



Request for Proposal (RFP)
for
Selection of an Event Management Agency (EMA) for
Conceptualising, Curating & Executing the

SILK CITY FEST - 2023

RFP No. 15770

Date- 17.12.2022

**Berhampur Municipal Corporation,
Berhampur, Ganjam, Odisha, Pin-760001**

Phone: 06802250290

Website: www.berhampur.gov.in

Email: mcbemc08@gmail.com

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BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Commissioner Berhampur Municipal Corporation
2.	Method of Selection	Quality & Cost Based Selection (QCBS)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of REQUEST FOR PROPOSAL CALL NOTICE	17.12.2022
5.	Last date for submission of Pre-bid queries through email to mcbemc08@gmail.com	22.12.2022
5.	Date of Pre-Bid Meeting	23.12.2022 at 11:30 AM
6.	Last Date and Time for submission of Bid	31.12.2022 by 02:00 PM
7.	Date & Time for opening of Technical Bid and Presentation	31.12.2022 by 04:00 PM
8.	Date & time for opening of Financial Bid	02.01.2022 at 11:30 AM
9.	Bid Processing Fee (Non-Refundable)	Rs. 10,000/-INR + GST-18 % = Rs. 11,800/- in shape of Banker's Cheque / Demand Draft in favour of Commissioner, Berhampur Municipal Corporation drawn in any scheduled commercial bank payable at Berhampur
10.	Earnest Money Deposit (EMD) (Refundable)	Rs. 1,00,000/- (Rupees One Lakhs Fifty Thousand) in shape of Banker's Cheque / Demand Draft in favour of Commissioner, Berhampur Municipal Corporation drawn in any scheduled commercial bank payable at Berhampur
11.	Performance Security (For awarded bidder)	Rs. 1,50,000/- (Rupees Two Lakhs) in shape of Banker's Cheque / Demand Draft in favour of Commissioner, Berhampur Municipal Corporation drawn in any scheduled commercial bank payable at Berhampur
12.	Address for Submission of Bid	Commissioner Berhampur Municipal Corporation Berhampur, Ganjam, Odisha PIN-760001, Mode of Submission: Speed Post / Registered Post only to the address as specified above. Submission of bid through other mode and late bid will be out rightly rejected.
13.	Place of Opening of Technical& Financial Bid:	Berhampur Municipal Corporation Conference Hall, Berhampur, Ganjam, Odisha PIN-760001,

SECTION: 1
LETTER OF INVITATION

RFP No: 15770

Dated:-17.12.2022

Name of the Assignment: Selection of Event Management Agency for SILK CITY FEST - 2023.

1. **Commissioner, Berhampur Municipal Corporation** (The Client) invites sealed Request for proposal from eligible bidders for “**Selection of Event Management Agency for SILK CITY FEST - 2023**”. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this Request for Proposal (RFP) for Selection of an Event Management Agency (EMA).
2. Agency will be selected under **Quality & Cost Based Selection (QCBS)**.
3. The bid must complete in all respect as specified in the Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) Document must be accompanied with a **Non- refundable** amount of **Rs. 10,000/- + GST 18 % - Rs. 1800 = Rs. 11,800 (Rupees Eleven Thousand Eight Hundred)** towards **Bid Processing Fee** and a **Refundable amount of Rs. 1,00,000/- (Rupees One Lakhs only)** towards **EMD** in form of **Demand Draft / Banker’s Cheque** in favour of “**Commissioner, Berhampur Municipal Corporation**” drawn in any scheduled commercial bank and payable at Berhampur, Odisha failing which the bid will be rejected.
4. The bid must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post** only. The Client shall not be responsible for postal delay or any consequence. Submission of request for proposal through any other mode will be rejected.
5. The last date and time for submission of Bid complete in all respects is **Dt 31.12.2022 by 02:00 PM** and the date of opening of the technical **Dt. 31.12.2022 at 04:00 PM** & financial bid is **Dt 02.01.2022 at 11:30 AM** in the presence of the bidder/ bidder’s representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. no.12**). Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
6. This Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Scope of Work[**Section – 3**]
 - d. Technical Bid Submission Forms[**Section – 4**]
 - e. Financial Bid Submission Forms (**Section –5**)
 - f. Annexure [**Section – 6**]
7. While all information/data given in the Request for Proposal (RFP) for Selection of an Event Management Agency (EMA) 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/specifications/narrations included in this document.
8. The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete request for proposal or part of it at any stage without assigning any reason thereof.

Sd/

Commissioner

Berhampur Municipal Corporation

Date 17.12.2022

Memo No. 15771

Copy submitted to Collector and DM, Ganjam/ Sub-Collector, Berhampur / Tahasildar, Berhampur for information and they are requested to publish the same in their Notice Board for wide Circulation.

Sd/

Commissioner

Berhampur Municipal Corporation

Memo No. 15772

Date 17.12.2022

Copy to Steno to Mayor/ PA to Commissioner/Addl Comm/Dy Comm/ All HMOs/ DA, Receive for information.

Sd/

Commissioner

Berhampur Municipal Corporation

SECTION: 2

INFORMATION TO THE BIDDER

Eligibility Criteria:

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

Sl. No.	Eligibility Criteria	Documents Required
1	The bidder should have been in the business of providing Advertisement & Publicity or Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 4 years and have a registered office in Odisha	1. Proof of Certificate of Incorporation / Registration of the Agency/ Partnership Deed 2. Copy of PAN 3. Copy of Goods and Services Tax Identification Number (GSTIN). 4. GST clearance in GST 3B Form 5. Trade License 6. Proof of registered office in Odisha
2	The agency should have an average annual turnover of Rs.5.00 Crores (Rupees Five Crores) from Event Management Services during the last 4 financial years (2018-19, 2019-20, 2020-21 & 2021-22).	Copies of audited balance sheet for the last four financial years and CA certificate certifying that the Event management agencies should have an average annual turnover more than Rs.5.00 Crores (Rupees Five Crores) during the last four financial years from Event Management Services in India. Provisional Audit Report of any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during last four years (2018-19, 2019-20, 2020-21 & 2021-22), should be either of the following. i. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 50.00 Lakhs (Rupees fifty Lakhs.)each OR ii. Two similar works costing not less than the amount equal to Rs. 75.00 Lakhs (Rupees Seventy five Lakhs) each OR iii. One similar works costing not less than the amount equal to Rs. 1 crore (Rupees One Crore)	1. Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to submitted, and 2. Work orders/ Contract Document/ Completion of Work Certificates in Odisha.
4.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

Documents to be submitted along with TECHNICAL BID (PART-A):

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the request for proposal process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration of the agency/Partnership Deed.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of GST Clearance in GST 3B Form
- Trade License
- General Details of the Bidder(**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)

NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.

1. Bid Processing Fee :

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to **Rs. 10,000/- + GST 18 % - Rs. 1800 = Rs. 11,800 (Rupees Eleven Thousand Eight Hundred)** in shape of DD / BC from any scheduled commercial bank in favor of "**Commissioner, Berhampur Municipal Corporation**" payable at Berhampur. Bids received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD) and Performance Security:

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (Rupees One lakhs Only)** in shape of DD/BC from any scheduled commercial bank in favour of "**Commissioner, Berhampur Municipal Corporation**" payable at Berhampur. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successfully completion of the Annual Audit.

The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its Bid during the bid validity period as specified in Request for Proposal (RFP) for Selection of an Event Management Agency (EMA)
- Bidder does not respond to requests for clarification of its Bid.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

Performance Security: -

The successful bidder will submit another Rs. 50,000/- in shape of DD/BC from any scheduled commercial bank in favour of “**Commissioner, Berhampur Municipal Corporation**” payable at Berhampur, which will make Performance Security as **Rs. 1,50,000/- (Rupees One lakhs Fifty Thousand only)** (i.e. EMD- Already paid- Rs.1,00,000/- + Rs.50,000/- paid now). The performance security of successful bidders shall be refunded after completion of the Audit period.

3. Pre Bid Meeting:

A Pre-Bid meeting will be organized by **Commissioner, Berhampur Municipal Corporation**, Berhampur to address the queries relating to the overall selection process and scope of the work. The Pre-Bid meeting will be held on **Dt. 23.12.2022 (11:30 AM) at Berhampur Municipal Corporation Conference Hall** Berhampur. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting.

The Bidder may request a clarification of any part of the RFP prior to the last date for submission of queries through email, as indicated in the Bidder’s Data Sheet. The Client's responses to Bidder queries will be made available to all Bidders and shall be uploaded on the Client’s website. It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification.

4. Submission of Bid:

Bidder must submit their Bids **Registered Post / Speed Post** only to the specified address on or before the last date and time for submission of Bids as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

The procedure for submission of the Bid is described below:

- i) **Technical Bid:** The envelope containing technical Bid shall be sealed and superscripted as “**Technical Bid –Selection of Event Management Agency for SILK CITY FEST - 2023**” and furnished inside one envelope. The duly filled-in technical Bid submission forms (Section-4),
- ii) **Financial Bid:** The envelope containing financial Bid shall be sealed and superscripted as “**Financial Bid – Selection of Event Management Agency for SILK CITY FEST - 2023**”. The duly filled-in financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The “**Technical Bid**” and “**Financial Bid**” must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as “**TECHNICAL BID** ” and the second envelope must be marked as “**FINANCIAL BID**”. All two above envelopes have to be sealed and placed inside a main envelope with proper labeling of following information in bold:

NAME OF THE ASSIGNMENT: SILK CITY FEST – 2023

REQUEST FOR RFP NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

5. Opening of the Bid :

The FIRST ENVELOPE containing “**TECHNICAL BID**” will be opened in the initial stage by the Client in presence of the bidder’s representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute an Evaluation Committee (CEC) to evaluate the Bids submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing “**FINANCIAL BID**” will be opened of the Technical bidders only. The second Envelope containing **FINANCIAL BID** of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

6. Process of the Bid:

A Two stage process will be adopted as explained below for evaluation of the Bids.

Technical Evaluation (1st Stage): Pre-qualification Bid will be opened and observed the requisite documents as per the listed documents:

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation/ Registration of the agency.
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Trade License
6. Experience of having successfully completed similar works during last Four year **(2018-19, 2019-20, 2020-21 & 2021-22)** should be either of the following.
 - a. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 50.00 Lakhs (Rupees Fifty Lakhs.)each **OR**
 - b. Two similar works costing not less than the amount equal to Rs.75.00 Lakhs (Rupees seventy five lakhs) each **OR**
 - c. One similar works costing not less than the amount equal to Rs. 1.00 Crores (Rupees One Crores) each
7. Financial Statement of last four year and the agency should have an average annual turnover of **Rs.5.00 Crores** from Event Management business during the last 4 financial years **(2018-19, 2019-20, 2020-21 & 2021-22)**

Technical Evaluation: Technical Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:

Technical Bid Evaluation Parameters	Maximum Mark
1. Number of Similar Assignments undertaken / completed during last four years (2018-19, 2019-20, 2020-21 & 2021-22) (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organisations) <ol style="list-style-type: none"> a. Three Similar [Advertisement & Publicity work or Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 50.00 Lakhs (Rupees Fifty Lakhs.) each = 5 mark. b. Two similar works costing not less than the amount equal to Rs. 75.00 Lakhs (Rupees Seventy Five Lakhs) each = 10 marks. c. One similar works costing not less than the amount equal to Rs. 1.00 Crores (Rupees One Crores) each or above = 20 Marks. 	20
2. One Similar work executed in the above category in Ganjam district during last 5 Years= 5 Marks	5
3. Financial Statement of last four year and the agency should have an average annual turnover of Rs.5.00 Crores from Event Management business during the last 4 financial years (2018-19, 2019-20, 2020-21 & 2021-22) (Scoring pattern: > 5 crore - 7 crore = 10 marks, Above 7 crore= 20 marks.)	20
4. The bidder should have been in the business of providing Advertisement & Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 4years as on 30 th Nov. 2022. (Scoring pattern: >4 years -6 years = 10 marks, More than 6 years = 20 marks.)	20
5. Technical Presentation (The score will be awarded by committee based on the technical and experience aspects) <ol style="list-style-type: none"> a. Best one event from past experience b. Advertisement & Publicity Plan c. Innovation and Creativity for this event. d. Camera to be used for Photography and videography. 	35

Grand Total	100
Qualifying Mark for Opening of Financial Bid	70

Bidders will make a presentation before the client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders during pre-bid meeting. The financial Bids of the technically qualified bidders will be opened on same day / subsequent working day. Hence, the bidder should make themselves available for the same. **The bidder whose technical Bid secures a score above the minimum qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial Bid.**

FINANCIAL EVALUATION (2nd Stage): The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder’s representative. The Financial Bids in respect of the selected agency in achieving the benchmark score of **70 Mark** in “**Technical Bid**” would be opened on the scheduled date & time.

7. Evaluation of the Proposals:

I. Technical:

The bidder scoring minimum 70 marks out of 100 marks will be eligible, the bidder quoting the highest mark will assigned as Highest Technical Quote (HTQ) and the secured mark will be assigned as Technical Quote (TQ). Then the Technical Score (TS) will be arrived as follows:

$$TS = \frac{TQ \times 70}{HTQ}$$

II. Financial

The bidder quoting the lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The Financial Score (FS) will be arrived as follows:

$$FS = \frac{LFQ \times 30}{FQ}$$

The agency having a maximum total score of the Technical Score (TS) and the Financial Score (FS) combine together will be selected i.e Final Score= TS+FS .

8. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter / work order. ***Sub-contracting is not allowed under this assignment.***

9. Other Terms & Conditions

a. **Date & Venue of SILK CITY FEST - 2023**

Name of the Event	Date	Venue
SILK CITY FEST - 2023	13 th JAN. 2023 to 17 th JAN. 2023	Berhampur

- a. Work Order will be issued in favor of the approved bidder by Commissioner, Berhampur Municipal Corporation, Berhampur for **SILK CITY FEST - 2023**
- b. Advertisement & Publicity materials will be printed and installed by the selected Event Management agency.
- c. In case of any extension of Festival period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by Commissioner, Berhampur Municipal Corporation, Berhampur before 10 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
- d. Commissioner, Berhampur Municipal Corporation, Berhampur will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- e. In case of any occurrence of theft, the Agency will conduct proper inquiry.
- f. Arrangement of lodging, boarding & logistics of the guards during the Festival period will be the responsibility of the Agency.
- g. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
- h. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- i. **The Commissioner, Berhampur Municipal Corporation, Berhampur will provide the permission from police, BeMC and other statutory bodies for permission for organization of the event and installation publicity materials during the event.**
- j. **The rate offered by the agency shall be including of GST & Other Taxes.**
- k. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Festival period to handle any work to be assigned by the authority.
- l. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- m. The authority is not bound to accept the highest scorer and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all request for proposals without assigning any reasons thereof.
- n. The bidder has to quote the rate as per the given format.
- o. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the committee formed by Commissioner, Berhampur Municipal Corporation, Berhampur. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Festival-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Festival-in-charge.
- p. Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.
- q. The agency should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the RFP.

- r. Non-submission of any document required indicated in the RFP will render the Bid to be rejected.
- s. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and request for proposals without assigning any reasons thereof.

10. 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 creditor, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - Criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulatory or professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

11. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- 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 Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

12. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Ganjam only.

13. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ **1% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment.

14. Client's right to accept any Bid, and to reject any or all Bid(s)

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

15. Number of Bids:

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

SECTION: 3
SCOPE OF WORK

About the Event – SILK CITY FEST - 2023- 2023

Berhampur Municipal Corporation is going to organize a mega event named as **SILK CITY FEST - 2023, to be held from 13th to 17th January at Berhampur.** “SILK CITY FEST - 2023” is being organised by berhampur Municipal Corporation. It aims to showcase the art and culture of Ganjam as well as other districts/states during the event.

The Event Management Agency Should Provide the Following Services

Sl. No	Works to Be Done	Particulars	Remarks
A	Infrastructure, Tentage & Allied works	1. Main stage along with green room and front sitting arrangements 2.Coordination cell &VIP lounge 3.LED screen for Backdrop 4. Backdrop (thematic) 5.Alumiminiun truss for stage 7. Barricading for sitting arrear 8. Thematic entrance gate no.1 (Box Size) 9. Entrance gate no.2 (Box Size) 10. VIP Sofa 11. Banquet chair 12. Modular Chair	Detail work plan& design are to be presented during the technical presentation.
B	Advertisement & Publicity	1. Temporary Hording inside city 2. Kiosk on Polls 3. Temporary Hording 4. Auto Announcements 5. Social Media Announcement & Electronic Media management	Detail work plan are to be presented during the technical presentation.
C	Security Services	Providing Private Security Service at Festival Venue & Accommodation Place of the participants during the event	
D	Light & Sound	Stage Light & Sound as per tech rider & Bollywood celebrity.	
E	Power & Electricity	Genset with fuel for Stage and other areas.	
F	Manpower Support	Provisioning of sufficient manpower for day-to-day refreshment of the guests and officials in coordination cell and VIP lounge	
G	Printing Works	Identity cards, Invitation cards and certificates to be printed in specified quantity	
H	Sanitation	Cleaning of Festival ground, accommodation places.	
I	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit, stage and other area.	

Details of the Items wise work to be provided:

A- Infrastructure, Tentage & Allied Works

1. Stage & Front Sitting Arrangements

One open stage shall be erected and decorated in the exhibition ground for meeting / evening cultural shows during the exhibition. The bidder has to be quoted as a package against the details specifications given below:

Structure	Iron fabricated structure 80'X50" size & height from ground surface 6' with plywood floor of 19 mm thickness ply with four side grid.
Green room	10 no. of Green room 16'X16' with pagoda structure along with main stage.
Aluminum truss for stage	Aluminum truss structure 100'X60' size with 30' height around stage area
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Backdrop	Artistic 3D structured stage and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect. LED back ground of size 800 sqft Back drop thematic for stage 80 ft wide
Lettering	Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name Mentioned and fixed properly attached of the back drop.
Side Wings	6 no. of side wings with a size of (12'X4') made off lex sheets fitted on a wooden frame work With artistic 3D design and properly fixed on both sides of the stage.
Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be Separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.
Barricading	4' height X 8000 rft iron (Majo Baricade) fabricated barricade will be made around the stage for the entry of VVIPs.
Furniture	60 no. of VVIP Chairs with white towels, Table Cloth, 60 no. Good quality borosil glasses with covers, Plstic name plates- 60 no. 20 no. of Flower vase with live flowers ticks, Turkish towels on the VVIP Chairs, one speech podium , Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.
Light	1. Parcan 64/60- 40 nos. 2. LED palco- 100 nos. 3. White blinder- 4 nos. 4. Colour Blinder- 2 nos. 5. Back drop LED par- 40 nos 6. Sharp -60 nos. 7. Smoke, stove, lager, and other stage light as per bollywood tech rider
Sound	1. JBL vertech Series & Lineary 8 pair 2. JBL vertech Double Bass 10 nos. 3. Stage monitor & Stage Gear (as per Bollywood Artist required) 4. Other required thing as per bollywood artist requirement.
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights are the complete responsibility of the vendor.
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction off stage, should be treated with fire reellant chemical.
Power	3 no. of Genset (125kv) with fule for stage, setting area in front of stage, gate other area as per client.

Sitting Arrangement in Front of the Stage: The minimum distance of 15 feet from stage to auditorium will be maintained. Specifications are as follows:

Chair	Four thousand (4000) no. of plastic moulded chairs, 1000 no. of Banquet Chair white cover, 8 numbers of tea poy with white cover.
Barricading	Three feet(4') height Iron barricade will be made in the four sides of audience sitting area.
Matting	Green net matting in sitting area.

2. Gates: Thematic Entry & Exit

The bidder shall submit the lowest possible rate for the gate with following specification.

Sl. No.	Particulars	Work Specifications
1	Structure	2 no. of thematic entrance gate with plywood and other creative, Bamboo Structure, Wooden Batten framing, box type structure.
2	Size	Pillars height will be of 16' to 20' with 20' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
3	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.
4	Lighting	Sufficient lighting arrangement with white metal light.
5	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.

B- Advertising & Publicity Works to be done in SILK CITY FEST - 2023

The detail works to be done is given hereunder:

Sl.	Specifications	Quantity (Pcs./ Package)
1	Temporary Hoardings inside the City (10'X20')	80
2	Kiosk on Polls (3'X6')	700
3	Temporary Hoardings (10'x10')	100
4	Auto Announcement	10 days before fest
5	Social Media Management, Electric media management & Press media	

C- Security Services:

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak Oriya.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

Tentative Requirement of Security Personnel in per event

Security Guard with Lathi	-	(1 st shift – 3, 2 nd shift- 15, 3 rd shift – 3)
Supervisor	-	1 per shift

Security personnel will be deputed at Festival & Mela ground and Accommodation places of SILK CITY FEST - 2023 participants on shift basis, as per the requirement and direction of Festival Management Team.

D- Manpower Support

Provisioning of sufficient manpower for day-to-day refreshment of the guests and officials in coordination cell and VIP lounge during SILK CITY FEST - 2023, Berhampur.

E- Printing

Details of the Printing works to be done for Silk City Fest-2023 are given below:

1. Official Identity Card with Cover and Neck Cord with printing (500 Pcs.)

- i. Size : 14 CM X 10 CM
- ii. Printing : Offset Printing, Both Side
- iii. Colour : **Multi colour**
- iv. Paper : Art Paper Board, 220 GSM
- v. Accessories : Plastic pouch and Clip type Neck Cord

2. Invitation Card with Envelope (2000 Pc.)

- i. Size : 42 CM X 29 CM (Triple folded- with creasing)
- ii. Printing : Offset Printing
- iii. Colour : **Multi Colour**
- iv. Paper : 220 GSM Glossy sheet (Imported)
- v. Envelop : Fit to card, multy **colour** printing

F- Sanitation

Cleaning of Festival ground, accommodation places, Coordination cell &VIP lounge, toilets twice daily using disinfectant materials.

SECTION: 4

TECHNICAL BID SUBMISSION FORMS

TECH -1 COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Commissioner.
Berhampur Municipal Corporation
Ganjam, Odisha- 760001**

Sub: Selection of Event Management Agency for SILK CITY FEST - 2023 [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Request for Bid No.: _____, dated _____. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your authority shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -2
Bidder's Organisation (General Details)

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3
Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Turnover from Event Management Services (in Cr/ lakh)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last four FYs(2018-19, 2019-20, 2020-21 and 2021-22)(Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional audit report for any of the FYs will not be accepted.</p> <p><i>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 Bid failing which the Bid will be out rightly rejected.</i></p>				

Authorized Signatory [*In full initials with Date and Seal*]: _____

Communication Address of the Bidder: _____

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

**Table -1 (List of completed assignments only of similar nature during last 4 years)
(FY 2018-19, 2019-20, 2020-21 and 2021-22)**

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete address	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Note: Bidders are requested to furnish the list of the assignments undertaken during the last three year as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

TECH - 5

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for Empanelment on Event management work of **SILK CITY FEST - 2023** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of , 2023

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

SECTION: 5
FINANCIAL BID SUBMISSION FORMS

FIN-1
COVERING LETTER (In Bidders Letter Head)

[Location, Date]

TO:

The Commissioner.
Berhampur Municipal Corporation
Ganjam, Odisha- 760001

Sub: Submission of Financial Bid for Event Management Services of SILK CITY FEST - 2023.

Sir

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

SI	Items	Specification	SILK CITY FEST - 2023 -2023		
			Rate Per Unit/Sqft	Quantity (Pcs./Package)	Total Amount (In Rs.) Excluding GST
A	Infrastructure				
1	Main programme stage	80'X50'		1 package	
2	Backdrop (Thematic)	80' wide		1 package	
3	Aluminium Truss for Stage	100'X60'		1 Package	
4	Green Room (Pagoda)	16' x 16'		10 nos	
5	LED for Backdrop	800 sqft		1 Package	
6	Iron Barricading for sitting area (Majo Barricade)	8000 rtf		1 package	
7	Thematic Entrance Gate No-1	Box size		1 Package	
8	Thematic Entrance Gate No-2	Box size		1 Package	
9	VIP Sofa	60		5 days	
10	Banquet chair	1000		5 days	
11	Modular Chairs	4000		5 days	

12	Flower decoration	1 package		5 days	
13	Security	1 package		5 days	
B	Power				
1	3 No. of Genset with fuel (125 Kv)	1 package		5 days	
C	Light and Sound				
1	Stage sound (As per Artist)	1 package		5 days	
2	Stage lights (As per tech rider)	1 package		5 days	
3	Ambience lighting (As per tech rider)	1 package		5 days	
D	Advertisement & Branding				
1	Hording inside city	10'X20'		80 nos	
2	Kiosk on polls	3'X6'		700 nos	
3	Temporary hording	10'X10'		100 nos	
4	Auto Announcement	1 package		10 days	
5	Social media management & Electronic Media Management, Press Media.	1 package			
E	Printing				
1	Official Identity card	14cmX10cm		500 nos	
2	Invitation card	42cmX29cm		2000 nos	
Total Quoted Amount excluding GST					
Add :- GST (CGST + SGST) - 18%					
Grand Total Quoted Amount Including GST					
Rupees in words _____					
_____ Only Including GST.					

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

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

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:_____

Name and Designation of Signatory with Date and Seal:_____

Address of the Bidder:_____

SECTION - 6

ANNEXURE-I BID SUBMISSION CHECK LIST

Sl no	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs. 10,000/- + GST 18% - Rs. 1800 = Rs. 11,800 (Rupees Eleven Thousand Eight Hundred) in form to DD/ BC		
4	EMD of Rs. 1,00,000/- (Rupees One lakhs only) in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration / Partnership Deed of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (G STIN)		
8	Trade License		
9	General Details of the Bidder (TECH - 2)		
10	Financial Statement details of the bidder (TECH - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career.) (TECH – 5)		
13	Copy of the Electrical License/ Contractor hired by the Agency.		
FINANCIAL BID			
1	Covering Letter (FIN-1)		
2	Summary of Financial Bid		

Undertaking:

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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____