

**EXPRESSION OF INTEREST
FOR
SELECTION OF AGENCY FOR
DESIGNING & ERECTION OF STALLS WITH
OTHER ALLIED ACTIVITIES FOR ORGANISING
HANDICRAFTS EXHIBITIONS IN CUTTACK
FOR THE YEAR 2025-26**

NO. 2090

/ DATED- 13.10.2025

A handwritten signature in blue ink, appearing to be 'Dy. Dir.' followed by a date '13/10/2025'.

**PUBLISHED BY:
ASSISTANT DIRECTOR,
DISTRICT HANDICRAFTS OFFICE, CUTTACK**

DISCLAIMER

This Bid Document is not an agreement and is neither an offer nor invitation by The District Handicrafts Office, Cuttack to the prospective Applicants or any other person. The purpose of this Bid Document is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this Bid Document. This Bid Document includes statements, which reflect various assumptions and assessments arrived at by The District Handicrafts Office, Cuttack in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This Bid Document may not be appropriate for all persons, and it is not possible for the Authority, its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this Bid Document. The assumptions, assessments, statements and information contained in this Bid Document, 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 and information contained in this Bid Document and obtain independent advice from appropriate sources.

Information provided in this Bid Document to the Applicants is on a wide range of matters, some of which depends 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 District Handicrafts Office, Cuttack accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The District Handicrafts Office, Cuttack, its employees make no representation or warranty and shall have no liability to any person including any Applicant 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 Bid Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Bid Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid Document or arising in any way in this Selection Process.

The District Handicrafts Office, Cuttack 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 Bid Document.

The District Handicrafts Office, Cuttack may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Bid Document.

The issue of this Bid Document does not imply that the District Handicrafts Office, Cuttack is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the assignment and District Handicrafts Office, Cuttack reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the District Handicrafts Office, Cuttack or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Bid, regardless of the conduct or outcome of the Selection Process.

A. Objectives of this bid:

The handicraft sector has been recognized as a potential sector for providing self-employment both in rural & urban areas with less capital investment, use of simple technology and is having ample scope for marketing with value addition.

The District Handicrafts Office, Cuttack looking after promotion and development of handicrafts industries in Cuttack District under administrative control of Directorate of Handicrafts, Odisha & the Handlooms, Textiles & Handicrafts Department, Govt of Odisha.

The Government has a proactive policy to provide a marketing platform to the handicraft artisans of the State through participation in exhibitions. As part of Marketing Assistance & Publicity strategy, the District Handicrafts Office, Cuttack organizes a number of exhibitions in Cuttack District.

The District Handicrafts Office, Cuttack is inviting bids from eligible firms for "Selection of Agencies for designing and erection of stalls with allied activities for organizing handicraft exhibitions in Cuttack for the year 2025-26".

Primary objectives of this bid is to select an Agency/ Decorator/ Event Manager who can make the event so attractive & manage smoothly to increase the foot fall of visitors to a highest level so that the artisans participating in the exhibition will sale their products & earn for their livelihood.

B. DATA SHEET

Activity	Description
Assignment Name	Selection of Agencies for designing and erection of stalls with allied activities for organizing handicraft exhibitions in Cuttack for the year 2025-26.
Name of the Client	District Handicrafts Office, Cuttack

Nodal Officer/ Contact person Contact details	Sri Manas Ranjan Sethy Handicrafts Promotion Officer, District Handicrafts Office, Cuttack e-mail: adhcuttack@gmail.com , Mob-7978319959
Address	District Handicrafts Office, Cuttack Rajendra Nagar, Near Mangala Temple, Po- Madhupatna, Cuttack-753010 e-mail: adhcuttack@gmail.com Phone: 0671-2917498
Selection Method	The bidder scoring highest combined marks both in technical & financial shall be the preferred bidder.
Preparation of Bid	
Date of publication of Bid Document	13.10.2025
Clarification	Clarifications may be requested within 4 days from date of publication in writing by email only. The contact information for requesting clarifications is: adhcuttack@gmail.com
Language	Bids shall be submitted in English language. All correspondence for the assignment shall be in English language.
Technical Bid	The Bid shall comprise the following: 1st Inner Envelope with the Technical Bid: 1) SCHEDULE – A: Technical Bid Submission Form 2) SCHEDULE – B: Letter of Bid/Declaration 3) SCHEDULE – C: Power of attorney for signing of Bid 4) SCHEDULE – D: Details of Bidder 5) SCHEDULE - E: Description of Experience of Bidder 6) SCHEDULE - F: Income Tax, PAN, GST Registration & Updated GST Return 7) SCHEDULE – G: Bank Details i.e. Account No., Type of account, Bank Name, Branch Name, Branch Address, IFS Code. 8) SCHEDULE – H: Annual Turn Over in Last Three Financial Years (2022-23, 2023-24 & 2024-25) from design and erection of stalls/pavilions. (Copy of the C.A certificate to be submitted)
Financial Bid	2nd Inner Envelope with the Financial Bid: Schedule – I (Refer Annexure-I for detailed specification)
Earnest Money Deposit (EMD)	The firm should deposit EMD of Rs.10,000/- in shape of Bank draft drawn in favour of the Assistant Director(H), District Handicrafts Office, Cuttack, payable at Cuttack. Bids without the specified EMD will be summarily rejected.
Eligibility criteria	1. Agency must have work experience of design and erection of stalls/pavilions for State govt. /Central Govt. /

	<p>PSUs during the period 2022-23, 2023-24 & 2024-25. Minimum 5 such assignments in each year are required for meeting the minimum eligibility criteria.</p> <p>2. The agency must have executed 2 (two) nos. or more of assignment for design and erection of stalls/pavilions worth Rs.15.00 lakhs each (Rupees Fifteen lakhs) only or above for State govt. / Central govt. / PSUs during each financial year (2022-23, 2023-24 & 2024-25).</p> <p>Note: <u>(Self certified copy of work orders clearly indicating the value of the assignment must be submitted along with the technical bid). Any work order copy submitted without indicating the values/date of assignment/without self-certification shall not be considered for evaluation.</u></p> <p>3. The agency must have minimum average annual turnover of Rs. 100 lakhs (Rupees one hundred lakh only) from design and erection of stalls during the period 2022-23, 2023-24 & 2024-25.</p> <p>Note: <u>The average annual turnover and net worth mentioned above should be certified by the statutory auditor of the firm/agency.</u></p> <p>4. It must have valid electrical license or authorization from any registered electrical contractor for execution of electrical work</p> <p>5. It must have valid PAN No with copy of IT return (updated)</p> <p>6. The firm must have valid GST registration certificate</p>
Submission of bids	<p>The Firm must submit:</p> <p>(a) Technical Bid: one (1) original,</p> <p>(b) Financial Bid: one (1) original</p> <p>The Firms shall not have the option of submitting their bids electronically.</p>
Bid Closing Date	22.10.2025 (05.00PM)
Technical Bid opening	23.10.2025 (11.00 AM)
Presentation on concept, drawing, designing & execution of work along with submission of both soft and hard copy	23.10.2025 (05.00PM)
Opening of Financial bids of applicants who qualify in technical bid	24.10.2025 (11.00 AM)
Validity of the bid	For the FY 2025-26

Letter of Award	To be intimated to selected firm/agency
Starting date of event	To be intimated to selected firm/agency

Note:

1. The District Handicrafts Office, Cuttack reserves the right to change any schedule.
2. Bids must be received not later than time, date mentioned in the Fact Sheet.
Bids that are received after the dateline will not be considered.

C. GENERAL TERMS & CONDITIONS

E.M.D.: - The firm should deposit EMD of Rs.10,000/- in shape of Bank draft drawn in favour of the Assistant Director(H), District Handicrafts Office, Cuttack, payable at Cuttack. Bids without the specified EMD will be summarily rejected. The EMD amount of Rs.10,000/- will be retained after completion of an exhibition / fair and the amount will spill over to the next succeeding event as EMD. The EMD will be converted to security deposit for the events in sequential order & returned after successful completion of the event.

1. Bidding Process:-

- a) Agencies shall submit the sealed bids in two sealed envelopes as detailed below. The name and address of the agency should be mentioned on each envelope. The language of the Bids as well as the supporting documents shall be in English.
- b) **Sealed Envelope I:** The cover of the envelope should clearly mention as "Envelope-I –Technical Bid for Selection of Agencies for designing and erection of stalls with allied activities for organizing handicraft exhibitions in Cuttack for the year 2025-26. It will contain the Technical Bid as per specified format (Schedule A, B, C, D, E, F, G and H) and any other relevant documents, duly signed by authorized representative of agency with agency seal, EMD and Non-refundable Bid Processing Fee towards the cost of BID document
- c) **Sealed envelope –II:** The cover of the envelope should clearly mention as "Envelope-II – Financial Bid for Selection of Agencies for designing and erection of stalls with allied activities for organizing handicraft exhibitions in Cuttack for the year 2025-26. It should contain Financial Bid (Schedule I) duly signed by authorized representative of agency with agency seal. The financial bid should contain the quoted rates of all items of the schedule-I exclusive of the GST. The GST should be indicated separately. The rates quoted shall be valid only for the FY 2025-26.
- d) **Sealed envelope – III:** The cover of the envelope should clearly mention as "Bid for Selection of Agencies for designing and erection of stalls with allied activities for organizing handicraft exhibitions in Cuttack for the year 2025-26.". This **outer** envelope will include the sealed envelope- i and Sealed envelope- II.
- e) Tender complete in all respect may be submitted to Director of Handicrafts, Odisha through courier/ speed post/ registered post only so that they are delivered to the address mentioned in the Data Sheet on or before the time

and date mentioned in the Data Sheet. Any bid received after the closing time for submission of bids shall be returned unopened. Tenders received by fax/ mail will not be entertained.

- f) All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the Bidder / authorised representative.

2. Pre-Qualification Documents to be submitted:-

- (a) EMD of Rs.10,000/- in shape of bank draft.
- (b) Copy of work order including its completion certificate in respect of execution of 2 (two) nos. or more of assignment towards design and erection of stalls/pavilions worth Rs. 15 lakh each (Rupees fifteen lakh) only for State govt. /Central govt / PSUs. during each financial year **2022-23, 2023-24 & 2024-25.**
- (c) Copy of work order for minimum 10 assignments for design and erection of stalls/pavilions for State govt. /Central govt / PSUs. during the financial years **2022-23, 2023-24 & 2024-25.**
- (d) Copy of valid registration documents of firm/ agency.
- (e) Copy of PAN and updated IT return for the year **2022-23, 2023-24 & 2024-25.**
- (f) Copy of valid GST registration certificate and updated GSTR 3B & GSTR 9 for the year **2022-23, 2023-24 & 2024-25.**
- (g) Audited statement of accounts for the year **2022-23, 2023-24 & 2024-25.**
- (h) Copy of valid trade licence.
- (i) Undertaking of non-engagement of child labour in judicial affidavit as per Child Labour Act.
- (j) Copy of valid electrical licence/ authorization from registered electrical contractor for execution of electrical work.
- (k) Copy of licence/ authorization from licensed agencies towards housekeeping service.
- (l) Copy of licence/ authorization from security service agencies for engagement of security personnel.
- (m) Copy of M.A. (Fine Arts) certificate of designer/ visualizer engaged in the firm.

The relevant self-attested copy of documents in support of the above claim should be furnished.

- 3. Selection process:** - The Agency / Decorator / Event Manager will be selected on the basis of **Quality and Cost Based Selection (QCBS)** mode and marking of technical evaluation will be 100, out of which marks for technical presentation will be 40.

Stage - 1

The bid(s) will be short listed based on the eligibility criteria.

Stage - 2

The technical evaluation will be done as per the evaluation parameter given below:

Item No	Criteria	Max. Marks	Marking Parameters
1	Value of Work Orders executed for similar nature of work	30	Work costing : a) Minimum 10 assignment -10 marks b) Two no. work of value ≥ 25.00 lakhs- 10 Marks

			c) Two no. of additional work of value \geq 25.00 lakhs – 10 Marks
2	Average Turn over	20	a) \geq 100.00 lakhs- 10 Marks b) \geq 200.00 lakhs- 5 Marks \geq 300.00 lakhs- 5 Marks
3	Valid EPF & ESI certificate along with minimum 10 no. of employees in pay roll	10	
4	Presentation on Concept, drawing & design and execution of the event (soft & hard copy should be submitted before presentation)	40	To be evaluated on the basis of the presentation on each of the item like main gate, inner gate, office, stall, demo stall, stage etc.
	Sub Total: Technical Bid Score (TBs)	100 Marks	
	Minimum technical score required for getting to Stage- 3 is 70 marks		

Stage 3 –Evaluation of Financial proposal

- a. Financial bids of the short-listed bidders at stage- 2 shall only be opened.
- b. The rate(s) quoted by the bidders should be inclusive of all costs, conveyances, installation & dismantling but exclusive of taxes.

The Financial bid of the technically qualified bidder shall be opened. The bidder having lowest price shall be given 100 marks.

$$\text{Financial Bid Score (FBs) of the other bidders} = \frac{\text{Amount Quoted by the lowest bidder} \times 100}{\text{Amount Quoted by Corresponding bidder}}$$

Stage – 4

Technical bid weightage (Tw) will be given 70% and financial bid weightage (Fw) will be 30% for calculation of combined scoring.

$$\text{Combined Score (Cs)} = [\text{Tech. Bid Score (TBs)} \times \text{Technical Bid weightage (Tw)}] + [\text{Financial Bid Score (FBs)} \times \text{Financial Bid Weightage (Fw)}]$$

Selection of the bidder shall be solely based on the highest Combined Score (Cs).

4. **Filling the Tender rates:** - All the Tenderer should fill up the rate tendered in figure as well as in words. The tender form may be filled in English and all entries made by hand in black ink. Over writing of rates are not permitted. All corrections should be attested by the Tenderer. The rate indicated in words would be the final in case of any discrepancy arises with the rate indicated in figure.
5. The duration of the Fair shall be normally 7 to 10 days. However, in case it is extended up to 3 (three) days, no extra payment shall be made to the Contractor/ Decorator. In case the Fair extended for more than three days, extra payment for each extended day(s) beyond 13 days shall be made at the rate not exceeding proportionate cost for 13 days. The agency will normally get a period of 5 to 7 days to complete all tentage works including electrification before the day of the event. Similarly, there will be 2 to 3 days available for dismantling. After completion of the fair, the Contractor/ Decorator shall have to take away all the materials immediately after the event is over & vacate the site within the stipulated time. He will have to pay 25,000/- (Rupees Twenty Five Thousand) only per day for the days he occupies for vacating the site beyond the permissible period or as demanded by the authorities of the ground whichever is less. The ground may be handed over to Competent Authority after proper cleaning of the ground as per Waste Management norms failing which the penalty amount fixed by the Authority will be recovered from the Decorator.
6. It is the responsibility of the Agency/ Decorator/Event Manager to obtain clearance certificate from the Competent Authorities for clearance of the ground.
7. The Decorator has to submit the detail concepts and working layout plans as per ground measurement accommodating all components of the event as per the COVID-19 guidelines. Carry out modification in conceptual designs considering the design suggestions of the Mela Authority / Statutory Authorities.
8. The progress of the work shall be checked and supervised by authorized officers to ensure that the work is done as per the specifications & time schedule. All the materials used in the erection work should be covered under insurance at the own cost of the Decorator.
9. The works listed in the schedule may be modified with addition or deletion of items at short notice in the interest of the event. Extra modified items of work will be executed at mutually agreed rates / comparative market price / lowest tendered price quoted whichever is less duly finalized by the committee. No advance will be allowed for execution of the work. The Contractor/Decorator will be responsible for upkeep & maintenance of the entire work done by him till the closing of the Fair, for which, no extra payments shall be made. Breakages & damages in any work shall immediately be settled & no extra payment will be made for any damage, breakage or loss on account of any reason or natural calamities.
10. No part of the contract will be sub-let.
11. It will be responsibility of the Contractor/Decorator to obtain requisite permissions from Police, Fire, Electricity and other allied offices for organizing the events prior to commencement of the programme. He will also obtain required structural stability certificate from the competent authority for the infrastructures to be erected at the Fair ground at their own cost. It will also be the responsibility of the Contractor/Decorator to coordinate with the concerned authorities and arrange all civil, electrical connection and other amenities that may be required for running the fair. However, necessary correspondences to the concerned authorities will be made by the Directorate. Security deposits, installation charges

and consumption charges for all civil & electrical connections for the fair shall be paid by the Directorate. Moreover, it will be the responsibility of the Contractor/Decorator to liaison with the competent authority for installation of temporary VIP toilet in the Office/Control room.

12. As regards electrical works, the Contractor/Decorator will have to engage qualified licensed Electrician/ Contractor entitled to erect, handle and maintain high tension supply line and its upkeep & maintenance in consultation with authorized technical person.
13. As regards sweeping and cleaning service etc. the Contractor/Decorator will have to engage experienced and licensed agencies to provide such service during the event period.
14. The Contractor/Decorator will not use any materials other than those specified in the tender without the prior permission of the Competent Authority.
15. The Contractor/Decorator will have to arrange sanitary & water supply arrangements for their own workers to avoid unhygienic condition inside the Fair ground.
16. The extra energy/ electric supply to meet the requirement are to be provided through running generator and the same is to be provided by the Contractor/Decorator as per requirement without any extra cost of fuel.
17. The Contractor/Decorator will ensure the security agency to be engaged possess all statutory criteria laid down by Govt.
18. The Contractor/Decorator will have to submit the bill after completion of the event. The verification of construction work with other arrangements with respect to work order will be done by authorized officers of the Directorate in presence of the Contractor/Decorator or his representative. Basing on report of the verifying officer, a committee would evaluate the execution of the work with respect to the work order and in case of any lapse, proportionate amount, as decided by the committee would be deducted from the bill. The verification report must be signed by the Decorator and verifying officer.
19. Adequate no of Fire Extinguishers as approved by Fire Authority shall have to be installed both for common and electrical fire. Similarly, adequate no of buckets (Specially designed for firefighting) containing water and sand to be installed. They should be installed at places as directed by the Fire Authority. The Contractor/Decorator will have to obtain the fire safety certificate from the concerned fire authority.

Electrical light and fan fittings are to be arranged with necessary wiring on main line separately for (a) fan (b) light (c) night lamp, distribution and point wiring including switch, main switch etc., using ISI standard wire and light fittings & approved by the local electrical authority. All fittings should be properly focused to enable enough / proper lighting at the stall / Demo / Office/Gates/Facia/full ground.

20. Notwithstanding anything contained in the aforesaid clauses and in the accompanying schedules, the Assistant Director (Handicrafts), Cuttack is competent to effect change of the venue and the schedule accordingly or even cancel the Fair before the work is formally awarded and the Contractor/Decorator will not have any claim against the Assistant Director (Handicrafts), Cuttack for the preliminary work(s) or any other expenses incurred in connection with this tendering for the work and further proceedings thereon until such alternation or cancellation.
21. All the disputes are under Bhubaneswar jurisdiction.
22. The Assistant Director (Handicrafts), Cuttack reserves the right to reject any or all tenders without assigning any reason or to accept any portion of the tender and award the remaining work to any other Contractor/Decorator.

1. SCHEDULE – A

TECHNICAL BID SUBMISSION FORM
(On bidders' letter head)

[Location, Date]

To

The Assistant Director,
District Handicrafts Office, Cuttack
Rajendra Nagar, Near Mangala Temple, Po- Madhupatna, Cuttack-753010
e-mail: adhcuttack@gmail.com, Phone: 0671-2917498

Subject: Selection of Agencies for designing and erection of stalls with allied activities for organizing handicraft exhibitions in Cuttack for the year 2025-26.

Sir,

We, the undersigned, offer to provide services for the captioned assignment in accordance with your Bid Document and our Bid. We are hereby submitting our Technical Bid.

We hereby declare that all the information and statements made in this Bid are true and accept that any misrepresentation contained in it may lead to our disqualification.

If negotiations on any particular assignment are held during the period of validity of the assignment, our Bid is binding upon us subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Signature of the
Authorized Signatory

Name of the Signatory: _____

Designation: _____

Name of Firm: _____

Address: _____

Seal of the Bidder

2. SCHEDULE – B

DECLARATION

(On bidder's letter head)

Location, Date

To,

The Assistant Director,
District Handicrafts Office, Cuttack
Rajendra Nagar, Near Mangala Temple, Po- Madhupatna, Cuttack-753010
e-mail: adhcuttack@gmail.com, Phone: 0671-2917498

Subject: Selection of Agencies for designing and erection of stalls with allied activities for organizing handicraft exhibitions in Cuttack for the year 2025-26.

Sir,

With reference to the Bid Document for Selection of Agencies for designing and erection of stalls with allied activities for organizing handicraft exhibitions in Cuttack for the year 2025-26, dated, I/we, having examined the Bid Document and understood their contents, hereby submit my/our Bid for the captioned assignment. The Bid is unconditional and unqualified.

1. All information provided in the Bid and in the Appendices is true and correct.
2. This statement is made for the purpose of qualifying as a bidder for undertaking the captioned assignment.
3. I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
4. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
6. We certify that we have not been barred by Government of Odisha (GoO), or any other state government in India (SG) or Government of India (Gol), or any of the agencies of GoO/SG/Gol from participating in their projects.
7. I/ We have examined and have no reservations to the Bid Document, including any Addendum issued by the Authority.
8. I/ We do not have any conflict of interest in accordance the Bid document;
9. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Bid document, in respect of any tender issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
10. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the Bid Document, no person acting for us or on our behalf has

engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

11. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive for the captioned assignment, without incurring any liability to the bidders, in accordance with the Bid Document.
12. I/ We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the captioned assignment.
13. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
14. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
15. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the bidder, or in connection with the Bidding Process itself, in respect of the captioned assignment and the terms and implementation thereof.
16. I/We have studied the Bid Document carefully and also understood the scope of the assignment. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the bidding process including the award of assignment.
17. The Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the Bid Document.
18. I/We agree and undertake to abide by all the terms and conditions of the Bid Document. In witness thereof, I/we submit this Bid under and in accordance with the terms of the Bid Document.

Yours sincerely,

Signature of the Authorized
Signatory

Name of the Signatory: _____

Designation: _____

Name of Firm: _____

Address: _____

Seal of the Bidder

3. SCHEDULE – C

POWER OF ATTORNEY FOR SIGNING OF BID

Know all men by these presents, we, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of and presently residing at, _____ who is [presently employed with us/ and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid against the Bid Document for Selection of Agencies for designing and erection of stalls with allied activities for organizing handicraft exhibitions in Cuttack for the year 2025-26 by the Assistant Director(H), District Handicrafts Office, Cuttack (the "Authority") including but not limited to signing and submission of all applications, Bid and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Service Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Bid for the said assignment and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

~~AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.~~

IN WITNESS WHEREOF WE, _____, THE ABOVE-NAMED PRINCIPAL HAS EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF, 2024.

Yours sincerely,

Signature of the Authorized Signatory

Name of the Signatory: _____

Designation: _____

Name of Firm: _____

Address: _____

Seal of the Bidder

4. SCHEDULE – D

DETAILS OF BIDDER
[On bidders' letter head]

- (a) Name of Bidder:
- (b) Address of the office(s):
- (c) Date of incorporation and/or commencement of business (Please attach certified copy of registration of Firm):

Details of individual(s) who will serve as the point of contact / on behalf of the bidder.

- (a) Name:
- (b) Designation:
- (c) Company/Firm:
- (d) Address along with Pin code:
- (e) Telephone number:
- (f) E-mail address:
- (g) Fax number:
- (h) Mobile number:

5. SCHEDULE- E

Description of Experience of Bidder. The bidders are advised to submit the work order of similar kind of assignment

6. SCHEDULE- F

INCOME TAX, PAN, GST REGISTRATION & GSTR DOCUMENTS.

7. SCHEDULE – G:

Bank Details i.e Account No., Type of account, Bank Name, Branch Name, Branch Address, IFS Code.

8. SCHEDULE - H

ANNUAL TURNOVER IN LAST THREE FINANCIAL YEARS FROM similar works with supporting documentation including Balance Sheets and Profit and Loss Statements (certified by statutory auditor of the firm)

Financial Bid

Sl. No.	Items-wise detailed works in the events	Amount quoted (in Rs.) Both in figure & word
1	GROUND PREPARATIONS: Cleaning & levelling of ground and sand filing etc.	
2	INFRASTRUCTURE (a) Stall: <ul style="list-style-type: none"> • 100 to 200 Nos. of waterproof roof stalls of dimension 12 ft x 12 ft or 10ft x 10ft having New white cloths covering three sides with metallic / wooden barrier preferably 8' height tin walling in the back side for protection with designed fascia in the front. The stalls should have a 6" high rigid bottom platform covered with good quality ply wood and carpet. 3 tier wooden rack of 10' long and 1'3" width for each step. Height of 1st step- 2'6", 2nd step-1'3" & 3rd step-1'3". Structure should be of good quality & strong wooden frames covering with white cloth (new). Wooden counter table of size 8'x2'x2.5' covering with new white cloth. • Cotton drops will be provided during the night. • District or Artisan's name and number of the stall shall be written separately by vinyl stickering over sun board of required size. • One number of ceiling fan, two numbers of LED light (85 watt each), two numbers of plastic moulded chair (arm free) and 5A switch & socket in each stall including wiring and cabling. • Mattress (one number) will be provided for each stall. (b) Theme Pavilion-cum-Audio Visual Room: <ol style="list-style-type: none"> I. <u>Construction of the theme pavilion:</u> <ol style="list-style-type: none"> 1. Theme pavilion of 30ft X 30ft. with two (2) Gates at front & back of the Pavilion. 2. One Live Demonstration section of 14' X 5' on the right side. 3. Product Display area in the middle with 2 Steps on two Sides. Remaining two sides to be used for display of pictures of skill development programmes. 4. Product Display areas of 7.5' X 5' 5. Wall of all four concept rooms should contain Ply for displaying products on wall. 6. Rods to be kept on top for hanging of products from ceiling. 7. The roof of the pavilion to have theme based roof. II. <u>Interior Decoration:</u> <ol style="list-style-type: none"> a. 5 (Five) podium structured standees with Board on top for display about scheme of Handicrafts Sector b. 4 (Four) podium structured standees with Board on top for display of product making procedure. c. Wooden Boxes (8 Nos. of 3 Ft. Height & 4 No's of 2.5 Ft. Height). d. Tables for display of products (as per requirements) e. Chairs (as per requirements) f. Electricity connection to the whole theme pavilion: CFL Bulb, LED Halogen, Ceiling Fan- (as per requirements) III. <u>Printing of Flex & Vinyl's with Sun boards:</u> <ol style="list-style-type: none"> a. Vinyl pasted on 18"X14" size sun boards having description about scheme of Handicrafts Sector. b. Vinyl pasted on 18"X14" Size sun boards describing Handicrafts product making process. c. 1 (One) Flex of 14'X8' size inside the Pavilion in the Demonstration Counter. d. 4 (Four) Flex of 10'X4' size on the Pillar in the middle of the Pavilion. e. Flex covering outside the Theme Pavilion as per requirement. IV. Proposed themes / concept installation at the entrance of the Pavilion. V. Selfie Point at Exit point of the Pavilion. (c) Demonstration Stall:	

- One to two number of demonstration stall of dimension 20 ft x 20 ft. having good quality bamboo covered with water proof ceiling with fascia in all side. The stalls have a 6" high rigid bottom platform covered with good quality ply wood and carpet.
- Four numbers of ceiling fan, six numbers of LED light (15 watt each), four numbers of chair and three numbers of 5A switch & socket including wiring and cabling.

(d) Food Stall:

- 10 numbers of food stalls of dimension 10 ft. x 10 ft. should be structures of good quality bamboo covered with water proof ceiling with fascia in the front. The side walls & top should be covered with tarpaulin with cloth lining inside. The stalls should have a 6" high rigid bottom platform covered with good quality ply wood and carpet. Cotton drops will be provided in night. Counter table of size 8'x2'x2.5' and 3-tier rack as mentioned for the stalls made of good quality ply wood covering with new white cloth.
- Wooden counter table of size 8'x2'x2.5' covering with new white cloth.
- One number of ceiling fan, two numbers of LED light (85 watt each), two numbers of plastic moulded chair (arm free) and 15A switch & socket in each stall including wiring and cabling.
- Dustbin-adequate no. for wet & dry waste

(e) Office-cum-Control Room:

- The Office-cum-Control Room of dimension 40 ft. x 20 ft. excluding the veranda attached to all sides should be structures of good quality bamboo with water proof ceiling at the top and side walls covered with flex & fascia in all sides. There will be a 6" height rigid bottom platform covered by good quality plywood boards and new carpets. Decorative flex mounted motifs will be provided on the outside walls keeping in turn with the event. Room & veranda would be decorated with indoor plants & flowers. There would be separate cabins (ply partition covered with new white cloth) for VIPs/Guests, registration, Stores/pantry etc.
- Sophisticated attached toilets for VIPs with tiled flooring and appropriate structure for walling, ceiling, P.H. fitting, electrification, sanitary fittings, wash basins, water connection to toilet, sewerage pit, overhead tank with adequate water supply with 1 No. sweeper to keep the toilet clean with bleaching powder, phenyl as per requirement etc.
- Six numbers of ceiling fan, six numbers of LED light (85 watt each), four (4) numbers of sofa set with tea poi, 20 VIP chairs and adequate nos. of 5A switch & socket, Tower AC 4 ton including wiring and cabling.

(f) Stage for Inaugural ceremony with other arrangement:

- A stage of dimension 12'x8'x4' with wooden plank and ply wood with decent backdrop with flower decoration/other decorative and other arrangement for inaugural ceremony.
- Provision of flower bouquets for guests attending inaugural and closing ceremony.

(g) Stage for Cultural Programme:

- A stage of dimension 16'x24'x4' with wooden plank and ply wood with decent backdrop for cultural programmes and would be decorated with flowers.
- Provision of two green rooms by the side of the stage for guests / artists.
- Provision of three (3) nos. of Sofa set, 100 nos. of banquet chairs, and

	<p>public addressing system for the stage and ten (10) chairs in each green room covered with carpet.</p> <ul style="list-style-type: none"> • Sufficient light arrangement for the stage for different cultural programme. <p>(h) Fire Office:</p> <ul style="list-style-type: none"> • The shed for the fire brigade & rest shed for the fire men of dimension 35'x16'x18' should be made of bamboo structure with tarpaulin covering and cloth walling & bottom platform by ply wood. • Adequate light & fan and 5A switch & socket to be provided <p>(i) Temporary Lavatory:</p> <ul style="list-style-type: none"> • 10 nos. of temporary lavatory with 8' height, four side boundary wall with door facilities, electrification and all PH fittings. • Separate provision of toilets for both gents, ladies & Physically Challenged (Dibyanga) <p>(j) Erection of Main gates and inner gates:</p> <ul style="list-style-type: none"> • Four numbers of main gates and inner gates (Two each) should be strong bamboo structures with plywood, thermo cool and pop setting as per 3D design including solid lettering both in English and Odia written over complete & would be decorated with flowers. 	
3	<p>Certificates, Documentation report and I-card etc.:</p> <ul style="list-style-type: none"> • Printing of invitation cards with programme and distribution. (as per req.) • Printing of certificates legible writing and distribution of certificates to participants. (as per req.) • 5 copies of Documentation report of the events with specification of A4 size glossy art paper, Type of paper-180 GSM with cover page 300 GSM Art Paper Matt finish, No. of pages- 12 nos. • I-card to all participants and official staffs (as per req.) 	
4	<p>Flex banners, Signage, hoardings and advertising etc.:</p> <ul style="list-style-type: none"> • Office-cum-Control room should be provided with public address system with soft music. The sound box to be fixed on each light towers & other strategic places for the entire event period. • Printing, framing and fixing of hoardings of different size (rate-per sq ft.) in & around exhibition premises (as per req.). The printing materials (content) will be provided by the Directorate. • Printing, framing and fixing of signage of size of 4'x2'6" in different locations of Bhubaneswar. • Printing, framing and fixing of hoardings on all sides of electrical towers. The printing materials will be provided by the Directorate. • Flex on Handicrafts map/ Terracotta map of Odisha (as per req) to be installed in the fair ground. • Flex/Hessian cloth/colour Ply wood (Hard boards) of 8'(eight ft.) height with Decorative motifs to be fitted at different places of the premises as per requirement. 	
5	<p>Light, Sound & Videos etc.</p> <ul style="list-style-type: none"> • JBL-SRX speakers-8, JBL monitors with matching amplifiers-2, cordless microphones (Shure / Sony / Senheiser / Studio master) – 3, Effect processor, Equalizer, Mixer, Digital set up, snake cables, sub-woofer (Bass Bin) with QSC poser and any other necessities for sound system. • Adequate, appropriate and spot specific light system for adequate light in the ground, stage & fire office etc. • Video and photo coverage for all parts of events. The Decorator will have to submit 100 nos. of photographs with water proof album and Video. 	

	<ul style="list-style-type: none"> • Photographer/Videographer to remain present in all the day during entire period of event • LED Screen (Size12'x8') to be installed for display of documentary film. • Installation of CCTV at strategic points of Mela ground (as per req.) with one of monitors minimum 55" inch to be installed in the Office-cum-Control room including all cabling, fittings and accessories all complete. • 4 or more light towers as per requirement to be installed in the ground for adequate lights. • Adequate fancy lights & lamp shade to be hanged on the trees & other permanent structure for the entire event period to make the event ground colourful & attractive 	
6	Generator <ul style="list-style-type: none"> • Soundless generator (As per the contract load) for emergency power shedding including fuel charges to be provided. 	
7	Maintenance of the ground etc. <ul style="list-style-type: none"> • Provision of drinking water tanks with sufficient supply of water including tap system for the exhibitors as well as the visitors. • Drinking water Jars with disposable glass for office-cum-control room and fire office. • Adequate number of House Keeping staff to keep the ground clean all along. • Large size dustbins (as per req.) to be provided for the ground. • Green Carpeting for cover the entire ground with new material. 	
8	Fire Fighting <ul style="list-style-type: none"> • Providing and spraying fire-retardant solution of approved manufacturer conforming to IS 8758:1993 on all the structure erected like walls, ceiling, facias etc. made out of cloth/ hessian cloths/flex as per approved specifications of fire safety guidelines or as directed by the competent authority. • Adequate nos. of fire extinguishers as approved by Fire Authority shall have to be placed both for common and electrical fire. Similarly, adequate no. of buckets (Specially designed for fire fighting) containing water and sand to be placed. They should be placed as directed by the Fire Authority. The Contractor/Decorator will have to obtain the fire safety certificate from the concerned fire authority. 	
9	Security <ul style="list-style-type: none"> • Adequate security guards, deployment from registered and reputed agencies. 	
10	Misc. activities <ul style="list-style-type: none"> • Permission/clearance for fire safety from the concerned fire authority • Permission from TPCODL for all electrical power supply including clearance from Electrical Inspector. The statutory deposit will be made by the Directorate. • Permission from local Police authorities. • Permission from R & B authorities for erection of stage. • All other necessary and statutory permissions from Govt. departments for organizing the event. 	