

**Request for
Proposal (RFP) for
Short listing of firms for event management of
District Level Matsya O Prani sampad Mela,Gajapati 2025**
Maximum Tender Value: Rs.980000/-
RFP No.- 2645 Date.16.12.2025

**Office of the Chief District Veterinary Officer,
Gajapati, Paralakhemundi
Mail id- cdvogajapati@yahoo.in**

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BIDDER DATA SHEET

Sl.No.	Particular	Details
1.	Name of the Client	CDVO, Gajapati, Paralakhemundi
2.	Method of Selection	Quality & Cost Based Selection (QCBS)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of REQUEST FOR PROPOSAL CALL NOTICE	16.12.2025
5.	Last Date and Time for submission of Bid	23.12.2025 by 1:00PM
6.	Date & Time for opening of Technical Bid & Financial Bid And Presentation	24.12.2025 by 11:00AM
7.	Earnest Money Deposit (EMD) (Refundable)	Rs. 30,000/- (Rupees Thirty thousand) Only in shape of Banker's Cheque / Demand Draft in favour of Chief District Veterinary Officer, Gajapati, Paralakhemundi drawn in any scheduled Commercial bank payable at Paralakhemundi
8.	Address for Submission of Bid	Chief District Veterinary Officer , Gajapati, Paralakhemundi Mode of Submission: Drop Box available at Office of the Chief District Veterinary Officer , Gajapati, Paralakhemundi
9.	Place of Opening of Technical & Financial Bid:	Office of the Chief District Veterinary Officer , Gajapati, Paralakhemundi

SECTION 1: LETTER OF INVITATION

RFP No: //Dated:- 16.12.2025

Name of the Assignment: Short listing of firms for event management to conduct District Level Matsya O Prant Sampad Mela, Gajapati 2025.

1. Chief District Veterinary Officer, Gajapati (The Client) Invites sealed Request for proposal from eligible bidders for "Short listing of firms for event management to Conduct District level Matsya O Prantsampad Mela 2025". More details on the proposed assignment are provided at Section-3; Scope of Work of this Request for Proposal (RFP) for Selection of an Event Management Agency (EMA).

2. Agency will be selected under **Quality & Cost Based Selection (QCBS)**.

3. The bid must be completed in all respect as specified in the Request for Proposal (RFP) for Selection of an Event Management Agency (EMA). Document must be accompanied with a **Refundable amount of Rs. 30,000/- (Rupees Thirty thousand Only) only towards EMD in form of Demand Draft/Banker's Cheque in favour of "Chief District Veterinary Officer, Gajapati "** drawn in any scheduled commercial bank and payable at Paralakhemundi, Odisha failing which the bid will be rejected.

4. The bid must be dropped in the drop box at the specified address as per the Bidder Data Sheet only. Submission of request for proposal through any other mode will be rejected.

5. The last date and time for submission of Bid complete in all respects is **Dt 23.12.2025 by 01:00 PM** and the date of opening of the **technical bid & financial bid** is on **Dt 24.12.2025 at 11:00AM** in the presence of the bidder/bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.

6. This Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) includes following sections:

- a. Letter of Invitation [Section-1]
- b. Information to the Bidder [Section-2]
- c. Scope of Work [Section-3]
- d. Technical Bid Submission Forms [Section-4]
- e. Financial Bid Submission Forms (Section-5)
- f. Annexure [Section-6]

7. While all information/data given in the Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document.

8. The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete request for proposal or part of it at any stage without assigning any reason thereof.

9. The interested bidders can download the entire Tender Document from the website <https://gajapati.odisha.gov.in> and submit the tender paper along with required documents and all the required fees.

Memo No.:- 2646(3)

Copy to the Notice board of Collectorate Gajapati /Chief District Veterinary Officer, Gajapati/ District Fisheries Officer, Gajapati/Zilla Parisad Gajapati for wide publicity.


Chief District Veterinary Officer,
Gajapati, Paralakhemundi

Date:- 16.12.2025

Memo No.-2647

Copy to the District e-Governance Manager, Gajapati for hoisting/uploading in the District e-Governance Portal for wide publicity.


Chief District Veterinary Officer,
Gajapati, Paralakhemundi

Date:- 16.12.2025


Chief District Veterinary Officer,
Gajapati, Paralakhemundi

SECTION: 2

INFORMATION TO THE BIDDER

Eligibility Criteria:

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as Indicated against each as part of their technical Bid:

Sl. No.	Eligibility Criteria	Documents Required
1	The bidder should have been in the business of providing Advertisement & Publicity or Event Management Services to the Central /State Government/ Corporate Bodies/ National & International Organizations for at least 3 years and have a registered office in Odisha	<ol style="list-style-type: none"> 1. Proof of Certificate of Incorporation /Registration of the Agency/Partnership Deed 2. Copy of PAN 3. Copy of Goods and Services Tax Identification Number (GSTIN). 4. GST clearance in GST3B Form 5. IT return of last 3 years 6. Proof of registered office in Odisha
2	The agency should have an average annual turnover of Rs.30,00,000/- (Rupees Thirty lakhs) only from Event Management Services during the last 3 financial years (2022-23 & 2023-24, 2024-25).	Copies of audited balance sheet for the last three financial years and CA certificate certifying that the Event management agencies should have an average annual turnover more than Rs.30,00,000/- during the last three financial years from Event Management Services in India. Provisional Audit Report of any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during last three years (2022-23 & 2023-24, 2024-25) .	<ol style="list-style-type: none"> 1. Workorders/ContractDocument/Completed Work Certificates from the previous Client to be submitted, and 2. Workorders/ContractDocument/Completed Work Certificates in Odisha.
4.	The bidder should not have been black listed by Central/State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

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

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

- Filled in Bid Submission Check List in Original (**Annexure-1**)
- Covering letter (**TECH1**) on bidder's letter head requesting to participate in the request for proposal process.
- Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/Registration of the agency/Partnership Deed.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of GST Clearance in GST 3B Form
- IT return of last 3 years
- General Details of the Bidder (**TECH-2**)
- Financial Details of the bidder (**TECH-3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.

- List of completed assignments of similar nature (Past Experience Details, **TECH-4**) along with copies of contracts / work orders/completion certificate from previous clients.
- Self-Declaration from the Bidder on not black listed (**TECH-5**)

1. **Earnest Money Deposit (EMD) and Performance Security:**

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to **Rs. 30,000/- (Rupees Thirty thousand Only)** in shape of DD/B/C from any scheduled commercial bank in favour of "Chief District Veterinary Officer, Gajapati" payable at Paralakhemundi. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successful completion of the Annual Audit. The EMD will be forfeited on account of the following reasons:

- Bidder with draw sits Bid during the bid validity period as specified in Request for Proposal (RFP) for Selection of an Event Management Agency (EMA)
- Bidder doesn't respond to requests for clarification of its Bid.
- 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
 - Agree to decisions of the contract negotiation meeting
 - Sign the contract in time
- Any other circumstances which hold the interest of the Client during the overall selection process.

Performance Security @ 3% of quoted value is payable by the selected bidder after selection in the form of bank guaranty/demand draft.

NB: Local MSEs only registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate from the concerned authority. None of the bidders other than those specified above are exempted from submission of EMD.

2. **Submission of Bid:**

Bidder must submit their Bids **dropped in drop box** only on or before the last date and time (during office hours) for submission of Bids as mentioned in Bidder Data Sheet. The Client will not be responsible for delay/any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

The procedure for submission of the Bid is described below:

- Technical Bid:** The envelope containing technical Bid shall be sealed and superscripted as "**Technical Bid-Shortlisting of firms for event management to Conduct District level Matsya o Pranisampad Mela**" and furnished inside one envelope. The duly filled-in technical Bid submission forms (Section-4).
- Financial Bid:** The envelope containing financial Bid shall be sealed and superscripted as "**Financial Bid-Shortlisting of firms for event management to Conduct District Level Matsya o Prani sampad Mela**". The duly filled-in financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The "**Technical Bid**" and "**Financial Bid**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL BID**" and the second envelope must be marked as "**FINANCIAL BID**". All two above envelopes have to be sealed and placed inside a main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT: Short Listing of firms for event management to Conduct District Level Matsya o Prant Sampad Meln-2025.

**REQUEST FOR RFP NUMBER AND DATE:
DEAD LINE FOR SUBMISSION OF BID:
NAME AND ADDRESS OF THE BIDDER:**

3. 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 representative sat the location, date and time specified in the Bidder Data Sheet. The Client will constitute an Evaluation Committee (CEC) to evaluate the Bids submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing "FINANCIAL BIQ" will be opened of the qualified Technical bidders only. The second Envelope containing FINANCIAL BID of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

4. Process of the Bid:

AT wastage process will be adopted as explained below for evaluation of the Bids.

Technical Evaluation (1stStage):Pre-qualification Bid will be opened and observed the requisite documents as per the listed documents:

1. Bid Processing Fee & Earnest Money Deposit(EMD)as applicable
2. Copy of Certificate of Incorporation./Registration of the agency.
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Copy of IT returns
6. Experience of having successfully completed similar works during last Three year (2022-23 & 2023-24,2024-25).
7. Financial Statement of last Three year and the agency should have an average annual turnover of **Rs.30.00 Lakhs** from Event Management business during the last 3 financial years (2022-23 & 2023-24,2024-25).

8.

Technical Evaluation: Technical Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:

Technical Bid Evaluation Parameters	Maximum Mark	Mark Secured
1. Number of Similar Assignments undertaken/completed during last three years (2022-23 & 2023-24, 2024-25). (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments /Departments/ PSU's/Corporate Bodies/National/International Organizations) a. Three Similar works/assignment (each 5 marks) b. Two similar works/assignment (each 5 marks). c. One similar work/assignment (each 5 marks).	15	
2. One Similar work executed in the above category in Gajapati district during last 3 Years =10Marks	10	
3. Financial Statement of last three years and the agency should have an average annual turnover of Rs.30.00 Lakhs from Event Management business during the last 3 financial years (2022-23 & 2023-24,2024-25).Scoring pattern:>30lakhs to 40 lakhs = 10 marks, Above 40 lakhs to 50 lakhs=10 marks, above 50 lakhs =20 marks)	20	
4. The bidder should have been in the business of providing Advertisement & Event Management Services to the Central /State Government /Corporate Bodies/National & International Organizations for atleast <u>3 years</u> as on 16 th December 2025. (Scoring pattern:> 3years-5years=10marks,More than 5years=20marks,)	20	

5. Technical Presentation (The score will be awarded by committee based on the technical and experience aspects & audio visual presentation)	35
a. Best one event from past experience	
b. Advertisement & Publicity Plan	
c. Innovation and Creativity for this event.	
d. Camera to be used for Photography and videography.	
Grand Total	100
Qualifying Mark for Opening of Financial Bid	70

Bidders will make a presentation before the client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about 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 can be collected from the client office during office hours. The financial Bids of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make themselves available for the same **The bidder whose technical Bid secures a score above the minimum qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial Bid. Evaluation will be done by the evaluation committee.**

FINANCIAL EVALUATION (2nd Stage): The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder/bidder's representative. The Financial Bids in respect of the selected agency in achieving the benchmark score of **70 Mark** in "Technical Bid" would be opened on the scheduled date & time.

7. Evaluation of the Proposals:

The Financial bid will be compared and the lowest bidder will be awarded for work. If the financial bids of two or more firms are found to be same then 1st priority will be given to Empanelled Event Management Agencies notified by I& PR Department, Govt. of Odisha; otherwise the final selection will be decided by lottery process.

Award of Contract:

The eligible bidder found to be lowest or decided by lottery process for Financial Bid will be awarded for work.

Sub-contracting is not allowed under this assignment.

8. Other Terms & Conditions

a. Date & Venue of District Level Matsya o Prani sampad Mela

Name of the Event	Date	Venue
District Level Matsya o Prani Sampad Mela	29th & 30 th December 2025 (Two days)	Mini Stadium, Gajapati, Paralakhemundi

These are tentative dates which may be changed according to requirement of District Administrations.

- Work Order will be issued in favour of the approved bidder by **Chief District Veterinary Officer, Gajapati, Paralakhemundi** for **District Level Matsya o Prani sampad Mela.**
- 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 **Chief District Veterinary Officer, Gajapati, Paralakhemundi** 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,

- c. **Chief District Veterinary Officer, Gajapati will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.**
- d. **In case of any occurrence of theft, the Agency will conduct proper Inquiry.**
- e. **Arrangement of lodging, boarding & logistics of the guards during the Festival period will be the responsibility of the Agency.**
- f. **The Agency will be responsible for upkeep and maintenance of the entire work done' by the till closing the event.**
- g. **The Chief District Veterinary Officer, Gajapati will provide the permission from police and other statutory bodies for permission for organization of the event and installation publicity materials during the event.**
- h. **The rate fixed by the agency shall be including of GST & Other Taxes.**
- i. **The selected Agency/ firm should open its own office having the technical man power & manager throughout the Festival period to handle any work to be assigned by the authority.**
- j. **The bidder shall quote the price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.**
- k. **The authority is not bound to accept the highest scorer and reserves the right to inspect /verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all request for proposals without assigning any reasons thereof. The bidder has to quote the rate as per the given format.**
- l. **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 CDVO, Gajapati. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Festival-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Festival-in-charge.**
- m. **Upon selection, the Agency shall furnish to the Client, a performance security of the amount @ 3% of bid value mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.**
- n. **The agency should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the RFP.**
- o. **Non-submission of any document required indicated in the RFP will render the Bid to be rejected.**
- p. **The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and request for proposals without assigning any reasons thereof.**

9. 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 to if any proceedings (such as black listing) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of with credit or, or of any other similar proceedings. any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement**
- c. **Bidders must disclose if they have been convicted of, or are the subject to any proceedings relating to:**
 - **Criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulatory or professional body to have**

- committed professional misconduct;
- Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

10. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommend action for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that there is a recommended bidder who 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.

11. Legal Jurisdiction:

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

12. 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 there after 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 obligation 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.

13. Client's right to accept any Bid, and to reject any or all Bid(s)

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding /selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/by the bidder may lead to the disqualification of the bid. If such disqualification/ rejection occurs after the Bids have been opened and the 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.

14. Number of Bids:

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

SECTION: 3
SCOPE OF WORK

About the Event- Matsya o Prani Sampad Mela

Chief District Veterinary Officer, Gajapati is going to organize One District Level Matsya o Prani sampad Mela during December 2025 Involving Veterinary, Fishery, Agriculture & other allied departments of Gajapati District with an objective to provide a platform for popularization of different activities of Fishery, Animal Husbandry and promotion of other allied activities. It also aims to show case the Mission Shakti & WSHG activities of Gajapati during the event.

The Event Management Agency Should Provide the Following Services

Sl. No	Works to Be Done	Particulars	Remarks
A	Infrastructure, Tentage for Stage & stall	<ol style="list-style-type: none"> 1. Installation of temporary stalls as per specifications 2. Main program stage as per specifications 3. LED screen 12'x 8'for Back drop 4. Back drop (thematic) 5. The matic Entrance Gate 6. Aluminum truss for stage 7. Coordination cell 8. Food Stalls 9. Stage Sound and Light 10. IT support for internet connectivity 	Detail work plan & design are to be presented during the technical presentation.
B	Security Services	Providing Private Security Service at Festival Venue of the participants during the event	
C	Light & Sound	Light & Sound for Stage, coordination cell, stall, parking area and other venue area as per requirement.	
D	Power & Electricity	2nos.of Gen set(125kv) for Dist. Mela One for stage, one for stall, coordination cell and venue area as per requirement.	
J	Printing Works	Flex Printing and Mounting	
K	Sanitation	Cleaning of Festival ground, accommodation places.	
L	Flower Decoration	Flower Vase with Sufficient fresh and Live flower decoration at the entrance and exit, stage and other area.	
M	Documentation	Providing Photography, Videography.	Type of camera to be used, should be presented during Technical Presentation
N	Catering facility	Providing Tea, Breakfast & Lunch	

SCHEDULE OF REQUIREMENTS

A. For Erection of Tentage

Sl. No	Name of the work	Work Specifications
		The front side of the existing main stage should be decorated properly with a crown of adequate width, Side and bottom properly covered with cloth. Three side walls should be covered with dropped cloth with uniform coloured cloth separated properly for the 2 side green rooms and the total stage including green room are to be properly finished with good quality mat.
1	Main Stage	Truss for stage A platform is available on the ground with elevated floor, steps on both sides and GI roof, the bidder has to decorate and design it in to a main stage as per the need of the Mela and as per direction of the Officer-in-Charge.
		Flooring The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
		Step Concrete steps are available which will be covered with the carpets and decorated. If the available steps will not be adequate then fabricated steps with guards with adequate carpeting and decoration will be used by the bidder.
		Furniture Ten VIP chairs covered with new white towels, Three tea poy, podium and one table or a Teapoy on the backside for keeping bouquets, gifts, certificates etc.
		Fans/Coolers Two Stand AC, Minimum two pedestal fans or Coolers or as per need for utmost comfort of the Guests.
		Lighting As per need
		Sound system Adequate arrangement should be made for clear audibility of 500 people and display of audiovisuals in the backdrop LED Wall along with sound. Good quality mikes on the podium and minimum three cordless mikes on the podium with back up for malfunction.
2	Green Rooms (Two numbers)***	Two green rooms with of adequate size as advised by the officer in charge should be made by the side of the main stage with minimum furniture for storing and for preparation of artists for cultural programmes.
		As per the design and specification to be given by Authority & as per the direction of the Office-in-charge.
		Bamboo Ballhas with tarpaulin covering. The design structure should be covered with batten framing & new white cloth. As per the direction of the Office-in-charge.
		Full Floor to be covered with attractive Colored matting. As per the direction of the Office-in-charge.
3	VIP Lounge	3nos of sofa set along with teapoy, one pantry table, 5 nos of VIP covered chairs. As per the direction of the Office-in-charge.
		The room should have screens for the doors of the VIP room as per direction of Officer in charge.
		On entry gates and table buckeyes & normal light & fans arrangement. As per the direction of the Office-in-charge.
4	Installation of Stalls (20 Nos)	Stall of Size 12' x 10' made of Bamboo structure properly braced with using 3" to 6" size bamboo. The roof should have quality cloth to protect from sun rays and floors should be provided with floor matt. As per the direction of the Office-in-charge.
		Electrification of stall with LED 40 watt Light 2 nos

Open Space	For Live animal and live fish demonstration	1200 square feet of open space will be used for live animal and live fish demonstration.
	Structure	Erection with bamboo poles with rain and sun proof roof with good roofing material with a minimum height of 15 ft. The open space will be barricaded with strong bamboo poles and partitioned into exhibition of live animals. Strong pegs will be provided in each partition for tying of animals. Partitions will be kept open for ventilation.
	Floor	On the animal side floor will remain uncovered, on the fishery side floor to be covered with green shed net.
	Shielding from sun	Since live animals will stay for 2 days, the bidder should be ready with adequate green shed nets and have provision for hanging so as to prevent livestock and poultry from direct sun rays.
	Poultry compartments	The bidder should be ready with wire mesh, plastic nets for partitioning of poultry compartments.
	Electrical fittings	Adequate lighting and provision of fans for the utmost comfort of live animals and fish.
9	Audio Visuals & Ground Lighting	Mike, Amplifier, Sound Systems for managing the events with minimum 6 nos of mike sets (4 Nos Cordless) and adequate nos of speakers of 100 watt and above as per the direction of the Office-in-charge.
	Lighting	20 nos of spot light for lighting of the total ground area as per the direction of the Office-in-charge. Adequate lights in the stalls, 2 gates, main stage, green rooms, VIP lounge, and open space demonstration and control and coordination cell.
	Power backup	The bidder should be ready with a power generator of adequate capacity (Genset) with fuel to meet any eventuality in case of power failure. The generator should have the capacity to provide power to all electrical devices simultaneously. The bidder should keep ready skilled manpower to handle power issues.
10	Video Corner	Installation of Video LED with 12 ft X 8 ft size to be installed by the side of the Main stage, should display the audiovisual programmes of the department and display the stage events live on the screen. The bidder should make all arrangements for display of audiovisuals on the screen like laptops, network and all accessories.
11	Open ground	The entire open ground will be covered with green shed net

B. Catering facility

Sl No	Food items required	Quantity per day	Total Qty for 2 days	Time of serving	Remarks
1	Tea	600 cups	1200 cups	8.30AM to 10.00 AM	Actual requirement may vary and will be intimated in time
2	Breakfast	600 pkts	1200 pkts	1 PM to 2.30PM	
3	Lunch	600	1200		

MINIMUM MENU OF BREAKFAST (Package)

1. Uppama/Puri/ Bada
2. Curry
3. Sweet
4. Drinking Water Bottle (sufficiently)-ISI Mark

Freshly prepared items should be served to the participants along with hand napkin sufficiently.

MINIMUM MENU OF LUNCH (Package)

1. Plain rice
2. Dal
3. Fish curry/Chicken curry
4. Paneer/Mushroom curry
5. Mix Veg (Fresh Vegetables)
6. Vegetable Chips(Fresh Vegetables)
7. Charupani/Rasam
8. Khata
9. Papad (Triangle)
10. Drinking Water Bottle/Jar (sufficiently)-ISI mark

The lunch have to be prepared on the site and served as buffet lunch over three counters to the participants, delegates and guests. Meals will be provided to each person sufficiently. Prepackaged lunches in plates are not allowed.

Sanitation

Cleaning of Festival ground, accommodation places, Coordination cell, toilets twice daily using disinfectant materials.

Drinking Water Facility.

Drinking water tap (10 nos. or more) to be provided inside mela area.

SECTION:4

TECHNICAL BID SUBMISSION FORMS

TECH-1
COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Location,Date]

To:

The Chief District Veterinary Officer,
Gajapati, Paralakhemundi

Sub: Selection of Event Management Agency for District Level Matsya o Prani sampad Mela
[TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for
_____ in accordance with your Request for Bid No.:

_____, dated _____. We are here by submitting our Bid, which includes
Technical Bid and Financial Bid sealed in separate envelopes.

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

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your authority shall without prejudice to any other right or remedy beat liberty to reject our Bid including for feature 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: _____

TRCH-2
Bidder's Organization (General Details)

S/No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel :Fax: E-mail id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: E-mail id:	
4	Registration/Incorporation Details Registration No: Date & Year-	
5	Local office in Baripada If Yes, Please furnish contact details	
6	EMD Details Amount :BC/ DD No.: 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 scope of work of the RFP	YES
10	Accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH-3
Bidder Organisation (Financial Details)

Financial Information (INR)			
Details	FY2022-23	FY2023-24	FY2024-25
Turn over from Event Management Services (in Cr/lakh)			
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last 3 (three) FYs (2022-23 & 2023-24, 2024-25). (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional audit report for any of the FYs will not be accepted.</p> <p><i>Filled in information in this format must have to be certified and sealed by the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected.</i></p>			

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

Communication Address of the Bidder: _____

TECH-4

(BIDDER'S PAST EXPERIENCE DETAILS)

**Table-1 (List of completed assignments only of similar nature during last 3 years)
(FY 2022-23, 2023-24 and 2024-25)**

Sl. No.	Period	Name of the Assignment with details there of	Name of the Client with complete address	*Contract Value (In INR) and Duration in Month	Date of Award/Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Note: Bidders are requested to furnish the list of the assignments undertaken during the last3 (three) year as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.

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

Communication Address of the Bidder: _____

TICKET-5

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACK LISTED

Affidavit

I M/s. , (the name of the Bidder and addresses of the registered office) here by certify and confirm that we or any of our promoter/s/chief executive officer / directors /managers are not barred or black listed 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 of our interest for Empanelment on Event management work of District Level Mela would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EO1 at any stage of selection and/or thereafter during the term of the Contract.

Dated this.....Day of.....,2025

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature:



SECTION:5
FINANCIAL BID SUBMISSION FORMS

FIN-1
COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To

The Chief District Veterinary Officer,
Gajapati, Paralakhemundi
Sub: Submission of Financial Bid for Event Management Services of District Level Matsya o
Prani sampad Mela.

Sir

I, the undersigned, offer to provide the consulting services for [in sort title of assignment] in accordance with your Request for Bid No._____. Our attached Financial 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 per format given in the RFP documents are given below:

Sl. No.	Particulars	Unit	Maximum Tender Value (in Rs.)	Offer Price including all type of Taxes
1	Erection of Stalls	As per Scope of Work	300000	
2	PH, Sanitation & Electrification	As per Scope of Work	60000	
3	Open space exhibition(Live Animals)	As per Scope of Work	100000	
4	Food (Catering Facility)	As per Scope of Work	480000	
5	Video Corner(12' x 8' LED Screen for two days)	One	40000	
TOTAL:-			980000	

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 Bid you receive. I remain,

Yours faithfully,

Authorized Signatory [In full and Initials]: _____

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

SECTION-6
ANNEXURE-I
BID SUBMISSION CHECKLIST

Sl no	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART-A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-1)		
2	Covering Letter (TECH-1)		
3	EMD of Rs. 30,000/- (Rupees Thirty thousand Only) in form of DD/BC		
4	Copy of Certificate of Incorporation/ Registration/ Partnership Deed of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	IT return of last three year		
8	General Details of the Bidder (TECH-2)		
9	Financial Statement 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		
10	List of completed assignments of similar nature (Past Experience Details) (TECH-4) along with the copies of work orders for the respective assignments		
11	Undertaking for not have been black-listed by any Central/ State Government/ any Autonomous bodies during its business career.) (TECH-5)		
12	Copy of the Electrical License/ Contract or hired by the Agency.		
FINANCIAL BID			
1	Covering Letter (FIN-1)		
2	Summary of Financial Bid		

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 Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and Initials]: _____

Name and Designation with Date and Seal: _____