

REQUEST FOR PROPOSAL (RFP)

Selection of Art Firm/Design Firm/Fabricator

For

**Designing and Fabrication of Odisha Pavilion at
IITF-2024, Pragati Maidan, New Delhi**



**Government of Odisha
Information & Public Relations Department,
Lok Sampark Bhawan, Bhubaneswar**

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Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar

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No. IPR-FP-IITF-0003-2024/ 12804 / I&PR, Bhubaneswar, Dated: 05/10/2024

Selection of Art Firm/ Design Firm/Fabricator for designing and fabrication of Odisha Pavilion at IITF-2024, Pragati Maidan, New Delhi

1. **Director, I&PR Department**, Govt. of Odisha (The Client) invites Request for Proposal (RFP) from the eligible bidders for the selection of an Art and Design firm/ Fabricator/ Joint venture of both to take up the design and fabrication work of Odisha pavilion at IITF-2024, Pragati Maidan, New Delhi.
2. Key objectives, Scope of work, eligibility requirements, and other details may be seen on the website of I&PR Department <https://inpr.odisha.gov.in/> website of Govt. of Odisha <https://odisha.gov.in>. The RFP document may be downloaded from either.
3. Last date for receipt of the sealed Proposal is **dtd. 19.10.2024 by 5.00 PM.**
4. Opening of RFP on **dtd. 21.10.2024 at 11.00 AM** in the Office of the **Director, I & PR, Lok Sampark Bhawan, Unit-V, Bhubaneswar Pin-751001.**
5. **BIDDER'S DATASHEET:**

Sl. No.	Particular	Details
1	Name of the Client	The Director, I&PR Department, Govt. of Odisha
2	Method of Selection	As prescribed in the RFP Document
3	Date of the Issue of RFP	Dtd. 05.10.2024
4	RFP Due Date	dtd. 19.10.2024 by 05.00 PM
5	Date of Opening of the Proposal	dtd. 21.10.2024 at 11.00AM
6	Address for Submission of Proposal	The Director, Information & Public Relations Department, Government of Odisha, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Odisha-751001, Telephone No- 2394890 Email – fpiprodisa@gmail.com Mode of Submission: Speed Post/Registered Post/Courier service/ drop in the box installed at Lok Sampark Bhawan, Bhubaneswar during the office hours only. Proposals submitted in any other mode and the ones received late will not be taken into consideration.
7	Place of Opening of Proposal	Conference Hall of I& PR Department

Director, I&PR 05.10.2024

Memo No. 12805 /IPR., BBSR, Dated 05/10/2024

Copy forwarded to the OSD to Principal Secretary to Govt., I & PR/Sr. P.S. to Director I & PR and Director (Technical) for kind information of Principal Secretary to Govt. and Director, I & PR and Director (Technical) respectively.

[Signature]
5/10/24
Additional Director

Memo No. 12806 , Date 05/10/2024

Copy forwarded to the System Analyst (I/C) for information and necessary action. He is requested to take appropriate steps for uploading the Request for Proposal (RFP) in the website of Information & Public Relations Department <https://inpr.odisha.gov.in/> website of Govt. of Odisha <https://odisha.gov.in>.

[Signature]
5/10/24
Additional Director

Memo No. 12807 , Date 05/10/2024

Copy forwarded to the System Analyst/State Portal, Secretariat for information and necessary action. They are requested to hoist the Request for Proposal (RFP) in the State Govt. Portal.

[Signature]
5/10/24
Additional Director

Memo No. 12808 , Date 05/10/2024

Copy forwarded to the Joint Director (Advertisement Section) for information and necessary action. He is requested to publish the Request for Proposal (RFP) in two leading Odia dailies (**The Prameya, The Sambad, The Samaj**) and leading English dailies (**The Times of India and The New Indian Express**) (All Edition), **The Hindustan Times (New Delhi Edition)** on dtd. **06.10.2024**.

[Signature]
5/10/24
Additional Director

Memo No. 12809 , Date 05/10/2024

Copy forwarded to the Superintendent, Issue Section for information and necessary action. He is requested to display the Request for Proposal (RFP) in the Notice Board of this Department.

[Signature]
5/10/24
Additional Director

Memo No. 12810 , Date 05/10/2024

Copy forwarded to the Dairy Superintendent for information and necessary action. He is requested to collect the sealed bid documents received by Speed Post/ Registered Post/Courier service/ Drop in Box only till **19.10.2024 by 05.00 PM** and hand over the bids to the Additional Director for safe custody

[Signature]
5/10/24
Additional Director

Memo No. 12811 , Date 05/10/2024

Copy forwarded to the O.E.-II Section for information and necessary action. They are requested to keep the conference hall ready on dtd: **21.10.2024 at 11.00 AM** for opening of Tender.

[Signature]
5/10/24
Additional Director

**Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar**

REQUEST FOR PROPOSAL (RFP)

1. **Director, I&PR Department**, Govt. of Odisha (The Client) invites Request for Proposal (RFP) from the eligible Art Firms/Design firms/Fabricators for selection of a firm to design and fabricate the Odisha Pavilion at IITF-2024.
2. Scope of work and other requirements may be seen in the website of I & PR Department <https://inpr.odisha.gov.in> & website of Govt. of Odisha i.e. <https://odisha.gov.in>.
3. The Application shall be submitted to the office of the undersigned duly signed by the authorized signatory on each page and duly authenticated with seal in token of having read, understood, and accepted the terms and conditions of the RFP. Application submitted otherwise than in the manner prescribed in the Request for Proposal (RFP) shall be rejected.
4. I&PR Department has the right to accept or reject the Tender(s) without assigning any reason thereof.
5. Date of Issue of Request for Proposal (RFP) : **05.10.2024**.
6. Last date for receipt of sealed RFP on **dtd. 19.10.2024 at 5.00 PM**.
7. Date for opening of RFP on **dtd. 21.10.2024 at 11.00 AM** in the Office of the **Director, I&PR, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Pin-751001**. Telephone No- 2394890/ Email – fpiprodisha@gmail.com.
8. The concerned firms are required to attend the bid opening meeting or depute their authorized Representatives to remain present during the opening of the RFP on **dtd. 21.10.2024 at 11:00 AM** in the Office of the **Director, I&PR, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Pin-751001**. Telephone No- 2394890/ Email– fpiprodisha@gmail.com
9. The RFP received after the stipulated date and time will not be taken into consideration and will be liable for rejection.
10. All disputes which may arise relating to the tender are subject to the judicial jurisdiction of the competent Court in Bhubaneswar only.
11. It is to certify that this tender document **contains 26 pages**.

Sd/-

**Director, I & PR,
(Tender Calling Authority)**

SECTION: 1

LETTER OF INVITATION

RFP No: IPR-FP-IITF-0003-2024/ 12804 /IPR

Dated: 05/10/2024

Name of the Assignment: selection of Art Firm/Design Firm/Fabricator

Director, I&PR Department, Govt. of Odisha (The Client) invites Request for Proposal (RFP) from the eligible bidders for selection of an Art Firm/Design Firm/Fabricator for designing and taking up fabrication work of Odisha Pavilion at IITF-2024, Pragati Maidan, New Delhi.

Relevant details on the proposed work are provided at **Section-2: Terms of Reference (Information to the bidder)** of this RFP Document.

1. AGENCY will be selected in accordance with the selection procedure as prescribed in the RFP Document.
2. The proposal has to be delivered at the specified address of the Bidder Data Sheet by **Speed post / Registered Post / Courier Service/drop of sealed cover in the box installed at the Department**. The Client shall not be responsible for any delay in receipt of the Tender papers. The proposal will not be accepted in any other mode. The Proposal received after due date and time will not be considered.
3. The last date and time for submission of proposal completed in all respects is **dtd. 19.10.2024 by 5.00 p.m.** and the date and time for opening of the proposed designs/3-D models/Technical bids in presence of the bidders or their authorized representatives at the address mentioned in the Bidder Data Sheet (Sl. No. 5) is **dtd.21.10.2024 at 11:00 AM**. Representatives of the bidders may attend the meeting with letter of due authorization.
4. **This RFP includes the following sections:**
 - a. Bidders' Data Sheet
 - b. Letter of Invitation
 - c. Terms of Reference (Information to the bidder, Objective & Scope)
 - d. Evaluation criteria (Eligibility, Technical & Financial)
 - e. Terms & Conditions
 - f. Form for submission of Technical Proposal
 - g. Form for submission of Financial Proposal
5. 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/data included in this document. The Client reserves the right to accept/reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final, binding, and cannot be challenged.

Sd/-
Director

Section-2

Terms of Reference

Selection of Art Firm/Design Firm/Fabricator

To

**Design and fabricate Odisha Pavilion at IITF-2024,
Pragati Maidan, New Delhi.**



INFORMATION AND PUBLIC RELATIONS DEPARTMENT

Keshari Nagar, Bhubaneswar-751001, Odisha, India

W: <https://inpr.odisha.gov.in/> | T: 2393220/2536736

1. INFORMATION TO THE BIDDER

1. Introduction

The I&PR Department, Odisha invites concepts, designs, layout, specifications of the structure, and total cost implication from reputed Art and design firms/fabricators for construction of the Odisha Pavilion for an area of 600 Sq. meter for India International Trade Fair(IITF), 2024 at Pragati Maidan, New Delhi. The firms should have valid GST & PAN registrations and experience in visualizing & fabricating various fields of Art & Art oriented projects, architectural work, and exhibitions at the National/ International Level. The applicants/firms should have/should have been tied up with qualified conceptualisers/artists/designers for development of concept and design of Fascia, Central Theme Area, and the total arena of **Odisha Pavilion** for the ensuing India International Trade Fair-2024 scheduled to be held from 14th to 27th November 2024. The concept and design must have been consilient with the chosen theme of "**Viksit Bharat @ 2047**".

The approximate display Area of the Odisha Pavilion is 600 Sq. meters. Interested firms/designers/fabricators are requested to submit their 3-D Models(Softcopy) of the proposed Odisha Pavilion designed by their/tied-up conceptualisers/artists and prepared from different angles according to the layout plan received from the ITPO(attached). Besides this, the submission should include a concept note, approximate cost estimate, documents related to past experience, qualification, and other necessary credentials. These should be submitted through Speed Post/Registered Post/Courier service/ drop in the box installed at Lok Sampark Bhawan, Bhubaneswar and must reach the office of the Director, Information & Public Relations Department, Lok Sampark Bhawan, Bhubaneswar on or before **19.10.2024** by **5.00 PM**. The layout plan, bidder data sheet, eligibility criteria, Scope of work, Terms & Conditions, Technical and Financial bid, EMD details can be seen in the website <https://inpr.odisha.gov.in> & <https://odisha.gov.in>. A firm may submit a maximum of 2(two) designs with corresponding concept notes each accompanied by separate financial bid. The desirous bidders may visit the spot in the ITPO, New Delhi at their own cost for better appreciation of the layout plan for preparing the design.

The concept note and designs of the qualified bidders will be presented before the judging committee on dt.**21.10.2024** at **11.00 AM** in the presence of the applicants or their representatives. The firm/agency will be selected by following a staggered bid process, the last one being **the Lowest offered price/negotiation of rates**.

After the preliminary scrutiny and evaluation(1st Stage), there will be appraisal of the concept and design as presented by the eligible bidders in the 2nd Stage. Four(4) nomination /proposals from among the presentations will be adjudged on merit and shortlisted by the selection committee for the 3rd Stage evaluation. In the 3rd stage, the shortlisted firms will present 3-D Model structures before selection committee. The best **four** models/designs will be paid Rs 25,000/-(including GST) each as the cost of preparation of models by the I&PR Department on the condition that the designs/models become the property of the I&PR Deptt. which can be utilized/used in the IITF-2024. Scores will be awarded on identified attributes before the contract is finalised as detailed at para 4.5 of the bid document and the least scorer will be eliminated. Financial bids of the best three designs will be opened and placed before the selection committee. **Finally, in the 4th Stage the successful bidder will be selected on the basis of lowest price bid among the three selected bids. For the purpose of evaluation, the total lowest evaluated cost shall be inclusive of all overhead expenses excluding the GST. Further the Committee shall examine the reasonableness/rationality of the quoted rates of each item and eventual item-wise negotiation will be conducted with due diligence.**

In case of selection of a particular Art firm/Design firm/fabricator following the above-said exercises, the firm will be appointed as the conceptualizer & fabricator of the Odisha Pavilion for IITF-2024. Payment will be made by the I&PR Department, subject to the evaluation by the measurement committee, along with a report on the actual work completed. Due recognition will be conferred upon the designer/fabricator in a State level Celebration in case Odisha Pavilion is adjudged for any award/honour by the ITPO. The authority reserves the right to accept or reject any or all offers without assigning any reason thereof. For more details contact over phone: 9437008378, 9090686264

2. KEY OBJECTIVES:

- The pavilion design, fascia and central theme area should effectively highlight Odisha's rich cultural heritage, art forms and historical significance.
- Focus on showcasing State's achievements in sectors such as infrastructure, agriculture, industry, tourism, sports, demographic dividend, science & technology, livelihood aligning with this year's theme of "**Viksit Bharat @ 2047**"
- The pavilion should feature an innovative and visually appealing design that draws visitors' attention and offers a memorable experience.
- Incorporate cutting-edge technology like interactive displays, digital kiosks and multimedia presentations to engage visitors.
- The pavilion must include sections dedicated to Odisha's business potential, infrastructure development, industrial policies and investment-friendly environment.
- Pavilion should showcase opportunities for trade and investment in key sectors such as mining, IT, manufacturing, renewable energy and food processing.
- The pavilion should dedicate space to showcase Odisha's traditional handicrafts and handlooms and ethnic culture.
- Usage of sustainable and eco-friendly materials for construction in line with Odisha's commitment to environment.
- The design should reflect Odisha's inclusive growth and social welfare initiatives.
- The selected agency must ensure timely execution of the project, adhering to the specified deadlines for design approval, fabrication and installation.
- It should showcase Odisha's scenic tourist destinations, wildlife sanctuaries, temples, beaches and eco-tourism projects through immersive and interactive experiences and tourism tagline and logo in the design for consistent branding.
- The pavilion should serve as a branding tool for Odisha presenting a cohesive and positive image of the State to national and international audiences.

These objectives will ensure that the Odisha Pavilion at IITF-2024 stands out while effectively promoting the state's culture, heritage, and investment potential.

2. SCOPE OF WORK

The agency shall perform, inter-alia, in consultation with the client, the following tasks (but not limited to):

1. Preparation of Super Structure of Odisha Pavilion of size 600 sqmt.
2. Erection of Tents (As required), carpeting, erection of standees, Gates, cloth side walls, partitions, erections of stall, VIP Rooms, business lounge, small office, pantry etc. as per requirement.
3. Fixation of Stage Backdrop and provision of Digital Light Emitting Diode (LED) Display boards of various sizes as per requirement.
4. Preparation of theme based concept and designs (maximum 2) for pavilion decoration by using the services of their conceptualizer/visualizer or tied up conceptualizer/visualizer.
5. In case of selection of a design by the I & PR department, the firm shall have to take up the fabrication work as per the terms and condition outlined in the RFP.
6. The Design proposal and materials to be used in fabrication should adhere to the space and safety guidelines provided by ITPO for IITF-2024.
7. In case of selection, the bidder should get the required approval for the proposed design from ITPO.

3 ELIGIBILITY CRITERIA

1. The bidder must have been a Registered Firm/Agency under the Indian Companies Act or registered individual / partnership firm or Proprietorship firm.
2. The bidder should have valid GST registration for legally carrying out its business activities.
3. The bidder should have a valid PAN. The bidder shall provide the details of the ownership of the company.
4. The Art Firm/Design Firm/Fabricator must have experience of the execution of various fabrication and designing work in national/ international events at least twice during last 10 years.
5. The Firm/Agency must have qualified manpower to supervise the execution of work on the spot.
6. The Firm/Agency must have minimum annual turnover of Rs 1 crore each for three financial years during last five years duly certified by C.A. ending on 31.03.2023. The audited balance sheet of last three financial years must be submitted.
7. Execution of two identical works of not less than Rs. 30 (Thirty) lakh each in a single work order.
8. The Art Firm/Design Firm/Fabricator Agency must not have been barred or blacklisted by any State or Central Government Departments/ PSUs.
9. The bidder with unsatisfactory performance, if any, will not be eligible for tender process.

4. EVALUATION AND SELECTION PROCEDURE

A four stage process will be adopted as explained below for evaluation of the proposals:

4.1 Preliminary scrutiny (1st Stage):

Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder . Submission of following documents / information will be necessary:

- Proof of legally valid entity
- Filled in Bid Submission Check List in Original
- Covering letter **(TECH-1)** on bidder's letterhead requesting to participate in the bidding process.
- Bid Processing Fee as prescribed
- Deposit of EMD as prescribed
- Copy of PAN
- Copy of Certificate of Incorporation/ Registration
- Copy of Goods and Services Tax Identification Number **(GSTIN)** with up to date GST return 3B filling copy.
- Copies of IT Return for the last three assessment years **(AY 2021-22, 2022-23 and 2023-24)**.
- General Details of the Bidder **(TECH – 2 & 3)**
- Financial capability of the bidder along with all the supportive documents as applicable duly signed and certified as per the instruction. **(TECH – 4)**
- Power of Attorney **(TECH – 5)** in favour of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience) Details, as per Sl. No-4 of eligibility criteria along with copies of contracts/work orders from previous clients. **(TECH –6)**
- Affidavit for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization. **(TECH – 7)**
- All the pages of the proposal and enclosures/attachments are signed by the authorized representative of the bidder.
- Turn over certificate of last **Five** years ending on 31.3.2023 duly certified by the CA as per Sl. No-6 of eligibility criteria.

Bid not complying any of the above requirements, will be out rightly rejected.

4.2 Design Presentation & Evaluation (2nd Stage):

After the preliminary scrutiny(1st Stage), in the 2nd Stage the models/designs of the 1st stage qualified bidders will be examined by the designated committee. Every bidder should give an AV presentation of his/her designs/models(maximum 2) with relevant concept. The best **4(Four)** models will be selected and prize money of Rs 25,000/- will be given to the best **four** from among the designs/models submitted with the tender document on the condition that the designs/models become the property of the I&PR Deptt. which can be utilized/used in the IITF-2024.

4.3 Top 3 Design/Model Presentation before the selection committee (3rdStage):

In the 3rd stage, the bidders with best four designs/models will be called for showcasing their 3-D models/designs before a higher committee and three models/designs will be selected as per the extent of being akin to the theme.

4.4 Financial Evaluation (4th Stage):

The financial bid of the best three models/designs selected in the 3rd Stage will be opened and placed before the adjudging committee. The successful bidder will be selected on the basis of lowest price bid among three qualified bids of the last stage. For the purpose of evaluation, the total lowest evaluated cost shall be considered to have been inclusive of all overhead expenses excluding the GST. Further the Committee shall examine the reasonableness/rationality of the quoted rates of each item and item-wise negotiation will be conducted with due diligence. The authority is not bound to accept the L1 rate. In case the L1 bidder fails to sign the agreement, negotiation with firms other than the L1 bidder down in the scale in ascending order will be carried out in turn.

N.B.: In case of need the I&PR Department can modify the design/model of the chosen firm from the State's perspective and the bidder has to accommodate the changes without claiming any further increase in the decided amount.

4.5 Evaluation Method:

The qualified bidders shall be ranked in accordance with the marks obtained at the stage of AV presentation. The quality parameters upon which the designs/models will be judged are-

Sl. No.	Quality Parameters/ Attributes	Marks
1	Aesthetic Appeal (Visual impact /Creativity)	20
2	Adherence to Theme	30
3	Cultural Representation with reference to Odishan Art, Architecture, Culture, Heritage etc.	20
4	Innovation and Technology Integration (Digital Displays, Smart Solutions, LED Display Etc.)	15
5	Commercial & Promotional Potential and Functionality & User Experience	15
	Total Marks	100

5. Contract Negotiation

Contract Negotiation will be held at a date, time and address as intimated to the preferred bidder. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

6. Award of Contract

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the contract and promptly notify all other bidders about the result of the selection process. The successful bidders will be asked to sign the contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the contract, no variation or modification of the terms of the contract shall be made except by written amendment signed by both the parties. The Contract will be valid till the completion of IITF-2024 from the date of effect of the Contract. ***Sub-contracting is not allowed under this RFP.***

7. Conflict of Interest

Conflict of Interest exists in the event of:

- (i) conflicting assignments, monitoring and evaluation of the same project by the eligible bidder;
- (ii) agencies or institutions (individuals or organisations) who have a business or family relation with the Client directly or indirectly; and
- (iii) practices prohibited under the anti- corruption policy of the Government of India and Government of Odisha.

The bidders are to be careful so as not to give rise to a situation where there will be conflict of interest with the Client as this will amount to their disqualification and breach of contract.

8. Disclosure

1.

- 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:
 - a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;

- failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.
- The disclosure as required has to be made in the form of affidavit.

9. Anti-Corruption Measure

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- 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.

10. Amendment of the RFP Document

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum to be published on the website of I&PR Dept. Any such addendum will be binding on all the bidders. With a view to allow reasonable time to bidders to take the addendum into account in preparation of their proposals, the Client may, at its discretion, extend the dateline for the submission of the proposals.

11. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, to wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify to client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Agency shall communicate the client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

12. Terms & Conditions

1. Firms without having valid GST registration number, PAN and Firms blacklisted shall not be eligible for participating in the Tender process. The Firm shall submit a non-blacklisted undertaking in shape of affidavit.
2. All financial documents of Firm i.e. Registration certificate issued under GST and IT Acts, up-to-date GST-return filing copies, IT Returns, Audited Balance Sheet shall be self-attested.

3. Firms should submit Up to date information on IT-Return filing for last 3 financial years i.e. 2020-21, 2021-22 and 2022-23 and Audited Balance Sheet for last 3 financial years i.e. 2020-21, 2021-22 & 2022-23.
4. All the crucial figures i.e. Rates & amount should be written in figures followed by words in a bracket in Tender document.
5. There shall be no over-writing in the tender documents and other papers submitted. Any alteration should be initialed with seal by the same person who signs the Tender document.
6. All the rates and amounts shall be quoted in Indian Rupees (INR).
7. Submission of more than one competitive bid for each of the two designs by the same Firm in response to the same Tender call Notice is prohibited.
8. The "Performance Security" may be forfeited partly or fully in case of failure to fulfill the terms and conditions of contract/ work order issued from time to time within the agreement period.
9. The successful bidder shall be selected taking into consideration of the bid after due negotiation with the judging committee and finalization of the rates in the most transparent manner.
10. If the bidder fails to sign the agreement then, negotiations with Firms other than the selected bidder i.e. the bidder of the 2nd best model shall be held obtaining prior approval of the Government.
11. No advance payment shall be made. Full payment will be made after completion of the work by the firm and after certification given by the concerned Officer/s that full satisfactory work has been done as per the specification of work order.
12. After completion of work item wise evaluation will be made and for any lapses, the amount of the said item will be deducted.
13. TDS under IT & GST shall be deducted as per law.
14. Failure to provide service as per specifications mentioned in work order may lead to forfeiture of Performance security.
15. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Bhubaneswar.
16. Each page of this Tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
17. All the documents and papers submitted with the bid should be either in English or in Odia and shall be authenticated under the seal and signature of the bidder.
18. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections.
19. Wherever specific terms & conditions have not been spelt out in the document, OGFR of State Govt. shall apply.
20. If work is not found satisfactory the agreement is liable to be cancelled without giving any reasons thereof. No payment shall be made if the Agreement is cancelled.

21. The Offer submitted and the prices quoted therein shall be valid for 30 days from the date of opening of Bid. Bid valid for any shorter period shall be rejected by the Client.
22. The Firm/Agency shall not sub-contract part or complete work assigned to him by the I&PR Department.
23. I&PR Department will not be responsible for any loss, damage, injury caused at the time of execution of the contract. The firm shall own the whole responsibility.
24. Non-responsive Bids to the Tender Document will be summarily rejected.
25. The contract with the selected Art Firm/Design Firm/Fabricator will be valid for one year.
26. The projected work may be decreased or increased as per requirement.

13. Bid Validity Period

The Offer submitted and the prices quoted therein shall be valid for **60 days** from the date of opening of Bid. Bid valid for any shorter period shall be rejected by the Client.

14. BID PROCESSING FEES (NON-REFUNDABLE) :

The bidder must furnish as part of Technical proposal, the required bid processing fee (Non-refundable) amounting to **Rs. 10,000/- (Ten Thousand) Only** in shape of DD from any scheduled commercial bank in favour of **"D.D.O., I.&P.R. Department"** payable at Bhubaneswar. Proposals received without bid processing fee shall be rejected.

15. EMD (Earnest Money Deposit):

Bid Security (E.M.D.): The tender document shall be accompanied by Earnest Money Deposit (EMD) of Rs 1,00,000/- (One lakh) without which the tender shall be rejected. The Deposit of Earnest Money should be made available in favour of **DDO, Information and Public Relations Department** Government of Odisha, Bhubaneswar in the form of DD/FDR/Banker's Cheque / NSC / Postal Savings Pass Book in an envelope along with the sealed covers of "Technical" bid. The EMD will be forfeited, if they (a) withdraw or modify their bids/ violate the Terms and Conditions of the Tender documents during period of validity etc. (The EMD will be forfeited and shall be suspended for the period of 3 years from participating in any tender of Government and PSU.(b) in case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender document. EMD shall be forfeited. EMD of the successful bidder shall be retained till the agreement is signed and Performance Security is deposited. In regard to other bidders not having violated the tender terms and conditions the EMD will be returned after completion of the tender process.

16. Performance Security

The selected Art Firm/Design Firm/ Fabricator shall have to deposit performance security of **Rs.3 Lakh (Rupees Three Lakhs only)** in the form of A/c Payee Demand Draft or Fixed Deposit receipt from a Commercial Bank or Bank guarantee from a commercial bank in the prescribed format in favour of DDO, I&PR Department safeguarding the clients' interest in all respect within 7 days of the award of contract. Performance security should remain valid for a period of sixty days beyond the expiry of the agreement to be executed for the purpose.

17. Documents Required to be submitted along with "Technical" Proposal:

1. For Art Firm/Design Firm/Fabricator Demand draft of Rs. 10000/- (Rupees Ten Thousand only) drawn on any Nationalised Bank / Scheduled Bank in favour of DDO, Information & Public Relations Department payable at Bhubaneswar towards cost of Tender Paper. This amount is **Non Refundable**.
2. Registration Certificate of the Firm/Agency with details of the ownership.
3. GST valid registration Certificate. (Self-attested)
4. Copy of PAN Card for income Tax and IT return filing copies for the last three years filed in the name of Firm/ Agency.(Self-attested).
5. Self-Attested Copy(ies) of the Work Order confirming as proof of execution of similar nature of works as per eligibility criteria Sl. No. 4.
6. Profile of Visualizer for execution of such work(s) who will be involved for supervision of work.
7. Audited Statement of accounts (Balance Sheet) of the firm showing turnover not less than Rs 1 crore each year for 3 financial years for similar nature of business during last 5 years and IT return Acknowledgement.
8. Bidders are required to quote unit rates exclusive of GST for each item in the tender paper.
9. Non submission of any of the documents above will render the bid to be rejected.
10. After completion of work item-wise evaluation will be made and for any lapses amount of the said item will be deducted.
11. Non-Blacklisting declaration as mentioned in ' Eligibility Criteria ' should be submitted in shape of an affidavit.

18. Submission of Proposal

This Tender Document is a two-bid format for submitting the offers. It contains the "Technical" and "Financial" bid formats. Both the bids shall be submitted in separate sealed covers identified as "Technical" and "Financial" bid. Both the sealed covers should be put inside a bigger sealed cover boldly super scribed with the name of supplier/bidder, the tender call notice number, the last date for submission and the title of the RFP for selection of Art Firm/Design Firm/Fabricator to design and fabricate the Odisha Pavilion at IITF-2024.

Bidders must submit their proposals through **Registered Post/ Speed Post/ Courier Service/** drop of sealed packets/ covers containing the tender papers in the box put at Loka Sampark Bhawan (Department of I&PR), Bhubaneswar addressing to **the Director, Information & Public Relations Department, Government of Odisha, Bhubaneswar – 751001.**

DECLARATION

I do hereby declare that the documents submitted in respect of the information referred to above are true to the best of my knowledge and belief and also do undertake that if at any time the documents are found to be forged I will be held responsible.

Signature of the bidder

TECHNICAL PROPOSAL SUBMISSION FORMS
COVERING LETTER
(In Bidder's Letter Head)

Date:

To

The Director,
Information & Public Relations Department,
Government of Odisha,
Bhubaneswar – 751001

Subject: SELECTION OF Art Firm/Design Firm/Fabricator FOR "Designing and taking up fabrication work of Odisha Pavilion at IITF-2024, Pragati Maidan, New Delhi".

Dear Sir,

I, the undersigned, request you to participate in the selection process for _____ in accordance with your request for proposal No. _____ dated _____. We are hereby submitting our proposal which includes Technical proposal and Financial proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **30 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal 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)

FORMAT- I: DETAILS OF THE BIDDER

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year :	
5	Local office in Odisha Please furnish contact details	
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	PAN Number (Copy)	
8	Goods and Services Tax Identification Number (GSTIN) Registration Certificate	
9	Whether willing to carry out assignments as per the scope of work of the RFP	
10	Whether accept all the terms and conditions as specified in the RFP	
11	Proof of ownership of Agency.	

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

(TECH-3)

FORMAT - II: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Parameter	Information	Supporting Documents	Page No.
Company/Firm Name and Existence		Certificate of Incorporation/ Registration (refer Table below for appropriate documentation)	
Type of Organization	Private Limited Company/ Registered Individual /Partnership Firm /Proprietorship firm		
Name of Registration Authority			
Registration No.			
Date of Registration			
Place of Registration			
GST Registration, Return filling Status	Registration No.	Registration Proof: upto March 31 st 2024 GSTR 3B filing copies	
PAN	PAN No.		
IT Returns of last 03 consecutive years			

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

(TECH-4)

FORMAT FOR FINANCIAL CAPABILITY OF THE Firms/Fabricators

Sl. No	Financial Year	Annual Turnover (In INR)	Profit after Tax (PAT)
1	FY 2018-19		
2	FY 2019-20		
3	FY 2020-21		
4	FY 2021-22		
5	FY 2022-23		

Enclose certificate issued by Chartered Accountant stating the details of annual turnover during the above five financial years along with audited financial statement as per **Sl. No-6 of Eligibility Criteria.**

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

(TECH – 5)

FORMAT FOR POWER OF ATTORNEY

(To be submitted in original on Bidder's Letter Head)

Dated: _____

POWER OF ATTORNEY

I, _____, the _____ <Designation> of <Name of the Organisation> in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organisation>, <Designation of the person> of the organisation acting for and on behalf of the organisation under the authority conferred by the < Notification / Authority order no.> Dated <date of reference> has signed this Power of attorney at <place> on this day of <day><month>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date) ACCEPTED:

Signature, Name & Designation of person executing attorney:

(TECH – 6)

Bidder's Past Experience

Sl. No.	Assignment Details	Name of the Client	Details of completed work including duration of work	Contract Value in INR	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
1							
2							
3							
4							
5							

Authorized Signatory [In full and initials]:

Name and Title of Signatory with date and seal

Enclose Self-Attested Copies of the Work Order confirming as proof of execution of works as per **Sl. No-7 of Eligibility Criteria.**

(TECH – 7)

DECLARATION FOR NON-BLACKLISTING/NON-INDULGENCE IN CRIMINAL ACTIVITY

(In shape of affidavit to be executed on Rs. 10/- Non judicial stamp paper by Public Notary/Executive Magistrate)

To

The Director,
Information & Public Relations Department,
Government of Odisha,
Bhubaneswar – 751001

Subject: Non-Blacklisting non-indulge in criminal activity / judicial proceedings etc.

Sir,

In response to the "Request for Proposal" (RFP) dated_____ I/We do hereby declare that there is no case with Police/ Court/ regulatory authority non-indulgence in criminal activity against the proprietor/ firm/ partner. Also I/We have not been suspended/ delisted/blacklisted by any other Government/ Ministry department/ Public sector under taking/ Autonomous Body/ Financial Institution/ Court. We also certify that our firms/ company or any other of the partners are not involved in any scam, criminal activity and disciplinary/judicial proceedings settled or pending adjudication.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal

Address of the Bidder:

FINANCIAL PROPOSAL SUBMISSION FORMS

COVERING LETTER

(In Bidder's Letter Head)

Date:

To

**The Director,
Information & Public Relations Department,
Government of Odisha,
Bhubaneswar – 751001**

Subject: SELECTION OF Art Firm/Design Firm/Fabricator FOR “Designing and taking up fabrication work of Odisha Pavilion at IITF-2024, Pragati Maidan, New Delhi”.

Dear Sir,

I, the undersigned, offer to provide the service for “Designing and taking up fabrication work of Odisha Pavilion at IITF-2024, Pragati Maidan, New Delhi” in accordance with your Request for Proposal No. _____, Dated: _____. **Our attached Financial Proposal is amounting to Rupees _____. [Insert amount(s) in words and figures]. 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 works shall be completed in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **30** days. 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 proposal you receive. We thank you for providing us an opportunity to participate in the selection process. Please find our financial offer as per Commercial bid format along with this covering letter.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SUMMARY OF FINANCIAL PROPOSAL

Sl. No	Specifications/Materials to be used for fabrication of Odisha Pavilion	Unit Rate (in INR)	Cost (in INR)	GST@18%	Total Cost (in INR)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
GST in INR			@18% of cost		
GRAND TOTAL IN INR				Grand Total in words	

Bidders shall submit the financial proposal as per the prescribed format. Any conditional offer will be out-rightly rejected by the Client.

- The proposal needs to be signed by the authorized representative of the bidder.
- In the event of any difference between figures and words, the amount indicated in words shall prevail.
- Taxes will be paid by the Client as per the applicable rate under GST from time to time.
- Offered Price shall remain firm and fixed till completion of the contract
- Bids with "Nil" or "abnormally low quoted service charges" will be treated as "Non-responsive" and rejected during the financial evaluation stage
- Any conditional bid will be out-rightly rejected.
- The rate shall be quoted in INR with words.

Authorized Signatory [In full and initials]:

Name and Designation with Date & Seal:

PERFORMANCE BANK GUARANTEE FORMAT

To,

WHEREAS..... (Name and address of the Firm) (hereinafter called "the Firm") has undertaken, in pursuance of RFP no..... dated to undertake the service (Description of services) (here-in after called "the contract").

AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the Firm shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of, 202

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

India International Trade Fair - 2024

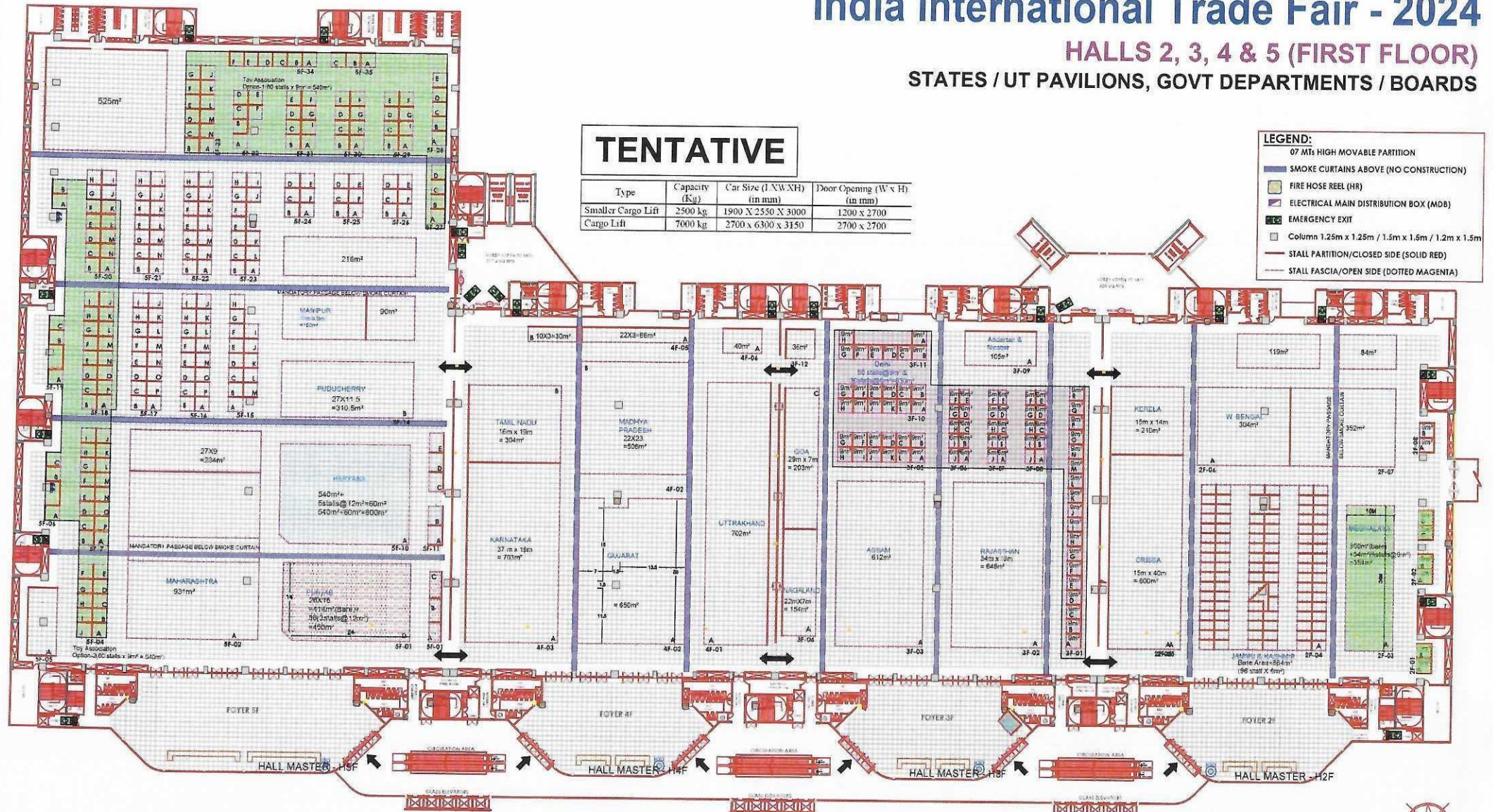
HALLS 2, 3, 4 & 5 (FIRST FLOOR)

STATES / UT PAVILIONS, GOVT DEPARTMENTS / BOARDS

TENTATIVE

Type	Capacity (Kt)	Car Size (L X W X H) (in mm)	Door Opening (W x H) (in mm)
Smaller Cargo Lift	2500 kg	1900 X 2350 X 3000	1200 x 2700
Cargo Lift	7000 kg	2700 x 6300 x 3150	2700 x 2700

LEGEND:
07 MTs HIGH MOVABLE PARTITION
SMOKE CURTAINS ABOVE (NO CONSTRUCTION)
FIRE HOSE REEL (HR)
ELECTRICAL MAIN DISTRIBUTION BOX (MDB)
EMERGENCY EXIT
Column 1.25m x 1.25m / 1.5m x 1.5m / 1.2m x 1.5m
STALL PARTITION/CLOSED SIDE (SOLID RED)
STALL FASCIA/OPEN SIDE (DOTTED MAGENTA)



EXHIBITION HALL - 5
FIRST FLOOR

EXHIBITION HALL - 4
FIRST FLOOR

EXHIBITION HALL - 3
FIRST FLOOR

EXHIBITION HALL - 2
FIRST FLOOR



NOTE: Grid size is 1m x 1m, and Stall is 12 sqm, unless otherwise stated.

EXHIBITION :
INDIA INTERNATIONAL TRADE FAIR - 2024

HALLS 2, 3, 4 & 5 (FIRST FLOOR)
Bharat Mandapam, NEW DELHI

DATE
17.05.2024

SCALE
FIT TO PAPER

DRAWING NO
IITF/2024/H2-5FF

NORTH



NOTES:-

- THIS DRG. IS THE PROPERTY OF ITPO AND SHALL BE USED ONLY FOR THE PURPOSE, FOR WHICH IT HAS BEEN ISSUED BY THE ARCH. DIVISION.
- AMENDMENTS, IF ANY, REQUIRED IN THE LAYOUT PLAN SHALL BE APPROVED BY ARCH. DIVISION.
- CONSTRUCTION WITHIN THE ALLOCATED STALL, SHELL SCHEME / BARE / OUTDOOR OPEN SPACE BY THE PARTICIPANTS/AGENCIES, SHALL BE AS PER "PUBLIC SAFETY MEASURES & DESIGN GUIDELINES" OF ITPO, AVAILABLE AT <https://indiatradefair.com/knowmgtdetails/architecture%20Division/>
- NO SUBLETTING OF STALLS IS PERMITTED BY ITPO.
- NO DISPLAY / FURNITURE / STORAGE IS ALLOWED OUTSIDE THE ALLOTTED AREA.

R10
R9
R8
R7
R6
R5
R4
R3
R2
R1
R.NO. REVISION

DHARAV
TP (ARCHITECT)

MOHIT
TP (ARCHITECT)

SAURABH SHARMA
S. MANAGER (ARCHITECT)

BRJ LAL
GEN. MANAGER (ARCHITECT)

DATE

INDIA TRADE PROMOTION ORGANISATION

ARCHITECTURE DIVISION

I T P O

Bharat Mandapam, N. DELHI.