

**REQUEST FOR PROPOSAL
(RFP)**



**SELECTION OF FIRMS FOR EVENT MANAGEMENT TO
CONDUCT REGIONAL FARM MECHANIZATION MELA
2025-26**

**Office of the Chief District Agriculture Officer, Gajapati, Paralakhemundi
Address- Parlakhemundi, Near RTO Office, Gajapati, Pin- 761200
Mail id- ddagaja.dag@od.gov.in**

**GOVERNMENT OF ODISHA
DEPARTMENT OF AGRICULTURE & FARMERS' EMPOWERMENT**

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DISCLAIMER

This Request for Proposal (RFP) is issued by the **Chief District Agriculture Officer, Gajapati, Paralakhemundi.**

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 where ads 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 for 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. The client shall be the sole and final authority with respect to selection of an Agency through this RFP.

BIDDER DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	CDAO, Gajapati, Paralakhemundi
2	Method of Selection	Quality and Cost Based Selection (QCBS)
3	Availability of RFP Document	Detail RFP document is available in the Office of the Chief District Agriculture Officer, Gajapati, Paralakhemundi
4	Date of floating of EOI	12.12.2025
5	Last Date and Time for submission of Bid	22.12.2025 / 05:00 PM
6	Date of opening of Technical Bid.	23.12.2025
6	Date of Technical presentation.	24.12.2025
7	Date of opening of Financial Bid.	24.12.2025
8	Bid Processing Fees (Non-refundable)	Rs.5900/-- INR in shape of Banker's Cheque/Demand Draft in favour of Chief District Agriculture Officer Gajapati drawn in any Scheduled Commercial Bank payable at Paralakhemundi
9	Earnest Money Deposit (Refundable)	The proposal must be supported by Bid Security or EMD of Rs 100000/- (Rupees One Lakhs only) in the shape of Demand Draft/Banker's Cheque from a Commercial Bank in favour of the "Chief District Agriculture Officer, Gajapati, Paralakhemundi drawn in any Scheduled Commercial Bank payable at Paralakhemundi
10	Address for Submission of Proposal	Chief District Agriculture Officer, Gajapati, Paralakhemundi, Pin- 761200, Email: ddagaja.dag@od.gov.in,
11	Mode of Submission of Proposal	The bid must be submitted only to the address through registered post / Speed Post/ Drop Box during office Hours only to the Address as specified above. Submission of bid in late will be rejected.
12	Place of Opening of Technical Proposal:	Office of the CDAO, Gajapati, Paralakhemundi
13	Proposed Place and date of Event	Gajapati Stadium, Parlakhemundi Date- 06.01.2026 to 10.01.2026

For details on the selection process, please visit to the office of the CDAO, Gajapati, Paralakhemundi

SECTION: 1
LETTER OF INVITATION

RFP No.: 6398

Date. 12.12.2025

Name of the assignment: **Selection of firms for Event Management to conduct Regional Level Farm Mechanization Mela 2025-26**

The Chief District Agriculture Officer, Gajapati, Paralakhemundi, Government of Odisha (The Client) invites sealed proposal from eligible bidders (Agencies/organizations) for **short listing of firms for Event Management to Conduct Regional Farm Mechanization Mela 2025-26**, More details on the proposed assignment are provided in **Section-3: Scope of Work** of this RFP Documents.

- The Agency/Organization having a headquarter or regional office in Odisha 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 circulated vide Office Memorandum No. 37323/F, Dated 30.11.2018 of Finance Department, Govt. of Odisha for project formulation.
- The bid completes in all respects as specified in the RFP Document must be accompanied with a non- refundable amount of **Rs.5900/- (Rupees Five thousand Nine hundred only)** including GST @ 18% towards Bid Processing Fee & refundable amount of **Rs.100000/- (Rupees One Lakhs only)** towards EMD in form of Demand Draft/Banker's Cheque in favour of "Chief District Agriculture Officer, Gajapati" O/o the Chief District Agriculture Officer' drawn in any Scheduled Commercial Bank and payable at Paralakhemundi, Odisha failing which the bid will be rejected.
- The bid should be dropped in the drop box or maybe sent through registered post or speed post at the specified address as per the Bidder Data Sheet only. The Submission of proposal through any other mode will be rejected.
- The last date and time for submission of proposal complete in all respects is 22.12.2025 upto 05.00 PM and the date of opening of the bid is 23.12.2025, 11.00 AM in the presence of the bidder's representative. Representatives of the bidders may attend the meeting with a due authorization letter on behalf of the bidder.
- This RFP includes following sections:
 - Letter of Invitation [Section-1]
 - Information to the Bidder [Section-2]
 - Scope of Work [Section-3]
 - Technical Bid Submission Forms [Section-4]
 - Financial Bid Submission Forms [Section-5]
 - Annexure-I [Section-6]
 - Annexure-II [Section-7]
- While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information /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.

Sd/- (M Prakash Rao)
Chief District Agriculture Officer,
Gajapati

SECTION: 2
INFORMATION TO THE BIDDER

A. Pre-Qualification/ Eligibility Criteria

Bidders must confirm 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	The bidder should have been in the business of providing Advertisement & Publicity or Event Management services across India to the Central / State Government / Autonomous bodies for at least 3 years by the date of opening of the bid. The bidder should have its headquarters or branch office located in the State of Odisha.	1. Proof of Certificate of incorporation / Registration of the Agency / Partnership Deed 2. Copy of PAN / GSTIN 3. GST clearance in GST3B 4. IT return of last 3 years 5. Proof of Registered office in Odisha.
2	The bidder must have turnover of more than Rs. 1.5 Crores from event management business only from the financial year 2022-23 to 2024-25 .	Copies of audited balance sheet/ Income Expenditure Statement for last three financial years including GST clearance. Certificate from Chartered Accountant to be submitted.
3	Should have a minimum of 3 years of work experience in similar works under different Central/ State Govt. / Autonomous bodies.	Copies of Work Orders / Contract Document / Completion Certificate from the previous Clients
4	The bidder should not have been black listed by the Central Government /any State Government or Their agencies in India.	Self-Declaration by the authorized representative on the bidder's letter head as Perform at enclosed at Tech-5.
5	Electrical License/Contractor hired by the Agency	Self-Declaration by the Agency on the bidder's letterhead and Agreement with the Electrical License Holder hired by the agency.

NB: For this purpose, "Similar Works" means Event Management services with all allied Departments for smooth implementation of the programme.

B. Documents to be submitted along with the TECHNICAL PROPOSAL (PART-A)

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

- Filled in Bid Submission Check List in original (Annexure-I)
- Covering letter (**TECH-1**) on bidder's letter head requesting to participate in the bid process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation / Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)& copy of GST clearance in GST 3B Form
- Copies of IT Return for the last three financial years (2022-23 to 2024-25)
- General Details of the Bidder (**TECH-2**)
- 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. Certificate from Chartered Accountant to be attached.
- List of completed / ongoing assignments of similar nature (Past Experience Details, (**TECH- 4**) along with copies of contracts / work orders / completion certificates from previous Clients.
- Self-Declaration regarding an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements or affiliations with the Client (**Self Declaration in the Bidders letter head**)
- Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organization in the recent past. (**TECH - 5**)

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. 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.

1. Bid Processing Fee:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to Rs.5900/- (Rupees Five Thousand Nine Hundreds only) inclusive of GST in the shape of DD/ BC from any Scheduled Commercial Bank in favour of “Chief District Agriculture Officer, Gajapati” payable at Paralakhemundi. Proposals received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to Rs.100000/- (Rupees One Lakhs only) in shape of DD/ BC from any Scheduled Commercial Bank in favour of Chief District Agriculture Officer, Gajapati” payable at Paralakhemundi. The EMD of unsuccessful bidders shall be refunded within 7 days from the date of award of Contract.

The successful bidder will furnish the Performance Bank Guarantee (PBG) @ 3% of quoted value in shape of Bank Guarantee / Demand Draft after selection.

The Bid document will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in the RFP.
- Bidder does not respond to requests for clarification no fits proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to provide clarifications agree to attend, the contracts negotiation meeting, sign the contract in time, Furnish required Performance Bank Guarantee.
- Any other circumstance which holds the interest of the Client during the overall selection Process.

3. Submission of Bid:

Bidders shall submit their bids dropped in drop box or through Registered Post/ Speed Post only on or before the last date and time (during Office Hours) for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving the bid. Each page of the bids 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 rightly rejected.

The procedure for submission of the proposal is described below:

Technical Bid:

The envelope containing technical Bid shall be SEALED AND SUPERSCRIBED as “Technical Bid – Event Management to conduct Regional Farm Mechanization Mela 2025-26” furnished inside one envelope. The duly filled-in technical bid submission forms (Section-4).

Financial Bid:

The envelope containing the financial proposal shall be SEALED AND SUPERSCRIBED as “Short listing of firms for Event Management to conduct Regional Level Farm Mechanization Mela 2025-26” The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The "Technical Bid" and "Financial Bid" must have to be submitted in two separate sealed envelopes (with respective markings in bold letters) along with the prescribed formats / information mentioned in the RFP Document. The first envelope must be marked as "TECHNICAL BID (Short listing of firms for Event Management to conduct Regional Level Farm Mechanization Mela 2025-26)" and the second envelope must be marked as “FINANCIAL PROPOSAL (Short listing of firms for Event Management to conduct Regional level Farm Mechanization Mela 2025-26) and it should contain Financial Bid only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT: Selection of firms for Event Management to conduct Regional level Farm Mechanization Mela 2025-26.

RFP NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

OPENING OF THE BID

The FIRST ENVELOPE containing TECHNICAL Bid 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 Screening Committee to evaluate the proposals

submitted by bidders. Only one representative with a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

The SECOND ENVELOPE containing FINANCIAL Bid of the technically qualified bidders will be opened after completion of technical evaluation stage. The technically qualified bidders will attend the opening of the financial bid on 24.12.2025 at 04:00 PM.

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 valid Goods and Services Tax Identification Number (GSTIN)
- vii. Copies of IT Return for the last three financial years (FY 2022-23,2023-24,2024-25).
- 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. List of completed assignments of similar nature (Past Experience Details, TECH-4) along with copies of contracts / work orders / completion certificate from previous clients.
- xi. Undertaking for not having been black-listed by any Central / State Government / Autonomous bodies/ International & National Organisation in last 5 years.
- xii. 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 outrightly rejected. All the pages of the proposal must have to be 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	Turnover: The bidder must have turnover of more than Rs. 1.5 Crores from event management business only from the financial year 2022-23 to 2024-25 <ul style="list-style-type: none"> • 1.5 Cr.- 2.0. Cr. : 15 marks • More than 2.0. Cr – 2.5 Cr. : 20 marks 	20
2	Past Experience: The bidder must have experience of at least 3 “similar projects/ assignments” (completed) during the last 5 years under Central / State Govt. / Govt. Autonomous bodies. <ul style="list-style-type: none"> • 3 assignments : 20 marks • Each additional assignment :5 marks (limited to 15 marks) • Extra weightage for state level event organized in Gajapati : 5 marks 	40
3	Year of Experience: The organization should have at least 5 years of experience in providing event management services to the Central / State Govt. / Govt. Autonomous bodies up to 2024-25 (Year wise documentary evidence must be attached). <ul style="list-style-type: none"> • 5 Years : 5 marks • Each additional year : 1 mark (limited to 5 marks) 	10
Sub Total		70
B. Technical Presentation <ul style="list-style-type: none"> • Understanding of Client's needs & Scope of Work • Plan for the event management • Innovation and creativity for this event • Plan of procurement NB: The bidders have to present with the sample of designs, creatives, products to be procured and quality of the materials specific for this event.		30
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, Year of Experience) 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 prior to 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.**

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.

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.

$$\text{Evaluated Bid Score: } (0.7 \times 100 \times T/T_{\text{high}}) + (0.3 \times 100 \times C_{\text{Low}}/C),$$

Where, T stands for Total marks obtained in technical proposal, T(high) stands for highest marks obtained in technical proposal, C stands for Evaluated Bid Price of the Bidder, C (Low) stands for Lowest of the evaluated bid prices among the responsive bids.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H1) will be considered for award of contract and will be called for negotiations, if required.

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.

6. Performance Bank Guarantee:(PBG)

Within 3 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 **3% of the total quoted value of the awarded contract** including GST from a Scheduled Commercial Bank situated in Paralakhemundi in favor of "Chief District Agriculture Officer, **Gajapati**", as per the format at **Annexure-III**, for a period of 30 days beyond the entire 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 30 days 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.

7. 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 prerequisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representatives 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.

8. 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.

9. 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 organizations) 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.

10. Disclosure:

- 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.
- 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.
- Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - criminal offense or other serious offense punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions

11. Anti-corruption Measure:

- 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.
- 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 black list the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

12. 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.

13. Proposal/Bid 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.*

14. 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 there of 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.

15. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of **Gajapati, Paralakhemundi**.

16. 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 Agency 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 anti-fraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the Agency 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.

17. Amendment of the RFP Document:

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

18. Client's right to accept any proposal and to reject any or all proposal

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 thereof 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.

19. 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 30days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the 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.

20. Insurance Coverage:

The Bidder should provide all effort to insure the Event. Any unforeseen problems should be covered under Insurance policy. Insurance payment will be made on submission of Insurance premium cost for this purpose.

21. Disqualification of Bid:

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

1. Proposal submitted without Bid Processing Fee & EMD as applicable
2. Proposal not submitted in accordance with the procedure and format as prescribed in the RFP
3. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
4. Proposal is received in incomplete form
5. Proposal is received after due date and time for submission of bid
6. Proposal is not accompanied by all the required site documents/information
7. A commercial bid submitted with assumptions or conditions
8. Bids with any conditional technical and financial offer
9. 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
10. Proposal is not properly sealed or signed
11. Any deviation in the technical and financial proposal
12. Proposal is not conforming to the requirement of the scope of the work
13. Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process 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;
14. Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
15. Failure to agree with terms and conditions of the RFP
16. Any other condition/ situation which holds the paramount interest of the client during the overall selection process

22. Termination of contract

The selected agency/ consortia can be terminated if,

- Becomes insolvent.
- Becomes bankrupt or incapacitated for more than 30 days.
- Himself or his office be are involved in any criminal offense.
- Breaches conditions of the agreement and misrepresents facts and data.
- Performance of the agency does not cater to the requirement of the Programme.
- Is blacklisted by any Govt. or any other Agency.
- Fails to engage prescribed and qualified Technical Staff.
- Any other terms conditions as mentioned in the MoU

23. Other Terms & Conditions

Date & Venue of Regional Level Farm Mechanisation Mela 2025-26

Date- 06.01.2026 to 10.01.2026 (It may be change as per local condition)

Place- Gajapati stadium, Paralakhemundi

Terms & Conditions

- Work order will be issued in favor of the approved bidder by the Chief District Agriculture Officer, Gajapati, Paralakhemundi for the Regional Level Mela on Farm Mechanisation.
- In case of any extension of Festival period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by the Chief District Agriculture Officer, Gajapati before 4 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the In-Charge of Exhibition.
- Chief District Agriculture Officer, Gajapati, will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period. In case of any occurrence of theft, the Agency will conduct proper inquiry.
- Arrangement of Lodging, boarding & logistics of the guards during the Festival period will be the responsibility of the Agency.
- The CDAO, Gajapati, Paralakhemundi will provide the permission from police and other statutory bodies for permission for organization of the event and installation of publicity materials during the event.
- The bidder shall quote their price for all the items without leaving blank. The rate offered shall be including GST & other Taxes.
- The Agency having previous work experience of similar type of work in Gajapati District will be given preference with all necessary conditions.
- The selected Agency / Firm should open its office having the technical man power & manager throughout the Festival period to handle any work to be assigned by the authority.
- The final payment will be made on the basis of the actual work done and work assessment Report in the specified format by the Committee formed by the CDAO, Gajapati.
- The authority is not bound to accept the lowest finance bid and reserves the right to inspect / verify the stock of materials required for this work, in Godown of bidders by nominating a committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all request for proposals/ bid without assigning any reasons thereof.

SECTION:3

Scope of Work

About the Event-Regional Mela on Farm Mechanisation.

Chief District Agriculture Officer, Gajapati, Paralakhemundi is going to organize Regional level Farm Mechanization Mela during January 2026 involving Agriculture & other allied departments of, Gajapati District with an objective to provide a platform popularization of Agricultural Implements and promotion of other allied activities. It also aims to showcase the Mission Shakti & WSHG activities of, Gajapati, Paralakhemundi during the event.

The Event Management Agency Should Provide the Following Services

Sl.No	Works to Be Done	Particulars
A	Infrastructure, Tent for Stage & stall	1. Installation of temporary stalls of 10x10ft-100nos with flex frame running top of the stall with fan, LED light, Chair(20 nos), racks (as per requirement) to each stall. 2. Main program stage(50*50ft) 3. LED screen for Backdrop (Thematic)as per requirement. 4. LED display other than Back drop – 4 nos 5. Entrance Gate (Thematic)-1no.s with flower and flex decoration. 6. Aluminum truss for stage 7. Coordinationcell-1no 8. VIP lounge with all facility – 1 no 9. Green Room for artist with all facilities- 2 nos 10. Stage Sound and Light as needed 11. Barricading for sitting area as required. 12. German Hanger for Meeting area, Stage & 1 nos. of Training Hall as per the scope of work attached.
C	Light &Sound	Light & Sound for Stage, coordination cell, stall, and other venue area as per requirement. Parking area should be well demarcated with Entrance and Exit.
D	Power &Electricity	2 nos. of Gen set(125kv) with fuel for Regional Mela. For Electricity proper permission may be required from the concerned authority in advance.
J	Printing Works	Flex Printing and Mounting as per the requirement by the undersigned.
K	Sanitation	Mobile Toilets for Male & Female, Regular Cleaning of Festival the ground.
L	Flower & Decoration	Flower Vase with Sufficient fresh, Live flower &Balloon decoration at the entrance ,stage, stall and other area as per the requirement by the undersigned.
M	Branding , promotion & Documentation	Providing Photography, Videography, Branding & promotion of the event.
N	Training Materials (folder, Pen, Pad)	1000 nos kit for seminar for 5 days
O	Cap & ID card	4000 nos (With Branding and Printing of Logo)

Details of the Items wise work to be provided:

1- Infrastructure, Tentage & Allied Works

1. Erection of stall:

Stalls will be erected as per the requirement. The tendered will quote their lowest possible price separately for each category. The details of specifications are given below:

Sl.No	Particulars	Stall specification
1	Structure	Iron frame & cloth structure, Size of each stall–10’X10’ with tarpaulin water proof roofing in addition to 2’front outside in protection. (100 nos Stall)
2	Ceiling &Wall	Three sides including partition walls of stall will be covered with white cloth. Back side outer wall will be covered with tarpaulin and <i>G.I.Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
3	Carpeting	Clean Blue/ Red carpeting for total venue area and ground as per the requirement.
4	Racks	Three tire racks. The shelf of the racks will be of size 1’6”X10’with the first layer fixed at a height of 2’6” & covered with white cloth. The space below racks will be used for storage of goods. (As per requirement)
5	Fascia	A wooden batten frame for Running Fascia will be erected. The frame will have 4’height. The fascia will be covered with flex (New design will be Provided by the Mela in charge). Another 2’ x 10’ sq ft frame for uniform stall identification purpose below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks/still table size 8’x2’X3’height and wrapped with new white cotton cloth. Plastic moulded Chair -2nos per Stall.
7	Electric Fittings	T5 Light– 3no. (2number of light should be connected with generator) & an on/off switch for use in night time after closing, Ceiling Fan–1noconnected with an on/off switch in each stall. 1no.of 5Amp Plug Point with on/off switch per stall.
8	Numbering of Stall	100Nos of stalls should be numbered with stencil and paint.
9	Closures	Front cloth drops/ screens. Daily putting up and off of the same is the responsibility of the bidder.
10	Power	2no.of Genset (125kv) with fuel for Stage ,Stall, parking and other venue area.
11	Anchoring	Anchor for 5 days.
12	Enclosurement for cooking & serving area	Iron frame & cloth structure for enclosurement for cooking & serving area with 8 nos Buffet table etc. (Job)

2. Stage & Front Sitting Arrangements

One open stage shall be erected and decorated in the exhibition ground for meeting/evening cultural shows during the exhibition. The bidder has to be quoted as a package against the details specifications given below:

Truss for stage	Aluminium Truss structure(50'x50') size or as per stage required) for Regional Level Mela around stage area with German Hanger.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Backdrop	LED background thematic as per stage requirement for Regional Level Mela
Step	A minimum 8' width space will be Separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unit ex carpets.
Light	Par can 64/60- 40 nos, LED palco- 100 nos, White blinder- 4 nos, Colour Blinder- 2 nos. Backdrop LED par-40nos, Sharp-60nos. Smoke, stove, lager, and other stage light for Cultural Programme, Star Performer (as per requirement for Regional Mela)
Sound	JBL vertech Series & Lineary 8 pair, JBL vertech Double Bass 10 nos. Stage monitor& Stage Gear (as per Artist requirement) & Other required thing as per artist requirement.
Sitting Arrangement	German Hanger for meeting area (100' x 80') or as required with barricading with a)- VIP Sofa-20nos, b)-Banquet Chair with white cloth cover-500 nos, c)-Modular Chair-1000 nos, d)- Teapoy -4nos, e)- Podium, Brass Deepa stand with lord Jagannath Idol, f)-2 nos of standy LED TV for Guest and audience, as per requirement.
Overall Supervision	Cleaning, Sweeping& keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights are the complete responsibility of the vendor.
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction off stage, should be treated with fire repellent chemical. Sufficient Fire extinguisher should be installed in the Main Hall, Training Hall and in Stall. Fire Brigade may be informed by the Vendor.

3. Seminar Hall /Training Hall for Regional Farm Mechanisation Mela

Sl.No	Particulars	Specification
A	Training Hall (1 no.)	Training hall should be of Size 50' X 70' with German Hanger for Training, 100 nos of chairs for sitting of farmers, dies table, Sofas, ceiling fans and 10 nos of tube light are to be setup. 2 nos of cordless microphone, 1 no Podium, 1 AC, 4no. 15Amp Plug provisions for computer & LCD projector/ LED TV is to be provided with10'x10' platform for presentation.

4. Decoration

1	Sand Art	With colorful rangoli (Regional Mela on farm Mechanisation) as designed by Event in charge officer with proper barricading
2	Flower & Balloon	Flower Vase with Sufficient fresh, Live flower & Balloon decoration at the entrance, stage and in front of Stall, Training Hall, Coordination room as instructed by the authority. For Stage flowering for 5 days. Flowering are required. Helium Balloon with branding should be given for 5 days.
3	Selfie Point	Blue mat with Map of Gajapati district & Maharaja Krushna Chandra Gajapati with mentioning I Love Regional Level Farm Mechanisation Mela or I Love Gajapati at centre Location as required

5. Coordination Cell/ IT Support stall (Help Desk) :-

Coordination Cell (30'x20') will be erected with Iron frame structure with fascia steps, flex, with sitting arrangement & bulb, electric socket, chair, fan etc. **ONLY NEW COTTON CLOTHES SHOULD BE USED**

6. VIP Lounge:-

A VIP lounge will be erected for size 30' x 30' (Pagoda) with flex, bulb, electric socket, chair, fan, Water facility, attached Toilet, 1 AC, Carpet, Teapoy, Dining facility, hand Towel with Security facility etc. **ONLY NEW COTTON CLOTHES SHOULD BE USED**

7. Green Room :-

2 nos green room will be erected for size 30' x 30' (Pagoda) with flex, bulb, electric socket, chair, fan, Water facility, Attached Toilet, Carpet, Teapoy with Security facility etc. **ONLY NEW COTTON CLOTHES SHOULD BE USED**

8. Documentation-Photography, Videography:

Documentation of the Regional level Mela on Farm Mechanization will have also to be done by the Event Management Agency.

Still Photography:

- Good full frame 4 nos DSLR Camera for photography should be engaged. A required nos. of Drone Camera must be engaged throughout programme. The photo should be of excellent quality, so that it can be used, for documentation purpose.
- The still photographs (minimum of 100 Pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc. 2 sets of **still photos in matte finished paper** of 4"X6" size in an album with digital copy should be submitted to CDAO, Gajapati office (in shape of Pendrive). Softcopy of photo will be submitted in shape of Pendrive daily in evening in each day for further transmission to higher authorities.
- The HD Photographs to be supplied to the authorities immediately as and when required for further sending to the Higher authorities.

Videography:

- The entire event will be video documented in Drone & *Digital High-Definition Video (HDV) Camera with Gimble*
- A small documentary film/movie of each mela with minimum 10 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/officials, Cultural events, live demonstration, Success stories, etc. This should be done with video editing, applying special effects, music, voiceover and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer.
- District wise videography along with success stories, Interaction with visitor/sellers etc.
- Necessary actions should be taken during final post production and final preview of the documentary in consultation with CDAO, Gajapati
- The documentary film of each mela should be submitted to CDAO, Gajapati, Paralakhemundi office within 7 days of the completion of the event on proper receipt in shape of pendrive & photo album. 2 minutes of short video document should be submitted on daily basis to CDAO, Gajapati for publishing at District/ State social Media Handle.

9. Sanitation

Cleaning of Festival ground, accommodation places, Coordination cell, toilets twice daily using disinfectant materials. Vendor should inform Municipality for necessary sanitation.

SECTION:4

**TECHNICAL PROPOSAL SUBMISSION
FORM
TECHNICAL PROPOSAL**

**TECH-1COVERINGLETTER
(ON BIDDERS LETTER HEAD)**

[Location, Date]

To

The CDAO, Gajapati, Paralakhemundi

**Subject: Selection of firms for Event Management to conduct
Regional Level Farmer Mela 2025-26**

Dear Sir,

I, the under signed, 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 from the last date of submission of the proposal 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 is 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)

SIN o.	Description	Full Details
1	Name of the Bidder Mobile No.: Email ID:	
2	Address for communication: Tel: Fax: Email ID:	
3	Registration/ Incorporation Details Registration No: Date &Year.:	
4	Local office in Odisha (Yes/No) If yes, please furnish contact details in separate sheet	
5	Bid Processing Fee Details Amount: BC/DDNo.: Date: Name of the Bank:	
6	EMD Details Amount: BC/DDNo.: Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out the assignment as per the stipulated scope of work of the RFP (Yes/No)	

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

TECH-3
Bidder Organization (Financial Details)

Details	FY 2022-23	FY 2023-24	FY 2024-25	Total
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Supporting Documents:

Audited certified financial statements for the last three FYs (**2022-23 to 2024-25**) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

Filled-in information in this format must have to be jointly certified and sealed by the Chartered Accountant 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.

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder:

[NB: No Scanned Signature will be entertained

TECH-4
(BIDDER'S PAST EXPERIENCE DETAILS)

Table-1(Lists of completed/ongoing Assignments of similar nature during last 3years)

Sl. No .	Period	Assignment and Duration	Name of the Client	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G

Note:

1. Bidders are requested to furnish the list of the assignments undertaken/ completed during the last 3 Financial Years (2022-23 to 2024-25) 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.

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

Communication Address of the Bidder:

TECH-5

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I, M/s, ,(the name of the Bidder and addresses of the registered office) on dated this..... Day of.....,2025, hereby certify and confirm that we or any of our promoter/s/Chief executive officer/ directors/managers are not barred or blacklisted by any Government or Government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the proposal due date.

We further confirm that we are aware our interest for **Short listing of firms for Event Management to conduct Regional Farm Mechanization Mela 2025-26** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

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

Communication Address of the Bidder:

SECTION 5

FINANCIAL PROPOSAL / BID SUBMISSION FORM

**FIN-1 COVERING LETTER
(In Bidder's Letter Head)**

[Location, Date]

To,

The Chief District Agriculture Officer, Gajapati, Paralakhemundi

Subject: Selection of firms for Event Management to conduct Regional Farm Mechanization Mela 2025-26.

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal/ Bid No. _____, Dated: Our attached Financial Proposal/ bid is for the sum of Rs (Rupees). This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document. Items wise rate as perform at given in the RFP document are given below as per the scope of work mentioned in RFP.

Cost Structure for organisation of Regional Level Farm Mechanization Mela 2025-26 (for 5 days)					
SL.	ITEMS	Detail size/ Specification	Rate in Rs	Quantity	Amount in Rs (Unit x Rate)
1	Main programme stage (50' x 52') with iron/ aluminium struss structure (German hanger)	Package		1	
2	LED for Backdrop (Thematic) (As per actual)	Package		1	
3	LED for display (other places)	Package		5	
4	Barricading	Package		1	
5	Thematic Entrance Gate with flower & flex decoration	Package		1	
6	Exit Gate with flower & flex decoration	Package		1	
7	Road cross gate	Package		2	
8	VIP Lounge (AC with toilet, dinning space & wash basin) as per scope of work	Package		1	
9	German Hanger for Meeting area (100x80) sft	Unit		8000	
10	German Hanger for Training (AC) Hall (platform,podium etc) as per requirement)(50 x 70) sft	Unit		3500	
11	VIP Sofa (20 nos)	per piece		20	
12	Banquet chair (500 nos)	per piece		500	
13	Modular Chairs (1000 nos)	per piece		1000	
14	Help desk/ Coordination Cell (AC) (30' x 20')	Package		1	
15	Green room including Toilet as per scope of work	Package		2	
16	Stalls (10x10) (Erection of stall as specified in Scope of Work)	Nos		100	

17	Flex printing and mounting	per sq ft		5000	
18	Enclosurement for cooking & serving area (70' x 20') with 4 nos Buffet table	Package		1	
19	Floral Decoration (for stage)	Package		1	
20	Floral Decoration (for 100 stall, coordination cell, etc)	Package		1	
21	Ground Matting(250000 SQFT)	per sq ft		250000	
22	Connection of High speed net for 5 days	Package		1	
23	Arrangement for live demonstration (40' x 30')	Package		1	
24	Genset (for stage & stall) FUEL EXTRA-125 KVA- 2NOS	per no		2	
25	Stage sound & Lights for (stage/seating area)	Package		1	
26	Stage sound & Lights for traning hall stage (1 Nos)	Package		1	
27	Ground & gallery lighting	Package		1	
28	Aluminium Truss for stage	Package		1	
29	selfie point and Machinery distribution stage (1 no each)	Package		2	
30	Branding promotion, Documentation &HD, 4K videography(including Editing and publish of Digital Album)	Package		1	
31	Anchor for 5 days	Package		1	
32	Training Materials(folder, Pen, Pad)	Each		1000	
33	Cap & ID card for farmer	Each		3800	
34	Transportation for all	Package		1	
				Total Amount including GST	
In words					

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 your receive.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal: Address of the Bidder:

**Amount must match with the one indicated inFin-2*

SECTION – 6
ANNEXURE-I
BID SUBMISSION CHECKLIST

Sl.No	Description	Submitted (Y/N)	Page no
TECHNICALPROPOSAL/BID			
PART-A(ORIGINAL)			
1	Filled in Bid Submission Checklist (ANNEXURE-I)		
2	Covering Letter (TECH-1)		
3	BidProcessingFeeofRs.5,900/-inform of DD/BC		
4	EMDofRs1,00,000/-inform of DD/BC		
5	Copy of Certificate of Incorporation/ Registration of the Bidder		
6	Copy of PAN -		
7	Copy of Goods and Services Tax Identification Number (GSTIN)© of GST clearance inGST3BForm		
8	Copies of IT Returns for the Last 3AYs (2022-23 to 2024-25)		
9	Copies of Premium paid certificate of Insurance		
10	General Details of the Bidder (TECH-2)		
11	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		
12	List of completed assignments of similar nature (Past Experience Details (TECH-4) alongwith the copies of work order/contract paper for the respective assignments		
13	Self-Declaration pertaining to an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed Agreements, engagements, or affiliations with the Client (Inbidders letter head)		
14	Undertaking for not have been blacklisted by any Central/ State Govt./any Autonomous Bodies during its business career. (TECH-5)		
15	Supporting documents on Electrical License/Contractor hired by the Agency.		
FINANCIALPROPOSAL			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal/BID(FIN-2)		

Undertaking:

- 1) All the information has been submitted as per the prescribed format and procedure.
- 2) 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.
- 3) 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:

Annexure-II
PERFORMANCE BANK GUARANTEE

To,

Chief District Agriculture Officer, Gajapati, Paralakhemundi

Whereas (Name and address of the Agency) (hereinafter called “the Agency”) has undertaken, in pursuance of RFP no..... datedto undertake the service short listing of firms for Event Management to conduct Regional Farm MechanizationMela2024-2025 (herein after called “the contract”).

AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the agency 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 WHERE AS we have agreed to give the supplier such a bank guarantee;

NOWTHEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the agency, 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 agency 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 agency 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 agency 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 the day of 20...

Our branch at jeypore(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 ourbranch a written claim or demand and received by us at Branch on or before Dt otherwise bank shall be discharged of all liabilities under this guarantee

Thereafter.

.....

(Signature of the authorized officer of the Bank) Name and designation of the officer

Seal, Name &Address of the bank &Branch