



**Startup  
Odisha**



**Request for Proposal  
For Empanelment of an Event Management Agency.**

**RFP No -SO/V/2023-24/319/2465  
Date: 25 October - 2023**

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

## Disclaimer

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

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

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

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

# Bidder Data Sheet

Sl. No.	Particulars	Details
1	Date of Publication of RFP	25/10/2023
2	Last date for submission of Pre - Bid Queries	01/11/2023, 5:30PM
3	Pre - Bid Meeting	03/11/2023, 11:00 AM Startup Odisha, Incubation Centre (O-Hub), Tower A, Second Floor, SEZ Road, Chandaka Industrial Estate, Bhubaneswar, Odisha-751024
4	Issue of Pre-Bid Clarification	04/11/2023
5	Lat date of Bid submission	20/11/2023 11:00 AM
6	Date and Time of Opening of Minimum Eligibility bid & Technical Bid	20/11/2023,12:00 PM
7	Technical Evaluation	20/11/2023,2:00 PM
8	Technical Presentation	20/11/2023,5:00 PM
9	Award of Bid and Issuance of LOI	To be intimated after completion of bid process.
10	Bid Processing Fee	INR 10,000 + 18% GST in the form of demand draft drawn in favour of "Startup Odisha" payable at Bhubaneswar
11	EMD	INR 2 Lakh in the form of demand draft drawn in favour of "Startup Odisha" payable at Bhubaneswar.  EMD will be exempted for Local MSMEs, and Local Startups as defined under Odisha Startup Policy 2016 as per the guideline of finance department, Govt. of Odisha.
12	Performance Security	5% of work order value (applicable at the time of issuance of every work order after empanelment).
13	Bid validity period	180 Days
14	Duration of Empanelment	12 Months, Extendable upto 36 months subject to performance and approval of Startup Odisha.
15	Mode of submission	Registered post/Courier/In person submission by authorised representative.
16	Address of Organisation	Startup Odisha, 2nd Floor, Tower A, Odisha Startup Incubation Centre, Sez Rd near Infocity, Chandaka Industrial Estate, Bhubaneswar, Odisha - 751024.
17	Key Contact (For queries and clarification)	Chief Administrative Officer, Startup Odisha E-mail: startup.odisha@gov.in Phone: 1800-345-7100 Website: <a href="https://startupodisha.gov.in/">https://startupodisha.gov.in/</a>

# Letter of Invitation

RFP No: SO/V/2023-24/319/2465

Dated: 25/10/2023

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

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

Empanelment will be done based on the technical evaluation and presentation as prescribed in the RFP Document in accordance with the procedures prescribed herewith circulated vide Office Memorandum No. 37323/F, Dated: 30.11.2018 of Finance Department, Govt. of Odisha.

The proposal, complete in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of Rs. 10,000/- (Rupees Ten Thousand) only + 18% GST towards Bid Processing Fee

in form of Demand Draft in favour of "Startup Odisha" drawn in any scheduled commercial bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.

The proposal must be delivered at the specified address as per the Bidder Data Sheet by courier/submitted by authorised representative of the bidder on or before 11:00 AM of 20/11/2023. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.

The last date and time for submission of proposal complete in all respects is 20/11/2023 on or before 11:00 AM and the date of opening of the technical proposal is 20/11/23 at 12:00 PM in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.

This RFP includes following sections:

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

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

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

# Instructions to Bidders

## A. General instruction

- i. Startup Odisha shall have the rights to verify the documents submitted by the selected bidder/Bidders (For Empanelment) with any of the clients they have worked with earlier (whose documentary proof has been submitted by the bidder as part of eligibility criteria)
- ii. The selection for Empanelment shall be on the basis of technical evaluation and technical presentation.
- iii. Startup Odisha could empanel one or more bidders who qualify in the technical evaluation and technical presentation.
- iv. Maximum 3 Bidders will be empanelled who will have achieved highest marks, second highest marks and third highest marks respectively in combined score of technical evaluation and presentation.
- v. The selected bidder/bidders for Empanelment shall provide a qualified event management team for undertaking the work. The team would work closely with the Startup Odisha and should be available at proposed venue of during the Event including setup till dismantle.
- vi. The selected bidder/bidders for Empanelment shall propose team consisting of staff/experts to take care of all aspects of the assignment.
- vii. All contents of the proposal should be clearly numbered, indexed, and arranged in a sequence.
- viii. The proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.
- ix. The proposals shall be signed and submitted by the Authorized Signatory of the bidder.
- x. Validity of the proposal shall be 180 days from the last date of submission of the proposal.
- xi. Misrepresentation/ improper response by the Bidder may lead to the disqualification.
- xii. **Intellectual Property Ownership.** The Bidder understands and acknowledges that any writing, invention, design, system, process, development or discovery (collectively, "Intellectual Property") shall be the sole and exclusive property of the Startup Odisha. Bidder agrees to assign to the Startup Odisha any and all of his right, title, and interest in and to such Intellectual Property, including, but not limited to, patent, trademark, and other rights. The Bidder further agrees to cooperate fully with the Startup Odisha to secure, maintain, enforce, or defend the ownership of and rights in such Intellectual Property of Startup Odisha. The Intellectual Property Rights (IPR) for this proposed RFP for empanelment shall remain with Startup Odisha and no dispute in that regards shall be entertained subsequently.
- xiii. Startup Odisha may, in its sole discretion, extend the Due Date of RFP by issuing an Addendum uniformly for all Bidders.
- xiv. At any time prior to the Due Date of RFP, Startup Odisha may, for any reason, whether at its own initiative or in response to clarifications requested by an Bidder, modify the RFP by the issuance of Addendum/ Amendment and posting it on the Official Website ([www.startupodisha.gov.in](http://www.startupodisha.gov.in))
- xv. All such amendments to RFP to be posted on the Official Website of Startup Odisha will be binding on all Bidders. To view-Tender Notice, Detailed Time Schedule, Tender Document for this Tender and its supporting documents, kindly visit [www.startupodisha.gov.in](http://www.startupodisha.gov.in).

## B. Duration of the Empanelment

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

## C. Bid Processing Fee

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

## D. Pre bid queries

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

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

## E. Eligibility Criteria

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

- vi. Bidder has to submit copies of at least three Purchase/work order of three public sector events valued at INR 50 lakh or greater for this kind of events during last one year.
- vii. Bidder should have been empanelled by any one Government department/PSUs/Corporation as on 20/11/2023.
- viii. Bidder should have Minimum average Annual Turnover of INR 5 cr. for the last 3 (Three) financial years (i.e., FY 2020-21, FY 2021-22 and FY 2022-23).  
For local MSMEs (registered in Odisha) and local Startups (recognised by Startup Odisha/ Startup India) Minimum Average Annual Turnover should be INR 2Cr for the last 3 (Three) financial years (i.e., FY 2020-21, FY 2021-22 and FY 2022-23).

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

#### F. Technical Evaluation Criteria

The total maximum points for evaluation of Technical Proposal are 100 marks. Bidder needs to score at least 60 marks to be considered for the empanelment. This score shall be based on the assessment of the Technical Proposal and presentation submitted by the bidders. The Proposals will be evaluated as per the following parameters:

Sl. No.	Evaluation Criteria	Maximum Marks	Supporting Documents
<b>1.</b>	<b>Experience of the bidder in organizing events within Odisha:</b> Number of events organized by the firm in the last two years. Events (Eligible assignment) shall include Corporate Expo/Exhibition/Conclave/Corporate Events/ Product launch/ Award ceremony or any combination of similar events for Central/State government/Private Organisation		
a.	Event organised for Central/State Government/PSU organisation with single Purchase /work order of Minimum INR 15 lakh (2.5 marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
b.	Event organised for Private Organisation/ MNC/ Industry Association organisation with single Purchase/ work order of Minimum INR 15 lakh (2.5 marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
c.	Bidder should have experience in organising mega events such as summit, Conclaves, Trade fair etc for Government organisation with single purchase/work order of Minimum value of INR 1 Crore. For local MSMEs and local Startups single work/Purchase order with Minimum value of INR 50 Lakh. (5 marks per event)	10	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation

<b>Sl. No.</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>	<b>Supporting Documents</b>
d.	Bidder should have experience in organising mega events such as summit, Conclaves, Trade fair etc for other than Government organisation with single purchase/work order of Minimum value of INR 1 Crore. For local MSMEs and local Startups single work/Purchase order with Minimum value of INR 50 Lakh. (2.5 Marks per event)	05	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
2.	<b>Experience of organising event in India other than Odisha in last two years:</b>		
a.	Event organised for Private Organisation/MNC/Industry Association organisation with Single Purchase/ work order of Minimum INR 15 lakh (Outside of Odisha) (2 marks per event)	04	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
b.	Event organised for Central/State Government/PSU organisation with single Purchase /work order with Minimum Value of INR 15 lakh (Outside of Odisha) (2 Marks per event).	02	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
3	<b>Team Strength</b>		
a.	The agency having on roll employees More than 10 but less than 15 employee (2 Marks) 15 -20 Employees (4 Marks) More than 20 Employees (5 Marks)	5	PF and ESIC documents of employees to be furnished
4	<b>Event Organised to promote startups/Innovations/Startup investment</b>		
a.	Event organised for Central/State Government / PSU to Promote startups/Innovations/Startup investment of minimum single work order value of INR 10 Lakh in last two years. (2.5 Marks per event)	5	Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
b.	Event organised for Private Organization / Industry Association to Promote startups/Innovations/Startup investment of	5	Copies of Letter of Award/Agreement/ Work Order duly



<b>Sl. No.</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>	<b>Supporting Documents</b>
	minimum single work order value of INR 10 Lakh in last two years. (2.5 Marks per event)		certified by the Authorized signatory of bidding organisation
<b>5</b>	<b>PR Management</b>		
a.	Bidder should have experience of PR Management of Media coverage including Newspaper release, conducting Press conference and live streaming on social media platform.  Single work order value Minimum 5 lakh	2	work order and/ any supportive document should be submitted. Supportive document is the subject of acceptance of selection committee.
b.	MoUs/ Partnership with reputed media House 1 mark for each MoU/Partnership	3	MoU agreement/ Partnership deed
6	Experience of organising international event outside of India in last two years for Central/State Government/PSU with single Purchase /work order of Minimum INR 10 lakh	2	Copy of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
7	License and certification:  i. Labour license ii. FASSAI license iii. ISO Certification  1 Mark for each license/certificate	3	Copy of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation
8	Bidders Office Location in Odisha	1	Certificate of Incorporation/ GST Certificate/ Electricity bill of office mentioning Odisha address.
9	Existing Empanelment with other Government departments/PSUs/Government Agencies. 1 mark for each empanelment.	3	Only <b>Empanelment letter will be considered</b> , supporting documents without empanelment letter will not be entertained.
10	Technical Presentation <ul style="list-style-type: none"> <li>• Approach &amp; Methodology (Maximum 05 Marks)</li> <li>• Team Profile (Maximum 10 Marks)</li> <li>• Event Portfolio (Government and Private) (Maximum 10 marks)</li> </ul>	30	PowerPoint Presentation

<b>Sl. No.</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>	<b>Supporting Documents</b>
	<ul style="list-style-type: none"> <li>Ideation and novelty factor (Maximum 05 marks)</li> </ul>		
<b>Total</b>		<b>100</b>	

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

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

Documents required to be submitted as part of Eligibility criteria of this RFP:

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

- i. Envelop Should contain following information:
- ii. Checklist of Submission as per Annexure-1
- iii. Bidders Information sheet as per annexure -2
- iv. Average annual turnover as per Annexure-3
- v. Certificate of Incorporation, PAN, GST
- vi. Self-Declaration certificate on bidder's letter head
- vii. EMD
- viii. Bid Processing fee
- ix. PF and ESIC Details of employees as per eligibility criteria of this RFP
- x. Purchase/ work order as mentioned in section iv of eligibility criteria.
- xi. Purchase/ work order as mentioned in section v of eligibility criteria.
- xii. Purchase/ work order as mentioned in section vi of eligibility criteria
- xiii. empanelled letter by any one Government department/PSUs/Corporation as on 20/11/2023. No supporting documents will be considered as empanelment letter only empanelment letter will strictly be considered.
- xiv. Financial Information certified by Chartered Accountant showing average annual turnover of not less than INR 5 Cr. for last three year (FY 2020-21, FY 2021-22) and FY 2022-23) and 2 Cr. In case of local MSMEs and Local Startups recognised by Startup Odisha or Startup India, in case of Startup/MSMEs Certificate of recognition should be attached.
- xv. CA certified Audited Balance Sheet and Profit & Loss Statement for the last 3 (Three) Financial Years.

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

RFP Application shall be submitted in Envelop-2 labelled "Technical Proposal" for Empanelment of Event Management Agency"

- i. Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation for Event organised for Central/State Government/PSU organisation with single Purchase /work order of Minimum INR 15 lakh.
- ii. Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation for Event organised for Private Organisation/ MNC/ Industry Association organisation with single Purchase/ work order of Minimum INR 15 lakh.

- iii. Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation for Bidder should have experience in organising mega events such as summit, Conclaves, Trade fair etc for Government organization with single purchase/work order of Minimum value of INR 1 Crore. And for local MSMEs and local Startups single work/Purchase order with Minimum value of INR 50 Lakh.
- iv. Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation for Bidder should have experience in organising mega events such as summit, Conclaves, Trade fair etc for other than Government organization with single purchase/work order of Minimum value of INR 1 Crore. And for local MSMEs and local Startups single work/Purchase order with Minimum value of INR 50 Lakh.
- v. Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation for Event organised for Private Organisation/MNC/Industry Association organisation with Single Purchase/ work order of Minimum INR 15 lakh (Outside of Odisha)
- vi. Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation for Event organised for Central/State Government/PSU organisation with single Purchase /work order with Minimum Value of INR 15 lakh, (Outside of Odisha) .
- vii. PF and ESIC documents of on roll employees.
- viii. Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation for Event organised for central/ state Govt/PSUs to Promote startups/Innovations/Startup investment of minimum single work order value of INR 10 Lakh in last two years.
- ix. Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation for Event organised for Private organisation / Industry Association to Promote startups/Innovations/Startup investment of minimum single work order value of INR 10 Lakh in last two years.
- x. Single work order value of Minimum INR 5 lakh for PR related activities including Newspaper release, conducting Press conference and live streaming on social media platform.
- xi. MoUs/ Partnership deed with reputed media House
- xii. Existing Empanelment letter with other Government departments/PSUs/Government Agencies.
- xiii. Copies of Letter of Award/Agreement/ Work Order duly certified by the Authorized signatory of bidding organisation as per the section 6 of technical evaluation criteria.
- xiv. Certificates and licenses as per the section 7 of technical evaluation criteria.
- xv. Power Point presentation in Hard copy and in USB drive.

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

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

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

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

The procedure for submission of the proposal is described below:

#### Eligibility Criteria:

The envelope containing eligibility criteria shall be sealed and superscripted as "Eligibility criteria: Empanelment of event management agency for Startup Odisha". This envelop should contain all the supportive documents and information of eligibility criteria which is furnished as part of eligibility criteria in this RFP

#### Technical Proposal:

The envelope containing technical evaluation shall be sealed and superscripted as "Technical Evaluation: Empanelment of event management agency for Startup Odisha". This envelop should contain all the supportive documents and information of technical evaluation including technical presentation which is furnished as part of technical evaluation in this RFP.

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

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

**NAME OF THE ASSIGNMENT:**  
**RFP NUMBER AND DATE:**  
**NAME OF THE BIDDER:**  
**DEADLINE FOR SUBMISSION OF BID:**  
**NAME AND ADDRESS OF THE BIDDER:**

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

#### I. Opening and Evaluation of Proposals

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

The FIRST ENVELOPE containing ELIGIBILITY CRITERIA will be opened and eligibility criteria will be evaluated.

The SECOND ENVELOPE containing TECHNICAL PROPOSAL will be opened only of those bidders who will have qualify the eligibility criteria, after completion of eligibility criteria evaluation followed by presentation will be done on the basis of technical evaluation criteria mentioned in section F of Instruction to Bidders Part.

#### J. Empanelment procedure

Startup Odisha can select up to three qualified bidders based on their eligibility criteria and technical evaluation, prioritizing those with the highest technical scores. Once selected, Startup Odisha will issue an empanelment letter to the selected agencies, and both parties will proceed to sign an agreement.

Work order will be issued at the time of event as per the following process:

**i. Estimated Work Order Value upto 1 lakh excluding GST and taxes**

Following the empanelment, a rate contract will be formed by obtaining price quote from empanelled agencies based on the L1 principle. startup Odisha can issue the work order to any empanelled agency based on the rate contract.

**ii. Estimated Work Order Value more than 1 Lakh upto 5 Lakh excluding GST and taxes**

A limited tender containing scope of work will be floated among the empanelled agencies via e-mail with minimum three days' prior notice and work order will be issued based on L1 financial bid subject to quality delivery.

**iii. Estimated Work Order Value more than 5 Lakh excluding GST and taxes**

A limited tender containing scope of work will be floated among the empanelled agencies via e-mail with minimum seven days' prior notice and work order will be issued based on L1 financial bid subject to quality delivery.

**K. Performance Security deposit**

This being an empanelment, the LOI shall not entail charging of any Performance Security. However, Performance Securities shall be charged for underlying limited tenders/works assigned under this engagement from time to time, for an amount of 5% of the respective work values excluding taxes in favour of Startup Odisha within 24 hours of issuance of any such work order, corresponding to this empanelment.

**L. Deployment of team**

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

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

**M. Joint ventures and Consortium are not allowed.**

## Scope of Work

Following would be the Possible scope of work under the contract. The possible scope of work shall be, but not limited to the following. at the time of the event quotation will be asked for all /Partial components of following scope of work.

- i. Conceptualization and Execution for Startup Odisha in the area of event management.
- ii. Manage / conduct various National or International events Organised/ Participated by Startup Odisha as and when required on project basis.
- iii. Prepare Concept note, Design the blueprint, 3D View Presentation, budgetary Estimates covering the cost of all major head of works, etc. for approval of the Startup Odisha.
- iv. Prepare a project plan for execution of the work including activity chart, Logistical planning, onsite management, and timelines to ensure that the work is completed in shortest possible time. The project plan needs to be approved by Startup Odisha.
- v. Development and maintenance of a critical path, incorporating Startup Odisha and event management responsibilities and deadlines, including venue, catering and requirements as approved by Startup Odisha.
- vi. Wherever required prepare a report of such events/programmes assigned.
- vii. Manage overall events, meetings, and rehearsals, including Dias Management, food and beverage, Audio Visual Movies, décor, signage and event execution as per approved project plan by Startup Odisha.
- viii. Set up and maintain green room, media room, VIP room, staff room with equipment as required, i.e. printers, copiers etc. as per approved project plan by Startup Odisha.
- ix. Ensure all applicable licenses and appropriate insurance coverage is in place.
- x. The major objective of Event Management activities for Startup Odisha is to organise various activities including awareness campaigns from time to time, so as to reach out to stakeholders, Partners (existing and prospective) and about Startup Odisha & its Benefit in broader prospective.
- xi. Conducting PR Related activities i.e. Press release in newspaper, news channel and in other digital media. Organising press conferences as per the requirement within or outside of Odisha.
- xii. The event may include conducting seminars, program, awards, launch of new schemes, inaugural function, etc. On receiving requisition from Startup Odisha for organising an event, the Agency shall prepare a detailed blueprint with quotation and outgoings of the proposed event and submit the same to Startup Odisha. The agency shall also incorporate clarifications/ modification as may be suggested by Startup Odisha in that regard. The Agency shall proceed with organising the event on receipt of approval from Startup Odisha in terms of the approved blueprint.
- xiii. Insurance to be taken out by the Vendor/bidder: The Vendor/bidder shall take out and maintain and shall cause any Sub-contractors to take out and maintain insurance, at their (or the Sub-contractors', as the case may be) own cost, insurance against any risks. Startup Odisha will not be ensuring any assets / goods / personnel of the vendor working at/for Startup Odisha and Startup Odisha shall not be held responsible / liable for any damage / loss of the assets / goods / injuries to the vendor shall while working at/for Startup Odisha.
- xiv. In case of any special occasions, Startup Odisha may ask the empanelled vendor(s) to provide Catering services from reputed hotels such as Mayfair, Taj Vivanta, Trident, ITC Welcome etc. In such cases rates shall be reimbursed on actual basis and the empanelled vendor(s) may charge management fee of 5% of actual bill as service charge.
- xv. The scope of work may be enhanced/ altered on need basis, in this scenario Startup Odisha shall be charged based on actual.

## General Terms and Conditions

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

## Additional Information

- I. Conditional bids shall be rejected outright.
- II. Insurance including transit insurance shall be arranged by the Agency.
- III. Liquidated Damages: In the event of Agency's failure to complete the work within the specified time, STARTUP ODISHA may, without prejudice to any other rights hereunder, recover from the supplier, as Liquidated Damages, amounting to the sum of 5% of the contract price.
- IV. *Penalty and agreement:* Empanelled Bidder(s) has to do agreement for each and every event at the time of event proposal and there will be penalty (which will be mentioned in the agreement) also in case if empanelled bidders fail to fulfil the terms and condition mentioned in this RFP or proposed agreement.
- V. *Termination by default:* Start up Odisha reserves the right to reject, cancel and terminate any offer without assigning any reason thereof.
- VI. *Risk-Purchase Clause:* If the Agency after submission of the tender and on the acceptance of the same fails to abide by the terms and conditions of the Tender Document or fails to complete the work within the specified time or at any time repudiates the contract, Startup Odisha will have the right to:
  - a. Terminate the empanelment / contract of the agency with the STARTUP ODISHA and further blacklist the agency.
  - b. Invoke the Security Deposit.
  - c. In case of completion through alternate sources and if price is higher, the agency will pay the balance amount to the STARTUP ODISHA.
  - d. For all purposes, the Empanelment contract between the bidder and STARTUP ODISHA will be considered as formal contract.
  - e. Arbitration: Provisions of Arbitration Act 1996 & 2002 will be applicable, and venue of arbitration will be Bhubaneswar, Odisha.
  - f. Jurisdiction: Bhubaneswar, Odisha.



**Annexure- 1**

**Checklist for Submission of RFP**

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

**Annexure-2**

**Bidders Information Sheet**

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



Annexure -3  
On letter head of CA (Financial Details)

Sl. No.	Turnover	Amount (In INR)
1	FY 2020 - 21	
2	FY 2021 - 22	
3	FY 2022 - 23	
Average Annual Turnover		
<b>Supporting Documents:</b> <ul style="list-style-type: none"><li>• Audited certified financial statements for the last three FYs (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this Annexure)</li><li>• Filled in information in this format must have to be certified and sealed by the CA to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected.</li><li>• No scanned copy will be entertained.</li></ul>		

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder:

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

(Chief Administrative Officer)

## Cover Letter

Date:

To,

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

Sir,

We, the undersigned declare that:

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

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

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