



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

ORMAS
BHUBANESWAR

No. **654**
File No: ORMAS-Mkt-Event-0001-2024

Date **28/2/2025**

Corrigendum Notice to the RFP No. 341, dtd. 14.02.2025

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

In referring to the RFP No. 341, dated 14.02.2025, and subsequent to the pre-bid meeting held on 21.02.2025 at 4 PM in the ORMAS Conference Hall, the queries were clarified and the modifications have been made. The detailed pre-bid clarifications and the Corrigendum Notice can be referred to and downloaded from these websites www.ormas.org / panchayat.odisha.gov.in / www.tendersodisha.gov.in


**Chief Executive Officer,
ORMAS**

Pre-Bid Clarifications
Selection of an Event Management Agency for Designing, Fabricating, Erection of
stall and Management of Event for SISIR SARAS- 2025 in Bhubaneswar, Odisha
RFP Notice No.341 Dated: 14.02.2025

Date & Time : 21.02.2025 @ 4 pm , Venue: Conference Hall, ORMAS, Bhubaneswar

Sl No	Page No and Original RFP Clause reference.	Original RFP Reference	Queries	Clarifications/ Modifications
1.	Page No-5 NB-3 Data Sheet	<p>Earnest Money Deposit (EMD):</p> <p>The bidder must furnish as part of technical proposal, the required Earnest Money Deposit (EMD) amounting to Rs.2,00,000/-(Rupees two lakh only) (refundable after completion of selection process) shall be deposited through online mode only (www.tendersodisha.gov.in). Proposals received without EMD fee will be out rightly rejected. Exemption as applicable.</p> <p>Exemption of EMD shall be applicable as per Odisha Govt rules subject to production of valid proof of document.</p>	Please check, whether below provided document will be accepted as valid proof for EMD exemption.	It is clarified that the bidder shall provide valid MSME /start-up registered certificate as a proof of EMD exemption.
2.	Page No. -9. RFP Clause No.2 Section:2	The bidder must have Government/ PSU experience of the execution of various event management including design, erection and fabrication work in national/ international events for the exhibition for at least 5 years. (as on Bid due date)	<p>We have done so many national/international events, which includes design, erection and fabrication for national/International organization. So can it be like Government / PSU /Universities/National/ International organization / Societies</p> <p>If not please clarify.</p>	<p>This has been modified as: The bidder must have National Level Government/ PSU experience of the execution of various event management including design, erection and fabrication work for the exhibition for at least 5 years. (as on Bid due date)</p> <p>Please refer the Corrigendum Sl No. 01</p>
3.	Page No-9 Sl. No. -5	Copy of Letter of Award / Agreement / Contract / Work Order / Completion Certificate, Duly Certified by the authorized signatory to be submitted. Pictures & other supporting documents along with contract value.	Can we submit " completion certificate " as Supporting document showing Contract value?	Yes.

4.	Page No. -9, RFP Clause No.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/ IITF/ 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)	So can it be like agency / firm must have experience in similar (Exhibition works Event/Pavilion/ IITF/PBD/ Conclaves) for any State Government Central government PSU/National/International Organisation/Societies. At least one similar works costing not less than the amount equal to Rs. 50 Lakhs Rupees Fifty Lakhs) /Rs.70 Lakhs (Rupees Seventy Lakhs)	No change. RFP conditions prevail.
5.	Page No-10 Sl. No. 1	The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs. 10,000/- (Rupees ten thousand only) shall be through online mode only (www.tendersodisha.gov.in), Proposals received without bid processing fee will be out rightly rejected.	<p>Bid processing Fee is made mandatory on this clause whereas in the e-tender portal Tender Fee exemption is allowed.</p> <p>In case we select Tender fee Exemption, what document is required to be uploaded? as OGFR only allows EMD fees to be exempted for MSE entities</p>	<p>No change. RFP conditions prevail.</p> <p>It is clarified that due to technical issue it cannot be modified in the e-tender portal. The bidder shall transfer the amount of Rs. 10,000/- including GST in the following SB Account: Name of the Account Holder: - ORMAS Bhubaneswar Name of the Bank & Branch: - IDBI Bank, Janpath SB Account Number: - 042104000155496 IFSC Code :- IBKL0000042</p>
6.	Page No-10 Sl. No. 1&2	Bid processing fee and EMD of Rs. 10,000/- and 2,00,000/- respectively	<ol style="list-style-type: none"> 1. Seeking exemption of EMD for Udyam-MSME & NSIC registered firms/ companies 2. Whether the bid processing fee is exempted for Udyam-MSME & NSIC registered firms/ companies 	<ol style="list-style-type: none"> 1.EMD exemption is as applicable subject to submission of proof of the document like MSME/ Start-up registered certificate. 2.No change. RFP conditions prevail. It is clarified that due to technical issue it cannot be modified in the e-tender portal. The bidder shall transfer the amount of Rs. 10,000/- including GST in the following SB Account:

				Name of the Account Holder: - ORMAS Bhubaneswar Name of the Bank & Branch: - IDBI Bank, Janpath SB Account Number: - 042104000155496 IFSC Code :- IBKL0000042
7.	Page No-12 Sl.No.-1	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)	Please advise whether value of Work Order Should be Rs.1 Crore including GST or Excluding GST.	It is clarified that The contract value shall be evaluated as Excluding GST.
8.	Page No.: 12, Technical Evaluation (2nd Stage), Point-2, Section:2	The agency should have an average annual turnover of Rs. 3 Crore (Rupees Three Crore only) in the last three financial year (2021-22, 2022-23 & 2023-24). Minimum 3 Cr = 10 Marks. Above 3 Cr. Each One Crore shall carry 5 marks out of the total average annual turnover.	Requesting you to consider 20 Marks for average annual turnover of Rs. 3 Crore & Above 3 Cr. Each One Crore shall carry 5 marks out of the total average annual turnover.	This has been modified as : Each One Crore shall carry 5 marks out of the total average annual turnover. Please refer the Corrigendum Sl No. 02
9.	Page No.: 12, Technical Evaluation (2nd Stage), Point-3, Section:2	Technical Presentation	Is there any theme planned of the event? On the basis of which creative will be developed or designed.	It is clarified that there is no specific theme. Bidder to suggest during the technical presentation.
10.	Page No-12	Qualifying Mark for Opening of Financial Bid-70	We request the qualifying mark for opening of Financial Bid to be at least "76" as All agencies whoever will be applying will make sure that with the previous work experience and tum Over they will secure 60 out of 60 and for the rest 40 marks, as per the scope of work the agency must secure at least 40% of the total mark of the presentation as the objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment.	No change. RFP Conditions prevail.

11.	Page-14 Section-2 Sl. 9: Terms & Conditions. Point i and w	<p>i. The venue shall be made available to the Agency by ORMAS before 10 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.</p> <p>x. 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.</p>	Please clarify how much days will be given for pre-preparation and for dismantling.	It is clarified that the ground is available from 13 th March to 4 th April 2025.
12.	Page-14 Section-2 Sl. 9: Terms & Conditions. Point l	Point-l: It shall be responsibility of the successful Agency to obtained requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit have to supply fire protection equipment's like fire extinguishers adhering to the fire safety norms & fire-retardant liquid spray every 5 days interval over flammable materials use for stalls.	Request to add fire permission charges component in the bid document at it is a sizeable amount.	<p>This has been modified as: 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.</p> <p>Please refer the corrigendum Sl No. 03</p>
13.	Page No-15 Sl.No.-q	In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.	Do we need to submit MoU with a Certified Electrical Contractor during tender submission or after award of the work?	It is clarified that the bidder shall only furnish electrical Licence copy of the contractor during the tender submission.
14.	Page No-20 Sl. No.1 Structure	Artistic 3D structured house as per approved event wise design attached at Annexure A	Annexure A missing in RFP	Deleted. It is clarified that Design will be finalised during the

				technical presentation.
15.	Page No-22 Sl.No.-a Structure	Artistic 3D structured gates as per approved event wise design attached at Annexure B	Annexure B missing in RFP	This may be deleted in all corresponding of the bid document. It is clarified that Design will be finalised during the technical presentation.
16.	Page No-30 Sl.No.-B	Security Services:	Do we need to submit MoU with a Certified PSARA Licence holder during tender submission or after award of the work?	It is clarified that the bidder shall only furnish PSARA licence certificate copy of the contractor during the tender submission.
17.	Page No. 34 H. Professional Manpower	H. Professional Manpower	1. Please elaborate the roles & responsibilities in detail. 2. Whether the bidder has to submit employee list with UAN No.	1. No Change. 2. Not required.
18.	Page No-39 Sl. No-C Section-5 Financial bid Format	Gates (Category A and Category B) as per the scope of work.	In the Scope of Work, installation of 4 nos of Gates is mentioned whereas in the Financial Bid only 2 nos gate prices are asked that too with no mention of the Gate Category	This has been modified as: Installation of 2 Nos Gates . Gates: The main entrance gate is to be done as per category B. The other gate is to be made as per specification in Category A. This may be added in the Financial bid. Bidder shall quote their price against two gates each (per gate) as per the category mentioned in the scope of work. Please refer the corrigendum Sl No. 06
19.	Page No-39 Sl. No.-M (1)	Supply of Sweeper (20 sweepers per day) for mela ground, food court and Temporary	Required Quantity not clear instead it can be put as a package pricing.	This may be modified in the financial bid as: Rate per day/ 20 sweepers for 11 days. Please refer the corrigendum Sl No. 07
20.	Page No-40 S.No-P	Food Court Per package	The Food Court stalls are already included in the Bid Section A ,so what price is	No Change.

			to be mentioned in the section P	It is clarified that the bidder shall quote their price for both the item separately as Section A is for 450 Nos stall. Section P is for food court in package for 20 stall.
21.	Page No-40 Sl.No.-Segment B (A)	Publicity of the event should be made through electronics media through highest TRP In TV/Radio programme	Row for putting Price for the same is not there.	This has been modified as: Content Development: Development 10 Second Ad Film and 20 Second Radio Jingle for placing of advertisement in electronic media. NB: Bidder shall quote the price as single package. Please refer the Corrigendum Sl No. 08
22.	Page No-40 Sl. No.-1	Hoardings (10 ft X 12 ft each)-Printing and installation with flex in iron frame and bamboo at different place in BBSR (design will be provided by ORMAS)	Rate per Sqft prices is asked for instead rate per hoarding.	This has been modified as: Hoardings (10 ft X 12 ft each)-Printing and installation with flex in iron frame and bamboo at different place in BBSR . NB: Bidder shall quote the price per Hoarding basis for 10 nos. ORMAS will coordinate the space permission from the BMC. Please refer the Corrigendum Sl No. 09
23.	Page No-40 SL.No.-2	Road Standee-(3ft X 6ft each) (design will be provided by ORMAS) Rate per Sqft	Rate per Sqft prices is asked for instead rate per Standee.	This has been modified as: Road Standee-(3ft X 6ft each) iron pipe with starflex including designing and printing. NB: Bidder shall quote the price per standee for 300 nos. Please refer the Corrigendum Sl No. 10

24.	Page No-41 S.No-E	Four Nos National /State Level Celebrities- Per Celebrity/ Per day 4 Nos	Only 4 Nos. celebrity prices are asked for whereas in the scope of work Daily cultural programme by eminent artists & cultural troupes is mentioned.	No change
E: Others				
1.	Page. 9 Eligibility Criteria Point - 4	A registered firm must furnish the copy of the IT returns and latest GST return for the last three financial years ending on 31.03.2024.		This has been modified. As: A registered firm must furnish the copy of the IT returns for the last three financial years ending on 31.03.2024 and latest GST return for month ending of Dec 2024. Please refer the Corrigendum Sl No. 11
2.	Page-20 SEGMENT A: Tentage & Allied Works A: Construction of Stalls. Sl. 12 & Page-39 Section-5 Financial Bid format. Under Segment-A: Tentage & Allied Works	Cluster approach Stalls.		It is clarified that In each block there will be a Stall complex which is having 8 nos. of stalls with a specification of 3 ft. platform type Pinddi with 6ft. partition, 2 Horizontal, Racks, 7x8 ft stall size Will be one complex in One hall. This complex will be continuation with other stalls in each block.(Single Package) . This may be added newly in the Financial bid format that: The Bidder shall quote their price for Single package in the Page-39, Section-5 Financial Bid format. under Segment-A: Tentage & Allied Works. Please refer the Corrigendum Sl. No. 04
3.	Page-20 SEGMENT A: Tentage & Allied Works A: Construction of Stalls. Sl. 13	Rest Shed (Pagoda type) Pagoda type rest shed: Size: 8ft x 8ft. Minimum 4 Nos along with fan, sitting arrangement and drinking water for the		This may be read as : Pagoda type rest shed: Size: 8ft x8ft. Minimum 4 Nos along with fan, sitting arrangement and drinking water for the purpose of rest shed to

	<p>&</p> <p>Page-39 Section-5 Financial Bid format. Under Segment-A: Tentage & Allied Works</p>	<p>purpose of rest shed to avoid scorching heat .</p>		<p>avoid scorching heat. Along with 8 Nos of Mist Fans will be placed.</p> <p>This may be added newly in the Financial bid format that: The Bidder shall quote their price for Single package in the Page-39, Section-5 Financial Bid format. under Segment-A: Tentage & Allied Works.</p> <p>Please refer the Corrigendum Sl. No. 05</p>
4.	<p>Page-22 Section-3 Scope of Work; Under Segment-A: Tentage & Allied Works Point C: Gates</p> <p>&</p> <p>Page-39 Section-5 Financial Bid format. Under Segment-A: Tentage & Allied Works</p>	<p>Newly added at Sl No. g “ Emergency Gate- 3 Nos”</p>		<p>This may be added as: Emergency Gate will be Channel Collapsible Grill Gate with lock & key provision.</p> <p>The size of gate is minimum width of 12 ft or above along-with 3 (Left, Right & Top) flat frame (3 ft width) fixing with printed flex, branding with the programme name. One Gate will approach to four wheeler parking and one will approach to toilet / urinal side and third for two wheeler parking.</p> <p>Bidder shall quote the price against the three nos gates ,i.e per gate</p> <p>Please refer the corrigendum Sl No. 12</p>
5.	<p>Page-27 Section-3 Scope of Work; Under Segment-A: Tentage & Allied Works Point C: Gates</p> <p>&</p>	<p>Newly Added: Fire Extinguisher 100 Nos: The agency will provide fire extinguisher B & C type atleast 100 Nos with proper functional conditions for entire event period. Necessary fire permission from the competent authority will be obtained by</p>		<p>This may be added in the financial bid format under Segment-A as: Fire Extinguisher: 100 Nos. (B & C type).</p> <p>NB: Bidder shall quote the price per piece</p>

	Page-40 Section-5 Financial Bid format. Under Segment-A: Tentage & Allied Works	the agency. Government fee will be borne by ORMAS.		Please refer the corrigendum SI No.13
6.	Page-29 Section 3: Scope of work Segment B: Event Management, Media Management. And Page-40 : Financial bid format : Segment-B	Auto rickshaw branding through sticking of 3X2ft size of Eco-solvent flex on backside of Auto (design will be provided by ORMAS)		This is clarified at page 29 and page 40 as: Auto rickshaw branding through sticking of 3X2ft size of Eco- solvent flex on backside of Auto.

Corrigendum Notice to the RFP Notice No.341 Dated: 14.02.2025

Selection of an Event Management Agency for Designing, Fabricating, Erection of stall and Management of Event for SISIR SARAS- 2025 in Bhubaneswar, Odisha
Date & Time : 21.02.2025 @ 4 pm , Venue: Conference Hall, ORMAS, Bhubaneswar

Sl No	Page No and Original RFP Clause reference.	Original RFP Reference	Clarifications/ Modifications
1.	Page No. -9. RFP Clause No.2 Section:2	The bidder must have Government/ PSU experience of the execution of various event management including design , erection and fabrication work in national/ international events for the exhibition for at least 5 years. (as on Bid due date)	This has been modified as: The bidder must have National Level Government/ PSU experience of the execution of various event management including design, erection and fabrication work for the exhibition for at least 5 years. (as on Bid due date)
2.	Page No.: 12, Technical Evaluation (2nd Stage), Point-2 Section:2	The agency should have an average annual turnover of Rs. 3 Crore (Rupees Three Crore only) in the last three financial year (2021-22, 2022-23 & 2023-24). Minimum 3 Cr = 10 Marks. Above 3 Cr. Each One Crore shall carry 5 marks out of the total average annual turnover.	This has been modified as : Each One Crore shall carry 5 marks out of the total average annual turnover.
3.	Page-14 Section-2 Sl. 9: Terms & Conditions. Point I	Point I: It shall be responsibility of the successful Agency to obtained requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit have to supply fire protection equipment's like fire extinguishers adhering to the fire safety norms & fire-retardant liquid spray every 5 days interval over flammable materials use for stalls.	This has been modified as: 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.
4.	Page-20 SEGMENT A: Tentage & Allied Works A: Construction of Stalls. Sl. 12 & Page-39 Section-5 Financial Bid format. Under Segment-A: Tentage & Allied Works	Cluster approach Stalls. In each block there will be a cluster type stall which is having 3 ft. platform type Pinddi with 6ft. partition, 7x8 ft stall size. 8 stalls will be one cluster. This cluster will be continuation with other stalls in each block.	It is clarified that In each block there will be a Stall complex which is having 8 nos. of stalls with a specification of 3 ft. platform type Pinddi with 6ft. partition, 2 Horizontal, Racks, 7x8 ft stall size Will be one complex in One hall. This complex will be continuation with other stalls in each block.(Single Package) . This may be added newly in the Financial bid format that: The Bidder shall quote their price for Single package in the Page-39, Section-5 Financial Bid format. under Segment-A: Tentage & Allied Works.

5.	<p>Page-20 SEGMENT A: Tentage & Allied Works A: Construction of Stalls. Sl. 13</p> <p>&</p> <p>Page-39 Section-5 Financial Bid format. Under Segment-A: Tentage & Allied Works</p>	<p>Rest Shed (Pagoda type) Pagoda type rest shed: Size: 8ft x 8ft. Minimum 4 Nos along with fan, sitting arrangement and drinking water for the purpose of rest shed to avoid scorching heat .</p>	<p>This may be read as : Pagoda type rest shed: Size: 8ft x8ft. Minimum 4 Nos along with fan, sitting arrangement and drinking water for the purpose of rest shed to avoid scorching heat. Along with 8 Nos of Mist Fans will be placed.</p> <p>This may be added newly in the Financial bid format that: The Bidder shall quote their price for Single package in the Page-39, Section-5 Financial Bid format. under Segment-A: Tentage & Allied Works.</p>
6.	<p>Page No-39 Sl. No-C Section-5 Financial bid Format</p>	Gates	<p>This has been modified as: Installation of 2 Nos Gates .</p> <p>Gates: The main entrance gate is to be done as per category B. The other gate is to be made as per specification in Category A. This may be added in the Financial bid.</p> <p>Bidder shall quote their price against two gates each (per gate) as per the category mentioned in the scope of work.</p>
7.	<p>Page No-39 Sl. No.-M (1)</p>	Supply of Sweeper (20 sweepers per day) for mela ground, food court and Temporary	<p>This may be modified in the financial bid as: Rate per day/ 20 sweepers for 11 days.</p>
8.	<p>Page No-40 Sl.No.- Segment B (A)</p>	Publicity of the event should be made through electronics media through highest TRP In TV/Radio programme	<p>This has been modified as: Content Development: Development 10 Second Ad Film and 20 Second Radio Jingle for placing of advertisement in electronic media.</p> <p>NB: Bidder shall quote the price as single package.</p>
9.	<p>Page No-40 Sl. No.-1</p>	Hoardings (10 ft X 12 ft each)- Printing and installation with flex in iron frame and bamboo at different place in BBSR (design will be provided by ORMAS)	<p>This has been modified as: Hoardings (10 ft X 12 ft each)-Printing and installation with flex in iron frame and bamboo at different place in BBSR .</p> <p>NB: Bidder shall quote the price per Hoarding basis for 10 nos.</p> <p>ORMAS will coordinate the space permission from the BMC.</p>
10.	<p>Page No-40 SL.No.-2</p>	Road Standee-(3ft X 6ft each) (design will be provided by ORMAS) Rate per Sqft	<p>This has been modified as: Road Standee-(3ft X 6ft each) iron pipe with starflex including designing and printing.</p> <p>NB: Bidder shall quote the price per standee for 300 nos.</p>
11.	<p>Page. 9 Eligibility Criteria Point -4</p>	A registered firm must furnish the copy of the IT returns and latest GST return for the last three financial years ending on 31.03.2024.	<p>This has been modified. As: A registered firm must furnish the copy of the IT returns for the last three financial years ending on 31.03.2024 and latest GST return for month ending of Dec 2024.</p>

12.	<p>Page-22 Section-3 Scope of Work; Under Segment-A: Tentage & Allied Works Point C: Gates</p> <p>&</p> <p>Page-40 Section-5 Financial Bid format. Under Segment-A: Tentage & Allied Works</p>	<p>Newly added at Sl No. g : “ Emergency Gate- 3 Nos”</p>	<p>This may be added as: Emergency Gate will be Channel Collapsible Grill Gate with lock & key provision.</p> <p>The size of gate is minimum width of 12 ft or above along-with 3 (Left, Right & Top) flat frame (3 ft width) fixing with printed flex, branding with the programme name. One Gate will approach to four wheeler parking and one will approach to toilet / urinal side and third for two wheeler parking.</p> <p>Bidder shall quote the price against the three nos Gates ,i.e per gate .</p>
13.	<p>Page-27 Section-3 Scope of Work; Under Segment-A: Tentage & Allied Works Point C: Gates</p> <p>&</p> <p>Page-40 Section-5 Financial Bid format. Under Segment-A: Tentage & Allied Works</p>	<p>Newly Added: Fire Extinguisher 100 Nos: The agency will provide fire extinguisher B & C type at least 100 Nos with proper functional conditions for entire event period. Necessary fire permission from the competent authority will be obtained by the agency. Government fee will be borne by ORMAS.</p>	<p>This may be added in the financial bid format under Segment-A as: Fire Extinguisher: 100 Nos. (B & C type). NB: Bidder shall quote the price per piece</p>

2. The other terms & conditions of the RFP remain unchanged.

3. The Bidder shall refer the revised Financial Bid format which is attached herewith at Annexure- A


Chief Executive officer
ORMAS

SISIR SARAS- 2025

REVISED **FINANCIAL BID FORMAT**

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



ORMAS

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

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

[Location, Date]

To,

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

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

Sir,

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

Sr.	Item	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
SEGMENT-A: TENTAGE AND ALLIED WORKS					
A.	Construction of stalls excluding food stalls	Per Stall		400 stall	
B.	Cluster approach Stall	Per Package		4 No.	
C.	Coordination Cell -Cum-VIP Lounge	Single package		1 no.	
D.	Gate- Category A	Per Gate		1Nos	
	Gate- Category B	Per Gate		1Nos	
	Emergency Flat Gate	Per Gate		3Nos	
E.	Decorative Wall	Per Sq. Ft.		4000 sqr ft.	
F.	Stage & back drop	Per package		1 no.	-
G.	Sitting arrangement in front of the stage	Per package		1 no.	
H.	Theme Stall	Per Stall		1 no.	
I.	Showcase of Rural Products	Per package		1 no.	
J.	DDU-GKY Theme Stall	Per package		1 no.	
K.	Live Demonstration Mandap	Per mandap		1 no.	
L.	Fireman Rest Room	Per package		1 no.	
M.	Policeman rest room	Per package		1 no.	
N.	Media Room	Per package		1 no.	

O.	Selfie Point	Per package		3	
P.	Cleaning & Sanitation	Per package		1 no.	
Q.	Supply of Sweeper (20 sweepers per day for 11 days) for mela ground, food court and Temporary urinal cleaning during the event.	Rate per day/ 20 sweepers		11 days	
R.	Garbage lifting (4 trip per day through tractor)	Rate per Trip		50 Trip	
S.	Toilet cleaning material for entire Mela Period	Lumpsum-1 package			
	A-Cleaning of Temporary Urinal at mela ground				
	B-Participants accommodation places at IDCO Dormitory, SIRD & PR Hostel, Mission Shakti Bhawan, Yatri Niwas, Farmers Hostel, OUAT along with requisite phenyl, bleaching & other cleaning materials etc.				
T.	Ground Electrification	Per package		1	
U.	Generators	Per package		1	
V.	Food Court (Stalls with Courtyards)	Per package		1	
W.	Food Stall only	Per stall		1 Nos	
X.	Net Carpeting	Rate per sq. ft.		3,00,000	
Y.	Barricading (in tin)	Running per ft.		3500 sqr ft.	
Z.	Fire Extinguisher (B & C Type)	Per Piece		100 Nos.	
AA.	Pagoda type rest Shed	Single Package			
BB.	<u>Miscellaneous items:</u>				
1	Bed Set (Bed & Pillow with Cover)	Per set		500 pcs	
2	Durri (15' X 15')	Per Piece		10 pcs.	
3	Printing & Installation of Star Flex Sheet with batten frame	Per Sq. Ft.		5000 sqft	
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	Per Sq. Ft.		2000 sqft	
4	Stage background in black cloth masking	Per Sq. Ft.		2500 sqr ft.	
5	Dustbin- 3 ft height	Per Piece		100 pcs	
6	Decorative Flower / Plant Pot	Per Piece		250 pcs.	
7	Syntex tank (2000 liter capacity each tank with 3' height stand)	Per tank		2 pcs.	
8	Soundless pedestal fan	Per Piece		10 pcs.	
9	Red Carpet (Synthetic)	Rate per srft		2000 sqrt	
SEGMENT-B: EVENT MANAGEMENT					
A	Advertisement & Publicity				
1.	Content Development: Development 10 Second Ad Film and 20 Second Radio Jingle for placing of advertisement in electronic media.	Single package		Single package	

2.	Hoardings (10 ft X 12 ft each)-Printing and installation with flex in iron frame and bamboo at different place in BBSR	Rate per Hoarding		10 Nos	
3.	Road Standee-(3ft X 6ft each) iron pipe with starflex including designing and printing.	Rate per Standee		300 Nos.	
4.	Auto rickshaw branding through sticking of 3X2ft size of Eco Solvent flex on backside of Auto .	Rate per Auto with flex		350 Auto with flex	
5.	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		3 Nos.	
B.	Photography and Videography				
1.	Still Photography, Videography and Live Webcast) of the entire event	Lump sum		Single Package	
C.	Surveillance Arrangement				
i	C.C. Camera / TV along with operator (For the entire event with thirty (60) CC camera)	Rate per Camera		60 Nos	
ii	For the entire event with ten (2) Plasma TV)	Rate per TV		2 Nos	
iii	LED Panel (8 ft. X 6 ft.) along with operator	Per LED		2 Nos	
D	Security Person Services				
1	Guard with Lathi (Rate Per guard per Shift -8 Hour)	Rate per guard/ shift		62 No	
2	Supervisor (Rate Per Supervisor per Shift- 8 Hour)	Rate per supervisor/ shift		3 No	
E	Cultural Programme (Rate per day/ Package)				
1.	Four Nos National /State Level Celebrities-	Per Celebrity/ Per day		4 Nos	
F	Local Transportation				
1	Bolero/Travera (For 12 hour duty , 10 Km. Running Per One Liter Diesel)	Rate per day		20 days	
2	Swift Dezire (For 12 hour duty , 17 Km. Running Per One Liter Diesel)	Rate per day		20 days	
3	Bus (Mela Ground to Accommodation places at Yatri Niwas / SIRD & PR Campus or any other accommodation place inside Bhubaneswar). (40-50 seater) (Morning 6 trip + Evening 6 trip = 12 trip approx. per day)	Rate Per 12 Trip / per day		11 days	
4	Truck - (407 Carrying participant from Railway Station to Mela Ground- 2 full days & night -48 hours Carrying participant from Railway Station to Mela Ground- 2 full days & night -48 hours.	Rate Per Day (24 hr duty)		3 days	

5	Toto E Rickshaw	Rate per Toto		6 no.	
G	Printing Works				
1	Plastic Identity Card with neck cord	Rate per pcs		100	
2	Identity Card with cover and neck cord	Rate per pcs		1000	
3	Invitation Card with Envelop	Rate per pcs		500	
4	Certificats	Rate per pcs		1000	
H	Pantry Services: Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin to the Guest/VIP/ Officials at Coordination cell during the event as per the order of the Mela in charge				
1	Mineral water (ISI Marked) - 500 ml bottle	per bottle		1	
2	Mineral water (ISI Marked) - 1 ltr bottle	per bottle		1	
3	Tea / Coffee- Rate per cup	per plate		1	
4	Snacks (Category-I)- Dry fruits (for VIP & VVIP) - (Roasted & salted Cashew & Pista/Almond, Salted bakery biscuits, chips, seobhujia)	per Plate		1	
5	Snacks (Category-II)- Tiffin (for Staff) (1 Bada, 1 Samosa, 1 Alu chap & 2 sweet) Rate per plate	per plate		1	
6.	Break-fast (Idli/Puri/Vada/Veg Paratha/ Vegetable Upama(Suji +Seemai Mix) with Chutney or Sambar/ Veg Sandwich	Per plate		1	
7	Lunch (Plain Rice/Hot Roti/ Dal Fry/ Veg Curry (seasonal Veg)/ Special items like Panner/ Mushroom/ Fish/ Chicken alternatively/Water Bottle (500ml)	Per plate		1	
8	Dinner Hot Roti/ Veg Curry/ Non-Veg Curry/ Sweets (one each)/ Water Bottle (500ml)	Per plate		1	
I	Professional Manpower to be engaged (3 Nos)				
<i>i</i>	Design Expert (2 Nos)	Package for 11 days		2 Nos	
<i>ii</i>	Retail Management Expert (1 No)	Package for 11 days		1 No	
Total Quoted Amount excluding GST (Segment A + Segment B)					
Add :-GST 18%					
Grand Total Quoted Amount including GST					
Rupees in words _____ only including GST.					

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

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

Yours faithfully,

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