

Office of the Chief District Veterinary Officer, Cuttack

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

**Expression of Interest For Selection of Event Management Agency For Construction Of
Customised German Hanger, stalls and other exhibits For Exhibition of ARD activities in
BaliYatra – 2023 at Baliyatra Ground, Cuttack**

Name of the Institution : Chief District Veterinary Officer, Cuttack

Tel/Fax: 0671 – 3559236 e-Mail-cdvocuttack@gmail.com

EoI Reference No.-

9218

Dated. 10.11.2023

DATE OF PUBLICATION OF BID DOCUMENT IN WEBSITE	Dt. 10.11.2023
PRE-BID MEETING	Dt. 14.11.2023 11.00 AM
LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS	Dt. 17.11.2023 03.00 PM
DATE & TIME OF OPENING OF TENDER Technical BID (Cover-A) Date and Time for Technical presentation	Dt. 17.11.2023 04.00 PM
DATE & TIME OF OPENING OF PRICE BID (Cover-B)	Dt. 18.11.2023 11.00 AM
PLACE OF OPENING OF BID DOCUMENTS PRE-BID CONFERENCE: AND ADDRESS FOR COMMUNICATION RECEIPT OF BID DOCUMENTS	Chief District Veterinary Officer, Cuttack (CDVO) At/PO- Khapuria, Cuttack

The Tender 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://cuttack.nic.in> / <https://dahvs.odisha.gov.in>

Sd /-

**Chief District Veterinary Officer
Cuttack**

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DISCLAIMER

This **Tender notice** is issued by the Chief District Veterinary Officer (CDVO), Cuttack under the Department of Fisheries & Animal Resources Development, Odisha.

The information contained in this **Tender 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 Tender notice and such other terms and conditions subject to which such information provided. This Tender notice is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person.

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

Information provided in this Tender 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 Tender notice or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender notice and any assumptions, assessments, statements or information contained therein or deemed to form part of this Tender 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 Tender notice.

The issue of this Tender 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, Cuttack 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 Tender notice.



BIDDER DATA SHEET

Sl. No.	Particular	Details
	Name of the Client	Chief District Veterinary Officer, Cuttack under the Department of Fisheries & Animal Resources Development, Odisha
	Method of Selection	Quality and Cost Based Selection (QCBS) Method
	Availability of EoI Document	https://cuttack.nic.in / https://dahvs.odisha.gov.in
	Date of Issue of EoI	10.11.2023
	Deadline for Submission of Pre Bid Query	13.11.2023 , 4.00 PM
	Pre-Bid Meeting	14.11.2023 , 11.00 AM
	Last Date and Time for submission of Bid	17.11.2023 , 3.00 PM
	Date of opening of Technical bid and Technical Presentation	17.11.2023 , 4.00 PM
	Date of opening of Financial bid	18.11.2023 , 11.00 AM
	Date of Assignment of work	18.11.2023
	Pre-Bid Meeting	A pre-bid meeting will be held on dt. 14.11.2023 at 11.00 AM in the office chamber of CDVO, Cuttack. All queries should be submitted on or before dt. 13.11.2023 up to 04.00 PM on e-mail: cdvocuttack@gmail.com in MS Word format addressed to: CDVO, Cuttack
	Bid Processing Fee (Non-Refundable)	1000/- INR with GST @ 18% = Rs. 1180/- (Rupees one thousand one hundred eighty) only in shape of Demand Draft in favour of Chief District Veterinary Officer, Cuttack drawn in any Scheduled Commercial Bank payable at Cuttack.
	Earnest Money Deposit (EMD) (Refundable)	Rs. 1,00,000/- INR (rupees one lakh) only in shape of Demand Draft in favour of Chief District Veterinary Officer, Cuttack drawn in any Scheduled Commercial Bank payable at Cuttack.
	Address for Submission of Proposal	Chief District Veterinary Officer, Cuttack At/PO- Khapuria, Cuttack Telephone No- 0671 - 3559236 Email: cdvocuttack@gmail.com
	Mode of Submission of Proposal	Mode of Submission: Speed Post / Registered Post / in person (drop box) to the address as specified above during office hour only. Submission of bid through other mode and late bid after due date and time shall be rejected.
	Place of Opening of Technical Proposal	Office chamber of CDVO, Cuttack

Section-1

LETTER OF INVITATION

EoI No. 9218

Dated: 10.11.2023

Name of the Assignment:- Selection of Event Management Agency For Construction Of Customised German Hanger, stalls and other exhibits for Exhibition of ARD activities in BaliYatra – 2023 at Baliyatra Ground, Cuttack ”under Chief District Veterinary Officer, Cuttack of Fisheries & Animal Resources Development Department, Odisha. More details on the proposed assignment are provided at Section-3: Terms of Reference of this EoI Document. The Baliyatra - 2023 will be observed at Baliyatra ground, Cuttack during 27.11.2023 to 04.11.2023. It may be extended for another 2-3 days as per decision of the district administration.

1. An Organization will be selected through **Combined Quality and Cost Based Selection (CQCBS)** procedure as prescribed in the Tender 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 Tender Document must be accompanied with a **non-refundable** amount of **Rs. 1180/- (Rupees one thousand one hundred eighty) only** towards **Bid Processing Fee** and a **Refundable** amount of **Rs. 1,00,000/- (Rupees one lakh only)** towards **EMD** in form of **Demand Draft/ online transfer** in favour of “**Chief District Veterinary Officer, Cuttack**” drawn in any Scheduled Commercial Bank payable at Cuttack, 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/ in person through drop box**. The Client shall not be responsible for postal delay or delay due to any other consequence. 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.17.11.2023, up to 3:00 PM and the date of opening of technical bid is dt. 17.11.2023 at 4:00 PM 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 tender 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 tender 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.


Chief District Veterinary Officer
Cuttack

Section -2

Information To Bidders

Submission of Tender paper

The Event Management Agency For Construction Of Customised German Hanger, stalls and other exhibits For Exhibition of ARD activities in BaliYatra – 2023 at Baliyatra Ground, Cuttack

1. The Baliyatra – 2023 will be observed from 27.11.2023 to 04.12.2023. The event management agency (Bidder) has to provide customized German hanger , stalls and other exhibits and amenities for exhibition of ARD activities in Baliyatra – 2023 during the said period. **In case of any extension of Baliyatra period, no extra payment will be entertained for the additional days.**
2. The venue shall be made available to the successful bidder by the CDVO, Cuttack 7 days before the commencement of event.
3. The successful bidder must finished all the desired works by 26.11.2023 by 5.00 PM .
4. The interested bidder can download the entire Tender Document from the website <https://cuttack.nic.in> and <https://dahvs.odisha.gov.in>.
5. The bidder (s) shall have to submit their tender 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 **Tender for Event Management Agency For Construction of Customised German Hanger, stalls and other exhibits for Exhibition of ARD activities in BaliYatra – 2023 at Baliyatra Ground, Cuttack ”** . The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post/ in person through drop box kept in the o/o CDVO, Cuttack.**

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) The bidder can be company / partnership firm / proprietorship registered under relevant acts and should have been in the business providing event management services to the central / state govt. / corporate bodies / national and international organization for at least 3 years.
- (ii) Firms with valid GST registration.
- (iii) The bidder must have experience of at least 2 “*similar projects*” with contract value of the project being not less than **Rs.20 lakh in each case** during the last 3 financial years (2020-21, 2021-22 & 2022-23) under Central/State Govt./PSUs/Autonomous bodies. **(LoA or any other document must be attached in support of previous work executed).**
- (iv) The bidder having experience in organizing / conducting Animal Resources Development (ARD) related events will be given preference.
- (v) Bidders who have been blacklisted either by the Tender inviting authority or by any State Govt. or Central Govt. organization is not eligible to participate in the tender during the period of blacklisting.

- (vi) Bidders who have not supplied to the tender inviting authority any ordered item after publication of rate contract(s) in previous tenders shall not be considered for price comparison.

Tender Processing Fee and EMD:

1. The bidder shall deposit an amount of **Rs.1180/-** towards cost of tender paper and BID processing fee (non-refundable) in shape of Account payee demand draft / banker's cheque / online transfer.
2. The demand draft / banker's cheque / transaction slip of online transfer or Govt. money receipt of **Rs.1180/-** is to be attached with the Technical bid documents.
3. An amount of **Rs. 1,00,000/- (Rupees one lakh)** only towards BID security through Account payee/ demand draft / fixed deposit receipt/ banker's cheque/ online transfer from any commercial bank and submit along with bid documents.
4. 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 Bank Guarantee on performance security.

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 Cuttack-
Chief District Veterinary Officer
State Bank of India
Link Road Branch , Cuttack
Ac. No – 10603198810
IFSC – SBIN0009029**

Documents to be submitted

Technical Bid (COVER-A):-

1. Forwarding letter with checklist of Documents (sample attached)
2. Tender processing fee as mentioned above
3. Proof of Earnest Money Deposit (EMD or BID security fee) as mentioned above.
4. Details name, address, telephone no., Fax, e-mail of the firm in the format - Annexure-I
5. Past experience details in the format - Annexure-II
6. **Copy of Income Tax Return of last three financial years (2020-21, 2021-22 & 2022-23)**
7. **Copy of latest GST payment receipt.**
8. **Copy of PAN CARD & GST registration certificate**
9. Declaration of not been blacklisted by any Govt. institution in - Annexure-III.
10. Copy of 1st page of bank pass book or a cancelled cheque as proof of Bank Account details.
11. All the sheets of technical Bid along with bid document shall be numbered and duly attested by the bidder.

PRICE BID (COVER-B)

- a. The tender format giving the quoted rate 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 (sample attached).
- 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 Tender Document. The proposal must be complete in all respects and indexed. Each page should be numbered and certified by the bidder/ authorised 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 organised 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, Cuttack** through e-mail at cdvocuttack@gmail.com up to dt.13.11.2023 upto 04.00 PM 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.14.11.2023 at 11:00 AM in the office chamber of CDVO, Cuttack. 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://cuttack.nic.in> / <https://dahvs.odisha.gov.in> for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this Tender document. Request for alternation/change in existing terms and conditions of the Tender document shall not be considered /entertained.

General Terms and Conditions

1. Rate should be quoted in Indian Currency 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 L₁(in previous valid rate contracts) are not allowed to participate for those items in this tender (i.e their offer for non-supplied items shall not be considered for evaluation and shall be rejected).
6. The tender documents should be clearly written /typed without any correction, interpolations, and overwriting. Each page of the tender should be signed with the date by the tenderer.

7. If any information or documents furnished by the tenderer found to be misleading/incorrect at any stage, their tender 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 following the next working date & at the same time.
9. **The authority reserves the right to accept/reject all the bids or any part without assigning any reason thereof.**
10. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at Cuttack or High Court of Orissa.

Evaluation of Proposal:

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

Preliminary Evaluation (1st Stage):

- Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - ✓ Filled in Bid Submission Check List in Original
 - ✓ Covering letter on bidder's letterhead requesting to participate in the selection process.
 - ✓ Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
 - ✓ Copy of PAN
 - ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
 - ✓ Copies of IT Return for the last three financial years (2020-21, 2021-22 & 2022-23).
 - ✓ General Details of the Bidder
 - ✓ **List of completed assignments of similar nature (Past Experience Details,) along with copies of work orders and contracts.**
 - ✓ Undertaking for not having been black-listed by any Central/State Government/PSU/Autonomous bodies/International & National Organisation.
 - ✓ All the pages of the proposal and enclosures are signed or not by the bidder/authorized representative

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

Technical Score / Evaluation (2nd Stage):

- Technical proposal will be opened and 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	Maximum Mark	Description
Past Experience of the Bidder	60	<ul style="list-style-type: none"> ● 30 marks for 1st two projects (similar projects) (International / National / State level) ● 10 marks for each similar project above 2 projects ● 10 marks for executing ARD related projects / events
Technical Presentation (Restricted to 10 minutes for each bidder)	40	<ul style="list-style-type: none"> ● Understanding of approach and methodology to accomplish the task ● Understanding client's needs and scope of work ● Excerpts from past projects
Grand Total	100	

hds

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/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.

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.

The individual bidder's Financial Score (S_F) will be evaluated as per the formula given below:

$$S_F = [F_{min} / F_{bid}] \times 100 \text{ (rounded off to 2 decimal places)}$$

where,

S_F = Normalized financial score of the bidder under consideration

F_{min} = Minimum financial quote among the technically qualified bidders

F_b = Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = S_T \times 0.7 + S_F \times 0.3$$

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 including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

Section-3

Schedule of Requirement

Project Scope_

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 –

Erection of German Hanger . L x B . X H - (50 ft x 100 ft x 27 ft, side height – 12 ft) under tarpaulin roofing . A customized Boat (ବୋଟ) as per bidder requirement will be made within the specified area, which will contain at least 12 nos of box type stalls (10 ft x 10 ft x 10 ft) with extra one air conditioned VIP Lounge attached with personal refreshment area (15 ft x 10 ft x 10ft) fully equipped with furniture like Sofa, Chairs, Centre Tables, freeze, microwave oven etc. The entire floor of the hanger will be covered by plywood and good quality carpet. The partition wall of all the stalls will be of plywood. Each stall will be designed to showcase ARD activities as per the requirement and will be notified to the successful bidder before commencement of the work or during the execution.

(ii) Gate

Two box gates, top face written with "Directorate of Animal Husbandry & Veterinary Services, Odisha, and Department of Fisheries and Animal Resources Development, Govt. of Odisha" in Odia and English with suitable flex posters depicting activities of ARD sector. The height of

the gate should be at least 15 ft from the ground with a width of 12 ft between two side frames. The gate should be illuminated with flower decoration.

(iii) Barricades- As per requirement to separate different units of exhibition

2. GENERAL REQUIREMENT OF STALLS

- (I) The successful bidder has to provide (a) Electrical connection (b) plug points (c) lighting systems (d) Long Table with Cloth (e) Chairs etc in the stalls.
- (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 ARD sectors. The successful bidders have to consult CDVO, Cuttack and team before starting the work so that suitable areas will be demarcated for stalls.
- (iii) The intending bidders may visit the ground where exhibition will be made and submit the following;
- (a) A lay out plan for the whole allotted area with necessary drawings
 - (b) Drawing and design for the gate (mandatory)
 - (c) Drawing and Design for stalls
 - (e) Drawing and Design for VIP Lounge
 - (g) Drawing space for Power supply backup, Space for public address system and equipment, space for dustbins, Space for Fire-fighting equipment etc.
 - (h) Anti-fire chemical treatment of all materials (Like clothes and other flammable materials) to be used for erection of hanger and other inside works.
- (iv) All the stalls inside the exhibition hanger should be portioned by plywood with decorative wall with ARD activities and floor should be covered with carpet.
- (v). Manpower for Cleanliness , Watch & ward will be provided by the successful bidder..

3. ELECTRICAL WIRING, SWITCH BOARDS, AND FITTINGS

(a) Electrical works to be done:

I) **The successful bidder has to get electrical clearance certificate with proper power factor from TPCODL.**

- i) Complete Wiring of the entire exhibition area with required switch boards, control switches.
- ii) Adequate Plug Points for operating audio visual equipments, computer, and mobile charging of the exhibitors and in all built up area.
- iii) Adequate Ceiling, wall/pole mounted fans as per requirement in all the built up area.
- iv) Adequate Lighting with LED/CFL/ SFL Lamps in the stalls
- v) Air Conditioners of 1.5 to 2.0 tonne capacity to be provided in the VIP Enclosure.
- vi) Pedestal fans to be provided in strategic locations as per requirement and specified.
- vii) Decorative lichi bulbs, shaded lights may be provided as specified.
- VII) Adequate light provision to be made for focussing the gates and its surrounding area .
- viii) LED TVs (55") 4 nos. for display of ARD activities inside the Hanger and one (32") inside the VIP Lounge.

(b) **POWER SUPPLY BACK UP**

The Successful bidder has also to provide adequate Power supply back up to the exhibition area by providing the required number of Generators of 250 KVA/ 125 KVA as maybe required

4. PUBLIC ADDRESS SYSTEM AND EQUIPMENT

The successful bidder has to provide mike set(s) with conventional and cordless mouth pieces, amplifiers, loud speakers with permissible sound emission levels inside the exhibition venue, as may be specified/ required. He has to provide one LED (10 ft x 8 ft) for display outside the hanger. The successful bidder may have to make standby arrangements for amplifiers and mike sets as may be required.

5. DUSTBINS

The agency is required to put adequate number of dustbins inside the hanger. Regular cleaning of these dustbins are the responsibility of the agency. Layout 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

of the hanger .It is the responsibility of the agency to keep the area clean and sanitised during the entire period of the Baliyatra.

8. SECURITY

The successful bidder has to make 24 X 7 security arrangement of the exhibition area during the entire period of Baliyatra

9. SELFIE POINTS - Two nos. Selfie points to be constructed.

10. MODELS – 20 Nos of models showcasing the activities of ARD sector as per the requirement of the requirement of CDVO, Cuttack.

11. FLEX BANNER : 3000 Sq ft flex banners with batten frame showcasing the ARD activities are to be printed and fixed inside the hanger. The details of the ARD activities are to be provided by CDVO, Cuttack.

12. MASCOT : One object and one human Mascot as a representative symbol of ARD sector to provided by the successful bidder after discussion with CDVO, Cuttack.

13. Photography and videography :- HD quality Still and video photography including drone photography will be done during entire Baliyatra period. At the end of Baliyatra, all the photos and videos will be provided to CDVO, Cuttack with a SD Hard disk (200 GB).

13. Rate Quote by the Bidder as per detail specification of work

Sl. No.	Particulars	Quoted Rate (Rs)	Taxes in INR	Total in INR
1.	Erection of German Hanger L x B X H - (50 ' x 100 ' x 27 ' , side height – 12 ')			
2.	Construction of 12 nos. of stalls of 10'x10'x10'			
3.	Construction of one VIP Lounge of 10' x 10' x 10'			
4.	Box Gates- 2 with decoration			
5.	Barricades: Barricades of 300 running ft with height of 3 ft			
6.	Amenities in each stall: plug points-2, lighting systems-4 LED lights, Long Table with Cloth-1, Chairs-4			
7.	Ply with Carpeting: Entire Hanger area			
8.	Electrical wiring, switch boards and fittings (as per the ToR)			
9.	Power Supply Backup (as per the ToR)			
10.	Public Address System			
11.	Dustbins, Cleaning			
12.	Manpower for watch and ward (Three personels daily)			
13.	LED TVs as per ToR			
14.	Selfie Point, 2			
15.	Security personnel (Three personels daily)			
16.	Models as per the ToR			
17.	Flex Banner as per ToR			
18.	Mascot as per the ToR			
19.	HD quality Still Photography and videography with 200 GB hard disc			
20.	Grand Total including GST in INR			

13.Award of Contract:

After tender 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 2 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by

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

14. Performance Bank Guarantee (PBG):

Within 2 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish another Rs 20,000/- (Rupees twenty thousand) only in shape of DD / Bank guarantee from any scheduled commercial bank in favour of ' Chief District Veterinary Officer, Cuttack' payable at Cuttack which will make the **Performance Bank Guarantee amounting to Rs.1,50,000/- (Rupees one lakh and fifty thousand) only (EMD already paid – Rs. 1,00,000/- + Rs 50,000/- to be paid)** 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.

15. Delivery:

- a. **All the construction work shall be completed within dt. 26.11.2023 by 4 PM at the venue .**
- b. The firm proprietor must ensure presence of its adequate skilled manpower for different services near the stalls during the entire period of Baliyatra.
- c. No extra cost shall be paid for delivery and maintenance.

16. Payment:

- a. 100% payment shall be made after end of event with receipt of necessary bills. Under no circumstances the supply should be interrupted as regards to payment.

17. 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.


Chief District Veterinary Officer
Cuttack

Forwarding letter in Bidder's letter head

To,

The CDVO, Cuttack

Subject: For Selection of Event Management Agency For Construction Of Customised German Hanger, stalls and other exhibits For Exhibition of ARD activities in BaliYatra – 2023 at Baliyatra Ground, Cuttack

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with EoI 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 Tender document. In case any provision of this Tender are 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:

Handwritten signature

Section 4 (COVER-A, Technical Bid)

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

1.	Name of the bidder (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.	Name of the authorized person signing & submitting the bid on behalf of the bidder	Name Mobile No
4.	Registration / Incorporation Details	Registration No :- Date & Year :- (Attached copy)
5.	Local office in Cuttack with address if any	
6.	Bid Processing Fee Details	
7.	Details of amount of Earnest Money Deposit	Amount – BC/DD No- Date Name of the issuing Bank
8.	GST Registration No. (Photo copy of last GST Clearance certificate to be attached)	
9.	PAN No - (Photo copy of PAN to be attached)	
10.	Details of credentials of similar nature of work if any. (Photo copy of work order to be attached)	
11.	BANK details (Banking name, Bank name, Account no. IFSC code)	

DECLARATION

- 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 tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- 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 tender at any stage besides accruing of liabilities towards prosecution under appropriate law.
- I am willing to carry out the assignment as per the scope of work and is accepting all the terms and conditions as specified in the tender call notice

NB- The technical bid will have to be submitted along with other documents mentioned above.

Place
Date

Signature of Authorized person

Full Name:

Seal



Annexure-II

Financial Information in INR

(Three year financial statement (Audited))

Details	FY – 2020-21	FY – 2021-22	FY – 2022-23
Turn over from event management in Lakhs			

Supporting documents - Audited certified financial statement for the mentioned three years . Provisional audit report is not acceptable.

(BIDDER'S PAST EXPERIENCE DETAILS)

(Lists of completed/ongoing Assignments of similar nature during last 3 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.20.00 Lakh]

Copies of the Work order / Contract Document 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: _____

Handwritten signature

Annexure-III
(RUPEES 10 non judicial STAMP PAPER)
Self Declaration form For Not Black Listed

To,
The Chief District Veterinary Officer,
Cuttack, Odisha,

Sub :- For Selection of Event Management Agency For Construction Of Customised German Hanger, stalls and other exhibits For Exhibition of ARD activities in BaliYatra – 2023 at Baliyatra Ground, Cuttack

Sir,

I/We.....(Name& Designation)
having My/our firm at.....do hereby declare that I/We
have carefully read all the terms & conditions of EoI.

I will abide with all the terms & conditions set for in the tender 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, Cuttack ,Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do here by declare that I/we will supply the approved items as per the terms, conditions & specifications of the tender 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 Tender Inviting Authority can debar / blacklist me/us for a period of 3years if, any information furnished by us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

Date :

Signature of the bidder :

Name & Address of the Firm:
Affidavit before Executive Magistrate/Notary Public.

hos

Section- 5 (COVER-B, Financial Bid)

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

The CDVO, Cuttack

Subject: Selection of Event Management Agency For Construction Of Customised German Hanger, stalls and other exhibits For Exhibition of ARD activities in BaliYatra – 2023 at Baliyatra Ground, Cuttack

[FINANCIAL PROPOSAL]

Sir

I, the undersigned, offer to provide the services for Construction Of Customised German Hanger, stalls and other exhibits For Exhibition of ARD activities in BaliYatra – 2023 at Baliyatra Ground, Cuttack in accordance with your Tender call notice No _____, Dated: _____, Our attached Financial Proposal is for the sum of **Rs. _____ (in words) _____** This amount is inclusive of all the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the Tender document.

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

Annexure-IV

Quotation of Rate

Agency/ Firm name-

Address

Sl.no.	Particulars of item	Base price (Rs)	GST (Rs)	Total cost (Rs)
	For Construction Of Customised German Hanger, stalls and other exhibits For Exhibition of ARD activities in Bali Yatra – 2023 at Baliyatra Ground, Cuttack			
	Total			

*(Rupees only)

**Place
Date**

**Signature of Authorized person
Full Name:
Seal**

Handwritten signature

Annexure- V

Model Bank Guarantee Format for Performance Security

[Ref. Para 22(i)]

To

The Chief District Veterinary Officer, Cuttack, Odisha

WHEREAS,.....(name and address of the supplier) (here in after called "the supplier") has undertaken, 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 theday of20.....

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

We theBranch..... further agree that a mere demand by Chief District Veterinary Officer, Cuttack, is sufficient for us Branch at Khordha 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, Cuttack.

(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