

Government of Odisha
Information & Public Relations Department

* * *

File No. IPR-FP-SC-26/2022 3550 /I&PR, dated 13/3/2023

TENDER NOTICE

Sealed Tenders are invited from reputed registered Event Management (firms / Agencies) for undertaking activities relating to Tent work, Light and Sound arrangement, Printing of Invitation cards, Printing of Canvas Flex & Vinyl, Supply of Cup & Shield, trophies, etc. About 40 or more functions to be organized at different places including Independence Day, Republic Day and Odisha Day etc. Besides, photo and other exhibitions may be organized at Bhubaneswar, Puri and other places as and when required.

Further, for flower supply & decoration sealed tenders are invited from reputed florists/flower decorators with previous experience with Government or Public Sector Undertaking for supply and decoration of flowers as per requirement.

Intending bidders may submit their bid duly filled in along with all the required documents by 5PM of 03.04.2023. The bids will be opened and scrutinized by a Committee in presence of the bidders/ their authorized agents at 11AM on 04.04.2023.

THE BIDDERS ARE REQUIRED TO SUBMIT TECHNICAL BID AND FINANCIAL BID IN SEPARATE SEALED COVERS SUPERSCRIBING AS "TECHNICAL BID" & "FINANCIAL BID" AND BOTH THE PACKETS IN ANOTHER COVER SUPERSCRIBED AS "BID FOR ORGANISATION OF DIFFERENT CELEBRATIONS & EXHIBITIONS".

The bids must be sent only by Registered Post or Speed Post or Courier service that must reach this office not later than **5PM of 03.04.2023**. Bids received beyond the prescribed time and date shall be summarily rejected. The Committee will examine the financial bids of only those agencies found qualifying in technical bid.

Complete set of bidding documents are available in Govt. website www.odisha.gov.in and www.inpr.odisha.gov.in.

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

Memo No. 3551 Date 13/3/2023

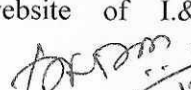

Director, I.&P.R.

Copy forwarded to the Joint Director (Advt. Section) for information & necessary action. He is requested to publish it in two leading local Odia Dailies and one National Daily by 14:03.2023.

Memo No. 3552 Date 15/3/2023


Additional Director

Copy along-with enclosure forwarded to System analyst for information & necessary action. He is requested to host the advertisement in the Govt. website of I.&P.R. Department.


Additional Director



REQUEST FOR PROPOSAL

**“EXECUTION OF DIFFERENT WORKS THROUGH EVENT MANAGEMENT FIRM
AND SUPPLY & DECORATION OF FLOWERS BY REPUTED FLORIST FOR
DIFFERENT FUNCTIONS AND EXHIBITIONS”.**

**GOVT. OF ODISHA
I & PR DEPARTMENT**

INDEX

SL NO	BRIEF DESCRIPTION	PAGE
1	SECTION-A BIDDER'S DATA SHEET	02
2	SECTION -1: LETTER OF INVITATION (LOI)	03
3	SECTION-2: INFORMATION TO THE BIDDER	04
4	SECTION-3: TECHNICAL PROPOSAL SUBMISSION FORM	13
5	SECTION -4: FINANCIAL PROPOSAL SUBMISSION FORM	17

SECTION- A

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	The Director, Information & Public Relations Department, Govt. of Odisha
2.	Method of Selection	Least Cost Based Selection (LCBS i.e. L-1) Method
3.	Date of Issue of RFP	
4.	Proposal Due Date	
5.	Date of Opening of Proposal	
6.	Address for Submission of Proposal	The Director Information & Public Relations Department, Government of Odisha, Bhubaneswar, Odisha Telephone No. -2394890/ 2398610 (Fax) Email -iprenews@gmail.com Mode of Submission: Speed Post/ Registered Post/ Courier only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be rejected.
1.	Name of the Client	The Director, Information & Public Relations Department, Govt. of Odisha

SECTION: 1

**Government of Odisha
Information & Public Relations Department**

* * *

File No. IPR-FP-SC-26/2022 _____/I&PR, dated _____

TENDER NOTICE

Sealed Tenders are invited from reputed registered Event Management (firms / Agencies) for undertaking activities relating to Tent work, Light and Sound arrangement, Printing of Invitation cards, Printing of Canvas Flex & Vinyl , Supply of Cup & Shield, trophies, etc. About 40 or more functions to be organized at different places including Independence Day, Republic Day and Odisha Day etc. Besides, photo and other exhibitions may be organized at Bhubaneswar, Puri and other places as and when required.

Further, for flower supply & decoration sealed tenders are invited from reputed florists/flower decorators with previous experience with Government or Public Sector Undertaking for supply and decoration of flowers as per requirement.

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

THE BIDDERS ARE REQUIRED TO SUBMIT TECHNICAL BID AND FINANCIAL BID IN SEPARATE SEALED COVERS SUPERSCRIBING AS "TECHNICAL BID" & "FINANCIAL BID" AND BOTH THE PACKETS IN ANOTHER COVER SUPERSCRIBED AS "BID FOR ORGANISATION OF DIFFERENT CELEBRATIONS & EXHIBITIONS".

The bids must be sent only by Registered Post or Speed Post or Courier service that must reach this office not later than..... Bids received beyond the prescribed time and date shall be summarily rejected. The Committee will examine the financial bids of only those agencies found qualifying in technical bid.

Complete set of bidding documents are available in Govt. website www.odisha.gov.in & www.inpr.odisha.gov.in.

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

Director, I.&P.R.

Memo No. _____ Date _____

Copy forwarded to the Joint Director (Advt. Section) for information & necessary action.

He is requested to publish it in two leading local dailies and one National Daily by

Additional Director

Memo No. _____ Date _____

Copy along-with enclosure forwarded to System analyst for information & necessary action.

He is requested to host the advertisement in the Govt. website of I.&P.R. Department.

Additional Director

SECTION: 2
INFORMATION TO THE BIDDER

1. OBJECTIVE:

I&PR Department intend to hire the services of the Agencies for execution of different works for 2(Two) years through event management firms and Supply & decoration of flowers by reputed florist for different Functions & Exhibitions.

2. SCOPE OF WORK

A. For Event Management Agencies

1. Preparation of German Aluminum Super Structure (Hanger).
2. Erection of Tents (Both Water Proof Tents and normal), carpeting, erection of standees, Gates, cloth side walls, partitions, erections of stall, VIP Rooms etc. as per requirement.
3. Stage Backdrop.
4. Preparation of two to three different designs for stage decoration, hoarding, banners, standees and flower plant with base for the function by using the services of the visualizer. I & PR department shall select one of the designs, which the firm shall have to implement.
5. Poster, banner and hoarding: Printing and Display at various places, signage.
6. Light and Sound with specifications (Both for Stage for the State Level Function, Cultural Programme, Decorative Lights and Flood Lights, both **outside and inside** of the specified venue.
7. Generators with Fuel for functions.
8. The Agency shall be required to obtain necessary clearance from the authority viz. Fire, Police & Energy in case of functions held outside.
9. Supply of Chairs (Plastic molded chairs, Steel Chairs, Chairs for VIP's to be placed on Stage, Sofa Sets as per requirements).
10. Supply of Fans, Water coolers, Air Conditioners for the functions as per requirement.
11. Printing of Invitation Card for the function.
12. Preparation of Photo Blow ups with framing.
13. Supply of Cups, shields & Trophies.
14. Providing Digital Day Light Emitting Diode (LED) Display boards of various sizes as per requirement.
15. Supply of portable drinking water, water tanker arrangements, temporary toilets, if required.
16. The rates quoted by the firm shall be for 2 years and in case of need, can be extended beyond 2 years on Annual basis on mutual consent by both the parties with the same terms and conditions.

B. For florist/ Flower decorator

Flower decoration of the stage, gates, statues, selfie-point as per requirement and provision of flower bouquet, garland, table arrangement, wall arrangement, flower panel work (as per requirement).

The rates quoted by the firm shall be for 2 years and in case of need, can be extended beyond 2 years on Annual basis on mutual consent by both the parties with the same terms and conditions.

3. ELIGIBILITY CRITERIA

SI No.	Criteria for Eligibility	Documents to be submitted
1.	The Event Management Firm/ Agency must have three years Experience of construction of stalls and event management in major State/ National Level Festivals/ Fairs in last five years.	1.Copy of the Certificate of incorporation/ Registration of the Agency issued by competent authority. 2. Copies of PAN & GST registration certificate & up to date GST Return filing copies. 3. Copies of the IT Returns for the last three assessment Years (AY-2020-21, 2021-22 & 2022-23)
2.	The Agency must have adequate past experience in undertaking Event Management Work in at least three National/State Level events in last five years.	Copy of the Work order/ Contract Document with work completion certificates from the executing Govt./PSU authorities.
3.	The Agency must have qualified visualizer(s) having experience in Visual Art who should supervise the execution of the construction work on the spot.	Curriculum Vitae(CV) & detailed works done by the visualize to be submitted.
4.	The Firm must have minimum annual turnover of Rs. 50 (fifty) lakhs for three financial years during last five years duly certified by C.A. ending on 31.03.2022.	Copies of audited balance sheet for the last three financial years certified by Chartered Accountant.
5.	Execution of single similar work of not less than Rs.20 (twenty) lakhs in a year for three years during last five years.	Copy(ies) of the Work order/ Contract Document with work completion certificates from the executing Govt./PSU authorities.
6.	The Florist/Flower Decorator must have three years of experience of supply and decoration in Government or Public Sector Undertaking.	Copy(ies) of the Work order/ Contract Document with work completion certificates from the executing Govt./PSU authorities.
7.	The Event Management Firm/ Agency and the Florist/Flower Decorator must not have been barred or blacklisted by any State or Central Government Departments/ PSUs.	Undertaking in shape of Affidavit on stamp paper of appropriate value.
8.	The Firm should have local office in Bhubaneswar.	Valid address proof of Local office (Electricity bill, Phone bill, Rent deed etc.)
9.	Trade licence	Trade licence from appropriate authority.

4. TERMS AND CONDITIONS

1. Firms without having valid GST registration number, PAN, Firms blacklisted shall not be eligible for participating in the Tender process. The Firm shall submit a non blacklisted undertaking in shape of affidavit.
2. All financial documents of Firm i.e. Registration certificate issued under GST and IT Acts , up to date GST-return filing copies, IT Returns , Audited Balance Sheet shall be self attested.
3. Copy of Certificate of Incorporation/Registration of the Firm must be submitted.
4. Firms should submit IT-Return filing copies for last 3 years i.e. & 2019-20, 2020-21 & 2021-22 and Audited Balance Sheet for last 3 years i.e. 2019-20, 2020-21 & 2021-22.
5. All the crucial figures i.e. rates & amount should be written in figures followed by words in a bracket in Tender document.
6. There shall be no over-writing in the tender documents and other papers submitted. Any alteration should be initialed with seal by the same person who signs the Tender document.
7. All the rates and amounts shall be quoted in Indian Rupees (INR).
8. Submission of more than one competitive bid by the same Firm in response to the same Tender call Notice is prohibited.
9. EMD of unsuccessful bidders shall be refunded upon finalization of the tender process and EMD of the successful bidders shall be retained till the deposit of "Performance Security". The EMD shall be forfeited if the L-1 bidder refuses to make agreement with Government after declaration of L-1.
10. The "Performance Security" may be forfeited partly or fully in case of failure to fulfill the terms and conditions of contract/ work order issued from time to time within the agreement period.
11. "Financial bids" shall be opened only in those cases, where all the eligibility conditions prescribed in the technical specifications is fulfilled and the Firm is technically qualified.
12. The successful bidder shall be selected taking into consideration of the lowest bid (L-1) in most transparent manner. The Tender Publishing authority can negotiate the rates with the L-1 bidder and finalize the rates accordingly. The authority is not bound to accept the L-1 rates.
13. If the L-1 bidder fails to sign the agreement then, negotiations with Firms other than the (L-1) lowest bidder i.e. L-2 bidder shall be held obtaining prior approval of the Government.
14. No advance payment shall be made. Full payment will be made after receiving service from the firm and after certification given by the concerned Officer that full satisfactory service received as per the specification of work order.
15. TDS under IT & GST shall be deducted as per law.
16. Failure to provide service as per specifications mentioned in work order may lead to forfeiture of Performance security.
17. The place of function may change as per Official decision.
18. Satisfactory work completion certificate from the Office/PSU as proof of execution of similar nature of single work amounting to not less than Rs.20 (twenty) lakhs in a year for three years during last 5 years shall be furnished along with the Tender document in Technical bid.

19. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Bhubaneswar.
20. Each page of this Tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
21. All the documents and papers submitted with the bid should be either in English or in Odia and shall be authenticated under the seal and signature of the bidder.
22. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections.
23. Wherever specific terms & conditions have not been spelt out in the document, OGFR of State Govt. shall apply.
24. If work is not found satisfactory the agreement is liable to be cancelled without giving any reasons thereof. No payment shall be made if the Agreement is cancelled.
25. The contract can be terminated by the Deptt. during the period of contract by giving 15 days' notice in case of violation of any terms & conditions of the contract or in public interest. In case of violation of contract by the Company /Firm, the performance bank guarantee can be forfeited by the Deptt. apart from levy of fine/ recovery and termination of contract including blacklisting the concerned Firm. In case the contractor is not interested in continuing with the contract, he can give a 3 months' advance notice.
26. No advance will be paid for execution of the event. The selected service provider/florist has to submit bills in triplicate complete in all respect within a week of completion of the function / event for process of the same to release payment. The claim will be settled within two weeks from the date of receipt of bill.
27. GST registration Certificate with up-to-date GST return filing copies. (Self-attested)
28. Copy of PAN Card for income Tax and IT return filing copies for the last three years filed in the name of Firm/ Agency (Self-attested).
29. Self-Attested Copy(ies) of the certificates confirming as proof of execution of similar nature of works not less than Rs.20 (twenty) lakhs in a year for three years during last 5 years (for event management Firm/ Agency) obtaining from the executing State/ Central Govt. Offices/ PSUs.
30. Profile of Visualizer for execution of such work(s) who will be involved for supervision of work. Visualizer should be either a salaried employee of the organization or should acknowledge to work with the organization exclusively. The proof should be submitted.
31. Self-attested Documents / Papers in support of previous experience of 3 years of executing similar nature of Govt. works during last 5 years.
32. The Event management firm/ Agency should have experienced manpower to engage labourer as per requirement.
33. Non responsive bids to the tender document will be summarily rejected.
34. Audited Statement of accounts (Balance Sheet and Profit & Loss account) of the firm for similar nature of business showing turnover not less than Rs. 50 (fifty) lakhs each year during last 3 years with IT return filing acknowledgement.
35. Bidders are required to quote unit rates inclusive of all taxes for each item in the tender paper.
36. Non submission of any of the documents above will render the bid to be rejected.
37. After completion of work item-wise evaluation will be made and for any lapses amount of the said item will be deducted.
38. Non-Blacklisting declaration as mentioned in 'Eligibility Criteria' should be submitted in shape of an affidavit.

39. The agency has to submit the bills/vouchers against the actual expenditure made after successful completion of the each event. All payment has to be made through RTGS/NEFT only deducting taxes as applicable. The details of the tax deduction have to be submitted by the agency for final payment. The agency has to submit the final bills within 15 days of completion of each event positively.
40. The Event Management Agency shall not employ for the purpose of this contract any person who is below the age of fourteen years and shall pay wages paid for similar work in the State of Odisha and in accordance with the minimum rate of wages fixed, if any, under the latest minimum wages Act. The Director, I&P.R. shall have the right to enquire and to decide any complaint alleging that the wages paid by the Event Management Agency to any labourer for the work done by such labourer is less than the wages paid for similar work in contravention of the minimum wages Act.
41. Since the works in question are executed by the Event Management Agency on turn key basis, the Director, I&PR shall not be liable for the loss or damage which may happen to or in respect of any such work or materials whether the same being lost, stolen or damaged by weather or otherwise.
42. If in the opinion of the principal Secretary to Govt., I&P.R. Deptt. or Director, I&P.R. any of the works executed with improper materials or defective workmanship and the Event Management Agency, when required by the Director forthwith to re-execute the same and to substitute with proper materials and workmanship and in case of default of the Event Management Agency in doing so within a week, the Principal Secretary/Director shall have full power to employ other persons to re-execute the work and the cost thereof shall be borne by the Event Management Agency.
43. Any defects, shrinkage or other faults which may appear during the period of Celebrations/Exhibitions after the completion of the work arising out of defective or improper materials or workmanship are upon direction of the Principal Secretary/Director to be amended and make good by the Event Management Agency as per requirement at their own cost.
44. If the Event Management Agency shall become bankrupt or compound with or make any assignment for the benefit of his creditors or shall suspend or delay the performance on the part of the Event Management Agency in consequent or not having proper instructions for which the Event Management Agency shall have duly applied the Director, I&P.R. may give to the Event Management Agency or his assignees or trustees as the case may be, a notice requiring the work to be proceeded with and in case of default on the part of the Event Management Agency or his assignee or trustee for a period of four days it shall be lawful for the Principal Secretary or Director, I&P.R. to rescind the contract, if necessary, and to enter upon and take possession of the works and to employ any other persons to carry on and complete the same and to authorize him to use the plant, materials and property of the Event Management Agency upon the works. The costs and the changes incurred in any way for completion of the said works are to be paid to this Deptt. by the Event Management Agency or shall be set off by this Deptt. against any money due or to become due to the Event Management Agency. If the assignee or trustee of the Event Management Agency proceeds with the works, the conditions of his contract shall be binding upon the said assignee or trustee.
45. The agency shall not sublet the work to any other agency under any circumstance.
46. In case of any dispute regarding interpretation of any clause in the contract or otherwise the decision of the Principal Secretary to Government, I&P.R. Department, Bhubaneswar, shall be final and binding.

5. Bid Validity Period:

The Offer submitted and the prices quoted therein shall be valid for **90days** from the date of opening of Bid. A bid valid for any shorter period shall be rejected by the Client.

6. Bid Processing Fee

- I. For Event Management Agency, Demand draft of Rs. 5000/- (Rupees Five Thousand only) drawn on any Nationalized Bank / Scheduled Bank in favour of DDO, Information & Public Relations Department payable at Bhubaneswar towards cost of Tender Paper. This amount is **Non-Refundable**.
- II. For Florist/Flower Decorator, Demand draft of Rs1000/- (Rupees One Thousand only) drawn on any Nationalized Bank / Scheduled Bank in favour of DDO, Information & Public Relations Department payable at Bhubaneswar towards cost of Tender Paper. This amount is **Non-Refundable**.

Proposals received without bid processing fees will be rejected.

7. EMD/Bid Security Declaration:

- I. For Event Management Agency, EMD of **Rs. 1,00,000/- (Rupees One Lakh only)** in shape of Demand Draft drawn on any Nationalized Bank/ Scheduled Bank in favour of DDO, I.& P.R. Department payable at Bhubaneswar.
- II. For Florist/Flower Decorator, EMD of **Rs. 5000/- (Rupees Five thousand only)** in shape of Demand Draft drawn on any Nationalized Bank/ Scheduled Bank in favour of DDO, I.& P.R. Department payable at Bhubaneswar.

EMD of unsuccessful bidders shall be refunded upon finalization of the tender process.

8. Performance Security:

- I. The selected Event Management bidder shall have to deposit performance security of **Rs.5 Lakh (Rupees Five Lakhs 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 safeguarding the clients' 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.
- II. The florist shall have to deposit performance security of **Rs.30,000/- (Rupees Thirty 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 safeguarding the clients' 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.

9. Evaluation Method:

There shall be a three stage evaluation process for selection of the successful bidder in case of Event management firm.

- I. Pre-qualification Stage (1st Stage) : Proposal will be scrutinized as per the eligibility criteria. The qualifying bidders shall move to Technical Evaluation 2nd Stage.
- II. Technical Evaluation Stage (2nd Stage): The bids of the bidders which are qualified in the first stage shall be evaluated in the stage as per the parameters given below. The bidders whose technical proposal secure the minimum qualifying mark of 50 out of 80 in the 2nd stage will be eligible for 3rd stage.

Sl. No	Technical Proposal Evaluation Parameters	Maximum Mark
1.	Number of Event Management Services undertaken/completed during last five years.(Past Experience of handling Event Management Assignments for Central/State Governments/Departments/PSU's/Corporate Bodies/ National/ International Organizations)(Scoring pattern – 1-2 nos. of assignments = 10 marks, 3-5 nos. of assignments=15 marks, more than 5nos. of assignments=20 marks, work order and work completion certificate in respect of this need to be submitted)	20
2.	Successful completion of assignments like organization of different fairs and melas for Central/State Governments/Departments/PSU's/Corporate Bodies/ National/ International Organizations during last five years. (Scoring pattern – 1-2 nos. of assignments= 10 marks, 3-5 nos. of assignments=15 marks, more than 5 nos. of assignments= 20 marks, work order and work completion certificate in respect of this need to be submitted.)	20
3.	Financial Statement of last three years: The agency should have an annual turnover of minimum Rs. 50 lakhs each from Event Management business during the last 3 financial years as on 31.03.2022.(Scoring pattern: <75L= 10marks, >75L = 15 marks & > 1 Crore = 20 marks, Certificate from Chartered Accountant should be submitted)	20
4.	CV of the Visualizer & Detailed works done by him/her for State/National/International Event and Its proof.(The Work done in a calendar year shall be taken as experience of 1 year) (Scoring Pattern – 1-2 years of experience = 10 marks, 3-5 years of experience = 15 marks, more than 5 years of experience = 20 marks)	20
	Grand Total	80

- III. Financial Evaluation Stage(3rd Stage): The financial proposals of those bidders who qualify in the 2nd stage with minimum 50 marks shall be opened. The successful bidder shall be selected taking into consideration of the lowest bid (L-1) in most transparent manner. The Tender Publishing authority can negotiate the rates with the L-1 bidder and finalize the rates accordingly. The authority is not bound to accept the L-1 rates.
- IV. After selection of the successful bidder(L-1), the client will intimate the successful bidder by issuing an offer letter for signing of the contract agreement within 7 days after fulfilling the formalities. If the L-1 bidder fails to sign the agreement then, negotiations with Firms other than the (L-1) lowest bidder i.e. L-2 bidder shall be held obtaining prior approval of the Government. (All the tender documents shall constitute a part of the contract agreement).

- V. For Florist/Flower Decorator, there shall be two stage evaluation method. Proposals will be scrutinized as per the eligibility criteria. The qualifying bidders shall move to Financial Evaluation (2nd Stage). The successful bidder shall be selected taking into consideration of the lowest bid (L-1) in most transparent manner. The Tender Publishing authority can negotiate the rates with the L-1 bidder and finalize the rates accordingly. The authority is not bound to accept the L-1 rates.

After selection of the successful bidder(L-1), the client will intimate the successful bidder by issuing an offer letter for signing of the contract agreement within 7 days after fulfilling the formalities. If the L-1 bidder fails to sign the agreement then, negotiations with Firms other than the (L-1) lowest bidder i.e. L-2 bidder shall be held obtaining prior approval of the Government. (All the tender documents shall constitute a part of the contract agreement).

10. Governing Law and Penalty Clause:

The timeline 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 there-after the Client holds the option for cancellation of the contract for pending activities and complete the same through 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. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% on hourly basis subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment.

11. Client's right to accept any proposal and to reject any or all proposal(s):

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/selection/evaluation process and reject all proposals at any time prior to award of contract, without assigning any reason thereof and thereby incurring any liability to the bidders. Misrepresentation/improper response/by the bidder may lead to disqualification of the bid. If such disqualification/rejection occurs after the proposals 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 measures as may be deemed fit in the sole discretion of the Client, including annulment of the selection process.

12. Number of Proposals:

Each bidder shall submit only 01(one) proposal, in response to the RFP. Any Bidder who submits or participates with more than one proposal, shall be disqualified.

13. Settlement of Disputes:

The Client and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from in connection with the contract. Disputes not so resolved amicably within 30 days or receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the I&PR Department. The arbitration proceeding shall be held in Bhubaneswar, Odisha.

SECTION: 3

TECHNICAL PROPOSAL SUBMISSION FORMS

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To
The Director,
Information & Public Relations Department
Government of Odisha, Bhubaneswar-751001

Subject: SELECTION OF AGENCIES FOR “EXECUTION OF DIFFERENT WORKS THROUGH EVENT MANAGEMENT FIRM AND SUPPLY & DECORATION OF FLOWERS BY REPUTED FLORIST FOR DIFFERENT FUNCTIONS AND EXHIBITIONS”.

Dear Sir,

I/We, the undersigned, request you to participate in the selection process for in accordance with your request for proposal No. _____ dated----- I/We are hereby submitting our proposal which includes the technical proposal and financial proposal sealed in separate envelopes.

I/We hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to the disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:

FORMAT-I: DETAILS OF THE BIDDER

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 Odisha Please furnish the address & contact details	
6.	Bid Processing Fee Details Amount: BC/ DD No.: Date: Name of the Bank:	
7.	PAN Number	
8.	Goods and Services Tax Identification Number (GSTIN)	
9.	Whether willing to carry out assignments as per the scope of work of the RFP. (Yes or No)	
10.	Whether accept all the terms and conditions as specified in the RFP (Yes or No)	

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal:

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

Parameter	Information	Supporting Documents	PageNo.
Company/Firm Name And Existence		Certificate of Incorporation/ Registration (refer to Table Below for appropriate documentation)	
Type of Organization	Private Limited Company/Registered Individual/ Partnership Firm/Proprietorship firm		
Name of Registration Authority			
Registration No.			
Date of Registration			
Place of Registration			
GST Registration, Return filling Status	Registration No.	Registration Proof: up-to-date GSTR 3B filing copies	
PAN	PAN No.		
IT Returns of the Last 03 consecutive years			

SECTION: 4
FINANCIAL PROPOSAL SUBMISSION FORMS

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

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

Subject: SELECTION OF AGENCIES FOR “EXECUTION OF DIFFERENT WORKS THROUGH EVENT MANAGEMENT FIRM AND SUPPLY & DECORATION OF FLOWERS BY REPUTED FLORIST FOR DIFFERENT FUNCTIONS & EXHIBITIONS”.

I/We, the undersigned, offer to provide the service for **[Insert title of assignment]** in accordance with your Request for Proposal No _____, Dated: _____. Our attached Financial Proposal is [Insert amount(s) in words and figures] per month per unit. This amount is exclusive of the taxes applicable as per GST Act. I/We 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.

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

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SUMMARY OF FINANCIAL BID

“EXECUTION OF DIFFERENT WORKS THROUGH EVENT MANAGEMENT FIRM AND SUPPLY & DECORATION OF FLOWERS BY REPUTED FLORIST FOR DIFFERENT FUNCTIONS & EXHIBITIONS”.

D. Tent work for Celebrations/ Functions to be organized at different places

<u>Description</u>	<u>Rate</u>
1. Box type Gate with three-side flex covering as per design of Standard size (10’x20’x10’) Lump sum per each	
2. Flat Gate with flex covering as per design of Standard size (10’x20’x10’) Lump sum per each	
3. Box Type Armed Gate- rate per gate(Lump sum)	
4. German Hanger with decorative cloth under ceiling, raised wooden platform and synthetic carpeting per sqft. per event	
5. Spraying of fire retardant solution per sq. ft. per event	
6. Iron structure with tarpaulin roofing and cloth ceiling per sq ft.	
7. Front Facia with cloth (in Batton Framing) per sq ft.	
8. Front Facia with canvas flex (in Batton Framing) - per sqft	
9. Synthetic carpeting - per sq ft. per day	
10. Green Synthetic matting – per sq ft. per day	
11. Blow Plast Chair without arm per chair per day	
12. Blow Plast Chair with arm per chair per day	
13. Cushion Chair per chair per day-	
14. Wooden chair with arm for VVIP per chair per day -	
15. Brass Sofa(Single) per chair per day	
16. VIP lounge sofa 3-seated per chair per day –	
17. VIP lounge sofa 2-seated per chair per day	
18. VIP lounge sofa 1-seated per chair per day	
19. Steel single sofa per chair per day –	
20. Steel Banquet chair with white cloth cover per chair per day –	
21. Turkis Towel(one wash) per piece per day –	
22. Table with Table Cloth per day –	
23. Tea Poy fitted with glass top per piece per day –	
24. Tea Poy wooden per piece per day –	
25. Water Jug rate per piece per day –	
26. Glass tumbler rate per piece per day –	
27. 20 ltr. Drinking Water Jar rate per Jar –	
28. Deepa stand per programme -	
29. Tray with velvet cloth – rate per each per day	
30. Paper weight – rate per each	
31. Plasma T V- (48 inches) with stand rate per each per day	
32. Plasma T V- (55 inches) with stand rate per each per day	
33. Wooden Cot- rate per each per day	
34. Tarpaulin(24’ x 20’)- rate per piece per day	
35. Cloth walling - rate per sqft.	

36. Preparation of wooden platform of 1' height - rate per sq ft.
37. G.I. Pipes – rate per piece
38. Tri-colour cloth walling with batten framing – rate per sq.ft.
39. Fabricated gallery for sitting rate per sq.ft.
40. Construction of steps in iron framing for gallery/stage etc. rate per sq.ft.
41. Construction of steps in batton framing for gallery/stage etc. rate per sq.ft.
42. Steel Podium rate per piece per day
43. White cloth walling in lower gap of the decoration - rate per sq ft.
44. Preparation of LED base for installation of LED rate per sq.ft. per event
45. Preparation of LED wall (p3 type) rate per sq.ft. per day
46. Preparation of LED wall (p4 type) rate per sq.ft. per day
47. Pagoda Tent(3X3mts) per unit per day
48. Steel Queue Manager rate per unit per day
49. Steel Fabricated Railing of height 2.5 ft. rate per running ft. per event
50. Ramp rate upto 3 ft height per sq ft./event
51. Ramp rate upto 6 ft height per sq ft./event
52. Bullha Barricading rate per running ft. per event
53. Mojo Barricading rate per running ft. per event
54. Bamboo Barricading with black cloth masking of 3 ft. height per running ft. per event
55. Hand wash basin per unit per day
56. Hand Sanitizer (500ml) rate per each
57. Hand Sanitizer (100ml) rate per each
58. Hand wash (200ml) rate per each
59. Paper Napkin(100 sheet packet) rate per unit
60. Lanyard & accreditation Card(PVC) In Multicolor printing for delegates/ Participants rate per unit
61. 4 nos. of security cameras set up with monitor & recording unit-rate per day
62. 8 nos. of security cameras set up with monitor & recording unit-rate per day
63. Helium Balloon with branding of 12 ft. diameter rate per unit / day
64. Deep Freezer (500 ltr.) rate per each per day
65. Deep Freezer (1000 ltr.) rate per each per day
66. Two ton tower AC rate per each per day
67. Four ton tower AC rate per each per day
68. Refrigerator (165 ltr) rate per unit / day
69. Refrigerator (220 ltr) rate per unit / day
70. Computer paper A4 size
71. Printers(Laser Jet Technology) in colour & monochrome rate per unit / day
72. Printers(Laser Jet Technology) in monochrome rate per unit / day
73. Multi-function printers(scan/copy/print/fax) with Laser Jet Technology rate per unit / day
74. Desk top Computers- 19 inch monitor,i3 core, 2GB RAM, 250GB HDD rate per unit / day
75. DG set—82 KVA (silent type) rate per unit / day
76. DG set—125 KVA (silent type) rate per unit / day
77. Standee fitted with designed matter (6'X3') rate per unit
78. Standee fitted with designed matter (8'X3') rate per unit
79. Dustbin (small) for rooms rate per unit per day
80. Dustbin (large) for Garbage collection rate per unit / day

81. VIP Umbrella rate per unit per day
82. Pipili appliqué Umbrella rate per each
83. Aluminum framing with transparent fiber glass fitted box type near podium for protection from rainfall for VVIP – Lump Sum
84. Preparation of 3-Dimensional Stage Backdrop with size wood framing, 12mm waterproof ply mounting with superimposition of prescribed design as per sketch ie. Stone carving design structure like Konark, Mukteswar temple wall, decorated door, plastic emulsion painting per sqft.
85. Preparation of 3-Dimensional Stage Backdrop with size wood framing, 12mm waterproof ply mounting and fixing of canvas flex with superimposition of cut outs, relief cutouts and design works with plastic emulsion painting as per sketch/design based on Tourism, Heritage& Culture theme of our state per sqft
86. 3-D Sculpture (Armature, Plaster of Paris, Thermacool, Acrylic colour) rate per Cubic ft.
87. 3-D Sculpture (Armature, Fiber glass, Acrylic colour) rate per Cubic ft.
88. Mobile Toilet Van with all facilities rate per van per day

E. Tent work (Exhibition) inside Hall

89. Preparation of projection box made in wooden batten and new coloured cloth covering with a depth of 3 ft.- rate per sqft.
90. Preparation of digital flex with backlight arrangement - rate per sqft.
91. Preparation of digital flex with front lit arrangement- rate per sqft.
92. Preparation of star flex mounting - rate per sqft.

F. Tent work at open space for Exhibition/ celebration

93. Preparation of super structure made in bamboo, bullah and tarpaulin covering of the roof, three side wall and ceiling all sides with new white cloth per sq.ft.
94. Preparation of wooden platform of 2ft. height– rate per sqft.
95. Preparation of iron frame platform of 2ft. height – rate per sqft.
96. Preparation of iron frame platform of 5 ft. Height with double ply mounting–rate per sq.ft.
97. Preparation of wooden translite boxes for fixation of digital flex with backlit - rate per sq.ft.
98. Preparation of design fascia with projection & new coloured cloth with super imposition of developmental activities and Jagannath cult in digital flex and other decorative materials like applique, handicraft items – rate per sqft.
99. Preparation of wooden wall with white cloth ceiling- rate per sq.ft.
100. Three tier wooden batten framing for fixing of vinyl sheets rate per sq.ft
101. Preparation of 6mm ply partition wall for fixing of vinyl sheet - rate per sq.ft
102. Preparation of podium & rack made of batten& velvet cloth for keeping statue
103. Hiring of ABC fire extinguisher for one day
104. Hiring of 2 Nos. of foot cleaner for one day
105. Standee of Blackout flex mounted on frames rate per sqft.
106. Backdrop of Blackout flex mounted on frames rate per sqft.
107. 3 mm Vinyl Stickers of various size for branding – rate per sqft.

108. Digital Vinyl printing & pasting on 3mm Sun board- rate per sqft
109. Digital Vinyl printing & pasting on 5mm Sun board- rate per sqft
110. Vinyl printing, pasting & fixing on 19mm Ply board- rate per sqft
111. Sun board Printing - rate per sqft.
112. Framed Branding: Media – Canvas Flex, frame of 28 mm – 20gauge Square steel pipe of various sizes- rate per sqft.
113. Unframed Branding :Media–Canvas Flex, of various sizes- rate per sqft.
114. Framed Branding : Media – Mesh Fabric, frame of 28 mm – 20gauge square steel pipe of various sizes- rate per sqft.
115. Unframed Branding : Media – Mesh Fabric, of various sizes rate per sqft.
116. Framed Branding : Media – Normal flex, frame of 28 mm – 20 gauge square steel pipe of various sizes- rate per sqft.
117. Unskilled labour per person per day
118. Girl Guide per person per day
119. Security Guard rate per each per shift
120. Flower plant with base - rate per piece

G. Light Decoration and illumination work
Description Rate/ Day(123-145)

121. Running bulb chain – rate per each chain
122. LED Rice Chain – rate per each chain
123. Metal Halogen 400 watt - rate per each
124. LED Board - rate per each
125. Tube Light -rate per each
126. Chandua Light --rate per each
127. LED Spot light -rate per each
128. LED Metal Halogen -rate per each
129. Globe light -rate per each
130. Laser light -rate per each
131. Strip Light – rate per each
132. PALCO light - rate per each
133. Fixsell light -rate per each
134. Sarphay light - rate per each
135. Follow Spot -rate per each
136. PARR light -rate per each
137. Smoke light - rate per each
138. Ceiling Fan - rate per each
139. Pedestral Fan - rate per each
140. Wall hanging Fan - rate per each
141. Water cooler upto 10KW load - rate per unit
142. Water cooler upto 30KW load - rate per unit
143. Water cooler upto 50KW load - rate per unit
144. Cabling and wiring Charges (as required) lump sum per event –
145. Fixing of change over, MCB and installation of Main Panel Board lump sum per event

H. **Printing and designing of Invitation Card, leaflet & Brochure**

Printing of 4-Colour envelope with 4-Colour Invitation Card in 220GSM art paper of size

- 146. 7"x5" (for Two fold)
 - 147. 7"x5" (for Three fold)
 - 148. 7"x5" (for Four fold)
 - 149. 8"X4.5" (for Two fold)
 - 150. 8"X4.5" (for Three fold)
 - 151. 8"X4.5" (for Four fold)
 - 152. 8.5"x5.5" (for Two fold)
 - 153. 8.5"x5.5"(for Three fold)
 - 154. 8.5"x5.5" (for Four fold)
 - 155. 8"x5.5" one page card
 - 156. Printing of Leaflet
 - 157. Printing of A4 brochure per page
 - 158. Printing of Certificate A4 size per piece
- (Rate should be quoted separately for each unit/card)**
- a) Card Designing (Inner, Cover, Envelope) per page
 - b) Leaflet Designing (lump sum)
 - c) Brochure Designing (lump sum)

I. **Printing of Canvas Flex**

- 159. Preparation of Canvas Flex with Batten Framing & Fixing - rate per sqft
- 160. Preparation of Canvas Flex as per design - rate per sqft
- 161. Designing work rate per design

J. **Supply of Cups, Shield and Trophies**

- 162. Cups with EPNS quality, golden brass material, 30cm height without base –Rate per piece
- 163. Cups with EPNS quality, golden brass material, 50cm height without base Rate per piece
- 164. Trophies with wooden and brass materials of different size (15", 12" ,10"). Rate should be quoted separately.

K. **Photo Blow ups along with lamination photo frame binding-** rate per sq. inch

L. **Sound System for cultural programme as per requirement (per day)**

- 165. Feedback sound box (2) – rate per set
- 166. Front sound box (2) - rate per set
- 167. Mixer (Channel -8) - rate per each
- 168. Mixer (Channel -16) - rate per each
- 169. Mixer (Channel -24) - rate per each
- 170. Mixer (Channel -32) - rate per each

- 171. Amplifier - rate per set
- 172. Instrument Microphone - rate per each
- 173. Vocal Microphone - rate per each
- 174. Podium Microphone - rate per each
- 175. Direct cable to instrument Microphone –rate per each
- 176. Lapel Microphone – rate per each
- 177. Cordless Microphone – rate per each

- M. Preparation of Temporary Toilet in complete - rate per unit per day**
- N. Anchor for National Level Function with Rehearsal per event**
- O. Anchor for State Level Function with Rehearsal per event**

Signature of the bidder with Seal
(for Event Management agency)

Flower Supply and Decoration work(for Florist/ Flower decorator)

<u>Description</u>	<u>Rate</u>
1. Flower Bouquet (VVIP) – rate per each	
2. Flower Bouquet (VIP) - rate per each	
3. Flower Bouquet (Standard) – rate per each	
4. Gendu Chain - rate per each chain	
5. Rajanigandha Chain - rate per each chain	
6. Gajara Mala (Big size 20 ft.) - rate per each	
7. Gajara Mala (Big size 15 ft.) - rate per each	
8. Gajara Mala (Big size 10 ft.) - rate per each	
9. Gajara Mala (Small size 6ft.)-rate per each	
10. Wall Arrangement – rate per each	
11. Patra Mala - rate per each	
12. Victoria Leaf - rate per piece	
13. Tresina Leaf - rate per piece	
14. Son of India Leaf - rate per piece	
15. Lily flower - rate per piece	
16. Jarbera flower - rate per piece	
17. Orchid flower - rate per piece	
18. Jypsy flower –rate per piece	
19. Rose flower - rate per piece	
20. Doz Rose flower - rate per piece	
21. Kamini Rod -rate per piece	
22. Carnation flower - rate per piece	
23. Kissan Chimam flower - rate per piece	
24. Daizy flower - rate per piece	
25. Star flower - rate per piece	
26. Flower ring - rate per piece	
27. Jhumuka - rate per piece	
28. Three layer flower festoon rate for running ft.	
29. Five layer flower festoon rate for running ft. .	
30. Seven layer flower festoon rate for running ft.	
31. Ten layer flower festoon - rate for running ft	
32. Flower Pannel of 1 foot width rate for running ft.	
33. Flower Pot rate per unit	
34. Flower Rangoli per Sq ft.	
35. Table flower basket - rate per piece	
36. Loose Flower- rate per Kg	
37. Plant basket for gift to VIPs - rate per piece	
38. Mogra Chain - rate per piece	
39. Moti Chain - rate per piece	
40. Bamboo flower Dala(8’’ dia) for VIP rate per piece	
41. Engagement of Labour - rate per day	

Signature of the bidder with Seal