

Tender Documents

**SELECTION OF FIRMS/ AGENCIES FOR EVENT MANAGEMENT
FOR**

**District Level Subhadra Shakti Mela-
2026**

**Nabakrushna Choudhary Stadium near
S.V.M College, Jagatsinghpur**

From : 02.02.2026 to 08.02.2026

**Mission Shakti, Jagatsinghpur
Department of Mission Shakti, Government of Odisha**

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DISCLAIMER

The information contained in this tender document provided to the Bidders, by the **Zilla Parishad, Jagatsinghpur** or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to implement the following assignment: **“Event Management works of District Level Subhadra Shakti Mela at Jagatsinghpur”**. This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the Zilla Parishad, **Jagatsinghpur**, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this tender document and wherever necessary obtain independent advice from appropriate sources. Zilla Parishad, Jagatsinghpur their employees, and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the tender document.

Zilla Parishad, Jagatsinghpur may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this tender document.

DATA SHEET

Sl.	Particular	Details
1.	Name of the Client	CDO-cum-EO, Zilla Parishad, Jagatsinghpur
2.	Method of Selection	Quality & Cost Based Selection (QCBS) On70:30 weightage basis.
3.	Joint Venture/Consortium	NOT ALLOWED
4.	Date of Issue of TENDER CALL NOTICE	17.01.2026
5.	Last date for submission of Pre-bid queries through email to jagatsinghpur.missionshakti@gmail.com	27.01.2026 by 12:30 P.M.
6.	Last Date and Time for submission of Bid	27.01.2026 at 04.30PM
7.	Date & Time for opening of Technical Bid and Presentation	28.01.2026 at 11.00 A.M.
8.	Date & time for opening of Financial Bid	28.01.2026 at 3:30 PM
9.	Tender Processing Fee (Non-Refundable)	Rs.10,000/- (Rupees Ten Thousand only) remitted through Banker's Cheque/Demand Draft in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jagatsinghpur" drawn in any scheduled commercial bank payable at "Jagatsinghpur"
10.	Earnest Money Deposit (EMD) (Refundable)	Rs.50,000/- (Rupees Fifty Thousand only) in shape of Banker's Cheque/Demand Draft (DD) in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jagatsinghpur" drawn in any scheduled commercial bank payable at "Jagatsinghpur".
11.	Performance Security	The successful Bidder shall have to submit another 5% of the quoted amount at the time of receipt of work-order in shape of Banker's Cheque/ Demand Draft in favour of Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jagatsinghpur drawn in any scheduled commercial bank payable at Jagatsinghpur, which will be retained as performance security by the client.
12.	Place of Opening of Technical & Financial Bid:	Office of the DSWO, Jagatsinghpur
13.	Contact Details	Office of the DSWO, Jagatsinghpur jagatsinghpur.missionshakti@gmail.com
14.	Mode of Submission	Speed Post / Courier/Hand Delivery (Drop Box) at office of the DSWO, Jagatsinghpur

Note:

1. The Client reserves the right to change any schedule. Please visit the website <https://jagatsinghpur.odisha.gov.in> regularly for the same.
2. Proposals must be submitted before the date, time, and venue mentioned in the Fact Sheet through Speed post/ Courier/ Hand Delivery (Drop box) at office of the DSWO, Jagatsinghpur. Proposals that are received after the deadline will not be considered.
3. In case, it is not possible to open the financial proposals on the bid opening day, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

SECTION: 1
LETTER OF
INVITATION

TENDER CALL NOTICE No:180/ MS/Jagatsinghpur, Dated:. 17.01.2026

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

Address:

Office of the DSWO, Jagatsinghpur
Collectorate Office (1st Floor), Jagatsinghpur
Contact No. 06724-291231, Mob:7978305265
Emil-ID: E-mail:jagatsinghpur.missionshakti@gmail.com
PIN No:754103

Subject: Selection of Event Management works of District Level Subhadra Shakti Mela- 2026.

- 1. CDO-cum-EO, ZP, Jagatsinghpur (for Mission Shakti, Department of Mission Shakti), Government of Odisha (The Authority/ Client) invites online Bid from eligible bidders for “Selection of agency for taking up the Event Management Works of District Level Subhadra Shakti Mela-2026”** scheduled to be organized from 02nd Feb to 08th Feb-2026 at NKC Stadium, Jagatsinghpur.
- 2. Agency will be selected under Quality& Cost Based Selection (QCBS)**
- 3. The Bid complete in all respect as specified in the TENDER CALL NOTICE Document must be accompanied with a Non-refundable Bid Processing Fee of Rs.10,000/- (Rupees Ten Thousand only) and refundable amount of Rs. 50,000/- (Rupees fifty thousand only) towards EMD in shape of Banker’s Cheque/ Demand Draft and a favour of “Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jagatsinghpur” drawn in any scheduled commercial bank payable at “Jagatsinghpur” failing which the bid will be rejected.**
- 4. The last date and time for submission of Bid complete in all respects is 27th January- 2026 by 04.30 P.M. in the office of DSWO, Jagatsinghpur by Courier/ speed post or to be dropped in the tender box at office of the DSWO, Jagatsinghpur only. The date of opening of the Technical Bid is 28.01.2026(11.00 AM) & the Financial Bid is to be opened on 28.01.2026 by (03.30 PM) in the presence of the bidder’s representative at office of the DSWO, Jagatsinghpur. The representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.**
- 5. This TENDER CALL NOTICE includes following sections:**
 - a. Letter of Invitation [Section - 1]**
 - b. Information to the Bidder [Section - 2]**
 - c. Terms of Reference (ToR) [Section - 3]**
 - d. Technical Bid Submission Form[Section - 4]**
 - e. Financial Bid Submission Form (Section -5)**

While all information/data given in the TENDER CALL NOTICE are accurate and 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.

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.

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CDO-cum-EO,
Zilla Parishad, Jagatsinghpur

SECTION:2**1. Information to the Bidders (Pre-Qualification Criteria):**

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce copies of the required supportive documents/ information as part of their technical proposal, failing which the proposals will be rejected.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	Bidder/vendor should be an organization registered under: <ol style="list-style-type: none"> Companies Act 2013, Indian Partnership Act 1932, Limited Liability Partnership Act 2008, A sole proprietorship or sole trader registered under GST act 2017. 	<ol style="list-style-type: none"> Proof of the Certificate of incorporation/ Registration Certificate of the Agency/ Partnership Deed/ Copy of the PAN Card, Copy of the Goods and Services Tax Registration Certificate (in Form GST REG-06)
2	Operation	The Agency should have been in the business of providing Event Management nature to any Central/ State Government/ Public Sector Undertakings/ Reputed NGOs/ INGOs in operation for the past 5 (five) years as on 31.12.2025 and filed ITRs for the last three FYs (i.e. 2022-23,2023-24 & 2024-25)	Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods
3	Financial Capacity	The Agency should have an average annual turnover from assignments in Event Management Services or similar services of Rs.50.00 lakhs (Rupees Fifty Lakhs) for the last three FYs (i.e.2022-23,2023-24 &2024-25)	Financial Details of the bidder (TECH- 3) along with copies of last three FY's Audited Financial Statement duly signed by a Chartered Accountant in practice.
4	Blacklisting	The Agency should not have been blacklisted by any Central/ State Government Ministry in India or Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory on the Letterhead of the agency (TECH-6)
5	Experience	The agency must have experience in successfully completion of similar works during last 3 years	Copies of Relevant Work Orders/ Sanction Orders/ MOUs/ Engagement Letters/ Completion Certificates or

		<p>(i.e. 2022-23, 2023-24 & 2024-25) either of the following:</p> <ol style="list-style-type: none"> Three (03) Similar Event Management for National/ State/ District Level Exhibitions completed works/assignments costing not less than the amount equal to Rs. 15 lakhs (Rupees fifteen Lakhs.) each OR Two (02) similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees twenty-five lakhs) each OR One (01) similar work costing not less than the amount equal to Rs. 40.00 Lakhs (Rupees forty lakhs.) Each 	<p>equivalent documentary evidence should be provided as proof of exposure (TECH-5)</p>
6	Authorized Representative	A Power of Attorney in the name of the person signing the tender document	Original Notarized Copy of the Power of Attorney on Rs.100 Non-Judicial Stamp Paper. (TECH-4)
7	Cost of Tender paper (Non-refundable)	The Agency should furnish a bid processing fee of Rs.10,000/- (Rupees Ten Thousand Only) , in the shape of Banker's Cheque/ Demand Draft drawn in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jagatsinghpur" payable at "Jagatsinghpur"	Original Document
8	Earnest Money Deposit (EMD) Refundable	The agency should furnish EMD of Rs.50,000/- (Rupees Fifty Thousand) in the shape of Banker's Cheque/Demand Draft drawn in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jagatsinghpur" payable at "Jagatsinghpur"	Original Document

2. Documents/Formats needs to be submitted for TECHNICAL PROPOSAL:

The bidder / vendor has to furnish the following documents duly signed in for their Technical Proposal:

- Filled in Bid Submission Check List (ANNEXURE-I) in Original.
- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/Registration/Deed.
- Copy of PAN/TAN.
- Copy of Goods and Services Tax Identification Number (GSTIN) in Form GST REG-06.
- Copies of Audited financial statements by the CA for the last three financial Years FY i.e. 2022-23,2023-24 & 2024-25.
- Copies of IT return for the last three financial Years FY i.e. 2022-23,2023-24 & 2024-25.
- Copy of GST return of last quarter i.e. September-2025 to December-2025.
- General Details of the Bidder (TECH – 2).
- Financial Details of the Bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
- List of completed project of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency (TECH-6).

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed.

3. 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)** Remitting as shown in the Data Sheet.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.50,000 (Rupees Fifty Thousand Only)** remitting as shown in the Data Sheet.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract without interest thereon. The EMD of the successful bidder will be released without interest after the work order from **Zilla Parishad, Jagatsinghpur** upon submission of the performance security.

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

- Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid

validity period as specified in Tender Call Notice

- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to-
 - i. Provide any clarifications to the Client,
 - ii. Agrees to the decisions of the contract negotiation meeting,
 - iii. Sign the contract within the prescribed time period,
 - iv. Any other circumstance which holds the interest of the Client during the overall selection process.

5. Performance Security: -

The successful Bidder shall have to submit another **5% of the quoted amount** at the time of receipt of work-order in shape of Banker's Cheque/ Demand Draft in favour of Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jagatsinghpur drawn in any scheduled commercial bank payable at Jagatsinghpur, which will be retained as performance security by the client. The performance security of successful bidder shall be refunded after completion of the entire process as per the satisfaction of client after completion of the entire process.

6. Pre Bid Meeting:

The Bidder may request a clarification of any part of the Tender Call Notice prior to the last date for submission of queries through email (jagatsinghpur.missionshakti@gmail.com) as indicated in the Bidder's Data Sheet.

7. Validity of the Proposal:

Proposals shall remain valid for a period of **120 (One Hundred Twenty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

8. Preparation & Submission of Proposal:

8.1. Preparation of Proposal

The proposals to be submitted through **Speed Post/Courier/Hand Delivery (Drop Box) at office of the DSWO, Jagatsinghpur** as per the information provided in the datasheet in Two Parts strictly using the formats enclosed herewith (refer Section: 2, 3 & 4 for Part-1 and refer Section:5 for Part-2) in Two separate covers. The two parts shall be:

Part 1: Bid Processing Fee & EMD / Pre-Qualification/ Technical Proposal and Part 2: Financial Proposal.

Bidder must submit **Hard Copy** of the Technical Proposals by **Courier / Speed Post/Hand Delivery (Drop Box) at Office of the DSWO, Jagatsinghpur** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay/ any consequence in receiving of the proposal.

8.2 The procedure for submission of the proposal is described below:

- i) **Technical Proposal:**

The envelope containing Hard Copy of Technical Proposal along with the Bid Processing Fee and EMD shall be sealed and superscripted as “**Technical Bid - Event Management of District Level Subhadra Shakti Mela-2026**” and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal. **The Technical Bid shall not include any financial information related to the Price Bid. Technical Bid containing financial information related to the Price Bid shall be declared non-responsive.**

ii) Financial Proposal:

The envelope containing Hard Copy of Financial Proposal shall be sealed and superscripted as “Financial Bid - Event Management of District Level Subhadra Shakti Mela -2026” and to be furnished inside another envelope. The duly filled-in financial proposal submission forms, along with all the supportive documents and information have to be furnished as part of financial proposal.

- The Bidder shall quote his rates on prescribed format already provided in the Tender Call Notice. Further the bidder shall have to submit the filled in formats attached in **Section 5** in the second packet of Cover-2.
- The rate offered to remain fixed for the whole contract period or for the extended agreed period.
- The financial proposal shall be inclusive all costs, direct or indirect, for successful delivery of the services defined in the Scope of work inclusive of GST.
- Bidder shall express the price of their services in the Local currency (Indian Rupees).

iii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

Any deviation from the prescribed procedures/ information/ formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

9. Opening of the proposal:

- (i) Opening of Proposals will be done as per the schedule date and time.
- (ii) The **TECHNICAL PROPOSAL** received as mentioned in point no. **8.2 (i)** within the time mentioned in the data sheet will be opened in the initial stage by the Client in presence of the bidder’s authorized representatives at the location, date and time specified in the Data Sheet.
- (iii) The Client will constitute a Tender Evaluation Committee to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- (iv) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding

Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.

- (v) The **FINANCIAL PROPOSAL** as mentioned in **8.2. (ii)**, only of the technically qualified bidders will be opened on the date mentioned in the data sheet after completion of technical evaluation stage.

10. Evaluation of Proposal:

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

PRELIMINARY EVALUATION (1st Stage):

Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH- 1) on bidder's letter head requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) (If applicable)
- Copies of Financial Statements for the last three financial years (F.Y-2022-23, 2023-24 & 2024-25) and the agency should have an average annual turnover of 50.00 Lakhs (Rupees fifty lakhs only) from Event Management work during the last three financial years.
- Copies of IT return for the last three financial Years FY i.e.2022-23, 2023-24 & 2024-25.
- Copy of GST return of last quarter i.e. July-2025 to September-2025.
- General Details of the Bidder(TECH-2)
- Financial Details of the bidder (TECH - 3) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- Power of Attorney (TECH-4) in favor of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details, TECH-5) along with copies of contracts/ work orders/ completion certificate from previous Clients.
- Declaration for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency (TECH-7).
- Experience of having successfully completed similar works during last three years (2022-23, 2023-24 & 2024-25).

**** Bids not complying to any of the above requirement, will be outrightly rejected at the discretion of the Client's authority.***

TECHNICAL EVALUATION (2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals:

Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
<p>1. Number of Similar Assignments undertaken / completed during last three years (2022-23, 2023-24 & 2024-25) (Past Experience of handling Event Management of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organizations).</p> <p>a. Three Similar Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 15 lakhs (Rupees fifteen lakhs) EACH = 5 mark.OR</p> <p>b. Two similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees twenty-five Lakhs) EACH = 10 marks.OR</p> <p>c. One similar works costing not less than the amount equal to Rs.40.00 Lakhs (Rupees Forty Lakhs) EACH or above = 20 Marks.</p>	20	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
<p>2. Financial Statement of last three year and the agency should have an average annual turnover of Rs. 50.00 lakhs (Rupees fifty lakhs only) from Event Management Services during the last three financial years (2022-23,2023-24 & 2024-25)</p> <p>Scoring pattern:</p> <ul style="list-style-type: none"> • >50 lakhs & < 01 crore = 10 marks, • above 1 crore = 20 marks 	20	Audited Financial Statements
<p>3. The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organizations for at least 05 years (as on 31st December 2025)</p> <p>Scoring pattern:</p> <ul style="list-style-type: none"> • >05 years & <10 years = 10 marks, • more than 10 years = 20 marks 	20	Work orders showing the agency having experience of minimum 05 years
<p>4. Technical Presentation (The score will be awarded by committee based on the technical and experience aspects)</p> <ul style="list-style-type: none"> • Best 1 (one) event from past experience: (10 Marks), • Advertisement & Publicity Plan: (10 Marks) • Innovation & Creativity for this event (10 Marks) & • Type of Instruments & Equipment to be used this event (10 Marks) 	40	The entire design will be uploaded by 31 st December-2025.
Grand Total	100	
Qualifying Mark for Opening of Financial Bid	70	

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule

along with an outline for presentation will be intimated to the concerned bidders during pre-bid meeting. The financial Bids of the technically qualified bidders will be opened on same day (tentative). Hence, the bidder should make themselves available for the same.

The bidder who secures 70 mark and above in the technical bid evaluation stage will be qualified for opening of the Financial Bid.

FINANCIAL EVALUATION (3rd Stage):

Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain a minimum 70 marks and above in Technical Evaluation) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Evaluation of the Proposals:

1. **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:

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

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:

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

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

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses.

11. Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff or the assignment.

Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed, if any and availability of proposed professionals etc.

12. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the success full bidder in writing by issuing a work order for and promptly notifying all other bidders about the result of the selection process. Sub-contracting / outsourcing of any form shall not be allowed for any activities under this Tender Call Notice.

13. Conflict of Interest:

Conflict of interest exists in the event of:

- Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
- Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

14. 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:
 - A 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.

15. Anti-corruption Measure:

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

16. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

17. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

18. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of District Session Court, Jagatsinghpur only.

19. 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 Government of India/Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the performance security amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

20. Confidentiality:

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

21. Amendment of the Tender Call Notice Document:

At any time before submission of proposals, the Client may amend the Tender Call Notice by issuing an addendum through website <https://jagatsinghpur.odisha.gov.in>. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in

preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

22. Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/selection/evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and there by incurring any liability to the bidders.

23. Copyright, Patents and Other Proprietary Rights:

Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jagatsinghpur, Odisha, shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

24. Force Majeure:

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

25. Settlement of Disputes:

The Client and the bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Jagatsinghpur, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. **Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jagatsinghpur, Government of Odisha** will be the final authority to resolve the dispute arising between the Client and the Consultant.

26. Disqualification of Proposal:

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

- Proposal submitted without Bid Processing Fee as applicable.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the Tender Call Notice during validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
- Proposal is received in incomplete form; Proposal is received after due date and

time for submission of bid Proposal is not accompanied by all the requisite documents/ information. A commercial bid submitted with assumptions or conditions.

- Bids with any conditional technical and financial offer and if the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest /best value.
- Proposal is not properly sealed or signed.
- Proposal is not conforming to the requirement of the scope of the work of the assignment. Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/ electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices & any other condition/situation which holds the paramount interest of the Client during the overall section process.

27. Other Terms & Conditions

a. Date & Venue of Mela

Name of the Event	Date	Venue
District Level Subhadra Shakti Mela-2026	02.02.2026 to 08.02.2026 (The date may change as per order of District administration, Jagatsinghpur)	Nabakrushna Choudhury Stadium, near SVM College, Jagatsinghpur

- b. A dedicated staff from the successful bidder will sit in the coordination cell throughout the event for proper coordination.
- c. In case of any extension of Mela period, no extra payment will be entertained for the additional days. 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.
- d. The selected bidder will work under the close supervision of the CDO-cum-EO, Zillaparishad, Jagatsinghpur.
- e. It shall be the responsibility of the successful bidder to obtain requisite permission for electricity connection / fire services for the event period from statutory bodies. The bidder has to supply fire protection equipment's like fire extinguishers adhering to the fire safety norms & fire-retardant liquid spray to be used for stalls.
- f. 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.
- g. The rate offered by the agency shall be inclusive of GST & all other Taxes and transportation cost.**

- h. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
- i. The bidder shall quote their price for all the items without leaving any space blank. If found so, the bid will be treated as non-responsive and rejected.
- j. The authority is not bound to accept the highest scorer and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- k. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not take up any additional works other than the work specified in the work order without the prior permission of the CDO-cum-EO, Zilla Parishad, Jagatsinghpur. In case of any additional requirement, the firm/agency has to take the prior written permission from the CDO-cum-EO, Zilla Parishad, Jagatsinghpur.
- l. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
- m. The bidder should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- n. The bidder has to quote the rate as per the given format.
- o. On completion of the District Level Subhadra Shakti Mela, the firm/agency shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
- p. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. **Mission Shakti & District Administration, Jagatsinghpur will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.**
- q. No part of the contract will be sub-let without the prior written permission of the CDO-cum-EO, Zilla Parishad, Jagatsinghpur.
- r. 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.
- s. The bidder has to treat the materials to be used in Event Management works (like clothes & other inflammable materials), with fire repellent chemicals. The entire Event Management work has to be certified by the Fire Officer of the concerned area.
- t. Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.
- u. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
- v. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.

- w. The bidder shall not use any prohibited or restricted animal products/ articles in the Event Management works.

SECTION: 3**Terms of Reference****About the Event – District Level Subhadra Shakti Mela-2026, Jagatsinghpur**

The “District Level Subhadra Shakti Mela-2026” is being organised by Mission Shakti, an autonomous body under Department of Mission Shakti in collaboration with District Administration, Jagatsinghpur.

Jagatsinghpur District is well known for its rich heritage, cultural tradition dating back to ancient times. In order to celebrate this culture & heritage, District Administration, Jagatsinghpur organizes the cultural festival namely Subhadra Shakti Mela. Following this tradition, District Administration, Jagatsinghpur has decided to organize District Level Subhadra Shakti Mela from **Dt.02.02.2026 to Dt.08.02.2026 at Nabakrushna Choudhry Stadium Ground, Jagatsinghpur** with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste and preferences of the urban consumers.

Objective:

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 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 buyer.

A. Advertising & Publicity Works

The detail works to be done is given hereunder:

Sl. No.	Specifications	Quantity (Pcs. / Package)
1	Hoardings inside the City	20
2	Kiosk on polls	100
3	Auto rickshaw branding through sticking of 3 ft x 2ft size of Eco-solvent flex on backside of Auto (design will be provided by District Mission Shakti Unit, Jagatsinghpur) and announcement	

B. Documentation – Photography, Videography, CC TV, LED:

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

Still Photography:

1. A good full frame DSLR Camera for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.
2. The still photographs (maximum of 100 pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc 2 sets of still photos in mat finishing paper of 4” * 6” size in an album with digital copy should be submitted in Zilla Parishad, Jagatsinghpur office within 7 days of the completion of the event.

Videography:

1. The entire event will be video documented in Digital High-Definition Video (HDV) Camera.
2. A small documentary film/ movie of mela with minimum 10 minutes duration should be made. The documentation to cover; like; inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, interaction with customers/ sellers/ officials, Cultural events, live demonstration Success stories, etc. This should be done with video editing, applying special effects, music voice over and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer.
3. Videography along with success stories, interaction with visitor/ sellers etc.
4. Necessary actions should be taken during final post production and final preview of the documentary in consultation with Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jagatsinghpur /concerned district officials.
5. The documentary film of each mela should be submitted in Zilla Parishad, jagatsinghpur office within 7 days of the completion of the event on proper receipt in 2 copies DVD format/1 pen drive.

CCTV: Thirty (20) 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 must remain present during the Mela Period. Access must be given to police control room through LED monitor. The numbers may vary depending on the requirement and decision of the mela authority.

LED Display: Six Led display has to be setup in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.

B. Security Services:

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

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

Tentative Requirement of Security Personnel in per event

Security Guard with Lathi	-(1 st shift – 10, 2 nd shift-25, 3 rd shift-10)
Supervisor	- 1 per shift

Security personnel will be deputed at Mela ground and Accommodation places Mela participants on shift basis, as per the requirement and direction of Mela Management Team.

SECTION - 4
Technical Proposal Submission Forms

TECH -1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

**The Chief Development Officer-cum-Executive Officer,
Zilla Parishad, Jagatsinghpur,
Odisha-755001**

Subject: Selection of Event Management Agency for execution of various deliverables In District Level Subhadra Shakti Mela-2026 will be organized from 02nd February-2026 to 08th February-2026 at NKC Stadium,Jagatsinghpur

Dear Madam/Sir,

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No.____, Dated:____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

Authorized *Signatory with Date and Seal:*

Name and Designation: _____

Address of Bidder: _____

TECH -2**Bidder's Organization (General Details)**

Sl. No.	Description	Full Details
1	Name of the Bidder / Vendor	
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	Local office in Odisha If yes, please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: DD / No.: Date: Name of the Bank:	
7	EMD Details Amount: TDR/FD/Postal Deposit No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	ISO/ISI number	
11	Willing to carry out project as per the scope of work of the RFP	YES
12	Willing to 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 Organization (Financial Details)**

Financial Information in INR				
Details	FY_____	FY_____	FY_____	Average
Turnover (in Rs.)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last <Nos> Fys (to be decided accordingly) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly sealed and certified by a Chartered Accountant (CA) in practice and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH – 4**FORMAT FOR POWER OF ATTORNEY****(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)**

I, _____, the _____ (Designation) of
 (Name of the Organisation) in witness whereof certify that **<Name of person>** is
 authorized to execute the attorney on behalf of **<Name of Organisation>**,
<Designation of the person> of the company acting for and on behalf of the
 company under the authority conferred by the **<Notification/ Authority order
 no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this
 day of
<day><month>, <year>.

The signatures of **<Name of person>** in whose favour authority is being made under
 the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder: _____

TECH – 5**(BIDDER'S PAST EXPERIENCE DETAILS)****Table -1 (List of <Nos> completed/ongoing project only of similar nature** during last 5 years)**

Sl. No.	Period	Name of the Assignment with details thereof	Name of Client with Complete Address	Contract Value & Duration in months	Date of Award/ Commencement of Assignment	Date of Award/ Commencement of Assignment	Remarks if any
1							
2							
3							
4							
5							

Note:

Bidders are requested to submit the list of assignments in the last 5 years as per above prescribed format only. Information not confirming to the above format will be treated as non-responsive. Copies of the work order/Contract document/Completion Certificate from the previous clients need to be furnished along with the above information. Bidders are requested to attach at least five best photographs of their creativity from each assignment.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

TECH – 6**FORMAT FOR AFFIDAVIT CERTIFYING THAT THE BIDDER IS NOT
BLACKLISTED****(ON BIDDER' S LETTER HEAD)**

M/s. _____, (Name of the Bidder and address of the Registered Office) hereby certify and confirm that we aor any of our promoter/s/Chief Executive Officers/ Directors/ Managers are not barred or blacklisted by any Government/Government instrumentalities or any public sector undertakings in India or any other jurisdiction to which we or our affiliates belong or in which we or our affiliates conduct business, from participating in any project or being awarded any contract , either individually or as a member of a consortium and no such bar or blacklisting subsists as on the proposal due date.

We further confirm that, we are aware our interest for empanelment on Event Management work of **District Level Subhadra Shakti Mela at Jagatsinghpur district** would be liable for rejection in case any material misrepresentation is made or discovered with regards to the requirements of this RFP at any stage of selection and/or thereafter during the date of the contract.

Dated this Day of....., 2026

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

Communication Address of the Bidder:

Section 5: Financial Forms

FIN 1: Covering Letter (Financial Bid)

(On Bidder's Letter Head)

[Location, Date]

To,

**The Chief Development Officer-cum-Executive Officer,
Zilla Parishad, Jagatsinghpur,
Odisha-754104**

Sub: Submission of Financial Bid

Dear Madam/Sir,

We, the undersigned, offer to provide services for the assignment '*Selection of Event Management Agency for execution of various deliverables in "District Level Subhadra Shakti Mela-2026"*' from **2nd Feb-2026 to 8th Feb-2026** at Nabakrushna Choudhury Stadium, Jagatsinghpur accordance with your Request for Proposal (RFP) dated _____ and our Technical Proposal.

I, the undersigned, offer to provide the complete setup of services for [Insert title of project] in accordance with your Request for Proposal No..... Dated..... Our attached Financial Proposal is for the sum of Rs.....[Insert amount(s) in words and figures*].

The above quoted amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

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

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Name of the Agency with full Address: _____

*Amount must match with the one indicated in Fin-2

FIN 2: Summary of Financial Proposal

(on Bidders Letterhead)

(To be sealed, signed and stamped in separate envelope)

Name of the Bidder: _____

Sl. No.	Item	Unit of Measurement (UoM)	Rate per UoM (Unit/Sq. Ft.)	Quantity (Pcs/Packages)	Total Amount Excluding GST (In Rs.)
A	Security Management				
1	Security arrangement			1 Package	
B	Printing Items				
1	Flex Printing and Mounting	Flex with Iron Frame		1000 Sq ft	
2	Printing of ID Card, Vehicle Pass, Audience Pass			1000	
C	Documentation				
1	Photography			1 Package	
2	Videography			1 Package	
3	Drone Camera			1 Package	
4	CCTV Camera (20 Nos.), LED (6 Nos.)				
5	Wi-Fi inside the ground			1 Package	
D	Branding for the Event				
1	Hoarding Inside City	10ft x 20ft		20 Pcs.	
2	Kiosk on Polls	3ft x 4ft		100 Pcs.	
3	Advertisement through FM (Radio Sanskar, 92.7, 93.5 etc.)			7 Days	
4	Auto Announcements for 7 days with branding	1 Package		1 Package	
E	Cultural Events				
1	Cultural Programme for 7 Days (Folk, Youth, Stage Management, Crew in coordination with District Administration)	Limited			2,20,000
	Total Quoted Amount (Excluding GST)				
	Add: GST (CGST + SGST)				
	Grand Total Quoted Amount (Excluding GST)				
Rupees in Words					
				_____ Only Including GST	

Note:

The quoted rate shall be inclusive of salary, wages, TA/DA, logistic, etc. of the personnel, material and equipment deployed for the assignment by the agency / bidder. We fully accept the proposed cost with reference to the RFP. The proposed cost shall be binding upon us subject to the modification resulting from contract negotiations, if any, up to expiry of the validity period of the proposal. GST shall be paid extra as applicable from time to time.

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal:

ANNEXURE-I
BIDS UBMISSION CHECKLIST

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL+1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH-1)		
3	Bid Processing Fee of Rs /- in form of DD		
4	EMD..... /- in shape of Demand Draft/Pay Order		
5	Copy of Certificate of Incorporation/ Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (2022-23, 2023-24 & 2024-25)		
9	General Details of the Bidder (TECH-2)		
10	Financial details of the bidder (TECH -3) along with all the supportive documents such as audited copies of Profit-Loss Statement and Balance Sheet for the last 3 FYs (2022-23, 2023-24 & 2024-25)		
11	Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.		
12	List of completed/ongoing assignments of similar nature (Past Experience Details) (TECH- 5) along with the copies of work orders for the respective assignments		
13	Declaration that the agency has not been blacklisted (TECH-6)		
FINANICAL PROPOSAL (ORIGINAL + 1 COPY)			
15	Covering Letter (FIN-1)		
16	Summary of Financial Proposal (FIN-2)		

Undertaking:

- *All the information has been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

****End of Document****