gov.in) or [www.sihfwodisha.nic.in](http://www.sihfwodisha.nic.in)) and to be submitted to the Office of the Director, State Institute of Health & Family Welfare, Odisha along with Rs.300/- (Rupees Three Hundred only) in shape of Demand Draft, in favour of the Director, State Institute of Health & Family Welfare, Odisha, payable at Bhubaneswar, towards cost of the Tender Fee (Non Refundable) on or before 18/01/2021, 01.00 PM, through Speed Post / Registered Post only.

DIRECTOR  
State Institute of Health & Family Welfare, Odisha

Memo No. 5064 / Bhubaneswar

Date 28/12/2020

Copy forwarded to the Deputy Secretary to Govt (Advt I/c), I & PR Department, Odisha for favour of information and necessary action. It is requested to publish above tender in 4 no's Big Odia dailies on or before Date-29.12.2020 for information of prospective agency / bidders.

DIRECTOR  
State Institute of Health & Family Welfare, Odisha

Memo No. 5065 / Bhubaneswar

Date- 28/12/2020

Copy forwarded to the Head, IT Portal, Odisha Secretariat for favour of information and necessary action. It is requested to host above tender in Odisha Govt. Web Portal ([www.ori.gov.in](http://www.ori.gov.in)) immediately for information of prospective agency / bidders.

DIRECTOR  
State Institute of Health & Family Welfare, Odisha

Memo No. 5066 / Bhubaneswar

Date- 28/12/2020

Copy forwarded to the Technical Officer, SIHFW Odisha for favour of information and hosting of above tender in SIHFW Web Portal ([www.sihfwodisha.nic.in](http://www.sihfwodisha.nic.in)) immediately for information of prospective agency/bidders.

DIRECTOR  
State Institute of Health & Family Welfare, Odisha



**TENDER DOCUMENT**

**FOR**

**SELECTION OF AGENCY**

**For**

**Health Exhibition Stall in Adivasi Mela, Bhubaneswar-2021**

**IMPORTANT DATE / TIME**

LAST DATE & TIME OF SUBMISSION OF TENDER	: 18/01/2021 up to 01.00 PM
DATE & TIME OF PRE-BID MEETING	: 07/01/2021 at 03.00 PM
DATE & TIME OF OPENING OF TECHNICAL BID	: 18/01/2021 at 03.30 PM
DATE & TIME OF OPENING OF FINANCIAL BID	: 18/01/2021 at 04.00 PM

PLACE OF OPENING OF BID DOCUMENTS, ADDRESS FOR COMMUNICATION  
AND RECEIPT OF BID DOCUMENTS:

DIRECTORATE OF STATE INSTITUTE OF HEALTH & FAMILY WELFARE, ODISHA  
NAYAPALLI, BHUBANESWAR – 751012



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## SECTION-I

### **TERMS OF REFERENCE FOR EVENT MANAGEMENT & ESTABLISHING HEALTH EXHIBITION STALL IN ADIBASHI MELA FROM 26<sup>TH</sup> JANUARY TO 9<sup>TH</sup> FEBRUARY 2021**

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- **BACKGROUND**

The "Adivasi Mela" is an annual event organized by Academy of Tribal Language & Culture (ATLC) under SC and ST Department, Government of Odisha from 26<sup>th</sup> January to 9<sup>th</sup> February every year. In these 15 days long fair, give a scope/ opportunity to different Government and Non-Government organizations to showcase their achievements and also use this platform to promote their brands and messages to the public through display of exhibitions in their allotted stalls. The Directorate of State Institute of Health and Family Welfare, Odisha, Bhubaneswar is organizing a Health Exhibition stall in "Adivasi Mela" at Exhibition Ground, Unit-3, Bhubaneswar to promote the different schemes and health messages towards behavior change on Health and Family Welfare issues through display of exhibits in the allotted stall.

**THEME: "FIGHT TOGETHER TO DEFEAT CORONA"**. Details of theme for Health Exhibition Stall may be collected from Art Section of this Directorate.

- **PURPOSE**

To promote different Health and Family Welfare schemes and messages towards behavior change on different issues of Health and Family Welfare Department, Government of Odisha through an exhibition in the said Mela.

Core Stall Size: 15 ft. 30 ft. (Readily to be erected at the Exhibition Ground)

- **ACTIVITIES FOR ORGANIZING EXHIBITION**

1. Erection and preparation of Stall and Exhibits
2. Preparation of Models as per the composition/materials given
3. Light and Electrical arrangement
4. Printing of Leaflets and required Stationeries / Materials
5. Any other arrangements required for the event
6. The agency has to submit the prototype model of Health Exhibition Stall related to selected theme at the time of submission of bid documents.
7. Dismantling of the Stall & handing over of exhibits to SIHFW after ending of Exhibition.



- **REPORTING:**

All matters relating to organizing of exhibition are to be reported to the Director, SIH&FW Odisha for final decision before its execution.

**VENUE** : **Unit-III, EXHIBITION GROUND, BHUBANESWAR**  
**DATES** : **26<sup>TH</sup> JANUARY 2021 TO 9<sup>TH</sup> FEBRUARY 2021**  
**TIME** : **24 HOURS EVERY DAY**

**TASKS**

**DETAILED SPECIFICATIONS:**

- **Erection & Preparation of Exhibition as per the theme decided:**

Please see for detail technical & quantitative requirement in **Annexure-I**.

- **Video Show:** 1 LED TV (42 Inches) with USB support (pen drive) & and proper sound system to be installed in the stall for video show from 4PM to 9PM every day as per the plan.
- **Arrangement of Lights and Electrical arrangements for video show:** Necessary light arrangements and electrical wiring for video show inside the stall are to be ensured. For light arrangements: minimum 12 number of T5 LED light 2 numbers 60watt LED light and 2nos of Pedestal fan to be installed in the stall.
- **Flower Decoration:** 150 numbers of Marry Gold flower chains are to be decorated and to be replaced with new Marry Gold flower chains 3 times during the entire exhibition period (i.e. in every 5 days intervals) inside and outside the stall. Besides this, 30 numbers of flower bouquets (plastic) are to be decorated on the inside wall of the stall.
- **24 X 7 hour Security Guard and Exhibition Duty:** Necessary Security Guard must be ensured who will provide necessary 24 hours protection to the stall till the end of the exhibition. He will be solely responsible for protection and safety of the stall. The said person will assist the officials on duty as and when required during the exhibition period. Necessary fire extinguishers must be installed (24 hours) in the stall for entire exhibition period.
- **Stationary/Materials and any other arrangements required for the event:**
  - Stationeries and consumables like gum, scissor, paper etc. as and when required
  - Any other arrangement as when required and instructed by the Director, SIH&FW(O)
- **Dismantling of the Stall:** The agency will have the responsibility for dismantling and handing over all the materials under in the exhibition stall to this Directorate after closing of the event at this own cost.

## Annexure-I

Technical reference for Health Exhibition in Adibasi Mela, Bhubaneswar from 26 <sup>th</sup> Jan to 9 <sup>th</sup> Feb' 2021				
Sl	Item	Specification & Size	Quantity	Total cost in Rs. Including GST
1	Ground Rent for stall	20x15 feet	2 nos	
2	Core House Charge with Electric Connection (for 15 days)	20ft x 15ft	2 nos	
3	Box Fascia of the Stall including Side pillar & Middle Pillar. (The above materials will be done in Ply wood fabric printing)	40ft x 2ft, 10ft x 8 ft & 8ft x 2ft	1no	
4	Printing of Exhibits on COVID -19 with fiber framing ( Eco Solvent print with Sun board pasting)	5ft x 3ft	15nos	
5	Plywood Walling (fabric printing)	70ft X 9 ft	1 no	
6	Flower Decoration of the stall (flowers to be replaced three times in each five days.	5ft x 3ft	15nos	
7	LED TV with supported pen drive	43 inch	1no	
8	Clay Models with background & proper costumes (Composition on COVID-19)	15 inch	8nos	
9	Leaflet printing on COVID message	A4 size, (map litho) 80 GSM, Multi- color	15,000	
10	Light & Fan Arrangement	Arrangement shall be made for sufficient lighting & air ventilation	Adequate	
11	Watchman	24 X 7 for 15 days	-	
12	Carpet	600 Sq Ft green plastic carpet	1	
13	Seating arrangement (Table & Chair)	8 no's of Chair & 4 no's of table (approximate)	-	
14	Fire Extinguisher	Mini	1	
15	Refreshment for Supervising officials & on duty staff for 15 days	Tea & snacks	-	
16	Contingency	-	-	
17	Dismantling of the stall	1time	-	
			Total Cost	

**Section -II****GENERAL TERMS & CONDITION**

- COVID-19 guidelines and norms shall be strictly followed by all agency/bidders during the entire period starting from pre-bid meeting till completion of assigned works at their own cost (including availability & use of mask, hand sanitizer, physical distancing etc.).
- The Agency/firm should have a minimum experience in organizing/ managing of event in Government sectors / Private sector:



- The Agency/ firm must have a valid GST Registration certificate and valid PAN number.
- The tender has been invited under two bid systems (i.e. Technical Bid and Financial Bid). The interested agencies are advised to submit two separate sealed envelopes super-scribing "Technical Bid for Health Exhibition Stall in Adivasi Mela-2021" and "Financial Bid for Health Exhibition Stall in Adivasi Mela-2021" Both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Health Exhibition Stall in Adivasi Mela-2021".
- The Agency/firm shall submit a prototype model of Health Exhibition stall for Adivasi Mela at the time of submission of the tender document: otherwise the tender document will not be accepted and summarily be rejected. The prototype design of each event should be kept in separate sealed envelope with super-scribing "Prototype design of .....".

### 3. CRITERIA FOR EVALUATION:

Evaluation of tender will be done through combined quality-cum-cost based evaluation.

#### 3.1 Evaluation of Technical Proposals

In the first stage, the Technical Proposal will be evaluated on the basis of the experience of the bidder and the quality of dummy model. Only those bidders' Technical Bid will be satisfactory, they will be eligible to compete for Finance evaluation.

#### 3.2 Evaluation of Financial Proposal

3.2.1 In the second stage, the financial evaluation will be carried out. For financial evaluation, the total cost indicated in the Financial Proposal, will be considered.

3.2.2 The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the agency/bidder the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the tender. The lowest Financial Proposal will be awarded for work contract as per ToR.

3.2.3 The second lowest Agency / Bidder shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Agency / Bidder withdraws, or fails to comply with the requirements specified in ToR.

- All information, documents and data coming in the possession of the Agency/Firm as a result of execution of the job shall at all time remain the property of the Director, SIHFW (O) and Government of Odisha. The Agency/firm shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the authority of this Office. The Agency/Firm shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.
- The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- The firm will undertake the assignment as per the specifications mentioned above. The contract for execution of the work orders is likely to commence from the date of execution of agreement on non-judicial stamp paper

between the approved firm/agency and the authority which will remain valid for a period of three months. The contract shall be governed by the laws of Government of India and the language of the Contract shall be English.

- The Agency/Firm shall obey the instruction of the Director, State Institute of Health and Family Welfare, Odisha till the successful completion of the assigned job and the approach of the Agency/Firm with any officials of this organization in connection with official business should be cordial, polite and in a disciplined way. If the Agency behaves or talks in an unruly, uncivilized and undisciplined manner with any officials and / or if the Authority feels that the activities, conduct and manner of the Agency are detrimental for the interest of the organization and affecting the dignity and reputation of the organization, the Director, SIHFW (O) can exercise his/her full liberty and Authority to cancel the arrangement without assigning any reason thereof.
- All entries in tender form should be legible and filled clearly. The rates quoted for each work should be inclusive of all incidental costs since the issue of order till handing over the dismantled materials to this Directorate. The financial bids are to be submitted in Annexure-I,. But, the GST should be mentioned separately.
- No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
- Rates quoted by the agency/firm shall remain unchanged during the contract period and no request for revision of quoted price will be entertained by the authority.
- The subject matter/theme for the said assignment will be collected by the Agency/Firm from the office of the Director, SIHFW (O) before execution of the work order.
- The Agency/Firm may submit the tender documents complete in all aspects along with **Earnest Money Deposit (EMD) of Rs.5000/- (Rupees Six Thousand) only in shape of Bank Draft/Demand Draft in favour of "Director of State Institute of Health and Family Welfare, Odisha"** from any Nationalized / Scheduled Bank payable at Bhubaneswar. The EMD of the unsuccessful bidders will be returned to them after completion of the tender process without any interest and the EMD of the successful bidder will return to him after completion of the work without any interest.

**NB: the EMD of above said works will be refunded to all prospective bidders immediately, in case of cancellation of works/tender due to COVID or other administrative reasons.**

- The bidders are required to enclose the photocopies of the following documents/model with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further.
- Self-attested copy of valid GST Registration Certificate
- Self-attested copy of valid PAN card
- Certified extracts of Bank Account containing transactions during last three years
- Copy of last year Income Tax Return
- A model / prototype for health exhibition stall related to Prevention & Control of COVID-19 for Adivasi Mela Health Exhibition Stall 2021.
- Copies of documents in proof of organizing experience in similar events



- Signed Copy of **Annexure- I, II, & IV & TOR**
- The agency may also take necessary approval for catering the vehicle for the said work from the competent authorities wherever necessary and the Directorate will not be responsible for any accident or loss or due to any reason during the period of such service.
- The Directorate will not pay any advance payment to the approved agency/ firm. The agency/firm will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in this regard in a minimum reasonable time period and necessary TDS will be deducted from the payment as per IT Act and Rules thereof.
- The agency/ firm must have sound knowledge of latest intellectual and properly right. The authority who assigns the work is no way responsible for any deviation made by the supplier in this regard. The selected agency/firm shall submit a self-declaration that the said agency/firm is not blacklisted by any Central/State Government organizations as on the date of application.
- The agency/firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities to any other agency or organization by whatever name be called without prior consent of the authority. In case of violation of this condition, the contract will be terminated forthwith without any notice and EMD deposited shall be forfeited.
- The authority reserves the right to add/amend/delete of the theme of the Exhibition in the larger interest of public during the execution of the work order and the decision of the authority in the matter shall be final and binding on the approved agency/firm for execution of the work orders.
- Not with standing of the above, the Director, SIHFW (O) has got the right to cancel the order at any time if felt necessary without assigning any reason thereof.
- Any information furnished in the technical bid, if found to be false or found to be canvassing in any form, at any point of time is liable for rejection subject to forfeiture of Performance Security.
- None of the Officer or Staff or any relative (a person connected by blood or marriage) working in the SIHFW Odisha will participate in this tender process. An undertaking in this regard is to be given by the Bidder; A person shall be deemed to be a relative of another if, and only if,
  - (a) They are members of a Hindu Undivided Family; or
  - (b) They are husband and wife; or
  - (c) The one is related to the other in the manner indicated as: - Father/Mother (including step-mother)/Son (including step-son)/Son's wife v. Daughter (including step-daughter)/Father's father vii. Father's mother/Mother's mother/ Mother's father/Son's son/Son's son's wife/ Son's daughter/Son's daughter's husband/Daughter's husband /Daughter's son/Daughter's son's wife/Daughter's daughter/ Daughter's husband/ Brother (including step-brother)/Brother's wife/Sister (including step-sister) or Sister's husband.
- The Directorate of SIHFW (O) and the agency/firm will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned.



**Annexure-II**

**BIDDER PARTICULARS (To be filled by the bidder)**

Sl. No.	Particulars	
1	Name of the Firm	
2	Name of the Proprietor/Partner/Director :	
3	Email address:	
4	Telephone Number(s):	
5	Tender Cost DD No. Date and Bank:	
6	EMD, DD No. Date and Bank:	
7	GST Registration No.:	
8	Permanent Account No.(PAN):	
9	Firm Registration Certificate:	

Sign & Seal of Bidder

**FORM OF AGREEMENT (Non Judicial stamp paper Rs.100/- before execution of work)**

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ between the Governor of Odisha represented by the Director, State Institute of Health and Family Welfare, Odisha here-in-after referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part:

And  
M/s \_\_\_\_\_ represented by Sri \_\_\_\_\_ here-in-after called the "approved agency/firm" which expression shall, where the context so requires or admits also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of "agency for organizing different IEC/BCC event / activities on rate contract for the period of 12 calendar month effective from: \_\_\_\_\_ .

And whereas the "Approved agency/firm" has offered its willingness to execute the same in conformity with the provisions of the agreement.

And whereas the "Authority" has finalized the rate as per the terms and conditions of the agreement to the "approved agency/firm".

Now this agreement witness as below:-

- That the **Section-I & II** containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
- That in consideration of the payment to be made by the "Authority" to the "approved agency/firm" the "approved agency/firm" hereby agrees with the "Authority" to execute the work order given by the Director, State Institute of Health and Family Welfare, Odisha, Bhubaneswar in conformity with the provisions of the Terms and Conditions.
- That the "Authority" hereby further agrees to pay the "approved agency/firm" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
- That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
- That this agreement is valid for one year from the date of execution.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the officer  
Authorized to sign on behalf  
of approved agency/firm

Signature of the Authority  
an officer acting in the premises for and  
on behalf of the Governor of Odisha

In the presence of witness:

Witness  
1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
2. Name \_\_\_\_\_  
Address \_\_\_\_\_

Witness  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_



## TERMS AND CONDITIONS OF THE AGREEMENT

- The Agreement shall commence from the date \_\_\_\_\_ and shall continue till date \_\_\_\_\_ unless it is curtailed or terminated by the authority owing to deficiency or service, sub-standard quality or work, breach of contract etc or change in requirements. The Agreement shall automatically expire on \_\_\_\_//\_\_\_\_//2022 .
- The Agreement may be extended, on the same terms and conditions or with some additions/deletions/modifications for a further specific period mutually agreed upon by the approved agency/firm and the Director, SIHFW (O).
- The approved agency/firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreements to any other agency or organisation by whatever name be called without the prior written consent of the Director, SIHFW (O).
- The Director, SIHFW (O) at present, has requirement of different types of works as per Annexure-I to be executed by the approved agency/firm. The requirement of the authority may further increase or decrease marginally, during the period of contract.
- The approved agency/firm will be bound by the details furnished by it to the authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
- The Director, SIHFW (O) reserves the right to terminate the Agreement during initial period also after giving 7 days' notice to the approved agency/firm.
- The approved agency/firm shall nominate a coordinator who shall be responsible for immediate interaction with the Director, SIHFW (O) so that the work order would be executed without any disruption.
- The entire financial liability in respect of execution of the work orders shall be that of the approved agency/firm and the Director, SIHFW (O) will in no way be liable.
- The Director, SIHFW (O) shall not be responsible for any financial loss or any injury to any person deployed by the approved agency/firm in the course of their performing the functions/duties or for payment towards any compensation.
- The persons deployed for display of Tableau in Republic Day Parade by the approved agency/firm should have good police records and no criminal case should be pending against them.
- The persons deployed by the approved agency/firm for execution of work orders should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of

the Department or office concerned. The approved agency/firm shall be responsible for any act of indiscipline on the part of the persons deployed.

- The approved agency/firm shall be responsible for compliance of all statutory provisions relating to execution of the work orders as laid down by Government. The Director, SIHFW (O) shall have no liability in this regard.
- The approved agency/firm shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the DSIHFW (O) to the concerned tax collection authorities.
- The Tax deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certified to this effect shall be provided by the Department or office concerned.
- In case, the approved agency/firm fails to comply with any liability under appropriate law and as a result thereof, the Director, SIHFW (O) is put to any loss/ obligation, monetary or otherwise, the Director, SIHFW (O) will be entitled to get itself reimbursed out of the outstanding bills or the EMD of the agency/firm to the extent of the loss or obligation in monetary terms.
- The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract and non-payment of statutory dues. If any loss or damage is caused to the DSIHFW (O) by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the EMD.
- In case of breach of any terms and conditions attached to this agreement, the EMD of the approved agency/firm shall be liable to be forfeited besides annulment of the Agreement.
- The agency/firm shall raise the bill, in triplicate and submits the same to the authority after successful completion of the work order. As far as possible the payment will tentative be released within two weeks after receipt of bill along with related documents.
- In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
- All disputes shall be under the jurisdiction of the court at the Bhubaneswar.



DECLARATION

I/ We Sri \_\_\_\_\_, represented by its Proprietor / Managing Partner / Managing Director of M/s \_\_\_\_\_ having its Registered Office at \_\_\_\_\_ do hereby declare that I/We have carefully read all the condition of Tender Notice for award of contract for establishing Health Exhibition Stall in Adivasi Mela from 26<sup>th</sup> January to 9<sup>th</sup> February, 2021 to Director, SIHFW(O) on rate contact basis from the date of issue of the work order and will abide by with all the terms and conditions of the Tender.

I /We declare that I/We have posses the valid Registration Certificate (Agency)/ Goods & Service Tax Registration Certificate/valid PAN number.

I /We do hereby declare that none of the staff / Officer of SIHFW Odisha is not in relation (by blood / marriage or as detailed in general terms & conditions) with our agency as on the th date of declaration.

I /We do hereby declare that my/our agency have not been derecognized /blacklist by any State Government/Government of India/Union Territory / Government organization.

Sign & Seal of Bidder