

Request for Proposal (RFP) for Selection of Event Management Agency for Organising Startup Odisha Yatra – 23 and Startup Odisha Express – 23

August – 2023

RFP Nos: SO/V/2023–24/286/2021

Date: 08th August 2023



Startup Odisha

2nd Floor, Tower A, O – Hub,
Odisha Startup Incubation Centre,
SEZ Road, Chandaka Industrial Estate,
Patia, Bhubaneswar, Odisha - 751024

Phone: 1800-345-7100

www.startupodisha.gov.in

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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 Startup Odisha or any of their employees or advisors, 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 Startup Odisha 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 preparing their technical proposals and financial offers pursuant to this RFP (the "Proposal").

This RFP includes statements, which reflect various assumptions and assessments arrived at by Startup Odisha in relation to the Assignment. 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 Startup Odisha, its employees or advisors to consider the investment objectives, financial situation and 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 RFP 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 depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Startup Odisha accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Startup Odisha, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

Startup Odisha also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. Startup Odisha may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that Startup Odisha is bound to select a Bidder or to appoint the Selected Bidder as Event Partner for the Assignment and Startup Odisha reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

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

Request for Proposal

For

Selection of Event Management Agency for organising Startup Odisha Yatra – 23 and Startup Odisha Express – 23

Startup Odisha invites sealed “proposals” from Industry Associations/Bodies/Organisations of National and International repute for appointment as “Event Partner for Startup Odisha Yatra – 23 and Startup Odisha Express – 23”. The details of submission of bids are available in the RFP document which can be downloaded from www.startupodisha.gov.in.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of Issue of RfP	08/08/2023
2	Date of submission of pre - bid queries	13/08/2023
3	Pre – bid query meeting	14/08/2023 at O-Hub (Physical)
4	Last Date for Submission of Proposal	24/08/2023 till 11:00 AM
5	Date of Opening of Proposal	24/08/2023 at 11:30 AM
6	Date of Technical Presentation	24/08/2023 at 3:00 PM
7	Date of Opening of Financial Proposal	24/08/2023 at 5:00PM

The bids complete in all respects must reach the undersigned by Speed Post/Registered Post/by hand only latest by 24/08/2023 before 11:00 AM in a sealed envelope clearly mentioning on the top of it “Selection of Event Management Agency for organising Startup Odisha Yatra – 23 and Startup Odisha Express – 23”.

The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/all proposals at any stage without assigning any reason thereof.

Address for Submission of Proposal:

**Chief Administrative Officer,
Startup Odisha
2nd Floor, Tower A, O – Hub,
Odisha Startup Incubation Centre,
SEZ Road, Chandaka Industrial Estate,
Patia, Bhubaneswar, Odisha - 751024
Phone: 1800-345-7100
www.startupodisha.gov.in**

**Chief Administrative Officer,
Startup Odisha**

Section – 1
Bidder Data Sheet

Bidder Data Sheet

Sl. No.	Particulars/	Details
1	Name of the Startup Odisha	Startup Odisha
2	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3	Availability of RFP Document	www.startupodisha.gov.in
4	Date of Issue of RFP	08/08/2023
5	Last date for Submission of Pre-Bid Query by email	procurement@startupodisha.org.in 13/08/2023 till 5:30 PM
6	Pre – Bid Meeting	14/08/2023 at 12:00 PM
7	Issue of Pre-Bid Clarifications/Corrigendum	16/08/2023
8	Last Date for submission of Proposal	24/08/2023 till 11:00 AM
9	Date of opening of Technical Proposal	24/08/2023 at 11:30 AM
10	Date of Technical Proposal Presentations	24/08/2023 at 3:00 PM
11	Date of opening of Financial Proposal	24/08/2023 at 05:00 PM
12	Issue of Work Order	To be notified to the eligible bidder
13	Expected Date of Commencement of Assignment	To be notified to the eligible bidder
14	Bid Processing Fee (Non-Refundable)	INR10,000/- (Rupees Ten Thousand) + GST @ 18% in the form of demand draft drawn in favour of - Startup Odisha 2nd Floor, Tower A, O – Hub, Odisha Startup Incubation Centre, SEZ Road, Chandaka Industrial Estate, Patia, Bhubaneswar, Odisha - 751024 Phone: 1800-345-7100 www.startupodisha.gov.in
15	Earnest Money Deposit (EMD) (Refundable)	EMD of ₹ 5,00,000 (Rupees Five Lakh) in the form of demand draft from any scheduled bank drawn in favour of “ Startup Odisha ” payable at Bhubaneswar. Local MSMEs and Local Startups will be exempted from submitting the EMD.
16	Contact Person	Chief Administrative Officer Startup Odisha 2nd Floor, Tower A, O – Hub, Odisha Startup Incubation Centre, SEZ Road, Chandaka Industrial Estate, Patia, Bhubaneswar, Odisha - 751024
17	Address for Submission of Proposal	Startup Odisha 2nd Floor, Tower A, O – Hub, Odisha Startup Incubation Centre, SEZ Road, Chandaka Industrial Estate, Patia, Bhubaneswar, Odisha - 751024
18	Mode of Submission	Speed Post / Registered Post/Courier/In Person to the address as specified above during the office hour only. Submission of bid through any other mode and late bids will be rejected.

Sl. No.	Particulars/	Details
19	Venue of Pre – Bid Query Meeting (on designated date) and Opening of Proposal(on designated date):	Conference Hall Startup Odisha, 2nd Floor, Tower A, O – Hub, Odisha Startup Incubation Centre, SEZ Road, Chandaka Industrial Estate, Patia, Bhubaneswar, Odisha - 751024

Section - 2
Letter of Invitation

Letter Of Invitation

RFP No: SO/V/2023–24/286/2021

Dated: 08/08/2023

Name of the Assignment: Selection of Event Management Agency for organising Startup Odisha Yatra – 23 and Startup Odisha Express – 23

Startup Odisha (The Startup Odisha) invites sealed proposals from eligible bidders under the process for “Selection of Event Management Agency for organising Startup Odisha Yatra – 23 and Startup Odisha Express – 23”. Details on the proposed assignment are provided at Section: 2 & 3 of this RFP Document.

Final firm will be selected under QCBS Selection procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Startup Odisha.

The proposals complete in all respects as specified in the RFP Document must be accompanied with a Non-refundable Demand Draft for an amount of Rs. 10,000/- (Rupees Ten Thousand only) + GST @ 18% towards Bid Processing Fee 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 Speed post/Registered Post/Courier only. Startup Odisha shall not be responsible for postal delay or any other 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 24/08/2023 before 11:00 AM and the date of opening of the technical proposal is 24/08/2023 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.

While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Startup Odisha’s knowledge, Startup Odisha 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. Startup Odisha reserves the right to accept/reject any/all proposals/cancel the entire selection process at any stage without assigning any reason thereof.

**Chief Administrative Officer,
Startup Odisha**

Section - 3
Background and Scope of Work

3.1. Background

Startup Odisha is planning to conduct Startup Odisha Yatra – 2023 and Startup Odisha Xpress - 2023 for college and school students respectively from last week of August this year.

Both the above - mentioned events aim to provide aspiring entrepreneurs with a unique opportunity to refine their business ideas, enhance their entrepreneurial skills and gain valuable insights from industry experts and seasoned mentors. This intensive and immersive programme is designed to equip participants with the necessary tools and knowledge to transform their ideas into successful and scalable ventures.

3.2. Startup Odisha Yatra – 2023

The Startup Odisha Yatra – 2023 aims to build on the success and outcomes of the previous editions held in 2018 and 2022. Some of the major events proposed for this edition of the Odisha Startup Yatra are:

- Van Campaign- Aiming to cover 200 educational institutions across 30 districts of Odisha. These campaigns will engage with diverse set of students and collect innovative ideas.
- Boot Camps- Aiming to conduct over 60 bootcamps in 30 districts. There will be training and guidance on entrepreneurship, ideation, business model and pitching skills Industry experts and mentors will be involved to inspire and educate participants.
- Pre-Incubation- Shortlisted participants will be invited for a 3-day Pre - Incubation programme. The programme will include Mentorship, guidance and resources to develop their ideas into viable/scalable startup ventures
- Demo Day- Shortlisted Participants will present their business ideas to a panel of judges. Evaluation criteria will be innovation, market potential and feasibility.
- Pitching Competitions: Student innovators will pitch their ideas at van campaigns and bootcamps. The top selected ideas will be invited for the acceleration programme. At the end of the acceleration program, a pitching competition will take place where top 25 Ideas will be invited to O-Hub for demo day.

3.3. Startup Odisha Xpress – 2023

The Startup Odisha Express is a comprehensive initiative designed to foster a culture of innovation, creativity, and entrepreneurship among students of Odisha. The programme aims to equip students with the necessary skills, knowledge, and mindset to become future innovators and successful entrepreneurs. By offering a platform for idea generation, experiential learning, and mentorship, Startup Odisha Express seeks to empower students to transform their ideas into impactful ventures. Some of the planned activities of Startup Odisha Express are:

- Innovation Workshops: Conduct interactive workshops led by industry experts to introduce students to the principles of innovation, creative thinking, and problem-solving. These workshops will encourage students to explore diverse fields and challenge conventional ideas.
- Entrepreneurship Boot Camp: Organize an intensive boot camp that provides students with a comprehensive understanding of entrepreneurship, including business planning, market research, financial management, and marketing strategies. Through this immersive experience, students will learn to develop viable business models and pitch their ideas.
- Incubation and Mentorship: Establish an incubation center within the school premises, offering dedicated workspace and resources for student entrepreneurs to develop and refine their business ideas. Assign experienced mentors from the local business community to guide and support students throughout the incubation process.
- Guest Speaker Series: Invite successful entrepreneurs, industry leaders, and innovators to share their experiences, insights, and entrepreneurial journey with the students. These sessions will inspire and motivate students, providing them with valuable perspectives and mentorship.

- Innovation Challenges and Competitions: Organize regular innovation challenges and competitions, encouraging students to present innovative solutions to real-world problems. These events will foster healthy competition and provide students with opportunities to showcase their entrepreneurial skills.

3.4. Engagement of Event Partner

An event of this magnitude requires concerted efforts, coordination and liaison on parallel multiple fronts. An event of this stature requires the services of agency having prior experience in management of similar events. The agency should be well versed with protocols, guidelines and systems of organising such events. The agency is expected to proactively work in the following areas:

- Event management from concept to execution and post event follow ups
- Van campaigns and boot camps for Startup Odisha Yatra and boot camps for Startup Odisha Express
- Hospitality, Protocol & Transportation & liaison support for delegates (key speakers, guests of honour, government officials and other personnel required for conducting the events)
- Media & Publicity activities (Print advertisement, Audio Visual advertisement, Newspaper advertisement, Magazine advertisement, National branding of the Event, Press conferences, Social Media promotion.
- Management and execution of specialised events such as Hackathon, awards, etc.
- Printing of event documents, collaterals and publicity materials
- Any other work assigned by Startup Odisha related to the above events

3.4.1. Scope of Work

a) Pre-Event Responsibilities:

- Conceptualization and planning for Startup Odisha Yatra – 2023 and Startup Odisha Xpress - 2023
- Conceptualize the Event plan, its scope, objectives and deliverables based on the venue of Startup Odisha Yatra – 2023 and Startup Odisha Xpress - 2023 requirements and maintain a universal theme for all aspects of the Event execution in coordination with vision for the event
- Design the Event flow which would include the inaugural ceremony, various parallel sessions/activities, publicity events, seminars, cultural programs, etc.
- Create the Event Execution Plan for executing the Event indicating specific timelines with the respective milestones along with detailed specifications of works to be carried out
- Coordinate with Startup Odisha and give inputs on the ways and means for promoting & smooth execution of Startup Odisha Yatra – 2023 and Startup Odisha Express - 2023

b) Venue Development:

- Overall development of venue (pavilions, seating arrangement, carpeting, stalls, hoardings, banners, appropriate decoration and branding, audio, video, photography, videography and lighting arrangements, special effects, acoustic effects and other elements that are generally required in large scale events) as per plans approved by Startup Odisha. In case the venue gets changed, the agency will have to make necessary arrangements accordingly.
- Help Desks with registration desk, district wise coordination with adequate support (Liaison Officers, provision for ushers, coordinators, etc.).
- An advance help - desk (for handling email, phone, and postal queries/ assistance sought) should be set up as one of the very first deliverables and at the earliest. Helpdesks at event location should be an extension of this. This team will also take up aspects related to online registration of students as well as offline registration at Venue as and when directed by Startup Odisha.
- Arrange for the setting up of the stage(s) including designing of backdrop, VIP seating, master of ceremony etc.
- Coordinate the arrangements for the inaugural and closing ceremonies, seminar halls for conducting parallel sessions, round tables and other miscellaneous arrangements such as press conference rooms, business centre, registration counters etc.
- Procure all the necessary clearances and make protocol arrangements for dignitaries, keynote speakers and any other distinguished guest during the event

c) Participation Arrangements

- The selected agency should coordinate with Startup Odisha
- Co-ordinate with Startup Odisha for obtaining the list of speakers, panellists and invitees and arrange for printing invitations and posting the same. Invites would be sent out to speakers, VIPs, Guests, Dignitaries etc.
- Set up facilitation counters and digital kiosks at respective venues to provide a smooth experience to all participants

d) Marketing and Promotion

- Social Media- The agency Shall design and post 12 creatives on social media well in advance for Startup Odisha Yatra and Startup Odisha Xpress activity. In addition to this the agency shall design and post creatives including short videos, testimonials on daily basis during the van campaign, Bootcamps, acceleration programme and other activities during Startup Odisha yatra and Startup Odisha Xpress. The language of the creatives will be in English, Hindi and Odia.

- PR Management

The agency shall provide the following PR Related work:

- a. Create Theme Songs both audio and video for Startup Odisha Yatra and Startup Odisha Express
- b. Coverage of Startup Odisha Yatra and Startup Odisha Xpress activities including inauguration ceremony, Van campaign and bootcamp
- c. Publish 4 news articles of Startup Odisha Yatra and Startup Odisha Xpress activities including inaugural ceremony, van campaign, boot camp and other activities in Hindi, English and Odia dailies. (If required the agency may be asked to publish one news article in any other regional daily)
- d. Promotion of Startup Odisha Yatra and Startup Odisha Xpress in local and national Electronic Media, Digital, social media, and Radio & other Communication channels/digital platforms

- e. Promotion of Startup Odisha Yatra and Startup Odisha Xpress through Bill Boards/Hoardings preferably 15' X 20' in minimum 6 Cities of Odisha (preferably Bhubaneswar, Sambalpur, Berhampur, Balasore, Koraput, Rourkela, etc) for a period of minimum One month.
 - f. Promotion of van campaign and bootcamp activity in local newspaper of respective districts (Quarter page colour advertisement, Minimum One per district)
 - g. Publish weekly summary in newspapers and channels i.e., weekly column updates about yatra status
 - h. Create AVO/ AVB, byte recording of respective District Administration and handover to social media team of Startup Odisha
 - i. Recording of Bytes of Honourable Minister, VVIPs and other dignitaries
 - j. Feedback of Startup Odisha Yatra and Startup Odisha Xpress, and provide digital copy of bytes to Startup Odisha
 - k. Publish newsletter of Startup Odisha Yatra and Startup Odisha Xpress after completion the events
 - l. Create and publish minimum 3 Feature story
 - m. Conducting Press conference for Startup Odisha Yatra and Startup Odisha Xpress
 - n. Advertisement in regional portals and channels
- e) Coordination and Staffing
- Coordinating with relevant agencies for getting requisite permission, NOCs and approval for various activities like finalising venue, power/water supply, firefighting arrangements, traffic authority, security, and other such activities
 - Report the progress of activities to Startup Odisha along with Knowledge Partner and other agencies every week
 - Event Partner should nominate a team which should work as the single contact point for Startup Odisha for all coordination purposes. This team should, however, be assisted by the back office, senior management and other personnel of the eventual Event Partner
 - To provide experienced manpower as per requirement of event having domain knowledge and expertise to handle the allocated work efficiently and provide details of their team members with experience as decided in consultation with Startup Odisha.
- f) Post Event responsibilities:
- To prepare a final report of Event
 - Film on the event (with visual info - graphics of the event outcomes)
 - Post event souvenirs (Table calendars, Wall calendars, Dairies etc.)
 - Follow up Thank You letters to the delegates
 - Coordination of follow up & Handholding of the winners
- g) Organize Inaugural Ceremonies for Startup Odisha yatra 2023 and Startup Odisha Xpress.
Requirement for the inaugural ceremony shall be as follows:
- Installation of wooden stage including platform with the Dimension of 10 Feet X 10 Feet with 6-inch height including digital LED back drop and red carpet.
 - Provide one speaker podium with mike.
 - Laying red Passage carpeting as per requirement (Minimum 20 running Mtr).
 - Installation of Audio system with wireless Mike (2 Speaker with stand). For open area public addressing
 - Design print and installation 20 self-Standing Standees with the dimension of 4 feet X 8 feet.

- Floral decoration of inaugural stage.
- Designing printing and Installation of 10 flex with frame backdrops with the dimension of 10 feet X 12 feet.
- Provide flag- dimension of 4 feet x 3 feet with 3 feet pole.
- Provision of remote sensor inaugural setup for flag off.
- Making sofa seating arrangement for VIPs and dignitaries.
- Obtaining required permission and licence for venue set up of Inaugural Ceremony.
- Arrangement of anchor for the inaugural ceremony.
- Provide 50M, 100L, 100XL, 50XXL size T shirt (80% Cotton and 20% Polyester) and 250 premium quality free size caps at O-Hub, 2 days prior to inaugural ceremony.
- Provision of 300 refreshment packets (Sandwich, cutlet-veg, fruitcake, veg Pattie) included five hundred 250ml packed juice and five hundred 250ml packed branded water bottle to all the participants and guests.
- Provide 4 fabricated Startup Odisha yatra van with driver and marshal having valid driving licence.
- Provide ground staff at the Inaugural venue.
- Provide Volvo ac bus 50-seater to pick up and drop from O-hub to Inaugural venue.

h) Designing and fabrication of Startup Odisha Yatra Vans

The agency needs to arrange and fabricate 4 vehicles (eg: E20 -14 Feet truck) with Startup Odisha Branding which will visit 200 institutes in 30 districts of Odisha and will be equipped with following:

- Both side LED Screen (Min 8'X12') on each Van with Audio system including 2 Wireless Mic (Standard Specification)
- Sound system Bose/JBL/Yamaha etc on each Van
- Fabrication of the van (As per the requirement)
- Silent Genset (Standard Specification)- 1 on each Van.

The objective of the van is to spread awareness among the grass root level students and provide them a platform in pitching ideas in the preliminary stage.

i) Conduct van campaign for Startup Odisha Yatra 2023 and Startup Odisha Express 2023

The agency has to assist Startup Odisha conduct van campaign in 30 districts of Odisha. The vans will cover 200 institutes (List of Institutes will be provided by Startup Odisha) in 30 districts of Odisha within 60 days from the date of inauguration Ceremony of Startup Odisha yatra 2023. Agency has to provide following components to cover the entire van campaign.

- Arrange drivers with valid driving licence for van campaign
- Obtain all necessary permission for movement of van from one district to another district i.e RTO permission, travel permit of van etc.
- Provide 2 Standees (One in English and one in Odia) for each van campaign which has to display at the venue during each van campaign
- Use of Standees should be different for each van campaign, no standee should be repeated in any van campaign
- Design, Print, Publish and distribute 20000 (Twenty thousand) pamphlets during entire van campaign
- Conduct idea pitching session in institute visited by Startup Odisha yatra Van
- Provide Emcee for hosting in Idea pitching session
- Registration of participants at idea pitching session during van campaign
- Record proceedings of the Idea Pitching sessions via videography and photography during each

van campaign

- Audio and video should be recorded in High Quality preferably 48,000 Hz & 320 KbPS and 1080P respectively
- There should be separate videography and photography for each idea pitching during each van campaign.
- Distribute Minimum 10 Startup Odisha (Startup Odisha Yatra 2023 & Startup Odisha Express 2023) branded T shirts (80% cotton and 20% polyester) and 10 Premium Quality Caps to participants in each van campaign
- Distribute Minimum 10 Coffee Mugs with Startup Odisha branding to the participants
- Provide statistics after wrapping up each van campaign
- Provide necessary stationary during each van campaign

j) Conduct Startup Odisha Yatra Bootcamp

The agency has to conduct Startup Odisha yatra Bootcamp Parallel to Van campaign in 30 districts of Odisha. Agency has to conduct 60 Bootcamps in 30 districts of Odisha, details of the venue will be provided by Startup Odisha. Agency has to provide following components to cover the entire bootcamp.

- Coordinate with venue POC for conducting bootcamp well in advance. Details of POC will be given by Startup Odisha.
- Obtaining all necessary permission to conduct the bootcamp at the venue (if required)
- Design print and installation 2 rolling Standees one in English and one in Odia with the dimension of 3 feet X 6 feet during bootcamp.
- Designing printing and Installation of 2 flex frame backdrop with the dimension of 8 feet X 10 feet at the bootcamp venue, one backdrop would be placed at the entrance of the venue and another one will be placed at the pitching area. The size and quantity could be altered as per the requirement of boot camp venue after the approval of startup Odisha.
- Supply and Installation of Audio - Video system at the venue as per the requirement
- Use of Standees should be different for each bootcamp, no standee should be repeated in any bootcamp.
- Design, Print, Publish and distribute 7,000 pamphlets to all participants during entire bootcamp.
- Conduct idea pitching session in each bootcamp.
- Provide Emcee for hosting in Idea pitching session for each bootcamp.
- Complete the registration of all participants who will attend the idea pitching session during each bootcamp and forward it to Startup Odisha separately (registration details of each bootcamp).
- Provide 100-120 refreshment packets (Sandwich, cutlet-veg, fruitcake, veg Pattie) including 250ml packed juice and 250ml packed branded water bottle to all the participants and guests in each bootcamp.
- Recording of each idea and entire session of bootcamp in the form of videography and photography.
- The voice quality of the video should be clear and noise free and quality of the picture should be very clear and High definition.
- Distribution of Certificates to participants who will pitch the idea during bootcamp.
- There should be separate videography and photography for each idea pitching during every bootcamp.
- Provide 20 T shirt (80% cotton and 20% polyester) and 20 Premium quality caps with Startup

Odisha logo and distribute to participants who will pitch idea in each bootcamp.

- Provide 20 Coffee Mugs with Startup Odisha logo to the participants in each bootcamp.
- Provide statistics after wrapping up each bootcamp.
- Provide necessary stationary during each bootcamp.

k) Conduct Startup Odisha Xpress Bootcamp

The agency has to conduct Startup Odisha Xpress Bootcamp in 30 districts of Odisha. Agency has to conduct 60 Bootcamps in 30 districts of Odisha, details of the venue (Schools) will be provided by Startup Odisha. Agency has to provide following components to cover the entire Startup express Bootcamp.

- Coordinate with venue POC for conducting bootcamp well in advance. Details of POC will be given by Startup Odisha.
- Obtaining all necessary permission to conduct the bootcamp at the venue (if required)
- Design print and installation 2 rolling Standees one in English and one in Odia with the dimension of 3 feet X 6 feet during bootcamp.
- Designing printing and Installation of 2 flex frame backdrop with the dimension of 8 feet X 10 feet at the bootcamp venue, one backdrop would be placed at the entrance of the venue and another one will be placed at the pitching area. The size and quantity could be altered as per the requirement of boot camp venue after the approval of startup Odisha.
- Supply and Installation of Audio system with 2 wireless microphones at the venue.
- Provide Laptop and projector with screen as per the requirement at the venue
- Use of Standees should be different for each bootcamp, no standee should be repeated in any bootcamp.
- Design, Print, Publish and distribute 7,000 pamphlets to all participants during entire bootcamp.
- Conduct idea pitching session in each bootcamp.
- Provide Emcee for hosting in Idea pitching session for each bootcamp.
- Complete the registration of all participants who will attend the idea pitching session during each bootcamp and forward it to Startup Odisha separately (each registration details of each bootcamp).
- Provide 100-120 refreshment packets (Sandwich, cutlet-veg, fruitcake, veg Pattie) including 250ml packed juice and 250ml packed branded water bottle to all the participants and guests in each bootcamp.
- Recording of each idea and entire session of bootcamp in the form of videography and photography.
- The voice quality of the video should be clear and noise free and quality of the picture should be very clear and High definition.
- Distribution of Certificates to participants who will pitch the idea during bootcamp.
- There should be separate videography and photography for each idea pitching during each bootcamp.
- Provide 10 water Sipper (Metal) with Startup Odisha logo and distribute to the participants who will pitch idea in each bootcamp.
- Provide 10 Coffee Mugs with Startup Odisha Branding and distribute to the participants during each Bootcamp
- Provide statistics after wrapping up each bootcamp.
- Provide necessary stationery during each bootcamp.

l) Conduct Acceleration Programme for Startup Odisha yatra 2023.

- Make necessary arrangements to conduct 3 days acceleration programme (Hybrid) at O-hub
- Design, print and Installation of 5 backdrop flex with frame with the dimension of 10ft x 10ft at O-Hub.
- Design, print and Installation of 10 self-standing standees with the dimension of 4ft x 8ft at O-Hub.
- Provide stationaries (Pen, Notepad, folder) to 100 Participants.
- Provide goodies (T-Shirt, Cap, Coffee Mug, Pen drive, Jute bag) to 100 Participants.
- Provide Lunch veg and nonveg and High tea veg and nonveg to 100 participants for 3 days.
- Design, print and distribution of certificates to 100 participants.
- Arrangement of 10 bouquet and 10 Mementos to guests in acceleration programme.

m) Conduct Grand Finale.

Agency has to conduct grand finale, The final event of Startup Odisha yatra after conducting acceleration programme. The dates for the grand finale will be communicated by Startup Odisha after completion the acceleration programme agency has to conduct the grand finale with following task.

- Design, print and Installation of 10 backdrop flex with frame with the dimension of 10ft x 10ft at O-Hub.
- Provide 10ft x 10ft Checker with 10 ft x 4ft Wooden platform with carpet and spotlight.
- Decoration of conference hall with floral decoration and equipped with LED Backdrop, AV console and brandings.
- Design, print and Installation of 15 self-standing standees with the dimension of 4ft x 8ft at O-Hub.
- Provide stationaries (Pen, Notepad, folder) to Participants of grand finale.
- Provide Lunch veg and nonveg and High tea veg and nonveg to participants of grand finale.
- Design, print and distribution of certificates to final participants of grand finale.
- Arrangement of bouquet and mementos for dignitaries.

n) Database management

- Real time digital data management for attendees, participants, delegates, jury and all stakeholder on daily basis.
- Registration of Campus Startup Cells along with Coordinates (Name of Faculty, Phone number, Mail Id) details to be recorded.
- All ideas received during boot camp or van campaign should be captured and submitted to startup Odisha in digital format.
- All Ideas pitched during Bootcamp and Van Campaign needs to be recorded as well as evaluated digitally with scores and the same must be encrypted on the Portal.
- Agency need to capture the idea in the application provided by Startup Odisha and the same has to be uploaded in the application.

o) Documenting the yatra

- Every boot camp and Van Campaign will have one video of 3 to 5 minutes covering each activity of the day.
- Post yatra a video documentary needs to be created to show case the Yatra journey.
- Drafting and Publication of Yatra Booklet covering Entire Yatra.

- Event Coverage of Acceleration Program (3 days) and Grand Finale.
- Video Coverage of Entire Yatra to have scope of Drone footages.
- Curating 2-3 Short Videos of Startup Odisha's Objectives and Offerings to be showcased in different Platforms.
- Recording Video Messages of Important Personalities such as Public Representatives and other Officials.

p) Maintenance and Security

The Agency shall be responsible for maintenance of the provided area/venue and will keep the same clean/tidy during the occurrence of the event.

The Agency would also solely be responsible for all his staff, whether permanent or temporary, and ensure their safety and security. Startup Odisha will not be under any circumstances, responsible for this.

3.5. Team Composition:

Sl. No.	Resource Type	Qualification	Experience
1	Event Manager	Graduate/Post - Graduate in hospitality management/public relations/MBA with 10 years' experience	<ul style="list-style-type: none"> • Proven experience as event coordinator • A proven track record of organizing successful events • Proficient in MS Office • Excellent vendor management skills • Knowledge of basic recruitment practices • Outstanding communication and negotiation ability • Well-organized with multi-tasking skills • Able to handle stress and remain calm • Problem-solving ability • Team management (min size is 10)
2	Event coordinator (2 Nos)	Graduate/Post - Graduate in hospitality management/public relations/MBA with 5 years' experience	<ul style="list-style-type: none"> • Proven experience as event coordinator • A proven track record of organizing successful events • Proficient in MS Office • Excellent vendor management skills • Knowledge of basic recruitment practices • Outstanding communication and negotiation ability • Well-organized with multi-tasking skills • Able to handle stress and remain calm • Problem-solving ability
3	Site Supervisor (3 Nos)	Graduate with 3 years' experience	<ul style="list-style-type: none"> • Proven experience as event supervisor • Skilled in event management/implementation • Knowledge of KPIs and marketing techniques for event management • Computer savvy; proficient in MS Office • Outstanding communication and negotiation ability • Excellent organizational skills • A knack for problem-solving • Customer-service orientation

Section - 4
Information to the Bidder

4.1. Standard Definitions

- 4.1.1. “Client” means Startup Odisha with which the selected agency signs the Contract for the Services.
- 4.1.2. “Agency” means any entity or person that may provide or provides the Services to the Client under the Contract.
- 4.1.3. “Contract” means the Contract signed by the Parties and all the attached documents.
- 4.1.4. “Data Sheet” means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- 4.1.5. “Day” means calendar day.
- 4.1.6. “Government” means the Government of the Client’s country/state. In this project “Government” means Government of Odisha.
- 4.1.7. “Information to Bidders” (Section 4 of the RFP) means the document which provides interested Consultant’s information needed to prepare their Proposals.
- 4.1.8. “LOI” means the Letter of Invitation being sent by the Client to the agency.
- 4.1.9. “Personnel” means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof.
- 4.1.10. “Proposal” means the Eligibility Criteria, Technical Proposal and the Financial Proposal
- 4.1.11. “Assignment / job” means the work to be performed by the agency pursuant to the Contract.
- 4.1.12. “Terms of Reference” (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant and expected results and deliverables of the assignment.

4.2. General Instructions

- 4.2.1. Startup Odisha will select a Service Providers/Event Management Firms (the agency), in accordance with the method of selection specified in the Data Sheet.
- 4.2.2. The name of the assignment/Job has been mentioned in the Bidder’s Data Sheet. Detailed scope of the assignment/ job has been described in the in Section 2.
- 4.2.3. The date, time and address for submission of the proposals has been given in the Bidder’s Data Sheet
- 4.2.4. Interested Service Providers/Event Management Firms are invited to submit an Eligibility Criteria, Technical Proposal and a Financial Proposal, for services required for the assignment named in the Data Sheet. The Proposal, technical presentation, and any clarifications provided by the Consultant along with the Terms of Reference provided in the RFP will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 4.2.5. Service Providers/Event Management Firms should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference. Attending the pre-proposal conference is optional. Consultants should contact the Client’s representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 4.2.6. The Client will timely provide at no cost to the Service Providers/Event Management Firms the inputs and facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 4.2.7. Only eligible Service Providers/Event Management Firms may submit a Technical Proposal and Financial Proposal for the services required. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant Firm.
- 4.2.8. Service Providers/Event Management Firms should familiarize themselves with local conditions and take them into account in preparing the proposal. Service Providers/ Consulting Firms are encouraged to visit STARTUP ODISHA before submitting a proposal and to attend a pre-proposal conference if is specified in Item 2.3. of this Instruction.
- 4.2.9. The Service Providers/Event Management Firms costs of preparing the proposal and of negotiating the contract, including visit/s to the STARTUP ODISHA, are not reimbursable as a direct cost of the assignment.

- 4.2.10. Service Providers/Event Management Firms shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the STARTUP ODISHA.
- 4.2.11. STARTUP ODISHA is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers/ Consulting Firms.
- 4.2.12. STARTUP ODISHA shall provide at no cost to the Service Provider/ Consulting Firm the necessary inputs and facilities and assist the Firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and report (terms of reference).

4.3. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to ₹ 10,000/- (Ten Thousand Rupees Only) + 18% GST in form of DD from any scheduled commercial bank in favour of “Startup Odisha” payable at Bhubaneswar. Proposals received without bid processing fee will be outrightly rejected. The Bid Processing Fee should be submitted in a sealed envelope inside the main envelope.

4.4. EMD

All bidders will be required to submit an EMD amounting to ₹ 5,00,000 (rupees five lakhs) in form of Demand Draft in favour of “Startup Odisha” payable at Bhubaneswar. Bids submitted without an EMD will be outrightly rejected. The EMD should be submitted in a sealed envelope inside the main envelope. Local MSMEs and local Startups will be exempted from EMD as per the rule of Govt. of Odisha.

4.5. Validity of the Proposal:

Proposals shall remain valid for a period of 180 days (One Hundred Eighty Days) from the date of opening of the technical proposal. Startup Odisha reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

4.6. Pre - Bid Queries:

Bidders are allowed to submit their queries in respect of the RFP and other details if any, to Startup Odisha through e - mail at procurement@startupodisha.org.in on or before **13/08/2023 till 5:30 PM**. Clarifications to the above will be uploaded in the Startup Odisha website/clarified through email to the respective bidders after the Pre – Bid meeting as specified in the Bidder Data Sheet, for the purpose of preparation of the proposal. Request for alteration/change in existing terms and conditions of the RFP will not be considered/entertained.

4.7. Corrupt, Fraudulent, and Coercive Practices

STARTUP ODISHA Policy requires that all STARTUP ODISHA Staff, bidders, agencies or service providers observe the highest standard of ethics during the procurement and execution of all contracts. STARTUP ODISHA shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, STARTUP ODISHA defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

4.8. Conflict of Interest

Client requires that consultants shall provide professional, objective, and impartial advice and at all times hold the Client's interest's paramount, strictly avoid conflicts of interest with other assignments or their own corporate interests and act without any consideration for future work.

All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder
- A Bidder receives or has received any direct or indirect subsidy from another Bidder
- A Bidder has the same representative as that of another Bidder for purposes of this bid
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process
- A Bidder submits more than one bid in this bidding process
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the related services that are subject of the bid.

4.9. Clarifications and Amendments to RFP Documents

At any time before the submission of the proposals, STARTUP ODISHA may, for any reason, whether at its own initiative or in response to a clarification amend the RFP. Any amendment made will be made available to all eligible Service Providers/ Consulting Firms.

Service Providers/Event Management Firms may request for clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means and submitted to STARTUP ODISHA at the address indicated in the Bidder Data Sheet before the set deadline for the submission and receipt of Proposals. STARTUP ODISHA will respond in writing or by standard electronic means to the said request and this will be made available to all without identifying the source of the inquiry.

For this purpose, a pre-proposal conference will be held as mentioned in the Bidder Data Sheet. Attendance to the conference is optional, but it is recommended that service providers/consulting firms attend the same.

4.10. Preparation of the Proposal

Service Providers/Event Management Firms' proposal shall have five (5) components:

- Bid Processing Fee
- EMD
- Eligibility Criteria
- Technical Proposal, and
- Financial Proposal

The Proposal, and all related correspondence exchanged by the Service Providers/Event Management Firms and STARTUP ODISHA, shall be in English. All reports prepared by the contracted Service Providers/Event Management Firms shall be in English.

The Service Providers/Event Management Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

4.11. Submission, Receipt, and Opening of Proposals

Service Providers/Event Management Firms may only submit one proposal. If a Service Providers/Event Management Firms or participates in more than one proposal such proposal shall be disqualified. The original

Proposal (Eligibility Criteria, Technical and Financial Proposals) shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Service Providers/Event Management Firms themselves. Any such corrections or overwriting must be initiated by the person(s) who signed the proposal and the final proposal should be submitted before the last date of submission.

- **The Bid Processing Fee, EMD, Eligibility Criteria, Technical Proposal and Financial Proposal shall be sealed and packed in individual envelopes which shall then be placed in another sealed envelope clearly marked “Selection of Event Management Agency for organising Startup Odisha Yatra – 23 and Startup Odisha Express – 23”.**
- The Financial Proposal shall be placed in a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** and with a warning **“DO NOT OPEN WITH THE ELIGIBILITY CRITERIA and TECHNICAL PROPOSAL”**
- All the five envelopes shall be placed into an outer envelope and sealed. The outer envelope shall be labelled - **“Selection of Event Management Agency for organising Startup Odisha Yatra – 23 and Startup Odisha Xpress – 23”** with the submission address, reference number and title of the project and the name of the Service Provider/Consulting Firm.
- Each part of the proposal – Eligibility Criteria, Technical Proposal and Financial should be separately bound with no loose sheets. Each page of the three parts should be numbered and in conformation to the criteria/qualifications and clearly indicated using an index page.
- Proposals must be received by STARTUP ODISHA at the place, date and time indicated in the bidder’s data sheet. Any Proposal submitted by the Service Provider/ Consulting Firm after the deadline for receipt of Proposals prescribed by STARTUP ODISHA shall be declared **“Late,”** and shall not be accepted by STARTUP ODISHA and returned to the agency unopened.
- Bidders must submit their proposals by Registered Post/Speed Post/Courier only 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. 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.

After the deadline for the submission of Proposals, all the Proposals shall be opened by Startup Odisha in presence of authorised representatives of the bidders. The Financial Proposal shall remain sealed until all submitted Proposals – Eligibility Criteria and Technical Proposals are opened and evaluated respectively.

4.12. Evaluation of Proposals

The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. **All proposals must contain the Bid Processing Fee and EMD submitted in separate sealed envelopes. Bids submitted without Bid Processing Fee and EMD will be summarily rejected and will not be evaluated further.** Thereafter, a three-stage evaluation process will be conducted as explained below for evaluation of the proposals:

- The FIRST ENVELOPE containing ELIGIBILITY CRITERIA 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.
- Preliminary evaluation of the ELIGIBILITY CRITERIA will be done to determine whether the proposals comply to the prescribed eligibility condition and whether the requisite documents/information have been properly furnished by the bidder. Bids not complying to any of the requirement specified in the Eligibility Criteria will be out rightly rejected.
- The SECOND ENVELOPE containing TECHNICAL PROPOSAL only of the bidders who qualify as per the ELIGIBILITY CRITERIA will be opened for evaluation. Bidders who secure above 60 marks from the total (100 marks) in the technical proposal will be called for financial evaluation.
- FINANCIAL EVALUATION (3rd Stage): The financial proposals of only those bidders qualifying the technical evaluation (2nd Stage) shall be opened in the presence of the bidders' representatives who wish to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Representatives with proper authorization letter only from the participating bidder will be allowed to attend the bid opening meeting and subsequent technical presentation.

Section - 5
Eligibility and Evaluation

5.1. Eligibility and Evaluation

The Organizations intending to bid for engagement as Event Partner shall fulfil the following eligibility conditions. Failure to comply with eligibility criteria shall render the Bidder ineligible. The financial proposals of ineligible bidders shall not be considered and shall be returned unopened.

Sl. No.	Criteria	Details
1	The Bidder should be a Company/Partnership Firm/LLP registered in India with a track record of providing event management services for at least 5 years as on March 31, 2022	Copies Incorporation/ Registration Certificate
2	Organisation profile	Bidder should furnish details of the organisation as specified in the format
3	The Bidder should have an average turnover of minimum ₹ 5 Crores during last three financial years: <ul style="list-style-type: none"> • FY 2019 - 20 • FY 2020 - 21 • FY 2021 - 22 	Certificate from statutory auditor along with audited financial statements for the last three financial years. Note: Applicable criteria for Local MSMEs and local startups will be a turnover of minimum ₹ 2 Crores during last three financial years.
4	Work Experience	
4.1	The Bidder should have organized at least 2 (two) National/state events during the last three financial years and the engagement value of each assignment should be ₹ 50 Lakhs	Work Orders/Copy of agreements/ Completion certificates
4.2	The Bidder should have experience of conducting PR campaign for national/state events during the last three financial years and the engagement value of each assignment should be ₹ 5 Lakhs	Work Orders/Copy of agreements/ Completion certificates
5	Bidder Organisational Strength	Bidder should have minimum Twenty (20) full time employees on its payroll. A declaration to this effect has to be submitted on the organization's letter head and signed by the HR Head/Authorized Representative. Bidders will also have to submit copies of ESIC and EPF statement as supporting document.
6	PAN	Copy of PAN of the bidder organisation
7	GST	Copy of GSTIN Certificate of the bidder organisation
8	Bid Processing Fee (Non - Refundable)	₹ 10,000 + GST at 18%
9	EMD(Refundable)	₹ 5,00,000 Note: Local MSMEs and local startups will be exempted from submitting the EMD.
10	Power of Attorney	Power of Attorney duly notarised in favour of the person signing the bid on behalf of the bidder or Board of Directors
11	Bidder should not have been debarred/ blacklisted by any State Government or Central Government or their instrumentalities. There should not be any criminal case pending before any court of competent jurisdiction.	The Bidder shall have to furnish Self Declaration on organisation's letter head stating to this effect signed by authorised signatory of the agency with seal.

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non - submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RfP Document. The proposal must be complete in all respects, indexed and bound. Each page should be numbered and signed by the authorized representative.

5.2. Technical Evaluation

Technical proposals will be opened and evaluated for those bidders who qualify the eligibility criteria.

Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals:

Sl. No.	Criteria	Maximum Marks	Supporting Documents
1	<p>Number of Business Events including but not limited to Investment Promotion/Startup Conclaves/Summits for State/Central Government/PSUs/Private Organisation/MNCs organized in the last 3 financial years with engagement value of ₹ 50,00,000.00 for each assignment</p> <ul style="list-style-type: none"> • 2 events: 5 marks • Up to 4 events: 10 marks • More than 6 events: 15 marks 	15	Work Orders/Copy of agreements/ Completion certificates
2	<p>Number of Events conducted for Educational Institutions of National and International repute. The events should include Awareness camps/ Bootcamps/ Van Campaigns/ Workshops w.r.t. Startups/Innovation Ecosystem on behalf of Government/PSUs/Private Organisation/MNCs in the last 3 financial years with engagement value of ₹ 5,00,000.00 for each assignment</p> <ul style="list-style-type: none"> • 2 events: 5 marks • Up to 4 events: 10 marks • More than 6 events: 15 marks 	15	Work Orders/Copy of agreements/ Completion certificates
3	<p>Events conducted for Startup Ecosystem Promotion i.e. conclaves/summits in the last three financial years with engagement value of ₹ 10,00,000.00 for each assignment</p> <ul style="list-style-type: none"> • 2 events: 5 marks • Up to 4 events: 10 marks • More than 6 events: 15 marks 	15	Work Orders/Copy of agreements/ Completion certificates
4	<p>The Bidder should have experience of conducting PR campaign for startup events for State/Central Government/PSUs/Private Organisations/MNCs during the last three financial years with engagement value of ₹ 10,00,000.00 for each assignment</p> <ul style="list-style-type: none"> • 2 events: 5 marks 	15	Work Orders/Copy of agreements/ Completion certificates

Sl. No.	Criteria	Maximum Marks	Supporting Documents
	<ul style="list-style-type: none"> Up to 4 events: 10 marks More than 6 events: 15 marks 		
5	Team Strength <ul style="list-style-type: none"> Upto 20 employees on payroll: 5 Marks More than 20 employees on payroll: 10 Marks 	10	A declaration to this effect has to be submitted on the organization's letter head and signed by the HR Head/Authorized Representative. Bidders will also have to submit copies of ESIC and EPF statement as supporting document.
7	Technical Presentation <ol style="list-style-type: none"> Understanding of assignment Plan for the event - management, branding and advertisement (social, portal, mass media) Innovative ideas for the event planning and execution Sample design of collaterals PR Plan 	30	Presentation
Total Marks			100

5.3. Financial Proposal

The quoted fee (excluding applicable taxes) should be inclusive of all expenses relating to the personnel establishment of the event partner (including recruited and hired manpower and all out of pocket expenses)

Agencies/firms will have to submit their financial proposals as per the format specified in Form F2

5.4. Financial Evaluation

The proposals will be evaluated using QCBS (70:30) method during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidders' representatives.

For financial evaluation, agencies who score a minimum 60 Marks in Technical Evaluation will be considered.

The lowest evaluated Financial Bid (Fm) shall be given the maximum financial score (Sf) of 100. The formula for determining the financial scores of all other bids shall be calculated as follows: $Sf = 100 \times Fm/F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the bid under consideration. The weights given to the Technical (T) and Financial (P) Bids shall be:

T = 70, and P = 30

Bids shall be ranked according to their combined scores, calculated using the technical score (St) and financial score (Sf) and the weights as follows:

$S = St \times T\% + Sf \times P\%$

The bidder, who secures the highest score in the QCBS evaluation shall be called for further process leading to the award of the contract. The bid price will exclude taxes as applicable and shall be in Indian Rupees. Prices

quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

For the purpose of evaluation, the total evaluated cost shall be exclusive of all taxes & duties.

Section - 6
General Terms and Conditions

6.1. Duration of Contract:

The duration of the assignment will be 6 months or the completion of the programmes whichever is earlier.

6.2. Validity of the Proposal:

Proposals shall remain valid for a period of **180 (One Hundred Eighty Days)** from the date of opening of the technical proposal. Startup Odisha reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

6.3. Disclosure

- a) 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.
- b) 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.
- c) Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - i. a 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
 - ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract
 - iii. failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions

6.4. Anti-corruption Measure

- a) Any effort by Bidder(s) to influence the Startup Odisha in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the 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 corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Startup Odisha 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.

6.5. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Hon'ble High Court, Odisha, Cuttack and Civil Court of Bhubaneswar only.

6.6. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of Startup Odisha' antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Startup Odisha, the bidder or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

6.7. Safeguard of Client Information

Bidder agrees and covenants that it shall (i) keep and maintain all Personal Information in strict confidence, using such degree of care as is appropriate to avoid unauthorized access, use or disclosure; (ii) use Client solely and exclusively for the purpose for which Client solely and exclusively shares or provides it to bidder, and shall not use, transfer, sell, rent, distribute or otherwise disclose Client Information for the bidders's benefit or for any other purpose without Client's prior written consent; (iii) shall not directly or indirectly disclose Client Information to anyone other than its Authorized Persons without express written prior consent from Client, unless and to the extent required by law.

6.8. Information and Data Security

Bidder warrants and represents that its access, collection, storage and disposal of Client Information does and shall comply with applicable national and state statutes, rules and regulations.

Without limiting bidders' s obligations pursuant to this RFP, Bidder shall implement administrative, physical and technical safeguards for protection of Client that are no less rigorous than acceptable industry practices, including but not limited to "The Information Technology Act, 2000 (IT Act) and Indian Contract Act, 1872" and shall ensure that all such safeguards comply with applicable data protection and privacy laws, statutes and regulations.

During the term of this Contract/RFP, and until Client's instruction, Bidder shall at all times cause Authorized Persons to abide strictly by Client's obligations pursuant to this Contract/RFP, and its internal policies and procedures.

6.9. Data Breach or Data Incident Procedures

In the event of a Data Breach or Data Incident, Bidder shall (i) notify Client of a Data Breach as soon as practicable, but no later than 12(twelve) hours after Bidder becomes aware of the Data Breach and (ii) notify Client of a Data Incident promptly after Bidder determines that the Data Incident did not rise to the level of a Data Breach. Immediately following the Service Provider's notification to client of a Data Breach, Bidder and Client shall coordinate to investigate the Data Breach. Bidder shall bear all costs and expenses of the investigation and reporting of Data Breach caused by Service Provider, and shall cooperate with Client's personnel, including any insurance carriers to which Client reports the incident, fully, including, without limitation, by providing access to Client and/or its personnel or carriers, to relevant records, logs, files, data reporting or other materials requested.

Bidder expressly agrees that it shall not inform any third party, including law enforcement, consumer reporting agencies, or affected employees or consumers, of any Data Breach without first notifying Client, other than to inform a complainant that the matter has been forwarded to Client's counsel. Client shall have the sole right to determine whether notice of the Data Breach shall be reported to third parties, including law enforcement, consumer reporting agencies or as otherwise required, and Client shall have the sole discretion over the contents of any such notice. Bidder shall undertake any instructed notice at its sole expense.

6.10. Compliance Oversight

Upon written request from Client, Bidder shall confirm compliance with this Agreement/RFP and any applicable industry standards and shall promptly provide to Client a written information security questionnaire regarding Bidder's information technology resources, data security protocols and applicable policies. Failure to provide such information shall be grounds for Client to terminate the Agreement immediately.

6.11. Intellectual Property Rights

6.11.1. Client reserves all the rights to use Deliverables under this RFP/Agreement. However, bidder retains its rights in its pre-existing intellectual property. Except as set out in the applicable contract, any

- intellectual property developed by bidder, and any working papers compiled in connection with the Services (along with all Information contained in them), shall be the property of the client.
- 6.11.2. Any information provided by the Client leading to process changes developed by Bidder pursuant to any applicable Statement of Work, Bidder will prepare the Master Production Record for the Process in accordance with the schedule set forth in the Statement of Work. Client will inform Bidder of any specific requirements Client may have relating to the Master Production Record, including, without limitation, any information or procedures Client wishes to have incorporated therein. If Bidder intends to include in the Master Production Record the use of any assay, medium, or other technology that is not commercially available, Bidder will inform Client of such intention and the Parties will meet to discuss and attempt to agree in good faith on the terms of use of such non-commercially available materials or technology in the Process.
- 6.11.3. All the technology required to be purchased/procured/developed for client's business shall be provided by the bidder on an exclusive basis. Bidder will develop and transfer to the client the technology/platform or any other medium that is required for client's business and within seven days of completion of the contract or receipt of written request from the client, whichever is earlier.
- 6.11.4. Upon any termination, expiration, cancellation or abandonment of this RFP/Agreement bidder will provide reasonable technology transfer assistance services to Client in connection with the establishment of Client Product capabilities at Client's facility or any incumbent selected by Client. In addition, bidder will provide Client, or its designated incumbent, with copies of the following documentation, to the extent not already provided during the Term:
- 6.11.4.1. All technical reports and materials for process development activities completed at the time of such transfer that are relevant to and would be required to maintain the Client Product using the processes as performed by bidder at such time (including but not limited to any recovery steps established, process validation, product identity assays, in-process-control assays, applicable computer software, relevant standard operating procedures, related product architecture, information regarding hardware etc.)
- 6.11.4.2. all regulatory filings relating to such process or the Client Product
- 6.11.4.3. all necessary documentation relating to the SDLC process for Client Product and
- 6.11.4.4. such other information as Client may reasonably request with respect to the transfer of technical capabilities and requirements regarding the Client Product
- 6.11.5. In the event of termination of this RFP/Agreement by Client and without limiting the rights granted to Client bidder shall grant the Client a perpetual, irrevocable, non-exclusive, worldwide, royalty-free, fully-paid, license under all intellectual property and know-how owned or controlled by the bidder that is incorporated into any platform/product hereunder, and which is necessary in order to make, have made, use, sell, offer for sale, have sold and import the Client Product(s), or (ii) expiration or termination of this Agreement, the Parties shall negotiate in good faith regarding bidder granting to Client a perpetual, irrevocable, non-exclusive, worldwide license under all intellectual property and know-how owned or controlled by bidder that is incorporated into any platform/product hereunder and which is necessary in order for the client to continue its mandated activities.

6.12. Limitations

- 6.12.1. Client (and any others for whom Services are provided) may not recover from Bidder, in contract or tort, under statute or otherwise, aggregate damages in excess of the fees actually paid for the Services that directly caused the loss in connection with claims arising out of this Agreement or otherwise relating to the Services.
- 6.12.2. If Bidder is liable to Client (or to any others for whom Services are provided) under this Agreement or otherwise in connection with the Services, for loss or damage to which any other persons have also contributed, Bidder's liability to Client shall be several, and not joint, with such others, and shall be limited to Bidder's proportionate share of that total loss or damage, based on Bidder's contribution to the loss and damage relative to the others' contributions. No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of Bidder's proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death,

dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.

6.12.3. Client shall make any claim relating to the Services or otherwise under this Agreement no later than three years after discovery of the cause of action in relation to such claim.

6.13. Penalty

6.13.1. The event partner will submit a work plan with clear deliverables as per scope of work for execution within one week of signing the agreement. If progress of the assignment is not as per the agreed scope of work, the Selected Bidder shall be liable to pay penalty to Startup Odisha.

6.13.2. For delay or deviation in the deliverables including quality and quantity as per Scope of work , a penalty up to 1% of the total quoted value per each instance will be deducted . This provision will be without prejudice to the right of Startup Odisha to exercise its right to terminate the contract and claim damages.

6.14. Termination

6.14.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the workorder/contract agreement, Startup Odisha may, by not less than Seven (7) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by Startup Odisha, Other Party shall have no claim against Startup Odisha with respect hereto.

6.15. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

6.16. Amendment of the RFP Document

At any time before submission of proposals, the Startup Odisha may amend the RfP by issuing an addendum through Startup Odisha website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Startup Odisha may, at its discretion, extend the deadline for the submission of the proposals.

6.17. Startup Odisha's right to accept any proposal, and to reject any or all proposal/s

Startup Odisha 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 award, without assigning any reason there of and thereby incurring any liability to the bidders.

6.18. Copyright, Patents and Other Proprietary Rights

Startup Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At Startup Odisha's request, the bidder shall take all necessary steps to submit them to the Startup Odisha in compliance with the requirements of the contract.

6.19. Disqualification of Proposal

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

- Proposal submitted without Bid Processing Fee as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices
- Proposal is received in incomplete 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 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, presentations 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
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Startup Odisha during the overall section process

6.20. Settlement of Disputes

The Startup Odisha and the Bidders shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar and the language of such proceedings and that of all documents and communications between the parties shall be in English. Executive Chairman – Startup Odisha will be the final authority to resolve the dispute arising between and the Startup Odisha and the Firm

6.21. Wrapping up

The selected organization will settle all the dues of each outsourced service providers (if any). In addition, the selected organization will submit the final accounts/bills/statements establishing no financial pendency relating to the events.

Section – 7
Eligibility Criteria
Submission Forms

Form – E1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To
Chief Administrative Officer,
Startup Odisha

Subject: Request for Proposal for Selection of Event Management Agency for organising Startup Odisha Yatra – 23 and Startup Odisha Express – 23

Dear Sir,

I/we, the undersigned, offer to provide the services on behalf of for the proposed assignment in respect to your Request for Proposal No: XXX, Dated: XX/XX/2023. I hereby submit the proposal which includes this eligibility criteria 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 eligibility criteria are true and correct and I/we 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/we 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 our eligibility criteria, technical & financial proposals are found to be deviated, then Startup Odisha shall have rights to reject our proposal. I/we confirm that, I/we have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

Form – E2
Organisation Profile

Sl. No.	Particulars	Details
1	Name of the Firm	
2	Profile of the Firm (Brief Description)	
3	Legal Status of Firm	
4	Country of Incorporation	
5	Registered Office	
6	Year of Incorporation	
7	Year of Commencement of Business	
8	Principal Place of Business	
9	PAN	
10	GST Registration No	
11	Telephone No.	
12	Fax No.	
13	E- Mail Address	
14	Particulars of Authorized Signatory of Bidder	Name: Designation: Telephone No.: Email Address: Mobile: Fax No:

Form – E3

Average Annual Turnover

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">• Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is 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 in original

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

Communication Address of the Bidder:

Form – E4
Work Experience

(Experience of conducting national events during the last three financial years and the engagement value of each assignment should be ₹ 50 Lakhs)

Name of Event	
Name of Client	
Address of the Client	
Location of Event	
Contract Value (In INR)	
Assignment Start Date	Assignment Start Date
Brief description of the event	
Nature of support provided by the agency	

Form – E5
Work Experience

(Experience of conducting PR campaign for national events during the last three financial years and the engagement value of each assignment should be ₹ 10 Lakhs)

Name of Event			
Name of Client			
Address of the Client			
Location of Event			
Contract Value (In INR)			
Assignment Start Date		Assignment Start Date	
Brief description of the event			
Nature of support provided by the agency			

Form – E6
Organisational Strength
(On the Organisation’s Letter Head)

This is to confirm that <**Organisation Name**> has more than 50 full time professionals on its rolls engaged in <**describe nature of services**> as on 31st March - 23.

This letter is being issued for the purpose of participation in a bid.

Signature and Seal of HR Head with Date in original

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

Form – E7
PAN of Organisation

Form – E8
GST Certificate of Organisation

Form – E9
Power of Attorney

I, **<Name of Grantee>**, **<Designation>**, of **<Organisation Name>** in witness where of certify that **<Authorized in favour>** is authorized to execute the attorney on behalf of **<Organisation Name>**, **<Designation>** of the company acting for and on behalf of the company under the authority conferred by **<Board resolution/Notification/ Authority order no.>** Dated **<date of reference>**has signed this Power of attorney at **<Place>** on this day of **<day><month>**, **<year>**.

The signatures of **<Authorized in favour>** in whose favour authority is being made under the attorney given below are hereby certified.

For Organisation
Signature with Date and Seal:
Name:
Designation:
Address:

For Organisation
Signature with Date and Seal:
Name:
Designation:
Address of Bidder:

Witness 1

Witness 2

Form – E10
Declaration of Blacklisting

I hereby declare that our organisation has not been blacklisted by any Government(Central/State)/PSU or any of their affiliate organisations. Further our organisation is not involved in any activity which can be termed as the conflicting activities.

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.

Authorised Signatory:
(Signature with Date and Seal)
Name:
Designation:
Address of Bidder:

Section – 8
Technical Evaluation
Submission Forms

Form T1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To
Chief Administrative Officer,
Startup Odisha

Subject: Request for Proposal for Selection of Event Management Agency for organising Startup Odisha Yatra – 23 and Startup Odisha Express – 23

Dear Sir,

I/we, the undersigned, offer to provide the services on behalf of for the proposed assignment in respect to your Request for Proposal No: XXX, Dated: XX/XX/2023. 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/we 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/we 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 our eligibility criteria, technical & financial proposals are found to be deviated, then Startup Odisha shall have rights to reject our proposal. I/we confirm that, I/we have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

Form T2
Work Experience

(Experience of conducting business events including Investment Promotion/Startup Conclaves/Summits for Central Government/State Government/PSU/Private Organisation/MNC during the last three financial years and the engagement value of each assignment should be ₹ 50 Lakhs)

Name of Event	
Name of Client	
Address of the Client	
Location of Event	
Contract Value (In INR)	
Assignment Start Date	Assignment Start Date
Brief description of the event	
Nature of support provided by the agency	

Form T3
Work Experience

(Experience of conducting events for startup ecosystem promotion i.e. Conclaves/Summits during the last five financial years and the engagement value of each assignment should be ₹ 30 Lakhs)

Name of Event	
Name of Client	
Address of the Client	
Location of Event	
Contract Value (In INR)	
Assignment Start Date	Assignment Start Date
Brief description of the event	
Nature of support provided by the agency	

Form T4
Work Experience

(Experience of conducting PR campaign for startup events for State/Central Government/PSUs/Private Organisations/MNCs during the last three financial years with engagement value of ₹ 15,00,000.00 for each assignment)

Name of Event			
Name of Client			
Address of the Client			
Location of Event			
Contract Value (In INR)			
Assignment Start Date		Assignment Start Date	
Brief description of the event			
Nature of support provided by the agency			

Form T4
Work Experience

(Adoption of technology for management of events like Event specific Websites and App or any other Digital platform)

Name of Event			
Name of Client			
Address of the Client			
Location of Event			
Assignment Start Date		Assignment Start Date	
Brief description of the App/Website			
Brief description of outcomes of the App/Website			

Form T5
Team Composition

Sl. No.	Resource Name	Designation	Qualification	Experience

Form T6
Format of Curriculum Vitae (CV) of Key Professional(s)

1.	Name of Expert	
2.	Designation	
3.	Date of Birth	
4.	Years with Firm	
5.	Nationality	
6.	Qualification	
7.	Languages Known	
8.	Employment Record	
	From:	To:
	Employer:	
	Position Held:	
	Details of Task Assigned	
	•	
	From:	To:
	Employer:	
	Position Held:	
	Details of Task Assigned	
	•	
	From:	To:
	Employer:	
	Position Held:	
	Details of Task Assigned	
9.	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned	
	Project Name	
	Year	
	Location	
	Name of Client	

	Project Features	
	Position Held	
	Activities Performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for the full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Date:

Signature of Key Professional with Date

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Form T7
Technical Presentation

Section – 9
Financial Proposal
Submission Forms

Form F1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To
Chief Administrative Officer,
Startup Odisha

Subject: Request for Proposal for Selection of Event Management Agency for organising Startup Odisha Yatra – 23 and Startup Odisha Express – 23

Dear Sir,

I/we, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No.: XXX, Dated: XX/XX/2023. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures*].

The above quoted amount is exclusive of the taxes. I/we 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 RfP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 180 days. I/we have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the services accordingly.

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

Form F2
Financial Proposal Breakup

Sl. No.	Scope of Work	Amount(In INR)
PART A. Inauguration & Startup Odisha Yatra 2023 Van Campaigning		
	Bid Value for event inauguration & proposed Startup Odisha Yatra 2023 Van Campaign (Excluding of all taxes)	
PART B. Startup Odisha Yatra 2023 Bootcamp		
	Bid Value for proposed Startup Odisha Yatra 2023 Bootcamp (Excluding of all taxes)	
PART C. Startup Express Bootcamp		
	Bid Value for proposed Startup Express Bootcamp (Excluding of all taxes)	
PART D. Startup Odisha Yatra 2023 acceleration Program & Grand finale		
	Bid value for proposed Startup Odisha Yatra 2023 acceleration Program & Grand finale(Excluding of all taxes)	
PART E. PR Management		
	Bid value for PR Management(Excluding of all taxes)	
	TOTAL BID VALUE (PART A + PART B + PART C + PART D + PART E) (Exclusive of all taxes)	
	Grand Total (In Words)	

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder: