

# **Tender Documents**

## **SELECTION OF EVENT MANAGEMENT AGENCY FOR SISIR SARAS-2024**



**Odisha Rural Development and Marketing Society  
Panchayati Raj & Drinking Water Department, Government of Odisha**

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## **BIDDER DATA SHEET**

Sl. No.	Particular	Details
1.	Name of the Client	Chief Executive Officer, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) on 70:30 weightage basis.
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of TENDER CALL NOTICE	01.12.2023
5.	Last date for submission of Pre-bid queries through email to <a href="mailto:ormasmarketing@gmail.com">ormasmarketing@gmail.com</a>	06.12.2023 by 6 PM
5.	Date of Pre-Bid Meeting	07.12.2023 at 12 Noon
6.	Last Date and Time for submission of Bid	22.12.2023 at 12 Noon in <a href="http://www.tendersodisha.gov.in">www.tendersodisha.gov.in</a>
7.	Date & Time for opening of Technical Bid and Presentation	22.12.2023 at 12.30 PM
8.	Date & time for opening of Financial Bid	22.12.2023 at 4.00 PM (Tentative)
9.	Tender Processing Fee (Non-Refundable)	10,000/-INR + GST-18 % = Rs. 11,800/- shall be transferred in the following SB Account <b>Name of the Account Holder:-</b> ORMAS Bhubaneswar <b>Name of the Bank &amp; Branch:-</b> IDBI Bank, Janpath <b>SB Account Number:-</b> 042104000155496 <b>IFSC Code :-</b> IBKL0000042 <i>(Any kind of exemption/ relaxation is not applicable for this assignment)</i>
10.	Earnest Money Deposit (EMD) (Refundable)	Rs. 1,00,000/-INR (Rupees One Lakh) shall be transferred in the following SB Account <b>Name of the Account Holder:-</b> ORMAS Bhubaneswar <b>Name of the Bank &amp; Branch:-</b> IDBI Bank, Janpath <b>SB Account Number:-</b> 042104000155496 <b>IFSC Code :-</b> IBKL0000042 <i>(Any kind of exemption/ relaxation is not applicable for this assignment)</i>
11.	Performance Security	Rs. 1,20,000/- (Rupees One Lakhs twenty thousand) in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar.
12.	Place of Opening of Technical& Financial Bid:	Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar

**For details, please visit: [www.ormas.org](http://www.ormas.org)**

## SECTION: 1

### LETTER OF INVITATION

TENDER CALL NOTICE No:-4828

Dated:- 01.12.2023

**Name of the Assignment: Selection of Event Management Agency for the SISIR SARAS.**

1. **CEO, ORMAS, Panchayati Raj & Drinking Water Department**, Government of Odisha (The Client) invites online Tender from eligible bidders for “**Selection of Event Management Agency for SISIR SARAS- 2024**”. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this TENDER CALL NOTICE.
2. Agency will be selected under **Quality & Cost Based Selection (QCBS)**.
3. The bid must complete in all respect as specified in the TENDER CALL NOTICE Document must be accompanied with a **Non- refundable** amount of **Rs. 10,000/- + GST 18 % - Rs. 1200 = Rs. 11,800 (Rupees Eleven Thousand Eight Hundred)** towards **Tender Processing Fee** and a **Refundable** amount of **Rs. 1,00,000/- (Rupees One Lakh only)** towards **EMD** failing which the bid will be rejected.
4. The last date and time for submission of Bid complete in all respects is **Dt. 22.12.2023 (12.00 Noon)** in [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) and the date of opening of the technical **Dt.22.12.2023 (12.30 PM)** & financial bid is **Dt.22.12.2023 (4.00 PM) (Tentative)** in the presence of the bidder/ bidder's representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.12**). Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This TENDER CALL NOTICE includes following sections:
  - a. Letter of Invitation [**Section – 1**]
  - b. Information to the Bidder [**Section – 2**]
  - c. Scope of Work [**Section – 3**]
  - d. Technical Bid Submission Forms [**Section – 4**]
  - e. Financial Bid Submission Forms [**Section –5**]
  - f. Annexure [**Section – 6**]
6. While all information/data given in the TENDER CALL NOTICE are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document.
7. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**

Sd/-

**Chief Executive Officer, ORMAS,  
Panchayati Raj & Drinking Water Department**

## SECTION: 2

### INFORMATION TO THE BIDDER

**Pre-Qualification/Eligibility Criteria:**

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

Sl. No.	Eligibility Criteria	Documents Required For Pre Qualification
1	The bidder should have been in the business of providing Advertisement & Publicity or Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least <b>10 years</b> as on 31st October'2023.	1.Proof of Certificate of Incorporation / Registration of the Agency/ 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN). 4.Updated GST clearance in GST 3B Form 5.PASARA License with EPF, ESI and ISO Certificate of the Security Agency.
2	The agency should have an average annual turnover of <b>Rs. 1.00 crore (Rupees One crore only)</b> from Event Management Services during the last three financial years ( <b>2020-21, 2021-22, &amp; 2022-23</b> ).	Copies of audited balance sheet for the last four financial years and CA certificate certifying that the Event management agencies should have an average annual turnover more than <b>Rs. 1.00 crore (Rupees One crore only)</b> during the last three financial years from Event Management Services in India. Provisional Audit Report of any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during <b>last three years (2020-21, 2021-22, &amp; 2022-23)</b> , should be either of the following.  i. Three Similar [Advertisement & Publicity Work / Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 25 lakhs (Rupees twenty lakhs) each OR ii. Two similar works costing not less than the amount equal to Rs.40.00 Lakhs (Rupees Forty Lakhs) each OR iii. One similar works costing not less than the amount equal to Rs. 60.00 Lakhs (Rupees Sixty Lakhs.) each	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
4.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

**Documents to be submitted along with TECHNICAL BID (PART-A):**

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration of the agency.

- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of Updated GST Clearance Certificate.
- Copy of PASARA License with EPF, ESI and ISO Certificate of the Security Agency.
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- PASARA License & Work Experience of the Security Agency.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)

***NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.***

**1. Tender Processing Fee :**

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to **Rs. 10,000/- + GST 18 % - Rs. 1800 = Rs. 11,800** (Rupees Eleven Thousand Eight Hundred) shall be transferred in the following SB Account

**Name of the Account Holder:-** ORMAS Bhubaneswar

**Name of the Bank & Branch:-** IDBI Bank, Janpath

**SB Account Number:-** 042104000155496

**IFSC Code :-** IBKL0000042

Bids received without tender processing fee will be rejected.

**2. Earnest Money Deposit (EMD) :**

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (One Lakh Only)** shall be transferred in the following SB Account

**Name of the Account Holder:-** ORMAS Bhubaneswar

**Name of the Bank & Branch:-** IDBI Bank, Janpath

**SB Account Number:-** 042104000155496

**IFSC Code :-** IBKL0000042

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successfully completion of the work. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its Bid during the bid validity period as specified in TENDER CALL NOTICE
- Bidder does not respond to requests for clarification of its Bid.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
  - agree to decisions of the contract negotiation meeting
  - sign the contract in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

**3. Performance Security: -**

The successful bidder will submit another Rs.20,000/- in shape of DD/BC from any scheduled commercial bank in favour of “ORMAS” payable at Bhubaneswar, which will make Performance Security as **Rs. 1,20,000/- (Rupees One lakhs twenty only)** (i.e. EMD- Already paid- Rs.1,00,000/- + Rs.20,000/- paid now). The performance security of successful bidders shall be refunded after completion of the entire process.

**4. Pre Bid Meeting:**

A Pre-Bid meeting will be organized by ORMAS to address the queries relating to the overall selection process and scope of the work. The Pre-Bid meeting will be held on **Dt.07.12.2023 (12:00 Noon)** at

ORMAS Conference Hall, SIRD & PR Campus, Unit-8, Bhubaneswar. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting.

The Bidder may request a clarification of any part of the Tender Call Notice prior to the last date for submission of queries through email, as indicated in the Bidder's Data Sheet. The Client's responses to Bidder queries will be made available to all Bidders and shall be uploaded on the Client's website. It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification.

##### 5. **Submission of Bid :-**

The bid paper should be submitted through Online mode only in [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) .

##### 6. **Process of the Bid:**

A THREE stage process will be adopted as explained below for evaluation of the Bids.

**Pre-qualification (1<sup>st</sup> Stage):** Pre-qualification Bid will be opened and observed the requisite documents as per the listed documents:

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation/ Registration of the agency.
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Copy of Updated GST Clearance Certificate.
6. Copy of EPF/ESI Registration Certificate.
7. Experience of having successfully completed similar works during last three financial year (2020-21, 2021-22 & 2022-23) should be either of the following.
  - a. Three Similar [Advertisement & Publicity Work / Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 25 lakhs (Rupees twenty lakhs) each OR
  - b. Two similar works costing not less than the amount equal to Rs.40.00 Lakhs (Rupees Forty Lakhs) each OR
  - c. One similar works costing not less than the amount equal to Rs. 60.00 Lakhs (Rupees Sixty Lakhs.) each.
8. Financial Statement of last four year and the agency should have an average annual turnover of **Rs. 1.00 crore (Rupees One crore only)** from Event Management Services during the last three financial years **(2020-21, 2021-22 & 2022-23).**
9. Copy PASARA License & Work Experience of the Security Agency to be engaged by the agency.

**Technical Evaluation (2<sup>nd</sup>Stage):** Technical Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:

Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
1. Number of Similar Assignments undertaken / completed during last three years <b>(2020-21, 2021-22 &amp; 2022-23)</b> (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organisations) <ol style="list-style-type: none"> <li>a. Three Similar [Advertisement &amp; Publicity work or Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 25 lakhs (Rupees twenty lakhs) each = <b>5 mark.</b> OR</li> <li>b. Two similar works costing not less than the amount equal to Rs.40.00 Lakhs (Rupees Forty Lakhs) = <b>10 marks.</b> OR</li> <li>c. One similar works costing not less than the amount equal to Rs. 60.00 Lakhs (Rupees Sixty Lakhs) each or above = <b>20 Marks.</b></li> </ol>	<b>20</b>	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
2. Financial Statement of last four year and the agency should have an average annual turnover of <b>Rs. 1.00 crore (Rupees One crore only)</b> from Event Management Services during the last three financial years <b>(2020-21,</b>	<b>20</b>	Audited Financial Statements

<b>2021-22 &amp; 2022-23)</b> <b>(Scoring pattern: &gt;01 &lt; 02 crore = 10 marks, Above 2 crore = 20 marks.)</b>		
3. The bidder should have been in the business of providing Advertisement & Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least <b>10 years</b> as on 31 <sup>st</sup> October'2023. <b>(Scoring pattern: &gt;10 years &lt;15 years = 10 marks, More than 15 years = 20 marks.)</b>	<b>20</b>	Work orders showing the agency having experience of minimum 10 years
4. <b>Technical Presentation</b> (The score will be awarded by committee based on the technical and experience aspects) a. Theme Based presentation b. Best one event from past experience c. Advertisement & Publicity Plan d. Innovation and Creativity for this event. e. Details day wise cultural programme plan along with name of the Eminent Artists/ Singer & Troup.	<b>40</b>	
<b>Grand Total</b>	<b>100</b>	
<b>Qualifying Mark for Opening of Financial Bid</b>	<b>70</b>	

Bidders will make a presentation before the client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders during pre-bid meeting. The financial Bids of the technically qualified bidders will be opened on same day (Tentative). Hence, the bidder should make themselves available for the same. **The bidder whose technical Bid secures a score above the minimum qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial Bid.**

**FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative. The Financial Bids in respect of the selected agency in achieving the bench mark score of **70 Mark** in "**Technical Bid**" would be opened on the scheduled date & time.

## **7. Evaluation of the Proposals:**

**The mode of evaluation is** Quality cum Cost Basis selection (QCBS). **In the Tender, the** technical proposal carries 70 % weightage **and the** financial proposal carries 30 % weightage.

### **I. Technical:**

The bidder scoring minimum 70 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote (TQ). Then the Technical Score (TS) will be arrived as follows:

$$TS = \frac{TQ \times 70}{100}$$

### **II. Financial**

The bidder quoting the lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The Financial Score (FS) will be arrived as follows:

$$FS = \frac{LFQ \times 30}{FQ}$$

The agency having a maximum total score of the Technical Score (TS) and the Financial Score (FS) combine together will be selected.

## **8. Award of Contract:**



The Client will notify the successful bidder in writing by issuing an offer letter / work order. ***Sub-contracting is not allowed under this assignment.***

## 9. **Other Terms & Conditions**

### a. **Date & Venue of Mela**

<b>Name of the Event</b>	<b>Date</b>	<b>Venue</b>
SISIR SARAS	5 <sup>th</sup> – 15 <sup>th</sup> January'2024	Biju Patnaik Play Ground, Baramunda, Bhubaneswar

- b. A dedicated staff from the successful bidder (event management team) will sit at the coordination cell throughout the event for proper coordination.
- c. Event wise separate work order/ purchase order will be issued in favor of the approved bidder by ORMAS for SISIR SARAS.
- d. Design for Hoardings, Road Standees, Auto Back Display, Invitation Card, Badges, Facia & Other publicity materials will be given by ORMAS.
- e. Advertisement & Publicity materials will be printed and installed by the selected Event Management agency as per the design given by ORMAS.
- f. Advertisement film (10 Sec) & Radio Jingle. (20 Sec.) Will be developed by the Event Management agency.
- g. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by ORMAS before 10 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
- h. The firm should submit the documents in duplicate like **Registration Certificate**, Experience certificate of Security Agencies for execution of similar nature of work should be enclosed.
- i. ORMAS will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- j. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
- k. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises. The same will be deducted from payment.
- l. Arrangement of lodging, boarding & logistics of the guards during the mela period will be the responsibility of the Security Agency.
- m. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
- n. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- o. It shall be responsibility of the successful agency to obtained requisite permission for DCP, ACP-Traffic, BMC and other statutory bodies for permission for organization of the event and Installation Publicity materials during the event.**
- p. The rate offered by the agency shall be including of GST & Other Taxes.**
- q. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
- r. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- s. The authority is not bound to accept the highest scorer and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.

- t. The bidder has to quote the rate as per the given format.
- u. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
- v. Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.
- w. The agency should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- x. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.
- y. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.

**10. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditor, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulatory or professional body to have committed professional misconduct;
  - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**11. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**12. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

**13. Governing Law and Penalty Clause:**

The schedule 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 thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from 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 of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty of **3% of the total contract value**. The amount will be deducted from the subsequent payment.

**14. Client's right to accept any Bid, and to reject any or all Bid(s)**

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

**15. Number of Bids:**

Each Bidder shall submit only one (1) Bid, in response to this TENDER CALL NOTICE. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

**16. Advances**

No advances will be given to the successful bidder during the period of mela.

**SECTION: 3**  
**SCOPE OF WORK**

## **About the Event –SISIR SARAS Fair**

Ministry of Rural Development, Government of India has sanctioned a **National Level Marketing Event** named as **“SISIR SARAS”** to be held from **05<sup>th</sup> – 15<sup>th</sup> January’2024** at the **Biju Patnaik Play Ground, Baramunda, Bhubaneswar**. **“SISIR SARAS”** is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with Odisha Livelihoods Mission (OLM). Other Government Departments/Agencies involved in Micro Enterprise Development in Rural India are also associate themselves in this event; like: KVIC, KVIB, H & CI and NABARD with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural Entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. *The overall objective of the mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.*

### **The Event Management Agency Should Provide the Following Services**

Sl. No	Works to Be Done	Particulars	Remarks
A	Advertisement & Publicity	1. Printing, Distribution & Installation of the Advertisement & Promotional Materials. 2. Publicity of the event through Road Shows, Print Media and Electronic Media 3. Online Promotion through social networking site 4. Media Management- Holding of Press Conference 5. Other Promotional Works. 6. Dossier on Media Coverage	Detail work plan are to be presented during the technical presentation.
B	Documentation	CC Camera & TV, Plasma TV, LCD during the event	
C	Security Services	Providing Private Security Service at Mela Venue & Accommodation Place of the participants during the event	
D	Cultural Programme	Organizing daily Cultural Programme by Inviting eminent Artists / Singers & Troup during the event.	Details day wise plan along with name of the of Eminent Artists/ Singer & Troup <b>to be presented during Technical Presentation</b>
E	Local Transportation	Providing Local Transportation services to participants during the event and providing hired vehicle for official use.	
F	Pantry Services	Pantry Services in Coordination Cell for Officials & VIP and providing daily Tea/ Snacks/ Tiffin during the event	

### **Details of the Items wise work to be provided:-**

#### **A- Advertising & Publicity Works to be done in SISIR SARAS-2024**

The detail works to be done is given hereunder:

1. **Publicity:** Publicity of the event should be made by Branding of ORMAS through Road Shows (Hoardings, Road standee & Auto rickshaw branding), Print Media (News coverage/Press release in Newspaper), and Electronic Media (TV Channels & FMs- Advertisement in highest TRP program) & online through social networking site (Like Facebook/ Instagram/ twitter etc. ) for public awareness of the Melas.
2. **Media Management:** conduct of press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits.

Details of the Advertisement & Publicity works are given below:

Sl.	Specifications	Quantity (Pcs./ Package)
A	<b>Publicity:</b>	
1	Plane Hoardings – (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in BBSR (design will be provided by ORMAS)	10 pcs.
2	Road standee-(3ft X6ft each) (design will be provided by ORMAS)	300 pcs.
3	Auto rickshaw branding through sticking of 3X2ft size of Eco-solvent flex on backside of Auto (design will be provided by ORMAS)	350 Pcs.
4.	Online publicity through social networking site: Facebook, Twitter, Instagram for public awareness of the Melas and its designs and daily update with photographs, media coverage & Ad film upload during the event. (3 <sup>rd</sup> January'2024- Per day report on link, share & comment – 80 nos., 5 posts every day on Twitter, Facebook & Instagram on banner, teaser, customer feedback, sales. Stall review)	1 package
C	<b>Media Management:</b> <ol style="list-style-type: none"> <li>1. Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment &amp; issue of media kits. Writing of daily press news and release of the same in newspaper.</li> <li>2. Regular release of article during the event, in different newspapers Odia- Samaj, Sambad, Dharitri, Prameya; English-Times Of India, Indian Express, The Telegraph, The Hindu.</li> </ol>	<p>3 Nos.</p> <p>In Package</p>

## B- Documentation - CC TV, Plasma TV, LCD:

Documentation of the SISIR SARAS-2024 will have also to be done by the Event Management Agency.

**CCTV:** Sixty (60) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitor /participants. The cable to be laid for the CCTV installation in the Mela Ground and one CCTV operator Call Notice has to be remain present during the Mela Period. The numbers may vary depending on the requirement and decision of the mela authority

**LED Panel (8 ft. X 6 ft.) along with operator:** - 4 nos. of LED Panel along with riser to be installed in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.

**Plasma TV:** Two Plasma TV to be installed (one near stage and one in the control room).

## C- Security Services:

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
  - Well behaved & disciplined
  - Able to read, write & speak Oriya. Working knowledge of Hindi & English.
  - Able to keep proper watch & ward
  - Knowledge of fire extinguisher operation
  - Able to ride motor bike
  - Minimum Qualification: Matriculation, +2 will be added advantage
- Each guard should be aware of their duties & responsibilities during the duty hours.

#### Tentative Requirement of Security Personnel in per event

Security Guard with Lathi - As per requirement

Supervisor - As per requirement

Security personnel will be deputed at Mela ground and Accommodation places of SISIR SARAS-2024 participants on shift basis, as per the requirement and direction of Mela Management Team.

#### **D- Light and Sound for Stage**

The light and sound for the stage will be done as per the requirement of the artist. A tentative specifications of the light and sound arrangement for the stage is given below:-

##### **Specification for light:**

i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.
ii) Galileo Scanner-1200 wt(SGM)	4 nos.
iii) Multi twenty- 2K	6 nos.
iv) Multi ten- 1K	4 nos.
v) Jumbo Smoke Machine	2 nos.
vi) Jumbo Strobe Light	2 nos.
vii) 1 Colour Laser	2 nos.
viii) Moving Head(SGM)	2 nos.
ix) Led Par	10 nos.
x) Halogen 1kw	10 nos.

##### **Specification For Sound:**

i) Bass Bin	2 nos.
ii) High range top box (pee-vay/JBL, 400wt.)	4 nos.
iii) High range frequency box (Pee-vay/JBL)	4 nos.
iv) HF box	4 nos.
v) Cordless Micro Phone	2 nos.
vi) Cord Micro Phone	6 nos.
vii) 24 channel Mixture	1 nos.
viii) High wattage amplifier	4 nos.
ix) Effect processor	1 no.
x) 3 kw stabilizer	3 nos.
xi) DVD Player	1 no.
xii) Stereo Deck	1 no.
xiii) Meeting Microphone (Anti feedback microphone)	2 nos.
xiv) Standing Box Audience capturing	4 nos.
xv) Stage Monitor Box	4 nos.
xvi) Singer Micro Phone	2 nos.

Besides the event management agency will be responsible to provide additional requirements (sound & Light) of the artists/musicians. A Generator set of 62KVA with fuel will be provided by the agency for the stage.

Food, accommodation and travel of the artisan will be borne by the agency.

#### **E- Cultural Programme**

Daily cultural programme by eminent artists & cultural troupes will be organized by the client during SISIR SARAS -2024 at Biju Patnaik Play Ground, Baramunda, Bhubaneswar.

Details of the Programmes as given below:

SN	Type Of Cultural Programme
1	Odissi Dance by International Repute (Saswat Joshi/ Aruna Mohanty/ (On the First Day of the event)
2	Old Odia Melodies Dedicated to Late Akhaya Mohanty, Late Sikandar Alam Chitrabhanu Mohanty & Team (Subhendu Nayak, Abhisek Ponda, Sanaya Mishra, Sailabhama Mohapatra, & others (Male & Female Artist)
3	Musical night by Satish Gajmer/ snigdhaajit bhowmik
4	Folk Dance Chau Mayurbhanj, Panchabadya – Western Odisha, Tribal-cum- folk, Rayagada by Culture Department Classical & Odia Dance by Local Dance School Sevashram School (Theme Based Dance Drama)
5	Mahini Ataman – classical Dance ; Singari – Tribal folk ; Talabadya – Folk ; EZCC (name will be provided)
6	Bhajana Sandhya (Mahaprasad Kar, Subhash Das, Geeta Das & Shri Charana Mohanty) & Hands Kishore Sahu – melody
7	Sambalpuri Nights by Mantu Chhuria ; Fashion Show (by 3 to 4 Institutes) ; Any Ollywood Star (Reputed); Musical Band (Hindi) ; Bollywood star and team/Indian Idol/SARAGAMAPA Star (Mohd. Faiz/Shanmukha Priya/Rishi Singh)
8	Bollywood star and team/Indian Idol/SARAGAMAPA Star (Mohd. Faiz/Shanmukha Priya/Rishi Singh)

#### F- Local Transportation

1. Carrying participants from Mela Ground to Accommodation places at Yatri Niwas, SIRD & PR Campus, Mission Shakti Bhawan or any other accommodation place inside Bhubaneswar through bus on daily basis (Morning & Evening) during Mela Period. (for SISIR SARAS 5<sup>th</sup> – 15<sup>th</sup> January'2024).
1. Transporting participants along with their luggage from Railway station to Mela Ground /Accommodation Place (from 3<sup>rd</sup> to 5<sup>th</sup> January'2024 for SARAS only).
2. Providing two Vehicles (One Tavera/ Bolero and One swift dezire) for during the mela period. The duty hours during the Mela period will be more than 12 hours most of the days.

Details of the Local Transportation arrangements are to be made are given below:

SN	Type of Vehicle	Particulars
1	Bolero/Tavera	For 12 hour duty + 10 Km. Running Per One Litre Fuel
2	Swift Dezire	For 12 hour duty + 17 Km. Running Per One Litre Fuel
1	Bus (40 – 50 seater)	/10 Km. Running Per One Litre Fuel Mela Ground to Accommodation places at Yatri Niwas / SIRD & PR Campus / Mission Shakti Bhawan or any other accommodation place inside Bhubaneswar. (Morning 6 + Evening 6 = 12 trip approx.)
3	Truck -407	Carrying participant from Railway Station to Mela Ground- 2 full days & night -48 hours [03 <sup>rd</sup> (10 AM) to 05 <sup>th</sup> (10 AM) January'2023]
4	Toto E Rickshaw (6 seater)	Carrying VIPs/ Old aged Exhibitors or Visitors/ Physically challenged persons in the mela ground

#### G- Printing (Design will be provided by ORMAS)

Details of the Printing works to be done for SISIR SARAS are given below:

##### A) SISIR SARAS-2024 Works:

1. **SISIR SARAS Identity Card with Neck Cord (100 nos. for Officials)**
  - i. Size : 14 CM X 10 CM
  - ii. Printing : Offset Printing, One Side
  - iii. Colour : **Multi colour**

- iv. Material : Plastic
- v. Accessories : Neck Cord
- 2. **SISIR SARAS Identity Card with Cover and Neck Cord (1000 Pcs.)**
  - vi. Size : 14 CM X 10 CM
  - vii. Printing : Offset Printing, Both Side
  - viii. Colour : **Multi colour**
  - ix. Paper : Art Paper Board, 220 GSM
  - x. Accessories : Plastic pouch and Clip type Neck Cord
- 3. **SISIR SARAS Invitation Card with Envelope (500 Pc.)**
  - i. Size : 42 CM X 29 CM (Triple folded- with creasing)
  - ii. Printing : Offset Printing
  - iii. Colour : **Multi Colour**
  - iv. Paper : 220 GSM Glossy sheet (Imported)
  - v. Envelop : Fit to card, multy **colour** printing
- 4. **SISIR SARAS Certificate (800pcs. For participants + 200 pcs. For Artist- Cultural Program)**
  - i. Size : A4
  - ii. Printing : Offset Printing
  - iii. Colour : **Multi Colour**
  - iv. Paper : 300 GSM Art Paper Board

#### **H- Pantry Services**

Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin, Lunch, Dinner to the Officials/ Guest/ VIP & VVIP at Coordination Cell during the event. The billing will be done on actual basis, duly certified by the Mela-In-Charge in each bill. The waiter boy / girls with proper uniform to be provided by the selected agency.

## **SECTION: 4**



# **TECHNICAL BID SUBMISSION FORMS**

## **TECH -1**

### **COVERING LETTER**

*(ON BIDDERS LETTER HEAD)*

*[Location, Date]*

**To:**

**The Chief Executive Officer  
ORMAS, Panchayati Raj & Drinking Water Department  
Bhubaneswar - 751012**

**Sub: Selection of Event Management Agency for SISIR SARAS-2024 [TECHNICAL BID]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Bid No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (Separately).

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the TENDER CALL NOTICE document. In case any provision of this TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid 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:** \_\_\_\_\_

## **TECH -2**

**Bidder's Organisation (General Details)**

Sl No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Bhubaneswar</b> <b>If Yes, Please furnish contact details</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount : BC/DD No. : Date: Name of the Bank:	
7	<b>EMD Details</b> Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH -3**  
**Bidder Organisation (Financial Details)**

Financial Information in INR			
Details	FY 2020-21	FY 2021-22	FY 2022-23
Turnover from Event Management Services (in Cr/ lakh)			
<p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last four FYs (<b>2020-21, 2021-22 &amp; 2022-23</b>) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional audit report for any of the FYs will not be accepted.</p> <p><b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i></b></p>			

\_\_\_\_\_

**Signature and Seal of the Company Auditor with Date in original**

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table -1 (List of completed assignments only of similar nature during last 3 years)  
(FY 2020-21, 2021-22 & 2022-23)**

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete address	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last four year as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.*

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of ..... , 2023

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature : \_\_\_\_\_

**SECTION: 5**

# FINANCIAL BID SUBMISSION FORMS

**FIN-1**

**COVERING LETTER (In Bidders Letter Head)**

[Location, Date]

To,

**The Chief Executive Officer  
ORMAS, Panchayati Raj & Drinking Water Department,  
Government of Odisha, Bhubaneswar, 751012.**

**Sub: Submission of Financial Bid for Event Management Services of SISIR SARAS-2024.**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Bid is for the sum of **[Insert amount(s) in words and figures\*]**. This amount is inclusive of the taxes applicable as per GST Act. I 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 TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sl	Items	Unit	SISIR SARAS		
			Rate per Unit/ sqft/ spot	Quantity (Pcs./ Package)	Total Amount [In Rs.] Excluding GST
<b>A</b>	<b>Advertisement &amp; Publicity</b>				
A	<b>Publicity:</b> Publicity of the event should be made through electronics media through highest TRP in TV / Radio programme				
1	Plane Hoardings – (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in BBSR (design will be provided by ORMAS)	Rate per Sqrft		10 pcs.	
2	Road Standee-(3ft X6ft each) (design will be provided by ORMAS)	Rate per Sqrft		300 pcs.	
3	Auto rickshaw branding through sticking of 3X2ft size of Eco Solvent flex on backside of Auto (design will be provided by ORMAS)	Rate per auto		350 Pcs.	
4	Online publicity through social networking site:- Facebook, Twitter & Instagram for public awareness of the Melas and its designs and daily update with photographs, media coverage & Ad film upload during the event. (3rd January'2024 onwards- Per day report on link, share & comment – 80 nos., 5 posts everyday on Twitter, Facebook & Instagram on banner, teaser, customer feedback, sales. Stall review)	Lump sum		1 package	
a	<b>Media Management:</b> Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper.	Rate per press conference		3 Nos.	
<b>B</b>	<b>Documentation</b>				
1	LED Panel (8ft. X 6ft.) along with operator (For the entire event)	Rate per LED		4	
2	C.C. Camera / TV along with operator (For the entire event with thirty (60) CC camera)	Rate per Camera		60	
3	Plasma TV (50" size) (For the entire event with ten (2) Plasma TV)	Rate per TV		2	
<b>C</b>	<b>Security Services</b>				
1	Guard with Lathi (Rate Per Shift -8 Hour)	Rate per guard/ shift		As per requirement	

SI	Items	Unit	SISIR SARAS		
			Rate per Unit/sqft/spot	Quantity (Pcs./Package)	Total Amount [In Rs.] Excluding GST
2	Supervisor (Rate Per Shift- 8 Hour)	Rate per supervisor/shift		As per requirement	
<b>D</b>	<b>Cultural Programme</b> (Rate per day/ Package)				
1	Arrangement of Lights, Sounds and Generator for the Stage	Lumpsum		1 package	
2	Odishi Dance by Artist of International Repute(On the First Day of the event)	Lumpsum		1 package	
3	Old Odia Melodies Dedicated to Late Akhaya Mohanty, Late Sikandar Alam Chitrabhanu Mohanty & Team (Subhendu Nayak, Abhisek Ponda, Sanaya Mishra, Sailabhama Mohapatra, & others (Male & Female Artist)	Lumpsum		1 package	
4	Musical night by Satish Gajmer/ snigdhaajit bhowmik	Lumpsum		1 package	
5	Folk Dance Chau Mayurbhanj, Panchabadya – Western Odisha, Tribal-cum- folk, Rayagada by Culture Department Classical & Odia Dance by Local Dance School Sevashram School (Theme Based Dance Drama)	Lumpsum		1 package	
6	Mahini Ataman – classical Dance ; Singari – Tribal folk ; Talabadya – Folk ; EZCC (name will be provided)	Lumpsum		1 package	
7	Bhajana Sandhya (Mahaprasad Kar, Subhash Das, Geeta Das & Shri Charana Mohanty) & Hands Kishore Sahu – melody	Lumpsum		1 package	
8	Sambalpuri Nights by Mantu Chhuria ; Fashion Show (by 3 to 4 Institutes) ; Any Ollywood Star (Reputed); Musical Band (Hindi) ; Bollywood star and team/Indian Idol/SARAGAMAPA Star (Mohd. Faiz/Shanmukha Priya/Rishi Singh)	Lumpsum		1 package	
9	Bollywood star and team/Indian Idol/SARAGAMAPA Star (Mohd. Faiz/Shanmukha Priya/Rishi Singh)	Lumpsum		1 package	
<b>E</b>	<b>Local Transportation</b>				
1	Bolero/Travera (For 12 hour duty + 10 Km. Running Per One Liter Diesel)	Rate per day		20 days	
2	Swift Dezire (For 12 hour duty + 17 Km. Running Per One Liter Diesel)	Rate per day		20 days	
3	Bus (Mela Ground to Accommodation places at Yatri Niwas / SIRD & PR Campus or any other accommodation place inside Bhubaneswar). (40-50 seater) (Morning 6 + Evening 6 = 12 trip approx. per day)	Rate Per Trip		11 days	
4	Truck - (407 Carrying participant from Railway Station to Mela Ground- 2 full days & night -48 hours Carrying participant from Railway Station to Mela Ground- 2 full days & night -48 hours, [12 <sup>th</sup> - 14 <sup>th</sup> January'2023]	Rate Per Day (24 hr duty)		3 days	
5	Toto E Rickshaw	Rate for the entire event		1 no.	
<b>F</b>	<b>Printing Works</b>				
1	Plastic Identity Card with neck cord	Rate per pcs		100	
2	Identity Card with cover and neck cord	Rate per pcs		1000	
3	Invitation Card with Envelop	Rate per pcs		500	
4	Certificate	Rate per pcs		1000	
<b>H</b>	<b>Pantry Services</b> Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin to the Guest/VIP/ Officials at Coordination cell during the event as per the order of the melain charge				
1	Mineral water (ISI Marked) - Rate per 500 ml bottle	Rate per		1	

SI	Items	Unit	SISIR SARAS		
			Rate per Unit/sqrft/ spot	Quantity (Pcs./ Package)	Total Amount [In Rs.] Excluding GST
		bottle			
2	Mineral water (ISI Marked) - Rate per 1 ltr bottle	Rate per bottle		1	
3	Tea / Coffee- Rate per cup	Rate per plate		1	
4	Snacks (Category-I)- Dry fruits (for VIP & VVIP) - ( Roasted & salted Cashew & Pista/Almond, Salted bakery biscuits, chips, seo bhujia)	Rate per Plate		1	
5	Snacks (Category-II)- Tiffin (for Staff) (1 Bada, 1 Samosa, 1 Alu chap & 2 sweet) Rate per plate	Rate per plate		1	
6.	<b>Break-fast</b> (Idli/Puri/Vada/Veg Paratha/ Vegetable Upama(Suji +Seemai Mix) with Chutney or Sambar/ Veg Sandwich			1 package	
7	<b>Lunch</b> (Plain Rice/Hot Roti/ Dal Fry/ Veg Curry (seasonal Veg)/ Special items like Panner/ Mushroom/ Fish/ Chicken alternatively/Water Bottle (500ml)			1 package	
8	<b>Dinner</b> Hot Roti/ Veg Curry/ Non-Veg Curry/ Sweets (one each)/ Water Bottle (500ml)			1 package	
<b>Total Quoted Amount excluding GST</b>					
<b>Add :-GST (CGST + SGST) – 18%</b>					
<b>Grand Total Quoted Amount including GST</b>					
<b>Rupees in words</b> _____ <b>only including GST.</b>					

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any Bid 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:**

## SECTION - 6

### ANNEXURE-I



### BID SUBMISSION CHECK LIST

Sl no	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List <b>(ANNEXURE-I)</b>		
2	Covering Letter <b>(TECH A -1)</b>		
3	Bid Processing Fee of <b>Rs. 10,000/- + GST 18% - Rs. 1800 = Rs. 11,800 (Rupees Eleven Thousand Eight Hundred)</b> (date of deposit/transfer)		
4	EMD of <b>Rs. 1,00,000/-</b> (Rupees one lakh only) (date of deposit/transfer)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	PASARA License with EPF, ESI and ISO Certificate of the Security Agency & Work Experience of the Security Agency to be engaged by the agency.		
9	General Details of the Bidder <b>(TECH - 2)</b>		
10	Financial Statement details of the bidder <b>(TECH - 3)</b> along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details) <b>(TECH - 4)</b> along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. ) <b>(TECH – 5)</b>		
13	Copy of the Electrical License/ Contractor hired by the Agency.		
<b>FINANCIAL BID</b>			
1	Covering Letter <b>(FIN-1)</b>		
2	Summary of Financial Bid		

**Undertaking:**

- All the information have been submitted as per the prescribed format and procedure.
- All pages of the Bid have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_