

INVITATION OF TENDER

**SELECTION OF SERVICE PROVIDER/AGENCY FOR
DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA -2026
IN ROURKELA, ODISHA**



ZILLA PARISHAD, SUNDARGARH

**ODISHA RURAL DEVELOPMENT AND MARKETING SOCIETY,
PANCHAYATI RAJ & DRINKING WATER DEPARTMENT, GOVERNMENT OF ODISHA**

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SECTION I: LETTER OF INVITATION

Tender Notice No. 33 /ZP (ORAMS)

Dated the 15th January, 2026

Assignment: Selection of Service Provider/Agency for District Level Entrepreneurs & Regional SARAS Mela -2026 in Rourkela, Odisha

1. **Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sundargarh, ORMAS under the Panchayati Raj & Drinking Water Department**, Government of Odisha (The Client) invites Bid from eligible bidders for “**Selection of Service Provider/Agency for District Level Entrepreneurs & Regional SARAS Mela -2026 in Rourkela, Odisha**”. More details on the proposed assignment are provided at **Section-III: Scope of Work** of this bid document.
2. Agency will be selected under **Quality & Cost Based Selection (QCBS)** procedures as prescribed in the TENDER Document.
3. The Bid complete in all respect as specified in the TENDER document must be accompanied with a **Non-refundable** amount of **Rs. 10,000/- (Rupees Ten Thousand)** towards **Tender Processing Fee** and a **refundable amount of Rs. 50,000/- (Rupees Fifty Thousand only)** towards **EMD** failing which the bid will be rejected. Exemption of EMD shall not be applicable.
4. All tender-related queries must be submitted through email only (ormassundergarh@gmail.com) on or before 22.01.2026 (by 05:00 P.M.) and the responses will be sent to the respective bidder's email ID before 23.01.2026
5. The last date and time for submission of Bid complete in all respects is **30.01.2026 (12 Noon)** and the date of opening of the Technical proposal, Technical Presentation & Financial bid is on **30.01.2026 (03.00 P.M.)** onwards in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet . Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
6. This TENDER includes following sections:
 - a. Letter of Invitation [**Section – I**]
 - b. Information to the Bidder [**Section – II**]
 - c. Scope of Work [**Section – III**]
 - d. Technical Bid Submission Forms [**Section – IV**]
 - e. Financial Bid Submission Forms (**Section –V**)
 - f. Checklist [**Section – VI**]
7. While all information/data given in the TENDER 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. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final, binding and cannot be challenged.
8. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**

 Chief Development Officer-cum-
Executive Officer, Zilla Parishad, Sundargarh

13.01.26

DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sundargarh ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) (70:30 weightage basis)
3.	Mode of Submission	Speed post / Registered Post
4.	Date of Issue of Tender	15.01.2026
5.	Last Date and Time for Submission of quires (through mail only)	22.01.2026 (by 05:00 P.M.)
6.	Last date for providing clarifications in response to queries by the ORMAS (through mail only)	23.01.2026
7.	Last Date and Time for submission of Bid	30.01.2026 (by 12.00 Noon)
8.	Date & Time for opening of Technical Bid and Presentation	30.01.2026 (at 03.00 P.M.) in the Office of ORMAS, Sundargarh
9.	Date & Time for opening of Financial Bid	30.01.2026 (at 04:30 P.M.) in the Office of ORMAS, Sundargarh
10.	Bid Processing Fee (Non-Refundable)	Rs. 10,000/- (Rupees Ten Thousand Only) in shape of Banker's Cheque / Demand Draft in favour of "ORMAS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.
11.	Earnest Money Deposit (EMD) (Refundable)	Rs.50,000/- (Rupees Fifty Thousand Only) in shape of Banker's Cheque / Demand Draft in favour of "ORMAS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.
12.	Performance Security	The performance security of 5% of Contract Value shall be submitted by the selected bidder and to be retained up-till the contract period.
13.	Place of Opening of Technical & Financial Bid	Office of the ORMAS, Sundargarh, Zilla Parishad, Sundargarh-770001
14.	Address of the Client/ Address for Submission of Bid	Chief Development Officer-cum-Executive Officer, Zilla Parishad, Near Collectorate Campus, Sundargarh, Odisha, 770001 E-mail: ormassundergarh@gmail.com Contact person: 1. Sri. Rudra Prasanna Barik, Project Executive, ORMAS, Sundargarh (Mob. 79789-21439)

Note:

- Amendments/ Corrigendum(a) to the TENDER document, if any, would be published on the website only. Please visit the website: www.ormas.org/ www.sundargarh.odisha.gov.in regularly for the same.
- All tender-related queries must be submitted through email only (ormassundergarh@gmail.com), and the responses will be sent to the respective bidder's email ID.
- Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Speed Post/ Registered Post. Proposals that are received after the deadline will not be considered.
- The Chief Development Officer-cum-E.O, Zilla Parishad, Sundargarh reserves all the rights to cancel the Selection Process and reject any or all the proposals at any point of time.

SECTION II: INFORMATION TO THE BIDDER

Eligibility Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sr. No.	Pre-Qualification Criteria	Specific Requirement	Documents Required
1	Legal Entity	<p>The Bidder/Bidder shall be registered as:</p> <p>a. Company under Companies Act, 1956/2013 or</p> <p>b. Society registered under The Societies Registration Act, 1860 or</p> <p>c. Trust registered under the Indian Trusts Act, 1882 or</p> <p>d. Partnership Firm registered under the Indian Partnership Act, 1932 or</p> <p>e. Limited Liability Partnership registered under the Limited Liability Partnership Act, 2008</p>	<p>Registration documents of the Bidder as a duly registered legal entity in India along with:</p> <ul style="list-style-type: none"> ● Registration document showing incorporation of the Bidder; ● Copy of the Registration Deed and Byelaws, in case of Society reflecting the current partners of the Firm. ● Certified copy of Trust Deed in case of Trust ● Certified copy of registered Partnership Deed; ● PAN Card of the registered legal entity ● GST certificate of the registered legal entity ● Any other supporting document, as may be required
2	Operation	<p>The Agency should have been in the business of providing SERVICE PROVIDER/AGENCY services to the Central/ State Govt./ Corporate bodies/ National & International Organisations for at last 05 years from F.Y 2020-21 onwards and have been completed and filed ITRs for the last three FYs (i.e., FYs 2022-23, 2023-24 & 2024-25)</p>	<p>Last three financial years Audited Financial Statements (includes Profit/Loss, Income/Expenditure, Balance Sheet) duly sealed & signed by a Chartered Accountant in practice, along with ITR for the said periods Latest GST Return in (GSTR-3B). <u>Work Orders showing the agency having experience of minimum 05 years,</u> Provisional Audit Report for any of the FYs will not be accepted.</p>

3	Financial Capacity	The Bidder shall have an average annual turnover of at least Rs.1 Crore (Rupees One Crore only) over the last three FYs 2022-23, 2023-24 & 2024-25. This must be the individual Bidder's turnover and not that of group companies/ organizations.	Financial Details of the bidder (TECH - 3) along with copies of last three FY's Audited Financial Statement. duly sealed & signed by a Chartered Accountant in practice. Avg. annual turnover certificate should duly be issued by concern Chartered Accountant only.
4	Experience	The Agency in previous five financial Years from F.Y 2020-21 onwards must have the experience of successfully completion of Advertisement & Publicity Work/ SERVICE PROVIDER/AGENCY works for National/ State/ District Level Exhibitions, undertaken for any agency under Central or State Government or Union territories or Public Sector Undertakings or Corporate Bodies or National/ International Organisations in India, should be either of the following: i. Three Similar completed works/ assignments costing not less than the amount equal to Rs.50 lakhs (Rupees Fifty Lakhs.) each OR ii. Two similar works costing not less than the amount equal to Rs.1.00 Crore (Rupees One Crore) each OR iii. One similar works costing not less than the amount equal to Rs.1.50 Crore (Rupees One Crore Fifty Lakh) each.	Copies of Relevant Letter of Award/ Work Orders/ Sanction Orders/ MoUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence, duly certified by the authorized signatory should be provided as proof (TECH-4). The attached document must be reflecting the total value of the assignment for organizing the event within the required period
5	Blacklist	The Bidder shall not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies.	Undertaking by the Authorized Signatory (TECH-5)
6	Consortium	No consortium/ JVs/ associations/ subcontracting shall be allowed under this project.	Declaration of submitting as independent Bidder from the Authorized Signatory (TECH-6)
7	Cost of Tender/ Tender Fee	The Bidder shall furnish a Tender Fee of Non-refundable amount of Rs. 10,000/- (Rupees Ten Thousand Only)	In shape of Banker's Cheque / Demand Draft in favour of "ORMAS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.
8	Earned Money Deposit (EMD)	The Bidder shall furnish EMD for a sum of Rs.50,000/- (Rupees Fifty Thousand Only)	In shape of Banker's Cheque / Demand Draft in favour of "ORMAS Sundargarh" drawn in any scheduled commercial bank

			payable at Sundargarh.
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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:

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on bidder’s letterhead requesting to participate in the selection process
- Bid Processing Fee & EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copy of valid PASARA license
- Copy of Electrical licenses along with the NOC
- Copies of IT Return for the last three financial years FY, 2022-23, 2023-24 & 2024-25 and the latest GST Return (in GSTR-3B)
- 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)
- Non-Consortium Declaration (TECH-6)

Note:

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the TENDER document. The proposal must be completed in all respect, indexed. Each page should be numbered and signed by the authorized representative. Client at its own discretion reserves the right to ask for clarifications/ supporting documents at any time during evaluation. The bidder must self attested each & every documents submitted along with the tender documents

1. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs. 10,000/- (Rupees Ten Thousand)** in shape of Banker's Cheque / Demand Draft in favour of "ORMAS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh only. Proposals received without bid processing fee will be out rightly rejected.

2. Earnest Money Deposit (EMD) :

The bidder must furnish as part of technical proposal, the required Earnest Money Deposit (EMD) amounting to **Rs.50,000/- (Rupees Fifty Thousand only)** (refundable to unsuccessful bidders after completion of selection process) in shape of Banker's Cheque / Demand Draft in favour of "ORMAS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh only. Proposals received without EMD fee will be out rightly rejected.

Exemption as applicable.

The EMD of all the bidders shall be refunded through online process. The EMD of the successful bidder will be released only after receipt of Performance Security. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its Bid during the bid validity period as specified in TENDER
- 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.

3. Performance Security:

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.

The successful bidder shall furnish 05% of the Contract value as Performance Security in shape of DD from any scheduled commercial bank in favour of "ORMAS, Sundargarh" payable at Sundargarh. The performance security of successful bidders shall be refunded after successful completion of the entire event.

4. Validity of the Proposal:

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

5. Submission of Bid:

The bid paper should be submitted through Speed Post/ Registered Post only to the specified address on or before the last date and time for submission of Bids as mentioned in Data Sheet. The Authority 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.

6. Evaluation of Proposals:

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

A. Preliminary Evaluation (1st Stage):

Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information

have been properly furnished by the bidder or not. Submission of documents/ information as per Pre-Qualification/Eligibility Criteria will be verified.

The bidder is required to produce the copies of the required supportive documents/ information as part of their technical proposal failing which the proposals will be rejected.

B. Technical Evaluation (2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Sl. No.	Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
1	The agency should have an average annual turnover of Rs. 1 Crore (Rupees One Crore only) in the last three financial year (2022-23, 2023-24 & 2024-25). <ul style="list-style-type: none"> • Minimum Rs.1 Crore:10 Marks. • Above Rs.1 Crore: Each One Crore shall carry 1 mark out of the total average annual turnover. (Maximum up to 20 marks) 	20	Financial details of the Bidders in TECH-3 duly signed by the CA
2	The Agency in previous five financial years must have the experience of successfully completion of Advertisement & Publicity Work/ SERVICE PROVIDER/AGENCY works for National/ State/ District Level Exhibitions, undertaken for any agency under Central or State Government or Union territories or Public Sector Undertakings or Corporate Bodies or National/ International Organisations in India. (having minimum project value of Rs.1 Crore each) <ul style="list-style-type: none"> • Each assignment /work shall carry 5 marks (Maximum up to 40 marks) 	40	Work orders/ Contract Document/ Completion of Work Certificates mentioning contract value from the Clients to be submitted.
5	Technical Presentation: The score will be awarded by the committee based on the understanding, quality and innovative aspects as follows: a. PPT should be theme based (as per designs) b. Best one event from past experience c. Innovation and Creativity for this event. d. Activity wise Time line for execution of this event.	40	Presentation for 15 minutes for each bidder. The bidder shall present the item as specified herewith.
	Grand Total	100	
	Qualifying Mark for Opening of Financial Bid	70	

Selection of Bidder for Financial Proposal

The Financial Proposals of only those applicant firms, qualifying the technical evaluation i.e. the 2nd stage who are scoring at least **70 marks** out of 100 total marks only, shall be considered for opening of financial proposals. The financial proposals shall be opened in the presence of the bidder/bidder's representative who wishes to attend the meeting with proper authorization

letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

C. Evaluation of Financial Proposal (3rd Stage)

1. QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder’s representatives.
2. Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain minimum **70 marks** in Technical Evaluation) shall be opened.
3. The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 70 (T): 30 (F).

Financial score (F)	:	(Lowest price quote/Price quote of the bidder) * 100
Cumulative score (C)	:	{70 *(T) + 30*(F)}/100

4. The firm getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.
5. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client shall make payment to the Bidder including overhead expenses. No extra charges at any cost will be sanctioned to the bidder on and above the quoted price (except in case of additional work assigned by the authority which has not been mentioned in the tender paper)

7. Negotiations:

- Negotiations (if required) will be held at the address indicated in the Data Sheet. The aim shall be to reach to an agreement before issuance of the work order.
- If negotiations fail, the ORMAS will invite the firm whose proposal received the second highest score to negotiate a Contract.

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 Event:

Name of the Assignment	Date	Venue
Selection of Service Provider/Agency for District Level Entrepreneurs & Regional SARAS Mela -2026 in Rourkela, Odisha	16th February to 27th February, 2026 (Date may be changed as per the decision of the Administration)	Exhibition Ground, Sector 13, Rourkela

- b. A dedicated staff from the successful bidder (Service Provider/Agency team) will sit at the coordination cell throughout the event for proper coordination.
- c. Event wise separate work order/ purchase order will be issued in favor of the approved bidder by ORMAS for DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA.

- d. Design for Hoardings, Road Standees, Auto Back Display, Invitation Card, Badges, Facia & Other publicity materials will be given by ORMAS.
- e. Advertisement & Publicity materials will be printed and installed by the selected Service Provider/Agency as per the design given by ORMAS.
- f. Advertisement film (10 Sec) & Radio Jingle. (20 Sec.) Will be developed by the Service Provider/Agency.
- g. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by ORMAS 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.
- h. The firm should submit the documents in duplicate like **Registration Certificate**, Experience certificate of Security Agencies for execution of similar nature of work should be enclosed.
- i. ORMAS will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- j. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
- k. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises. The same will be deducted from payment.
- l. Arrangement of lodging, boarding & logistics of the guards during the mela period will be the responsibility of the Security Agency.
- m. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
- n. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- o. **It shall be responsibility of the successful agency to obtained requisite permission for SP, ACP- Traffic, RMC, ADM, Rourkela and other statutory bodies for permission for organization of the event and Installation Publicity materials during the event.**
- p. **The rate offered by the agency shall be including of GST & Other Taxes.**
- q. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
- r. 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.
- s. 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 tenders without assigning any reasons thereof.
- t. The bidder has to quote the rate as per the given format.
- u. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
- v. 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.

- w. The agency should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- x. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.
- y. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and tenders 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 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.

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. Force Majeure

"Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include: (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to take into account or avoid or overcome in the carrying out

of its obligations during the subsistence of this Agreement. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

13. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of competent court of Sundargarh only.

14. 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 time line will enforce a penalty of **5% of the total contract value**. The amount will be deducted from the subsequent payment.

15. 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 bidder 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.

16. Number of Bids:

Each Bidder shall submit only one (1) Bid, in response to this TENDER. 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.

17. Advances

No advances will be given to the successful bidder during the period of Event.

SECTION III: SCOPE OF WORK

About the Event –DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA :

Ministry of Rural Development, Government of India has sanctioned a **National Level Marketing Event** named as “**DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA -2026**” to be held from 16th – 27th February 2026 at the Exhibition Ground Sector 13, Rourkela. “**DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA -2026**” is being organised by ORMAS, Sundargarh under Panchayati Raj Department in collaboration with Odisha Livelihoods Mission. Other Government Departments/Agencies involved in Micro Enterprise Development in Rural India are also associate themselves in this event; like: KVIC, KVIB, H & CI and NABARD with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural Entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. *The overall objective of the mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.*

The Service Provider/Agency Should Provide the Following Services

Sl.	Works to Be Done	Particulars	Remarks
A	Advertisement & Publicity	<ol style="list-style-type: none"> 1. Printing, Distribution & Installation of the Advertisement & Promotional Materials. 2. Publicity of the event through Road Shows, Print Media and Electronic Media 3. Online Promotion through social networking site 4. Media Management- Holding of Press Conference 5. Other Promotional Works. 6. Dossier on Media Coverage 7. Digital Hoarding in and around RMC & Sundargarh 	Detail work plan is to be presented during the technical presentation.
B	Drone Show	Drone show depicting Local to Global (it may change as per the requirement)	
C	Security Services	Providing Private Security Service (both male & Female) at Mela Venue & Accommodation Place of the participants during the event	
D	Road Lighting	The road lighting should be done near the mela ground.	Detail work plan is to be presented during the technical presentation
E	Kids Play Zone	A dedicated Kids Play Zone featuring games, rides, and fun activities, along with	Detail work plan is to be presented during the

		toy stalls, ensuring a family-friendly environment where children enjoy entertainment while adults explore crafts and food stalls.	technical presentation.
F	Demo/Open Pavilion	A dedicated theme-based areas where artisans to show case their products.	
G	Selfie Point	Dedicated selfie points or pavilions designed to celebrate the rich local and national culture. These displays use traditional artifacts and decor to provide a unique backdrop for visitor photographs.	
H	Media Point	A designated Media/Press Point for sharing official information and facilitating media interactions and interviews.	
I	Design Development	Designs for all event components shall be prepared as per the requirements of the District Administration and ORMAS.	
J	Printing	Printing of ID Cards, Invitation Cards within the Wooden Boxes, Memento, Certificates etc.	

Details of the Items wise work to be provided: -

A- Advertising & Publicity Works to be done in DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA -2026

The detail works to be done is given hereunder:

1. **Publicity:** Publicity of the event should be made by Branding of ORMAS through Road Shows (Hoardings, Road standee & Auto rickshaw branding), Print Media (News coverage/Press release in Newspaper), and Electronic Media (TV Channels & FMs- Advertisement in highest TRP program) & online through social networking site (Like Facebook/ Instagram/ twitter etc.) for public awareness of the Melas.
2. **Media Management:** conduct of press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits.

Details of the Advertisement & Publicity works are given below:

Sl.	Specifications	Quantity (Pcs. / Package)
A	Publicity:	
1	Plane Hoardings – (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela & Sundargarh (design will be provided by ORMAS)	20 pcs.
2	Road standee-(3ft X6ft each) (design will be provided by ORMAS)	40 pcs.
3	Auto rickshaw branding through sticking of 3X2ft size of Eco-solvent flex on backside of Auto (design will be provided by ORMAS)	300 Pcs.
4	Digital Hoarding in and around RMC & Sundargarh area (Permission should be taken from the appropriate authority i.e. RMC by the agency)	As per requirement
5	Electronic Media- Ad during Daily News (10 Seconds each spot)	150 spots
6	Electronic Media- Ad during Mega serials (10 Seconds each spot)	50 spot
7	Online publicity through social networking site: Facebook, Twitter,	1 package

	Instagram for public awareness of the Melas and its designs and daily update with reels, photographs, media coverage & Ad film upload during the event. (12 th to 27 th February, 2026)- Per day report on link, share & comment – 80 nos., 5 posts every day on Twitter, Facebook & Instagram on banner, teaser, customer feedback, sales. Stall review)	
B	Media Management: Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper.	2 Nos.

B- Drone Show

The agency shall create a captivating drone show preferably of 500 nos. depicting Local to Global concept, highlighting the key milestones and cultural significance. Drones show shall form a historical timeline, displaying key dates and events, LED lights illuminating the iconic images from the show's early years, nostalgic music with retro themed soundtrack. The drone show shall visually depict the theme “**Local to Global**”, showcasing Odisha’s grassroots initiatives, cultural identity, flagship programmes, and global aspirations. The show must be designed as a synchronized aerial display using pre-programmed LED drones. (The concept may change as per requirement of the Authority).

C- Security Services:

All Security Guards (both Male & Female) 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. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- They must physically fit for long patrols, agility for quick responses to emergencies.
- Knowledge of fire extinguisher operation
- Able to ride motor bike
- Minimum Qualification: Matriculation, +2 will be added advantage
- Each guard should be aware of their duties & responsibilities during the duty hours.
- Ensure the availability of an adequate number of walkie-talkies for Mela officials and security personnel.

Tentative Requirement of Security Personnel in per event

Security Guard with Lathi - As per requirement

Supervisor - As per requirement

Security personnel will be deputed at Mela ground and Accommodation places of DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA -2026 participants on shift basis, as per the requirement and direction of Mela Management Team.

D- Road Lighting

A series of road lighting installations should be arranged near the Exhibition Ground of Sector-13, Rourkela. The lighting arrangements should include designs of various shapes depicting ORMAS Rural Products, the ORMAS Mascot (Lacquer Couple Doll), Odia Asmita, Globe Lights, and other thematic elements as per the requirement of the Client.

E- Kids Play Zone

A dedicated Kids Play Zone featuring games, rides, and fun activities, along with toy stalls, ensuring a family-friendly environment where children enjoy entertainment while adults explore crafts and food stalls. The zone will be an open structure with a hexagonal shape, covering an area of 150' × 150' sq. ft., provided with carpeting, Iron barricading, and 10 LED focus lights.

F- Demo/Open Pavilion

Open Pavilion will be constructed in one particular place inside the exhibition ground as per approved event wise design to be given by ORMAS, with following the technical specification and other materials (Ply, Thermocol, Palster of Paris) may be used to get original 3D Effect.

Shape: Hexagonal

Structure: Open

Size: 100' X 100' sq. ft

Flooring: 06-08 inch height wooden platform with Full floor carpeting.

Barricading: 4' height Iron barricade covered with cloth on all sides of the area.

Electric Fitting: 12 no. of LED focus light, one fan with on/off switch arrangement.

G- Selfie Point

There will be Selfie Points in different places of mela ground with following the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect.

H- Media Point

A **dedicated Media/Press Point** at the event, serving as a central facilitation area for press and media representatives. The point functions as an information hub where event organizers share official updates and press releases, coordinate media coverage, and facilitate interactions and interviews with SHG members, artisans, and government officials. The area will be an open structure with a hexagonal shape, measuring 10' × 10' sq. ft., provided with a 6–8 inch high wooden platform with full floor carpeting, iron barricading, one podium, live flower decoration, a SARAS Mela backdrop, and five (05) LED focus lights.

I- Design Development

The agency shall ensure preparation and submission of detailed, innovative, and aesthetically appropriate designs for all event components, including the Main and Entry Gates, Food Stalls, Theme Stalls, Stage, Selfie Point, VIP Lounge, Kids Zone, Memento, Certificates, and any other infrastructure or activity as may be required. All designs shall strictly conform to the specifications, functional requirements, and aesthetic guidelines prescribed by the District Administration and ORMAS, and shall be subject to approval by the competent authority prior to execution.

J- Printing (Design will be provided by ORMAS)

Details of the Printing works to be done for DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA are given below:

1. Official ID Card with ID Card Holder (100 nos. for Officials)

- i. Size : 8.5 cm (Height) X 5.2 cm (Width)
- ii. Printing : Offset Printing, One Side
- iii. Colour : *Multi colour*
- iv. Material : Plastic
- v. Accessories: Neck Cord

2. **DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA Identity Card with Cover and Neck Cord (1000 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

3. **DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA Invitation cards to be placed inside wooden boxes (50 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. Wooden Box : Fit to card, Design as per the requirement

4. **DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA Certificate (350pcs. For participants + 150 pcs. For Artist- Cultural Program)**
 - i. Size : A4
 - ii. Printing : Offset Printing
 - iii. Colour : *Multi Colour*
 - iv. Paper : 300 GSM Art Paper Board

5. **Coffee Table for DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA -2026**
 - i. Size : 12 inch X 12 inch
 - ii. Printing : Multi colour digital printing
 - iii. Colour : Multi Colour
 - iv. Paper : 170 GSM Mat Paper with hard cover binding and dust jacket both side printing / Front & Back Cover: Mat lamination
 - v. Number of Pages : 50 (25 sheets)

6. **Memento for DISTRICT LEVEL ENTREPRENEURS & REGIONAL SARAS MELA -2026**
 - i. Size : 12 inch/ 18 inch
 - ii. Materials : Custom- made trophy acry-bonded, laser designed and flame polished with superior gloss with content printed on flat bed. Fusion of hi quality acrylic created by a combination of cutting edge technology
 - iii. Minimum Order Quantity : 15 Pc.

SECTION IV: TECHNICAL BID SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Chief Development Officer-cum-
Executive Officer, Zilla Parishad, Sundargarh**

Sub: Selection of Service Provider/Agency for District Level Entrepreneurs & Regional SARAS Mela -2026 in Rourkela, Odisha. [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your TENDER No.: _____, dated _____. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (separately).

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 TENDER document. In case any provision of this TENDER are found violated, then your department 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.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -2

Bidder's Organisation (General Details)

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.	Bid Processing Fee	
6.	EMD	
7.	PAN & Latest GST return	
8.	Goods and Services Tax Identification Number (GSTIN)	
9.	Willing to carry out the assignment as per the scope of work of TENDER	YES
10.	Accept all the terms and conditions as specified in the TENDER	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 2022-23	FY 2023-24	FY 2024-25
Annual Turnover in INR			
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three (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 is not acceptable.</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>			

Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)

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

Communication Address of the Bidder: _____

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

(List of completed assignments only of similar nature during last 5 years)

As on bid due date

Sl. no	Period	Nature of the assignment with details there of	Name of the Client with complete address	Contract Value (in INR)	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: 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

Undertaking Format for Not Blacklisting

(In Bidders Letter Head)

I, M/s. _____(the name of the Organization) having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by any State Government or Central Government / Department / Organization in India or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____, 2026

Yours sincerely,

Authorized Signatory with Date and Seal:

Name and Designation of the Signatory:

Name of the Bidder and Address:

TECH – 6

Non-Consortium Declaration

(In Bidders Letter Head)

We, _____ <name of the Organisation>, having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that in the preparation and submission of our Proposal for _____ (name of the Project) under this TENDER Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive.

We declare that we are submitting this proposal as an independent Bidder, and not as a part of any consortium/Joint Venture/Associations.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Dated this _____ Day of _____, 2026

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

SECTION V: FINANCIAL BID

FIN-1

**COVERING LETTER
(In Bidders Letter Head)**

[Location, Date]

To,

**Chief Development Officer-cum-
Executive Officer, Zilla Parishad,
Sundargarh**

Sub: Selection of Service Provider/Agency for District Level Entrepreneurs & Regional SARAS Mela -2026 in Rourkela, Odisha [FINANCIAL BID]

Sir,

I, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your TENDER No. _____, Dated: _____. Our attached Financial Bid is for the sum of ***[Insert amount(s) in words and figures*]***. This amount is excluding 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 TENDER document. Segment wise rate as per format (**Annexure-A to Annexure-B**) given in the TENDER documents are given below:

TENDER for Selection of Service Provider/Agency for District Level Entrepreneurs & Regional SARAS Mela -2026 in Rourkela, Odisha	
Deliverable Headers	Total Cost (INR)
Service Provider/Agency Works	
Total Quoted amount (excluding GST)	
Add: GST (CGST + SGST) (As applicable)	
Grand Total Quoted Amount (including GST)	
Rupees in words _____	including GST

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

FIN-2
SUMMARY OF FINANCIAL PROPOSAL
(on Bidders Letterhead)

Name of the Bidder: _____

Sl	Items	Unit	Rate per Unit/sqrft/spot	Quantity (Pcs./Package)	Total Amount [In Rs.] Excluding GST
A	Advertisement & Publicity				
1	Plane Hoardings – (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in BBSR (design will be provided by ORMAS)	Rate per Sqrft		20 pcs.	
2	Road Standee-(3ft X6ft each) (design will be provided by ORMAS)	Rate per Sqrft		40 pcs.	
3	Auto rickshaw branding through sticking of 3X2ft size of Eco Solvent flex on backside of Auto (design will be provided by ORMAS)	Rate per auto		300 Pcs.	
4	Electronic Media- Ad during Daily News (10 Seconds each spot)	Rate per spot		150 spot	
5	Electronic Media- Ad during Mega serials (10 Seconds each spot)	Rate per spot		50 spot	
6	Digital Hoarding in and around RMC and Sundargarh area				
a.	Slot – Up to 15 seconds (Order will be placed as per the requirement of the Client)	Rate of digital hoarding per slot		1 no.	
b.	Slot – 16-30 seconds (Order will be placed as per the requirement of the Client)	Rate of digital hoarding per slot		1 no.	
7	Online publicity through social networking site: Facebook, Twitter, Instagram for public awareness of the Melas and its designs and daily update with reels, photographs, media coverage & Ad film upload during the event. (12 th to 27 th February, 2026)- Per day report on link, share & comment – 80 nos., 5 posts every day on Twitter, Facebook & Instagram on banner, teaser, customer feedback, sales. Stall review)	1 package		1 package	
8	Media Management: Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits.	Rate per press conference		2 Nos.	
B	Drone Show				
1	Drone Show of at least 500 nos. of drones	Rate per drone show		1 Package	
C	Security Services				
1	Guard with Lathi (Rate Per Shift -8 Hour)	Rate per		As per	

		guard/ shift		requirement	
2	Supervisor (Rate Per Shift- 8 Hour)	Rate per supervisor/ Shift		As per requirement	
D	Road Lighting	1 package		1 package	
E	Kids Play Zone	1 package		1 package	
F	Demo/Open Pavilion	1 package		1 package	
G	Selfie Point	1 package		1 package	
H	Media Point	1 package		1 package	
I	Design Development	1 package		1 package	
J	Printing Works				
1	Official Identity Card with neck cord	Rate per pcs		100	
2	Identity Card with cover and neck cord	Rate per pcs		1000	
3	Invitation Card with Wooden Box	Rate per pcs		50	
4	Certificate	Rate per pcs		500	
5	Coffee Table Book	Rate per pcs		5	
6	Memento	Rate per pcs		15	
Total Quoted Amount excluding GST					
Add: GST (CGST + SGST)					
Grand Total Quoted Amount including GST					
Rupees in words _____					only including GST.

Note: The Service Provider/Agency will be responsible for providing services according to the scope of work described in the TENDER. The Agency will be paid based on the rates quoted for the items listed in the financial bid. If the quantity or size of any specified item changes during the event, payment will be adjusted accordingly. For any additional items not listed in the list of quantity, payment will be made as per the negotiated cost, with a markup not exceeding 30% from the total project cost. The authority will decide the limit (as a percentage of the total project cost) for these extra items based on the event's needs. The bidder must comply with any additional activities required by the authority to ensure the event's success.

I have carefully read and understood the terms and conditions of the TENDER and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Name and Designation of the Signatory:

Name of the Bidder and Address:

SECTION VI: Annexures

BID SUBMISSION CHECK LIST

Slno	Description	Submitted (Yes/No)	Page No.
Technical Proposal (PART – A)			
1	Filled in Bid Submission Check List (SECTION-6)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 10,000 /- including GST (date and DD/BC number)		
4	EMD of Rs. 50,000/- (date and DD/BC number)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details (Turnover) 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	Non-Consortium Declaration (Tech-6)		
Financial Proposal (PART -B)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

Undertaking:

- *All the information has been submitted as per the prescribed format and procedure.*
- *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: _____