



Odisha State Agricultural Marketing Board

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EXPRESSION OF INTEREST

**“EMPANELMENT OF AGENCIES FOR DISTRICT AND STATE
LEVEL BUYER SELLER MEET”**

ODISHA STATE AGRICULTURAL MARKETING BOARD
PLOT NO.-1800(P), NEAR RAMAMANI INDIAN OIL PETROL PUMP,
BARAMUNDA, KHANDAGIRI, BHUBANESWAR-751030 ODISHA

NOTICE FOR INVITING EXPRESSION OF INTEREST (EOI)

EOI No. :

Dated :2023

1	Description of Work	“Empanelment of agencies for District and State level Buyer Seller Meet”
2	Period of availability of EOI document	28/04/2023 to 15/05/2023 Downloadable from website: https://coop.odisha.gov.in
3	Submission of queries by	06/05/2023 at 5.00 P.M
4	Last date for receipt of EOI	15/05/2023 by 05:00 P.M. (Through Speed Post /Registered post / Courier only)
5	Place of submission of EOI	M/s. Odisha State Agricultural Marketing Board Plot no.-1800(p), Near Ramamani Indian Oil Petrol Pump, Baramunda, Khandagiri, Bhubaneswar-751030
6	Date and Time of Opening of Eoi	16/05/2023- 11:00 AM
7	Contact Officer	Sri Kedarnath Swain, Ph : 91- 7735262359 Odisha State Agricultural Marketing Board Plot no.-1800(p), Near Ramamani Indian Oil Petrol Pump, Baramunda, Khandagiri, Bhubaneswar-751030 Ph. No.: 0674-2952416 E-mail: osamboard99@yahoo.com

1. Background and Objective:

Odisha State Agricultural Marketing Board (OSAM BOARD) is seeking Expression Of Interest (EOI) from Firms/Companies/Corporations/[Entities] based in India to act as Knowledge partner for various State and district level Marketing Workshops/Meets (key focus on buyer-seller linkage) to be held in the state of Odisha for next 6 Months Duration,

2. Broad Scope of Work and Services:

The selected Firms/Companies/Corporations [Entities] will, inter alia, be responsible for Organizing various State and district level Workshops/ Conferences/Meetings whose scope shall include Conceptualized and Designing of the event, Event Management, Branding, Execution of works and Event Management at the site.:-

2.1. **Event Layout designing including: -**

- 2.1.1. Conceptualization of event agenda/ objective and outcomes of the event in consultation with Odisha State Agricultural Marketing Board (OSAMB).
- 2.1.2. Develop the event calendar (next 6 months from the day of sign of contract and approval of modalities) tagged with geography for the
- 2.1.3. Design the event format, list out-key activities, list out prospective participants and their categorization.
- 2.1.4. Form various committees within one's own team and within OSAMB members jointly for delegation of work for efficient execution.
- 2.1.5. Enlist the material requirement of the event including equipment for display, demonstration, communication, printing, scanner, power back-up, generator etc for the perusal of the logistics committee.

2.2. **Event Collateral designing including: -**

- 2.2.1. Creation backdrops and sign ages design for the event venue and various point of event marketing
- 2.2.2. Design Delegate-kits/bags for delegates/participants comprising notepad, conference labelled pen, conference labelled pen drive, booklets on tourism, souvenirs, embossed business card holder, event booklets etc.
- 2.2.3. Develop knowledge material, souvenir, event report other publication as required.
- 2.2.4. Design and develop social media content for the promotion of the event to be circulated through the social media handles of Odisha State Agricultural Marketing Board (OSAMB)

2.3. **Event Coordinate and communication: -**

- 2.3.1. Preparing requisite communication and documentation like writing, printing, and mailing of invitation letters, agenda, drafts, declarations, MOUs/ agreements, Knowledge material etc.
- 2.3.2. Provision for translation services as and when required.
- 2.3.3. Mechanism of accreditation/access control/categorization of delegates/providing badges, provision of registration recording.
- 2.3.4. Noting and recording of event proceedings for publication of event Key take always and event report
- 2.3.5. Planning logistics movement of delegates, executive participants, and core team members and sharing the same with the logistics committee set up under Odisha State Agricultural Marketing Board (OSAM BOARD).
- 2.3.6. Drafting and anchoring all communication related to the event.

2.4. **Marketing and promotions of event: -**

- 2.4.1. Run social media campaigns utilizing Odisha State Agricultural Marketing Board (OSAMB) handles.
- 2.4.2. Conduct rural promotional campaigns – Focused Meetings, announcements, participations.

3. Eligibility Criteria:

- 3.1. The entity, to be eligible to provide the aforesaid services, must have in their own capacity successfully provided the entire event knowledge management facilities and services of similar nature (focused on market linkages) of event at international atinter-governmental level or National at Ministerial/Senior official level or State government at Department/ Directorate level or Doner / Bilateral agency level anytime in the last Five financial years.
- 3.2. Entities should have requisite office space, financial & human resources for managing such conferences.
- 3.3. Entities should have a minimum turnover of Rupees 10 crore per year during the last three financial years.
- 3.4. The agency should not have been blacklisted / having any dispute with Government of India / State Government / Government PSUS.
- 3.5. Any entity, which is in financial dispute with the Govt. of India or its agencies or which has not cleared its financial dues towards the Govt. of India or its agencies, shall not be eligible to apply.

4. Summary Rejection

It is expressly made clear that mere submission of EOI, eligible or not eligible, shall not confer any right whatsoever on any such entity. Any EOI submitted by an entity, which fails to satisfy the eligibility requirements set out in the Clause No 3 above, is liable to be rejected summarily.

5. Preparation of submission of EOI

- 5.1. The validity period of the EOI shall be 3 months from the date of publication of shortlisted EOI.
- 5.2. The EOI must contain essential information as per the format given below:-

PART A: A.1)

EOI Application with Subject line “**Expression of Interest (EOI) for Knowledge Management Services**” applicant agency details including-

- a.i).Name & address of the Entity(ies).
- a.ii). Business name and constitution
- a.iii). E-mail ID. Fax No/Telephone No (s).
- a.iv). Experience/Past performance as desired at Clause No. 3.1 above, particulars with supporting documents such as copy of order, certificate from client etc (Annexures). in following format:-

S. No	Name & Address of client	Name of event Year of relevant service	Client Certificate /testimonial/ proceedings/ publication mentioning participations as event organizer (to be attached as Annexures- A.1.i), A.1.ii), A.1.iii).....)	Remarks

A.2) Experience of key personnel proposed to be engaged with details including in the following Format

S.No.	Name	Qualification	Overall work experience	Experience in Knowledge/ Event management

A.3) EOI Form (Enclosed along)

- 5.3. The EOI complete in all respects must be submitted together with requisite information and annexure(s). The EOI offer should be free from ambiguity, change or interlineations. Incomplete EOI will not be considered.
- 5.4. The EOI and any annotations or accompanying documentation must be in English language.
- 5.5. The EOI shall be duly signed on each page by an authorized person of entity. OSAMB reserves the right to reject outright any EOI unsupported by proof of the signatory's authority.
- 5.6. A detailed Execution Plan (including schedule/ timelines) must be submitted for the 'Broad Scope of Work and Services' as mentioned at Clause No 2 above- PART A (A.1& A.2): Technical proposal
- 5.7. A Final proposal delineating the budget, along with detailed event execution plan along with schedule/ timelines to be submitted – PART B

6. Submission of EOI

The EOI be made by the submission of two (2) copies – 1) Physical to the address-(ODISHA STATE AGRICULTURAL MARKETING BOARD, Plot No.1800 (P), Baramunda, Post-Khandagiri, Near Indian Oil Petrol Pump Bhubaneswar) 2) Electronic mail on- osamboard99@yahoo.com by 17:00 hrs on 15th May 2023. In case of any ambiguity/ the email copy should be considered as final.

- 6.1. A refundable EMD of Rs. 5 Lakhs should be deposited in the form of a Demand Draft (DD) in the favour of GENERAL MANAGER, ODISHA STATE AGRICULTURAL MARKETING BOARD. The EMD deposited will be refunded to those Firms/Companies/Corporations which do not qualify in pre-selection round, based on technical grounds.
- 6.2. A copy of the invitation to Expression of Interest duly attested by the entity submitting EOI as acknowledgement of having read terms & conditions as provided in EOI.(EOI Form)

7. EOI opening.

- 7.1. The EOI shall be opened on 16th May, 2023 at 11.00 AM, at (ODISHA STATE AGRICULTURAL MARKETING BOARD, Plot No.1800 (P), Baramunda, Post-Khandagiri, Near Indian Oil Petrol Pump Bhubaneswar)
- 7.2. An authorized representative of an Entity carrying a copy of the authorization letter submitted along with the EOI shall be entitled to be present at the time of EOI opening.
- 7.3. In case of an unscheduled holiday on the closing/opening day of EOI, the next working day will be treated as the scheduled prescribed day of closing/opening of the EOI; the time notified remaining the same.

8. Evaluation and Scrutiny of EOI

- 8.1. Submission of the required documents, information by the entity along with the EOI.
- 8.2. Assessment of the capability of the entity based on the past record as stated above.
- 8.3. Offered Plan as per 'Broad Scope of Work and Services' outlined above.
- 8.4. Completed EOI in all respect including the EMD deposit.

9. Selection and Empanelment

The proposal will be evaluated under Combined Quality cum Cost Based System (CQCCBS). Agency scoring 60% of the technical score and 40 % to financial proposal meeting the budget captioned by OSAMB will be selected. The technical proposal marking will be as below:-

S.No.	Criteria	Sub Criteria	Score
1	Experience of similar nature	More than 10 Events	70
		6-9 Events	50
		2-5 Events	30
		1 Event	10
2	Experience Event/ knowledge for event by the professionals being engaged	More than 5 events	30
		2-4 events	20
		1 event	10

The financial proposal with the lowest quote will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices.

10. Scope of work with RMCs

RMCs will be responsible to take care of the logistics part of the event management including exterior and interior decoration, development of site infrastructure, services, collaterals, general ambience etc details of which are broadly as follows:-

- 10.1.1. Installing required equipment including projection systems along with display panels having interface for PowerPoint presentations and for audio/video demonstrations, RF mikes for the participants, wireless translation equipment, catering facility along with required manpower.
- 10.1.2. Other equipment like- LED/plasma screen in the Plenary Hall, public address system in the pre-function areas, meeting display system (like in airports), fax machines, telephones, VHF transmitters to man officers inside venue (if mobile phone use is to be restricted), DFMD scanners, generators with different voltages and capacity as necessary.
- 10.1.3. Setting up Wi-Fi system for the entire or part of venue during the period of event with all required equipment.
- 10.1.4. Seek the required licences and permissions for the district level administration to conduct the event

11. General consideration

- 11.1. All correspondence shall bear reference to the Invitation for EOI document number, Reference No. _____
- 11.2. For any query or clarification, interested parties may contact, Mr. Kedarnath Swain (Odisha State Agricultural Marketing Board, OSAM BOARD) from 10.00 to 17.00 hours @ 91- 7735462359 Mobile No. / email Id - osamboard99@yahoo.com
- 11.3. Neither the issue of this Invitation for EOI nor any part of its contents is to be taken as either a commitment or an acknowledgment on the part of OSAM Board to proceed further with this EOI.
- 11.4. OSAM Board reserves the right to annul/terminate the process and reject the EOI at any stage without assigning any reason.
- 11.5. OSAM Board reserves the right and absolute discretion at any time and without any liability whatsoever, to amend, vary, waive and/or modify any or all of the terms and conditions of this Invitation for EOI without assigning any reason whatsoever or prior notice being provided to any entity.
- 11.6. OSAM Board shall in no circumstance whatsoever, be held responsible or liable in any manner whatsoever, for any costs or expenses incurred or any loss suffered by entity, in connection with or in consequence of the preparation or delivery of the EOI, or compliance with any of the requirements of the Invitation for EOI or in any other manner. D
- 11.7. Any concealment of a material fact or a misrepresentation shall lead to disqualification of the Entity (ies) from participating in the bid.
- 11.8. In case any clarification is sought by OSAM Board after opening of EOI, the reply of the Entity should be restricted to the clarification sought.
- 11.9. Canvassing in any form shall render the EOI liable to be rejected.
- 11.10. The Entity shall be deemed to have duly considered all terms of this Invitation for EOI document and acknowledge that it intends to submit an EOI offer in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by OSAM Board through any Addendum / Consigner.
- 11.11. Each Entity irrevocably and unconditionally accepts and agrees that by submitting an EOI: (i) It agrees to be bound by the terms, conditions and obligations set out in this Invitation for EOI document together with such other terms and conditions as OSAM Board may, in its sole discretion, require; and (ii) It has read and understood, and agrees and accepts, the provisions and procedures, and terms and conditions (including the outcome) of this Invitation for EOI. (iii) It agrees that the offer shall remain valid till the expiry of the validity period as specified in this Invitation for EOI.
- 11.12. The decision of OSAM Board shall be final while short listing the EOI entities. j.
- 11.13. The Entity(ies) should not directly or indirectly relate to any employee of Odisha State Agricultural Marketing Board(OSAMB).

- 11.14. The Entity(ies) has not been declared blacklisted/debarred/ defaulter in making payments by Odisha State Agricultural Marketing Board(OSAMB) or any other Government Department under Government of Inida / Odisha at any stage.
- 11.15. An individual entity who is in dispute with the Govt. of India or its agencies or have not cleared their financial dues towards the Govt. of India or its agencies, shall not be eligible to apply.
- 11.16. The Entity(ies) would be fully responsible to follow all statutory compliance including Labour welfare legislations in India and OSAM Board will not be responsible for any default/ violation of them by the selected entity.

ANNEXURE-1:

FORMAT FOR COVERING LETTER
(On the Letterhead of the Applicant)

To

Odisha State Agricultural Marketing Board,
Plot no.-1800(p), Near Ramamani Indian Oil Petrol Pump
Baramunda, Khandagiri,
Bhubaneswar-751030

Dear Sir:

Ref: **EMPANELMENT OF AGENCIES FOR DISTRICT AND STATE LEVEL
BUYER SELLER MEET**

1. Being duly authorized to represent and act on behalf of..... (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the Empanelment document provided by the Authority in respect of the captioned Empanelment, the undersigned hereby submits the Applications in response to the EOI for Empanelment.
2. I/We have studied the EOI for Empanelment document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the Empanelment.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Empanelment.
4. I/We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.
7. My/Our Application is consistent with all requirements of submission as stated in the Empanelment Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our Application.
8. I/We understand that any omission, commission or mis-statement in facts provided by us will make our Application invalid at any time during the

Empanelment Process and also after the empanelment; the Authority reserves the right to take appropriate action accordingly.

9. I/We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment Process without assigning any reason or otherwise.
10. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the empanelment of Agencies, or in connection with the Empanelment Process itself, in respect of the above mentioned activities and the terms and implementation thereof.
11. I/We agree and undertake to abide by all the terms and conditions of the Empanelment Document.
12. I/We submit cost of EOI document of Rs.____/- (Rupees ____ Only) vide [DD no./ BG No., name of bank] to the Authority in accordance with the Empanelment Document.
13. I/We submit bid declaration in accordance with the Empanelment Document.
14. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in my/our Application, i/we hereby represent and confirm that my/our Application is unqualified and unconditional in all respects.

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

Date

ANNEXURE-2:

(Indicative Format of Financial Bid)

[Location, Date]

To

**The General Manager
Odisha State Agricultural Marketing Board
Khandagiri - 751030**

Subject: EMPANELMENT OF AGENCIES FOR DISTRICT AND STATE LEVEL BUYER SELLER MEET

Dear Sir,

I / we, the undersigned, am / are pleased to provide our financial proposal / Bid in respect to set up Well Ventilated Onion Godown at selected RMC as provided with your Request of Proposal No. _____ Date _____.

Having gone through RFP and having fully understood the Scope of Work with Term and Conditions for the assignment as set out in the RFP we are pleased to quote the amount against the proposed assignment as per the following table.

OFFER PRICE

Name of the assignment	Offer Price (In INR)	
	In figure	In Words
Empanelment of Agencies for District And State Level Buyer Seller Meet	Cost	
	GST	
	Total	

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <Nos.> days. 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 proposal 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: