



## REQUEST FOR PROPOSAL (RFP)

### **MATSYA O PRANISAMPAD MELA-2024**

### SELECTION OF AGENCY FOR PROVIDING EVENT MANAGEMENT SERVICES

CHIEF DISTRICT VETERINARY OFFICER, BOUDH  
AND DISTRICT FISHERY OFFICER, BOUDH

*Fisheries and Animal Resources Development Department  
Govt. of Odisha*



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## DISCLAIMER

This Request for Proposal (RFP) is issued by the Chief District Veterinary Officer, Boudh (CDVO) under the F & ARD Department, Government of Odisha.

The information contained in this Request for Proposal Document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of CDVO is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

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

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

The CDVO shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or to be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or *[RPF for selection of Event Management Agency for Matsya O*

*RFP for selection of event management agency for "Matsya O Pranisampad Mela-2024" Page3*



[Pranisampad Mela-2024] deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP. The issue of this RFP does not imply that the Member Secretary is bound to select and shortlist applications and the Member Secretary reserves the right to reject all or any of the applications or bids without assigning any reasons whatsoever.

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

The Chief District Veterinary Officer, Boudh shall be the sole and final authority with respect to selection of an agency through this RFP.

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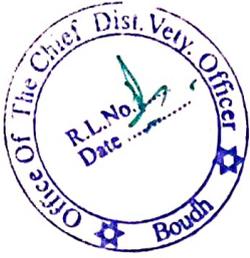


## LETTER OF INVITATION

RFP No: \_\_\_\_\_ / CDVO(Boudh) / Dated.01.11.2024

**Name of the Assignment:** Selection of Agency for providing Event Management Services for “Matsya O Pranisampad Mela-2024”.

1. The Chief District Veterinary Officer, Boudh on behalf of the F & ARD Department, Govt. of Odisha (the Client) invites sealed proposals from eligible bidders for providing Event Management Services for “Matsya O Pranisampad Mela-2024”. More details on the proposed assignment are provided at Section –2: Scope of Work & Schedule of Requirements of this RFP Document.
2. Quality and Cost Based Selection (QCBS) method will be followed for selection of the Agency.
3. The proposal is complete in all respect as specified in the RFP document must be accompanied with a non-refundable amount of Rs. 2000/- (Rupees Two thousand) only towards Bid Processing Fee in shape of Demand Draft/ Banker’s Cheque in favour of " Chief District Veterinary Officer, Boudh", drawn in any scheduled commercial bank and payable at Boudh, Odisha, failing which the bid will be rejected.
4. Earnest Money Deposit- EMD amount Rs. 20,000/- (Rupees Twenty thousand) only in shape of Demand Draft drawn on any scheduled commercial bank in favour of Chief District Veterinary Officer, Boudh.
5. The proposal must be delivered at the specified address i.e.; office of the Chief District Veterinary Officer, Boudh, At-Jammu Chhak, Po/Dist-Boudh, Odisha, 762014 as per the Bidder Data Sheet by Speed Post / Registered Post / Courier or may be dropped in the tender box. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will not be entertained.
6. The last date and time for submission of the proposals shall be completed in all-respects is 08.11.2024 (3 PM) at office of the Chief District Veterinary Officer, Boudh and the technical proposal will be opened on the same day at 3.30 PM followed by Power Point Presentation on the “Theme Based Design” and execution of plan etc. by the bidders.
7. Financial Bid will also be opened on the same day in the presence of the bidder's representatives at the specified address as mentioned in the Bidder Data Sheet after evaluation of Technical Proposal. Only one representative of each bidder may attend the meeting with due authorization letter.



8. This RFP includes following sections:

- a) Section-1: Information to the Bidder
- b) Section-2: Scope of Work & Schedule of Requirements
- c) Section- 3: Technical Proposal Submission Forms
- d) Section-4: Financial Proposal Submission Forms
- e) Check List

9. Critical Date Sheet:

1	RFP Issue Date	01.11.2024
2	Pre Bid Meeting Date, Time & Venue	05.11.2024, 3 PM at CDVO Chamber, O/O Chief District Veterinary Officer, Boudh
3	Bid submission due Date, Time & Venue	07.11.2024 (Up to 3 PM) at O/O Chief District Veterinary Officer, Boudh
4	Technical Bid opening Date, Time & Venue	08.11.2024 (3.30 PM) at, CDVO Chamber, O/O Chief District Veterinary Officer, Boudh
5	Financial Bid Opening Date, Time & Venue	08.11.2023 at 3.30 PM at CDVO Chamber, O/O Chief District Veterinary Officer, Boudh (after evaluation of Technical Proposal)

10. The RFP document can be downloaded from the website [www.boudh.nic.in](http://www.boudh.nic.in). To clarify the queries of the bidders, a pre-bid meeting is scheduled to be held on 05.11.2024 at 3 PM in the CDVO Chamber, O/O Chief District Veterinary Officer, Boudh.

11. While all information/data given in the RFP are accurate within the consideration of scope the proposed assignment to the best of the client's knowledge, the client holds no responsibility for accuracy of information and it is the responsibility of the bidder of consultants to check the validity of information's/specifications/ narrations included in this documents. The client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

12. Contact Person: 1.Dr. Priyabrata Behera, Farm Manager, Boudh Mob: 9439542044

2. Sri Subash Chandra Panda, SE, O/o CDVO, Boudh, Cell-9437124127

13. Complete Address for Submission of Bid: Chief District Veterinary Officer, Boudh, At-Jammu Chhak, PO/Dist.-Boudh, Odisha, 762014, e-mail-cdvoboudh@gmail.com.

Chief District Veterinary Officer  
Boudh



## BIDDERS DATA SHEET

SI No	Particulars	Details
1	Title of Request for Proposal (RFP)	Selection of Agency for providing Event Management Services for "Matsya O Pranisampad Mela-2024"
2	Name of the Client	Chief District Veterinary Officer, Boudh
3	Method of Selection	Quality and Cost Based Selection (QCBS)
4	Date of Issue of RFP	01.11.2024
5	Last Date, Time & Place for submitting Pre Bid Queries	07.11.2024, 5 PM at O/O Chief District Veterinary Officer, Boudh
6	Date, Time & Place of Pre-Bid Meeting	05.11.2024 3 PM at CDVO Chamber, O/O Chief District Veterinary Officer, Boudh
7	Last Date, Time & Place for submission of Bid Proposal	07.11.2024 (Up to 5 PM) at O/O Chief District Veterinary Officer, Boudh
8	Date, Time & Place of opening of Technical Proposal	08.11.2024 (3:30 PM) at CDVO Chamber, O/O Chief District Veterinary Officer, Boudh
09	Date and Place of opening of Financial Proposal	08.11.2024 (after evaluation of Technical Proposal including PPT) at 03.30 PM in CDVO Chamber, O/O Chief District Veterinary Officer, Boudh
10	Site Visit	From 12.11. 2024 to 13.11.2024 (site visit will be facilitated by the Client during office hours for the prospective bidders.)
11	Bid Processing Fee (Non-Refundable)	Rs. 2,000/- (Two Thousand Rupees Only) in shape of Banker's Cheque / Demand Draft in favour of Chief District Veterinary Officer, Boudh payable at Boudh
12	Earnest Money Deposit (EMD)	Rs. 20,000/- (Rupees Twenty thousand) only in shape of Demand Draft drawn in favour of Chief District Veterinary Officer, Boudh payable at Boudh
13	Address & Mode for Submission of Proposal	Address: O/O Chief District Veterinary Officer, Boudh, At-Jammu Chhak, PO/Dist-Boudh, Odisha, 762014 Email- cdvoboudh@gmail.com Mode of Submission:- Speed Post / Registered Post / Courier/ may be submitted directly in the letter box of office of Chief District Veterinary Officer, Boudh
14	Performance Bank Guarantee	Selected bidder must submit Performance Bank Guarantee of the amount equivalent to 3 % of the Contract Value from a scheduled commercial bank situated in Bhubaneswar.
15	Validity of Proposal	Proposals must remain valid for one hundred twenty (120) days from the submission date.
16	Language(s) of the submitted	English



	proposals	
17	Bidder to state financial proposal in the Indian national currency	Indian Rupees (INR)
18	Pre- Qualification Eligibility Criteria	Bidders are requested to refer Section-I
19	Technical Proposal Evaluation Criteria	Bidders are requested to refer Section-I
20	Letter of Award (LOA) to selected Bidder	Within 01 (One) days of approval of RFP.
21	Signing of Service Agreement (SA)	Within 03 (Three) days from the date of issue of Letter of Award (LOA)



## SECTION: 1

### INFORMATION TO THE BIDDER

#### **Eligibility Criteria:**

Bidders should conform to the eligibility criteria given below and must produce the requisite supportive documents /information as indicated against each as part of the technical proposal:

Sl. No	Eligibility Criteria	Requisite Documents
1	The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies /National & International Organizations for at least 3 years proceeding to the date of submission of the proposal.	1. Copy of Certificate of Incorporation / Registration of the Agency issued by competent authority. 2. Copies of PAN & GST registration certificate & GST deposit challan up to 30.09.2024. 3. Copies of the IT Returns for the last three Assessment Years (AY-2021-22, 2022-23, 2023-24).
2	The Agency should have average annual turnover of Rs. 25 lakh from Event Management Services for the last 3 Financial Years.	Copies of audited balance sheet for the last three Financial Years certified by Chartered Accountant.
3	Bidders must have successfully completed at least three assignments for event management services for Rs. 15 lakh in a single order during last 3 years.	Copy of Work Order/ Contract Document with Work Completion Certificates from the previous Clients
4	The Firm/ Agency should have fully functional local office in Odisha.	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
5	The Agency should have qualified visualizer(s) with them to supervise the execution of work throughout the construction period as per the approved design.	Curriculum Vitae (CV) & detailed works done by the visualizer to be submitted.
6	Bidder must not be under any declaration of ineligibility by any Client and should not have been blacklisted with any of the Government/PSUs as on date of proposal.	Undertaking as per Form T-6 on stamp paper of appropriate value regarding his eligibility and non-blacklisting needs to be furnished by the bidder.
7	Food preparation license, Electrical license with work experience. (joint venture/ consortium will be allowed)	The Agency should have a caterer with work experience for preparing and supplying food for above 1000 participants at a time.
8	Declaration regarding any conflict of interest.	The Bidder must declare on the letter head that the Agency is not carrying out any activity which is of conflicting nature. (Tech-5)

The bidders have to furnish requisite information in the formats, copies of the documents duly signed, bid submission check list in original and covering letter on Bidder's letter head requesting participation in the RFP.



Brief Description of Bidding Process:

The RFP comprises two parts as briefed below:

**Part 1: Technical Proposal**

The Technical Proposal of bidders will be scrutinized as per the eligibility criteria and technical evaluation as defined in the RFP. The bidders fulfilling the eligibility criteria and technical evaluation conditions shall be considered as technically qualified. These technically qualified bidders would only be considered for Financial Proposal evaluation.

**Part 2: Financial Proposal**

Financial Proposal of technically qualified bidders (based on technical proposal and technical evaluation as indicated above) will only be opened and evaluated. Bidders quoting Lowest Bid Value i.e. L1 among the technically qualified bidders, shall be selected as successful bidder.

**Procedure for submission of proposal:**

i) Pre-Qualification proposal: The envelope containing pre-qualification documents shall be sealed and superscripted "Pre-Qualification Proposal – Selection of Agency for providing Event Management Services for "Matsya O Pranisampad Mela-2024".

ii) Technical Proposal: The envelope containing the filled in technical proposal forms along with theme based design, shall be sealed and superscripted "Technical Proposal – Selection of Agency for providing Event Management Services for "Matsya O Pranisampad Mela-2024".

iii) Financial Proposal: The envelope containing financial proposal, shall be sealed and superscripted "Financial Proposal – Selection of Agency for providing Event Management Services for "Matsya O Pranisampad Mela-2024". The duly filled-in Financial Proposal Forms should contain the detailed price offer for the proposed assignment as per the prescribed format. The "Pre-Qualification Proposal", "Technical Proposal with Theme Based Design" and "Financial Proposal" must have to be submitted in separate sealed envelopes (with respective [*RPF for selection of Event Management Agency for Matsya O Pranisampad Mela-2024*] marking in bold letters) along with the prescribed formats/information mentioned in the RFP document. All above three envelopes have to be sealed and placed inside one envelope with proper labeling of following information in bold letters:



NAME OF THE ASSIGNMENT:- EVENT MANAGEMENT SERVICES FOR “MATSYA O PRANISAMPAD MELA-2024”

RFP NO. \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF SUBMISSION OF BID: - \_\_\_\_\_

NAME AND ADDRESS OF THE BIDDER:- \_\_\_\_\_

**1. Opening of the proposal:**

The FIRST ENVELOPE containing “Pre-Qualification Proposal” will be opened in the initial stage by the client in presence of the bidders’ representatives at the designated location, date and time specified in the Bidder Data Sheet. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing “TECHINICAL PROPOSAL” will be opened in respect of the pre- qualified bidders only followed by power point presentation on the DESIGN and plan of execution. The THIRD ENVELOPE containing FINANCIAL PROPOSAL of the technically qualified bidders will be opened after completion of technical evaluation of all bids.

**2. Evaluation of Proposal:**

A THREE stage process will be adopted as explained below for evaluation of the Bid proposals.

**Pre-qualification (1stStage):** Pre-qualification proposal will be opened and scrutinized as per the listed documents:

1. Copy of Certificate of Incorporation/ Registration
2. Copy of PAN
3. Copy of Goods and Services Tax registration certificate bearing identification number (GSTIN)
4. Copy of GST deposit challan up to 30.09.2024.
5. Copies of the IT Returns for the last three Assessment Years (AY- 2021-22, 2022-23 & 2023-24).
6. Copies of audited balance sheet for the last three Financial Years certified by Chartered Accountant in support of Annual Turnover. (Tech-3)
7. Copies of Work Order/ Contract Document with Work Completion Certificates from the previous clients. (Tech-4)
8. Work Experience Certificate (preparing and service of food for above 1000 participants at a time of the caterer). (Joint venture/ consortium allowed)
9. Work Experience Certificate of Security Agency (joint venture/ consortium allowed).



1. Valid address proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
12. Undertaking on stamp paper of appropriate value regarding eligibility and non-blacklisting of the Agency. (Tech-6)
13. The Bidder must declare on the letter head that the agency is not carrying out any activity which is of conflicting in nature. (Tech-5) [RPF for selection of Event Management Agency for Matsya O Pranisampad Mela-2024]
14. Demand Draft for Bid processing fee.
15. Demand Draft for EMD.
16. Organization Details. (Tech-2)
17. Covering Letter. (Tech-1)

**Technical Evaluation (2nd Stage):** The Technical proposals of those bidders, who have qualified the pre bid selection criteria, will be evaluated as per the following parameters:

Technical Proposal Evaluation Parameters	Maximum Mark
1. Number of Event Management Services undertaken / completed during last three years (Past Experience of handling Event Management Assignments for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organizations) (Scoring pattern – 1-2 no's of assignments =10 marks, 3-5 no's of assignments =15 marks, more than 5 no's of assignments =20 marks)	20
2. One Similar work executed in the above category in Boudh district during last 3 Years =20 Marks	20
3. Financial Statement of last three years: The agency should have an average annual turnover of Rs. 25 lakhs from Event Management business during the last 3 financial years. (Scoring pattern: < 30Lakh = 10 marks, 30-50Lakh = 15 marks & >50Lakh = 20 marks.)	20
4. CV of the visualizer & detailed works done by him/her for District/ State / National / International Event and Its proof (Scoring pattern – 1-2 years of experience =10 marks, 3-5 years of experience =15 marks, more than 5 years of experience = 20 marks)	20
5. The bidder should have been in the business of providing Event Management Services to the Central /State Government /Corporate Bodies/National & International Organizations for at least <b>3 years</b> as on 15 <sup>th</sup> October 2024. (Scoring pattern: 3-5years =15 marks, More than 5 years=20 marks.)	20
Grand Total	100



Bidders will make a power-point presentation before the committee regarding the design and plan of execution for the proposed assignment during the technical evaluation stage. Clarifications, if any, as required by the committee will also be discussed. The bidders whose technical proposals including the "Design" secures the minimum qualifying marks of 60 out of 100 in the technical evaluation, will be eligible for financial proposal.

**FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders shall be opened in the presence of the bidders' representatives.

### 3. Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposals, the technically qualified bidders shall be ranked in a descending order in accordance to the marks obtained in the technical evaluation.

The client will select the bidder whose bid has been determined as the lowest & competitive evaluated price (L1) among all the technically qualified bids as per QCBS method.

### 4. Award of Contract:

After completion of the contract negotiation stage, the client will notify the successful bidder by issuing an offer letter for signing the contract after fulfilling the formalities, the client will issue work order to the successful L-1 bidder within 3 days. In case the L-1 bidder fails, the client may invite the L-2 bidder to execute the project at the prices of L-1. If the negotiation with L-2 fails, the client will cancel the bidding procedure and re-invite bids. The contract will be valid for three months from the date of execution of contract agreement.

### 5. Other Terms & Conditions:

- a. The Chief District Veterinary Officer, Boudh will not be responsible for any occurrence like theft & missing of any articles in the "Matsya O Pranisampad Mela-2024".
- b. In case of any occurrence of theft, the Security Agency will be responsible to pay the amount of loss.
- d. The Agency will be responsible for up-keep and maintenance of the entire work till the closing of the event.
- e. It shall be the responsibility of the Agency to obtain requisite permission for electricity connection / certification on fire safety measures etc. from the statutory bodies before the commencement of the event.



The Agency / Event Management Unit have to supply fire protection equipment's like fire extinguishers and adhere to the fire safety norms & fire retardant liquid spray over inflammable materials used in the stalls as per the guidelines of Fire Service Authority.

g. In regard to electrical fittings etc. Agency shall engage qualified licensed electrician/ contractor entitled erect, handle and maintain supply-line and its upkeep under the guidance of Govt. Electrical Contractor.

h. The rate offered by the Agency shall be exclusive of GST & other taxes, which are to be clearly indicated in the financial proposal.

i. The selected Agency/ Firm should open its own office with adequate manpower (technical & managerial) throughout the event period to handle any work to be assigned by the client.

j. The bidder shall quote their price for all the items as per the given format without leaving any blank space. If found so, the bid will be treated as non-responsive.

k. The client is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in go-down of the bidders by nominating a committee to ascertain the credibility of the Firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.

l. The final payment will be made on the basis of the actual work done and Work Assessment Report. The Agency shall not use any other materials other than those specified in the Work Order. In case of any additional requirement, the Agency has to take the prior written permission from the Nodal Officer.

m. Additional work of 5% (five percent) if any, over and above the approved contract value, will be executed within the same amount without any financial implications.

n. The Event Management Services contract includes both procurement of goods and hiring of services. The goods procured in course of the execution of the contract, shall be returned to the client before the final payment.

o. The documentation (photo, video and literature) of the event shall be the task of the service provider (by I & PR Dept. Approved agency) which will be submitted to the Client before the final payment.



6. Terms of Payment:

No advance payment will be made for execution of contract. The event management agency shall submit the bills immediately after completion of event for release of payment.

7. Disclosure:

a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failing to do so may lead to disqualification of the bidder or termination of contract.

b. Bidders must disclose if they are or have been the subject of any proceedings (blacklisting etc.) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors or of any other similar proceedings.

c. Bidders must disclose if they have been convicted of or are the subject of any proceedings relating to:

Criminal offence or other serious offence punishable under the law of the land, or where, they have been found by any regulator or professional body to have committed professional misconduct;

Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;

Failure to fulfill any obligation in any jurisdiction relating to the payment of taxes or social security contributions.

8. Anti-corruption Measure:

a. Any effort by Bidder(s) to influence the client in the evaluation and ranking of financial proposals and recommendation for award of contract will result in rejection of the proposal.

b. A recommendation for award of contract shall be rejected, if it is determined that the recommended bidder has directly or through an agent engaged in corruption, fraudulent, collusive or coercive practices in competing for the contract in question. In such cases, the client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the stated period.



**9. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of Civil Courts of Boudh only.

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

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit of **Rs. 20,000/- (Rupees Twenty Thousand) only** in shape of DD from any scheduled commercial bank in favour of Chief District Veterinary Officer, Boudh payable at Boudh. The EMD of the unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after receiving the performance bank guarantee and signing of the contract.

The EMD will be forfeited on account of the following reasons

- Bidder withdraws its proposal during the bid validity period as specified in RFP.
- Bidder fails to provide required information during the evaluation process or is found to be non – responsive or has submitted false information in support of its qualification.
- Bidder fails to sign the contract agreement within the prescribed time period.
- Bidder fails to furnish required Performance Bank Guarantee.

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

Within three days of notifying the acceptance of the proposal /award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to 3% of the contract value from a scheduled commercial bank payable at Boudh in favour of Chief District Veterinary Officer, Boudh must be valid for a period of three months beyond the entire contract period, which will be released immediately after three months of expiry of the contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**12. Governing Law and Penalty Clause:**

The time line given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and there-after the client holds the option for cancellation of the contract for pending activities and complete the same through any other Agency. The client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract.



The rights and obligations of the client and the bidder under this contract will be governed by the prevailing laws of Govt. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment.

**13. Force Majeure** – Neither party shall be responsible for any damage cause by natural calamities or explosion, fire & riots etc.

**14. Client's right to accept any proposal and to reject any or all proposal(s)**

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

**15. Number of Proposals:**

Each Bidder shall submit only 01 (one) proposal, in response to this RFP. Any Bidder who submits or participates with more than one proposal, shall be disqualified.

**16. Settlement of Disputes:**

The Client and the Agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Chief District Veterinary Officer, Boudh. The arbitration proceeding shall be held in Boudh, Odisha.

**17. Disqualification of Proposal:**

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD as applicable.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- During validity of the proposal, the bidder increases his quoted prices.
- Proposal is not received in complete form.



- Proposal is received after due date and time for submission of bid.
- Proposal is not accompanied by all the requisite documents/ information.
- A commercial bid submitted with assumptions or conditions.
- Bids with any conditional technical and financial offer.
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value.
- Proposal is not properly sealed or signed.
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder or any person acting on its behalf tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process.
- If, any of the bid documents (including but not limited to the hard and soft/ electronic copies of the same, presentation during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Any other condition/ situation which holds the paramount interest of the client during the overall section process.



SECTION: 2

## SCOPE OF WORK & SCHEDULE OF REQUIREMENTS

### About the “Matsya O Pranisampad Mela-2024”

The district level Matsya O Pranisampad Mela-2024, is being organized this year by the F & ARD Department, Govt. of Odisha in all district headquarters in the month of November 2024. This Mela will showcase various government schemes in the sector of Animal Husbandry and fishery which are being implemented for economic empowerment of the rural people to create awareness among the mass. Apart from this there will be demonstration of live animals, birds and fish etc. Farmers and Scientist Interaction Programme will be conducted to convey the message on importance of scientific animal husbandry and fishery practices to manifold the income from such practices. Cultural Programmes will also be organized along with display of audio visuals on success of farmers in the field of Animal Husbandry and Fishery in the Mela to create awareness. Worship of cows will be done on 2<sup>nd</sup> day besides demonstration of live animals in the Mela.

The “Matsya O Pranisampad Mela-2024” has been scheduled to be organized on 19<sup>th</sup> and 20<sup>th</sup> November 2024 (Two days) at KACHERI PADIA, BOUDH.

### Supervision of work:

The Chief District Veterinary Officer, Boudh and District Fishery Officer, Boudh, shall be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor.

### Activities to be Undertaken for “Matsya O Pranisampad Mela-2024”:-

The Event Management Agency has to carry out the works detailed in the schedule of requirements attached as Annexure-I.



SECTION: 3  
TECHNICAL PROPOSAL SUBMISSION FORMS

TECH- 1  
COVERING LETTER

(ON BIDDER'S LETTER HEAD)

Place:

Date:

To

The Chief District Veterinary Officer, Boudh

Sub: Technical Proposal for providing Event Management Services for Matsya O Pranisampad Mela-2024

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment "Matsya O Pranisampad Mela-2024" in response to your Request for Proposal No. \_\_\_\_\_, Date-\_\_\_\_\_. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. Our proposal will be valid for acceptance up to 180 Days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

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

I remain,

Yours faithfully

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:



**TECH- 2**  
General Details of the Bidder

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

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

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



## TECH- 3

### Bidder Organization Financial Details

Details	2021-22	2022-23	2023-24	TOTAL
Turnover from event management services (in Lakh)				

*Supporting Documents:*

Audited certified financial statements for the last five Financial Years, (Copies of income & expenditure statement and balance sheet certified by CA for the respective Financial Years are mandatory along with this Form)

*Filled in information in this Format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the Technical Proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.*

*Signature and Seal of the Company Auditor with Date:*

Authorized Signatory of the Bidder [*In full and initial with Date and Seal*]:

Communication Address of the Bidder:

[NB: No Scanned Signature will be entertained]



## TECH- 4

### (BIDDER'S PAST EXPERIENCE DETAILS)

(List of completed assignments of event management services of last 3 years)

(Assignments for Rs. 30 lakh or above in a single work order)

Sl. no.	Year	Name of the Assignment with details	Name of the Client	Contract value (in INR) and duration in month	Date of Award / commencement of assignment	Date of completion of assignment	Remarks
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

*Note: Bidders are requested to furnish the list of similar assignments undertaken during the last 5 Financial Years as per the above prescribed Format. Information not conforming to the above Format will be treated as non-responsive. Copies of the Work Order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.*

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

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



## TECH – 5

### DECLARATION REGARDING ANY CONFLICTING ACTIVITIES

*Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria. If yes, please furnish details of any such activities.*

If no, please certify,

#### IN BIDDER'S LETTER HEAD

I, hereby declare that our Agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the client which shall be binding on us.

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

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



## TECH – 6

### UNDERTAKING

*(On the stamp paper of appropriate value regarding ineligibility and non- blacklisting of the Bidder.)*

I/We, here by undertake that our Agency has not been blacklisted/ debarred by any of the Central Ministry / State Govt. Department/ Office or by any PSUs and I/ We are not blacklisted by any authority during the recent past.

Yours Sincerely

Authorized Signatory: \_\_\_\_\_

Name & Designation of the Signatory: \_\_\_\_\_

Name of the Bidder and Address: \_\_\_\_\_



## SECTION: 4

### FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

#### COVERING LETTER (In Bidder's Letter Head)

Place:

Date:

To

The Chief District Veterinary Officer, Boudh,

Sub: Submission of Financial Proposal for providing Event Management Services for "Matsya O Pranisampad Mela-2024".

Sir,

I, the undersigned, offer to provide the Event Management Services for "Matsya O Pranisampad Mela-2024" in accordance with your RFP No. \_\_\_\_\_, Dated. \_\_\_\_\_. Our Financial Proposal for Rs \_\_\_\_\_/- Rupees \_\_\_\_\_) only is attached herewith. This amount is exclusive of the taxes applicable as per the GST Act. I do hereby undertake that in the event of acceptance of our BID, the services shall be provided as per the terms and conditions stipulated in the RFP document and subsequent executive instructions, if any.

#### COST STRUCTURE FOR PROVIDING SERVICES FOR "MATSYA O PRANI SAMPAD MELA- 2024"

Sl. No.	Item / Activity	Specifications/ Particulars	Units	Rate per Unit (INR)	Total Amount (excluding GST) in INR
1	Erection of stalls, gates, stage/dais arrangements, meeting area, as mentioned in schedule of requirements in Annexure-I	1. Stall- 10' X 12' – 30 No 2. Stage & Meeting Hall 4. Gates, Registration Counter & Coordination Cell etc. , Light & Sound	Package		



2	Area for open space exhibition ( Live Animals, Birds & Fish) as per schedule of requirements in Annexure-I	Area for demonstration of Bio flock tanks- 2 No, Cage Culture, integrated farming System, Cows, Calves, Goats, kid, sheep & Poultry- 1200 sq. mt. including light & fan	Package		
		Area for demonstration of 20 Cows and 20 Calves- 1600 sq. ft.	Package		
3	Electrification, sanitation & PH as per schedule of requirements in Annexure-I	Electrification, two gen. sets with fuel for 2 days, cleaning & sanitation, Drinking water etc.	Package		
4	Logistics for live animal transportation, feeding & maintenance as per schedule of requirements in Annexure-I	Vehicle for transportation of live animals, feeding and maintenance for MOPM along with a care taker	Package		
5	Video Corner as per schedule of requirements in Annexure-I	Installation of 12' X 8" LED, Sound System, IT support, Operator for 2 days	Package		
6	Stage arrangement as per schedule of requirements in Annexure-I	Bouquet, refreshment of guests, folder etc., Inauguration by folk dance groups, Moderator, Priest for worship of cow on 2 <sup>nd</sup> day	Package		
7	Insurance as per schedule of requirements in Annexure-I	Insurance of the event, obtaining permission from different authorities	Package		
8	Kit bag for farmers as per schedule of requirements in Annexure-I	One kit bag printed with Logo & Mascot, ID card, Pad, Pen, Programme of the mela, Leaflets, Brochures on Govt. Schemes (1200 Kit Bags) Leaflets/ Brochures (Multi colour print)- 5000 No, Handouts/ Coffee table books (Multi colour print)- 2000 No's	Package		



9	Banners, Hoardings, Standees, Mascot, Fascia, Invitation card, I-Card, Badges, programme of the mela as per schedule of requirements in Annexure-I	Printing of flex- Approx. 3000 sq. ft., Installation of banner & standee 6' X 4' (Appx-12 No) etc. Multi colour printing: Invitation card-100 No, Badges: 50 No, ID-card for officials- 100 No, Programme of the mela, 100 No, Feedback form B/W print-1000 No	Package		
10	Photography and Video documentation as per schedule of requirements in Annexure-I	Still photographs & videography of the event for 2 days	Package		
11	Food as per schedule of requirements in Annexure-I	Tea, Breakfast and Lunch	Package		
12	Security & Miscellaneous as per schedule of requirements in Annexure-I	Deployment of security guards on each day & one priest on 2 <sup>nd</sup> day for decoration of cows and calves	Package		
		<b>TOTAL</b>			
		<b>Add GST @</b>			
		<b>*GRAND TOTAL</b>			

**\*The total tender cost value of services should not be more than Rs 17, 00,000.00 (Rupees Seventeen Lakh) only including 18% GST (OGST-9% & CGST-9%)**

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

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

I remain,

Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:



## BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL</b>			
1	Covering Letter (TECH -1)		
2	General Details of the Bidder (TECH - 2)		
3	Copy of Certificate of Incorporation / Registration of the Bidder		
4	Copy of PAN		
5	Copy of Goods and Services Tax Identification Number (GSTIN)		
6	Bid Processing Fee of Rs. 2,000/- in shape of DD		
7	EMD in shape of DD		
8	Copies of IT Returns for the last 3 AYs (2020-21, 2021-22 & 2022-23)		
9	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance- Sheet for the concerned period		
10	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
11	Declaration regarding conflicting activities (TECH - 5)		
12	Undertaking for nonblack-listing by any Central / State Government/ Autonomous Bodies during its business career. (TECH - 6)		
<b>FINANCIAL PROPOSAL</b>			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal		

Undertaking:

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

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

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

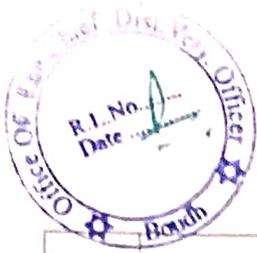


Annexure-I

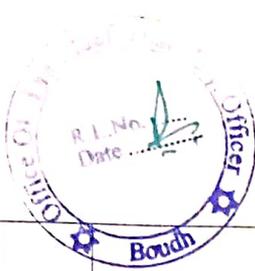
## Schedule of requirements

The Event Management Agency shall have to provide the following services

Sl. No	Works to Be Done	Particulars	Remarks
A	Ground Preparation	The entire Event Place (Ground) is to be cleaned & leveled with machinery equipment before construction of works & at the closure of the event. The ground to be handed over to the authority within 5 days of the closure of the Mela.	Kacheri Padia, Boudh
B	Erection of temporary stall, Entrance gate, Dias/ Stage & front sitting arrangement for meeting, arrangement for live animal and fish exhibition for 2 days	<ol style="list-style-type: none"> <li>1. Installation of temporary stalls as per specifications</li> <li>2. Main program stage as per specifications/requirement of client</li> <li>3. LED screen 12'x8' for stage Back drop &amp; Video corner</li> <li>4. Back drop (thematic)</li> <li>5. Thematic Entrance Gate</li> <li>6. Aluminum truss for stage</li> <li>7. Coordination cell</li> <li>8. Food Stalls</li> <li>9. Light and Sound for Stage &amp; stall</li> <li>10. IT support for internet connectivity- Stage &amp; mela ground</li> </ol>	Detail work plan & design are to be presented before the committee during the technical presentation.
C	Open space with tent roof for live animal demonstration	Area for demonstration of Bio flock tanks, Cage Culture, integrated farming System, Cows, Calves, Goats, kid, sheep & Poultry	Detail work plan & design are to be presented before the committee during the technical presentation
D	Security Services	Providing Private Security Service at Mela Venue of the participants during the event, crowd management etc.	Detail shall be presented before the committee during the technical presentation.
E	Light & Sound	Light & Sound for Stage, Coordination cell, Stall, parking area and other venue area as per requirement.	



F	Power & Electricity	2 nos. of silent Gen set with fuel (125 KVA) for MOPSM. One for stage & one for stall, coordination cell and venue are as per requirement.	
G	Printing works	Invitation card, Flex Banner Printing and Mounting, Standee, Hoarding, Mascot, Kitbag printing with Logo & Mascot, Folder, leaflet & Brochure, 1- Card/Badges for farmers, officials/organizers, feedback form printing etc.	Specification, content and design will be provided by the client. samples shall be produced before the committee during Technical Presentation
H	Farmers Kit Bag & Felicitation material	Kit bag shall contain: A bag printed with logo & mascot, 1 card, Pad, Pen, Programme of Mela, Leaflets/ Brochures on Govt. Scheme. A shawl, citation & a memento for felicitation	Samples shall be produced before the committee during technical presentation.
I	PH & Sanitation	Cleaning of mela ground, Penndel/ Stage, meeting place and stall areas twice daily or when required. Sprinkling of water on paths and other vacant places of Mela ground twice a day to settle dust for 2 days.	
J	Flower Decoration/ Decoration of cows & calves	Flower Vase with sufficient fresh and live flower decoration at the entrance and exit, stage and other areas as per requirement. The cows & calves which are to be exhibited on the 2 <sup>nd</sup> day of the mela shall be decorated.	
K	Food & Drinking water for participants and organizers	Teas, Snacks and Lunch with drinking water facility for 2 days	
L	Video Corner	Video corner with installation of 12' X 8' LED screen for 2 days	
M	Logistics for live animal transportation, feeding and maintenance	Hired vehicle for live animal transportation, other logistics for feeding, drinking along with feed, fodder and drinking water to be provided. Two numbers of care takers shall be engaged to look after the live animals, birds & Fish.	
N	Stage arrangement	Bouquet, refreshment of guests, folder & Inaugural folk dance with local troupes	Folder samples to be produced during Technical Presentation



O	Documentation	Providing Photographs, Video graphs.	Type of camera to be used, should be produced before the committee during Technical Presentation
P	Moderator & Priest	One moderator for stage management for two days and one priest for worship of cow on 2 <sup>nd</sup> day of the mela shall be provided.	
Q	Feedback collection	Drop box facility for collecting feedback from the farmers shall be displayed prominently at points of registration, dining space, by the side of the sitting space	

**Details of Item wise work to be provided:**

1- Infrastructure, Tent age & Allied Works

**1. Erection of stall & area for demonstration of live animals, birds & fish:**

Stalls will be erected as per the requirement. The bidder shall quote their lowest possible price separately for each category. The details of specifications are given below:

Sr.	Particulars	Stall specification
1	Structures required for Matsya O Pranisampad Mela	1. Bamboo & cloth structure, Size of each stall-12'X10' (30 Stalls + 3 registration counters) with tarpaulin water proof roofing in addition to 2' front outside rain protection. 2. An open space with tent & water proof roof for exhibition of live animals and fish of 1400 Sq. mtr. With rain protection is to be installed. There shall be partition for different species.
2	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies.(ALL NEW WHITE COTTON CLOTHES TO BE USED)
3	Carpeting	Clean green carpeting of total venue area as per the requirement.
4	Racks	Three tire racks as per requirement. The shelf of the racks will be of size 1'.6" X 10' 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.
5	Fascia	A wooden batten frame for Running Fascia will be erected. The frame will have 4' height. The fascia will be covered with flex (The design will be Provided by the mela in charge). A running white cloth jhallar of 1'width will be put in the front side, below to the fascia frame.

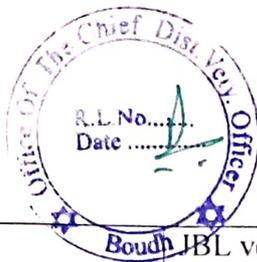


6	Furniture	Front counter table in wooden batten and planks /still table size 8'x 2' X 3' height and wrapped with new white cotton cloth. Plastic molded Chair with handle - 2nos.
7	Electrical Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & an on / off switch for use in night time after closing, Ceiling Fan–1no. Connected with an on/off switch in each stall. Ino.of 5 Amp Plug Point with on/off switch. Fan and light in the live animal exhibition stall is required @ one each in each species stall.
8	Numbering of Stall	All stalls should be numbered with stencil and paint including exhibition stalls.
9	Closures	Front cloth drops/ screens. Daily putting up and off of the same is the responsibility of the bidder.
10	Power	1 no. of Gen set (125kv) with fuel (for two days) for parking and other venue area.
11	IT support	IT support for internet connectivity inside Mela area.

## 2. Stage & Front Sitting Arrangements

One stage with tarpaulin roof with ceiling shall be erected and decorated in the mela ground for meeting/ evening cultural shows during the mela along with meeting hall having sitting capacity of 600 participants for two days. The bidder has to be quoted as a package against the details specifications given below:

Truss for stage	Truss structure (50'X30' size or as per stage required) for MOPSM around stage.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality. Carpeting of stage with all other materials for opening and closing ceremony (podium, VIP chairs, Tea poys, Table cloth, New white Turkish Towels, Lamp, candle, match box, camphor and all other materials to be provided on the inaugural & closing ceremony)
Backdrop	a) LED back ground of size 12' X 8' Back drop thematic as per stage requirement- MOPSM b) For cultural Programme necessary scene, sceneries & logistics to be provided. c) Entire stage to be decorated with flower.
Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be Separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.
Light	Par can 64/60- 40 nos. LED palco- 100 nos. White blinder- 4 nos. Colour Blinder- 2 nos. Back drop LED par- 40 no's Sharp -60 nos. Smoke, stove, lager, and other stage light as per Bollywood tech rider or as per requirement.



Sound	JBL vertech Series & Linear 8 pair JBL vertech Double Bass 10 nos. Stage monitor & Stage Gear Other required thing as per need.
Meeting hall	One meeting hall with bamboo structure attached to the stage with white cloth ceiling and tarpaulin roofing for training is to be erected. 600 no's of chairs for sitting of farmers & officials, dais table and 12 no's of revolving chair and 12 no's of Pedestal fans on the stage & meeting hall and 10 no's of tube light are to be setup. 2 no's of cordless microphone, 1 no speech table, 2 no. 15 Amp. Plug provisions for computer, LCD projector is to be provided with on the stage for presentation. Adequate light, sound and fan provision shall be made in the sitting area.
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment's on stage before commencing of inaugural and closing sessions, meeting & cultural events on all the cultural nights are the complete responsibility of the bidder.
Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction off stage, should be treated with fire repellent chemical.
Power	One Gen set (125kv) with fuel for stage, sitting area in front of stage, gate and other area as per client's requirement.

### 3. Registration counter, Co-ordination Cell / IT Support stall:-

Three registration counters for the farmers are to be set up at the entrance with two tables, five chairs and one ceiling fan. A coordination cell shall be set up- ONLY NEW COTTON CLOTHES SHOULD BE USED for a size 30'x12' with bamboo structure with facial steps, flex, bulb, electric socket, chair, fan etc.

### 3. Food & Drinking water:-

Arrangement for food at the venue site (tea, snacks/breakfast and lunch) shall be made approximately for 700 persons daily for two days with provision of drinking water.

#### Requirement of Food for Matsya O Pranisampad Mela-2024

Sl No	Item	Specification	Requirement
01	Snacks packet	Veg Chop, Aloo chup, Samosa, Biri Bara & sweets with tea and water bottle	*700 approx. on the first day and 700 approx. on the 2 <sup>nd</sup> day to be served at the event place
02	Lunch	<u>Non-Veg meal-</u> Plain fine rice, dal fry, chicken masala / fish fry, Mix Veg, Vegetable chips, khata (tomato/ pineapple / ambula rai), pies <u>Veg meal-</u>	



		Plain fine rice, dal fry, cauliflower, navaratna korma, paneer butter Masala, vegetable chips, Mushroom chilly, khata (tomato/pineapple / ambula rai), pies	
03	High tea for VIPs	High Tea	Approx. 100 daily

\*Actual requirement will be intimated one day before.

- I. Provision of adequate mineral water for the participants.
- II. Use of eco-friendly disposable plates, cups & spoons is mandatory.
- III. Tea/ Coffee for the officials every day during mela period.

4. Stage arrangement:

Bouquet, refreshment of guests, folder for inaugural and closing session shall be made. Inauguration by folk dance groups shall be made.

5. Logistics for live animal transportation/demonstration, feeding and drinking:

Three numbers of vehicles (Truck/Mini Truck) are to be hired for transportation of live animals/birds/fish within a radius of 20 Km from Boudh town. Transportation of the live animals to and from the mela site shall be the responsibility of the agency. Feed, fodder and drinking water for live animals, birds, and fish along with equipment's shall be arranged. Other inputs required for live animal demonstration shall have to be provided. Two numbers of care takers shall be engaged to look after the live animals, birds and fish. They shall be responsible for providing feed and water to the live animals, birds and fish. Availability of clean and fresh drinking water to the animals and birds must be ensured.

The requirement of concentrate feed, green fodder and equipment's are as follows:

Sl No	Type of exhibits	Number of exhibits	Feed & fodder requirement for one day		Equipment's required		Remarks
			Greens	Concentrate	Feeding	Drinking	
01	Cows	10	200 kg	50 Kg	10 No	10 No	Clean & fresh drinking water shall be
02	Calves	02	10 Kg	2 kg	2 No	2 No	
03	Goat	02	4 kg	0.5 kg	2 No	2 No	
04	Sheep	02	4 kg	0.5 kg	2 No	2 No	
05	Kid	02	2 kg	0.3 kg	2 No	2 No	
06	Broiler birds	10	0	1.2 kg	1 No	1	
07	Layer birds	10	0	1.2 kg	1 No	1	



08	Indigenous birds	05	0	0.6 kg	1 No	1	ensured
09	Ducks	05	0	0.6 kg	1 No	1	24 X 7

For live demonstration in fisheries sector, two numbers of Bio-flock tanks, Grow out and rearing ponds one each, IMC hatchery model, aquarium, Integrated Farming System comprising of one fish pond, horticulture activities, models of animal husbandry activities etc. are to be set up.

**6. Hoardings, Standees, Mascot, Photography, Video Documentation: (Designs and specifications shall be shared by the client)**

Banners, Hoardings & Mascot of different size are to be printed as per design and installed for display at various conspicuous places in the ground. The firm will ensure proper installation & maintenance of the same during the mela period.

The still photographs (maximum of 100 Pcs.) as required by the mela authority. The still photographs should cover all aspect of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, live demonstration, Success Stories, etc. 2 sets of *still photos in mat finishing paper* of 4" X 6" size in an album with digital copy should be submitted to the CDVO, Boudh within 7 days of completion of the event. The photo should be of excellent quality, so that it can be used, for documentation purpose.

A small documentary film/movie of each activity of mela with minimum 5 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural events, farmer scientist interaction, live demonstration, Success stories, etc. This should be done with video editing, applying special effects, music, voiceover and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer. Necessary actions should be taken during final post production and final preview of the documentary in consultation with CDVO, Boudh / concerned district officials & should be submitted to the CDVO, Boudh within 7 days of completion of the event.



#### 7. Farmers Kit Bag & felicitation materials:

1200 numbers of farmers' kit bag shall have to be provided. Kit bag shall contain a bag printed with logo & mascot; 'I' card for participant, writing pad, Pen, Programme of Mela, leaflets/Brochures on Govt. schemes.

For felicitation of guests necessary arrangements shall be made.

#### 8. Video Corner:

One LED screen of 12' X 8' shall be installed at the site of the Mela and district specific videos, schematic videos along with educative videos on F & ARD will be displayed on loop. One skilled person shall be deployed for operating these at the video corner as well as on the stage.

#### 9. Printing works:

Leaflets/Brochures- 5000 no, Coffee table books/Handouts-2000 No, Invitation Card-100 numbers, Farmer I-card- 1050 no's, Feedback collection form- 1000 no's, Officers I-Card-100 no's, Badges for guests: 50 no's. Etc. as per specification provided by the client.

#### 10. Stage moderator and Priest for Cow worship, decoration of stalls, cows & calves:

One moderator shall be provided for managing the stage for two days. One priest shall be provided for worship of cow on the 2<sup>nd</sup> day of mela on the occasion of celebration of Go-Sambardhana week.

#### 11. Deployment of Security Guards:

Well-equipped Security Guards & supervisor shall be deployed with uniform in three shifts (6 A.M to 2 P.M, 2P.M to 10 P.M, 10 P.M to 6 A.M) for 2 days. Places of deployment shall be as follows;

Sl No	Places of deployment	No of guards	No of shifts	Total no of guards
1	Gates: -1 person per gate for 2 gates	2	3	6
2	Mela area	1	3	3
3	Live animal demonstration area	1	3	3
4	Meeting area	1	2	2
5	Dining area	2	2	4
	TOTAL			18
	TOTAL FOR 2 DAYS			36



**N.B.:** One supervisor should be present in every shift for two days in addition to the above provided security personnel.

**12. Fire extinguishers & Fire retardant solution spray:**

Sufficient Fire Extinguishers to be put at different segments/ stalls of the Mela towards fire safety measures along with technical person to handle the device.

**13. PH & Sanitation:**

Cleaning of mela ground, live animal demonstration site, meeting site, Coordination cell, toilet etc. shall be made twice daily using disinfectant materials. Sufficient waste paper buckets/Dust bins shall be kept at prominent places to ensure cleanliness in the mela site.

**14. Drinking water:**

Adequate provision for drinking water shall be made at the mela site as well as meeting and dining area.

**15. Insurance and Legal obligations:**

Insurance of the event and other permissions as required by law shall be obtained from the appropriate authority prior to scheduled date of the event.