



Mission Shakti Mela

Notice of tender for selection of Event Management Agency

No. MS-MKTG-EXHIB-0001-2021- 192

Date: 13.1.2025



**Government of Odisha
Department of Mission Shakti**

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Section-I

DISCLAIMER

Mission Shakti Department is organizing exhibition of products of Women Self Help Groups of the State in February- March, 2025. The exhibition will be a platform of sellers and buyers of SHG products. Several cultural activities shall be organized.

For the above purpose, Government of Odisha, Mission Shakti Department intends to select appropriate agencies to manage Events through tenders. The purpose of this Tender document is to provide interested parties with information that may be useful to them in the formulation of their bid for qualification and selection.

This document includes statements, which reflect various assumptions and assessments arrived at by the Dept. in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This Tender may not be appropriate for all persons, and it is not possible for the Dept., its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this Tender. This document is neither an agreement nor it guarantees any firm/ person/ bidder of issue of any work order.

This Tender is not an agreement and is neither an offer nor invitation by the Dept. to the prospective bidders or any other person. Each bidder shall conduct its own investigations & analysis and shall check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document. The Tender accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. This Dept. shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account to anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender and any assumptions, assessments, statements or information contained therein or deemed to form part of this Tender or arising in anyway in the Selection process. The Dept. also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this Tender. The issue of this Tender does not imply that the Dept. is bound to select and shortlist any bid. The Dept. reserves the right to reject all or any of the bids without assigning any reasons whatsoever at any stage of the bid.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Dept. or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and the Dept. shall not be liable in any manner whatsoever for the same or for any other cost or other expenses incurred by the bidder in preparation / submission of the bid, regardless of the conductor outcome of the Bidding Process.

The Dept. shall be the sole and final authority with respect to selection of an agency through this Tender.

SECTION: II

NOTICE INVITING TENDER



ଓଡ଼ିଶା ସରକାର
ମିଶନ ଶକ୍ତି ବିଭାଗ
GOVERNMENT OF ODISHA
MISSION SHAKTI DEPARTMENT

Lokseva Bhawan
Bhubaneswar- 751001
Tel: 0674 2974093
e-mail: missionshakti.od@gov.in

NOTICE INVITING TENDER

MS-MKTG-EXHIB-0001-2021- 192/ Date: 13.01.2025: Mission Shakti Department, Government of Odisha invites sealed tenders from competent firms/ persons/ entities, etc. to carry out tentage work for organization of Mission Shakti Mela- 2025 at Janata Maidan, Bhubaneswar from **February 22 to March 2, 2025**. Bidders are requested to go through the tender document carefully and submit bids.

Tender schedule and important information to the bidders

Sl. No.	Particular	Details
1	Name of the work	Selection of Event Management Agency for organization of Mission Shakti Mela- 2025, Janata Maidan, Bhubaneswar
2	Method of selection	Quality-cum-Cost Based Selection (QCBS)
3	Date of issue of notification	13.01.2025
4	Date, time and e-mail id for submission of queries for pre-bid meeting	Date: 17.01.2025, Time: 3.00PM e-mail: msmelaod@gmail.com
5	Date, time and place of pre-bid meeting	18.01.2025, 11am in Conference Hall, Mission Shakti Bhawan, Pokhariput, Bhubaneswar
6	Last date and time for submission of bid	04.02.2025 (Up to 3:00PM) through SPEED POST ONLY. No bid shall be collected by any other means
7	Date, time & place of opening of technical bid and preparation of list of qualified bidders	05.02.2025 at 11am in the Conference Hall, Mission Shakti Bhawan, Pokhariput, Bhubaneswar
8	Date, time and place of presentation on theme and design by the qualified bidders	05.02.2025 at 3pm in the Conference Hall, Mission Shakti Bhawan, Pokhariput, Bhubaneswar
9	Date, time and place of opening of Financial Bids of qualified bidders	05.02.2025 after technical presentation, in the Conference Hall, Mission Shakti Bhawan, Pokhariput, Bhubaneswar
10	Bid Processing Fee (Non-Refundable)	₹ 10,000/- + GST-18 % = ₹ 11,800/- in shape of Demand Draft in favour of " Department of Mission Shakti, Bhubaneswar " drawn in any

Sl. No.	Particular	Details
		scheduled commercial bank payable at Bhubaneswar
11	Earnest Money Deposit (EMD) (Refundable)	₹ 1,00,000/- (Rupees One Lakh) in shape of Demand Draft in favour of “ Department of Mission Shakti, Bhubaneswar ” drawn in any scheduled commercial bank payable at Bhubaneswar
12	Address & mode for delivery of Bid Processing Fees and EMD by Speed Post only	<u>Address:</u> Director, Mission Shakti Mission Shakti Bhawan, Pokhariput, Bhubaneswar- 751030, Tele. - 0674-2974093, <u>Mode of delivery:</u> Only through SPEED POST.

Sd/-
Director, Mission Shakti

SECTION-III

SCOPE OF THE WORK

1. About the Mission Shakti Mela, 2025

The scope of the work under this tender shall include the elements mentioned below. However, the quantities mentioned under the elements are tentative, may likely to increase or decrease.

2. Scope of the work

Sl. No.	Work	Particulars of the work	Quantities (tentative)
A	Advertisement & Publicity	(i) Design Development- Development 10 second Ad. Film and 20 second Radio jingle for placing of advertisement in electronic media.	1 package
		(ii) Road median branding (6 feet x 3 feet) Iron pipe with Star flex	500 pcs.
		(iii) Auto-rickshaw back branding (sticker size 3 x 2 feet) on eco-solvent print material	400 pcs.
		(iv) Bulk SMS	50,000
		(v) Plain hoarding: Printing and installation of hoardings in size 10 x 12 feet in flex (Star flex), mounted on iron frame and fixed with iron/ bamboo support at different places in Bhubaneswar	10 Nos.
		(vi) Online publicity through social networking site like Facebook, X, Instagram for public awareness of the Mela and its designs. Daily at least 5 posts/ updates of photos/ ad films on customer feedback, stall review on different social media platforms (minimum 80 likes per day)	1 package
B	Media management	Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies of both print and electronic media along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper.	3 Nos.
C	Documentation (Photography & Videography)	(i) Video Documentation (3 copies of DVD to be submitted) Small documentary film of the event (starting from Inauguration to closing ceremony) 10 minutes with	1 package

Sl. No.	Work	Particulars of the work	Quantities (tentative)
		voice over in 10 minutes documentary film for entire event.	
		(ii) Seven Video Camera (HDV) with online set up for live telecast of stage program in the Mela ground through LCD projector and in YouTube and Social media for the entire period/	1 package
		(iii) Still Photography of 4" X 6' size @ 2 Pcs. of each snap	200 Pcs.
		(iv) L.C.D screen (For the entire event with four (4) LCD at four location) Size – 8ft x 6ft	4 Nos.
		(v) C.C. Camera / TV along with operator (For the entire event with sixty (60) CC camera)	60 Nos.
		(vi) Plasma TV (50" size) (For the entire event with one (1) Plasma TV)	1 Nos.
D	Security services	(i) Guard with Lathi (Rate Per Shift -8 Hour) (12 guard per shift X 3 shift per day X 12 Days = 600 nos)	600 Nos.
		(ii) Supervisor (Rate Per Shift- 8 Hour) (1 supervisor per shift X 3 shift per day X 12 Days = 56 nos)	56 Nos.
E	Cultural programme: Basic arrangement of Lights, Sounds, Truss and Generator for the stage (as per details specifications mentioned in the tender document)	(i) Quiz/ essay writing competition (2 nos.) (Day time) (ii) Drawing competition (2 nos.) (Day time) (iii) Odishi Dance by Artist of International Repute (on first day of the event) (iv) Musical Night by Singers/ Artists having National prominence (on second day of the event) (v) Jodi Sankha, Dhola Mahuri, Ranapa (vi) Kuchipudi, Odishi, Sambalpuri & Mahari (vii) Ghoda Nacha & Bhaga Nurtya (viii) Pala & Daskathia (ix) Comedy show (By Artist of state level repute) (x) Melody Evening- Hindi & Odia by Eminent Ollywood singers (xi) Gazal Night (by Eminent singers of national repute) (xii) Bhajan Night By Eminent Ollywood Artists (xiii) Byanga Kabi Samilani (xiv) Sambalpuri Night (xv) Melody Evening- Hindi & Odia by Eminent Ollywood Singers (xvi) Gotipua & Chau Dance	1 package
F	Local transportation	(i) Four-wheeler (SUV type): For 12-hour duty + 10 Km. Running per one Liter Diesel) for 15 days	2

Sl. No.	Work	Particulars of the work	Quantities (tentative)
		(ii) Four-wheeler (Sedan type): For 12-hour duty + 16 Km. Running Per One Liter Diesel) for 15 days	4
		(iii) 40-seater bus (Mela Ground to Accommodation places Mission Shakti Bhawan, SIRD, IMAGE etc. within Bhubaneswar) (one trip in the morning from accommodation to Mela ground and one trip in the evening from Mela ground to accommodation)	14
		(iv) Toto E Rickshaw	2
G	Printing works	(i) Identity Card with cover and printed lanyard	1000
		(ii) Invitation card with envelope	500
		(iii) Certificate	500
H	Pantry- Catering services	(i) Providing mineral water, Tea, Coffee, Snacks, Tiffin to the Guest/ Delegates/ Officials at Coordination cell during the event as per the order of the Mela in-charge	As required
		(ii) Mineral water (ISI Marked) - Rate per 500 ml bottle	As required
		(iii) Mineral water (ISI Marked) - Rate per 1 ltr bottle	As required
		(iv) Tea / Coffee- Rate per cup	As required
		(v) Snacks (Category-I)- Dry fruits (for VIP & VVIP) - (Roasted & salted Cashew & Pista/Almond, Salted bakery biscuits, chips, Sev bhaji)	As required
		(vi) Snacks (Category-II)- Tiffin (for Staff) (1 Bada, 1 Samosa, 1 Alu chap & 2 sweet) Rate per plate	As required

3. Special requirements for documentation:

3.1. Still Photography:

- 3.1.1. A good full frame DSLR Camera for high resolution photography to be used. The photo shall be of excellent quality, so that it can be used, for documentation purpose.
- 3.1.2. The still photographs shall cover all aspects of Inaugural & Validation function, Gate & Stage, Stalls, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Product Photographs, Cultural Programmes etc. 3 sets of still photos in mat finishing paper of 4" X 6" size in an album with digital copy in an external hard disk shall be submitted within 10 days of the completion of the event.

3.2. Videography:

- 3.2.1 The entire event will be video documented in Digital High-Definition Video (HDV) Camera.
- 3.2.2 A small documentary film/movie of the mela with minimum 10 minutes duration shall be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Stalls, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Cultural Programmes etc. This shall be done with video editing, applying special effects, music, voice over and necessary sound editing. The duration of the movie may be more depending the days of the mela& decision of the organizer.
- 3.2.3 One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground through LCD screens and social media, YouTube.
- 3.2.4 During final post production and final preview of the documentary, the same shall be made in consultation with Mission Shakti officials.
- 3.2.5 The digital copy of all videography of the Mela events shall be submitted within 10 days of the completion of the event in an external hard disk on proper receipt.
- 3.2.6 The documentary film of the Mela shall be submitted in office within 10 days of the completion of the event on proper receipt in an external hard disk.

3.3. Report on Mission Shakti Mela 2025

- 3.3.1. Three copies of spiral-bound-colored printed reports (100 pages each) mentioning the entire events of the Mela, stalls, participants, activities etc. shall be submitted in office within 10 days of the completion of the event on proper receipt.
- 3.3.2. Copies of all audio, video, recordings, photographs, newspaper publications, etc. shall be submitted by the agency in Hard Disc Drive. These materials will be the intellectual properties of Mission Shakti Department.
- 3.3.3. The report shall be made in joint verification of the works done by personnel of Mission Shakti Department and the agency.

SECTION: IV

TECHNICAL BID

- 1. Technical qualification criteria:** The technical qualifications required for submission of bids are mentioned below. The bidders need to read the same carefully and submit the documentary proof of fulfilment of the qualifications in the sequence mentioned below.

TECHNICAL BID QUALIFICATION CRITERIA

Sl. No.	Technical qualification criteria	Documentary Evidence
1.1.	Registration: The bidder must be a registered entity with a competent authority for organizing activities relating to Event Management etc. and must have a valid registration certificate	Certificates of Registration / Incorporation with the competent authority with validity up to the date
1.2.	PAN & GSTIN: The bidder must have PAN and GST (GSTIN) registration	Copy of PAN and GSTIN
1.3.	Experience: (i) The Bidder should have been experience of providing Event Management Services to the Central/ State Government, having experience of Event Management in national and international events organized by Government in last five years as on Dec 1, 2024. (ii) The bidder must have completed at least one Event Management work, having value not less than ₹ 2 Cr. in last five years, or (iii) The bidder must have completed at least two Event Management works, having value within the range of 1.5 to 2 Cr. in last five years, or (iv) The bidder must have completed at least three Event Management works having value within the range of 1.00 to 1.5 Cr. in last five years	Work order/ Work completion certificate/ Experience Certificate issued by the concerned Government authority -do- -do- -do-
1.4.	Turnover: The agency should have an average annual turnover of ₹ 2 Crore in the years from 2018-19 to 2023-24.	Audited Balance Sheet & Turnover Certificate issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income
1.5.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	Form of Declaration in the format at Part-II in Annexure-A

1.6.	The Firm / Agency shall have fully functional local office in Bhubaneswar	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
1.7.	The bidder should be a license holder of Private Securities Regulation Act (PSARA)	Valid license of PSARA

2. Manner of submission of Bid: The bidder has to furnish the bid in four envelopes, i.e., Envelope-1 containing 'Pre-bid documents', Envelope-2, containing 'Technical Bid documents', Envelope-3 containing Financial Bid document and Envelope-4, containing Envelope, 1, 2 and 3.

PROCEDURE TO BE FOLLOWED TO SUBMIT THE BID

Sl. No.	Envelope No.	What to contain	How the envelope is to be labeled
2.1.	Envelope-1	(i) Covering letter in the format at Annexure-A (ii) Information in the format at Annexure-B along with the documents	Envelope-1- Pre-Bid – Selection of Event Management Agency for Mission Shakti Mela-2025
2.2.	Envelope-2	Information in the format at Annexure-C along with the documents	Envelope-2-Technical Bid – Selection of Event Management Agency for Mission Shakti Mela-2025
2.3.	Envelope-3	Financial bid document	Envelope-3- Financial Bid for Selection of Event Management Agency for Mission Shakti Mela-2025
2.4.	Envelope-4	Sealed envelope 1, 2 and 3	BID for selection of Event Management Agency for Mission Shakti Mela, 2025

3. General checklist of documents to be submitted by the bidder

Each page of the documents to be signed with the organizational seal of the bidder.

Sl. No.	Particular of the document	Remark
3.1.	Covering letter in the Bidder's letterhead requesting to participate in the tender	Envelope No. 1
3.2.	Copy of Certificates of Registration / Incorporation with the competent authority with validity up to the date	
3.3.	Bid-processing fee (non-refundable) for ₹ 11,800/- (inclusive of taxes) in shape of Bank Draft drawn in favour of Commissioner-cum-Secretary, Mission Shakti Department, Bhubaneswar, payable at Bhubaneswar. Non-submission of Bid Processing Fees shall entail the proposal to be rejected.	

Sl. No.	Particular of the document	Remark
3.4.	EMD for ₹ 1 lakh (one lakh rupees) only, in shape of Bank Draft drawn in favour of Commissioner-cum-Secretary, Mission Shakti Department, Bhubaneswar, payable at Bhubaneswar Or, In case the bidder has been exempted from paying EMD under any valid law/ guidelines/ order of a competent authority, the self-attested copy of such document Non-submission of EMD amount in the prescribed manner or valid document in support of claim for exemption shall entail the proposal to be rejected.	
3.5.	Copy of PAN	
3.6.	Copy of GSTIN registration	
3.7.	Experience certificates (arranged in ascending order, year-wise)	
3.8.	Audited balance sheet of the firm issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income from 2019-20 to 2023-24 (arranged in ascending order, year-wise)	Envelope No.2
3.9.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	
3.10.	Local office address of the firm	
3.11.	Particulars of the Human Resources of the bidder's organization	
3.12.	Financial Bid document	Envelope No. 3
3.13.	Envelope 1, 2 and 3	Envelope No. 4

- 4. Bid Evaluation criteria:** The Technical Bid document in Envelope-2 shall be verified and the following marking scheme for technical evaluation shall be followed.

Criteria, sub-criteria and scoring system for the evaluation of full Technical Proposals are

Sl. No.	Evaluation Criteria	Max Points	Supporting documents
3.1.	Experience of organizing exhibition/ events, etc. from 2018-19 to 2024-25 - Marks for each completed state level project with value of ₹ 50 lakh to ₹ 100 lakh- 5 marks - Marks for each completed state level project with value above ₹ 100 lakh- 7 marks - Marks for each completed national level project- 10 marks	30	Letter of Award/ work agreement/ Work Order/ completion certificate

Sl. No.	Evaluation Criteria	Max Points	Supporting documents
3.2.	Experience of organizing Government events at national level from 2018-19 to 2024-25 In case less than 10 States participated in the national event- 05 marks In case of more than 10 States participating in the national level event- 15 marks	20	Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company.
3.3.	Average Annual turnover of the Bidder Scoring Pattern: For average turnover above ₹ 2 Cr. and less or equal to ₹ 5 Cr. from 2018-19 to 2023-24- 10 marks For average turnover above ₹ 5 Cr. from 2018-19 to 2023-24- 20 marks	20	Certificate from statutory auditor/ Audited Balance Sheet & Turnover Certificate from Chartered Accountant certifying the same need to be enclosed.
3.4.	Technical Presentation (the average score of all the members of the Committee on the Technical Presentation shall be taken into consideration)	30	Indicative description of the elements of the presentation is given below at Sl. No. 4.
	Total	100	

The bidder has to submit the details of its manpower, professionals to handle the event management, event specific plans, 3-Dimensional rendering of different functional areas of the Mission Shakti Mela. Some of the broad areas of the presentation are as follows:

5. Indicative description of the elements of the presentation to be done by the bidder during technical presentation by qualified bidders:

- 5.1. Visual presentation of the best performance of the bidder in the past.
- 5.2. Manpower deployment plan
- 5.3. Overall lay-out of the Event – particularly optimal utilization of space (without compromising with norms of quality, hygiene & Safety).
- 5.4. Concept design in 3D renderings (for whole and various parts) for Event including stage, detailed seating arrangement, passages, ceiling, lounges, LED set-up, dais set-up, entry/exit, flex / digital prints.
- 5.5. Concept design in 3D for stalls and the Food Court. Concept design in 3D for VVIP lounge, Media Lounge, Meeting Rooms. Concept design for Entry Gate Arch and Façade.
- 5.6. Fire and emergency exit plan and statutory safety compliances
- 5.7. Power backup & environment

- 5.8. Technical specifications & pictures of items (viz. chairs / sofas, carpet, floral décor, entry arch, finish of MDF wall, Sound System (mention make) etc. and type of materials to be used (please supply samples /photos)
 - 5.9. Overall Branding by Flex / Digital Prints (Interior and exterior) or any other material
 - 5.10. Beautification of periphery area outside permanent structures including hanger structures as well as walkways (Graveling)
 - 5.11. Any other innovation, quality improvement and aesthetics.
6. Technically qualified bidders will make a power point presentation of the theme-based design of the event as per the Tender schedule before the Committee. The objective of the presentation is to enable the Committee to evaluate the bidders' ability about their Design and understanding as well as preparedness for the proposed assignment. Clarifications, if any, as required by the Committee will also be discussed during the presentation. **The bidder whose technical bid including that of "Theme Based Design" secures a score above the minimum qualifying mark of '70' in the technical evaluation stage, will be qualified for opening of the financial bid.**

7. Methodology of Evaluation – Quality cum Cost Based Selection

- 7.1. The selection shall be on the **Quality cum Cost Basis Selection (QCBS)** based on the final weighted score.
- 7.2. The combined final score shall be considered for award of the assignment. The assignment shall be awarded to the Agency scoring the highest final weighted score.
- 7.3. The weightage for the technical proposal and financial proposal in the combined final score will be **80%** and **20%** respectively.
- 7.4. The marking scheme for technical proposal will be as per details given in this TENDER. Technical score (St) shall be out of 100.
- 7.5. The Financial Proposal shall be evaluated using the following methodology:
 - 7.5.1. The lowest Financial Proposal (**Fm**) will be given a financial score (**Sf**) of 100 points. The financial scores (**Sf**) of the other Financial Proposals will be determined using the following formula: **Sf = 100 x Fm/F**; In which Sf is the financial score, **Fm** is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.
 - 7.5.2. Proposals will finally be ranked in accordance with their **combined of technical (St)** and financial (**Sf**) scores: **S = St x Tw + Sf x Fw** (Where **S** is the **combined score**, and **Tw** and **Fw** are weights assigned to Technical Proposal and Financial Proposal that will be **80%** and **20%** respectively).

8. Award of Contract;

The Dept. will intimate the successful bidder by issuing an offer letter/workorder. In case the successful bidder fails, the EMD furnished by the bidder shall be forfeited. The Dept. may invite the second most successful bidder to execute the project at the prices of the successful bidder. If the negotiation with the second most successful bidder fails, the Dept. will cancel

the bidding procedure and re-invite the bid (***Sub-contracting is not allowed under this assignment***).

9. Other Terms & Conditions:

- 9.1. Bidder shall depute adequate staff for execution & supervision of the workalong with the list of professional employees and consultants of the firm having experience in the required area. The supervision work at site will be done constantly by the qualified staff employed by Bidder.
- 9.2. The bidder should have experience in liaison with various state government Tenders, i.e., police Tender, health Tender, fire Tender, labour Tender, industry Tender, electricity Tender, etc. for necessary statutorypermissions & NOCs to organize the such type of events. (Enclose self-declaration on company letterhead with office seal).
- 9.3. The Tender will not be responsible for any occurrence like theft & missing of any articles while deployment of guardsby the agency during the mela period.
- 9.4. In case of any occurrence of theft, the Agency will conduct proper inquiry.
- 9.5. During inquiry, if it is found that any fault or lapses on the part of security personnel is there for such theft, the Agency will be responsible to pay the amount of loss towards theft of any article during the mela period from the premises.
- 9.6. Arrangement of lodging, boarding &logistics of the guards during the mela period will be the responsibility of the Agency.
- 9.7. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing ofthe event.
- 9.8. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.
- 9.9. The rate offered by the agency shall be excluding of GST &other Taxes.
- 9.10. The Agency shall open its own office in the mela ground with required manpower to coordinate all their activities & to handle any work to be assigned during the event by the authority.
- 9.11. The bidder shall quote their price for all the items without leaving any column / row blank.
- 9.12. The payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Committee. The agency shall not use any additional materials other than the types of materials specified in the work order without the prior permission of the Tender. In case of any additional requirement or modified material, the agency has to take the prior written permission from the Tender.
- 9.13. The agency shall be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the Tender.

10. Disclosure:

- 10.1. 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.

- 10.2. 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.
- 10.3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- 10.3.1. Criminal offence or other serious offence punishable under the law of the land, or where, they have been found by any regulator or professional body to have committed professional misconduct;
- 10.3.2. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- 10.3.3. Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

11. Anti-corruption Measure:

- 11.1. Any effort by Bidder(s) to influence the Dept. in the evaluation and ranking of financial bids, and recommendation for award of contract, will result in the rejection of the bid.
- 11.2. 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 Dept. 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. Legal Jurisdiction:

Legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

13. 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 delivery shall render the bidder liable for liquidated damages, thereafter the Dept. holds the option for cancellation of the contract for pending activities and complete the same through any other agency. The Dept. may deduct such amount from any payment or payment become due to bidder for such work executed through any other agency. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Dept. and the bidder under this contract will be governed by the prevailing laws of Govt 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.

14. Tender's right to accept any bid and to reject any oral lbid(s)

The Dept. reserves the right to accept or reject any bid, and to annul or amend the bidding /selection / evaluation process and reject all bids at any time prior to award of contract, without assigning any reason thereof and thereby shall not incur 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 bids have been opened and the successful Bid gets disqualified/rejected, then the Tender reserves the right to consider the next most successful bidder, or take any other measure as may be deemed fit in the sole discretion of the Tender, including annulment of the selection Process.

15. Number of Bids:

Each Bidder shall submit only one (1) bid, in response to this TENDER. Any bidder who submits or participates in more than one bid shall be disqualified. The bidder shall be responsible for all costs associated with the preparation of its bid and its participation in the bidding process.

SECTION-V

FINANCIAL BID

The bidder shall submit financial bid in the following format under the letterhead of the bidder

COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To:

**The Director, Mission Shakti
Mission Shakti Bhawan, Pokhariput, Bhubaneswar**

Sub: Submission of Financial Bid for Event Management Services of Mission Shakti Mela 2025

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. _____, Dated: _____. Our attached Financial Bid is for the sum of **[Insert amount(s) in words and figures*]**. 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 CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
A: Advertisement & Publicity					
1	Design Development- Development 10 second Ad. Film and 20 second Radio jingle for placing of advertisement in electronic media.	Lump sum		1 Package	
2	Road median branding (6 feet x 3 feet)	Pcs.		500 pcs	
3	Auto-rickshaw back branding (sticker size 3 x 2 feet) on eco-solvent print material	Pcs.		300 Pcs	
4	Bulk SMS	Number of SMS		50,000	
5	Plain hoarding: Printing and installation of	Pcs.		10	

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
	hoardings in size 10 x 12 feet in flex, mounted on iron frame and fixed with iron/ bamboo support at different places in Bhubaneswar				
6	Online publicity through social networking site like Facebook, X, Instagram for public awareness of the Mela and its designs. Daily at least 5 posts/ updates of photos/ ad films on customer feedback, stall review on different social media platforms (minimum 80 likes per day)	Lump sum		1 package	
B. Media Management:					
1	Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies of both print and electronic media along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper.	Rate per press conference		3 Nos.	
C: Documentation (Photography & Videography)					
1	Video Documentation (3 copies of DVD to be submitted) Small documentary film of the event (starting from Inauguration to	Lump sum		1 package	

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
	closing ceremony) 10 minutes with voice over in 10 minutes documentary film for entire event.				
2	Three Video Camera (HDV) with online set up for live telecast of stage program in the Mela ground through LCD projector for the entire event period	Lump sum		1 package	
3	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap		200	
4	L.C.D Projector along with operator (For the entire event with four (4) LCD at four location)	Rate per LCD		4	
5	C.C. Camera / TV along with operator (For the entire event with twenty (20) CC camera)	Rate per Camera		20	
6	Plasma TV (50" size) (For the entire event with one (1) Plasma TV)	Rate per TV		1	
C	Security Services				
1	Guard with Lathi (Rate Per Shift -8 Hour) (12 guard per shift X 3 shift per day X 12 Days = 432 nos)	Rate per guard/ shift		432 nos	
2	Supervisor (Rate Per Shift- 8 Hour) (1 supervisor per shift X 3 shift per day X 12 Days = 36 nos)	Rate per supervisor /Shift		36 nos	
D	Cultural Programme (Rate per day/ Package)				
1	Odishi Dance by Artist of International Repute (on first day of the event)			1 package	
2	Musical Night by Singers/ Artists			1 package	

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
	having National Prominence (on second day of the event)				
3	Jodi Sankha, Dhola Mahuri, Ranapa			1 package	
4	Kuchipudi, Odishi, Sambalpur & Mahari			1 package	
5	Ghoda Nacha & Bhaga Nurtya				
6	Pala & Daskathia				
7	Comedy show (By Artist of national repute)			1 package	
8	Melody Evening- Hindi & Odia by Eminent Ollywood singers			1 package	
9	Gajal Night (by Eminent singers of national repute)			1 package	
10	Bhajan Night By Eminent Ollywood Artists			1 package	
11	Byanga Kabi Samilani			1 package	
12	Sambalpur Night			1 package	
13	Melody Evening- Hindi & Odia by Eminent Ollywood Singers			1 package	
14	Gotipua & Chau Dance			1 package	
E	<u>Local Transportation</u>				
1	Four-wheeler (SUV type): For 12-hour duty + 10 Km. Running per one Liter Diesel) for 15 days	Rateper day		15 days	
2	Four-wheeler (Sedan type): For 12-hour duty + 16 Km. Running Per One Liter Diesel) for 15 days	Rate per day		15 days	

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
3	40-seater bus (Mela Ground to Accommodation places Mission Shakti Bhawan, SIRD, IMAGE etc. within Bhubaneswar) (one trip in the morning from accommodation to Mela ground and one trip in the evening from Mela ground to accommodation)	Rate Per Trip		10 days	
F	Printing Works				
1	Identity Card with cover and neck cord	Rate per pcs		1000	
2	Invitation Card with Envelop	Rate per pcs		500	
3	Certificate	Rate per pcs		500	
G	<u>Pantry Services</u> Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin to the Guests delegates/ Officials at Coordination cell during the event as per the order of the Mela in-charge				
1	Mineral water (ISI Marked) - Rate per 500 ml bottle	Rate per bottle		1	
2	Mineral water (ISI Marked) - Rate per 1 liter. bottle	Rate per bottle		1	
3	Tea / Coffee- Rate per cup	Rate per plate		1	
4	Snacks (Category-I)- Dry fruits (for VIP & VVIP) - (Roasted & salted Cashew & Pista/Almond, Salted bakery biscuits, chips, Seo bhaji)	Rate per Plate		1	
5	Snacks (Category-II)- Tiffin (for Staff) (1 Bada, 1 Samosa, 1 Alu chap & 2 sweet)	Rate per plate		1	

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
	Rate per plate				
Total Including GST & Other Taxes					
G. Total [Mission Shakti Mela + SISIR SARAS] Including GST & Other Taxes					

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

I understand that you are not bound to accept any Bid 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:

SECTION-VI

MISCELLANEOUS

1. Letter of Intent and Bank Guarantee:

Letter of Intent shall be awarded to the selected agency after finalization of the tender. The agency has to acknowledge receipt of the same and convey his acceptance within 3 days

2. Submission of Performance Security:

The selected agency has to submit Performance Security along with acceptance of the Letter of Intent. The Performance Security shall be submitted in shape of Bank Guarantee executed in any nationalized bank, pledged in favour of Mission Shakti Department. The amount of the Performance Security shall be equal to 7% of the value of the tender. The bank guarantee shall be pledged for a period of one year with effect from date of completion of the project.

3. Award of work order:

3.1. Work order shall be issued in favour of the selected agency after receipt of its acceptance of the Lol, Performance Security in shape of the Bank Guarantee on the total tender value.

3.2. The quantity of the work mentioned in the tender are tentative. The Department reserves the right to enhance or reduce the elements of work mentioned by it earlier, depending upon the actual requirement of work. The Department also reserves the right to issue additional work order if necessary.

4. Terms of payment:

Payment to the selected agency shall be released in four instalments as mentioned below. The agency has to achieve the required milestones for each instalment and shall submit the documents mentioned therein, subject to satisfactory performance of the agency.

TERMS OF PAYMENT

Instalment No.	Time	Percentage of the value of the work	Milestone to be achieved
1 st	Issuance of work order	20%	1. Issue of work order 2. Submission of Performance Security in shape of Bank Guarantee 3. Submission of approved work plan and schedule of operation

Instalment No.	Time	Percentage of the value of the work	Milestone to be achieved
			4. Insurance coverage or other risk mitigation document
2 nd	3 days prior to commencement of the Mission Shakti Mela	30%	1. Progress based performance of the agency, at least 50% of the assigned work to be completed 2. Joint verification of the work by the competent team of Mission Shakti Department and the authorized representative of the agency 3. Submission of the copies of the invoices of the completed works/ materials in bound volume as proof of the progress by the agency 4. Handing over of the project to Mission Shakti Department
3 rd	3 days after commencement of the Mela	20%	1. Submission updated progress reports 2. The competent team of the Mission Shakti Department to conduct work quality checks 3. Compliance of all instructions issued to the agency and clearance of any pending issues
4 th	After completion of the Mission Shakti Mela	30%	1. Completion of the project as per the work order 2. Submission of final report and compliances of all legal and regulatory obligations

Instalment No.	Time	Percentage of the value of the work	Milestone to be achieved
			3. Clearances of all dues payable to public authorities, if any 4. Ground vacation and clearance report

- 5. Format for submission of periodic progress report:** The 2nd and 3rd instalment shall be released after submission of progress report. The Progress Report shall be submitted in the following format. The periodic reports shall be verified physically and the quantitative and qualitative assessment shall be made by a competent committee of the Mission Shakti Department in presence of the representative of the agency.

Instalment No. _____				
Sl. No.	Element	Quantity as in work order	Quantity, as executed	Details of the documentary proof

Date:

Place

Seal

Signature

- 6. Format for submission handing over report:** The agency shall handover the work in required quantities and confirming to the specified qualities to the Department of Mission Shakti. The report shall be submitted in the following format.

HANDING OVER REPORT					
Sl. No.	Element	Work order no. and date	Quantity as in work order	Quantity, as executed	Details of the documentary proof

Date:

Place

Seal

Signature

- 7. Intellectual property rights:** All intellectual property rights related to any knowledge, ideas, materials, or information shared during the course of this engagement shall be retained by the respective disclosing party. It is mandatory for

the proposal to explicitly acknowledge and agree that the intellectual property of all knowledge shared during the engagement will remain the sole property of the originating party, and no unauthorized use, reproduction, or dissemination will be permitted without prior written consent. The agency shall handover all the materials which involve intellectual property and all the matters which need knowledge transfer to the Department. The Completion report shall detail the works assigned as per the work order, work actually executed submit the completion report

- 8. Declaration regarding clearance of all pending dues to public authorities:** The agency shall submit a declaration that all liabilities to any public authority has been duly paid and nothing is outstanding. In case any such liability is notices the agency shall make necessary compliance, including any penalty or otherwise. Under no circumstance, Government shall be liable for the same.

SECTION-VII

ANNEXURES

Annexure-A

(Letter head of the Bidder's organization)

No. _____

Date: _____

To: State Mission Director, Mission Shakti

Subject: Submission of proposal for participation in the tender for selection of Event Management Agency for Mission Shakti Mela, 2025

Reference: Mission Shakti Department Tender No. _____ dated _____.

Madam,

PART-I: Willingness to participate in the Tender

In reference to the above, I/ we, express my/ our willingness to participate in the Tender mentioned under reference. I/ we will abide by all the terms and conditions and hereby submit the tender Paper in the manner prescribed.

PART-II: Declaration

I/ we further declare that I/ we have not been blacklisted by any Central/ State Government for organizing any work of Event Management or otherwise.

Regards.

Signature

Name:

Designation:

Seal of the organization

Annexure-B

FORMAT FOR SUBMISSION OF PRE-BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

Bidder has to furnish information with supporting documents in the following format for pre-bid qualification in Envelope-1.

Sl. No.	Description	Full Details
1.1.	Name of the Bidder	
1.2.	Address for communication: Tel: Fax: Email id:	
1.3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. Email id:	
1.4.	Registration/ Incorporation Details Registration No: Date & Year.:	
1.5.	Contact details of the local office in Odisha (Address, Mail Id & Telephone Number)	
1.6.	Bid Processing Fee Details Amount: DD No: Date: Name of the Bank:	
1.7.	EMD Details Amount: DD No.: Date: Name of the Bank:	
1.8.	PAN Number	
1.9.	Goods and Services Tax Identification Number (GSTIN)	
1.10.	Willing to carry out assignments as per the scope of work of the TENDER	YES
1.11.	Willing to accept all the terms and conditions as specified in the TENDER	YES

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

Name and Designation with Date and Seal: _____

Annexure-C

The bidder has to submit information along with documents in the following format for evaluation of Technical Bid after qualifying in the Pre-Bid. Technical Bid:

FORMAT FOR SUBMISSION OF TECHNICAL-BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

Part-I: Turn-over of the bidder in the previous financial years								
Details	FINANCIAL YEAR						Average turn-over	
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24		
Turnover from event management services								
Supporting Documents: 1. Audited and certified financial statements under the signature of a CA, for the above-mentioned period for each financial year to be submitted 2. The statement should be signed by the bidder on each page.								
Signature and Seal of the Chartered Accountant with Date in original: Signature of the Authorized Signatory of the bidder [With Date and Seal]: _____								
[NB: No Scanned Signature will be entertained]								
Part-II: Information on past experience of the Bidder in Event Management works								
Sl. No.	Year	Name of the assignment	Name of the Dept/ Govt organization	Contract value	Period (mention dated) and duration (mention no. of days)	Date of award of work	Date of completion of the work	Remark (if any)
(More rows may be added if required)								
Signature of the Authorized Signatory [With Date and Seal]: _____								
Part-III: Information regarding any conflicting activities and declaration thereof								
DECLARATION								
1. I, hereby declare that our agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in the tender document. 2. I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected/ terminated by the Dept. which shall be binding and abided fully.								
Signature of the Authorized Signatory [With Date and Seal]: _____								