



No. 4402 /
File No: ORMAS-LIV-FM-0001-2024

Date: 22/11/2024

REQUEST FOR PROPOSAL (RFP)

Selection of an Event Management Agency for Designing, Fabricating, Installation and Management of Exhibition for Pravasi Bharatiya Divas (PBD), 2025 in Bhubaneswar, Odisha

ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed two bid systems from the eligible bidders through e-tender process for “**Selection of an Event Management Agency for Designing, Fabricating, Installation and Management of Exhibition for PBD, 2025**” in Bhubaneswar, Odisha”. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.ormas.org / panchayat.odisha.gov.in/ / www.tendersodisha.gov.in. The bid calendar under the end to end process are:

Date of Issue of RFP	Date of Pre-Bid Meeting	Last Date for Submission of Bid	Date of Opening of Technical Bid, Technical presentation and opening of financial proposal	Bid processing fee in Rs.	EMD in Rs.
23.11.2024	30.11.2024 at 11.30 AM	17.12.2024 at 12 Noon	17.12.2024 at 12.30 PM onwards	11,800/- including GST	2,00,000/-

The bidders must apply their proposal through e-tender process latest by 17.12.2024 at 12 Noon clearly mentioning “REQUEST FOR PROPOSAL – “**Selection of an Event Management Agency for Designing, Fabricating, Installation and Management of Exhibition for PBD, 2025**” in Bhubaneswar, Odisha”. 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.


Chief Executive Officer, ORMAS

Memo No. 4402

Date: 22/11/2024

1. Copy to PR&DW Department, Government of Odisha for publication in the website of the Department for wide publicity.
2. Copy to Mr. S.S. Sahoo, Project Executive, ORMAS for publication in the Website and Notice Board of ORMAS for wide publicity.


Chief Executive Officer, ORMAS

REQUEST FOR PROPOSAL

SELECTION OF AN EVENT MANAGEMENT AGENCY FOR DESIGNING, FABRICATING, INSTALLATION AND MANAGEMENT OF EXHIBITION FOR PRAVASI BHARATIYA DIVAS (PBD), 2025 in Bhubaneswar, Odisha

ORMAS

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



No. 4401
File No: ORMAS-SD-MISC

Date: 22/11/2024

REQUEST FOR PROPOSAL (RFP)

Selection of an Event Management Agency for Designing, Fabricating, Installation and Management of Exhibition for Pravasi Bharatiya Divas (PBD), 2025 in Bhubaneswar, Odisha

ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed two bid systems from the eligible bidders through e-tender process for “**Selection of an Event Management Agency for Designing, Fabricating, Installation and Management of Exhibition for PBD, 2025**” in Bhubaneswar, Odisha”. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.ormas.org / panchayat.odisha.gov.in/ www.tendersodisha.gov.in. The bid calendar under the end to end process are:

Date of Issue of RFP	Date of Pre-Bid Meeting	Last Date for Submission of Bid	Date of Opening of Technical Bid, Technical presentation and opening of financial proposal	Bid processing fee in Rs.	EMD in Rs.
23.11.2024	30.11.2024 at 11.30 AM	17.12.2024 at 12 Noon	17.12.2024 at 12.30 PM onwards	11,800/- including GST	2,00,000/-

The bidders must apply their proposal through e-tender process latest by 17.12 2024 at 12 Noon clearly mentioning “REQUEST FOR PROPOSAL – “**Selection of an Event Management Agency for Designing, Fabricating, Installation and Management of Exhibition for PBD, 2025**” in Bhubaneswar, Odisha”. 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.

Sd/-

Chief Executive Officer, ORMAS

Memo No. 4402

Date:22/11/2024

1. Copy to PR&DW Department, Government of Odisha for publication in the website of the Department for wide publicity.
2. Copy to Mr. S.S. Sahoo, Project Executive, ORMAS for publication in the Website and Notice Board of ORMAS for wide publicity.

Sd/-

Chief Executive Officer, ORMAS

INDEX

SL NO	BRIEF DESCRIPTION	PAGE
1	DATA SHEET	5
2	SECTION -1 : LETTER OF INVITATION (LOI)	8
3	SECTION -2 : INFORMATION TO THE BIDDER	9
4	SECTION-3 : SCOPE OF WORK	19
5	SECTION- 4: TECHNICAL BID SUBMISSION FORMS	26
6	SECTION-5 : FINANCIAL PROPOAL SUBMISSION FORMS	31
7	SECTION-6 : BID CHECKLIST	33

OBJECTIVE

Pravasi Bharatiya Divas 2025 is poised to be a grand event, featuring a diverse range of activities such as seminars, conventions, business meetings, exhibitions, and networking opportunities. It aims to engage the global Indian community in discussions on their contributions to India's progress. Eminent personalities, Non- Resident Indians (NRIs), political leaders, diplomats, senior government officials, media professionals, and other distinguished participants from India and abroad are expected to be in attendance. The primary objectives of the PBD 2025 are as specified hereunder:

- (i) To organize PBD 2025 as a platform for engagement with NRIs and PIOs and Inform PIOs/NRIs about progress in various sectors; policies/incentives for NRIs & PIOs.
- (ii) To enable NRIs and PIOs to connect and contribute to India's social and development programmes.
- (iii) Provide a platform to the State Government of Odisha to showcase opportunities and connect with their Diaspora for promotion of its Industrial & tourism potential.

ORMAS under PR & DW Department invites proposals from reputed organizations for **Event Management Agency for Designing, fabricating, Installation and management of exhibition for PBD 2025 in Bhubaneswar, Odisha**

The Theme of PBD -2025 is:

"DIASPORA's CONTRIBUTION TO A VIKSIT BHARAT"

"विकसित भारतकी संकल्पनामें प्रवासी भारतीयों का योगदान"

"ବିକାଶିତ ଭାରତର ସଂକଳ୍ପନାରେ ପ୍ରବାସୀ ଭାରତୀୟଙ୍କ ଯୋଗଦାନ"

DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Chief Executive Officer, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) on 70:30 weightage basis.
3.	Mode of Submission	Online (e-tender)
4.	Date of Issue of RFP (e-tender) www.tendersodisha.gov.in	23.11.2024
5.	Last date for submission of Pre-bid queries through email to ormashq@gmail.com	29.11.2024
6.	Date of Pre-Bid Meeting at ORMAS Conference Hall	30.11.2024 at 11.30 AM
7.	Last Date and Time for submission of	17.12.2024 at 12 Noon www.tendersodisha.gov.in
8.	Date & Time for opening of Technical Bid and Presentation and opening of Financial Bid	17.12.2024 at 12.30 pm onwards
9.	Tender Processing Fee (Non-Refundable)	10,000/-INR + GST-18 % = Rs. 11,800/- shall be transferred 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 (Any kind of exemption/ relaxation is not applicable for this assignment)
10.	Earnest Money Deposit (EMD) (Refundable)	Rs. 2,00,000/-INR (Rupees Two Lakh) shall be transferred 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 (Any kind of exemption/ relaxation is not applicable for this assignment)
11.	Performance Security	5% of the Contract value in shape of Demand Draft in favour of "ORMAS" drawn in any scheduled commercial bank payable at Bhubaneswar.
12.	Place of Opening of Technical& Financial Bid:	Conference Hall of ORMAS, SIRD & PR Campus, Unit-8, Bhubaneswar
13.	Address of the Client:	Chief Executive Officer, Odisha Rural Development & Marketing Society (ORMAS), SIRD & PR Campus, Unit-8, Bhubaneswar, Odisha, Pin Code: 751012 E-mail:- ormashq@gmail.com Contact person: Dy CEO , ORMAS (9437307271)
14.	Joint Venture/Consortium/ Franchising, outsourcing, subletting	Not Allowed

NB:

- Submission of more than one bid by the bidder will be entirely rejected.
- For details, please visit: www.ormas.org/ panchayat.odisha.gov.in/ www.tendersodisha.gov.in

E-TENDERING

Procedure for Participation in e-tendering

1. Web address of E-tendering website: [https:// www.tendersodisha.gov.in](https://www.tendersodisha.gov.in).
The Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained eMudhra CA /GNFC/IDRBT/ Mtnl Trustline/ Safe Script / TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot remap to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF format. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender.
11. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
12. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
13. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
14. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client's System as well as the Network bandwidth available at the Client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75- 100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
15. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.

16. In case of Offline payments, the details of the Earnest Money Deposit (EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
17. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders due to local issues.
18. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
19. At the time of freezing the bid, the eProcurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
20. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the
21. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
22. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system.
23. System does not certify for its correctness.
24. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
25. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time
26. (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
27. All the data being entered by the bidders would be encrypted at the client end and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
28. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

SECTION: 1
LETTER OF INVITATION

RFP No:-

Dated:-

Assignment: -Selection of an Event Management Agency for Designing, Fabricating, Installation and Management of Exhibition for PBD, 2025 in Bhubaneswar, Odisha

1. **ORMAS under the Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites online Bid from eligible bidders for “Selection of an Event Management Agency for Designing, Fabricating, Installation and Management of Exhibition for PBD, 2025 in Bhubaneswar, Odisha”.** More details on the proposed assignment are provided at **Section-3: Scope of Work** of this bid document.
2. Agency will be selected under **Quality & Cost Based Selection (QCBS)70:30** procedures as prescribed in the RFP Document.
3. The Bid complete in all respect as specified in the RFP document must be accompanied with a **Non-refundable amount of Rs. 10,000/- + GST 18 % - Rs. 1800 = Rs. 11,800 (Rupees Eleven Thousand Eight Hundred)** towards **Tender Processing Fee** and a **refundable amount of Rs. 2,00,000/- (Rupees Two 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 **17.12.2024 (12.00 Noon) in www.tendersodisha.gov.in** and the date of opening of the technical proposal, Technical Presentation & financial bid is on 17.12.2024 onwards in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet . Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP 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. Checklist[**Section – 6**]
6. While all information/data given in the RFP 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. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final , binding and cannot be challenged.
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 Executive Officer,
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.	1. Proof of Certificate of Incorporation / Registration of the Agency 2. Valid GST and PAN Registration.
2	The bidder must have Government / PSU experience of the execution of various event management including design and fabrication work in national and international events for the exhibition for at Least 4 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 annual turnover of Rs. 1 Crore (Rupees One Crore only) each in the last three financial year(2021-22 2022-23 & 2023-24).	Copies of audited balance sheet for the last three financial years and CA certificate Provisional Audit Report for any of the FYs will not be accepted.
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.	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 and fabrication work in national and international events for the exhibition in last three financial year ending on 31.03.2024. The Agency / Firm must have experience in <i>minimum 2 similar works (Exhibition /Festival /Event/Pavilion/ IITF/ PBD/ Mahostav / Conclaves)</i> for any State Government /Central government /PSU with a contract value/work order of Rs. 40 Lakh for each work.	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.
6	The bidder should not have been blacklisted by Central / State Govt/ PSUs Institutions.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

Note: Any type of Exemption is Not applicable in this RFP process.

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) as applicable.
- Copy of Certificate of Incorporation/ Registration
- Copy of IT returns and GST Return
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- 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 Bid, the required bid processing fee amounting to **Rs. 10,000/- + GST 18 % - Rs. 1800 = Rs. 11,800** (Rupees Eleven Thousand Eight Hundred) shall be transferred 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

Bids received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD) :

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to **Rs. 2,00,000/- (Two Lakh Only)** shall be transferred 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

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

- Bidder withdraws its Bid during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its Bid.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.

- If the bidder fails to
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

3. Performance Security: -

Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.

The successful bidder shall furnish 5% of the Contract value as Performance Security. The EMD cost of Rs. 2,00,000/- of the successful bidder shall be retained with ORMAS and the successful bidder will submit balance amount in shape of DD from any scheduled commercial bank in favour of “ORMAS” payable at Bhubaneswar. The performance security of successful bidders shall be refunded after successful completion of the entire event.

4. Pre Bid Meeting:

A Pre-Bid meeting will be organized by ORMAS to address the queries relating to the overall selection process and scope of the work. The **Pre-Bid meeting will be held on Dt. 30.11.2024 (11.30 AM)** at ORMAS Conference Hall, SIRD & PR Campus, Unit-8, Bhubaneswar. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting. The Bidder may request a clarification of any part of the RFP prior to the last date for submission of queries through email, as indicated in the Bidder’s Data Sheet. The Client's responses to Bidder queries will be made available to all Bidders and shall be uploaded on the Client’s website. It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification. The bidder shall submit their queries in the following format.

Sl	Page No and RFP Clause reference.	RFP Reference	Queries

5. Submission of Bid:

The bid paper should be submitted through Online mode only in www.tendersodisha.gov.in.

6. 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/ Registration
3. Copy of PAN
4. Copy of IT returns and GST Return
5. Copy of Goods and Services Tax Identification Number (GSTIN).
6. Experience of having successfully completed similar works during last three year ending on 31.03.2024. Long list of similar assignment may also be submitted for evaluation purpose.
7. Financial Statement of last three years ending on 31.03.2024 and the agency must have an annual turnover of 1.00 Crore (**Rupees One Crore only**) in each year . Provisional

Audit Report for any 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
<p>1. The bidder must have government / PSU experience of the execution of various event management including design and fabrication work in national and international events for the exhibition in last three financial year ending on 31.03.2024. The Agency / Firm must have experience in <i>minimum 2 similar works (Exhibition /Festival /Event/Pavilion/ IITF/ PBD/ Mahostav / Conclaves)</i> for any State Government /Central government /PSU with a contract value/work order of Rs. 40 Lakh for each work</p> <p>Each assignment / work shall carry 5 marks.</p>	20	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
<p>2. The agency should have an annual turnover of Rs. 1 Crore (Rupees One Crore only) each in the last three financial year(2021-22 2022-23 & 2023-24).</p> <p>Every One Crore shall carry 2 marks</p>	20	Audited Financial Statements signed by the CA along with UDIN Number
<p>3. The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 4 years (as on Bid due date)</p> <p>Each year shall carry 1 marks</p>	10	Work orders showing the agency having experience of minimum 4 years or above .List of assignment also may be given.
<p>4. Technical Presentation (The score will be awarded by committee based on the technical and experience aspects) Marks:10 marks for each segment. (Total 5 segments)</p> <p>a. Demonstration of unique idea and understanding of Preliminary concept of management of the event.</p> <p>b. Aesthetic Appeal (Visual Impact & Creativity)</p> <p>c. Cultural Representation to Odisha Art, Architecture, Culture, Heritage, Tourism, food.</p> <p>d. Innovation and technological interventions (Smart Display, Lighting, LED Display Etc., digital integration, layout,)</p> <p>e. One Best international standard similar event carried out in the past.</p> <p>Note : (Should Covered all below mentioned points:</p>	50	

I. At least 3 different designs of each segments for the exhibition pavilion;		
II. Artwork & creative to be used, incorporating the essence of Odisha's tourism's brand assets; reference images of all the elements to be placed inside the exhibition centre;		
III. any structural innovation		
IV. Manpower support in divas for the maintenance support during the period event.		
V. External & internal design concept for the Pavilion;		
VI. Material to be used		
VII. Emergency preparedness		
Grand Total	100	
Qualifying Mark for Opening of Financial Bid	70	

Bidders will make a presentation before the Client during the technical evaluation stage for 15 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 (3rdStage):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.

7. **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:

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

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

8. 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 will invite the firm whose proposal received the second highest score to negotiate a Contract.

9. 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.*

10. Terms & Conditions

a. Date & Venue of PBD Event:

Name of the Event	Date	Venue
Event Management Agency for Designing, fabricating, Installation and management of exhibition for PBD 2025	8th – 10th January'2025	Janta Maidan, Bhubaneswar

- 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. There are four segment mentioned in the financial bid format. 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 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. Layout Plan is 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, no extra payment will be entertained for the additional days for fixed structure engineering work. 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.

- i. The selected bidder will work under the close supervision of the Chief Executive Officer, ORMAS
- j. The Authority will review the 3D design work and other engineering work against approved layout plan under taken by the selected Agency. The successful agency will work directly under the supervision of CEO, ORMAS.
- k. The Event Management Agency will coordinate with Departments of Govt. of Odisha, IDCOL, IPICOL, Districts administrations, Ministries from the Govt. of India who are the exhibitors for the Event for ;
 - a. allocation of stalls
 - b. customization of space/ stalls
 - c. Theme designing
 - d. Tools & Equipment to be installed
 - e. State specific Art and Culture theme looks
 - f. Colour coding
 - g. Convergence of schemes & logo branding.
- l. Agency will ensure that all materials / items used must be eco- friendly. No plastic is to be used at the event venue. (Not even any material packed in plastic). The Event Management Agency shall ensure that the event is conducted as an "**ENVIRONMENT FRIENDLY EVENT.**" in the PBD-2025.
- m. All the materials to be used for the structures should be monitored by the team of ORMAS. Payment will be made only after approval of the Committee.
- n. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing the event.
- o. The agency shall abide by all statutory and regulatory Acts of both Central Govt. and State Govt.
- p. No advance shall be made. Full payment shall be made after receiving service from the agency and after certification given by the concerned Officers that full satisfactory service as per the specifications agreed by both parties. The decision of the authority is final as per the need of the situation.
- 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.
- r. The rate offered by the agency shall be inclusive of GST & Other Taxes.
- s. The selected Agency/ firm should open its own office having the technical man power & manager throughout the event period to handle any work to be assigned by the authority.
- 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. The bidder has to quote the rate as per the given format. Filled with Self-styled format shall be rejected.
 - x. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
 - y. Agency will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
 - z. No part of the contract will be sub-let without the prior written permission of the Authority.
 - aa. The bidder has to treat the materials to be used in event (like clothes & other inflammable materials), with fire repellent chemical. .
 - bb. 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 mishap.
 - cc. Agency shall provision for a help desk for handling email/physical/postal inquiries. It should also have a dedicated 24*7 call center support for event related queries.
 - dd. Over all event insurance shall be taken out by the Event Management Agency for the designated assignment.
 - ee. Any other job that State Govt. / Authority may prescribe based on immediate need as and when required.
 - ff. Wherever specific terms & conditions have not been spelt out in the document, OGFR, Govt. of Odisha shall apply.
 - gg. No payment shall be made if the agreement is cancelled / terminated on the ground of unsatisfactory works.
 - hh. ORMAS 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.
 - ii. The agency shall handover the Intellectual Property to the ORMAS that used for the event.
 - jj. The works may be decreased and increased as per the requirement. The cost shall be decided by the Authority.

11. 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.

12. 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.

13. 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.

14. Legal Jurisdiction:

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

15. 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.

16. 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.

17. 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.

18. Advances

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

SECTION: 3

SCOPE OF WORK

About the Event – Pravasi Bharatiya Divas (PBD) , 2025

Pravasi Bharatiya Divas (PBD) is a biennial event celebrated to recognize and honour the significant contributions of the overseas Indian community to the development of India. This prestigious event serves as a platform for the Indian diaspora to engage in discussions with the Government of India on key issues affecting them and to explore potential investment opportunities that contribute to India's growth and development. Additionally, PBD fosters networking among overseas Indians from various parts of the world, creating synergies for collaboration and mutual support.

Pravasi Bharatiya Divas (PBD) has been celebrated on 9th January every year since 2003 to mark the contribution of the Overseas Indian community in the development of India. January 9 was chosen as the day to celebrate this occasion since it was on this day in 1915 that Mahatma Gandhi, the greatest Pravasi, returned to India from South Africa, led India's freedom struggle and changed the lives of Indians forever. This year the Pravasi Bharatiya Divas (PBD) 2025 will be hosted by "ODISHA" and it will be organized at **Janta Maidan from January 8th to January 10th, 2025**. The Theme of the divas is "*Diaspora Contribution to Vikshit Bharat*". In this auspicious occasion a grand exhibition with approximately 150 to 200 stalls, highlighting a wide range of products, services, schemes of GoI & GOO and initiatives will be organized.

The 18th edition of Pravasi Bharatiya Divas will take place in Bhubaneswar, Odisha, from January 8th to January 10, 2025, with Odisha as the partner state. The event will be held at Janta Maidan demonstrating a series of high-profile sessions, discussions, and networking opportunities, all designed to engage the diaspora and showcase India's ongoing development journey.

Scope of Work and Design Specifications

1. Design Development: ORMAS will oversee the comprehensive design development of the exhibition space, focusing on several key areas:
 - Space and Interior Design: Creating an inviting and culturally reflective environment that showcases the richness of Indian craftsmanship.
 - Stall Design: Developing innovative stall layouts that highlight the uniqueness of each artisan's work while ensuring accessibility and engagement for visitors.

- Graphic Design: Designing eye-catching graphics and informational materials that effectively communicate the stories and backgrounds of the artisans and their crafts.
2. Event Management: The implementation and construction phase will involve meticulous planning and execution in the following areas:
 - Space and Interior Construction: Coordinating the physical setup of the exhibition space in line with the approved designs.
 - Stall Customization: Building and arranging the stalls to ensure optimal presentation of the artisans' work.
 - Coordination with Artisans: Engaging artisans from both within Odisha and other States to participate in demonstration stalls. This will include:
 3. Arrangement of Tools and Equipment: Providing necessary tools and equipment for artisans to demonstrate their crafts effectively, such as charkhas for spinning, handlooms for weaving, pottery wheels for clay work, and lathe machines for woodcraft.
 4. Documentation : ORMAS will ensure thorough documentation of the entire event, and the artisans involved:
 - Artisan Profiles: Capturing the stories and journeys of artisans from their rural villages to the exhibition, with detailed narratives and scripts that highlight their backgrounds, skills, and contributions to their crafts.
 - Exhibition Coverage: Documenting the entire exhibition through high-quality video footage, showcasing the vibrancy and energy of the event.
 - Coffee Table Book: Compiling the documentation into a beautifully designed coffee table book that not only serves as a keepsake but also as a promotional tool, celebrating the artisans and their crafts, while educating visitors about the cultural heritage of India.
 5. Pavilion 1 is designated as the Rural Development, Livelihood & Marketing Sector Pavilion, serving as a showcase for the vibrant and diverse handloom and handicraft products from rural communities across India. This pavilion highlights the creative talents and traditional craftsmanship of artisans from every corner of the country.
 - The participating Departments and initiatives represented in this indicative pavilion include:
 1. ORMAS 2. Mission Shakti 3. MSME 4. TRIFED 5. NABARD 6. Handicrafts Dept 7. Handloom Department 8. KVIB 9. PR & DW Department 10. Millet Mission 11. Other State SRLM Etc.
 6. Pavilion 2 is designated as the Social Sector Pavilion for Pravasi Bharatiya Diwas, highlighting a diverse range of initiatives that focus on enhancing the social and economic well-being of communities across India. This pavilion features a combination of

demonstration-cum-sale stalls, where key government departments and programs present their contributions to public welfare, social development, education, and economic advancement.

The participating departments and initiatives represented in this pavilion include:

- W & CD Deptt. (Subhadra Scheme)
- Culture & Tourism Department of Odisha
- Information & Public Relations (I&PR) Department
- Sports Department
- Sustainable Development Goals (SDG) Initiatives
- Micro, Small, and Medium Enterprises (MSME)

7. Showcase of Potential Products from Each Department

Each department is expected to present a curated selection of products that represent the unique strengths, innovations, and key offerings of their sector. These products should reflect the potential for both domestic and international markets, highlighting the quality, craftsmanship, and relevance of the showcased items with detailed descriptions to give visitors a comprehensive understanding.

8. Live Demonstration of Product Crafting or Usage

- Departments are encouraged to arrange live demonstrations showcasing the creation, crafting, or practical application of their products and allowing visitors to ask questions and gain a deeper appreciation of the techniques and expertise required in the production of these products.

9. Digital Presentations Highlighting Products, Services, and Schemes

- Departments are expected to develop engaging digital presentations, showcasing their key products, services, and schemes. These presentations can include videos, slideshows, or virtual tours that highlight the benefits, features, and unique selling points.

10. Required Space for Product Display and Engagement

- Each department should provide a clear outline of the space requirements necessary to adequately showcase their products and conduct live demonstrations or other activities.
- Consideration should be given to the layout, including the need for display stands, digital screens, seating arrangements for presentations, and any additional elements like stage setups or workshop areas.

11. The Food Pavilion will showcase a lively array of diverse selection of regional cuisines and specially products of Odisha. Visitors can explore an assortment of unique items, including turmeric, millet, dried fish, oils, corn flakes, corn flour, and a variety of regional spice blends. A standout feature of the pavilion will be its focus on authentic Odia cuisine,

with offerings such as traditional Pitha (rice cakes), the famous ChhenaPoda (baked cheese dessert), Dahi bada Alu Dum, Rasabali, Chena Jhili, Arisha Pitha, Millet based snacks and a variety of other dry sweets that celebrate the rich culinary heritage of Odisha.

12. To prepare a theme-based concept and design for the pavilion decoration, the focus should be on crafting up to two distinct, immersive design themes that reflect Odisha's essence. This will involve utilizing the expertise of a conceptualizer or visualizer, either in-house or through a partnership, to bring the state's growth story in technology along with its rich and varied heritage to life with compelling visuals, installations, and interactive elements. Also with a focus depicting the dances such as Demsha of Koraput, Mayurbhanj Chau, Kalahandi Gumura, Tiger dance of Ganjam etc.

1. Design Development and Implementation:

- The designer will conceptualize the work to develop two unique, cohesive themes that embody the pavilion's objectives, aligning with Odisha's rich cultural heritage, progressive achievements, and this year's overarching theme.
- Each theme should provide a clear narrative, visually representing Odisha's contributions across sectors—such as infrastructure, industry, rural development, and culture—and capturing the visitor's attention with iconic elements unique to Odisha.
- Possible theme ideas could include:
 - *"Heritage Meets Progress"*: An exploration of Odisha's cultural legacy and modern advancements, combining traditional art forms with futuristic design elements. **Charkha** (spinning wheel).
 - *"Odisha: Land of Opportunities"*: A focus on Odisha's potential for growth and investment, depicted through dynamic visuals of its industries, policies, and infrastructure development.

2. Visual and Structural Design:

- The conceptualizer will create sketches, 3D renders, and mock-ups of the selected themes, showing how the pavilion's space will be organized and decorated.
- Large-scale installations, such as a towering **charkha** (spinning wheel) or a model of Odisha's famous Architectural sculpture, could serve as focal points to draw visitors.
- Wall graphics, floor designs, and ceiling displays will reinforce the theme, with interactive digital panels and artistic lighting that change to highlight different elements of the display.

3. Layout and Visitor Flow:

- Each concept will be designed to optimize visitor flow, ensuring that guests can easily navigate and engage with each section.
- The layout should guide visitors through a journey that highlights Odisha's achievements, cultural assets, and economic potential.

4. Integration of Interactive Elements:

- Digital touchpoints, such as virtual tours, augmented reality (AR) experiences, and touchscreen displays, can add depth to the themes by allowing visitors to explore Odisha's landscapes, industries, and cultural traditions in an engaging way.

5. **Review and Refinement:**

- The final designs will undergo review and fine-tuning based on feedback from key stakeholders to ensure that the selected theme resonates with the intended message and audience.
6. By leveraging the expertise of a talented conceptualizer or visualizer, the pavilion decoration will become a memorable, visually compelling space that embodies Odisha's past, present, and potential for the future.

Points to be noted:

1. The pavilion's design, fascia, and central theme area should powerfully showcase Odisha's vibrant cultural heritage, diverse art forms, and profound historical significance. This design should also highlight the state's dynamic growth and development. Through visually engaging elements and thoughtful layout, the pavilion should create an immersive experience that captures the essence of Odisha's traditions while reflecting its progress and forward-looking spirit.
2. The pavilion should focus on showcasing Odisha's remarkable achievements across critical sectors, including infrastructure, agriculture, industry, tourism, sports, demographic dividend, science & technology, and livelihood initiatives. Aligned with this year's theme, "*Diaspora Contribution to a Developed Bharat (Vikshit Bharat), 2025*". The design will illustrate how the state's advancements have not only enhanced local well-being but also contributed to India's broader growth story. Each section of the pavilion will celebrate Odisha's progress in fostering sustainable development, empowering its people, and encouraging innovation. Through dynamic displays and interactive experiences, the pavilion will emphasize the role of the Odia diaspora in bolstering these achievements and strengthening the state's contributions to a vibrant, self-reliant India.
3. The pavilion should feature dedicated sections with installations focused on Odisha's rural empowerment initiatives, business potential, infrastructure advancements, industrial policies, and investment-friendly environment.
4. The pavilion should dedicate space to highlight Odisha's traditional handicrafts, handlooms, and vibrant ethnic culture through large-scale installations, such as an impressive charkha (spinning wheel) .

The project will focus exclusively on the outer fabrication work, creative design, and installation of large-scale displays, with the exception of constructing the main external structure of the stall itself.

1 Key Components of the Design, Fabrication work & display 3D model installation.

1.1 Design Work:

- a. The design will bring together aesthetics and functionality, merging Odisha's traditional art forms with a modern visual appeal to attract and engage visitors.
- b. Graphic designs and surface treatments on the pavilion's outer walls will feature Odisha's heritage in sectors such as art, handlooms, Architectural sculpture, and nature along with tribal effect & empowerment.
- c. Large, dynamic visuals, augmented by high-quality printing and durable finishes, will ensure the design remains vibrant and impactful throughout the exhibition duration.

1.2 Fabrication work

Fabrication work will include the construction of the gate, 3D models, and the design of interior and exterior graphics for the stalls and other spaces in the exhibition area.

- a. High-quality materials, such as flex prints and veneer prints, sun board etc. will be used for the graphic design work in both the interior and exterior of the stall and other spaces in the exhibition area.
- b. High-quality materials such as fiber, plywood (exp. In the stalls & main gate), iron frames at the main gate, and plaster of Paris at the exhibits will be used for the gate, 3D models & in other exhibition area to fulfill the design requirements. These materials will be meticulously crafted to create a visually striking and durable exterior that embodies the rich heritage and progressive spirit of Odisha. They may also consider to have Odisha crafts such as Applique, Chandua, Pattachitra paintings, Bandha designs etc. in big size pendant hangers including floor lamps.
- c. Special attention will be given to the entrance area & 3D model installation, which should be welcoming and visually appealing to draw in visitors, incorporating well-illuminated elements for enhanced visibility.

1.3. Large-Scale Display 3d Model Installations: (3 models)

- a. Key focal points of the pavilion will be large-scale installations that serve as striking visual anchors and thematic representations of Odisha's culture and growth.
- b. These may include significant, oversized elements like a giant charkha (spinning wheel) or models of iconic Odisha architecture and culture that celebrate the state's ancient craftsmanship along with tribal effect & empowerment. Interactive installations, such as rotating displays, digital screens, or sculptural elements, could be incorporated to provide depth and encourage visitor engagement.
- c. PRIs and their role for grass root administration an implementation different schemes like PMAY, JJM, MGNREGA, PM JANMAN, SBM, DDU-GKY of Panchayati Raj and Drinking Water Department and benefits accrued by the rural households.

- 1.4.** Construction materials will be selected and used based on the design requirements to ensure durability, aesthetic appeal, and structural integrity.

Below are examples of materials to be used for specific components of the pavilion:

- Each material will be selected based on its suitability for the intended purpose, ensuring that the pavilion is not only visually captivating but also structurally sound and aligned with the overall design concept. This approach will allow for creative freedom in design while maintaining the quality and stability of each installation.
- This approach will ensure that the pavilion exterior presents a powerful, cohesive narrative of Odisha, drawing in visitors through visually impactful design and large-scale installations while leaving the core structure of the stall intact.

SECTION: 4
TECHNICAL BID SUBMISSION FORMS
TECH -1
COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Chief Executive Officer
ORMAS, Panchayati Raj & Drinking Water Department
Bhubaneswar - 751001**

Sub: Selection of an Event Management Agency for Designing, Fabricating, Installation and Management of Exhibition for PBD, 2025. [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your RFP 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 RFP document. In case any provision of this RFP 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)

SI 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 : Serial No. : Date: Name of the Bank:	
7	EMD Details Amount : Serial 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 RFP	YES
11	Accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3
Bidder Organisation (Financial Details)

Financial Information in INR			
Details	FY 2021-22	FY 2022-23	FY 2023-24
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 technical 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]

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

(List of completed assignments only of similar nature during last 3 years and above)

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							
3							
4							
5							

The bidder may enlist their Govt experience 3 years and above for technical marking purpose. Supporting documents must be attached.

Note: 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
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:

SECTION: 5
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, Installation and Management of Exhibition for PBD, 2025

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:

Financial Bid Format				
SI	Description of Segment	Quantity/ Space	Units	Cost in Rs. (without GST)
1	"Exhibition Pavilion" Concept Design for a) Stalls interior graphics & exterior design graphics, b) Live Demonstration Stall Design, c) Gate design in 3d (2nos), d) Graphic Design-Artistic Design, hangers specific e) Ground Space Layout design (f) Food Pavillion Design and set up (Odisha foods) f) 3d model design and installation (Max Size 15 x8 ft ,5nos) (note- Design will be- Heritage meets Progress , Odisha: Lands of Opportunities, craft & culture specific along with tribal effect & empowerment.)	4200	Sqm	
2	Engineering & Installation of "Exhibition Pavilion" a) Stalls interior & exterior Graphics works According to Design (Material according to Requirement for the design) b) Live Demonstration (including arrangement of tools and equipment and seating setup for artisans) like mat weaving, pottery wheel, metal craft pre-casting, c) Gate Construction According to Design 3D (2nos), e) 3d model installation according to requirement of design. (Max Size 15 x8 ft , 5nos)	4200	Sqm	

3	(Composition, Visual Effects, 3D Animation, Augmented Reality Content/ Virtual Reality Content) Installation of Adequate a) Videography and documentation of the exhibition b) LED screen/wall 6’X6’ , (30 nos) c) Videography of Exhibition & Digital touch points Display screen (For online website, Layout & virtual tours of exhibition area)(6 nos) d) Coffee table book	a)30 b)6	Nos	
4	Others a). As per requirement: i. Directional Signage, ii. Led backlit panel, iii. Light & surrounding Sound System, iv. Adequate Lighting including spotlights as and where required. 15 & 5 AMP electric boards. v. Access ID card for participants and officials, vi. Certificate, vii. Uniform for artisans, viii. Numbering & Name plate of stalls Demo stalls & models, ix. live plants inside the exhibition hall, x. vehicle transportation of participants – 4 nos. mini buses for 4 days and 4 vehicles (ACs)for officials for 7 days, xi. One-day Tiffin for 500 participants on millet and Odisha’s traditional snacks, xii. Proper Cleaning & Sanitation. xiii. Table, Chair, Podium Hangers, Racks, lounge tables, VIP lounge with 6 capacity sofas. b) Manpower (8 nos) Event Managers -2 Data Manager-1 Professional ushers-5	As per requirement	Lump sum	
5	Total Quoted Amount excluding GST			
6	Add :-GST (CGST + SGST) – 18%			
7	Grand Total Quoted Amount including GST			
8	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 actual costs, with a markup not exceeding 30%. 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. **The bidder has to submit atleast 3 designs of each component mentioned above segments.***

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. 11,800/- /- (date and online number)		
4	EMD of Rs. 2,00,000/- (date and online 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:

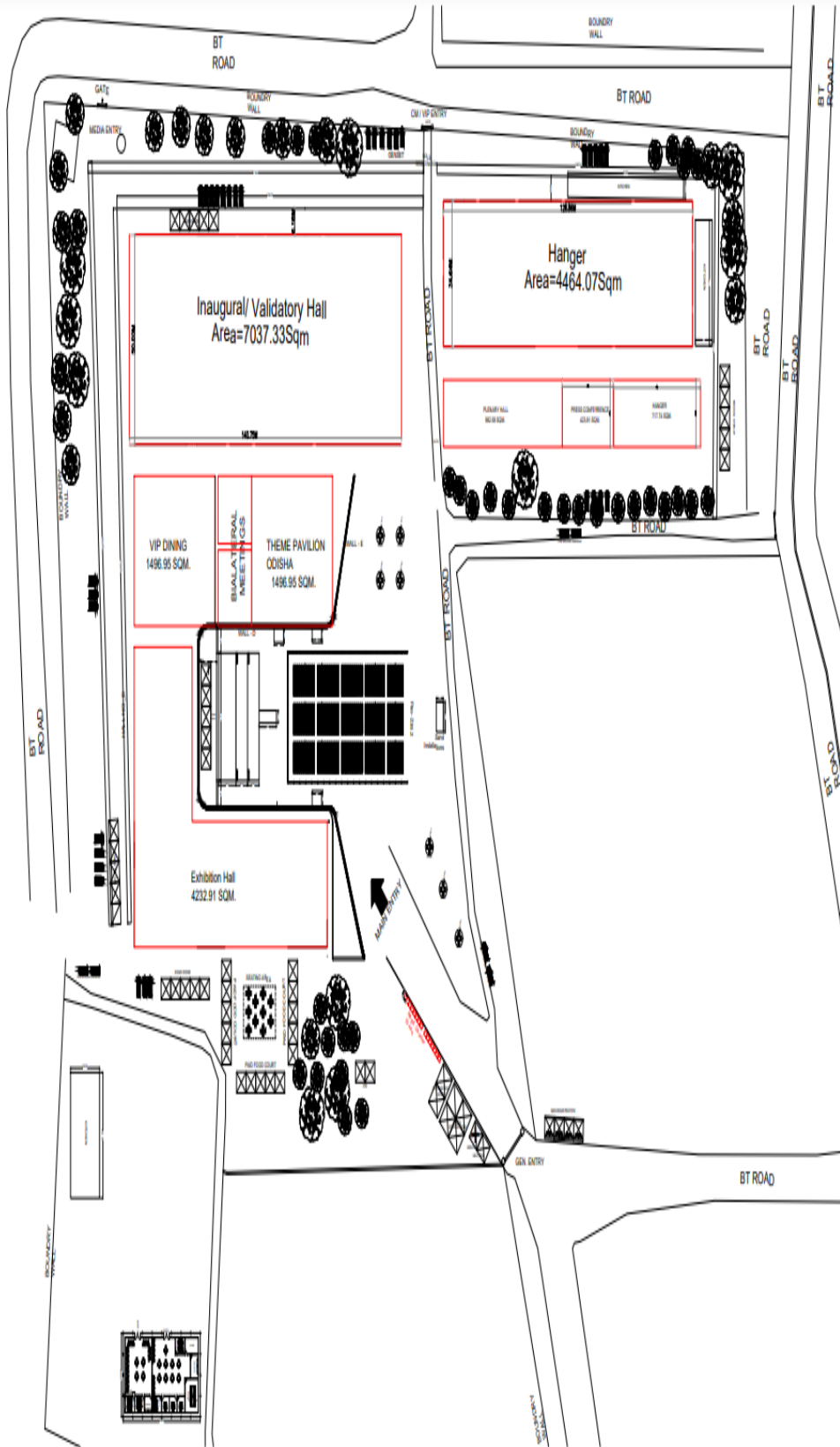
- *All the information have been submitted as per the prescribed format and procedure.*
- *All pages of the Bid have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

LAYOUT MAP OF JANTA MAIDAN, BHUBANESWAR, ODISHA



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