

REQUEST FOR PROPOSAL (RFP)

**Selection of Event Management Firms / Agencies
In connection with IITF-2024 at Pragati Maidan,
New Delhi**



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

INDEX

SL NO	BRIEF DESCRIPTION	PAGE
01	BIDDER'S DATA SHEET	03
02	LETTER OF INVITATION (LOI)	06
03	INFORMATION TO THE BIDDER	07
04	PRICE BID PROFORMA	17
05	TECHNICAL PROPOSAL SUBMISSION FORM	23
06	FINANCIAL PROPOSAL SUBMISSION FORM	26



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

* * * * *

No. IPR-FP-IITF-0004-2024/ 13250 / I&PR, Bhubaneswar, Dated: 15/10/2024
Selection of Event Management Firms / Agencies for undertaking activities relating to different items of work/Services of Odisha Pavilion, at Pragati Maidan, New Delhi in connection with IITF-2024.

1. Director, I&PR Department, Govt. of Odisha (The Client) invites Proposal from the eligible Event Management Firms / Agencies for undertaking activities relating to different items of work/ services of Odisha Pavilion, at Pragati Maidan, New Delhi in connection with **India International Trade Fair (IITF)-2024**.
2. The scope of work ,eligibility requirement and other details may be seen from the website of I&PR Department <https://inpr.odisha.gov.in/website> of Odisha Govt. <https://odisha.gov.in>. The RFP document may be downloaded from the said website of I&PR Department/ website of Govt. Odisha.
3. Last date for receipt of sealed Proposal on **dtd. 29.10.2024 at 5.00 PM**.
4. Date for opening of RFP on **dtd. 30.10.2024 at 11.00AM** in the **Conference Hall, I & PR Department, Lok Sampark Bhawan, Unit-V, Bhubaneswar Pin-751001**.
5. **BIDDER'S DATA SHEET:**

Sl. No.	Particular	Details
1	Name of the Client	The Director, I&PR Department, Govt. of Odisha
2	Method of Selection	Least Cost Based Selection (LCBS i.e. L-1) Method
3	Date of Issue of RFP	Dtd. 15.10.2024
4	RFP Due Date	dtd. 29.10.2024 at 5.00 PM
5	Date of Opening of Proposal	dtd. 30.10.2024 at 11.00 AM
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 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

[Signature]
Director, I&PR

Memo No. 13251 /IPR., BBSR, Dated 15/10/2024

Copy forwarded to OSD to Principal Secretary to Govt., I & PR/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]
Additional Director

Memo No. 13252, Date 15/10/2024

Copy forwarded to System Analyst 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 Odisha Govt. <https://odisha.gov.in>.

[Signature]
Additional Director

Memo No. 13253, Date 15/10/2024

Copy forwarded to 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]
Additional Director

Memo No. 13254, Date 15/10/2024

Copy forwarded to Joint Director (Advertisement Section) for information and necessary action. He is requested to publish the Request for Proposal (RFP) in leading Odia News Papers (The Sambad, The Samaj & The Prameya) and leading English dailies (The Times of India(AE), The New Indian Express(AE) & The Hindustan Times (New Delhi)) on dtd. **16.10.2024**.

[Signature]
Additional Director

Memo No. 13255, Date 15/10/2024

Copy forwarded to 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]
Additional Director

Memo No. 13256, Date 15/10/2024

Copy forwarded to Dairy Superintendent for information and necessary action. He is requested to receive the sealed bid documents by Speed Post/ Registered Post/Courier/Sealed Dropbox only till 29.10.2024 by 5 PM and hand over the bids to the Additional Director to keep the bids in safe custody.

[Signature]
Additional Director

Memo No. 13257, Date 15/10/2024

Copy forwarded to O.E.-II Section for information and necessary action.

They are requested to keep ready conference hall on dtd.30.10.2024 at 11:00 AM for above purpose.

[Signature]
Additional Director

SECTION: 1

LETTER OF INVITATION

RFP No: IPR-FP-IITF-0004-2024/_____/I&PR Dated:_____

Name of the Assignment: For undertaking activities relating to different items of works/services of Odisha Pavilion, at Pragati Maidan, New Delhi in connection with IITF-2024.

Director, I&PR Department, Govt. of Odisha (*The Client*) invites sealed proposal from the eligible agencies for undertaking activities relating to different works of Odisha Pavilion, at Pragati Maidan, New Delhi in connection with **India International Trade Fair (IITF)-2024**.

More details on the proposed service are provided at **Section-2: Information to the bidder** of this RFP Document.

1. AGENCIES will be selected under **Least Cost Based Selection (LCBS)** procedure as prescribed in the RFP Document.
2. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier/ Sealed Drop Box** only. The Client shall not be responsible for any delay in receipt of the Tender papers. Submission of proposal through any other mode will be rejected. 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.29.10.2024 at 5 p.m.** and the date and time for opening of the technical bid in presence of the bidders or their authorized representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. No. 5**) is **dtd.30.10.2024 at 11:00 AM** Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
4. This RFP includes following sections:
 - a) Bidders Data Sheet
 - b) Letter of Invitation
 - c) Information to the Bidder
 - d) Technical Proposal Submission Form
 - e) Financial Proposal Submission Form
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 the 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 arises in the documentation, the decision of the Tender calling authority is final, binding and cannot be challenged.

Sd/-
Director, I&PR Department
Govt. of Odisha

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) invite sealed proposals from the eligible Event Management Firms / Agencies to undertake activities relating to different items of work/services of Odisha Pavilion, at Pragati Maidan, New Delhi in connection with **India International Trade Fair (IITF)-2024**.
2. Detailed technical Specifications, probable requirements may be seen from the website of I&PR Department www.inpr.odisha.gov.in/ website of Odisha Govt. <https://odisha.gov.in>.
3. The Application should have borne attestation on each page and been duly authenticated with seal and signature in token of having read, understood and accepted the terms and conditions of the RFP.
4. I&PR Department have the right to accept or reject the Tender(s) without assigning any reason thereof.
5. Date of Issue of Request for Proposal (RFP) on dtd. **15.10.2024**
6. Last date for receipt of sealed RFP on dtd. **29.10.2024 at 5.00 PM**.
7. Date for opening of RFP on dtd. **30.10.2024 at 11.00AM** in the Conference Hall of **I&PR Department, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Pin-751001**. Telephone No- 2394890/ Email - fpiprodisha@gmail.com.
8. The concerned Agencies are required to attend the bid opening meeting or depute their authorized Representatives to remain present during opening of the RFP on dtd. **30.10.2024 at 11.00AM** in the Conference Hall of **I&PR Department, 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 liable for rejection.
10. All disputes which may arise relating to tender are subject to judicial jurisdiction of the competent Court at Bhubaneswar only.
11. It is to certify that this tender document **contains 28 pages**.

Sd/-

Director,

I & PR, Bhubaneswar

(Tender Calling Authority)

SECTION: 2
INFORMATION TO THE BIDDER

1. OBJECTIVE:

Government Of Odisha, I & PR Department is participating in the **India International Trade Fair (IITF)-2024** in the Pragati Maidan, New Delhi to be held from 14-11-2024 to 27 -11-2024. To organize the trade fair Govt. is in need of service provider who can provide different ancillary services as detailed in the scope of work. The service provider has to provide different services as per specifications as detailed in the scope of work.

2. SCOPE OF WORK:

A. Name of the work with specifications:

Sl. No	Name of the Work	Specification
1	Engagement of Security Personnel	1. Security officer-1 no. for 15 days. 2. Security Guard (Male)- 4 nos. for each 8 hours shift(2 shifts) for 15 days. 3. Security Guard (Female)- 4 nos. for each 8 hours shift(2 shifts) for 15 days. 4. Hand set Metal Detector- 2 nos. per day on hire for 14 days. 5. Door frame metal Detector- 1 no. per day on hire for 14 days. 6. Extra Three (3) nos. Security Guards (Male) and Two (2) nos. Female Guards will be engaged on 21.11.2024, 23.11.2024, 24.11.2024 and 27.11.2024 (on holidays for two shifts). 7. 2 nos. of Security Guard (Male) from 6th to 12th November, 2024 during fabrication period in 3(Three) Shifts. 8. 2 nos. of Security Guard (Male) from 13th to 27th November, 2024 in Night Shifts.
2	Fire Safety Arrangement	1. Water Co2 Fire Extinguisher (4.5 ltr. Capacity)- 10 nos. on hire for 15 days. 2. ABC Fire Extinguishers- 10 nos. on hire. 3. Fire man 1 no. for each 8 hours shift (2 Shifts) from 13.11.2024 to 27.11.2024.
3	Cleaning and Sanitation work	1. Engagement of 10 nos. of safai workers and 1 no. supervisor along with cleaning materials and equipment for cleaning inside the Odisha Pavilion. The cleaning timing will be from 8 AM to 8 PM for the period from 13.11.2024 to 28.11.2024.

4	Flower Decoration	1. Flower decoration of Odisha Pavilion on Inaugural Day i.e. 14.11.2024.(lumpsum) 2. Supply of Decorative Flower Plants at Odisha Pavilion (300 nos.). 3. Flower Decoration of Amphitheatre for State Day Celebration on 21.11.2024.(lumpsum) 4. Flower Decoration of Odisha Pavilion on 21.11.2024 for State Day Celebration (lumpsum) 5. Flower Bouquet 5 nos. per day from 14.11.2024 to 27.11.2024. 6. Special Flower Bouquet 20 nos. on State Day. 7. Flower Basket 3 nos. for every day for VIP Lounge and Office.
5	Printing of different folders	1. Inaugural function 4 colour invitation card-200 nos.(Size- 7"X 5" two fold, 200 GSM, imported ivory sheet with cover) 2. Odisha State Day card- 1500 nos. (Size-7"X 5" two fold, 200 GSM 4 colour, imported ivory sheet with cover) 3. Press Day card- 200 nos.(Size-7"X 5" two fold, 200 GSM, 4 colour, imported ivory sheet with cover. 4. Development folder-10,000 nos. 4 colour(Size-1/4 demy, 10 pages, Multi colour, 300 GSM, Non-Glossy Art Paper) 5. Theme folder-10,000 nos(Size-1/8 demy, 8 pages, 4 colour, 220 GSM, Non-Glossy Art paper) 6. Cultural folder-2000 nos.(Size-1/8 demy 14 cm X 24 cm, Three fold, Multi colour, 220 GSM, imported Art Paper)
6	Stage arrangement for State Day Celebration and mounting of hoardings.	1. Light and sound as per requirement.(lumpsum) 2. VIP Sofa-One Seated 3 nos., 3 Seated Sofa 4 nos., Teapoy-4 nos., VIP Chair-15 nos., Synthetic carpet-2500 Sq.ft. at Amphitheatre, Towel-10 nos., erection of Stage backdrop as per design, mounting of hoarding at Odisha Pavilion, Odisha Niwas, Odisha Bhawan (or any other chosen location), Odisha Sadan (Canvas Flex with framing and fixing approximate Qty-2000 Sq. ft.)
7	Transportation and accommodation of Cultural Troupes.	1. Accommodation of Artists (Approx. 70-80 persons) for Cultural Troupe for 3 days. 2/3 Bedded AC Rooms with attached washroom in good location with parking arrangements. 2. AC Bus (2-3 nos.) arrangement for transporting Artists from hotel to Pragati Maidan and back to hotel after performance on State Day. 3. Arrangement of vehicles for Cultural Troupe Artists from Railway Station to Hotel on the day of their arrival and Hotel to Railway Station on the day of their departure.

8	Arrangement of Press Conference and Get together at Odisha Bhawan (or any other chosen location) on 20.11.2024.	1. Tea and Snacks for 75 nos. of Media persons and officials.(Rs. 250/- for each packet) 2. Press Kit(Cotton Folder, Pen, Notepad, Pattachitra or similar Gift Mementos) for 75 nos. of Media Persons. 3. Dinner for about 250 persons(Buffet arrangement- Veg. and Non-Veg., rate shall be quoted with items) 4. Light Decoration of Odisha Bhawan (or any other chosen location) Lawn. (lump sum) 5. Tent work and PA System Arrangement.(lump sum) 6. Round Table and Chairs with covers.(lump sum)
9	Installation of CCTV and Surrounding Sound System.	1. Installation of 10 nos. of CCTV inside the Pavilion with recording system on hire basis(lump sum) 2. 2 nos. of Colour TV (21 inches) at different sites. (Inside office and VIP Room) on-hire basis with CCTV recording facility including the operation and maintenance for the period from 14.11.2024 to 27.11.2024.(lump sum) 3. A Colour Television with Cable Connection for VIP Lounge (B2B) on hire basis from 14.11.2024 to 27.11.2024. 4. Installation of Surrounding Sound and PA system with all fittings from 14.11.2024 to 27.11.2024 in Odisha Pavilion for playing of Odia music and announcement. (lump sum)
10	Supply of Drinking Water	1. Supply of water cartage dispenser 200 nos. of 20 ltr. Capacity of any reputed company bearing ISI mark with disposable glasses for a period from 9.11.2024 to 28.11.2024 with additional cartage dispenser. (lump sum)
11	Supply of Computer, Printer for Official work.	1. Installation of 1(One) Multimedia computer with loaded software of latest versions and colour printer with internet facility for the period from 13.11.2024 to 28.11.2024 for official work.
12	Hiring of Vehicles for different Coordination works in connection with State Pavilion(Hiring Charges per day from 8AM to 10PM + Fuel @ 10KM/ ltr.	1. 1(one) no. AC DZire (or Similar) Car from 6.11.2024 to 30.11.2024. 2. 1(one) no. AC DZire (or Similar) Car from 12.11.2024 to 28.11.2024. 3. 2(Two) nos. of AC DZire (or Similar) cars will be required for 5 days in between 14.11.2024 to 27.11.2024 for use by Higher Authorities as per requirement. 4. 2(Two) nos. of AC DZire (or Similar) car will be required from 19.11.2024 to 21.11.2024 for State Day Celebration.
13	Installation of Photocopier	1. Installation of 1(one) Photocopier with all accessories of a reputed company for the period from 13.11.2024 to 27.11.2024

14	Day-to-day expenditure towards hospitality of Guests and other officials.	1. Tea and Coffee arrangement. 2. Snacks for 40 nos. of Media people @Rs. 150/- and 10 nos. for Guests, VIPs @ Rs. 200/- from 15.11.2024 to 27.11.2024. 3. Working lunch for representatives of participating departments, salespersons and other staff deployed in the counter and live demonstrations. (Approximately 130 nos.@ Rs. 250/-, subject to actual requirement)
15	Engagement of Girl Guides	1. Ten (10) nos. of Girl Guides will be engaged from 14.11.2024 to 27.11.2024 at Odisha Pavilion wearing Odia Traditional Sarees. Girl Guides should have fluency in Odia, Hindi and English. They should have knowledge of Odisha Culture, Tradition and Heritage. Two sarees to each girl will be provided by the Client (I&PR Deptt., Odisha). 2. Working lunch and snacks will be provided by the Vendor.
16	Supply of Tiffin Packets	1. 120 nos. of Packets (Rs. 200/- each) on 14.11.2024 and 500 nos. of Packets (Rs. 200/-each) on 21.11.2024 will be supplied to Odisha Pavilion. Each packet contains Vada, Samosa, Vegetable Cutlet, Sandesh, Kalakand, and Tomato Sauce with Napkin. 2. VIP Snacks packets(Rs. 350/-each) 30 nos. on 14.11.2024 and 21.11.2024.(Day of Inauguration and State Day Celebration)
17	Engagement of Still and Videographer	1. One (1) no. Still Photographer with latest HD Camera from 14.11.2024 to 27.11.2024.(lumpsum) 2. One (1) no. Videographer with latest HD Video Camera from 14.11.2024 to 27.11.2024.(lumpsum) 3. Photos and Videos need to be uploaded day wise at the end of the programme every day. 4. Selected Photos(Hard Copy) approximately 150 nos. of 5"X7" size should be submitted to the nodal officer in a good quality album and soft copies of all photos and videos(raw and edited) need to be submitted in Hard Drive.(2 TB)
18	Engagement labour	1. 15 nos. of labour will be engaged on State Day Celebration on 21.11.2024.
19	Provision of Gifts for VIPs and Guests.	1. Approximately 50 nos. of Gift items of Odisha handicrafts amounting to not more than Rs. 1000/- each.

- B. The bidder has to provide services of security personnel from a registered / duly certified/authorized Security Service Agency.
- C. The bidder has to provide services of firefighting personnel from a registered/duly certified/authorized Fire service agency with equipment and manpower.
- D. The bidder has to provide services of Cleaning & Sanitation personnel from a registered/duly certified/authorized Cleaning and Sanitation Agency.
- E. Bidder is required to specify rates for each item in the Financial Bid (Annexure-C) as per the specifications.
- The aspects mentioned above are just indicative ones.

3. ELIGIBILITY CRITERIA:

1. The bidder must be a legally valid entity registered company under the Indian Companies Act or registered Individual / Proprietorship firm/ Partnership firm. A proof for supporting document regarding legal validity of the bidder shall be submitted.(Copies shall be furnished)
2. The bidder should have valid GST registration for legally carrying out its business activities. The bidder should submit up-to-date GST Return filing copies.(Copies shall be furnished)
3. The bidder should have a valid PAN. The bidder should submit IT Return filing copy for last consecutive three assessment years (i.e 2021-22, 2022-23, and 2023-24.)(Copies shall be furnished)
4. The Event Management Firm/ Agency must have experience of providing various services/execution of works at State and National level events/exhibitions/fairs at least twice during last 10 (Ten) years. The bidder should have executed two similar works of not less than Rs.20 (twenty) lakh each in a single work order during last 10 (Ten) years or should have executed one similar work of not less than Rs.30 (Thirty) lakh in a single work order during last 10 (Ten) years. (Work order Copies shall be furnished)
5. The bidder should have a minimum turnover of Rs. 50 Lakhs in each year for any three financial years out of last five financial years i.e. 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23. The bidder must submit annual turnover certificate of last five financial years, duly certified by C.A. (indicating membership no. of C.A. with seal) with audited balance sheet of last three financial years.
6. The bidder with unsatisfactory performance, if any, will not be eligible for the tender process.
7. The Agencies must not have been barred or blacklisted by any State/ Central Government Departments/ Govt. PSUs and also should not have indulged in any criminal offence.(An Affidavit to this effect shall be furnished).

4.EVALUATION AND SELECTION PROCEDURE:

In order to select the agencies, I&PR. Department will evaluate the detailed selection as per RFP. During the evaluation of proposal, I & PR. Department may at its discretion, ask the Agencies for clarification on their applications submitted. The process of selection of Agencies is as given below.

- i. Evaluation Process: Scrutiny of eligible criteria mentioned above will be done by the I & PR Department to determine whether the documents have been properly signed, qualification criteria fulfilled and all relevant documents submitted and the response to RFP is in order. The response to the RFP not conforming to the eligibility criteria, financial turnover requirement, submission of documents and past work experience etc. will be rejected. The Agencies who qualify Technical scrutiny (In the 1st stage) shall go to the next stage i.e. Financial Evaluation (2nd stage).
- ii. Financial bid of only Technical evaluation (1st stage) qualified agencies will be opened and accordingly L-1 rate will be derived. Financial Bid of the unqualified bidders in Technical Bid will not be opened.

5.TERMS AND CONDITIONS:

Request for Proposal is invited from eligible Agencies fulfilling the laid down eligibility criteria to submit their proposals. The details relating to the eligibility criteria, terms and conditions and other information relating to this RFP can be downloaded from the Government of Odisha Portal all Tender Section and also from I & PR Website:- <https://inpr.odisha.gov.in/>. Tender shall be opened on 30.10.2024 at 11:00 AM in the Conference Hall of I&PR Department. Proposal may be submitted to the Director, I&PR Department in

the address mentioned in the Sl. No. 6 of the Bidder Data Sheet in a sealed envelope. The last date for receipt of proposals is **29.10.2024 at 5:00 P.M.**

- I. 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 and boldly written with the name of supplier/bidder, the tender call notice number and the last date for submission. The "Financial bids" of the technically qualified agencies shall only be opened.
- II. Selected Agencies will have to sign an Agreement with the Director, I.&P.R. Department for execution of the work. If the Agency fails to sign the Agreement within the stipulated period, the selection of the Agencies will be cancelled automatically. The cost to this effect will be borne by the selected bidder.
- III. Wherever specific terms & conditions have not been spelt out in the document, OGFR of State Govt. shall apply.
- IV. All the crucial figures i.e. Rates & amount should be written in figures followed by words in a bracket in the Tender document.
- V. There shall be no over-writing in the tender documents and other papers submitted. Any alteration should be initialled with seal by the same person who signs the Tender document.
- VI. All the rates and amounts shall be quoted in Indian Rupees (INR).
- VII. The rates quoted by the Agencies shall be excluding GST and taxes will be paid by the client as per the applicable rate under GST Act. Bidders are required to quote unit rates exclusive of all taxes for each item in the tender paper.
- VIII. All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Bhubaneswar.
- IX. 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.
- X. 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.
- XI. In case of any dispute/ambiguity arises in the documentation, decision of I&PR. Department /Tender calling authority shall be final.
- XII. Bidders to ensure that their offers are complete in all respect. Any deviation (Agencies is found to be false) of non-compliance may lead to rejection of their offer at any stage.
- XIII. 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.
- XIV. In case of breach of contract, the Performance Bank Guarantee will be forfeited and the Agencies shall be blacklisted/ recommended for blacklisting.
- XV. I &PR Deptt. will reserve the right to cancel the Agencies, if it will not perform the work as per the quality standard and timeline to undertake the assigned work.
- XVI. The Agency must submit the GST bills/invoices to I&PR Department.
- XVII. I & PR Department will have the right to drop the Agency without assigning any reason whatsoever and also reserve the right to modify the term and conditions for selection of Agency.

- XVIII. The Department reserves the right for rejection of any /all applications without assigning any reason whatsoever. All the decisions taken by I & PR. Department would be final and no further representation in this regard will be entertained.
- XIX. Bidder should submit Bids Security Deposit with stipulation that if they 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 Government/ PSU Tenders.
- XX. The selected Agency shall not assign the work to any other Agencies to perform its obligation under the agreement.
- XXI. The Firm/Agency shall abide by all statutory and regulatory Acts of both Central Government and State Government.
- XXII. Submission of more than one competitive bid by the same Firm in response to the same Tender call Notice is prohibited.
- XXIII. The "Performance Security" may be forfeited partly or fully in case of failure to fulfil the terms and conditions of contract/ work order issued from time to time within the agreement period.
- XXIV. "Financial bids" shall be opened only in those cases, where all the eligibility condition prescribed in the prescribed technical specifications is fulfilled and submission of required documents.
- XXV. The successful bidder shall be selected taking into consideration of the total lowest bid (L-1) in most transparent manner. The Tender Publishing authority can negotiate the rates with the L-1 bidder and finalize the rates accordingly. The authority is not bound to accept the L-1 rates. If the L-1 bidder fails to sign the agreement then, negotiations with Firms other than the (L-1) lowest bidder i.e. L-2 bidder shall be held obtaining prior approval of the Government.
- XXVI. No advance payment shall be made. Full payment will be made after receiving service from the firm and after certification given by the concerned Officer that full satisfactory service received as per the specification of work order.
- XXVII. After completion of work item wise evaluation will be made and for any lapses amount of the said item will be deducted.
- XXVIII. TDS under IT & GST shall be deducted as per law.
- XXIX. Failure to provide service as per specifications mentioned in work order may lead to forfeiture of Performance security.
- XXX. 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.
- XXXI. 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.
- XXXII. 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.
- XXXIII. 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.
- XXXIV. The Firm/Agency shall not sub-contract part or complete work assigned to him by the I&PR Department.
- XXXV. Non responsive Bids to the Tender Document will be summarily rejected.
- XXXVI. The contract with the selected event Management Firm/Agency will be valid for only for the works/services related to IITF-2024.
- XXXVII. The projected work volume may be decreased or increased as per requirement.
- XXXVIII. The Firm/Agency must have qualified manpower who should supervise the execution of work/service on the spot.

6. BID VALIDITY PERIOD:

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

7. BID PROCESSING FEES (NON-REFUNDABLE) :

The bidder must furnish as part of technical proposal, the required bid processing fee (Non-refundable) amounting to **Rs. 5,000/- (Five 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.

8. EMD DECLARATION:

Bid Security (E.M.D.): The tender document shall accompany with an Earnest Money Deposit (EMD) of Rs 30,000 (Thirty Thousand) without which the tender shall be rejected. The Earnest Money Deposit 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 may be forfeited (a) if they 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 Government/ PSU Tenders. (b) in case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender document. EMD shall be returned after the rejection of a bid in other cases. The DD/FDR/Banker's Cheque etc. shall be returned in original with or without reverse endorsement as required for the refund. EMD of the successful bidder shall be retained till the agreement is signed and Performance Security is deposited.

9. PERFORMANCE SECURITY:

The qualified Event Management firms / Agencies shall have to furnish a Performance Security of Rs. 1 Lakh (One Lakh) in the form of NSC/Post Office Saving Bank Account/ FDR from any Nationalised Bank/Scheduled Bank situated in Bhubaneswar, Odisha/ electronic Bank Guarantee (e-BG) duly pledged in favour of **"D.D.O., I.&P.R. Department"**, within 7 days of notifying the acceptance of proposal for the award of contract as per the format at **Annexure-E**, the performance security shall be valid for a period of one month beyond the entire contract period (i.e. Performance Security) must be valid from the date of effectiveness of the contract to a **(period of 30 days beyond the contract period)** as its commitment to perform services under the contract. Failure to comply with the above requirements shall constitute sufficient grounds for the forfeiture of the EMD. The Performance Security shall be released immediately within 30 days of expiry of contract period, if there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Security.

10. PRICE BID & FINANCIAL EVALUATION:

The Price Bid is to be submitted as per the prescribed Format. If the financial bid is not submitted in separate sealed cover then the bid will be rejected.

Least Cost Based Selection (LCBS) method will be followed during the overall selection process. The client will select the lowest evaluated price bid among all the Technically evaluated (2nd Stage) qualified bids. The successful bidder shall be selected taking into consideration of the lowest bid (L-1) in most transparent manner. The Tender Publishing Authority can negotiate the rates with the L-1 bidder and finalize the rates accordingly. The authority is not bound to accept the L-1 rates. If the L-1 bidder fails to sign the agreement then negotiations with Firms other than the (L-1) lowest bidder i.e. L-2 bidder shall be held obtaining prior approval of the Government.

11.TERMINATION OF CONTRACT:

The contract can be terminated by I&PR Deptt. during the period of contract in case of violation of any terms & conditions of the contract or in the public interest. The violation of contract by the Agency, the performance bank guarantee can be forfeited by I&PR Deptt. apart from levy of fine/ recovery and termination of contract including blacklisting the concerned Agencies.

12.DOCUMENTS REQUIRED TO BE SUBMITTED

1. A proof for supporting document regarding legal validity of the bidder's firm/agency shall be submitted.(Copies shall be furnished)
2. The bidder should submit valid GST registration certificate with up-to-date GST Return filing copies.(Copies shall be furnished)
3. The bidder should submit IT Return filing copies for last consecutive three assessment years i.e. 2021-22, 2022-23 & 2023-24 along with copy of the PAN. (Copies shall be furnished)
4. The bidder must submit annual turnover certificate of last five financial years duly certified by C.A. (indicating membership no. of C.A. with seal) year ending as on 31-03-2023 with audited balance sheet of last three financial years. **(Annexure-A)**
5. Demand Draft of Rs. 5,000/- (Five thousand) only towards cost of tender paper and processing fee in favour of 'D.D.O., I.&P.R. Department' (Non-refundable).
6. An Affidavit in proof of Agencies must not have been barred or blacklisted by any State/ Central Government Departments/ Govt. PSUs and also should not have indulged in any criminal offence.(An Affidavit to this effect shall be furnished). **(Annexure-D)**
7. EMD of Rs. 30,000/- (Thirty Thousand) In form of DD/NSC/Post Office Savings Bank Account/ FDR from any nationalized Bank/ duly pledged in favour of "DDO, I&PR Deptt." payable at Bhubaneswar.
8. Self-Attested Copies of the Work Orders confirming as proof of execution of works as per Sl. No-4 of eligibility Criteria. **(Annexure-B)**
9. The bidder has to provide consent letter of the registered/duly certified/authorized Security Agency regarding the engagement of the security personnel.
10. The bidder has to provide consent letter of the registered/duly certified/authorized Fire Fighting Agency regarding engagement of the fire personnel with equipment.
11. The bidder has to provide consent letter of the registered/duly certified/authorized Cleaning and Sanitation Agency regarding engagement of the sanitation personnel.

13.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 and boldly written with the name of supplier/bidder, the tender call notice number, the last date for submission and superscribing the title of the RFP for undertaking activities relating to different items of work/services of Odisha Pavilion, at Pragati Maidan, New Delhi in connection with IITF-2024.

Bidders must submit their proposals through **Registered Post/ Speed Post/ Courier/Sealed Drop Box**, Address 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

Annexure-A

FORMAT FOR FINANCIAL CAPABILITY OF THE AGENCIES

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-5 of eligibility Criteria.

Annexure-B

DETAILS OF PAST EXPERIENCE

Sl. No	Description of assignment	Work/Contract order No. and date.	Value of Contract/work order Amount (In INR)	Address details of Client
1				
2				

Enclose Self-Attested Copies of the Work Order confirming as proof of execution of works as per Sl. No-4 of eligibility Criteria.

Financial Bid Format

SI No	Name of the Items	Amount Excluding GST	GST (--)	Total Amount Including GST
1	Engagement of Security Personnel			
A	Security officer-1 no. for 15 days.			
B	Security Guard (Male)- 4 nos. for each 8 hours shift(2 shifts) for 15 days.			
C	Security Guard (Female)- 4 nos. for each 8 hours shift(2 shifts) for 15 days.			
D	Hand set Metal Detector- 2 nos. per day on hire for 14 days.			
E	Door frame metal Detector- 1 no. per day on hire for 14 days.			
F	Extra Three (3) nos. Security Guards (Male) and Two (2) nos. Female Guards will be engaged on 21.11.2024, 23.11.2024, 24.11.2024 and 27.11.2024.(On holidays in two shifts)			
G	2 nos. of Security Guard (Male) from 6 th to 12 th November, 2024 during fabrication period in 3(Three) Shifts.			
H	2 nos. of Security Guard (Male) from 13 th to 27 th November, 2024 in Night Shifts.			
2	Fire Safety Arrangment			
A	Water Co2 Fire Extinguisher (4.5 ltr. Capacity)- 10 nos. on hire for 15 days			
B	ABC Fire Extinguishers- 10 nos. on hire.			
C	Fire man 1 no. for each 8 hours shift (2 Shift) from 13.11.2024 to 27.11.2024.			
3	Cleaning and Sanitation Work			
A	Engagement of 10 nos. of safai workers and 1 no. supervisor along with cleaning materials and equipment for cleaning inside the Odisha Pavilion. The cleaning time will be from 8 AM to 8 PM for the period from 13.11.2024 to 28.11.2024. (lumpsum)			

4	Flower Decoration			
A	Flower decoration of Odisha Pavilion on Inaugural Day i.e. 14.11.2024.(lumpsum)			
B	Supply of decorative Flower Plant vessels at Pavilion (300 nos.) The unit cost to be mentioned.			
C	Flower Decoration of Amphitheatre for State Day Celebration on 21.11.2024.(lumpsum)			
D	Flower Decoration of Odisha Pavilion on 21.11.2024 for State Day Celebration. (lumpsum)			
E	Flower Bouquet from 14.11.2024 to 27.11.2024. Unit price to be quoted.			
F	Special Flower Bouquet on State Day i.e. 21.11.2024. Unit price to be quoted.			
G	Flower Basket every day for VIP Lounge and Office. Unit price to be quoted.			
5	Printing of different folders			
A	Inauguration function 4 colour invitation card-200 nos.(Size- 7"X5" two fold, 200 GSM, imported ivory sheet with cover)			
B	Odisha State Day card- 1500 nos. (Size-7"X5" two fold, 200 GSM 4 colour, imported ivory sheet with cover)			
C	Press Day card- 200 nos.(Size-7"X5" two fold, 200 GSM, 4 colour, imported ivory sheet with cover.			
D	Development folder-10,000 nos. 4 colour(Size-1/4 demy, 8 pages, Multi colour, 300 GSM, Non-Glossy Art Paper)			
E	Theme folder-10,000 nos (Size-1/8 demy, 8 pages, 4 colour, 220 GSM, Non-Glossy Art paper)			
F	Cultural folder-2000 nos.(Size-1/8 demy 14cmX24cm, Three fold, Multi colour, 220 GSM, imported Art Paper)			
6	Stage arrangement for State Day Celebration and mounting of hoardings.			
A	Light and sound as per requirement. (lumpsum)			
B	VIP Sofa-One Seated 3 nos., 3 Seated Sofa 4 nos., Teapoy-4 nos.,VIP Chair-15 nos., Synthetic carpet-2500 sq.ft., Towel-			

	10 nos., erection of Stage backdrop as per design, mounting of hoarding at Odisha Pavilion, Odisha Niwas, Odisha Bhawan (or any other chosen location), Odisha Sadan(Canvas Flex with framing and fixing approximate Qty-2000 Sq. ft.)- Item wise rate to be quoted			
7	Transportation and Accommodation of Cultural Troupes			
A	Accommodation of Artists (Approx. 70-80 persons) for Cultural Troupe for 3 days. 2/3 Bedded AC Rooms with attached washroom in good location with parking arrangements. (lumpsum)			
B	AC Bus (2-3 nos.) arrangement for transporting Artists from hotel to Pragati Maidan and back to hotel after performance on State Day. (Unit price to be quoted)			
C	Arrangement of Vehicle for Cultural Troupe artists from Railway Station to Hotel on the day of arrival and hotel to railway station on the day of their departure.(lumpsum)			
8	Arrangement of Press Conference and Get together at Odisha Bhawan (or any other chosen location) on 20.11.2024			
A	Tea and Snacks for 75 nos. of Media persons.(Rs. 250/- for each packet, items to be mentioned)			
B	Press Kit (Cotton folder, Pen, Notepad, Pattachitra or similar Gift Mementos) for 75 nos. of Media Persons.			
C	Dinner for about 250 persons(Buffet arrangement-Veg. and Non-Veg., rate shall be quoted with items)			
D	Light Decoration of Odisha Bhawan (or any other chosen location) Lawn. (lumpsum)			
E	Tent work and PA System Arrangement.(lumpsum)			
F	Round Table and Chairs with covers.(lumpsum)			
9	Installation of CCTV and Surrounding Sound System			
A	Installation of 10 nos. of CCTV inside the Pavilion with recording system on hire basis(lumpsum)			

B	2 nos. of Colour TV (21 inches) at different sites.(Inside office and VIP Room) on hire basis with CCTV recording facility including the operation and maintenance for the period from 14.11.2024 to 27.11.2024.(lumpsum)			
C	A Colour Television with Cable Connection for on hire basis from 14.11.2024 to 27.11.2024.			
D	Installation of Surrounding Sound and PA system with all fittings from 14.11.2024 to 27.11.2024 in Odisha Pavilion for playing of Odia music and announcement.(lumpsum)			
10	Supply of Drinking Water			
A	Supply of water cartage dispenser 200 nos. of 20 ltr. Capacity of any reputed company bearing ISI mark with disposable glasses for a period from 9.11.2024 to 28.11.2024 with additional cartage dispenser. (lumpsum)			
11	Supply of Computer, Printer for Official Work			
A	Installation of 1(One) Multimedia computer with loaded software of latest versions and colour printer with internet facility for the period from 13.11.2024 to 28.11.2024 for official work			
12	Hiring of Vehicle for Coordination Work of IITF(Hiring Charges per day from 8AM to 10 PM + Fuel @ 10KM/Ltr.)			
A	1(one) no. AC Dzire (or Similar) Car from 6.11.2024 to 30.11.2024.			
B	1(one) no. AC Dzire (or Similar) Car from 12.11.2024 to 28.11.2024.			
C	2(Two) nos. of AC Dzire (or Similar) will be required for 5 days between 14.11.2024 to 27.11.2024 for use by Higher Authorities as per requirement.			
D	(Two) nos. of AC Dzire(or Similar) will be required from 19.11.2024 to 21.11.2024 for State Day Celebration coordination work.			
13	Installation of Photocopier			

A	Installation of 1(one) Photocopier with all accessories of a reputed company for the period from 13.11.2024 to 27.11.2024			
14	Day to Day expenditure towards hospitality of Guests and other officials.			
A	Tea and Coffee arrangement.			
B	Snacks for 40 nos. of Media people@ Rs 150/- and 10 nos for Guests, VIPs @ Rs 200/- from 15.11.2024 to 27.11.2024.			
C	Working lunch for representatives of participating departments, salespersons and other staff deployed in the counter and live demonstrations. (Approximately 130 nos.@ Rs. 250/-, subject to actual requirement			
15	Engagement of Girl Guides			
A	Ten (10) nos. of Girl Guides will be engaged from 14.11.2024 to 27.11.2024 at Odisha Pavilion. Rate per each guide to be quoted with Working lunch and Snacks for them.			
16	Supply of Tiffin Packets			
A	120nos. of Packets(Rs. 200/- each) on 14.11.2024 and 500 nos. of Packets(Rs. 200/-each) on 21.11.2024 will be supplied to Odisha Pavilion. Each packet contains Vada, Samosa, Vegetable Cutlet, Sandesh, Kalakand, Tomato Sauce with Napkin.			
B	VIP Snacks packets(Rs. 350/-each) 30 nos. on 14.11.2024 and 21.11.2024. Items to be quoted.			
17	Engagement of Still Photographer and Videographer			
A	One(1) no. Still Photographer with latest HD Camera from 13.11.2024 to 27.11.2024.(lumpsum)			
B	One(1) no. Videographer with latest HD Video Camera from 13.11.2024 to 27.11.2024.(lumpsum)			
C	Selected Photos(Hard Copy) approximately 150 nos. of 5"X7" Size should be submitted to the nodal officer in a good quality album and soft copies of all photos and videos(raw and edited) need to be submitted in Hard Drive.(2 TB)(lumpsum)			
18	Engagement of labour			

A	15 nos. of labour will be engaged on State Day Celebration on 21.11.2024. Labour cost each be quoted.			
19	Provision of Gifts for VIPs and Guests			
A	Approximately 50 nos. of Gift items of Odisha handicrafts/Pattachitra/Applique etc. amounting to not more than Rs 1000/- each.(Items to be decided on the spot)			
	Grand Total			

NB: Taxes will be paid by the client as per the applicable rate under GST act.

Authorized Signatory (in full and initials):

Name and Designation of Signatory with Date and Seal: _____

Address of the Bidder: _____

TECHNICAL PROPOSAL SUBMISSION FORMS

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

The Director,

Information & Public Relations Department,

Government of Odisha,

Bhubaneswar – 751001

Subject: SELECTION OF AGENCIES FOR "TENT WORK, LIGHT AND SOUND ARRANGEMENT, PRINTING OF INVITATION CARDS, DIFFERENT FOLDERS, TRANSPORTATION, HOSPITALITY AND ACCOMMODATION OF CULTURAL TROUPES/STAFF, ARRANGEMENT OF FIRES SAFETY, CLEANING AND SANITATION WORKS, FLOWER DECORATION, INSTALLATION OF CCTV, SUPPLY OF COMPUTER, OTHER SERVICES ETC. FOR IITF-2024".

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 **60 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 is 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: _____

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: _____

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: up to date 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: _____

FINANCIAL PROPOSAL SUBMISSION FORMS

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

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

Subject: SELECTION OF AGENCIES FOR "TENT WORK, LIGHT AND SOUND ARRANGEMENT, PRINTING OF INVITATION CARDS, DIFFERENT FOLDERS, TRANSPORTATION, HOSPITALITY AND ACCOMMODATION OF CULTURAL TROUPES/STAFF, ARRANGEMENT OF FIRES SAFETY, CLEANING AND SANITATION WORKS, FLOWER DECORATION, INSTALLATION OF CCTV, SUPPLY OF COMPUTER, OTHER SERVICES ETC. FOR IITF-2024".

Dear Sir,

I, the undersigned, offer to provide the service for "tent work, light and sound arrangement, printing of invitation card, different folders, transportation, hospitality and accommodation of cultural troupes/ staff, arrangement of fires safety, cleaning and sanitation works, flower decoration, installation of CCTV, supply of computer, other service etc. for IITF-2024" 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 exclusive of the taxes applicable as per GST Act.** I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

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 **60** 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:

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: "Self Declaration – Non-Blacklisting".

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 and disciplinary 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:

PERFORMANCE BANK GUARANTEE FORMAT

To,

WHEREAS..... (Name and address of the Consultant) (hereinafter called "the Consultant") 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 Consultant 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