



## ବିଜ୍ଞପ୍ତି

(ମତ୍ସ୍ୟ ଓ ପ୍ରାଣୀ ସମ୍ପଦ ମେଳା-୨୦୨୫ ପାଇଁ ଟେଣ୍ଡର ସଂସ୍ଥାପନ,  
ଖାଦ୍ୟ ଯୋଗାଣ ସେବା ଏବଂ କିଛି ବ୍ୟାଗ ଯୋଗାଣରେ ଅଂଶଗ୍ରହଣ  
କରିବା ପାଇଁ ଇଭେଣ୍ଟ ପରିଚାଳକଙ୍କଠାରୁ ପ୍ରସ୍ତାବ ପାଇଁ ଅନୁରୋଧ ।).

“ମତ୍ସ୍ୟ ଓ ପ୍ରାଣୀସମ୍ପଦ ମେଳା-୨୦୨୫”

“MATSYA O PRANEE SAMPADA MELA-2025”

ପା. ଚନ୍ଦ୍ର କୋଣାର୍କ ରଥ

ଜିଲ୍ଲା ମୁଖ୍ୟ ପ୍ରାଣୀ ଚିକିତ୍ସା ଅଧିକାରୀ,

କେନ୍ଦୁଝର



**CHIEF DISTRICT VETERINARY OFFICER: KEONJHAR**

**FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF ODISHA**

**Request for Proposal**

**“Invites Request for Proposal for Selection of Event Management  
Agency for execution of various deliverables In District Level  
Matsya O Pranee Sampad Mela-2025, Keonjhar”**

**Name of the Institution: Chief District Veterinary Officer, Keonjhar,**

**Maximum Tender Value 20.18 Lakh**

**E-mail-cdvokjr@gamil.com**

**Contact person for any queries:**

**Chief District Veterinary Officer, Keonjhar**

**Tel- 9437336131**

**District Fishery Officer, Keonjhar**

**Tel- 9556484599**

  
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### IMPORTANT DATES & TIME

DATE OF COMMENCEMENT OF THE BID	29/12/2025
PRE-BID MEETING	30/12/2025 03.30 PM
LAST DATE/TIME FOR SUBMISSION OF BID	01-01-2026, 1.00 PM
DATE OF OPENING OF TECHNICAL BID DOCUMENT OF RFP	01-01-2026, 03.00 PM
DATE AND TIME FOR PRESENTATION	01-01-2026, 04.00 PM
DATE & TIME OF OPENING OF THE FINANCIAL BID OF RFP	01.01.2026, 5.00PM
ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS	O/o-Chief District Veterinary Officer, At/-Brahmanigaon-DD College/ Dist-Keonjhar Pin- 758001
PLACE FOR PRE-BID MEETING, OPENING OF TECHNICAL BID, PRESENTATION AND OPENING OF FINANCIAL BID OF RFP	Meeting Hall O/o-Chief District Veterinary Officer, At/-Brahmanigaon-DD College/ Dist-Keonjhar Pin- 758001

The RFP document containing **details of scope of work, deliverables, time frame, eligibility criteria, selection criteria and other bidding parameters** can be accessed and downloaded from the website <https://kendujhar.odisha.gov.in>

  
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**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, KEONJHAR**

**FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT,  
GOVERNMENT OF ODISHA**

Ref. No.: 8409

Date: 29/12/25

**REQUEST FOR PROPOSAL**

Chief District Veterinary Officer, Keonjhar invites Request for Proposal (RFP)/Limited Tender Enquiry towards **Selection of Event Management agency** for "Executing various activities in District level Matsya O Prance Sampad Mela-2025, Keonjhar to be organised on dt-06/01/2026 and dt-07/01/2026. The list of the items along with terms and conditions of Supply is available in the website of District <https://kendujhar.odisha.gov.in>. Any corrigendum/ addendum/ modifications will appear in district website only and the responsibility lies with the bidders to download the same before last date of submission of bids. Authority reserves the right to accept or reject any or all tenders without assigning any reasons thereof. The bidders who have participated in tender process earlier can adjust their Bid Security Fees deposited at O/o- CDVO, Keonjhar.

*29/12/25*  
CDVO, Keonjhar

Memo No. 8410

DATE: 29/12/25

Copy to the DeGM, Keonjhar for information with a request to upload the RFP along with the tender document in district website immediately.

Copy to office Notice Board for Publication.

*29/12/25*  
CDVO, Keonjhar

Memo No. 8411

Date: 29/12/25

Copy submitted to the CDO-cum-EO, ZP, Keonjhar for kind information and necessary action.

*29/12/25*  
CDVO, Keonjhar

Memo No. 8412

Date: 29/12/25

Copy submitted to the Collector and District Magistrate, Keonjhar for kind information and necessary action.

*29/12/25*  
CDVO, Keonjhar

Memo No. 8413

Date: 29/12/25

Copy submitted to the Director of Animal Husbandry and Veterinary Services, Odisha, Cuttack for favour of kind information.

*29/12/25*  
CDVO, Keonjhar

*29.12.2025*

## DISCLAIMER

This **RFP notice** is issued by the CDVO, Keonjhar under the Department of Fisheries & Animal Resources Development, Department, Odisha.

The information contained in this **RFP document** or subsequently provided to bidders, whether verbally or in documentary or any other form by or 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 notice and such other terms and conditions subject to which such information provided. This RFP notice is not an agreement and is not an offer/ invitation by the Authority to the prospective Applicants or any other person.

The purpose of this RFP notice is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this. This notice 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 notice 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 notice. The assumptions, assessments, statements and information contained in this notice, 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 notice and obtain independent advice from appropriate sources.

Information provided in this notice 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 or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this notice or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the notice and any assumptions, assessments, statements or information contained therein or deemed to form part of this notice 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 notice.

The issue of this notice 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.** CDVO, Keonjhar under the Department of Fisheries & Animal Resources Development, Odisha shall be the sole and final authority with respect to selection of a firm through this RFP notice.

  
29.12.2025

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CDVO, Keonjhar

## BIDDER DATA SHEET

Sl. No.	Particular	Details
1	Name of the Client	Chief District Veterinary Officer, Keonjhar under Department of Fisheries & Animal Resources Development, Odisha
2	Method of Selection	Combined Quality and Cost Based Selection (CQCBS) Method
3	Availability of RFP Document	<a href="https://kendujhar.odisha.gov.in">https://kendujhar.odisha.gov.in</a> .
4	Date of Issue of RFP	29-12-2025
5	Deadline for Submission of Pre Bid Query (Online)	29-12-2025, 05.00 PM
6	Pre-Bid Meeting	30-12-2025, 3.30 PM
7	Last Date and Time for submission of Bid	01.01.2026, 1.00 PM
8	Date of opening of Technical Proposal/Bid	01.01.2026, 03.00 PM
9	Date of Technical Presentation	01.01.2026 04.00 PM
10	Date of opening of Financial Proposal/Bid	01.01.2026, 5.00 PM
11	Date of Assignment	02-01-2026
12	Pre-Bid Meeting	A pre-bid meeting will be held on 30-12-2025, 3.30 PM in the meeting hall O/o-CDVO, Keonjhar . All queries should be received on or before dt. 29-12-2025 upto 05.00 PM on Email: <a href="mailto:cdvokjr@gmail.com">cdvokjr@gmail.com</a> in MS Word format addressed to: <b>CDVO, Keonjhar</b>
13	Bid Processing Fee (Non-Refundable)	<b>1000/- INR</b> (non-refundable) towards BID processing fees in shape Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank/online transfer (Proof to be attached).
14	Earnest Money Deposit (EMD) (Refundable)	An amount of <b>Rs.50,000/-</b> towards BID security through Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank/ Online transfer (Proof to be attached).
15	Address for Submission of Proposal	Chief District Veterinary Officer, At-Brahmanigaon, PO--DD College Dist-Keonjhar Pin- 758001
16	Mode of Submission of Proposal	Mode of Submission: <b>Speed Post / Registered Post / Courier / in person</b> to the address as specified above during office hour only. Submission of bid through other mode and late bid shall be rejected.
17	Place of Opening of Technical Proposal	Meeting Hall O/o-Chief District Veterinary Officer, At-Brahmanigaon, PO--DD College Dist-Keonjhar Pin- 758001

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**SECTION-1**  
**LETTER OF INVITATION**

**Name of the Assignment:** - Selection of Event Management agency for "Executing various activities in District Level Matsya O Pranee Sampad Mela-2025, Keonjhar" under Chief District Veterinary Officer, Keonjhar of Fisheries & Animal Resources Development Department, Odisha. More details on the proposed assignment are provided at Section-3: Terms of Reference of this Document.

1. An organization will be selected through **Combined Quality and Cost Based Selection (CQCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guidelines of Finance Department, Government of Odisha for "**Engagement of Agency**" circulated vide *Office Memorandum No. 42280/F, Dated: 26.09.2011.*
2. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **non-refundable** amount of **Rs. 1000/- (Rupees One thousand only)** towards **Bid Processing Fee** and a **Refundable** amount of **Rs. 50,000/- (Rupees Fifty Thousand only)** towards **EMD/ BID Security** in the form of Account payee demand draft / fixed deposit receipt/ banker's cheque/ bank guarantee form from any commercial bank/ Online transfer in favour of "**Chief District Veterinary Officer, Keonjhar**" (**Banking name of "CDVO Odisha failing which the bid shall be rejected.**
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post/ Courier/ in person.** The Client shall **not be responsible for postal delay or delay due to any other circumstances.** Submission of proposal through any other mode shall be rejected. The last date and time for submission of proposal complete in all respects is **dt.01.01.2026 up to 1:00 PM** and the date of opening of technical bid is **dt. 01-01-2026 at 3:00PM** in presence of the bidders/bidders' representatives at the specified address as mentioned in the Bidder Data Sheet. The representative of a bidder may attend the meeting with due authorization by the bidder in form of a letter. **However, the absence of any bidder or their representative is not a bar to open the technical bid.**
4. This RFP document includes following sections:
  - a. Letter of Invitation [**Section -1**]
  - b. Information to the Bidder [**Section -2**]
  - c. Schedule of Requirement [**Section -3**]
  - d. Technical Proposal Submission Forms [**Section - 4**]
  - e. Financial Proposal Submission Forms (**Section-5**)
5. While all information/data given in the RFP document 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. The client reserves the right to accept/reject any/all proposals/terminate the entire selection process at any stage without assigning any reason thereof.

  
**CDVO, Keonjhar.**

**Section -2**  
**Information To Bidders**

**Submission of RFP paper**

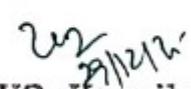
1. The interested bidder can download the entire RFP Document from the website <https://kendujhar.odisha.gov.in>
2. The bidder(s) shall have to submit their RFP in separate sealed envelopes, i.e. one for technical bid by super-scribed **Cover "A" (Technical Bid) & Cover "B" (Price Bids)**. The Technical Bid and Price Bids should be put into a third Cover, which should be super-scribed as **RFP for Selection of Event Management Agency for execution of various deliverables in District Level Matsya O Pranee Sampad Mela-2025, Keonjhar.**
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post/ Courier/ in person to the office of Chief District Veterinary Officer, At/-Brahmanigaon, PO--DD College Dist-Keonjhar Pin- 758001**

**Pre-Qualification / Eligibility Criteria:**

Bidders must conform 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:

- (i) Firms intending to participate in the bidding process must be registered under OGST Act.
- (ii) Firms must have valid PAN/ TAN registration.
- (iii) The bidder must have experience of at least 2 "**similar projects**" with contract value of the project being not less than **Rs.10 lakhs in each case** during the last four years (**2021-22, 2022-23, 2023-24 and 2024-25**) under Central/State Govt./PSUs/Autonomous bodies/ any other private enterprise. (LoA and Invoice/ Bill). Bidders with electrical license may be given preference.
- (iv) Bidders **who have been blacklisted** either by the RFP inviting authority or by any State Govt. or Central Govt. organization is not eligible to participate in the RFP during the period of blacklisting.
- (v) Bidder's firm must have an annual average turnover of **Rs. 70 Lakh** (Rupees Seventy Lakh) in any three of the last four years (**2021-22, 2022-23, 2023-24 and 2024-25**). (**Document signed by a Chartered Accountant with UDIN to be produced**)
- (vi) Bidders who have not supplied to the RFP inviting authority any order after publication of rate contract(s) in previous RFPs/ Tenders shall not be considered for price comparison.
- (vii) Bidder **must have submitted income tax return** for at least three years out of last four years (**2021-22, 2022-23, 2023-24 & 2024-25**) **including the last financial year.**
- (viii) Bidder must have filed **latest GST return certificate.**
- (ix) Monthly return- Nov-2025 and Quarterly return -Sept-2025.

  
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CDVO, Keonjhar

### **BID Processing Fee and EMD:**

1. The bidder shall deposit an amount of **Rs.1000/-** towards cost of **RFP paper and BID processing fee (non-refundable)** in shape of Account payee demand draft / fixed deposit receipt/ banker's cheque from any commercial bank/online transfer. The demand draft / banker's cheque / transaction slip of online transfer of Rs 1000/- is to be attached with the technical bid documents.
2. An amount of **Rs. 50,000/-** towards **BID Security** through Account payee demand draft / fixed deposit receipt/ banker's cheque/ online transfer /bank guarantee from any commercial bank should be submitted along with bid documents.
3. The bid security will be returned to unsuccessful bidders. The BID security of successful bidders will be adjusted during the collection of Performance security or submission of BG on performance security.
4. The **firms registered under MSME/ startups need not submit BID security**. But they are required to produce relevant documents to claim the exemption.

### **The EMD will be forfeited on account of the following reasons:**

- Bidder withdraws its proposal during the bid validity period as specified in the BID document.
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- **If the bidder fails to**
  - Provide clarifications.
  - Agree to decisions of the contract negotiation meeting.
  - Sign the contract in time.
  - Furnish required performance bank guarantee.
  - Any other circumstance which holds the interest of the client during the overall selection process.

### **Bank Details of CDVO, Keonjhar.**

Chief District Veterinary Officer, Keonjhar

Account No: 11382656613

IFSC: SBIN0000113

SBI Main Branch Keonjhar.

  
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## Documents to be submitted

### 1. Technical Bid (COVER-A):-

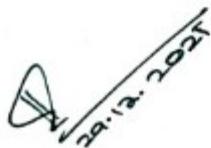
1. Forwarding letter.
2. Index of Documents submitted.
3. BID processing fee as mentioned above.
4. Proof of Earnest Money Deposit (EMD or BID security fee) as mentioned above.
5. Details of name, address, telephone no., Fax, e-mail of the firm in the format **Annexure-I**
6. Past experience details in the format Annexure-II.
7. **Copy of I.T Return of at least three years in last four assessment years (2021-22, 2022-23, 2023-24 & 2024-25) including the last financial year.**
8. **Copy of Up-to-date GST return Certificate.**
9. **Copy of PAN CARD & GST registration Certificate.**
10. **Declaration of not been blacklisted** by any Govt. institution in Annexure-III.
11. Copy of 1<sup>st</sup> page of bank pass book or a cancelled cheque as proof of Bank Account details.
12. All the sheets of technical Bid along with bid documents shall be numbered (chronologically) and duly attested by the bidder along with office seal.

### 2. PRICE BID (COVER-B)

- a. The RFP format stating the quoted rates for the items required should be sent in a separate sealed cover **here after called Cover "B" (Price Bid)** format at **Annexure-IV** with a forwarding letter.
- b. Cover-B (Price Bid) **will be opened only of the bidders** who qualify in evaluation of **Technical Bid (Cover-A)**.
- c. The Price Schedule(s) should be quoted inclusive of insurance, packing, forwarding, freight (door delivery) and inclusive of GST (mentioned separately) if any. The rate should be quoted both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.
- d. **The bid shall be valid for a period of 90 days from the date of opening of the bid.**
- e. The quoted rates should be final and shall not be subject to any escalation during the bid validity period.

#### **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 respects, numbered and indexed. Each page should be numbered, certified and duly sealed by the bidder/ authorized representative. Failure to comply with the BID requirements will result in outright rejection of the proposal.





## Pre-Bid Meeting:

A pre-bid meeting will be organized by the client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, to **Chief District Veterinary Officer, Keonjhar** through e-mail at [cdvokjr@gmail.com](mailto:cdvokjr@gmail.com) by dt. 29-12-2025, 5.00PM from the level of the bidder/authorized representative of the bidder. **Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting.** The pre-bid meeting will be held on dt. 30-12-2025, 3.30 PM in the **O/o- CDVO, Keonjhar**. Representatives **(maximum up to 2 members from each bidder)** with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the website <https://kendujhar.odisha.gov.in>. for information of the bidders. Any such clarification/ corrigendum shall be deemed to be part of this RFP document. Request for alternation/change in existing terms and conditions of the RFP document shall not be considered/entertained.

### FORMAT FOR SUBMISSION OF PRE-BID QUERY

The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to CDVO, Keonjhar through email at [cdvokjr@gmail.com](mailto:cdvokjr@gmail.com) latest by dated 30-12-2025, 03.30 PM as per the prescribed format only as mentioned below.

Sl.No.	RFP Document [Section & Page Number]	Content of RFP requiring Clarification(s)	Clarification Requested
1.			
2.			
3.			
4.			
5.			
6.			

- Any other form of submission will not be entertained.
- The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any request for clarifications post the indicated date and time as per the Instruction sheet of the RFPI shall not be entertained by the Client.
- The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- The Client will endeavor to provide timely response to the queries by uploading in website. No individual response to be given. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been proposed by the bidders.

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

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

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## General Terms and Conditions

1. Rate should be quoted in Indian Currency (with paisa in two decimals only), both in words and figures against each item as the payments will be made in Indian currencies only.
2. The bidder shall not quote the rate for any item other than the item specified in the list.
3. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha/India from time to time.
4. The bidders can't withdraw their bid after opening of technical bid, within the **minimum bid validity period of 90 days & also after accepting the Letter of Intent.**
5. Bidders who have earlier record of Nil-supply of ordered items /consumables after being declared H-1/ L<sub>1</sub> (in previous bid processes) are not allowed to participate for those items in this RFP (i.e. their offer for non-supplied items shall not be considered for evaluation and shall be rejected).
6. The RFP documents should be clearly written /typed without any correction, interpolations and overwriting. Each page of the RFP should be numbered and authenticated with the dated signature with official seal of the bidder.
7. If any information or documents furnished by the bidder found to be misleading/incorrect at any stage, their RFP will be rejected.
8. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the due date submission of bids and opening of bids will be the next following working date & at the same time.

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

At any time before submission of proposals, the client may amend the RFP by issuing an addendum/corrigendum by the CDVO, Keonjhar through DeGM, Keonjhar website & Notice Board O/o-CDVO, Keonjhar. 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.

### **10. Client's right to accept any proposal and to reject any or all proposals**

The client reserves the right to accept or reject any proposal, and to **annul or amend** the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract, without assigning any reason thereof and thereby not incurring any liability to the bidders. Misrepresentation/improper response by the bidder may lead to 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.

 29.12.2023

  
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## 11. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the client in writing, the agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise client in writing, the beginning and the end of the above causes of delay, **within two days of the occurrence and cessation of the Force Majeure condition**. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

## 13. 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.

13. The items of work may increase /decrease during execution of assignment and payment will be made proportionately based on the work executed.

14. The district administration has the discretionary power to engage the successful bidder in the district to assign the similar type assignment within one year at the quoted price.

15. Authority Reserves the rights to evaluate and finalize the tender based on the credentials of the Bidder.

16. **The maximum value of the Tender / RFP proposal should not exceed Rs.20.18 Lakh including GST and all other taxes. Application of bidders quoting beyond Rs.20.18 Lakh will be summarily rejected.**

17. **The authority reserves the right to accept /reject all the bids or any part without assigning any reason thereof.**

18. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at District Court, Keonjhar or High Court of Orissa.

**NB. Notwithstanding anything written anywhere in the RFP, it is the responsibility of the bidder to read all information provided in the RFP & satisfy all the requirements mentioned anywhere in the RFP before submitting the BIDS.**

### **Evaluation of Proposal:**

A three-stage process will be adopted as explained below for evaluation of the proposals.

#### **Preliminary Evaluation (1<sup>st</sup> 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 (including but not limited to) will be verified:
  - Forwarding letter on bidder's letterhead requesting to participate in the selection process.
  - Index of documents.
  - Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
  - Copy of PAN.
  - Copy of Goods and Services Tax Identification Number (GSTIN)
  - **Copy of I.T Return of at least three years in last four assessment years (2021-22, 2022-23, 2023-24 & 2024-25) including the last financial year.**
  - Copy of latest GST return Certificate.
  - General Details of the Bidder **Annexure-I** with all related documents.
  - List of completed assignments of similar nature (Past Experience Details in **Annexure-II.**) along with copies of work orders and contracts or any related documents.
  - Undertaking for not having been black-listed by any central/State Government/PSU/Autonomous bodies/International & National Organization.
  - All the pages of the proposal and enclosures are numbered, signed or not by the bidder/authorized representative along with the official seal.

**Any deviation from the prescribed Procedures/formats/conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be out rightly rejected. All the pages of the proposal must have to be numbered & signed with seal by the bidder/authorized representative of the bidder.**

  
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### Technical Evaluation (2<sup>nd</sup> Stage):

- Technical proposal evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters:

Bid Evaluation Parameters	Max. Marks	Description
Past Experience of the Bidder	30	<ul style="list-style-type: none"><li>➤ 20 marks for 1<sup>st</sup> two projects (similar projects)</li><li>➤ 5 marks for each similar project above 2 projects</li><li>➤ Maximum 30 marks</li></ul>
Firms with MSME registration having Udyam Registration Certificate with Udyog Aadhaar on similar works.	25	
Documents numbered & signed with official seal	10	
Technical Presentation (Restricted to 10 minutes for each bidder)	35	<ul style="list-style-type: none"><li>➤ Understanding client's needs and scope of work and understanding of approach and methodology to accomplish the task- 20</li><li>➤ Infrastructure available, manpower status, qualification of manpower, special license from any organization (ex-electrical license)-10</li><li>➤ Excerpts from past projects- 5</li></ul>
<b>Grand Total</b>	<b>100</b>	

  
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### **FINANCIAL EVALUATION (3<sup>rd</sup> Stage):**

The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder/bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting. **However, the absence of any bidder or their representative is not a bar to open the financial bid.**

#### **Evaluation Process:**

**Combined Quality and Cost Based Selection (CQCBS)** method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score ( $S_T$ ) in accordance to the marks obtained during the technical evaluation stage. There shall be **70 %** weightage to technical score and **30 %** weightage to financial score.

#### **FINAL EVALUATION-**

The individual bidder's financial score ( $S_F$ ) will be evaluated as per the formula given below:

$S_F = [F\text{-min} / F\text{-bid}] \times 100$  (rounded off to two decimal places) where,

$S_F$  = Normalized financial score of the bidder under consideration

F-min = Minimum financial quote among the technically qualified bidders

F-bid = Financial quote of the bidder under consideration

**Combined Score (S) =  $S_T \times 0.7 + S_F \times 0.3$**

Where  $S_T$  = Technical score secured by the bidder.

**The bidder securing the highest evaluated Combined Score (S) will be awarded the Contract observing due procedure.** For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the bidder as per bidding parameters and schedule of requirement.

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### Section-3

#### SCHEDULE OF REQUIREMENT (Terms of Reference)

##### **1. Project Scope:**

- I. Prepare the layout of the EVENT (Mela) in consultation with CDVO, Keonjhar and District Fisheries Officer, Keonjhar which shall have provisions and arrangements to accommodate around 25 stalls excluding Dining Halls, VIP Lounge & Green Room depending on the requirement of government and commercial stalls, the stage and seating space for general meetings, flower arrangement & bouquet arrangement, food stalls, one VIP Lounge, green room, two dining halls, space arrangement with accessories for live animal and fish demonstration, registration desks, first aid, fire, electrification, security, sanitation, toilets and other activities, mutually agreed by both the parties.
- II. Fixing of one backdrop LED panel of 12' x 8' and two LED panel of 5' x 3' in front of the dais at convenient place to the guests on dais.
- III. Make arrangements for putting up Transformers/ Gen-sets for uninterrupted power supply during the Mela of two days.
- IV. Make arrangements of water required for drinking purposes for participants, visitors & in all stalls, watering of the ground, conservancy (removal of garbage, cleaning of roads).
- V. Make Private Security arrangements for the EVENT including night security and security inside exhibition area of the venue.
- VI. Make arrangements for adequate fire protection measures which are of paramount importance for adequate care of all necessary arrangements to ensure public safety with requisite certificate from Fire Department.
- VII. Responsible to make arrangements towards entire EVENT area including but not limited to arrangements in the Main Stage (Bouquets, folders, Uttarias etc for dignitaries & media personnel), materials, sound system, internal security agency, fire extinguishers and spraying of fire-retardant solution and other ancillary arrangements related to the EVENT.
- VIII. Responsible towards designing and installation of the main gate of the EVENT with the approval of CDVO, Keonjhar and DFO, Keonjhar.
- IX. Responsible for branding of the event with banners, hoardings, standees, Mascot (Static & Mascot Man), Sky Advertising Balloon, walls etc. involving video documentation, proper photographs & text, with approved designs of Fisheries & ARD Department
- X. Install dining halls for participants at the venue, arrange food for the participants.
- XI. Arrange for design and decoration of the open space with flex banners for live animal and fish demonstration
- XII. Arrangement of invitation cards including I-cards for participant farmers, guests & dignitaries.
- XIII. Arrangement of Kit bags printed with logo & mascot of MOPSM 2025 for participants containing pen, pad & I-Card and 3-fold brochures of F & ARD, Department. The Event Manager will assist the organizer in arranging the contents of the Kit Bag.
- XIV. Arrangement of power supply to the Mela ground by liaising with TPNODL & CDVO, Keonjhar & obtaining necessary electrical clearance to that effect.

- XV. Arrangement of necessary Fire Safety Certificate for the Mela by liaising with the Fire Dept., Keonjhar.
- XVI. Installation of a Selfie Point with Mascot and theme covering Fisheries and Animal Resources Development Dept.
- XVII. Moving of Mascot Replica inside the Mela venue.

## 2. Deliverables:

### 1. CONSTRUCTION OF STALLS AND OTHER CONSTRUCTION WORK

The successful bidder has to erect the following structures and provide other ancillary services in the ground as briefly described below and specified in the detailed specifications, which may be altered/ substituted according to requirement and feasibility.

#### (i) Exhibition Stalls

Around 25 stalls of 12' x 10' x 10'. (L:B:H) (standard size & three sides enclosed with clean & new cloth) under tarpaulin roofing and cloth ceiling (clean & new), carpeting including flower decoration for displaying the Exhibits/showcasing the activities of Fisheries & ARD Department, other government departments and agencies, private agencies, companies. The number of stalls may be increased or decreased as per requirement and notified to the successful bidder before commencement of the work or during the execution. All structures of stalls should be wrapped in cloth of designated colour. The colour theme of the Mela including the clothes to be used in the Mela to be decided as per the specification of the organizing agency.

#### (ii) Stalls for Live Animals & Fish Demonstration

- (1) An open space of **Approx. 1200 sq. ft.** for demonstration of live animals & fish with tarpaulin roof and sides open on one side and covered on three sides.
- (2) Designing to accommodate around 8 cows, 2 buffaloes, 2 goats, 2 sheep, 2 calves and 2 goat kids and 30 poultry birds including a duck wallowing pond with ducks & an Azolla pit. The partitioning structures to be constructed in the live animal demonstration area keeping in view the animals to be displayed.
- (3) Designing/construction for duck pond, Fish ponds, Bio-floc Unit, Hatchery Unit/Cage Culture & Integrated Farming System in fish demonstration area.
- (4) Designing and preparation of plots for seasonal/perennial fodder & Azolla Pond.

All stalls as mentioned above should have adequate nos. of chairs, tables, ceiling fans. The live animal space should be supplied with Air coolers/ Industrial grade fan/ ceiling fans.

#### (iii) Stage

A stage of size 40' x 26X4' with tarpaulin roofing, cloth ceiling, approved backdrop, walled off three sides, good quality carpeting, front decoration, seating arrangement for at least 20 persons with good quality executive Chairs, Centre Tables (Covered & decorated), ceiling fans/ pedestal fans/Dessert Coolers, Podium, memento, folder, Uttaria, good quality seat & hand towels, name plates,

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bouquet ,inaugural lamp & ancillary items, parking dais, Audio-Visual aids etc. Fixing of one backdrop LED panel of 12' x 8' and two LED panel of 5' x 3' in front of the dais at convenient place to the guests on dais.

(iv) Gate

Two box gates with flower decoration, top face written with "District Matsya O Prance Sampad Mela-2025, Keonjhar" in Odia and English with suitable flex posters depicting activities of fisheries & ARD sector. **The branding of gates may change as per instruction of CDVO and DFO, Keonjhar.** The height of the gate should be at least 15ft from the ground with a width of 1ft between two side frames so as to enable passage of heavy vehicles into the venue. The gate along with side frames should be illuminated and be decorated with flower. Good quality carpeting to be done from gates to stage. Preferably, the whole mela area should be covered under mat of suitable colour.

(v) Audience space/ Meeting venue

One Meeting venue of tarpaulin roofing and cloth ceiling with all side open of Approx.7000 sqft. size in front of the Stage at a distance of 15' from the stage with a barricade in between. Should have 800 nos. of plastic chairs placed for people. Carpeting to be done.

(vi) Green Room (AC)

Green Room 10'x 10' with Tables, Chairs, carpeting and other amenities should be erected close to the Stage.

(vii) Reception-cum-Office room with registration counter

One Reception cum Office Room of size 200sqft., partitioned into two segments each of 200 sqft to be erected. Agency is required to setup furniture and equipment like Chairs, Tables, computer, Scanner-cum-Printer and other amenities. Full carpeting of the room is required to be done.

(viii) VIP Lounge cum VIP dining Enclosure

One AC/Dessert cooler equipped VIP Enclosure adjacent to the Stage fully equipped with furniture like Sofa, Chairs, Centre Tables, carpeting etc. **with an attached temporary Toilet facility required to be setup (WATCO,Keonjhar).** Approximate size of the VIP enclosure is approximately 400sqft. VIP lounge to be equipped with adequate number of hostesses for serving of refreshments to the VIPs, to be made by the Event Manager. The VIP lounge also needs to have tarpaulin roofing and cloth ceiling.

(ix) Food Court

In addition to the Stalls, there should be at least 3 Stalls for food vendors/ Coffee Shops each of size 10'x10'x10', clustered in one particular spot inside the ground in suitable location as may be specified. Plastic moulded dining tables and chairs to be provided in front of the Food Stalls/inside the stalls for the convenience of visiting public. These Food Stalls though detached from the main exhibition area should be within the barricaded area with ply or tin sheets including cloth ceiling to restrict entry of unauthorized persons

  
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particularly in night. Provision of temporary basin may be made with water facility inside the food court.

(x) **Barricades**- As per requirement to separate different units of exhibition.

(xi) **Parking Place**

- (1) Parking place for ambulance and Fire Extinguisher Vehicle adjacent to Stage with sufficient space in front side for easy movement need to be set up.
- (2) Separate Parking place for vehicles of VIPs and public need to be constructed/earmarked.

(xii) **Dining Halls**

- (1) Two Dining Halls of Approx. 2000 sqft. each with tarpaulin roofing and cloth ceiling with three sides closed and ceiling fan/pedestal fans/Dessert coolers for dining of 800 participants.
- (2) The dining Halls shall be carpeted; there shall be provision of chairs and dining tables with serving tables.
- (3) Cleanliness and sanitation - sufficient garbage bins to be kept. The agency should provide sufficient manpower to clean the exhibition premises continuously.
- (4) Temporary hand wash basins with sufficient water supply should be provisioned near to the dining halls.

(xiii) **Temporary Toilets (By WATCO,Keonjhar).**

- (1) One Temporary Toilet attached to VIP Enclosure
- (2) One Temporary Toilet attached to the Reception cum Office Room.
- (3) Three batches of 6 temporary toilets (Gents -3, Ladies -3) for general with wash basin, facility of liquid soaps, adequate water supply and phenyl.
- (4) Regular up keeping of the toilets is the responsibility of the agency. It shall be functional before 1 day of the event.

**2. GENERAL REQUIREMENT OF STALLS**

(i) The successful bidder has to provide Electrical connection and Chairs to each stall with **plug points-2, lighting systems-4 LED lights, Long Table with Cloth-1, Chairs-4.**

(ii) The final sketch for layout of the stalls will be made available to the successful bidder and the stalls should be made in such a manner keeping in view the exhibits in fisheries, ARD sectors and other stakeholders, that may include provision of shelves/racks including floor mat. The successful bidders have to consult CDVO, Keonjhar and DFO, Keonjhar before starting the work so that suitable areas will be demarcated for stalls and live animals/ birds/ fish at appropriate places.

(iii) Some of the exhibitors will need more space for stalls and also open space for displaying their exhibits in open space. The stall lay out have to be done

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keeping such requirements in view, which will be made available during the course of construction of stalls to the successful bidder.

(iv) Some of the exhibitors may like to construct their own stalls within the allotted space, and accordingly provision will be made. But the successful bidder has to provide them (a) Electrical connection (b) plug points (c) lighting systems (d) fans (e) Long Table with Cloth (f) Chairs etc. as may be required by them.

(v) The intending bidders may visit the ground where exhibition will be made and submit the following;

(a) A lay out plan for the whole ground with necessary drawings

(b) Drawing and design for the gate.

(c) Drawing and Design for the Stage.

(d) Drawing and Design for stalls in clusters.

(e) Drawing and Design for Meeting Venue.

(f) Drawing and Design for Green Room, Reception-cum-Office Room, VIP Enclosure, Parking place, Food Court, Dining Halls, stalls for live animal & fish demonstration etc.

(g) Drawing space for Power supply backup, Space for public address system and equipment, space for dustbins, Space for Fire-fighting equipment, Space for drinking water facility, Space for Ambulance and Fire extinguisher vehicle etc.

(vi) All the stalls including food court, and all pavements inside the exhibition ground should be covered with carpet.

(vii) **Cleanliness**- Sufficient manpower for garbage lifting to be provided. The garbage disposal should be the responsibility of the agency.

(viii) Sufficient fire extinguishers must be provided in the venue.

(ix) New & clean cloth should be used in construction of stalls including Main Stage.

### 3. ELECTRICAL WIRING, SWITCH BOARDS, AND FITTINGS

#### (a) **Electrical works to be done:**

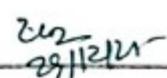
i) Complete Wiring of the entire exhibition area with required switch boards, control switches.

ii) Adequate Plug Points for operating audio-visual equipment, computer, and mobile charging of the exhibitors and in all built up area.

iii) Adequate Ceiling, wall/pole mounted fans/Pedestal fans as per requirement in all the built-up area.

iv) Adequate Lighting with LED/CFL/ SFL Lamps in the stalls, other structures and in the ground.

  
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- v) Adequate Pavement Lighting in the passage between stalls, passage to the toilets, parking area along with Sufficient light arrangement shall be made to lighten the entire Exhibition Ground with provision of Halogen/Neon light in towers.
- vi) Air Conditioners to be provided in the VIP Enclosure.
- vii) Pedestal fans to be provided in strategic locations as per requirement and specified.
- viii) Decorative lichi bulbs, shaded lights may be provided as specified, especially in the main stage.
- ix) Adequate light provision to be made for focusing the gates and its surrounding area including parking space.
- xi) Adequate Stage lights, rotating lights, and dim and bright lights for stage shows etc. as per requirement of the organizer should be provided.
- xii) Appropriate lighting arrangements with flood light towers as may be specified in the entire ground, back of the stall to ensure safety of the personnel and material in the ground during the night in addition to providing adequate lighting arrangements in the exhibition area.

**(b) POWER SUPPLY BACK UP**

The Successful bidder has also to provide adequate Power supply back up to the ground by providing the required number of Generators of appropriate capacity as maybe required for uninterrupted organization of the events of the Mela.

**(c) Assistance for Providing Electricity to the exhibition ground.**

- (i) CDVO, Keonjhar/ DFO, Keonjhar shall write to TPNODL, Keonjhar/facilitate for providing electrical supply to the ground.
- (ii) The bidder shall also make all payments towards the Inspection Fee for Electrical fittings, including all required fees and tariff payable to TPNODL for organization of the Mela.
- (iii) The Successful bidder has to apply for electricity connection for the mela keeping in view the work requirement of the event management agency, including obtaining the necessary electrical clearance from TPNODL, Keonjhar.

**4. PUBLIC ADDRESS SYSTEM AND EQUIPMENT**

The successful bidder has to provide mike set(s) for the stage with conventional and cordless mouth pieces, amplifiers, DVD players, loud speakers with permissible sound emission levels to be provided at various locations inside the exhibition venue, stage, and other locations as may be specification/ requirement. The successful bidder may have to make standby arrangements for amplifiers and mike sets as may be required.

**5. DRINKING WATER FACILITY**

The agency is required to provide drinking water to the general public visiting the fair and the participating farmers/officials, exhibitors of the

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exhibition (livestock and birds) throughout the fair uninterruptedly. For this purpose, adequate water tanks/water storage containers need to be placed at different places of the ground including individual stalls. Layout/quantity of water storage containers is to be suggested by the agency in technical presentation.

#### **6. DUSTBINS**

The agency is required to put adequate number of dustbins at different places of the ground. Regular cleaning of these dustbins is the responsibility of the agency. Layout/including nos. is to be suggested by agency in technical presentation.

#### **7. CARPETING AND CLEANING**

Agency is required to carry out the carpeting of the entire area to be used. It is the responsibility of the agency to keep the ground clean during the entire period of the fair.

#### **8. SECURITY**

The successful bidder has to provide sufficient no. of security personnel (No. of personnel including name & contact no. to be provided to the organizer) for day and night for four days (Two Preparation days & Two Mela days).

**9. Selfie Points:** To be constructed and placed as per requirement of CDVO/DFO. A design of this is to be presented during technical presentation.

#### **10. BADGES FOR OFFICIALS AND DELEGATES**

Agency is required to prepare 700 badges for participant farmers/entrepreneurs, 100 badges for participating officials/ staff of event organiser and 50 badges for the delegates in different days of the fair i.e., per day of fair. Agency has to print the badges as per the approved design/colour of the organizing committee/ Department of FARD. Badges need to be supplied to CDVO and DFO two days before commencement of the fair.

**11. Branding and IEC materials-** As per the approved design, numbers, size and contents of the dept./organizing committee as will be communicated to the successful Event Management Agency after receipt from the Govt.

- a. Standee- 10 (Tentative)
- b. Banner (stall)
- c. Running fascia for all stalls.
- d. Mascot
- e. Banner (advertisement of mela/Running fascia for all stalls as per specifications)

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**12. Travel of participants from various locations to the venue and back to their pickup location-**

Will be arranged by DD, DVH, Keonjhar and All Block Veterinary Officers of Keonjhar District.

**13. Food for participants-** Food shall be arranged for 800 persons per day for two days. Food for participants includes tiffin/snacks in morning and evening with tea/ coffee and a working lunch. **Menu of food throughout the two days is attached as Annexure-VI.**

**14. Kit bag for participants-** 700 participants each day total 1400 participants shall be given a kit bag containing a note pad, pen, programme agenda, leaflet, brochures. The printing and branding of the kit bag shall be done with approved designs of the organizing committee/ department. Minimum 3 samples must be shown by the agency to the BID evaluation committee during the technical presentation for finalization. The leaflets and brochures shall be provided by the organizing agency.

**15. Photography and video documentation-** Photographs and video documentation of various events of 2 days of MOPSM-25 to be taken and copies in both soft and hard form to be submitted after the completion of the mela.

**Rate Quote by the Bidder as per detail specification of work**

Sl. No.	Particulars	Quoted Rate (Rs)	Taxes in INR	Total in INR
1	Construction of 25 stalls of 12'x10'x10'			
2	Construction of stage of size 40'x26'x4'			
3	Box Gates- 2			
4	Audience space/ Meeting Venue of 7000 sft. size in front of the Stage			
5	Green Room 10'x10'			
6	Reception (Registration counter) cum Office Room of size 200sft. Partitioned into two segments.			
7	VIP Enclosure (lounge cum dining space): 400sft. (As per ToR)			
8	Barricades: Barricade with 15' from the Stage Barricades at open passages, along the internal roads, separating the parking space with the exhibition ground and as required. All barricades to be covered with cloth.			
9	Food Court: 2 Food Stalls/ Coffee Shops each of size 10'x10'x10'			
10	Parking place for ambulance and Fire Extinguisher vehicles adjacent to stage/ office room, parking place for vehicles of guests/dignitaries and parking place for visitors (both 2 & 4 wheelers). A footfall of 1000 people per day is expected			
11	Dining Halls: Two Dining Halls of 2000sft. each with chair and table for 800 people with Buffet System.			

12	Stalls for live animal and fish demonstration: 1200sqft. With designing to accommodate live exhibits. (As per Tor)			
13	Amenities in each stall: plug points-2, lighting systems-4 LED lights, Long Table with Cloth-1, Chairs-4, rack			
14	Carpeting: All the stalls, meeting space, stage including food court, and all pavements inside the exhibition ground to be covered with carpet			
15	Electrical wiring, switch boards and fittings (as per the ToR)			
16	Power Supply Backup (as per the ToR)			
17	Public Address System			
18	Drinking Water Facility(Single use plastic should be restricted)			
19	Dustbins, Cleaning,			
20	Outdoor LED screen 12'x8' - one ; 5' x3' -two			
21	Selfie Point			
22	Security personnel and cleaning staff			
23	Photography of the event including video documentation			
24	Hostess & Folk-Dance Group/Cultural troop with required arrangement			
25	Tea – two times; Snacks/ tiffin – two times; Lunch for 800 participants for two days; water - adequate for participants as per Annexure-VI			
26	Branding with fascia, standee, flower decoration of stalls as per ToR			
27	I-card/ Badges with Lanyards branded and colour code done as decided by organizing committee.			
28	Kit bag for participants- 700 per day for two days			
29	Memento, Folder, Uttariya & bouquet for delegates and participants 25 persons			
30	VIP Snacks for 25 persons per day for two days.			
31	Farmers felicitation(CashRs-5000/-+Shawl+Memento+bouquet+Certificate).			
32	<b>Grand Total including GST in INR</b>			

\*The specifications are as per the ToR in this document

\*The specifications are subject to change as per the final need of the Client

#### 16. Award of Contract:

After RFP finalization, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notifying 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 two working days of issue 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.

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**Sub-contracting is not allowed under this assignment under any circumstance.**

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

Within two days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **Rs.50,000/-** from a Scheduled Commercial Bank in favour of **CDVO, Keonjhar** as per the format at Annexure-V, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG. The BID Security of Successful bidders can be converted to Performance Security.

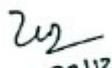
**18. Delivery:**

- a. All temporary construction work **at the venue** should be completed by **5 PM of the previous designated day on which mela starts, failing which penalty as deemed proper may be imposed by the organizing committee.**
- b. The firm proprietor must ensure presence of its adequate skilled manpower near the stalls and open space during the entire two days period of the mela for any unforeseen event and addition/ alteration if required. The Event manager will appoint a **nodal contact person** for two days of the Mela.
- c. No extra cost shall be paid for delivery and maintenance.

**19. Payments:**

- a. 100% payment shall be made after end of event when the fund becomes available. Under no circumstances the supply should be interrupted as regards to payment.

**20. Penalties:-**Violation of any term and condition laid as above shall make liable the bidder to have the forfeiture of performance security and to be blacklisted.

  
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**CDVO, Keonjhar.**

  
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Forwarding letter in Bidder's letter head

To,

The Chief District Veterinary Officer,  
Keonjhar

**Subject: Selection of "Event Management Agency for execution of various deliverables in District Level Matsya O Prance Sampad Mela-2025, Keonjhar"**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your RFP call notice 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 **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP is found violated, then your office 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.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

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**Section 4**  
**(COVER-A, Technical III(d))**

**Annexure-I**

**(To be filled in & submitted with the supportive documents)**

1	Name of Proprietor / Partner / Director. (In Capital letters)	
2	Details of name of the firm and address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- e-Mail I.D.:
3	<b>Bid Processing Fee Details</b>	
4	Details of amount of Earnest Money Deposit	
5	GST Registration No. (Photo copy of last GST Clearance certificate to be attached)	
6	Income Tax Account No. (Photo copy of PAN to be attached)	
7	Details of credentials of similar nature of work if any. (Photo copy of work order to be attached)	
8	BANK details (Banking name, Bank name, Account no. IFSC code)	

**DECLARATION**

1. I ..... Son / Daughter / Wife of Shri  
..... Proprietor / Partner / Director / authorized  
signatory of the agency mentioned above that I am competent to sign this declaration  
and execute these RFP documents.
2. I have carefully read and understood all the terms and conditions of the RFP and  
undertake to abide by them.
3. The information / documents furnished along with the above application are true &  
authentic and to the best of my knowledge and belief. I / we do hereby undertake  
that furnishing of any false information / fabricated document would lead to  
rejection of my RFP at any stage besides accruing of liabilities towards prosecution  
under appropriate law

**NB- The technical bid will have to be submitted along with other documents  
mentioned above and in any relevant portion of RFP.**

**Place**

**Signature of Authorized person**

**Date**

**Full Name:**

**Seal**

  
22/10/2025

  
22/10/2025

## Annexure-II

### (BIDDER'S PAST EXPERIENCE DETAILS)

(Lists of completed/ongoing Assignments of similar nature during last 4 years)

Sl. No.	Period	Assignment and Duration	Name of the Client	*Contract Value (in INR) and Duration In Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

[\*Contract value equal to or more than Rs.10.00 Lakh]

Copies of the Work order / Contract Document/ Invoice need to be furnished along with the above information.

Assignments of similar nature means organization of melas, fairs, exhibitions, Samavesh etc. at international, national and state/regional level, operation of Project or Programme Management Unit/State Level Technical Cell / Project Implementation Unit / Central Level Technical Cell / Technical Support Unit funded under Central/State/Local Govt. Schemes / Externally Aided Projects.

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

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

29.12.2021

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29/12/21

**DOCUMENT NO: Annexure-III**  
**Self-Declaration form For Not Black Listed**

To,  
The Chief District Veterinary Officer, Keonjhar

For: Event Management Agency for execution of various deliverables in District level Matsya O Pranee  
Sampad Mela-2025, Keonjhar

I will abide with all the terms & conditions set for in the RFP paper, Reference No \_\_\_\_\_

I/We do hereby declare that, I/We have not been de-recognized / debarred / blacklisted by any State  
Govt. / Union Territory / Govt. of India / Govt. organization / Govt. Veterinary Institutions for supply of  
not of Standard Quality (NSQ) items / part-supply / non-supply

That, I am not a defaulter in supply of any item to Chief District Veterinary Officer, Keonjhar, Odisha,  
or any other indenting officers of the State of Odisha after being lowest responsive bidder in past three  
years.

I/We do hereby declare that I/we will supply the approved items as per the terms, conditions &  
specifications of the RFP document. I / we further declare that my / our performance security deposit will  
be forfeited if I /we fail to supply any item after getting order from the purchaser. I /we further declare  
that we will supply the ordered items manufactured only by the manufacturers as mentioned in the bid  
document.

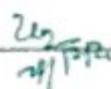
I/We agree that the RFP inviting Authority can debar / blacklist me/us for a period of 3 years if, any  
information furnished by us proved to be false at the time of inspection / verification and not complying  
with the RFP terms & conditions.

Signature of the bidder :

Date :

Name & Address of the Firm:

  
20.12.2024



**Section- 5**

**(COVER-B, Financial Bid)**

**COVERING LETTER**

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

[Location, Date]

**To**

**The CDVO, Keonjhar**

**Subject: Selection of agency for "Event Management Agency for execution of various deliverables in District Level Matsya O Pranee Sampad Mela-2025, Keonjhar"**

**[FINANCIAL PROPOSAL]**

Sir

I, the undersigned, offer to provide the services as "Event Management Agency for execution of various deliverables In District level Matsya O Pranee Sampad Mela-2025, Keonjhar" in accordance with your RFP call notice No \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is for the sum of **Rs. \_\_\_\_\_ (in words)** (inclusive of all taxes). 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.

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

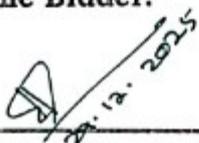
I understand that you are not bound to accept any proposal you receive.

**Yours faithfully,**

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

**Name and Designation of Signatory with Date & Seal:**

**Address of the Bidder:**

 29.12.2025

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29/12/25

SUMMARY OF FINANCIAL PROPOSAL

[TABLE - 1]

Sl. No.	Particulars	Amount in INR
A	Total overall Charges	
B.	GST@ _____ % of A	
Grand Total (A+B)		
In Words		

*N.B. Please attach details as at Annexure-IV*

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

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

  
29.12.2024

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29/12/25

# Annexure-IV

## Quotation of Rate

Agency/ Firm name-

Address

Sl.no.	Particulars of item	Base price (Rs) including all charges	Units	GST (Rs)	Total cost (Rs)
	<b>Total</b>				

Place  
Date

Full Name:

Seal

Signature of Authorized person

  
29/12/2025

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25/12/25

Annexure- V

Model Bank Guarantee Format for Performance Security

To

**The Chief District Veterinary Officer, Keonjhar  
Odisha**

WHEREAS,.....(n  
ame and address of the supplier) (here in after called "the supplier") has undertaking, in  
pursuance of contract ref. no.....dated..... to  
supply.....(description of goods and services) (here in after called  
"the contract").

AND WHEREAS, it has been stipulated by you in the said contract that the  
supplier shall furnish you with a bank guarantee from a scheduled commercial bank  
recognized by you for the sum specified therein as security for compliance with its obligation in  
accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of  
the supplier, up to a total of.....(in  
words.....), and we undertake to pay you, upon your first  
written demand declaring the supplier to be in default under the contract and without cavil or  
argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without  
your needing to prove or to show ground or reasons for your demand or the sum specified  
therein. We hereby waive the necessity of your demanding the said debt from the supplier  
before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the  
contract to be Performed there under or of any of the contract documents which may be made  
between you and the supplier shall in any way release us from any liability under this  
guarantee and we hereby waive notice of any such change, addition or modification. This  
guarantee shall be valid until the .....day of .....20.....

We the .....Branch.....undertake not to  
revoke the guarantee during its currency except with the previous consent of the **Chief District  
Veterinary Officer, Keonjhar** in writing.

We the .....Branch..... further agree  
that a mere demand by **Chief District Veterinary Officer, Keonjhar**, is sufficient for us  
..... Branch at Keonjhar to pay the amount covered by the Bank  
Guarantee without reference to the Agency and protest by said Agency cannot be a valid  
ground for us ..... Branch to decline payment to **Chief District  
Veterinary Officer, Keonjhar**

(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Banks and address of  
the Branch

29.12.2025

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29/12/25

**FORMAT FOR POWER OF ATTORNEY**

**(To be provided in original on Bidder Letter Head as part of the Technical Proposal duly signed by the competent authority of the bidder)**

Dated: \_\_\_\_\_

**POWER OF ATTORNEY**

**To Whom It May Concern**

Know all men by these presents, we \_\_\_\_\_ (name and registered office address of the Applicant) do hereby constitute, appoint and authorize Mr. \_\_\_\_\_ (Name of the Person(s)), domiciled at \_\_\_\_\_ (Address), acting as \_\_\_\_\_ (Name and Designation), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of contract under **Event Management Agency for execution of various deliverables In District level Matsya O Prance Sampad Mela-2025, Keonjhar** involving the deliverables as per agreement with, \_\_, vide Request for Proposal (RFP) Document dated, issued by CDVO, Keonjhar under F&ARD Department, Government of Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our proposal for the said assignment. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

**For:**

\_\_\_\_\_

**(Signature of the Authorized Representative with Date)**

**ACCEPT:**

**Signature, Name & Designation of person executing attorney**

**NB:** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).

  
22.12.2023

  
29/12/24

## MENU FOR BREAKFAST/TIFFIN & LUNCH

### A. Menu of Breakfast (Morning) & Tiffin (Afternoon)

- a. Vada-01 No.(40gm each)
- b. Samosa-01 No.(50gm each).
- c. Vegetable Chop-01 No. or Potato Chop-02 Nos.(40gm/each).
- d. Sweet (Kala Jamun/Gulab Jamun)-01 No.(50gmeach)
- e. Drinking water Jar (Adequate)

N.B. Freshly prepared items should be packed in adequate size paper packets and given to the participants.

### B. Menu of Lunch

Day-1	Day-2
1.Plain Rice-adequate	1.Plain Rice-adequate
2.Dal-adequate	2.Dal- adequate
3. Fish Curry-150gm	3. Chicken Curry-200gm
4.Mix Veg with Pancer-adequate	4.Mix Veg with Paneer-adequate
5.Vegetable chips-adequate	5.Vegetable chips-adequate
6.Tomatto Khata-adequate	6.Dahi Bundi-adequate
7.Papad-1piece	7.Papad-1piece
8.Drinking water Jar (Adequate amount)	8.Drinking water Jar (Adequate amount)

N.B. Freshly prepared items to be supplied to the participants/ delegates/Guests.

VIP Snacks-25 packets each day.

  
29.12.2025

  
29/12/25