



ODISHA COMPUTER APPLICATION CENTRE

REQUEST FOR PROPOSAL

Enq.No.:- OCAC-IF&ITP-511/23-24010

Odisha Computer Application Centre (OCAC) invites Request for Proposal (RFP) for Selection of Agency to organize the Biswa Odia Bhasa Sammilani in the digital world to showcase the vibrancy of Odia culture, literature, arts and its linguistic heritage on a global platform. The RFP document is available at our websites www.ocac.in & www.odisha.gov.in which duly filled in and should be submitted latest by **22.01.2024 by 3:00 P.M.** OCAC reserves the right to accept/ reject any / all bids without assigning any reason thereof.

General Manager(Admin), OCAC, Plot No.-N-1/7-D, Acharya Vihar, P.O.-RRL, Bhubaneswar-751013, Ph.-2567280/ 2567064/ 2567295

Request for Proposal [RFP] for Selection of Agency to organize the Biswa Odia Bhasa Sammilani in the digital world to showcase the vibrancy of Odia culture, literature, arts, and its linguistic heritage on a global platform

RFP No: OCAC-IF&ITP-511/23-24010, dtd: 09/01/2024



**Odisha Computer Application Centre
(Technical Directorate of I.T. Department, Government of Odisha)
N-1/7-D, Acharya Vihar, P.O. - RRL,
Bhubaneswar - 751013
EPBX: 674-2567280 / 2567064 /2567295 / 2567283
Fax: +91-674-2567842
E-mail ID: contact@ocac.in
Website: www.ocac.in**

DISCLAIMER

The information contained in this Tender document or subsequently provided to **Bidder(s)**, whether verbally or in documentary or any other form by Odisha Computer Application Centre (OCAC) or any of their employees is provided to Bidder(s) on the terms and conditions set out in this Tender Document and such other terms and conditions subject to which such information is provided.

This Tender is not an agreement and is neither an offer nor invitation by the OCAC to the Bidders or any other person. The purpose of this Tender is to provide interested parties with information that may be useful to them in making their technical pursuant to this Tender (the "**Bid**"). This Tender includes statements, which reflect various assumptions and assessments arrived at by the OCAC in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Tender may not be appropriate for all persons, and it is not possible for the OCAC, to consider the technical capabilities, investment objectives, financial situation and particular needs of each party who reads or uses this Tender. The assumptions, assessments, statements and information contained in this Tender, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations, studies and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender and obtains independent advice from appropriate sources.

Information provided in this Tender to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OCAC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

OCAC, makes no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender or arising in any way in this Bid Stage. OCAC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Tender.

OCAC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Tender. The issue of this Tender does not imply that OCAC is bound to select a Bidder or to appoint the Preferred Bidder, as the case may be, for the Project and OCAC reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

OCAC reserves all the rights to cancel, terminate, change or modify this selection process and/or requirements of bidding stated in the Tender, at any time without assigning any reason or providing any notice and without accepting any liability for the same.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by OCAC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and OCAC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

1. Fact Sheet

The bidders should read thoroughly this **Fact Sheet** comprising of important factual data on the tender.

Clause Reference	Topic
Method of Selection	The bidder has to apply the bid in Two envelope system. i.e Part-A-General & Technical bid in First envelope and Part-B-Financial Bid in Second envelope.Both the envelopes are to be kept in single envelope. Bidders who fulfill the eligibility criteria and get highest marks after evaluation of tender documents, will be selected to organize the Biswa Odia Bhasa Sammilani in the digital world to showcase the vibrancy of Odia culture, literature, arts, and its linguistic heritage on a global platform.
Document Fee (Non Refundable)	Tender Paper can be downloaded from http://www.ocac.in , www.odisha.gov.in , www.tenders.gov.in The bidders are required to submit the tender document fee (non refundable) of Rs.5600.00, including GST @12% (Rupees Five Thousand and Six Hundred Only) by Demand Draft in favour of Odisha Computer Application Centre, payable at Bhubaneswar from any of the nationalized / scheduled commercial bank along with the proposal.
Earnest Money Deposit (EMD)	Earnest Money Deposit of an amount Rs. 300000 (Rupees Three Lakh Only) in the form of a Demand Draft issued by any nationalized / scheduled commercial bank in favor of "Odisha Computer Application Centre", payable at Bhubaneswar and should be valid for 90 days from the due date of the tender bid submission.
Performance Bank Guarantee (PBG)	10% of total value of project excluding GST in favour of Odisha Computer Application Centre (OCAC) from any nationalized/scheduled commercial bank for a period of 180 days.
Language	The Proposal should be filled by the Bidder in English language only.
Currency	The bidder should quote price in Indian Rupees only. The offered price must be inclusive of taxes.
Validity Period	Proposals / Bids must remain valid 180 days after the last date of submission of bid.
Bid to be submitted on or before last date of submission at:	The proposal submission address is: General Manager (Admin) Odisha Computer Application Centre (OCAC) Plot No. - N-1/7-D, Acharya Vihar P.O - RRL, Bhubaneswar - 751013 EPBX: 0674 - 2567280/2567064/2567295 Fax: +91-674 - 2567842
Tender Availability on www.ocac.in website	Tender start date 09/01/2024
Pre-bid date	12/01/2024 at 12:30 PM
Last Date of Submission	22/01/2024 at 02:00 PM

2. Background

As per the Public Notice issued by the Odia Language Literature and Culture Department dated 28 Dec 2023, Odisha is the first state in our country to be formed on the basis of the language. The main goal of the government is to give priority to the propagation, dissemination and research of the Odia language in this language-based state. Hence, it has been approved to organize the first “International Odia Language Festival” or “Biswa Odia Bhasa Sammilini” in February 2024.

The "Biswa Bhasa Sammilini" or International Odia Language Festival is a pioneering event that celebrates the cultural and linguistic heritage of Odisha on an international scale. Aimed at promoting and preserving the Odia language, this festival serves as a vibrant confluence of literature, art, music, and traditional practices, bringing together the global Odia community and enthusiasts of Indian culture.

Envisioned as a multi-faceted event, the festival is not just a showcase of the region's diverse art forms but also a platform for intellectual exchange and learning. It emphasizes the evolution, impact, and future aspirations of the Odia language, engaging with language activists, scholars, and the younger generation through interactive sessions and workshops.

Participants will have the opportunity to delve into the rich tapestry of Odia poetry, prose, and folklore, enhancing their understanding and appreciation of the language's nuances. The festival also brings to the forefront the region's exquisite textile and handicraft traditions, coupled with an array of culinary delights that tell stories of Odisha's history and lifestyle.

By harnessing a collaborative spirit, the festival aims to forge a deeper connection with Odia heritage and spread its influence, fostering a community that's rooted in tradition yet attuned to modern aspirations. The Global Odia Language Festival stands as a testament to the enduring legacy of Odisha's language and culture and its significance in the contemporary world.

3. Objectives of the Biswa Odia Bhasa Sammilani

The objectives of the "Biswa Bhasa Sammilini" (Global Odia Language Festival) are multi-dimensional, seeking to:

1. Celebrate the rich linguistic and cultural heritage of Odisha by showcasing its diverse literary and artistic traditions.
2. Foster a global community of Odia speakers and enthusiasts, uniting them through shared cultural experiences.
3. Provide a platform for intellectual exchange, language learning, and scholarly discussions to promote and preserve the Odia language.
4. Highlight the achievements and ongoing efforts in the development and proliferation of Odia literature and arts.
5. Encourage the younger generation to engage with and contribute to the Odia language and its cultural context.

6. Strengthen the identity and visibility of Odia culture on the international stage, emphasizing its historical significance and contemporary relevance.
7. Drive cultural tourism by featuring Odisha's landmarks, traditions, and culinary delights, thereby contributing to the state's economic and cultural growth.
8. Lay the groundwork for future initiatives that will continue to support and enhance the reach and impact of the Odia language globally.

4. Importance of the Odia Language and Culture

The Odia language, an Indo-Aryan dialect spoken primarily in the state of Odisha, India, is a cultural cornerstone that embodies the region's identity and heritage. It boasts a rich literary tradition, with a history that stretches back over a thousand years, marked by classical and contemporary works. Odia culture, interwoven with its language, expresses itself vividly through unique dance forms, traditional music, intricate handicrafts, and a distinctive cuisine, each aspect reflecting the spirit and ethos of the Odia people. The preservation and promotion of this language and culture are vital for maintaining the region's diversity and for sharing its unique voice within the global tapestry of cultures.

5. Scope of work of the Agency:-

1. Cultural Diversity: Showcase the diverse cultural elements of Odisha, including various dance forms, music, festivals, and traditional attire.
2. Odia poets and writers: famous odia poets and writers who gave their best to promote odia language.
3. Tribute to language activists: feature profiles and stories of language activists who contributed significantly to preserving and promoting the odia language.
4. Traditional art form: Odissi, Gotipua, Chhau, Ranapa, Ghumura, Sambalpuri, Chaitee Ghoda etc folk dance. Also, musical performance using traditional instruments Daskathia, Pala.
5. Odia language: about the evolution of odia language
6. Odia innovation and achievements: odia innovation and achievement in language
7. Odia language learning resources
8. Impact and legacy: odia language impact and legacy
9. Language evolution: about odia Bhasa Sangram
10. Script and alphabet: types of scripts and alphabets etc.
11. Language family
12. Life and Times: odia old stories
13. Book: best odia books that inspire generation
14. Textile and fabric: bomkai, sambalpuri, khandua, kotpad, bapeta etc
15. Arts and handicrafts: Silverware and Filigree, Applique, Terracotta and Pottery, Brass & Bell Metal ware, Stone & Wood Carvings
16. Folklore and Myths: About Odia Language
17. Cuisine Corner: Odia Foods and Taste
18. Odia Freedom Fighters
19. Odisha Tourism
20. Initiatives by Govt. for promotion of Odia Language

6. Deliverable:

1. Final fully working solution on the web
2. Pre-Event Marketing support

3. During the event Tech-support
4. Post-Event support.

7. Event Details for Biswa Odia Bhasa Sammilani [BOBS]

7.1. Pre-Event Activities

For the "Biswa Odia Bhasa Sammilini" event, the pre-event activities will include the following activities:

1. **Metaverse Engagement:** Launch an interactive campaign within the Metaverse, offering a preview experience of the festival's cultural offerings to entice a global audience.
2. **Social Media Outreach:** Roll out targeted campaigns on various social media platforms, designed to engage users and create a community around the festival.
3. **SEO Enhancement:** Implement a comprehensive SEO strategy to ensure the event appears prominently in Google search results, attracting a wide range of interested participants.
4. **Daily Digital Content:** Release daily digital content, such as virtual costumes and mini-games, to maintain interest and momentum leading up to the event.
5. **Event Countdown:** Execute a creative and engaging digital countdown across all platforms, heightening anticipation as the festival date approaches.

7.2. Event Details

1. **Inaugural Rath Yatra:** The festival begins with a celestial chariot procession of Lord Jagannath, descending into Odisha and morphing into the main stage.
2. **Chief Minister's Welcome:** The Honorable Chief Minister inaugurates the event with a holographic appearance, delivering a powerful message on Odia language promotion initiatives.
3. **Segmented Venue:** Post-inauguration, the venue reveals various interactive sections including language workshops, cultural installations, and performance areas.
4. **Cultural Workshops and Displays:** Interactive sessions on Odia script and literature, English to Odia language translator, alongside multimedia presentations on the language's journey and milestones.
5. **Traditional Performances:** Live traditional music and an array of folk dances such as Odissi and Sambalpuri create an immersive cultural experience.
6. **Language and Innovation Exhibit:** Displays highlighting Odia linguistic innovations, achievements, and resources for language learning.
7. **Interactive Language Game:** An engaging game to deepen participants' interaction with the Odia language.
8. **Literary Gallery:** A curated exhibit of prominent Odia literary figures, their works, and stories, enhanced with accessible document readings.
9. **Audiovisual Cultural Gallery:** Showcases the vibrancy of Odia dance, music, and festivals through immersive audiovisual content.
10. **Art and Handicraft Zone:** Allows avatars to don traditional Odia attire and explore regional crafts like Silverware and Stone Carvings.
11. **Cuisine Corner:** A gastronomic section featuring Odia recipes and culinary videos.
12. **Freedom Fighters Tribute:** An informative gallery dedicated to Odia freedom fighters.

13. **Tourism Exploration:** Virtual tours of Odisha's picturesque locales, available in 3D or video formats, offering an almost real-life exploration experience.

Deliverable Format: Web Platform

7.3. Post-Event Activities

1. **Content Creation:** Produce engaging reels from the event's highlights to share on social media platforms for extended engagement and reach.
2. **Data Analysis:** Gather and analyze event metrics to gauge audience reach, engagement levels, and overall impact for future planning and reporting.
3. **Highlight Reel:** Compile and edit a trailer featuring key moments from the festival to promote the event's success and encourage future participation.

8. General Eligibility Criteria of the Agency

1. Must be a registered business entity/service provider. These documents should be in the name of applicant organization only and not that of group/sister organizations. In other words, the name of the applicant organization should be the same in all the documents submitted.
2. Bidder should not be blacklisted/debarred by the Institute/PSU/Government/ Central Government or any other agency for a period of one year from the last date of submission of this tender. Declaration regarding blacklisting/debarring.
3. Average annual turnover of the agency should be minimum 1 Crore & above over the last three financial years i.e: FY 2023-22, 2022-21 & 2021-20.
4. The agency must be registered with ESI/PF authorities and updated copy must submit as a proof.
5. The track record of the bidders should be clean and it should not have any involvement in illegal activities or financial frauds. Bidder must be accompanied with declaration to this effect on letterhead of the bidders.

It may be noted that documentary evidence in respect of all above points would be essential. Tenders not accompanied by documentary evidence in respect of any point would not be considered and will be rejected

9. Instructions to Bidders

- a. OCAC shall hold a pre-bid meeting with the prospective bidders on **12.01.2024** at 12:30 PM at Odisha Computer Application Centre in VC Mode (through Microsoft Team)

- b. The Bidders will have to ensure that their queries for Pre- Bid meeting should reach to General Manager (Admin) only by email (gm.ocac@odisha.gov.in) with a copy to sourav.dash@semt.gov.in, smruti.mishra@odisha.gov.in, satyasisnayak1993@gmail.com on or before **12.01.2024** by 11:00 AM.
- c. If any bidder wants to participate the pre-bid meeting, they should submit a request (by mentioning the firm name, contact person name, WhatsApp number and e-Mail id) by email to sourav.dash@semt.gov.in, smruti.mishra@odisha.gov.in, satyasisnayak1993@gmail.com on or before **12.01.2024** by 11:00 AM. Only one person will be allowed to participate against one firm. The link for participation will be shared to the authorised persons one hour before pre-bid meeting.
- d. The queries should necessarily be submitted in the following forma (Soft copy in .doc or .xls file to be attached)t:

<i>Sl #</i>	<i>EOI Document Reference(s) (Section & Page Number(s))</i>	<i>Content of EOI requiring Clarification(s)</i>	<i>Points clarification</i>

- e. OCAC shall not be responsible for ensuring receipt of the bidders' queries. Any requests for clarifications post the indicated date and time may not be entertained by OCAC.

Responses to pre-bid queries and issue of corrigendum

- a. The Nodal Officer notified by the OCAC will endeavour to provide timely response to all queries. However, Purchaser makes no representation or warranty as to the completeness or accuracy of any response made in good faith.
- b. At any time prior to the last date for receipt of bids, OCAC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by issuing a corrigendum.
- c. The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the www.ocac.in and www.odisha.gov.in
- d. Any such corrigendum shall be deemed to be incorporated into this RFP.

- e. In order to afford prospective bidders reasonable time in which to take the corrigendum into account in preparation of their bids, Purchaser may, at its discretion, extend the last date for the receipt of RFP Bids.

10. GENERAL:

- The selected Agency will offer turnkey project management services for Biswa Odia Bhasa Sammilani in the digital world.
- The selected Agency will ensure that the event is executed as per plan by offering professionals to work on the project.
- The selected Agency will identify & execute the entire Show services, which need to be Designed, procured and Coordinated in consultation with OCAC for a successful virtual fair.
- The selected Agency has to offer a Sr. Project Head & complete Technical Services to manage the Project. The Project Head to be supported by additional project managers once Project plan is finalized.
- The selected Agency has to ensure seamless project execution during the event setup and Virtualization.

11. TERMS & CONDITIONS:

- The approved agency will work under the directions and guidance of OCAC It shall be the sole responsibility of the Agency to ensure all activities undertaken by them are in accordance with the legal framework.
- Bid value should be quoted in Indian Rupees only. GST should be quoted as extra. Any services provided extra shall be reimbursed as per actual after submission of bills
- If there is any difference in the amount quoted in Value and in words, the amount mentioned in words will be taken as the correct one.
- Conditional Bids will not be accepted.
- Interested eligible agencies may submit their bids as per Appendix-I and II with supporting documents.
- The agency is required to sign each page of the bid documents by the authorized signatory.

- OCAC requires that agency under this contract observe the highest standard of ethics during the period of agreement and free from any vigilance enquiry. The agency has to bear the cost associated with the preparation and submission of tender documents.
- OCAC at any time will reject a proposal for award of work if it is determined that the agency recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- An affidavit on Non-judicial paper regarding non-blacklisting by any government organization.

OCAC RESERVES THE RIGHT TO:

- 1) Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability.
- 2) Suspend the project, cancel the contract with the selected party in part or in the whole at any time if in the opinion of OCAC, it is necessary or expedient in the public interest. The decision of the OCAC shall be final and binding in this regard and will not be responsible for any damage or loss caused or arise out of aforesaid action.
- 3) Modify terms and conditions of the contract which shall be granted to the successful agency after the bidding process, if it is necessary or expedient to do so in public interest or for proper implementation of the project. The decision of the OCAC shall be final and binding in this regard.
- 4) **To place subsequent repeat orders on finally negotiated prices**, similar terms and conditions for upcoming virtual events to be held in the coming one year, extendable up to two years from the date of award of work. **All bidders should take into account this requirement while preparing their bid.**

12. PROCEDURE FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS:

- a. The agency has to submit Sealed technical (as per Appendix I) and financial (as per Appendix II) bids in separate envelopes. Agency may please note that conditional bids are not allowed and would be rejected summarily.
- b. The pre-qualification bid otherwise called technical bid should be put in a sealed envelope super scribed as **“Technical bid”** and financial bid in a sealed envelope super scribed as **“Financial bid”**. Both technical and financial bid have to be put

inside a main envelope and sealed superscripted as “**Bid for Odia Bhasa Sammilani in the digital world**”

- c. The concept/design of the Odia Bhasa Sammilani in the digital world with layout, decoration plan etc. as indicated above must be submitted **in hard copy and in a pen drive/E-MAIL**.
- d. The agency should send the filled in application in sealed cover as instructed above and the proposal should reach the following **address by 3.00 PM of 22.01.2024** .

**To,
The General Manager (Admin)
Odisha Computer Application Centre,
OCAC Building, Plot no. N1/7-D,
Acharya Vihar, Bhubaneswar-751013**

13. SELECTION PROCEDURE:

- a. A Committee will carry out a preliminary screening of the agency and will shortlist the agency fulfilling the prescribed requirements. The short-listed agency will be required to make technical presentation through Virtual/Physical mode before the selection committee.
- b. The presentation may bring out their suggestions on the following areas:

Sr. No.	Areas	Score/ Weightage
1	Overall concept and design along with Security & Privacy Features	40
2	Features to immerse visitors on the platform to showcase the cultural diversity of Odisha, educating visitors about the evolution of the Odia, ability to showcase performances using technologies like holograms, videos, or motion graphics.	20
3	<ul style="list-style-type: none">• Showcase the diverse cultural elements of Odisha, including but not restricted to various dance forms, music, festivals, Cuisine, Handlooms and Handicrafts etc.• Interaction, 3D presence of the halls and registration mechanism.	10

14. OPENING OF FINANCIAL BIDS:

- The marking would be done based on the presentations. The vendors who secure minimum 70% marks (49 out of 70 marks) in technical presentations will be short listed and only their financial bids shall then be opened.

Financial bid will carry a maximum of 30 marks. The calculation of marking will have the following method:

$L1 = 30 \text{ marks}$ $L2 = 30 \times \frac{L1(\text{the cost quoted by L1})}{L2(\text{the cost quoted by L2})}$ and in similar fashion for L3, L4 etc. (depending on no. of parties).

- After the financial marks are obtained the technical and financial marks will be added up and the agency scoring highest aggregate marks will stand selected.
- Selection Committee reserves the right to withdraw the announcement, accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on the OCAC.

15. FORCE-MAJEURE:

If at any time, during the continuance of this contract, the performance in whole or in part, by either party, of any obligation under this is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, Act of State or direction from Statutory Authority, explosion, epidemic, quarantine restriction, strikes and lockouts (as are not limited to the establishments and facilities of the contractor), fire, floods, natural calamities for any act of GOD (hereinafter referred to as EVENT), provided notice of happenings of any such EVENT is given by the affected party to the other, within 15 calendar days from the date of occurrence thereof, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any such claims for damages against the other, in respect of such non-performance or delay in performance provided the contract shall be resumed as soon as practicable, after such EVENT comes to an end or ceases to exist. The decision of OCAC as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason

of any such event for a period exceeding 30 days either party may, at his option terminate the contract.

16.ARBITRATION:

All matters of dispute arising out of this shall be governed by Indian law and subject to Court jurisdiction in Odisha only. Both the parties shall make all efforts to resolve any dispute by way of reconciliation. In the event of any question, dispute or difference arising under the agreement in connection therewith (except as to matters, the decision to which is specifically provided under this agreement) remains unresolved, the same shall be referred to sole arbitration to be appointed by Government of Odisha and the decision given shall be binding on the parties. The provisions of Indian Arbitration & Conciliation Act 1996 shall apply on both the parties.

Annexure – I
TECHNICAL BID FOR VIRTUAL EVENT

- a. Name of the Agency:
- b. Address:
- c. Name of the authorized person
- d. Telephone No:
- e. Office:
- f. Mobile:
- g. Email:

1. Documents to be enclosed:

S.No	Prequalification criteria	Documents required
1	Must be a registered business entity/service provider These documents should be in the name of applicant organization only and not that of group/sister organizations. In other words, the name of the applicant organization should be the same in all the documents submitted.	Self-attested copy of incorporation certificate under Companies act or any other appropriate act Self-attested Copy of Registration no. of TAN/Direct tax/Income tax/Trade Tax/VAT/GST, etc.
2.	Agency should have existence of at least 5 years	Self-attested copy of incorporation certificate under Companies act.
3.	Agency should have developed its own virtual platform. No collaboration or joint venture will be allowed	Self-declaration on company letter head bearing trademark / registration.
4.	Agency should have executed at least one virtual exhibition / fair for any government entity in latest 3 years.	Relevant Work Order/ Master Service Agreement copy
5.	Agency should not have been penalized for any shortcomings by the commodity board / Govt. entity	An affidavit on Non-judicial paper regarding non-blacklisting by any government organization

Any other Please specify:

Date:
Place:

Signature:
Company seal:

Annexure – II

FINANCIAL BID FOR ORGANISING VIRTUAL EVENT

Name of the Agency:

Address:

Name of the authorized signatory:

Office:

Mobile: _____ Email:

SL #	Description	Quantity (A)	Price () (B)	Amount (₹) (AxB)
1	Development of Virtual Event	1		
2	Workshops & Promotion Cost	1		
Total Project Cost =				
Applicable Tax =				
Grand Total =				
Total Cost (In Words)				

Payment Terms: (as per above Financial Bid)

1. 50% on development of Virtual Event Interface and approval of SRS.
2. 30% after hosting of event.
3. 20% after completion and UAT.

I/We agree to all the terms and conditions specified in the notice inviting bid for organizing Virtual fairs.

Date:

Signature:

Place:

Company seal:

Annexure – III
(To be in company letter head)

Acceptance of Terms & Conditions Contained In the Tender Document

Tender Enquire No: _____, Date: _____

To

The General Manager (Admn)
Odisha Computer Application Centre,
OCAC Building, Plot No. N-1/7-D
Acharya Vihar Square, RRL Post Office
Bhubaneswar – 751013

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the Tender No: OCAC-IF&ITP-511/23-24010, regarding for selection of Selection of Agency to to organize the Biswa Odia Bhasa Sammilani in the digital world to showcase the vibrancy of Odia culture, literature, arts, and its linguistic heritage on a global platform. I declare that all the provisions of this RFP document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Annexure – IV
(To be in company letter head)
Technical Bid Document

SI.No.	Description	To be Filled By the Bidder
01	Name of the Tenderer	
02	Details of the Tender Cost	Rs..... With DD no -----
03	Details of EMD	Rupees..... DD No Issue Branch

04. Details of Experience of last 3 years in similar Business

SI. No.	Period		Organization/Agency	No of customers handled
	From	To		

Note: - Performance certificate from concern organizations must be attached

5. IT return (copy of last 3 years must be attached)
6. Registration of VAT and Service tax (Copy must be attached)
7. PAN no of registered firm -----Copy to be attached
8. Copy of financial statements (copy with CA attested must be attached)
9. VAT registration no
10. Please Specify as to whether Tenderer is Sole Proprietor/Pvt. Ltd. /Partnership firm (Name of the partner should be specified In this case).

Signature of the Bidder

Date with Stamp