



Brahmapur Development Authority

Court Road, Brahmapur, Odisha-760004

06802292797(O), 06802292033(F)

bda.brahmapur311@gmail.com

www.bdabrahmapur.in

No. 1659 /BeDA, Brahmapur, Dated 22/10/2025

Request for Proposal (RFP) for Selection of Event Management Agency for Boita Bandana Mahotsav, Gopalpur-2025

Brahmapur Development Authority (BeDA) invites proposals from eligible and experienced Event Management Agencies for providing **tentage and allied event management services** for the **Boita Bandana Mahotsav, Gopalpur – 2025**, scheduled to be held from **05.11.2025 to 07.11.2025**.

Interested agencies may participate in the bidding process and submit their proposals as per the terms and conditions mentioned in the RFP document. The RFP document can be downloaded from the official BeDA website: www.bdabrahmapur.in.

Complete proposals must be submitted through **Speed Post / Registered Post / Courier or by Hand** to the undersigned **on or before 31.10.2025 by 1:00 PM**. The **Opening of Technical Bids and Presentation** will be held **on the same day at 4:00 PM**.

The Authority reserves the right to accept or reject any or all proposals without assigning any reason thereof.

Secretary
BeDA, Brahmapur

Memo No. 1660

Date: 22/10/2025

Copy to the Issue & Dispatch Section, BeDA for information and necessary action. It is requested to publish this notice on the Notice Board and host it on the official website of BeDA.

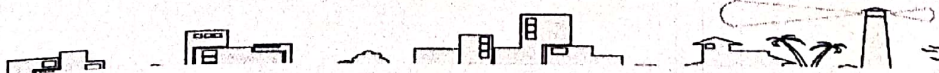
Secretary
BeDA, Brahmapur

Memo No. 1661

Date: 22/10/2025

Copy to The Advertisement Manager, The SAMBAD and The PRAMEYA with a request to publish this notice in their esteemed newspaper at the minimum I&PR/DAVP approved rate, using font size 8 pt, for one day only on or before 23.10.2025. They are also requested to submit the bill in duplicate for payment.

Secretary
BeDA, Brahmapur





**Request for Proposal
for
Selection
of
Event Management Agency
for
Boita Bandana Mahotsav, Gopalpuar-2025
from 05.11.25 to 07.11.25**

RFP Notice No. 1659/BeDA, Berhampur Dt. 22.10.2025

Last Date and Time of Submission of RFP: 31.10.2025 at 01. 00 PM

BRAHMAPUR DEVELOPMENT AUTHORITY

Court Road, Brahmapur, Ganjam (Odisha), Pin-760004

E-mail ID: bda.brahmapur311@gmail.com

Website: bdabrahmapur.in

DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to bidders, verbally or in documentary or any other form by or on behalf of the Brahmapur Development Authority (here for the referred to as BeDA in this document) or any of its employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is not an invitation by the Employer to the prospective Consultants or any other person. The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Employer in relation to the Consultancy. Such assumptions assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Employer, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the bidder is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BeDA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The BeDA and its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The BeDA also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this RFP.

The BeDA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP

The issue of this RFP does not imply that the Employer is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Consultancy and the BeDA reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the BeDA or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the BeDA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

INDEX

SL NO	BRIEF DESCRIPTION	PAGE
1	DATA SHEET	3
2	SECTION -1 : LETTER OF INVITATION (LOI)	4
3	SECTION -2 : INFORMATION TO THE BIDDER	5-12
4	SECTION-3 : SCOPE OF WORK	13-22
5	SECTION- 4 : TECHNICAL BID SUBMISSION FORMS	23-27
6	SECTION-5 : FINANCIAL PROPOSAL SUBMISSION FORMS [ANNEXURES-A]	28-29
7	SECTION-5 : CHECK LIST	30

DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Brahmapur Development Authority
2.	Method of Selection	Quality & Cost Based Selection (QCBS) On 70:30 weightage basis.
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of RFP	22.10.2025
5	Last date for submission of Pre-bid queries through E-mail to bda.brahmapur311@gmail.com only	27.10.2025 by 5.00 P.M.
5.	Date of Pre-Bid Meeting	28.10.2025 at 11.00 A.M.
6.	Last Date and Time for submission of Bid	31.10.2025 at 1.00 PM
7.	Date & Time for opening of Technical Bid and Presentation	31.10.2025 at 4.00 PM
8.	Date& time for opening of Financial Bid	01.11.2025 at 4:00 PM (Tentative)
9.	Tender Processing Fee (Non-Refundable)	Tender processing Fee of Rs.6,000/- (Rupees Six Thousand only) in shape of Demand drafts (DD) from any Nationalized/ Scheduled Bank in favour of "The Secretary, BeDA, Brahmapur" payable at Berhampur along with the technical bid.
10.	Earnest Money Deposit (EMD) (Refundable)	EMD of Rs. 50,000/-INR (Rupees fifty thousand) in shape of Demand drafts (DD) from any Nationalized/ Scheduled Bank in favour of "The Secretary, BeDA, Brahmapur" payable at Berhampur along with the technical bid.
11.	Place of Opening of Technical & Financial Bid	Conference Hall, BeDA, Brahmapur

Note: At any time prior to the deadline for submission of RFP, authority may issue Corrigendum, Addendum, Clarification if any, through website (www.bdabrahmapur.in) only.

SD/-
Secretary
BeDA, Brahmapur

SECTION: 1

LETTER OF INVITATION

RFP Notice No: 1659/BeDA, Brahmapur

Dated:22.10.2025

Name of the Assignment: Boita Bandana Mahotsav, Gopalpuar-2025

1. **BeDA** (The Authority/ Client) invites Bid from eligible bidders for “**Selection of Event Management Agency for Boita Bandana Mahotsav, Gopalpuar-2025**”. For more details on the proposed assignment are provided at **Section-3: Scope of Work** of this RFP Notice.
2. Agency will be selected under Quality & Cost Based Selection (QCBS)
3. The Bid complete in all respect as specified in the RFP NOTICE document must be accompanied with a **Non-refundable** amount of **Rs. 6,000/- (Rupees Six Thousand) only** towards **cost of tender Fee** and a **refundable amount of Rs.50,000/- (Rupees fifty thousand only)** towards EMD as per Data sheet failing which the bid will be rejected.
4. The last date and time for submission of Bid complete in all respects is 31st October - 2025 by (1.00 PM) in the Office of the Secretary, BeDA by registered post/ speed post/ Courier or by Hand only. The date of opening of the Technical Bid is 31.10.2025 (4.00 PM) & the Financial Bid is to be opened on 01.11.2025 by (04.00 PM, Tentative) in the presence of the bidder's representative at BeDA Conference Hall. The representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This TENDER CALL NOTICE includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Scope of Work [**Section – 3**]
 - d. Technical Bid Submission Forms [**Section – 4**]
 - e. Financial Bid Submission Forms (**Section –5**)
 - f. Annexure [**Section – 6**]
6. While all information/data given in the 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.
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/-
Secretary
BeDA, Brahmapur

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 should have been in the business of providing Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 7 years (as on 01st October-2025).	1. Proof of Certificate of Incorporation / Registration of the Agency 2. Copy of PAN 3. Copy of Goods and Services Tax Identification Number (GSTIN). 4. Updated GST clearance in GST 3B Form
2	The agency should have an average annual turnover of Rs.1 Cr (Rupees one crore only) from Event Management Services / Tentage work during the last three financial years (2021-22, 2022-23 & 2023-24).	Copies of audited balance sheet for the last three financial years and CA certificate certifying that the Event management agencies should have an average annual turnover more than Rs. 1 Cr (Rupees one crore only) during the last three financial years from Event Management Services / Tentage & Allied Works in India. Provisional Audit Report for any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during last three years (2021-22, 2022-23 & 2023-24), should be either of the following. i. Two similar works costing not less than the amount equal to Rs.75.00 Lakhs (Rupees Seventy-Five Lakhs) each OR ii. One similar works costing not less than the amount equal to Rs. 1 Cr (Rupees One Crore) each	Work orders/ Contract Document / Completion of Work Certificates from the previous clients to be submitted.
4.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

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 Bid process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.

- Copy of Certificate of Incorporation/ Registration
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of Updated GST Clearance Certificate.
- 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 the required Bid processing fee of **Rs.6,000/- (Rupees Six Thousand)** only as part of technical Bid as per the Data Sheet. Bids received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD) :

The bidder shall furnish an Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees Fifty Thousand Only)** as specified in the Data Sheet, along with the Technical Bid. No exemption or relaxation in this regard shall be considered under any circumstances.

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 the 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. Pre Bid Meeting:

A Pre-Bid Meeting shall be organized in the Conference Hall of BeDA to address queries related to the overall selection process and the scope of work. The meeting will be held on 28.10.2025 at 11:00 AM. The Client shall respond to the queries submitted by the bidders.

Representatives (maximum two members from each bidder), duly authorized by the respective firm, are permitted to attend the meeting. Bidders may also seek clarification on any part of the RFP through email prior to the meeting, as specified in the Data Sheet, or may raise their queries during the Pre-Bid Meeting.

The Client's responses to Bidder's queries will be made available to all Bidder's through E-mail, if any. It shall be the Bidder's responsibility to check their E-mail for the responses to the queries or requests for clarification.

4. Submission of Bid:

The bid paper should be submitted through registered post/ speed post/ courier or by Hand only at the following Address:

**The Secretary
Brahmapur Development Authority
Court Road, Brahmapur (Odisha)
PIN-760004**

5. 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 Goods and Services Tax Identification Number (GSTIN).
5. Copy of Updated GST Clearance Certificate.
6. Experience of having successfully completed similar works during last three year (2021-22, 2022- 23 & 2023-24) should be either of the following.
 - a. Two similar works costing not less than the amount equal to Rs 75.00 Lakhs (Rupees seventy-five Lakhs) EACH

OR

- b. One similar works costing not less than the amount equal to Rs. 1 Cr (Rupees One Crore)
7. Financial Statement of last three year and the agency should have an average annual turnover of **01.00 Crore (Rupees One Crore only)** from Event Management business during the last three financial years **(2021-22, 2022-23 & 2023-24)**. Audit Report for the financial years.

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

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

Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
1. Number of Similar Assignments undertaken / completed during last three years (2020-21, 2021-22 & 2022-23) (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organizations). a. Two similar works costing not less than the amount equal to Rs.75.00 Lakhs (Rupees Seventy-Five Lakhs) each = 10 marks. OR b. One similar works costing not less than the amount equal to Rs. 1 Cr Lakhs (Rupees one Crore) each or above = 20 Marks.	20	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
2. Financial Statement of last three year and the agency should have an average annual turnover of Rs. 01.00 Crore (Rupees One Crore only) from Event/tent Management Services during the last three financial ears (2021-22, 2022-23 & 2023-24) (Scoring pattern: >01 Crore < 02 crore = 10 marks, Above 2 crore = 20 marks.)	20	Audited Financial Statements
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 07 years (as on 15th December-2024) (Scoring pattern: > 07)	20	Work orders showing the agency having experience of minimum 07 years
4. Technical Presentation (The score will be awarded by committee based on the technical and experience aspects) a. PPT should be theme based (as per designs) b. Best one event from past experience c. Innovation and Creativity for this event. d. Activity wise Time line for execution of this event.	40	
Grand Total	100	
Qualifying Mark for Opening of Financial Bid	70	

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders during pre-bid meeting. The financial Bids of the technically qualified bidders will be opened as per the schedule (tentative). Hence, the bidder should make themselves available for the same. **The bidder whose technical Bid secures a score above the 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.

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** in "Technical Bid" would be opened on the scheduled date & time.

6. Evaluation of the Proposals:

The evaluation of bids shall be carried out based on the Quality-cum-Cost Based Selection (QCBS) method. Under this system, the Technical Proposal shall carry a weightage of 70%, and the Financial Proposal shall carry a weightage of 30%.

I. Technical:

The bidder scoring minimum 70 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote (TQ). Then the Technical Score (TS) will be arrived as follows:

$$TS = \frac{TQ \times 70}{100}$$

II. Financial

The bidder quoting the lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The Financial Score (FS) will be arrived as follows:

$$FS = \frac{LFQ \times 30}{FQ}$$

The agency obtaining the highest combined score of the Technical Score (TS) and the Financial Score (FS) shall be selected.

7. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter / work order.
Sub- contracting is not allowed under this assignment.

8. Other Terms & Conditions

a. **Date & Venue of Mahotsav**

Name of the Event	Date	Venue
Boita Bandana Mahotsav, Gopalpur-2025	05 to 07 November 2025	Gopalpur On-Sea-Beach

- a. Workorder/ purchase order will be issued in favor of the approved bidder by BeDA for Boita Bandana Mahotsav, Gopalpur-2025. A dedicated staff from the successful bidder will sit at the coordination cell throughout the event for proper coordination.
- b. In case of any extension of Mahotsav period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by BeDA before 03 days of commencement of the program. 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.
- c. Event wise Layout Plan, Stage & Gate Craft, Coordination Cell is attached. All Tentage & Allied works can be done as per event wise separate design given for layout Plan, Stage Craft, Gate Craft & Coordination Cell attached.
- d. The selected bidder will work under the close supervision of the assigned official of Mahotsav.
- e. The Authorized official of District Administration will review the 3D design work (Stage, Gate, Coordination Cell) and other infrastructure work against approved layout plan under taken by the selected bidder.
- f. All the materials to be used for the structures should be monitored by the Authorized Officials of District Administration. Payment will be made only after approval of the Committee.
- g. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- h. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mahotsav period to handle any work to be assigned by the authority.
- i. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- j. The authority is not bound to accept the **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.
- k. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
- l. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
- m. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the Bid.

- n. The bidder has to quote the rate as per the given format.
- o. 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.
- p. **Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. BeDA will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.**
- q. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
- r. For convenience and effective delivery, the Bid is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
- s. **It shall be the responsibility of the successful Bidders/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.**
- t. The bidder has to treat the materials to be used in Tentage& allied works (like clothes & other inflammable materials), with fire repellent chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area.
- u. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
- v. 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.
- w. The bidder or the representative of the bidder should attend the opening event of the Bid with all original documents /papers for verification, if required.
- x. Non-submission of any document required indicated in the RFP will render the Bid to be rejected.

9. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulator or professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

10. Anti-corruption Measure:

- a. 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.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

11. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of Civil court of Berhampur only.

12. 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 completes 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 **3% of the total contract value**. The amount will be deducted from the subsequent payment.

13. 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-rank ing Applicant 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.

14. 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.

15. Advances

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

16. Others

The ground will be cleared by the successful agency within 5 days on completion of the mela.

SECTION: 3

SCOPE OF WORK

About the Event – Boita Bandana Mahotsav, Gopalpur-2025

“Boita Bandana Mahotsav, Gopalpur-2025” to be held from 05th November 2025 to 07th November 2025 at the Gopalpur on-Sea-Beach, Ganjam. The “Boita Bandana Mahotsav, Gopalpur-2025” is being organised by District Administration. The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural Entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. The overall objective of the mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

The Tentage & Allied Works Should Provide the Following Services

Sl. No	Works to Be Done	Particulars
A	Tentage& allied Works (The details of work mentioned in ‘particular’ columns)	1. Ground Layout- architectural, drawing of ground layout 2. Fabrication of Temporary Stall (250 Stalls + 50 Food Stalls) 3. Fabrication of Bamboo Stall 4. Fabricationof 3 D Design Stage, 5. Artistic Gate (Entry and Exit) 6. Road crossing Gates 7. Coordination Cell 8. Food Court 9. Live-Demonstration Pavilion 10. Running Flex Fascia 11. Selfie Zone 12. Stage 13. Sitting Arrangements for audience 14. Ground Electrification and Power back up 15. Other Miscellaneous Items

Detailed Technical Specification of the Works is as follows:

- A. **Construction of Stalls:** For Boita Bandana Mahotsav, Gopalpur-2025 300 stalls will be constructed. The details of stall specifications are given below:

Sn.	Particulars	Stall Specification
1	Structure	Bamboo/ Iron Structure Size of each stall – 10' X 10' with tarpaulin water proof roofing. Minimum 3 ft front projection need to be maintained in each stall. Height of the stall will be Minimum 10 ft from ceiling to platform level.
2	Flooring	The ground covering with new synthetic carpet matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with maroon new cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . Height will be minimum 9ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. (All New Maroon Cotton Clothes To Be Used) . The stalls located within the blocks need to be separated with thin sheets especially backside of each stalls. Proper arrangement of this need to be ensured to avoid any theft during the night time.
4	Racks	Three tire Iron racks. The shelf of the racks will be of size 1'.6" X 10' Ft (Surface size 18 feet ply or wooden or thin sheet can be fixed for product display on the rack) with the first layer fixed at a height of 2'6" & covered with Ply or wooden plank as well as new white cloths. The space of below racks will be used for storage of goods. All the three racks should be covered with surface ply or thin sheet as well as white cloth.
5	Fascia	An Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.]. The facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting]. A running white cloth jhallar of 1' width will be putted in the front side, below to the facia frame. One beam will be added below the facia (in both odia and English language). Flex facia will be printed by the agency/firm/ decorator as per the design given by ORMAS.
6	Cutout	Ply with flex wooden batten Size – 3ft X 4 ft.
7	Furniture	Front counter table/ Display table in wooden batten and planks / steel table size 8' x 2' X 3' height. A batten frame & Ply with the thickness of at least 6 mm Ply size of 8 X 3 to be fixed in front of each display table for branding purpose. The table needs to be wrapped with new white cotton cloth. Plastic molded Chair -2 nos to be supplied to each stall.
8	Electric Fittings	15 Walt/ LED Light – 2no. should be connected with the generator this two light will only be used during power failure & on/off switch for use in night time after closing, Ceiling Fan-1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required. In addition to these 4nos Tube lights will be fixed in the ceiling. One ceiling fan will be fixed in the centre of the stall. Two more LED Bulb (20 Walt) or Campa focusing light will be available in each stall. These lights along with fan will be connected to regular electricity connection. On & off switch need to be connected with ceiling fan and one 5 MPR pug point need to be fixed in between two stalls for mobile phone Charging purpose.

9	Numbering of Stall	All stalls should be numbered with vinyl pasted sun board. Each number plate should have both English and Odia numerical numbers, the stall no will be hang in each stall below to the front projection. Vinyl name plate mentioning state's name should pasted on each stall.
10	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.

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

Sn.	Particulars	Work Specifications
1	Structure	Artistic 3D structured house as per approved event wise design attached at Annexure A with following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect
2	Size	35 ft X 35 ft.
3	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 5 individual rooms (with partition in ply) of different sizes to be used as office-cum- registration counter, conference hall, VIP lounge, Pantry-cum-store and Doctor's & CCTV Room with the ply partitions. Decoration will be made with Tribal Painting and hanging equipments. VIP lounge should be properly furnished. One washbasin with water facility and proper sewerage should be installed in the pantry room.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. Two windows of minimum size 5' X 4' will be on the wall of office room towards the counter.
5	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting.
6	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 10 no. of revolving cushion chairs, 4 sets of new Dunlop sofa set for VVIPs (for 16 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one new steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation. (Requirements as need basis).
7	Electric Fittings	Tube/LED Light – 20 no. , Ceiling Fan – 8 no., 1 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner& LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room. Ten nos of LED light (30 Walt) will be fixed inside the coordination cell and those will be connected

		to generator/ Power back-up Requirements as need basis).
8	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in each stall block as well as food court area, entire and exit gate. The announcement from the coordination cell should reach to each and every stalls of the entire ground.
9	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing. The Coordination cell should have two doors each door should be aluminum glass sliding railing door of size atleast 4ft width. These doors should have the provision of closing in night times
11	Bio-Toilet	The stainless steel / FRP / Insulated VIP bio-toilet is a premium sanitation solution designed to offer durability, hygiene, and environmental sustainability. Constructed from high-grade stainless steel, this bio-toilet is resistant to corrosion, rust, and wear, ensuring long-lasting performance even in harsh conditions. The robust design makes it suitable for use in high-traffic areas such as public parks, event venues, construction sites, and remote locations.
12	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermo cool lettering and thermo cool panels at the entrance (written in English & Odia).
13	A. C provision	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 2 numbers of 4 ton tower AC should be fitted.

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

Sn.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
a	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates as per approved event wise design attached at Annexure B. with following the technical specification and other materials (Ply, Thermo cool, Plaster of Paris) may be used to get original 3D Effect.
b	Size	Pillars height will be of 40' cleared width between the pillars, length 25' and width of pillar will be 4' all around.	Pillars height will be of 40' cleared width between the pillars, length 25' and width of pillar will be 4' all around.

c	Covering	Gate should be erected with batten framing, flex with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of paris with thermo cool sculptures etc. design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed twice during the event.	Live flower chains will be put in the gates and the same should be changed twice during the event.
f	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellant chemical.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellant chemical.

D. Fabrication of 03 Boats: A dimension of 55'/16' MS structure with 25mm ply base with multi-colour painting as per design approved by Authority.

E. STAGE: One open stage shall be erected and decorated in the exhibition ground for meeting / evening cultural shows during the exhibition. The bidder has to be quoted as a package against the detail specifications given below:

Structure	Iron fabricated structure 60' x 40' size & height from ground surface 5' with plywood floor of 19 mm thickness ply as per approved event wise design to be supplied by BeDA. with following the technical specification and other materials [Truss (no bamboo), Ply, Thermo cool, Plaster of paris] may be used to get original 3D Effect. One no. of Ramp on one side of the stage and one ramp on the front (20' X 12') for the fashion show. Two Risers for Photography and Videography on front side of the stage.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Back Drop	Artistic 3D structured stage as per approved design to be uploaded on 4th Dec, 2024 in NIC Website with following the technical specification and other materials (Ply, Thermocol, Plaster of paris) may be used to get original 3D Effect. Size of background will be 50' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).
Lettering	Thermo cool lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.

Side Wings	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.
Both side stair case	Fabricated stair case will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.
Flower Plant pots	Minimum 100 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.
Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.
Furniture	12 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 12 no. Good quality borosil glasses with covers, Plastic name plates – 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.
Green Room	Superstructure with bamboo, Ballha & Traplin cover for green rooms shall be made on back side of the stage having good arrangements for sitting and with provision of following items in each green room with as per details given below:- 1. 1 no. of VIP green room with proper participation for use by male and female artist • 20 X 20 ft room for VIP • 2 ton stand AC in each room • Sofa seater (3 +1+1) with center table in each room • Banquet Chair 4 nos. • Mirror with makeup lights. • Sufficient nos. of plastic chairs. • Red carpeting in each room 2. 1 no. of normal green room with proper participation for use by male and female artist • 30 X 30 ft room with partition for use by male and female • Mirror with makeup lights in each room • Sufficient nos. of plastic chairs in each room Proper net carpeting
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical.
LED for Stage	P3 Curve LED 50 ft X10ft. and 4 nos. of Side Wings (10ftX4 ft.) Stage Riser for LED Wall (40' X 16') and Stage Riser side wings for LED Wall (8' X 4').

Light and Sound for Stage

The light and sound for the stage will be done as per the requirement of the artist. A tentative specification of the light and sound arrangement for the stage is given below:-

Specification for light:

i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.
ii) Galileo Scanner-1200 wt(SGM)	4 nos.

iii) Multi twenty- 2K	6 nos.
iv) Multi ten- 1K	4 nos.
v) Jumbo Smoke Machine	2 nos.
vi) Jumbo Strobe Light	2 nos.
vii) 1 Colour Laser	2 nos.
viii) Moving Head (SGM)	2 nos.
ix) Led Par	10 nos.
x) Halogen 1kw	10 nos.

Specification For Sound:

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

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

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

Chair	One thousand (1000) no. of plastic moulded chairs, 200 no. of steel double sofa with white cover, 400 no of Steel Banquet Chaor 4 single sofa with white cover, 6 numbers of teapoy with white cover
Barricading	Four feet (4') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Green net matting in sitting area.

f. Theme Stall: (Show case of Rural Products)

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

Shape : Square (as per design approved)
 Structure : Bamboo & Cloth Structure
 Size : 20' X 20' X 14' (height with facia)

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

- g. **Co-ordination Cell:** It will be constructed in one particular place inside the exhibition ground as per approved event wise design to be given by ORMAS, with following the technical specification and other materials (Ply, Thermocol, Plaster of paris) may be used to get original 3D Effect. On the Mandap some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for such a Mandap; where (minimum three) as per the specifications mentioned below:

Shape : Hexagonal
 Structure : Bamboo & Cloth Structure
 Size : 20' X 15X14
 Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
 Flooring : 2 ft. height wooden platform with Full floor carpeting.
 Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.
 Barricading : 4' height bamboo barricade covered with cloth on all sides of the stall.
 Electric Fitting : 8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

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

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

- a. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- b. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- c. 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- d. 70 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- e. 65 no. of white Halogen light along with wiring /fitting poles.
- f. 35 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- g. 200 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- h. 200 no. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- i. 10,000 Tuni running lights will be fitted at the required places.
- j. Sufficient ambience light should be done.
- k. Sufficient Round Lamp lights should be used for the entire ground.
- l. It may increase/decrease as per requirement.

- J. **Generators:** Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two t5 lights of each stall, few ground lights, control room and public announcement system. The requirement of generator sets will be of 125KVA (for entire ground).
- K. **Food Court:** The below mentioned items for construction Food Stall & Kitchen Shed and Dining Area Management for food court are taken as a package, which shall be supplied by the bidder for SISIR SARAS-2024.
- a) *Food Stall Along With Kitchen Shed:* Minimum 15 food stalls along with kitchen shed to be made as per the following specification:

Sl. No	Particulars	Specifications
1	Structure	a. Food Stall Bamboo (3 to 6 inch)& cloth (Anti Fire Chemical Treatment) structure, Size of Each Stall – 10' X 20' With Tarpaulin Water Proof Roofing. b. Kitchen Shed: Bamboo and balla structure, tin roofing and tin walling of size 10' x 20' each to be erected in the back side of the food stall.
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet) . The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
4	Racks	Three tire racks, if required. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
9	Closures	Front Cloth Drops/Screens Daily to be done
10	AntiFire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellant chemical.

L. **Net Carpeting:**

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

M. Barricading:

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

SECTION: 4
TECHNICAL BID SUBMISSION FORMS

TECH -1
COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:
The Secretary
BeDA, Courpet Road, Berhampur - 760004

Sub: Tentage& Allied Works for Boita Bandana Mahotsav, Gopalpuar-2025.

[TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for “**Selection of Event Management Agency for Boita Bandana Mahotsav, Gopalpuar-2025**” in accordance with RFP Notice 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 is 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 Khordha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3
Bidder Organisation (Financial Details)

Financial Information in INR			
Details	FY 2021-22	FY 2022-23	FY 2023-24
Turnover from Event Management Services Services(in Cr)			
<i>Supporting Documents:</i> Audited certified financial statements for the last three FYs (2021-22, 2022-23& 2023-24) (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. <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>			

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)

**Table -1 (List of 5 completed assignments only of similar nature during last 3 years)
(FY 2021-22, 2022-23 & 2023-24)**

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete address	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (21-22, 22-23 & 2023-24) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creatives from each assignment.

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

Communication Address of the Bidder: _____

TECH - 5

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

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

confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of , 2023

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal: _____

Signature: _____

SECTION: 5
FINANCIAL BID SUBMISSION FORMS
FIN-1 COVERING LETTER (In Bidders Letter
Head)

[Location, Date]

To,

The Secretary

BeDA, Courpet Road, Berhampur - 760004

Sub: Tentage& Allied Works for Boita Bandana Mahotsav, Gopalpuar-2025

[TECHNICAL BID]

Sir,

I, the undersigned, offer to provide the services for **Tentage& Allied Works for Boita Bandana Mahotsav, Gopalpuar-2025** in accordance with RFP Notice No. _____, Dated _____. Our attached Financial Bid is for the sum of _____. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document. Items wise rate as per format given in the RFP documents are given below:

Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A	Construction of stalls		Per Stall		250 stall	
B	Coordination Cell	Single package	Per package		1	
C	Gates	Category – A (Entry)	Per Gate		1 Nos	
		Category – B) (Exit)	Per Gate		1Nos	
D	Decorative Wall		Per Sq. Ft.		3000sqr ft.	
E	Stage	Single package	Per package		1	-
F	Sitting arrangement in front of the stage	Single package	Per package		1	
G	Theme Stall (Marketing & livelihood)	Single package	Per package		1	
H	Lounge	Celebrity	Per package		1	
		VIP	Per package		1	
		Officers	Per package		1	
		PA/PSO	Per package		1	
		Media	Per package		1	
I	Green Room	16'x10. Pagoda	Per Package		4	
J	Selfie Point	Single Package	Per package		1	
K	Ground Electrification	Single package	Per package		1	
L	Generators	Single package	Per package		1	
M	Food Court	Single package	Per court		50	
N	Net Carpeting	Rate per sqft	Per Sqrft		8,500	

O	Barricading (in tin)	Single package	Running ft.		4000	
P	Thematic Stage Backdrop 60'x20'	Single package	Per package		1	
Q	Stage Base Design	Single package	Per package		1	
R	LED Screen 30'x18' (In Centre of stage)	Single package	Per package		1	
S	LED 6'x8' (both side of centre LED)	Single package	Per package		4	
T	Standeers for 6'x3' outside	Single Package	Per Standee		300	
U	Four side Truss 70'x46'24'	Single package	Per package		1	
V	Photography & Videography documentation for entire event	Single package	Per package		1	
W	Fabrication of Maa Mangala Mandira including Pooja arrangement	Single package	Per package		1	
X	Male / Female Anchor for 3 days	Single package	Per package		1	
Y	Security Guard 12 nos for six days	Single package	Per package		1	
Z	Fabrication of Boats	Single package	Per package		3	
AA	CCTV setup for entire venue	Single package	Per package		1	
AB	Dustbin- 3 ft height	Per Piece		50 pcs		
AC	Soundless pedestal fan	Per Piece		12 pcs.		
AD	Red Carpet (Synthetic)	Rate per sq ft		1000 sqrt		
AE	Arrangement of Kite Festival	Single package	Per package		1	
AF	Arrangement of a SAND Art	Single package	Per package		1	
AG	Arrangement of Cultural Program	Single package	Per package		1	
Total Quoted Amount						
Add :-GST (CGST + SGST) – 18%						
Grand Total Quoted Amount including GST						
Rupees in words _____						
only including GST.						

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: Address of the Bidder:

SECTION - 6

ANNEXURE-A BID SUBMISSION CHECK LIST

Sino	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs. 6000/- (date of deposit/transfer)		
4	EMD of Rs. 50,000/- (date of deposit/transfer)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	GST clearance in GST 3B Form		
9	General Details of the Bidder (TECH - 2)		
10	Financial details 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 (FIN-1)		

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: _____