



ODISHA KHADI & VILLAGE INDUSTRIES BOARD
MSME Deptt. Government of Odisha
Kharavel Nagar, Janpath, Unit-III, Bhubaneswar
Email: odishakhadi@gmail.com Ph. 0674-2380766
Letter No-XLV-II-PPE-09/2024/ 3 1 3 8 /OK&VIB
Bhubaneswar, dt. **12th November 2024**

Tender Call Notice

Sealed Tenders are invited from the reputed Firms / Agencies doing event management having valid GSTIN No / PAN No / IT clearance for erection of 100 nos of temporary exhibition stalls, stage and other ancillary works for State Level Exhibition-cum-Sale of Khadi and V. I products in the office premises of OK&VI Board to be held from 03.12.2024 to 12.12.2024. The interested bidders shall have to attach a Bank Draft of Rs 7080/- (Cost of tender paper- Rs. 6000 + GST @18% =1080) drawn in favour of the Secretary, O. K. & V. I. Board Bhubaneswar towards cost of Tender paper (non-refundable). Tender paper complete in all respect should reach the undersigned by Regd.post/Speed post/Queerer by 25.11.2024 latest by 11.00 am. The technical bid will be opened on 25.11.2024 at 12.00 noon, followed by a presentation proposed for this event shall be exhibited at 1.00 P.M. by the bidders/ or their authorized representatives before the Exhibition Committee. Financial bid will be opened at 3.00 P.M. in the Conference Hall of the OK&VI Board in presence of the tender committee and bidders or their authorized representatives. For any queries the interested bidders may contact Sri Benudhar Pradhan Officer on Special Duty (OSD) of the Board in his mobile **No-9437357413**. The Tender document is available in Board's web-site www.odishakvib.in. The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.

Sd/-

S E C R E T A R Y

TENDER DOCUMENTS

SELECTION OF FIRMS/ AGENCIES FOR TENTAGE & EVENT MANAGEMENT OF KHADI MELA 2024-25

Tender Call Notice No: - 3 1 3 8 Date: - 12.11.2024

- 1) Last Date of Submission of Tender documents is on dtd 25.11.2024 latest by at 11.00 AM**
- 2) Opening of Technical bid- on 25.11.2024 at 12.00 noon.**
- 3) Presentation of the proposed event on 25.11.2024 at 1.00 PM**
- 4) Opening of Financial Bid on 25.11.2024 at 3.00 PM**

Published by

**Odisha Khadi and Village
Industries Board,
Bhubaneswar**

DATA SHEET

Sl. No.	Particular	Details
01.	Name of the Client	Secretary, Odisha Khadi and Village Industries Board, Bhubaneswar, Odisha
02.	Method of Selection	Quality & Cost Based Selection
03.	Joint Venture/Consortium	Not Allowed
04.	Date of Issue of TENDER CALL NOTICE	12.11.2024
05.	Last Date and Time for submission of Bid	25.11.2024 11.00 AM
06.	a) Date & Time for opening of Technical Bid b) Presentation	25.11.2024 at 12.00 noon 25.11.2024 at 1.00 PM
07.	Date & time for opening of Financial Bid	25.11.2024 at 3.00 PM
08.	Tender Paper & Bid Processing Fee (Non-Refundable)	Rs.6000/- + GST-18 % = Rs. 7080/- in shape of Banker's Cheque / Demand Draft in favor of "Secretary, Odisha Khadi and Village Industries Board" drawn in any nationalized or scheduled commercial bank payable at Bhubaneswar
09.	Earnest Money Deposit (EMD) (Refundable)	Rs. 50,000/-INR (Rupees Fifty thousand) in shape of Banker's Cheque /Demand Draft in favor of Secretary. Odisha Khadi and Village Industries Board" drawn in any nationalized or scheduled commercial bank payable at Bhubaneswar Or Declaration against firm registered with MSME/NSIC for exemption of EMD
10.	Performance Security	Performance Security is 2% of work value in shape of Banker's Cheque/Demand Draft in favor of Secretary. Odisha Khadi and Village Industries Board" drawn in any nationalized or scheduled commercial bank payable at Bhubaneswar
11.	Address for Submission of Bid	The Secretary, Odisha Khadi and Village Industries Board, Bhubaneswar, Odisha Mode of Submission: Speed Post / Registered Post / Courier & hand drop to the address as specified above. Submission of bid through other modes and bid received beyond office hour of last date will be out rightly rejected.
12.	Place of Opening of Technical Bid:	Conference Hall of Odisha Khadi and Village Industries Board, Bhubaneswar, Odisha
13.	Tender Box- In front of Secretary's Office Chamber	Tender Box Custodian- Sri Ajaya Kumar Panda Sr.Asst.

SECTION: 1

LETTER OF INVITATION**TENDER CALLNOTICE No-3138 Date- 12.11.2024****Name of the Assignment: Tentage & Event Management for Khadi Mela 2024-25**

1. **Secretary, Odisha Khadi and Village Industries Board, Bhubaneswar, Odisha**(The Client) invites sealed Bid from eligible bidders for “**Selection of Tentage & Event Management for Khadi Mela 2024-25**”. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this Tender Call Notice document.
2. Agency will be selected under Quality & Cost Based Selection(QCBS)
3. The Bid complete in all respect as specified in the TENDER CALL NOTICE Document must be accompanied with a **non-refundable** amount of **Rs. 6000/- + GST 18 % - Rs. 1080= Rs.7080 /- towards Bid Processing Fee** and a **refundable** amount of **Rs. 50,000/- Rupees Fifty Thousand only)** towards **EMD** in form of **Demand Draft / Banker's Cheque** in favor of “**Secretary, Odisha Khadi and Village Industries Board**” drawn in any Nationalized or scheduled commercial bank and payable at Bhubaneswar, Odisha or Declaration against firm registered with MSME/ NSIC and eligible for exemption of EMD, failing which the bid will be rejected.
4. The Bid must be submitted at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post /courier/ Hand drop before schedule time only**. The Client shall not be responsible for postal delay or any consequence. Submission of Bid through any other modes will be rejected. **Tender Box- will be available in front of Secretary's Office Chamber & Sri Ajaya Kumar Panda Sr.Asst. is the custodian of the Tender Box.**
5. The last date and time for submission of Bid document complete in all respects is on **Dt. 23.11.2024 during office hour.** and the date of opening of the technical bid, presentation and financial bid on **Dt. 25.11.2024 at the schedule time mentioned in notice** in the presence of the 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.
6. 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**]
7. 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.
8. **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/-

Secretary

**Odisha Khadi and Village Industries Board
Bhubaneswar, Odisha**

SECTION: 2

INFORMATION TO THE BIDDER**TENDER CALLNOTICE No: 3138 Date- 12.11.2024****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 Event Management Services to the Central / State Government / National & International Organization's for at least 7 years (as on 31 st March 2024).	1. Proof of Certificate of Incorporation / Registration of the Agency 2. Copy of PAN 3. Copy of TAN 4. Valid Trade License 5. Copy of Goods and Services Tax Identification Number(GSTIN) and up to date GSTR1 & GSTR3B upto September-2024. 6. EPF/ESI Registration Certificate 7. Copy of the Electrical License / Contractor hired by the bidder. 8. Copy of the Pasara License / Contractor hired by the bidder 9. Address proof of Local/Branch office in Bhubaneswar
2	The agency should have an average annual turnover of Rs.100.00 lakhs from Event Management Services /Tentage work during the last 4 financial years (FY 2020-21, 2021-22 , 2022-23 & 2023-24).	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.100.00 lakhs during the last Four financial years from Event Management Services / Tentage & Allied Works in India. Provisional Audit Report will not be accepted.
3	Experience of having successfully completion of similar works during last four years (FY 2020-21 and 2021-22, 2022-23 & 2023-24) 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 Rs 30.00 Lakhs (Rupees thirty Lakhs.) each OR ii. Two similar works costing not less than the amount equal to Rs.50.00 Lakhs (Rupees fifty Lakhs) each. OR iii. One similar works costing not less than the amount equal to Rs. 70.00 Lakhs (Rupees Seventy Lakhs.) each.	Work orders or Contract Document and Completion of Work Certificates from the previous clients to be submitted.
4	The Agency must have one number of professional visualize in Art with Graphic with minimum qualification of a degree in Art from a reputed institution.	Self-attested Individual Bio-data with qualification certificates and work Experience of minimum 15 events duringlast 5 years.
5.	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.

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**)
- 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 TAN
- Copy of Goods and Services Tax Identification Number(GSTIN) and up to date GSTR1 & GSTR3B up to September-2024.
- Valid Trade License Certificate.
- Copy of EPF/ESI Registration Certificate (Not less than 10 Persons enrolled)
- 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 and completion certificate from previous clients.
- Copy of the Electrical License/ Contractor hired by the Agency.
- Copy of the Pasara License/ Contractor hired by the Agency who have experience in supply of security guard (Work order copy should be attached).
- Self-Declaration from the Bidder that it is not blacklisted(**TECH-5**)
- The Agency must have one number of professional visualize in Art with Graphic with minimum qualification of a degree in Art from a reputed institution. List of Employees list with qualifications and responsibility.
- Agreement of commitment. (**Tech-6**)
- Minimum 10 Years continuous Working Experience.
- Proposed design with layout marked as option-1 and Option-2(Gate, Facia , Stall , Stage, Standee , Hoarding, Pole kiosk , Mini hoarding, Invitation Card)

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. **Submission of Bid:**

Bidder must submit their Bids through **Registered Post / Speed Post / courier /hand drop at office box** only to the specified address on or before the last date and time for submission of Bids as mentioned in Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline i.e beyond office hour of last date will be out rightly rejected.

The procedure for submission of the Bid is described below:

- i) **Technical Bid:** The envelope containing pre-qualification documents shall be sealed and superscripted as **“Technical Bid – Selection of Firms/Agency for Tentage and Event Management for Khadi Mela 2024-25”**and furnished inside one envelope.
- ii) **Financial Bid:**The envelope containing financial Bid shall be sealed and superscripted as **“Financial Bid – Selection of Firms/Agency for Tentage & Event Management for Khadi Mela 2024-25”**. The duly filled-in financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The **"Technical Bid"** and **"Financial Bid"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the TENDER CALL NOTICE Document. The first envelope must be marked as **" TECHNICAL BID (NAME OF THE ASSIGNMENT)"**and the third envelope must be marked as **" FINANCIAL BID (NAME OF THE ASSIGNMENT). Both** above envelopes have to be sealed and placed inside a main envelope with proper labeling of following information in bold:

1. Process of the Bid:

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

Pre-qualification (1stStage): In addition to the above the bidders have to furnish the following documents along with the pre-qualification Bid:

1. Bid Processing Fee Rs.7080 including GST & Earnest Money Deposit (EMD) of Rs 50,000/-.
2. Copy of Certificate of Incorporation/Registration
3. Copy of PAN
4. Copy of TAN
5. Copy of Valid Good and Services Tax Identification Number(GSTIN) and up to date GSTR1 & GSTR3B up to September-2024.
6. Copy of EPF/ESI Registration Certificate.
7. Experience of having successfully completed similar works during last four year(F Y 2020-21 , 2021-22 ,2022-23and 2023-24) should be either of the following.
 - a. Three Similar [Event Management works for National/ State/ District Level Exhibitions completed works/assignments costing not less than the amount equal to Rs. 30.00 lakhs(Rupees thirty lakhs)each.
 - b. Two similar works costing not less than the amount equal to Rs.50.00 Lakhs (Rupees fifty Lakh)each.
 - c. One similar works costing not less than the amount equal to Rs. 70.00 Lakhs (Rupees Seventy Lakhs.)each
8. Financial Statement of last four year and the agency should have an average annual turnover of **1.00 crore (Rupees one crore only)** from Event Management business during the last four financial years (2020-21 , 2021-22 ,2022-23 and 2023-24). Provisional Audit Report for any FYs will not be accepted.
9. Copy of the Electrical License/ Contractor hired by the Agency.
- 10.Copy of the Pasara License/ Contractor hired by the Agency who have experienced in supply of security guard (Work order copy should be attached).
- 11.Self-Declaration from the Bidder on not blacklisted (**TECH-5**)
- 12.Visualizer bio-data with work experience and educational certificate.
- 13.List of Employees list with qualifications and responsibility

Non-submission of any one of the above documents along with pre-qualification Bid, leads to outright rejection of the Bid.

Technical Evaluation (2ndStage): 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
<p>1. Number of Similar Assignments undertaken / completed during last Five years 2019-20 , 2020-21, 2021-22 , 2022-23 and 2023-24) (Past Experience of handling Event Management Assignments of similar nature for Central/State Governments/Departments/PSU's/Corporate Bodies/National/International Organizations).</p> <p>a. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 30 lakhs (Rupees thirty lakhs) each = 10 mark. OR</p> <p>b. Two similar works costing not less than the amount equal to Rs.50.00Lakhs (Rupees fifty Lakhs) each <u>=15 marks.</u> OR</p> <p>c. One similar works costing not less than the amount equal to Rs.70.00 Lakhs(Rupees seventy Lakhs) each or above=15 marks</p> <p>d. <u>Additional work order value more than Rs 70.00 lakh, each contain 2 marks, Maximum 20 marks.</u></p>	20	Work orders/ Contractt Document/ Completion of Work Certificates from the Previous Clients to be Submitted.
<p>2. Financial Statement of last four year and the agency should have an average annual turnover of Rs. 1.00 crore (Rupees two crore only) from Event Management Services during the last four financial years (, 2020-21,2021-22, 2022-23 & 2023-24) (Scoring pattern, u p t o 1 crore=10 marks, up to 3 crores =15 marks and above 3 crore= 20 marks.)</p>	20	Audited Financial Statements
<p>3. The bidders should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organization's for at least 7 years (as on 31st March'2024) (Scoring pattern: 7 years = 15marks,and for every additional year @ 2 mark subject to maximum 20 marks)</p>	20	Work orders showing the Agency having experience of minimum 7 years
<p>4. Work experience with any state KVI Board or Khadi Commission of minimum 2 events within last five years-5 marks and 2 marks for each additional work order. Maximum 10 marks</p>	10	Work orders/Contract Document/ Completion of Work Certificates from the Previous Clients to be Submitted.
<p>5 Technical Presentation (The score will be awarded by committee based on the technical and experience aspects)</p> <p>a. Best one event from past experience</p> <p>b. Innovation and Creativity for this event.</p> <p>c. Activity wise Time line for execution of this event.</p>	30	
Grand Total	100	
Qualifying Mark for Opening of Financial Bid	70	

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 the understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The details 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. Hence, the bidder's should make them available for the same. **The bidder whose technical Bid secures a score minimum qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial Bid.**

The bidders, whose Bid will secure above the minimum qualifying technical score of 70 Marks during the technical evaluation stage, will be eligible for opening of the financial Bid.

The Financial Bids shall be opened in the presence of the Exhibition Committee Members and bidders' or their authorized representatives who choose to attend. The name of the firm along with the secured technical scores, and the proposed package price for the respective packages shall be read and recorded accordingly. **Quality & Cost Based Selection (QCBS)** will be followed during the selection process as per the guideline of Finance Department, GoO.

FINANCIAL EVALUATION (3rd 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 % weight age** 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

SECTION-3

General Terms & Conditions: -

- a. Work order/ purchase order will be issued in favor of the approved bidder by the Secretary Odisha Khadi & Village Industries Board for **Khadi Mela 2024-25**.
- b. Bid quoting price is Exclusive of GST as per govt norms**
- c. In case of any extension of Mela period, extra payment will be entertained for the additional days. The venue shall be made available to the contractor by OKVIB before 7 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.
- d. Event wise Layout Plan, Stage & Gate Craft, Coordination Cell as per approved by OKVIB.*
- e. The selected bidder will work under the close supervision of the Exhibition superintendent of OKVIB.*
- f. Secretary of OKVIB will review the design work (Stage, Gate, Coordination Cell) 1) Layout design, 2) stalls, 3) Ramp for fashion show, 4) Chairs 5) Light sound and Music, infrastructure work against approved layout plan under taken by the selected bidder.
- 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 equipment's like fire extinguishers and adhere to the fire safety norms.
- 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 Exclusive of GST**
- 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 least cost bidder 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 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.
- o. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
- 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. The bidder has to quote the rate in Rupees as per the given format.
- r. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
- s. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition
- t. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.

- u. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
- v. It shall be the responsibility of the successful tenders/contractors to obtain requisite permission for electricity connection / fire services, necessary permission from Police authorities and required permission from other related line Departments etc, for the exhibition period or from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
- w. **The bidder has to treat the materials to be used in Tentage & allied works** (like clothes & other inflammable materials), with fire repellant chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area.
- x. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
- y. 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.
- z. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
- aa. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.

7. 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.

8. 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.

9. Legal Jurisdiction:

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

10. 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 completes 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 penalty @ **1% per week** subject to maximum of **5% of the total contract value**. The amount will be deducted from the subsequent payment.

11. 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 least cost 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.

12. 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.

SECTION-4

TECHNICAL BID SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Secretary,
Odisha Khadi and Village Industries Board
Bhubaneswar**

Sub: - Selection of Tentage & Event Management for Khadi Mela 2024-25"

Dear Sir,

I, the undersigned, offer to participate in the selection process for_____

in accordance with your Tender Call Notice No.:_____, dated_____. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid sealed in separate envelopes.

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 Organization (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/Branch 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 TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES
12	ANY OTHERS	

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	FY 2023-24
Turnover from Event Management Services Services(Rs.in Cr)				
	<i>Supporting Documents:</i> Audited certified financial statements for the last four FYs (2020-21 2021- 22, 2022- 23 and 2023-24) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). <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>			

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

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 4 years)
(FY , 2020-21 , 2021-22 , 2022-23 and 2023-24)**

Sl. no.	Period	Name of the Assignment with details thereof	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 4 Financial Years (20-21, 21-22,22-23 and 23-24) 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 needs to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative's from each assignment.

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

Communication Address of the Bidder: _____

TECH - 5**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED****Affidavit**

We 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 Empanelment on tentage/ video documentation work of OKVIB would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

Dated this.....Day of....., 2024

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____

Tech-6

Integrity Pact

Integrity pact for Tender Document No- /OKVIB/Exhibition-2024

Tender title: Tentage and allied activities for State Level Exhibition.

This agreement (herein called the integrity Pact) is made on _____ day of the month of _____ 2024 at _____ india.

BETWEEN

Secretary Odisha Khadi & Village Industries Board Bhubaneswar, for and on behalf of Chief Executive Officer of odisha Khadi & Village Industries Board (herein called the "The Principal", which expression shall mean and include unless the context otherwise requires, his successors in office and assigns (of the First Part.

AND

M/S _____ (herein called the "Bidder"/Contractor" which expression shall mean the and include, unless the context otherwise requires, his successors and permitted assigns) of the Second part.

PREAMBLE

The principal intends to award, under laid down organizational procedures, contract/s for _____ 'The Principal' values full compliance with all relevant laws of the land, rules, regulations economic use of resources and of fairness/transparency in its relations with its Bidder (s) and / or contractor (s)

In order to achieve these goals, the principal shall appoint Independent External Monitors (IEMs) who shall monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of 'Principal'

1. 'The principal' commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a) No employee of the principal, personally or through family members, shall in connection with the tender for, or the execution of a contract, demand, take a promise or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The principal shall, during the tender process, treat all bidders with equity and reason. The principal shall in particular, before and during the tender process, provide to all Bidders the same information and shall not provide to any Bidder confidential information through which the Bidders could obtain an advantage in relation to tender process or the contract execution.
 - c) The principal shall exclude from the process all known prejudiced persons.

2. If the principal obtains the information on the conduct of any of its employee, which is a criminal offence under the IPC/PC Act, or there be a substantive suspicion in this regard, the principal shall inform the Chief Vigilance Officer and, in addition, an initiate disciplinary action.

Section-2 – Commitments for the Bidder/Contractor

1. The 'Bidder / Contractor' commits themselves to take all measures necessary to prevent corruption. The Bidder / Contractor commit themselves to observe the following principles during participation in the tender process and during the contract execution.
 - a) The 'Bidder /Contractor 'shall not, directly or through any other person or firm, offer, promise, or give to any of the principals' employee involved in the tender process or the execution of the contract or to any third person any materials or other benefit which is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b) The Bidder/ Contractor shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission bids or any other actions to restrict competitiveness or to introduce cartelization in the tender process.
 - c) The 'Bidder / Contractor' shall not commit any offence under the relevant IPC / PC Act; further, the Bidder / Contractor' shall not use improperly, for the purpose of competition or personal gain, or pass on to others, any information or document provided by the principal as part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.
 - d) The 'Bidder / Contractor' of foreign origin shall disclose the name and address of the Agents/representatives in India if any. Similarly, the 'Bidder / Contractor' of Indian nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of foreign principals shall be disclosed by the Bidder /Contractor. Further, as mentioned in the guidelines, all the payments made to the Indian Agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of foreign Suppliers" is placed in Appendix to this agreement.
 - e) The 'Bidder / Contractor' shall, when presenting their bid, disclose any and all payments made, is committed to, or intend to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f) The 'Bidder / Contractor' who have signed the integrity Pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision in the matter.
- 1) The 'Bidder / Contractor' shall not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section-3 -Disqualification from the tender process and exclusion from future contracts

If The 'Bidder / Contractor' before award or during execution, has committed a transgression through a violation of section-2, above or in any other from such as to put their reliability or credibility in question, the principal is entitled to disqualify the bidder/contractor from the tender process or take action as per their procedure mentioned in the: Guidelines on Banning of business dealings"

Section-4 – Disqualification for Damages.

1. If the principal has disqualified the 'Bidder / Contractor' from the tender process prior to the award according to section-3, the principal is entitled to demand and recover from 'Bidder / Contractor' the damages equivalent to Earnest Money Deposit / Bid security.
2. If the principal has terminated the contract according to section – 3, or if the principal is entitled to terminate the contract according to section -3, the principal shall be entitled to demand and recover from the contractor liquidated damages of the contract value or the amount equivalent to performance Bank Guarantee.

Section – 5 previous transgressions

- 1) Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country confirming to the anti-corruption approach or with any public sector Enterprises in India that could justify his exclusion from the tender process.
- 2) If the bidder makes an incorrect statement on this subject, he can be disqualified from the tender process, or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section – 6 Equal treatments of all eligible bidders/Contractors/Subcontractors

- 1) In case of Sub-contracting, the Principal Contractor shall take responsibility for the adoption of the integrity pact by the Sub-contractor.
- 2) The principal shall enter into agreement with identical conditions as this one with all eligible bidders and Contractors.
- 3) The principal shall qualify from tender process all eligible bidders who do not sign this Pact or violate its provisions.

Section–7 Criminal charges against violating Bidders/Contractors/Sub coordinators

If principal obtains knowledge of the conduct of a bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a bidder, contractor or subcontractor which contains corruption, or if the principal has substantive suspicion in this regard, the principal shall inform the same to the Chief Vigilance Officer.

Section – 8- Independent External monitor

- 1) The principal appoints a competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement.
- 2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor would have access to

all contract documents whether required. It shall be obligatory for him / her to treat the information and documents of the bidders/Contractors as confidential. He / She reports to the Secretary Odisha Khadi & Village Industries Board, Bhubaneswar.

- 3) The Bidders / Contractors accept that the Monitor has the right to access without restriction to all project documentation of the principal, including that provided by the contractor. The contractor shall also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- 4) The Monitor is under contractual obligation to treat the information and documents of the Bidder / Contractors/ Sub-contractors with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential information and in "Absence of Conflict of uninterested'. In case of any conflict of interest arising at a later date, the IEM shall inform the OKVIB Bhubaneswar and rescues him / herself from that case.
- 5) The principal shall provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the principal and the contractor. The parties offer the Monitor the option to participate in such meetings.
- 6) As soon as the Monitor notices, or believes to have noticed, a violation of this agreement, he shall so inform the Management of the principal and request the Management to discontinue or take corrective action or to take other relevant action. The monitor can, in this regard, submit non-binding recommendations. Beyond this, the monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.
- 7) The Monitor shall submit a written report to the Secretary, Odisha Khadi & Village Industries Board, and Bhubaneswar within 8 to 10 weeks from the date of reference or intimation to him by the principal and, should the occasion arise, submit proposals for correcting problematic situations.
- 8) If the Monitor has reported to the Secretary, Odisha Khadi & Village Industries Board Bhubaneswar, a substantial suspicion of an offence under relevant IPC / PC Act, and the Secretary, Odisha Khadi & Village Industries Board Bhubaneswar, has not within the reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9- The word "Monitor" would include both singular and plural.

Section 9 - Pact Duration.

This Pact begins when both parties have legally signed it. It expires for the contractor 12 months after the last payment under the contract and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time. The same shall be binding and continue to be valid despite the lapse of this pact as specified above unless it is discharges /

determined by the Secretary Odisha Khadi & Village Industries board Bhubaneswar.

Section -10, Other provisions

1. This agreement is subject to Indian Law. The place of performance and jurisdiction is the Registered office of the principal OK&VI Board Bhubaneswar.
2. Changes and supplements, as well as termination notices, need to be made in writing. Side agreements have not been made.
3. If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several provisions of this agreement turn out to be invalid, the reminder of this agreement remains valid. In this case, the parties shall strive to come to an agreement with their original intentions.
5. Issue like Warranty / Guaranty etc. shall be outside the preview of IEMs.
6. In the event any contradiction between the integrity pact and its Appendix, the clause in the Integrity Pact shall prevail.
7. For and on behalf of the principal.

(Name of the Officer and Designation)

(Office Seal)

For and on behalf of "Bidder / Contractor)"

(Name of the Officer and Designation)

(Office Seal)

For and on behalf of the "Principal"

Place

Date

Witness: - 1

(Name & Address)

Witness 2: -

(Name & Address

SECTION-5
FINANCIAL BID SUBMISSION FORMS FIN-1 COVERING LETTER
(In Bidders Letter Head)

To:

The Secretary
Odisha Khadi and Village Industries Board
Bhubaneswar, Odisha

Sub: - Selection of Tentage & Event Management for Khadi Mela 2024-25"

Sir,

I, the undersigned, offer to provide the consulting services for [*Insert title of Assignment*] in accordance with your Tender Call Notice No. _____, Dated: _____. Our attached Financial Bid is exclusive 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:

SI No	Description	Unit of Measurement	Quantity	Rate Per Unit	Total Amount Excluding GST
1	Erection of 65nos temporary stalls				
1-a)	Cleaning of Exhibition Ground and Parking Area with arrangement. Daily cleaning of the exhibition ground before starting of the exhibition. Placement of sufficient dustbins for putting garbage.	Per stall for 10 days	100		
b)	Erection of 100 nos temporary stalls of size 10ft X10ft with 3 tire display rack and printed flex front fascia in each stall				
c)	Water proof tarpaulin for roof and back side should be covered by corrugated sheet.				
d)	Ceiling and partitions should be with new white cloth.				
e)	Front strong covering in night time.				
f)	Platform made of plywood to be provided in each stall.				
g)	Each stall to be provided with 2 plastic chairs and one front table of 6ftX3ft with cover.				
h)	2 nos of LED Tube lights, 1 ceiling fan with control and one plug be fitted in each stall.				
i)	Black masking to be done around DIAS area, gate area and stall area.				
2	One Control room of size 20ft X 10 ft shall be erected with two double sofa, center table, 2 stand fans, PA system and wooden platform.	LSM	1		

3	Good Quality sound system for stage (Tub-6 nos, Low Box-4 nos, Feedback-2 nos, Funnel-4 nos (office control room) and light system (Palco-24nos white spot light-8 nos, Sharpy-4 nos for stage, opening, closing and cultural programme, metal LED light-40 nos for exhibition ground, parking area and gate, specification to be maintained rate per pc in details of light and sound system to be maintained.				
a)	Tub 6 Nos.	Per No /Day			
b)	Low Box 4 nos.	Per No /Day			
c)	Feedback	Per No /Day			
d)	Funnel	Per No /Day			
e)	Place (200 Watt.)	Per No /Day			
f)	White Spot Light/ Blinder	Per No /Day			
g)	Smoke 3 KW	Per No /Day			
h)	Sharply (300 Watt.)	Per No /Day			
i)	Metal LED Light (150 Watt.)	Per No /Day			
4	DIAS of size 20ft X 16ft. For inaugural, closing and daily cultural programme with front and side barricade and stage backdrop, design and layout of the structure of the stage to be submitted by the firm.	LSM	1		
5	Green Room 10ft X 10ft size with 1 fan and light system, 2 nos (1 for male and 1 for female)	LSM	2		
6	10 nos of VIP chairs, front table, podium 1 nos, Deepali set 1 no, T-poy 5 nos for the opening and closing ceremony.	LSM	1		
7	1 Theme Gate at the Entrance with Boards and Govt. of Odisha logo, maximum dimension should be 30ft wide X 14ft height, design and layout of the structure of the gate to be submitted by the firm.	No	1		
8	1 Box gate as per design given by the Firm.	No	1		

9	Security arrangements for 24 hours, 3 persons per shift of 8 hours for 10 days. A)- Entrance gate to exhibition ground (1nos X 3shifts X 10days= 30 nos.), B))- Parking area 1nos X 1shift X 10 days= 10 nos, c)- Exhibition Ground 1 nos X 3shifts X 10 days = 30 Nos., Total 70 Man days.	Per No /Day	70		
10-A	Plastic Chairs for opening and closing ceremony function only.	Per No/Units	200		
10-B	Plastic Chairs for Audience	Per No /Day	100		
11	Flower Decoration				
a)	Flower Decoration at gate, stage and Gandhi Mandap on opening and closing ceremony with	LSM			
b)	Flower bouquet for esteemed guest (10nos flower bouquet for opening and 10 nos. flower bouquet for closing ceremony.	No			
12	Light Decoration at main entrance to exhibition ground, Gandhi Mandap and parking area rate of individual item should be quoted such as colour metal light, Chandua / Lamp shadow, LED metal light 400 Wt., LED rice light.				
a)	Colour Metal Light	Per No /Day			
b)	Chandua Light (Pipili Lamp Light)	No	150		
c)	LED Metal Light- 400 Wt.	No	25		
d)	LED Rice Light (Each Mala will consist 100 nos. bulb)	No	200		
13	Supply of Drinking water and FIST AID and daily cleaning of ground before and closing of exhibition.	LSM	1		
14	Decorative carpeting from entrance to DIAS and, net carpeting of entire ground excluding stall area, DIAS area and office room, rate per sqft. To be quoted.	As per actual			
a)	Decorative Carpeting	sqft			
b)	Green shed net Matting	sqft			
15	4 nos. Temporary Toilet (2 for ladies and two for gents separately) and 2 no of Bath room to be erected with sufficient water arrangement. Separate Water tank with drinking water for the participants.				
a)	Temporary Toilet	No	4		
b)	Bath Room	No	2		

16	Thermal Screening and hand sanitization be made at the entrance of the exhibition during the exhibition period.				
a)	Thermal Screening Machine	Per No /Day	1		
b)	Hand Sanitization pedestal stand	Per No /Day	1		
17	One Anchor for Inaugural and closing ceremony.	Per No /Day	1		
18	Lady Hostess	Per No /Day	2		
19	Printing & Installation of flex Board / Hoarding / Standee with 240 gsm Flex & 20-gauge 1" Iron pipe	sqft			
20	Printing of Certificate with Approved design 300 gsm glossy paper and multi colour printing. Size A4	Per piece			
21	Printing of Invitation Card with Approved design 300 gsm glossy paper and multi colour printing and two-fold with cover	Per piece			
22	DG 1no. for total area 125 KW				
a)	Rent for 1 no 125 KVA DG	Per No /Day	1		
b)	Fuel used as per actual at current Price.				
23	Temporary Electric Connection As per Actual paid by the bidder	As per actual			
24	Necessary Fire safety and clearance from proper authority	As per actual			
a)	Fire Extinguisher	Per No /Day	20		
b)	Fire Retardants Chemical spray As per actual certified and clearance by Fire Officer	Per Sqft			
c)	Necessary permission from Police or other Authority As per Actual subject to submission of bill.				
25	TEA & SNACKS				
26	Photography of the entire event with pen drive and veliography. Soft copy and hard copy is to be Submitted to the mela in-charge.				
a)	Supplying Hi-Tea & Snacks for VIP: Deep Tea/Black Coffee, Kaju, Pesta, Kaju Burfi, Water bottle-300 ML., Day of Opening- 15 Packets, Day of Closing - 15 Packets.	Per Pack	60		

b)	Supplying General Snacks: Samosa-1, Bada-1, Veg Cutlet-1, Gulab Jamun-1, water bottle-200 ML., Day of Opening - 500 Packets, Day of closing - 400 Packets, Days in Event Period - 8 Days X 75 Packets Daily = 600 Packets, Grand Total:(500+400+600) = 1060 Packets.	Per Pack	1500		
27	Cultural Event for State Level Exhibition				
a)	Odishi Dance	LSM			
b)	Sambalpuri Folk Song & dance	LSM			
c)	Odia Patriotic Song	LSM			
d)	Odia Melody & Bhajan	LSM			
e)	Track Odiya Song	LSM			
f)	Kathak Dance & musical Program	LSM			
g)	Danda Nritya	LSM			
h)	Patriotic song group	LSM			
i)	Bhajan Samaroha	LSM			
j)	Odiya Marden Song	LSM			

FASION SHOW one days. Date shall be finalized by the Authorities of Board Rate for the programme: Lumsum amount to be quoted.

Signature of Bidder
Name & Designation

SECTION-6 (Annexure)

BID SUBMISSION CHECK LIST

Sino	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs. 7080/- in form to DD/ BC		
4	EMD of Rs. 50,000/- in form of DD/BC / Bid security declaration		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of TAN)		
8	Copy of Goods and Services Tax Identification Number (GSTIN RETURN UP TO DATE		
9	Copy of Trade License		

10	CV & Certificate of Visualizer		
11	EPF/ESI Registration Certificate.		
12	General Details of the Bidder (TECH - 2)		
13	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		
14	List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments		
15	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. (Tech-5)		
16	Copy of the Pasara License / Contractor hired by the bidder		
17	Copy of the Electrical License / Contractor hired by the bidder		
18	Company Credentials		
19	Creative, Design and Layout		
FINANCIAL BID			
1	Covering Letter (FIN-1)		

- 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 Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]:_____

*Name and Designation with Date and Seal:*_____

Signature:_____

Coordination Cell

Annexure A.

Design Gate –

Annexure B.

3D Design Stage- Annexure C