

**REQUEST FOR PROPOSAL  
(RFP)**



**Short listing of firms for Event Management to conduct  
District Level Farm Mechanization Mela-cum-Zilla Mohatsav  
& Sub Divisional Level Mela 2025-2026**

**Office of the Chief District Agriculture Officer,  
Ganjam, Berhampur  
Address- Baidyanath Nagar, Berhampur  
Pin-760010  
Mail id- [ddabmp.dag@nic.in](mailto:ddabmp.dag@nic.in)**

**GOVERNMENT OF ODISHA  
DEPARTMENT OF AGRICULTURE & FARMERS' EMPOWERMENT**

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## DISCLAIMER

This Request for Proposal (RFP) is issued by the **Chief District Agriculture Officer, Ganjam, Berhampur.**

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidders, whether verbally or in documentary or any other form by on behalf of the Authority or any of their employees or advisors, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information provided. This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each part 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 Applicant 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 RFP and obtain independent advice from appropriate sources.

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

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution for 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 Applicant upon the statements contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. The client shall be the sole and final authority with respect to selection of an Agency through this RFP.

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## BIDDER DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	CDAO, Ganjam, Berhampur
2	Method of Selection	Quality and Cost Based Selection (QCBS)
3	Availability of RFP Document	Detail RFP documents is available in the Office of the Chief District Agriculture Officer, Ganjam, Berhampur.
4	Date of floating of EOI	28.11.2025
5	Last Date and Time for submission of Bid	12.12.2025 upto 5.00 PM
6	Date of opening of Technical Bid.	16.12.2025, 11.00 AM
7	Date of opening of Financial Bid.	16.12.2025, 03.30 PM
8	Bid Processing Fees ( Non Refundable)	<b>Rs.5000/-- INR</b> in shape of Banker's Cheque/Demand Draft in favour of Chief District Agriculture Officer, Ganjam, Berhampur drawn in any Scheduled Commercial Bank payable at Berhampur.
9	Earnest Money Deposit (Refundable)	The proposal must be supported by Bid Security or EMD of Rs 25000/- <b>(Rupees twenty five thousand only)</b> in the shape of Demand Draft/Banker's Cheque from a Commercial Bank in favour of the "Chief District Agriculture Officer, Ganjam, Berhampur" drawn in any Scheduled Commercial Bank payable at Berhampur.
10	Address for Submission of Proposal	Chief District Agriculture Officer, Ganjam, Berhampur At-Baidyanath Nagar, Po-Berhampur, Dist-Ganjam Pin-760010, Email: <a href="mailto:ddabmp.dag@nic.in">ddabmp.dag@nic.in</a>
11	Mode of Submission of Proposal	The bid must be dropped in the drop box only to the address as specified above during office hour only. Submission of bid in any other mode will be rejected.
12	Place of Opening of Technical Proposal:	Office of the CDAO, Ganjam, Berhampur
13	Proposed Place and date of Event	1.Sub Divisional Level- Onslow Institute Ground, Chatrapur Date-05.01.2026 to 07.01.2026(Tentative) 2.Dist.Level- Uma Charan Pattnaik Engineer School, Berhampur. Date- 17.01.2026 to 21.01.2026 (Tentative)

**SECTION: 1**  
**LETTER OF INVITATION**

RFP No.: **9756**

Date. **27.11.25**

Name of the assignment : **Short listing of firms for Event Management to conduct District Level Farm Mechanization Mela-cum-Zilla Mohatsav 2025-26.**

The Chief District Agriculture Officer Ganjam, Berhampur, Government of Odisha (The Client) invites sealed proposal from eligible bidders (Agencies/organizations) for **Short listing of firms for Event Management to Conduct District Level Farm Mechanization Mela-cum-Zilla Mohatsav 2025-26**, More details on the proposed assignment are provided in **Section-3: Scope of Work** of this RFP Documents.

- (i) The Agency/Organization having a headquarter or regional office in Odisha will be selected under **Quality and Cost Based Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha circulated vide Office Memorandum No. 37323/F, Dated 30.11.2018 of Finance Department, Govt. of Odisha for project formulation.
- (ii) The bid completes in all respects as specified in the RFP Document must be accompanied with a non-refundable amount of **Rs.5000/- (Rupees Five thousand only)** towards Bid Processing Fee & refundable amount of **Rs.25000/- (Rupees twenty five thousand only)** towards EMD in form of Demand Draft/Banker's Cheque in favour of "Chief District Agriculture Officer, Ganjam, Berhampur" O/o the Chief District Agriculture Officer' drawn in any Scheduled Commercial Bank and payable at Berhampur, Odisha failing which the bid will be rejected.
- (iii) The bid must be dropped in the drop box at the specified address as per the Bidder Data Sheet only. The Submission of proposal through any other mode will be rejected.
- (iv) The last date and time for submission of proposal complete in all respects is 12.12.2025 up to 5 PM and the date of opening of the bid is 16.12.2025, 11.00 AM in the presence of the bidder's representative. Representatives of the bidders may attend the meeting with a due authorization letter on behalf of the bidder.
- (v) This RFP includes following sections:
  - a. Letter of Invitation [Section-1]
  - b. Information to the Bidder [Section-2]
  - c. Scope of Work [Section-3]
  - d. Technical Bid Submission Forms [Section-4]
  - e. Financial Bid Submission Forms [Section -5]
  - f. Annexure I[Section-6]
  - g. Annexure II[Section-7]
- (vi) While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information /data included in this document.
- (vii) The Client reserves the right to accept/reject any / all proposals/terminate the entire selection process at any stage without assigning any reason thereof.

Sd/-

Chief District Agriculture Officer  
Ganjam, Berhampur

## SECTION: 2

### INFORMATION TO THE BIDDER

#### A. Pre-Qualification/Eligibility Criteria

Bidders must confirm to the eligibility criteria given below and to this effect must produce the required supportive documents/ information as indicated against each as part of their technical proposal:

Sl.No.	Eligibility Criteria	Supporting Documents Required
1	The bidder should have been in the business of providing Advertisement & Publicity or Event Management services across India to the Central / State Government / Autonomous bodies for at least <b>3 years</b> by the date of opening of the bid. The bidder should have its headquarters or branch office located in the State of Odisha.	1. Proof of Certificate of incorporation / Registration of the Agency / Partnership Deed 2. Copy of PAN/GSTIN 3. GST clearance in GST3B 4. IT return of last 3 years 5. Proof of Registered office in Odisha.
2	The agency / bidder should have an average annual turnover of more than <b>Rs. 50 Lakh</b> from Advertisement & Publicity or Event Management services during the last 3 financial years ( 2022-23 , 2023-24 & 2024-25)	Copies of audited balance sheet/ Income Expenditure Statement for last three financial years certifying that the firm had an average annual turnover more than <b>Rs. 50 lakh</b> during the three financial years (2022-23,2023-24 and 2024-25). Certificate from Chartered Accountant to be submitted.
3	Should have a minimum of <b>3 years</b> of work experience in similar works under different Central/ State Govt. / Autonomous bodies.	Copies of Work Orders / Contract Document / Completion Certificate from the previous Clients
4	The bidder should not have been black listed by the Central Government / any State Government or their agencies in India.	Self-Declaration by the authorized representative on the bidder's letterhead as per format enclosed at Tech-5
5	Electrical License/ Contractor hired by the Agency	Self-Declaration by the Agency on the bidder's letterhead and Agreement with the Electrical License/ Contractor hired by the Agency.

**NB: For this purpose, "Similar Project" means Event Management services with all allied Departments for smooth implementation of the programme.**

#### B. Documents to be submitted along with the TECHNICAL PROPOSAL (PART-A)

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- a. Filled in Bid Submission Check List in original (Annexure-I)
- b. Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the bid process.
- c. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- d. Copy of Certificate of Incorporation/ Registration
- e. Copy of PAN

- f. Copy of Goods and Services Tax Identification Number (GSTIN) & copy of GST clearance in GST 3B Form
- g. Copies of IT Return for the last three financial years (2021-22 to 2023-24)
- h. General Details of the Bidder (**TECH– 2**)
- i. Financial Details of the bidder (**TECH – 3**) along with all supportive documents such as Balance Sheet and Income/Expenditure Statement duly certified and signed as per the instruction. Certificate from Chartered Accountant to be attached.
- j. List of completed/ongoing assignments of similar nature (Past Experience Details, (**TECH– 4**) along with copies of contracts / work orders / completion certificates from previous Clients.
- k. Self-Declaration regarding an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client (**Self Declaration in the Bidders letter head**)
- l. Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organization in the recent past. (**TECH – 5**)

***NB: Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.***

### **1. Bid Processing Fee:**

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs.5000/- ( Rupees Five Thousand only)** inclusive of GST in the shape of DD/ BC from any Scheduled Commercial Bank in favour of “**Chief District Agriculture Officer, Ganjam, Berhampur**” payable at Berhampur. Proposals received without bid processing fee will be rejected.

### **2. Earnest Money Deposit (EMD):**

The bidder must furnish, as part of the technical proposal, an **Earnest Money Deposit (EMD) amounting to Rs.25000/- ( Rupees twenty five thousand only)** in shape of DD/ BC from any Scheduled Commercial Bank in favour of **Chief District Agriculture Officer, Ganjam, Berhampur**” payable at Berhampur. The EMD of unsuccessful bidders shall be refunded within 7 days from the date of award of Contract.

### **3. Submission of Bid:**

Bidders must submit their bids dropped in drop box only on or before the last date and time (during Office Hours) for submission of proposals as mentioned in Bidder Data Sheet. The Client will not

be responsible for postal delay / any consequence in receiving the bid. Each page of the bids should be signed by the representative of the bidder, page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be rightly rejected.

*The procedure for submission of the proposal is described below:*

### **3.1 Technical Bid :**

The envelope containing technical Bid shall be **SEALED AND SUPERSCRIBED** as “**Technical Bid – Event Management to conduct District Level Farm Mechanization Mela-cum-Zilla Mohatsav & Sub Divisional Mela 2025-26**” furnished inside one envelope. The duly filled-in technical bid submission forms (Section-4).

### **3.2 Financial Bid :**

The envelope containing the financial proposal shall be **SEALED AND SUPERSCRIBED** as “**Short listing of firms for Event Management to conduct District Level Farm Mechanization Mela-cum-Zilla Mohatsav 2025-26**” The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format .

### **3.3 Financial Bid :**

The envelope containing the financial proposal shall be **SEALED AND SUPERSCRIBED** as “**Short listing of firms for Event Management to conduct Sub Divisional Level Farm Mechanization Mela 2025-26** . The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format .

The "**Technical Bid**" and "**Financial Bid**" must have to be submitted in two separate sealed envelopes (with respective markings in bold letters) along with the prescribed formats / information mentioned in the RFP Document. The first envelope must be marked as "**TECHNICAL BID (Short listing of firms for Event Management to conduct District Level Farm Mechanization Mela & Sub Divisional Mela 2025-26)**" The second envelope containing the financial proposal shall be SEALED AND SUPERSCRIBED As "**FINANCIAL PROPOSAL (Short listing of firms for Event Management to conduct District Level Farm Mechanization Mela 2025-26 & the third envelope must be marked as “FINANCIAL PROPOSAL (Short listing of firms for Event Management to conduct Sub Divisional Level Farm Mechanization Mela 2025-26)** and it should contain Financial Bid only. All the three(3)above envelopes have to be sealed and placed inside a fourth main envelope with proper labeling of following information in bold.

**NAME OF THE ASSIGNMENT: Short listing of firms for Event Management to conduct District Level Farm Mechanization Mela-cum-Zilla Mohatsov 2025-26**

**RFP NUMBER AND DATE: 9756/dt.27.11.2025**

**DEADLINE FOR SUBMISSION OF BID: 12.12.2025**

**NAME AND ADDRESS OF THE BIDDER: CDAO,Ganjam**

## **4. Opening of the Bid**

The FIRST ENVELOPE containing TECHNICAL Bid will be opened in the initial stage by the Client in presence of the bidder’s representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Screening Committee to evaluate the proposals submitted by bidders. Only one representative with a proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

The SECOND ENVELOPE & THIRD ENVELOPE containing FINANCIAL Bid of the technically qualified bidders will be opened after completion of technical evaluation stage.

## **5. Process of the Bid:**

**Two-stage process will be adopted as explained below for evaluation of the Bids.**

**Technical Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

1. Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation/Registration
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN) copy of GST clearance in GST 3B Form
5. Copies of IT Return for the last three assessment years (AY 2022-23 , 2023-24 & 2024-25).
6. Financial Details of the bidder (**TECH– 3**) along with all supportive documents as applicable duly signed as per the instruction.
7. List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
8. Self-Declaration regarding an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client (**TECH – 5**)
9. Undertaking for not having been black-listed by any Central / State Government / Autonomous bodies/ International & National Organization in the recent past. (**TECH– 6**)
10. All the pages of the proposal and enclosures are signed by the original Bidder .

***Any deviation from the prescribed procedures/formats/conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be outrightly rejected. All the pages of the proposal must have to be sealed and signed by the authorized representative of the bidder.***

### **ii. Evaluation of the Bids**

**Presentation Score ( 2<sup>nd</sup> Stage)** - The bidders shall be invited to make a presentation (30 Minutes each) to the Evaluation Committee (**date and time will be intimated prior to selection of the agency**) on their Approach & Methodology for executing the assignment. The project concept proposal by the bidders in the form of a power point presentation as part of the technical proposal shall be evaluated and given scores (max. 100 marks) by the Technical Evaluation Committee as follows.

Evaluation Criteria			
SL No	Details	Basis of Marks to be allotted	Maximum Marks
a.	Documents	All documents mentioned in RFP	10
b	Work Experience in Similar Project	20 Marks for four Similar projects 05 Marks for each related sector (maximum 10 Marks)	30
c.	Average turnover over last 3 financials yrs.(2022-23 to 2024-25)	05 marks for 50 lakh -1.00 Crore 10 marks for 1.00 Crore -3.00 Crore 20 marks for 4.00 Crore & above	20
d.	Technical Presentation	Floor Plan 10 Marks Designs 10 Marks Methodology and Approach 20 Marks	40
		<b>TOTAL</b>	<b>100</b>

Under QCBS selection, the technical proposals will be allotted weightage of 70% (Seventy per cent) while the financial proposals will be allotted weightages of 30% (Thirty per cent) . The financial bids of technically qualified bidders will only be opened & the selection process will proceed even if only two firms remain technically qualified out of three initial bidders due to paucity of time. Proposal with the lowest cost may be given a financial score of 100 (Hundred) and other proposals given financial scores that are inversely proportional to their prices w.r.t. the lowest offer. Similarly,proposal with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and

other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. On the basis of the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2,H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract. In the event two or more bids have the same score in final ranking, the bid with highest technical score will be H-1.

In such a case, an Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B = \frac{C_{low}}{C} + \frac{T}{T_{high}}$$

where,

C = Evaluated Bid Price

C low = The lowest of all Evaluated Bid Prices among responsive Bids

T = The total Technical Score awarded to the Bid

T<sub>high</sub> = The Technical Score achieved by the Bid that was scored best among all responsive Bids

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid.

As an example, the following procedure will be followed. In a particular case of selection of consultant, it is decided to have minimum qualifying marks for technical qualifications as 70 (Seventy ) and the weightage of the technical bids and financial bids will kept as 70: 30 (Seventy: Thirty).

In response to the RFP, three proposals, A, B & C were received. The technical evaluation committee awarded the following marks as under:

A: 75 Marks

B: 80 Marks

C: 90 Marks

The minimum qualifying marks were 70 (Seventy) thus, all the three proposals were found technically suitable. Using the formula T/T<sub>high</sub>, the following technical points are awarded by the evaluation committee.

A: 75/90 = 83 points

B: 80/90 = 89 points

C: 90/90 = 100 points

The financial proposals of each qualified consultant were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

A: Rs.120.

B: Rs.100.

C: Rs.110.

Using the formula C<sub>low</sub>/C, the committee gave them the following points for financial proposals:

A: 100/120 = 83 points

B: 100/100 = 100 points

C: 100/110 = 91 points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A:  $83 \times 0.70 + 83 \times 0.30 = 83$  points.

Proposal B:  $89 \times 0.70 + 100 \times 0.30 = 92.3$  points

Proposal C:  $100 \times 0.70 + 91 \times 0.30 = 97.3$  points.

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 83 points: H-3

Proposal B: 92.3 points: H-2

Proposal C: 97.3 points: H-1

Proposal C at the evaluated cost of Rs.110 (Rupees One hundred and ten) was, therefore, declared as winner and recommended for negotiations/approval, to the competent authority.

## **7. Contract Negotiation:**

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

## **8. Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notify all other bidders about the result of the selection process. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

***Subcontracting is not allowed under this assignment under any circumstances.***

## **9. Conflict of Interest :**

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same scheme / project at a different level by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with officials of the Client directly or indirectly; and (iii) practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

## **10. 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 its contract.
- b- Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c- Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - a criminal offense or other serious offense 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

### **11. Anti-corruption Measure:**

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

### **12. Cost of bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

### **13. Proposal/Bid Forms:**

Wherever a specific form is prescribed in this Request for Proposal (RFP) document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form, additional sheets shall be used to convey the required information. For all other cases, the bidder should design a form to hold the required information. *Any deviation to the prescribed format of the RFP results in rejection of the proposal.*

### **14. Local Conditions:**

Each bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and/ or the cost. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The client shall not entertain any request for clarification from the bidder regarding such local conditions. It is the bidder 's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Client. Neither any change in the time schedule of the Contract nor any financial adjustments arising thereof shall be permitted on account of failure of the bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

### **15. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Ganjam, **Berhampur only.**

### **16. Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Agency of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's anti-fraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the Agency or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract. Any effort by the bidder to influence during the proposal evaluation stage may result in the rejection of the proposal.

### **17. Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum/ corrigendum through the website mentioned at bidder's datasheet. Any such addendum/ corrigendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum/corrigendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposal.

### **18. 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 award, without assigning any reason thereof 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.

### **19. Arbitration:**

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 Agriculture & Farmers Empowerment Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar.

### **20. Insurance Coverage:**

The Bidder should provide all effort to insure the Event. Any unforeseen problems should be covered under Insurance policy.

### **21. Disqualification of Bid:**

The proposal of the bidder is liable to be disqualified in the following cases as listed below:

1. Proposal submitted without Bid Processing Fee & EMD as applicable
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
3. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
4. Proposal is received in incomplete form
5. Proposal is received after due date and time for submission of bid
6. Proposal is not accompanied by all the requisite documents / information
7. A commercial bid submitted with assumptions or conditions
8. Bids with any conditional technical and financial offer
9. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
10. Proposal is not properly sealed or signed
11. Any deviation in the technical and financial proposal
12. Proposal is not conforming to the requirement of the scope of the work
13. Bidder tries to influence the proposal 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, presentations 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;
14. Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
15. Failure to agree with terms and conditions of the RFP
16. Any other condition/ situation which holds the paramount interest of the client during the overall selection process

### **22. Termination of contract**

The selected agency/consortia can be terminated if,

- Becomes insolvent.
- Becomes bankrupt or incapacitated for more than 30 days.
- Himself or his office bearer involved in any criminal offense.
- Breaches conditions of the agreement and misrepresents facts and data.
- Performance of the agency does not cater to the requirement of the Programme.
- Is blacklisted by any Govt. or any other Agency.
- Fails to engage prescribed and qualified Technical Staff.
- Any other terms & conditions as mentioned in the MoU

### **23. Other Terms & Conditions**

A. Date & Venue of District Level Krushi Jantapati Mela-cum- Zilla Mohatsav 2025-26.

Tentative Date- 17.01.2026 to 21.01.2026 (It may be change as per local condition)

Place – UCP Engineering School Ground, Berhampur.

Tentative Date-05.01.2026 to 07.01.2026

Sub Divisional Level- Onslow Institute Ground, Chatrapur

**B. Tentative cost of the District Level Mela including GST as applicable is limited to Rs 12.00 Lakh & Sub Divisional Level Mela including GST as applicable is limited to Rs.5.60 lakh**

**C. Terms & Conditions**

- Work order will be issued in favor of the approved bidder by the Chief District Agriculture Officer, Ganjam, Berhampur for the District Level Mela on Farm Mechanisation & Sub Divisional Level Mela..
- In case of any extension of Festival period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by the Chief District Agriculture Officer, Ganjam, Berhampur before 4 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the In-Charge of Exhibition.
- Chief District Agriculture Officer, Ganjam, Berhampur, will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period. In case of any occurrence of theft, the Agency will conduct proper inquiry.
- Arrangement of Lodging, boarding & logistics of the guards during the Festival period will be the responsibility of the Agency.
- The CDAO, Ganjam, Berhampur will provide the permission from police and other statutory bodies for permission for organization of the event and installation of publicity materials during the event.
- The bidder shall quote their price for all the items without leaving blank. The rate offered shall be including GST & other Taxes.
- The selected Agency / Firm should open its office having the technical man power & manager throughout the Festival period to handle any work to be assigned by the authority.
- The final payment will be made on the basis of the actual work done and work assessment Report in the specified format by the Committee formed by the CDAO, Ganjam.
- The authority is not bound to accept the lowest finance bid and reserves the right to inspect / verify the stock of materials required for this work, in Godown of bidders by nominating a committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all request for proposals/ bid without assigning any reasons thereof.

**SECTION: 3**  
**Scope of Work**

**About the Event-District Level Mela-cum-Zilla Mohatsav on Farm Mechanisation.**

Chief District Agriculture Officer, Ganjam is going to organize **District Level Mela-cum-Zilla Mohatsav on Farm Mechanisation** during January 2026 involving Agriculture & other allied departments of Ganjam District with an objective to provide a platform popularization of Agril. Implements and promotion of other allied activities. It also aims to showcase the Mission Shakti & WSHG activities of Ganjam during the event.

**The Event Management Agency Should Provide the Following Services**

Sl. No	Works to Be Done	Particulars	
A	Infrastructure, Tent for Stage & stall	1. Installation of temporary stalls of 10 x 10 ft -45 nos 2. Main program stage ( 48 X 32 ft) 3. LED screen for Backdrop 4. Backdrop (Thematic) 5. Entrance Gate (Thematic)-2 no.s 6. Aluminum truss for stage 7. Coordination cell-1no 8. Green Room for VIPs with all facility-1 no 9. Food Stalls -2nos 10. Stage Sound and Light as needed 11. Barricading for sitting area. 12. Meeting area for 500 sitting & 1 Training Hall	
B	Security Services	Providing Private Security Service at Festival Venue of the participants during the event	
C	Light & Sound	Light & Sound for Stage, coordination cell, stall, parking area and other venue area as per requirement.	
D	Power & Electricity	2nos. of Gen set (125kv) for District Level Mela. One for stage & one for stall, coordination cell and venue area as per requirement.	
J	Printing Works	Flex Printing and Mounting/Standee	
K	Flower & Balloon Decoration	Flower Vase with Sufficient fresh , Live flower & Balloon decoration at the entrance , stage and other area.	
L	Documentation	Providing Photography, Videography.	

Details of the Items wise work to be provided:

1- **Infrastructure, Tentage & Allied Works**

1. **Erection of stall:**

Stalls will be erected as per the requirement. The tendered will quote their lowest possible price separately for each category. The details of specifications are given below:

Sl. No	Particulars	Stall specification
1	<b>Structure</b>	Bamboo & cloth structure, Size of each stall–10'X10'with tarpaulin water proof roofing in addition to 2'front outside in protection.
2	<b>Ceiling &amp; Wall</b>	Three sides including partition walls of stall will be covered with white cloth. Back side outer wall will be covered with tarpaulin and <i>G.I.Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. <b>(ALL NEW WHITE COTTON CLOTHES TO BE USED)</b>
3	<b>Carpeting</b>	Clean Blue/Red carpeting for total venue area as per the requirement.
4	<b>Racks</b>	Three tire racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.( As per requirement )
5	<b>Fascia</b>	A wooden batten frame for Running Fascia will be erected. The frame will have 4'height.The fascia will be covered with flex (New design will be Provided by the Mela incharge). A running white cloth jhallar of 1'width will be put in the front side, below to the fascia frame.
6	<b>Furniture</b>	Front counter table in wooden batten and planks/still table size 8'x2'X3'height and wrapped with new white cotton cloth. Plastic moulded Chair with handle-2nos.
7	<b>Electric Fittings</b>	T5 Light– 3no.(2number of light should be connected with generator)& a on/off switch for use in night time after closing, Ceiling Fan–1no. Connected with an on/off switch in each stall.1no.of 5Amp Plug Point with on/off switch.
8	<b>Numbering of Stall</b>	45 Nos of stalls should be numbered with stencil and paint.

## 2.Stage & Front Sitting Arrangements

One open stage shall be erected and decorated in the exhibition ground for meeting/evening cultural shows during the exhibition. The bidder has to be quoted as a package against the details specifications given below:

Truss for stage	Aluminum Truss structure (48' X 32') size or as per stage required) for District Level Melacum-Zilla Mohatsav around stage area.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Backdrop	LED back ground of Back drop thematic as per stage requirement for Mela
Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be Separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.
Light	Parcan, LED Palco-,White blinder-, Colour Blinder Back drop LED par, Sharp and other stage light for Cultural Programme
Sound	JBL vertech Series & Lineary 8 pair, JBL vertech Double Bass 10 nos. Stage monitor & Stage Gear (as per Artist required) & Other required thing as per artist requirement.
Sitting Arrangement	For meeting area ( 50' x 120' or as required) water proof roof with minimum 40 ft clearance ( preferably pipe pendal/hanger structure) with 1- VIP Sofa-6 nos, 2- Banquet Chair with white cloth cover-100 nos, 3- Modular Chair-500 nos,4-VIP Chair-10,5- Tea poi-4nos, 6- Podium, Deepa stand with lord Jagannath Murty.
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of day wise programme
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction off stage, should be treated with fire repellent chemical.

## 3.Seminar Hall / Training Hall for District Level Farm Mechanisation Mela

Sl. No	Particulars	Specification
A	Training Hall (1no.)	Training hall should be of Size 30' X 50' with Hanger structure for Training , 100 nos of chairs for sitting of farmers, dies table and 5 nos of revolving chair and 5 nos of ceiling fans and 6 nos of tube light are to be setup. 2 nos of cordless microphone, 1 no speech table, Cooler, 4 no. 15 Amp Plug provisions for computer & LCD projector is to be provided with 10'x10' stage for presentation.

### 4. Coordination Cell / IT Support stall:-

A Coordination Cell will be erected- **ONLY NEW COTTON CLOTHES SHOULD BE USED.** For size 20'x20' with bamboo structure with fascia steps, flex, bulb, electric shocket, chair, fan etc.

### 5. Green Room for VIPs:-

A Green Room will be erected- **ONLY NEW COTTON CLOTHES SHOULD BE USED.** For size 20'x12' with bamboo structure with bulb, electric shocket, Sofa, chair, fan , Water facility, Toilet, Cooler etc.

### 6. Documentation-Photography, Videography:

Documentation of the District level Mela on Farm Mechanization will have also to be done by the Event Management Agency.

#### Still Photography:

1. A good full frame DSLR Camera for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.
2. The still photo graphs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials,

Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc. 1 sets of **still photos in mat finishing paper** with an album(**Karizma 14"- 40"**) along with digital copy should be submitted to CDAO, Ganjam office within 10days of the completion of the event.

Soft copy of photo will be submitted in shape of Pendrive.

3. State / District wise photography along with success stories, interaction with visitor/sellers etc.

**Videography:**

1. The entire event will be video documented in *Digital High Definition Video(HDV)Camera*.
2. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela Advertising &Publicity Workshops, Interaction with customers/sellers/ officials, Cultural events, live demonstration, Success stories, etc. This should be done with video editing, applying special effects, music, voiceover and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer.
3. State/ District wise videography along with success stories, interaction with visitor/sellers etc.
4. Necessary actions should be taken during final post production and final preview of the documentary in consultation with CDAO,Ganjam.
5. The documentary film of each mela should be submitted in CDAO, Ganjam office within 10 days of the completion of the event on proper receipt in shape of pen drive.

**7.Security Services:**

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak Oriya.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

**Tentative Requirement of Security Personnel in perevent**

Security Guard with Lathi-4 nos.

Security personnel will be deputed at Regional Level Krushi Mela on Farm Mechanisation ground on shift basis, as per the requirement and direction of Festival Management Team.

**8.Sanitation**

Cleaning of Festival ground, accommodation places, Coordination cell, daily using disinfectant materials.

**SECTION: 4**  
**TECHNICAL PROPOSAL SUBMISSION FORM**  
**TECHNICAL PROPOSAL**

**TECH - 1 COVERING LETTER**

**(ON BIDDERS LETTER HEAD)**

[Location, Date]

To

The CDAO, Ganjam, Berhampur

**Subject: Short listing of firms for Event Management to conduct District Level Farmer Mela-Cum-Zilla Mohatsav 2025-2026**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Proposal No.: \_\_\_\_\_, dated . \_\_\_\_\_ I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal, sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial 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 180 days from the last date of submission of the proposal and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP is found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

***Authorized Signatory with Date and Seal:***

**Name and Designation:**

Address of the Bidder

**Bidder's Organization (General Details)**

Sl No.	Description	Full Details
1	<b>Name of the Bidder</b> Mobile No.: Email id :	
2	<b>Address for communication:</b> Tel: Fax: Email id:	
3	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
4	<b>Local office in Odisha (Yes/No)</b> <b>If yes, please furnish contact details in separate sheet</b>	
5	<b>Bid Processing Fee Details</b> Amount: BC/DD No.: Date: Name of the Bank:	
6	<b>EMD Details</b> Amount: BC/DD No.: Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out the assignment as per the stipulated scope of work of the RFP (Yes/No)	
10	Willing to accept all the terms and conditions as specified in the RFP (Yes/No)	

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

Name and Designation with Date and Seal:

## Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY 2022 -23	FY 2023 -24	FY 2024-25	Average
Turnover(in Lakhs)				
<p><b><i>Supporting Documents:</i></b></p> <p>Audited certified financial statements for the last three FYs (<b>2022-23 to 2024-25</b>) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><b><i>Filled-in information in this format must have to be jointly certified and sealed by the Chartered Accountant 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></b></p>				

***Signature and Seal of the Company Auditor with Date in original***

***Authorized Signatory [In full initials 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 (Lists of completed/ ongoing Assignments of similar nature during last 3 years)**

Sl. No.	Period	Assignment and Duration	Name of the Client	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G
1						
2						
3						
4						
5						

**Note:**

- 1. Bidders are requested to furnish the list of the assignments undertaken/ completed during the last 3 Financial Years (2022-23 to 2024-25) each as per the above prescribed format only. 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 initials with Date and Seal]: \_\_\_\_\_**

**Communication Address of the Bidder:**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACK LISTED**

**Affidavit**

I, M/s....., ( the name of the Bidder and addresses of the registered office) on dated this..... Day of....., 2025, hereby certify and confirm that we or any of our promoter/s/Chief executive officer/ directors/managers are not barred or black listed by any Government or Government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the proposal due date.

We further confirm that we are aware our interest for **Short listing of firms for Event Management to conduct District Level Farm Mechanization Mela-cum-Zilla Mohatsav 2025-2026** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

**Authorized Signatory [In full initials with**

***Date and Seal*]:**

**Communication Address of the Bidder:**

**SECTION 5**  
**FINANCIAL PROPOSAL/BID SUBMISSION FORM**

**FIN-1 COVERING LETTER**

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

Location, Date

To,

The Chief District Agriculture Officer, Ganjam, Berhampur

**Subject: Short listing of firms for Event Management to conduct District Level Farm Mechanization Mela-cum-Zilla Mohatsav 2025-26**

Sir,

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal/Bid No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal/bid is for the sum of Rs..... ( Rupees.....). 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 RFP document. Items wise rate as perform at given in the RFP document are given below.

<b>COST STRUCTURE FOR ORGANISATION OF DISTRICT LEVEL MELA ON FARM MECHANISATION 2025-26 (FOR 5DAYS)</b>					
S1. No.	Items	Detail Size/ Specification	Rate in Rs	Quantity	Amount in Rs. (Unit X Rate)
	Infrastructure				
1	Main Programme Stage with Iron/Aluminium truss structure (48' x 32')	Package			
2	Back Drop With LEDThymatic side wings ( As Per actual)	Package			
3	Sitting Area/Meeting Place – 50' x 120' water proof roof with minimum 40 ft clearance ( preferanbley pipe pendal/hanger structure)	Package			
4	Barricading of sitting area - 50"x 120' (Iron Mojo Barricade)	Package			
5	Thematic Entrance Gate (2 No.) with Flower & Flex Decoration 02 No.)	Each			
6	VIP Sofa -6 nos.	Per piece			
7	VIP Chair-10 Nos	Per piece			
8	Banquet Chair White cover-100 nos	Per piece			
9	Modular Chairs (1) colour)- 500 nos	Per piece			
10	Tea Poi-4nos	Per piece			

11	Podium, Deep Stand with Jagannath Murti- 1 each	Package			
12	Stall size (10 x 10) (Erection of stall as specified in Scope of Work)-45 nos.	Each			
13	Flex with Frame (Running through top of the Fascia) & Standee	Per Sq. ft.			
14	Food Stall / Enclosurement for cooking and serving area (Pagoda) with 4 nos Buffey table	Package			
15	Training Hall Hanger structure (1500 sq. ft)-1 no.with LED Screen,Projector & Other training Accessories. (50'x 30')- 100 participants	Unit			
16	Blue Mat-as actual	Per Sq. ft.			
17	Stage Mat-as actual	Per Sq. ft.			
18	DG set-1 nos With fuel 125 KVA	Per piece			
19	Flower Decoration & balloon for stage (minimum 02 days)/gate & Sitting area including Stall area as per specification and instruction issued.	Package			
20	Help Desk with IT support & sitting Arrangement with platform	Package			
21	Co-ordination cell (20' x 20') as specified in Scope of Work & sitting Arrangement	Package			
22	Green Room ( Pagoda) as per scope of work	Package			
23	Security -4 nos	Package			
24	Documentation (Photography and Videography & Drone Photography) as specified in Scope of Work with daily uploaded photography in Pendrive	Package			
25	Sound as specified in Scope of Work	Package			
26	Light as specified in Scope of Work	Package			
27	Anchor for programme	Package			
28	Cooking area installation-20'X 50 =1000 sq.ft. waterproof roof	Sq.ft.			
	Total				0.00
	Add GS.T.as admissible %				0.00
	<b>GRAND TOTAL</b>			<b>Rs.</b>	0.00

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

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

Yours faithfully,

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal: Address of the Bidder:**

*\*Amount must match with the one indicated in Fin-2*

**SECTION – 6**  
**ANNEXURE-I**  
**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL/BID</b>			
<b>PART-A (ORIGINAL)</b>			
1	Filled in Bid Submission Checklist ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH -1</b> )		
3	Bid Processing Fee of <b>Rs.5,000/-</b> in form of DD/BC		
4	EMD of Rs 25,000/- in form of DD/BC		
5	Copy of Certificate of Incorporation/Registration of the Bidder		
6	Copy of PAN -		
7	Copy of Goods and Services Tax Identification Number (GSTIN) & copy of GST clearance in GST 3B Form		
8	Copies of IT Returns for the Last 3 AYs (2022-23 to 2024-25)		
9	Copies of Premium paid certificate of Insurance		
10	General Details of the Bidder ( <b>TECH -2</b> )		
11	Financial details of the bidder ( <b>TECH -3</b> ) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
12	List of completed assignments of similar nature (Past Experience Details ( <b>TECH -4</b> ) along with the copies of work order/contract paper for the respective assignments		
13	Self-Declaration pertaining to an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed agreements, engagements, or affiliations with the Client ( <b>In bidders letter head</b> )		
14	Undertaking for not have been blacklisted by any Central/State Govt./any Autonomous bodies during its business career. ( <b>TECH-5</b> )		
15	Supporting documents on Electrical License / Contractor hired by the Agency.		
<b>FINANCIAL PROPOSAL</b>			
1	Covering Letter ( <b>FIN-1</b> )		
2	Summary of Financial Proposal/BID ( <b>FIN-2</b> )		

**Undertaking:**

- 1) All the information has been submitted as per the prescribed format and procedure.
- 2) Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered, along with Index Page.
- 3) All pages of the proposal have been sealed and signed by the authorized representative of the bidder.

Authorized Signatory [In full and initials]: Name and Designation with Date and Seal:

**SECTION: 7**  
**Scope of Work**

**About the Event-Sub Divisional Level Mela on Farm Mechanisation.**

Chief District Agriculture Officer, Ganjam is going to organize **Sub Divisional Level Mela on Farm Mechanisation** during January 2026 involving Agriculture & other allied departments of Ganjam District with an objective to provide a platform popularization of Agril. Implements and promotion of other allied activities. It also aims to showcase the Mission Shakti & WSHG activities of Ganjam during the event.

**The Event Management Agency Should Provide the Following Services**

Sl. No	Works to Be Done	Particulars	
A	Infrastructure, Tent for Stage & stall	1.Installation of temporary stalls of 10 x 10 ft -25 nos 2.Main program stage ( 20 x 18 ft) 3. Backdrop (Thematic) 4. Entrance Gate (Thematic)-2 no.s 5.Aluminum truss for stage 6.Coordination cell-1no 7. Green Room for VIPs with all facility-1 no 8.Food Stalls -1nos 9.Stage Sound and Light as needed 10. Barricading for sitting area. 11. Meeting area for 250 sitting & 1 Training Hall	
B	Security Services	Providing Private Security Service at Festival Venue of the participants during the event	
C	Light & Sound	Light & Sound for Stage, coordination cell, stall, parking area and other venue area as per requirement.	
D	Power & Electricity	1nos.of Gen set (125kv) for District Level Mela. One for stage & one for stall, coordination cell and venue area as per requirement.	
J	Printing Works	Flex Printing and Mounting/Standee	
K	Flower & Balloon Decoration	Flower Vase with Sufficient fresh , Live flower & Balloon decoration at the entrance , stage and other area.	
L	Documentation	Providing Photography, Videography.	

**Details of the Items wise work to be provided:**

**2- Infrastructure, Tentage & Allied Works**

**2. Erection of stall:**

**Stalls** will be erected as per the requirement. The tendered will quote their lowest possible price separately for each category. The details of specifications are given below:

Sl. No	Particulars	Stall specification
1	<b>Structure</b>	Bamboo & cloth structure, Size of each stall–10'X10'with tarpaulin water proof roofing in addition to 2'front outside in protection.
2	<b>Ceiling &amp; Wall</b>	Three sides including partition walls of stall will be covered with white cloth. Back side outer wall will be covered with tarpaulin & GI Sheet. <b>(ALL NEW WHITE COTTON CLOTHES TO BE USED)</b>
3	<b>Carpeting</b>	Clean Blue/Red carpeting for total venue area as per the requirement.
4	<b>Racks</b>	Three tire racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.( As per requirement )
5	<b>Fascia</b>	A wooden batten frame for Running Fascia will be erected. The frame will have 4'height.The fascia will be covered with flex (New design will be Provided by the Mela incharge). A running white cloth jhallar of 1'width will be put in the front side, below to the fascia frame.
6	<b>Furniture</b>	Front counter table in wooden batten and planks/still table size 8'x2'X3'height and wrapped with new white cotton cloth. Plastic moulded Chair with handle-2nos.
7	<b>Electric Fittings</b>	T5 Light– 3no.(2number of light should be connected with generator)& a on/off switch for use in night time after closing, Ceiling Fan–1no. Connected with an on/off switch in each stall.1no.of 5Amp Plug Point with on/off switch.
8	<b>Numbering of Stall</b>	25 Nos of stalls should be numbered with stencil and paint.

## 2.Stage & Front Sitting Arrangements

One open stage shall be erected and decorated in the exhibition ground for meeting/evening cultural shows during the exhibition. The bidder has to be quoted as a package against the details specifications given below:

Truss for stage	Aluminum Truss structure (20' X 18') size or as per stage required) for Sub Divisional Level Mela around stage area.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Backdrop	Back drop thematic as per stage requirement for Mela
Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be Separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.
Light	Parcan, LED Palco-,White blinder-, Colour Blinder Back drop LED par, Sharp and as per actual
Sound	JBL vertech Series & Lineary 8 pair, JBL vertech Double Bass 10 nos. Stage monitor & Stage Gear - as per actual
Sitting Arrangement	For meeting area ( 30' x 100' or as required) with 1- VIP Sofa-5 nos, 2- Banquet Chair with white cloth cover-30 nos, 3- Modular Chair-250 nos,4- Tea poi-3nos, 5-VIP Chair 7 nos 6- Podium, Deepa stand with lord Jagannath Murty.
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of day wise programme
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction off stage, should be treated with fire repellent chemical.

## 3.Seminar Hall / Training Hall for Sub Divisional Level Farm Mechanisation Mela

Sl. No	Particulars	Specification
A	Training Hall (1no.)	Training hall should be of Size 20' X 50' with Bamboo Structure for Training , 60 nos of chairs for sitting of farmers, dies table and 2 nos of revolving chair and 4 nos of ceiling fans and 6 nos of tube light are to be setup. 2 nos of cordless microphone, 1 no speech table, Cooler - 2 no. 15 Amp Plug provisions for computer & LCD projector is to be provided with 10'x10' stage for presentation.

**FIN-1 COVERING LETTER**

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

[Location, Date]

To,

The Chief District Agriculture Officer, Ganjam, Berhampur

**Subject: Short listing of firms for Event Management to conduct Sub Divisional Level Farm Mechanization Mela 2025-26**

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal/Bid No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal/bid is for the sum of Rs..... ( Rupees.....). 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 RFP document. Items wise rate as perform at given in the RFP document are given below.

<b>COST STRUCTURE FOR ORGANISATION OF SUB DIVISIONAL LEVEL MELA ON FARM MECHANISATION 2025-26 (FOR 3 DAYS)</b>					
S1. No.	Items	Detail Size/ Specification	Rate in Rs	Quantity	Amount in Rs. (Unit X Rate)
	Infrastructure				
1	Main Programme Stage with Iron/Aluminium truss structure (20' x 18')	Package			
2	Back Drop With pipe framed flex and thymatic side wings ( As Per actual)	Package			
3	Sitting Area/Meeting Place – 30' x 100' with waterproof roof / samiyana	Package			
4	Barricading of sitting area - 30"x 100' (Iron Mojo Barricade)	Package			
5	Thematic Entrance Gate (2 No.) with Flower & Flex Decoration 02 No.)	Each			
6	VIP Sofa -5 nos.	Per piece			
7	VIP Chair-7 Nos				
8	Banquet Chair White cover-30 nos	Per piece			
9	Modular Chairs (1) colour)- 250 nos	Per piece			
10	Tea Poi-3nos	Per piece			

11	Podium, Deep Stand with Jagannath Murti-1 each	Package			
12	Stall size (10 x 10) (Erection of stall as specified in Scope of Work)-25 nos.	Each			
13	Flex with Frame (Running through top of the Fascia) & Standee	Per Sq. ft.			
14	Food Stall / Enclosurement for cooking and serving area (Pagoda) with 4 nos Buffey table	Package			
15	Training Hall structure (1000 sq. ft)-1 no.with LED Screen,Projector & Other training Accessories. 50' X 20'-(50 Participants)	Unit			
16	Blue Mat-as actual	Per Sq. ft.			
17	Stage Mat-as actual	Per Sq. ft.			
18	DG set-1 nos With fuel 125 KVA	Per piece			
19	Flower Decoration & balloon for stage (minimum 02 days)/gate & Sitting area including Stall area as per specification and instruction issued.	Package			
20	Help Desk with IT support & sitting Arrangement with platform	Package			
21	Co-ordination cell (20' x 10') as specified in Scope of Work & sitting Arrangement	Package			
22	Green Room ( Pagoda) as per scope of work	Package			
23	Security -4 nos	Package			
24	Documentation (Photography and Videography & Drone Photography) as specified in Scope of Work with daily uploaded photography in Pendrive	Package			
25	Sound as specified in Scope of Work	Package			
26	Light as specified in Scope of Work	Package			
27	Anchor for programme	Package			
28	Cooking area installation-20'X 30 =600 sq.ft.	Sq.ft.			
	Total				0.00
	Add GS.T. as admissible %				0.00
	<b>GRAND TOTAL</b>			<b>Rs.</b>	0.00

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

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

Yours faithfully,

**Authorized Signatory [In full and initials]: Name and Designation of Signatory with Date and Seal: Address of the Bidder: \*Amount must match with the one indicated in Fin-2**

