



**Startup  
Odisha**



Request for Proposal  
For Empanelment of an Event Management Agency.

RFP No - SO/V/2023-24/204/1741

Date: 22 June – 2023

STARTUP ODISHA  
2<sup>nd</sup> Floor, Tower - A, Odisha Startup Incubation Centre (O-HUB), SEZ Road,  
Chandaka Industrial Estate, Bhubaneswar - 751024,  
Contact No: 18003457100

## Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the bidders(s) by the Startup Odisha herein after referred to as Department, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidders (s) with information to assist in the formulation of Proposals. This RFP document does not purport to contain all the information each bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Department, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources.

Department, their employees and advisors make no representation or warranty and shall incur no liability under, statute, rules or regulations as to the accuracy, reliability.

The Department may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

## Bidder Data Sheet

Sl. No.	Particulars	Details
1	Date of Publication of RFP	22/06/2023
2	Last date for submission of Pre – Bid Queries	28/06/2023, 5:30PM
3	Pre – Bid Meeting	29/06/2023, 11:00 AM Startup Odisha, Incubation Centre (O-Hub), Tower A, Second Floor, SEZ Road, Chandaka Industrial Estate, Bhubaneswar, Odisha- 751024
4	Issue of Pre-Bid Clarification	01/07/2023
5	Last date of Bid submission	11/07/2023 11:00 AM
6	Date and Time of Opening of Minimum Eligibility bid & Technical Bid	11/07/2023,12:00 PM
7	Technical Presentation	11/07/2023,2:00 PM
8	Financial Bid Opening	11/07/2023,5:00 PM
9	Award of Bid and Issuance of LOI	To be intimated after completion of bid process.
10	Bid Processing Fee	INR 10,000 + 18% GST in the form of demand draft drawn in favour of “Startup Odisha” payable at Bhubaneswar
	EMD	2 Lakh
11	Performance Security	5% of work order value (applicable at the time of issuance of every work order after empanelment).
12	Bid validity period	180 Days
	Duration of Empanelment	12 Months, Extendable subject to performance and approval of Startup Odisha.
13	Mode of submission	Courier/In person submission by authorised representative
14	Selection Method	Quality cum Cost Based Selection (QCBS) - 70:30 (70 -Technical) and (30 – Financial)
15	Address of Organisation	Startup Odisha, 2nd Floor, Tower A, Odisha Startup Incubation Centre, Sez Rd near Infocity, Chandaka Industrial Estate, Bhubaneswar, Odisha - 751024.
16	Key Contact (For queries and clarification)	Chief Administrative Officer, Startup Odisha E-mail: startup.odisha@gov.in Phone: 1800-345-7100 Website: <a href="https://startupodisha.gov.in/">https://startupodisha.gov.in/</a>

# Letter of Invitation

RFP No: SO/V/2023-24/204/1741

Dated: 22/06/2023

**Name of the Assignment:** Empanelment of event management agency

The Chief Administrative Officer - Startup Odisha (The Client) invites sealed proposal from eligible bidder under the process for "Empanelment of Event Management agency"

Bidder/Bidders will be selected under QCBS Selection procedure as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.

The proposal, complete in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of Rs. 10,000/- (Rupees Ten Thousand) only + 18% GST towards Bid Processing Fee in form of Demand Draft in favour of "Startup Odisha" drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.

The proposal must be delivered at the specified address as per the Bidder Data Sheet by courier/submitted by authorised representative of the bidder on or before 11:00 AM of 11/07/2023. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.

The last date and time for submission of proposal complete in all respects is 11/07/2023 on or before 11:00 AM and the date of opening of the technical proposal is 11/07/23 at 12:00 PM in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

This RFP includes following sections:

- I. Letter of Invitation [Section – I]
- II. Instructions to the Bidder [Section – II]
- III. Scope of work [Section – III]
- IV. General terms & Condition [Section – IV]
- V. Additional Information [Section –V]
- VI. Annexure [Section – VI]

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

Issued by:  
**Chief Administrative Officer,**  
Startup Odisha  
Startup Odisha, 2nd Floor, Tower A,  
Odisha Startup Incubation Centre, Sez Rd, near Infocity,  
Chandaka Industrial Estate, Bhubaneswar, Odisha 751024

# Instructions to Bidders

## A. General instruction

- i. Startup Odisha shall have the rights to verify the documents submitted by the selected bidder/Bidders (For Empanelment) with any of the clients they have worked with earlier (whose documentary proof has been submitted by the bidder as part of eligibility criteria)
- ii. The selection for Empanelment shall be on the Quality cum Cost Basis Selection (QCBS) on the final weighted score.
- iii. Startup Odisha could empanel one or more bidders who qualify in the technical and financial evaluation.
- iv. The selected bidder/bidders for Empanelment shall provide a qualified event management team for undertaking the work. The team would work closely with the Startup Odisha and should be available at proposed venue of during the Event including setup till dismantle.
- v. The selected bidder/bidders for Empanelment shall propose team consisting of staff/ experts to take care of all aspects of the assignment.
- vi. All contents of the proposal should be clearly numbered, indexed, and arranged in a sequence.
- vii. The proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.
- viii. The proposals shall be signed and submitted by the Authorized Signatory of the bidder.
- ix. Validity of the proposal shall be 12 Months from the last date of submission of the proposal.
- x. Misrepresentation/ improper response by the Bidder may lead to the disqualification.
- xi. **Intellectual Property Ownership.** The Bidder understands and acknowledges that any writing, invention, design, system, process, development or discovery (collectively, "Intellectual Property") shall be the sole and exclusive property of the Startup Odisha. Bidder agrees to assign to the Startup Odisha any and all of his right, title, and interest in and to such Intellectual Property, including, but not limited to, patent, trademark, and other rights. The Bidder further agrees to cooperate fully with the Startup Odisha to secure, maintain, enforce, or defend the ownership of and rights in such Intellectual Property of Startup Odisha. The Intellectual Property Rights (IPR) for this proposed RFP for empanelment shall remain with Startup Odisha and no dispute in that regards shall be entertained subsequently.
- xii. Startup Odisha may, in its sole discretion, extend the Due Date of RFP by issuing an Addendum uniformly for all Bidders.
- xiii. At any time prior to the Due Date of RFP, Startup Odisha may, for any reason, whether at its own initiative or in response to clarifications requested by an Bidder, modify the RFP by the issuance of Addendum/ Amendment and posting it on the Official Website ([www.startupodisha.gov.in](http://www.startupodisha.gov.in))
- xiv. All such amendments to RFP to be posted on the Official Website of Startup Odisha will be binding on all Bidders. To view-Tender Notice, Detailed Time Schedule, Tender Document for this Tender and its supporting documents, kindly visit [www.startupodisha.gov.in](http://www.startupodisha.gov.in).

## B. Duration of the Empanelment

- i. Empanelment shall be undertaken for a period of 12 (Twelve) Month from the date of issuance of letter of empanelment and may be extended for the further period of one year subject to work satisfaction of empanelled agency and approval of Startup Odisha.
- ii. Empanelment shall be done based on the indicated rates and prices of the bidder and shall be effective throughout the period of 12 (twelve) months only, or as per the decision of Startup Odisha.

## C. Bid Processing Fee

The bidder must furnish as part of RFP, the required bid processing fee amounting to INR 10,000/- (Ten Thousand Rupees Only) + 18% GST in shape of DD from any scheduled commercial bank in favour of “Startup Odisha” payable at Bhubaneswar. Proposals received without bid processing fee will be out rightly rejected.

## D. Pre bid queries

The prospective bidders may submit any queries through e-mail for clarification by the date mentioned in the Section 2 of Data Sheet. The clarifications may be solved as per schedule mentioned in section 4 of Data Sheet. The queries need to be submitted in the below format via email on [procurement@startupodisha.org.in](mailto:procurement@startupodisha.org.in) .

Sl. No.	Organisation Name with details of key contact person (Name, Contact Nos. & Email)	Page Nos. and Clause Nos.	Existing Query	Proposed revision

## E. Eligibility Criteria

- i. Bidder should be an entity incorporated/ registered only under the Companies Act 2013 or a Limited Liability Partnership registered under the LLP Act 2008 or should be a Sole Proprietorship. The Agency must submit a proof of Registration of the legal entity (Certificate of Incorporation, PAN, GST registration certificate).
- ii. Bidder should not be blacklisted or debarred by any Government Department/ Agency/ PSU in any State or Central Government of India as on date of submission of bid. (self-declaration on bidder’s letter head to be submitted along with technical Bid).
- iii. Bidder should have minimum 10 employees on its payroll with bidder’s organization. PF and ESIC details of employees should be furnished.
- iv. Bidder should have an office and operation in Odisha, and operation in any one state of India other than Odisha for similar activities. For proof of office, bidder has to submit Certificate of Incorporation/ GST registration certificate/ Electricity Bill or any other Government document. For proof of operation in any one state other than Odisha, work order of minimum Rs. 10 Lakh should be submitted.
- v. Bidder should have Minimum 5 Year experience in Organizing Public Events and Exhibitions such as Government Summits, Business Conclaves, Investors Meets etc.
- vi. Bidder has to submit copies of at least three Purchase/work order of three public sector events valued at INR 30 lakh or greater for this kind of events during last one year.

- vii. Bidder should have been empanelled by any one Government department/PSUs/Corporation during last three financial years (i.e., FY 2019-20, FY 2020-21, and FY 2021-22).
- viii. Bidder should have Minimum average Annual Turnover of INR 5 cr. for the last 3 (Three) financial years (i.e., FY 2019-20, FY 2020-21, and FY 2021-22).  
For local MSMEs (registered in Odisha) and local Startups (recognised by Startup Odisha/ Startup India) Minimum Average Annual Turnover should be INR 2Cr for the last 3 (Three) financial years (i.e., FY 2019-20, FY 2020-21, and FY 2021-22).

**Note:** The Agency shall submit the CA certified Audited Balance Sheet and Profit & Loss Statement for the last 3 (Three) Financial Years in the Technical Proposal/Bid and year wise financial turnover to be certified by the CA as per annexure 4

## F. Technical Evaluation Criteria

The total maximum points for evaluation of Technical Proposal are 100 marks. Bidder needs to score at least 70 marks to be considered for qualification for financial proposal of this RFP. This score shall be based on the assessment of the Technical Proposal submitted by the bidder.

The Proposals will be evaluated as per the following parameters:

Sl. No.	Evaluation Criteria	Maximum Marks	Supporting Documents
<b>1.</b>	<b>Experience of the bidder in organizing events:</b>		
	Number of events organized by the firm in the last two years. Events (Eligible assignment) shall include Corporate Expo/Exhibition/Conclave/Corporate Events/ Product launch/ Award ceremony or any combination of similar events for Central/State government/Private Organisation		
a.	Event organised for Central/State Government/PSU organisation with single Purchase /work order of Minimum INR 15 lakh (2.5 marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
b.	Event organised for Private Organisation/ MNC/ Industry Association organisation with single Purchase/ work order of Minimum INR 15 lakh (2.5 marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
c.	Bidder should have experience in organising mega events such as summit, Conclaves, Trade fair etc. with single purchase/work order of Minimum work order INR 1 Cr. (5 marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
<b>2.</b>	<b>Experience of organising event in India other than Odisha in last two years:</b>		
A	Event organised for Private Organisation/MNC/Industry Association organisation with Single Purchase/ work order of Minimum INR 10 lakh (Outside of Odisha) (2.5 marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
B	Event organised for Central/State Government/PSU organisation with single Purchase /work order of Minimum INR 15 lakh (Outside of Odisha) 2.5 Marks per event	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
<b>3</b>	<b>Team Strength</b>		
	a. The agency having on roll employees 20 – 30 employee (2.5 Marks) b. More than 30 Employees (5 Marks)	5	PF and ESIC documents of employees to be furnished



Sl. No.	Evaluation Criteria	Maximum Marks	Supporting Documents
4	Successfully organizing Events to Promote startups/Innovations/investment and Promotion of minimum single work order value of INR 10 Lakh in last two years. (5 Marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
5	Bidders Office Location in Odisha	2	Certificate of Incorporation
6	Existing Empanelment with other Government departments/PSUs/Government Agencies. 1 mark for each empanelment	3	Empanelment letter
	Technical Presentation <ul style="list-style-type: none"> <li>Approach &amp; Methodology (Maximum 10 Marks)</li> <li>Team Profile (Maximum 10 Marks)</li> <li>Event Portfolio (Government and Private) (Maximum 10 marks)</li> </ul>	30	PowerPoint Presentation
<b>Total</b>		<b>100</b>	

**Note- No work orders shall be repeated as per the scoring parameters.**

#### **G. Documents as per RFP**

Documents required to be submitted as part of Technical Proposal of this RFP:

RFP Application shall be submitted in Envelop-1 labelled "Technical Proposal for Empanelment of Event Management Agency"

- i. Envelop Should contain following information:
- ii. Checklist of Submission as per Annexure-1
- iii. Bidders Information sheet as per annexure -2
- iv. Average annual turnover as per Annexure-4
- v. Certificate of Incorporation, PAN, GST
- vi. Self-Declaration certificate on bidder's letter head
- vii. EMD
- viii. Bid Processing fee
- ix. PF and ESIC Details of employees
- x. Purchase/ work order as mentioned in section iv of eligibility criteria.
- xi. Purchase/ work order as mentioned in section vi of eligibility criteria
- xii. Financial Information certified by Chartered Accountant showing average annual turnover of not less than INR 5 Cr. for last three year (FY 2019-20, FY 2020-21, and FY 2021-22) and 2 Cr. In case of local MSMEs and Local Startups recognised by Startup Odisha or Startup India, in case of Startup/MSMEs Certificate of recognition should be attached.
- xiii. CA certified Audited Balance Sheet and Profit & Loss Statement for the last 3 (Three) Financial Years.
- xiv. Power Point presentation of Organisation & team profile and approach and methodology for the event in Hard copy and in USB

Documents to be submitted as part of Financial Proposal of this RFP

RFP Application shall be submitted in Envelop-2 having the title of the RFP as: "Financial Proposal for Empanelment of Event management agency"

- i. Envelop Should contain duly filled format for submission of Financial Proposal Annexure- 3

#### **H. Submission of Proposal**

Bidders must submit their proposals by Registered Post/Speed Post/Courier/ by hand to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. Startup Odisha will not be responsible for postal delays/any other consequences in receiving the proposal.

The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be numbered and in conformation with the eligibility qualifications and clearly indicated using an index page.

Startup Odisha will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected by Startup Odisha.

The procedure for submission of the proposal is described below:

Technical Proposal:

The envelope containing technical proposal shall be sealed and superscripted as "Technical Proposal: Empanelment of event management agency for Startup Odisha". The duly filled-in technical proposal submission forms, with all the supportive documents and information have to be furnished as part of technical proposal.

Financial Proposal:

The envelope containing financial proposal shall be sealed and superscripted as "Financial Proposal – Empanelment of event management agency for Startup Odisha". The duly filled-in financial proposal submission forms should contain the detail price offer for the proposed assignment.

The "Technical Proposal" and "Financial Proposal" must be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document.

All the above envelopes have to be sealed and placed inside a third main envelope marked as "RFP for Empanelment of event management agency for Startup Odisha ". with following information in bold:

**NAME OF THE ASSIGNMENT:**

**RFP NUMBER AND DATE:**

**NAME OF THE BIDDER:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME AND ADDRESS OF THE BIDDER:**

Any deviation from the prescribed procedures / information / formats / conditions shall result in out- right rejection of the proposal. All the pages of the proposal must be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

The bidder shall submit the financial proposal in the format at Annexure-3 (Format for submission of Financial Proposal clearly indicating cost Excluding GST in both, figures and words for conducting the event and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

Bidders are advised to fill all the components in financial proposal format Annexure-3 effectively and efficiently and as per optimum utilisation of resource.

While submitting the Financial Proposal, the Bidder shall ensure the following:

- i. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

#### **I. Opening and Evaluation of Proposals**

The MAIN ENVELOPE containing TECHNICAL PROPOSAL and FINANCIAL PROPOSAL will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date specified in the Bidder Data Sheet. Representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

The FIRST ENVELOPE containing TECHNICAL PROPOSAL will be opened and eligibility criteria will be evaluated followed by the technical Evaluation.

The SECOND ENVELOPE containing FINANCIAL PROPOSAL only of the technically qualified bidders will be opened after completion of technical evaluation.

#### **Methodology of Evaluation-Quality cum Cost Based Selection**

1. The combined final score shall be considered for award of the assignment. The assignment shall be awarded to the Bidder scoring the highest final weighted score.
2. The weightage for the technical proposal and financial proposal in the combined final score will be 70% and 30% respectively.
3. The marking scheme for technical proposal will be as per details given in this RFP Technical score (St) shall be out of 100.
4. The Financial Proposal shall be evaluated using the following methodology:
  - a) The highest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be determined using the following formula:  $Sf = 100 \times Fm/F$ .
  - b) In which Sf is the financial score, Fm is the highest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.
  - c) Proposals will finally be ranked in accordance with their combined of technical (St) and financial (Sf) scores:  $S = St \times Tw + Sf \times Fw$ ; Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that will be 70% and 30% respectively.

#### **J. Performance Security deposit**

This being an empanelment, the LOI shall not entail charging of any Performance Security. However, Performance Securities shall be charged for underlying limited tenders/works assigned under this

engagement from time to time, for an amount of 5% of the respective work values excluding taxes in favour of Startup Odisha within 24 hours of issuance of any such work order, corresponding to this empanelment.

**K. Deployment of team**

The selected bidder will have to deploy qualified and experienced Personnel at the venue of the event (on-site) to coordinate internally with the client and various agencies involved with as per Scope of Work. Required Event Experts/Coordinators (to be stationed at Venue during the overall duration of the Event including setup, event days and dismantle) – To be responsible for overall management and coordination (both internally, within the organization and externally, with various vendors, committees, and client) for all event related activities. The selected bidder shall not change these personnel without prior permission of client. Without written permission of client any such action shall be deemed as breach of contract.

Client will not consider any request of the Selected Bidder for substitution of these Personnel. Substitution, will, however be permitted if the Personnel are not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the client.

## Scope of Work

Following would be the scope of work under the contract. The scope of work shall be, but not limited to, the following:

- i. Conceptualization and Execution for Startup Odisha in the area of event management.
- ii. Manage / conduct various National or International events Organised/ Participated by Startup Odisha as and when required on project basis.
- iii. Prepare Concept note, Design the blueprint, 3D View Presentation, budgetary Estimates covering the cost of all major head of works, etc. for approval of the Startup Odisha.
- iv. Prepare a project plan for execution of the work including activity chart, Logistical planning, onsite management, and timelines to ensure that the work is completed in shortest possible time. The project plan needs to be approved by Startup Odisha.
- v. Development and maintenance of a critical path, incorporating Startup Odisha and event management responsibilities and deadlines, including venue, catering and requirements as approved by Startup Odisha.
- vi. Wherever required prepare a report of such events/programmes assigned.
- vii. Manage overall events, meetings and rehearsals, including Dias Management, food and beverage, Audio Visual Movies, décor, signage and event execution as per approved project plan by Startup Odisha.
- viii. Set up and maintain green room, media room, VIP room, staff room with equipment as required, i.e. printers, copiers etc. as per approved project plan by Startup Odisha.
- ix. Ensure all applicable licenses and appropriate insurance coverage is in place.
- x. The major objective of Event Management activities for Startup Odisha is to organise various activities including awareness campaigns from time to time, so as to reach out to stakeholders, Partners (existing and prospective) and about Startup Odisha & its Benefit in broader prospective.
- xi. The event may include conducting seminars, program, awards, launch of new schemes, inaugural function, etc. On receiving requisition from Startup Odisha for organising an event, the Agency shall prepare a detailed blueprint with cost and other charges on the basis of financial proposal (Annexure 3) and outgoings of the proposed event and submit the same to Startup Odisha. The agency shall also incorporate clarifications/ modification as may be suggested by Startup Odisha in that regard. The Agency shall proceed with organising the event on receipt of approval from Startup Odisha in terms of the approved blueprint.
- xii. Insurance to be taken out by the Vendor/bidder: The Vendor/bidder shall take out and maintain and shall cause any Sub-contractors to take out and maintain insurance, at their (or the Sub-contractors', as the case may be) own cost, insurance against any risks. Startup Odisha will not be ensuring any assets / goods / personnel of the vendor working at/for Startup Odisha and Startup Odisha shall not be held responsible / liable for any damage / loss of the assets / goods / injuries to the vendor shall while working at/for Startup Odisha.
- xiii. Quotations may be sought from empanelled vendors for any other item which is not mentioned in financial proposal.

## General Terms and Conditions

- i. Empanelment letter shall be issued to one or more selected agency.
- ii. Startup Odisha may issue work order to any of the empanelled vendor based on their methodology and understanding of the said event. Prior to any event, Startup Odisha may call empanelled vendor(s) for technical presentation for issuance of work order based on the component rate chart (Annexure 3)
- iii. The Empanelment letter issued is liable to be cancelled / terminated / revoked at any point of time, if the performance of the Agency is found unsatisfactory, after giving due opportunity for being heard. In case the agency fails to execute the work as per the terms & conditions, there shall be proportionate deduction from the bill submitted by the agency.
- iv. Tenders received after the due date and time shall not be considered. STARTUP ODISHA reserves the right to accept or reject any tender or its part.
- v. The bidder would be responsible for all risks involved in designs to be done for the event.
- vi. For any accident or mishap due to poor fabrication of the designs, the bidder would be solely responsible in all respects.
- vii. All costs incurred by the bidder in respect of submission of bids shall be borne by the concerned firm.
- viii. All clearances, approvals, NOC'S for events / event's organizers / firm staff/ material etc. will have to be managed by firm itself. STARTUP ODISHA may however issue letters of authorization, if so required.
- ix. Request for Advance payment will not be considered.
- x. Rate Excluded taxes should be quoted. GST as applicable and as per actual.
- xi. STARTUP ODISHA reserves its right, not to accept bids from the Agencies resorting to unethical practices or on whom investigation/ enquiry proceedings have been initiated by Government Investigating Agencies / Vigilance Cell etc.
- xii. For any query and clarification, interested agencies may contact Chief Administrative Officer, Startup Odisha by mail [startup.odisha@gov.in](mailto:startup.odisha@gov.in) before submitting the tenders.
- xiii. Wherever specific terms and conditions have not been spelt out in tender document, rules as contained in Odisha Government Financial Rules (OGFR) shall apply.
- xiv. Empanelment of the event management Agency in this process should not be construed as binding on the Authority to award any task/work subsequently. This shall be done at the discretion of STARTUP ODISHA, duly considering the performance of the Agency.
- xv. The empanelled agency has to submit the bills within 15 days of the completion of any event to STARTUP ODISHA for settlement of claims and no advances shall be given to the agency relating to the event.

## Additional Information

- I. Conditional bids shall be rejected outright.
- II. Insurance including transit insurance shall be arranged by the Agency.
- III. Liquidated Damages: In the event of Agency's failure to complete the work within the specified time, STARTUP ODISHA may, without prejudice to any other rights hereunder, recover from the supplier, as Liquidated Damages, amounting to the sum of 5% of the contract price.
- IV. *Termination by default:* Start up Odisha reserves the right to reject, cancel and terminate any offer without assigning any reason thereof.

- V. *Risk-Purchase Clause*: If the Agency after submission of the tender and on the acceptance of the same fails to abide by the terms and conditions of the Tender Document or fails to complete the work within the specified time or at any time repudiates the contract, Startup Odisha will have the right to:
- a. Terminate the empanelment / contract of the agency with the STARTUP ODISHA and further blacklist the agency.
  - b. Invoke the Security Deposit.
  - c. In case of completion through alternate sources and if price is higher, the agency will pay the balance amount to the STARTUP ODISHA.
  - d. For all purposes, the Empanelment contract between the bidder and STARTUP ODISHA will be considered as formal contract.
  - e. Arbitration: Provisions of Arbitration Act 1996 & 2002 will be applicable, and venue of arbitration will be Bhubaneswar, Odisha.
  - f. Jurisdiction: Bhubaneswar, Odisha.

**Annexure- 1**

**Checklist for Submission of RFP**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Submission Status (Submitted/ Not Submitted)</b>	<b>Comments</b>
1	Bidders Information Sheet		
2	Bidders Experience information		
3	Certificate of Incorporation and PAN		
4	Copy of GST Registration		
5	Self-declaration		
6	EMD		
7	Bid Processing Fee		
8	PF and ESIC details of employees		
9	Copy of purchase/ Work order as mentioned in section iv of eligibility criteria		
10	Copy of purchase/ Work order as mentioned in section vi of eligibility criteria		
11	Annexure-1		
12	Annexure-2		
13	Annexure-3		
14	Annexure-4		
15	Empanelment Letter		
16	Power point presentation in hard copy		
17	CA Certified Balance sheet and P&L statement of last three financial year.		



**Annexure-2**

**Bidders Information Sheet**

Legal entity's Name	
Name of owner/ CEO/ Partner	
Legal entity's country of constitution	
Legal entity's year of constitution	
Legal entity's address in country of constitution	
Legal entity's year of constitution	
Legal entity's address in country of constitution	
Legal entity's authorized representative in employers' country (if any)	

**Annexure-3**

**Format for submission of Financial Proposal**

All rates or prices should be quoted excluding GST and other applicable taxes.

Sl. No.	Item	Unit Price-Per square feet/ Unit	Specification (As per best Application in minimum pricing)	Remark if any
1	Platform with backdrop including carpeting (Per Sq.ft rate to be mentioned)			
2	LED Display with Raiser (Per Sq.ft rate to be mentioned)			
3	Wooden platform with carpet (Per Sq.ft rate to be mentioned)			
4	Designing, printing and installation of Self-standing standee (Per Sq.ft rate to be mentioned)			
5	Designing, printing and pasting rolling Standees with (Per Sq.ft rate to be mentioned)			
6	Flex with frame Designing, Printing, mounting and installation (Per Sq.ft rate to be mentioned)			
7	Carpeting with laying and masking (Per Sq.ft rate to be mentioned)			
8	LED Multicolour Parco Lights minimum 60 watt			
9	Complete floral decoration (Per Sq.ft rate to be mentioned)			
10	Sun board designing, printing and pasting (Per Sq.ft rate to be mentioned)			
11	Foamboard designing, printing and pasting (Per Sq.ft rate to be mentioned)			
12	Acrylic with CNC cutting (Per Sq.ft rate to be mentioned)			
13	Acrylic without CNC cutting (Per Sq.ft rate to be mentioned)			
14	MDF with CNC Cutting (Per Sq.ft rate to be mentioned)			

15	MDF Without CNC cutting (Per Sq.ft rate to be mentioned)			
16	Sound System with console (Per Unit/per day)			
17	Metal frame (Per running ft rate to be mentioned)			
18	LED Strip (Per running ft rate to be mentioned)			
19	LED light (Per Unit/per day)			
20	Checkers (Flex with frame) with Wooden platform with carpet (Per Sq.ft rate to be mentioned)			
21	Black back Self-standing standee Designing, Printing, mounting and installation (Per Sq.ft rate to be mentioned)			
22	Black back Flex with frame Designing, Printing, mounting and installation (Per Sq.ft rate to be mentioned)			
23	LED Display (Per Sq.ft rate to be mentioned)			
24	Speaker Podium with inbuilt mike			
25	Design print and installation of Box gate (flex with frame) (Per Sq.ft rate to be mentioned)			
26	Colourful Metal Light (Per Unit)			
27	Colourful Prism light with Stand (Per Unit)			
28	Surrounding Light (Per running ft)			
29	Truss (Per running.ft rate to be mentioned)			
30	Rope light (Per running.ft rate to be mentioned)			
31	High Flying promotional Balloons (Per Unit/Per day)			
32	Octonorm Structure for exhibition including 3 Banquet chairs, 1 Octonorm table, 3 spotlight, 1Power socket and carpet (Per square ft rate to be mentioned)			
33	German Structure hanger including AC and wooden			

	Platform (Per square ft rate to be mentioned)			
34	German Structure hanger with wooden platform without AC (Per square ft rate to be mentioned)			
35	German Structure hanger without wooden platform and AC (Per square ft rate to be mentioned)			
36	Portable generator 700 watts, 750 Volts			
37	Genset 125 KVA with wiring and connection (Per Unit/per day)			
38	Genset 250KVA with wiring and connection (Per Unit/Per Day)			
39	Pagoda with wooden platform (Per square ft rate to be mentioned)			
40	Pagoda without wooden platform (Per square ft rate to be mentioned)			
41	Tower AC minimum 1.5 Ton (Per Unit/ Per day)			
42	Octonum Table (Per Unit/ Per day)			
43	Banquet Chair (Per unit/Per Day)			
44	Wooden shelf 3ft x 1 Ft (Per Unit/ Per day)			
45	Glass shelf 3Ft x 1 ft (Per unit/ Per day)			
46	Glass round table (Per Unit/Per day)			
47	High discussion table (Per Unit/ Per Day)			
48	Table with side rack (Per Unit/ Per day)			
49	Glass top Showcase table (Per Unit/Per Day)			
50	Plazma TV with stand and USB Minimum 52" (Per Unit/Per day)			
51	Hard paper Dangler (per 100 Pc)			
52	White Ceiling Cloth (Per Meter)			
53	Black Masking Cloth (Per Meter)			

54	Eicher truck 18ft on (per unit/ per day)					
55	Innova Crysta (per unit/ per day)					
56	Dezire car or similar class car (per Unit/ Per Day)					
57	15-inch Box Speaker with 2 Mic (Per Unit/ Per Day)					
58	Octorum Registration desk (Per square ft rate to be mentioned)					
59	Vinyl with cutting and pasting (Per square ft rate to be mentioned)					
60	Paper stickers (Per square ft rate to be mentioned)					
<b>Goodies and Stationaries</b>						
Sl. No.	Item	Unit Price			Specification (As per best Application in minimum pricing)	Remarks if Any
1	Ball Pen jetter/Pilot/ with Startup Odisha Logo					
2	Notepad 70 GSM 45 – 50 Pages					
3	Coffee Mug 400 ml with Startup Odisha Logo					
4	14-inch Memento Acrylic/Wooden with Startup Odisha logo					
5	1ft x 1ft with 10 kg Jute Bag with Startup Odisha Logo.					
6	Bouquet					
7	Design and printing of Brochure 10-20 Pager	A4	A3	A5		
8	Hard bound booklet printings 40 pager	A4	A3	A5		
9	Half sleeve T Shirt with Logo (80% Cotton and 20% Polyester)	Polo	Round neck	Hoodies		
10	Cap (Free size)					
11	Certificates with designing and printing					
12	Pamphlet A4 Size					

13	Awards with Startup Odisha logo			
14	Pen drive 32 GB			
15	Metal Badges (Circle)			
16	Paper bag 1ft x 1ft with Startup Odisha Logo			
17	Walky Talky			
<b>Event Hosting Activity</b>				
Sl. No.	Item	Unit Price per Day	Specification (As per best Application in minimum pricing)	Remarks
1	Anchoring for the session			
2	Van Campaign host			
3	Boot camp host			
4	Van campaign hostess			
5	Boot camp hostess			
6	Hostess			
7	Trey with red linen cloth			
8	Hard bound Folder			
9	Promoter			
10	Ground Staff (for loading unloading and distribution of goodies)			
<b>Photography, Videography and Graphic Designing</b>				
Sl. No.	Item	Unit Price per day	Specification (As per best Application in minimum pricing)	Remarks if any
1	Professional Photographer for entire event			
2	Professional Videographer for entire event			
3	Live Streaming on YouTube/Facebook/other social media with Videography			
4	Graphic design for Digital backdrop for all session (Price for entire event per design)			
<b>Catering</b>				
	Item	Per plate cost from 5 Star	Per plate cost from Premium Catering (as	Remarks if any

			per bidder's choice)	
1	Buffet Lunch/ Person (Starter- 1 veg (Paneer), 1 non-Veg (Chicken) and soup 1veg + 1 non veg) Main course- Rice, Dal, Paneer Curry, Mushroom Curry, Roti, Salad, papad, chicken Curry and sweets.			
2	Buffet dinner/ Person- Starter- 1 veg (Paneer), 1 non-Veg (Chicken) and soup 1veg + 1non veg) Main course- Rice, Dal, Paneer Curry, Mushroom Curry, Roti, Salad, papad, chicken Curry and sweets			
3	High Tea Person/ per day 1 Paneer, 1 Chicken, 1 Tea, 1 Coffee, 1 Spring roll veg, and Cookies)  Standard and premium should be			
4	Packed refreshment- 1 Samosa, 1 Cutlet, 1Vada, 1 Water bottle 250 ML, 1 Maza/ fruity drink 250 ML			
<b>Management Fee</b>				
<b>Management Fee</b>			<b>Price/Per person/per day/ percentage</b>	

- In case of any special occasions, Startup Odisha may ask the empanelled vendor(s) to provide Catering services from reputed hotels such as Mayfair, Taj Vivanta, Trident, ITC Welcome etc. In such cases rates shall be reimbursed on actual basis and the empanelled vendor(s) may charge management fee of 5% of actual bill as service charge.
- Prices should be inclusive of Labour charges, Transportation, and other convenience cost and Excluding GST
- The scope of work may be enhanced/ altered on need basis, in this scenario Startup Odisha shall be charged based on actual.
- The quotation/price which could remain valid for at least 1 Year should be submitted.
- Startup Odisha may add or remove one or more components (mentioned in annexure 3) while issuing work order for any event.
- Prices mentioned in each component of Annexure 3 should be as per the market standard price.

- In case of addition any items not already mentioned in above component list, Startup Odisha may invite/ accept/ enforce applicable rates as per the rate/ work order issued by other Government departments for such work.



Annexure -4  
On letter head of CA (Financial Details)

Sl. No.	Turnover	Amount (In INR)
1	FY 2019 – 20	
2	FY 2020 – 21	
3	FY 2021 – 22	
Average Annual Turnover		
Supporting Documents: <ul style="list-style-type: none"><li>• Audited certified financial statements for the last three FYs (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this Annexure)</li><li>• Filled in information in this format must have to be certified and sealed by the CA to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected.</li><li>• No scanned copy will be entertained.</li></ul>		

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory of the bidder [In full initials with Date and Seal]:

Communication Address of the Bidder:

Interested Event Management Companies/firms having requisite expertise in organising such Events or Activities can submit their offer by post or by hand in sealed envelope.

(Chief Administrative Officer)

## Cover Letter

Date:

To,

Chief Administrative Officer  
STARTUP ODISHA  
2<sup>nd</sup> Floor Tower A,  
Startup Odisha Incubation Centre (O-Hub)  
SEZ Rd, Chandaka Industrial Estate, Bhubaneswar-751024, Odisha.

Sir,

We, the undersigned declare that:

- a) We have examined the bidding document.
- b) We understand that this bid, together with your written acceptance shall constitute a binding contract between us, until a formal contract is prepared and executed.
- c) We agree to permit the procuring entity or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the procuring entity.
- d) Following have been enclosed along with this bid;
  - i. Bid document with signature and seal in each page.
  - ii. Photocopy of GST and PAN Card issued by Income Tax Dept. have been enclosed.

We accept to abide by the conditions and additional information of the bid released by STARTUP ODISHA

**Signature of the Bidder with Seal  
(Name, Address, Phone No)**