



ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର
Odisha Rural Development & Marketing Society
creating competence and values in rural Odisha
Panchayati Raj and DW Department, Government of Odisha

ORMAS
BHUBANESWAR

No. ୫୫
ORMAS-MKT-Event-0001-2025

Date: 15/1/2025

QUOTATION CALL NOTICE

HIRING OF AGENCY FOR DESIGN, PREPARATION AND EXHIBITION OF TABLEAU FOR ORMAS

Sealed Quotations are invited from the registered and experienced agencies having valid PAN and GSTIN Certificate for **Design, Preparation and Exhibition of Tableau in the State level Republic Day Parade to be held on 26th January 2025 at Bhubaneswar.** The details of the terms and conditions of the above requirement can be downloaded from the official website www.ormas.org / panchayat.odisha.gov.in for use. Interested agencies may submit their sealed quotations in the prescribed format mentioning **“Hiring of agencies for Design, Preparation and Exhibition of Tableau in the State level Republic Day Parade to be held on 26th January 2025 at Bhubaneswar”** on the cover of the envelope to the office of the Chief Executive Officer, Odisha Rural Development & Marketing Society (ORMAS), SIRD & PR Campus, Unit – 8, Bhubaneswar, Pin – 751012 through Speed Post/ Post/ Courier/ Tender Box latest by **22.01.2025 up to 12 Noon. The quotation shall be opened on the same date at 12.30 pm.** The proposals received beyond the last date and time will be rejected without assigning any reason. The authority reserves all the rights to reject any/ all proposals at any stage without assigning any reason thereof.

Rathore
15.1.22

Additional Chief Executive Officer,
ORMAS

QUOTATION CALL NOTICE

HIRING OF AGENCY FOR DESIGN, PREPARATION AND EXHIBITION OF TABLEAU FOR ORMAS

- A. Sealed Quotations are invited from the registered and experienced agencies having valid PAN and GSTIN Certificate for **Design, Preparation and Exhibition of Tableau in the State level Republic Day Parade to be held on 26th January 2025 at Bhubaneswar.**
- B. Bidders fulfilling the prescribed eligibility criteria of the Quotation can access and download the complete bid Document and other details from www.ormas.org / panchayat.odisha.gov.in .

C. Schedule of Bid:

Date of Issue of Quotation	Last Date for Submission of Bid	Date of Opening of Technical Bid and opening of financial proposal	Bid processing fee in Rs.	EMD in Rs.
15.01.2025	22.01.2025 at 12 Noon	22.01.2025 at 12.30 PM onwards	1,000/- including GST	6,000/-

- D. Background: **Odisha Rural Development and Marketing Society (ORMAS)** Under the Panchayati Raj & Drinking Water Department, Government of Odisha, ORMAS has been actively promoting rural livelihoods and enterprise development for over 30 years. .

E. **Description of Assignment:**

Name of the item	Financial Bid Format	Date of the Event & Venue
Design, Preparation and Exhibition of Tableau	Annexed –I in this document	State level Republic Day Parade to be held on 26th January 2025 at , Gandhi Marg, Bhubaneswar

F. **Scope of work:**

The theme of the tableau will reflect the following schemes and initiatives of the Panchayati Raj and Drinking Water Department, along with ORMAS:

- Rural Housing, MGNREGA, Jal Jeevan Mission, Swachh Bharat Mission
- Livelihood Development Program and Skill Development Program of ORMAS

Specifications:

1. **Dimensions:**

- Length: 20 ft.
- Width: 8 ft.
- Height (from ground level): 16 ft.

2. **Design and Material:**

- The Truck vehicle (20ft Length) to be arranged and must be designed using fabric media and other suitable materials such as plaster of Paris, foam, thermocol, and fiberglass to depict the activities and initiatives of the department.
- The design should include live demonstrations of the schemes and programs where applicable.
- A pictorial presentation surrounding the vehicle must showcase key achievements and activities.
- The tableau should include flower decorations to enhance its aesthetic appeal.

3. Audio-Visual Elements:
 - Music/voice narration will be finalized in consultation with the department and included in the tableau.
4. Logistics:
 - The vehicle, fuel, and driver will be provided by the vendor.
 - The final design layout, portraying the theme, must be submitted along with the quotation for approval.
5. Completion Deadline:
 - The tableau must be completed in all respects by January 25, 2025, morning.
 - A team of officers from the department will review the tableau prior to its display at the State Level Republic Day Parade 2025.

G. Eligibility Criteria of the Bidder:

The bidder shall furnish the following documents to establish the bidder's eligibility: -

Sl	Eligibility Criteria	Supporting documents to be submitted
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 (along with PAN Card)
2	The bidder must have completed of at least one similar government event like Designing and preparation of Tableau/ Exhibition of Event not less than Rs.5 Lakhs for one event in last 3 years ending on 2023-24.	Work Order/ Agreement /Contract/ Completion Certificate/ Payment proof (Contract value & Scope of work to be mentioned Annexure-III
3	The bidder must have Average Annual Turn Over of Rs. 10 Lakh in last three years ending on 31.03.2024	Financial statement to be certified by the CA (<i>with Membership No. on his seal</i>) Annexure-II
4	The Bidder must furnish a hardcopy pictorial presentation surrounding the vehicle showcasing key achievements and activities with the bid document.	Hard copy Picture with a loaded pendrive /Hard Disk of the same must be submitted
5	The bidder should not have been blacklisted by Central / State Govt/ PSUs Institutions.	Self-Declaration from the Bidder Annexure-IV
6	Declaration	Declaration must be submitted Annexure-V
7	EMD of Rs. 6,000/- and Bid Processing fee of Rs. 1,000/-	The bidder must furnish the EMD and Bid Processing fee.

Note: Exemption from EMD Cost as applicable as per the Odisha Govt rules and subject to submission of valid documents.

H. Bid Price (Annexure-I)

1. The Quotation shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
2. All duties, taxes and other levies payable by the Agency under the quotation shall be excluded in the total price.
3. The rates quoted by the Agency shall be fixed for the duration of the event and shall be subjected to adjustment in case of increase or decrease of the scope.
4. The Prices should be quoted in Indian Rupees only.

I. Bid processing fee (Non- Refundable) : Bidder must submit the Bid processing fee of Rs. 1,000/- including GST in form of Demand Draft in favor of ORMAS from any scheduled commercial Bank payable at Bhubaneswar. Absent of which, the bid shall be rejected.

J. EMD Cost(Refundable): Bidder must submit the EMD cost of Rs. 6,000/- in form of Demand Draft in favor of ORMAS from any scheduled commercial Bank payable at Bhubaneswar. Absent of which, the bid shall be rejected. **EMD cost shall be exempted as per the Odisha government rules and subject to submission of valid documents.**

K. Joint Venture: Consortiums/ Joint Ventures are not allowed and shall be summarily rejected if so submitted.

L. Bid Validity:

Bid validity period is 30 days from the bid due date i.e. last date of submission of tender.

M. Evaluation of Tender:

- A. The bidder shall submit two sealed envelopes, i.e Eligibility Bid and Financial Bid which should be covered in one bid envelop.
- B. The bid document shall be evaluated based on the eligibility criteria fixed.
- C. The Authority shall analyze the quality aspect of the pictorial presentation of the bidders which is a part of the eligibility criteria.
- D. The price shall be evaluated of the eligible bidders only.
- E. The bidder shall quote their price in lumpsum price in whole work.
- F. The ORMAS will evaluate and compare the quotations determined to be substantially responsive i.e. which
 1. are properly signed; and
 2. Confirm to the terms and conditions, and specifications.
 3. Filled in Indian Currency
 4. Quoted in lumpsum

N. Other Terms & Conditions

- i. Addl CEO, ORMAS will act as Nodal Officer for monitoring & supervision of the entire activity and performance.
- ii. The contract will be awarded to the Agency whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- iii. The authority is not bound to accept the lowest quotation and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.
- iv. Notwithstanding the above, the authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

- v. The successful bidder shall indemnify and keep indemnified the Tender Inviting Authority against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of during the pre -event and during the event.
 - vi. Insurance shall be taken out by the agency against all works and any mis-happens.
 - vii. The agency must comply with all the rules and regulations having jurisdiction over the works and shall be responsible for the payment of all fees and other charges . The same shall be informed to the ORMAS
 - viii. Rate quoted shall be indicated both in words as well as in figures. Where there is difference between the amounts quoted in words and figures, amount quoted in words shall prevail.
 - ix. **The rate offered by the agency shall be excluding of GST .**
 - x. No part of the work will be sub-let. The Agency or the representative of the Agency shall attend the tender opening meeting as per the schedule fixed.
 - xi. Non-submission of any document required indicated in the tender document will render the Bid to be rejected.
- O. **Payment Schedule:** 100% Payment shall be made after successful completion of the entire event.
- P. **Anti-corruption Measure:**
- a. Any effort by Agency(s) to influence the ORMAS in the selection, and recommendation for award of contract, will result in the rejection of the proposal.
 - b. A recommendation for work order shall be rejected if it is determined that the recommended Agency 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 ORMAS shall blacklist the Agency either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.
- Q. **Legal Jurisdiction:**
All legal disputes are subject to the jurisdiction of court of Bhubaneswar only.
- R. **Penalty:**
Any unjustified and unacceptable delay in delivery shall render the Agency liable for liquidated damages and thereafter the ORMAS shall fix suitable penalty in full or part from invoice.
- S. **Arbitration:**
In the event of any question, dispute or difference arising under these conditions contained in the Work Order in connection with this contract, the same shall be referred to the Commissioner-cum-Secretary to Government, PR&DW Dept, Bhubaneswar whose decision will be treated as final and binding on both the parties.
- T. **Submission of Quotation:**
Interested agencies may submit their sealed quotations in the prescribed format mentioning "Hiring of agencies for Design, Preparation and Exhibition of Tableau in the State level Republic Day Parade to be held on 26th January 2025 at Bhubaneswar" on the cover of the envelope to the office of the Chief Executive Officer, Odisha Rural Development & Marketing Society (ORMAS), SIRD & PR Campus, Unit – 8, Bhubaneswar, Pin – 751012 through Speed Post/ Post/ Courier/ Tender Box **latest by 22.01.2025 up to 12 Noon. The quotation shall be opened on the same date at 12.30 pm.**

FINANCIAL BID FORMAT

To

The Chief Executive Officer,
ORMASSubject: **Designing, Preparation and Exhibition of Tableau for Republic Day, 2025.**

Sir,

With reference to your Quotation Call Notice No _____ dated _____ on the subject mentioned above, on behalf of M/s _____ I/we quote the following lumpsum price for the event which is excluding tax. (Tax as applicable).

Sl	Item	Total Lumpsum Price for the event Excluding Tax
1	Designing, Preparation and Exhibition of Tableau for Republic Day, 2025 at State level Republic Day Parade to be held on 26th January 2025 at , Gandhi Marg, Bhubaneswar	

I / We agree to provide the above services in accordance with the required items for a total order price of Rs..... (amount in figures) [Rs. (amount in words)] excluding GST.

Place:

Date:

Signature of bidder with seal

Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY 2021-22	FY 2022-23	FY 2023-24	Average in Rs.
Average Annual Turnover in INR				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.</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 Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i></p>				

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

Authorized Signatory *[In full initials with Date and Seal]*: _____
 Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

(BIDDER'S PAST EXPERIENCE DETAILS)

(List of completed assignments only of similar nature during last 3 years)
Ending on 31.03.2024

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							

The bidder may enlist their Govt experience 3 years ending on 31.03.2024.

Note: Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate/payment proof from the previous Clients need to be furnished along with the above information. .

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

Communication Address of the Bidder: _____

UNDERTAKING
(In Bidders Letter Head)

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

Yours sincerely,

Authorized Signature [In full and initials]

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

(In Bidders Letter Head)

DECLARATION

1. I _____ (Designation) an Authorized Signatory and competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the quotation and hereby convey my acceptance of the same.
3. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my quotation at any stage .
4. I have apprised myself fully about the job to be done during the period of event and also acknowledge to bear consequences of non-performance or deficiencies in the services on my part.

Date:

Place:

Full Name:

Company's Seal:

Signature of authorized person

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