



# ଜିଲ୍ଲା ପରିଷଦ , ଗଜପତି , ପାରଳାଖେମୁଣ୍ଡି



(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ)  
ZILLA PARISHAD, GAJAPATI  
(Odisha Livelihoods Mission)

Email:- [ori-dgajapati@nic.in](mailto:ori-dgajapati@nic.in) / [gajapatidpm.olm@gmail.com](mailto:gajapatidpm.olm@gmail.com)

No. ୮୨

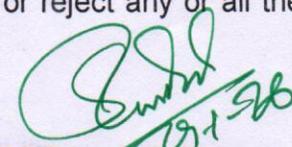
/ Date 29/01/2026

## TENDER CALL NOTICE

Sealed tenders are invited from the intending firms / agencies / tent house owners/ caterers having GST, PAN, FSSAI Certificate for the following works of the District level Subhadra Shakti Mela, Gajapati to be organized at the Gajapati Stadium, Gajapati from 18/02/2026 to 24/02/2026

Nature of Work	Eligible organizations / firms / agencies	Scope of work
Tentage, Food supply and allied Works etc.	Firms / agencies / tent houses owner/ Caterers	Tentage & Allied Works (Includes all tent works Security, Food arrangement , accommodation and security services , C.C TV surveillance, , Entry & Exit Gate, Selfie Point, Subhadra Shakti Mascot, Venue Preparation & Pathway lighting, Live Demo Stall , and other works as per tender documents)

The tender papers along with details specification of the works can be downloaded from Gajapati District website i.e. <http://www.gajapati.odisha.gov.in>. The sealed tenders should reach the Zilla Parishad Office, Gajapati through Regd. Post & Speed Post up to **1.00 P.M on 10.02.2026** in the Office of the CDO-cum-E.O, ZILLA PARISHAD, GAJAPATI, which will be opened on **10.02.2026 at 4.00 P.M** in the Office of CDO-cum-E.O, Zilla Parishad, Gajapati in presence of the tenderers or their authorized representatives. **The Envelop of the Tender should super "TENDER DOCUMENT FOR TENT & ALLIED WORKS etc. OF DISTRICT LEVEL SUBHADRA SHAKTI MELA, GAJAPATI"**. For convenience and effective delivery, the tender is to be treated as a composite package of services. Evaluation of the competitive bidding price will be made taking into account the sum total amount quoted on the entire items. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

  
CDO-cum-E.O  
Zilla Parishad, Gajapati

Date: Gajapati 29/01/2026

Memo No. ୧୦

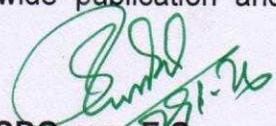
Copy to the Addl. District Magistrate, Gajapati with a request to affix the quotation call notice in the notice board of Collectorate, Gajapati for wide publication and information of the general public.

Page 1 of 2  
Chief Development Officer-cum-  
Executive Officer-Zilla Parishad

Memo No. 81

Copy to the District e-governance Manager, Gajapati for information. He is requested to web-hoist the tender call notice along with tender paper for wide publication and information of the general public.

Date: 29/01/2026

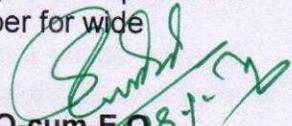
  
CDO-cum-E.O

Zilla Parishad, Gajapati

Memo No. 82

Copy to the DI & PRO, Gajapati for information and necessary action, he is requested to publish on any two major Odia Daily and one English Daily News Paper for wide publicity .

Date: 29/01/2026

  
CDO-cum-E.O

Zilla Parishad, Gajapati

Memo No. 83

Copy to the Notice Board of Zilla Parishad, Gajapati & all district level offices for wide publicity and information of the general public.

Date: 29/01/2026

  
CDO-cum-E.O

Zilla Parishad, Gajapati

REQUEST FOR PROPOSAL  
(RFP)



SHORTLISTING OF FIRMS FOR EVENT MANAGEMENT TO  
CONDUCT SUBHADRA SHAKTI MELA

Gajapati

Office of the Chief Development Officer-cum-Executive Officer, Zilla Parishad,

Gajapati,Paralakhemundi

Mail id- ori-dgajapati@nic.in

GOVERNMENT OF ODISHA

Mission Shakti Department

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## DISCLAIMER

This Request for Proposal (RFP) is issued by the Chief Development Officer-cum-Executive Officer, Zilla Parishad, 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 support 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	CDO-cum-EO, ZP, Gajapati, Paralakhemundi
2	Method of Selection	Quality and Cost Based Selection (QCBS)
3	Availability of RFP Document	Detail RFP documents are available in the Office of the CDO-cum-EO, ZP, Gajapati, Paralakhemundi
4	Date of floating of EOI	29.01.2026
5	Last Date and Time for submission of Bid	10.02.2026 and Time 1.00 PM
6	Date of opening of Technical Bid.	10.02.2026 and Time 4.00 PM
7	Date of opening of Financial Bid.	10.02.2026 and Time 4.00 PM
8	Bid Processing Fees (Non-Refundable)	<b>Rs.5,900/- INR</b> in shape of Demand Draft in favour of CDO-cum-EO, ZP, 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 <b>Rs 1,00,000/- (Rupees One Lakhs only)</b> in the shape of Demand Draft from a Commercial Bank in favour of the "CDO-cum-EO, ZP, Gajapati, Paralakhemundi drawn in any Scheduled Commercial Bank payable at Paralakhemundi
10	Address for Submission of Proposal	CDO-cum-EO, ZP, Gajapati, Paralakhemundi Pin-761200, Email:ori-dgajapati@nic.in, Phone Number -06815-222420
11	Mode of Submission of Proposal	Bidders must submit their bids in Register Post/Speed Post only on or before the last date and time. Submission of bid in late will be rejected.
12	Place of Opening of Technical Proposal:	Office of the CDO-cum-EO, ZP, Gajapati, Paralakhemundi
13	Proposed Place and date of Event	Gajapati Stadium, Gajapati, Paralakhemundi

For details on the selection process, please visit to the office of the CDO-cum-EO, ZP, Gajapati, Paralakhemundi.

**SECTION: 1**  
**LETTER OF INVITATION**

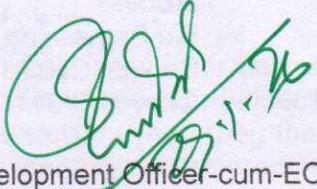
RFP No.:

Date.

Name of the assignment: **Shortlisting of firms for Event Management to conduct SUBHADRA SHAKTI MELA, GAJAPATI**

The CDO-cum-EO, ZP, 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 SUBHADRA SHAKTI MELA GAJAPATI**, 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.5,900/- (Rupees Five thousand Nine Hundred only)** including GST @ 18% towards Bid Processing Fee & refundable amount of **Rs.1,00,000/- (Rupees One Lakhs only)** towards EMD in form of Demand Draft in favour of "CDO-cum-EO, ZP, Gajapati" drawn in any Scheduled Commercial Bank and payable at Paralakhemundi, Odisha failing which the bid will be rejected.
- The bid must be submitted though the Registered Post/Speed Post only 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 10.02.2026 up to 1:00PM and the date of opening of the bid is 10.02.2026, 4:00PM 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.

  
Chief Development Officer-cum-EO ZP,  
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 <b>4 years</b> 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 4 years 5. Proof of Registered office in Odisha.
2	The agency / bidder should have total annual turnover of more than <b>Rs. 1.0 (One Crore)</b> from Advertisement & Publicity or Event Management services during the last 4 financial years (2021- 22, 2022-23 ,2023-24 and 2024-25).	Copies of audited balance sheet/ Income Expenditure Statement for last four financial years certifying that the firm had an average annual turnover more than <b>Rs. 1.0 (One Crore)</b> during the four financial years (2021-22,2022-23,2023-24,2024-25). Certificate from Chartered Accountant to be submitted.
3	Should have a minimum of <b>4 years</b> 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, 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 Four financial years (2021-22 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.5,900/- (Rupees Five Thousand Nine Hundred only) inclusive of GST in the shape of DD from any Scheduled Commercial Bank in favour of "CDO-cum-EO, ZP, 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.1,00,000/- (Rupees One Lakhs only) in shape of DD from any Scheduled Commercial Bank in favour of CDO-cum-EO, ZP, 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 with draws its proposal during the bid validity period as specified in the RFP.
- Bidder does not respond to requests for clarification.
- 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 must submit their bids in Register 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 SUBHADRA SHAKTI Mela Gajapati" 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 SUBHADRA SHAKTI Mela , Gajapati" 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 SUBHADRA SHAKTI MELA, GAJAPATI)" and the second envelope must be marked as "FINANCIAL PROPOSAL (Short listing of firms for Event Management to conduct SUBHADRA SHAKTI MELA, GAJAPATI) 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:** Short listing of firms for Event Management to conduct SUBHADRA SHAKTI MELA , GAJAPATI.

**RFP NUMBER AND DATE:**..... **Dated**.....

**DEADLINE FOR SUBMISSION OF BID: 10.02.2026 at 1:00 PM.**

**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 10.02.2026, 04:00 PM.

### PROCESS OF THE BID:

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 Four financial years (FY 2021-22 to 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. FSSI Certificate.
- xiii. All the pages of the proposal and enclosures are signed or not by the authorised representative

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

#### Evaluation of the Bids.

- 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
<b>A.Technical Evaluation Criteria</b>		
1	<b>Turnover:</b> The bidder must have total turnover of more than <b>Rs.1.0 Crores from event management business</b> only from the financial year <b>2021-22 to 2024-25</b> <ul style="list-style-type: none"><li>• Up to 1.0 Cr. :15 marks</li><li>• More than 1.0. :05 marks</li></ul> (Maximum 05 Marks)	20

2	<b>Past Experience:</b> The bidder must have experience of at least 4“ <i>similar projects/ assignments</i> ” (completed)during the last 4 years under Central/State Govt./Govt. Autonomous bodies / PSUs. <ul style="list-style-type: none"> <li>• 4 assignments :30 marks</li> <li>• Each additional assignment :5 marks</li> <li>• (Maximum 10 Marks)</li> </ul>	
3	<b>Year of Experience:</b> The organization should have at least 4 years of experience in providing event management services to the Central / State Govt. / Govt. Autonomous bodies / PSUs up to 2024-25 from the date of incorporation <ul style="list-style-type: none"> <li>• 4 Years :5 marks</li> <li>• Each additional year:1 mark</li> <li>(Maximum 5 Marks)</li> </ul>	10
<b>Sub Total</b>		70
<b>B. Technical Presentation</b> <ul style="list-style-type: none"> <li>• Understanding of Client's needs &amp; Scope of Work</li> <li>• Plan for the event management</li> <li>• Innovation and creativity for this event</li> <li>• Plan of procurement</li> </ul> <b>NB:</b> The bidders have to present with the sample of designs, creative's, products to be procured and quality of the materials specific for this event.		30
<b>Grand Total</b>		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 (3<sup>rd</sup>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<sub>T</sub>**) 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 "CDO-cum-EO, ZP, 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, in availability of proposed professionals etc.

#### **8. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify successful bidder in writing by issuing an offer letter for signing the Contract and promptly notify 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 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.*

#### **4. 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 Mission Shakti Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act,1996and 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 formats as prescribed in
3. During validity of the proposal, or its extended period, if any, the bidder increases his 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 there qui 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 in capacitated 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

A. Date & Venue of DISTRICT SUBHADRA SHAKTI MELA, GAJAPATI

Date- 18.02.2026 to 24.02.2026 (It may be change as per local condition)

Place- Paralakhemundi.

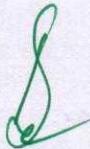
B. Tentative cost of the project including GST as applicable is limited to Rs. 65.00 Lakh only.

## C. Terms & Conditions

- Work order will be issued in favor of the approved bidder by the CDO-cum-EO, ZP, Gajapati, Paralakhemundi for the SUBHADRA SHAKTI MELA GAJAPATI.
- 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 CDO-cum-EO, 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.
- CDO-cum-EO, ZP, 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 CDO-cum-EO, ZP, 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 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 CDO-cum-EO, ZP, 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-SUBHADRA SHAKTI MELA.**

CDO-cum-EO, ZP, Gajapati, Paralakhemundi is going to organize SUBHADRA SHAKTI MELA during February 2026 involving Mission Shakti & other allied departments of, Gajapati District with an objective to provide a platform popularization of SHGs/Artisans/PGs etc. & 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	<ol style="list-style-type: none"> <li>1. Installation of temporary stalls of 10x10ft-150 no's with flex frame running top of the stall.</li> <li>2. Main program stage(80x60ft)</li> <li>3. LED screen for Backdrop (Thematic)as per requirement.</li> <li>4. Back drop with LED Thematic.</li> <li>5. Entrance Gate (Thematic)-1 no's with live flower and flex decoration.</li> <li>6. Aluminium truss for stage</li> <li>7. Coordination cell-1no</li> <li>8. VIP Lounge with all facility-1 no's</li> <li>9. Green Room for artist with all facilities- 1nos</li> <li>10. Food Stalls-20 no's out of 150 stalls</li> <li>11. Stage Sound and Light as needed</li> <li>12. Barricading for sitting area.</li> <li>13. German Hanger for Meeting area/Control Room.</li> </ol>
B	Security Services	Providing Private Security Service at the Venue during the event
C	Food for Participants	The event management agency should provide food for the participants
D	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.
E	Power &Electricity	2 nos. of Gen set (125kv) with fuel for Mela & stage, stall/coordination cell and venue area as per Requirement. For Electricity proper permission may be required from the concerned authority in advance.
F	Printing Works	Flex Printing and Mounting as per the requirement by the undersigned.
G	Sanitation	Mobile Toilet for Male & Female, Regular Cleaning of Festival the ground.
H	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.
I	C.C Camera	The bidder shall install 20 nos of C.C camera in different places of the Mela with a Plasma TV along with operator.
J	Documentation	Providing Photography, Videography & Drone Shots



Details of the Items wise work to be provided:

### Infrastructure, Tentage & Allied Works

#### 1. Erection of stall:

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

Sl. No	Particulars	Stall specification
1	<b>Structure</b>	Bamboo/MS Iron & cloth structure, Size of each stall-10'X10'with tarpaulin water proof roofing in addition to 2'front outside in protection.
2	<b>Ceiling &amp; Wall</b>	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. <b>(ALL NEW WHITE COTTON CLOTHES TO BE USED)</b>
3	<b>Carpeting</b>	Clean Blue/ Red carpeting for total venue area as per the requirement.
4	<b>Racks</b>	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	<b>Fascia</b>	A wooden batten frame/MS Iron 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 incharge). A running white cloth jhallar of 1'width will be put in the front side, below to the fascia frame.
6	<b>Furniture</b>	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	<b>Electric Fittings</b>	T5 Light- 3no. (2number of light should be connected with generator) & an on/off switch for use in night time after closing, Ceiling Fan-1 no connected with an on/off switch in each stall. 1no.of 5Amp Plug Point with on/off switch per stall.
8	<b>Numbering of Stall</b>	130 Nos of stalls should be numbered with stencil and paint.
9	<b>Closures</b>	Front cloth drops/ screens. Daily putting up and off of the same is the responsibility of the bidder.
10	<b>Power</b>	4no.of Genset (125kv) with fuel for Stall, parking and other venue area. (2 for Main Stand and 2 for other venue area.)
11	<b>Anchoring</b>	Anchor for 7 days.

## 2. Food stalls 20 Nos:

Sn.	Particulars	Specifications
a)	Structure	Food Stall Bamboo/MS Iron (3 to 6 inch) & cloth (Anti Fire Chemical Treatment) structure, Size of Each Stall – 10' X 10' With Tarpaulin Water Proof Roofing. Kitchen Shed: Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall.
b)	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area with grand net carpeting for entire food zone.
c)	Ceiling & Wall	Three sides including partition walls of stall will be covered with ply with fixed printed flex. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
d)	Racks	Three tire racks, if required. The shelf of the racks will be of size 1'6" X 10' 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.
e)	Facia	A wooden batten frame/MS Iron for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
f)	Furniture	Front counter table in wooden batten and 02 no of planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
g)	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & an on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 15 Amp Plug Point, if required. Electricity supplies each stall by 12.30 PM.
h)	Dustbin	20 no. of push-swing type dustbins
i)	Gas Cylinder and Chula	20 no of Filled 19 KG Gas Cylinder (Commercial) and 20 no of Dual Burne Chulas
j)	Closures	Front Cloth Drops/Screens Daily to be done
k)	Water supply	Water line connection to each kitchen shed with sink fixing
	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical.

## 3. 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 detail's specifications given below:

Truss for stage	Aluminium Truss structure (80'x60') size or as per stage required) for District Level Mela around stage area.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet.
Backdrop	LED background with Back drop thematic as per stage requirement for District Level Mela
Step	Fabricated step will be erected both side of the stage. 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 (as per requirement for District Mela)
Sound	JBL vertech Series & Lineary 8pair, JBL vertech DoubleBass10 nos. Stage monitor &

Sitting Arrangement	Stage Gear (as per Artist requirement) & Other required thing as per artist requirement. German Hanger for meeting area (100' x 80') or as required with barricading with a)- VIP Sofa-20 nos, b)-Banquet Chair with white cloth cover-500 nos, c)-Modular Chair-2000 nos, d)- Teapoy -4nos, e)- Podium, Deepa stand with lord Jagannath Idol, f)-2 nos of standby 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.

#### 4. Decoration

1	Sand Art	With colourful rangoli (SUBHADRA SHAKTI MELA) as designed by Event in charge officer.
2	Flower & Balloon	Flower Vase with Sufficient fresh, Live flower & Balloon decoration at the entrance, stage and Infront of Stall, Training Hall, Coordination room as instructed by the authority. For Stage flowering for 7days. Flowering are required. Helium Balloon should be given for 7 days.
3	Selfie Point	Blue mat with Map of Paralakhemundi district with mentioning I Love SUBHADRA SHAKTI Mela or I Love Paralakhemundi at centre Location as required
4	Subhdra Shakti Mascot	Use Two no 's of Subhdra Shakti Mascot in the Mela premises

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

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

#### 6. Green Room for VIPs: -

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

#### 7. Documentation-Photography, Videography:

Documentation of the SUBHADRA SHAKTI Mela will have also to be done by the Event Management Agency.

#### Still Photography:

- Good full frame 4 no's 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 (maximum of 100 Pcs.) as required by the mela authority. The still photo graphs 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 mat finishing paper of 4"X6" size in an album with digital copy should be submitted to CDO-cum-EO, ZP, Gajapati office (in shape of Pen drive). Softcopy of photo will be submitted in shape of Pen drive 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 Digital High-Definition Video (HDV) Camera.

- A small documentary film/movie of each mela with minimum 10 minutes duration made. The documentation to cover; like: Inaugural & Validation function, Gate Mela Advertising & Publicity Workshops, Interaction with customers/sellers, Cultural events, live demonstration, Success stories, etc. This should be done with editing, applying special effects, music, voiceover and necessary sound editing. The time the movie may be more depending the days of the mela & decision of the organizer.
- State/ 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 CDO-cum-EO, ZP, Gajapati
- The documentary film of each mela should be submitted to CDO-cum-EO, ZP, Gajapati, Paralakhemundi office within 7 days of the completion of the event on proper receipt in shape of pen drive & photo album.

### 8. Security Services:

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak Odia.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

### Tentative Requirement of Security Personnel in prevent

#### ➤ Security Guard -30 nos.

- Security personnel will be deputed at SUBHADRA SHAKTI Mela ground as per the requirement and direction of Festival Management Team.

### 09. C.C Camera:

The bidder shall install 20 no's of C.C camera in different places of the Mela with a Plasma TV along with operator.

### 10. Sanitation

Ensure Cleanness of Festival ground, accommodation places, Coordination cell, toilets using disinfectant daily.

### 11. Food for participants:

Following works will be required to be taken up:

Details of the menu to be served to 5000 no of participants (approx.) during Celebration of District level SUBHADRA SHAKTI MELA GAJAPATI

Sl No	Menu	Specification	Time
A	Tiffin	Puri, Idly, Upama, Curry, Chutney Tea / Coffee	9.30 AM
B	Lunch	Rice, Dal, Rasam, Ghanta curry, Aloo Gobi Curry, Chilly Paneer	12.30 PM
C	Dinner	Plain Rice, Arhar Dal, Mixed Veg & Pampad	8.30 PM
D	Water Bottle	500 ml. Bottle sufficient no water bottle	

- Sufficient man power will be engaged by the contractor for serving food & water bottle.
- In order to maintain proper quality of food, sufficient care must be taken in selection of raw material and skilled manpower. Sufficient care should be taken during preparation of food to avoid contamination. Food should be hygienic to eat. The Contractor has to maintain cleanliness of the kitchen shed and food serving premises. Garbage of the Kitchen shed will be kept in the municipality dumping yards only.
- The caterer shall arrange and pay for commercial cooking gas used for cooking purposes. The caterer shall be responsible for the safe keeping of the LPG cylinder.
- The contractor should bring its own utensils for cooking and serving equipments to serve the foods and dustbins.

SH 2-110-10

**SECTION:4**

**TECHNICAL PROPOSAL SUBMISSION  
FORM  
TECHNICAL PROPOSAL**

TECH-1COVERINGLETTER  
(ON BIDDERS LETTER HEAD)

To

The CDO-cum-EO, ZP, Gajapati, Paralakhemundi

[Location, D

**Subject:**

**Shortlisting of firms for Event Management to conduct  
SUBHADRA SHAKTI 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)**

SI No.	Description	Full Details
1	<b>Name of the Bidder</b> Mobile No.: Email id:	
2	<b>Address for communication:</b> Tel: Fax: Email id:	
3	<b>Registration/ Incorporation Details</b> Registration No: Date &Year.:	
4	<b>Local office in Odisha(Yes/No)</b> <b>If yes ,please furnish contact details in separate sheet</b>	
5	<b>Bid Processing Fee Details</b> Amount: DD No.: Date: Name of the Bank:	
6	<b>EMD Details</b> Amount: 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 stipulated scope of work of the RFP (Yes/No)	
10	Valid Food License Certificate	

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

R

**TECH-3**  
Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY2021 -22	FY 2022 -23	FY2023 -24 to 2024-25	Total (in Rupees)

**Supporting Documents:**

**Turnover (in Lakhs)**

Audited certified financial statements for the last Four FYs (2021-22 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 4 years)**

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 4 Financial Years (2021-22 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 the District Level Subhadra Shakti Mela Gajapati** 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-1COVERINGLETTER  
(In Bidder's Letter Head)**

To,

[Location, Date]

The Chief Development Officer-cum-EO, Zilla Parishad, Gajapati, Paralakhemundi

Subject: Short listing of firms for Event Management to conduct the District Level Subhadra Shakti 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.,

**COST STRUCTURE FOR ORGANISATION OF DISTRICT LEVEL MELA ON  
SUBHADRA SHAKTI 2025-26 (FOR 7DAYS)**

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 in Fin-2*

**FIN-2 COVERING LETTER**

**(In Bidder's Letter Head)**

**[Location, Date]**

To,

The CDO-cum-EO, ZP, Gajapati, Paralakhemundi

Subject: Short listing of firms for Event Management to conduct SUBHADRA SHAKTI MELA.  
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.,

<b>Cost Structure for organisation of SUBHADRA SHAKTI MELA, Gajapati (for 7 days)</b>					
<b>SL.</b>	<b>ITEMS</b>	<b>Detail size/ Specification</b>	<b>Rate in Rs</b>	<b>Quantity</b>	<b>Amount in Rs (Unit x Rate)</b>
1	Main programme stage (80' x 60') with iron/ aluminium Struss structure (German hanger)	Package		1	
2	LED for Backdrop (Thematic) (As per actual)	Package		3	
3	LED for display (other places)	Package		4	
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 Live Demonstration/Control Room/Helpdesk with compartments (30'x20') sq. ft.	Unit		600	
11	VIP Sofa (20 no's)	per piece		20	
12	Banquet chair (500 no's)	per piece		500	
13	Modular Chairs (1500 no's)	per piece		1500	
15	Green room including Toilet as per scope of work	Package		1	
16	Stalls (10x10) (Erection of stall as specified in Scope of Work)	Nos		150	

17	Flex printing and mounting	per sq ft		50000	
18	Enclosure for cooking & serving area (70' x 20') with 4 no's Buffet table	Package		1	
19	Floral Decoration (for stage)	Package		1	
20	Floral Decoration (for 150 stall, coordination cell, etc)	Package		1	
21	Ground Matting (250000 SQFT)	per sq ft		250000	
22	Connection of High-speed net for 7 days	Package		1	
23	Genset (for stage & stall) FUEL EXTRA-125 KVA- 2NOS	per no		2	
24	Stage sound & Lights for (stage/seating area)	Package		1	
25	Stage sound & Lights for DEMO/Helpdesk/Control Room (1 Nos)	Package		1	
26	Ground & gallery lighting	Package		1	
27	Aluminium Truss for stage	Package		1	
28	selfie point	Package		2	
29	Branding promotion, Drone shots, Documentation & HD, 4K videography (including Editing and publish of Digital Album)	Package		1	
30	Anchor for 7 days	Package		1	
31	Food: a. Breakfast b. Lunch c. Dinner	Unit	a. b. c.	5000	a. b. c.
32	Security: a. Bouncer b. Supervisor c. Security	Unit	a. b. c.	As per actual	a. b. c.
<b>Total Amount including GST</b>					
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 you 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 in Fin-1*



**SECTION – 6  
ANNEXURE-I  
BID SUBMISSION CHECKLIST**

Sl.No	Description	Submitted (Y/N)	Page no
<b>TECHNICALPROPOSAL/BID</b>			
<b>PART-A(ORIGINAL)</b>			
1	Filled in Bid Submission Checklist (ANNEXURE-I)		
2	Covering Letter (TECH-1)		
3	Bid Processing Fee of Rs.5,900/-inform of <b>DD</b>		
4	EMD of Rs 1,00,000/-inform of <b>DD</b>		
5	Copy of Certificate of Incorporation/ Registration of the Bidder		
6	Copy of PAN -		
7	Copy of Goods and Services Tax Identification Number (GSTIN) & copy of GST clearance in GST3BForm		
8	Copies of IT Returns for the Last 4 FYs (2021-22 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) along With 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 (In bidders letter head)		
14	Undertaking for not have been blacklisted by any Central/ State Govt./any Autonomous Bodies during its business career. (TECH-5)		
15	Up to dated valid FSSI certificate		
16	Supporting documents on Electrical License/Contractor hired by the Agency.		
<b>FINANCIALPROPOSAL</b>			
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 Development Officer-cum-EO, Zilla Parishad, Gajapati, Paralakhemundi.

Whereas ..... (Name and address of the Agency) (hereinafter called "the Agency") has undertaken, in pursuance of RFP no..... dated .....to undertake the service short listing of firms for Event Management to conduct District Level Subhadra Shakti Mela 2025-26 (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 .....branch a written claim or demand and received by us at ..... Branch on or before Dt ..... otherwise bank shall be discharged of al 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