

**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, CUTTACK**Tel. Ph. No.- 0671-3559236//e-Mail ID: cdvocuttack@gmail.comRFP No. 15231Date 19.12.2025**Request For Proposal (RFP)**

The Chief District Veterinary Officer, Cuttack (CDVO, Cuttack) invites from reputed event management agencies/ companies for On-ground delivery and event management of the District Level Matsya – o – Pranee Sampad Mela - 2025 (DLMoPSM - 2025). The detailed document is available in the website of District Administration, Cuttack i.e. <https://cuttack.odisha.gov.in/>.

The bid shall be submitted in the prescribed format along with all relevant documents duly signed and sealed. The bid should reach the Office of the Chief District Veterinary Officer, Cuttack by **29-12-2025 by 01.00 PM** either by Courier/ Speed Post/ Registered post (No hand delivery is acceptable). The Office of the Chief District Veterinary Officer, Cuttack shall not be responsible for any delay in postal delivery and similar reasons.

For any assistance in this regard or for any clarification, the prospective firm/ Company may contact the Chief District Veterinary Officer, Cuttack (CDVO, Cuttack).

Schedule of Bidding Process

Period of availability of RFP document:	Dt: 19-12-2025 to Dt. 29-12-2025 Downloadable from Website https://cuttack.odisha.gov.in/ .
Last date for receipt of pre bid queries	22-12-202 till 4.00 PM through email on cdvocuttack@gmail.com
Date of Pre bid Meeting	23-12-2024 at 11.00 AM
Last date for receipt of RFP:	Dt. 29-12-2025 by 01.00 PM through Registered Post/ Courier/ Speed post. No drop box facility is available and Hand delivery is not allowed.
Place of Pre – bid meeting and submission of RFP:	Office of the Chief District Veterinary Officer, Cuttack At/Po- Khapurua, PO – Madhupatana, PS – Madhupatana, Cuttack Dist-Cuttack Pin-753010
Date and Time of opening of Technical Proposal at CDVO, Cuttack Office, Khapurua, Cuttack	Dt. 29-12-2025 at 02.00 PM.
Presentation by qualified Bidder (will be intimated through their e-mail Id)	Dt. 30-12-2025 at 11.00 AM
Opening of Financial Proposal	Dt. 30-12-2025 for technically qualified bidders after presentation
For further information: Contact Person	The Chief District Veterinary Officer, Cuttack At/Po- Khapurua, PO – Madhupatana, PS – Madhupatana, Cuttack Dist-Cuttack Pin-753010 e-mail – cdvocuttack@gmail.com

The interested bidder(s) can download the RFP documents from the website (www.cuttack.odisha.gov.in) and submit the same only through register post / speed post / courier service.

The RFP documents must be accompanied by non-refundable tender document cost of **Rs 1000.00 (Rupees one thousand) only** inclusive of GST which will be in shape of bank draft drawn on any nationalized / scheduled bank in favour of " Chief District Veterinary Officer, Cuttack", payable at Cuttack.

All bid documents must accompany a non- refundable bid processing fees for **Rs. 2, 000/- (Rupees two thousand) only** in shape of bank draft drawn in favour of " The Chief District Veterinary Officer, Cuttack", payable at Cuttack. The bid-security of both successful and un-successful bidders (**Rs. 70,000/- Rupees seventy thousand only**) will be returned after the bidding process is over.

The tender papers will be submitted only through register post / speed post / courier service to following address and will also be opened at the Chief District Veterinary Officer, Cuttack, At – Khapuria, Po- Madhupatana, Cuttack, District – Cuttack, PIN :- 753010, Odisha.

CDVO, Cuttack reserves the right to cancel / alter the advertisement and reject all or any tender paper without assigning any reason what so ever. Delayed response and canvassing in any form will lead to rejection of tender.

Please quote RFP no and date in all correspondence. Please go through the General Condition of Contract and Scope of works before filling up the tender documents.

Secy, 19/12/25
Chief District Veterinary Officer
Cuttack

Memo No *15232*..... Date *19.12.2025*.....

Copy forwarded to the District e-Governance Manager, Cuttack for information and necessary action with a request to host the tender notice in the district website for wide publication.

Secy, 19/12/25
Chief District Veterinary Officer
Cuttack

Memo No *15233*..... Date *19.12.2025*

Copy to notice board of Director, AH & VS, Odisha, Cuttack / Collector & DM, Cuttack / CDO – cum – EO, Zilla Parishad, Cuttack / Commissioner, Cuttack Municipal Corporation, Cuttack / Sub – Collector (Cuttack / Banki / Athagarh) for information for wide publicity. .

Secy, 19/12/25
Chief District Veterinary Officer
Cuttack

Memo No *15234*..... Date *19.12.2025*.....

Copy to notice board of the Chief District Veterinary Officer, Cuttack for information for wide publicity .

Secy, 19/12/25
Chief District Veterinary Officer
Cuttack

Memo No *15235*..... Date *19.12.2025*.....

Copy submitted to the Collector & DM, Cuttack for favour of kind information and necessary action.

Secy, 19/12/25
Chief District Veterinary Officer
Cuttack

Memo No *15236*..... Date *19.12.2025*.....

Copy submitted to the Director , Animal Husbandry and Veterinary Services, Odisha, cuttack Collector & DM, Cuttack for favour of kind information and necessary action w.r.t. letter no 15021/Vet dated 06.09.2025.

Secy, 19/12/25
Chief District Veterinary Officer

Office of the Chief District Veterinary Officer, Cuttack

At/Po- Khapuria, PO – Madhupatana, PS – Madhupatana, Cuttack

Dist- Cuttack Pin-753010,

Email – cdvocuttack@gmail.com



RFP No-.....15231...../

Date-.....19.12.2025.....

Request for Proposal (Rfp)

For Appointment of Event Management Agency for Organisation of District Level Matsya – o – Pranee Sampad Mela – 2025 at Cuttack

Request for Proposal (RFP) is invited from reputed event management agencies/ companies for On-ground delivery and event management of the District Level Matsya – o – Pranee Sampad Mela - 2025 (DLMoPSM - 2025). The detailed document is available in the website of District Administration, Cuttack i.e. <https://cuttack.odisha.gov.in/>.

The bid shall be submitted in the prescribed format along with all relevant documents duly signed and sealed. The bid should reach the Office of the Chief District Veterinary Officer, Cuttack by **29-12-2025 by 01.00 PM** either by Courier/ Speed Post/ Registered post (No hand delivery is acceptable). The Office of the Chief District Veterinary Officer, Cuttack shall not be responsible for any delay in postal delivery and similar reasons.

For any assistance in this regard or for any clarification, the prospective firm/ Company may contact the Chief District Veterinary Officer, Cuttack (CDVO, Cuttack).

Chief District Veterinary Officer, Cuttack

CDVO, Cuttack reserves right to accept or reject any or all application during the selection process at any time/ without incurring any liability and with / without assigning any reason thereof

19/12/25

RFPNo: 15231

Date: 19.12.2025

Request for Proposal (RFP)
For Appointment of
Event Management Agency for Organization of District Level Matsya – o- Prancee
Sampad Mela – 2025 at Lower Balijatra Ground, Cuttack, Odisha



Office of the Chief District Veterinary Officer, Cuttack
At/Po- Khapuria, PO – Madhupatana,
PS – Madhupatana, Cuttack
Dist-Cuttack Pin-753010,

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19/12/25

Schedule of Bidding Process

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Date and Time of opening of Technical Proposal at CDVO, Cuttack Office, Khapurua, Cuttack	Dt. 29-12-2025 at 02.00 PM.
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1. INFORMATION AND GENERAL CONDITION OF CONTRACT

The Chief District Veterinary Officer, Cuttack (CDVO, Cuttack) in collaboration with District Fisheries Officer, Cuttack (DFO, Cuttack) and various stakeholders, intends to organize "Matsya - o - Pranee Sampad Mela - 2025". This two days duration Mela shall involve organization of general meetings, farmers - scientist interaction, stall exhibitions, live animal and fish demonstration, along with cultural programmes to create mass awareness among livestock and fish farmers on various government schemes AHD scientific practices.

It has been planned to organize the DLMoPSM - 2025 on **03-01-2026 and 04-01-2026** at the Lower Balijatra Ground, Cuttack. However, if any changes in the schedule arises, then the Event Management Agency will be informed 7 days before.

1.1. Instruction to Bidder

- a. Firms are hereby invited to submit their bids in response to the Request for Proposal (RFP) for providing their services to the CDVO, Cuttack. Proposal so submitted shall form the basis for future negotiations and ultimately a contract between the selected agency and CDVO, Cuttack. The contract shall be for a period of one season, i.e. the agency shall execute the scope of work mentioned in this document during Matsya - o - Pranee Sampad Mela - 2025 at Cuttack only.
- b. A description of the assignment, Scope of work, Terms of Reference and objectives are given in this document.
- c. To obtain first- hand information on the assignment, the agency may make visit to Lower Balijatra ground before submitting the proposal.
- d. The expenditure incurred towards preparing the proposal and negotiating the contract including site visit, are not reimbursable as a direct cost of the assignment.
- e. The CDVO, Cuttack may reject one or all proposals without assigning any reason thereof.
- f. The BIDDER should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation. Self-Declaration from the BIDDER in a Rs. 10 /- non judicial stamp paper should be furnished.
- g. *All the supporting documents should be duly self-attested by the bidder.*

Signature
19/12/25

- h. The bidders should furnish GST clearance certificate, Income Tax clearance and Service Tax clearance as on 31.03.2025 (Last Deposit Challans Should be attached)
- i. All legal disputes, if any relating to purchase etc. are subject jurisdiction in the courts of law situated at Cuttack or Hon'ble High Court of Odisha.
- j. It shall be the responsibility of the successful bidder to obtain permission of electricity connection/ fire services / food inspection for the event period from statutory Authorities.
- k. In this regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/ contractor entitle erect, handle and maintain supply line.

1.2. Consortium

Keeping in view the scope of work, Consortium /Joint Ventures are NOT allowed. Firms applying in consortium/joint venture shall be summarily rejected. Firms/ Agencies desirous of participating in this Bid should not have been debarred/blacklisted by any Government agency.

1.3. RFP Documents

- a. The RFP document shall be available from the advertisement date till the bid due date on the District Website at [https:// cuttack.odisha.gov.in/](https://cuttack.odisha.gov.in/).
- b. Bidders are advised to submit their proposal in the appropriate formats specified in this document.
- c. At any time before the submission of proposals, the CDVO, Cuttack may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited consulting firm modify the document by amendment. The amendment will be notified in the Official website of Cuttack District and the revised documents / clarification if any, shall also be uploaded on the website.

1.4. Query

For any queries please reach to the contact officer mentioned in bid schedule.

1.5. Communications

All communications including the submission of proposal should be addressed to;

The Chief District Veterinary Officer, Cuttack

At/Po- Khapuria, PO – Madhupatana,

PS – Madhupatana, Cuttack

Dist-Cuttack Pin-753010

e-mail – cdvocuttack@gmail.com

19/12/21

1.6. Preparation of Proposal

- a. Bidders are requested to submit the proposals as per the attached formats only. The proposals, which are not submitted in the required format, are liable to be rejected by CDVO, Cuttack.
- b. The requirement of information is to be provided by the Bidder i.e. the Technical and Financial Proposal (Submission of Proposal) of this document. Bidders are requested to go through the RFP document carefully before preparing and submitting their proposal.
- c. The Bidders may be disqualified, if information sought in the RFP is not provided.
- d. Any proposals containing vague and indefinite expressions will not be considered.

1.7. Submission of Proposal

The proposal shall be submitted in two parts -

Part-A

Technical Proposal

Part-B

Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the proposal prior to opening of the same.

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and superscribed in the following manner.

Part-A- Properly sealed Technical Proposal as per the Format attached in the Annexures-A1, A2, A3 & A4 of this RFP

Part-B- Properly sealed Financial Proposal in the specified format as per Annexure B1 .

Both the envelopes i.e. envelope for Part-A and Envelope for Part-B must be packed in a separate sealed outer cover and clearly super scribed with the following:

"Appointment of Event Management Agency for Organisation of District Level Matsya –
o – Pranee Sampad Mela – 2025 at Lower Balijatra Ground, Cuttack

(7)

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The Applicant's Name & address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to The Chief District Veterinary Officer, Cuttack at the following address;

The Chief District Veterinary Officer, Cuttack

At/Po- Khapuria, PO – Madhupatana,

PS – Madhupatana, Cuttack

Dist-Cuttack Pin-753010 , e-mail – cdvocuttack@gmail.com

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then CDVO, Cuttack will assume no responsibility for the tender's misplacement or premature opening and will be rejected.

The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by CDVO, Cuttack to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be considered.

1.8. Proposal Validity Period

The proposals shall be valid for acceptance by CDVO, Cuttack for a period of sixty (60) days from the Bid Due Date.

Proposal Evaluation

- i. The Technical Proposals submitted on the time & date stipulated in this RFP shall be opened, in presence of Bidders who choose to remain present. The name of the Bidders who have submitted their proposals shall be announced.
- ii. Prior to evaluation of proposals submitted, CDVO, Cuttack will determine whether each proposal is responsive to the requirements of the RFP. CDVO, Cuttack may, in its sole discretion, reject any proposal that is not responsive here under. A proposal shall be considered responsive only if:
 - a. Proposal prepared have been as per the format specified in the RFP;
 - b. It is received by the due dates and time stipulated in the RFP including any extension thereof granted by CDVO, Cuttack;

19/12/25

- c. It is accompanied by the Bid Security & Bid Processing Fee as per the provisions of this RFP;
 - d. It contains all the information (complete in all respects) as requested in the RFP;
 - e. It does not contain any condition or qualification and
 - f. It is not non-responsive in terms thereof
- iii. The CDVO, Cuttack reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by CDVO, Cuttack in respect of such proposals.
 - iv. CDVO, Cuttack will carry out the evaluation of all responsive proposals in the manner stipulated in the RFP document.
 - v. Based on the evaluation of credentials submitted by bidders in the Technical Proposal, they shall be pre-qualified. Such pre-qualified bidders shall be invited for presentation before the Evaluation Committee. The Financial Proposals shall be opened in the presence of the qualified Bidders who wish to attend.
 - vi. CDVO, Cuttack shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
 - vii. Bidders are advised that, the selection process shall be entirely at the discretion of the CDVO, Cuttack. Bidders shall be deemed to have understood and agreed that CDVO, Cuttack shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
 - viii. Any information contained in the Proposal shall not in any way be construed as binding on CDVO, Cuttack, its agents, successors or assigns, but shall be binding on the Bidder if the assignment is subsequently awarded to it.

1.9. Bid Security

A Bid Security of **Rs. 70, 000/- (Rupees seventy thousand Only)** in the form of Demand Draft drawn in favour of "Chief District Veterinary Officer, Cuttack" and payable at any scheduled bank having branch in Cuttack, shall be submitted by all the Bidders inside the Technical Proposal Cover.

- Proposals not accompanied by the Bid Security shall be rejected as non-

Jan 19/12/22

responsive.

- No interest shall be payable by CDVO, Cuttack for the sum deposited as Bid Security.
- The Bid Security of the unsuccessful bidders would be returned back within 30 days of issuance of Letter of Intent to the successful Bidder.

The Bid Security shall be forfeited by the CDVO, Cuttack in the following events:

- If the proposal is withdrawn during the validity period or any extension thereof.
- If the proposal is varied or modified in a manner not acceptable to CDVO, Cuttack after opening of tender during the validity period or any extension thereof.
- If the Agency tries to influence the evaluation process.
- If the Preferred Agency withdraws his proposal during negotiations.

1.10. Bid Processing Fee (Non-Refundable)

All bidders are required to pay **INR 2,000/- (Rupees two thousand Only)** towards Bid Processing Fee in the form of Demand Draft drawn in favour of "**Chief District Veterinary Officer, Cuttack**" and payable at **Cuttack**. The Bid Processing Fee is Non-Refundable and shall be deposited along with the Technical Proposal.

1.11. Cost of Tender Paper (Non- Refundable)

All bidders are required to pay **INR 1,000/- (Rupees one thousand Only)** towards cost of Tender paper in the form of Demand Draft drawn in favour of "**Chief District Veterinary Officer, Cuttack**" and payable at **Cuttack**. The cost of tender paper is Non-Refundable and shall be deposited along with the Technical Proposal.

2. TERMS OF REFERENCE

2.1. Objectives of the Assignment

The broad objective of this assignments is to provide event management services for the District Level Matsya – o – Pranee Sampad Mela – 2025 at Lower Balijatra Ground at Cuttack.

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2.2. Scope of Work

The scope of work has been categorized in to majorly 3 parts i.e.

PART - A, - Construction of tentage, stalls and meeting area, dining hall, open space for livestock and fish demonstration, VIP Lounge, parking area, Total electrification of Mela area, provision of public address system, cleaning and sanitation of the mela area, provision of fire safety measures, branding of all the stalls and meeting area etc.

Part – B - Provision of tiffin, food, drinking water for all participants including officials for two days

Part – C – Provision of kit bags and other accessories for all participants and officials

PART A SCOPE OF WORK

The scope of work with the requirement of different items is only indicative and not exhaustive. The requirement of various items may increase or decrease as per actual requirement. The prospective bidders are also advised to provide a concept note on the engagement activities .

a. Management and construction/setup of the stage at Lower Balijatra Ground (near Boat Gate) for **Opening Ceremony, organizing meeting farmer – scientist interaction, and various Cultural Programmes.**

The Agency shall setup and manage the stage near the Boat Gate for the entire period of the DLMoPSM- 2025, commencing from the inaugural ceremony on **03-01-2026 till its completion on 04-01-2026**. It shall provide decoration on the stage as per the concept and theme finalised by the Committee. The agency shall provide the necessary logistics and amenities required on stage for the inaugural ceremony and is responsible for their timely delivery one day prior to the mela and their security. The Agency shall ensure that the conduct and management of the stage does not digress from the popular cultural ethos or hurt or offend any sensitivity.

The Agency shall make provision of sufficient lights and ensure installation

Jan 19/12/25

of public addressing system in the meeting area for proper display of events on-stage and for convenience of the dignitaries and audience visiting DLMoPSM - 2025.

The Agency shall abide by agenda/items finalised by the Organising Committee. If there is any doubt it shall immediately consult the Organising Committee for clarification. The agency shall responsible for maintenance of the area and activities during DLMoPSM – 2025.

b. Barricading and fencing of the meeting area grounds during the Mela:

The Agency shall ensure fencing and barricading the setup at the venue. The barricading shall include both metal barricading, bamboo ballahs are to be done as per the requirement.

c. signage for DLMoPSM - 2025:

The Agency shall print the required nos. of signage for showing Entry, Exit, Toilet, Directions, Block No etc. as signage for display at the required strategic points during the DLMoPSM - 2025 for crowd management and guidance.

d. **Outdoor LED screen display:**

The Agency shall provide two LED screen (minimum 12 ft. x 8 ft.) at the mela for live telecasting of the stage shows/functions and other events during the entire DLMoPSM – 2025 period. The Agency shall provide necessary technical infrastructure for live streaming of events in the format adaptable to the LED screens.

e. Any accidental death or injuries in the DLMoPSM site at Lower Baiijatra and compensation thereof related to Event management shall be the responsibility of the agency.

f. Strict observation of N.G.T. guidelines.

The Agency shall in every activity abide by the guidelines framed by the Hon'ble National Green Tribunal for protection of the river bed and the Mahanadi river bank. The Agency shall ensure that, no plastic is used and the Ecosystem of the Mahanadi river bank is not polluted.

The intending bidder may visit the ground where exhibition will be done and submit the following :-

- a. A lay out plan for the whole ground with necessary drawings
- b. Drawing and design for the gate (Mandatory)
- c. Drawing and design of the stage, stalls in cluster, meeting place, VIP

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- enclosure, media lounge, Temporary toilet, parking and open space for livestock and fishes demonstration,
- d. Drawing space for power supply, back up, space for public address system, and equipment, space for dustbins, space for fire fighting equipment, space for drinking water facility, space for ambulance, and fire extinguisher vehicles and other structures as indicated in the RFP

PART B - SCOPE OF WORK

District Level Matsya – o – Pranee Sampad Mela – 2025

Tentage and Allied Works

The Tentage & Allied Works Should Provide the Following Services

Sn.	Works to Be Done	Particulars
A	Tentage & allied Works	<ol style="list-style-type: none"> 1. Ground Layout – Total area is aprox – 50000 sq ft which includes <ul style="list-style-type: none"> • Stage for conducting meeting and cultural activities – 800 Sq ft (40 ft x 20 ft) • VIP enclosure in front of the stage for dignitaries and media persons – 2000 sq ft • Sitting area for farmers (1200 participants) – 8000 sq ft • Construction of Temporary stalls – 32 nos (Each stall – 12 ft x 10 ft) – Aprox.4000 sq ft • Construction of open space for live demonstration of livestock and fishes – 12000 sq ft • Construction of Open dining space for 1000 participants – 12500 sq ft • Construction of co-ordination cell – cum – VIP lounge – 300 sq ft 2. Construction of a pond in the center of the open space - 20ft x 15 ft 3. Net Carpeting of entire area including dining area – Aprox – 40000 sq ft 4. Construction of 3 D Design Gate – 1 nos 5. Branding – 12000 sqft 6. Ground Electrification 7. Erection of Temporary Toilets 8. Other Miscellaneous Items

All the infrastructure should be handed over before 1day of the starting of the

mela. Participants will be allotted the stall before one day of the beginning of the mela.

Detailed Technical Specification of the Works as follows:

SCOPE OF WORK

1. **Erection of Stalls for exhibition and registration:** 30 Numbers of exhibition stalls and two stalls for registration will be erected in DLMoPSM - 2025.

Specification for Stalls

Structure	Bamboo & Cloth Structure stall – All the stalls will be erected with following specification - 12'x10' Tarpaulin roofing. Two additional stalls of 12' x 10' each for registration & Control room of participants cum help desk. All stall should be provisioned with water proofing facilities.
Flooring	Full Flooring mat inside and in front of stalls (Total area)
Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth.
Racks	Three tire racks. The shelf of the racks will be of size 1.6 ft X 10 ft with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
Facia	A wooden batten frame/bamboo frame will be erected by the frame which will be 2 ft front projection, 2ft height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the facia frame.
Furniture	Two nos Front counter table and wrapped with new white cotton cloth. Plastic moulded Chair-2nos. (Each Stall)
Electrification	Tube light -03 nos.(02nos of tube light should be connected with generator (an on/off switch for use in night time after closing), A plug Point be provided in each stall. 1 no. ceiling fan should be fitted in each stall.

Per 19/12/22

Numbering of Stalls	All stalls should be numbered with stencil & Paint.
Closures	Front cloth drops/Screens and daily putting up & off of the same is the responsibility of the bidder.

2. **Auditorium / Meeting Arena:**-The Auditorium must be provisioned with water proofing facilities. Sitting arrangements in a closed structure of 80ft x 80 ft for the farmers should be erected in front of the stage. The minimum distance between stage and auditorium will be 20 feet. There should be a barricade with steel grill between the pavilion space and the stage at an approximate distance of minimum 20 ft from the stage with a 5 ft passage between the front row of seating arrangement and barricade. Should be provided with Sofas and Centre Tables, and carpeting in the first two rows and plastic moulded plastic Chairs of 1200 nos in the subsequent rows. Adequate no. of ceiling fans and LED tube lights for lighting.

3. **A. Ground Electrification:** The below mentioned points are to be taken into consideration for ground electrification, which shall be supplied by the bidder for District Level Matsya O Pranee Sampad Mela -2025 at Lower Balijatra Ground, Cuttack.

B. Connection of Electricity to the Stalls, Stage and other areas of the Mela - The Bidder is responsible for getting electric connection from TPCODL by depositing the required amount as per rule for the said purpose.

The quantities of the items are mandatory. The ground electrification includes the below mentioned items and concealed wiring to all lights equipment.

- i. Main Switch Board/Panel Board up to 50 KW electrical loads with cabling & wiring.
- ii. 40 nos. of Halogen light (1000.watt each) along with wiring / fitting poles
- iii. 10 nos. of White Halogen light along with wiring /fitting poles
- iv. 1000 Meter Tuni running lights will be fitted at the required places.
- v. Lights Towers (2 nos)
- vi. Two nos of LED Screen of 12'X8' will be installed at the site of the Mela.

4. **Silent Generator:**

Silent Generator set (62.5 KVA) with required fuel will be provided by the bidder for the entire District Level Matsya O Pranee Sampad Mela -2025. The bidder

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should always be prepared for **uninterrupted power supply for the exhibition**. The generator circuit should be connected with two tube lights for each stall, few ground lights, control room and public announcement, general meetings etc.

5. Structure of Stage:-

The bidder will construct a stage of size 40 ft x 20 ft with back drop and provide good quality carpeting, front decoration, VIP Bouquet, seating arrangement for 15 persons with good quality chairs, center tables, podium, Statue of Lord Jagannath etc.

- a. Stage Decoration - flowering and balloon decoration etc. as per requirement.
- b. Barricading: 4 ft height steel barricade will be made around the stage in double row for entry of VIPs with complete matting and cloth walling.
- c. Furniture: 10 nos. of VVIP Chairs with white Turkish towels, 5 nos. of VVIP Sofa with white Turkish towels, 8 nos. of tea poy, 15 nos. of quality borosil glasses with covers, Plastic name plates (Sinage)- 15 nos. 10 nos. of flower vase with live flower sticks, one speech podium for entire exhibition period. Brass Deepam (2'6" height) with inaugural materials etc. are to be provided on the opening day. 4 nos. of LED Light for Stage.
- d. Microphone with Sound System shall be fitted. (JBL vertech Series & Lineary 8 pair, JBL vertech Double Bass 10 nos., Stage monitor & Stage Gear, Other required thing as per need.
- e. Green room- Structure with bamboo, Ballha & Tarpaulin cover for one green room shall be made close to the stage having good arrangements for sitting and with provision of a mirror.

6. Erection of gates and Selfie Zone: One nos of gate with following specifications in the ground and another one gate to be erected in Cuttack town (preferably in Cuttack Municipality Corporation area) for wide publication. The gates will be erected as per the design.

Specifications are as follows:

Sn.	Particulars	Category - Flex Box gate
a	Structure	Bamboo structure, Wooden batten framing, Square & Box type structure
b	Size	Pillars height will be of 14 ft to 16ft with 25ft cleared width between the pillars, and width of pillar will be 4 ft all around.
C	Covering	Gate should be erected with batten framing, flex/

P
19/12/25

		cotton cloth mounting with design work as per approved design.
d	Lighting	Sufficient lighting arrangements with metal light as required along with flower decoration.
e	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates , should be treated with fire repellent chemical.

Selfie Zone- One selfie zone of 8ft x 8 ft size will be erected at the center point (in consultation with in-charge of the Mela) with all accessories.

Cleaning & Sanitation , Drinking Water facility:- Cleaning, Sweeping & Keeping ready of all equipment on Stage before commencing of meeting/events on all the days is the complete responsibility of the bidder. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis using disinfectant materials for 02 days of the Exhibition period. Sweepers should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground. Adequate no. of tankers with drinking water facilities for participants and visitors. The agency is required to put at least 40 numbers of dustbins with 3ft height at different places of the ground. Regular cleaning of these dustbins are the responsibility of the agency. Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers are to be placed at the Mela Ground. Garbage has to be lifted (Approx. 1 trip per day through tractor) from mela ground on daily basis.

7. **Temporary Toilet for Visitors:** 15 numbers of (7 for male & 7 for female and one for VVIP at the Lounge) temporary urinals & toilets should be installed in the ground along with water facilities & wash basin for participant and visitors.
8. **Dining Area:** Two Dining rooms (one with 50 ft x 50 ft and other with 100ft x 100 ft) with side wall and top Ceiling with water proofing for organizers/ guests and one more dining space in the exhibition ground to accommodate 1100 participants/day for buffet in phases. Sufficient no. of counters will be made to serve food to the required no. persons at both dining areas.
9. **Provision of hand wash sink with water facility –** The bidder will provide 20 nos of hand wash basin with sufficient water facility in the dinning area for clean dinning area management.
10. **VIP lounge:** One VIP Lounge 20ft x 20 ft with air conditioning, one set of VIP

19/12/25

sofa and tea poy table with temporary attached toilet facility. There should be provision of dining facilities for at least 10 nos of guests inside the lounge.

11. Security Services: Security Guard for 3 nos. of shift. 8 hours duty for each shift for 2 days during (4 guards - Morning shift (6am-2pm): 4guards, Evening Shift (2pm-10pm.):4 guards and Night Shift (10pm -6am): 4 guards). If require extra security may be taken.

12. Open Space for Live Animal & Fish Exhibition. Tent structures with water proof roofs (sides open) in 12000 sq ft area for live animals, poultry and fish demonstration to be made by the bidder. Enclosures for animals will be made with khuntas for each animal (to accommodate around 10 dairy animals, 5 goats, 5 sheep/ pigs, 10 poultry birds) with designated area for bio flocs Tank-2nos, IMC hatchery model-1no., Integrated farming system (IFS)-1no., Cage Culture/ Pond Culture unit-1no etc.

(Designing for EC broiler house, duck pond, Integrated Farming System to be made by the bidder and Grow out & Rearing pond, Bio Floc Tanks- 2nos. Cage Culture and Pond Culture Fishing will be made in consultation with the Fishery Department of Cuttack and ARD department of Cuttack .

Designing and preparation of plots for seasonal/perennial fodder, hydroponic fodder, live demonstration of Fish and accessories, the ARD , Cuttack/ Fisheries Department of Cuttack will make the arrangement. A gate will be erected at the entrance of the exhibition area with adjacent area covered up at entrance. **Size:** Pillars height will be of 14ft to 16ft with 20ft clear width between the pillars and width of pillar will be 4' all round.

13. Parking place and Fire Standards.

- a) Parking place for ambulance and Fire Extinguisher Vehicle adjacent to Stage with sufficient space in front side for easy movement need to be set up. Parking place for vehicles need to be arranged with sufficient number of standy banners depicting PARKING, placed for easy identification of parking place by the public visiting the Mela.
- b) The construction of stalls, electrification, public address systems, firefighting equipment and storage of water etc. should be as per Indian Standard IS 8758:1993

14. Fire Safety

- I) The successful bidder shall have to provide at least 10 Fire Extinguishers and at least one Fire Bucket filled with Water/ Sand for every five stalls and two sets of Fire Extinguishers and Fire Buckets in each of the other facilities like stage, animal

Signature
Date: 19/12/22

exhibition area, food stalls etc

II) The successful bidder should also have to spray fire retardant solution on all the temporary structures of the fair.

15. Stage Arrangements

Flower bouquet, folders and refreshments for approx. 15nos. of guests each day for 02 days.

16. Provision of standees and mascot of DLMoPSM – 2025 in the Mela – The bidder has to provide 30 nos standees (size – 6 ft x 3 ft) to showcase different departmental schemes as per advice of the managing committee and 5 nos of MoPSM Mascot (3D structure , size – 6ft height, 2 ft width)

17. Public Address system and equipment – The event management will provide mike sets for stage with conventional and cordless mouth piece, amplifiers, DVD players, loud speakers with permissible sound emission levels to be provided at various location inside the mela ground , near stage as per requirement. He has to make necessary standby arrangement for amplifiers and mike sets .

Miscellaneous Items:

Following items may be required as per need.

S. N.	Items	Qty. required
1	Printing & Installation of Star Flex Sheet with batten frame	14000 sq. ft
2	Decorative Flower/ Plant Pot	50 pcs.
3	Syntex tank (1000 liter capacity each tank with 3' height stand)	4 pcs.
4	Soundless pedestal fan	5 pcs.
5	Velvet Carpeting at the meeting (Auditorium)	10000 sq ft

Cleaning and sanitation

Mela Ground, Dining area, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 2 days of the Mela Period. Required nos of Sweepers and one supervisor should always be placed near the toilets for cleaning it on regular intervals, inside the Mela ground.

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

Garbage has to be lifted (Approx. 1 trip per day through tractor) from mela ground on daily basis.

San 19/12/25

Provision of dustbin _ The bidder will make arrangement for sufficient dustbins in the entire mela areas including dinning area and ensure regular cleaning of the dustbins.

FOOD

- The agency will supply food as per requirement .
- The firm shall supply the food at the designated venue i.e. at Lower Balijatra Ground, Cuttack with crockery, serving dishes and with sufficient manpower for serving of food to the attending farmers, delegates and officials.
- The food will be served in two separate dining halls one for Guests, Journalists and officials and one for participants.
- The selected firm should supply the dry fruits (20nos plates with cover) along with coffee per day for the Guest and to be served at the stage during the meeting.
- The caterer has to prepare food at the site and delivery of pre-prepared and packaged food in plates is not allowed.
- The firm shall supply the hygienic food and the utensils used shall be clean.
- The bidder has to make his own arrangement for transportation of materials, cooking of food, serving of food and supply of necessary disposable buffet plates.
- After completion of program the bidder has to maintain the cleanliness of the area.
- The staffs of the firm must be well dressed and well behaved.

Menu

Quantity – (for 1100 persons)

Sl No	Food items required	Quantity per day	Total Qty for 2 days	Time of serving		Remarks
				Day - 1	Day - 2	
1	Tea	1200 cups	2400 cups	9 am to 11 am	4PM – 5 PM	Actual requirement may vary and will be intimated in time
2	Breakfast / Tiffin	1200 pkts	2400 pkts	9 am onwards	4 PM onwards	
3	Lunch	1200 paxs	2400	1 pm onwards	1 pm onwards	

MINIMUM MENU OF BREAKFAST (Package)

- Bada – 1 nos
- Singoda – 1 nos
- Alu chop – 1 no
- Sweet – 1 nos
- Tea – 1 cup
- Drinking Water

Freshly prepared items should be served to the participants along with hand napkin sufficiently.

MINIMUM MENU OF LUNCH (Package)

- Plain rice

Jan 19/12/25

- Dal
- Fish/ chicken curry
- Paneer/Mushroom curry
- Mix Veg (Fresh Vegetables) curry
- Vegetable Chips (Fresh Vegetables)
- Tamato Khata
- Papad (Triangle)
- Rice Khiri (Payas)

The Event management will provide sufficient clean drinking water to all the participants as and when required. Therefore, sufficient nos of drinking water arrangement with disposable paper glasses will be made available at the meeting place and in dining area.

The lunch have to be served as buffet lunch over five counters to the farmers and one counter for delegates and guests. Prepackaged lunches in plates are not allowed.

Snacks for dignitaries on the dias and VIP lounge – The Bidder will arrange snacks with tea / coffee for all the dignitaries on the dias and VIP lounge as per need during the mela period.

FARMERS KIT BAGS WITH OTHER ACCESORIES

- Kit bag will contain a bag printed with logo and mascot, Identity card with printed lace (Matsya O Pranisampad Mela-2025, F & ARD Department, Cuttack), pen, Note pad, programme of the Mela for farmer/ participants in the MATSYA O PRANISAMPAD MELA-2025
- Quantity Required - 2200 pieces.
- The bag will be printed with terracotta / tribal design / local artisan design .
- Bag should be of high-quality material and well stitched
- Should be decent looking.
- Should have a minimum dimension of 18 inches long and 15 inches width
- Made up of high-quality Jute, box type.
- Should have fine durable inner liners and quality Zips
- Should have sturdy handles for carrying and detachable strap for hanging on the shoulders.

San 19/12/25

- It has to be printed with Name of the Mela and logo (size – 4 inch x 4 inch) and Mascot at the cost of the bidder (to be provided by the Tender Inviting Authority to successful bidders)
- Note pad – 30 to 40 pages , white pages size – 10 inch x 8 inch
- Pen – dot pen , blue ink
- **A representative sample for which the price is quoted by the bidder should mandatorily be submitted during presentation. In the absence of sample, the financial bid will not be opened.**

Folder for dignitaries on the dias -

The bidder will provide daily 20 nos of folders for the stage for dignitaries.

- Make – Jute with tribal / terracotta design
- Size – length - 18 – 20 inch, Width – 10 – 12 inch
- Pen – one Writing pad – one

Implementation and Coordination

- The agency will be responsible for the complete execution and setup of the zone, coordinating with relevant stakeholders and authorities to ensure timely installation of all elements and to provide regular updates and plans to the organizing committee.

Post-event Dismantling and Clean up

- After the conclusion of the event, the agency will be responsible for the proper dismantling of installations and ensuring the site is returned to its original condition.
- Conducting sanitation activities
- Deployment of manpower with designated working hours
- Sweeping and Garbage Collection by the deployed manpower - Minimum 10 nos. of manpower to be deployed throughout the event across different shifts. There should be at least 1 supervisor.

2. Payment Schedule

The payment shall be released by the CDYO, Cuttack to the Agency in the following manner:

Sub 19/12/25

Sl. No.	Event/ Deliverable	Payment
1	Submission of execution plan and mobilization advance	20%
2	On Completion of DLMoPSM event as per scope of work to be certified by the technical committee.	80%

3. SUBMISSION OF RFP

The RFP bids must be submitted, in two separate envelopes: Technical Proposal - Envelope I
Financial Proposal - Envelope II

These 2 (two) separate envelopes must be packed/sealed with another envelope.

Technical Proposal

The Technical Proposal should be provided with the following information, using the format for technical proposal provided in the Annexures of this RFP document:

- i. Letter of Proposal - Annexure A1
- ii. Particulars about the Bidder - Annexure A2
- iii. Financial Capacity of the Bidder - Annexure A3
- iv. Experience of Bidder in Similar Projects - Annexure A4

All the projects cited needs to be submitted by supporting credentials (work orders/ completion certificates) from clients.

- v. Cost of Tender paper in the form of Demand draft in favour of " Chief District Veterinary Officer, Cuttack" payable at Cuttack .
- vi. Bid Processing fees in the form of Demand Draft in favour of "Chief District Veterinary Officer, Cuttack" payable at Cuttack.
- vii. Bid Security in the form of Demand Draft in favour of " Chief District Veterinary Officer, Cuttack" payable at Cuttack.

b. Financial Proposal

- i. The financial proposal should include Provision of food and clean drinking water for all the participants including dignitaries for two days , cost of bags for participants, cost of folder for VIPs provision of pen and writing pad for all and Dignitaries, construction of all

*Secy
19/12/25-*

tentage works including stage , stalls , open areas, dinning hall, total carpeting of the area to make it dust free, stage management, provision of light and public address systems, Provision of plastic chairs for all the participants and in stalls, provision of security persons, cleaning and sanitation of area, remuneration for staff/ volunteer, accommodation, transportation and equipment, printing of documents/ materials and all other expenses related to the assignment for the activity i.e. Event Management of District Level Matsya – o – Pranee Sampad Mela – 2025 at Cuttack.

- ii. In the Financial Proposal, the **Agency shall quote a single price including GST to organize the DLMoPSM – 2025** which will be considered for Financial Evaluation.

All costs must be expressed in Indian rupees only.

c. **Checklist for Submission**

A	Technical Proposal	Format
1.	Covering Letter	Annexure-A1
2.	Bid Processing Fee (non-refundable) of Rs. 2000/- (Rupees two thousand only)	Demand draft in favour of "Chief District Veterinary Officer, Cuttack", payable at Cuttack.
3.	Interest Free Bid Security of Rs. 70000/- (Rupees seventy thousand only)	Demand draft in favour of "Chief District Veterinary Officer, Cuttack", payable at Cuttack.
4	Tender paper cost – Rs. 1000 /- (Rupees one thousand) only	Demand draft in favour of "Chief District Veterinary Officer, Cuttack", payable at Cuttack.
5	Particulars of Bidder	Annexure-A2
6	Financial capabilities of the Bidder	Annexure-A3
7	Details of experience in similar assignments (separately for Branding and event Management)	Annexure-A4
8	Financial Proposal	Annexure-B1

4. EVALUATION CRITERIA

a. Evaluation of Proposals

The RFP bids of those Agencies, which would meet the minimum conditions of eligibility specified in Section 4.2, will be evaluated in two stages:

- i. Technical evaluation of "proposals & presentation on proposal by qualified bidders for Event Management agency" for organizing the DLMoPSM – 2025 at Cuttack.
- ii. Financial Proposal.

b. **Pre-Qualification/ Minimum Eligibility Criteria:**

- i. The Agency must be rendering event or brand management services in same name and style for last 3 (three) years. Documents like ROC (registration of certificate) registration, MoA (Memorandum of Article) of Company, AoA (Article of Association) of Company, PAN, TAN, GST registration, etc. relating to business entity should be furnished;
- ii. In the last 3 (three) years, the firm should have undertaken and completed event management of at least 1 (one) Socio-Cultural Programmes/ Trade Fairs of State/National/ International level with a contract value of Rs. 20.00 Lakh or above for each project. Documents related to these projects along with scope of work should be submitted as part of the eligible projects and
- iii. Financial eligibility criteria: The firm should have an average annual turnover of at least Rs.50.00 Lakh (Rupees fifty lakh) only in the last 3 (three) financial years i.e. 2022-23 & 2023-24 and 2024-25.

c. **Technical Proposal Evaluation** - The Technical Proposal evaluation of qualified bidders will be done out of total 100 marks in two parts; (a)evaluation of past project experience (Credential Score of 70 marks) and(b)evaluation of project concept proposal to the Technical Evaluation Committee through a power -point presentation (Presentation Score of 30 marks).

d. Credential Score -Maximum 70 marks will be given based on the information and credentials submitted by the bidders in terms of relevant past project experience and turnover as follows.

Jan 19/12/25

Sl. No.	Details	Maximum Marks	Basis of Marks to be allotted
1.	Experience in event management of similar projects* in last 3 years from bid due date	30	<ul style="list-style-type: none"> • 5 marks each for fair/ event of projects of State/ National/ International level with Contract value of Rs. 20 – 25 lakh for each project (Max. 15 Marks) • 5 Marks for each additional project of similar nature of contract value of Rs. 25 Lakh or above (Max.15 Marks)
2.	Turnover	25	<ul style="list-style-type: none"> • At least Rs. 50.00 Lakh average annual turnover of F Y - 2022-23, FY 2023-24, FY – 2024-25 (audited): 10 Marks • For average turnover between >Rs.50.00 Lakh to Rs. 70.00 Lakh - 15 Marks • For turnover more than Rs. 70.00 Lakh : 25 Marks
3.	Years of exp.	10	<ul style="list-style-type: none"> • At least 3 years of experience: 5 marks • and each year of experience 1 mark <p>Maximum – 10 Marks</p>
4.	Exp. in Odisha	5	<ul style="list-style-type: none"> • At least 2 similar kind of projects experience in Odisha
	Total	70	

Note: All projects should have been undertaken by the Agency in the last three Years preceding bid due date. Relevant projects of undermentioned category for National or International repute to be considered for evaluation of event management ("Similar"):

- Trade Fairs
- Award Ceremonies
- Business Summits / Conferences / Seminars
- Youth Services Events
- Cultural Events
- Brand Management

**Note: Social Events like private parties, marriages, etc shall NOT be considered for evaluation. Also, project considered in one category cannot be used as duplicate for evaluation purpose. However, projects can be considered as duplicate only for experience in Odisha.*

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19/11/23

Presentation Score-The bidders shall be invited to make a presentation (20 Minutes each) to the Evaluation Committee (on the date and time mentioned in Schedule of Bidding of this RFP) on their Approach & Methodology for executing the assignment. The project concept proposal by the bidders in the form of a power point presentation as part of the technical proposal shall be evaluated and given scores (max. 30 marks) by the Technical Evaluation Committee as follows.

SI. No.	Evaluation criteria	Max. Marks
1	Event management plan and theme for organizing DLMoPSM - 2025	20
2	Innovation, Creativity and best practices in delivery of event works management & quality of deployment of manpower	10
	Total	30

NOTE: The team leader along with the core team should be present for the presentation.

e. **Technical Score** - The total score secured by the bidders in credential score and presentation score combined will be treated as the Technical Score (TS) out of 100 marks. Bidders scoring 70 marks or more in the Technical Score will be qualified for opening of their financial bids.

f. Opening of Financial Proposal:

The financial proposal of those bidders qualified in the Technical Score shall be opened and evaluated in presence of such bidders in the following manner.

The score shall be computed as follows:

a. **Financial Score:** The lowest financial proposal for the (FM) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$FS = 100 \times FM/F1$$

(F1 = amount of Financial Proposal as proposed by the Bidder for the assignment)

g. **Combined Evaluation & Scoring:** - (ON QCBS Method)

a. **Combined Score**-The Combined Score shall be evaluated based on the Technical Score (TS) and Financial Score (FS):

$$\text{Combined Score} = [0.7 \times (TS)] + [0.3 \times (FS)]$$

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19/12/25

- b. The Bidder to obtain the Highest Combined Score shall be identified as the Preferred Bidder.
- c. The decision of CDVO, Cuttack as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.
- d. Notwithstanding the above, CDVO, Cuttack reserves the right to accept or reject any or all bids.

h. Negotiations

Contract negotiations will then be scheduled with Preferred Agency. Negotiations will commence with a discussion of technical proposal, the proposed concept, staffing and price proposals as per prevailing market price of different items as deemed fit the committee.

After the contract has been successfully negotiated, Preferred Agency will be issued Letter of Intent (LOI) by the CDVO, Cuttack. If the negotiations do not reach any conclusions and if the first Preferred Agency withdraws his proposal, CDVO, Cuttack may then invite Second Best Bidder for the negotiations. In such case EMD of Preferred Agency shall be forfeited.

The other Bidders, which did not meet the Minimum Eligibility Conditions, not shortlisted for other stages of evaluation also the Bidders who were technically qualified but were not selected except the second best Bidder, will be informed by CDVO, Cuttack that they were unsuccessful. The Bid Security of such Bidders will be refunded within 30 days after issue of LOI to the successful Bidder.

No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any Bidder, who tries to influence the evaluation, will be liable to be rejected.

i. Agreement

Agreement shall be signed between CDVO, Cuttack & the successful bidder.

j. Performance Security

The successful bidder shall deposit a performance security equal to **5% of the contract value** in the form of Bank draft / bank

guarantee before signing of the agreement with validity of 90 days.

1. In the event of unforeseen circumstances the CDVO, Cuttack reserves the right to make suitable amendments to the aforesaid conditions without assigning any reason thereof.

N.B-After opening of all bids received by this office, they will be evaluated and compared against the prevailing market rates. The company shall be bound to obey the negotiation, if required.

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19/12/25

ANNEXURES - FORMATS

Annexure - A1

Letter of Technical Proposal

To

The CDVO, Cuttack

At/Po- Khapuria, PO –

Madhupatana, Cuttack , Dist-

Cuttack Pin- 753010, Odisha.

**Sub: "Proposal for Event Management of District Level Matsya – o – Pranee
Sampad Mela – 2025 at Lower Balijatra Ground, Cuttack.**

Regarding Technical Proposal

Dear Sir,

1. With reference to the RFP no Dated on above captioned project, and clarification issued by CDVO, Cuttack thereof, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing Event Management services for District Level Matsya – o – Pranee Sampad Mela – 2025 at Lower Balijatra Ground in Cuttack. The proposal is unconditional..
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to CDVO, Cuttack any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

5. I acknowledge the right of the CDVO, Cuttack to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

I declare that:

- a. I have examined and have no reservation to the RFP Documents, including any Addendum issued by the CDVO, Cuttack.
 - b. I 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, in respect of any tender or request for proposal issued by or any agreement entered into with the CDVO, Cuttack or any other public sector enterprise or any government, Central or State; and
 - c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency; without incurring any liability to the Bidders.
 8. If our Firm is qualified, we shall make a presentation on Approach & Methodology to CDVO, Cuttack on the date specified upon intimation received from CDVO, Cuttack.
 9. The undersigned is authorized to sign the documents being submitted through this RFP. (A copy of Power of Attorney may be enclosed)

See 19/12/25

10. In the event our firm is selected as the Agency for this project we shall enter into a contract with CDVO, Cuttack.
11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

Sanjay
19/11/25

Power of Attorney (Sample)

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, Firm and address of the registered office) do hereby constitute, nominate,

Appointment and authorize Mr./Mrs. _____,son/ Daughter/ wife and presently residing at -----who, presently employed with us and holding the position of is true and lawful attorney (hereinafter referred to as the "Authorized Representative") 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 proposal for Event Management of District Level Matsya – o – Pranee Sampad Mela – 2025 to be held at Lower Balijatra Ground, Cuttack including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the CDVO, Cuttack, representing us in all matters before the CDVO, Cuttack, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the CDVO, Cuttack in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the **CDVO, Cuttack.**

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative 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 Authorized Representative 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 HAVE

EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2025

For.....

(Signature, name, designation and address)

Witnesse
s:

1.

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Secy 19/12/25

2.

Notarized Accepted

(Signature, name, designation and address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarized by a notary public.

Sub. 19/12/25

Particulars of the

Bidder General Information about the Firm:

- a. Name of Company or Firm:
- b. Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
- c. Country of incorporation:
- d. Registered address:
- e. Year of Incorporation:
- f. Year of commencement of business:
- g. Principal place of business:
- h. GST No – (Photocopy attached)-
- i. Brief description of the Company including details of its main lines of business
- j. Name, designation, address and phone numbers of authorized signatory of the Bidder:
 - i. Name:
 - ii. Designation:
 - iii. Company:
 - iv. Address:
 - v. Phone No.:
 - vi. Fax No.:
 - vii. E-mail address:

(Signature, name and designation of the authorized signatory) For and on behalf of

.....

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Financial Capacity of the Applicant duly certified by Chartered Accountant

SI. No.	Financial Year	Annual Turnover
1.	2022-23	
2.	2023-24	
3.	2024-25	

Certificate from the Statutory Auditor

This is to certify that(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last three years is Rs. _____ . (In words)

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

Jan 19/1/25

Eligible projects undertaken by the Bidder

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

Applicants are advised to provide the information for only those assignments qualifying projects in Branding and Promotion activities and Event Management Activities separately.

i.	Assignment Name	
ii.	Name, fax, email of the Client Representative:	
iii.	Time when the assignment was carried out Start Date End Date	
iv.	Location of the Event	
v.	Contract Value	
vi.	Narrative Description of the Scope of work of the assignment	
vii.	Description of Actual Services provided by your Staff	
viii.	Status of the assignment	

IMPORTANT:

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc.The submitted testimonial MUST contain detail description of work (Scope of Work and Terms of Reference) carried out by the Bidder.

Jan 19/1/2013

Annexure - B1

FINANCIAL PROPOSAL
Covering Letter
(On the Agency's letterhead)

To,

The Chief District Veterinary Officer, Cuttack
At – Khapuria PO – Madhupatana, Cuttack
District Cuttack PIN: 753010

Sub:"Proposal for Event Management of District Level Matsya – o – Pranee
Sampad Mela – 2025 to be held at Lower Balijatra Ground, Cuttack
Regarding Financial Proposal

To,
The CDVO, Cuttack
Sir,
I, _____

enclose herewith our Financial Proposal for selection of our firm as Agency to carry out " Event Management of District Level Matsya – o – Pranee Sampad Mela – 2025 to be held at Lower Balijatra Ground, Cuttack ". which includes Construction of tentage, stalls and meeting area, dining hall, open space for livestock and fish demonstration etc., Provision of tiffin, food, drinking water for all participants including officials for two days and Provision of kit bags and other accessories for all participants and officials for successful organization of Mela as per RPF no Dated

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that this offer shall remain valid for 60 (sixty) days from the bid due date or such further period as may be mutually agreed upon.

Secy
19/12/24

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Note:

- a. GST as applicable shall be included in the price bid.
- b. No conditions should be attached to the price proposal.
- c. The amount (Grand Total) should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
- d. The Agency has to quote a single rate to carry out all the works as per the scope of work including GST and other taxes if applicable.**
- e. Any conditional bid shall be rejected.
- f. For any additional work which CDVO, Cuttack desires apart from the prescribed scope of work the preferred agency shall be intimated and paid through separate mandate on the item wise quote of the financial proposal.

Signature of the Agency:

Address:

Date:

San
19/12/25