



Department of Agriculture & Farmers Empowerment, Odisha
REQUEST FOR PROPOSAL

RFP No.5092

Dated: 07.11.2023

Selection of eligible bidders for Organization of “**KRUSHI ODISHA-2024**” at Bhubaneswar under the Department of Agriculture & Farmers’ Empowerment, Odisha.

Director, IMAGE, Bhubaneswar under the Department of Agriculture & Farmers Empowerment, Odisha invites sealed proposal from the eligible bidders for “**Selection of Event Management Agency for KRUSHI ODISHA-2024**”.

The RFP Document containing *details scope of work, deliverables, time frame, eligibility criteria, selection criteria and other bidding parameters* can be accessed and downloaded from the departmental website of Agriculture & Farmers’ Empowerment Department at <https://agri.odisha.gov.in>.

The key events of the above bidding process are as follows:

Sl. No.	Critical Events	Time Line
1	Date of Issue of RFP	07/11/2023
2	Submission of Pre Bid Queries	14/11/2023 up to 5.30 PM
3	Pre Bid Meeting	16/11/2023 at 11.30 AM
4	Issue of Pre-Bid Clarifications	21/11/2023
5	Last Date and Time for Submission of Bid	01/12/2023 up to 5.30 PM
6	Opening of Technical Bid	02/12/2023 at 11.30 AM
7	Technical Presentation	07/12/2023
8	Opening of Financial Bid	12/12/2023

The proposal complete in all respect must reach the undersigned through Speed Post/ Registered Post only latest by **01/12/2023 up to 05.30 PM** in a sealed envelope clearly mentioning on the top of it “**REQUEST FOR PROPOSAL – Selection of Event Management Agency for “Krushi Odisha-2024”**” to the address mentioned below. The proposals received beyond the last date and time will be out rightly rejected. The authority reserves the right to reject any/all proposals without assigning any reason thereof.

Director, IMAGE
Siripur, Bhubaneswar – 751003
Email: imagebbsr1999@gmail.com
Phone: 0674-2562190

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DISCLAIMER

This Request for Proposal (RFP) is issued by the **Director, IMAGE under the Department of Agriculture & F.E, Government of Odisha.**

The information contained in this Request for Proposal document ("**RFP**") or subsequently provided to Bidders, whether verbally or in documentary or any other form by on behalf of the Authority or any of their employees or advisors, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information provided. This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each part 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 Applicant 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 RFP and obtain independent advice from appropriate sources.

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

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, 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 Applicant upon the statements contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. Director, IMAGE, Bhubaneswar under the Department of Agriculture & F.E, 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	Director, IMAGE, Bhubaneswar under the Department of Agriculture & F.E, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS)Method
3.	Availability of RFP Document	https://agri.odisha.gov.in
4.	Date of Issue of RFP	07/11/2023
5.	Deadline for Submission of Pre Bid Query	14/11/2023 up to 5.30 PM
6.	Pre-Bid Meeting	16/11/2023 at 11.30 AM
7.	Publishing of Pre-Bid Clarification through Website	21/11/2023
8.	Last Date and Time for submission of Bid	01/12/2023 up to 5.30 PM
9.	Date of opening of Technical Proposal	02/12/2023 at 11.30 AM
10.	Date of Technical Presentation	07/12/2023
11.	Date of opening of Financial Proposal	12/12/2023
12.	Pre-Proposal meeting	A pre-proposal meeting will be held on 16.11.2023 at 11.30 AM in the Board Room-I, Krushi Bhawan, Bhubaneswar. All queries should be received on or before 14.11.2023 up to 5.30 PM on Email: imagebbsr1999@gmail.com in MS Word format addressed to: Director, IMAGE, Bhubaneswar, Bhubaneswar - 751003
13.	Bid Processing Fee (Non-Refundable)	Rs.11,800/- INR (Rupees Eleven thousand Eight Hundred) only including 18% GST in shape of Demand Draft in favour of “ Director, IMAGE, Bhubaneswar ” drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
14.	Earnest Money Deposit (EMD) (Refundable)	Rs.15,00,000/ - INR(Rupees Fifteen Lakh) only in shape of Demand Draft in favour of “ Director, IMAGE, Bhubaneswar ” drawn in any Scheduled Commercial Bank payable at Bhubaneswar
15.	Performance Security	Performance Bank Guarantee amounting to 10% of the contract value from a schedule commercial bank situated in Bhubaneswar in favour of Director, IMAGE as per the format at Annexure-III for a period of 3 months beyond the entire contract period.
16.	Address for Submission of Proposal	Director, IMAGE, Siripur, Bhubaneswar, PIN-751003 Telephone No- 0674- 2562190 Email: imagebbsr1999@gmail.com
17.	Mode of Submission of Proposal	Mode of Submission: Speed Post / Registered Post only to the address as specified above during office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
18.	Contact Person	Name: Sri Sudhanshu Kumar Pradhan Designation: Dy. Director, IMAGE Mob: 8249582900
19.	Place of Opening of Technical Proposal:	Board Room-I, KrushiBhawan, Bhubaneswar

Section-1

LETTER OF INVITATION

1. LETTER OF INVITATION

RFP No. 5092

Dated: 07.11.2023

Name of the Assignment:-“Selection of Event Management Agency for “KRUSHI ODISHA-2024” at Bhubaneswar under the Department of Agriculture & Farmers Empowerment, Odisha.

IMAGE invites sealed proposal from eligible bidders for “**Selection of Event Management Agency for “KRUSHI ODISHA-2024” at Bhubaneswar under the Department of Agriculture & Farmers Empowerment, Odisha.** More details on the proposed assignment are provided at Section-3: Terms of Reference of this RFP Document.

- I. An Agency will be selected under **Quality and Cost Based Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha for “**Engagement of Consultants**” referring to revised OGFR-2023 of Finance Department, Government of Odisha.
- II. The bid/ proposal complete in all respect as specified in the RFP Document must be accompanied with a **non-refundable** amount of **Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only)** towards **Bid Processing Fee** and a **Refundable** amount of **Rs. 15,00,000/- (Rupees Fifteen Lakh only)** towards **EMD** in form of **Demand Draft** in favour of “**Director, IMAGE, Siripur, Bhubaneswar**” drawn in any Scheduled Commercial Bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.
- III. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected. The last date and time for submission of proposal complete in all respects is **01.12.2023 up to 5.30 PM** and the date of opening of the bid is **02.12.2023 at 11.30 AM** in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with **due authorization letter** on behalf of the bidder.
- IV. This RFP includes following sections:
 - a. Letter of Invitation [**Section –1**]
 - b. Information to the Bidder [**Section –2**]
 - c. Terms of Reference [**Section –3**]
 - d. Technical Proposal Submission Forms [**Section – 4**]
 - e. Financial Proposal Submission Forms (**Section–5**)
 - f. Annexure (**Section –6**)
- V. 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/data included in this document. The Client reserves the right to accept / reject any/all proposals / terminate the entire selection process at any stage without assigning any reason thereof.

Director, IMAGE

SECTION-2

INFORMATION TO BIDDER

2. INFORMATION TO BIDDER

2.1. Pre-Qualification /Eligibility Criteria:

Bidders must 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	Supporting Documents Required
1	Single entity legally registered under appropriate authority in India. Consortium or Joint Venture is not allowed. <i>The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008.</i>	Copy of certificate of Incorporation / Registration of the bidder
2	The bidder must have an average annual turnover of more than Rs. 10.00 Crores from consulting business/event management only during the last three financial years (2020-21,2021-22, 2022-23).	Certificate from Statutory Auditor (TECH-3)
3	The Bidder should have positive net worth in the last financial year (FY 2022-23)	Certificate from a Chartered Accountant
4	The bidder must have experience of at least 3 “similar projects/ assignments” (completed or on going) with contract value of the project being not less than Rs.1.00 Cr. during the last 5 years (2018-19, 2019-20, 2020-21,2021-22, 2022-23) under Central / State Govt. / Autonomous bodies / PSUs	Copies of Work Orders / Contract Document / Completion Certificate from the previous Clients
5	The bidder should not have been blacklisted by the Central Government / any State Government or their agencies in India in the last 5 years as on bid submission date.	Self Declaration by the authorized representative on the bidder’s letter head.
6	Bidders participating in the tender must be registered under Odisha GST (OGST) Act.	Copy of the GSTIN

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:

- a. Filled in Bid Submission Check List in original(**Annexure-I**)
- b. Covering letter (**TECH – 1**) on bidder’s letterhead requesting to participate in the bid process.
- c. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- d. Copy of Certificate of Incorporation/Registration
- e. Copy of PAN
- f. Copy of Goods and Services Tax Identification Number(**GSTIN**)
- g. Copies of IT Return for the last three financial years (**FY 2020-21,2021-22 & 2022-23**).
- h. General Details of the Bidder (**TECH –2**)
- i. Financial Details of the bidder (**TECH– 3**) along with all supportive documents such as Balance Sheet and Income/Expenditure Statement duly certified and signed as per the instruction.
- j. Power of Attorney (**TECH– 4**) in favour of the person signing the bid on behalf of the bidder.

In case of partnership firm, please attach the resolution of the partners regarding nomination of authorized representative for submission of the bid.

- k. List of completed/ ongoing assignments of similar nature (Past Experience Details **TECH- 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- l. Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organization in the last 5 years.

NB:

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid and Blacklisting accordingly. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

2.2 Bid Processing Fee:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs.11,800/- INR (Rupees Eleven thousand Eight Hundred) only including 18% GST** in shape of DD from any Scheduled Commercial Bank in favour of “**Director, IMAGE, Siripur, Bhubaneswar** payable at Bhubaneswar. Proposals received without bid processing fee will be rejected

2.3 Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 15,00,000/- (Rupees Fifteen Lakh Only)** in shape of DD from any Scheduled Commercial Bank in favour of “**Director, IMAGE, Siripur, Bhubaneswar**” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract.

The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the Contract.

The EMD will be forfeited on account of the following reasons:

- 2.3.1 Bidder withdraws its proposal during the bid validity period as specified in the RFP.
- 2.3.2 Bidder does not respond to requests for clarification of its proposal.
- 2.3.3 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.
- 2.3.4 If the bidder fails to
 - i. provide clarifications
 - ii. agree to decisions of the contract negotiation meeting,
 - iii. sign the contract in time,
 - iv. furnish required Performance Bank Guarantee.
- 2.3.5 Any other circumstance which holds the interest of the Client during the overall selection process.

2.4 Pre-Bid Meeting:

A pre-bid meeting will be organised by the Client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, as per the prescribed format provided at **(Annexure-II)**, to Director, IMAGE, Bhubaneswar through e-mail at imagebbsr1999@gmail.com up to **14.11.2023 up to 5.30 PM** from the level of the authorized representative of the bidder only. **Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting.** The pre-bid meeting will be held on **16.11.2023 at 11.30 AM** in the Board Room-1, Krushi Bhawan, Bhubaneswar. Representatives (**maximum up to 2 members from each bidder**) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the Department website for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this RFP. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

2.5 Authentication of Proposal:

The proposal should be accompanied by a power-of-attorney in the name of the signatory of the proposal as per the format **TECH -4** as provided in the RFP.

2.6 Submission of Proposal:

Bidder must submit their proposals by **Registered Post / Speed Post** 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. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be signed by the representative of the bidder, page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected.

The procedure for submission of the proposal is described below:

2.6.1 Technical Proposal (Original + 1 Copy + Soft Copy in word format inpendrive):

The envelope containing technical proposal shall be **SEALED AND SUPERSCRIBED** as “**Technical Proposal – Selection of Event Management Agency for KRUSHI ODISHA-2024 under the Department of Agriculture & Farmers Empowerment, Odisha**”. The duly filled-in technical proposal submission forms, soft copy in Word format in pendrive along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

2.6.2 Financial Proposal (Original + 1 Copy + Soft Copy in pdf form):

The envelope containing financial proposal shall be **SEALED AND SUPERSCRIBED** as “**Financial Proposal – Selection of Event Management Agency for KRUSHI ODISHA-2024 under the Department of Agriculture & Farmers Empowerment, Odisha**”. 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 only along with soft copy in pdf form in pendrive as part of financial proposal. The “**Technical Proposal**” and “**Financial Proposal**” 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 RFP Document. The first envelope must be marked as “**TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**”.

The second envelope must be marked as “**FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**” and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

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

2.7 Opening & Evaluation of the proposal :

The **FIRST ENVELOPE** containing **TECHNICAL 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 a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. **Only one representative with proper authorization letter** from the participating bidder will be allowed to attend the bid opening meeting. The **SECOND ENVELOPE** containing **FINANCIAL PROPOSAL** of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

2.8 Evaluation of Proposal:

A **three stage** process will be adopted as explained below for evaluation of the proposals. :

a) Preliminary Evaluation (1st Stage): Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- i. Filled in Bid Submission Check List in Original(**Annexure-I**)
- ii. Covering letter (TECH– 1) on bidder’s letterhead requesting to participate in the selection process.
- iii. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- iv. Copy of Certificate of Incorporation/Registration
- v. Copy of PAN
- vi. Copy of Goods and Services Tax Identification Number(GSTIN)
- vii. Copies of IT Return for the last three financial years (FY 2020-21, 2021-22, 2022-23).
- viii. General Details of the Bidder (TECH –2)
- ix. Financial Details of the bidder (TECH– 3) along with all supportive documents as applicable duly signed as per the instruction.

- x. Power of Attorney (TECH– 4) in favour of the person signing the bid on behalf of the bidder.
- xi. List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous clients.
- xii. Undertaking for not having been black-listed by any Central / State Government / Autonomous bodies/ International & National Organisation in last 5 years.
- xiii. All the pages of the proposal and enclosures are signed or not by the authorised representative

Any deviation from the prescribed procedures/formats/conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be out rightly rejected. All the pages of the proposal must have to signed with seal by the authorized representative of the bidder.

b) Technical Evaluation (2nd Stage): Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters:

Sl. No.	Evaluation Parameters	Maximum Mark
A. Technical Evaluation Criteria		
1	Average Annual Turnover : The bidder must have an average annual turnover of more than Rs. 10.00 Crores from consulting business/event management only during the last three financial years (2020-21,2021-22, 2022-23). <ul style="list-style-type: none"> • 10.00 Cr. – 20.00 Cr. : 10 marks • More than 20.00 Cr – 30.00 Cr. : 15 marks • More than 30.00 Cr. : 20 marks 	20
2	Past Experience : The bidder must have experience of at least 3 “similar projects/ assignments” (completed or ongoing) with contract value of the project being not less than Rs.1.00 Cr. during the last 5 years (2018-19, 2019-20, 2020-21,2021-22, 2022-23) under Central / State Govt. / Autonomous bodies / PSUs <ul style="list-style-type: none"> • 3 assignments : 20 marks • Each additional assignment (limited to16 marks) : 4 marks • Extra weightage for assignment/ event organized in Odisha : 4 marks 	40
3	Pan- India presence : The organization should have a Pan-India presence in the major cities of India in terms of regional chapters/ Offices/ Infrastructural support & other networking. (Documentary evidences must be attached in favour of the above criteria) <ul style="list-style-type: none"> • Less than 5 states : 0 marks • 5-10 states : 5 marks • More than 10 states : 10 marks 	10
Sub Total		70
B. Technical Presentation		30
<ul style="list-style-type: none"> • Understanding of Client’s needs & Scope of Work • Plan for the event management • Innovative Ideas • Team Strength 		
Grand Total		100

*** Bidders securing 50 marks or above out of the total 70 marks in the technical evaluation criteria (Average Annual Turnover, Past Experience, Pan-India Presence) will be called for technical presentation.**

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 before 7 days from the date of technical presentation. 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 out of 100 in the technical evaluation stage will be technically qualified for opening of the financial proposal.**

- c) **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

2.9 Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (S_T) in accordance to the marks obtained during the technical evaluation stage. There shall be **70 %** weightage to technical score and **30 %** weightage to financial score.

The individual bidder's financial score (S_F) will be evaluated as per the formula given below:

$$S_F = [F_{min} / F_b] * 100 \text{ (rounded off to 2 decimal places)}$$

where,

S_F = Normalized financial score of the bidder under consideration

F_{min} = Minimum financial quote among the technically qualified bidders

F_b = Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = S_T * 0.7 + S_F * 0.3$$

Where S_T = Technical score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the Contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the agency including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

2.10 Performance Bank Guarantee:(PBG)

Within 7 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **10% of the contract value** from a Scheduled Commercial Bank situated in Bhubaneswar in favour of "**Director, IMAGE, Siripur, Bhubaneswar**" as per the format at **Annexure-III**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

2.11 Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc. At no stage the negotiated price will be above the bidders quoted price.

2.12 Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notify all other bidders about the result of the selection process. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties. ***Sub-contracting is not allowed under this assignment under any circumstances.***

2.13 Payment Terms:

The mode & manner of payment will be decided in consultation with the approved agency and the Financial Committee of Krushi Odisha-2024. The final payment will be made as per the actual expenses & following revised OGFR-2023.

2.14 Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same scheme / project at a different level by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with officials of the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

2.15 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:
 - i. a 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;
 - ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - iii. failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

2.16 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.

2.17 Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language only. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

2.18 Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

2.19 Proposal Forms:

Wherever a specific form is prescribed in this Request for Proposal (RFP) document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form, additional sheets shall be used to convey the required information. For all other cases, the bidder should design a form to hold the required information. *Any deviation to the prescribed format of the RFP results in rejection of the proposal.*

2.20 Local Conditions:

Each bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and/ or the cost. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The client shall not entertain any request for clarification from the bidder regarding such local conditions. It is the bidder's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Client. Neither any change in the time schedule of the Contract nor any financial adjustments arising thereof shall be permitted on account of failure of the bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

2.21 Legal Jurisdiction:

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

2.22 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.

2.23 Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract. Any effort by the bidder to influence during the proposal evaluation stage may result in the rejection of the proposal.

2.24 Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through Departmental website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposal.

2.25 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.

2.26 Copyright, Patents and Other Proprietary Rights:

Agriculture & Farmers Empowerment Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents Copy rights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

2.27 Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising

out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

2.28 Arbitration:

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Principal Secretary to Govt. Agriculture & Farmers Empowerment Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar.

2.29 Disqualification of Proposal:

The proposal of the bidder is liable to be disqualified in the following cases as listed below:

- a. Proposal submitted without Bid Processing Fee & EMD as applicable
- b. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- c. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- d. Proposal is received in incomplete form
- e. Proposal is received after due date and time for submission of bid
- f. Proposal is not accompanied by all the requisite documents /information
- g. A commercial bid submitted with assumptions or conditions
- h. Bids with any conditional technical and financial offer
- i. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- j. Proposal is not properly sealed or signed
- k. Any deviation in the technical and financial proposal
- l. Proposal is not conforming to the requirement of the scope of the work
- m. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- n. If any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- o. Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- p. Failure to agree with terms and conditions of the RFP
- q. *The quoted professional fee not within the prescribed limit of the RFP.*
- r. ***Any other condition / situation which holds the paramount interest of the client during the overall selection process.***

SECTION-3

TERMS OF REFERENCE

3. TERMS OF REFERENCE

Background:

IMAGE was declared as an Autonomous Society registered under the Societies Act with effect from 01.03.1999.

Mandate of the Institute:

- Provide capacity building support in Extension Management related areas to the extension functionaries from public, private and non-governmental sectors.
- Provide consultancy in the areas like project planning, appraisal, implementation, monitoring and evaluation etc.
- Develop and promote application of management tools for improving the effectiveness of Agricultural Extension services.
- Organize need based training programmes for middle level extension functionaries.
- Develop modules on Management, Communication, Participatory Methodologies etc. as a sequel to the feedback from training programmes.
- Organize Annual Workshop involving all the agricultural related training Institutes in the state to achieve complementarity in training and capacity building for functionaries of agriculture and allied departments.

IMAGE is organizing State Agriculture Fair (Krushi Odisha) since 2007 to show-case the achievements in Agriculture and allied sectors i.e. Agriculture, Horticulture, Soil Conservation, Animal Husbandry, Fisheries, sectors with participation of various stake holders. The **Krushi Odisha-2024** will be held at **Janta Maidan, Bhubaneswar tentatively from 17th to 19th January, 2024**. A large number of invitee farmers and farmers' representatives from all the 30 districts are also being invited to the Fair. Different stakeholders of Agricultural Production systems like State Departments, OUAT, Financing Institutions, Companies & Dealers of Inputs and Machineries, NGOs, Farmer Organisations, Producer Companies are supporting the Fair as well as showcasing their activities/ achievements. Farmers, Scientists, Extension Functionaries, Research Scholars, Dealers, Civil Society Workers and General Public from different corners of the state witness the events organised on different days of the Fair.

About 180 best farmers/ WSHGs selected from 30 districts @ 6 (six) representing various sectors like Agriculture, Horticulture, Fisheries, Animal Husbandry, Watershed & WSHG will be felicitated on the occasion.

3.1 Project Scope:

- 3.1.1 Prepare the layout of the EVENT in consultation with Director, IMAGE which shall have provisions and arrangements to accommodate around 200 stalls depending on the requirement of Government & Commercial Stalls, the main stage for meeting and seating space arrangement, food stalls, two Krushak Pathshalas (Seminar halls), registration desks, transport arrangement for dignitaries and participants Farmers Facilitation Centre and other activities, mutually agreed by both the parties.
- 3.1.2 Make arrangements for putting up Transformers/ Gensets for uninterrupted power supply during the fair.
- 3.1.3 Make adequate arrangements for Hangars and lights, construction of stalls, Krushak Patshala, Stage etc.
- 3.1.4 Make arrangements of water required for drinking purposes, watering of the ground, conservancy, toilets etc., public conveniences like toilets and urinals, at the EVENT.
- 3.1.5 Make Private Security arrangements for the EVENT including night security and security inside exhibition area of the Venue.
- 3.1.6 Make arrangements for adequate Fire protection measures which are of paramount importance in consultation with Director, IMAGE towards adequate care for all necessary arrangements to ensure public safety with certificate from Fire Department
- 3.1.7 Responsible to make arrangements towards entire EVENT area, materials, sound system, the internal Security agency, fire extinguishers and spraying of fire retardant solution and other ancillary arrangements related to the EVENT.
- 3.1.8 Responsible toward designing and construction of the main gate of the EVENT with the approval of Dept. of Agriculture & Farmers' Empowerment, Odisha.

- 3.1.9 Establish an office at the pavilion building in the premises to be shared by both the parties. An air-conditioned VIP Lounge shall be prepared in the same premises.
- 3.1.10 Arrange speakers for conferences, their accommodation, welcome and see off, journey and fooding.
- 3.1.11 Arrange open space for exhibition of animal, livestock and machineries.
- 3.1.12 Responsible for branding of the event with banners, hoardings, standees, walls etc. with proper approval from the authority.
- 3.1.13 Designing of mascots and display on the event, installation of selfie point.
- 3.1.14 Coordinating with different agencies, Govt. functionaries associated for smooth functioning of the event.
- 3.1.15 Coordinate with relevant agencies for getting requisite permissions like, Power & water supply, Sanitation, Fire fighting arrangements, Traffic authority, Security, Insurance & other such activities.
- 3.1.16 Ensure the overall arrangement of audio visuals, audio video recording, Live streaming, Podium, gifts, mementos etc.
- 3.1.17 Designing and ensuring necessary arrangement for Inaugural, Valedictory, Sectoral events, Plenary session and cultural events.
- 3.1.18 Proper documentation of the entire event and submission of relevant records to the client.

3.2 Deliverables:

3.2.1 CONSTRUCTION OF STALLS AND OTHER CONSTRUCTION WORK

The successful bidder has to erect the following structures and provide other ancillary services in the ground as briefly described below and specified in the detailed specifications, which may be altered/ substituted according to requirement and feasibility.

3.2.1.1 Registration Room

Registration in Pagodas 5m x 15m with wooden flooring, carpeting, side paneling, cabeling, lighting, front glass, registration counters, fans, fascia board with vinyl cut out lettering, computers, printers, manpower for spot registration and management, printing of lanyard and badges & printing of names on the badges of different categories as per the requirement.

3.2.1.2 Exhibition Stalls

Around 200 stalls of 3mtr.X3mtr.X3mtr. (L:B:H) (standard size) in 3 German Hangers (18 mtr. Height) for displaying the Exhibits/ showcasing the activities of the partners as per specifications. The number of stalls may be increased or decreased as per requirement and notified to the successful bidder before commencement of the work or during the execution.

3.2.1.3 Stage

The successful bidder has to construct a stage of size 20mtr. X 8 mtr. With stair cases, provide good quality carpeting, front decoration, with video walling at the backside, seating arrangement for at least 12 persons with good quality Chairs, Centre Tables, AC, Podium, memento parking dais etc. as per specifications.

3.2.1.4 Gate

Two gates (One main gate & other for VIPs) with side walls and top fascia written with "Krushi Odisha -2024" in Odia and "Agriculture Fair- 2024" in English with suitable flexes posters depicting activities of agriculture and allied sectors (Horticulture, Agriculture, Fisheries, Animal Husbandry, Bee keeping etc.). **The bidder has to submit design for gate and quote rates accordingly.** The height of the fascia of the gate should be at least 5 mtr. with a width of 8 mtr. between two side frames so as to enable passage of heavy vehicles into the venue. The gate should be illuminated as may be specified and provided with flexes, flower decoration etc as may be specified. Hoardings on both sides of the gates of 10 feet by 8 feet shall be installed.

3.2.1.5 Pandal/ Meeting venue

One Meeting venue of 65mtr. X 40 mtr.size in front of the Stage at a distance of 8 mtr.from the stage. There should be a barricade with steel grill between the pavilion space and the

stage at an approximate distance of minimum 6 mtr. from the stage with a 2 mtr. passage between the front row of seating arrangement and barricade. Should be provided with Sofas and Centre Tables, and carpeting in the first two rows and plastic moulded Chairs in the subsequent rows as per specifications.

3.2.1.6 KrushakPathshala

Two Krushak Pathshalas of size 25 mtr. X 30 mtr. for conducting FPO's workshop, Farmer-Scientist Interaction & Experience sharing of farmers during the fair days. Pathshala will have one stage of 6 mtr. X 4 mtr. with wooden flooring, AC, LED wall, Sound system, Executive chairs etc.

3.2.1.7 Reception-cum-Office room

One AC Reception cum Office Room of size 12 mtr. X 6 mtr. partitioned into two segments each of 6 mtr. X 6 mtr. with inter connectivity nearer to the stage to be erected. Agency is required to setup furnitures and equipments like Sofas, Chairs, Centre Tables, Desktop, Scanner-cum-Printer and other amenities. Full carpentering of the room is required to be done.

3.2.1.8 VIP Enclosure& CM Room

Two AC VIP Enclosure& CM Room adjacent to the Stage/ Reception room fully equipped with furnitures like Sofas, Chairs, Centre Tables, Wall mounted TV with access to different channels, carpentering etc. with attached temporary Toilet facility required to be setup. Approximate size of the VIP enclosure is approximately 17mtr. X 6 mtr. as per specifications.

3.2.1.9 Service Room

One Service Room interconnected with the VIP Enclosure/Reception room of 5mtr. X 3mtr. with required plastic moulded chairs, centre tables, side tables, electrical connectivity as per specifications.

3.2.1.10 Duty Room for Service Personnel

Five Duty rooms (i) for Fire Force personal, (ii) Police Personnel (iii) Security personnel (iv) Medical Personnel & (v) CCTV of 5 mtr. X 3 mtr. size each, with Chairs, Tables, Fans, lightings, mattress etc. as per specifications.

3.2.1.11 Barricade

- (a) Barricade with 6 mtr. from the Stage and 2 mtr. from the first row of chairs in the pandal.
- (b) Wherever there is open passage to the ground after construction of stalls and other structures, barricades have to be provided with curtains as may be necessary.
- (c) Barricades have also to be provided along the internal road separating the parking space with the exhibition ground wherever necessary as may be required.

3.2.1.12 Food Court

In addition to the Stalls, there should be at least 10 Food Stalls/ Coffee Shops each of size 5 mtr. X 5mtr. clustered in one particular spot inside the ground in suitable location as may be specified. Plastic moulded Tables and Chairs to be provided in front of the Food Stalls for the convenience of visiting public. These Food Stalls though detached from the main exhibition area should be within the barricaded area with ply or tin sheets to restrict entry of unauthorised persons particularly in night.

3.2.1.13 Temporary Toilets

- a) One Temporary Toilet attached to VIP Enclosure
- b) Two Temporary Toilets attached (separate for Gents & Ladies) to the Reception cum Office Room.
- c) Three batch of twelve temporary toilets (Gents - 6, Ladies - 6) for general with wash basin, facility of liquid soaps, adequate water supply and phenyl.
- d) Regular up keeping of the toilets is the responsibility of the agency. It shall be functional before 1 day of the event.

3.2.1.14 Parking Place

- a) Parking place for ambulance and Fire Extinguisher Vehicle adjacent to Stage/ Office room with sufficient space in front side for easy movement need to be set up.
- b) Parking place for vehicles need to be arranged with sufficient nos. of standby banners depicting PARKING need to be placed for easy identification of parking place by the public coming to witness the fair.

3.2.1.15 Dining Halls

- (1) Two carpeted dining hall of 40mtr. X 20 mtr. each with chairs, tables, service tables and serving personnel.
- (2) Cleanliness and sanitation in and around the dining halls shall be of paramount importance.

3.2.1.16 Camp Office

One camp office of size 12mtr.x 10mtr. for store room, pantry room, office room with air conditioning.

3.2.1.17 FARMER'S KIOSK

One carpeted Farmer's Kiosk of size 8 mtr. X 8 mtr. nearer to stage with 10 laptops having Broadband connectivity.

3.3 GENERAL REQUIREMENT OF STALLS

- 3.3.1** The successful bidder has to provide (a) Electrical connection (b) plug points (c) lighting systems (d) Long Table with Cloth (e) Chairs etc to the stalls.
- 3.3.2** The final sketch for layout of the stalls will be made available to the successful bidder and the stalls should be made in such a manner keeping in view the large number of Agriculture Machinery Manufactures expected to participate in the exhibition. The successful bidders have to consult IMAGE before starting the work so that a suitable area will be demarcated to such exhibitors at appropriate place.
- 3.3.3** Some of the exhibitors will need more space for stalls and also open space for displaying heavy machineries outside their stall space. The stall lay out have to be done keeping such requirements in view, which will be made available during the course of construction of stalls.
- 3.3.4** Some of the exhibitors may like to construct their own stalls within the allotted space, and accordingly provision will be made. But the successful bidder has to provide them (a) Electrical connection (b) plug points (c) lighting systems (d) fans (e) Long Table with Cloth (f) Chairs etc as may be required by them and approved by the Officer in charge at the ground/ Director, IMAGE.
- 3.3.5** The intending bidders may visit the ground where exhibition will be done and submit the following;
 - (a) A lay out plan for the whole ground with necessary drawings
 - (b) Drawing and design for the gate (mandatory)
 - (c) Drawing and Design for the Stage
 - (d) Drawing and Design for stalls in clusters
 - (e) Drawing and Design for Pandal/ Meeting Venue
 - (f) Drawing and Design for Green Room, Reception-cum-Office Room, VIP Enclosure, Service Room, Duty room for service personnel, Temporary Toilet, Parking place, Food Court etc.
 - (g) Drawing space for Power supply backup, Space for public address system and equipment, space for dustbins, Space for Fire fighting equipments, Space for drinking water facility, Space for Ambulance and Fire extinguisher vehicle etc.
 - (h) Drawing indicating the other structures as may be specified in the specifications.
- 3.3.6** All the stalls including food court, and all pavements inside the exhibition ground should be covered with synthetic net carpet, excluding those areas meant for parking of heavy machinery, as may be specified.

3.4 ELECTRICAL WIRING, SWITCH BOARDS, AND FITTINGS

3.4.1 Electrical works to be done:

- i) Complete Wiring of the entire exhibition area with required switch boards, control switches.
- ii) Adequate Plug Points for operating audio visual equipments, computer, and mobile charging of the exhibitors and in all built up area as per specifications.
- iii) Adequate Ceiling, wall/pole mounted fans as per requirement/ specifications in all the built up area.
- iv) Adequate Lighting with CFL/ SFL Lamps in the stalls, other structures and in the ground.
- v) Adequate Pavement Lighting in the passage between stalls, passage to the toilets, parking area, with two halogen lamps fixed at opposite directions at an interval of 15' or as may be required. Sufficient light arrangement shall be made to lighten the entire Exhibition Ground with provision of Halogen/Neon light in towers.
- vi) Split Air Conditioners of 1.5 to 2.0 tonne capacity to be provided in the VIP Enclosure, Office Room and stand ACs to be installed on the stage as specified.
- vii) Pedestal fans to be provided in strategic locations as per requirement and specified.
- viii) Decorative lichi bulbs, shaded lights may be provided as specified.
- ix) Adequate light provision to be made focussing the gates and its surrounding area including parking space.
- xi) Adequate Stage lights, rotating lights, and dim and bright lights for stage shows etc. as per requirement and specified.
- xii) Appropriate lighting arrangements with flood light towers as may be specified in the entire ground, back of the stall to ensure safety of the personnel and material in the ground during the night in addition to providing adequate lighting arrangements in the exhibition area.
- xiii) Sound sensitive decorative lamps for cultural shows to be staged, so that the lighting increases and decreases and rotate depending on the volume of the sound

3.4.2 Assistance for Providing Electricity to the exhibition ground.

- (i) IMAGE shall write to the TPCODL and the Electrical Inspector, for providing Electrical supply to the ground from the date of commencement of construction as per requirement.
- (ii) IMAGE shall also make payment of the Inspection Fee for Electrical fittings, and fees and tariff payable to the TPCODL.
- (iii) The Successful bidder has to assist IMAGE in obtaining clearance from the Electrical Inspector /TPCODL for minimum connected load and full connected load till the exhibition is over and materials are removed from the ground.

3.4.3 POWER SUPPLY BACK UP

The Successful bidder has also to provide adequate Power supply back up to the ground by providing the required number of Generators of 250 KVA/ 125 KVA as maybe required for the event.

3.5 PUBLIC ADDRESS SYSTEM, AND EQUIPMENTS

The successful bidder has to provide Mike set(s) for the stage with conventional and cordless mouth pieces, amplifiers, DVD players, loud speakers with permissible sound emission levels to be provided at various locations inside the exhibition venue, pendal, and other locations as may be specified/ required. The successful bidder may have to make standby arrangements for amplifiers and mike sets as may be required.

3.6 DRINKING WATER FACILITY

The agency is required to make provision for adequate drinking water for the general public coming to witness the fair and the participating officials of partners of the exhibition through out the fair uninterruptedly. For this purpose adequate water tanks need to be placed at different places of the ground. Layout is to be suggested by agency in technical presentation.

3.7 FOODING

The agency is required to provide good quality Breakfast, Lunch, Dinner for participating seminar farmers (around 500 farmers per day) either at the venue or designated place to be finalized later. Agency has also to make arrangement of High Tea, Snacks, Lunch for around 300 dignitaries per day in the VIP lounge at the venue.

3.8 DUSTBINS

The agency is required to put adequate nos. of dustbins at different places of the ground. Regular cleaning of these dustbins are the responsibility of the agency. Layout is to be suggested by agency in technical presentation.

3.9 CARPETING AND CLEANING

Agency is required to carry out the carpeting of the entire area to be used. It is the responsibility of the agency to keep the ground clean during the entire period of the fair.

3.10 DESIGNING & PRINTING OF EVENT MATERIALS

The agency is required to design & print 1000 nos. of invitation card after proper vetting & approval and hand over to IMAGE well ahead. The agency has also to design & print different IEC materials required for the event.

3.11 BADGES FOR OFFICIALS AND DELEGATES

Agency is required to prepare badges for participating officials and for the delegates in different days of the fair. Agency has to design the badges and present the design before the organising committee for approval. Badges need to be supplied to Director, IMAGE 1 day before commencement of the fair.

3.12 KITS FOR FARMERS/ VIPs/ MEDIA

The agency is required to provide around 100 kits for dignitaries, 1500 kits for farmers and 100 kits for media personnel duly approved by the respective committee to IMAGE well ahead of the event.

3.13 UTTARIYAs, SHAWLS & MEMENTOs

The agency is required to provide around 300 Uttariyas, Shawls & Mementos for felicitation of different awardees and dignitaries during the event.

3.14 ISSUE OF PASSES

Security passes @ 2 officials per participating stall partner has to be issued by the bidder. The officials having such passes can only be allowed to enter the ground even during off time with necessary entry in the information register to be maintained by the bidder. Besides these passes will also have to provided to the organising officials in consultation with Director, IMAGE.

3.15 BRANDING

The agency is required to design different IEC materials like Hoardings, Displays, Flex etc. and ensure displaying at designated locations through BMC after proper vetting and approval.

3.16 LIVE STREAMING& AUDIO VIDEO RECORDING

The agency is required to capture the 3 days event and live stream the entire event and submit to IMAGE.

3.17 VEHICLE ARRANGEMENT

The agency is required to make necessary arrangement for farmers (Awardee) / Speakers/ Officials to the event site.

3.18 LOGISTIC SUPPORT TO RESOURCE PERSONS/ DIGNITARIES

The agency is required to make necessary arrangements for booking of air tickets, accommodations & transport of Resource Persons/ Dignitaries.

3.19 CULTURAL EVENTS

The agency is required to arrange sufficient EMCEE, Anchor for the event, cultural& dance troupes for cultural event, welcome song during the event days.

3.20 SECURITY

The successful bidder has to provide sufficient no. of security personnel for day and night for four days (1 Preparation day & 5 Fair days). The bidder has also to provide 2 nos. of Metal Detector door frames for 3 days.

3.21 INSURANCE

The agency is required to ensure insurance of the entire event properly.

3.22 DEPLOYING VOLUNTEERS

Agency is required to deploy volunteers for the fair for handling various activities pertaining to entire event management as per the need.

3.23 FIRE STANDARDS AND FIRE FIGHTING EQUIPMENTS

- a) The construction of stalls, electrification, public address systems, fire fighting equipments and storage of water etc. should be as per Indian Standard IS 8758:1993.
- b) The successful bidder shall have to provide Fire Extinguishers and Fire Bucket filled with Water/ Sand as per requirement.
- c) The successful bidder should also have to spray fire retardant solution on all the temporary structures of the fair.

3.24 DETAILED APPROXIMATE SPECIFICATIONS OF WORK TO BE DONE AND AMMENITIES, ACCESSORIES TO BE PROVIDED.

- a) A detailed approximate specification of work to be done along with the approximate number of furniture, electrical fittings, and other items described in the general conditions as mentioned in **Fin-2 (Part-A)**.
- b) The specifications are subject to modification, addition, substitution, alternation as may be required at the time of execution depending on the requirement, and the number and quantity of items of ancillary amenities, facilities, and material, furniture, fittings including electrical fittings to be supplied will be as per actual requirement.
- c) Wherever required additional items of construction work or ancillary amenities, facilities etc. as aforementioned or as may be required in the opinion of the Competent Authority have to be provided at short notice.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH-1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Director, IMAGE
Siripur, Bhubaneswar - 751003**

Subject: "Selection of Event Management Agency for KRUSHI ODISHA-2024" under the Department of Agriculture & Farmers' Empowerment, Odisha.

[TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Request for Proposal No.: ____, dated _.

I, 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. Our proposal will be valid for acceptance up to **180 Days** and 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 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 office in Odisha 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 stipulated scope of work of the RFP	YES
11	Willing to 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 (FinancialDetails)

Financial Information in INR			
Details	FY2020-21	FY2021-22	FY2022-23
Turnover from Consultancy/ Event ManagementBusiness only (inCr.)			
Supporting Documents: Audited certified financial statements for the last three FYs (2020-21,2021-22,2022-23) (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 proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i>			

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

FORMAT FOR POWER OF ATTORNEY

(To be provided in original on Bidder Letter Head as part of the Technical Proposal on StampPaper of value required under law duly signed by the competent authority of the bidder)

Dated: _____

POWER OF ATTORNEY

To Whom It May Concern

Know all men by these presents ,we _____(name and registered office address of the Applicant) do hereby constitute, appoint and authorise Mr. _____(Name of the Person(s)), domiciled at _____(Address), acting as _____(Name and Designation), as Authorised Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of contract under [Name of the Assignment] involving the deliverables as per agreement with _____, vide Request of Proposal (RFP) Document dated, issued by Director, IMAGE, Bhubaneswar under Agriculture & Farmers' Empowerment Department, Government of Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For: _____

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney

NB: *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).*

TECH- 5 (I)

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (Lists of completed/ongoing Assignments of similar nature during last 5 years)

Sl. No.	Period	Assignment and Duration	Name of the Client	*Contract Value (in INR)	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							

*[*Contract value more than 1.00 Cr.]*

Note: Bidders are requested to furnish the list of the similar assignments undertaken/ completed during the last 5 Financial Years (2018-19, 19-20, 20-21, 21-22 & 22-23) having contract value more than 1.00 Cr. each 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.

Assignments of similar nature means organization of Mela, Fairs, Exhibitions etc. at International, National & State/ Regional Level.

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

Communication Address of the Bidder: _____

TECH -5 (II)

Bidder Experience

[Using the format below, provide information on each assignment for which your organisation was legally contracted as **single entity** for carrying out consulting services similar to the ones requested under this assignment during last **five years**]

Assignment name:	Value of the contract (in INR):
Location:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Address:	
Start date (month/year): Completion date (month/year):	No. of professional staff-months deployed with details:
Narrative description of Project/ Assignment:	
Description of actual services provided by your staff within the assignment:	

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

[NB: Bidders are requested to provide the details about the lists of assignments as provided in TECH - 5 (I) respectively]

TECH -6

Comments and Suggestions of the Consultant on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client

A: On the Terms of Reference / Scope of Work:

[Present and justify here any modifications to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your technical proposal.]

B: On Input and Facilities to be provided by the Client:

[Comment here on inputs and facilities to be provided by the Client according to Information to the Consultant and Scope of Work]

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH-7

DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach and Methodology:

C. Documentation Management Plan for the Client:

D. Staff Deployment Strategy:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only

SECTION-5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

**The Director, IMAGE
Siripur, Bhubaneswar – 751003**

**Subject: "Selection of Event Management Agency for KRUSHI ODISHA-2024" under the
Department of Agriculture & Farmers' Empowerment, Odisha**

[FINANCIAL PROPOSAL]

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.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **180 days**. 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:

—

FIN-2

(Part-A)

FINANCIAL PROPOSAL

INDICATIVE/ SUGGESTIVE SPECIFICATIONS AND AMENITIES TO BE PROVIDED FOR THE KRUSHI ODISHA-2024					
Sl. No.	Item of work	Specifications/ detailed items/ amenities to be provided	Unit	Approximate Built up area/ Quantity	Rate Per Unit
1	Registration Room	Registration in Pagodas 5m x 15m with wooden flooring, carpeting, side paneling, cabling, lighting, front glass, registration counters, fans, fascia board with vinyl cut out lettering, computers, printers, manpower for spot registration and management, printing of lanyard and badges & printing of names on the badges of different categories as per the requirement.	Sq. Mtr.		
2	Construction of Stalls	Construction of approximately 200 Exhibition Stalls, each of size 3mtr. X 3 mtr. X 3 mtr. in 2 hangers of 30 mtr. X 60 mtr. & another of 20 mtr. X 30 mtr.	Sq. Mtr.		
		GENERAL SPECIFICATIONS:			
		Each stall to be Provided with one high Desk (Steel), and three Plastic Moulded Chairs.			
		Each stall to be given appropriate Lighting: Should be at least Four Sets of Double Bar Light fitting with Tube or Eight CFL Lamp fittings with CFL Bulbs			
		Each stall should have Three Plug Points with three Multi Pin sockets for display of hoardings, computer, TV Monitor, Mobile charging etc.			
		Few exhibitors have requested for open space in the row of stalls as may be allotted to them. While the stalls will be erected by such exhibitors on their own, appropriate lightings, additional lightings, plug point and other amenities like table , chairs etc. should be provided			
		In several cases, the exhibitors have asked for more than one stall. In such cases, the stalls should be with or without partition as may be specified			
		In case of specific requirement by any exhibitor, the stall size has to be modified, increased, or decreased as may be specified			
3	Consturction of Stage	Covered stage platform of 20 mtr. X 8 mtr.	Sq. Mtr.		
		GENERAL SPECIFICATIONS			
		Super structure with three side walling			
		The frontage of the stage platform should be appropriately covered with flexes/ curtains etc. as may be specified			
		Backdrop Curtain and Flexes as may be specified and provisions to be made to fix Digital Display board if required			
		Flexes depicting appropriate message may be provided as back drop			

		Good Quality Sofas to seat at least 12 persons on the stage covered with white towels with matching centre tables covered with white table spreads			
		Brass Stand Lamp for lighting of Lamp by dignataries			
		Idol of Lord Jagannath at appropriate place of the Stage			
		Podium Stand			
		Flower Vase, Floral decoration of the Stage as per requirement			
		Good Quality Wollen Carpet/ Sythetic carpet			
4	Gates	The height of the facia of the gate should be at least 5 mtr. with a width of 8 mtr. between two side frames so as to enable passage of heavy vehicles into the venue. The gate should be illuminated as may be specified and provided with flexes, flower decoration etc as may be specified. Hoardings on both sides of the gates of 10 feet by 8 feet shall be installed.	Sq. Mtr.		
		One main gate with side walls and top facia written with " Krushi Odisha-2024" in Odia and "Agriculture Fair -2024" in English with suitable flex posters as per colour themes and pictorial depiction as may be approved by the Organising Committee.The bottom facia of the Main gate should be at least at a height of 5 mtr. from the ground, and the passage should be at least 8 mtr. to allow movement of loaded heavy vehicles, Fire brigade vehicles, other machineries and equipments.			
		Floral decoration of the Gates as specified by the organising committee			
5	Pandal for meeting	Pandal for meeting venue of 65 mtr. X 40 mtr. size in front of the Stage at a distance of 8 mtr. from the stage	Sq. Mtr.		
		GENERAL SPECIFICATIONS:			
		Superstructure with roofing and ceiling and provision of ceiling mounted/pole mounted fans, adequate lighting and sound system			
		First two rows with sofas and centre tables			
		Subsequent rows with Moulded Plastic Chairs			
		Barricade about 6 mtr. from the Stage with sufficient moving space in the front row			
6	KRUSHAK PATHSHALA	Two KrushakPathshalas of 25 mtr. X 15 mtr. Size for conducting workshop, Farmer-Scientist Interaction & Experience sharing of farmers during the fair days on different burning issues will be organised for the progressive farmers coming from different corners of the state. Each Pathsala will have one stage of 6 mtr. X 4 mtr.	Sq. Mtr.		
7	Reception-cum Office Room	One AC Reception cum Office room of the size 12 mtr. X 6 mtr. (two segments of 6 mtr. X 6 mtr. each with interconnection) with provision of 4 nos. of 1.5 to 2.0 Tonne split Air conditioner, fan, light etc and attach toilets in each segment and wooden platform with synthetic wollen mat	Sq. Mtr.		
		SPECIFICATIONS			
		Superstructure with roofing, ceiling and carpeting with four side walling with board and provision of door with door closure in each segment, sliding glass windows, fan, light etc.			

8	VIP Enclosure & CM Room	Two AC VIP enclosure of size 17 mtr. X 6 mtr. with provision of 3 nos. of 1.5-2.0 Tonne split Air conditioner, wooden platform with carpeting, provided with good curtains and attached toilet.	Sq. Mtr.		
		SPECIFICATIONS			
		Superstructure with roofing, ceiling and carpeting with four side walling with board and provision of door with door closure, sliding glass window, fan, light etc.			
9	Service Room	One Service Room of size 5 mtr. X 3 mtr. with board, ceiling and four walls with board	Sq. Mtr.		
		SPECIFICATIONS			
		Superstructure with roofing, ceiling and carpeting with four side walling with board and provision of door, glass window, fan, light etc.			
10	Duty Rooms for Service Personnel	Five Duty Rooms one each for Fire Service personnel, Police Personnel, Security personnel, Medical & CCTV of size 5 mtr. X 3 mtr.	Sq. Mtr.		
		SPECIFICATIONS			
		Superstructure with roofing, ceiling and carpeting with three side walling and provision of fan, light, tables (5) and chairs (10) etc.			
11	Barricade/ Side Curtains	Barricades at a distance of 6 mtr. from the stage and 2 mtr. From 1st row at a height of 1.5 mtr. with MS grill structure			
12	Food Court	Food court with provision of 10 nos. of Stalls of size 5 mtr. X 5 mtr. detached from general stall area and clustered in one particular spot inside the ground as may be specified.	Sq. Mtr.		
		SPECIFICATIONS			
		Superstructure with roofing, ceiling and carpeting with three side walling, open court area to be spreaded with synthetic carpet .			
13	Temporary toilets	Temporary Toilets adjacent to the Stage (1), VIP Room (1), CM Room (1) and Office room(2) each and public utility toilets 12 nos.(6 Gents & 6 Ladies)	nos.		
		SPECIFICATIONS			
		Urinal pans, western toilets with provision of light, water and proper waste disposal system			
14	Dining Hall	Two carpeted dining hall of 40mtr. X 20 mtr. with chairs, tables, service tables and serving personnel.			
		SPECIFICATIONS			
		Cleanliness and sanitation in and around the dining halls shall be of paramount importance.			
15	Camp Office	One carpeted camp office of size 12mtr. x 10mtr. for store room, pantry room, office room with air conditioning			
16	Farmer's Kiosk	One carpeted Farmer's Kiosk of size 8 mtr. X 8 mtr. nearer to stage with 10 laptops having Broadband connectivity			
16	Power Back Up	Power Back up with generator from 1 day prior to scheduled fair till completion of fair (6 days), with wiring to support at strategic locations during power failure including POL	unit		
		250 KVA Generator 2 units for 5 fair days	days		
17	Public Address System	Public address system with multi-plug provision and cordless mikes, hanging mikes, connection to control room/ Office room, Multi media Players, DVD Players etc., Mike Sets with complete accessories and Music system	Unit		

18	Drinking Water Supply	Stationary Water tankers including hire charges - 1 to 2 nos. during erection of stalls and 3 to 4 nos. during the fair days	No./day		
		Water supply in 9000 Litre capacity tankers			
19	Fooding	Breakfast, Lunch, Dinner for participating seminar farmers (around 500 farmers per day)			
		High Tea, Snacks, Lunch for around 300 dignitaries per day in the VIP lounge at the venue			
20	Fire Extinguishers	Fire Extinguishers as per IS 5785:1993 specifications	Nos.		
		Fire Buckets with Water/ Sand	Nos.		
		Spraying of Fire retardant solution over temporary structures			
21	Printing of flexes	Printing of flex materials for facia for all stalls inscribing the name of the exhibitors			
22	Dustbins	Providing dustbins	Nos.		
23	Carpeting	Stage, Office, VIP Enclosure- Single coloured / light coloured good quality carpets			
		Carpeting of Stalls with Synthetic net carpeting as per requirement			
24	Designing & printing of event materials	Designing & printing 1000 nos. of invitation card & different IEC materials (Approx.5000) required for the event.			
25	Badges for officials and delegates	500 nos. of badges for participating officials and for the delegates in different days of the fair			
26	Kits for farmers/ vips/ media	Around 100 kits for dignitaries, 1500 kits for farmers and 100 kits for media personnel			
27	Uttariyas, shawls & mementos	Around 300 Uttariyas, Shawls & Mementos for felicitation of different awardees and dignitaries during the event			
28	Issue of passes	Security passes @ 2 officials per participating stall & organizing Officials			
29	Any Other, Please specify				

N. B. - 1. Quantities/ units mentioned are approximate and may vary as per requirement and final decision taken by the Organising Committee. The quantification does not entail claim to the successful bidder for work executed, but will be paid on actuals verified by a Team of verifying Officers only. The Organising committee reserves the right to alter, reduce, add, or delete any item, quantity, or specifications during the actual execution of work.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

FIN-2

(Part-B)

SUMMARY OF FINANCIAL PROPOSAL

Sl. No.	Fee Particulars	Amount in INR
A	Total estimated cost as per Fin-2 (Part-A)	
B	Service Charges	
C	GST@_____	
Grand Total (A+B+C)		
In Words		

SECTION - 6

ANNEXURE

BID SUBMISSION CHECK LIST

Sl. no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs.11,800/- in form of DD		
4	EMD of Rs.15,00,000/- in form of DD		
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 AYs (2021-22, 2022-23, 2023-24)		
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	Power of Attorney (TECH- 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH- 5) along with the copies of work orders / contract paper for the respective assignments		
13	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career.		
4	Comments and Suggestions (TECH-6)		
5	Description of Approach, Methodology & Work Plan (TECH-7)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

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 of the bidder.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

FORMAT FOR SUBMISSION OF PRE-BID QUERY

- The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to Director, IMAGE, Bhubaneswar through email at imagebbsr1999@gmail.com latest by **13.11.2023 up to 5.30 PM** as per the prescribed format only as mentioned below.

S. No.	RFP Document [Section & Page Number]	Content of RFP requiring Clarification(s)	Clarification Requested
1.			
2.			
3.			
4.			
5.			
6.			

- Any other form of submission will not be entertained.
- The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time as per the Instruction sheet of the RFP shall not be entertained by the Client.
- The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- The Client will Endeavour to provide timely response to the queries by uploading in website. No individual response to be given. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been proposed by the bidders.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

PERFORMANCE BANK GUARANTEE FORMAT

To,

**The Director, IMAGE
Siripur, Bhubaneswar-751003**

WHEREAS (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by _____(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until theday of.....,2024

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of theBank)

.....
Name and designation of the officer