

REQUEST FOR PROPOSAL(RFP)

**SELECTION OF EVENT MANAGEMENT AGENCY
FOR
ADIVASI MELA, 2022**

**ACADEMY OF TRIBAL LANGUAGES & CULTURE (ATLC),
ST & SC Development Department,
Govt. of Odisha**

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DISCLAIMER

This Request for Proposal (**RFP**) is issued by the **Member Secretary, Academy of Tribal Languages & Culture (ATLC) under the ST & SC Development Department, Government of Odisha.**

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

This RFP is not an agreement and is neither an offer nor invitation by the ATLC to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their application for qualification and thus selection pursuant to this RFP (the “**Application**”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the ATLC in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

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

The Client, its employees and advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP. The issue of this RFP does not imply that the Member Secretary is bound to select and shortlist Applications and the Member Secretary reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

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

The Member Secretary, ATLC under the ST & SC Development Department, Government of Odisha shall be the sole and final authority with respect to selection of an agency through this RFP.

DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Academy of Tribal Languages & Culture (ATLC), Adivasi Exhibition Ground, Unit-1, Bhubaneswar
2.	Method of Selection	Least Cost Selection (LCS)
3.	Joint venture / Consortium	Not allowed
4.	Date of Issue of RFP	29.11.2021
5.	Date of Pre-Bid Meeting	06.12.2021, 3 PM in Conference Hall, SCSTRTI, CRPF Sqr. BBSR
6.	Last Date and Time for submission of Bid	22.12.2021 (Up to 5:30PM) at ATLC, Unit-1, BBSR
7.	Date of opening of Technical Proposal	23.12.2021 (10:30 AM)
8.	Date of presentation (PPT) of theme based design of Adivasi Mela,2022	23.12.2021, (2 PM)
9.	Date of opening of Financial Proposal	23.12.2021 (after PPT)
10.	Bid Processing Fee (Non-Refundable)	Rs. 5,000/- (Five Thousand Rupees Only) in shape of Banker's Cheque / Demand Draft in favour of "Member Secretary, ATLC" drawn in any scheduled commercial bank payable at Bhubaneswar.
11.	Earnest Money Deposit (EMD) (Refundable)	Relaxed in the wake of slowdown of economy due to Covid-19 pandemic and instead, A BID SECURITY DECLARATION shall be submitted on bidders letter head.
12.	Address & Mode for Submission of Proposal	Address: Member Secretary, Academy of Tribal Languages & Culture (ATLC), Adivasi Exhibition Ground, Unit- 1, Bhubaneswar- 751009 Tele.-0674-2597821, Email- atlcbbbsr_08@yahoo.com Mode of Submission:- Speed Post / Registered Post / Courier Dropped in the Tender Box at ATLC only. Submission of Bid through any other mode will be rejected outright.
13.	Place of Opening of Bid Proposals & PPT of theme based design :	Conference Hall, SCSTRTI, CRPF Sqr. Bhubaneswar.

SECTION : 1

LETTER OF INVITATION

RFP No: 997/ ATLC

Date: 29.11.2021

Name of the Assignment: Selection of Event Management Agency For Adivasi Mela, 2022.

1. Member Secretary, Academy of Tribal Languages and Culture (ATLC) on behalf of ST & SC Development Department, Govt. of Odisha (the Client) invites sealed proposal from eligible bidders for **Selection of Event Management Agency for Adivasi Mela, 2022**. More details on the proposed assignment are provided at **Section –3: Scope of Work** of this RFP Document.
2. Agency will be selected under **Least Cost Selection (LCS) method**.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non-refundable** amount of Rs. 5000/- (Rupees five thousand) only towards **Bid Processing Fee** in shape of **Demand Draft/ Banker's Cheque** in favour of "**Member Secretary, ATLC, Bhubaneswar**", drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha, failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier/ Dropped in the Tender Box** at ATLC only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
5. The last date and time for submission of proposal complete in all-respects is Dt. 22.12.2021 (5.30 PM) and the date of opening of the technical proposal is Dt. 23.12.2021 (10.30 AM), Power Point Presentation o the **Theme Based Design** at 2. 30 PM & Financial Bid (after PPT) in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
6. This RFP includes following sections:
 - a) Letter of Invitation (**Sec-1**)
 - b) Information to the Bidder (**Sec-2**)
 - c) Scope of Work (**Sec-3**)
 - d) Technical Proposal Submission Forms (**Sec-4**)
 - e) Financial Proposal Submission Forms (**Sec-5**)
 - f) Annexure (**Sec-6**)
 - g) PPT on theme based design
7. While all information/data given in the RFP are accurate within the consideration of scope the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder of consultants to check the validity of information/specifications/ narrations included in this documents. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Sd/-
Member Secretary
ATLC

SECTION: 2

INFORMATION TO THE BIDDER

Pre-Qualification/Eligibility Criteria:

Bidders should 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:

Sl.No	Eligibility Criteria	Documents Required For Pre Qualification
1	The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 5 years from the date of opening of the proposal.	1. Proof of Certificate of Incorporation / Registration of the Agency 2. Copy of PAN & TAN 3. Copy of Goods and Services Tax Identification Number (GSTIN) & Last Deposit Challan 4. Copies of IT Return for the last three assessment years (AY- 2018-19 , 2019 -20 & 2020-21). 5. Copy of service tax deposit in support of turnover
2	The agency should have qualified Visualizer(s) having M.A in Visual Art preferably with them who should supervise the execution of the Work throughout the construction activities as per the approved Theme Based Design	CV & Detail works done by the Visualizer to be submitted.
3	The agency should have an average annual turnover of Rs. 50 lakhs from Event Management Services during the last 4 financial years (2016-17, 2017-18, 2018-19 & 2019 -20).	Copies of audited balance sheet for the last four financial years and CA certificate certifying that the Event Management Agencies has an average annual turnover more than Rs 50 lakhs during the last four financial years from the Event Management Services in India.
4	Bidders must have successfully completed three assignments of similar nature like organization of tribal fair, tribal craft fair & other ethnographic events having contract value more than 50.00 lakhs under the central/ state govt./ PAPs/ Autonomous Body under the Govt. administrative control/ International & national Organisations during the Last 3 years.	Work orders/ Contract Document / Completion of Work Certificates from the previous Clients to be submitted.
5	The Firm/ Agency should have fully functional local office in Bhubaneswar.	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)

Documents needs to be submitted along with TECHNICAL PROPOSAL (Part-A) :

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

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letter head requesting to participate in the tender process.
- Bid Processing Fee & Bid Security Declaration for EMD as applicable
- Copy of Certificate of Incorporation/ Registration/ Trade License
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) & last deposit challan.
- Copies of IT Return for the last three assessment years (**AY 2018-19, 2019-20 & 2020-21**).
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet & Income / Expenditure/ Statement duly signed as per the instruction.

- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous Clients.
- PASARA License and Work Experience of Security Agency.
- Self Declaration regarding Conflict of Interest (**TECH - 6**)
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past.

NB: *Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid*

1. **Bid Processing Fee :**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 5,000/- (Five Thousand Rupees) Only** in shape of DD / BC from any scheduled commercial bank in favor of “Member Secretary, ATLC” payable at Bhubaneswar. Proposals received without bid processing fee will be outright rejected.

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

Relaxed in the wake of slowdown of economy due to Covid-19 pandemic and instead, a **BID SECURITY DECLARATION** shall be furnished as per FD OM No- 8943/F, dt- 18.03.2021 & No- 8952/F, dt-18.03.2021. The Bidder must furnish the **BID SECURITY DECLARATION**, as part of the Technical Proposal.

3. **Pre Bid Meeting:**

A Pre-Bid meeting will be organized by ATLC to address the queries relating to the overall selection process and scope of the work. The Pre-Bid meeting will be held on 06.12.2021 at 3 PM in the Conference Hall of SCSTRTI, CRPF Sqr. BBSR. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting.

4. **Submission of Proposal**

Bidders must submit their proposals by Registered Post / Speed Post / Courier /Dropped in the Tender Box only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. Any Proposal received after the deadline will be rejected outright.

The procedure for submission of the proposal is described below:

- Pre-Qualification proposal:** The envelope containing pre-qualification documents shall be sealed and superscripted as “**Pre-Qualification Proposal – Selection of Event Management Agency for Adivasi Mela-2022**” and be furnished inside one envelope.
- Technical Proposal:** The envelope containing the filled in technical proposal forms along with theme based design, shall be sealed and superscripted as “**Technical Proposal –Selection of Event Management Agency for Adivasi Mela-2022**” and be furnished inside one envelope.
- Financial Proposal:** The envelope containing financial proposal, shall be sealed and superscripted as “**Financial Proposal – Selection of Event Management Agency for Adivasi Mela-2022**”. The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The “**Pre-Qualification Proposal**”, “**Technical Proposal with Theme Based Design**” and “**Financial Proposal**” must have to be submitted in separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as “**PRE-QUALIFICATION PROPOSAL (NAME OF THE ASSIGNMENT)**”. **The second envelope must be marked as “TECHNICAL PROPOSAL WITH “THEME BASED DESIGN” (NAME**

OF THE ASSIGNMENT)" and the third envelope must be marked as **"FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)**. All above envelopes have to be sealed and placed inside a main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NO. AND DATE:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

5. Opening of the proposal :

The FIRST ENVELOPE containing **"Pre-Qualification Proposal"** will be opened in the initial stage by the Client in presence of the bidders' representatives at the designated location, date and time specified in the Bidder Data Sheet. The Client will constitute an Evaluation Committee to evaluate the proposals submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **"TECHINICAL PROPOSAL"** will be opened in respect of the pre-qualified bidders only followed by power point presentation of the **THEME BASED DESIGN (TRIBAL ART, CULTURE & LIVELIHOOD)**. The THIRD ENVELOPE containing **FINANCIAL PROPOSAL** of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

6. Evaluation of Proposal:

A THREE stage process will be adopted as explained below for evaluation of the proposals. **Pre-qualification (1st Stage):** Pre-qualification proposal will be opened and observed the requisited documents as per the listed documents:

1. Bid Processing Fee & EMD Declaration as applicable
2. Copy of Certificate of Incorporation/ Registration
3. Copy of PAN & TAN
4. Copy of Goods and Services Tax Identification Number (GSTIN) & copy of return if any
5. Copy of Service Tax Deposit against the turnover
6. Copies of IT Return for the last three assessment years (AY 2018-19, 2019 -20 & 2020-21)

Technical Evaluation (2ndStage): Technical proposal will be opened and evaluated. The proposals will be evaluated as per the following parameters:

Technical Proposal Evaluation Parameters	Maximum Mark
1. Number of Similar Assignments undertaken / completed during last three years (2017-18, 2018-19 and 2019-20) (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/Corporate Bodies / National / International Organisations) (Scoring pattern – 1-2 no's of assignments =5 marks, 3-5 no's of assignments =10 marks, more than 5 no's of assignments =15 marks)	15
2. Successful completion of three assignments like organization of tribal fair, tribal craft fair & other ethnographic events (Scoring pattern – 1-2 no's of assignments =5 marks, 3-5 no's of assignments =10 marks, more than 5 no's of assignment s= 15 marks)	15
3. Financial Statement of last four years: The agency should have an average annual turnover of Rs. 50 lakhs from Event Management business during the last 4 financial years (2016-17, 2017-18, 2018-19 and 2019-20). (Scoring pattern: < 75L = 5marks, 75L-1 Cr = 10 marks & >1 Crore = 20 marks.)	20
4. CV of the Visualizer & Detail works done by him for State / National / International Event and Its proof (Scoring pattern – 1-2 years of experience =5 marks, 3-5 years of experience =10 marks, more than 5 years of experience = 20 marks)	20
5. Theme Based Design PPT (The score will be awarded by committee)	30
Grand Total	100

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their Design and understanding as well as preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The financial proposals of the technically qualified bidders will be opened on same day. Hence, the bidder should make themselves available for the same. **The bidder whose technical proposal 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 proposal.**

FINANCIAL EVALUATION (3rd Stage): The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder’s representative

7. Evaluation Process:

Least Cost Selection (LCS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked in a descending order in accordance to the marks obtained during the technical evaluation stage. The client will select the bidder whose bid has been determined as the lowest & competitive evaluated price (L1) among all the technically qualified bids as per LCS method.

8. Award of Contract:

The Client will notify the successful bidder by issuing an offer letter / work order. In case the L1 bidder fails, then the client may invite the L2 bidder to execute the project at the prices of L1. If the negotiation with L2 fails, the client will cancel the bidding procedure and re-invite the bid (*Sub-contracting is not allowed under this assignment*).

9. Other Terms & Conditions:

- a. The firm should submit the documents in duplicate like **Registration Certificate**, Experience certificate of Security Agencies for execution of similar nature of work should be enclosed.
- b. ATLC will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the mela period.
- c. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
- d. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the mela period from the premises.
- e. Arrangement of lodging, boarding & logistics of the guards during the mela period will be the responsibility of the Security Agency.
- f. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of the mela.
- g. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- h. It shall be responsibility of the successful Agency to obtain requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit have to supply fire protection equipments like fire extinguishers and adhere to the fire safety norms & fire retardant liquid spray every 3 days interval over inflammable materials use for stalls.
- i. 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.
- j. The rate offered by the agency shall be excluding of GST & other Taxes.
- k. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
- l. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- m. The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- n. The bidder has to quote the rate as per the given format.

- o. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Nodal Officer. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Nodal Officer. In case of any additional requirement, the contractor has to take the prior written permission from the Nodal Officer.
- p. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- q. Non-submission of any document required indicated in the ToR will render the Bid to be rejected.
- r. The authority is not bound to accept the lowest and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.

10. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - Criminal offence or other serious offence punishable under the law of the land, or where, they have been found by any regulator or professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

11. Anti-corruption Measure:

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

12. Legal Jurisdiction:

All 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 and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. 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. Client's right to accept any proposal and to reject any or all proposal(s)

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

15. Number of Proposals:

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

SECTION: 3

SCOPE OF WORK

About the Adivasi Mela, 2022

The State Level Annual Adivasi Mela, the ethnically vibrant cultural festival, is organized every year by the ST & SC Development Department, Govt of Odisha. The Adivasi Mela, the only one of its kind in the country, has had its beginning right from the 26th January 1951. Adivasi Mela showcases the rainbow world of tribal culture in its varied and myriad form which reflects in their pitched stalls on the exhibition ground. The characteristic house pattern of different tribal community, with their material culture in their prototype model decorate the ground and make the visitors confuse in choosing the facts from the fiction. Adivasi Mela also provides a platform to the tribal members to showcase their skills, talents & getting remunerative prices for their produces. The fort night long exhibition, with its customary inauguration on 26th January, 2022 coinciding the Republic Day of the nation, will be celebrated in the heart of the capital city at IDCO Exhibition Ground, Unit III, Bhubaneswar till 9th February 2022, this year. The exhibition will be designed to create the atmosphere of a Tribal Hat, where there will be an indigenous and contextual setting for tribal self help groups (SHGs) to display, demonstrate and market their skills & products in an environment akin to their own habitat.

The Event Management Agency Should Provide the Following Services

Sl. No	Works to be Done	Particulars	Remarks
A	Ground Preparation, Construction, Decoration, Sound. Light & Publicity with gen-set backup etc.	<u>ADIVASI MELA, 2022 WORKS:</u> 1. Development of theme based design for tribal hat stalls, stage, gates, coordination cell, facia etc. 2. Ground preparation, layout & construction & decoration of stalls etc as per design with gen-set backup 3. Development of Advertisement Materials: Hoarding /Road Standee/ Selfie Point and Way Boards. 4. Public announcement system in the mela.	Detailed Plan with Design of the said work are to be presented during Technical Presentation.
B	Cleaning & Sanitation Works	Pre & Post Ground Cleaning Daily Cleaning & Sanitation during the event Water Sprinkling / Daily Garbage lifting	
C	Local Transportation	Providing Local Transportation services to participants during the event and providing hired vehicle for official use.	
D	Security Services & Surveillance	Providing Private Security Service at Mela Venue & Accommodation Places of the participants during the event. Providing CCTV & LED during the event	
E	Fire Safety Measures	Sufficient Fire Extinguishers to be put at different segments/ stalls of the Mela towards fire safety measures along with technical person to handle the device.	
F	Prize Materials	Supply of Mementos & trophies for felicitation to Cultural Troupes and stalls.	
G	Cultural Programme	Providing light, sound system and floral decoration during the cultural programme and Deptt. Drama. Special arrangement for Bhajan Sandhya on the martyr's day (30.01.2022)	Details of Bhajan sandhya with name of the of Eminent Artists/ Singer & Troup to be presented during Technical Presentation

Details of the Item-wise work to be provided:

A. Ground Preparation, Construction, Decoration, Sound, Light & Publicity with gen-set backup etc.:

Development of theme based design for tribal hat stalls, stage, gates, coordination cell, facia etc. Ground preparation, layout & construction & decoration of stalls etc. as per design with gen-set backup, Development of Advertisement Materials, Hoarding /Road Standby/ Selfie Point and Way Boards & Public announcement system in the mela.

B. Cleaning & Sanitation:

- i. Cleaning & Sweeping of the Mela Period Adivasi Mela Ground, Accommodation Places of Participants. Temporary Toilets has to be done in a regular basis from 24.01.2022 to 11.02.2022.
- ii. Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground and Accommodation Places.
- iii. Garbage has to be lifted from mela ground on daily basis.
- iv. Water sprinkling has to be done at the mela ground to settle dust and cleaning of the stage, village complex & haat everyday for a period of 15 days

C. Local Transportation

- Transporting participants along with their luggage from Railway station to Accommodation venues from 24.01.2022 to 26.01.2022 & during their return journey by bus.
- Carrying participants from Mela Ground to Accommodation places at Adivasi Padia, Unit I & other accommodation places inside Bhubaneswar by bus on daily basis during Mela Period. (26.01.2022 to 09.01.2022).
- Providing 4 light vehicles for Adivasi mela, 2022 duty from 14.01.2022 to 10.02.22 for use of official purpose.

D. Security Services & Surveillance

All Private Security Guards to be provided by the Agency should be in uniform, smart, trained and possess requisite skill in the following aspects:

- Minimum Qualification: Matriculation, +2 will be added advantage
- Able to read, write & speak Oriya. Working knowledge of Hindi & English
- Able to ride motor bike
- Well behaved & disciplined
- Knowledge of fire extinguisher operation
- Each guard should be aware of their duties & responsibilities during the duty hours.

Tentative Requirement of Security Personnel for Adivasi Mela 2022 is given at Annexure I.

Surveillance: 50 CCTV cameras & 3 monitors to be placed at mela ground for surveillance.

E. Fire Safety Measures:

- Sufficient Fire Extinguishers to be put at different segments/ stalls of the Mela towards fire safety measures along with technical person to handle the device.
- Fire retardant solution to be sprayed over the inflammable materials used in the stalls in every 5 days interval under the supervision of fire department staff.

F. Prize Materials:

Supply of 250 (approx.) Mementos & 10 trophies for felicitation to Cultural Troupes and stalls.

G. Cultural Programme:

Providing light, sound system and floral decoration during the cultural programme and staging of Drama. Special arrangement for Bhajan Sandhya on the martyr's day (30.01.2022). Details of Bhajan sandhya with name of the of Eminent Artists/ Singer & Troup to be presented during Technical Presentation.

SECTION: 4
TECHNICAL PROPOSAL SUBMISSION FORMS

TECH- 1
COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

**The Member Secretary,
ATLC, Bhubaneswar**

Subject: Selection of Event management Agency for Adivasi Mela, 2022 (Technical Proposal).

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. _____, Dated: _____. I hereby submitting the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to **180 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH- 2

Bidder Organisation (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder / Consortium	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH- 3

Bidder Organisation Financial Details

Financial Information in INR					
Details	FY- 2016-17	FY- 2017-18	FY2018 -19	FY2019 -20	Average
Turnover from event management services (in Lakh)					
	<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last four FYs (2016-17, 2017-18, 2018-19 & 2019-20) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

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

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH- 4

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of 3 completed assignments only of similar nature** in any sector during last 3years)

Sl. no.	Period	Name of the Assignment with details thereof	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							
4							
5							

Note: Bidders are requested to furnish the list of similar assignments undertaken during the last 3 Financial Years (2017-18 , 18-19 & 19-20) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION: 5

FINANCIAL PROPOSAL SUBMISSION FORMS

EIN-1

COVERING LETTER

(In Bidders Letter Head)

[Location, Date]

To

**The Member Secretary,
Academy of Tribal Languages &
Culture
Bhubaneswar**

Sub: Submission of Financial Proposal for Event Management Services of Adivasi Mela-2022.

Sir

I, the undersigned, offer to provide the Event Management Service of Adivasi Mela, 2022 in accordance with your Request for Proposal No. _____, Dated. _____. Our attached Financial Proposal is for the sum of **Rs. _____/- (Rupees _____) only**. This amount is excluding 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.

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
1	Ground Preparation	The entire Event Place (Ground) is to be cleaned & leveled with machinery equipment before construction of works & at the closure of the event. The ground to be handed over to the authority within 5 days of the closure of the Mela i.e. on or before 12.02.2022, unfailingly.	L.S		Central: 92607.34 sq ft. Western I : 144384.5 8 sq.ft & Western II: 86305 sq.ft..	
2	Construction of new pandal with Decoration Pandal Size: 80' x 50' Green room (02) size: 25' x 25'	Stage: Construction of a new full-fledged pandal with Fire and water proof materials to accommodate and bear load of cultural troupes having 20 nos in a troupe. The stage should be created by taking the tribal household materials as the concept for the Mela. The stage decoration should be as per the approved design and specification. The stage should be decorated with tribal theme motifs so as to recreate a tribal ambiance. Carpeting of stage with all other materials for opening and closing ceremony and for 30 th January, 2022 (podium, VIP chairs, Tea poys, Table cloth, New white Turkish Towels, Lamp, candle, match box, camphor and all other materials to be provided). Backdrop: Backdrop should be as per approved design and specification. Separate Green Rooms for Male and Female with all facilities with urinals.	L.S LS LS		1 no 01 no 02 no	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
3	Hoarding & way boards	Hoardings of different size are to be printed as per design and installed for display at various conspicuous places in and around Bhubaneswar. The firm will ensure proper installation & maintenance of the hoardings during the mela period Size (10'x20'- Hoarding)	Rate Sq. ft		50 nos.	
		Square Box (2.5ftx2.5ftx8ft height)	Sq. ft.		50 nos.	
		Chinese Board (2ft 6' × 7ft)	Sq. ft		400 nos.	
		Way boards for display inside the Exhibition Ground	Sq. ft		20 nos	
4	Light & Sound system for stage	Light – Light Mixture	LS		1	
		Par 1000 wt.			30	
		Solar			4	
		Multi 20			4	
		Multi 10			4	
		Stoke Light			2	
		Pulser Board & switch board			4	
		Glove Light			10	
		Sound System : Bass Bin				
		High range top box (400 wt.)			4	
		High range frequency box (Pee-Vay/JBL)			4	
		HF Box			4	
		P.V. (low range)			6	
		Cordless microphone			4	
		Cord microphone			10	
		Sound Craft 24 Channel mixture			1	
		340 Amplifier			4	
		Voice processor			1	
		CD / DVD Player			1	
Stereo Deck			1			
Podium Microphone			2			
Standing box audience capturing			4			
Stage monitor box			1			
125KVA Soundless Generator with fuel for 15days			1			
5	Cleaning of the Stalls by Vacuum Cleaner (With uniform)	Vacuum cleaning of the stalls twice a day and when required for 15 days. Cleaning of pandal and sitting place every day.	L.S.			
6	Sprinkling of water	Sprinkling of water on paths and other vacant places of Mela ground twice a day to settle dust for 15 dust.	L.S.			
7	Flower Decoration	Flower decoration of the stage, gates, flower bouquet (as per daily requirement). The flower decorations should be replaced in a 3 days interval during mela period.	L.S. (Unit cost of special bouquet, plane bouquet and garlands to be given)			
		❖ White Lilly Bouquet- 4 nos.			4	
		❖ Orchid Bouquet – 4 nos.			4	
		❖ Rose Bouquet- 20 nos.			20	
		❖ Other Bouquet- 100 nos.			100	
8	Illumination & Decoration of Exhibition Ground	❖ LED Focus lights	Rate per unit		300	
		❖ Rice Light/colored LED lights(Blue & Green)			200000	
		❖ Spot Light			300	
		❖ 125 KVA Soundless Generator with Fuel for 16 days (the stage light, sound system along with street light will run through generator during the cultural Programme including opening and closing ceremony.			03	
		❖ 64 KVA generator for accommodation place with fuel for 20 days			1	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
		(entire exhibition ground is to be illuminated, light decoration of entire ground, all gates, buildings lighting of all parking places, road sides, tribal hat, Adivasi village (internal & external), Selfie points & other stall area etc.				
9	Supply of chairs, tables, mat, sofa, tea poy & provision of green netting etc.	<p>For Gallery : Steel sofa set with towel Tea poy Banquet chair Plastic Chair with arm Plastic Chair without arm</p> <p>For Control Room & other Help Desks: Steel sofa with white towels Tea poy 4ft x 4ft table (Iron /wooden) Red Carpeting (for pandal & VIP areas) Green netting on vacant place</p>	Rate per Unit		6 sets 6 nos. 200 nos. 500 nos. 1000nos.	
			Per roll Sq. ft		6 sets 6 nos. 20 rolls. 50000	
10	Construction & decoration of Tribal Haat (10' x 10') (as per approved design)	The size of each stall in Haat will be 10ft x 10ft and other specifications such as theme gate and wall are given on the approved design. All stalls should be fitted with lights, fans and provision of plug points (preferably LED lights). There should be carpeting inside the stalls, green carpeting of entire pathway and naming of all stalls. Front drops (during night.). There should be concealed electrical wiring. There will be provision of three side racks (selves) of 3 steps (strong ply with cloth covering). Storage facility under the stall. Running approved fascia with focus light.	Rate per stall		100 nos (approx)	
11	LED Screen & LED TV	Five numbers of LED Screens (8' x 6') to be installed on stages at 6 conspicuous places in the event ground, where the stage performances can be viewed by the crowd moving within the mela. The placement of the screens would be in such a manner that the stage will not be directly visible from that point. LED TV for live Coverage (VIP room etc.)	Rate per unit		6 Nos. 4 Nos	
12	Construction & Decoration of 4 gates (as per approved design) & Theme gates (6)	There will be four gates (two main entrance gates and two back exit gates) as per approved design. The gates should be decorated with flowers with an ethnic tribal look and feel. There will be 6 theme gates with side walling & paintings. Gates to be illuminated focus with lights	Rate per unit		4 6	
13	Construction of Govt. and Govt. undertaking Stalls. (15' x 15') (as per approved design)	The construction of govt. stalls should be as per the approved design. Each stall should have ceiling, walling, carpeting, 3 rows of shelves, 3 sides inside the stalls with front covering at night. The wiring and light fittings with electronic tube light / LED light / spot lights and plug point, maximum load up to 0.5 KW. The wiring should be done with new cable wires with proper insulation in joint places and should be executed by authorized Govt. approved contractor. (The Number may increase and the cost will be paid accordingly).	Rate per stall		20 nos (approx..)	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
14	Construction of Temporary structures with all fittings including Accommodation arrangement, storage at AEG, Unit 1 BBSR etc.	<p>i. Temporary structure with ply-base, ceiling & walling with Tarpaulin, light fitting with plug point & carpeting for accommodation of all cultural Troupes, SHG's, artisans with provision of wooden cots, beds, bed sheets, blankets, mosquito nets etc. (20' x 20')</p> <p>ii. Temporary structure for storage with ply-base, ceiling & walling with Tarpaulin, light fitting & carpeting (10' x 10')</p>	Rate per Unit		30 nos. (approx..)	
15	Construction & decoration of Police, First Aid, Fire Brigade, BCDD camps, GED, PHD including publication stall etc....	The construction of the stalls should be as per the approved design. Each stall should have ceiling, walling, carpeting, with front drop at night (Ply base with table, chairs, Carpet, Drinking Water etc). The wiring and light fittings with electronic tube light / CFL bulb / spot lights, maximum load up to 0.5 KW (each stall). The wiring should be done with new cable wires with proper insulation in joint places and should be executed by authorized Govt. approved contractor. Concealed electrical wiring is to be done. For publication stall (02) there will be provision of 3-tier selves in 3 sides & counter tables and chairs. (as per approved design) Size: (15' x 15')	Rate per Unit		14 nos..	
16	Construction and Decoration of Control Room & VIP Room (as per approved design)	Control room is to be constructed of 30ft X 20ft size with separation, ply base, ply walling, Tarpaulin ceiling, cloth ceiling walling with light fittings, Table, Chair, Sofa with attached Toilets with all facilities door and windows screen etc. (as per requirement). One VIP room of 20' X 20' of size with AC Provision, Sofa Set, Tea poy, Screen, Urinal, toilets with 24hrs water supply & sanitation.	Rate per Unit		2 nos.	
17	<p>Const. of Temp. Toilets</p> <p>Cleaning & Sanitation</p> <p>Morning- 12 Sweepers Noon- 12 Sweepers Mela Period- 20 Sweepers (2 P.M to 10 P.M)</p> <p>Accommodation area: 5 sweepers in 3 shifts & sanitary materials</p>	<p>1. Construction of Temporary Urinals and Toilets in different places for male & female with all materials like Pan, Sewerage connection, running water facility, sanitary materials in sufficient volume. Cleaning of Toilets and Urinals on every hourly basis. (Toilet- 30 nos. and Urinals- 30 nos.). Fabrication work for toilets with doors.</p> <p>2. Cleaning of entire Exhibition Ground in three shifts including accommodation areas by sweepers. Removal of all unwanted materials out of the ground by vehicles. Sanitation of entire bathrooms, latrines, urinals in exhibition ground, accommodation places with sanitary materials. White lime lining in opening & closing ceremony & sweepers to be well dressed in Uniform.</p> <p>3. Putting up sufficient dustbins in Exhibition Ground & Accommodation places.</p> <p>4. Cleaning and lifting of garbage from event place before and after Mela by vehicle.</p> <p>5. Fumigation at Youth Hostel every evening from 20.01.2022 to 09.02.2022 and other accommodation</p>	Rate per unit		30 nos. (toilets) 30 nos. (urinals)	
			L.S. (24 th Jan to 11 th Feb- 2022)			
			Rate per unit		60 nos.	
			LS			
			LS			

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
		venues for mosquito.				
18	Drinking water provision including water supply for construction of tribal huts	Sufficient sealed drinking water jars (20 ltr) should be supplied at different places of the ground i.e. Control room, Green rooms, Police, First Aid, BCDD, Fire camps during mela period & in event place & accommodation place at night. Filling the jars as and when required during the mela period. Continuous 24 hrs water supply to be made for construction of tribal huts in village segment etc. from 12.01.2022 to 09.02.2022 in syntax tanks.	Rate per unit LS		8 places	
19	Signage and walling in different sights to cover the gaps, hanging of 15 days Programme board	Signage as per the approved design. The signage should be made with batten and hessian cloth befitting to purpose. Walling made with hessian cloth/ mat finish flex of 8 ft.ht. with tribal painting in all 4 sides of the mela area & on the outer wall of the mela ground etc. Way Boards----- Programme Board -----	Rate per unit Rate per rft Rate Sq. ft		30 nos. 1000 rft (approx.) 20 nos. 10 nos	
20	C.C.T.V. Camera	C.C.TV. Camera to be installed at conspicuous places in Mela Ground with surveillance system along with technical person to monitor.	Rate per unit		50 nos. with 3 monitors	
21	Public Announcement System	PA system for announcement from control room and police camp.	Rate per unit		3	
22	Deployment of Security Guards in event place, accommodation venue and parking areas etc	Well-equipped Security Guards & supervisor having Pasara license to be deployed with uniform dress in three shifts (6 A.M to 2 P.M, 2P.M to 10P.M, 10 P.M to 6 A.M). Deployment will start from 17 th January 2022 till 12 th February 2022. Details of deployment is at Annexure – II	Rate per head per day		1287 (guards) 183 (supervisors)	
23	Fire extinguishers & Fire retardant solution spray	Sufficient Fire Extinguishers to be put at different segments/ stalls of the Mela towards fire safety measures along with technical person to handle the device. Fire retardant solution to be sprayed over the inflammable materials used in the stalls in every 5 days interval under the supervision of fire department staff.	Rate per unit LS		i. 50 nos. ii. vol. (ltr) to be used	
24	Bhajan Sandhya (30 th January) & opening Chorus.	“Bhajan Sandhya” will be presented by a group of reputed singers along with opening chorus.	LS		1 group	
25	Prize Materials	Supply of Acrylic momentous for Felicitation to Cultural Troupes as per specification & approved design (10” Acrylic momentous with LOGO branding and Titles) Trophy for best Stalls.	Rate per unit Rate per unit		250 nos. (approx) 10 nos	
26	Movement/ Transportation	Movement of the members of Tribal Self Help Groups, Artisans and Cultural Troupes from accommodation venues to the event place twice a day regularly (cars/vans). From 14.01.2022 to 10.02.22: light vehicles.	Rate per vehicle		4 Buses (40 Seated) 4 Light	

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
		From 24.01.2022 to 10.02.2022: buses.			Vehicles	
27	Ambulance and First-Aid Facilities	To provide two nos. of Private Ambulance for the Event (24 hours) with First-Aid facilities and engagement of one Private Doctor (on call) for the treatment of participants in accommodation venues (during day time in event place & in night at accommodation place) from 20.01.2022 to 09.02.2022	Rate per ambulance		2 nos.	
28	Provision of ATM Counter Size: 15' x 15'	Construction of one ATM counter with ply-base, ply-walling, tarpaulin-roof, cloth-ceiling and walling, fascia, electrical fittings as required with table & chair.	Rate per unit		1 no.	
29	Arrangement for Sanitizer dispensers	i. Sanitizer dispenser (sensor active) in 8 different locations of mela area & 2 in accommodation place with sufficient liquid sanitizer. ii. Hand Sanitizer spray (5 ltrs) in all entry gates for 15 days with manpower. iii. Thermal Scanner in all gates & control room	Rate per unit		10 10 10	
30	Provision of Bio-Toilets	There will be provision of Bio-toilets for control room, VIP room, Police Control room, fire officers & senior Citizen etc. (from 26.01.2022 to 09.02.2022)	Rate per unit		5	
31	Construction & decoration of stalls for display & demonstration	For display & demonstration of different products and artisan trained in ATLC & SCSTRTI, there will be stalls of size 15' x 15' with ply base, tarpaulin roofing, cloth ceiling walling, light arrangements, fans, carpeting as per approved design	Rate per unit		10	
32	Provision of Selfie Points	There will be Selfie Points in different places of mela ground with Ply base walls, cloth covering & flower decoration	Rate per selfie point		7 places	
		Total				

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

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

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION -6

ANNEXURE I**BID SUBMISSION CHECK LIST**

Sl. no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
(PART – A) (ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 5000/- in shape to DD/ BC		
4	Bid Security Declaration		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 AYs (2018-19, 2019-20 & 2020-21)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career.		
FINANCIAL PROPOSAL			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal		

Undertaking:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Annexure- II

Details of Deployment of Security Guards for Adivasi Mela-2022

Sl no	Date & Days	No of Security Guards & Supervisors to be deployed	Total nos. of Security Guard	Total nos. of Supervisors	Remarks
1	17.01.2022 to 22.01.2022 (6 days)	4 Guards per shift	72 nos.	-	
2	23.01.2022 to 25.01.2022 (3 days)	10 Guard per shift with 2 supervisors	90 nos.	18 nos.	
3	26.01.2022 to 09.02.2022 (15 days)	shift -1- 10nos. Guards with 2 supervisor shift -2 - 30nos. Guards with 6 supervisors shift -3- 15nos. Guards with 3 supervisors.	825 nos.	165 nos.	
4	17.01.2022 to 10.02.2022 (For Accommodation Place) (25 days)	4 Guards per Shift	300 nos.	-	
		Total	1287 nos. of Security Guards	183 nos. of Supervisors	