



**Request for Proposal
for
Selection
of
Event Management Agency
for
Silk City Festival and Subhadra Shakti Mela
at
Brahmapur**

RFP Notice No. 125/BeDA, Berhampur Dt. 22.01.2026

Last Date and Time of Submission of RFP: 03.02.2026 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.

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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	22.01.2026
5	Last date for submission of Pre-bid queries through E-mail to bda.brahmapur311@gmail.com only	29.01.2026 by 5.00 P.M.
5.	Last Date and Time for submission of Bid	03.02.2026 at 1.00 PM
6.	Date & Time for opening of Technical Bid	03.02.2026 at 4.00 PM
7.	Presentation by the Technically Qualified Bidders	04.02.2026 at 11.00 AM
8.	Date& time for opening of Financial Bid	04.02.2026 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). 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: 125/BeDA, Brahmapur

Dated:22.01.2026

Name of the Assignment: **Silk City Festival and Subhadra Shakti Mela at Brahmapur**

1. BeDA (the *Authority/Client*) invites bids from eligible bidders for the "**Selection of Event Management Agency for Conducting Silk City Festival and Subhadra Shakti Mela at UCP Engineering School Ground, Brahmapur**". 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 **03.02.2026 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 **03.02.2026 at 04:00 PM**, followed by a **presentation by the technically qualified bidders** on **04.02.2026 at 11:00 AM**, and the **Financial Bids** are proposed to be opened on **04.02.2026 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 07 years (as on 01st January-2026).	<ol style="list-style-type: none"> 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 (2022-23, 2023-24 & 2024-25) .	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	<p>Experience of having successfully completed similar works during last three years (2022-23, 2023-24 & 2024-25), should be either of the following.</p> <p>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</p>	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):

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 Data 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 Silk City Festival and Subhadra Shakti Mela”.
- 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 (2nd Stage):** 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
<p>1. Number of Similar Assignments undertaken / completed during last three years (2022-23, 2023-24 & 2024-25) (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organizations).</p> <p>a) Two similar works costing not less than the amount equal to Rs.75.00 Lakhs (Rupees Seventy-Five Lakhs) each = 10 marks. OR</p> <p>b) One similar works costing not less than the amount equal to Rs. 1 Cr Lakhs (Rupees one Crore) each or above = 20 Marks.</p>	20	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
<p>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 (2022-23, 2023-24 & 2024-25)</p> <p>(Scoring pattern:</p> <p>>01 Crore to < 02 crore = 10 marks,</p> <p>>2crore to <03 Crore = 15 marks.</p> <p>Above 03 Crore = 20 marks.)</p>	20	Audited Financial Statements
<p>3. The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 07 years (as on 01st January 2026) (Scoring pattern: > 07)</p>	20	Work orders showing the agency having experience of minimum 07 years
<p>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)</p> <p>Best one event from past experience</p> <p>Innovation and Creativity for this event.</p> <p>Activity wise Time line for execution of this event.</p>	40	
Grand Total	100	
Qualifying Mark for Opening of Financial Bid	70	

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 (3rd Stage):** 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
Silk City Festival and Subhadra Shakti Mela-2026	10 th to 16 th February 2026 (Tentative)	UCP Engineering School Ground, Brahmapur

b. Workorder/ purchase order will be issued in favour of the approved bidder by BeDA for Silk City Festival and Subhadra Shakti Mela-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 Festival 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 (01) 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:** No advance payment shall be made prior to the event.

25. **Others:** The ground will be cleared by the successful agency within 05 (Five) days on completion of the mela.

SECTION: 3

SCOPE OF WORK

About the Event – Silk City Festival and Subhadra Shakti Mela

BeDA, on behalf of the Ganjam District Administration, proposes to organize the **Silk City Festival and Subhadra Shakti Mela**, encompassing the **Vikas Mela and Krushi Jantrapati Mela**, as a flagship promotional and public outreach event to showcase the rich cultural heritage of the State, women empowerment initiatives, key developmental programmes, and agricultural innovations.

The proposed event is tentatively scheduled to be held from 10th February to 16th February at the UCP Engineering School Ground, Brahmapur. The festival is envisioned as a vibrant and inclusive platform for public engagement, integrating cultural performances, thematic exhibitions, departmental stalls, Self Help Group (SHG) and MSME showcases, demonstrations of modern agricultural machinery, awareness programmes, and promotional activities aligned with the vision and welfare initiatives of the Government of Odisha and the Government of India.

The event is expected to attract large-scale public participation, including senior officials, line departments, stakeholders, entrepreneurs, farmers, SHG members, MSMEs, and the general public.

In order to ensure professional planning, seamless execution, effective branding, and a high-quality visitor experience, it is proposed to engage a reputed and experienced Event Management Agency. The selected agency shall be responsible for end-to-end event management, including conceptualization, design, infrastructure development, logistics, inter-departmental coordination, operations, publicity, crowd management, and dismantling, strictly in accordance with the directions and guidelines of the Government of Odisha and the concerned authorities.

This Scope of Work outlines the detailed roles, responsibilities, deliverables and performance requirements expected from the Event Management Agency for the successful conduct of the Silk City Festival and Subhadra Shakti Mela.

The details of Services outlined for Tentage and allied work as follows: -

Sl. No	Works to be Done	Particulars
A	Tentage & allied Works	<ol style="list-style-type: none">1. Ground Layout2. Construction of Temporary Stall (220 Stalls + 30 Food Stalls)3. Construction of 3 D Design Stage, Gate & Coordination Cell4. German Hanger5. Food Court6. Demonstration Pavilion7. Running Flex Facia8. Sitting Arrangements for audience9. Ground Electrification10. Decorative wall11. Kids Play Zone12. Area for Sand Art13. Other Miscellaneous Items

N.B. All the structural designs to be developed by the agency itself.

Detailed Technical Specification of the Works is as follows:-

A. Construction of Stalls: For Subhadra Shakti Mela 250 stalls will be constructed. The details of stall specifications are given below

Sl. No	Particulars	Stall Specification
1	Structure	Bamboo/ Iron Structure (with Anti Fire Chemical Treatment,), Size of each stall - 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Wooden plank platform of 6" height from 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 marron new cloth. Backside outer wall will be covered with tarpaulin and G.L Sheets (22 Gage Corrugated Sheet). Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. (All New Cotton Cloth to Be Used)
4	Racks	Three tier wooden/Iron racks. 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 new white cloth. The space of below racks will be used for storage of goods.
5	Facia	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. Flex facia will be printed by the agency/firm/ decorator as per the design given by the Authority.
6	Cutout	Ply with flex wooden batten Size - 3ft X 4 ft.
7	Furniture	Front counter table in wooden batten and planks / steel table size 1' x2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair-2 nos.
8	Electric Fittings	LED Light - 6 no. (Track light - 2 nos. & Spot Light - 2 nos. and Metal Light: 2 nos., 2 number of light should be connected with generator) & or/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	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. 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.
11	Anti-Fire Chemical Treatment	The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

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:-

Sl. No	Particulars	Work Specification
1	Structure	Artistic 3D structured house as per approved event wise design and technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect
2	Size	50ftx50ft
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 equipment. 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 centre 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- appliqu6 lamp will be covered outside of the control room. 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 such a manner that the announcement should cover to entire ground.
9	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
10	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).
11	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.

12	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.
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C. German Hanger (for workshop)

Sl. No	Particulars	Work Specification
1	Structure	Designed using a German Hanger setup, ensuring durability, weather resistance, and adequate space to accommodate all required administrative functions, the elements, One Side Open of the German Hanger
2	Size	80ftx60ft
3	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting.
4	Furniture	Seating Capacity - 300 nos. (banquet chairs, stand fans) Stage - 40' X 20' with 15 persons seating arrangement with sufficient teapoy, 2 podiums
5	Electric Fittings and AC Provision	Tube/LED Light - 35 no., 8 no of sound less pedestal fan, Tower AC 6 nos., 1 white Mercury light (100 watt) (to be connected with an on/off switch in each room, 6 no. of 5 Amp Plug, 4 no. 15 Amp. Plug provisions for computer, printer, scanner & LED TV. Requirements as need basis. Sufficient lighting arrangements with power back up facility. One 55 inch LED TV.
6	Sound System	6 microphones with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
7	Closures	2 nos. of Vinyl door with transparent glass shall be fitted in the main entrance of the German Hanger for night closing.
8	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 German Hanger with Flex mounted lettering and Flex mounted panels at the entrance (written in English & Odia).
9	Green Room	with dressing table, sufficient chairs, sofas) behind the stage with toilet (10'x 60')
10	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.

D. Gates: The main entrance gate is to be done as per category B. The other three (3) gates are to be made as per specifications 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 approved event wise design with following the technical specification and other materials (Ply, Thermocool, Plaster of

			Paris) may be used to get original 3D Effect. Front Gate using Odisha based craft inn aesthetic look.
b	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.	Pillars height will be of 12' to 14' with 16' 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 repellent chemical.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical

E. DECORATIVE WALL: Decorative wall of batten framing, hessian cloth mounting and paintings be done in a very aesthetic manner or side walling.

F. 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:

Sl. No	Particulars	Work Specification
1	Structure	<p>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 with following the technical specification and other materials [Truss (no bamboo), Ply, Thermocol, Plaster of paris] may be used to get original 3D Effect.</p> <p>One no. of Ramp on one side of the stage and one ramp on the front (20' X 12') for the fashion show.</p> <p>Two Riser for Photography and Videography on front side of the stage.</p>
2	Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.

3	Back Drop	Artistic 3D structured stage as per approved design with following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect. Size of background will be 60' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).
4	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.
5	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.
6	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.
7	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.
8	Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.
9	Furniture	12 no. of WIP 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 WIP Chain, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.
10	Green Room	<p>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:</p> <ol style="list-style-type: none"> 1 no. of VIP green room with proper participation for use by male and female artist <ul style="list-style-type: none"> • 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 1 no. of normal green room with proper participation for use by male and female artist <ul style="list-style-type: none"> • 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
11	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.

12	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.
13	LED Stage	LED 50 ft X12ft. and 8 nos. of Side Wings (4 ft.X 12ft.) nos., Audience LED 2 nos. of Wings (8 ft.X 12ft.) Stage Riser for LED Wall (40' X 16') and Stage Riser side wings for LED Wall (8' X 4') (as per requirement)

G. 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	Six hundred (600) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 numbers of teapoy with white cover
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Green net matting in sitting area

H. Theme Stall:

01 (one no.) theme stall need to be installed for awareness & display of the various achievements & success stories of ORMAS.

Shape : Square/ Rectangular (as per design approved), 2 entry and exit doors
 Structure : Bamboo & Cloth Structure
 Size : 40'X 30' X 15' (height with facia)
 Rack : Side Wall with 3 tier detachable Racks covering the entire side walls having proper lighting
 Round Pillars : Round 2 pillars inside with racks connected with a theme structure
 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.
 Electric Fitting: 25 no. of LED light, 10 no. of campa light fitted with the four corner poles, 20 nos. of spot lights, 4 nos. ceiling fan with on/off switch arrangement, 8 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LED TV. 2 LED TVs of 55 inch.

I. Fireman Rest Room

Structure : Bamboo & Cloth Structure, one side open
 Size : 40'X20'
 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 Facia
 Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.
 Electric Fitting : 4 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement

Chairs	: 10 nos.
Bed	: 20 nos.
Flooring	: Wooden Plank Platform of 1' Height.

J. Policeman Rest Room

Structure	: Bamboo & Cloth Structure, one side open
Size	: 15'X 15'
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	: 1 ft. wooden platform with Full floor Durry matting.
Ceiling	: Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Electric Fitting	: 2 no. of tube light, 2 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.
Chairs	: 20 Nos.

K. Media Room

Structure	: Bamboo & Cloth Structure, one side open
Size	: 15'X 15'
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	: 1 ft. wooden platform with Full floor Durry matting.
Ceiling	: Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Electrical Fitting	: 2 no. of tube light, 2 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.
Furniture	: Plastic Chain - 10 nos., Plastic Tables - 3 nos.

L. Selfi Point:

- There will be Selfie Points in different places of mela ground with following the technical specification and other materials (Alu, Thermocool, Plaster of Paris and natural flowers) may be used to get original 3D Effect.
- Flower Selfie Point (Mandatory):-
 - The selfie points shall be designed on a floral theme, incorporating vibrant and aesthetically arranged flowers.
 - Designs may include flower walls, arches, circular frames, thematic floral sculptures, or combination structures.
 - The overall look should be visually appealing, photo-friendly, and aligned with the event's colour scheme and branding.
 - Standard Size: Minimum 8 ft (H) x 8 ft (W).
 - Enhanced Option: Up to 10 ft (H) x 12 ft (W) depending on available space.
 - Structure Material:-
 - Sturdy MS pipe/iron frame/treated wooden structure.
 - Must be stable, well-anchored, and capable of withstanding indoor/outdoor conditions

- The structure should have smooth finishing with no sharp edges.
- Fresh flowers (e.g., marigold, roses, tuberose, orchids) OR High-quality artificial/silk flowers (for long-duration events).
- Colours: As per the event theme; should be vibrant and consistent across all installations.
- Arrangement Style: Dense floral layering, mixed floral clusters, foliage integration, and accent detailing for depth and aesthetics.
- Backdrop Material: Fabric drapes, printed flex, acrylic boards, or eco-friendly panels.
- Integration of greenery, foliage, ribbons, drapes, wooden panels, or thematic accessories.
- Provision for event name, logo, hashtags, or neon signage as approved.
- Adequate soft LED lighting to ensure bright, shadow-free photographs.
- Optional elements: Focus lights, Warm fairy lights, Neon/LED outline lights, All lighting fixtures must be securely installed and energy efficient.
- All structures must be properly fixed and balanced to avoid tilting or collapse.
- Electrical wiring should be insulated and hidden from public view.
- Frames and components must be stable and capable of bearing mild public interaction.
- No protruding elements or sharp edges should be present.
- Electrical fixtures to comply with safety norms.
- On-site support staff should be available for:
 - Replacing wilted/damaged flowers
 - Maintaining cleanliness
 - Ensuring lighting functionality throughout the event

M. Cleaning & Sanitation:

- a) Mela Ground, food Court, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 11 (eleven) days of the Mela Period. Sweepers and one supervisor should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground.
- b) Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground
- c) Garbage has to be lifted (Approx. 4 trip per day through tractor) from mela ground on daily basis.

N. 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 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- c) 100 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- d) 75 no. of white Halogen light along with wiring /fitting poles.

- e) 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- f) 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- g) 300 no. Appliqu6 hanging lampshades along with bulb fittings and wiring. The appliqu6 lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- h) 40,000 Tuni running lights will be fitted at the required places.
- i) Sufficient ambience light should be done.
- j) Sufficient Round Lamp lights should be used for the entire ground.
- k) It may increase/decrease as per requirement.

O. 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 125 KVA (for entire ground).

P. 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 Silk City Festival and Subhadra Shakti Mela.

- a. **Food Stall Along with Kitchen Shed:** Minimum 30 food stalls along with kitchen shed in two sections to be erected on both side of the mela ground. One food stall section will be erected near the stage. The detail specification of the food stalls is as follows:

Sl. No	Particulars	Specifications
a	Stall quantity and size	Quantity: A total of 30 food stalls shall be established in aesthetically designed pagoda-style structures (New materials to be used) . Section 1 - Size: 10 feet x 10 feet (20 food stalls) Section 2 - Size: 15 feet x 15 feet (10 food stalls)
b	Kitchen	Section 1 - Stall Size: 10 feet x 10 feet (20 food stalls) will have kitchen size of 10 feet X 20 feet Section 2 - Stall Size: 15 feet x 15 feet (10 food stalls) will have kitchen size of 15 feet X 15 feet <ul style="list-style-type: none"> 1. Kitchens are to be set up the back side of the stalls. 2. The platform to be made up of ply, roof with water-proof material. 3. The path leading from stall to kitchen to be free from any obstruction and made of raised ply platform. 4. Running water to be supplied to the kitchens. Each kitchen to be supplied with a sink for dish-washing. 5. There should be proper drainage of waste waters. 6. Two waste bins of adequate size with waste collection bags of the bin size to be given to each kitchen 7. Wastes to be collected on daily basis and handed over to the waste collection vehicles of Brahmapur Municipal Corporation
c	Structure of the stall	<ul style="list-style-type: none"> a. Bamboo/ steel fabricated stalls b. Tarpaulin covered water-proof roofing

		<ul style="list-style-type: none"> c. Walls and ceilings of white cloth d. Stall and kitchen area to be secured with GI corrugated sheet of adequate strength to prevent entry of stray animals from any side e. One exit a1 the back wall of the stall leading to the kitchen area
d	Flooring	Wooden/ ply plank platform of 6" height from the ground covering with synthetic mat
e	Racks	Three tier racks, in two sides to be set up using strong materials to bear the load of storage of goods. Racks to be covered with white cloth
f	Furniture	Front counter table in wooden batten and planks- table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded chair - 2 nos
g	Electric fittings of stalls	<ol style="list-style-type: none"> 1. T5 Light - 3 no. (2 number of light should be connected with generator) & on/ off switch for use in night time after closing 2. Ceiling fan - 1 no. connected with an on/off switch in each stall. 3. 2 no. of 12 AMP plug point, suitable for running of mixture-grinders, microwave oven, induction cooktops etc. as per requirement of the stalls
h	Electric fittings of kitchen	<ol style="list-style-type: none"> 1. Adequate LED light arrangement to be made in the kitchen shed 2. One ceiling fan per kitchen with on/ off switch to be given 3. 2 no. of 12 AMP plug point, suitable for running of mixture-grinders, microwave oven, induction cooktops etc. in every kitchen shed
i	Closures	Frontage of stalls and kitchen to be closed with strong materials like GI corrugated sheets at the closing hour of the stalls and then a durry type of drop to be hanged.
j	Water supply	Water line connection to each kitchen shed with sink fixing
k	Solid waste management of the stalls	<ol style="list-style-type: none"> 1. Two wastebins of adequate size per stall to be given with waste collection plastic bags of proper size 2. One wastebin to be used for collection of dry waste and the other, wet waste 3. Wastes to be collected on daily and the bins to be emptied into waste collection vehicles of Brahmapur Municipal Corporation on daily basis
l	Ceremonial light decoration	<p>Food court area to be decorated with ceremonial lights</p> <ol style="list-style-type: none"> 1. Decorative lighting arrangement with iron grid support 2. Use of Chuniri/ kites and other festive decorative items for ambience <p>The bidder to submit plan and 3D rendered images for the Decorated Food Court area with different options in the presentation</p>
m	Selfie point	One selfie point displaying the ORMAS Logo with the Subhadra Mela theme to be displayed at the Centre of the Food Court. The Bidder has to give the 3D rendered image of the selfie point with different options, during the presentation

n	Food Court	<ol style="list-style-type: none"> 1. Arrangement of 40 round glass top tables and 4 banquet chairs with satin cover for each table (160 chairs) in the food court area 2. 3 mm synthetic carpet to be laid on the entire food court area 3. 20 ceiling fans to be fitted in the food court area.
o	Anti Fire Chemical Treatment and arrangement for fire fighting	<p>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.</p> <p>Fire extinguishers of the proper quality to prevent any incident of fire to be installed</p>

b. Dining area:

Sl. No	Particulars	Specifications
a	Size	The size of the dining area will be of 210' X 160'
b	Flooring	Green net carpet
c	Furniture	Fifty (50) numbers of round table with frill and cover. hundred (200) numbers of banquet chair with white cover,
d	Barricading	Decorative Bamboo truss barricading of 3' height with aesthetic colour painting to be erected around the dining area with entry and exit passage.
e	Dustbin	Sufficient (a minimum of 50 numbers big size) dustbin to be provided in dining area.

Q. LIVE KITCHEN

- Size: 15' X 15' pagoda style with provision of covering during the night hours
- 6'X2' ft. table - 4 nos.
- Transparent Shelve with 3 racks having cover for display of food (4 ft X 2.5 ft)
- Double Burner Commercial Gas Stove- 1 nos., Double Burner Domestic Gas Stove- 2 nos., (It may change as per requirement) Induction, Oven (32 kg), Freezer (as per requirement), Double Gas Cylinder (With Refilling from time to time), Dedicated Water line connection to the live kitchen with sink fixing

R. Kid Play Zone

- One kid play zone has to be erected at the suitable place near the food court arena.
- Bouncy castle, Ball Pit, Tunnel, Swings, climbing structures to be provided.
- High end Digital game zone, with one operator during the mela period
- Target Practice, Simulation game areas, Toy Cars Bikes
- The bidder will submit different models of installations during the presentation.
- Side Walls of the Kid Play Zone should be decorated with latest animated cartoons, Side walls will be made of flex mounted structure. Proper entry and exit point should be made as per requirement/ convenient.

S. Area for Sand Art

- Size - 30 feet X 30 feet
- Barricading - Decorative Bamboo truss barricading of 3' height with aesthetic colour painting on sun board to be erected with entry/ exit passage.
- Sea sand for sand art - 2 Hywa (It may increase/decrease depending upon the requirement)

T. Net Carpeting

New synthetic net double 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 synthetic double net carpet and daily maintenance of the same during the mela period. The new synthetic double net carpets will be changed in every 5 days.

U. Barricading

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

V. Miscellaneous Items: Besides works from item no. A to no. U following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

Sl. No	Items	Quantity required
1	Bed Set (Bed & Pillow with Cover)	500 pcs.
2	Durry (15' X 15')	10 Pcs
3	Printing & Installation of Star Flex Sheet with batten frame	5000 sqft
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	5000 sqft
5	Stage background in black cloth masking	2500 sq ft
6	Dustbin- 3 ft height	100 pcs
7	Decorative Flower / Plant Pot	150 pcs
8	Syntex tank (2000 liters capacity each tank with 3' height stand)	2 pcs.
9	Soundless pedestal fan	10 pcs.
10	Red carpet (synthetic)	2000 sqft

The details of Services outlined for Advertisement and Publicity work as follows: -

Sl. No	Works to Be Done	Particulars	Remarks
A	Advertisement & Publicity	<ol style="list-style-type: none"> 1. Printing, Distribution & Installation of the Advertisement & Promotional Materials. 2. Publicity of the event through Road Shows, Print Media and Electronic Media 	Detail work plan is to be presented during the technical presentation.

		<ol style="list-style-type: none"> 3. Online Promotion through social networking site 4. Media Management- Holding of Press Conference 5. Other Promotional Works. 6. Dossier on Media Coverage 7. Digital Hoarding in BeMC area 	
B	Drone Show	Drone show depicting Local to Global (it may changed as per the requirement)	
C	Documentation	CC Camera & TV, Plasma TV, LCD during the event	
D	Security Services	Providing Private Security Service at Mela Venue & Accommodation Place of the participants during the event	
E	Light & Sound for Stage	The drone show shall visually depict the theme "Local to Global"	Detail work plan is to be presented during the technical presentation.
F	Kite Festival	Kite Festival shall be organized in two places as mentioned detail.	
G	Road Painting	The road painting should be done near the mela ground	Detail work plan is to be presented during the technical presentation.
H	Road Lighting	The road lighting should be done near the mela ground	
I	Local Transportation	Providing Local Transportation services to participants during the event and providing hired vehicle for official use.	
J	Printing	Printing of ID Cards, Invitation Cards, Certificates etc.	
K	Pantry Services	Pantry Services in Coordination Cell for Officials & VIP and providing daily Tea/ Snacks/ Tiffin during the event	

Details of the Items wise work to be provided:-

A. Advertising & Publicity Works to be done in Silk City Festival and Subhadra Shakti Mela

The detail works to be done is given hereunder:

1. **Publicity:** Publicity of the event should be made by Branding of ORMAS 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.
2. **Media Management:** conduct of press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits.

Details of the Advertisement & Publicity works are given below:

Sl. No	Specifications	Quantity (Pcs. / Package)
A	Publicity	
1	Plane Hoardings - (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Brahmapur (design will be provided by ORMAS)	20 pcs.
2	Road standee-(3ft X6ft each) (design will be provided by ORMAS)	300 pcs.
3	Auto rickshaw branding through sticking of 3X2ft size of Eco-solvent flex on backside of Auto (design will be provided by ORMAS)	350 Pcs.
4	Digital Hoarding in BeMC area (Permission should be taken from the appropriate authority)	As per requirement
5	Electronic Media- Ad during Daily News (10 Seconds each spot)	400 spots
6	Electronic Media- Ad during Mega serials (10 Seconds each spot)	200 spots
7	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 report on link, share & comment - 80 nos., 5 posts every day on Twitter, Facebook & Instagram on banner, teaser, customer feedback, sales. Stall review)	1 package
B	Media Management: Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper.	2 Nos.

B. Drone Show

The agency shall create a captivating drone show preferably of 500 nos. depicting Local to Global concept, highlighting the key milestones and cultural significance. Drones show shall form a historical timeline, displaying key dates and events, LED lights illuminating the iconic images from the show's early years, nostalgic music with retro themed soundtrack. The drone show shall visually depict the theme "Local to Global". showcasing Odisha's grassroots initiatives, cultural identity, flagship programmes, and global aspirations. The show must be designed as a synchronized aerial display using pre-programmed LED drones. (The concept may change as per requirement of the Authority).

C. Documentation - CC TV Plasma TV LCD

Documentation of event will have also to be done by the Event Management Agency.

CCTV: -Sixty (60) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitor /participants. The cable to be laid for the CCTV installation in the Mela Ground and one CCTV operator Call Notice has to be remain present during the Mela Period. The numbers may vary depending on the requirement and decision of the mela authority.

LED Panel (8 ft X 6 ft) alone with operator: - 4 nos. of LED Panel along with riser to be installed in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.

Plasma TV: Two Plasma TV to be installed (without the control room)

D. Security Services:

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
- Each guard should be aware of their duties & responsibilities during the duty hours.

Note: Deployment as per requirement with Supervisors. Security personnel will be deputed at Mela ground and Accommodation places of participants on shift basis, as per the requirement and direction of Mela Management Team.

E. 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 N0s.
ii) Galileo Scanner-1200 wt(SGM)	04 Nos.
iii) Multi twenty- 2	06 Nos.
iv) Multi ten- 1 K	02 Nos.
v) Jumbo Smoke Machine	02 Nos
vi) Jumbo Strobe Light	02 Nos
vii) 1 Colour Laser	02 Nos
viii) Moving Head (SGM)	02 Nos
ix) Led Par	10 Nos
x) Halogen 1 kw	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 no.
viii) High wattage amplifier	4 nos.
ix) Effect processor	1 no.
x) 3 kw stabilize	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. Sufficient Power Backup will be provided by the agency for the stage (Silent Genset with fuel).

Food, accommodation and travel for the artist/ artisans will be borne by the agency.

F. Kite Festival

Sl. No	Activity	Nos.
1	Design, Fabrication & Supply of Professional Parafoil Pilot Kite (26 square metre, ripstop nylon make) with Branding of event "Silk City Festival" and flying of the pilot kite (ORMAS and Mascot- 4 meter each, ripstop nylon make) as per the instruction of Authority	Pilot Kite- I no. ORMAS Mascot 2nos.
2	Flying of Series of Paper Kites (Each Kite 1 square metre)	100 Nos.
3	Bird Kite Decoration (Each Bird Kite is 1.2 metre with 10 metre pole. ripstop nylon make kite, pole is polycarbonate)	75 Nos.
4	Flying of Series of Parafoil Designs (4 -20 metre kites, ripstop nylon line laundry kites)	40 Nos.
5	Ring Kite (16 metre diameter, ripstop nylon make kite)	01 No.
6	Letter Kite (Each letter - 4X5 feet, ripstop nylon make kite)	01 No.
7	Organising workshop on kite making and Kite Competition (All materials and accessories to be provided by the agency)	01 No.
8	500 Paper Kite (minimum 1 square metre size) decoration around the mela ground	Lumpsum

Note: Place & Event Date to be decided by the Authority

G. Road Painting

The stretch (decided by the Mela Management Committee) should be painted to provide an aesthetically appealing look for the event. The road painting should be executed in a thematic and visually pleasing manner, prominently highlighting Odisha Asmita, ORMAS Rural Products, Swadeshi, and other cultural elements as a tribute to the "Silk City Festival." Multi-colour, weather-resistant paints of suitable quality should be used to ensure that the artwork remains intact for a minimum period of 20 days.

H. Road Lighting

A series of road lighting installations should be arranged from Khodasing Gate to Engineering School Square. The lighting arrangements should include designs of various shapes depicting ORMAS Rural Products. the ORMAS Mascot (Lacquer Couple Doll). Odia Asmita. Globe Lights. and other thematic elements as per the requirement of the Client.

I. Local Transportation

- a. Carrying participants from Mela Ground to Accommodation places on daily basis (Morning & Evening) during Mela Period as per the requirement.
- b. Transporting participants along with their luggage from Railway station to Mela Ground /Accommodation Place as per the requirement.
- c. Transportation of VIPs / Artist etc.

J. Printings (Design will be provided by ORMAS)

Details of the Printing works to be done for the event are given below

1. Official ID Card, ID Card Holder with ID Card Holders (300 nos. for Officials)

- i. Size : 8.5 cm (Height) X 5.2 cm (Width)
- ii. Printing : Offset Printing, Both Side
- iii. Colour : Multi colour
- iv. Material : Plastic
- v. Accessories: Neck Cord

ORMAS shall provide a sample ID card and the agency needs to produce a similar ID card having the same product standard and dimensions.

2. Identity Card with Neck Cord (100 nos. for Officials)

- i. Size : 14 CM X 10 CM
- ii. Printing : Offset Printing, One Side
- iii. Colour : Multi colour
- iv. Material : Plastic
- v. Accessories: Neck Cord

3. Identity Card with Cover and Neck Cord (1000 Pcs.)

- i. Size : 14 CM X 10 CM
- ii. Printing : Offset Printing, Both Side
- iii. Colour : Multi colour
- iv. Material : Art Paper Board,220 GSM
- v. Accessories: Plastic pouch and Clip type Neck Cord

4. Invitation Card with Envelope (500 Pc.)

- i. Size : 42 CM X 29 CM (Triple folded- with creasing)
- ii. Printing : Offset Printing
- iii. Colour : Multi colour
- iv. Paper: 220 GSM Glossy sheet (imported)
- v. Envelope: Fit to card, multi colour printing

5. Certificate (800pcs. For participants + 200 pcs. For Artist Cultural Program)

- i. Size : A4
- ii. Printing : Offset Printing
- iii. Colour : Multi colour
- iv. Paper: 300 GSM Art Paper Board

6. Coffee Table Book

- i. Size : 12 inch X 12 inch
- ii. Printing : Multi colour digital printing
- iii. Colour : Multi colour
- iv. Paper: 170 GSM Mat Paper with hard cover binding and dust jacket both side printing /
Front & Back Cover: Mat lamination
- v. Number of Pages :50 (25 sheets)

K. Pantry Services

Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin, Lunch, Dinner to the Officials/ Guest/ VIP & WIP at Coordination Cell during the event. The billing will be done on actual basis, duly certified by the Mela-In-Charge in each bill. The waiter boy / girls with proper uniform to be provided by the selected 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 Silk City Festival and Subhadra Shakti Mela**" 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)				

Supporting Documents:

Audited certified financial statements for the last three **FYs (2022-23 to 2024-25)** (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

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.

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)

Sl No	Perio d	Assignment and Duration	Name of the Client	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:

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]

To,

The Secretary
Brahmapur Development Authority (BeDA)
Court Road,
Berhampur - 760004

Sub: Tentage and allied work for Silk City Festival and Subhadra Shakti Mela

Sir,

I, the undersigned, hereby offer to provide services for the **Silk City Festival and Subhadra Shakti Mela** in accordance with **RFP No..... dated** Our Financial Bid is submitted as per the details provided in the table below.

I/We hereby undertake that, upon acceptance of our bid, the services shall be provided strictly in accordance with the terms and conditions stipulated in the RFP document.

RFP for Selection of agency for Tentage and Allied Works for Silk City Festival and Subhadra Shakti Mela to be held from 10th to 16th February, 2026 (Tentative)	
Deliverable Headers	Total Cost (INR)
Tentage And Allied Work as per the Scope of work of the RFP	
Add: GST (CGST + SGST) (As applicable)	
Grand Total Quoted Amount (including GST)	
Rupees in words Including GST	

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. Tax shall be deducted as per the prevailing norm of Govt. from time to time.*

SECTION - 6
ANNEXURE-A
BID SUBMISSION CHECK LIST

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