

**REQUEST FOR PROPOSALS FOR EVENT MANAGEMENT OF
ORIENTATION OF MULTIPURPOSE HEALTH WORKER (FEMALE) OF
HEALTH & FAMILY WELFARE DEPARTMENT**

INSTRUCTION TO BIDDERS

1. Sealed TENDERS are invited from agencies having GSTN, PAN for State level large scale event management programme of Health & Family Welfare Department, Govt. of Odisha.
2. Key Information

Sl.	Particulars	Information
1	Start Date for availability of tender documentation in the official website	12.02.2024
2	Cost of tender document	Rs.1,120/-
3	EMD	Rs.5,000/-
4	Date & Time for Pre-Bid Meeting	13.02.2024 at 4:00 PM
5	Venue of Pre-Bid Meeting	Conference Hall, Director of Health Services, Odisha, Bhubaneswar-751001
6	Last date and time for receipt of Bids	19.02.2024 at 3:00 PM
7	Date and time for opening of Bids	20.02.2024 at 12:00 Noon
8	Date and time of presentation	20.02.2024 at 01:00 PM
9	Venue of Bid Opening Meeting and Presentation	Same as mentioned above
10	Address for submission of Bids	Commissioner-cum-Secretary to Government, Health & Family Welfare Department, Lok Seva Bhawan, Bhubaneswar-751001
11	Proposals in sealed envelope with all details to be submitted at	O/o Director, Family Welfare, Heads of Department Building, Odisha, Bhubaneswar

Note: In case the closing date for Pre-Bid Meeting or / and last date for receipt of Bids happens to be a holiday for the Office of Commissioner-cum-Secretary to Government, Health & Family Welfare Department for any reason, the activity will be held on the immediate next working day at the same time & place.



Commissioner-cum-Secretary

3. Eligibility Criteria :

The Agency

- i) Should have **annual average turnover** of minimum **Rs. 1 Crore** in the last three financial years [Turnover statement as per the **required format** certified by the chartered accountant supported with the annual **audited financial statement** (P&L account) certified by the chartered accountant has to be furnished for the financial years: **2020-21, 2021-22, 2022-23**; no provisional financial statement shall be considered.
- ii) Should have a registered / branch office in **Bhubaneswar***
*The registered / branch office at **Bhubaneswar** must be **properly equipped** with staff and equipment for Event Management (subject to verification if required by the Health & Family Welfare Department)
- iii) Should have a GSTN & PAN
- iv) Bidder should have done at least 3 similar events providing event management services in **Govt. Organizations /PSUs /Banks / Pvt. Organizations** during the last three years for (Copies of such empanelment / work orders to be furnished).
- v) Should have submitted **Rs. 1,120/- (Rupees One Thousand and One Hundred Twenty only)** towards RFP document cost (non-refundable) in shape of Demand Draft/pay order from any Nationalised / Scheduled bank in favour of DDO-cum-Under Secretary to Government, Health & Family Welfare Department payable at Bhubaneswar. No exemption is allowed related to submission of EOI document cost.
- vii) Should have submitted **Rs. 5,000/- (Rupees Five Thousand only)** towards **EMD** in shape of Demand Draft from any Nationalised / Scheduled bank in favour of DDO-cum-Under Secretary to Government, Health & Family Welfare Department payable at Bhubaneswar. As per the Govt. of Odisha - Finance Department Circular no. 21926 dated 12.8.2015, the local registered MSEs of Odisha shall only be exempted from payment of EMD. EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder (s) will be returned after submission of **Performance Security**.
- viii) The successful bidder(s) shall have to submit a **performance security** of **Rs. 50,000/- (Rupees Fifty Thousand only)** in shape of Demand Draft drawn on any Nationalized / Scheduled Bank or Bank Guarantee (BG) from any Nationalized / Scheduled Bank in favour of DDO-cum-Under Secretary to Government, Health & Family Welfare Department payable at Bhubaneswar before issuance of work order. As per the Govt. of Odisha - Finance Department Circular no. 21926 dated 12.8.2015, the local MSEs of Odisha if selected for event management shall have to submit the 5% of the stipulated performance security for the purpose.

The performance security shall be refunded after successful completion of the event management program, subject to satisfactory completion of the job as per the deliverables mentioned in the financial bid. If the successful bidder violates any of the terms & conditions of the bid, the performance security shall be liable for forfeiture.

4. The RFPs addressed to the Commissioner-cum-Secretary, Health & Family Welfare Department should reach the office of Director, Family Welfare, Heads of Department Building, Odisha, Bhubaneswar on or before **19.02.2024 at 3:00 PM**.

5. **Scope of Work**

Agencies shall be selected to perform following activities:

Event Management

- Organisation of event management as per the requirements/activities/deliverables mentioned in the financial bid attached.
- Tentative scope of works include but not limited to Booking of event management space, design & proper arrangement of Stage, backdrop for the event management, Flower decoration of the event management venue / Stage / Gate, Standee Arrangement with flex printing at the event management venue, Design and proper arrangement of wel-come Gate, Provision of Anchoring for announcement, Audio system (amplifier/Sound box/ Mike/Cordless mike etc), Photography / videography of the events, visits, conference and meetings, LCD Projector, LCD projector Screen, Back Projection Screen with masking / Splitter, training/conference kit (Bag, Identity cards, writing pad/pen/folder & other stationeries etc. with printing if required), Tiffin / Snacks/Lunch/Dinner packs & Mineral water etc. for the participants and delegates, any other activity of the event management as per the requirement of the bid inviting authority.

- **Schedule of Payment:**

The payments will be made within 30 working days after submission of the error free bills along with all required supporting documents. The supporting documents including a brief report of the work carried out, all the relevant documents, files, photographs, report and any other material in hard/electronic format must be submitted along with the bills.

Applicable Tax Deducted at Source (TDS) as per Income Tax Act at the prevailing rate will be deducted from the payment.

Procedure for Scrutiny/Evaluation

Agencies shall be evaluated as per the parameters mentioned below;

- **Step I:** Initial screening shall be made based on the agency's compliance to documents submitted as per eligibility criteria and acceptance of scope of work.

- **Step II :**

Technical Scoring (TS):

The bids of the agencies meeting the **eligibility criteria** only shall be evaluated with technical scores as per following parameters/criteria:

Sl. No.	Evaluation Parameter	Total Mark	Criteria for award of Mark
A	Turnover (last 3 financial years): Average annual turnover of the last three financial years along with audited balance sheet & P/L statement of last three years) (Details to be furnished in Format B)	15	>1 cr ≤ 1.5 cr : 5 marks >1.5 cr ≤ 2.0 cr : 10 marks >2.0 cr : 15 marks
B	Experience: No. of Govt. / PSUs / Banks for which event management was done during the last three years (Work order / Contract copies of the empanelment must be furnished on the basis of which marking shall be awarded) *Note: Renewal shall be taken as one work order / contract only. (Details to be furnished in Format C)	20	≥3 nos. ≤ 5 : 10 marks ≥5 nos ≤ 7: 15 marks > 7 : 20 Marks
C	Presentation	15	
	Total Score	50	

Financial Score (FS): The lowest financial proposal for the (FM) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$F = 100 \times FM/F1$$

(F1 = amount of Financial Proposal as proposed by the Bidder for the assignment)

Combined Evaluation & Scoring:

- Combined Score-The Combined Score shall be evaluated based on the Technical Score (TS) and Financial Score (FS) for bidders which were shortlisted at the Project
Combined Score = 0.8 x (TS) + 0.2 x (FS)
- The Bidder who obtains the highest Combined Score shall be identified as the Preferred Bidder.
- The decision of H&FW Dept. as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.
- Notwithstanding the above, H&FW Dept. reserves the right to accept or reject any or all bids or to annul the bidding process.

4.1.5 No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any bidder, who tries to influence the evaluation, will be liable to be rejected.

Negotiation

- i. Contract negotiations will then be scheduled with Preferred Agency. Negotiations will commence with a discussion of technical proposal, the proposed concept, staffing.
- ii. After the contract has been successfully negotiated, selected agency will be issued Letter of Intent.

Submission of the Bids

1. The bids has to be submitted in the **prescribed formats (Formats A, B, C, D)** along with the relevant documents as asked to be furnished in the relevant formats. The formats duly filled in along with the documents signed by the authorized signatory shall be put in a envelope and the sealed envelope should be superscribed as **“Bid for selection of an agency for State level event management of Health & Family Welfare Department, Government of Odisha”**. The bids addressed to the Commissioner-cum-Secretary, Health & Family Welfare Department should reach the office of Director, Family Welfare, Heads of Department Building, Odisha, Bhubaneswar on or before **19.02.2024 at 3:00 PM**.

Bidder has to submit hard bound document duly numbered. Loose documents shall be rejected. The Tender should be submitted in the following manner:-

The First Envelope (duly sealed) should contain the Tender Document Fee of Rs. 1,120/- (Rupees One Thousand and One Hundred Twenty only) - Non Refundable & EMD of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of “DDO-cum-Under Secretary to Government, Health & Family Welfare Department” and clearly marked as “EMD and Tender Fee” for selection of event management agency with Tender No. 01/2024.

The Second Envelope (duly sealed) should contain the Technical Proposal complete with all relevant documents mentioned in eligibility criteria section” and clearly marked as “Technical Proposal” for selection of event management agency with Tender No.01/2024. There should be no mention of the prices in the Technical Bid Document. Filling up prices in this document will disqualify the Bidder. Original printed document with signature & seal of the submitting company shall be considered as authentic.

The Third Envelope (duly sealed) should contain the Financial Proposal only and clearly marked as “Financial Proposal” for selection of event management agency with Tender No.01/2024. The first, second & third envelopes (duly sealed) should be enclosed in a large envelope duly sealed and clearly marked as for selection of event management agency with tender no. 01/2024.

All pages of the offer must be signed, sealed & numbered. The bids complete in all respect must be submitted in person (tender box) at the Office of Director, Family Welfare, Heads of Department Building, Odisha, Bhubaneswar.

BID FORMATS

FORMAT – A

(in Technical Bid envelope)

(The *relevant documents* has to be arranged **serially** as per the order mentioned below for the ease of scrutiny)

1	Name of the Organization	
2	Address of the Registered Office of the organization with telephone Nos.	
3	Address of Branch Office in Bhubaneswar (In case the registered office is not at Bhubaneswar)	
4	Legal status/entity of the agency (Whether the agency is a Proprietorship / partnership or Private Ltd. company)	(Attach photocopy of the registration certificate of the firm / company)
5	Year of Establishment	
6	Telephone Nos. :(of Registered/ Branch office at Bhubaneswar) Landline : Mobile :	
7	Fax No.	
8	Email Ids	
9	Name of authorized signatory (in capital letters)	
10	Specimen signature of the authorized signatory	
11	Telephone number of authorized signatory / Organization	
12	GST no.	(Attach photocopy of GST registration certificate issued)

13	PAN	(Attach Photocopy of PAN)
14	Latest Income Tax Filing Certificate	(Attach photocopy of the latest income tax filing certificate)
15	Tender document Cost of Rs. 1,120/- (Rupees One Thousand and One Hundred Twenty only) in shape of DD (Non-refundable)	DD No., Date.....
16	EMD of Rs. 5,000/- (Rupees Five Thousand only) in shape of DD	DD No., Date.....
17	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we hereby declare that our organization has not been blacklisted / debarred by any Organization till date. I / we understand that in case any information submitted by us in this bid are found to be false at any stage, our Firm/Agency will be blacklisted/debarred by you and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place

Date

(Seal)

FORMAT B
(in Technical Bid envelope)

(To be furnished in the letter head of the Auditor/ Chartered Accountant)

ANNUAL TURN OVER STATEMENT

The Annual Turnover for the last three financial years of M/s _____ are given below and certified that the statement is true and correct.

Sl. No.	Year	Turnover in (Rs.)
1.	2020 - 2021	-
2.	2021 - 2022	-
3.	2022- 2023	-

Average Annual Turnover (for the above three years) in (Rs.) _____

Date: _____ Signature of Auditor/ Chartered Accountant

Place: _____
(Name in Capital)

Seal

Membership No.:

UDIN :

Note:

*To be issued in the letter head of the Auditor / Chartered Accountant mentioning the **Membership no.***

* Note: **Provisional statement of account** shall not be considered.

(Please enclose **audited P/L Statement** of each financial year in support of the turnover figure furnished above).

FORMAT-C

(To be furnished in the letter head of the Agency)
(in Technical Bid envelope)

Experience: Name of the Clients for which provided Event Management services

Sl. No.	Name of the Organization	Type of Organization (PSU/Govt./ Bank/Private)	Name of Event	Date of Work order	Description of Work	Value of Work/Contract in Rs.
1.						
2.						
3.						
4.						
5.						
6.						
7.						

(Attach *additional sheets* if the space provided is insufficient)

(Photocopies of the **work order/empanelment letter / agreement** etc. from the organizations **in support of** the above-mentioned organizations are to be submitted **serially** in the order as mentioned above for *ease of scrutiny*).

(Signature and seal of the authorized signatory)

Place

Date

(Seal)

FORMAT – D
(in Financial Bid envelope)

(Financial Bid format to be filled in and hard copy signed by the authorized signatory to be kept in a **separate envelope** superscribed with Financial Bid of event management of Orientation of Multipurpose Health Worker (Female) for H&FW Dept., Govt. of Odisha and the envelope must be sealed properly)

Sl. No.	PARTICULARS	DESCRIPTION	SIZE	QUANTITY	NO. OF DAYS	RATE in Rs. (Unit Cost)	AMOUNT in Rs.(Unit Cost X Quantity)
1	VENUE CLEANING				1		
2	MAIN GATE BOX TYPE AT STADIUM ENTRY	BOX SHAPED MAIN GATE	50*14	1	1		
3	L SHAPE GATE FOR HCM ENTRY	CM'S ENTRY	12*4	10	1		
4	STANDEES	FLEX WITH FRAME	6*3	40	1		
5	COLLEGE	FLEX WITH FRAME GATE SIDE	20*10	2	1		
6	DIAS ARRANGEMENT	Dias Arrangement of required size with Furniture & Flower Decoration			1		
7	FIRE EXTINGUISHERS			5	1		
8	TEMPORARY HOARDING	FLEX WITH FRAME	10*10	15	1		
9	CAMERA WITH ALL SET UP	STILL		3	1		
		VIDEO		3	1		
10	FLAT GATE	FLEX WITH FRAME	12*8	4	1		
11	CHEMICAL TOILET			8	1		
12	PAGODA	FOR REGISTRATION WITH COOLER, LIGHT AND CHAIR TABLE	16*16	25	1		
13	SECURITY GUARDS			40	1		

14	ANCHOR			1	1		
15	PREVIEW MONITOR			1	1		
TOTAL (Rs.) exclusive of GST							
GST(in % & figures)							
TOTAL (Rs.) inclusive of GST							
N.B. Above arrangements to be done keeping in view for 3000 number of Participants							

- Any additional items related to this event may be added on as and when required.

(Signature and seal of the authorized signatory)

Place

Date

(Seal)