

Tender Documents

for

Event Management Work for Organization of State Level Adishilpa Pallishree Mela-2023



Odisha Rural Development and Marketing Society
Panchayati Raj & Drinking Water Department, Government of Odisha
SIRD & PR Campus, Unit- VIII, Bhubaneswar – 751012, Odisha
<https://www.ormas.org>

Tender Call Notice for Event Management Work for Organization of State Level Adishilpa Pallishree Mela
TENDER CALL NOTICE FOR EVENT MANAGEMENT WORK FOR ORGANISATION OF
STATE LEVEL ADISHIPLA PALLISHREE MELA-2023

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Additional Secretary to Govt & Chief Executive Officer, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Least Cost Selection (LCS)
3.	Joint Venture/Consortium and Exemptions	Not Allowed
4.	Date of Issue of Tender	20.10.2023
6.	Last Date and Time for submission of Tender	09.11.2023 at 11:45 A.M.
7.	Date & Time for opening of the Tender	09.11.2023 at 12'0 Noon.
9.	Bid Processing Fee (Non-Refundable)	₹1,000/-INR + GST-18 % = Rs. 1,800/- in shape of Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
10.	Earnest Money Deposit (EMD) (Refundable)/ Bid Security Declaration	₹7,000/- in shape of Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar
11.	Address for Submission of Proposal	The Additional Secretary to Govt & Chief Executive Officer, ORMAS, SIRD & PR 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 the Tender:	Conference Hall of ORMAS, SIRD Campus, Unit-8, Bhubaneswar

For details, please visit: <https://www.ormas.org>

A. Introduction

Odisha Rural Development and Marketing Society (ORMAS), an autonomous body under Panchayati Raj & Drinking Water Department Government of Odisha. Formed under Societies Registration Act, 1860, It works on rural development, women's empowerment, livelihood activities, rural marketing. ORMAS have been successfully operating since 30+ years in creating different marketing channels for the micro enterprises, rural producers to develop sustainable livelihood through adopting appropriate rural technology, product development & diversification with accepted designs, packaging, certification, branding activities etc.

Objectives of ORMAS are as follows:

- ORMAS is involved in both backward & forward linkage, an array of activities relating to *marketing* at the state level for identified rural products (Agri/Horti - based, NTF) in different clusters of Odisha. Identification of Activity cluster for production, Value Addition, Proper Packaging of the rural products.
- Product diversification & value addition, certifying & branding of products etc. helping rural producers in improving their product quality by introducing appropriate technology.
- Facilitating bulk purchase of rural produces by establishing institutional / corporate tie-ups. Retail outlets, Government Organizations for marketing tie-up. Sales channel for identified rural products
- Organizing exhibitions at National, State and District levels for display and sale of rural products.

B. Background- State Level Adishilpa Pallishree Mela-2023

This exhibition will be showcasing the products, services, culture, and innovations of Tribal rural communities. Tribal communities around the world possess unique cultural traditions, craftsmanship, and artistic expressions that are not properly represented. The Tribal Craft Exhibition aims to celebrate and showcase the rich heritage of tribal people, while also providing them with opportunities for economic empowerment and cultural preservation.

C. Objective:

The objective of this “*Adishilpa Exhibition*” is to celebrate and showcase the richness and diversity of rural life, culture, and innovations. The exhibition aims to provide a platform for rural entrepreneurs, artists, and innovators to showcase their products, services, and talents, and to foster greater understanding and appreciation of rural life and culture among the general public. However, some common objectives of rural exhibitions include:-

- **Cultural Celebration:** To celebrate the diverse and vibrant cultures of tribal communities through the display of their traditional crafts, arts, music, dance, and cuisine.
- **Economic Empowerment:** To provide a platform for tribal artisans to showcase and sell their crafts, generating income for themselves and their communities.
- **Skill Enhancement:** To facilitate workshops and demonstrations that enable artisans to refine their craft skills and learn new techniques.

- Education and Awareness: To educate the public about the history, traditions, and challenges faced by tribal communities, fostering respect and appreciation.
- Community Building: To promote unity and cohesion within tribal communities and encourage intergenerational knowledge transfer.
- Market Access: To connect tribal artisans with potential buyers, collectors, and wider markets, thereby increasing their livelihood opportunities.

D. Description of Event Management Work for Organisation of State Level Adishilpa Pallishree Mela -2023: Description of works covered under event management work is given hereunder: The details technical specification is elaborated at annexure-1.

1. **Tentage:-** Construction of Stalls for sale cum display, Electricity, light & Fan, one mobile charging plug point and other arrangements to be provided by the Agency during the event.
2. **Advertisement and Publicity:-** Hoardings, Road Standees
3. **Ground Electrification:-**The below mentioned items are taken as a package which shall be supplied by the bidder for the event. The quantities of the items are statutory /fixed in the package. The Mela Ground should be proper illuminated. The package includes the below mentioned items and concealed wiring to all lights and sound equipment's.
 - a. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
 - b. Adequate speakers shall be fitted in the exhibition premises for surround Sound 10 no. of Halogen Light (500 watt) along with wiring/ fitting poles
 - c. 40 no. of Halogen Light (1000 watt) along with wiring/fitting poles
 - d. 20 no. of white Halogen light along with wiring /fitting poles.
 - e. 4 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
 - f. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
 - g. 100 no. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
 - h. 5,000 Tuni running lights will be fitted at the required places.
 - i. It may increase/decrease as per requirement.
4. **Generator:-** Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two t5 lights of each stall, few ground lights, control room and public announcement system. The requirement of generator sets will be of 125 KVA (for entire ground).
5. **Net Carpeting** ---According to the ground requirement the rate will be calculated as per square feet. (Area will be decided by the ORMAS officials)
6. **Local Transportation:-**
 - a. Carrying participants from Mela Ground to Accommodation places at SIRD & PR Campus/ or any other accommodation place inside Bhubaneswar through two nos(2) of bus on daily basis (Morning & Evening) during Mela Period.

- b. Providing one Vehicle (One Bolero) for during the mela period. The duty hours during the Mela period will be more than 12 hours most of the days.

7. **Others:-** Certificate, Vehicle etc.

E. Bid Price

1. The Quotation shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
2. All duties, taxes and other levies payable by the Agency under the quotation shall be included in the total price.
3. The rates quoted by the Agency shall be fixed for the duration of the event and shall not be subject to adjustment on any account.
4. The Prices should be quoted in Indian Rupees only.

F. Bid Validity: Bid validity period is 180 days from the bid due date.

G. Submission of Tender:

Agency must submit their tender through **Registered Post / Speed Post / Courier and Dropped in the Tender Box** only to the specified address on or before the last date and time for submission of proposals as mentioned above. 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.

H. Evaluation of Quotations

- A. The mode of evaluation is **Least Cost Selection (LCS)**.
- B. The Purchaser will evaluate and compare the price bid determined to be substantially responsive i.e. which
 1. are properly signed; and
 2. Confirm to the terms and conditions, and specifications.
 3. Filled in Indian Currency
 4. Quoted in Unit
- C. The price evaluation shall be made putting together the entire item. The lowest price will be determined summing all the items.

I. Eligibility Criteria:

List of the documents to be attached along with the tender.

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 /PSU/ National & International Organisations for at least <u>5years</u> (as on 31 st March'2023).	<ol style="list-style-type: none"> 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. Work orders (<u>showing the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations</u>)
2	The agency should have an average annual turnover of Rs. 10.00 lakhs from Event Management Services /work during the last 3 financial years (2019-20, 2020-21 and 2021-22).	Copies of audited balance sheet for the last three financial years and CA certificate certifying that the Event management agencies should have an average annual turnover more than Rs.10.00 lakhs during

		the last three financial years from Event Management Services/ Works in India. Provisional Audit Report for any of the FYs will not be accepted.
3	Experience of having successfully completed at least 04 (four) numbers of similar works costing not less than Rs. 3.00 lakhs (Rupees three lakhs) each during the Financial Years 2018-19, 2019-20, 2020-21 and 2021-22.	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 Form-4
5.	Bid Processing Fee (Non-Refundable)	₹1,000/-INR + GST-18 % = Rs. 1,180/- in shape of Banker's Cheque / Demand Draft in favour of " ORMAS " drawn in any scheduled commercial bank payable at Bhubaneswar
6.	Earnest Money Deposit (EMD) (Refundable)	₹7,000/- in shape of Demand Draft in favour of " ORMAS " drawn in any scheduled commercial bank payable at Bhubaneswar

J. Other Terms & Conditions

a. Date & Venue of Mela

Name of the Event	Date	Venue
State Level Adishilpa Pallishree Mela	20 th – 30 th November'2023 (11 days)	Ekamara Haat, Bhubaneswar (35 nos. of stalls)

- b. **The bid processing fee** (Non-Refundable) amounting to **1,000/-INR + GST-18 % = Rs. 1,180/-** in shape of Banker's Cheque / Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.
- c. **EMD/ Bid Security Declaration:-** The EMD (Refundable) amounting to **₹7,000/-INR** in shape of Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar. Proposals received without bid processing fee will be rejected.
- d. **Performance Security:** - The successful bidder is required to submit a performance security of 5% of the contract value in shape of DD from any scheduled commercial bank in favour of "ORMAS" payable at Bhubaneswar. The performance security of successful bidders shall be refunded after completion of the entire process.
- e. In case of any unsatisfactory work and delay in execution of work etc. the Performance Security amount will be forfeited as per the decision of the authority. The performance security shall be refunded after successful completion of the assignment.
- f. The Purchaser will award the contract to the Agency whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- g. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- h. The duration of the exhibition will be for 11 days. In case of any extension of the event, no extra payment will be entertained for the additional days. The venue shall be made available to the Agency 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 event and should be handed over all the works as per specification, to the in-charge of event.
- i. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- j. 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 equipment's like fire extinguishers and adhere to the fire safety norms & fire-retardant liquid spray every 3 days interval over flammable materials use for stalls.
- k. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/Agency entitled erect, handle and maintain supply-line and its upkeep.
- l. **The rate offered by the agency shall be exclusive of GST & Other Taxes.**
- m. The Agency shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- n. 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 Agency 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.
- o. The Agency has to quote the rate as per the given format.
- p. On completion of the exhibition, the Agency shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
- q. Agency will be responsible for upkeep and maintenance of the entire work done by him till the closing of the festival. ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
- r. No part of the contract will be given on sub-let.
- s. The Agency has to treat the materials to be used in Tentage & allied works (like new clothes & other inflammable materials), with fire repellent chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area.
- t. In regard to electrical fittings etc. the Agency shall have to engage qualified licensed electrician/Agency entitled to construct, handle and maintain high tension supply line and its up keep and maintenance.
- u. The Agency or the representative of the Agency should attend the opening event of the tender with all original documents /papers for verification, if required.
- v. Non-submission of any document required indicated in the ToR will render the Bid to be rejected.
- w. 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.

K. Anti-corruption Measure:

- a. Any effort by Agency(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 Agency 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 Agency either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.
- L. **Legal Jurisdiction:**
All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.
- M. **Penalty:**
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 Agency 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 shall fix suitable penalty in full or part from the performance security.
- N. **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 Agency. Misrepresentation/improper response/ by the Agency 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 Agency, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, penalty may be imposed from my bills as deemed to be proper by the competent authority.

Signature of the Agency with seal

Place:

Date:

Tender Call Notice for Event Management Work for Organization of State Level Adishilpa Pallishree Mela
Price Bid format for Event Management Work for Organization of State Level Adishilpa Mela-2023

To

The Chief Executive Officer,
ORMAS, Bhubaneswar

Sir,

I / We do hereby submit item wise price bid below for Event Management Work towards organization of the State Level Adishilpa Pallishree Mela-2023:-

SI	Particulars	Unit	Rate per Unit [In Rs.]	Quantity (Pcs/Package)	Days	Total Amount [In Rs.]
1.	Construction of Stall shelf ,Stall Partiton	Per Stall		35	NA	
2.	Coordination Cell-cum-VIP Lounge	Lumsum		1	NA	
3	Theme Stall : (Show case of Rural Products)	1 package		1	NA	
4.	Gates					
a.	Main Gate-1	Per Gate		1	NA	
b.	Second Gate-2	Per Gate		1	NA	
5.	Ground Electrification	Single Package		1	NA	
6.	Generator	Single Package		1	NA	
7.	Net Carpeting	Rate per sq. ft.		1	NA	
8.	<u>Local Transportation</u>					
a.	Bolero/Travera (For 12 hour duty + 10 Km. Running Per One Liter Diesel)	Rate per day		1	11	
b.	Bus (Mela Ground to Accommodation places at Yatri Niwas / SIRD & PR Campus or any other accommodation place inside Bhubaneswar). (20-25 Seated-mini) (Morning 2 + Evening 2 = 4 trip approx. per day)	Rate per Trip		1	11	
9.	Plane Hoarding (10 ft X 12 ft each)- Printing and Installation with flex in iron frame and bamboo at different place in BBSR as per design given(10 nos)	Rate Per Piece		10	NA	
10.	Road Side Standees (6 ft x 3 ft) - Printing & installation with star flex sheet with iron batten framing(20 nos)	Rate Per Piece		20	NA	
11.	Certificate (A4 Size, 170 GSM, Glossy/ Matte Finish) as per design given	Rate Per Piece		40	NA	
	Total Amount:- (Excluding Taxes)					

We agree to supply the above goods/service in accordance with the technical specifications for a total contract price of Rs. (amount in figures) [Rs. (amount in words)] excluding taxes within the period specified in the Invitation for Quotations. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of bidder with seal

Technical Specification

Detailed Technical Specification of the Works is as follows:

- 1- Construction of Stall shelf & Stall Partiton:** For the State Level Adishilpa Pallishree Mela-2023, 33 numbers of stall is pre-constructed only **Stall shelf & Stall Partiton** construction will be done there.

Sn.	Particulars	Stall Specification
1	Preconstructed Structure is already there(existing)	Brick colour cloth partition with 3 steps Shelf width of 1".
2	Ceiling & Wall	Three sides including partition walls of stall will be covered with all New Brick Colour Cotton Clothes. Backside outer wall will be covered with tarpaulin and (All New Brick Colour Cotton Clothes To Be Used)
3	Facia	A Wooden Batten Frame For Running Facia Will Be Constructed [10 X 2 Sq.ft]. The Facia Will Be Covered With Good Quality Of Star Flex [10 X 2 Sq. ft]. A running white cloth jhallar of 1' width will be put in the front side, below to the facia frame. Flex facia will be printed by the contractor as per the design given by ORMAS.
4	Furniture and Others	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic molded Chair -2 nos.
5	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & on/off switch for use in night time after closing, 1 no. of 5 Amp Plug Point.
6	Numbering of Stall	All stalls should be numbered with vinyl with sun board. Vinyl name plate mentioning district name should pasted on each stall.
7	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
8	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

- 2- Coordination Cell-cum-VIP Lounge :** The details specifications are given below:

Sn.	Particulars	Work Specifications
1	Structure	Artistic 3D structured house as per approved event wise design attached at Annexure A with following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect.
2	Size	24ft X 35 ft.

3	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 2 individual rooms of different sizes to be used as office-cum-registration counter, VIP lounge with the cloth and Plywood work walls/partitions. Decoration will be made with Tribal Painting and hanging equipments. VIP lounge should be properly furnished. One washbasin with water facility and proper sewerage should be installed in the pantry room.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter and it will be covered with the transparent plastic curtain to maintain the temperature inside the office cum registration counter.
5	Flooring	Wooden Plank Platform Of 1 ft. Height & Full Floor Synthetic Matting.
6	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 2 no., 10 no. of revolving cushion chairs, 2 sets of new Dunlop sofa set for VVIPs (for 8 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one new steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation. (Requirements as need basis).
7	Electric Fittings	Tube Light – 10 no. , Ceiling Fan – 4 no., 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner& LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room. Requirements as need basis).
8	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
9	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
10	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermo cool lettering and thermo cool panels at the entrance (written in English & Odia).
11	A. C provision	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 1 number of 4 ton tower AC should be fitted.
12	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.

3- Gates:- : The details specifications are given below:

Sn.	Particulars	3D Design gate
1	Structure	3d box structured gates as per approved event wise design attached at Annexure B. with following the technical specification and other materials (Ply, Thermocol, Plaster of Paris/ flex) may be used to get original 3D Effect.
2	Size	Main Gate 1-Box Pillars height will be of 12' to 14' with 30' width with total no of 3 pillars in between some tribal 3d structure will be there. Second gate 2- Box Pillars height will be of 12' to 14' with 15' width with total no of 2 pillar.
3	Covering	Gates should be fabricated with Good Quality Of Star Flex. design work as per approved design.
4	Lighting	Sufficient lighting arrangement with metal light.
5	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day
6	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellant chemical.

4.THEME STALL : (SHOW CASE OF RURAL PRODUCTS)

01 (one nos.) theme stalls need to be installed as per the design to be given by ORMAS for awareness & display of the various achievements & success stories of ORMAS.

Sl no	Particulars	Work Specifications
1	Structure	Bamboo & Cloth Structure, four sides open)
2	Shape	Rectangle
3	Size	10 'X 30'
4	Facia	4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
5	Flooring	1' wooden platform with Full floor carpeting
6	Ceiling	Tarpaulin water proof roofing and white cloth ceiling properly stretched.
7	Barricading	4' height bamboo barricade covered with cloth on all sides of the stall.
8	Electric Fitting	15 no. of tube light, 4 no. of campa light fitted with the four corner poles, four(4) ceiling fan with on/off switch arrangement
9	Product Display	As per the design given by ormas for keeping products of different sizes

Form1- 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 : DD No. : Date: Name of the Bank:	
7	EMD Details Amount : 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:

Form 2- Bidder Organisation (Financial Details)

Financial Information in INR			
Details	FY 2019-20	FY 2020-21	FY 2021-22
Turnover from Event Management Work (in Cr)			

Supporting Documents:

Audited certified financial statements for the last three FYs (**2019-20, 2020-21 and 2021-22**) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.

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.

Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal and UDIN Number)

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

Tender Call Notice for Event Management Work for Organization of State Level Adishilpa Pallishree Mela
(List of completed assignments only of similar nature during the FY 2018-19, 2019-20, 2020-21 and 2021-22)

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete addresses	*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 = Rs. 3.00 lakhs.]

Note: Bidders are requested to furnish the list of the assignments undertaken during the Financial Years (2018-19, 2019-20, 2020-21, 2021-22) 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: _____

**Form-4- 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 thisDay of , 2023

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