



Mission Shakti Mela

Notice of tender for selection of
Event Management Agency

No. 559

Date: 07.02.2025

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Government of Odisha
Department of Mission Shakti
ZILLA PARISHAD, PURI

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Section-I

DISCLAIMER

Mission Shakti Department is organizing exhibition of products of Women Self Help Groups of the State in February-March, 2025. The exhibition will be a platform of sellers and buyers of SHG products. Several cultural activities shall be organized.

For the above purpose, Government of Odisha, Mission Shakti Department intends to select appropriate agencies to manage Events through tenders. The purpose of this Tender document is to provide interested parties with information that may be useful to them in the formulation of their bid for qualification and selection.

This document includes statements, which reflect various assumptions and assessments arrived at by the Dept. in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This Tender may not be appropriate for all persons, and it is not possible for the Dept., its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this Tender. This document is neither an agreement nor it guarantees any firm/ person/ bidder of issue of any work order.

This Tender is not an agreement and is neither an offer nor invitation by the Dept. to the prospective bidders or any other person. Each bidder shall conduct its own investigations & analysis and shall check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document. The Tender accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. This Dept. shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account to anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender and any assumptions, assessments, statements or information contained therein or deemed to form part of this Tender or arising in anyway in the Selection process. The Dept. 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 Tender. The issue of this Tender does not imply that the Dept. is bound to select and shortlist any bid. The Dept. reserves the right to reject all or any of the bids without assigning any reasons whatsoever at any stage of the bid.

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

The Dept. shall be the sole and final authority with respect to selection of an agency through this Tender.

SECTION: II

NOTICE INVITING TENDER



ZILLA PARISHAD, PURI

No. 559 Date 07.02.2025

Zilla Parishad, Puri
Harihar Chhaka
Kacheri Road, Puri-752001
Tel: 06752-222136, 225441,
E-mail: ori-dpuri@nic.in

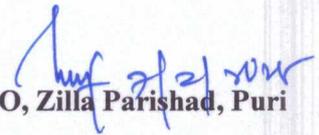
NOTICE INVITING TENDER

Zilla Parishad, Puri invites sealed tenders from competent firms/ persons/ entities, etc. to carry out Event Management Agency for organization of Mission Shakti Mela- 2025 at Indoor Stadium, Sports Complex Talabania, Puri from **28th Feb to 06th March'2025**. Bidders are requested to go through the tender document carefully and submit bids.

Tender schedule and important information to the bidders

Sl. No.	Particular	Details
1	Name of the work	Selection of Agency for Event Management for organization of Mission Shakti Mela- 2025, Indoor Stadium, Sports Complex Talabania, Puri
2	Method of selection	Open Tender by L1
3	Date of issue of notification	07.02.2025
4	Date, time and e-mail id for submission of queries for pre-bid meeting	Date: 10.02.2025, Time: 1.00PM e-mail: ori-dpuri@nic.in
5	Date, time and place of pre-bid meeting	10.02.2025, 2.00 PM in Conference Hall of Zilla Parishad, Puri
6	Last date and time for submission of bid	17.02.2025 (Up to 3:00PM) through SPEED/Reg. Post ONLY. No bid shall be collected by any other means
7	Date, time & place of opening of technical bid and preparation of list of qualified bidders	17.02.2025 at 4.00 PM in the Conference Hall, Zilla Parishad, Puri
8	Date, time and place of presentation on theme and design by the qualified bidders	17.02.2025 at 5.30 PM in the Conference Hall, Zilla Parishad, Puri
9	Date, time and place of opening of Financial Bids of qualified bidders	18.02.2025 at 1.00 PM in the Conference Hall, Zilla Parishad, Puri
10	Bid Processing Fee (Non-Refundable)	₹ 10,000/- + GST-18 % = ₹ 11,800/- in shape of Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Puri" drawn in any scheduled commercial bank payable at Puri
11	Earnest Money Deposit (EMD) (Refundable)	₹ 50,000/- (Rupees Fifty Thousand) in shape of Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Puri" drawn in any scheduled

Sl. No.	Particular	Details
		Parishad, Puri drawn in any scheduled commercial bank payable at Puri
12	Address & mode for delivery of Bid Processing Fees and EMD by Speed Post only	Address: Zilla Parishad, Puri, Kacheri Road, Puri, Pin-752001 Mode of delivery: Only through SPEED POST/Reg. Post.


CDO-cum-EO, Zilla Parishad, Puri

SECTION-III

SCOPE OF THE WORK

1. About the Mission Shakti Mela, 2025

The scope of the work under this tender shall include the elements mentioned below. However, the quantities mentioned under the elements are tentative, may likely to increase or decrease.

2. Scope of the work

Sl. No.	Work	Particulars of the work	Quantities (tentative)
A	Advertisement & Publicity	(i) Design Development- Development 10 second Ad. Film and 20 second Radio jingle for placing of advertisement in electronic media.	1 package
		(ii) Road median branding (6 feet x 3 feet) Iron pipe with Star flex	200 pcs.
		(iii) Auto-rickshaw back branding (sticker size 3 x 2 feet) on eco-solvent print material	100 pcs.
		(iv) Plain hoarding: Printing and installation of hoardings in size 10 x 12 feet in flex (Star flex), mounted on iron frame and fixed with iron/ bamboo support at different places in Bhubaneswar	10 Nos.
		(v) Online publicity through social networking site like Facebook, X, Instagram for public awareness of the Mela and its designs. Daily at least 5 posts/ updates of photos/ ad films on customer feedback, stall review on different social media platforms (minimum 80 likes per day)	1 package
B	Media management	Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies of both print and electronic media along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper.	3 Nos.
C	Documentation (Photography & Videography)	(i) Video Documentation (1 copies of pendrive to be submitted) Small documentary film of the event (starting from Inauguration to closing ceremony) 10 minutes with voice over in 10 minutes documentary film for entire event.	1 package
		(ii) Seven Video Camera (HDV) with online set up for live telecast of stage program in the Mela ground through LCD projector and in	1 package

Sl. No.	Work	Particulars of the work	Quantities (tentative)
		YouTube and Social media for the entire period/	
		(iii) Still Photography of 4" X 6' size @ 2 Pcs. of each snap	100 Pcs.
		(iv) L.C.D screen (For the entire event with four (4) LCD at four location) Size – 8ft x 6ft	4 Nos.
		(v) C.C. Camera / TV along with operator (For the entire event with sixty (60) CC camera)	40 Nos.
D	Security services	(i) Guard with Lathi (Rate Per Shift -8 Hour) (12 guard per shift X 3 shift per day X 7 Days = 252 nos)	252 Nos.
		(ii) Supervisor (Rate Per Shift- 8 Hour) (1 supervisor per shift X 3 shift per day X 7 Days = 21 nos)	21 Nos.
E	Cultural programme: Basic arrangement of Lights, Sounds, Truss and Generator for the stage (as per details specifications mentioned in the tender document)	(i) Quiz/ essay writing competition (1 nos.) (Day time)	1 package
		(ii) Drawing competition (1 nos.) (Day time)	
		(iii) Odishi Dance by Artist of national Repute (on first day of the event)	
		(iv) Musical Night by Singers/ Artists having local(within the Odisha) prominence (on second day of the event)	
		(v) Jodi Sankha, Dhola Mahuri, Ranapa	
		(vi) Kuchipudi, Odishi, Sambalpuri & Mahari	
		(vii) Ghoda Nacha & Bhaga Nurtya	
		(viii) Pala & Daskathia	
		(ix) Comedy show (By Artist of state level repute)	
		(x) Melody Evening- Hindi & Odia by Eminent Ollywood singers	
		(xi) Bhajan Night By Eminent Ollywood Artists	
		(xii) Byanga Kabi Samilani	
		(xiii) Sambalpuri Night	
		(xiv) Gotipua & Chau Dance	
G	Printing works	(i) Identity Card with cover and printed lanyard	500
		(ii) Invitation card with envelope	200
		(iii) Certificat	250
H	Pantry- Catering services	(i) Providing mineral water, Tea, Coffee, Snacks, Tiffin to the Guest/ Delegates/ Officials at Coordination cell during the event as per the order of the Mela in-charge	As required
		(ii) Mineral water (ISI Marked) - Rate per 500 ml bottle	As required
		(iii) Mineral water (ISI Marked) - Rate per 1 ltr bottle	As required
		(iv) Tea / Coffee- Rate per cup	As required
		(v) Snacks (Category-I)- Dry fruits (for VIP & VVIP) - (Roasted & salted Cashew & Pista/Almond, Salted bakery biscuits, chips, Sev bhaji)	As required

Sl. No.	Work	Particulars of the work	Quantities (tentative)
		(vi) Snacks (Category-II)- Tiffin (for Staff) (1 Bada, 1 Samosa, 1 Alu chap & 2 sweet) Rate per plate	As required

3. Special requirements for documentation:

3.1. Still Photography:

- 3.1.1. A good full frame DSLR Camera for high resolution photography to be used. The photo shall be of excellent quality, so that it can be used, for documentation purpose.
- 3.1.2. The still photographs shall cover all aspects of Inaugural & Validation function, Gate & Stage, Stalls, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Product Photographs, Cultural Programmes etc. 2 sets of still photos in mat finishing paper of 4" X 6" size in an album with digital copy in an external hard disk shall be submitted within 10 days of the completion of the event.

3.2. Videography:

- 3.2.1 The entire event will be video documented in Digital High-Definition Video (HDV) Camera.
- 3.2.2 A small documentary film/movie of the mela with minimum 10 minutes duration shall be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Stalls, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Cultural Programmes etc. This shall be done with video editing, applying special effects, music, voice over and necessary sound editing. The duration of the movie may be more depending the days of the mela& decision of the organizer.
- 3.2.3 One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground through LCD screens and social media, YouTube.
- 3.2.4 During final post production and final preview of the documentary, the same shall be made in consultation with Mission Shakti officials.
- 3.2.5 The digital copy of all videography of the Mela events shall be submitted within 10 days of the completion of the event in an external hard disk on proper receipt.
- 3.2.6 The documentary film of the Mela shall be submitted in office within 10 days of the completion of the event on proper receipt in an external hard disk.

3.3. Report on Mission Shakti Mela 2025

- 3.3.1. Three copies of spiral-bound-colored printed reports (50 pages each) mentioning the entire events of the Mela, stalls, participants, activities etc. shall be submitted in office within 10 days of the completion of the event on proper receipt.

- 3.3.2. Copies of all audio, video, recordings, photographs, newspaper publications, etc. shall be submitted by the agency in Hard Disc Drive. These materials will be the intellectual properties of Zilla Parishad office.
- 3.3.3. The report shall be made in joint verification of the works done by personnel of Zilla Parishad Office and the agency.



SECTION: IV

TECHNICAL BID

- 1. Technical qualification criteria:** The technical qualifications required for submission of bids are mentioned below. The bidders need to read the same carefully and submit the documentary proof of fulfilment of the qualifications in the sequence mentioned below.

TECHNICAL BID QUALIFICATION CRITERIA

Sl. No.	Technical qualification criteria	Documentary Evidence
1.1.	Registration: The bidder must be a registered entity with a competent authority for organizing activities relating to Event Management etc. and must have a valid registration certificate	Certificates of Registration / Incorporation with the competent authority with validity up to the date
1.2.	PAN & GSTIN: The bidder must have PAN and GST (GSTIN) registration	Copy of PAN and GSTIN
1.3.	Experience:	
	(i) The Bidder should have been experience of providing Event Management Services to the Central/ State Government, having experience of Event Management in national and international events organized by Government in last five years as on Dec 1, 2024.	Work order/ Work completion certificate/ Experience Certificate issued by the concerned Government authority
	(ii) The bidder must have completed at least one Event Management work, having value not less than ₹ 50.00 lakh in last five years, or	-do-
	(iii) The bidder must have completed at least two Event Management works, having value within the range of 30 to 50 lakh. in last five years, or	-do-
	(iv) The bidder must have completed at least three Event Management works having value within the range of 20 lakh in last five years	-do-
1.4.	Turnover: The agency should have an average annual turnover of ₹ 75.00 lakh in the years from 2018-19 to 2023-24.	Audited Balance Sheet & Turnover Certificate issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income
1.5.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	Form of Declaration in the format at Part-II in Annexure-A
1.6.	The Firm / Agency shall have fully functional local office in Bhubaneswar/Puri	Valid Address Proof of the local office (Electricity Bill / Telephone

		Bill / Rent Deed etc.)
1.7.	The bidder should be a license holder of Private Securities Regulation Act (PSARA)	Valid license of PSARA

2. Manner of submission of Bid: The bidder has to furnish the bid in four envelopes, i.e., Envelope-1 containing 'Pre-bid documents', Envelope-2, containing 'Technical Bid documents', Envelope-3 containing Financial Bid document and Envelope-4, containing Envelope, 1, 2 and 3.

PROCEDURE TO BE FOLLOWED TO SUBMIT THE BID

Sl. No.	Envelope No.	What to contain	How the envelope is to be labeled
2.1.	Envelope-1	(i) Covering letter in the format at Annexure-A (ii) Information in the format at Annexure-B along with the documents	Envelope-1- Pre-Bid –Selection of Event Management Agency for Mission Shakti Mela-2025
2.2.	Envelope-2	Information in the format at Annexure-C along with the documents	Envelope-2-Technical Bid – Selection of Event Management Agency for Mission Shakti Mela-2025
2.3.	Envelope-3	Financial bid document	Envelope-3- Financial Bid for Selection of Event Management Agency for Mission Shakti Mela-2025
2.4.	Envelope-4	Sealed envelope 1, 2 and 3	BID for selection of Event Management Agency for Mission Shakti Mela, 2025

3. General checklist of documents to be submitted by the bidder

Each page of the documents to be signed with the organizational seal of the bidder.

Sl. No.	Particular of the document	Remark
3.1.	Covering letter in the Bidder's letterhead requesting to participate in the tender	Envelope No. 1
3.2.	Copy of Certificates of Registration / Incorporation with the competent authority with validity up to the date	
3.3.	Bid-processing fee (non-refundable) for ₹ 11,800/- (inclusive of taxes) in shape of Bank Draft drawn in favour of " CDO-cum-EO, Zilla Parishad, Puri ", payable at Puri. Non-submission of Bid Processing Fees shall entail the proposal to be rejected.	
3.4.	EMD for ₹ 50,000/- (Rupees Fifty Thousand) only, in shape of Bank Draft drawn in favour of " CDO-cum-EO, Zilla Parishad, Puri ", payable at Puri	

Sl. No.	Particular of the document	Remark
	Or, In case the bidder has been exempted from paying EMD under any valid law/ guidelines/ order of a competent authority, the self-attested copy of such document Non-submission of EMD amount in the prescribed manner or valid document in support of claim for exemption shall entail the proposal to be rejected.	
3.5.	Copy of PAN	
3.6.	Copy of GSTIN registration	
3.7.	Experience certificates (arranged in ascending order, year-wise)	Envelope No.2
3.8.	Audited balance sheet of the firm issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income from 2019-20 to 2023-24 (arranged in ascending order, year-wise)	
3.9.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	
3.10.	Local office address of the firm	
3.11.	Particulars of the Human Resources of the bidder's organization	
3.12.	Financial Bid document	Envelope No. 3
3.13.	Envelope 1, 2 and 3	Envelope No. 4

4. Indicative description of the elements of the presentation to be done by the bidder during technical presentation by qualified bidders:

- 4.1. Visual presentation of the best performance of the bidder in the past.
- 4.2. Any other innovation, quality improvement and aesthetics.

5. Methodology of Evaluation – Open Tender

- 5.1. The selection shall be based on open tender with the lowest price.
- 5.2. The bidders who qualified in the technical bid should be eligible for financial bids.
- 5.3. Financial Bid will only be opened in case of those parties who meet all the Technical specifications/requirements and terms and conditions of by committee.

6. Award of Contract:

The office will intimate the successful bidder by issuing an offer letter/workorder. In case the successful bidder fails, the EMD furnished by the bidder shall be forfeited. The office may invite the second most successful bidder to execute the project at the prices of the successful bidder. If the negotiation with the second most successful bidder fails, the office will cancel the bidding procedure and re-invite the bid (*Sub-contracting is not allowed under this assignment*).

7. Other Terms & Conditions:

- 7.1. Bidder shall depute adequate staff for execution & supervision of the workalong with the list of professional employees and consultants of the firm having experience in the required area. The

supervision work at site will be done constantly by the qualified staff employed by Bidder.

- 7.2. The Tender will not be responsible for any occurrence like theft & missing of any articles while deployment of guards by the agency during the mela period.
- 7.3. In case of any occurrence of theft, the Agency will conduct proper inquiry.
- 7.4. During inquiry, if it is found that any fault or lapses on the part of security personnel is there for such theft, the Agency will be responsible to pay the amount of loss towards theft of any article during the mela period from the premises.
- 7.5. Arrangement of lodging, boarding & logistics of the guards during the mela period will be the responsibility of the Agency.
- 7.6. The rate offered by the agency shall be including of GST & other Taxes.
- 7.7. The Agency shall open its own office in the mela ground with required manpower to coordinate all their activities & to handle any work to be assigned during the event by the authority.
- 7.8. The bidder shall quote their price for all the items without leaving any column / row blank.
- 7.9. The payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Committee. The agency shall not use any additional materials other than the types of materials specified in the work order without the prior permission of the Tender. In case of any additional requirement or modified material, the agency has to take the prior written permission from the Tender.
- 7.10. The agency shall be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the Tender.

8.0 Disclosure:

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

- 8.1 Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- 8.2 Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - 8.2.1 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;
 - 8.2.2 Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - 8.2.3 Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

9.0 Anti-corruption Measure:

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

10. Legal Jurisdiction:

Legal disputes are subject to the jurisdiction of civil court of Puri only.

11. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages, thereafter the Office holds the option for cancellation of the contract for pending activities and complete the same through any other agency. The Office may deduct such amount from any payment or payment become due to bidder for such work executed through any other agency. 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 Dept. and the bidder under this contract will be governed by the prevailing laws of Govt of Odisha. 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.

12. Tender's right to accept any bid and to reject any oral bid(s)

The Dept. reserves the right to accept or reject any bid, and to annul or amend the bidding /selection / evaluation process and reject all bids at any time prior to award of contract, without assigning any reason thereof and thereby shall not incur 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 bids have been opened and the successful Bid gets disqualified/rejected, then the Tender reserves the right to consider the next most successful bidder, or take any other measure as may be deemed fit in the sole discretion of the Tender, including annulment of the selection Process.

13. Number of Bids:

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

SECTION-V

FINANCIAL BID

The bidder shall submit financial bid in the following format under the letterhead of the bidder

COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To:

The Chief Development Officer-cum-Executive Officer, Puri

Sub: Submission of Financial Bid for Event Management Services of Mission Shakti Mela 2025

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. _____, Dated: _____. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
A: Advertisement & Publicity					
1	Design Development-Development 10 second Ad. Film and 20 second Radio jingle for placing of advertisement in electronic media.	Lump sum		1 Package	
2	Road median branding (6 feet x 3 feet)	Pcs.		200 pcs	
3	Auto-rickshaw back branding (sticker size 3 x 2 feet) on eco-solvent print material	Pcs.		100 Pcs	
4	Plain hoarding: Printing and installation of hoardings in size 10 x 12 feet in flex, mounted on iron frame and fixed with iron/ bamboo support at different places in Bhubaneswar	Pcs.		10	

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
5	Online publicity through social networking site like Facebook, X, Instagram for public awareness of the Mela and its designs. Daily at least 5 posts/ updates of photos/ ad films on customer feedback, stall review on different social media platforms (minimum 80 likes per day)	Lump sum		1 package	
B. Media Management:					
1	Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies of both print and electronic media along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper.	Rate per press conference		3 Nos.	
C: Documentation (Photography & Videography)					
1	Video Documentation (1 copies of Pendrive to be submitted) Small documentary film of the event (starting from Inauguration to closing ceremony) 10 minutes with voice over in 10 minutes documentary film for entire event.	Lump sum		1 package	
2	Three Video Camera (HDV) with online set up for live telecast of stage program in the Mela ground through LCD projector for the entire event period	Lump sum		1 package	
3	Still Photography of 4" X 6' size @ 2 Pcs. of	Per snap		100	

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
	each snap				
4	L.C.D Projector along with operator (For the entire event with four (4) LCD at four location)	Rate per LCD		4	
5	C.C. Camera / TV along with operator (For the entire event with twenty (40) CC camera)	Rate per Camera		40	
C	Security Services				
1	Guard with Lathi (Rate Per Shift -8 Hour) (12 guard per shift X 3 shift per day X 12 Days = 432 nos)	Rate per guard/ shift		432 nos	
2	Supervisor (Rate Per Shift- 8 Hour) (1 supervisor per shift X 3 shift per day X 12 Days = 36 nos)	Rate per supervisor /Shift		36 nos	
D	Cultural Programme (Rate per day/ Package)				
1	Odishi Dance by Artist of International Repute (on first day of the event)			1 package	
2	Musical Night by Singers/ Artists having National Prominence (on second day of the event)			1 package	
3	Jodi Sankha, Dhola Mahuri, Ranapa			1 package	
4	Kuchipudi, Odishi, Sambalpuri & Mahari			1 package	
5	Ghoda Nacha & Bhaga Nurtya				
6	Pala & Daskathia				
7	Comedy show (By Artist of national repute)			1 package	
8	Melody Evening- Hindi & Odia by Eminent Ollywood singers			1 package	
9	Gajal Night (by Eminent singers of national repute)			1 package	

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
10	Bhajan Night By Eminent Ollywood Artists			1 package	
11	Byanga Kabi Samilani			1 package	
12	Sambalpuri Night			1 package	
13	Melody Evening- Hindi & Odia by Eminent Ollywood Singers			1 package	
14	Gotipua & Chau Dance			1 package	
F	Printing Works				
1	Identity Card with cover and neck cord	Rate per pcs		1000	
2	Invitation Card with Envelop	Rate per pcs		500	
3	Certificat	Rate per pcs		500	
G	<u>Pantry Services</u> Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin to the Guests delegates/ Officials at Coordination cell during the event as per the order of the Mela in-charge				
1	Mineral water (ISI Marked) - Rate per 500 ml bottle	Rate per bottle		1	
2	Mineral water (ISI Marked) - Rate per 1 liter. bottle	Rate per bottle		1	
3	Tea / Coffee- Rate per cup	Rate per plate		1	
4	Snacks (Category-I)- Dry fruits (for VIP & VVIP) - (Roasted & salted Cashew & Pista/Almond, Salted bakery biscuits, chips, Seo bhaji)	Rate per Plate		1	
5	Snacks (Category-II)- Tiffin (for Staff) (1 Bada, 1 Samosa, 1 Alu chap & 2 sweet) Rate per plate	Rate per plate		1	
Total Including GST & Other Taxes					
G. Total [Mission Shakti Mela] Including GST & Other Taxes					

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

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

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION-VI

ANNEXURES

Annexure-A

(Letter head of the Bidder's organization)

No. _____

Date: _____

To: The Chief Development Officer-cum-Executive Officer, Puri

Subject: Submission of proposal for participation in the tender for selection of Event Management Agency for Mission Shakti Mela, 2025

Reference: Zilla Parishad Tender No. _____ dated _____.

Madam,

PART-I: Willingness to participate in the Tender

In reference to the above, I/ we, express my/ our willingness to participate in the Tender mentioned under reference. I/ we will abide by all the terms and conditions and hereby submit the tender Paper in the manner prescribed.

PART-II: Declaration

I/ we further declare that I/ we have not been blacklisted by any Central/ State Government for organizing any work of Event Management or otherwise.

Regards.

Signature

Name:

Designation:

Seal of the organization

Annexure-B

FORMAT FOR SUBMISSION OF PRE-BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

Bidder has to furnish information with supporting documents in the following format for pre-bid qualification in Envelope-1.

Sl. No.	Description	Full Details
1.1.	Name of the Bidder	
1.2.	Address for communication: Tel: Fax: Email id:	
1.3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. Email id:	
1.4.	Registration/ Incorporation Details Registration No: Date & Year.:	
1.5.	Contact details of the local office in Odisha (Address, Mail Id & Telephone Number)	
1.6.	Bid Processing Fee Details Amount: DD No: Date: Name of the Bank:	
1.7.	EMD Details Amount: DD No.: Date: Name of the Bank:	
1.8.	PAN Number	
1.9.	Goods and Services Tax Identification Number (GSTIN)	
1.10.	Willing to carry out assignments as per the scope of work of the TENDER	YES
1.11.	Willing to accept all the terms and conditions as specified in the TENDER	YES

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Annexure-C

The bidder has to submit information along with documents in the following format for evaluation of Technical Bid after qualifying in the Pre-Bid. Technical Bid:

FORMAT FOR SUBMISSION OF TECHNICAL-BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

Part-I: Turn-over of the bidder in the previous financial years								
Details	FINANCIAL YEAR						Average turn-over	
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24		
Turnover from event management services								
Supporting Documents:								
<ol style="list-style-type: none"> 1. Audited and certified financial statements under the signature of a CA, for the above-mentioned period for each financial year to be submitted 2. The statement should be signed by the bidder on each page. 								
<i>Signature and Seal of the Chartered Accountant with Date in original:</i>								
Signature of the Authorized Signatory of the bidder [With Date and Seal]: _____								
<i>[NB: No Scanned Signature will be entertained]</i>								
Part-II: Information on past experience of the Bidder in Event Management works								
Sl. No.	Year	Name of the assignment	Name of the Dept/ Govt organization	Contract value	Period (mention dated) and duration (mention no. of days)	Date of award of work	Date of completion of the work	Remark (if any)
(More rows may be added if required)								
Signature of the Authorized Signatory [With Date and Seal]: _____								
Part-III: Information regarding any conflicting activities and declaration thereof								
DECLARATION								
<ol style="list-style-type: none"> 1. 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 the tender document. 2. I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected/ terminated by the Dept. which shall be binding and abided fully. 								
Signature of the Authorized Signatory [With Date and Seal]: _____								