

Tender Documents

SELECTION OF FIRMS/ AGENCIES FOR Event Management WORKS FOR
**National Level Pallishree Mela-
KOSAMB' 2025**



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

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DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Chief Development Officer, Zilla Parishad, Balasore Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) on 70:30 weightage basis.
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of TENDER CALL NOTICE	18.12.2024
5.	Last date for submission of Pre-bid queries through email to dsmsbalasore@gmail.com	22.12.2024 by 6 P.M.
5.	Date of Pre-Bid Meeting	23.12.2024 at 12.30 PM (Online and Physical)
6.	Last Date and Time for submission of Bid	03/01/2025 at 12 Noon
7.	Date & Time for opening of Technical Bid and Presentation	03/01/2025 at 12.30 PM
8.	Date & time for opening of Financial Bid	03/01/2025 at 4:00 PM (Tentative)
9.	Tender Processing Fee (Non-Refundable)	Rs.5,000/- in shape of Banker's Cheque/ Demand Draft in favour of "DSMS" drawn in any scheduled commercial bank payable at Balasore. (Any kind of exemption/relaxation is not applicable for this assignment)
10.	Earnest Money Deposit (EMD) (Refundable)	Rs.50,000/- in shape of Banker's Cheque/ Demand Draft in favour of "DSMS" drawn in any scheduled commercial bank payable at Balasore. (Any kind of exemption/relaxation is not applicable for this assignment)
11.	Place of Opening of Technical& Financial Bid:	Conference Hall of Zilla Parishad, Balasore, Phandi Chak, Balasore 756001

For details, please visit: <https://balasore.odisha.gov.in/>

SECTION: 1

LETTER OF INVITATION

TENDER CALL NOTICE No:- 502

Dated:- 18/12/2024

Name of the Assignment: Selection of Event Management Agency for the National Level Pallishree Mela, KOSAMB-2025.

1. CDO-cum-EO, Zilla Parishad, Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites online Bid from eligible bidders for "Selection of Tentage & Allied Works National Level Pallishree Mela – KOSAMB' 2025". More details on the proposed assignment are provided at **Section-3: Scope of Work** of this Tender Call Notice document.
2. Agency will be selected under **Quality & Cost Based Selection (QCBS)**.
3. The bid must complete in all respect as specified in the TENDER CALL NOTICE Document must be accompanied with a **Non- refundable** amount of **Rs.5,000/ (Rupees Five Thousand)** towards **Tender Processing Fee** and a **refundable amount of Rs.50,000/- (Rupees Fifty Thousand only)** towards **EMD** failing which the bid will be rejected.
4. The last date and time for submission of Bid complete in all respects is **Dt. 03/01/2025 (12.00 Noon)** in the office of CDO-cum-EO, ZP, Balasore by registered post/ speed post or to be dropped in the tender box only. The date of opening of the technical **Dt. 03/01/2025(12.30 PM)** & financial bid is **Dt. 03/01/2025 (4.00 PM) (Tentative)** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.12). 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. Scope of Work [**Section – 3**]
 - d. Technical Bid Submission Forms [**Section – 4**]
 - e. Financial Bid Submission Forms (**Section –5**)
 - f. Annexure [**Section – 6**]
6. While all information/data given in the TENDER CALL NOTICE 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.
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 Development Officer-cum-EO, ZP, Balasore
Panchayati Raj & DW Department, Govt. of Odisha



SECTION: 2

INFORMATION TO THE BIDDER

Pre-Qualification/Eligibility Criteria:

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

Sl. No.	Eligibility Criteria	Documents Required For Pre Qualification
1	The bidder should have been in the business of providing Advertisement & Publicity or Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 10 years as on 30 th November 2024.	1. Proof of Certificate of Incorporation / Registration of the Agency/ 2. Copy of PAN 3. Copy of Goods and Services Tax Identification Number (GSTIN). 4. Updated GST clearance in GST 3B Form 5. PASARA License with ISO Certificate of the Security Agency.
2	The agency should have an average annual turnover of Rs. 50.00 Lakh (Rupees Fifty Lakh only) from Event Management Services /Tentage work during 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 certifying that the Event management agencies should have an average annual turnover more than Rs. 50.00 Lakh (Rupees Fifty Lakh only) during the last three financial years from Event Management Services / Tentage & Allied Works in India. Provisional Audit Report for any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during last three years (2021-22, 2022-23 & 2023-24), should be either of the following. i. Three Similar [Advertisement & Publicity Work / 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 OR ii. Two similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees Twenty Five Lakhs) each OR iii. One similar works costing not less than the amount equal to Rs. 40.00 Lakhs (Rupees Forty Lakhs.) each	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
4.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

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

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

- Filled in Bid Submission Check List in Original (Annexure-I)

- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration of the agency.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of Updated GST Clearance Certificate (upto October 2024).
- Copy of PASARA License with ISO Certificate of the Security Agency.
- 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.
- PASARA License & Work Experience of the Security Agency.
- 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. Tender Processing Fee :

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to **Rs.5,000/-** (Rupees Five Thousand only) in shape of Banker's Cheque/ Demand Draft in favour of "DSMS" drawn in any scheduled commercial bank payable at Balasore. (Any kind of exemption/ relaxation is not applicable for this assignment). Bids received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD) :

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to **Rs.50,000/-** (Rupees Fifty Thousand only) in shape of Banker's Cheque/ Demand Draft in favour of "DSMS" drawn in any scheduled commercial bank payable at Balasore. (Any kind of exemption/ relaxation is not applicable for this assignment). Bids received without bid processing fee will be rejected.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successful completion of the work. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its Bid during the bid validity period as specified in TENDER CALL NOTICE
- 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. 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 **Pre-Bid meeting will be held on Dt. 23.12.2024 at 11.30 PM through physical & virtual mode** at Zilla Parishad, Balasore Conference Hall, Phandi Chak, Balasore - 756001. 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 Tender Call Notice 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.

4. **Submission of Bid :-**

The bid paper should be submitted through Speed Post, Registered Post & Drop Box at ZP, Balasore.

5. **Process of the Bid:**

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

Pre-qualification (1st Stage): Pre-qualification Bid will be opened and observed the requisite documents as per the listed documents:

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation/ Registration of the agency.
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Copy of Updated GST Clearance Certificate (Upto October 2024).
6. Copy of EPF/ESI Registration Certificate.
7. Experience of having successfully completed similar works during last three financial years (2021-22, 2022-23 & 2023-24) should be either of the following.
8. 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 OR
9. Two similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees Twenty Five Lakhs) each OR
10. One similar works costing not less than the amount equal to Rs. 40.00 Lakhs (Rupees Forty Lakhs.) each
11. Financial Statement of last three year and the agency should have an average annual turnover of **50 Lakh (Rupees Fifty Lakh)** from Event Management business during the last three financial years (2021-22, 2022-23 & 2023-24). Provisional Audit Report for any FYs will not be accepted.
12. Copy PASARA License & Work Experience of the Security Agency to be engaged by the agency.

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. Number of Similar Assignments undertaken / completed during last three years (2021-22, 2022-23 & 2023-24) (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organisations). 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 b. Two similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees Twenty Five) each = 10 marks . OR a. One similar works costing not less than the amount equal to Rs. 60.00 Lakhs (Rupees FortyLakhs) each or above = 20 Marks .	20	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
Financial Statement of last three year and the agency should have an average annual turnover of Rs. 50.00 Lakh (Rupees Fifty only) from Event Management Services during the last three financial years (2021-22, 2022-23 & 2023-24) (Scoring pattern: >50 Lakh < 01 core = 10 marks, Above 1 core = 20 marks.)	20	Audited Financial Statements
2. The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 10 years (as on 31 st October'2023) (Scoring pattern: >10 years <15 years = 10 marks, More than 15 years = 20 marks.)	20	Work orders showing the agency having experience of minimum 10 years

3. Technical Presentation (The score will be awarded by committee based on the technical and experience aspects)		
a. Theme Based presentation		
b. Best one event from past experience		
c. Advertisement & Publicity Plan		
d. Innovation and Creativity for this event.		
e. Details day wise cultural programme plan along with name of the Eminent Artists/ Singer & Troup.	40	
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 whose technical Bid secures a score above the minimum qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial Bid.**

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 in "Technical Bid" would be opened on the scheduled date & time.

6. 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.

7. 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.**

8. Other Terms & Conditions

a. Date & Venue of Mela

Name of the Event	Date	Venue
National Level Pallishree Mela – Kosamb'2025	13 th – 19 th January'2025	Reserved Police Line Ground, Balasore

- b. A dedicated staff from the successful bidder (event management team) will sit at the coordination cell throughout the event for proper coordination.
- c. Event wise separate work order/ purchase order will be issued in favor of the approved bidder by ORMAS, Balasore for National Level Pallishree Mela – Kosamb'2025.
- d. Design for Hoardings, Road Standees, Auto Back Display, Invitation Card, Badges, Facia & Other publicity materials will be given by ORMAS, Balasore
- e. Advertisement & Publicity materials will be printed and installed by the selected Event Management agency as per the design given by ORMAS.
- f. Advertisement film (10 Sec) & Radio Jingle. (20 Sec.) Will be developed by the Event Management agency.
- g. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor 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.
- h. The firm should submit the documents in duplicate like **Registration Certificate**, Experience certificate of Security Agencies for execution of similar nature of work should be enclosed.
- i. ORMAS will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- j. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
- k. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises. The same will be deducted from payment.
- l. Arrangement of lodging, boarding & logistics of the guards during the mela period will be the responsibility of the Security Agency.
- m. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
- n. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- o. **It shall be responsibility of the successful agency to obtained requisite permission for SP, Balasore, Traffic, Balasore Municipality (Temporary Hoarding and standees) and other statutory bodies for permission for organization of the event and Installation Publicity materials during the event.**
- p. **The rate offered by the agency shall be including of GST & Other Taxes.**
- q. 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.
- r. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- s. 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.
- t. The bidder has to quote the rate as per the given format.

- 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 Mela-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 Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
- v. 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.
- w. 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.
- x. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.
- y. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.

9. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject 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 creditor, 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 regulatory or professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

10. Anti-corruption Measure:

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

11. Legal Jurisdiction:

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

12. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and 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 **3% of the total contract value**. The amount will be deducted from the subsequent payment.

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

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

14. **Number of Bids:**

Each Bidder shall submit only one (1) Bid, in response to this TENDER CALL NOTICE. 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.

15. **Advances**

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

SECTION: 3
SCOPE OF WORK

About the Event – National Level Pallishree Mela – KOSAMB' 2025

Ministry of Rural Development, Government of India has sanctioned **National Level Pallishree Mela – KOSAMB' 2025 to be held from 13th – 19th January'2025** at the Reserved Police Line Ground, Balasore. **National Level Pallishree Mela – KOSAMB' 2025** is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with District Administration, other Government Departments/Agencies involved in Micro Enterprise Development in Rural India are also associate themselves in this event; like: Mission Shakti, Handicraft, Textile, DIC 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.*

The Event Management Agency Should Provide the Following Services

Sl. No	Works to Be Done	Particulars	Remarks
A	Advertisement & Publicity	1. Printing, Distribution & Installation of the Advertisement & Promotional Materials. 2. Publicity of the event through Road Shows, Print Media and Electronic Media 3. Online Promotion through social networking site 4. Media Management- Holding of Press Conference 5. Other Promotional Works. 6. Dossier on Media Coverage	Detail work plan are to be presented during the technical presentation.
B	Documentation	Photography & Videography, CC Camera & TV, Plasma TV, LCD during the event	
C	Security Services	Providing Private Security Service at Mela Venue & Accommodation Place of the participants during the event	
D	Cultural Programme	Organizing daily Cultural Programme by Inviting eminent Artists / Singers & Troup during the event.	Details day wise plan along with name of the of Eminent Artists/ Singer & Troup to be presented during Technical Presentation
E	Local Transportation	Providing Local Transportation services to participants during the event and providing hired vehicle for official use.	
F	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 Pallishree Mela – KOSAMB 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 & FMs- Advertisement in highest TRP program) &

online through social networking site (Like Facebook/ Instagram/ twitter etc.) for public awareness of the Melas.

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	Plane Hoardings – (10 ft X 12 ft each) & (20 Ft x 10 Ft) - Printing and installation with flex in iron frame and bamboo at different place in Balasore Town(design will be provided by ORMAS)	10 pcs.
2	Road standee-(3ft X6ft each) (design will be provided by ORMAS)	150 pcs.
3	Auto rickshaw branding through sticking of 3X2ft size of Eco-solvent flex on backside of Auto (design will be provided by ORMAS)	150 Pcs.
4.	Online publicity through social networking site: Facebook, Twitter, Instagram for public awareness of the Mela and its designs and daily update with photographs, media coverage & Ad film upload during the event. 20 th January'2025- Per day report on link, share & comment – 80 nos., 5 posts every day on Twitter, Facebook & Instagram on banner, teaser, customer feedback, sales. Stall review)	1 package
C	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 No.
	2. Regular release of article during the event, in different leading newspapers.	In Package

B- Documentation - CC TV, Plasma TV, LCD:

Documentation of the Pallishree Mela – KOSAMB 2025 will have also to be done by the Event Management Agency.

Photography & Videography

1. Still Photography:

- 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. 3 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in ORMAS office within 10 days of the completion of the event.
- Photography along with success stories, interaction with visitors/sellers etc.

Job Responsibility for photography:-

- The still photographs of each day event activities as well as regular happenings of Mela 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 10 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, Balasore team for the publication of National Level Pallishree Mela- 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.

2. Videography:

- The entire event will be video documented in Digital High Definition Video (HDV) Camera.
- A small documentary film/movie of the 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 Programmes, 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.
- Edited Version of Video Display at the Mela Ground: In an ongoing Mela, Every 3rd day of mela edited version of previous 2 days of mela's videos should be played in the mela ground in the LCD Projector. For Example, In a 7 day mela, videography has to be done in the following manner:

SL No.	Video Display.	Particulars	Remarks
1	2nd day of the Mela	Edited Videos of 1 st & 2 nd Day Mela & cultural activity to be played in the LCD	Inaugural function, Gates, Hoardings, Design of the exhibition, Workshops, seminars, views of public,
2	5 th Day of the Mela	Edited Videos from 1 st to 4 th Day Mela & cultural activity to be played in the LCD	views of participants, cultural programmes live demonstration, Success Stories, Interaction with visitors, sellers, etc.
3	7 th & 8 th Day of the Mela	Edited Videos from 1 st to 7 th Day programme to be played in the LCD	

- Videography along with success stories, interaction with visitors/sellers etc.
- 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 actions should be taken during final post production and final preview of the documentary in consultation with ORMAS Balasore.
- The documentary film of each mela should be submitted in ORMAS, Balasore office within 10 days of the completion of the event on proper receipt in 3 copies in 3 Pen Drives.
- Proper voice over, background music etc. must be use while making the short films.
- The film should include shots of the program and bytes of guests, visitors, customers, participants and Officials.
- 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
- Develop teasers and posters for posting in our social media platforms (X, Instagram, Facebook) of ORMAS Balasore by the prospective bidder. The teasers and posters should be given from 10.01.2025 onwards for daily posting in social media platform.
- For videography during night, the agency should use proper light and required equipment's for taking interview/bytes.

CCTV: Sixty (30) 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 remaining 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).

C- 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, +2 will be added advantage
- 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 - As per requirement
Supervisor - As per requirement

Security personnel will be deputed at Mela ground and Accommodation places of Pallishree Mela – KOSAMB 2025 participants on shift basis, as per the requirement and direction of Mela Management Team.

D- Light and Sound for Stage

The light and sound for the stage will be done as per the requirement of the artist. A tentative specification 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 artists/musicians/helper will be borne by the event agency.

E- Cultural Programme

Daily cultural programme by eminent artists & cultural troupes will be organized by the client during Pallishree Mela – KOSAMB 2025 at Police Line Ground, Balasore.

Details of the Programmes as given below:

SN	Type Of Cultural Programme
1	Odissi Dance by Saswat Joshi & Team / Utkal Sangeet Mahavidyalaya, Bhubaneswar/international Artists
2	Sonam Das, Singer Old Odia Melodies Dedicated to Shri Akshay Mohanty, Sikandar Alam Chitrabhanu Mohanty, Nazia Alam, Geeta Das, Kuldeep Pattanaik & others (Male & Female Artist) Local School/artist Programme by DCO, Balasore
3	Melody nights Odia & Hindi Swayam Padhi Moontu Churia/Rukusona
4	Bollywood star and team/Indian Idol/SARAGAMAPA Star (Mohd. Faiz/Shanmukha Priya/Rishi Singh) Local School/artist Programme by DCO, Balasore
5	Navya Jayati – Signer Satyajeet Jena & Sister & Team Odia Flok Dance – Mayurbhanj Chau, Dhemsas & Bajasal Dance Gotipua, Puri Paika & Ranpa, Khordha
6	Musical night by Satish Gajmer/ Snigdhaajit Bhowmik/Ananya Charkabarty Local School/artist Programme by DCO, Balasore Filler
7	Asima Panda/Deepti Rekha/Humsufi Band Local School/artist Programme by DCO, Balasore

F- Local Transportation

1. Carrying participants from Mela Ground to Accommodation places at Balasore Bus Stand, Zilla School, Balasore or any other accommodation place inside Balasore through bus on daily basis (Morning & Evening) during Mela Period. (from 12th to 19th January'2025).
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 Litre Fuel
2	Swift Dezire	For 12 hour duty + 17 Km. Running Per One Litre Fuel
1	Bus (40 – 50 seater)	/10 Km. Running Per One Litre Fuel Mela Ground to Accommodation places at Balasore Bus Stand, Zilla School, Balasore or any other accommodation place inside Balasore. (Morning 3 + Evening 3 = 6 trips approx.)
3	Toto E Rickshaw (6 seater)	Carrying VIPs/ Old aged Exhibitors or Visitors/ Physically challenged persons in the mela ground

G- Printing (Design will be provided by ORMAS)

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

A) Pallishree Mela- KOSAMB 2025 Works:

1. **Pallishree Mela - KOSAMB Identity Card with Neck Cord (50 nos. for Officials)**
 - i. Size : 14 CM X 10 CM
 - ii. Printing : Offset Printing, One Side
 - iii. Colour : **Multi colour**
 - iv. Material : Plastic
 - v. Accessories : Neck Cord
2. **Pallishree Mela - KOSAMB Identity Card with Cover and Neck Cord (500 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. **Pallishree Mela - KOSAMB Invitation Card with Envelope (200 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, multy colour printing
4. **Pallishree Mela - KOSAMB Certificate (500pcs. 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

H- 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 uniform to be provided by the selected agency.

SECTION: 4

TECHNICAL BID SUBMISSION FORMS

TECH -1
COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

The CDO-cum-EO
ZP, Balasore, Panchayati Raj & Drinking Water Department
Balasore - 756001

Sub: Selection of Event Management Agency for Pallishree Mela - KOSAMB [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Request for Bid No.: _____, dated _____. We are 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 TENDER CALL NOTICE document. In case any provision of this TENDER CALL NOTICE 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	Local office in Bhubaneswar If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	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 2021-21	FY 2021-23	FY 2023-24
Turnover from Event Management Services (in Rupees)			
Supporting Documents: Audited certified financial statements for the last three FYs (2021-22, 2022-23 & 2023-24) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional audit report for any of the FYs will not be accepted. <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. No scanned copy will be entertained.</i>			

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

**Table -1 (List of completed assignments only of similar nature during last 3 years)
(FY 2021-22, 2022-23 & 2023-24)**

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

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

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

Communication Address of the Bidder: _____

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I M/s., (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of, 2024

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

SECTION: 5
FINANCIAL BID SUBMISSION FORMS

FIN-1
COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To,

The CDO-cum-EO
ZP, Balasore, Panchayati Raj & Drinking Water Department
Balasore – 756001

Sub: Submission of Financial Bid for Event Management Services of Pallishree Mela – KOSAMB 2025.

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. _____, Dated: _____. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

SI	Items	Unit	Pallishree Mela-KOSAMB-2025		
			Rate per Unit/ sqft/ spot	Quantity (Pcs./ Package)	Total Amount [In Rs.] Excluding GST
A	Advertisement & Publicity				
A	Publicity:				
1	Plane Hoardings (Temporary)= (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Balasore (design will be provided by ORMAS)	Rate per piece		5 pcs.	
2	Plane Hoardings (Permanent) – (20 ft X 10 ft each) - Printing and installation with flex and rent for 10 days at different place in Balasore (design will be provided by ORMAS) -	Rate per piece		10 Pcs.	
3	Road Standee-(3ft X6ft each) (design will be provided by ORMAS)	Rate per Piece		150 pcs.	
4	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		150 Pcs.	
5	Online publicity through social networking site:- Facebook, Twitter & Instagram for public awareness of the Melas and its designs and daily update with photographs, media coverage & Ad film upload during the event. (10 th January'2025 onwards- Per day report on link, share & comment – 80 nos., 5 posts everyday on Twitter, Facebook & Instagram on banner, teaser, customer feedback, sales. Stall review)	Lump sum		1 package	
a	Media Management: 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.	Rate per press conference		2 Nos.	
B	Documentation				
1	Photography & Videography	1 Package			
2	LED Panel (8ft. X 6ft.) along with operator & riser (For the entire event)	Rate per LED		2	
3	C.C. Camera / TV along with operator	Rate per		30	

SI	Items	Unit	Pallishree Mela-KOSAMB-2025		
			Rate per Unit/sqrft/ spot	Quantity (Pcs./ Package)	Total Amount [In Rs.] Excluding GST
	(For the entire event with thirty (30) CC camera)	Camera			
4	Plasma TV (50" size) (For the entire event with ten (2) Plasma TV)	Rate per TV		2	
C	Security Services				
1	Guard with Lathi (Rate Per Shift - 8 Hour)	Rate per guard/ shift		As per requirement	
2	Supervisor (Rate Per Shift- 8 Hour)	Rate per supervisor/ shift		As per requirement	
D	Cultural Programme (Rate per day/ Package)				
1	Arrangement of Lights, Sounds and Generator for the Stage	Lumpsum		1 package	
2	Odissi Dance by Saswat Joshi & Team/ Utkal Sangeet Mahavidyalaya, Bhubaneswar	Lumpsum		1 package	
3	<ul style="list-style-type: none"> • Filler Sonam Das, Singer • Old Odia Melodies Dedicated to Shri Akshay Mohanty, Sikandar Alam Chitrabhanu Mohanty, Nazia Alam, Geeta Das, Kuldeep Pattanaik & others (Male & Female Artist) • Local School/artist Programme by DCO, Balasore 	Lumpsum		1 package	
4	Melody nights Odia & Hindi <ul style="list-style-type: none"> • Swayam Padhi • Moontu Churia/Rukusona 	Lumpsum		1 package	
5	<ul style="list-style-type: none"> • Bollywood star and team/Indian Idol/SARAGAMAPA Star (Mohd. Faiz/Shanmukha Priya/Rishi Singh) • Local School/artist Programme by DCO, Balasore 	Lumpsum		1 package	
6	<ul style="list-style-type: none"> • Navya Jayati – Signer • Satyjeet Jena & Sister & Team Odia Flok Dance – <ul style="list-style-type: none"> • Mayurbhanj Chau, • Dhensa & • Bajasal Dance • Gotipua, Puri Paika & Ranpa, Khordha	Lumpsum		1 package	
7	<ul style="list-style-type: none"> • Musical night by Satish Gajmer/ Snigdhajit Bhowmik/Ananya Charkabarty • Local School/artist Programme by DCO, Balasore 	Lumpsum		1 package	
8	<ul style="list-style-type: none"> • Asima Panda/Deepti Rekha/Humsufi Band • Local School/artist Programme by DCO, Balasore 	Lumpsum		1 package	
E	Local Transportation				
1	Bolero/Travera (For 12 hour duty + 10 Km. Running Per One Liter Diesel)	Rate per day		7 days	
2	Swift Dezire (For 12 hour duty + 17 Km. Running Per One Liter Diesel)	Rate per day		7 days	
3	Bus (Mela Ground to Accommodation places Balasore Bus Stand/Zilla School or any other accommodation place inside Balasore). (40-50 seater) (Morning 3 + Evening 3 = 6 trip approx. per day)	Rate Per Trip		7 days	
4	Toto E Rickshaw	Rate for the entire event		1 no.	
F	Printing Works				
1	Plastic Identity Card with neck cord	Rate per pcs		50	

Sl	Items	Unit	Pallishree Mela-KOSAMB-2025		
			Rate per Unit/sqrft/ spot	Quantity (Pcs./ Package)	Total Amount [In Rs.] Excluding GST
2	Identity Card with cover and neck cord	Rate per pcs		500	
3	Invitation Card with Envelop	Rate per pcs		200	
4	Certificate	Rate per pcs		700	
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) - Rate per 500 ml bottle	Rate per bottle		1	
2	Mineral water (ISI Marked) - Rate per 1 ltr bottle	Rate per bottle		1	
3	Tea / Coffee- Rate per cup	Rate per plate		1	
4	Snacks (Category-I)- Dry fruits (for VIP & VVIP) (Roasted & salted Cashew & Pista/Almond, Salted bakery biscuits, chips, seo bhujia)	Rate per Plate		1	
5	Snacks (Category-II)- Tiffin (for Staff) (1 Bada, 1 Samosa, 1 Alu chap & 2 sweet) Rate per plate	Rate per plate		1	
6.	Break-fast (Idli/Puri/Vada/Veg Paratha/ Vegetable Upama(Suji +Seema& Mix) with Chutney or Sambar/ Veg Sandwich			1 package	
7	Lunch (Plain Rice/Hot Roti/ Dal Fry/ Veg Curry (seasonal Veg)/ Special items like Panner/ Mushroom/ Fish/ Chicken alternatively/Water Bottle (500ml)			1 package	
8	Dinner Hot Roti/ Veg Curry/ Non-Veg Curry/ Sweets (one each)/ Water Bottle (500ml)			1 package	
Total Quoted Amount excluding GST					
			Add :-GST (CGST + SGST) – 18%		
Grand Total Quoted Amount including GST					
Rupees in words _____ only including GST.					

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly.

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

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION - 6

ANNEXURE-I BID SUBMISSION CHECK LIST

Sl no	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs. 5,000/- In shape of DD		
4	EMD of Rs. 50,000/- (Rupees fifty thousand only) (date of deposit/transfer)		
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	PASARA License with ISO Certificate of the Security Agency & Work Experience of the Security Agency to be engaged by the agency.		
9	General Details of the Bidder (TECH - 2)		
10	Financial Statement details of the bidder (TECH - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
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)		
13	Copy of the Electrical License/ Contractor hired by the Agency.		
FINANCIAL BID			
1	Covering Letter (FIN-1)		
2	Summary of Financial Bid		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- 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: _____