

KOSAMB- 2025

A National Level Pallishree Mela

REQUEST FOR PROPOSAL

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



ORMAS

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

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DISCLAIMER

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

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

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

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

DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Chief 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	1.11.2025
5	Last date for submission of Pre-bid queries through email to dsmsbalasore@gmail.com	6.11.2025 by 6 P.M. dsmsbalasore@gmail.com
5.	Date of Pre-Bid Meeting	7.11.2025 at 11.30 AM (Online virtual mode)
6.	Last Date and Time for submission of Bid	21/11/2025at 12 Noon
7.	Date & Time for opening of Technical Bid and Presentation	21/11/2025 at 12.30 PM
8.	Date & time for opening of Financial Bid	21/11/2025 at 4:00 PM (Tentative)
9.	Tender Processing Fee (Non-Refundable)	Rs.10,000/- in shape of Demand Draft in favour of "ORMAS, Balasore" 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.1,00,000/- in shape of Demand Draft in favour of "ORMAS, Balasore" 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
13	Design to be Up-loaded in Balasore NIC Portal:	The entire design of work separately will be uploaded on 15th November2025 for information of Bidders.
14	Contact Person	Contact person: Dy CEO , ORMAS (8480684173) Address - Zilla Parishad, Balasore, Phandi Chak, Balasore 756001 E-mail:- dsmsbalasore@gmail.com

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

SECTION: 1
LETTER OF INVITATION

TENDER CALL NOTICE No:- 619

Dated:- 1/11/2025

Name of the Assignment: Tentage & Allied Works 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 complete in all respect as specified in the TENDER CALL NOTICE Document must be accompanied with a Non-refundable amount of Rs.10,000/ (Rupees Ten Thousand) towards Tender Processing Fee and a refundable amount of Rs.1,00,000/- (Rupees One Lakh 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. 21/11/2025 (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. 21/11/2025 (12.30 PM) & financial bid is Dt. 21/11/2025 (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.11). 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 confirm to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

Sl. No.	Eligibility Criteria	Documents required for pre-qualification
1	The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Trust registered under the Indian Trusts Act, 1882 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008/ Proprietorship Firm	1. Proof of Certificate of Incorporation / Registration of the Agency 2. Valid GST Registration and PAN. 3. The agency has to submit the PSARA License of the security provider. 4. Copy of valid certificate of electrical contractor required.
2	The bidder must have Government / PSU experience of the execution of various event management including design, erection and fabrication work in National, state & district level events for the exhibition for at least 5 years (as on Bid due date).	Copy of work order for proof of documents along with year wise list of works.
3	The agency should have an average annual turnover of Rs. 3 Crore (Rupees Three Crore only) in the last three financial years (2022-23 2023-24 & 2024-25) .	Copies of audited financial statements for the last three financial years with UDIN and Average Turnover Certificate with UDIN by Chartered Accountancy firm. Provisional Audit Report for any of the FYs will not be accepted.
4	A registered firm must furnish the copy of the IT returns for the last three financial years (AY 2023-24 2024-25 & 2025-26) and latest GST return (as on 30.09.2025)	Copy of the IT returns and latest GST returns to be submitted.
5	The bidder must have government / PSU experience of the execution of various event management including design, erection, fabrication and allied work for the exhibition in last five years as on bid due date. The Agency / Firm must have experience in <i>similar works (Exhibition /Event/Pavilion/ SARAS/ PBD/ Conclaves)</i> for any State Government /Central government /PSU. At least one similar works costing not less than the amount equal to Rs. 1 Crore (Rupees One Crore)	Copy of Letter of Award / Agreement / Contract / Work Order/ Completion Certificate, Duly Certified by the authorized signatory to be submitted along with contract value.
6	The bidder should not have been blacklisted	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

	by Central / State Govt/ PSUs Institutions.	
7	Bid processing fee and EMD of Rs. 10,000/- and 1,00,000/- respectively	in shape of Demand Draft in favour of "ORMAS, Balasore" drawn in any scheduled commercial bank payable at Balasore. <i>(Any kind of exemption/ relaxation is not applicable for this assignment)</i>

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

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

- Filled in Bid Submission Check List in Original (**Annexure-A**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD).
- Copy of Certificate of Incorporation/ UDYAM Registration
- Copy of Certificate of Incorporation/ Registration
- Copy of IT returns and latest GST Return
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- 1. Copy of Valid EPF registration Code and attach a ECR copy for the Month of September 2025.
- General Details of the Bidder(**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)

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

1. Bid Processing Fee :

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs. 10,000/- (Rupees ten thousand only) shall be through in shape of Demand Draft in favour of "ORMAS, Balasore" drawn in any scheduled commercial bank payable at Balasore. *(Any kind of exemption/ relaxation is not applicable for this assignment)*. Proposals received without bid processing fee will be out rightly rejected.

2. Earnest Money Deposit (EMD) :

The bidder must furnish as part of technical proposal, the required Earnest Money Deposit (EMD) amounting to Rs.1,00,000/- (Rupees one lakh only) (refundable after completion of selection process) shall be deposited through Demand Draft in favour of "ORMAS, Balasore" drawn in any scheduled commercial bank payable at Balasore. *(Any kind of exemption/*

relaxation is not applicable for this assignment). Proposals received without bid processing fee will be out rightly rejected.

The EMD of all the bidders shall be refunded after completion of the tender process. The EMD of the successful bidder will be released only after completion of the event.

3. Submission of Bid:

The bid paper should be submitted through Speed Post, Registered Post & Drop Box at ZP, Balasore by **21/11/2025, 12 noon.**

4. Process of the Bid:

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

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

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
 2. Copy of Certificate of Incorporation
 3. UDYAM Registration
 4. Copy of PAN & GST registration certificate.
 5. Copy of Valid EPF registration Code and attach a ECR copy for the Month of September 2025.
 6. Copy of IT returns **(AY 2023-24 2024-25 & 2025-26)** and GST Return (30.09.2025).
 7. Copy of PSARA License of the security provider.
 8. Copy of valid certificate of electrical contractor required.
 9. Experience of having successfully completed similar works during last five years as on bid due date. Long list of similar assignment may also be submitted for evaluation purpose.
 10. Financial statements for the last three financial years with UDIN and Average Turnover Certificate with UDIN by Chartered Accountancy firm **(FY 2022-23 2023-24 & 2024-25).**
Provisional Audit Report for any of the FYs will not be accepted..

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

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

Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
1. The bidder must have government / PSU experience of the execution of various event management including design, erection, fabrication and allied work for the exhibition in last five year as on bid due date. The Agency / Firm must have experience in similar works (Exhibition/Event/Pavilion/IITF/PBD/ Conclaves) for any State Government /Central government /PSU. At least one similar works costing not less than the amount equal to Rs. 1 Crore (Rupees One Crore) excluding GST.	30	Work orders/ Contract Document/ Completion of Work Certificates mentioning contract value from the Clients to be submitted.

<p>Each 1 crore value of the assignment / work shall carry 10 marks.</p>		
<p>2. The agency should have an average annual turnover of Rs. 3 Crore (Rupees Three Crore only) in the last three financial year (2022-23, 2023-24 & 2024-25).</p> <p>i) 3 Cr to 5 Cr = 10 Marks. ii) 5 Cr to 7 Cr = 20 Marks iii) Above 7 Cr = 30 Marks</p>	<p>30</p>	<p>Audited Financial Statements signed by the CA along with UDIN Number</p>
<p>3. Technical Presentation (The score will be given by committee based on the understanding, quality and innovative aspects). This is a lumpsum mark.</p> <p>a. Demonstration of unique idea and understanding of concept of management of the event.</p> <ul style="list-style-type: none"> ➤ As per the technical specifications, Design of all segments/ Concepts (Gate, facia, Stage & backdrop, Coordination Cell -Cum-VIP Lounge, Theme stalls (showcase of rural products with other skill & development schemes of ORMAS on a common theme. ➤ Present the plan of Cultural Programme, Advt. & Publicity, Security deployment & surveillance arrangement and cleaning & sanitation. <p>b. One Best standard similar event carried out in the past. c. Any innovative idea and creativity on the KOSAMB to be adopted for this national level event. d. Manpower and work plan to be engaged for this event. e. Presentation Should Cover New 3D Artwork & creative to be used, incorporating the essence of ORMAS objective. (Any used artwork should be avoided).</p>	<p>40</p>	<p>Presentation for 10 minutes for each bidder. The bidder shall present the item as specified herewith.</p>
<p>Grand Total</p>	<p>100</p>	
<p>Qualifying Mark for Opening of Financial Bid</p>	<p>70</p>	

The mark shall not be repeated in other parameters. Bidders will make a presentation before the Client during the technical evaluation stage for **10 minutes** only.

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

The Financial Bids shall be opened in the presence of the committee members and bidders' representatives who choose to attend. The name of the firm along with the secured

technical scores, and the proposed package price for the respective packages shall be read and recorded accordingly. **Quality & Cost Based Selection (QCBS)** will be followed during the selection process as per the guideline of Finance Department, GoO.

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

5. **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.

6. **Negotiations:**

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

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. **Terms & Conditions**

a. **Date & Venue of Mela**

Name of the Event	Date	Venue
National Level Pallishree Mela – Kosamb'2025	22 nd – 28 th December'2025	Reserved Police Line Ground, Balasore

- a. If the successful agency fails to sign the Contract within the stipulated period, the agency will be cancelled automatically. The cost to this effect will be borne by the agency.
- b. The rate quoted by the agency shall be excluding GST and taxes will be paid by the client as per the applicable rate under GST Act.
- c. Bidders are required to quote price against all segment exclusive of all taxes in the financial bid and no segment should be left blank. The total prices shall be evaluated altogether. In case any of the segments found blank, their bid shall be out rightly rejected.
- d. The Price bid is to be submitted as per the prescribed format. If the financial bid is not submitted in separate sealed cover and as per the prescribed format, then the bid will be rejected.
- e. In case of breach Contract, the Performance Guarantee will be forfeited and the agencies shall be blacklisted/ recommended for blacklisting.
- f. Indicative Layout Plan and images of past event are attached at Annexure- A for reference and visit at site.
- g. A dedicated staff from the successful bidder will sit at the event place throughout the event for proper coordination.
- h. In case of any extension of event period, the extra payment will be entertained for the Cultural event, Security person deployed, Cleaning & Sanitation part only.
- i. The venue shall be made available to the Agency by ORMAS, Balasore 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.
- j. The selected bidder will work under the close supervision of the Deputy Chief Executive Officer, ORMAS, Balsore
- k. It shall be responsibility of the successful Agency to obtained requisite permission for electricity connection and fire services for the event period from statutory bodies. Fire Inspection and Electrical Inspection will be coordinated and obtained by the agency. The inspection fees / Treasury Challan / Government fee if any will be borne by ORMAS, Balasore.
- l. The agency / event management unit have to supply fire protection equipment's like fire extinguishers adhering to the fire safety norms.
- m. Agency will ensure that all materials / items used must be eco- friendly. No plastic is to be used at the event venue. The Event Management Agency shall ensure that the event is conducted as an "**ENVIRONMENT FRIENDLY EVENT.**" in the Event.
- n. No advance shall be made .The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Event-in-charge. The contractor shall not use any additional materials other than the work specified in the

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

- dd. ORMAS, Balasore will not be responsible for any loss, damage, injury caused at the time of execution of the contract. The agency shall own the whole responsibility.
- ee. The agency shall handover the Intellectual Property to the ORMAS, Balasore that used for the event.
- ff. The works may be decreased and increased as per the requirement. The cost shall be decided by the Authority.

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 creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulator or professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

10. Anti-corruption Measure:

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

11. Force Majeure

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

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

12. **Legal Jurisdiction:**

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

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

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

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

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

15. **Number of Bids:**

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

16. **Advances**

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

SECTION: 3
MODIFIED
SCOPE OF WORK

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.*

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

SEGMENT A: Tentage & Allied Works

SEGMENT B: Event Management

SEGMENT A:

Tentage & Allied Works

The Tentage & Allied Works Should Provide the Following Services

Sl. No	Works to Be Done	Particulars
A	Tentage& allied Works	1. Ground Layout 2. Construction of Temporary Stall (Pallishree Mela - 300 Stalls + 25 Food Stalls) 3. Construction of 3 D Design Stage, Gate & Coordination Cell 4. Food Court 5. Demonstration Pavilion 6. Running Flex Facia 7. Sitting Arrangements for audience 8. Ground Electrification 9. Decorative wall 10. Meeting Hall 11. Other Miscellaneous Items

Detailed Technical Specification of the Works is as follows:

- A. Construction of Stalls:** For National Level Pallishree Mela – Kosamb’2025 - 300 stalls will be constructed. The details of stall specifications are given below:

Sn.	Particulars	Stall Specification
1	Structure	Bamboo/ Iron Structure, Size of each stall – 10’ X 10’ with tarpaulin water proof roofing.
2	Flooring	The ground covering with new synthetic carpet matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with marron new cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. (All New Marron Cotton Clothes To Be Used)
4	Racks	Three tire wooden/Iron racks. The shelf of the racks will be of size 1’.6” X 10’ with the first layer fixed at a height of 2’6” & covered with new white cloth. The space of below racks will be used for storage of goods.
5	Facia	A Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.] . The facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting] . A running white cloth jhallar of 1’ width will be putted in the front side, below to the facia frame. One beam will be added below the facia. Flex facia will be printed by the agency/firm/ decorator as per the design given by ORMAS.
6	Cutout	Ply with flex wooden batten Size - 3ft X 4 ft.
7	Furniture	Front counter table in wooden batten and planks / steel table size 8’ x 2’ X 3’ height and wrapped with new white cotton cloth. Plastic molded Chair -2 nos.
8	Electric Fittings	T5/ LED Light – 3 no. (2 number of light should be connected with generator) & on/off switch for use in night time after closing, Ceiling Fan-1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
9	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning state’s name should pasted on each stall.
10	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
11	Anti-Fire Chemical Treatment	The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

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

Sn.	Particulars	Work Specifications
1	Structure	Artistic 3D structured house as per event wise design with following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect.
2	Size	40 ft X 40 ft.
3	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 5 individual rooms (with partition in ply) of different sizes to be used as office-cum-registration counter, conference hall, VIP lounge, Pantry-cum-store and Doctor’s & CCTV Room with the ply partitions. Decoration will be made with Tribal Painting and hanging equipments. VIP lounge should be properly furnished. One washbasin with water facility and proper sewerage should be installed in the pantry room.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. Two windows of minimum size 5’ X 4’ will be on the wall of office room towards the

		counter.
5	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting.
6	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 10 no. of revolving cushion chairs, 4 sets of new Dunlop sofa set for VVIPs (for 16 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one new steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation. (Requirements as need basis).
7	Electric Fittings	Tube/LED Light – 20 no. , Ceiling Fan – 8 no., 1 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner& LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room. Requirements as need basis).
8	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
9	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
10	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermo cool lettering and thermo cool panels at the entrance (written in English & Odia).

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

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

- D. DECORATIVE WALL:** Decorative wall of batten framing, hessian cloth mounting and paintings be done geru with jhoti chita, soura and tribal painting for side walling.
- E. STAGE:** One open stage shall be erected and decorated in the exhibition ground for meeting / evening cultural shows during the exhibition. The bidder has to be quoted as a package against the detail specifications given below:

Structure	Iron fabricated structure 60' x 40' size & height from ground surface 5' with plywood floor of 19 mm thickness ply as per event wise design . with following the technical specification and other materials [Truss (no bamboo), Ply, Thermocol, Plaster of paris] may be used to get original 3D Effect. One no. of Ramp on one side of the stage and one ramp on the front (20' X 12') for the fashion show. Two Riser for Photography and Videography on front side of the stage.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Back Drop	Artistic 3D structured stage as per approved design event wise design with following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect. Size of background will be 60' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).
Lettering	Thermo cool lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.
Side Wings	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.
Both side stair case	Fabricated stair case will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.
Flower Plant pots	Minimum 100 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.
Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.
Furniture	On Stage (first day & last Day) - 15 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 15 no. Good quality borosil glasses with covers, Plastic name plates – 15 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials, Lord Jagannath Balaram and Subhadra Maa Wooden Idol with table etc. will be provided on the meeting days and other days. Front Stage (all days) - 20 no. of VVIP Chairs with white towels, Centre Tables, Table Cloth, 20 no. Good quality borosil glasses with covers, Plastic name plates – 20 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs.
Green Room	Superstructure with bamboo, Ballha & Traplin cover for green rooms shall be made on back side of the stage having good arrangements for sitting and with provision of following items in each green room with as per details given below:- 1. 2 no. of VIP green room with proper participation for use by male and female artist (Pagoda) <ul style="list-style-type: none"> • 20 X 20 ft room for VIP • Sofa seater (3 +1+1) with center table in each room • Banquet Chair 4 nos. • Mirror with makeup lights. • Sufficient nos. of plastic chairs. • Red carpeting in each room • Fan 2. 1 no. of normal green room with proper participation for use by male and female artist

	<ul style="list-style-type: none"> • 30 X 30 ft room with partition for use by male and female • Mirror with makeup lights in each room • Sufficient nos. of plastic chairs in each room Proper net carpeting
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.
LED for Stage	P3 Curve LED 50 ft X10ft. and 4 nos. of Side Wings (10ftX4 ft.) Stage Riser for LED Wall (40' X 16') and Stage Riser side wings for LED Wall (8' X 4'). Or as per design/requirement

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

Chair	Fifteen hundred (1500) no. of plastic moulded chairs, 20 no. of steel double sofa with white cover, 10 single sofa with white cover, 15 numbers of tea poy with white cover
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Green net matting in sitting area.

G. Theme Stall –cum-Live Demonstration : (Show case of Rural Products)

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

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

H. Meeting Hall

- Structure : Bamboo & Cloth/flex Structure, 4 side closed
- Size : 100 sitting Capacity
- Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side of the stall, running jhallar placed at the bottom of the fascia. **4 side covered by design flex.**
- Flooring : 1 ft. wooden platform with Full floor Durry matting.
- Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.
- Electric Fitting : sufficient light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.
- Furniture : Plastic Chairs - 100 nos., executive chair – 5 nos. tea table 2 nos.

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

J. Cleaning & Sanitation:

- a) Mela Ground, food Court, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 7(Seven) days of the Mela Period. Sweepers and one supervisor should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground.
- b) Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground
- c) Garbage has to be lifted (Approx. 4 trip per day trough tractor) from mela ground on daily basis.

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

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

L. Generators: Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two t5 lights of each stall, few ground lights, control room and public announcement system. The requirement of generator sets will be of 125 KVA (for entire ground).

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

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

Sn.	Particulars	Specifications
1	Structure	a. Food Stall Bamboo (3 to 6 inch)& cloth structure, Size of Each Stall – 10' X 10' (10 nos without Kitchen) & 15' x 10' (10 Nos with Kitchen) With Tarpaulin Water Proof Roofing. b. Kitchen Shed: Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall.
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
4	Racks	Three tire racks, if required. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
9	Closures	Front Cloth Drops/Screens Daily to be done

Sn.	Particulars	Specifications
10	Water	Water line connection to each kitchen shed with sink fixing

b) *Dining area:*

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

N. Net Carpeting:

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

Barricading:

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

O. Miscellaneous Items: Besides works from item no. A to no. V following items may be required as per need.

Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

S. N.	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	300 pcs.
2	Durry (15' X 15')	10 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	3000 sqft
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	3000 sqft
5	Stage background in black cloth masking	2000 sq ft.
6	Dustbin- 3 ft height	50 pcs.
7	Decorative Flower / Plant Pot	150 pcs.
8	Syntex tank (2000 liter capacity each tank with 3' height stand)	2 pcs.
9	Soundless pedestal fan	10 cs.
10.	Red carpet (synthetic)	2000

P. Media Room

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

Q. Fireman Rest Room:-

Structure : Bamboo & Cloth Structure, one side open
 Size : 30 'X 20'

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

SEGMENT B: EVENT MANAGEMENT

The Event Management Agency contains the Following Services

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

Sl. No	Works to Be Done	Particulars
A	Advertisement & Publicity	8. Printing, Distribution & Installation of the Advertisement & Promotional Materials. 9. All the print media and Electronic Media advertisement will be done by I&PR Deptt. Co-ordination will be under taken by the Event Management Agency. 10. Media Management- Holding of Press Conference 11. Dossier on Media Coverage
B	Videography and photography	1. Videography and Photography of the entire program alongwith pre-program events. 2. Drone camera will be used during the event for capturing attractive photo and videos. 3. Documentation of the KOSAMB-2025 will be done for better and high quality photos & video to be used in the events/ workshops/ coffee table books/ social media etc.
B	Surveillance Arrangement	CC Camera setup surrounding to the ground along with TV/Monitor
C	Installation of Display Unit	LED Wall will be installed for display of ORMAS activities Videos during the event. (Minimum 2 nos surroundings in the Ground).
D	Security Services	Providing Private Security Service at Mela Venue & Accommodation Place of the participants during the event
E	Cultural Programme	Organizing daily Cultural Programme by Inviting eminent Artists / Singers & Troup during the event.
F	Local Transportation	Providing Local Transportation services to participants during the event and providing hired vehicle for official use.
G	Pantry Services	Pantry Services in Coordination Cell for Officials & VIP and providing daily Tea/ Snacks/ Tiffin during the event

Details of the Items wise work to be provided:-

A- Advertising & Publicity Works to be done in KOSAMB-2025

The detail works to be done is given hereunder:

1. **Publicity:** Publicity of the event should be made by Branding of ORMAS, Balasore through Road Shows (Hoardings, Road standee & Auto rickshaw branding), Print Media News coverage/Press release in Newspaper, and Electronic Media TV Channels & FMs Coverage.
2. **Media Management:** conduct of press conference by inviting minimum 30 to 40 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits.

Details of the Advertisement & Publicity works are given below:

Sl.	Specifications	Quantity (Pcs./ Package)
A	Publicity:	
1	Hoardings – (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Balasore (design will be provided by ORMAS, Balasore)	20 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.
B	Media Management: <ol style="list-style-type: none"> 1. Conducting Press conference by inviting minimum 30 to 40 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper. 2. Regular release of news during the event, in different newspapers Odia- Samaj, Sambad, Dharitri, Prameya; English-Times Of India, Indian Express, The Telegraph, The Hindu. 	2 Nos. In Package

- **CCTV:** Sixty (40) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitor /participants. The cable to be laid for the CCTV installation in the Mela Ground and one CCTV operator Call Notice has to be remain present during the Mela Period. The numbers may vary depending on the requirement and decision of the mela authority
- **LED Panel (8 ft. X 6 ft.) along with operator:** - 2 nos. of LED Panel along with riser to be installed in two locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.
- **Plasma TV:**Two Plasma TV to be installed (one near stage and one in the control room).
- **Photography & Videography of the SISIR SARAS-2025** will be done for better and high quality photos & video to be used in the events/ workshops/ coffee table books/ social media etc.
- **Still Photography:-** 2 nos. of Sony A7Riv/ Nikon z6/ Nikon z9 type of mirror less high-end cameras should be used for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.

Job Responsibility for photography:-

- The still photographs of each day event activities as well as regular happenings of KOSAMB 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 Balasore team by 11 PM of the same day positively for Social Media posting.
- For photography during night, the agency should use proper light and required equipment's for best quality images.
- A set of 200 nos. of best high-resolution photographs of the entire event should be capture and submitted to ORMAS team for the publication of KOSAMB Coffee Table Book within 3-4 days of the closing of the event. The photos should be of thematic wise starting form Inaugural Sessions of the event to the closing ceremony. A two member team of ORMAS will coordinate with the agency for the specific assignment.
- Drone must be used for taking the aerial view of the mela ground during visitors rush in day time and few shots of the night
- Live telecast of stage programme along with ground programmes if any need to be displayed in LED Panel.

Videography:

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

B- Security Services:

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

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

- Minimum Qualification: Matriculation
Each guard should be aware of their duties & responsibilities during the duty hours.

Tentative Requirement of Security Personnel in per event

Security Guard with Lathi- As per requirement

Supervisor - 1 No per shift

Security personnel will be deployed from 14th December to 21st December 2025 for smooth management at Mela ground and Accommodation places for KOSAMB-2025 . The requirement may be communicated to the agency as per the requirement and direction of Mela Management Team.

C- Light and Sound for Stage

The light and sound for the stage will be done as per the requirement of the artist. A tentative specifications of the light and sound arrangement for the stage is given below:- This is for reference only. It may be changed as per requirements of the artists which will be arranged by the event organiser.

Specification for light:

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

Specification For Sound:

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

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

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

D- Cultural Programme

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

Details of the Programmes is attached.

- Event Management Agency will coordinate with the artist/organisation and performance, refreshment, requirement of light, Sound, system at stage, facilitation of performance arrangement.
- The event will quote the day wise price including singer & anchor cost, all logistic, requirement of light and sound, stage preparation etc.

E- 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 15th to 21st December'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

F- 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

G- Pantry Services

Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin, Lunch, Dinner to the Officials/ Guest/ VIP & VVIP at Coordination Cell during the event. The billing will be done on actual basis, duly certified by the Mela-In-Charge in each bill. The waiter boy / girls with proper 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 2022-23	FY 2023-24	FY 2024-25
Turnover from Event Management Services (in Rupees)			
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three FYs (2022-23, 2023-24 & 2024-25) (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.</p> <p><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></p>			

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 2022-23, 2023-24 & 2024-25)**

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: _____

TECH - 5

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I M/s. , (the name of the Bidder and addresses of the registered office) 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, Balasore 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:

SEGMENT-A: TENTAGE AND ALLIED WORKS						
Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
1	Construction of stalls		Per Stall		300 stalls	
2	Coordination Cell -Cum-VIP Lounge	Single package	Per package		1	
3	Gates	Category – A	Per Gate		1 Nos	
		Category – B	Per Gate		2Nos	
4	Decorative Wall		Per Sq. Ft.		2000 sqr ft.	
5	Stage	Single package	Per package		1	-
6	Sitting arrangement in front of the stage	Single package	Per package		1	
7	Theme Stall cum Live Demonstration Mandap	Single package	Per package		1	
8	Meeting Hall	Single Package	Per package		1 no.	
9	Media Room	Single Package	Per package		1 no.	
10	Selfie Point	Single Package	Per package		2	
11	Cleaning & Sanitation					
A	Supply of Sweeper (15 sweepers per day) for mela ground, food court and Temporary urinal cleaning during the event.	Rate per head per day				
B	Garbage lifting (4 trip per day through tractor)	Rate per Trip				
C	Toilet cleaning material for entire Mela Period	Lumpsum		1 package		
	A-Cleaning of Temporary Urinal at mela ground					

	B-Participants accommodation places along with requisite phenyl, bleaching & other cleaning materials etc.					
12	Ground Electrification	Single package	Per package		1	
13	Generators	Single package	Per package		1	
14	Food Court including 25 -30 stalls and dining	Single package	Per package		1	
15	Net Carpeting	Rate per sqr ft	Per Sqr ft		3,00,000	
16	Barricading (in tin)		Running ft.		2000 sqr ft.	
17	Miscellaneous items:					
A	Bed Set (Bed & Pillow with Cover)		Per set		300 pcs	
B	Durry (15' X 15')		Per Piece		10 pcs.	
C	Printing & Installation of Star Flex Sheet with batten frame		Per Sq. Ft.		3000 sqrft	
D	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame		Per Sq. Ft.		1000 sqrft	
E	Stage background in black cloth masking		Per Sq. Ft.		2000 sqr ft.	
F	Dustbin- 3 ft height	Per Piece		50 pcs		
G	Decorative Flower / Plant Pot	Per Piece		150 pcs.		
H	Syntex tank (2000 liter capacity each tank with 3' height stand)		Per tank		2 pcs.	
I	Soundless pedestal fan		Per Piece		10 pcs.	
J	Red Carpet (Synthetic)		Rate per srft		1000 sqrt	
Total Quoted Amount						Rs.

SEGMENT-B: EVENT MANAGEMENT

SI	Items	Unit	Pallishree Mela-KOSAMB-2025		
			Rate per Unit/ sqrft/ 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		10 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.	

SI	Items	Unit	Pallishree Mela-KOSAMB-2025		
			Rate per Unit/sqrft/spot	Quantity (Pcs./Package)	Total Amount [In Rs.] Excluding GST
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 December'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 (For the entire event with thirty (30) CC camera)	Rate per Camera		30	
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 Utkal Sangeet Mahavidyalaya, Bhubaneswar	Lumpsum		1 package	
3	<ul style="list-style-type: none"> • Yuva Brand (Odisha) • Swayam Padhy & • Barnali Hota & team 	Lumpsum		1 package	
4	<ul style="list-style-type: none"> • Sugani Mohapatra & Singer - 1 • Raj Barman live 	Lumpsum		1 package	
5	<ul style="list-style-type: none"> • Price Dance group • Ipsit pati – Indian Idol • pragyan Hota 	Lumpsum		1 package	
6	<ul style="list-style-type: none"> • Odissi & Classical dance (reputed institute) • Mohammed Irfan live 	Lumpsum		1 package	
7	<ul style="list-style-type: none"> • Odisha Folk Dance - 2 to 3 groups • Indian Idol winner Manashi Ghosh live 	Lumpsum		1 package	
8	<ul style="list-style-type: none"> • Live Brand TRAP (Kolkata) 	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	

SI	Items	Unit	Pallishree Mela-KOSAMB-2025		
			Rate per Unit/sqft/ spot	Quantity (Pcs./ Package)	Total Amount [In Rs.] Excluding GST
3	Bus (Mela Ground to Accommodation places Balasore Bus Stand/Zilla School or any other accommodation place inside Balasore). (20 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	
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 +Seemai 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	
9	Service boy (10 hours duty)			1	
Total Quoted Amount excluding GST					
Total Quoted Amount excluding GST (Segment A + Segment B)					
Add :-GST 18%					
Grand Total Quoted Amount including GST					
Rupees in words _____ only including GST.					

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

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

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

SECTION - 6
BID SUBMISSION CHECK LIST

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

Undertaking:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

Annexure – 1 (Cultural Programme)

Sl. No.	Date	Day	Time	Event (5.30 PM to 10.00 PM)	Anchor
1.	22.12.2025	Monday	6.00 to 7.30 PM	<ul style="list-style-type: none"> Inauguration of Pallishree Mela - Koshamb 	Subham
			7.00 to 10.00 PM	<ul style="list-style-type: none"> Odissi Dance by Utkal Sangeet Mahavidyalaya, Bhubaneswar (By eminent Odishi artists) 	Event to Provide
2.	23.12.2025	Tuesday	6.00 to 7.30 PM	<ul style="list-style-type: none"> local troupes by Cultural Officer, Balasore 	DCO to provide
			7.00 to 10.00 PM	<ul style="list-style-type: none"> Yuva Brand (Odisha) <ul style="list-style-type: none"> Swayam Padhy & Barnali Hota & team 	Event to Provide
3	24.12.2025	Wednesday	6.00 to 7.30 PM	<ul style="list-style-type: none"> local troupes by Cultural Officer, Balasore 	DCO to provide
			7.00 to 10.00 PM	<ul style="list-style-type: none"> Sugani Mohapatra & Singer - 1 Raj Barman live 	Event to Provide
4	25.12.2025	Thursday	6.00 to 7.30 PM	<ul style="list-style-type: none"> local troupes by Cultural Officer, Balasore 	DCO to provide
			7.00 to 10.00 PM	<ul style="list-style-type: none"> Price Dance group Ipsit pati – Indian Idol pragyan Hota 	Event to Provide
5	26.12.2025	Friday	6.00 to 7.30 PM	<ul style="list-style-type: none"> local troupes by Cultural Officer, Balasore 	DCO to provide
			7.00 to 10.00 PM	<ul style="list-style-type: none"> Odissi & Classical dance (reputed institute) Mohammed Irfan live 	Event to Provide
6	27.12.2025	Saturday	6.00 to 7.30 PM	<ul style="list-style-type: none"> local troupes by Cultural Officer, Balasore 	DCO to provide
			7.00 to 10.00 PM	<ul style="list-style-type: none"> Odisha Folk Dance - 2 to 3 groups Indian Idol winner Manashi Ghosh live 	Event to Provide
7	28.12.2025	Sunday	6.00 to 7.30 PM	<ul style="list-style-type: none"> Valediction Programme 	Subham
			7.00 to 10.00 PM	<ul style="list-style-type: none"> Live Brand TRAP (Kolkata) 	Event to Provide

-----End of Document-----