



Chief Development Officer-cum-Executive Officer, Zilla Parishad, Bhadrak

PANCHAYATI RAJ & D.W DEPARTMENT, GOVERNMENT OF ODISHA

Invites Request for Proposal for Selection of Event Management Agency for execution of various deliverables In Bhadranyane-2026 (Zilla Mahotsav, Atmanirbhar Swadeshi Mela, Pallishree Mela, Subhadra Shakti Mela & Pustaka Mela) Bhadrak from 18th to 25th January-2026 at OSRTC Ground, Charampa, Bhadrak

**Name of the Institution: Chief Development Officer-cum-Executive Officer,
Zilla Parishad, Bhadrak**

E-Mail- ori-dbhadrak@nic.in

Bid Reference No.-707

Dated: -17.12.2025

DATE OF PUBLICATION OF BID
DOCUMENT IN WEBSITE

: Dt. 17.12.2025

PRE-BID MEETING

: Dt. 23.12.2025 11.00 AM

LAST DATE & TIME OF RECEIPT OF BID
DOCUMENTS

: Dt. 02.01.2026 5.30 PM

DATE & TIME OF OPENING OF RFP
Technical BID (Cover-A)

: Dt. 03.01.2026 11.00 AM

Date and Time for Technical presentation

: Dt. 03.01.2026 1.00 PM

DATE& TIME OF OPENING OF PRICE BID

: Dt. 03.01.2026 3.00 PM

(Cover-B)

PLACE OF OPENING OF BID DOCUMENTS

**O/o Collector & District Magistrate,
Bhadrak**

PRE-BID CONFERENCE:

AND

ADDRESS FOR COMMUNICATION

At/PO: Bhadrak

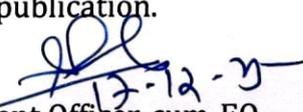
RECEIPT OF BID DOCUMENTS

O/o Zilla Parishad Parishad Bhadrak,
At: Charigharia, Po: Madhabanagar,
Pin: 756181, Bhadrak

[Handwritten signature]
12-12-25

Memo No. 708 /Zilla Parishad / Dt. 17.12.2025

Copy to office Notice Board, O/o-Zilla Parishad, Bhadrak for wide publication.


17.12.25
Chief Development Officer-cum-EO
Zilla Parishad, Bhadrak

Memo No.709 / Zilla Parishad / Dt. 17.12.2025

Copy forwarded to the District e-governance Manager (DeGM), Bhadrak for information and necessary action with a request to upload the tender in the district website.


17.12.25
Chief Development Officer-cum-EO
Zilla Parishad, Bhadrak

Memo No. 710 / Zilla Parishad / Dt. 17.12.2025

Copy to the DIPRO, Bhadrak for information and necessary action.


17.12.25
Chief Development Officer-cum-EO
Zilla Parishad, Bhadrak

Memo No.711 / Zilla Parishad / Dt. 17.12.2025

Copy submitted to the Collector and District Magistrate, Bhadrak for kind information and necessary action.


17.12.25
Chief Development Officer-cum-EO
Zilla Parishad, Bhadrak

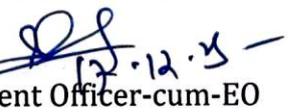
Memo No.712 / Zilla Parishad / Dt. 17.12.2025

Copy submitted to the Commissioner-cum-Secretary, PR & DW Department, Govt. of Odisha, Bhubaneswar for favor of kind information.


17.12.25
Chief Development Officer-cum-EO
Zilla Parishad, Bhadrak

Memo No.713 / Zilla Parishad / Dt. 17.12.2025

Copy submitted to the Director, I & PR Dept., Bhubaneswar for favor of kind information and necessary action


17.12.25
Chief Development Officer-cum-EO
Zilla Parishad, Bhadrak

The RFP document containing *details of scope of work, deliverables, time frame, eligibility criteria, selection criteria and other bidding parameters* can be accessed and downloaded from the website <http://bhadrak.odisha.gov.in>

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DISCLAIMER

This **RFP notice** is issued by the CDO-cum-EO, ZILLA PARISHAD, Bhadrak, on behalf of District Administration, Bhadrak.

The information contained in this **RFP document** or subsequently provided to bidders, whether verbally or in documentary or any other form by or 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 notice and such other terms and conditions subject to which such information provided. This RFP notice is not an agreement and is not an offer/ invitation by the Authority to the prospective Applicants or any other person.

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

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

The authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this notice or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the notice and any assumptions, assessments, statements or information contained therein or deemed to form part of this notice 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 notice.

The issue of this notice 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. CDO-cum-EO, ZILLA PARISHAD, Bhadrak **on behalf of District Administration, Bhadrak** shall be the sole and final authority with respect to selection of a firm through this RFP notice.


Chief Development Officer-cum-EO
Zilla Parishad, Bhadrak

BIDDER DATA SHEET

Sl. No.	Particular	Details
	Name of the Client	CDO-cum-EO, ZILLA PARISHAD, Bhadrak on behalf of District Administration, Bhadrak.
	Method of Selection	Quality and Cost Based Selection (QCBS) Method
	Availability of RFP Document	http://bhadrak.odisha.gov.in
	Date of Issue of RFP	17.12.2025
	Deadline for Submission of Pre-Bid Query	23.12.2025 11.00 AM
	Pre-Bid Meeting	23.12.2025 11.00 AM
	Last Date and Time for submission of Bid	02.01.2026 5.30 PM
	Date of opening of Technical Proposal	03.01.2026 11.00 AM
	Date of Technical Presentation	03.01.2026 01.00 AM
	Date of opening of Financial Proposal	03.01.2026 03.00 AM
	Date of Assignment	05.01.2026
	Pre-Bid Meeting	A pre-bid meeting will be held on dt. 23.12.2025 at 11.00 AM in the O/o of Collector & District Magistrate, Bhadrak. All queries should be received on or before dt. 23.12.2025 up to 10.30 AM on Email: ori-dbhadrak@nic.in in MS Word format addressed to: CDO-CUM-EO, ZILLA PARISHAD, Bhadrak.
	Bid Processing Fee (Non-Refundable)	5000/- INR (non-refundable) towards BID processing fees in shape Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank/online transfer/ Direct cash payment in office on generation of valid Govt. money receipt.
	Earnest Money Deposit (EMD) (Refundable)	An amount of Rs. 2,00,000/- towards BID security through Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank/ Online transfer
	Address for Submission of Proposal	O/o CDO-cum-EO, Zilla Parishad, Bhadrak At-Charigharia, Po- Madhaba Nagar, Dist-Bhadrak (ODISHA) PIN: 756181 Email: ori-dbhadrak@nic.in
	Mode of Submission of Proposal	Mode of Submission: Speed Post / Registered Post / Courier to the address as specified above during office hour only. Submission of bid through other mode and late bid shall be rejected.
	Place of Opening of Technical Proposal	O/o of the Collector & District Magistrate, Bhadrak

SECTION-1
LETTER OF INVITATION

RFP Notice No.707

Dated: 17.12.2025

Name of the Assignment: -Selection of Event Management agency for "Executing various activities in Bhadranyee-2026 (Zilla Mahotsav, Atmanirbhar Swadeshi Mela, Pallishree Mela, Subhadra Shakti Mela & Pustaka Mela) Bhadrak from 18th to 25th January-2026 at OSRTC Ground, Charampa, Bhadrak "under CDO-cum-EO, Zilla Parishad, Bhadrak of PR & DW Department, Govt. of Odisha. More details on the proposed assignment are provided at Section-3: Terms of Reference of this Document.

1. An organization will be selected through **Combined Quality and Cost Based Selection (CQCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guidelines of Finance Department, Government of Odisha for "Engagement of Agency" circulated vide *Office Memorandum No. 25914/F, Dated: 13.09.2023*.
2. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **non-refundable** amount of **Rs. 5,000/- (Rupees Five thousand only)** towards **Bid Processing Fee** and a **Refundable** amount of **Rs. 2,00,000/- (Rupees Two Lakhs only)** towards **EMD/ BID Security** in form of Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank/ Online transfer in favor of "BHADRANYEE" drawn in any Scheduled Commercial Bank payable at Bhadrak, Odisha failing which the bid shall be rejected.
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post**. The Client shall not be responsible for postal delay or delay due to any other consequence. Submission of proposal through any other mode shall be rejected. The last date and time for submission of proposal complete in all respects is dt. **02.01.2026** up to 5:30 PM and the date of opening of technical bid is dt **03.01.2026** at 11:00 AM in presence of the bidders/bidders' representatives at the specified address as mentioned in the Bidder Data Sheet. The representative of a bidder may attend the meeting with due authorization by the bidder in form of a letter. However, the absence of any bidder or their representative is not a bar to open the technical bid.
4. This RFP document includes following sections:
 - a. Letter of Invitation [**Section -1**]
 - b. Information to the Bidder [**Section -2**]
 - c. Schedule of Requirement [**Section -3**]
 - d. Technical Proposal Submission Forms [**Section - 4**]
 - e. Financial Proposal Submission Forms (**Section-5**)
5. While all information/data given in the RFP document 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
Zilla Parishad, Bhadrak

Section -2
Information To Bidders

Submission of RFP paper

1. The interested bidder can download the entire RFP Document from the website <http://bhadrak.odisha.gov.in>. He/ She can take the RFP documents from office of the CDO-CUM-EO, ZILLA PARISHAD, BHADRAK from ORMAS, Bhadrak section by making a Govt. deposit of Rs.5000/- (Rs. Five thousand only) towards cost of RFP paper and processing fee.
2. The bidder (s) shall have to submit their RFP in separate sealed envelopes, i.e. one for technical bid by super-scribed Cover "A" (Technical Bid) & Cover "B" (Price Bids). The Technical Bid and Price Bids should be put into a third Cover, which should be super-scribed as **RFP for Selection of Event Management Agency for execution of various deliverables In Bhadranyee-2026** (Zilla Mahotsav, Atmanirbhar Swadeshi Mela, Pallishree Mela, Subhadra Shakti Mela & Pustaka Mela).
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post/ Courier/ in person through drop box kept in the o/o CDO-CUM-EO, ZILLA PARISHAD, BHADRAK.**

Pre-Qualification /Eligibility Criteria:

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

- (i) Firms intending to participate in the bidding process must be registered under OGST act.
- (ii) Firms must have valid PAN/ TAN registration.
- (iii) The bidder must have experience of at least 2 "**similar projects**" with contract value of the project being not less than **Rs. 50 lakhs in each case** during the last five years (**2020-21, 2021-22, 2022-23, 2023-24 and 2024-25**) under Central/State Govt./PSUs/Autonomous bodies/ any other private enterprise. (LoA and Invoice/ Bill). Bidders with electrical license will be preferable.
- (iv) Bidders who have been blacklisted either by the RFP inviting authority or by any State Govt. or Central Govt. organization is not eligible to participate in the RFP during the period of black listing.
- (v) Bidder's firm must have an annual average turnover of Rs. 1.5 Cr (Rupees One and one-half Crore) in any three of last five years (**2020-21, 2021-22, 2022-23, 2023-24 and 2024-25**). (**Document signed by a Chartered Accountant with UDIN**)
- (vi) Bidders who have not supplied to the RFP inviting authority any order after publication of rate contract(s) in previous RFPs/ Tenders shall not be considered for price comparison.
- (vii) Bidder must have submitted income tax return for at least three years in last five assessment years (**2020-21, 2021-22, 2022-23, 2023-24 and 2024-25**).
- (viii) Bidder must have filed latest GST return certificate.

BID Processing Fee and EMD:

1. The bidder shall deposit an amount of Rs. 5000/- towards cost of RFP paper and BID processing fee (non-refundable) in shape of Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank/online transfer payment in office on generation of valid Govt. money receipt. The demand draft / banker's cheque / transaction slip of online transfer or Govt. money receipt of Rs. 5000/- is to be attached with the technical bid documents.
2. An amount of Rs. 2,00,000/- towards BID security through Account payee demand draft / fixed deposit receipt/ banker's cheque/ online transfer /bank guarantee form from any commercial bank and submit along with bid documents.
3. The bid security will be returned to unsuccessful bidders. The BID security of successful bidders will be adjusted during the collection of Performance security or submission of BG on performance security.
4. The firms registered under MSME/ start-ups need not submit BID security. But they are required to produce relevant documents to claim the exemption.

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

- Bidder withdraws its proposal during the bid validity period as specified in the BID document
- Bidder does not respond to requests for clarification of its proposal
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification
- **If the bidder fails to**
 - Provide clarifications
 - Agree to decisions of the contract 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.

Bank details of BHADRAYANEE: -**A/c No.- 535810210000039****IFSC Code- BKID0005358****Bank of India, Main Branch, Bhadrak**

Documents to be submitted

1. Technical Bid (COVER-A):-

1. Forwarding letter
2. Index of Documents submitted (sample attached)
3. BID processing fee as mentioned above
4. Proof of Earnest Money Deposit (EMD or BID security fee) as mentioned above.
5. Details name, address, telephone no., Fax, e-mail of the firm in the format
Annexure-I
6. Past experience details in the format Annexure-II
7. **Copy of IT Return of three years in last five assessment years (2020-21, 2021-22, 2022-23, 2023-24 and 2024-25).**
8. **Copy of latest GST return payment receipt.**
9. **Copy of PANCARD & GST registration certificate.**
10. Declaration of not been blacklisted by any Govt. institution in Annexure-III.
11. Copy of ^{1st} page of bank pass book or a cancelled cheque as proof of Bank Account details.
12. All the sheets of technical Bid along with bid document shall be numbered and duly attested by the bidder (digitally signed documents will be preferable and will be awarded higher weightage in evaluation).

2. PRICEBID (COVER-B)

- a. The RFP format giving the quoted rate for the items required should be sent in a separate sealed cover here after called Cover "B" (Price Bid) format at Annexure-IV with a forwarding letter (sample attached).
- b. Cover-B (Price Bid will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover-A)
- c. The Price Schedule(s) should be quoted inclusive of insurance, packing, forwarding, freight (door delivery) and inclusive of GST (mentioned separately) if any. The rate should be quoted both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.
- d. **The bid shall be valid for a period of 90 days from the date of opening of the bid.**
- e. The quoted rates should be final and shall not be subject to any escalation during the bid validity period.

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 respects and indexed. Each page should be numbered and certified by the bidder/ authorized representative (digitally signed documents will be preferable and will be awarded higher weight age in evaluation). Failure to comply with the BID requirements will result in outright rejection of the proposal.

Pre-Bid Meeting:

A pre-bid meeting will be organized by the client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, to **CDO-cum-EO, Zilla Parishad, Bhadrak** through e-mail at ori-dbhadrak@nic.in up to **dt. 23.12.2025 at 10.30 AM** from the level of the bidder/authorized representative of the bidder. **Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting.** The pre-bid meeting will be held on **dt. 23.12.2025 at 11.00 AM** in the O/o Collector & District Magistrate, Bhadrak. Representatives (**maximum up to 2 members from each bidder**) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the website <http://bhadrak.odisha.gov.in> for information of the bidders. Any such clarification/ corrigendum shall be deemed to be part of this RFP document. Request for alternation/change in existing terms and conditions of the RFP document shall not be considered/ entertained.

FORMAT FOR SUBMISSION OF PRE-BID QUERY

- The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to CDO-CUM-EO, ZILLA PARISHAD, BHADRAK, Bhadrak through email at ori-dbhadrak@nic.in latest by **dated 23.12.2025 up to 10:30 AM** as per the prescribed format only as mentioned below.

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

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal:

General Terms and Conditions

1. Rate should be quoted in Indian Currency (with paisa in two decimals only), both in words and figures against each item as the payments will be made in Indian currencies only.
2. The bidder shall not quote the rate for any item other than the item specified in the list.
3. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha/ India from time to time.
4. The bidders can't withdraw their bid after opening of technical bid, within the **minimum bid validity period of 90 days** & also after accepting the Letter of Intent.
5. Bidders who have earlier record of Nil-supply of ordered items /consumables after being declared H-1/ L₁ (in previous bid processes) are not allowed to participate for those items in this RFP (i.e. their offer for non-supplied items shall not be considered for evaluation and shall be rejected).
6. The RFP documents should be clearly written/ typed without any correction, interpolations and over writing. Each page of the RFP should be numbered and authenticated with the date and signature of the bidder (digitally signed documents will be preferable and will be awarded higher weight age in evaluation).
7. If any information or documents furnished by the bidder found to be misleading/incorrect at any stage, their RFP will be rejected.
8. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the due date submission of bids and opening of bids will be the following the next working date & at the same time.
9. **Amendment of the RFP Document:**
At any time before submission of proposals, the client may amend the RFP by issuing an addendum by the CDO-cum-EO, ZILLA PARISHAD, BHADRAK through District website Bhadrak. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the client may, at its discretion, extend the deadline for the submission of the proposal.
10. **Client's right to accept any proposal and to reject any or all proposals**
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, without assigning any reason thereof and thereby incurring any liability to the bidders. Misrepresentation/improper response by the bidder may lead to 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.

11. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the client in writing, the agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

12. Local Conditions:

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

13. The authority reserves the right to accept /reject all the bids or any part without assigning any reason thereof.

14. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at District Court, Bhadrak.

Evaluation of Proposal:

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

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:
 - ✓ Forwarding letter on bidder's letterhead requesting to participate in the selection process
 - ✓ Index of documents
 - ✓ Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
 - ✓ Copy of PAN
 - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)

- ✓ Copies of IT Return for three years in last five assessment years (2020-21, 2021-22, 2022-23, 2023-24 and 2024-25).
- ✓ Copy of latest GST return payment.
- ✓ General Details of the Bidder Annexure-I with all related documents.
- ✓ List of completed assignments of similar nature (Past Experience Details in Annexure-II.) along with copies of work orders and contracts or any related documents.
- ✓ Undertaking for not having been black-listed by any Central/State Government/PSU/Autonomous bodies/International & National Organization.
- ✓ All the pages of the proposal and enclosures are numbered, signed or not by the bidder/authorized representative.

Any deviation from the prescribed procedures/formats/conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be out rightly rejected. All the pages of the proposal must have to be signed with seal by the bidder/authorized representative of the bidder (digitally signed documents will be preferable and will be awarded higher weightage in evaluation).

Technical Evaluation (2nd Stage):

- Technical proposal 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:

Format for Evaluation of Technical Proposal

Name & Address of the Bidder				
For office use only				
Sl. No.	Criteria	Maximum Marks	Mark Obtained	Remarks
1.	Past Experience of the Bidder	20		
2.	Turnover	20		
3.	Market Presence	15		
4.	Total no of persons engaged	15		
5.	Technical Presentation	30		
Grand Total		100		

FINANCIAL EVALUATION (3rd Stage):

The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder/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:

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

FINAL EVALUATION-

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

S_F = [F-min / F-bid] × 100 (rounded off to two decimal places) where,

S_F = Normalized financial score of the bidder under consideration

F-min = Minimum financial quote among the technically qualified bidders

F-bid = Financial quote of the bidder under consideration

Combined Score (S) = S_T × 0.7 + S_F × 0.3

Where S_T = Technical score secured by the bidder

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

Section-3**SCHEDULE OF REQUIREMENT (Terms of Reference)****1. Project Scope:**

- I. Prepare the layout of the EVENT (Mela) in consultation with CDO-cum-EO, ZILLA PARISHAD, BHADRAK which shall have provisions and arrangements to accommodate around 350 stalls depending on the requirement of government and commercial stalls, the stage and seating space for general meetings, food stalls, one VIP Lounge, green room, space arrangement with accessories for live demonstration, registration room, transport arrangement for dignitaries and participants, transport arrangement, first aid, fire, electrification, security, sanitation, toilets and other activities, mutually agreed by both the parties.
- II. Fixing of one backdrop LED panel and two side LED panel in stage, further four nos of LED panels should be installed both side of the stage for better visibility of the cultural programs.
- III. Make arrangements for putting up Transformers/ Gen-sets for uninterrupted power supply during the Mela of Eight days.
- IV. Make arrangements of water required for drinking purposes, watering of the ground, conservancy (removal of garbage, cleaning of roads, cutting trees, lifting of dead animals), public conveniences like toilets and urinals etc. at the event.
- V. Make Private Security arrangements for the EVENT including night security and security inside exhibition area of the venue
- VI. Make arrangements for adequate fire protection measures and safe installation of all electricals electronics equipment certificate from EE/SE, GED and Fire & Safety Certificate from concerned fire department Officials.
- VII. Responsible to make arrangements towards entire EVENT area, materials, sound system, internal security agency, fire extinguishers and spraying of fire-retardant solution and other ancillary arrangements related to the EVENT.
- VIII. Responsible towards designing and installation of the main gate of the EVENT with the approval of CDO-cum-EO, ZILLA PARISHAD, BHADRAK and ADM (Revenue), Bhadrak.
- IX. Responsible for branding of the event with banners, hoardings, standees, walls etc. involving proper photographs & text, with approved designs of O/o Collector & District Magistrate, Bhadrak.
- X. Install dining halls for participants at the venue, arrange food for the participants
- XI. Arrange for installation of CCTV camera in the exhibition ground for a period of eight days and to provide backup footage.
- XII. Installation of a Selfie Point with Mascot and theme provided by O/o Collector & District Magistrate, Bhadrak.
- XIII. Documentation through Videography & Photo by using HD Clarity Camera along with drone shots to be taken and to provide the photos and videos in soft format through Hard disk along with album 12" x 36" to be provided to CDO-cum-EO Zilla Parishad, Bhadrak. Provision for Social-Media Live to highlight the event.

2. Deliverables:**1. CONSTRUCTION OF STALLS AND OTHER CONSTRUCTION WORK**

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

(i) Exhibition Stalls

Around 310 stalls of 10' x10' x10'. (L:B:H) (standard size) under tarpaulin roofing and cloth ceiling, carpeting for displaying the Exhibits/showcasing the activities of Cluster Based Organizations, other government departments and agencies, private agencies, companies. The number of stalls may be increased or decreased as per requirement and notified to the successful bidder before commencement of the work or during the execution.

(ii) 2 Nos of Live Demonstration Stalls for CBOs

- (1) Fitted with Iron pipe & cloth structure, Size of each stall – 30' X 30' with tarpaulin water proof roofing.
- (2) Three sides including partition walls of stall will be covered with white cloth. 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)**
- (3) Three tire racks. 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.
- (4) A wooden batten frame for Running Fascia will be erected. 2' front possession for rain water protection with 4' height. The fascia will be covered with flex (New design will be provided by the mela in charge). A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
- (5) Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair with handle – 20 nos.
- (6) T5 Light – 3 no. (10 number of light should be connected with generator) & a 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 5 Amp Plug Point with on/off switch.
- (7) Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.

(iii) Stage

A stage of size 80' x 60' with Wings of size 20ft x 10ft, tarpaulin roofing, cloth ceiling, walled off three sides, good quality carpeting, front decoration with live flowers, seating arrangement for at least 20 persons with good quality Chairs, Centre Tables, ceiling fans and pedestal fans, Podium, memento parking dais etc. Fixing of one backdrop LED panel along with two side panel. Provision for Fire Work display on the stage. Hydrogen Hot Air Balloon to be set up for advertisement. Structural Safety Certificate should obtain from SE, R&B/RD Bhadrak.

(iv) Gate

Two box gates, top face should be installed in consultation with **CDO-cum-EO, Zilla Parishad, Bhadrak and ADM (Revenue, Bhadrak)**. The height of the gate should be at least 20ft from the ground with a width of 15ft between two side frames so as to enable passage of heavy vehicles into the venue. The gate should be illuminated and be decorated with live flower. Good quality carpeting to be done from gates to stage.

(v) Audience space/ Meeting venue

One Meeting venue of tarpaulin roofing and cloth ceiling with all side open in front of the Stage at a distance of 15' from the stage with a barricade in between. Should have 3000 nos. of plastic chairs placed for people. Carpeting to be done. VIP Sofas for 60 people to be provided.

(vi) Green Room (AC)

Green Room 30'x 20' with Tables, Chairs, carpeting and other amenities should be erected close to the Stage with partition for Gents & Ladies.

(vii) Reception-cum-Office room with registration counter

One Reception cum Office Room of size 400 sft., partitioned into two segments each of 200 sft. to be erected. Agency is required to setup furniture and equipment like Chairs, Tables, computer, Scanner-cum-Printer, Almirah and other amenities. Full carpeting of the room is required to be done.

(viii) VIP Lounge cum VIP dining Enclosure

One AC equipped VIP Enclosure adjacent to the Stage fully equipped with furniture like Sofa, Chairs, Centre Tables, carpeting etc. with an attached temporary Toilet facility required to be setup. Approximate size of the VIP enclosure is approximately 300 sft. VIP lounge to be equipped with adequate number of hostesses for serving of refreshments to the VIPs. The VIP lounge also needs to be tarpaulin roofing and cloth ceiling.

(ix) Food Court

In addition to the Stalls, there should be at least 40 Stalls with Kitchen in the back side of stalls for food SHGs/vendors/ Coffee Shops each of size 10'x10'x10', clustered in one particular spot inside the ground in suitable location as may be specified. Plastic moulded tables and chairs to be provided in front of the Food Stalls for the convenience of visiting public. These Food Stalls though detached from the main exhibition area should be within the barricaded area with ply or tin sheets to restrict entry of unauthorized persons particularly in night.

(x) Barricades- As per requirement to separate different units of exhibition.

(xi) Parking Place

- (1) Parking place for ambulance and Fire Extinguisher Vehicle and Official Vehicle adjacent to Stage with sufficient space in front side for easy movement need to be set up.
- (2) Separate Parking place for vehicles of VIPs and public need to be constructed

(xii) Temporary Toilets

- (1) One Temporary Toilet attached to VIP Enclosure
- (2) Two Temporary Toilets attached (separate for Gents & Ladies) to the Reception cum Office Room.
- (3) Three batches of ten temporary toilets (Gents - 6, Ladies - 4) for general with wash basin, facility of liquid soaps, adequate water supply and phenyl.
- (4) Regular up keeping of the toilets is the responsibility of the agency. It shall be functional before 1 day of the event.

2. GENERAL REQUIREMENT OF STALLS

- (i) The successful bidder has to provide Electrical connection and 4Chairs to each stall with **plug points-2, lighting systems-4 LED lights, Long Table with Cloth-1, Chairs-4**
- (ii) The final sketch for layout of the stalls will be made available to the successful bidder and the stalls should be made in such a manner keeping in view the exhibits in fisheries, ARD sectors and other stakeholders. The successful bidders have to consult CDO-cum-EO, ZILLA PARISHAD, BHADRAK and ADM (Revenue), Bhadrak before starting the work so that suitable areas will be demarcated for stalls and live animals/ birds/ fish at appropriate places.
- (iii) Some of the exhibitors will need more space for stalls and also open space for displaying their exhibits in open space. The stall lay out have to be done keeping such requirements in view, which will be made available during the course of construction of stalls.

(iv) Some of the exhibitors may like to construct their own stalls within the allotted space, and accordingly provision will be made. But the successful bidder has to provide them (a) Electrical connection (b) plug points (c) lighting systems (d) fans (e) Long Table with Cloth (f) Chairs etc as may be required by them.

(v) The intending bidders may visit the ground where exhibition will be made and submit the following;

(a) A lay out plan for the whole ground with necessary drawings

(b) Drawing and design for the gate

(c) Drawing and Design for the Stage

(d) Drawing and Design for stalls in clusters

(e) Drawing and Design for Meeting Venue

(f) Drawing and Design for Green Room, Reception-cum-Office Room, VIP Enclosure, Parking place, Food Court, Dining Halls, stalls for live animal & fish demonstration etc.

(g) Drawing space for Power supply backup, Space for public address system and equipment, space for dustbins, Space for Fire-fighting equipment, Space for drinking water facility, Space for Ambulance and Fire extinguisher vehicle etc.

(vi) All the stalls including food court, and all pavements inside the exhibition ground should be covered with carpet.

(vii) **Cleanliness**- Sufficient manpower for garbage lifting to be provided. The garbage disposal should be responsibility of the agency.

3. ELECTRICAL WIRING, SWITCH BOARDS, AND FITTINGS

(a) Electrical works to be done:

- i) Complete Wiring of the entire exhibition area with required switch boards, control switches.
- ii) Adequate Plug Points for operating audio-visual equipment, computer, and mobile charging of the exhibitors and in all built up area.
- iii) Adequate Ceiling, wall/pole mounted fans as per requirement in all the built-up area.
- iv) Adequate Lighting with LED/CFL/ SFL Lamps in the stalls, other structures and in the ground.
- v) Adequate Pavement Lighting in the passage between stalls, passage to the toilets, parking area, Sufficient light arrangement shall be made to lighten the entire Exhibition Ground with provision of Halogen/Neon light in towers.
- vi) Air Conditioners to be provided in the VIP Enclosure.
- vii) Pedestal fans to be provided in strategic locations as per requirement and specified.
- viii) Decorative lichi bulbs, shaded lights may be provided as specified.
- ix) Adequate light provision to be made for focusing the gates and its surrounding area including parking space.

- xi) Adequate Stage lights, rotating lights, and dim and bright lights for stage shows etc. as per requirement and as specified.
- xii) Appropriate lighting arrangements with flood light towers as may be specified in the entire ground, back of the stall to ensure safety of the personnel and material in the ground during the night in addition to providing adequate lighting arrangements in the exhibition area.

(b) POWER SUPPLY BACK UP

The Successful bidder has also to provide adequate Power supply back up to the ground by providing the required number of Generators of appropriate capacity as maybe required

(c) Assistance for Providing Electricity to the exhibition ground.

- (i) CDO-cum-EO, ZILLA PARISHAD, BHADRAK / ADM (Revenue), Bhadrak shall write to TPNODL, Bhadrak for providing electrical supply to the ground from the date of commencement of construction as per requirement.
- (ii) CDO-cum-EO, ZILLA PARISHAD, BHADRAK / ADM (Revenue), Bhadrak shall also make payment of the Inspection Fee for Electrical fittings, and fees and tariff payable to TPNODL.
- (iii) The Successful bidder has to assist CDO-Cum-EO, ZILLA PARISHAD, BHADRAK / ADM (Revenue), Bhadrak in obtaining clearance from the Electrical Inspector /TPNODL for minimum connected load from 16.01.26 and full connected load from 18.01.2026 to 25.01.2026 till the exhibition is over and materials are removed from the ground.

4. PUBLIC ADDRESS SYSTEM AND EQUIPMENT

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

5. DRINKING WATER FACILITY

The agency is required to provide drinking water to the general public and food stalls, exhibitors of the exhibition throughout the fair uninterruptedly. For this purpose, adequate water tanks need to be placed at different places of the ground. Layout is to be suggested by agency in technical presentation.

6. DUSTBINS

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

7. CARPETING AND CLEANING

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

8. SECURITY

The successful bidder has to provide sufficient no. of security personnel for day and night for eight days.

9. **Selfie Points:** To be constructed and placed as per requirement of CDO-cum-EO, ZILLA PARISHAD, BHADRAK/ADM (Revenue), Bhadrak. A design of this is to be presented during technical presentation.

10. **BADGES/ID CARDS FOR OFFICIALS AND DELEGATES**

Agency is required to prepare 700 ID Cards along with pouch and neck band for participants, 250 Plastic ID cards along with printed neck band for participating officials/ staff and 100 badges for the delegates in different days of the exhibition. Agency has to print the badges as per the approved design of CDO-cum-EO, Zilla Parishad, Bhadrak/ADM (Revenue), Bhadrak. Badges need to be supplied to CDO-cum-EO, ZILLA PARISHAD, BHADRAK and ADM (Revenue), Bhadrak three days before commencement of the exhibition. Total 150 nos of Invitation cards (50 premium cards and 100 normal cards) to be printed by consultation with CDO-cum-EO, Zilla Parishad, Bhadrak/ADM (Revenue) and handover to the concerned officer 1 week before the exhibition, Bhadrak. 200 nos. of Official Vehicle pass for both car & bike to be printed and handover CDO-cum-EO, Zilla Parishad, Bhadrak/ADM (Revenue), Bhadrak 1 week before the exhibition.

11. **Branding and IEC materials-** As per the approved design and contents of the dept./organizing committee

- a. Standee- 6' x 3' – 14
- b. Leaflet and Brochures- 5000
- c. Handouts- 2000
- d. Running fascia for 350 nos of stalls including food stall
- e. Banners and Poster of exhibition inside stall

12. **Felicitation Materials for Delegates & CBO members**

- a. **Uttariya** (as per requirement)
- b. **Flower Bookey** (as per requirement)
- c. **Memento-** inscribed with the contents to be provided by organizing committee. (as per requirement)
- d. **Certificate of appreciation-** Laminated A-4 Landscape- Content and design to be provided by organizing committee. (as per requirement)

13. **Food for participants-** Food, Mineral water, tea/ coffee shall to be arranged only for VVIPs/VIPs/Officials for eight days includes Tiffin/snacks, 500ml. water bottle for Cultural Troupe, Police, Fire & First aid personals in the evening as per requirement.

Rate Quote by the Bidder as per detail specification of work

Sl. No.	Particulars	Quoted Rate (Rs)	Taxes in INR	Total in INR
1.	Construction of 350 stalls of 10'x10'x10'			
2.	Construction of stage of size 80'x60'			
3.	Box Gates- 2			
4.	Audience space/ Meeting Venue of 10000sft. size in front of the Stage			
5.	Green Room 30'x20'			
6.	Reception (Registration counter) cum Office Room of size 400sft. Partitioned into two segments.			
7.	VIP Enclosure (lounge cum dining space): 300sft.			

8.	Barricades: Barricade with 15' from the Stage Barricades at open passages, along the internal roads, separating the parking space with the exhibition ground and as required			
9.	Food Court: 40 Food Stalls each size of 10'x10'x10'			
10.	Parking place for ambulance and Fire Extinguisher vehicles adjacent to stage/ office room, parking place for vehicles of guests/dignitaries and parking place for visitors (both 2 & 4 wheelers). A footfall of 10000 people per day is expected			
11.	Stalls for live demonstration as mentioned above			
12.	Amenities in each stall: plug points-2, lighting systems-4 LED lights, Long Table with Cloth-1, Chairs-4			
13.	Carpeting: All the stalls, meeting space, stage including food court, and all pavements inside the exhibition ground to be covered with carpet			
14.	Electrical wiring, switch boards and fittings (as per the ToR)			
15.	Power Supply Backup (as per the ToR)			
16.	Public Address System			
17.	Drinking Water Facility			
18.	Dustbins, Cleaning,			
19.	Outdoor LED screen as mentioned above			
20.	Selfie Point			
21.	Security personnel and cleaning staff			
22.	Grand Total including GST in INR			
23.	Hostess			
24.	Food, Mineral water, tea/ coffee shall to be arranged only for VVIPs/VIPs/Officials for eight days includes Tiffin/snacks, 500 ml. water bottle as per requirement for Cultural Troupe, Police, Fire & First aid personals in the evening			
25.	Branding with fascia, standee, leaflet and brochures, handout as per ToR			
26.	ID-card/ Badges and colour code done as decided by organizing committee. (as per requirement)			
27.	Memento, Certificate for participants (as per requirement)			
28.	Memento, Uttariya for delegates (as per requirement)			

*The specifications are as per the ToR in this document

*The specifications are subject to change as per the final need of the Client

e. Award of Contract:

After RFP finalization, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notifying all other bidders about the result of the selection process. The successful bidder will be asked to sign the Contract after fulfilling all formalities within two days of issue 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 circumstance.

f. Performance Bank Guarantee (PBG):

Within two 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 **Rs. 5,00,000/- (Rupees Five Lakhs) Only** from a Scheduled Commercial Bank in favour of **BHADRAYANEE** as per the format at **Annexure-V**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

22. Delivery:

- a. All temporary construction work should be completed within **dt. 17.01.2026 by 12:30 PM at the venue**
- b. The firm proprietor must ensure presence of its adequate skilled manpower near the stalls and open space during the entire eight days period from dt. 18.01.2026 to 25.01.2026 for any unforeseen event and addition/ alteration if required.
- c. No extra cost shall be paid for delivery and maintenance.

23 Payment:

100% payment shall be made after end of event when the fund becomes available. Under no circumstances the supply of Service should be interrupted as regards to payment.

24. Penalties:

Violation of any term and condition laid as above shall make liable the bidder to have the forfeiture of performance security and to be blacklisted.


17.12.20
Chief Development Officer-cum-EO
Zilla Parishad, Bhadrak

Forwarding letter in Bidder's letter head

To,

**The Chief Development Officer-cum-EO,
Zilla Parishad, Bhadrak**

Subject: Selection of "Event Management Agency for execution of various deliverables In Bhadranyee-2026 (Zilla Mahotsav, Atmanirbhar Swadeshi Mela, Pallishree Mela, Subhadra Shakti Mela & Pustaka Mela) Bhadrak.

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your RFP call notice 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 **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your office 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.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

Section 4 (COVER-A, Technical Bid)**Annexure-I****(To be filled in & submitted with the supportive documents)**

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of name of the firm and address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- e-Mail I.D.:
3.	Bid Processing Fee Details	
4.	Details of amount of Earnest Money Deposit	
5.	GST Registration No. (Photo copy of last GST Clearance certificate to be attached)	
6.	Income Tax Account No. (Photo copy of PAN to be attached)	
7.	Details of credentials of similar nature of work if any. (Photo copy of work order to be attached)	
8.	BANK details (Banking name, Bank name, Account no. IFSC code)	

DECLARATION

- I Son / Daughter / Wife of Shri Proprietor / Partner / Director / authorized signatory of the agency mentioned above that I am competent to sign this declaration and execute these RFP documents.
- I have carefully read and understood all the terms and conditions of the RFP and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my RFP at any stage besides accruing of liabilities towards prosecution under appropriate law

NB- The technical bid will have to be submitted along with other documents mentioned above.

Place

Signature of Authorized person

Date

Full Name:

Seal

Annexure-II

(BIDDER'S PAST EXPERIENCE DETAILS)

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

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

Copies of the Work order / Contract Document/ Invoice need to be furnished along with the above information.

Assignments of similar nature means organization of melas, fairs, exhibitions, samavesh etc. at international, national and state/regional level, operation of Project or Programme Management Unit/State Level Technical Cell / Project Implementation Unit / Central Level Technical Cell / Technical Support Unit funded under Central/State/Local Govt. Schemes / Externally Aided Projects.

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

Communication Address of the Bidder: _____

DOCUMENT NO: Annexure-III
Self-Declaration form For Not Black Listed

The
Chief Development Officer-cum-EO
Zilla Parishad, Bhadrak

for Event Management Agency for execution of various deliverables in Bhadranyee-2026 (Zilla Mahotsav, Atmanirbhar Swadeshi Mela, Pallishree Mela, Subhadra Shakti Mela & Pustaka Mela) Bhadrak

I will abide with all the terms & conditions set for in the RFP paper, Reference No.

I/We do hereby declare that, I/We have not been de-recognized / debarred / blacklisted by any State Govt. / Union Territory / Govt. of India / Govt. organization / part-supply / non-supply.

That, I am not a defaulter in supply of any item to CDO-cum-EO, Zilla Parishad, Bhadrak, Odisha or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do here by declare that I/we will supply the approved items as per the terms, conditions & specifications of the RFP document. I / we further declare that my / our performance security deposit will be forfeited if I /we fail to supply any item after getting order from the purchaser. I /we further declare that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid document.

I/We agree that the RFP Inviting Authority can debar / blacklist me/us for a period of 3years if, any information furnished by us proved to be false at the time of inspection / verification and not complying with the RFP terms & conditions.

Signature of the bidder :

Date :

Name & Address of the Firm:

Section- 5 (COVER-B, Financial Bid)**COVERING LETTER****(In Bidder's Letter Head)***[Location, Date]***To****The CDO-cum-EO, ZILLA PARISHAD, BHADRAK****Subject: Selection of agency for "Event Management Agency for execution of various deliverables In Bhadranyee-2026 (Zilla Mahotsav, Atmanirbhar Swadeshi Mela, Pallishree Mela, Subhadra Shakti Mela & Pustaka Mela) Bhadrak"****[FINANCIAL PROPOSAL]**

Sir

I, the undersigned, offer to provide the services as "Event Management Agency for execution of various deliverables In Bhadranyee-2026 (Zilla Mahotsav, Atmanirbhar Swadeshi Mela, Pallishree Mela, Subhadra Shakti Mela & Pustaka Mela) Bhadrak" in accordance with your RFP call notice No _____, Dated: _____. Our attached Financial Proposal is for the sum of **Rs. _____ (in words) _____**. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the EoI and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:**Name and Designation of Signatory with Date & Seal:****Address of the Bidder:**

SUMMARY OF FINANCIAL PROPOSAL**[TABLE – 1]**

Sl. No.	Particulars	Amount in INR
A	Total overall Charges	
B.	GST@ _____ % of A	
Grand Total (A+B)		
In Words		

N.B. Please attach details as at Annexure-IV

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

Annexure-IV

Quotation of Rate

Agency/ Firm name-

Address

Sl. no.	Particulars of item	Base price (Rs) including all charges	Units	GST (Rs)	Total cost (Rs)
	Total				

Place

Date

Signature of Authorized person

Full Name:

Seal

Annexure- V

Model Bank Guarantee Format for Performance Security

To

**The Chief Development Officer-cum-EO
Zilla Parishad, Bhadrak, Odisha**

WHEREAS,..... (name and address of the supplier) (here in after called "the supplier") has undertaking, in pursuance of contract ref. no.....dated..... to supply.....(description of goods and services) (here in after called "the contract").

AND WHEREAS, it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee from a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligation in accordance with the contract.

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

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of the supplier, up to a total of.....(in words.....), and we undertake to pay you, upon your first written demand declaring the supplier 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 ground or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier 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 supplier 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 guarantee shall be valid until theday of20.....

We theBranch.....undertake not to revoke the guarantee during its currency except with the previous consent of the **Chief Development Officer-cum-EO, Zilla Parishad, Bhadrak** in writing.

We theBranch..... further agree that a mere demand by **Chief Development Officer-cum-EO, Zilla Parishad, Bhadrak**, is sufficient for us Branch at Bhadrak to pay the amount covered by the Bank Guarantee without reference to the Agency and protest by said Agency cannot be a valid ground for us Branch to decline payment to **BHADRAYANEE**.

(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Banks and address of the Branch

FORMAT FOR POWER OF ATTORNEY

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

Dated: _____

POWER OF ATTORNEY**To Whom It May Concern**

Know all men by these presents, we _____ (name and registered office address of the Applicant) do hereby constitute, appoint and authorize Mr. _____ (Name of the Person(s), domiciled at _____ (Address), acting as _____ (Name and Designation), as Authorised Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of contract under Event Management Agency for execution of various deliverables In Bhadranyee-2026 (Zilla Mahotsav, Atmanirbhar Swadeshi Mela, Pallishree Mela, Subhadra Shakti Mela & Pustaka Mela) Bhadrak involving the deliverables as per agreement with, vide Request for Proposal (RFP) Document dated, issued by CDO-cum-EO, ZILLA PARISHAD, BHADRAK, under District Administration, Bhadrak, Government of Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our proposal for the said assignment. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For: _____

 (Signature of the Authorized Representative with Date)

ACCEPT:

Signature, Name & Designation of person executing attorney

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