



Brahmapur Development Authority
Court Road, Brahmampur, Odisha-760004

☎ 0680 2292797(O),
✉ bda.brahmapur311@gmail.com

No.289/BeDA,dt.31.01.2020.

TENDER NOTICE

Berhampur Development Authority, Berhampur invites bids in two bid system from interested Event Manager who can comply with the terms and conditions and scope of work, as detailed below for hiring services of an agency to organise the **PAGO festival-2020** proposed to be held at Gopalpur .

General terms & conditions and instructions to bidders can be downloaded from www.bdabrahmapur.in / <https://ganjam.nic.in> (tenders section)

GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. The bid document can be downloaded from the BeDA website www.bdabrahmapur.in or can be obtained from Office of Berhampur Development Authority, Berhampur in working hours before the last date of receipt of bids.

2. Tender process:

The Bid shall be submitted in **Two bid system** as specified below:

A) Cover —1 (Technical bid) should contain the following: (Qualification criteria)

- Duly filled in prescribed application form as per Annexue-1
- An A/c Payee Non-Refundable Bank Draft of Rs. 2,000/- drawn in Favour of "Secretary, BeDA" on any scheduled bank, payable at Brahmampur towards the cost of Tender papers and Processing.
- EMD / Financial Guarantee of the Bidder in the form of an A/c Payee Bank Draft issued by a Public

Sector Bank (but not from any private bank) of Rupees Fifty Thousand, (Rs.50,000) in favour of "The Secretary BeDA ,Brahmampur" Payable at Brahmampur. (This draft will be returned to all unsuccessful bidders without any interest and in the case of successful bidder; the amount will be refunded without any interest only after successful completion of the PAGO Festival-2020 as per the Tender Criteria.)

- Copy of the Income Tax PAN Card and Copies of the Income Tax Returns duly filed for the last 3 years.
- GST Registration Certificate.
- Copies of the Annual Audited Balance sheets filed with Income Tax Dept showing a Minimum Annual Turnover of Rs.50.00 Lakhs in the last two financial years consecutively.

- A certificate by the bidder to the effect that the Firm/ Company/ Organisation has not been 'black listed' by Govt. or any Govt. organisation till date, and no criminal case is pending against the firm or its owners.
- The bidding agency must have undertaken similar work amounting to Rs.50.00 Lakh (cumulative) in the last 3 years and in government organizations.
- The bidder must have an office in Ganjam district.
- Artist Layout Plan on the theme 'BEST out of WASTE' along with material details with colour drawing and artist Bio-data with Undersign of the Artist Himself.
- Undertaking as specified in item No.19 as per **Annexure-3**.

B) Cover — 2 (Financial Bid) should contain the following:

Financial bid as per Annexure -2

3. **Technical bid and Financial bid are to be placed in two separate sealed envelopes (clearly super scribing "Technical Bid for hiring services of Event Management" and "Financial Bid for hiring services of Event Management" respectively) which in turn are to be placed in one bigger (Wax/ Tape sealed only) cover super scribing on the cover as "Quotation for PAGO Festival -2020,Gopalpur".**
4. The bids of the parties whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in the Technical Bid shall be rejected forthwith. The financial bids of only those bidders shall be opened whose Technical Bids are found to be eligible.
5. Bid shall be submitted with a forwarding letter on the letter head of the bidder/ agency duly signed and stamped by authorized signatory on each page to ensure the compliance of scope, services and general terms and condition of the tender under reference.
6. No overwriting, corrections and cutting is permitted.
7. The bidder shall submit the plan and design of the proposed area duly earmarking the arrangements along with the Technical Bid. However, plan may subsequently be changed as per advice and as per the convenience of the BeDA Authority. The scope and requirement of the work shall be increased or decreased by the said Authority/ as per requirement given by BeDA Authority from time to time..
8. No undertaking or application shall be entertained in the bid for submitting any document at the time of opening of the bid or later.
9. Documents which are not submitted inside the bids will not be added or entertained at the time of opening of the Bids.
10. **(The completely filled bid document, duly sealed should be addressed to " Brahmapur Development Authority, Brahmapur and should reach the Office on/ or before 15:00 Hrs of 14th February, 2020 by registered post only.**
(First the Technical bids will be opened at 17.00 Hrs on 14th February,2020 and only those financial bids which are Technically Qualified will be opened immediately thereafter.)

11. **The pre bid meet is at 12 Noon on 7th Feb 2020 at BeDA office along with artist conference. (Time has been wrongly mentioned as 4pm on 7th Feb 20 in the advertisement).**
12. No reasons for delay in delivery of bids in PAGO Festival-2020, shall be entertained.
13. BeDA shall not be responsible for postal or any other delays. Bids received in an envelope that is damaged/ torn or merely stapled will be summarily rejected.
14. Bidders or their authorized representatives, duly authorized in writing on letter head of the company, may have to be present at the time of opening of the Bids.
15. If the date of tender opening, by any chance happens to be a holiday, the tender will be opened on the next working day at the stipulated time.
16. **Award Criteria:** The work shall be awarded to the technically qualified bidder/ agency quoting the lowest amount in the **Financial Bid**. In case the lowest amount thus quoted is identical in case of more than one bidder, then the contract will be awarded to the bidder whose experience in conducting such event is more.
17. Any form of canvassing shall lead to disqualification in bidding. The BeDA, Berhampur reserves the absolute right to hold the Fair as and when necessary and deciding the venue and timings and to accept or reject any/all bids without any further notice or intimation to the bidders, without assigning any reasons.
18. The selected bidder shall undertake to abide sincerely by all rules, regulations and laws of land regarding their responsibilities to manage the event and shall agree to be held liable and responsible for any such violation directly or indirectly related to their responsibilities for the event.
19. **Budgetary limit:** Rs.40.00 Lakh (excluding GST). For extra work, fund will be allowed separately if approved.
20. **Payment Terms:** The Final payment shall be made by the BeDA, Berhampur after submission of invoice and will be released through A/c payee cheque after deducting TDS as applicable. No advance will be given, however payments will be released on successful completion of work in the following manner.
21. BeDA reserves the right to reject any or all of the bids or accept them in part or to reject lowest bid without assigning any reason thereof. **Unrealistic quotes of throw away prices without proper assessment and application of mind shall be rejected by the committee.**
22. Bidder will provide good quality Event Management Service, up to the mark as per scope of work/ schedule of requirement.
23. **Cancellation by default:**

The BeDA, Berhampur may, without prejudice to any other remedy for breach of work order, by written notice of default sent to bidder, cancel the work order in whole or part-

- (a) If the Bidder/ agency fails to provide services within the time period specified in the work order.
- (b) If the Bidder/ agency fails to perform any other obligations under the work order.

23. Forfeiture of EMD/ Security deposit etc. :

1. If the successful bidder / agency refuses/ fails to accept Work Order issued by BeDA or the work order assigned to the agency/ bidder are not done as per the scope of work/ schedule of requirement, EMD/ Security Deposit will be forfeited. The work will then be allotted to the L2 bidder and the financial loss sustained shall be recovered from the L1 bidder.
2. All items used for the event should be reused, recycled or reusable and recyclable. Failure it meeting this the EMD/Security deposit will be forfeited.

24. Rejection of the bid:

- (a) The bidder is expected to examine all instructions, formats, terms & conditions, and scope of work in the bid document. Failure to furnish complete information or false information/ documents shall result in rejection of bid.
- (b) In respect of interpretation/ clarification of this bid document and in respect of any matter relating to this bid document, the decision of BeDA authority shall be final.
- (c) The bidder will have to furnish the requisite document as specified in the bid document, failing which the bid is liable to be rejected.
- (d) The bids without EMD will be summarily rejected.
- (e) The bids received after specified date & time shall not be considered.
- (f) The bids received through fax/ email or any other mode other than specified in the tender document shall not be considered.
- (g) Quoting a Bulk rate for the total fair without item -wise breakup shall lead to rejection.

25. **Blacklisting:** Company/ Firm blacklisted by Government/ PSU/ Corporate organization are not eligible to participate in the bidding process. If at any stage of bidding process or during the currency of work order, such information comes to the knowledge of BeDA, it shall have right to reject the bid or cancel the work order, as the case may be without any compensation to the bidder.

26. Arbitration:

All disputes or difference whatsoever arising between the parties out of or relating to the meaning and operation or effect of the work order or the breach thereof shall be settled by reference to the arbitration as per Indian Arbitration Act.

27. Force Majeure:

If at any time during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, cyclone, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (hereinafter reference to as eventualities), then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non-performance or delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

I have read and understood all terms and condition and agreed upon.

Signature & Seal of the Bidder

Date:

Place:

- **Advertised in 2 Leading Odiya and one National News dailies Published from Odisha**
- **Notice Board** of the office of Brahmapur Development Authority, Brahmapur
- **At the website** www.bdabrahmapur.in
- *Contact Telephone Numbers and E-Mails:- 0680 2292797(O),*
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Sd/-

Secretary,

Brahmapur
Development Authority,
Brahmapur.



Brahmapur Development Authority
Near Courtpeta Junction, Brahmapur, Odisha-760004



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TENDER APPLICATION FORM

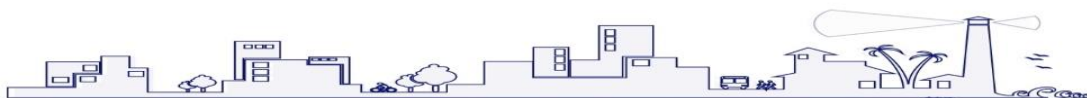
1. Name of the Tenderer (Organisation) :
2. Name of the Owner/ Proprietor :
3. Name of the Authorised representative :
4. Business Address for Communication :
(Please enclose the Electric Bill/Telephone Bill of your business address)
5. Contact Telephone No. and E-Mail ID :
6. PAN Card No.
7. GST No.
8. List of **the** documents submitted with Tender Paper :
 - a)
 - b)
 - c)
 - etc.

I declare that the particulars furnished above are true to the best of my knowledge and I accept all the terms & conditions of this tender without any objections.

Place :

Date:-

Full Signature of the Tenderer
With Full Postal address and Mobile Number





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