

**EXPRESSION OF INTEREST
FOR SELECTION OF EVENT MANAGEMENT AGENCY
FOR TOSHALI NATIONAL CRAFTS MELA 2019**

EOI in sealed covers in two bids system are invited from the reputed and experienced Event Management Agencies for management of cultural programme of **Toshali National Crafts Mela - 2019** to be held from **15-12-2019 to 27-12-2019** at **Janata Maidan, Bhubaneswar**. For details, of EOI document and terms and conditions etc. Please visit the website i.e. **www.sidacodisha.org.in** or **O/o-SIDAC, Handicrafts Complex, Gandamunda, Bhubaneswar-751030, Ph:-0674-2350318**. The Bid document will be available w.e.f 19-09-2019.

The last date of submission of EOI document is dtd. 09-10-2019 up to 05:00P.M.

Member Secretary



State Institute for Development of Arts & Crafts

Handlooms, Textiles & Handicrafts Department, Government of Odisha
Handicrafts Complex, Gandamunda, P.O- Khandagiri, Bhubaneswar - 751030
Tel No.+91 (0) 674 2350318, 2350310, E-mail: sidacorissa@gmail.com, Web site: www.sidacodisha.org.in

**EXPRESSION OF INTEREST FOR SELECTION OF EVENT MANAGEMENT
AGENCY**

For

14th TOSHALI NATIONAL CRAFTS MELA-2019

Organized By:

**Handlooms, Textiles & Handicrafts Department
Govt. of Odisha**

Implemented By:

State Institute for Development of Arts & Crafts (SIDAC)

Handicrafts Complex, Gandamunda,

Bhubaneswar-30 Tel: (0674) 2350318

E-mail: toshalifair@gmail.com

Event Period: 15th to 27th December, 2019

Location: Janata Maidan, Bhubaneswar

**STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC)
HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA**

**EXPRESSION OF INTEREST CALL NOTICE FOR SELECTION OF EVENT
MANAGEMENT AGENCY FOR ARRANGMENT OF CULTURAL PROGRAMME**

No. 1928

Date: 17/09/2019

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is going to organize The **14th Toshali National Crafts Mela-2019** scheduled to be held from **15th to 27th December 2019** at **Janata Maidan, Bhubaneswar**.

Expression of Interest (EOI) in sealed cover are invited from interested Event Management Agencies having required eligibility and expertise in relevant field to provide end to end service for organizing such type of mega events. The interested Event Management Agencies are to inspect the ground "Janata Maidan" and collect required information regarding its location, size and available amenities to cater the requirement of the event. The EOI should be submitted in the prescribed format in two separate bids i.e. "Technical Bid" with requisite documents & "Financial Bid" towards the cost for the services to be rendered. The selection will be made strictly on the basis of **Quality cum Cost Based Selection (QCBS)** mode. The **EMD of Rs.5000/-** is to be deposited in shape of DD in favour of **Member Secretary, State Institute for Development of Arts & Crafts**, payable at Bhubaneswar. The Bid Document can be downloaded from the website: www.sidacodisha.org.in. The bidder has to submit the cost of document i.e Rs. 590/- (Rs 500/- + GST @ 18% i.e Rs. 90/-) in shape of DD in favour of **Member Secretary, State Institute for Development of Arts & Crafts**, payable at Bhubaneswar with the Technical Bid. The last date of receipt of the sealed offer in the office at SIDAC is up to **5.00 P.M. on dt 09.10.2019**. The "Technical Bids" will be opened at **11.30 AM. on dt 10.10.2019** in presence of the tenderers or their authorized representatives. The "Financial Bids" of only qualifying agencies will be opened on suitable date and time with intimation to the selected bidders.

The authority reserves the right to reject any or all the offers without assigning any reason thereof.

**- Sd-
Member Secretary**

DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC) Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha
2	Method of Selection & Proposal validity	QCBS 90 days
3	Date of Issue of EOI	17.09.2019
4	Deadline for submission of pre-proposal Query	24.09.2019 (5.00PM)
5	Pre proposal Meeting	25.09.2019 (11.30 AM)
6	Issue of pre proposal clarifications	25.09.2019 (3.00 PM)
7	Deadline for receipt of EOI Proposal	09.10.2019 (upto 5.00PM)
8	Date of opening of Technical Proposal	10.10.2019 (11.30AM)
9	Date of opening of Financial Proposal	Will be intimated later
10	Expected date of commencement of Assignment	15.10.2019
11	Pre Proposal Meeting	A pre proposal meeting will be held on 25.09.2019 at 11.30 AM in the conference hall of SIDAC, Bhubaneswar. All queries (only MS Word format) should be received on or before 5.00PM on 24.09.2019 via email i.e toshalifair@gmail.com . <i>The Nodal Officer for the purpose.</i> Name: Sri S.K.Sarangi Designation: Member Secretary Phone No: 9437014724 E mail ID: toshalifair@gmail.com
12	Bid processing Fee (Non Refundable)	Rs 590 (Rupees Five Hundred Ninety only) (Rs 500/- + GST 18% i.e. Rs. 90/-) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
13	Earnest Money Deposit (EMD) Refundable	Rs. 5000/- (Rupees Five Thousand only) In shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar

14	Contact Person	Sri Sitikanta Sarangi Member Secretary, SIDAC Ph: 9437014724
15	Postal Address for submission of proposal	Member Secretary, State Institute for Development of Arts & Crafts Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha, 751030 Ph: 0674 2350318 E mail: sidacorissa@gmail.com
16	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 15 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
17	Place of opening of proposal	Conference hall, SIDAC, Bhubaneswar.
18	Website to visit for download of bid document.	www.sidacodisha.org.in

EOI for Engagement of Event Management Agency to organize Cultural Programme during 14th Toshali National Crafts Mela from 15th to 27th December 2019

Terms of Reference (ToR)

1. Introduction:

“State Institute for Development of Arts & Crafts” (SIDAC) is an organization under Handloom, Textiles & Handicrafts Department Government of Odisha, registered under societies registration Act XXI of 1860 bearing no 21959/137 of 2004-05 dated 15.10.2004 with its registered office at Handicrafts Complex, Gandamunda , Bhubaneswar. It has been created to function as an autonomous agency for all round development of Handicraft sector of the state such as :Survey and diagnostic study of crafts and craft clusters, Capacity building of artisans/Entrepreneurs, Cluster development programmes, Skill up gradation training, Organizing Design development programme, Facilitation for Export marketing, Participation in International Level Trade Fairs, Organization of National Level Exhibitions, Enterprise Development, Revival of languishing craft, Craft Documentation, Establishing Common facility centre, GI and IPR registration of crafts & Artisan Welfare..

2. Objective:

Selection of an Event Management Agency for facilitation of Cultural Programmes to be organized during 14th Toshali National Crafts Mela from 15th to 27th December 2019 at Janata Maidan, Chandrasekharpur, Bhubaneswar.

3. General Terms & Conditions:

- i. This Bid document will be received in sealed cover super scribed "**EOI for Selection of Event Management Agency for 14th Toshali National Crafts Mela-2019**" (containing sealed technical bid and financial bid in separate sealed covers) by the fair office at State Institute for Development of Arts & Crafts, (SIDAC), Gandamunda, Khandagiri, Bhubaneswar **up to 5.00 PM on dt 09.10.2019.**
- ii. The bidder must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl. No 15 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl. No 7 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.
- iii. The Event Management Agency shall deposit earnest money as prescribed in the EOI call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement in schedule time, the same will be forfeited. If the

- offer of the bidder is not accepted the earnest money will be refunded without any interest.
- iv. The above deposit of the Event Management Agency shall remain as security for the due rendering of services for the event and on successful completion of the event, the same will be refunded as per agreement
 - v. **Performance Bank Guarantee**
The qualified bidder shall have to sign an agreement in Non Judicial Stamp paper of appropriate value with deposit of 10% of the contract value in shape of Bank Guarantee towards performance security within 3 days after acceptance of the EOI proposal. The Performance Security includes the amount deposited at EMD with the EOI document. Failure to comply with the requirement shall constitute sufficient ground for the forfeiture of the PBG. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.
 - vi. **Contract Negotiation:**
Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.
 - vii. The Event Management Agency must obtain for himself on his own responsibility and at his own expense all the information after visiting the site “Janata Maidan” and ascertaining for themselves the site condition, location surroundings, climate, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
 - viii. The Event Management Agency has to provide the services only for 14th Toshali National Crafts Mela 2019.
 - ix. The bids will be opened by a Tender opening committee and eligible shortlisted agencies will be called for interaction with the Evaluation committee when they will be required to make a presentation on their capability/qualification/ strategy/ past experience of similar type event.
 - x. **Mode of Payment:**
No advance will be paid to the agency for the work. The agency has to submit the certified bills/ vouchers against the actual expenditure made after successful completion of the event. The Head of the Cultural Event & Stage Management Committee, TNCM 2019 will certify the successful completion of the programme by the agency before release of final payment. All the payment except the refreshment charges has to be made through **cheque/ RTGS/ NEFT** only deducting tax as applicable. The details of tax deduction have to submit by the agency for final payment. The agency has to submit the final bills within 15 days of completion of the event positively.
 - xi. No modification to the bid documents shall be allowed once it is received by the authority.
 - xii. **Governing Law and Penalty Clause**
The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in deliver shall render the bidder liable for liquidate damages and thereafter the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The client may deduct such sum from any money from their hands due or become due to bidder. The payment

or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. 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. In addition the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

4. Scope of the work:

The selected Event Management Agency would be required to provide end to end services for successful and timely organization of cultural programmes which are scheduled to be held from 6.00 PM to 9.30 PM every day.

The agency will be completely responsible for smooth and timely arrangement of the cultural programmes as per the schedule.

The detailed scope of services, which inter alia includes but not limited to are as follows

- i. To draw the programme schedule in consultation with the Cultural Committee of Toshali National Crafts Mela 2019.
- ii. Selection of artists/ groups in consultation with the Cultural Committee for performance in the scheduled dates.
- iii. The agency has to submit the detail of extra sound/ light/ musical instruments requirement for specific cultural events positively before 7 days of that programme.
- iv. Arrangement for playing of folk music/ traditional music such as kendera/ dhuduki etc in the day time in the earmarked places inside the mela ground.
- v. Arrangement of logistic, accommodation of artists/ troupes.
- vi. Arrangement of Journey/ local conveyance of artists/ troupes.
- vii. Arrangement of refreshment for the artists/ troupes.
- viii. Selection of Anchors for daily programmes and coordination with them for timely performance.
- ix. Regular coordination with the Cultural Committee for felicitation of guests/ artists on the stage every day.
- x. Arrangement of volunteer/ assistants for felicitation/ stage management during the cultural programmes.
- xi. Regular coordination with the Infrastructure Committee/ decorator of the event for timely arrangement of required musical instruments/ lights/ sounds etc for specific cultural programme well in ahead.
- xii. Coordination with infrastructure Committee/ Cultural Committee/ Boyanika for timely arrangement of all related requirement for the fashion show.
- xiii. Submission of a documentation report (Hard & Soft copy) on the activities undertaken for arrangement of cultural programmes.

5. Power Point Presentation:

The agency has to make a power-point presentation on the proposed activities to be conducted during the event. The agency has to study the detail cultural programme schedule (Tentative) as at (annexure-I) and make the presentation accordingly suggesting 3 to 4 options for each day event along with tentative budget for the same. The agency has to present the past credentials/ activities regarding organizing/ managing such types of event.

6. Deliverables and duration of the assignments:

The duration of assignment will be for the event period only. The Event Manager will be required, to be available for the guidance/assistance at any point of time for the purpose.

7. Norms as prescribed by Odia Language, Literature and Culture Deptt. Govt of Odisha/ Tourism Deptt. Govt of Odisha will be followed.

8. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.

9. Eligibility Criteria:

- a. He should have minimum 3 (three) years of experience for conducting such National level events in Odisha or outside Odisha.
- b. The agency must have experience of conducting minimum 3 (three) projects with Govt./ Govt. aided organizations.
- c. He should have association with reputed organizations/ Institutions or Departments for conducting of such event.
- d. The annual turnover of the firm must be Rs 50.00 Lakhs and above for the last three consecutive years.
- e. The agency must have minimum 10 (Ten) numbers of trained and experienced personnel for proving the service required.

10. Technical Bid

The agency have to submit the Technical Bid in the prescribed format i.e Converting letter and other information as per the “Annexure-V” along with required documents fulfilling the eligibility Criteria.

(Documents to be submitted)

The Event Management Agency has to submit the following documents in the Technical Bid.

- i. Demand Draft of Rs. 590/- in favour of Member Secretary, State Institute for Development of Arts & Crafts payable at Bhubaneswar towards bid document cost.
- ii. Earnest Money in form of a demand draft of Rs. 5,000/- (Rupees Five Thousand Only) from scheduled commercial bank drawn in the name of Member Secretary, State Institute for Development of Arts and Crafts.
- iii. Profile of the Agency with valid registration of its constitution along with Technical Staff Structure indicating their qualifications and competencies.
- iv. GSTIN Registration certificate and up-to date return 2018-19 (March 2019).
- v. Copy of the PAN Card and up-to date return copy of income tax for the last three assessment years.(2016-17, 2017-18, 2018-19)
- vi. Audited balance sheet of the firm for last three consecutive years (2016-17, 2017-18, 2018-19) with minimum annual turnover of Rs. 50 Lakhs & above.
- vii. Copy of completion certificates / work orders in support of executing such type of National level events in Odisha or outside Odisha.
- viii. Documents in support of experience of conducting minimum 3 (three) projects with Govt./ Govt. aided organizations.
- ix. Documents in support of association with reputed organizations/ Institutions or Departments for conducting of such event
- x. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-II)

- xi. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-III)
- xii. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-IV)

Anyone found guilty of furnishing false information shall be blacklisted by the HT&H department, Govt of Odisha and EMD or performance security deposit or both of such agencies shall be forfeited.

11. The Financial Bid

The Financial Bid shall be the Consultancy fees towards providing the requisite services mentioned in the scope of works in the EOI Bid Documents for arrangement of Cultural Programme during 14th Toshali National Crafts Mela 2019 to be submitted in the prescribed format (Annexure-VII) with the prescribed Covering Letter at annexure-VI.

12. Selection of the Event Management Agency for the event

The **Event Management Agency** will be selected on the basis of **Quality cum Cost Based Selection (QCBS)** mode with **weightage ratio 70:30** assessed by the designated Committee.

13. Evaluation of Technical Bids

In the first stage, the technical Bid will be evaluated on the basis of Technical Bid submitted by the Agencies considering all aspects of eligibility criteria and experience.

The **Technical Bid scoring (TBs)** of the Agencies shall be as per the mark scoring methodology on the basis of QCBS method. The Committee members/ Technical Team shall access the technical parameter and assign marks.

i. Scoring Method:

Description of components for marking	Max. Marks
Annual Turn Over	20
Manpower	10
Experience in providing similar service in Govt. Agencies/ similar type service	20
Power point Presentation	50
Total	100

ii. Bench Mark Score

The Event Management Agency is required to achieve a **minimum score of 70 marks (Bench Mark Score)**. The Agency securing less than the Bench Mark score will be rejected outright. The Agency that have achieved at least the Bench Mark Score in "Technical Bid" evaluation will be qualified for opening of their Financial Bid.

The date and time of opening of the Financial Bid shall be intimated to the selected agencies after evaluation of the Technical Bid which shall be based on **Quality cum Cost Based Selection (QCBS) mode in the weightage ratio of 70:30**

14. **Evaluation of Financial Bids**

The Financial Bids in respect of the selected agencies in achieving the bench mark score of 70 mark in "Technical Bid" would be opened on the scheduled date and time. The lowest financial bid will be given a **Financial Bid score (FBs)** of 100 Marks. The final score of other FBs will be computed as follows

$$\text{FBsl} = \frac{100 \times \text{FBs}}{\text{F1}}$$

(F1 = amount of financial bid of corresponding participant)

15. **Combined and Final Evaluation**

The offers of the agencies will be finally ranked according to their combined Technical Bid Scores and financial Bid Score as follows:

$$\text{CS} = \text{TBs} \times \text{Tw} + \text{FBs} \times \text{Fw}$$

Where CS is the combined score and Tw & Fw are weightages assigned to Technical Bid and Financial Bid score that shall be 0.70 & 0.30 respectively i.e in the weightage ratio of 70:30. **Selection of agencies will be made by the committee basing on the highest combined score (CS).**

16. The Event Manager should not have been indicated or convicted by any court of law. No adverse orders should have been passed against the consultant by any Government authorities. No investigation by any authority as stated above should be pending against the consultant.
17. The agency will nominate a coordinator who shall be responsible for immediate interaction with the Fair Office/ Cultural Committee as and when required.
18. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
19. In case of breach of any terms & conditions, the performance security deposit of the Agency shall be liable to be forfeited besides annulment of the agreement.
20. Income tax, if applicable, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
21. The agency shall not sublet the work to any other agency under any circumstances.
22. **The authority reserves the right to reject any or all the offers without assigning any reason thereof.**
23. **Any dispute arising out of the EOI, the decision of the Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.**
24. **The Mela Authority shall mean and include the "Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha and Chairperson, Toshali National Crafts Mela-2019".**

Tentative Component of the Cultural Programme:

Sl No	Date	Day	Cultural Programme Proposed	Suggestions/ options
1	15.12.2019	Sunday	Inauguration/ Odishi Sandhya/ Sangeet Sandhya	
2	16.12.2019	Monday	Other State Folk Dance	
3	17.12.2019	Tuesday	Department Drama/ signing programme	
4	18.12.2019	Wednesday	Singing Sensation of Odisha	
5	19.12.2019	Thursday	Folk Dance of Odisha	
6	20.12.2019	Friday	Bollywood Nite	
7	21.12.2019	Saturday	Fashion Show	
8	22.12.2019	Sunday	Mini Fashion show/ Sugam Sangeet Sandhya (old is gold)	
9	23.12.2019	Monday	Martial Dance of Odisha/ India	
10	24.12.2019	Tuesday	Dancing Talents of Odisha	
11	25.12.2019	Wednesday	Bollywood Nite	
12	26.12.2019	Thursday	Tribal Dance of Odisha/ India	
13	27.12.2019	Friday	Validation/ Programme by differently abled Artists.	

- ❖ *During the power point presentation, the agency has to provide 3 to 4 options on each day programme along with tentative budget for each programme*
- ❖ *The agency can suggest other cultural programmes related to Odisha/ Indian art/ culture/ tradition etc.*

UNDERTAKING

(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

UNDERTAKING

(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature

(in full and initials)

Name and Designation of the Signatory

Name of the Bidder and Address:

UNDERTAKING

(On the Bidder's Letter Head regarding trueness of the submitted information)

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Authorised Signature
(in full and initials)

Name and Designation of the Signatory
Name of the Bidder and Address:

TECHNICAL BID COVERING LETTER
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
[Office Address and Location]

Sub:- Tender for Selection of Event Management Agency for 14th Toshali National Crafts Mela 2019 to be organised from 15th to 27th December 2019 at Janata Maidan, Bhubaneswar (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (*insert Name of the Service*) in accordance with your Tender Notice No.:----- Dated----- . We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory
with Date and Seal

Name and Designation:_____

Address of the Bidder:_____

1	Name of the Bidder	
2	Details of Bid Processing Cost (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
4	Name of the Director/Proprietor	
5	Full Address of Registered Office	Postal Address: Telephone No. FAX No. E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Name	Account Number: Bank and Branch Name: IFSC Code
8	PAN No. (Attach self attested copy)	
9	GSTIN (Attach self attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No)	
11	Power of Attorney/authorisation letter for signing of the bid documents (submitted/ not submitted)	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document.	

14. Financial Turnover of the bidder for the last 3 financial years.

Financial Year	Turn over Amount(in INR)	Average Turnover (in INR)
FY1		
FY2		
FY3		

15. Details of the similar type service provided by the bidder in last 5 years:

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower/machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

16. Declaration

I, ShriSon/Daughter/Wife of Shri.....
 Proprietor/Director/Authorised signatory of(Name of the Service Provider), competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place: _____
 Date _____

Enclosures:

- Bid processing Fee in the form of Demand Draft in original.
- EMD in the form of Demand Draft in original.
- Copy of tender document (each page must be signed and sealed)
- Duly filled Technical Bid and Financial Bid
- List of Documents as applicable.

FINANCIAL BID COVERING LETTER

(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of
Tender Inviting Authority]
[Office Address and Location]

Sub:- Tender for Selection of Event Management Agency for 14th Toshali National Crafts Mela 2019 to be organised from 15th to 27th December 2019 at Janata Maidan, Bhubaneswar [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for (*insert title of the Service*) in accordance with your Tender No.:----- Dated----- . Our attached financial price is *{insert amount(s) in words and figures}* for the *proposed service*. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

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

I remain,

Yours faithfully,

Authorised Signatory
(in full and initials)

Name and Designation of Signatory with Date and Seal:_____

Address of the Bidder:_____

FORMAT FOR FINANCIAL PROPOSAL

Components	Amount (in Rs.) <i>In figure & Word</i> (Including GST)
Professional fee towards arrangement of Cultural Programme during 14 th Toshali National Crafts Mela 2019 including compeering charges for 13 days and all related management expenses.	

Authorised 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 BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation/Registration Certificate/ profile Copy along with Staff Structure		
5	Copy of 3 (three) years of experience for conducting such National level events in Odisha or outside Odisha.		
6	Copy of 3 (three) projects with Govt./ Govt aided organizations.		
7	Copy regarding association with reputed organizations/ Institutions or Departments for conducting of such event.		
8	Copy of PAN		
9	Copy of GSTIN & up-to date return copy 2018-19 (till March 2019)		
10	Copies of Income Tax Clearance Certificate for the last three Assessment years. (2016-17, 2017-18, 2018-19).		
11	Copies of Income/Expenditure Statement and Balance Sheet for the last 3 years. (2016-17, 2017-18, 2018-19).		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13	List of completed/on-going assignments of similar nature (Past Experience Details) along with the copies of work orders/ completion Certificate for the respective assignments from the authorities.		
14	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
15	Undertaking for not having any police case pending against the bidder.		
16	Undertaking regarding trueness of information submitted.		
17	Detail proposal on Cultural Programmes		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

It is to be ensured that:

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorised representative.

Authorised Signatory (in full and initials):_____

Name and Designation with Date and Seal:_____