



# Brahmapur Development Authority

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www.bda.brahmapur.in

No. 35 / BeDA, Brahmapur, Dated 07/01/2026

## CORRIGENDUM NOTICE

In continuation to the RFP for Selection of Event Management Agency for Gopalpur Beach Festival-2026, scheduled to be held from 22.01.2026 to 26.01.2026, it is hereby informed to all prospective bidders that the RFP document has been revised with minor modifications/clarifications.

The revised RFP document has been duly uploaded on the official website of BeDA. All interested bidders are advised to visit the website and refer to the revised RFP document while preparing and submitting their bids.

This corrigendum shall form an integral part of the RFP document.

BeDA reserves the right to accept or reject any or all proposals, wholly or partly, without assigning any reason thereof.

  
Secretary  
BeDA, Brahmapur

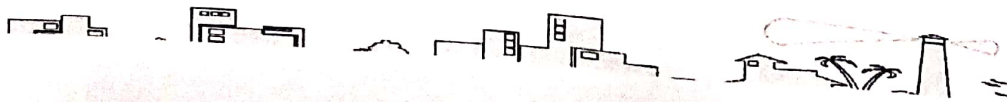
Memo No.

36

Date: 07/01/2026

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





**Request for Proposal  
for  
Selection  
of  
Event Management Agency  
for  
Gopalpur Beach Festival-2026  
from 22.01.26 to 26.01.26**

RFP Notice No. 24/BeDA, Berhampur Dt. 05.01.2026

Last Date and Time of Submission of RFP: 15.01.2026 at 01. 00 PM

**BRAHMAPUR DEVELOPMENT AUTHORITY**

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

**E-mail ID: [bda.brahmapur311@gmail.com](mailto:bda.brahmapur311@gmail.com)**

**Website: [bdabrahmapur.in](http://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.

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### 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	05.01.2026
5	Last date for submission of Pre-bid queries through E-mail to bda.brahmapur311@gmail.com only	09.01.2026 by 5.00 P.M.
5.	Last Date and Time for submission of Bid	15.01.2026 at 1.00 PM
6.	Date & Time for opening of Technical Bid	15.01.2026 at 4.00 PM
7.	Presentation by the Technically Qualified Bidders	16.01.2026 at 11.00 AM
8.	Date& time for opening of Financial Bid	16.01.2026 at 4:30 PM (Tentative)
9.	Tender Processing Fee (Non-Refundable)	Tender processing Fee of Rs.10,000/- (Rupees Ten Thousand only) in shape of Demand drafts (DD) from any Nationalized/ Scheduled Bank in favour of "The Secretary, BeDA, Brahmapur" payable at Brahmapur along with the technical bid.
10.	Earnest Money Deposit (EMD) (Refundable)	EMD of Rs. 1,00,000/-INR (Rupees one lakh only) in shape of Demand drafts (DD) from any Nationalized/ Scheduled Bank in favour of "The Secretary, BeDA, Brahmapur" payable at Brahmapur along with the technical bid.
11.	Place of Opening of Technical, Presentation & Financial Bid	Conference Hall, BeDA, Brahmapur

**Note:** The Authority may issue Corrigendum(s), Addendum(s), or Clarification(s), if any, prior to the RFP submission deadline, which shall be published **only on the website** ([www.bdabrahmapur.in](http://www.bdabrahmapur.in)). Bidders are advised to regularly visit the website for updates, which shall form part of the RFP.

**Sd/-  
Secretary  
BeDA, Brahmapur**

**SECTION: 1**  
**LETTER OF INVITATION**

**RFP Notice No: 24/BeDA, Brahmapur**

**Dated:05.01.2026**

Name of the Assignment: **Gopalpur Beach Festival-2026**

1. BeDA (the *Authority/Client*) invites bids from eligible bidders for the **“Selection of Event Management Agency for Conducting Gopalpur Beach Festival-2026.”** Detailed information on the proposed assignment is provided in Section-3: Scope of Work of this RFP.
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. 10,000/- (Rupees Ten Thousand) only** towards **cost of tender Fee** and a **refundable amount of Rs.1,00,000/- (Rupees one lakh only)** towards EMD as per Data sheet failing which the bid will be rejected outrightly.
4. The last date and time for submission of the Bid, complete in all respects, is **15.01.2026 at 01:00 PM** at the Office of the Secretary, BeDA, through **Registered Post / Speed Post / Courier or by Hand only**. The **Technical Bids** shall be opened on **15.01.2026 at 04:00 PM**, followed by a **presentation by the technically qualified bidders** on **16.01.2026 at 11:00 AM**, and the **Financial Bids** are proposed to be opened on **16.01.2026 at 04:30 PM (Tentative)** at the **BeDA Conference Hall**, in the presence of the bidders' authorized representatives, who may attend with a valid authorization letter.
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]**
  - f) Financial Bid Submission Forms **(Section –5]**
  - g) 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 RFP or part of it at any stage without assigning any reason thereof.

**Sd/-**  
**Secretary**  
**BeDA, Brahmapur**

## SECTION: 2

### INFORMATION TO THE BIDDER

1. **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 <b>07 years</b> (as on 01st January-2026).	<ol style="list-style-type: none"> <li>1. Proof of Certificate of Incorporation / Registration of the Agency</li> <li>2. Copy of PAN</li> <li>3. Copy of Goods and Services Tax Identification Number (GSTIN).</li> <li>4. Updated GST clearance in GST 3B Form</li> </ol>
2	The agency should have an average annual turnover of <b>Rs.1 Cr (Rupees one crore only)</b> from Event Management Services / Tentage work during the last three financial years <b>(2022-23, 2023-24 &amp; 2024-25)</b> .	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 <b>Rs. 1 Cr (Rupees one crore only)</b> 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	<p><b>Experience of having successfully completed similar works during last three years (2022-23, 2023-24 &amp; 2024-25), should be either of the following.</b></p> <ol style="list-style-type: none"> <li>i. Two similar works costing not less than the amount equal to Rs.75.00 Lakhs (Rupees Seventy-Five Lakhs) each</li> <li>OR</li> <li>ii. One similar works costing not less than the amount equal to Rs. 1 Cr (Rupees One Crore) each</li> </ol>	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 <b>Tech-5</b> .

#### Documents to be submitted along with TECHNICAL BID (PART-A):

2. **The bidders have to furnish the following documents duly signed in along with their Technical Bid:**
- a. Filled in Bid Submission Check List in Original (**Annexure-A**)

- b. Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the Bid process.
- c. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- d. Copy of Certificate of Incorporation/ Registration
- e. Copy of PAN.
- f. Copy of Goods and Services Tax Identification Number (GSTIN).
- g. Copy of Updated GST Clearance Certificate.
- h. General Details of the Bidder (**TECH – 2**)
- i. 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.
- j. List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- k. Self-Declaration from the Bidder on not blacklisted (**TECH-5**)
- l. Copy of Valid Electrical License from Contractor

**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.

### 3. Bid Processing Fee:

The bidder must furnish the required Bid processing fee of **Rs.10,000/- (Rupees Ten Thousand)** only as part of technical Bid as per the Dat Sheet. Bids received without bid processing fee will be rejected.

### 4. Money Deposit (EMD):

The bidder shall furnish an Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (Rupees One Lakh 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 successfully completion of the work. The EMD will be forfeited on account of the following reasons:

- a. Bidder withdraws its Bid during the bid validity period as specified in the RFP.
- b. Bidder does not respond to requests for clarification of its Bid.
- c. 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.



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

**5. Pre-Bid Queries and Clarifications:**

Bidders may seek clarification on any part of the RFP only through email, at the email address and within the time period specified in the Data Sheet. No Pre-Bid Meeting shall be conducted for this RFP. The Authority/Client may, at its sole discretion, respond to the queries received and is not bound to respond to all or any of the queries. Clarifications, if issued, shall be provided through a Corrigendum/Addendum, which shall form an integral part of the RFP document and shall be made available on the Authority's official website and/or communicated through email. It shall be the sole responsibility of the bidders to regularly check the Authority's website and their email for any Corrigendum/Addendum or clarification issued by the Authority.

**6. Submission of Bid:**

The Bid shall be submitted under a **Two-Bid System** in sealed envelopes, in the manner detailed below:

- a. The bidders are required to submit the hard copy of their proposals by Speed Post / Registered Post / Courier / or by Hand. The submission shall consist of three separately sealed envelopes, as follows:

- **Envelope-1:** Bid Processing Fee and Earnest Money Deposit (EMD)
- **Envelope-2:** Technical Proposal
- **Envelope-3:** Financial Proposal

All three sealed envelopes shall be placed inside **one outer sealed envelope**, clearly mentioning the **name of the bidder (Company/Firm)** along with complete address details, contact number, and the **name of the work applied for**.

- b. The outer sealed envelope shall be superscribed as:  
**"RFP for Selection of Event Management Agency for Conducting Gopalpur Beach Festival-2026"**.
- c. The proposals must be submitted on or before the date and time specified at the address given below. BeDA shall not be responsible for any postal delay or any consequences arising thereof.

**Address for Submission:**

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

7. **Process of the Bid:** A three-stage process will be adopted as explained below for evaluation of the Bids.

8. **Pre-qualification (1st Stage):** In addition to the above the bidders have to furnish the following documents along with the pre-qualification Bid:

- a. Filled in Bid Submission Check List in Original (**Annexure-A**)
- b. Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the Bid process.
- c. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- d. Copy of Certificate of Incorporation/ Registration
- e. Copy of PAN.
- f. Copy of Goods and Services Tax Identification Number (GSTIN).
- g. Copy of Updated GST Clearance Certificate.
- h. General Details of the Bidder (**TECH – 2**)
- i. 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.
- j. List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- k. Self-Declaration from the Bidder on not blacklisted (**TECH-5**)
- l. Experience of having successfully completed similar works during last three year (2022-23, 2023- 24 & 2024-25) should be either of the following.

Two similar works costing not less than the amount equal to **Rs 75.00 Lakhs (Rupees seventy-five Lakhs) EACH**

OR

One similar works costing not less than the amount equal to **Rs. 1 Cr (Rupees One Crore)**

- m. 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 (**2022-23, 2023-24 & 2024-25**). Audit Report for the financial years.
- n. Copy of valid electrical License from an electrical contractor with MoU.

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

9. **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 Marks	Documents Required
1. Number of Similar Assignments undertaken / completed during last three years <b>(2022-23, 2023-24 &amp; 2024-25)</b> (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 = <b>10 marks.</b> OR b) One similar works costing not less than the amount equal to Rs. 1 Cr Lakhs (Rupees one Crore) each or above = <b>20 Marks.</b>	<b>20</b>	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 <b>Rs. 01.00 Crore (Rupees One Crore only)</b> from Event/tent Management Services during the last three financial ears <b>(2022-23, 2023-24 &amp; 2024-25)</b> <b>(Scoring pattern:</b> <b>&gt;01 Crore to &lt; 02 crore = 10 marks,</b> <b>&gt;2crore to &lt;03 Crore = 15 marks.</b> <b>Above 03 Crore = 20 marks.)</b>	<b>20</b>	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 01 <sup>st</sup> January 2026) (Scoring pattern: > 07)	<b>20</b>	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) PPT should be theme based (as per designs) Best one event from past experience Innovation and Creativity for this event. Activity wise Time line for execution of this event.	<b>40</b>	
<b>Grand Total</b>	<b>100</b>	
<b>Qualifying Mark for Opening of Financial Bid</b>	<b>70</b>	

10. 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 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.

11. 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.
12. **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.
13. **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%.
  - a) **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:  
 **$TS = TQ \times 70 / 100$**
  - b) **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:  
 **$FS = LFQ \times 30 / FQ$**
14. The agency obtaining the highest combined score of the Technical Score (TS) and the Financial Score (FS) shall be selected.
15. Financial Bids found to be abnormally high or abnormally low shall be rejected at the sole discretion of the Authority. The Authority may seek clarification from the bidder; however, it shall not be bound to accept such clarification and its decision in this regard shall be final and binding.
16. **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.***
17. **Other Terms & Conditions**
  - a. **Date & Venue of Mahotsav**

Name of the Event	Date	Venue
Gopalpur Beach Festival-2026	22 <sup>nd</sup> to 26 <sup>th</sup> January 2026	Gopalpur Sea Beach

- b. Workorder/ purchase order will be issued in favor of the approved bidder by BeDA for Gopalpur Beach Festival-2026. A dedicated staff from the successful bidder will sit at the coordination cell throughout the event for proper coordination.
- c. 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.

- d. 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.
- e. The selected bidder will work under the close supervision of the assigned official of Mahotsav.
- f. 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.
- g. 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.
- h. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- i. 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.
- j. 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.
- k. 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.
- l. 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.
- m. 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.
- n. 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.
- o. The bidder has to quote the rate as per the given format.
- p. 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.

- 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. 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.
- t. 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.
- u. 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.
- v. 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.
- w. Non-submission of any document required indicated in the RFP will render the Bid to be rejected.

**18. 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:
- d. 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;
- e. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- f. Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

19. **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.
20. **Legal Jurisdiction:** All legal disputes are subject to the jurisdiction of Hon'ble Civil court of Brahmapur only.
21. **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 **1% of the total contract value**. The amount will be deducted from the subsequent payment.
22. **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 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.
23. **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.
24. **Advances:** An advance payment of 20% of the total event cost shall be made two days prior to the event.
25. **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 – Selection of an Event Management Agency for Conducting the Gopalpur Beach Festival-2026.

1. **“Gopalpur Beach Festival-2026”** to be held from 15<sup>th</sup> to 22 January 2026 at the UCP Engineering School, Berhampur, Ganjam. The **“Gopalpur Beach Festival-2026”** 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)	Ground Layout- architectural, drawing of ground layout Fabrication of Temporary Stall (200 Stalls + 50 Food Stalls) Fabrication of Bamboo Stall Fabrication of 3 D Design Stage, Artistic Gate (Entry and Exit) Road crossing Gates Coordination Cell Food Court Live-Demonstration Pavilion Running Flex Fascia Selfie Zone Stage Road side lighting Sitting Arrangements for audience Ground Electrification and Power back up Advertisement  CCTV Setup Security Arrangements Other Miscellaneous Items

##### Detailed Technical Specification of the Works is as follows:

##### 2. Advertisement.

- a) Printing, Distribution & Installation of the Advertisement & Promotional Materials
- b) Publicity of the event through Road Shows, Print Media and Electronic Media



- c) Online Promotion through social networking site
- d) Media Management- Holding of Press Conference
- e) Other Promotional Works.
- f) Dossier on Media Coverage.
- g) Digital Hoarding in speculated places.

3. Details of the Items wise work to be provided:- **Publicity:** Publicity of the event should be made by Branding of through Road Shows (Hoardings, Road standee & Auto rickshaw branding), Print Media (News coverage/Press release in Newspaper), and Electronic Media (TV Channels & FMs- Advertisement in highest TRP program) & online through social networking site (Like Facebook/ Instagram/ twitter etc.) for public awareness of the Melas.

SI No	Specifications	Quantity (Pcs. / Package)
1	Plane Hoardings - (10' x 12' each) - Printing and installation with flex in iron frame and bamboo at different place (design will be provided by BeDA)	20 pcs
2	Road standee-(3ft X6ft each) (design will be provided by BeDA)	200 pcs
3	Auto rickshaw branding through sticking of 3x2ft size of Eco-solvent flex on backside of Auto (design will be provided by BeDA)	250 pcs
4	Online publicity through social networking site: Facebook, Twitter, Instagram for public awareness of the Melas and its designs and daily update with photographs, media coverage & Ad film upload during the event	Per Day

4. **Construction of Stalls:** For **Gopalpur Beach Festival-2026** there will be 200 stalls will be constructed. The details of stall specifications are given below:

SI No	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 G.I. Sheets ( <b>22 Gage Corrugated Sheet</b> ). Height will be minimum 9ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. ( <b>All New Maroon Cotton Clothes To Be Used</b> ). 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	<b>An Iron Frame for Running Fascia will be Constructed [10ft. X 4 ft.]. The fascia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting].</b> A running white cloth jhallar of 1' width will be putted in the front side, below to the fascia frame. One beam will be added below the fascia (in both odia and English language). Flex fascia 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 atleast 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 moulded 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 5A plug 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.

5. **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:-

Sl. No.	Particulars	Work Specifications
1	Structure	Artistic 3D structured house as per <b>approved event wise design attached at Annexure A</b> with following the <b>technical specification</b> and other materials (Ply,

		Thermo-col, 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

6. **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:

Sl. No.	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 following the <b>technical specification</b> 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 thermos-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 repellent chemical.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.

7. **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 100' x 80' 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 & Tarpalin 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:- <ul style="list-style-type: none"> <li>• 1 no. of VIP green room with proper participation for use by male and female artist 20 X 20 ft room for VIP</li> <li>• 2 ton stand AC in each room</li> <li>• Sofa seater (3 +1+1) with center table in each room</li> <li>• Banquet Chair 4 nos.</li> <li>• Mirror with makeup lights.</li> <li>• Sufficient nos. of plastic chairs.</li> <li>• Red carpeting in each room</li> <li>• 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</li> <li>• Mirror with makeup lights in each room</li> <li>• Sufficient nos. of plastic chairs in each room Proper net carpeting</li> </ul>
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 repellant 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').

8. **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 & Sound**

PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.
Jumbo Smoke Machine	2 nos.
Jumbo Strobe Light	2 nos.
1 Colour Laser	2 nos.

ix) Led Par	10 0nos.
x) Halogen 200W	200
Sharpie 20r	40
Multi colour LED Par Light	100
Follow pot	01
Blinder light	10
LED Running light	20
Warm White light per backdrop	40
<b>Sound</b>	
Line Arrey	16
Preferred Band	JBL VRX/VTX/RCF
Sufficient sounds Arrangement	50000 Audience

**NB.** 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.

9. **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 Chair4 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

10. **Theme Stall:** 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 fascia) 20
- 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

11. **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, Palster 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:

- a) Shape : Hexagonal
- b) Structure : Bamboo & Cloth Structure
- c) Size : 20' X 15X14
- d) 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.
- e) Flooring : 2 ft. height wooden platform with Full floor carpeting.
- f) 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.
- g) 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.

12. **Selfie Point:** -There will be Selfie Points in different places of mela ground will be placed (Ply, Thermo-cool, Plaster of Paris) may be used to get original 3D Effect.

13. **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.

- Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- Adequate speakers shall be fitted in the exhibition premises for surround Sound
- 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- 70 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- 65 no. of white Halogen light along with wiring /fitting poles.
- 35 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- 200 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- 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.
- 10,000 Tuni running lights will be fitted at the required places.
- Sufficient ambience light should be done.
- Sufficient Round Lamp lights should be used for the entire ground.
- It may increase/decrease as per requirement.

14. **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).

15. **Food Stall:** 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 Gopalpur Beach Festival-2026.

a) *Food Stall Along with Kitchen Shed:* Minimum 50 Nos. food stalls along with kitchen shed to be made as per the following specification:

Sl. No	Particulars	Specifications
i	Structure	<b>Food Stall</b> Bamboo ( <b>3 to 6 inch</b> ) & cloth ( <b>Anti Fire Chemical Treatment</b> ) structure, Size of Each Stall – 10' X 20' With Tarpaulin Water Proof Roofing. <b>Kitchen Shed:</b> 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.
ii	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
iii	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <b>G.I. Sheets (22 Gage corrugated sheet)</b> . The GI Sheets shall be fixed horizontally supported with wooden bellies. ( <b>all new white cotton clothes to be used</b> )
iv	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.
v	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.
vi	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.
vii	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.
Viii	Closures	Front Cloth Drops/Screens Daily to be done
Ix	Anti-Fire 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 repellent chemical.

16. **Beach Sports:** During the event days, the agency shall organize various beach sports to create an energetic and engaging environment. Popular, beach-friendly sports shall be selected in consultation with the Event In-Charge and conducted in clearly demarcated zones with appropriate scheduling to ensure a smooth flow of activities. The agency shall arrange all required infrastructure and equipment.



Trained officials, referees, and volunteers shall be deployed for effective management and smooth conduct of the events.

17. **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.

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

19. **Sand Art:** At least 05 Sand Art Arrangement should be organized at festival venue on different themes. Themes will be co-ordinated by BeDA.

20. **Road Lighting:** Road Lighting & beautification with applique light (From Gopalpur Junction to Mela Ground)

21. **Local Transportation:** Providing Local Transportation services to participants during the event and providing hired vehicle for official use.

22. **Printing Work:** Printing of ID Cards (200 Nos.), Invitation Cards (250 Nos.), Certificates (500 Nos.) etc. The quantity may increase as per the requirement.

23. **Anchor:** One male and one female anchor shall be arranged for each of the five days, and they must be proficient in Odia, English and Hindi.

24. **Flower Decoration:** Live flower decorations of the Stage and Venue shall be arranged for each day of the programme.

25. **Pantry Services:** Refreshment & food arrangement for artists, media person & other guests (1Days -350Nos)

26. **CCTV Set up:** Adequate CCTV Setup should be organised for 24 hr surveillance. -Sixty (60) numbers of CCTV to be installed in the complete Festival ground to keep a watch on the visitor /participants. The cable to be laid for the CCTV installation in the Festival Ground and one CCTV operator Call Notice has to be remain present during the Festival Period. The numbers may vary depending on the requirement and decision of the mela authority

27. **Security Personal:** 12 Nos of security persons should be employed for the entire venue for 04 personal /three shift base during the festival. All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike
- Minimum Qualification: Matriculation, +2 will be added advantage
- Each guard should be aware of their duties & responsibilities during the duty hours.

28. **Documentation:** Should be arranged Photography & Videography documentation for entire event Documentation of the Beach Festival 2026 will have also to be done by the Event Management Agency

**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: “Silk City Mahotsav-2026”**

**[TECHNICAL BID]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for **“Selection of Event Management Agency for Conducting Gopalpur Beach Festival-2026”** 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 Organization (General Details)**

SI No	Description	Full Details
1.	Name of the Bidder	
2.	Address for communication:  Tel: Email id:	
	Name of the authorised person signing and submitting the Bid on behalf of the Bidder :	
3.	Registration / Incorporation Details Registration No: Date & Year. :	
4.	Local office in Odisha (Yes/No) If yes, please furnish contact details	
5.	Bid Processing Fee Details Amount: BC/DD No.: Date: Name of the Bank:	
6.	EMD Details Amount: BC/DD No.: Date: Name of the Bank:	
7.	PAN Number	
8.	Goods and Services Tax Identification Number (GSTIN)	
9.	Willing to carry out the assignment as per the stipulated scope of work of the RFP (Yes/No)	Yes
10.	Willing to accept all the terms and conditions as specified in the RFP (Yes/No)	Yes

**Authorized Signatory [*In full and initials*]:**

**Name and Designation with Date and Seal:**

### TECH -3

#### Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY 2022 -23	FY 2023 -24	FY 2024-25	Average
Turnover (in Lakhs)				
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three <b>FYs (2022-23 to 2024-25)</b> (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p>Filled-in information in this format must have to be jointly certified and sealed by the Chartered Accountant and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</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)**

**Table-1 (Lists of completed/ongoing Assignments of similar nature during last 3 years)**

<b>Sl No</b>	<b>Period</b>	<b>Assignment and Duration</b>	<b>Name of the Client</b>	<b>Contract Value (in INR) and Duration in Month</b>	<b>Date of Award / Commencement of assignment</b>	<b>Date of Completion of assignment</b>	<b>Remarks if any</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
1.							
2.							
3.							
4.							
5.							

**Note:**

1. Bidders are requested to furnish the list of the assignments undertaken/ completed during the last 3 Financial Years (2022-23 to 2024-25) each 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.

**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 this ..... Day of ..... , 2023

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Signature

**SECTION: 5**  
**FINANCIAL BID SUBMISSION FORMS**  
**(In Bidders Letter Head)**

[Location, Date]

**The Secretary**  
**BeDA, Courpet Road, Berhampur - 760004**

**Sub: Tentage and allied work for Gopalpur Beach Festival-2026.**

Sir,

I, the undersigned, offer to provide the services for **Gopalpur Beach Festival-2026** in accordance with RFP Notice No. \_\_\_\_\_, Dated \_\_\_\_\_. Our attached Financial Bid is for the sum of Rs\_\_\_\_\_ **In words** (\_\_\_\_\_). 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
1	Advertisement & Publicity	Single package	Per package		1	
2	Construction of stalls		Per Stall		200	
3	Coordination Cell	Single package	Per package		1	
4	Gates	Category-A (Entry)	Per Gate		1	
		Category-B) (Exit)	Per Gate		1	
5	Decorative Wall	Per Sq. Ft.	Per Sq. Ft.		4000 Sq ft.	
6	Stage with Light & Sound Arrangements	Single package	Per package		5 Days.	
7	Sitting arrangement in front of the stage	Single package	Per package		1	
8	Theme Stall	Single package	Per package		1	
9	Lounge	Celebrity	Per package		1	
		VIP	Per package		1	
		Media & PA/PSO	Per package		1	



10	Green Room	16'x10. Pagoda	Per Package		2	
11	Selfie Point	Single Package	Per package		1	
12	Ground Electrification	Single package	Per package		1	
13	Generators including fuel for 7Nos.	Single package	Per package		5	
14	Food Stall	Single package	Per court		50	
15	Net Carpeting	Rate per sqft	Per Sqrft		40000	
16	Barricading (iron)	Single package	Running ft.		20000	
17	Thematic Stage Backdrop 60'x20', gate & base	Single package	Per package		1	
18	LED Screen 60'x40' (In Centre of stage)	Single package	Per package		1	
19	LED 6'x8' (both side of centre LED for 7 Days.	Single package	Per package		4	
20	Four side Truss 70'x46'24'	Single package	Per package		1	
21	Photography & Videography documentation for entire event	Single package	Per package		1	
22	Male / Female Anchor for 5 days	Single package	Per package		1	
23	Security Guard 12 nos for six days 08/three shift base)	Single package	Per package		1	
24	CCTV setup for entire venue	Single package	Per package		1	
25	Dustbin- 3 ft height	Per Piece	50 pcs		1	
26	Soundless pedestal fan	Per Piece	24 pcs.		1	
27	Red Carpet (Synthetic)	Rate per sq ft	30000 sqrt		1	
28	Arrangement of a SAND Art	Single package	Per package		1	
29	Arrangement of Cultural & Stage Program for 05 Days	Single package	Per package		5	

30	Road Lighting & beautification with applique light (From Gopalpur Junction to Mela Ground)	Single package	Per package		1	
31	Arrangement of Beach Sports	Single package	Per package		1	
32	Printing Work	Single package	Per package		1	
33	Flower decoration	Single package	Per package		1	
34	Refreshment & food arrangement for artists, media person & other guests (1Days -350Nos)	Single Package	Per package		1	
35	7 Seated MUV/MPV Vehicles for Guests and Officials	Per Day Rent including all	Per Unit		08	
<b>Total Quoted Amount</b>						
<b>Add :-GST (CGST + SGST) –</b>						
<b>Grand Total Quoted Amount including GST</b>						
<b>Rupees in words</b> <hr/> <hr/> <b>only</b> <b>including GST.</b>						
<b>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.</b> <b>Yours faithfully,</b> <b>Authorized Signatory [In full and initials]:</b> <b>Name and Designation of Signatory with Date and Seal: Address of the Bidd</b>						

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**

**Note:** The agencies are required to carefully review and fully understand the Scope of Work and ensure that all requirements are duly considered while quoting the cost.

## SECTION - 6

### ANNEXURE-A

#### BID SUBMISSION CHECK LIST

SI No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART – A) (ORIGINAL)</b>			
1	Filled in Bid Submission Check List <b>(ANNEXURE-I)</b>		
2	Covering Letter <b>(TECH - 1)</b>		
3	Bid Processing Fee of <b>Rs. 5000/-</b> (date of deposit/transfer)		
4	EMD of <b>Rs. 1,00,000/-</b> (date of deposit/transer)		
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 <b>(TECH – 2)</b>		
10	Financial details of the bidder <b>(TECH – 3)</b> 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) <b>(TECH – 4)</b> 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. <b>(TECH-5)</b> (on non-judicial stamp paper)		
13.	Copy of Electrical License with MoU		
<b>FINANCIAL BID</b>			
1	Covering Letter with Financial proposal		

#### Undertaking:

- *All the information has 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:**