

REQUEST FOR PROPOSAL
(RFP)

**SELECTION OF AGENCY FOR PROVIDING
EVENT MANAGEMENT SERVICES FOR
ZONAL LEVEL SARGIFUL, 2023 AT
SUNDARGARH**

**ST & SC Development Section, Collectorate, Sundargarh
Odisha.**

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DISCLAIMER

This Request for Proposal (**RFP**) is issued by the ADM (Gen), Sundargarh-cum-Chairman of Zonal Level Sargiful-2023 scheduled to be held at Sundargarh, Odisha.

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 the ST & SC Development Section, Collectorate, Sundargarh 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 the ST & SC Development Section, Sundargarh 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 formulation of their applications for qualification and thus selection pursuant to this RFP (the “**Application**”). This RFP includes statements which reflect various assumptions and assessments arrived at by the ST & SC Development Section, Sundargarh in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisors to consider the objectives, financial situation and particular 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 document 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 may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Client shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or

deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP. The issue of this RFP does not imply that the ADM (Gen), Sundargarh is bound to select and shortlist Applications and the Committee under his chairmanship reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all the costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the ST & SC Development Section, Sundargarh or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner what so ever for the same or for any other costs or other expenses incurred by the bidder in preparation / submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

The Committee under the ADM(Gen) shall be the sole and final authority with respect to selection of an Agency through this RFP.

LETTER OF INVITATION

RFP No: 3919 / ST & SC Dev.

Date: 10.11.2023

Name of the Assignment: Selection of Agency for providing Event Management Services for Zonal Level Sargiful, 2023 at Sundargarh.

1. The ADM (Gen), Sundargarh on behalf of the ST & SC Development Section, Collectorate, Sundargarh (the Client) invites sealed proposals from eligible bidders for Selection of Agency for providing Event Management Services for Zonal Level Sargiful, 2023 at Sundargarh. More details on the proposed assignment are provided at Section –2: Scope of Work & Schedule of Requirements of this RFP Document.
2. Least Cost Selection (LCS) method will be followed for identification of the Agency.
3. The proposal complete in all respect as specified in the RFP document must be accompanied with a non-refundable amount of Rs. 5000/- (Rupees five thousand) only towards Bid Processing Fee in shape of Demand Draft/ Banker's Cheque in favour of "DWO, Sundargarh", drawn in any scheduled commercial bank and payable at Sundargarh, Odisha, failing which the bid will be rejected.
4. Earnest Money Deposit- EMD of Rs. 100000/- (One lakhs rupees) security and instead, a Bid Security Declaration shall be kept in the bid document.
5. The proposal must be delivered at the specified address i.e; District Welfare Office, Collectorate, Sundargarh as per the Bidder Data Sheet by Speed post / Registered Post / Courier/ Dropped in the Tender Box. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will not be entertained.
6. The last date and time for submission of the proposals complete in all-respects is 18.11.2023 up to 5.30 PM at the above address and the date of opening of the Technical Proposal is 20.11.2023 (03:00 PM) followed by Power Point Presentation on the "Theme Based Design" and execution plan etc.
7. Financial Bid will be opened on 20.11.2023 in the presence of the bidders or their representatives at the specified address as mentioned in the Bidder Data Sheet after evaluation of Technical Proposal. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
8. This RFP includes following sections:
 - a) Section-1: Information to the Bidder
 - b) Section-2: Scope of Work & Schedule of Requirements
 - c) Section- 3: Technical Proposal Submission Forms
 - d) Section-4: Financial Proposal Submission Forms
 - e) Section-5: Annexures (I , II & III)

9. Critical Date Sheet:

1	RFP Issue Date	10.11.2023
2	Pre Bid Meeting Date, Time & Venue	15.11.2023, 4 PM in the office chamber of Principal, EMRS, Bhawanipur
3	Bid submission due Date, Time & Venue	18.11.2023 (Up to 5:30PM) in the office of DWO, Sundargarh
4	Technical Bid opening Date, Time & Venue	20.11.202 (3:00 PM) in the office of ADM(Gen), Sundargarh
5	Financial Bid Opening Date, Time & Venue	20.11.2023 (after evaluation of Technical Proposal in the same venue)

10. The RFP document can be downloaded from website <https://sundargarh.nic.in> and to clarify the queries of the Bidders, a pre-bid meeting is scheduled to be held on 15.11.2023 at 4 PM in the in the office chamber of Principal, EMRS, Bhawanipur. Duly completed proposal along with other requisite documents in support of eligibility criteria and the information as per formats must be submitted through **Registered Post/ Speed Post/ Courier/Dropped in the Tender Box** latest by 18.11.2023 up to 5.30 PM as specified in the critical date sheet. For details please refer to RFP documents.
11. While all information/data given in the RFP are accurate within the consideration of scope 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 of consultants to check the validity of information/specifications/ narrations included in this documents. The Client reserves the right to accept / reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.
12. **Contact Persons:** Sri Pabitra Mohan Pradhan, OWS-I, DWO, Sundargarh, Mob: 9437329417, E-mail: www.dwosundargarh@gmail.com.
13. **Complete Address for Submission of Bid:** DWO, Sundargarh, in the campus of Collectorate, Sundargarh, PIN 770001.


ADM(Gen), Sundargarh-cum-Chairperson
Zonal Level Sargiful-2023

BIDDERS DATA SHEET

Sl. No.	Particular	Details
1	Title of Request for Proposal (RFP)	Selection of Agency for providing Event Management Services for Zonal Level Sargiful-2023
2	Name of the Client	ST & SC Development Section, Collectorate, Sundargarh
3	Method of Selection	Least Cost Selection (LCS)
4	Date of Issue of RFP	10.11.2023
5	Last Date, Time & Place for submitting Pre Bid Queries	15.11.2023, 5:30 PM
6	Date, Time & Place of Pre-Bid Meeting	15.11.2023, 4 PM at EMRS, Bhawanipur
7	Last Date, Time & Place for submission of Bid Proposal	18.11.2023 (Up to 5:30PM), DWO office
8	Date, Time & Place of opening of Technical Proposal	20.11.2023 (3 PM) at ADM (Gen) Office
9	Date, Time & Place of presentation (PPT) of theme based design of Sargiful,2022	20.11.2023, (after Scrutiny of Technical Proposals) at ADM, Gen office
10	Date and Place of opening of Financial Proposal	20.11.2023 (after evaluation of Technical Proposal including PPT) at ADM, Gen Office
11	Site Visit	From 15.11.2023 at PM (site visit will be facilitated by the Client during office hours for the prospective bidders on other dates also, if required before tender opening)
12	Bid Processing Fee (Non-Refundable)	Rs. 5,000/- (Five Thousand Rupees Only) in shape of Banker's Cheque / Demand Draft in favour of "District Welfare Officer, Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.
13	Earnest Money Deposit (EMD)	Rs. 100000/-

14	Address & Mode for Submission of Proposal	<p>Address:-DWO, Sundargarh, in the campus of Collectorate, Sundargarh, PIN 770001.</p> <p>Email- www.dwosundargarh@gmail.com</p> <p>Mode of Submission:- Speed Post / Registered Post / Courier/ Dropped in the Tender Box only. Submission of Bid through any other mode will not be entertained.</p>
15	Performance Security	Selected bidder must submit Performance Security of the amount equivalent to 3 % of the Contract Value.
16	Validity of Proposal	Proposals must remain valid for one hundred Eighty (180) days from the submission date.
17	Language(s) of the submitted proposals	English
18	Bidder to state financial proposal in the Indian national currency	Indian Rupees (INR)
19	Pre- Qualification Eligibility Criteria	Bidders are requested to refer Section-I
20	Technical Proposal Evaluation Criteria	Bidders are requested to refer Section-I
21	Letter of Award (LOA) to selected Bidder	On the date of approval of Tender.
22	Signing of Service Agreement (SA)	Within 03 (Three) days from the date of issue of Letter of Award (LOA)

SECTION: 1

INFORMATION TO THE BIDDER

Eligibility Criteria:

Bidders should conform to the eligibility criteria given below and must produce the requisite supportive documents /information as indicated against each as part of the technical proposal:

Sl. No	Eligibility Criteria	Requisite Documents
1	The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organizations for at least 5 years preceding to the date of submission of the proposal.	1.Copy of Certificate of Incorporation / Registration of the Agency issued by competent authority. 2.Copies of PAN, GST registration certificate & GST deposit challan up to Sept, 2023. 3.Copies of the IT Returns for the last three Assessment Years (AY- 2020-21, 2021-22 & 2022-23).
2	The Agency should have average annual turnover of Rs. 1.00 crore from Event Management Services for the last 3 Financial Years.	Copies of audited balance sheet for the last three Financial Years certified by Chartered Accountant.
3	Bidders must have successfully completed at least three assignments for event management services for not less than Rs. 30 lakh in a single order during last 5 years.	Copy of Work Order/ Contract Document with Work Completion Certificates from the previous Clients
4	Bidders must have successfully completed at least three assignments on organization of Students' Festivals under the Central Govt./ State Govt./ Autonomous Body under the Govt. administrative control/ International & National Organizations.	Copies of Work Order/ Contract Document with Work Completion Certificates from the previous Clients.
5	The Agency should have qualified visualize (s) with them preferably M.A. in Visual Art to supervise the execution of work throughout the construction period as per the approved design.	Curriculum Vitae (CV) & detailed works done by the visualizer to be submitted.
6	Bidder must not be under any declaration of ineligibility by any Client and should not have been blacklisted with any of the Government/PSU as on date of proposal.	Undertaking as per Form T5 on stamp paper of appropriate value regarding his eligibility and non-blacklisting needs to be furnished by the bidder.

7	Food preparation license, Trade license with work experience. (joint venture/ consortium allowed)	The Agency should have a caterer with valid food preparation license from concerned authority, trade license from Bhubaneswar Municipal Corporation and work experience for preparing and & supplying food for above 1000 participants at a time.
9	Declaration regarding any conflict of interest.	The Bidder must declare on the letter head that the Agency is not carrying out any activity which is of conflicting nature. (Tech-6)

N.B:- The Committee has the power to relax any of the above eligibility criteria at any point of time till the selection of a successful bidder for organization of the cultural programme.

The bidders have to furnish requisite information in the formats, copies of above documents duly signed, bid submission check list in original and covering letter on Bidders' letter head requesting participation in the tender.

Brief Description of Bidding Process:

The RFP comprises two parts as briefed below:

Part 1: Technical Proposal

The Technical Proposal of bidders will be scrutinized as per the eligibility criteria and technical evaluation as defined in the RFP. The bidders fulfilling the eligibility criteria and technical evaluation conditions shall be considered as technically qualified. These technically qualified bidders would only be considered for Financial Proposal evaluation.

Part 2: Financial Proposal

Financial Proposal of technically qualified bidders (based on technical proposal and technical evaluation as indicated above) will only be opened and evaluated. Bidders quoting Lowest Bid Value i.e. L1 among the technically qualified bidders, shall be selected as successful bidder.

Procedure for submission of proposal

- i) **Pre-Qualification proposal:** The envelope containing pre-qualification documents shall be sealed and superscripted "**Pre-Qualification Proposal – Selection of Agency for providing Event Management Services for Sargiful-2022**".
- ii) **Technical Proposal:** The envelope containing the filled in technical proposal forms along with theme based design, shall be sealed and superscripted "**Technical Proposal – Selection of Agency for providing Event Management Services for Sargiful-2023**".
- iii) **Financial Proposal:** The envelope containing financial proposal, shall be sealed and superscripted "**Financial Proposal – Selection of Agency for providing Event Management Services for Sargiful-2023**". The duly filled-in Financial Proposal Forms should contain the detailed price offer for the proposed assignment as per the prescribed format.

The "Pre-Qualification Proposal", "Technical Proposal with Theme Based Design" and "Financial Proposal" must have to be submitted in separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. All above three envelopes have to be sealed and placed inside one envelope with proper labeling of following information in bold letters:

NAME OF THE ASSIGNMENT:-

RFP NO. DATE:

DATE OF SUBMISSION OF BID:-

NAME AND ADDRESS OF THE BIDDER:-

1. **Opening of the proposal :**

The FIRST ENVELOPE containing "Pre-Qualification Proposal" will be opened in the initial stage by the Client in presence of the bidders' representatives at the designated location, date and time specified in the Bidder Data Sheet. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing "TECHINICAL PROPOSAL" will be opened in respect of the pre-qualified bidders only followed by power point presentation on the **THEME BASED DESIGN** and plan of execution. The THIRD ENVELOPE containing **FINANCIAL PROPOSAL** of the **technically qualified bidders** will be opened after completion of technical evaluation of all bids.

2. **Evaluation of Proposal:**

A THREE stage process will be adopted as explained below for evaluation of the Bid proposals.

Pre-qualification (1stStage): Pre-qualification proposal will be opened and scrutinized as per the listed documents:

1. Copy of Certificate of Incorporation/ Registration
2. Copy of PAN
3. Copy of Goods and Services Tax registration certificate bearing identification number (GSTIN)
4. Copy of GST deposit challan up to 31.03.2023.
5. Copies of the IT Returns for the last three Assessment Years (AY- 2020-21, 2021-22 & 2022-23).
6. Copies of audited balance sheet for the last three Financial Years certified by Chartered Accountant in support of Annual Turnover. **(Tech-3)**
7. Copies of Work Order/ Contract Document with Work Completion Certificates from the previous Clients. **(Tech-4)**
8. Curriculum Vitae (CV) & detailed works done by the visualizer.
9. Copies of Food Preparation License, Trade License and Work Experience Certificate (preparing and service of food for above 1000 participants at a time of the caterer). (joint venture/ consortium allowed)
10. PASARA License and Work Experience Certificate of Security Agency (joint venture/

- consortium allowed).
11. Valid Address Proof of the office (Electricity Bill / Telephone Bill / Rent Deed etc.)
 12. Undertaking on stamp paper of appropriate value regarding eligibility and non-blacklisting of the Agency. **(Tech-7)**
 13. The Bidder must declare on the letter head that the agency is not carrying out any activity which is of conflicting nature. **(Tech-6)**
 14. Bid Security Declaration. **(Tech-5)**
 15. Organization Details. **(Tech-2)**
 16. Covering Letter. **(Tech-1)**

Technical Evaluation (2nd Stage): The Technical proposals of those bidders, who have qualified the pre bid selection criteria, will be evaluated as per the following parameters:

Technical Proposal Evaluation Parameters	Maximum Mark
1. Number of assignments for providing event management services for not less than Rs. 30.00 lakh as a single work order undertaken & completed during past three years (past experience of handling event management assignments of similar nature for Central/State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organizations) (scoring pattern – 1-2 assignments =5 marks, 3-5 assignments =10 marks, more than 5 assignments =15 marks)	15
3. Successful completion of three assignments of event management services for Rs. 30 lakh or above in a single order during last 5 years. (scoring pattern – 1-2 assignments =5 marks, 3-5 assignments =10 marks, more than 5 assignments =15 marks)	15
3. Successful completion of assignments on organization of Students' Festivals under the Central Govt./ State Govt./ PAPs/ Autonomous Body under the Govt. administrative control/ International & National organizations. (scoring pattern – 1-2 assignments =5 marks, 3-5 assignments =10 marks, more than 5 assignments = 15 marks)	15
4. Financial Statement of last three years: The agency should have an average annual turnover of Rs. 1.00 core from Event Management business during the last 3 Financial Years (2020-21, 2021-22 & 2022-23). (scoring pattern: < 75L = 5marks, 75L-1 Cr = 10 marks & >1 Crore = 15 marks.)	15
5. CV of the visualizer & detailed work done by him/her for State / National / International Event with proofs (scoring pattern – 1-2 years of experience =5 marks, 3-5 years of experience =10 marks, more than 5 years of experience = 15 marks)	15
6. Theme Based Design presented in power-point (PPT) (score will be awarded by the Committee)	25
Grand Total	100

Bidders will make a power-point presentation before the Committee regarding the theme based design and plan of execution for the proposed assignment during the technical evaluation stage. Clarifications, if any, as required by the Committee will also be discussed. The bidder whose technical proposals including the "Theme Based Design" secures the minimum qualifying marks of 60 out of 100 in the technical evaluation, will be eligible for financial evaluation. In case of non-availability of bidders fulfilling all the eligibility criteria, the Committee shall have the power to relax the eligibility criteria to the extent of getting required no of technically qualified bidders.

FINANCIAL EVALUATION (3rd Stage): The financial proposals of the technically qualified bidders shall be opened in the presence of the bidders' representatives.

3. Evaluation Process:

Least Cost Selection (LCS) method will be followed during the overall selection process. Based on the evaluation of technical proposals, the technically qualified bidders shall be ranked in a descending order in accordance to the marks obtained in the technical evaluation. The Client will select the bidder whose bid has been determined as the lowest & competitive evaluated price (L1) among all the technically qualified bids as per LCS method.

4. Award of Contract:

The Client will issue work order to the successful L-1 bidder. In case the L-1 bidder fails, the Client may invite the L-2 bidder to execute the project at the prices of L-1. If the negotiation with L-2 fails, the Client will cancel the bidding procedure and re-invite bids (*Sub-contracting is not allowed under this assignment*).

5. Supervision of work:

The Project Administrator, ITDA, Sundargarh who is nominated as Nodal Officer, shall supervise the execution of the jobs committed under the contract. DWO, Sundargarh will assist him.

6. Other Terms & Conditions:

- a. The Client will not be responsible for any occurrence like theft & missing of any articles in the Sargiful, 2023.
- b. In case of any occurrence of theft, the Security Agency will be responsible to pay the amount of loss.
- c. The locations for accommodation arrangements is attached in the **Annexure-I**.
- d. The Agency will be responsible for upkeep and maintenance of the entire work till the closing of the event.
- e. It shall be the responsibility of the Agency to obtain requisite permission for electricity connection / certification on fire safety measures etc. from the statutory bodies.
- f. The Agency / Event Management unit have to supply fire protection equipments like fire extinguishers and adhere to the fire safety norms & fire retardant liquid spray over inflammable materials used in the stalls as per the guidelines of Fire Service Authority.
- g. In regard to electrical fittings etc. Agency shall engage qualified licensed electrician/ contractor entitled erect, handle and maintain supply-line and its upkeep under the guidance of Govt. Electrical Contractor.
- h. The rate offered by the Agency shall be exclusive of GST & other taxes, which are to be indicated in the financial proposal.
- i. The selected Agency/ Firm should open its own office with adequate manpower

(technical & managerial) throughout the event period to handle any work to be assigned by the Client.

- j. The bidder shall quote their price for all the items as per the given format without leaving any blank space. If found so, the bid will be treated as non-responsive.
- k. The Client is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in go-down of the bidders by nominating a Committee to ascertain the credibility of the Firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- l. The final payment will be made on the basis of the actual work done and Work Assessment Report. The Agency shall not use any other materials other than those specified in the Work Order. In case of any additional requirement, the Agency has to take the prior written permission from the Chairperson.
- m. Additional work of 5% (five percent) if any, over and above the approved contract value, will be executed within the same amount without any financial implications.
- n. The Event Management Services contract includes both procurement of goods and hiring of services. The goods procured in course of the execution of the contract, shall be returned to the Client before the final payment.
- o. The documentation (photo, video and literature) of the event shall be the task of the service provider which will be submitted to the Client before the final payment.

7. Terms of Payment :

- a) 10% on issue of Work Order.
- b) 40% on submission of part bill.
- c) 30% on submission of bill after completion of the event.
- d) 20% on deposit of goods procured and documentation of the event.

8. 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 contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (blacklisting etc.) 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:
 - 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;
 - 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.

9. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals and recommendation for award of contract, will result in 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 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.

10. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of Civil Courts of Sundargarh only.

11. Governing Law and Penalty Clause:

The time line 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 there-after the Client holds the option for cancellation of the contract for pending activities and complete the same through 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. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ **1% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment.

12. **Force Majeure** – Neither party shall be responsible for any damage cause by natural calamities or explosion, fire & riots etc.

13. Client's right to accept any proposal and to reject any or all proposal(s)

The Client 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, 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 proposals 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.

14. Number of Proposals:

Each Bidder shall submit only one (1) proposal, in response to this RFP. Any Bidder who submits or participates with more than one proposal, shall be disqualified.

SECTION: 2

SCOPE OF WORK & SCHEDULE OF REQUIREMENTS

About the Sargiful, 2022

The ST & SC Development Section, Sundargarh on behalf of the ST & SC Development, Minorities & Backward Classes Welfare Department, Govt. of Odisha is organizing the Zonal Level Students' Festival: SARGIFUL-2023, from 7th to 9th December, 2023 in the campus of EMRS, Bhawanipur, Sundargarh. The talented students from Sevashrams, Ashrams, High Schools, Higher Secondary Schools & EMRSs & ANWESHA Hostels run by ST & SC Development Department from 15 northern districts will participate in the workshops like Magic, Odissi Dance, Creative Writing, Tribal Painting, Terracotta, Puppetry, Math Games, Science Games, Lamp Shade & Straw Craft, Paper Mache, Photography, Child Reporter, Life Skill Education and NCC followed by competitions in Debate in Odia, Elocution in Odia, Quiz Competition, Painting, Solo Dance, Solo Song, Instrumental Music, Group Dance and One Act Play etc. The vibrancy of cultural programme of Group Dance adds a glamour look in the record dance & folk dance competitions.

Organizations like Bakul Foundation, UNFPA, SIDAC, Odisha Dance Academy, SCCERT, SCSTRTI, Directorate of NCC and other stakeholders will actively co-ordinate the workshops and competitions to make the festival a grand success.

Activities to be Undertaken:-

1. Ground preparation for construction and decoration.
2. Construction of backdrop. Sitting arrangement including required decoration etc. as per approved design.
3. Preparation and installation Hoardings as per approved design.
4. Cleaning and Sanitation of entire Event Place including maintenance of temporary urinals and toilets.
5. Light and Sound system for Stage as per approved requirement including silent DG set with fuel. The Event Management Agency will engage approved Govt. electrical Contractor for concealed wiring of entire Pavilions, Competition Stalls, Science Exhibition Stalls, Dining Area & other light decorations etc. and obtain NOC from appropriate authority for safely conduct of the programme.
6. Illumination of entire Event place and accommodation places as per approved requirement. Flower decoration as per requirements.
7. Supply of VIP chairs, sofa sets, tea-poy, tables, chairs and carpets etc.
8. Public announcement system of the programme.
9. Construction and decoration of gates as per approved requirements.
10. Construction and decoration of required nos. of Pavilions, Competition Stalls, Science Exhibition Stalls and other Stalls as per requirement.
11. Different Signages for the Programme and Logistic Stalls as per approved specifications.

12. Supply of mattresses, bed sheets, blankets and pillows with covers for the participants as per requirement for accommodation arrangement in different places as per list.
13. Provision of drinking water for the event and accommodation places.
14. Construction and Decoration of Dining Space and Kitchen Shed as per approved design and requirement.
15. Provision of Green Carpeting on entire Event Ground with side walling as per requirements.
16. Construction and decoration of Registration Counter –cum- Competition Stalls as per approved design including Help Desk and VIP- Lobby.
17. Fire Safety Measures as per requirement.
18. Provision of fumigation against mosquitoes in and around event and accommodation places (4 days).
19. Printing of Invitation Cards, Food Coupons and badges for the programme.
20. Provision of delicious & hygienic food for all participants under proper certification of Health Inspector/ Food Inspector, Govt. of Odisha.
21. CC TV surveillance.
22. Any other works required by Authorities for smooth conduct of the programme.

Schedule of Work for Zonal Level Sargiful – 2023 at Sundargarh

Item of Work	Specifications	No. of Unit
Ground preparation	The playground of EMRS, Sundargarh will be handed over to the L1 bidder for erecting the stage, stall and other facilities as per the specifications detailed below. After the completion of the programme, the agency has to clean the area and hand over to the filed to the Principal, EMRS, Bhawanipur.	1
Stage Decoration and Backdrop: (As per the approved design and materials as per need)	<p>a) Stage and Backdrop:- As per approved design and theme</p> <p>b) Seating arrangement:- Seating for 1400 students and teachers and other participants. Tarpaulin water-proof coverage with bamboo and cloth structure in front of the stage for sitting of audience full covering from top of the pandal to steps, Sofa with white towel will be used for VIP guests ,Separate zone for Press. Pathway will be created for audience movement. All materials like sofa ,carpet, lamps ,flowers etc. to be used for opening and closing ceremony. Provision of fire extinguishers with technical man power.</p>	1
Hoarding and publicity	Materials to be used: -Hoarding 10' X 20' as per design including installation and maintenance in specific locations permitted by Sundargarh Municipality.	5 nos.
Cleaning and sanitation	<p>a) Cleaning and Sanitation from 6 am to 9 pm of the event place including all latrines and urinals (Permanent & Temporary) bath rooms and dining area (8 sweepers in each shift)- From dt.07.12.2023 to dt.09.12.2023)</p> <p>b) Construction of 30 temporary urinals (Male -15 & Female-15 separately) with all materials like bamboo tati ,sand etc.</p> <p>c) Cleaning & Sanitation of dining area, kitchen area, removal of waste materials of dining every day twice & putting bleaching powder twice, putting 30 nos of big size dust bins for collection of waste materials etc. The total area should be cleaned in evening after the closing of the workshops and every day before 7.00 A.M.</p>	30 nos. of Big size dustbins
Light and sound system for stage	a) Light to be used: Moving Head -4 nos, Fresnel spot (solar) -4 nos, 1 KW Fresnel spot (baby) 8 nos., Multi -20, Hard soft-4 nos ,Multi-10, Hard soft -4 ,1 KW Halogen- 4 nos, 500 watt Halogen-8 nos, 400 watt metal light-4 nos., park (64/62)-50 nos.,let part -16 nos. Scanner big-4 ,Colour lab-5 nos, laser-2	1

	<p>nos.,Smoke-2 nos. Strobe-02 nos ,Follow spot (high beam) -1 nos ,wash/beam (Rotary) -4 nos.</p> <p>b) Required cable,switch board,dimmer light control system etc. with proper earthlings and operation, 125 KVA DG set (Silent) including fuel and transportation cost (the entire stage & dinning Programme will run through DG set) Required KVA DG set for two accommodation place (EMRS Hostel and Anwesa Hostel) for four days.</p> <p>c) Sound, Equipment and Accessories for the Programme : Audio Mixture (32 input) (imported one MACDIEE/Sound Craft/PV)-1 nos., Code microphone Shore (58/57) – 15 nos., codeless lapel microphone-6 nos. , Codeless microphone -1 nos.,Podium Microphone -2nos, Audio power Amplifier- 4 nos,4000 watt -2 nos., 3000 watt & 2500 watt. ,500 watt for horn- 2 nos. Speaker JBL equivalent- 1 nos.,, 600/1200 watt (TOP)-8 nos.,3000W more for feedback -4 nos. 40 Watt horn (AHUJA)- 08 nos. Reverb Unit/ Audio processor- 1 No. Audio cassette and CD player back 1+1 nos. Audio cassette recording facilities required, Microphone with other facilities for competition-10 sets. Required cable connecter, power conditioning equipment and connection board etc. with proper earthling.</p>	
Light decoration and illumination of exhibition ground during the programme.	Light decoration of the main gate, back gate, garden, different locations near the Science Exhibition, Stalls, event area to be made with rice light, LED light and ground is to be illuminated for the function period fully by LED focused light etc. Light arrangement for dining hall , kitchen and around the dining area, accommodation places etc. to attract the children, all competition stalls and pavilions , path ways inside the event place, accommodation venues etc. .The event management Agencies will engage approved Govt. electrical contractor for concealed wiring of entire pavilions, competition stalls, science exhibition stalls, dining area and other light decoration etc. and obtain NOC from appropriate authorities for safety conduct of the programme	1
Flower decoration	Flower decoration of the gate, stage , backdrop, pavilion entrance , other places as per requirement. 5 VIP bouquets each day as per requirement and 5 VVIP bouquets for opening and closing.	VIP-15 VVIP-10
Supply of Chairs , Tables, Carpets etc. for events	Detailed materials item to be used. 1. VIP Chairs- 10 Nos.(Stage) 2. Tea poy – 5 nos.(Stage) 3. Table cloth, Towel for VIP Chair, Lamp, Podium	8 5 5+10+1+1+5

	<p>etc.(Stage),Extra towels.</p> <p>4. Brass/steel sofa sets with Tea poy for control room-5 nos.</p> <p>5. Banquet Chairs for gallery-250 nos.</p> <p>6. Plastic chairs (without arm) for audience -1400 nos.</p> <p>7. Iron tables(4ft X 4 fts) -4 nos (Stage)</p> <p>8. Brass/Steel sofa sets with Tea poy for gallery -2 sets</p> <p>9. Carpeting of Pandal and VIP sitting area & other areas.</p>	<p>5</p> <p>250</p> <p>1400</p> <p>4</p> <p>2</p>
Public Announcement system	PA system with soft music & announcement provision from control room to reach all over the field and dining hall. Cordless microphone in science exhibition, office for announcement as per the requirement & announcement system with box, podium in competition areas.	1
Gate-As per Theme (Theme to be suggested by the Agency)	<p>a)Main Entrance, Gate No.-1 & Office Gate No-3:as per approved specification and design.</p> <p>b)Science Exhibition Gate- As per approved specification and design.</p>	<p>3</p> <p>2</p>
Pavilion- As per theme & design (Theme to be suggested by the Agency)	<p>Pavilion should be made as per approved design and theme based. Approved material to be used: Ply, bottom, wooden flooring 6 inch height, cloth ceiling, walling with ply fitting. The pavilion should have water proof tarpaulin roof, Total pavilion will be partitioned into 6 sections ,Each section will accommodate around 115 children.(Total 6 pavilions and total students 690)</p> <p>Pavilions should be erected for the entire event. Each entry gate of the pavilion should have a signage. Each pavilion will be of 24000 sqft and each section will be of 4000 sqft. Approx.having 100 sqft. Gap between sections (All materials like table, chairs, carpet, LCD projector with screen DVD players, microphones, Sound box, white board, black board etc. should be supplied as and when required).Provision of Fire Extinguisher in each pavilion with man power.</p>	
Science Exhibition Stall and Workshop stalls	41 nos. of stall, size 10' X 12' with 6" inch wooden platform with carpeting as per specification and design (Materials to be used-bamboo structure along with tarpaulin roof (water proof) , wooden bottom frame with multi-colour flex print & mounting, cloth walling 3 side & ceiling ,front display table as per design, plug point 1 nos. Tube light 2 nos., 2 chairs in each stall etc.) Vacant area should be fully carpeted and proper lighting of exhibition areas, Provision of fire extinguisher & other facilities if as per requirement.	41
Signage (Drawing competition, Science)	Each theme area of the 'Sargiful' should have a unique and different signage. As per design and requirement (Material to be used-Ply bamboo, matt finish, plastic painting color etc...)	1

exhibition, Pavilion way Board, Programme schedule etc.), display Boards with stands 3D cut-out flag cards.	Display boards of size-2' X 2' (6 nos.) covered with velvet cloths for photo clipping etc. Life-size 3D cut-out flag cards for children -30 nos. Wooden bottom frame, bamboo structure white board, 20' X 4' for signature and opinion campaign 2 pcs. Extra white board to be required for last two days, marker 30 nos. etc as per requirement.	
Cloth banner and drawing sheets for opinion, drawing and signature,	Display board for VIPs feedbacks and drawing sheets, marker pen etc for feedback.	1
Logistics for stalls: as per approved specification & theme	18 shutter stalls 15' X12' each should be redesigned to 5 stalls with cloth ceiling, walling, carpeting, front fascia, light, sound, plug point and other materials to be required for workshops, competitions. Logistics for Volleyball competition	2 sets
Accommodation arrangement	Bed sheet, Pillow with cover and blankets-1 set each as per requirement (990 sets). To be supplied to all accommodation places, (from 7 th December to 9 th December-2023) supply of buckets & mugs (10 buckets and 10 mugs for 200 persons).Light mosquito repellent as per requirement & fumigation in event place and accommodation venues. For overall monitoring of all accommodation places, one qualified supervisor is to be deployed for coordination and qualitative arrangement.	Bed sheet-990 Pillow-990 Blanket-990 Buckets- 50 Mugs-50
Drinking water supply	Mineral water bottle (approve) on the stage and for VIPs. 300 mineral water jars (20 litres) for students at the venue and at night at accommodation place for 990 participants.	Bislary Half litre Mineral water bottle -20 packets (Only for VIP)
Balloon & other decoration as per theme	Balloon decoration in vacant places of venue as per requirement.	
Dinning Space & Kitchen Shed as per theme and also registration counters.	Construction of dining hall with bamboo and tarpaulin structure, cloth ceiling & walling with sufficient space for dinning counters & well carpeted floor. The dining hall (60'X 150') having two chambers with entry and exit gate separately for students and others, two counters at the entry gate for token checking. Long dining tables to be provided along the walling for dinning of the students with fire extinguishers. Two spacious kitchen sheds should be constructed separately with fire proof materials. The kitchen shed should have fire extinguishing provision. Light	1

	arrangement for kitchen, store room. Regular cleaning of kitchen and store.	
Side walling per Sq. ft land Green carpeting per Sq. ft	Befitting side walling to be put where ever necessary to cover the unused area and for a better look, green carpeting of entire area around the pavilions, science exhibition and competition area to give attractive look and to avoid dust as per requirement.(backside of pavilions, kitchen, dining area and other competition stalls etc.)	1
Help desk and VIP lobby	There will be a long stall behind the Science Exhibition with tarpaulin roof, cloth ceiling and walling (15' X 50') X 1 VIP lobby with chairs sofa, center table, carpet etc. for Judges and Information centre. Help desk with required furniture and sound system	1
Printing of Invitation Cards, Identity Cards, Food Coupons and Certificates	Invitation cards -250, Identity Cards for participants with lace, Certificates for winning & participating students and Food coupons as per the approved specifications.	Invitation-250 I Card-1100 Certificate-750 Food Coupons-15000
Fumigation against Mosquitoes	Fumigation will be done every evening I the event venues and accommodation places (4 days)	1
Supply of delicious & hygienic food to participants & guests.	There is requirement of food (breakfast-4, lunch-3, evening snacks-3 & dinner-4) arrangement for around 1000 participants per day as per approved menu at (Annexure-II) (From 06.11.2023 afternoon to 10.11.2023 morning)	Breakfast-4000 Lunch-3000 Snacks-3000 Dinner-4000
Surveillance	CC TV cameras and monitors to be placed at mela ground for surveillance.	

N.B.:- The total area for sealing is for all kinds of structures is 46050 square feet and the total carpet area is 52750 square feet.

SECTION: 3

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH- 1 **COVERING LETTER**

(ON BIDDER'S LETTER HEAD)

Place:

Date:

To

**The ADM(Gen), Sundargarh-cum-
Chairperson, Zonal Level Sargiful.**

**Sub: Technical Proposal for providing Event Management Services for
Sargiful, 2023.**

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment "Zonal Sargiful, 2023" in response to your Request for Proposal No.____, Dated: _____ 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 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 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 of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive

I remain,

Yours faithfully

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

TECH- 2

General Details of the Bidder

Sl. 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	Office address	
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	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

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

Name and Designation with Date and Seal: _____

TECH- 3

Bidder Organization Financial Details

Financial Information in INR				
Details	FY- 2020-21	FY2021 -22	FY2022 -23	Average
Turnover from event management services (in Lakh)				
<p><i>Supporting Documents:</i> Audited certified financial statements for the last three Financial Years, (2020-21, 2021-22 & 2022-23) (Copies of income & expenditure statement and balance sheet certified by CA for the respective Financial Years are mandatory along with this Form)</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 Proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date:

Authorized Signatory of the Bidder [*In full and initial with Date and Seal*]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH- 4

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of completed assignments of event management services of last 3years)

(Assignments for Rs. 30 lakh or above in a single work order)

Sl. no.	Year	Name of the Assignment with details	Name of the Client	Contract value (in INR) and duration in month	Date of Award / commencement of assignment	Date of completion of assignment	Remarks
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Note: Bidders are requested to furnish the list of similar assignments undertaken during the last 3 Financial Years as per the above prescribed Format. 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.

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

Name and Designation with Date and Seal: _____

TECH - 5

DECLARATION REGARDING ANY CONFLICTING ACTIVITIES

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria. If yes, please furnish details of any such activities.

If no, please certify,

IN BIDDER'S LETTER HEAD

I, hereby declare that our Agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 2: [Information to the Bidder] under Eligibility Criteria.

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.

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

Communication Address of the Bidder: _____

TECH - 6

UNDERTAKING

(On the stamp paper of appropriate value regarding ineligibility and non-blacklisting of the Bidder.)

I/We, here by undertake that our Agency has not been blacklisted/ debarred by any of the Central Ministry / State Govt. Department/ Office or by any PSUs and I/ We are not blacklisted by any authority during the recent past.

Yours Sincerely

Authorized Signatory

Name & Designation of the Signatory

Name of the Bidder and Address:

SECTION: 4

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1

COVERING LETTER

(In Bidder's Letter Head)

Place:

Date:

To

The ADM(Gen),
Sundargarh-cum-
Chairperson, Zonal Level
Sargiful.

Sub: Submission of Financial Proposal for providing Event Management Services of Zonal Level Sargiful-2023.

Madam

I, the undersigned, offer to provide the Event Management Services for Zonal Level Sargiful,2023 in accordance with your RFP No. _____, Dated. _____. Our Financial Proposal for **Rs** _____ /- **Rupees** _____) only is attached herewith. This amount is exclusive of the taxes applicable as per the GST Act. I do hereby undertake that in the event of acceptance of our BID, the services shall be provided as per the terms and conditions stipulated in the RFP document and subsequent executive instructions, if any.

Sl. No.	Item / Activity	Specifications	Units	Rate per Unit	Total Amount (excluding GST)
1					
2					

I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the services accordingly.
I understand that you are not bound to accept any proposal 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: 5

Annexure- I

List of Accommodation Venues & Deployment of Security Guards

- 1. In the hostel campus of EMRS, Bhawanipur, Sundargarh for girls.**
- 2. In the hostel campus of Anwasha Hostel, Kirei, Sundargarh for boys.**

Annexure- II

Food Menus for Sargiful-2023

Date	Breakfast	Lunch	Snacks	Dinner
06.12.2023	NA	NA	NA	Rice/Roti,Dal,Mix -Veg,Khata
07.12.2023	Bada(2pcs) Boiled egg(1Pc) Rasgola(1pc)	Rice,dal,Paneer Masala/Fish curry,Vendi Tomato Khata	Pokodi &Chatni	Veg Beriani
08.12.2023	Idli(4Pcs), Chana ghuguni, Jilabi(2Pcs)	Rice,dal,chicken Masala/Mator Paneer, Dahi Brinjal Khata	Britannia Cake,Ve g Soup	Rice/Roti,Dal Fry,Mix -Veg
09.12.2023	Puri(4Pcs),Aludam , Gulab Jamun(1Pc)	Rice,Dal,Chicken Curry/Masroom, Tomato Khata	Veg Choumin , Tea	Chicken Biriani/Veg Biriani
10.12.2023	Bread & Jam, Banana(1pc)	NA	NA	NA

- I. One of the principal meals, either the lunch or dinner, shall be non-veg everyday.
- II. Provision of adequate mineral water for the participants.
- III. Tea for Juries, RPs & Dignitaries twice during programme at the event

- places.
- IV. Use of echo-friendly disposable plates, cups & spoons is mandatory.

ANNEXURE III

BID SUBMISSION CHECK LIST

Sl. no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1	Covering Letter (TECH -1)		
2	General Details of the Bidder (TECH - 2)		
3	Copy of Certificate of Incorporation / Registration of the Bidder		
4	Copy of PAN		
5	Copy of Goods and Services Tax Identification Number (GSTIN)		
6	Bid Processing Fee of Rs. 5,000/- in shape of DD/ BC		
7	Copies of IT Returns for the last 3 AYs (2020-21, 2021-22 & 2022-23)		
8	Financial 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		
9	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
10	Declaration regarding conflicting activities (TECH - 5)		

11	Undertaking for non black-listing by any Central / State Government/ Autonomous Bodies during its business career. (TECH - 6)		
FINANCIAL PROPOSAL			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal		

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 proposal have been sealed and signed by the authorized representative.*

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

Name and Designation _____