

REQUEST FOR PROPOSAL
(RFP)

**SELECTION OF AGENCY FOR PROVIDING
EVENT MANAGEMENT SERVICES FOR
5TH EMRS NATIONAL CULTURAL & LITERARY
FEST AND KALA UTSAV - 2024**

**ODISHA MODEL TRIBAL EDUCATION SOCIETY
(OMTES),
ST & SC Development, M & BCW Department,
Govt. of Odisha**

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DISCLAIMER

This Request for Proposal (RFP) is issued by the **Secretary, Odisha Model Tribal Education Society (OMTES) under the ST & SC Development, Minorities & Backward Classes Welfare Department, Government of Odisha.**

The information contained in this Request for Proposal document (the “**RFP**”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Society is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the OMTES to the prospective bidders or any other person. The purpose of this RFP 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 RFP (the “**Application**”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the OMTES 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 RFP 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 RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP 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 RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP

and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP 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 RFP. The issue of this RFP does not imply that the Secretary is bound to select and shortlist Applications and the Secretary 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 OMTES or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the bidder in preparation / submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

The Secretary, OMTES shall be the sole and final authority with respect to selection of an Agency through this RFP.

LETTER OF INVITATION

RFP No: 0001 / OMTES

Date: 07.10.2024

Name of the Assignment: Selection of Agency for providing Event Management Services for 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024

1. Secretary, Odisha Model Tribal Education Society (OMTES) on behalf of the ST & SC Development, M & BCW Department, Govt. of Odisha (the Client) invites sealed proposals from eligible bidders for Selection of Agency for providing Event Management Services for 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024. More details on the proposed assignment are provided at Section –2: Scope of Work & Schedule of Requirements of this RFP Document.
2. Least Cost Selection (LCS) method will be followed for identification of the Agency.
3. The proposal complete in all respect as specified in the RFP document must be accompanied with a non-refundable amount of R5,000/- (Rupees Five Thousand) only towards Bid Processing Fee in shape of Demand Draft in favour of "Secretary, OMTES", drawn in any scheduled nationalised bank and payable at Bhubaneswar, Odisha, failing which the bid will be rejected.
4. The interested Bidder may submit the RFP document complete in all respect alongwith Earnest Money Deposit (EMD) of R5,00,000/- (Refundable without interest) in shape of Demand Draft in favour of "Secretary, OMTES", drawn in any scheduled nationalised bank and payable at Bhubaneswar, Odisha, failing which the bid will be rejected. The EMD will be refunded to the successful bidder after one month from the closer of the event.
5. The proposal must be delivered at the specified address i.e; OMTES, Adivasi Exhibition Ground, Unit-I, Bhubaneswar as per the Bidder Data Sheet by Speed post / Registered Post / Courier/ Dropped in the Tender Box. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will not be entertained.
6. The last date and time for submission of the proposals complete in all-respects is 22.10.2024 (5.30 PM) at OMTES and the date of opening of the Technical Proposal is 23.10.2024 (11:00 AM) followed by Power Point Presentation on the “Theme Based Design” and execution plan etc. by the bidder.
7. Financial Bid will be opened on 25.10.2024 in the presence of the bidder's representatives at the OMTES Conference Hall after evaluation of Technical Proposal. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
8. This RFP includes following sections:
 - a) Section-1: Information to the Bidder
 - b) Section-2: Scope of Work & Schedule of Requirements
 - c) Section-3: Technical Proposal Submission Forms
 - d) Section-4: Financial Proposal Submission Forms

e) Section-5: Annexures (I, II & III)

9. Critical Date Sheet:

1	RFP Issue Date	07.10.2024
2	Pre Bid Meeting Date, Time & Venue	17.10.2024, 3:30 PM at OMTES, Adivasi Exhibition Ground, Unit-I, Bhubaneswar
3	Bid submission last Date, Time & Venue	22.10.2024 (Up to 5:30PM) at OMTES, Adivasi Exhibition Ground, Unit-1, BBSR
4	Technical Bid opening Date, Time & Venue along with PPT.	23.10.2024 (11:00 AM) at OMTES, Adivasi Exhibition Ground, Unit-I, Bhubaneswar
5	Financial Bid Opening Date, Time & Venue	25.10.2024 (3:30 PM) at OMTES, Adivasi Exhibition Ground, Unit-I, Bhubaneswar (after evaluation of Technical Proposal)

10. The RFP document can be downloaded from website www.omtes.org , www.stsc.odisha.gov.in and <http://nests.tribal.gov.in/> .To clarify the queries of the Bidders, a pre-bid meeting is scheduled to be held on 17.10.2024 at 3:30 PM in the Conference Hall of OMTES, Bhubaneswar. Duly completed proposal along with other requisite documents in support of eligibility criteria and the information as per formats must be submitted through **Registered Post/ Speed Post/ Courier/Dropped in the Tender Box** latest by 22.10.2024, 5.30 PM as specified in the critical date sheet. The client is not responsible for any postal delay. For details please refer to RFP documents.

11. While all information/data given in the RFP 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 these documents. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

12. **Contact Persons:** Ms. Pranati Patro, OWS-I, Joint Director and Deputy Secretary (Academics), OMTES

Mob: 9437134888, 8637259271, E-mail: omtesbbsr@rediffmail.com

13. **Complete Address for Submission of Bid:** Secretary, Odisha Model Tribal Education Society (OMTES), Unit- 1, Adivasi Exhibition Ground, Bhubaneswar, 751009

**Sd/-
Secretary, OMTES**

BIDDERS DATA SHEET

Sl. No.	Particular	Details
1	Title of Request for Proposal (RFP)	Selection of Agency for providing Event Management Services for 5 th EMRS National Cultural & Literary Fest and Kala Utsav - 2024.
2	Name of the Client	Odisha Model Tribal Education Society (OMTES), Adivasi Exhibition Ground, Unit-1, Bhubaneswar
3	Method of Selection	Least Cost Selection (LCS)
4	Date of Issue of RFP	07.10.2024
5	Date, Time & Place of Pre-Bid Meeting	17.10.2024, 3:30 PM at OMTES Conference Hall, Bhubaneswar
6	Last Date, Time & Place for submission of Bid Proposal	22.10.2024 (Up to 5:30PM) at OMTES, Unit-1, BBSR
7	Date, Time & Place of opening of Technical Proposal and presentation (PPT) of the event.	23.10.2024 (11:00 AM) at OMTES Conference Hall, Bhubaneswar
8	Date and Place of opening of Financial Proposal	25.10.2024 (3.30 PM) (after evaluation of Technical Proposal including PPT) at OMTES Conference Hall, Bhubaneswar
9	Site Visit	From 14.10.2024 to 17.10.2024 (12:00 PM) (site visit will be facilitated by the Client during office hours for the prospective bidders.)
10	Bid Processing Fee (Non-Refundable)	₹5,000/- (Rupees Five Thousand) only in shape of Demand Draft in favour of "Secretary, OMTES" drawn in any nationalised bank payable at Bhubaneswar, Odisha
11	Earnest Money Deposit (EMD) (Refundable without interest)	An EMD of ₹5,00,000/- (Rupees Five Lakh) only in shape of Demand Draft in favour of "Secretary, OMTES", drawn in any scheduled Nationalised bank and payable at Bhubaneswar, Odisha

12	Address & Mode for Submission of Proposal	<p>Address: Secretary, Odisha Model Tribal Education Society (OMTES), Adivasi Exhibition Ground, Unit- 1, Bhubaneswar- 751009. Tele.-0674-2598221, Email- omtesbbsr@rediffmail.com</p> <p>Mode of Submission:- Speed Post / Registered Post / Courier/ Dropped in the Tender Box at OMTES only. Submission of Bid through any other mode will not be entertained.</p>
15	Validity of Proposal	Proposals must remain valid for one hundred Eighty (180) days from the submission date.
16	Language(s) of the submitted proposals	English
17	Bidder to state financial proposal in the Indian	Indian Rupees (INR)
18	Pre- Qualification Eligibility Criteria	Bidders are requested to refer Section-I
19	Technical Proposal Evaluation Criteria	Bidders are requested to refer Section-I
20	Letter of Award (LOA) to selected Bidder	On the date of approval of Tender.
21	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 conform to the eligibility criteria given below and must produce the requisite supportive documents /information as indicated against each as part of the technical proposal:

Sl. No	Eligibility Criteria	Requisite Documents
1	The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organizations for at least 5 years preceding to the date of submission of the proposal.	1.Copy of Certificate of Incorporation / Registration of the Agency issued by competent authority. 2.Copies of PAN, TAN, GST registration certificate & GST deposit challan up to 31.03.2024. 3.Copies of the IT Returns for the last three Assessment Years (AY- 2021-22, 2022-23 & 2023-24).
2	The Agency should have average annual turnover of Rs.1.00 crore from Event Management Services for the last 3 Financial Years.	Copies of audited balance sheet for the last three Financial Years certified by Chartered Accountant.
3	Bidders must have successfully completed at least three assignments for event management services for Rs.50 lakh in a single order during last 5 years.	Copy of Work Order/ Contract Document with Work Completion Certificates from the previous Clients and videos in soft copy
4	Bidders must have successfully completed at least three assignments on organization of Students' Festivals under the Central Govt./ State Govt./ Autonomous Body under the Govt. administrative control/ International & National Organizations.	Copies of Work Order/ Contract Document with Work Completion Certificates from the previous Clients.
5	The Agency should have qualified visualizer(s) with them preferably M.A. in Visual Art to supervise the execution of work throughout the construction period as per the approved design.	Curriculum Vitae (CV) & detailed works done by the visualizer to be submitted.
6	The Firm/ Agency should have a registered office.	Valid Address Proof of the office (Electricity Bill / Telephone Bill / Rent Deed etc.)

7	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 proposal.	Undertaking as per Form T5 on stamp paper of appropriate value regarding his eligibility and non-blacklisting needs to be furnished by the bidder.
8	Food preparation license, Trade license with work experience. (joint venture/ consortium allowed)	The Agency should have a caterer with valid food preparation license from concerned authority, trade license and work experience for preparing and & supplying food for above 1000 participants at a time.
9	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-6)

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

Brief Description of Bidding Process:

The RFP comprises two parts as briefed below:

Part 1: Technical Proposal

The Technical Proposal of bidders will be scrutinized as per the eligibility criteria and technical evaluation as defined in the RFP. 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 Proposal evaluation.

Part 2: Financial Proposal

Financial Proposal of technically qualified bidders (based on technical proposal 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 proposal

- i) **Pre-Qualification proposal:** The envelope containing pre-qualification documents shall be sealed and superscripted **“Pre-Qualification Proposal – Selection of Agency for providing Event Management Services for 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024”**.

- ii) **Technical Proposal:** The envelope containing the filled in technical proposal forms along with theme based design, shall be sealed and superscripted “**Technical Proposal – Selection of Agency for providing Event Management Services for 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024**”.
- iii) **Financial Proposal:** The envelope containing financial proposal, shall be sealed and superscripted “**Financial Proposal – Selection of Agency for providing Event Management Services for 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024**”. The duly filled-in Financial Proposal Forms should contain the detailed price offer for the proposed assignment as per the prescribed format.

The “**Pre-Qualification Proposal**”, “**Technical Proposal with Theme Based Design**” and “**Financial Proposal**” must have to be submitted in separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. All above three envelopes have to be sealed and placed inside one envelope with proper labeling of following information in bold letters:

NAME OF THE ASSIGNMENT:-

RFP NO. DATE:

DATE OF SUBMISSION OF BID:-

NAME AND ADDRESS OF THE BIDDER:-

1. Opening of the proposal :

The FIRST ENVELOPE containing “**Pre-Qualification Proposal**” will be opened in the initial stage by the Client in presence of the bidders’ representatives at the designated location, date and time specified in the Bidder Data Sheet. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing “**TECHINICAL PROPOSAL**” will be opened in respect of the pre-qualified bidders only followed by power point presentation on the **THEME BASED DESIGN** and plan of execution. The THIRD ENVELOPE containing **FINANCIAL PROPOSAL** of the **technically qualified bidders** will be opened after completion of technical evaluation of all bids.

2. Evaluation of Proposal:

A THREE stage process will be adopted as explained below for evaluation of the Bid proposals.

Pre-qualification (1stStage): Pre-qualification proposal will be opened and scrutinized as per the listed documents:

1. Copy of Certificate of Incorporation/ Registration
2. Copy of PAN & TAN
3. Copy of Goods and Services Tax registration certificate bearing identification number (GSTIN)
4. Copy of GST deposit challan up to 31.03.2024.
5. Copies of the IT Returns for the last three Assessment Years (AY- 2021-22, 2022-23 &

- 2023-24).
6. Copies of audited balance sheet for the last three Financial Years certified by Chartered Accountant in support of Annual Turnover. **(Tech-3)**
 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 visualizer.
 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 allowed).
 10. PASARA License and Work Experience Certificate of Security Agency (joint venture/ consortium allowed).
 11. Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
 12. Undertaking on stamp paper of appropriate value regarding eligibility and non-blacklisting of the Agency. **(Tech-7)**
 13. The Bidder must declare on the letter head that the agency is not carrying out any activity which is of conflicting nature. **(Tech-6)**
 14. Bid Security Declaration. **(Tech-5)**
 15. Organization Details. **(Tech-2)**
 16. Covering Letter. **(Tech-1)**

Technical Evaluation (2nd Stage): The Technical proposals of those bidders, who have qualified the pre bid selection criteria, will be evaluated as per the following parameters:

Technical Proposal Evaluation Parameters	Maximum Mark
1. Number of assignments for providing event management services for not less than Rs.50.00 lakh as a single work order undertaken & completed during past three years (past experience of handling event management assignments of similar nature for Central/State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organizations) (scoring pattern – 1-2 assignments =5 marks, 3-5 assignments =10 marks, more than 5 assignments =15 marks)	15
2. Successful completion of atleast three assignments of event management services for Rs.50 lakh or above in a single order during last 5 years. (scoring pattern – 3-4 assignments =5 marks, 5-6 assignments =10 marks, more than 6 assignments =15 marks)	15
3. Successful completion of assignments on organization of Students' Festivals under the Central Govt./ State Govt./ PAPs/ Autonomous Body under the Govt. administrative control/ International & National organizations. (scoring pattern – 1-2 assignments =5 marks, 3-5 assignments =10 marks, more than 5 assignments = 15 marks)	15
4. Financial Statement of last three years: The agency should have an average annual turnover of Rs.1.00 core from Event Management business during the last 3 Financial Years (2020-21, 2021-22 & 2022-23). (scoring pattern: < 75L = 5marks, 75L-1 Cr = 10 marks & >1 Crore = 15 marks.)	15

5. CV of the visualizer & detailed work done by him/her for State / National / International Event with proofs (scoring pattern – 1-2 years of experience =5 marks, 3-5 years of experience =10 marks, more than 5 years of experience = 15 marks)	15
6. Theme Based Design presented in power-point (PPT) (score will be awarded by the Committee)	25
Grand Total	100

Bidders will make a power-point presentation before the Committee regarding the theme based 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 proposals including the “Theme Based Design” secures the minimum qualifying marks of 70 out of 100 in the technical evaluation, will be eligible for financial evaluation.

FINANCIAL EVALUATION (3rd Stage): The financial proposals 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 proposals, 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:

The Client will issue work order to the successful L-1 bidder. 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 (*Sub-contracting is not allowed under this assignment*).

5. Supervision of work:

The Secretary, OMTES who is nominated as Nodal Officer, shall supervise the execution of the jobs committed under the contract.

6. Other Terms & Conditions:

- a. OMTES will not be responsible for any occurrence like theft & missing of any articles in the 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024.
- b. In case of any occurrence of theft, the Security Agency will be responsible to pay the amount of loss.
- c. The locations for accommodation arrangements and deployment of security personnel there at is attached in the **Annexure-I**.
- d. The Agency will be responsible for upkeep and maintenance of the entire work till the closing of the event.
- e. It shall be the responsibility of the Agency to verify the availability of electricity connection / certification on fire safety measures etc. from the statutory bodies on or before 06th November, 2024 evening, without fail.
- 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 indicated in the financial proposal.
 - 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.

7. Terms of Payment :

- a) 10% on issue of Work Order.
- b) 40% on submission of part bill.
- c) 30% on submission of bill after completion of the event.
- d) 20% on deposit of goods procured and documentation of the event.

8. 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.

9. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals and recommendation for award of contract, will result in rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected, if it is determined that the recommended bidder has directly or through an agent engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

10. Legal Jurisdiction:

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

11. 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.

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

13. Client's right to accept any proposal and to reject any or all proposal(s)

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals 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 proposals 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.

14. Number of Proposals:

Each Bidder shall submit only one (1) proposal, in response to this RFP. Any Bidder who submits or participates with more than one proposal, shall be disqualified.

SECTION: 2

SCOPE OF WORK & SCHEDULE OF REQUIREMENTS

About the 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024

The Odisha Model Tribal Education Society(OMTES), Bhubaneswar on behalf of the ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha and National Education Society for Tribal Students (NESTS) is organizing the 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024 from 11th to 15th November, 2024 in the Siksha ‘O’ Anusandhan, J – 15, Kandagiri Marg, Dharam Vihar, Khandagiri, Bhubaneswar. The Guideline is at Annexure – III.

Scope of Work/Execution Plan for 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024

Data Collection – From OMTES

- Program Schedule
- State List of Participation
- Activity Wise Student Participation List
- Chief Guest/ Governors/VVIP’s
- State Wise Committee Details
- Arrival Details
- Transportation & Hotel Accommodation
- Food Menus – Provided by State
- Judges Portfolio

Pre-Execution

- Venue Recce
- Venue Mapping – Activity & Program Wise
- Team Allocation – Activity Wise
- OOH Identification and Branding
- Spot Identification at Airport / Railway Station/ Bus Terminal
- Permissions – Fire/VVIP/Traffic/Medical/Local Police
- Entertainment Permissions
- Theme & Collaterals Approvals (Trophies & Certificates, Hampers Etc.)
 - Entrance Décor
 - Hall and Main Stage décor
 - Content Developments (Presentations etc.)
- VVIP Management

- Vendor Finalization – Emcee, Manpower, SLVF, F&B, Transportation, Security Etc.
- CCTV surveillance arrangements

Onsite-Execution

- Arrivals & Departure Management
- Help Desk at Hotels (Kit Distribution)
- Venue Induction – With Student & Committee
- Directional Signage
- Parking Management
 - Shed Area Construction
- Interactive Kid Zone
- Venue Maintenance
 - Cleaning
 - Sanitization
 - Toilet Hygiene
- State wise food court in ground under hanger construction
 - Dining area décor for dignitaries and VVIP and special food services
- Water Dispensers /Tea/Coffee
- Fire and Medical Management
- Mobile Washrooms (If required)
- Clinic set up

Tentative Event Schedule

- Help Desk Management
- Seating Arrangements –Students, VVIP, Delegates, Judges Etc.
- Live streaming arrangements
- Lounge (VVIP) Management
- Felicitation of Guest of honors & Dignitaries
- Cultural Performances Management
- Activity Area Management
- Food Counters Management
- Security – Venue/VVIP
- Control Room
- Artist Management
- Console Management
- Back Stage Management
- Stage Management
- Branding & Fabrication Management
- Power Management

- CCTV surveillance
- Special program for Bhagwan Birsa Munda, Sculptures installations
- Awareness stalls
- Space for taking group photograph
- Stall for display of articles by EMRS students
- Fun and engagement area for participants
- Management of scoring for the competitions
- Individual video of State Level Winners in Kala Utsav for participation in National Level Event

Post Event

- Pending Certificates / Trophies
- Feedback/ Event Report
- Photo/Video Handover
- Promotional Video
- Thank You Mailers

SECTION: 3
TECHNICAL PROPOSAL SUBMISSION FORMS

TECH- 1
COVERING LETTER

(ON BIDDER'S LETTER HEAD)

Place:

Date:

To

**The Secretary,
OMTES, Bhubaneswar**

Sub: Technical Proposal for providing Event Management Services for 5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024.

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment “5th EMRS National Cultural & Literary Fest and Kala Utsav - 2024” in response to your Request for Proposal No. _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal 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 proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of

validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal 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 Proposal (RFP) 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 proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive

I remain,

Yours faithfully

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

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 & TAN	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	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	FY- 2020-21	FY2021 -22	FY2022 -23	Average
Turnover from event management services (in Lakh)				
<p><i>Supporting Documents:</i> Audited certified financial statements for the last three Financial Years, (2020-21, 2021-22 & 2022-23) (Copies of income & 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 Proposal failing which the proposal 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 3years)

(Assignments for ₹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 3 Financial Years as per the above prescribed Format. Information not conforming to the above Format will be treated as non-responsive. Copies of the Work Order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

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

Name and Designation with Date and Seal: _____

TECH-5

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(On Bidder's Letter Head)

I / We, the authorized signatory of M/s.....,
participating in the tender for the item
_____, do hereby declare :

- (i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

**Signature and Seal of Authorized
Signatory of Bidder**

**Name of Authorized
Signatory.....**

**Name of the
Agency.....**

TECH - 6

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 proposal / 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 - 7

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 PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER
(In Bidder's Letter Head)

Place:

Date:

To

**The Secretary,
Odisha Model Tribal Education Society**

Sub: Submission of Financial Proposal for providing Event Management Services of 5TH EMRS National Cultural & Literacy Fest and Kala Utsav, - 2024.

Sir,

I, the undersigned, offer to provide the Event Management Services for 5TH EMRS National Cultural & Literacy Fest and Kala Utsav, - 2024 in accordance with your RFP No. _____, Dated. _____. Our Financial Proposal for ***R*** _____ /- (***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 RFP 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 RFP and do hereby undertake to provide the services accordingly.

I understand that you are not bound to accept any proposal 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.
TECHNICAL PROPOSAL			
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 & TAN		
5	Copy of Goods and Services Tax Identification Number (GSTIN)		
6	Bid Processing Fee of Rs. 5,000/- in shape of DD/ BC		
7	Copies of IT Returns for the last 3 AYs (2020-21, 2021-22 & 2022-23)		
8	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		
9	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
10	Bid Security Declaration (TECH - 5)		
11	Declaration regarding conflicting activities (TECH - 6)		
12	Undertaking for non black-listing by any Central / State Government/ Autonomous Bodies during its business career. (TECH - 7)		

FINANCIAL PROPOSAL

1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal		

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 proposal have been sealed and signed by the authorized representative.*

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

Name and Designation _____

Annexure- II

EVENTS FOR EMRS NATIONAL CULTURAL & LITERARY FEST AND KALA UTSAV 2024

Sl. No.	Name of the event	Sl no	Classification	Maximum no. of Participants	Groups	Total participant	Timing for the events in minutes	with /without announcement	Category
CULTURAL EVENTS									
1.	Group Song	1	Patriotic	4	Jr.	4	4-5 Min	with	Sound category
2.	Group Dance	2	Tribal	8	Jr.	8	6 min	with	Sound category
3.	Solo Song	3	Semi-Classical	1	Jr.	1	5 min	with	Sound category
4.	Instrumental	4	Tribal Instrumental	2	Jr.	2	6 min	with	Sound category
5.	Vocal Music	5	Classical (Solo)	1 Student	Sr.	16	4-6 min	without	Sound category
		6	Folk (solo)	1 Student	Sr.		4-6 min	without	Sound category

		7	Tribal (solo)	1 Student	Sr.		4-6 min	without	Sound category
		8	Folk (Group)	4 Students	Sr.		4-6 min	without	Sound category
		9	Tribal (Group)	5 Students	Sr.		4-6 min	without	Sound category
		10	Patriotic (Group)	4 Students	Sr.		4-6 min	without	Sound category
6.	Instrumental Music	11	Percussion	1 Student	Sr.	10	4-6 min	without	Sound category
		12						without	Sound category
		13	Melodic	1 Student	Sr.		4-6 min	without	Sound category
		14	Orchestra ensemble (Classical Group)	4 Students	Sr.		4-6 min	without	Sound category
		15	Orchestra ensemble (Folk Group)	4 Students	Sr.		4-6 min	without	Sound category
7.	Dance	16	Classical (any classical dance form of India)	1 Student	Sr.	10	4-6 min	without	Sound category

		17	Regional Folk Dance (Group)	4 Students	Sr.		4-6 min	without	Sound category
		18	Regional Tribal Dance (Group)	5 Students	Sr.		4-6 min	without	Sound category
8.	Music(EVENTS FOR TEACHERS)	19	Vocal – Semi Classical	1	----	4	no time limit mentioned	without	Sound category
		20	Vocal - Classical	1	----		no time limit mentioned	without	Sound category
		21	Instrumental	1	----		no time limit mentioned	without	Sound category
		22	Folk	1	----		no time limit mentioned	without	Sound category
9.	Theatre	23	Mimicry	1 Student	Sr.	6	6-8 min with additional 5 min for stage settings	without	Sound category
		24	Play/Drama in Group	5 Students	Sr.		6-8 min with additional 5 min for stage settings	without	Sound category

10.	Traditional Story Telling	25	Traditional Story Telling incorporating Dance, Drama, Music, Visual Arts or more than one art form.	2 Student (1Boy+1Girl)	Sr.	2	not exceed 5 min	without	Sound category
11.	Extempore	26	Hindi	1	Sr.	1	2-3 min		Sound category
	Extempore	27	English	1	Sr.	1	2-3 min		Sound category
12.	Debate	28	Hindi	2	Sr.	2	5 min(including 1 min for rebuttal and repartee)		Sound category
	Debate	29	English	2	Sr.	2	5 min(including 1 min for rebuttal and repartee)		Sound category
13.	Elocution	30	Hindi	1	Jr	1	3 min		Sound category
	Elocution	31	English	1	Jr	1	3 min		Sound

									category
	Elocution	32	Hindi	1	Sr	1	4 min		Sound category
	Elocution	33	English	1	Sr	1	4 min		Sound category
14.	Spell Bee	34	English	2	Sr.	2	no time limit mentioned		Sound category
15.	Story Telling (Tribal folklore)	35	Hindi	1	Jr.	1	not exceed 3 min		Sound category
	Story Telling (Tribal folklore)	36	English	1	Jr.	1	not exceed 3 min		Sound category
16.	Recitation	37	Sanskrit Shaloka	1	Jr.	3	no time limit mentioned		Sound category
		38	Kavya Path	1	Jr.		no time limit mentioned		Sound category
		39	English Poem	1	Jr.		no time limit mentioned		Sound category
17.	Quiz	40	-----	2	Sr.	2	no time limit mentioned		Sound category
18.	Painting	41	Tribal Painting	1	Jr.	1	90 min		No-sound
19.	Creative Writing	42	Hindi	1	Sr.	1	90 min		No-sound

	Creative Writing	43	English	1	Sr.	1	90 min		No-sound
20.	Visual Arts	44	2-Dimensional (Drawing, Painting, Printing, Cartoon, Caricature)	1 Student	Sr.	4	3 days		No-sound
		45	3 - Dimensional (Sculpture, Mobiles)	1 Student	Sr.		3 days		No-sound
		46	Indigenous Toys and Games	1 Student	Sr.		3 days		No-sound
		47	Local Crafts	1 Student	Sr.		3 days		No-sound

Annexure -III

Revised Guidelines of 5th EMRS National Cultural and Literacy Fest, 2024.