

REQUEST FOR PROPOSAL (RFP)

SELECTION OF EVENT MANAGEMENT AGENCY FOR SISIR SARAS 2019



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

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DISCLAIMER

This Request for Proposal(RFP) is issued by the **Executive Director, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha.**

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Department or any of its employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Directorate to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this RFP (the “Application”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Directorate in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

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

The Client, its employees and advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations, 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 RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP. The issue of this RFP does not imply that the Executive Director is bound to select and shortlist Applications and the Executive Director reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

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

The Executive Director, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha shall be the sole and final authority with respect to selection of an agency through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Executive Director, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) Method
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of RFP	26.11.2017
5.	Date of Pre-Bid Meeting	4.12.2018 at 11.30 AM
6.	Last Date and Time for submission of Bid	17.12.2018 at 12 Noon
7.	Date & Time for opening of Technical Proposal and Presentation	17.12.2018 at 12.30 PM
8.	Date & time for opening of Financial Proposal	17.12.2018 at 4.00 PM
9.	Bid Processing Fee (Non-Refundable)	10,000/-INR + GST-12 % = Rs. 11,200/- in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
10.	Earnest Money Deposit (EMD) (Refundable)	1,25,000/ - INR in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
11.	Address for Submission of Proposal	The Executive Director ORMAS, SIRD Campus Unit-8,Bhubaneswar, PIN-751012, Odisha. Mode of Submission: Speed Post / Registered Post / Dropped in the Tender Box at ORMAS office only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
12.	Place of Opening of Technical& Financial Proposal:	Conference Hall of ORMAS, SIRD Campus, Unit-8, Bhubaneswar

For details, please visit: www.ormas.org

SECTION: 1

LETTER OF INVITATION

RFP No: 2517

Dated: 24/11/2018

Name of the Assignment: Selection of Event Management Agency.

1. **Executive Director, ORMAS, Panchayati Raj & Drinking Water Department**, Government of Odisha (The Client) invites sealed proposal from eligible bidders for “**Selection of Event Management Agency for SISIR SARAS - 2019**”. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this RFP Document.
2. Agency will be selected under **Least Cost Selection (LCS)**.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non-refundable** amount of **Rs. 10,000/- + GST 12 % - Rs. 1120 = Rs. 11,200 (Rupees Eleven Thousand Two Hundred)** only towards **Bid Processing Fee** and a **Refundable amount of Rs. 1,25,000/- (Rupees One Lakh and Twenty Five Thousand only)** towards **EMD** in form of **Demand Draft / Banker’s Cheque** in favour of “**ORMAS**” drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Dropped in the Tender Box** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all respects is **Dt. 17.12.2018 (12.00 Noon)** and the date of opening of the technical **Dt. 17.12.2018 (12.30 PM), Technical presentation (1:00 PM)** & financial bid is **Dt.17.12.2018 (4.00 PM)** in the presence of the bidder/ bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.14**). Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Scope of Work [**Section – 3**]
 - d. Technical Proposal Submission Forms [**Section – 4**]
 - e. Financial Proposal Submission Forms (**Section –5**)
 - f. Annexure [**Section – 6**]
7. While all information/data given in the RFP 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. The Client reserves the right to accept / reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Sd/-
Executive Director
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 proposal:

Sl.No	Eligibility Criteria	Documents Required For Pre Qualification
1	The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 5 years from the date of opening of the proposal (as on 31 st Oct. 2018).	1. Proof of Certificate of Incorporation / Registration of the Agency 2. Copy of PAN & TAN 3. Copy of Goods and Services Tax Identification Number (GSTIN) & Last Deposit Challan 4. Copies of IT Return for the last three assessment years (FY 2015-16, 2016 -17 & 2017-18).
2	The agency should have qualified Visualizer(s) having M.A in Visual Art preferably with them who should supervise the execution of the Work throughout the construction activities as per the approved Concept Based Design	CV & Detail works done by the Visualizer to be submitted.
3	The agency should have an average annual turnover of Rs.50.00 lakhs from Event Management Services during the last 3 financial years (FY 2015-16, 2016 -17 & 2017-18).	Copies of audited balance sheet for the last three financial years and CA certificate certifying that the Event management agencies should have an annual turnover more than Rs 50.00 lakhs during the last three financial years from Event Management Services in India.
4	Experience of having successfully completed similar works during last Three year ending last day of the month previous to the one in which application are in invited should be either of the following. i. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs8.00 Lakhs (Rupees Eight Lakhs.) OR ii. Two similar works costing not less than the amount equal to Rs. 10.00 Lakhs (Rupees Ten Lakhs) OR iii. One similar works costing not less than the amount equal to Rs. 16.00 Lakhs (Rupees Sixteen Lakhs.)	Work orders/ Contract Document / Completion of Work Certificates from the previous Clients to be submitted
5	The Firm/ Agency should have fully functional local office in Bhubaneswar.	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)

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

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

- 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
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) & Last Deposit Challan.
- Copies of IT Return for the last three assessment years (**FY 2015-16, 2016 -17 & 2017-18**).
- 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.

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. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. Rs. 10,000/- + GST 12 % - Rs. 1120 = Rs. 11,200 (Rupees Eleven Thousand Two Hundred)** in shape of DD / BC from any scheduled commercial bank in favor of “**ORMAS**” payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD) :

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 1,25,000/- (One Lakh twenty five thousand Only)** in shape of DD/BC from any scheduled commercial bank in favour of “**ORMAS**” payable at Bhubaneswar. 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 proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- 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
 - provide clarifications
 - 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. 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. 4.12.2018 (11.30 AM) at ORMAS Conference Hall, SIRD 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.

4. Submission of Proposal :

Bidder must submit their proposals **Registered Post / Speed Post / Courier /Dropped in the Tender Box** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. Any Proposal received after the deadline will be out rightly rejected.

The procedure for submission of the proposal is described below:

- i) Pre-Qualification proposal: The envelope containing pre-qualification documents shall be sealed and superscripted as **"Pre-Qualification Proposal – Selection of Event Management Agency for SISIR SARAS-2019"**and furnished inside one envelope.
- ii) **Technical Proposal:** The envelope containing technical proposal shall be sealed and superscripted as **"Technical Proposal –Selection of Event Management Agency for SISIR SARAS - 2019"**and furnished inside one envelope. The duly filled-in technical proposal submission forms,
- iii) **Financial Proposal:** The envelope containing financial proposal shall be sealed and superscripted as **"Financial Proposal – Selection of Event Management Agency for SISIR SARAS - 2019"**. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The **"Pre-Qualification Proposal"**, **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in three separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **"PRE-QUALIFICATION PROPOSAL (NAME OF THE ASSIGNMENT)"**. **The second envelope must be marked as "TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)"** and the third envelope must be marked as **"FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)"**. All three above envelopes have to be sealed and placed inside a main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT:
REF NUMBER AND DATE:
DEADLINE FOR SUBMISSION OF BID:
NAME AND ADDRESS OF THE BIDDER:**

5. Opening of the proposal :

The FIRST ENVELOPE containing **"Pre-Qualification Proposal"** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute an Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **"TECHNICAL PROPOSAL"** will be opened of the pre-qualified bidders only. The THIRDED ENVELOPE containing **FINANCIAL PROPOSAL** of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

6. Evaluation of Proposal:

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

Pre-qualification (1st Stage): Pre-qualification proposal 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
3. Copy of PAN& TAN
4. Copy of Goods and Services Tax Identification Number (GSTIN) © of return if any
5. Copy of Service Tax Deposit against the turnover
6. Copies of IT Return for the last three assessment years (FY 2015-16, 2016 -17 & 2017-18)

Technical Evaluation (2ndStage): Technical proposal will be opened and evaluated. The proposals will be evaluated as per the following parameters:

Technical Proposal Evaluation Parameters	Maximum Mark
1. Number of Similar Assignments undertaken / completed during last three years (2015-16, 2016-17 and 2017-18) (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organisations). (Scoring pattern – 1-2 no's of assignments=5 mark, 2-5 no's of assignments=10 marks, more than 5 no's of assignments-20 marks)	20
2. Financial Statement of last three year and the agency should have an annual turnover of Rs.50.00 Lakh from Event Management business during the last 3 financial years (2015-16, 2016-17 and 2017-18) . (Scoring pattern: 50L - 1 crore = 10 marks, 1 Crore & above = 20 marks.)	20
3. CV of the Visualizer & Detail works done by him for State / National / International Event and Its proof. (Scoring pattern – 1-3 years of experience=5 mark, 3-5 no's of experience=10 marks, more than 5 years of experience-20 marks)	20
4. Technical Presentation (The score will be awarded by committee based on the technical and experience aspects)	40
Grand Total	100

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 proposals of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make themselves available for the same. **The bidder whose technical proposal 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 proposal.**

FINANCIAL EVALUATION (2ndStage): The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative.

7. Evaluation Process:

Least Cost Selection (LCS): In Least-Cost Selection (LCS), the ORMAS will select the Agency with the lowest evaluated total price among those Agencies that **achieved the minimum technical score, and may further invite such Agency to negotiate the Contract.**

Acceptable financial bids with lowest respective evaluated price for the assignment will be considered and award of contract. However where there is tie between bidders in lowest evaluated price, the person having higher score in technical evaluation will be considered as successful bidder.

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. 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.
- b. ORMAS will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- c. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.

- d. 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.
- e. Arrangement of lodging, boarding & logistics of the guards during the mela period will be the responsibility of the Security Agency.
- f. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
- g. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- h. It shall be responsibility of the successful Agency to obtained requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit have to supply fire protection equipments like fire extinguishers and adhere to the fire safety norms & fire retardant liquid spray every 5 days interval over flammable materials use for stalls.
- i. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.
- j. The rate offered by the agency shall be including of GST & Other Taxes.**
- k. 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.
- l. 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.
- m. The authority is not bound to accept the lowest tender 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.
- n. The bidder has to quote the rate as per the given format.
- o. 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 contractor 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.
- p. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- q. Non-submission of any document required indicated in the ToR will render the Bid to be rejected.
- r. The authority is not bound to accept the lowest 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 creditors, 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 regulator 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 proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- 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 **@ 1% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment.

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

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract 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 Proposals have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

15. Number of Proposals:

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

SECTION: 3
SCOPE OF WORK

About the Event – SISIR SARAS Fair and Celebration of Silver Jubilee of ORMAS

Ministry of Rural Development, Government of India has sanctioned a **National Level Marketing Event** named as **“SISIR SARAS” to be held from 3rd to 14th January 2019** at the Exhibition Ground, Unit- III, 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	<p><u>SISIR SARAS 2019 WORKS:</u></p> <ol style="list-style-type: none"> 1. Concept & Design Development Of Advertisement Materials: Hoarding /Road Standy/ Auto Branding/ Invitation Card & Envelope/Leaflet Design /Posters/ Certificate/ ID Card/ SARAS Letter Pad/ Fillar design. 2. Printing, Distribution & Installation of the Advertisement & Promotional Materials. 3. Development of Advertisement film (10 Sec) & Radio Jingle. (20 Sec.) 4. Publicity of the event through Road Shows, Print Media and Electronic Media 5. Online Promotion through social networking site 6. Media Management- Holding of Press Conference 7. Other Promotional Works. 	Detail Plan with Design of the said work are to be presented during Technical Presentation
B	Documentation	Providing Photography, Videography, CC Camera & TV, Plasma TV, LCD during the event	Type of camera to be used, should be presented during Technical Presentation
C	Security Services	Providing Private Security Service at Mela Venue & Accommodation Place of the participants during the event	
D	Cleaning & Sanitation Works	Pre & Post Ground Cleaning Daily Cleaning & Sanitation during the Event Water Sprinkling / Daily Garbage lifting	
E	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 to be presented during Technical Presentation
F	Local Transportation	Providing Local Transportation services to participants during the event and providing hired vehicle for official use.	

Details of the Items wise work to be provided:

A- Advertising & Publicity Works to be done in SISIR SARAS-2019 :

The detail works to be done is given hereunder:

1. **Advertisement Film:** Development 10 second Advertisement Film and 20 second Radio jingle for placing of advertisement in electronics media.
2. **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 (e.g. www.Facebook.com) for public awareness of the Melas which will include development of publicity & advertisement material.
3. **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	Development 10 second Ad. Film and 20 second Radio jingle for placing of advertisement in electronic media.	1 Package
B	Publicity: Publicity of the event should be made through Road shows & 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	20 pcs.
2	Road standee-(3ft X6ft each)	500 pcs.
3	Auto rickshaw branding through sticking of 3X2ft size of Eco-solvent flex on backside of Auto	600 Pcs.
4	Bulk SMS	50000 pcs.
5	Electronic Media- Ad during Daily News (10 Seconds each spot)	20 spots
6	Electronic Media- Ad during Mega serials (10 Seconds each spot)	20 spot
7	FM Radio- Ad of 20 Second each jingle/spot in Prime Time	150 spot
8	Online publicity through social networking site : (www.facebook.com) for public awareness of the Melas and its designs and daily update with photographs, media coverage & Ad film upload during the event.	1 package
C	Media Management: <ol style="list-style-type: none"> 1. 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. 2. Regular release of Story/ article during on Sisir Saras-2019, in different newspapers during the period of SISIR SARAS-2019 Odia-Samaj, Sambad, Dharitri, Prameya; English-Times Of India, Indian Express, The Telegraph. 	3 Nos. In Package

B- Documentation - Photography, Videography, CC TV, Plasma TV, LCD:

Documentation of the SISIR SARAS-2019 will have also to be done by the Event Management Agency.

Still Photography:

1. A good full frame DSLR Camera for photography. The photo should be excellent quality, so that it can be used, for documentation purpose.
2. The still photographs (maximum of 100 Pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc 3 sets of **still photos in mat finishing paper** of 4" X 6" size in an album with digital copy should be submitted in ORMAS office within 10 days of the completion of the event.
3. State/District wise photography along with success stories, interaction with visitors/sellers etc.

Videography:

1. The entire event will be video documented in *Digital High Definition Video (HDV) Camera*.
2. A small documentary film/movie of each mela with minimum 10 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, live demonstration, Success Stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie may be more depending the days of the mela& decision of the organizer.
3. State/District wise videography along with success stories, interaction with visitors/sellers etc.
4. Necessary actions should be taken during final post production and final preview of the documentary in consultation with ORMAS/ concerned district officials.
5. The documentary film of each mela should be submitted in ORMAS office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

CCTV: Twenty (20) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitors & the participants. The cable to be laid for the CCTV installation in the Mela Ground and one CCTV operator has to be remain present during the Mela Period. The numbers may vary depending on the requirement and decision of the mela authority

LCD Display: Four LCD display has to be setup 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: One Plasma TV to be installed near the stage.

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 SISIR SARAS 2019

Security Guard with Lathi -	12 per shift (8 hr)
Supervisor -	<u>1 per shift (8 hr)</u>
Total	13 per shift (8 hr)

Security personnel will be deputed at Mela ground and Accommodation places of SISIR SARAS-2019 participants on shift basis, as per the requirement and direction of Mela Management Team.

D- Cleaning & Sanitation:

- a) SARAS Mela Ground, food Court, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 11(Eleven) days of the Mela Period. Sweepers and one supervisor should always be placed near the toilets for cleaning it at regular intervals, inside the exhibition ground.
- b) Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground
- c) Garbage has to be lifted (Approx. 4 trip per day trough tractor) from mela ground on daily basis.
- d) Water sprinkling has to be done at the mela ground (Approx. two trips per day @ 4500 ltr. per trip) Sprinkling of water roads and other vacant places of Mela ground twice a day to settle the dust and cleaning of the stage everyday for a period of 11 days

E- Cultural Programme

Daily cultural programme by eminent artists & cultural troupes will be organized by the client during SISIR SARAS from 4th to 14th January 2019 at IDCO Exhibition Ground, Unit-III, Bhubaneswar. TA/DA/ Food/Accommodation for the troupes will be provided by the selected bidder. Rate for the same will be quoted as per day/per package.

Details of the Programmes as given below:

SN	Type Of Cultural Programme
1	Odishi Dance by Artist of International Repute(On the First Day on 4 th January 2019)
2	Musical Night by Singers/ Artists having National Prominence (On the Second Day on 5 th January 2019)
3	Jodi Sankha, Dhola Mahuri, Ranapa
4	Kuchipudi, Odishi, Sambalpuri & Mahari
5	Comedy show(By Artist of national repute)
6	Melody Evening- Hindi &Odia by Eminent ollywood singers
7	GajalNight (by Eminent singers of national repute)
8	Bhajan Night By Eminent Ollywood Artists
9	Byanga Kabi Samilani
10	Sambalpuri Night (By Nupur Barpali)
11	Melody Evening- Hindi &Odia By Eminent Ollywood Singers
12	Gotipua & Chau Dance

F- Local Transportation

1. Carrying participants from Mela Ground to Accommodation places at Yatri Niwas, SIRD Campus, Mission Shakti Bhawan or any other accommodation place inside Bhubaneswar through bus on daily basis (Morning & Evening) during Mela Period. (3th to 14th January 2019).
2. Transporting participants along with their luggage from Railway station to Mela Ground /Accommodation Place from 2nd to 4th Jan '19.
3. Providing two Vehicles (One Tavera/ Bolero and One Indigo) for SISIR SARAS-2019 duty from 2nd to 15th Jan 2019. 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 + 14 Km. Running Per One Liter Diesel
2	Indigo	For 12 hour duty + 14 Km. Running Per One Liter Diesel
1	Bus (20-25 Seated-mini)	Mela Ground to Accommodation places at Yatri Niwas / SIRD Campus / Mission Shakti Bhawan or any other accommodation place inside Bhubaneswar . (Morning 4 + Evening 4 = 8 trip approx.)
3	Truck -407	Carrying participant from Railway Station to Mela Ground- 2 full days & night -48 hours [2 nd (10 AM) to 4 th (10 AM) January '19]

G- Printing

Details of the Printing works to be done for SISIR SARAS-2019 are given below:

A) SISIR SARAS-2019 Works:

1. **SISIR SARAS Identity Card with Cover and Neck Cord (1000 Pcs.)**

- i. Size : 5.5 CM X 9 CM
- ii. Printing : Offset Printing, Both Side
- iii. Colour : **Multi colour**
- iv. Paper : Art Paper Board, 220 GSM
- v. Accessories : Plastic pouch and Clip type Neck Cord

2. **SISIR SARAS Invitation Card with Envelope (500 Pc.)**

- i. Size : 35 CM X 27 CM (Double-folded)
- ii. Printing : Offset Printing
- iii. Colour : **Multi colour**
- iv. Paper : 220 GSM Glossy sheet (Imported)
- v. Envelop : Fit to card, **Bi colour**printing

3. **SISIR SARAS Certificate (500pcs.)**

- i. Size : A4
- ii. Printing : Offset Printing
- iii. Colour : **Multi Colour**
- iv. Paper : 300 GSM Art Paper Board

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1 COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

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

Sub: Selection of Event Management Agency for SISIRA SARAS – 2019 [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Request for Proposal No.: _____, dated _____. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

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

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

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -2
Bidder's Organisation (General Details)

SI No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Bhubaneswar If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details 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 RFP	YES
11	Accept all the terms and conditions as specified in the RFP	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 2015-16	FY 2016-17	FY 2017-18
Turnover from Event Management Services (in Cr)			
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three FYs (2015-16, 2016-17 and 2017-18) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><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 proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></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]

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of 5 completed assignments only of similar nature during last 3 years)

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client	*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							

*[*Contract Value = 2.00 Cr.]*

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (15-16 , 16-17 & 17-18) 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 creatives from each assignment.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER (In Bidders Letter Head)

[Location, Date]

TO:

**The Executive Director
ORMAS, Panchayati Raj & Drinking Water Department,
Government of Odisha, Bhubaneswar, 751001**

Sub: Submission of Financial Proposal for Event Management Services of SISIR SARAS-2019.

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal 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 RFP document. Items wise rate as per format given in the RFP documents are given below:

SI	Items	Unit	Rate per Unit/sqrft/spot	Quantity (Pcs./Package)	Total Amount [In Rs.]
A	Advertisement & Publicity				
a	Designing Development for SISIR SARAS – Flex box Gate, Hoarding, Road Standee, Auto Display, Fillars, Certificate, Badges, Invitation Card and Development 10 second Ad. Film and 20 second Radio jingle for placing of advertisement in electronic media.	Lump sum		1 Package	
b	Publicity: Publicity of the event should be made through Road shows & 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	Rate per Sqrft		20 pcs.	
2	Road Standee-(3ft X6ft each)	Rate per Sqrft		500 pcs.	
3	Auto rickshaw branding through sticking of 3X2ft size of Eco Solvent flex on backside of Auto	Rate per auto		600 Pcs.	
4	Bulk SMS	Rate per SMS		50000 pcs.	
5	Electronic Media- Ad during Daily News (10 Seconds each spot)	Rate per spot		20 spot	
6	Electronic Media- Ad during Mega serials (10 Seconds each spot)	Rate per spot		20 spot	
7	FM Radio- Ad of 20 Second each jingle/spot in Prime Time	Rate per spot		150 spot	
8	Online publicity through social networking site:-(www.facebook.com) for public awareness of the Melas and its designs and daily update with photographs, media coverage & Ad film upload during the event.	Lump sum		1 package	
c	Media Management: 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	Documentation (Photography & Videography)				
1	Video Documentation (3 copies of DVD to be submitted) Small documentary film of the event (starting from 5th to 15th Jan. 2017) 10 minutes with voice over in 10 minutes documentary film for entire event.	Lump sum		1 package	
2	One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground through LCD projectors. For the entire event	Lump sum		1 package	
3	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap		200	
4	L.C.D Projector along with operator (For the entire event with four (4) LCD at four location)	Rate per LCD		4	
5	C.C. Camera / TV along with operator	Rate per		20	

SI	Items	Unit	Rate per Unit/ sqrrft/ spot	Quantity (Pcs./ Package)	Total Amount [In Rs.]
	(For the entire event with twenty (20) CC camera)	Camera			
6	Plasma TV (50" size) (For the entire event with one (1) Plasma TV)	Rate per TV		1	
C	Security Services				
1	Guard with Lathi (Rate Per Shift -8 Hour) (12 guard per shift X 3 shift per day X 12 Days = 432 nos)	Rate per guard/ shift		432 nos	
2	Supervisor (Rate Per Shift- 8 Hour) (1 supervisor per shift X 3 shift per day X 12 Days = 36 nos)	Rate per supervisor /shift		36 nos	
D	Cleaning & Sanitation:				
1	Water sprinkling at the Mela ground with a capacity of 4500 ltr. in each trip (two trip per day)	Rate per Trip		22	
2	Supply of Sweeper (20 sweepers per day) for mela ground, food court and Temporary urinal cleaning during the event.	Rate per head per day		200	
3	Garbage lifting (4 trip per day trough tractor)	Rate per Trip		50	
4	Toilet cleaning material for entire Mela Period A-Cleaning of Temporary Urinal at mela ground B-Participants accommodation places at IDCO Dormitory, SIRD Hostel, Mission Shakti Bhawan, & YatriNiwas) along with requisite phenyl, bleaching & other cleaning materials etc.	Lump sum		1 package	
5	Pre & Post mela ground cleaning alongwith requisite materials & Labour on 2 nd & 15 th January 2019.	Lump sum		1 package	
E	Cultural Programme (Rate per day/ Package)				
1	Odishi Dance by Artist of International Repute (On the first day on 4 th January 2019)	Rate per day/ package		1 package	
2	Musical Night by Singers/ Artists having National Prominence (On the Second Day on 5 th January 2019)	Rate per day/ package		1 package	
3	Jodi Sankha, DholaMahuri, Ranapa	Rate per day/ package		1 package	
4	Kuchipudi, Odishi, Sambalpuri & Mahari	Rate per day/ package		1 package	
5	Comedy show (By Artist of national repute)	Rate per day/ package		1 package	
6	Melody Evening- Hindi & Odia by Eminent ollywood singers	Rate per day/ package		1 package	
7	Gajal Night (by Eminent singers of national repute)	Rate per day/ package		1 package	
8	Bhajan Night By Eminent Ollywood Artists	Rate per day/ package		1 package	
9	Byanga Kabi Samilani	Rate per day/ package		1 package	
10	Sambalpuri Night	Rate per day/ package		1 package	
11	Melody Evening- Hindi & Odia By Eminent Ollywood Singers	Rate per day/ package		1 package	
12	Gotipua & Chau Dance	Rate per day/ package		1 package	
F	Local Transportation				
1	Bolero/Travera (For 12 hour duty + 14 Km. Running Per One Liter Diesel)	Rate per day		14 days	
2	Indigo (For 12 hour duty + 14 Km. Running Per One Liter Diesel)	Rate per day		14 days	
3	Bus (Mela Ground to Accommodation places at Yatri Niwas / SIRD Campus or any other accommodation place inside Bhubaneswar). (20-25 Seated-mini) (Morning 4 + Evening 4 = 8 trip approx.)	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	Rate Per Day (24 hr duty)		2 days	

SI	Items	Unit	Rate per Unit/ sqrrft/ spot	Quantity (Pcs./ Package)	Total Amount [In Rs.]
	Ground- 2 full days & night -48 hours, [4th (10AM) to 6th (10AM) January 18				
G	Printing Works				
1	Identity Card with cover and neck cord	Rate per pcs		1000	
2	Invitation Card with Envelop	Rate per pcs		500	
3	Certificate	Rate per pcs		500	
Grand Total					

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

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION - 6

ANNEXURE

BID SUBMISSION CHECK LIST

Sno	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs. 11,200/- in form to DD/ BC		
4	EMD of Rs. 1,25,000/- in form of DD/BC		
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	Copies of IT Returns for the last 3 FYs (15-16, 16-17 & 17-18)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) 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) (TECH - 4) 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.		
FINANCIAL PROPOSAL			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal		

Undertaking:

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____