

# **TENDER CALL NOTICE**

## **COOPERATIVE WEEK – 2023**

**FROM DTD.14.11.2023 TO 15.11.2023(2 DAYS)**  
**AT UTKAL MANDAP, BHUBANESWAR**

SELECTION OF AGENCY FOR PROVIDING  
EVENT MANAGEMENT SERVICES

Registrar of Cooperative Societies, Odisha Bhubaneswar  
Unit-5, Heads of Directorate Building, 7<sup>th</sup> Floor,  
Keshari Nagar, Bhubaneswar, Odisha-751001

*Cooperation Department*  
Govt. of Odisha

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## **DISCLAIMER**

This Tender Call Notice is issued by the R.C.S.,(O), Bhubaneswar under Cooperation Department, Government of Odisha.

The information contained in this Detailed Tender Call Notice document (the "DTCN") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the R.C.S.,(O), Bhubaneswar is provided to bidder(s) on the terms and conditions set out in this DTCN and such other terms and conditions subject to which such information is provided.

This DTCN is not an agreement and is neither an offer nor invitation by the RCS (O) to the prospective bidders or any other person. The purpose of this DTCN is to provide interested parties with information that may be useful to them in formulation of their applications for qualification and thus selection pursuant to this DTCN (BID). This DTCN includes statements, which reflect various assumptions and assessments arrived at by the RCS (O) in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This DTCN may not be appropriate for all persons, and it is not possible for the Client, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this DTCN. The assumptions, assessments, statements and information contained in this DTCN may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

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

The Client shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this DTCN or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the DTCN and any assumptions, assessments, statements or information contained therein or deemed to form part of this DTCN or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this DTCN. The issue of this DTCN does not imply that the RCS (O) is bound to select and shortlist Applications and the RCS (O) reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all the costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the RCS (O) or any other costs incurred in connection with or relating to its Tender. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner what so ever for the same or for any other costs or other expenses incurred by the bidder in preparation / submission of the Tender, regardless of the conduct or outcome of the Bidding Process.

The RCS (O), shall be the sole and final authority with respect to selection of an Agency through this DTCN.

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**OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES**  
**ODISHA, BHUBANESWAR**  
**LETTER OF INVITATION**

DTCN No: <sup>18705</sup> / RCS (O)

Date: 19-10-23

Name of the Assignment: Selection of Agency for providing Event Management Services for Cooperative Week, 2023.


1. RCS (O), on behalf of the Cooperation Department, Govt. of Odisha (the Client) invites sealed Tender from eligible bidders for providing Event Management Services for Cooperative Week, 2023. More details on the proposed assignment are provided at Section -2: Scope of Work & Schedule of Requirements of this DTCN Document.
2. Least Cost Selection (LCS) method will be followed for selection of the Agency.
3. The Tender complete in all respect as specified in the DTCN document must be accompanied with a non-refundable amount of Rs. 10000/- (Rupees ten thousand) only towards Bid Processing Fee in shape of Demand Draft/ Banker's Cheque in favour of "RCS (O), Bhubaneswar", drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha, failing which the bid will be rejected.
4. Earnest Money Deposit- EMD amount Rs. 1.00 lakh (one lakh) in shape of Demand Draft drawn on any scheduled commercial bank in favour of RCS (O) payable at Bhubaneswar.
5. The Tender must be delivered at the specified address i.e; Registrar of Cooperative Societies, Odisha, Heads of the Directorate Building, 7<sup>th</sup> Floor, Keshari Nagar, Unit-5, Bhubaneswar as per the Bidder Data Sheet by Speed post / Registered Post / Courier only. The Client shall not be responsible for postal delay or any consequence. Submission of Tender through any other mode will not be entertained.
6. There will be a **Pre-Bid meeting** on **25.10.2023 at 03.30 P.M.** in the office of the Registrar of Cooperative Societies (O) in the above mention address.
7. The last date and time for submission of the Tenders complete in all-respects is **31.10.2023 (4.00 PM)** at Office of the RCS (O), Bhubaneswar and the date of opening of the **Technical Bid** is **01.11.2023 (11.00 AM)** followed by Power Point Presentation on the "Theme Based Design" and execution plan etc on **01.11.2023 at 3PM.**
8. **Financial Bid** will be opened on **02.11.2023 at 3 PM** in the presence of the bidder's representatives at the specified address as mentioned in the Bidder Data Sheet after evaluation of Technical Tender. Only one representative of each bidder may attend the meeting with due authorization letter.
9. This DTCN includes following sections:
  - a) Section-1: Information to the Bidder
  - b) Section-2: Scope of Work & Schedule of Requirements
  - c) Section- 3: Technical Tender Submission Forms
  - d) Section-4: Financial Tender Submission Forms
  - e) Check List
  - f) Schedule of requirements.

10. Critical Date Sheet:

1	Bid submission due Date, Time & Venue	31.10.2023 (Up to 4:00PM) at RCS (O), Unit-5, BBSR
2	Pre-bid meeting	25.10.2023 at 03.30 P.M. at R.C.S (O), Unit -5, BBSR

3	Technical Bid opening Date, Time & Venue	01.11.2023 (11:00 AM) at R.C.S.,(O) Conference Hall, Bhubaneswar
4	Financial Bid Opening Date, Time & Venue	02.11.2023 at 3 PM in R.C.S.,(O) Conference Hall, Bhubaneswar (after evaluation of Technical Tender)

11. The DTCN document can be downloaded from website [www.coop.odisha.gov.in](http://www.coop.odisha.gov.in) & [www.rcsodisha.nic.in](http://www.rcsodisha.nic.in)
12. While all information/data given in the DTCN are accurate within the consideration of scope 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 of consultants to check the validity of information/specifications/ narrations included in this documents. The Client reserves the right to accept / reject any / all Tenders / cancel the entire selection process at any stage without assigning any reason thereof.
13. Contact Person: **MANOJ KUMAR KHATOI, Mob: 7978236063**
14. Complete Address for Submission of Bid: Registrar of Cooperative Societies, Odisha, 7<sup>th</sup> Floor, Heads of Directorate Building, Unit-5, Keshari Nagar, Bhubaneswar, Odisha - 751001

  
Registrar of Cooperative Societies (O)  
Bhubaneswar

## BIDDERS DATA SHEET

Sl. No.	Particulars	Details
1	Title of Request for Tender (DTCN)	Selection of Agency for providing Event Management Services for Cooperative Week-2023
2	Name of the Client	Registrar of Cooperative Societies, Odisha, 7 <sup>th</sup> Floor, Heads of Directorate Building, Unit-5, Keshari Nagar, Bhubaneswar, Odisha -751001
3	Method of Selection	Least Cost Selection (LCS)
4	Date of publication of DTCN	19.10.2023
5	Last Date, Time & Place for submission of Bid Tender	31.10.2023 (Up to 4:00PM)
6	Date, Time & Place of opening of Technical Tender	01.11.2023 (11:00 AM) at Conference Hall of R.C.S., (O), Bhubaneswar
7	Title of Request for Tender (DTCN)	Selection of Agency for providing Event Management Services for Cooperative Week-2023
8	Name of the Client	Registrar of Cooperative Societies, Odisha, 7 <sup>th</sup> Floor, Heads of Directorate Building, Unit-5, Keshari Nagar, Bhubaneswar, Odisha -751001
9	Date, Time & Place of presentation (PPT) of theme based design of Coop. Week-2023	01.11.2023 at 3 PM Conference Hall of R.C.S.,(O) , Bhubaneswar
10	Date and Place of opening of Financial Tender	02.11.2023 (after evaluation of Technical Tender including PPT) at /Conference Hall of R.C.S.,(O) , Bhubaneswar
11	Site Visit	From 20.10.2023 to 30.10.2023 (site visit will be facilitated by the Client during office hours for the prospective bidders.)
12	Bid Processing Fee (Non-Refundable)	Rs. 10,000/- + 18% GST= Rs.11,800/- (Eleven Thousand Eight hundred Rupees Only) in shape of Banker's Cheque / Demand Draft in favour of RCS (O), Bhubaneswar drawn in any scheduled commercial bank payable at Bhubaneswar.
13	Earnest Money Deposit(EMD)	Rs. 1.00 Lakh (Rupees One Lakh) only in shape of Demand Draft drawn in favour of RCS (O), Bhubaneswar on any scheduled commercial bank payable at Bhubaneswar.
14	Address & Mode for Submission of Tender	Address: Registrar of Cooperative Societies, Odisha, 7 <sup>th</sup> Floor, Heads of Directorate Building, Unit-5, Keshari Nagar, Bhubaneswar, Odisha -751001. Tele.-0674-2391224, Email- Mode of Submission:- Speed Post / Registered Post / Courier at RCS (O), Bhubaneswar only. Submission of Bid through any other mode will not be entertained.
15	Performance Bank Guarantee	Selected bidder must submit Performance Bank

		Guarantee of the amount equivalent to 1 % of the Contract Value from a scheduled commercial bank situated in Bhubaneswar.
16	Validity of Tender	Tenders must remain valid for one hundred twenty (120) days from the submission date.
17	Language(s) of the submitted Tenders	English
18	Bidder to state financial Tender in the Indian national currency	Indian Rupees (INR)
19	Pre- Qualification Eligibility Criteria	Bidders are requested to refer Section-I
20	Technical Tender Evaluation Criteria	Bidders are requested to refer Section-I
21	Letter of Award (LOA) to selected Bidder	Within 03 (Three) days of approval of Tender.
22	Signing of Service Agreement (SA)	Within 03 (Three) days from the date of issue of Letter of Award (LOA)

**SECTION: 1**  
**INFORMATION TO THE BIDDER**

**Eligibility Criteria:**

Bidders should confirm to the eligibility criteria given below and must produce the requisitesupportive documents /information as indicated against each as part of the technical Tender:

Sl. No.	Eligibility Criteria	Requisite Documents
1	The bidder should have been in the business of providing Event Management Services tothe Central / State Government / Corporate Bodies / National & International Organizations/ Universities or any other similarly placed institutions for at least 5 years preceding to the date of submission of the Tender.	1. Copy of Certificate of Incorporation / Registration of the Agency issued by competent authority. 2. Copies of PAN & GST registration certificate & GST deposit challan up to 30.09.2023. 3. Copies of the IT Returns for the last three Assessment Years (AY-2020-21, 2021-22 & 2022-23).
2	The Agency should have average annual turnover of Rs. 1.00 crore from Event Management Services for the last 5 FinancialYears.	Copies of audited balance sheet for the last five Financial Years certified by Chartered Accountant.
3	Bidders must have successfully completed at least 3 assignments for event management services for Rs. 20 lakhs in a single order during last 5 years.	Copy of Work Order/ Contract Document with Work Completion Certificates from the previous Clients
4	The Agency should have qualified & experienced person with them to supervise the execution of work throughout the construction period as per the approved design.	Curriculum Vitae (CV) & detailed works done by the tender to be submitted.
5	The Firm/ Agency should have fully functional local office in Bhubaneswar/ Cuttack.	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
6	Bidder must not be under any declaration of ineligibility by any Client and should not have been blacklisted with any of the Government/PSU as on date of Tender.	Undertaking as per Form T-6 on stamp paper of appropriate value regardinghis eligibility and non-blacklisting needs to be furnished by the bidder.
7	Food preparation license, Trade license with work experience. (joint venture/ consortium/ alliance will be allowed)	The Agency should have a caterer with valid food preparation license from concerned authority, trade license from Bhubaneswar Municipal Corporation and work experience for preparing and & supplying food for above 1000 participants at a time.
8	Declaration regarding any conflict of interest.	The Bidder must declare on the letter head that the Agency is not carrying out any activity which is of conflicting nature. (Tech-5)



The bidders have to furnish requisite information in the formats, copies of the documents duly signed, bid submission check list in original and covering letter on Bidder's letter head requesting participation in the tender.

Brief Description of Bidding Process:

The DTCN comprises two parts as briefed below:

**Part 1: Technical Tender**

The Technical Tender of bidders will be scrutinized as per the eligibility criteria and technical evaluation as defined in the DTCN. The bidders fulfilling the eligibility criteria and technical evaluation conditions shall be considered as technically qualified. These technically qualified bidders would only be considered for Financial Tender evaluation.

**Part 2: Financial Tender**

Financial Tender of technically qualified bidders (based on technical Tender and technical evaluation as indicated above) will only be opened and evaluated. Bidders quoting Lowest Bid Value i.e. L1 among the technically qualified bidders, shall be selected as successful bidder.

Procedure for submission of Tender

- i) Technical Tender: The envelope containing the filled in technical Tender forms along with theme based design, shall be sealed and superscripted "Technical Tender – Selection of Agency for providing Event Management Services for Cooperative Week-2023".
- ii) Financial Tender: The envelope containing financial Tender, shall be sealed and superscripted "Financial Tender – Selection of Agency for providing Event Management Services for Cooperative Week-2023". The duly filled-in Financial Tender Forms should contain the detailed price offer for the proposed assignment as per the prescribed format.

The "Technical Tender with Theme Based Design" and "Financial Tender" must have to be submitted in separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the DTCN Document. All above TWO envelopes have to be sealed and placed inside one envelope with proper labeling of following information in bold letters:

**NAME OF THE ASSIGNMENT:- EVENT MANAGEMENT SERVICES FOR COOPERATIVE WEEK-2023**

DTCN NO.

18406

DATE:

19-10-23

DATE OF SUBMISSION OF BID:-

NAME AND ADDRESS OF THE BIDDER:-

**1. Opening of the Tender :**

The FIRST ENVELOPE containing "TECHINICAL TENDER" will be opened in respect of the qualified bidders only followed by power point presentation on the DESIGN and plan of execution. The SECOND ENVELOPE containing FINANCIAL TENDER of the technically qualified bidders will be opened after completion of technical evaluation of all bids.

**2. Evaluation of Tender:**

~~A TWO stage process~~ will be adopted as explained below for evaluation of the Bid Tenders. qualification (1<sup>st</sup>Stage): Technical Tender will be opened and scrutinized as per the listed documents:

1. Copy of Certificate of Incorporation/ Registration
2. Copy of PAN
3. Copy of Goods and Services Tax registration certificate bearing identification number(GSTIN)
4. Copy of GST deposit challan up to 30.09.2023.
5. Copies of the IT Returns for the ay three Assessment Years out of last 4 years (AY- 2019-20, 2020-21, 2021-22 &2022-23).
6. Copies of audited balance sheet for the last five Financial Years certified by CharteredAccountant in support of Annual Turnover. (Tech-3) (AY- 2018-19 to 2022-23)
7. Copies of Work Order/ Contract Document with Work Completion Certificates from the previous Clients. (Tech-4)
8. Curriculum Vitae (CV) & detailed works done by the Tenderer .
9. Copies of Food Preparation License, Trade License and Work Experience Certificate (preparing and service of food for above 1000 participants at a time of the caterer). (joint venture/ consortium/alliance allowed)
10. Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
11. Undertaking on stamp paper of appropriate value regarding eligibility and non-blacklisting of the Agency. (Tech-6)
12. The Bidder must declare on the letter head that the agency is not carrying out any activity which is of conflicting nature. (Tech-5)
13. Demand Draft for Bid processing fee.
14. Demand Draft for EMD.
15. Organization Details. (Tech-2)
16. Covering Letter. (Tech-1)

Technical Evaluation (1<sup>st</sup> Stage): The Technical Tenders, will be evaluated as per the following parameters:

Technical Tender Evaluation Parameters	Maximum Mark
1. Number of Event Management Services undertaken / completed during last five years (Past Experience of handling Event Management Assignments for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organizations) (Scoring pattern – 1-2 no's of assignments =5 marks, 3-5 no's of assignments =10 marks, more than 5 no's of assignments =15 marks)	15
2. Successful completion of three assignments like organization of cultural programmes at district/university/ college/ PSU/ other related organisations(Scoring pattern – 1-2 no's of assignments =5 marks, 3-5 no's of assignments =10 marks, more than 5 no's of assignment s= 15 marks)	15
3. Financial Statement of last 5 years: The agency should have an average annual turnover of Rs. 1 Crore from Event Management business during the last 5 financial years. (Scoring pattern: 1 Cr to 1.25 Cr = 5 marks, 1.25 Cr – 1.5 Cr = 10 marks & >1.5 Crore = 15 marks.)	15
4. CV of the Tenderer & Detailed works done by him/her for State / National / International Event and Its proof (Scoring pattern – 1-2 years of experience =5 marks, 3-5 years of experience =10 marks, 5 -7years of experience = 20 marks & above 7 years of experience= 25 marks)	25
5. Design PPT (The score will be awarded by committee)	30
<b>Grand Total</b>	<b>100</b>

Bidders will make a power-point presentation before the Committee regarding the design and plan of execution for the proposed assignment during the technical evaluation stage. Clarifications, if any, as required by the Committee will also be discussed. The bidders whose technical Tenders including the "Design" secures the minimum qualifying marks of 70 out of 100 in the technical evaluation, will be eligible for financial Tender.

FINANCIAL EVALUATION (2<sup>nd</sup> Stage): The financial Tenders of the technically qualified bidders shall be opened in the presence of the bidders' representatives.

**3. Evaluation Process:**

Least Cost Selection (LCS) method will be followed during the overall selection process. Based on the evaluation of technical Tenders, the technically qualified bidders shall be ranked in a descending order in accordance to the marks obtained in the technical evaluation. The Client will select the bidder whose bid has been determined as the lowest & competitive evaluated price (L1) among all the technically qualified bids as per LCS method.

**4. Award of Contract:**

After completion of the contract negotiation stage, the client will notify the successful bidder by issuing an offer letter for signing the contract after fulfilling the formalities, the Client will issue work order to the successful L-1 bidder within 3 days. In case the L-1 bidder fails, the Client may invite the L-2 bidder to execute the project at the prices of L-1. If the negotiation with L-2 fails, the Client will cancel the bidding procedure and re-

invite bids. The contract will be valid for three months from the date of execution of contract agreement.

**5. Other Terms & Conditions:**

- a. RCS (O) will not be responsible for any occurrence like theft & missing of any articles in the Cooperative Week, 2023.
- b. In case of any occurrence of theft, the Event Management Agency will be responsible to pay the amount of loss.
- c. The locations for arrangements and deployment of security personnel there at is attached in the Annexure- II.
- d. The Agency will be responsible for up-keep and maintenance of the entire work till the closing of the event.
- e. It shall be the responsibility of the Agency to obtain requisite permission for electricity connection / certification on fire safety measures etc. from the statutory bodies before the commencement of the event.
- f. The Agency / Event Management unit have to supply fire protection equipments like fire extinguishers and adhere to the fire safety norms & fire-retardant liquid spray over inflammable materials used in the stalls as per the guidelines of Fire Service Authority.
- g. In regard to electrical fittings etc. Agency shall engage qualified licensed electrician/ contractor entitled erect, handle and maintain supply-line and its upkeep under the guidance of Govt. Electrical Contractor.
- h. The rate offered by the Agency shall be exclusive of GST & other taxes, which are to be clearly indicated in the financial Tender.
- i. The selected Agency/ Firm should open its own office with adequate manpower (technical & managerial) throughout the event period to handle any work to be assigned by the Client.
- j. The bidder shall quote their price for all the items as per the given format without leaving any blank space. If found so, the bid will be treated as non-responsive.
- k. The Client is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in go-down of the bidders by nominating a committee to ascertain the credibility of the Firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- l. The final payment will be made on the basis of the actual work done and Work Assessment Report. The Agency shall not use any other materials other than those specified in the Work Order. In case of any additional requirement, the Agency has to take the prior written permission from the Nodal Officer.
- m. Additional work of 5% (five percent) if any, over and above the approved contract value, will be executed within the same amount without any financial implications.
- n. The Event Management Services contract includes both procurement of goods and hiring of services. The goods procured in course of the execution of the contract, shall be returned to the Client before the final payment.
- o. The documentation (photo, video and literature) of the event shall be the task of the service provider which will be submitted to the Client before the final payment.

**6. Terms of Payment:**

- a) 15% on issue of Work Order and submission of Activity Plan for executing the assignment.
- b) 15% on submission of part bill with certification of the Committee/ Authority.
- c) 50% on submission of bill after completion of the event with certification of the Committee/Authority.

- d) 20% on deposit of goods procured and documentation of the event.

**7. Disclosure:**

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

**8. Anti-corruption Measure:**

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

**9. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of Civil Courts of Bhubaneswar only.

- 10. Earnest Money Deposit (EMD):** The bidder must furnish, as part of the technical Tender an Earnest Money Deposit of Rs. 1.00 Lakh in shape of DD from any scheduled commercial bank in favour of RCS (O), payable at Bhubaneswar.

The EMD of the unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing the performance bank guarantee and signing of the contract. The EMD will be forfeited on account of the following reasons

- Bidder withdraws its Tender during the bid validity period as specified in DTCN.
- Bidder fails to provide required information during the evaluation process or is found to be non – responsive or has submitted false information in support of its qualification.
- Bidder fails to sign the contract agreement within the prescribed time period.
- Bidder fails to furnish required Performance Bank Guarantee.

**11. Performance Bank Guarantee (PBG):**

Within three days of notifying the acceptance of the Tender /award of contract, the

qualified bidder shall have to furnish a Performance Bank Guarantee amounting to 1% of the contract value from a scheduled commercial bank payable at Bhubaneswar in favour of RCS (O). Bhubaneswar (PBG) must be valid for a period of three months beyond the entire contract period, which will be released immediately after three months of expiry of the contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**12. Governing Law and Penalty Clause:**

The time line given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and there-after the Client holds the option for cancellation of the contract for pending activities and complete the same through any other Agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment.

**13. Force Majeure** – Neither party shall be responsible for any damage cause by natural calamities or explosion, fire & riots etc.

**14. Client's right to accept any Tender and to reject any or all Tender(s)**

The Client reserves the right to accept or reject any Tender, and to annul or amend the bidding / selection / evaluation process and reject all Tenders at any time prior to award of contract, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Tenders have been opened and the highest-ranking Applicant gets disqualified/rejected, then the Client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection process.

**15. Number of Tenders:**

Each Bidder shall submit only 01 (one) Tender, in response to this DTCN. Any Bidder who submits or participates with more than one Tender, shall be disqualified.

**16. Settlement of Disputes:**

The Client and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the RCS (O), Bhubaneswar. The arbitration proceeding shall be held in Bhubaneswar, Odisha.

**17. Disqualification of Tender:**

The Tender is liable to be disqualified in the following cases as listed below:

- Tender submitted without Bid Processing Fee & EMD as applicable.
- Tender not submitted in accordance with the procedure and formats as prescribed in the DTCN.
- During validity of the Tender, the bidder increases his quoted prices.

- Tender is not received in complete form.
- Tender is received after due date and time for submission of bid.
- Tender is not accompanied by all the requisite documents/ information.
- A commercial bid submitted with assumptions or conditions.
- Bids with any conditional technical and financial offer.
- If the bidder provides any assumptions in the financial Tender or qualifies the commercial Tender with its own conditions, such Tenders will be rejected even if the commercial value of such Tenders is the lowest / best value.
- Tender is not properly sealed or signed.
- Tender is not confirming to the requirement of the scope of the work of the assignment.
- Bidder or any person acting on its behalf tries to influence the Tender evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process.
- If, any of the bid documents (including but not limited to the hard and soft/ electronic copies of the same, presentation during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Any other condition/ situation which holds the paramount interest of the Client during the overall section process.

## **SECTION-2** **SCOPE OF WORK**

### **About the Cooperative Week, 2023**

The State level Annual Cooperative Week is organized every year by the Cooperation Department, Govt. of Odisha. Cooperative Week showcases various activities and achievements of the PACS/LAMPSC and other cooperative institutions of the State including Cooperative Banks.

Every year the Cooperative Week is celebrated from 14th to 20th November at National and State Level.

In our State, a 2 days State level function will be celebrated at Utkal Mandap, Sachibalaya Marg, Bhubaneswar on 14th & 15th November, 2023, whereas in all the districts of Odisha it is celebrated from 14th to 20th November, 2023.

In this State level function, there will be exhibition of stalls to display, demonstrate and market the skills and products of Cooperative Institutions.

Supervision of work:

The RCS (O), Bhubaneswar who is designated as Chief of the Celebration Committee, shall be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor.

Activities to be Undertaken for Cooperative Week, 2023: -

The Event Management Agency has to carry out the works detailed in the schedule of requirements attached as Annexure-I.



**SECTION-3**  
**TECHNICAL TENDER SUBMISSION FORMS**

**TECH- 1**  
**COVERING LETTER**

(ON BIDDER'S LETTER HEAD)

Place:

Date:

To  
The RCS (O), Bhubaneswar

Sub: **Technical Tender for providing Event Management Services for Cooperative Week, 2023.**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment "Cooperative Week, 2023" in response to your Request for Tender No....., date....., I hereby submit the Tender which includes this technical Tender sealed under a separate envelope. Our Tender will be valid for acceptance up to 180 Days and I confirm that this Tender will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical Tender are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Tender. If negotiations are held during the period of validity of the Tender, I undertake to negotiate on the basis of the Tender submitted by us. Our Tender is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Tender (DTCN) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this Tender and to bear any further pre-contract costs. In case, any provisions of this DTCN/ To Rincluding of our technical & financial Tender is found to be deviated, then your department shall have rights to reject our Tender including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the Tender and to clarify any details on its behalf.

I understand you are not bound to accept any Tender you receive remain,

Yours faithfully

Authorized Signatory with  
Date and Seal:

Name and Designation: \_\_\_\_\_ Address of Bidder:  
Mob:

## TECH- 2

### General 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 Bhubaneswar, Odisha If Yes, Please furnish details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.:Date: Name of the Bank:	
8	PAN	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the DTCN	YES
11	Willing to accept all the terms and conditions as specified in the DTCN	YES

Authorized Signatory [*In full and initials with Date & Seal*]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**TECH- 3**

**Bidder Organization Financial Details**

Financial Information in INR						
Details						
Turnover from event management services (in Lakh)						
<p><i>Supporting Documents:</i> Audited certified financial statements for the last five Financial Years, (Copies of income &amp; expenditure statement and balance sheet certified by CA for the respective Financial Years are mandatory along with this Form)</p> <p><i>Filled in information in this Format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the Technical Tender failing which the Tender will be out rightly rejected. No scanned copy will be entertained.</i></p>						

*Signature and Seal of the Company  
Auditor with Date:*

Authorized Signatory of the Bidder [*In full and initial with Date and Seal*]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

## TECH- 4

### (BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of completed assignments of event management services of last 5years)  
(Assignments for Rs. 50 lakh or above in a single work order)

Sl. No.	Year	Name of the Assignment with details	Name of the Client	Contract value (in INR) and duration in month	Date of Award / commencement of assignment	Date of completion of assignment	Remarks
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

*Note : Bidders are requested to furnish the list of similar assignments undertaken during the last 5 Financial Years as per the above prescribed Format. Information not confirming to the above Format will be treated as non-responsive. Copies of the Work Order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.*

Authorized Signatory [In full and initials with Date & Seal]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**TECH - 5**

**DECLARATION REGARDING ANY CONFLICTING ACTIVITIES**

*Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria. If yes, please furnish details of any such activities.*

If no, please certify,

**IN BIDDER'S LETTER HEAD**

I, hereby declare that our Agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria.

I, also acknowledge that in case of misrepresentation of any of the information, our Tender / contract shall be rejected / terminated by the Client which shall be binding on us.

Authorized Signatory [*In full and initial with Date and Seal*]: \_\_\_\_\_

Communication Address of the Bidder: \_\_\_\_\_

## **TECH - 6**

### **UNDERTAKING**

*(On the stamp paper of appropriate value regarding ineligibility and non-blacklisting of the Bidder.)*

I/We, here by undertake that our Agency has not been blacklisted/ debarred by any of the Central Ministry / State Govt. Department/ Office or by any PSUs and I/ We are not blacklisted by any authority during the recent past.

Yours Sincerely

Authorized Signatory

Name & Designation of the Signatory

Name of the Bidder and Address:

**SECTION: 4**  
**FINANCIAL TENDER SUBMISSION FORMS**

**FIN-1**

**COVERING LETTER**

**(In Bidder's Letter Head)**

*Place:Date:*

To  
The RCS (O),  
Bhubaneswar

Sub: Submission of Financial Tender for providing Event Management Services of Cooperative Week-2023.

Sir,

I, the undersigned, offer to provide the Event Management Services for Cooperative Week, 2023 in accordance with your DTCN No..... dated ..... Our Financial Tender for Rs. ....-/- (Rupees.....) only is attached herewith. This amount is exclusive of the taxes applicable as per the GST Act. I do hereby undertake that in the event of acceptance of our BID, the services shall be provided as per the terms and conditions stipulated in the DTCN document and subsequent executive instructions, if any.

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Total Amount (excluding GST)
1					
2					

I have carefully read and understood the terms and conditions of the DTCN and do hereby undertake to provide the services accordingly.

I understand that you are not bound to accept any Tender you receive.

I remain,

Yours faithfully,  
Authorized Signatory [*In full and initials*]:  
Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

## BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL TENDER</b>			
1	Covering Letter (TECH -1)		
2	General Details of the Bidder (TECH - 2)		
3	Copy of Certificate of Incorporation / Registration of the Bidder		
4	Copy of PAN		
5	Copy of Goods and Services Tax Identification Number (GSTIN)		
6	Bid Processing Fee of Rs. 10,000/- in shape of DD		
7	EMD in shape of DD of Rs.1.00 lakh		
8	Copies of IT Returns for the any last 3 AYs out of last 4 AY (2019-20, 2020-21,2021-22 & 2022-23)		
9	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance-Sheet for the concerned period		
10	List of completed assignments of similar nature (Past ExperienceDetails) (TECH - 4) along with the copies of work orders for the respective assignments		
11	Declaration regarding conflicting activities (TECH - 5)		
	Undertaking for non black-listing by any Central / State Government/ Autonomous Bodies during its business career. (TECH - 6)		
<b>FINANCIAL TENDER</b>			
1	Covering Letter (FIN-1)		
2	Summary of Financial Tender		

**Undertaking:**

- *All the information have been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the twoparts are page numbered along with Index Page.*
- *All pages of the Tender have been sealed and signed by the authorized representative.*

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

Name and Designation \_\_\_\_\_



## Schedule of requirements

### Annexure-I

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
1	Samabaya Rath	Bhubaneswar nagar parikrama of Samabaya Rath for wide publicity of Cooperative Week -2023 for seven days i.e. from 14.11.2023 to 20.11.2023.	No.		1	
2	Walkathon (dt.14.11.23 time 6.00 AM)	From Master Canteen Square to Odisha State Cooperative Union Office (Samabaya Bhavan. Unit-9) (Distribution of T Shirt, Cap, Water bottle (300 MI) and glucose water for each participant (other than guests). and tiffin at destination point for all.	Nos.		500	
3	Cyclothon (dt.15.11.23 time 6.00 AM)	From Sishu Bhavan Square to Samabaya Bhavan (Distribution of T Shirt, Cap, Water bottle (300 MI) and glucose water for each participant (other than guests) and tiffin at destination point for all.	Nos.		200	
4	Cultural Programme	<b>1<sup>st</sup> Day (14.11.23 Evening):-</b> Odissi Dance performed by Padmashree Dr. Aruna Mohanty &, Ollywod artists- Sabyasachi & Archita <b>2<sup>nd</sup> Day (15.11.23 Evening) :-</b> Paika Akhada & Melody (Mantu Churia & Troop)	LS		LS	
5	Decoration of existing pandal.	The stage should be decorated as per the approved design& specification Carpeting of stage with all other materials for opening and closing ceremony (podium, VIP chairs, Tea poys, Table cloth, New white Turkish Towels, Lamp, candle, match box, camphor and all other materials to be provided on the inaugural & closing ceremony). <b>Backdrop:</b> Backdrop should be as per approved design & specification. (LED/ Flex) Entire stage to be decorated with flower.	L.S		1 no	
6	Hoarding & way boards	Hoardings of different size are to be printed as per design and installed for display at various conspicuous places.	Rate Sq. ft		8 nos.	
		Square Box (2.5ft×2.5ft×8ft height)	Sq. ft.		2 nos.	
		Chinese Board (2ft 6' × 7ft)	Sq. ft		..... nos.	
		Way boards for display	Sq. ft		20 nos	
7	Light & Sound system for stage	Light – Light Mixture Par 1000 wt.  Solar Multi 20 Multi 10 Stoke Light Pulser Board & switch board Glove Light <b>Sound System: Bass Bin</b> High range top box (400 wt.) High range frequency box (Pee-Vay/JBL) HF Box P.V. (low range) Cordless microphone Cord microphone Sound Craft 24 Channel mixture 340 Amplifier Voice processor CD / DVD Player Stereo Deck Podium Microphone Standing box audience capturing Stage monitor box 125KVA Soundless Generator with fuel for 3 days (For amphitheater & adjacent areas)	LS		1 30  4 4 4 2 4 4 10  4 4 4 4 6 4 4 1 4 1 1 1 2 4 1 1	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
8	Flower Decoration	Flower decoration of the stage, gates, flower bouquet (asper daily requirement). White Lilly Bouquet- 4 nos. Orchid Bouquet – 4 nos. Rose Bouquet- 20 nos.	L.S. (Unit cost of special bouquet, plane bouquet)		4 4 20	
9	Illumination & Decoration of Utkal Mandap	LED Focus lights Rice Light/colored LED lights (Blue & Green) Spot Light 125 KVA Soundless Generator with Fuel for 3 days (the stage light, sound system along with street light will run through generator during the Coop. Week Celebration including opening and closing ceremony).	Rate per unit		300 100000 300 01	
10	Supply of chairs, tables, mat, sofa, tea poy & provision of green netting etc.  Amphitheater & stage	<b>For amphitheatre :</b> Steel sofa set with towel Tea poy Banquet chair Plastic Chair with arm Plastic Chair without arm  <b>For Control Room &amp; other Help Desks:</b> Steel sofa with white towels Tea poy 2ft x 4ft table (Iron /wooden) Red Carpeting (for pandal & VIP areas) Green netting on vacant place	Rate per Unit      Sq. ft		6 sets 6 nos. ....nos. 1 sets 2 nos.  As per requirement	
11	Construction & decoration of stall (10' x 10') (as per approved design)	The size of each stall in Utkal Mandap will be 10ft x 10ft and other specifications such as theme gate and wall are given on the approved design. All stalls should be fitted with lights, fans and provision of plug points (preferably LED lights). There should be carpeting inside the stalls, green carpeting of entire pathway and naming of all stalls. Front drops (during night.). There should be concealed electrical wiring. There will be provision of three side racks (selves) of 3 steps and sale counter table (strong ply with cloth covering). Storage facility back of under the stall. Running approved fascia with focus light. Ply base & ply wall will be three in each stall.	Rate per stall		15 stalls	
12	LED Screen & LED TV	Five numbers of LED Screens (8' x 6') to be installed on stages at 5 conspicuous places in the event, where live stage performances can be viewed within the Mandap. The placement of the screens would be in such a manner that the stage will not be directly visible from that point. LED TV for live Coverage .	Rate per unit		5 Nos.  1 Nos	
13	Construction & Decoration of 3 gates (as per approved design) & Theme gates (4)	There will be Two gates (one main entrance gates and one back exit gates) at Utkal Manadap and One gate at Samabaya Bhawan as per approved design. The gates should be decorated with flowers  There will be 4 theme gates with side walling & paintings. Gates to be illuminated with focus lights.	Rate per unit		3	

14	Construction & decoration of Police, First Aid, Fire Brigade, BCDD camps, GED, WATCO including publication stall etc....	The construction of the stalls should be as per the approved design. The stall should have ceiling, walling, carpeting, with front drop at night (Ply base with table, chairs, Carpet, Drinking Water etc). The wiring and light fittings with electronic tube light / CFL bulb / spot lights, maximum load up to 0.5 KW (stall). The wiring should be done with new cable wires with proper insulation in joint places and should be executed by authorized Govt. approved contractor. Concealed electrical wiring is to be done (as per approved design) Size: (10' x 10') –Stall	Rate per Unit		1 no.	
15	Cleaning & Sanitation at event place with man power & sanitary materials.	1. Cleaning of entire Utkal Mandap in one shift (01 shift) by sweepers. Removal of all unwanted materials out of the Mandap, Sanitation of entire bathrooms, latrines, urinals in mandap, sweepers to be well dressed in Uniform. Requirement of sweepers is at Annexure-II. 2. Putting up sufficient dustbins in Mandap. 3. Cleaning and lifting of garbage from Mandap before and after programme.	LS Rate per unit LS		..... Sweepers	
16	Drinking water provision	Sufficient sealed drinking water bottle (300 ml) should be supplied during programme at Mandap site i.e. Audience, Control room, Green rooms, Police, First Aid, BCDD, Fire camps during programme	Rate per unit		...	
17	C.C.T.V. Camera	C.C.T.V. Camera to be installed at conspicuous places in Mandap with surveillance system along with technical person to monitor.	Rate per unit		12 nos with monitor	1
18	Public Announcement System	PA system for announcement from control room and police camp.	Rate per unit		1	
19	Deployment of Security Guards in Mandap, and parking areas etc	Well-equipped Security Guards having Pasara license to be deployed with uniform dress in one shifts (6 A.M to 2 P.M, 2 P.M to 10 P.M, 10 P.M to 6 A.M). Deployment details is at Annexure-II.	Rate per head per day		..... (guards)..... (supervisors)	
20	Fire extinguishers	Sufficient Fire Extinguishers to be put at Mandap / stalls towards fire safety measures along with technical person to handle the device.	Rate per unit		5 nos.	
21	Ambulance and First-Aid Facilities	To provide one no. of Private Ambulance for the programme (6 AM to 10 PM) with First-Aid facilities at the Mandap site.	Rate per ambulance		1 no.	
22	Display Balloon	Display Balloon of 10' dia at approved height (permission from concerned authority) for installation Utkal Mandap site for 2 days shall have to be obtained by the contractor.	No.		1	
23	Multicolor balloon	Multi colour balloon decoration inside the Mandap	No.			

24	Tiffin ( for three days) (14.11.23 & 15.11.23 at 7 PM)	Snacks packets in proper packaging one Samosa. (Singada), One Bada (Bara), One vegetable chup, one Rasagola, One Gulab Jamun 1 <sup>st</sup> day 2 <sup>nd</sup> day	Nos. Nos		1200 1200	
25	Dinner Packet	Providing catering for veg meal consisting Zira Rice, Roti, Dal fry, Mixed Khata, Veg. Kadai Curry, Paneer Butter Masala, Mushroom curry, water bottle. 1 <sup>st</sup> day 2 <sup>nd</sup> day	Nos. Nos		100 100	
26	Flower Bouquet	a) Basket Type b) Cone Type	No. No			
27	Water Bottle	Water Bottle 300 ml.				
28	Identity Card	Identity Card of Approved design with Tag, Card Holder and clip etc. for all.				