



No. - 341
File No: ORMAS-MET-Event-001-2024

Date: - 14/2/2025

REQUEST FOR PROPOSAL (RFP)

Selection of an Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for Sisir Saras- 2025 in Bhubaneswar, Odisha

ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed two bid systems from the eligible bidders through e-tender process for **“Selection of an Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for Sisir Saras- 2025 in Bhubaneswar, Odisha” in Bhubaneswar, Odisha**. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.ormas.org/ panchayat.odisha.gov.in/ www.tendersodisha.gov.in/. The bid calendar under the end to end process are:

Date of Issue of RFP	Date of Pre-Bid Meeting	Last Date for Submission of Bid	Date of Opening of Technical Bid	Date of Technical Presentation & Opening of financial Bid	Bid processing fee in Rs.	EMD in Rs.
14/02/2025	21/02/2025 4 PM	06/03/2025 up to 3 PM	06/03/2025 4 PM	07/03/2025 10.30 am & 4.30 PM	10,000/- Including GST	2,00,000/-

The bidders must apply their proposal through e-tender process latest by 06/03/2025 up to 3 PM clearly mentioning **“REQUEST FOR PROPOSAL – “Selection of an Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for SISIR SARAS- 2025 in Bhubaneswar, Odisha”**. The proposals received beyond the last date and time will be rejected without assigning any reason. The authority reserves all the rights to reject any/ all proposals at any stage without assigning any reason thereof.

Memo No. 342

Ratna
Chief Executive Officer, ORMAS

Date: 14/2/2025

1. Copy to e-Governance Cell, PR&DW Department, Government of Odisha for publication in the website of the Department for wide publicity.
2. Copy to Project Executive, Admin Cell, ORMAS for publication in the Website and Notice Board of ORMAS for wide publicity.

Ratna
14.2.25
Chief Executive Officer, ORMAS

SISIR SARAS- 2025

REQUEST FOR PROPOSAL

**SELECTION OF AN EVENT MANAGEMENT AGENCY FOR
DESIGNING, FABRICATING, ERECTION OF STALL WITH
OTHER ALLIED WORKS AND MANAGEMENT OF EVENT
FOR SISIR SARAS- 2025 IN BHUBANESWAR, ODISHA**



ORMAS

**Odisha Rural Development and Marketing Society
Panchayati Raj & Drinking Water Department, Government of Odisha**



No. - 341

Date: -14/02/2025

File No:ORMAS-Mkt-Event-0001-2024

REQUEST FOR PROPOSAL (RFP)

Selection of an Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for Sisir Saras- 2025 in Bhubaneswar, Odisha

ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed two bid systems from the eligible bidders through e-tender process for **“Selection of an Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for Sisir Saras- 2025 in Bhubaneswar, Odisha” in Bhubaneswar, Odisha**. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.ormas.org / panchayat.odisha.gov.in/ www.tendersodisha.gov.in .The bid calendar under the end to end process are:

Date of Issue of RFP	Date of Pre-Bid Meeting	Last Date for Submission of Bid	Date of Opening of Technical Bid	Date of Technical Presentation & Opening of financial Bid	Bid processing fee in Rs.	EMD in Rs.
14/02/2025	21/02/2025 4 PM	06/03/2025 up to 3 PM	06/03/2025 4 PM	07/03/2025 10.30 am & 4.30 PM	10,000/- Including GST	2,00,000/-

The bidders must apply their proposal through e-tender process latest by 06/03/2025 up to 3 PM clearly mentioning **“REQUEST FOR PROPOSAL – “Selection of an Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for SISIR SARAS- 2025 in Bhubaneswar, Odisha”**. The proposals received beyond the last date and time will be rejected without assigning any reason. The authority reserves all the rights to reject any/ all proposals at any stage without assigning any reason thereof.

Sd-

Chief Executive Officer, ORMAS

Date:14/02/2025

Memo No. 342

1. Copy to e-Governance Cell, PR&DW Department, Government of Odisha for publication in the website of the Department for wide publicity.
2. Copy to Project Executive, Admin Cell, ORMAS for publication in the Website and Notice Board of ORMAS for wide publicity.

Sd-

Chief Executive Officer, ORMAS

INDEX

SL NO	BRIEF DESCRIPTION
1	DATA SHEET
2	SECTION -1 : LETTER OF INVITATION (LOI)
3	SECTION -2 : INFORMATION TO THE BIDDER
4	SECTION-3 : SCOPE OF WORK
5	SECTION- 4 : TECHNICAL BID SUBMISSION FORMS
6	SECTION-5 : FINANCIAL PROPOAL SUBMISSION FORMS [ANNEXURES-A]
7	SECTION-6 : ANNEXURES

DISCLAIMER

This Request for Proposal (**RFP**) is issued by the **Odisha Rural Development & Marketing Society (ORMAS) under the administrative control of Panchayati Raj & Drinking Water Department, Government of Odisha.**

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither ORMAS nor any of its officers or employees, nor any of their advisers nor Agency accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The ORMAS shall be the sole and final authority with respect to selection of an agency for the purpose through this RFP.

DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Chief Executive Officer, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) on 70:30 weightage basis.
3.	Mode of Submission	Online (e-tender)
4.	Date of Issue of RFP (e-tender) www.tendersodisha.gov.in	14/02/2025
5.	Last date for submission of Pre-bid queries through email to ormasmarketing@gmail.com	20/02/2025 up to 5 PM
6.	Date of Pre-Bid Meeting	21/02/2025 at 4 PM Conference Hall, Odisha Rural Development & Marketing Society (ORMAS), SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012
7.	Last Date and Time for submission of Bid	06/03/2025, 3 PM www.tendersodisha.gov.in
8.	Date & Time for opening of Technical Bid	06/03/2025, 4 PM in the Conference Hall of ORMAS
9.	Date & Time for Technical Presentation & opening of Financial Bid	07/03/2025, 10.30 am (technical presentation) and 4.30 PM (Financial bid) in the Conference Hall of ORMAS
10.	Bid Processing Fee (Non- Refundable)	Rs.10,000/- INR (Rupees Ten thousand) only including GST shall be deposited through online mode only (www.tendersodisha.gov.in).
11.	Earnest Money Deposit (EMD) (Refundable)	Rs.2,00,000/- INR (Rupees Two lakh) only shall be deposited through online mode only through www.tendersodisha.gov.in .
12.	Performance Security	The performance security of 5% of Contract Value shall be submitted by the selected bidder and to be retained up-till contract period.
13.	Contact Person	Contact person: Dy CEO , ORMAS (9439638800) Address - SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail:- ormasmarketing@gmail.com
14.	Joint Venture/Consortium/ Franchising, outsourcing, subletting	Not Allowed

NB:

1. *Submission of more than one bid by the bidder will be entirely rejected.*
2. *For details, please visit: www.ormas.org/ panchayat.odisha.gov.in/ www.tendersodisha.gov.in*
3. Exemption of EMD shall be applicable as per Odisha Govt rules subject to production of valid proof of document.

E-TENDERING

Procedure for Participation in e-tendering

1. Web address of E-tendering website: [https:// www.tendersodisha.gov.in](https://www.tendersodisha.gov.in).
The Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained eMudhra CA /GNFC/IDRBT/ Mtnl Trustline/ Safe Scrypt / TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot remap to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender.
11. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
12. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
13. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
14. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client's System as well as the Network bandwidth available at the Client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75- 100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
15. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.

16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the
20. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
21. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system.
22. System does not certify for its correctness.
23. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
24. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time
25. (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
26. All the data being entered by the bidders would be encrypted at the client end and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
27. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

SECTION: 1
LETTER OF INVITATION

RFP No:-341

Dated:-14/02/2025

Assignment:-Selection of an Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for Sisir Saras- 2025 in Bhubaneswar, Odisha

1. **ORMAS under the Panchayati Raj & Drinking Water Department**, Government of Odisha (The Client) invites online Bid from eligible bidders for “**Selection of an Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for Sisir Saras- 2025 in Bhubaneswar, Odisha**”. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this bid document.
2. Agency will be selected under **Quality & Cost Based Selection (QCBS)**70:30 procedures as prescribed in the RFP Document.
3. The Bid complete in all respect as specified in the RFP document must be accompanied with a **Non-refundable** amount of **Rs. 10,000/- (Rupees Ten Thousand) only including GST** towards **Tender Processing Fee** and a **refundable** amount of **Rs. 2,00,000/- (Rupees Two Lakh only)** towards **EMD** failing which the bid will be rejected. Exemption of EMD shall be applicable as per Odisha Govt rules subject to production of valid proof of document.
4. The last date and time for submission of Bid complete in all respects is **06/03/2025, 3 PM in www.tendersodisha.gov.in** and the date of opening of the technical proposal, Technical Presentation & financial bid in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet . Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Scope of Work[**Section – 3**]
 - d. Technical Bid Submission Forms[**Section – 4**]
 - e. Financial Bid Submission Forms (**Section –5**)
 - f. Checklist[**Section – 6**]
6. 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/specifications/narrations included in this document. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final , binding and cannot be challenged.
7. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**

Sd/-

Chief Executive Officer,

Panchayati Raj & DW Department, Govt. of Odisha

8

SECTION: 2
INFORMATION TO THE BIDDER

Pre-Qualification/Eligibility Criteria:

Bidders should 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 Bid:

Sl. No.	Eligibility Criteria	Documents required for pre-qualification
1	The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Trust registered under the Indian Trusts Act, 1882 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008/ Proprietorship Firm	1. Proof of Certificate of Incorporation / Registration of the Agency 2. Valid GST and PAN Registration.
2	The bidder must have Government / PSU experience of the execution of various event management including design, erection and fabrication work in national /international events for the exhibition for at least 5 years (as on Bid due date).	Copy of work order for proof of documents along with year wise list of works.
3	The agency should have an average annual turnover of Rs. 3 Crore (Rupees Three Crore only) in the last three financial years (2021-22 2022-23 & 2023-24).	Copies of audited balance sheet for the last three financial years and CA certificate Provisional Audit Report for any of the FYs will not be accepted.
4	A registered firm must furnish the copy of the IT returns and latest GST return for the last three financial years ending on 31.03.2024.	Copy of the IT returns and latest GST returns to be submitted.
5	The bidder must have government / PSU experience of the execution of various event management including design, erection, fabrication and allied work for the exhibition in last five years as on bid due date. The Agency / Firm must have experience in <i>similar works (Exhibition /Event/Pavilion/ IITE/ PBD/ Conclaves)</i> for any State Government /Central government /PSU . At least one similar works costing not less than the amount equal to Rs. 1 Crore (Rupees One Crore)	Copy of Letter of Award / Agreement / Contract / Work Order / Completion Certificate, Duly Certified by the authorized signatory to be submitted. Pictures & other supporting documents along with contract value.
6	The bidder should not have been blacklisted by Central / State Govt/ PSUs Institutions.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.
7	Bid processing fee and EMD of Rs. 10,000/- and 2,00,000/- respectively	Bidder shall be deposit through online mode only through www.tendersodisha.gov.in . Exemption shall be applicable as per Odisha Govt rules subject to production of valid proof of document.

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

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

- Filled in Bid Submission Check List in Original (**Annexure-A**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD) exemption as applicable.
- Copy of Certificate of Incorporation/ Registration
- Copy of IT returns and GST Return
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- General Details of the Bidder(**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)

NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.

1. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs. 10,000/- (Rupees ten thousand only) shall be through online mode only (www.tendersodisha.gov.in). Proposals received without bid processing fee will be out rightly rejected.

2. Earnest Money Deposit (EMD) :

The bidder must furnish as part of technical proposal, the required Earnest Money Deposit (EMD) amounting to Rs.2,00,000/- (Rupees two lakh only) (refundable after completion of selection process) shall be deposited through online mode only (www.tendersodisha.gov.in). Proposals received without EMD fee will be out rightly rejected. Exemption as applicable.

The EMD of all the bidders shall be refunded through online process. The EMD of the successful bidder will be released only after receipt of Performance Security. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its Bid during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its Bid.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

3. Performance Security: -

The successful bidder shall furnish 5% of the Contract value as Performance Security in shape of DD from any scheduled commercial bank in favour of “ORMAS” payable at Bhubaneswar. The performance security of successful bidders shall be refunded after successful completion of the entire event.

4. Pre Bid Meeting:

A Pre-Bid meeting will be organized by ORMAS to address the queries relating to the overall selection process and scope of the work. The **Pre-Bid meeting will be held on 19/02/2025 (11 AM)** at ORMAS Conference Hall, SIRD & PR Campus, Unit-8, Bhubaneswar. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting. The Bidder may request a clarification of any part of the RFP prior to the last date for submission of queries through email, as indicated in the Bidder's Data Sheet. The Client's responses to Bidder queries will be made available to all Bidders and shall be uploaded on the Client's website. It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification. The bidder shall submit their queries in the following format.

Sl.	Page No and RFP Clause reference.	RFP Reference	Queries

5. Submission of Bid:

The bid paper should be submitted through Online mode only in www.tendersodisha.gov.in. The Bid validity period is 90 days.

6. Process of the Bid:

A THREE stage process will be adopted as explained below for evaluation of the Bids.

Pre-qualification (1st Stage): In addition to the above the bidders have to furnish the following documents along with the pre-qualification Bid:

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation/ Registration
3. Copy of PAN
4. Copy of IT returns and GST Return
5. Copy of Goods and Services Tax Identification Number (GSTIN).
6. Experience of having successfully completed similar works during last five years as on bid due date. Long list of similar assignment may also be submitted for evaluation purpose.
7. Financial Statement of last three years ending on 31.03.2024 and the agency must have an average annual turnover of 3.00 Crore (**Rupees Three Crore only**). Provisional Audit Report for any FYs will not be accepted.

Non-submission of any one of the above document along with pre-qualification Bid, leads to outright rejection of the Bid.

Technical Evaluation (2ndStage): Technical Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:

Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
1. The bidder must have government / PSU experience of the execution of various event management including design, erection, fabrication and allied work for the exhibition in last five year as on bid due date. The Agency / Firm must have experience in similar works (Exhibition/Event/Pavilion/IITF/PBD/Conclaves) for any State Government /Central government /PSU. At least one similar works costing not less than the amount equal to Rs. 1 Crore (Rupees One Crore) Each 1 crore value of the assignment / work shall carry 10 marks.	30	Work orders/ Contract Document/ Completion of Work Certificates mentioning contract value from the Clients to be submitted.
2. The agency should have an average annual turnover of Rs. 3 Crore (Rupees Three Crore only) in the last three financial year (2021-22, 2022-23 & 2023-24). Minimum 3 Cr = 10 Marks. Above 3 Cr. Each One Crore shall carry 5 marks out of the total average annual turnover.	30	Audited Financial Statements signed by the CA along with UDIN Number
3. Technical Presentation (The score will be given by committee based on the understanding, quality and innovative aspects). This is a lumpsum mark. a. Demonstration of unique idea and understanding of concept of management of the event. ➤ As per the technical specifications, Design of all segments/ Concepts (Gate, facia, Stage & backdrop, Coordination Cell -Cum-VIP Lounge, Theme stalls (showcase of rural products with other skill & development schemes of ORMAS on a common theme. ➤ Present the plan of Social Media, Cultural Programme, Advt. & Publicity, Security deployment & surveillance arrangement and cleaning & sanitation. b. One Best standard similar event carried out in the past. c. Any innovative idea and creativity on the Sisir Saras to be adopted for this national level event. d. Manpower and work plan to be engaged for this event. e. Presentation Should Cover Artwork & creative to be used, incorporating the essence of ORMAS objective.	40	Presentation for 15 minutes for each bidder. The bidder shall present the item as specified herewith.
Grand Total	100	
Qualifying Mark for Opening of Financial Bid	70	

The mark shall not be repeated in other parameters. Bidders will make a presentation before the Client during the technical evaluation stage for **15 minutes** only.

The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Hence, the bidder should make themselves available for the same. **The bidder whose technical Bid secures minimum qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial Bid.**

The Financial Bids shall be opened in the presence of the committee members and bidders' representatives who choose to attend. The name of the firm along with the secured technical scores, and the proposed package price for the respective packages shall be read and recorded accordingly. **Quality & Cost Based Selection (QCBS)** will be followed during the selection process as per the guideline of Finance Department, GoO.

FINANCIAL EVALUATION (3rd Stage): The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative. The Financial Bids in respect of the selected agency in achieving the bench mark score of **70 Mark and above** in "Technical Bid" would be opened on the scheduled date & time.

7. **Evaluation of the Proposals:**

The mode of evaluation is Quality cum Cost Basis selection (QCBS). In the Tender, the technical proposal carries **70 % weightage and the financial proposal carries 30 % weightage.**

I. **Technical:**

The bidder scoring minimum 70 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote (TQ). Then the Technical Score (TS) will be arrived as follows:

$$TS = \frac{TQ \times 70}{100}$$

II. **Financial**

The bidder quoting the lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The Financial Score (FS) will be arrived as follows:

$$FS = \frac{LFQ \times 30}{FQ}$$

The agency having a maximum total score of the Technical Score (TS) and the Financial Score (FS) combine together will be selected.

.

8. **Negotiations:**

- Negotiations (if required) will be held at the address indicated in the Data Sheet. The aim shall be to reach to an agreement before issuance of the work order.
- If negotiations fail, the ORMAS will invite the firm whose proposal received the second highest score to negotiate a Contract.

9. **Award of Contract:**

The Client will notify the successful bidder in writing by issuing an offer letter / work order.
Sub-contracting is not allowed under this assignment.

10. Terms & Conditions

a. Date & Venue of Event:

Name of the Event	Date	Venue
Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for SISIR SARAS- 2025 in Bhubaneswar, Odisha	21st – 31 st March'2025	Biju Pattnaik Play Ground, Baramunda, Bhubaneswar https://maps.app.goo.gl/e8WUgoLmxkJEV8EN6

- If the successful agency fails to sign the Contract within the stipulated period, the agency will be cancelled automatically. The cost to this effect will be borne by the agency.
- The rate quoted by the agency shall be excluding GST and taxes will be paid by the client as per the applicable rate under GST Act.
- Bidders are required to quote price against all segment exclusive of all taxes in the financial bid and no segment should be left blank. The total prices shall be evaluated altogether. In case any of the segments found blank, their bid shall be out rightly rejected.
- The Price bid is to be submitted as per the prescribed format. If the financial bid is not submitted in separate sealed cover and as per the prescribed format, then the bid will be rejected.
- In case of breach Contract, the Performance Guarantee will be forfeited and the agencies shall be blacklisted/ recommended for blacklisting.
- Indicative Layout Plan and images of past event are attached at Annexure- A for reference and visit at site.
- A dedicated staff from the successful bidder will sit at the event place throughout the event for proper coordination.
- In case of any extension of event period, the extra payment will be entertained for the Cultural event, Security person deployed, Cleaning & Sanitation part only.
- The venue shall be made available to the Agency by ORMAS before 10 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.
- The selected bidder will work under the close supervision of the Chief Executive Officer, ORMAS
- The Authority will review the 3D design work and other engineering work against approved layout plan under taken by the selected Agency. The successful agency will work directly under the supervision of CEO, ORMAS.
- It shall be responsibility of the successful Agency to obtained requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit have to supply fire protection equipment's like fire extinguishers

adhering to the fire safety norms & fire-retardant liquid spray every 5 days interval over flammable materials use for stalls.

- m. Agency will ensure that all materials / items used must be eco- friendly. No plastic is to be used at the event venue. (Not even any material packed in plastic). The Event Management Agency shall ensure that the event is conducted as an "**ENVIRONMENT FRIENDLY EVENT**." in the Event.
- n. No advance shall be made .The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Event-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Event-in-charge. In case of any additional requirement, the agency has to take the prior written permission from the Event-in-charge.
- o. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing the event.
- p. The agency shall abide by all statutory and regulatory Acts of both Central Govt. and State Govt.
- q. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.
- r. The rate offered by the agency shall be excluding of GST & Other Taxes.
- s. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
- t. The authority is not bound to accept the **H1 (Highest Scorer)** and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further, the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- u. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Event-in-charge. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Event-in-charge. In case of any additional requirement, the agency has to take the prior written permission from the Authority.
- v. The agency should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- w. On completion of the event, the agency shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
- x. Agency will be responsible for upkeep and maintenance of the entire work done by him till the closing of the event. ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any. Insurance for all the event shall be taken out by the agency at the agency's cost.
- y. No part of the contract will be sub-let without the prior written permission of the Authority.
- z. The bidder has to treat the materials to be used in event works (like clothes & other inflammable materials), with fire repellent chemical. The agency will coordinate with the fire and electricity Officer deployed in the ground to avoid the misshapen.
- aa. Any other job that State Govt. / Authority may prescribe based on immediate need as and when required.

- bb. Wherever specific terms & conditions have not been spelt out in the document, OGFR, Govt. of Odisha shall apply.
- cc. No payment shall be made if the agreement is cancelled / terminated on the ground of unsatisfactory works.
- dd. ORMAS will not be responsible for any loss, damage, injury caused at the time of execution of the contract. The agency shall own the whole responsibility.
- ee. The agency shall handover the Intellectual Property to the ORMAS that used for the event.
- ff. The works may be decreased and increased as per the requirement. The cost shall be decided by the Authority.

11. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulator or professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

12. Anti-corruption Measure:

- d. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- e. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

13. Force Majeure

“Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or

other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include: (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to take into account or avoid or overcome in the carrying out of its obligations during the subsistence of this Agreement. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

14. **Legal Jurisdiction:**

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

15. **Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty of **5% of the total contract value**. The amount will be deducted from the subsequent payment.

16. **Client's right to accept any Bid, and to reject any or all Bid/s**

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

17. **Number of Bids:**

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

18. **Advances**

No advances will be given to the successful bidder during the period of Event

SECTION: 3

SCOPE OF WORK

About the Event –SISIR SARAS -2025

Ministry of Rural Development, Government of India has sanctioned a **National Level Marketing Event named as “SISIR SARAS-2025” to be held from 21st – 31st March 2025** at the Biju Patnaik Play Ground, Baramunda, Bhubaneswar. “SISIR SARAS-2025” is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with Odisha Livelihoods Mission (OLM). Other Government Departments/Agencies involved in Micro Enterprise Development in Rural India are also associate themselves in this event; like: KVIC, KVIB, H & CI and NABARD with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural Entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. *The overall objective of the mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.*

There are 2 Segments of work for the entire Event. They are :

SEGMENT A: Tentage & Allied Works

SEGMENT B: Event Management

SEGMENT A: Tentage & Allied Works

The Tentage & Allied Works Should Provide the Following Services

Sl. No	Works to Be Done	Particulars
A	Tentage & allied Works	1. Ground Layout- architectural, drawing of ground layout 2. Construction of Temporary Stall (SISIR SARAS 450 Stalls including Food Stalls. 3. Construction of 3 D Design stage 4. Artistic Gate (Entire and Exit) 5. Road crossing Gates 6. Coordination Cell 7. Food Court 8. Live-Demonstration Pavilion 9. Running Flex Facia 10. Selfie Zone 11. Theme Pavilion 12. Sitting Arrangements for audience 13. Ground Electrification and Power back up 14. Other Miscellaneous Items

Detailed Technical Specification of the Works is as follows:

- A. **Construction of Stalls:** For SISIR SARAS, 450 stalls will be constructed. The details of stall specifications are given below:

Sn.	Particulars	Stall Specification
1	Structure	Bamboo/ Iron Structure (with Anti Fire Chemical Treatment), Size of each stall – 10' X 10' with tarpaulin water proof roofing. Minimum 3 ft front projection need to be maintained in each stall. Height of the stall will be Minimum 10 ft from ceiling to platform level.
2	Flooring	Wooden plank platform of 6" height from the ground covering with new synthetic carpet matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with maroon new cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage Corrugated Sheet) . Height will be minimum 9ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. (All New Maroon Cotton Clothes To Be Used). The stalls located within the blocks need to be separated with thin sheets especially backside of each stalls. Proper arrangement of this need to be ensured to avoid any theft during the night time. 3ft front ceiling of the elevation with each stall will be maintained similar to the stall ceiling for visitors. Facia will be fixed on the extended structure.
4	Racks	Three tire Iron racks. The shelf of the racks will be of size 1'.6" X 10'Ft (Surface size 18 feet ply or wooden or thin sheet can be fixed for product display on the rack) with the first layer fixed at a height of 2'6" & covered with Ply or wooden plank as well as new white cloths. The space of below racks will be used for storage of goods. All the three racks should be covered with surface ply or thin sheet as well as white cloth.
5	Facia	An Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.]. The facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting]. A running white cloth jhallar of 1' width will be putted in the front side, below to the facia frame. One beam will be added below the facia (in both odia and English language). Flex facia will be printed by the agency/firm/ decorator as per the design given by ORMAS. 3ft front ceiling of the elevation with each stall will be maintained similar to the stall ceiling for visitors. Facia will be fixed on the extended structure.
6	Cutout	Ply with flex wooden batten Size – 3 ft X 4 ft.
7	Furniture	Front counter table/ Display table in wooden batten and planks / steel table size 8' x 2' X 3' height. A batten frame & Ply with the thickness of atleast 6 mm Ply size of 8 X 3 to be fixed in front of each display table for branding purpose. The table needs to be wrapped with new white cotton cloth. Plastic molded Chair -2 nos to be supplied to each stall.
8	Electric Fittings	15 Walt/ LED Light – 2 no. should be connected with the generator this two light will only be used during power failure & 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, if required. In addition to these 4 nos Tube lights will be fixed in the ceiling. One ceiling fan will be fixed in the centre of the stall. Two more LED Bulb (20 Walt) or Campa focusing light will be available in each stall. These lights along with fan will be connected to regular electricity connection. On & off switch need to be connected with ceiling fan and one 5 MPR pug point need to be

Sn.	Particulars	Stall Specification
		fixed in between two stalls for mobile phone Charging purpose.
9	Numbering of Stall	All stalls should be numbered with vinyl pasted sun board. Each number plate should have both English and Odia numerical numbers, the stall no will be hang in each stall below to the front projection. Vinyl name plate mentioning state's name should be pasted on each stall.
10	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
11	Anti-Fire Chemical Treatment	The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.
12	Cluster approach stall	In each block there will be a cluster type stall which is having 3 ft. platform type Pinddi with 6ft. partition, 7x8 ft stall size. 8 stalls will be one cluster. This cluster will be continuation with other stalls in each block.
13	Rest Shed (Pagoda type)	Pagoda type rest shed: Size: 8ft x8ft. Minimum 4 Nos along with fan, sitting arrangement and drinking water for the purpose of rest shed to avoid scorching heat .

- B. Coordination Cell -Cum-VIP Lounge:** One Coordination Cell –Cum- VIP Lounge to Be Constructed (**Only new cotton clothes should be used**). The bidder has to be quoted as a package against the detail specifications given below:-

Sn.	Particulars	Work Specifications
1	Structure	Artistic 3D structured house as per approved event wise design attached at Annexure A with following the technical specification and other materials (Ply, Thermocol, Plaster of paris) may be used to get original 3D Effect.
2	Size	50 ft X 50 ft.
3	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 5 individual rooms (with partition in ply) of different sizes to be used as office-cum-registration counter, conference hall, VIP lounge, Pantry-cum-store and Doctor's & CCTV Room with the ply partitions. Decoration will be made with Tribal Painting and hanging equipments. VIP lounge should be properly furnished. One washbasin with water facility and proper sewerage should be installed in the pantry room.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. Two windows of minimum size 5' X 4' will be on the wall of office room towards the counter.
5	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting.
6	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 10 no. of revolving cushion chairs, 4 sets of new Dunlop sofa set for VVIPs (for 16 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one new steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation. (Requirements as need basis).
7	Electric	Tube/LED Light – 20 no. , Ceiling Fan – 8 no., 1 no of sound less pedestal fan,

	Fittings	1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room. Ten nos of LED light (30 Walt) will be fixed inside the coordination cell and those will be connected to generator/ Power back-up Requirements as need basis).
8	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in each stall block as well as food court area, entire and exit gate. The announcement from the coordination cell should reach to each and every stalls of the entire ground.
9	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing. The Coordination cell should have two doors each door should be aluminum glass sliding railing door of size atleast 4ft width. These doors should have the provision of closing in night times
10	Refrigerator and Tea Coffee maker	A 165-liter refrigerator offers ample storage space and typically features a double-door design with a dedicated freezer compartment, ensuring better organization and easy access to frequently used items. Additionally, it may include a fast ice-making tray, an anti-bacterial gasket to prevent mold growth, and energy-saving technology that meets modern energy standards, often achieving a 3 to 4-star energy rating. The Tea-coffee vending machine offers a wide selection of hot beverages, allowing enjoying rich black coffee, frothy cappuccino and soothing premix tea with just the touch of a button. Its feather touch buttons make beverage dispensing effortless. Additionally, the machine provides dual water supply options—bubble top and pump ensuring flexibility and a steady source of water for all your beverage needs.
11	Bio-Toilet	The stainless steel VIP bio-toilet is a premium sanitation solution designed to offer durability, hygiene, and environmental sustainability. Constructed from high-grade stainless steel, this bio-toilet is resistant to corrosion, rust, and wear, ensuring long-lasting performance even in harsh conditions. The robust design makes it suitable for use in high-traffic areas such as public parks, event venues, construction sites, and remote locations.
12	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermo cool lettering and thermo cool panels at the entrance (written in English & Odia).
13	A.C provision	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 2 numbers of 4 ton tower AC should be fitted.
14	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellant chemical.
15	Signage	On the above space of front Entry and Exit gate of co-ordination cell will be fixed a board having “ORMAS coordination cell both Odia and English Language”. On the top of the control room there will be a 3D holographic rotation fan of 65 CM for distance vision.

- C. **Gates:** The main entrance gate is to be done as per category B. The other three (3) gates are to be made as per specification in *Category A*. Specifications are as follows:

Sn.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
a	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates as per approved event wise design attached at Annexure B. with following the technical specification and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect.
b	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
c	Covering	Gate should be erected with batten framing, flex with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of paris with thermo cool sculptures etc. design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed twice during the event.	Live flower chains will be put in the gates and the same should be changed twice during the event.
f	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellant chemical.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellant chemical.

- D. **Decorative Wall:** Decorative wall of batten framing, hessian cloth mounting and paintings be done geru with jhoti chita, soura and tribal painting for side walling.
- E. **STAGE:** 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 specifications given below:

Structure	Iron fabricated structure 60' x 40' size & height from ground surface 5' with plywood floor of 19 mm thickness ply as per approved event wise design with following the technical specification and other materials[Truss (no bamboo), Ply, Thermocol, Plaster of paris] may be used to get original 3D Effect. One no. of Ramp on one side of the stage and one ramp on the front (20' X 12') for the fashion show. Two Risers for Photography and Videography on front side of the stage.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Back Drop	Artistic 3D structured stage as per approved design with following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect. Size of background will be 60' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).
Lettering	Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.
Side Wings	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.
Both side stair case	Fabricated stair case 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 unitex carpets.
Flower Plant pots	Minimum 100 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.
Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.
Furniture	12 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 12 no. Good quality borosil glasses with covers, Plastic name plates – 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.
Green Room	Superstructure with bamboo, Ballha & Traplin cover for green rooms shall be made on back side of the stage having good arrangements for sitting and with provision of following items in each green room with as per details given below:- 1. 1 no. of VIP green room with proper participation for use by male and female artist • 20 X 20 ft room for VIP • 2 ton stand AC in each room • Sofa seater (3 +1+1) with center table in each room • Banquet Chair 4 nos. • Mirror with makeup lights. • Sufficient nos. of plastic chairs. • Red carpeting in each room 2. 1 no. of normal green room with proper participation for use by male and female artist • 30 X 30 ft room with partition for use by male and female • Mirror with makeup lights in each room • Sufficient nos. of plastic chairs in each room Proper net carpeting
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the

	contractor.
Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical.
LED for Stage	P3 Curve LED 50 ft X10ft. and 4 nos. of Side Wings (10ftX4 ft.) Stage Riser for LED Wall (40' X 16') and Stage Riser side wings for LED Wall (8' X 4').

- f. Sitting Arrangement in Front of the Stage:** The minimum distance of 15 feet from stage to auditorium will be maintained. The agency has to quote it as a package. Specifications are as follows:

Chair	Six hundred (600) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 numbers of teapoy with white cover
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Green net matting in sitting area.

g. Theme Stall : (Show case of Rural Products)

01 (one no.) theme stall need to be installed as per the design to be given by ORMAS for awareness & display of the various achievements & success stories of ORMAS.

Shape : Square (as per design approved)
 Structure : Bamboo & Cloth Structure
 Size : 35' X 35' X 20' (height with fascia)
 Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
 Flooring : 6" wooden platform with Full floor carpeting
 Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.
 Barricading : 4' height bamboo barricade covered with cloth on all sides of the stall.
 Electric Fitting : 8 no. of tube light, 4 no. of camp light fitted with the four corner poles, one ceiling fan with on/off switch arrangement

32 nos. of pedestal for keeping products of different sizes

h. Skill & Development Scheme of ORMAS Theme Stall :

01 (one no.) theme stalls need to be installed as per the design to be given by ORMAS for awareness & display of the various achievements & success stories of ORMAS.

Shape : Square (as per design approved)
 Structure : Bamboo & Cloth Structure
 Size : 20' X 20' X 14' (height)
 Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
 Flooring : 6" wooden platform with Full floor carpeting
 Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.
 Barricading : 4' height bamboo barricade covered with cloth on all sides of the stall.
 Electric Fitting : 8 no. of tube light, 4 no. of camp light fitted with the four corner poles, one ceiling fan with on/off switch arrangement

- i. Live Demonstration Mandap:** Live Demonstration Mandap will be constructed in one particular place inside the exhibition ground as per approved event wise design to be given by ORMAS, with following

the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect. On the Mandap some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for such a Mandap; where (minimum three) as per the specifications mentioned below:

Shape	: Hexagonal
Structure	: Bamboo & Cloth Structure
Size	: 20' X 20'
Facia	: 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
Flooring	: 2 ft. height wooden platform with Full floor carpeting.
Ceiling	: Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Barricading	: 4' height bamboo barricade covered with cloth on all sides of the stall.
Electric Fitting	: 8 no. of tube light, 4 no. of LED focus light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

J. Fireman Rest Room:-

Structure	: Bamboo & Cloth Structure, one side open
Size	: 40 'X 20'
Facia	: 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
Ceiling	: Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Electric Fitting	: 4 no. of tube light, 4 no. of LED Focus light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.
Chairs	: 10 nos.
Bed	: 20 nos.
Flooring	: Wooden Plank Platform of 1' Height.

K. Policeman Rest Room

Structure	: Bamboo & Cloth Structure, one side open
Size	: 15 'X 15'
Facia	: 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
Flooring	: 1 ft. wooden platform with Full floor Durry matting.
Ceiling	: Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Electric Fitting	: 2 no. of tube light, 2 no. of LED Focus light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.
Chairs	: 20 nos.

L. Media Room

Structure	: Bamboo & Cloth Structure, one side open
Size	: 15 'X 15'
Facia	: 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
Flooring	: 1 ft. wooden platform with Full floor Durry matting.
Ceiling	: Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Electric Fitting	: 2 no. of tube light, 2 no. of LED Focus light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.
Furniture	: Plastic Chairs - 10 nos., Plastic Tables – 3 nos.

M. Selfie Point: -There will be Selfie Points in different places of mela ground with following the technical specification and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect.

N. Cleaning & Sanitation:

- a) Mela Ground, food Court, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 11(eleven) days of the Mela Period. Sweepers and one supervisor should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground.
- b) Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground
- c) Garbage has to be lifted (Approx. 4 trip per day trough tractor) from mela ground on daily basis.

O. Ground Electrification: The below mentioned items are taken as a package which shall be supplied by the bidder for the event. The quantities of the items are statutory /fixed in the package. The Mela Ground should be proper illuminated. The package includes the below mentioned items and concealed wiring to all lights and sound equipment's.

- a. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- b. Adequate speakers shall be fitted in the exhibition premises for surround Sound 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- c. 100 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- d. 75 no. of white Halogen light along with wiring /fitting poles.
- e. 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- f. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- g. 300 no. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- h. 40,000 Tuni running lights will be fitted at the required places.
- i. Sufficient ambience light should be done.
- j. Sufficient Round Lamp lights should be used for the entire ground.
- k. It may increase/decrease as per requirement.

P. Generators: Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two tube lights of each stall during power failure, few ground lights, control room and public announcement system. The requirement of generator sets will be of 125KVA (for entire ground).

Q. Food Court: The below mentioned items for construction Food Stall & Kitchen Shed and Dining Area Management for food court are taken as a package, which shall be supplied by the bidder for SISIR SARAS-2025.

- a) *Food Stall Along With Kitchen Shed:* Minimum 20 food stalls along with kitchen shed to be made as per the following specification:

Sn.	Particulars	Specifications
1	Structure	a. <u>Food Stall</u> Bamboo (3 to 6 inch)& cloth (<u>Anti Fire Chemical Treatment</u>) structure, Size of Each Stall – 10' X 20' With Tarpaulin Water Proof Roofing. b. <u>Kitchen Shed:</u> Bamboo and balla structure, tin roofing and tin walling of size 10' x 20' each to be erected in the back side of the food stall.
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic

Sn.	Particulars	Specifications
		matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
4	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.
5	Facia	A wooden batten frame 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.
6	Furniture	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 – 2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & 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, if required.
9	Closures	Front Cloth Drops/Screens Daily to be done
10	Water	Water line connection to each kitchen shed with sink fixing
11	AntiFire 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.

b) *Dining area:*

Sn.	Particulars	Specifications
1	Size	The size of the dining area will be of 210' X 160'
2	Flooring	Green net carpet
3	Furniture	Fifty (50) numbers of round table with frill and cover, hundred (200) numbers of banquet chair with white cover,
4	Barricading	Decorative Bamboo truss barricading of 3' height with green colour painting to be erected around the dining area with entry and exit passage.
5	Dustbin	Sufficient (a minimum of 50 numbers big size) dustbin to be provided in dining area.

R. **Net Carpeting:**

New net carpeting to be used in the open space area of the mela ground for dust free, the selected bidder has to ensure the use of new net carpet and daily maintenance of the same during the mela period. The new carpets will be changed in every 5 days.

S. **Barricading:**

Tin barricading (with 10 ft.) is to be done in the closed wall to the stall for safety and security purpose.

- T. **Miscellaneous Items:** Besides works from item no.A to no.V following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

S. N.	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	500 pcs.
2	Durry (15' X 15')	10 pcs.

3	Printing & Installation of Star Flex Sheet with batten frame	5000 sqrft
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	5000 sqrft
5	Stage background in black cloth masking	2500 sqr ft.
6	Dustbin- 3 ft height	100 pcs.
7	Decorative Flower / Plant Pot	250 pcs.
8	Syntex tank (2000 liter capacity each tank with 3' height stand)	2 pcs.
9	Soundless pedestal fan	10 cs.
10.	Red carpet (synthetic)	2000
11	Cold water dispenser with a capacity of minimum 50 Litres connected with a water tank covered with a decorative umbrella.	3 Nos. surrounding to the ground

SEGMENT B: EVENT MANAGEMENT

The Event Management Agency contains the Following Services

- **Advertisement & Publicity**
- **Videography and photography**
- **Security services and surveillance**
- **Cultural program**
- **Local Transportation**
- **Pantry Services**
- **Professional Manpower**

Sl. No	Works to Be Done	Particulars
A	Advertisement & Publicity	1.Printing, Distribution & Installation of the Advertisement & Promotional Materials. 2.Publicity of the event through Road Shows 3.All the print media and Electronic Media advertisement will be done by I&PR Deptt. Co-ordination will be under taken by the Event Management Agency. 4.Media Management- Holding of Press Conference 5.Dossier on Media Coverage
B	Videography and photography	1. Videography and Photography of the entire program alongwith pre-program events. 2. Drone camera will be used during the event for capturing attractive photo and videos. 3. Documentation of the SISIR SARAS-2025 will be done for better and high quality photos & video to be used in the events/ workshops/ coffee table books/ social media etc.
B	Surveillance Arrangement	CC Camera setup surrounding to the ground along with TV/Monitor
C	Installation of Display Unit	Digital TILT Standee (43 inch having HD resolution) will be installed for display of ORMAS activities Videos during the event. (Minimum 3 nos surroundings in the Ground.
D	Security Services	Providing Private Security Service at Mela Venue & Accommodation Place of the participants during the event
E	Cultural Programme	Organizing daily Cultural Programme by Inviting eminent Artists / Singers &Troup during the event.
F	Local Transportation	Providing Local Transportation services to participants during the event and providing hired vehicle for official use.

G	Pantry Services	Pantry Services in Coordination Cell for Officials & VIP and providing daily Tea/ Snacks/ Tiffin during the event
---	-----------------	---

Details of the Items wise work to be provided:-

A- Advertising & Publicity Works to be done in SISIR SARAS-2025

The detail works to be done is given hereunder:

1. **Publicity:** Publicity of the event should be made by Branding of ORMAS through Road Shows (Hoardings, Road standee & Auto rickshaw branding), Print Media News coverage/Press release in Newspaper, and Electronic Media TV Channels & FM's Coverage.
2. **Media Management:** conduct of press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits.

Details of the Advertisement & Publicity works are given below:

Sl.	Specifications	Quantity (Pcs./ Package)
A	Publicity:	
1	Hoardings – (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in BBSR (design will be provided by ORMAS)	10 pcs.
2	Road standee-(3ft X6ft each) (design will be provided by ORMAS)	300 pcs.
3	Auto rickshaw branding through sticking of 3X2ft size of Eco-solvent flex on backside of Auto (design will be provided by ORMAS)	350 Pcs.
B	Media Management: 1. Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper. 2. Regular release of news during the event, in different newspapers Odia- Samaj, Sambad, Dharitri, Prameya; English-Times Of India, Indian Express, The Telegraph, The Hindu.	3 Nos. In Package

- **CCTV:** Sixty (60) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitor /participants. The cable to be laid for the CCTV installation in the Mela Ground and one CCTV operator Call Notice has to be remain present during the Mela Period. The numbers may vary depending on the requirement and decision of the mela authority
- **LED Panel (8 ft. X 6 ft.) along with operator:** - 2 nos. of LED Panel along with riser to be installed in two locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.
- **Plasma TV:**Two Plasma TV to be installed (one near stage and one in the control room).
- **Photography & Videography of the SISIR SARAS-2025** will be done for better and high quality photos & video to be used in the events/ workshops/ coffee table books/ social media etc.
- **Still Photography:-** 2 nos. of Sony A7Riv/ Nikon z6/ Nikon z9 type of mirror less high-end cameras should be used for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.

Job Responsibility for photography:-

- The still photographs of each day event activities as well as regular happenings of SISIR SARAS should be captured without missing.
- (The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc.)
- 10 best photos of each day including event activities will be shared by the agency to the ORMAS team by 11 PM of the same day positively for Social Media posting.
- For photography during night, the agency should use proper light and required equipment's for best quality images.
- A set of 200 nos. of best high-resolution photographs of the entire event should be capture and submitted to ORMAS team for the publication of SISIR SARAS Coffee Table Book within 3-4 days of the closing of the event. The photos should be of thematic wise starting form Inaugural Sessions of the event to the closing ceremony. A two member team of ORMAS will coordinate with the agency for the specific assignment.
- Drone must be used for taking the aerial view of the mela ground during visitors rush in day time and few shots of the night
- Live telecast of stage programme along with ground programmes if any need to be displayed in digital standee as well as LED Panel.

Videography:

- 2 nos. of 4K High Definition Video (HDV) Camera should be used for videography for the entire event. Tripod, cordless lapel mic for interview and lights should be used for the videography work.
- A short film of the entire SISIR SARAS of 15 minutes duration should be made after the completion of the program. Similarly, another short film of 3-4 minutes duration will also be made for social media and in house exhibition purpose.
- The film should include shots of the program and bytes of guests, visitors, customers, participants and CEO, ORMAS.
- For videography during night, the agency should use proper light and required equipment's for taking interview/bytes.
- Proper voice over, background music etc. must be use while making the short films.
- 10 best case study teasers of 2 minutes duration each of special stalls on the basis of unique products, sale, branding and publicity etc. should be prepared by the agency which must include shots of the stall, sale activities, display, bytes of seller and customers.
- Necessary suggestions and permission should be taken before the shooting of the case study teasers from the concerned officials of ORMAS.
- The short film of mela should be submitted in ORMAS office within 10 days of the completion of the event .

B- 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 Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike
- Minimum Qualification: Matriculation

Each guard should be aware of their duties & responsibilities during the duty hours.

Tentative Requirement of Security Personnel in per event

Security Guard with Lathi-62 Nos

Supervisor - 3 Nos

Security personnel will be deployed from 20th March to 1st April 2025 for smooth management at Mela ground and Accommodation places for SISIR SARAS-2025 . The requirement may be approximately 65 guards along with supervisors for three shifts participants on shift basis, as per the requirement and direction of Mela Management Team.

C- Light and Sound for Stage

The light and sound for the stage will be done as per the requirement of the artist. A tentative specifications of the light and sound arrangement for the stage is given below:-

Specification for light:

i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.
ii) Galileo Scanner-1200 wt (SGM)	4 nos.
iii) Multi twenty- 2K	6 nos.
iv) Multi ten- 1K	4 nos.
v) Jumbo Smoke Machine	2 nos.
vi) Jumbo Strobe Light	2 nos.
vii) 1 Colour Laser	2 nos.
viii) Moving Head(SGM)	2 nos.
ix) Led Par	10 nos.
x) Halogen 1kw	10 nos.

Specification For Sound:

i) Bass Bin	2 nos.
ii) High range top box (pee-vay/JBL, 400wt.)	4 nos.
iii) High range frequency box (Pee-vay/JBL)	4 nos.
iv) HF box	4 nos.
v) Cordless Micro Phone	2 nos.
vi) Cord Micro Phone	6 nos.
vii) 24 channel Mixture	1 nos.
viii) High wattage amplifier	4 nos.
ix) Effect processor	1 no.
x) 3 kw stabilizer	3 nos.
xi) DVD Player	1 no.
xii) Stereo Deck	1 no.
xiii) Meeting Microphone (Anti feedback microphone)	2 nos.
xiv) Standing Box Audience capturing	4 nos.
xv) Stage Monitor Box	4 nos.
xvi) Singer Micro Phone	2 nos.

Besides the event management agency will be responsible to provide additional requirements (sound & Light) of the artists/musicians. A Generator set of 62KVA with fuel will be provided by the agency for the stage.

Food, accommodation and travel of the artisan will be borne by the agency.

D- Cultural Programme

Daily cultural programme by eminent artists & cultural troupes will be organized by the client during SISIR SARAS -2025 at Biju Patnaik Play Ground, Baramunda, Bhubaneswar.

Details of the Programmes as given below:

- Event Management Company will coordinate with the artist/organisation and performance, refreshment, requirement of light, Sound, system at stage, facilitation of performance arrangement.
- The event management agency will provide 4 nos of National/State level celebrities for the program. The celebrity will perform as per the schedule to be fixed by the ORMAS during the period of the event. The event management agency will coordinate and make the schedule of the celebrities in consultation with ORMAS.
- The various cultural troops from different district will perform in the cultural programme in co-ordination with Cultural Deptt. Govt. of Odisha. The event management agency will make the schedule for their performance in consultation with ORMAS.

E- Local Transportation

1. Carrying participants from Mela Ground to Accommodation places at YatriNiwas, SIRD & PR Campus, Mission Shakti Bhawan or any other accommodation place inside Bhubaneswar through bus on daily basis (Morning & Evening) during Mela Period. (for SISIR SARAS 2025).
1. Transporting participants along with their luggage from Railway station to Mela Ground /Accommodation Place for SARAS only.
2. Providing two Vehicles (One Tavera/ Bolero and One swift dezire) for during the mela period. The duty hours during the Mela period will be more than 12 hours most of the days.

Details of the Local Transportation arrangements are to be made are given below:

SN	Type of Vehicle	Particulars
1	Bolero/Tavera	For 12 hour duty + 10 Km. Running Per One LitreFuel
2	Swift Dezire	For 12 hour duty + 17 Km. Running Per One LitreFuel
1	Bus (40 – 50 seater)	/10 Km. Running Per One Litre Fuel Mela Ground to Accommodation places at YatriNiwas / SIRD & PR Campus / Mission Shakti Bhawan or any other accommodation place inside Bhubaneswar. (Morning 6 + Evening 6 = 12 trip approx.)
3	Truck -407	Carrying participant from Railway Station to Mela Ground- 2 full days & night -48 hours.
4	Toto E Rickshaw (6 seater)	Carrying VIPs/ Old aged Exhibitors or Visitors/ Physically challenged persons in the mela ground

F- Printing (Design will be provided by ORMAS)

Details of the Printing works to be done for SISIR SARAS are given below:

A) SISIR SARAS-2025 Works:

1. SISIR SARAS Identity Card with Neck Cord (100 nos. for Officials)

- i. Size : 14 CM X 10 CM
- ii. Printing : Offset Printing, One Side
- iii. Colour : **Multi colour**
- iv. Material : PVC
- v. Accessories : Neck Cord

2. SISIR SARAS Identity Card with Cover and Neck Cord (1000 Pcs.)

- vi. Size : 14 CM X 10 CM
- vii. Printing : Offset Printing, Both Side
- viii. Colour : **Multi colour**
- ix. Paper : Art Paper Board, 220 GSM
- x. Accessories : Plastic pouch and Clip type Neck Cord

3. SISIR SARAS Invitation Card with Envelope(500 Pc.)

- i. Size : 42 CM X 29 CM (Triple folded- with creasing)
- ii. Printing : Offset Printing
- iii. Colour : **Multi Colour**
- iv. Paper : 220 GSM Glossy sheet (Imported)
- v. Envelop : Fit to card, multi-**color** printing

4. SISIR SARAS Certificate (800pcs. For participants + 200 pcs. For Artist- Cultural Program)

- i. Size : A4
- ii. Printing : Offset Printing
- iii. Colour : **Multi Colour**
- iv. Paper : 300 GSM Art Paper Board

G- Pantry Services

Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin, Lunch, Dinner to the Officials/ Guest/ VIP & VVIP at Coordination Cell during the event. The billing will be done on actual basis, duly certified by the Mela-In-Charge in each bill. The waiter boy / girls with proper dress code to be provided by the selected agency.

H - Professional Manpower

The agency will engage the following 3 nos professional experts for the entire event. The experts will provide their professional support of their domain area pertaining to the objective of the SISIR SARAS under ORMAS. They are;

Sl. No.	Expert	Qualification	Assignment
1	Design Expert 2 Nos	Master Degree or equivalent qualification with minimum 2 years' experience in designing work in rural development sectors	The professional will coordinate with ORMAS and the event management agency on this specific activities. The Designs related to graphic designs, applicable to each and every item like , Hoarding, Standee, IEC articles, Facia, Gate, Control Room, Theme Stall, Layout, Memento, Selfie Zone, Structure design, etc.
2	Retail Management Expert	Master Degree or equivalent qualification with minimum 2 years experience in Retail Management work in rural development sectors	Merchandising of rural products in stalls , network for sourcing of demanded products, inputs to enhance salesmanship, e – commerce network, daily sales management, grievance redressal of exhibitors, etc.

SECTION: 4
TECHNICAL BID SUBMISSION FORMS
TECH -1
COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Chief Executive Officer
ORMAS, Panchayati Raj & Drinking Water Department
Bhubaneswar - 751012**

Sub: Selection of an Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for Sisir Saras- 2025 in Bhubaneswar, Odisha. [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your RFP No.: _____, dated _____. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (separately).

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

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid 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 Organisation (General Details)

Sl No.	Description	Full Details
1.	Name of the Bidder	
2.	Address for communication: Tel : Fax: Email id :	
3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4.	Registration / Incorporation Details Registration No: Date & Year. :	
5.	Bid Processing Fee	
6.	EMD	
7.	PAN & Latest GST return	
8.	Goods and Services Tax Identification Number (GSTIN)	
9.	Willing to carry out the assignment as per the scope of work of RFP	YES
10.	Accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3
Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY 2021-22	FY 2022-23	FY 2023-24	Average
Average Annual Turnover in INR				
Supporting Documents: Audited certified financial statements for the last three (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable. <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected.</i>				

Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)

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

Communication Address of the Bidder: _____

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

(List of assignments only of similar nature during last 5 years)

As on bid due date

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

Note: Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.

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

Communication Address of the Bidder: _____

TECH - 5
UNDERTAKING
(In Bidders Letter Head)

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory: Name of the Bidder and Address:

SECTION: 5
FINANCIAL BID
COVERING LETTER
(In Bidders Letter Head)

[Location, Date]

To,

Chief Executive Officer
ORMAS, Panchayati Raj & Drinking Water Department,
Government of Odisha, Bhubaneswar, 751012

Sub: Submission of Financial Bid for Selection of an Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for Sisir Saras- 2025 in Bhubaneswar, Odisha

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your RFP No. _____, Dated: _____. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures*]. This amount is excluding 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. Segment wise rate as per format given in the RFP documents are given below:

Sr.	Item	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
SEGMENT-A: TENTAGE AND ALLIED WORKS					
A	Construction of stalls	Per Stall		450 stall	
B	Coordination Cell -Cum-VIP Lounge	Single package		1 no.	
C	Gates	Per Gate		2 Nos	
D	Decorative Wall	Per Sq. Ft.		4000 sqr ft.	
E	Stage & back drop	Per package		1 no.	-
F	Sitting arrangement in front of the stage	Per package		1 no.	
G	Theme Stall	Per Stall		1 no.	
i	Showcase of Rural Products	Per package		1 no.	
ii	DDU-GKY Theme Stall	Per package		1 no.	
H	Live Demonstration Mandap	Per mandap		1 no.	
I	Fireman Rest Room	Per package		1 no.	
J	Policeman rest room	Per package		1 no.	
K	Media Room	Per package		1 no.	
L	Selfie Point	Per package		3	
M	Cleaning & Sanitation	Per package		1 no.	
1	Supply of Sweeper (20 sweepers per day) for mela ground, food court and Temporary	Rate per head per day		200 days	

	urinal cleaning during the event.	Per day			
2	Garbage lifting (4 trip per day through tractor)	Rate per Trip		50 Trip	
3	Toilet cleaning material for entire Mela Period	Lumpsum-1 package			
	A-Cleaning of Temporary Urinal at mela ground				
	B-Participants accommodation places at IDCO Dormitory, SIRD & PR Hostel, Mission Shakti Bhawan, YatriNiwas, Farmers Hostel, OUAT along with requisite phenyl, bleaching & other cleaning materials etc.				
N	Ground Electrification	Per package		1	
O	Generators	Per package		1	
P	Food Court	Per package		1	
Q	Net Carpeting	Rate per sqr ft		3,00,000	
R	Barricading (in tin)	Running per ft.		3500 sqr ft.	
S	<u>Miscellaneous items:</u>				
1	Bed Set (Bed & Pillow with Cover)	Per set		500 pcs	
2	Durry (15' X 15')	Per Piece		10 pcs.	
3	Printing & Installation of Star Flex Sheet with batten frame	Per Sq. Ft.		5000 sqrft	
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	Per Sq. Ft.		2000 sqrft	
4	Stage background in black cloth masking	Per Sq. Ft.		2500 sqr ft.	
5	Dustbin- 3 ft height	Per Piece		100 pcs	
6	Decorative Flower / Plant Pot	Per Piece		250 pcs.	
7	Syntex tank (2000 liter capacity each tank with 3' height stand)	Per tank		2 pcs.	
8	Soundless pedestal fan	Per Piece		10 pcs.	
9	Red Carpet (Synthetic)	Rate per srft		2000 sqrt	

SEGMENT-B: EVENT MANAGEMENT

A Advertisement & Publicity

Publicity: Publicity of the event should be made through electronics media through highest TRP in TV / Radio programme

1	Hoardings – (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in BBSR (design will be provided by ORMAS)	Rate per Sqft		10pcs.	
2	Road Standee-(3ft X6ft each) (design will be provided by ORMAS)	Rate per Sqft		300 pcs.	
3	Auto rickshaw branding through sticking of 3X2ft size of Eco Solvent flex on backside of Auto (design will be provided by ORMAS)	Rate per Auto with flex		350 Auto with flex	
4	Media Management: Conducting Press conference by inviting minimum 25	Rate per press conference		3 Nos.	

	accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper.				
B.	Photography and Videography				
1.	Still Photography, Videography and Live Webcast) of the entire event	Lump sum		Single Package	
C.	Surveillance Arrangement				
i	C.C. Camera / TV along with operator (For the entire event with thirty (60) CC camera)	Rate per Camera		60 Nos	
ii	For the entire event with ten (2) Plasma TV)	Rate per TV		2 Nos	
iii	LED Panel (8 ft. X 6 ft.) along with operator	Per LED		2 Nos	
D	Security Person Services				
1	Guard with Lathi (Rate Per guard per Shift -8 Hour)	Rate per guard/ shift		62 No	
2	Supervisor (Rate Per Supervisor per Shift-8 Hour)	Rate per supervisor/ shift		3 No	
E	Cultural Programme (Rate per day/ Package)				
1.	Four Nos National /State Level Celebrities-	Per Celebrity/ Per day		4 Nos	
F	Local Transportation				
1	Bolero/Travera (For 12 hour duty + 10 Km. Running Per One Liter Diesel)	Rate per day		20 days	
2	Swift Dezire (For 12 hour duty + 17 Km. Running Per One Liter Diesel)	Rate per day		20 days	
3	Bus (Mela Ground to Accommodation places at Yatri Niwas / SIRD & PR Campus or any other accommodation place inside Bhubaneswar). (40-50 seater) (Morning 6 trip + Evening 6 trip = 12 trip approx. per day)	Rate Per 12 Trip / per day		11 days	
4	Truck - (407 Carrying participant from Railway Station to Mela Ground- 2 full days & night -48 hours Carrying participant from Railway Station to Mela Ground- 2 full days & night -48 hours.	Rate Per Day (24 hr duty)		3 days	
5	Toto E Rickshaw	Rate per Toto		6 no.	
G	Printing Works				
1	Plastic Identity Card with neck cord	Rate per pcs		100	
2	Identity Card with cover and neck cord	Rate per pcs		1000	
3	Invitation Card with Envelop	Rate per pcs		500	
4	Certificats	Rate per pcs		1000	
H	Pantry Services				
	Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin to the Guest/VIP/ Officials at Coordination cell during the event as per the order of the melain charge				
1	Mineral water (ISI Marked) - 500 ml bottle	per bottle		1	

2	Mineral water (ISI Marked) - 1 ltr bottle	per bottle		1	
3	Tea / Coffee- Rate per cup	per plate		1	
4	Snacks (Category-I)- Dry fruits (for VIP & VVIP) - (Roasted & salted Cashew & Pista/Almond, Salted bakery biscuits, chips, seobhujia)	per Plate		1	
5	Snacks (Category-II)- Tiffin (for Staff) (1 Bada, 1 Samosa, 1 Alu chap & 2 sweet) Rate per plate	per plate		1	
6.	Break-fast (Idli/Puri/Vada/Veg Paratha/ Vegetable Upama(Suji +Seemai Mix) with Chutney or Sambar/ Veg Sandwich	Per plate		1	
7	Lunch (Plain Rice/Hot Roti/ Dal Fry/ Veg Curry (seasonal Veg)/ Special items like Panner/ Mushroom/ Fish/ Chicken alternatively/Water Bottle (500ml)	Per plate		1	
8	Dinner Hot Roti/ Veg Curry/ Non-Veg Curry/ Sweets (one each)/ Water Bottle (500ml)	Per plate		1	
I	Professional Manpower to be engaged (3 Nos)				
i	Design Expert (2 Nos)	Package for 11 days		2 Nos	
ii	Retail Management Expert (1 No)	Package for 11 days		1 No	
Total Quoted Amount excluding GST (Segment A + Segment B)					
Add :-GST 18%					
Grand Total Quoted Amount including GST					
Rupees in words _____only including GST.					

Note: The Event Management Agency will be responsible for providing services according to the scope of work described in the RFP. The Agency will be paid based on the rates quoted for the items listed in the financial bid. If the quantity or size of any specified item changes during the event, payment will be adjusted accordingly. For any additional items not listed in the list of quantity, payment will be made as per the negotiated cost , with a markup not exceeding 30% from the total project cost. The authority will decide the limit (as a percentage of the total project cost) for these extra items based on the event's needs. The bidder must comply with any additional activities required by the authority to ensure the event's success. .

I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

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

SECTION - 6
BID SUBMISSION CHECK LIST

Slno	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (SECTION-6)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 10,000 /- including GST (date and online number)		
4	EMD of Rs. 2,00,000/- (date and online number)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details (Turnover) of the bidder (TECH – 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. (Tech-5)		
FINANCIAL BID			
1	Covering Letter (Section-5)		

Undertaking:

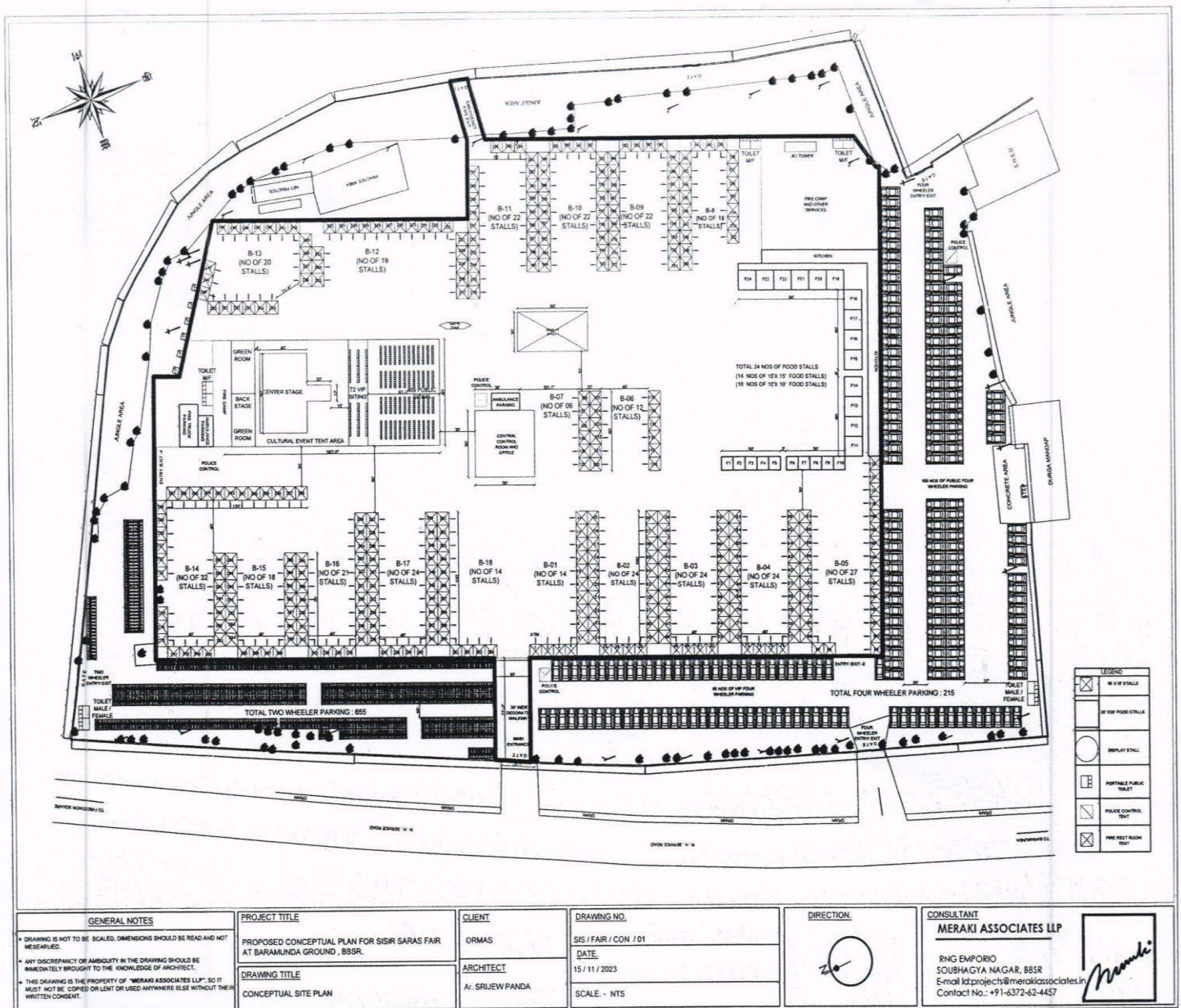
- *All the information have been submitted as per the prescribed format and procedure.*
- *All pages of the Bid have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal: _____

Signature :_____

INDICATIVE LAYOUT OF THE GROUND



<https://maps.app.goo.gl/e8WUgoLmxkJEV8EN6>

*****End of the document*****