



Department of Agriculture & Farmers Empowerment, Odisha

REQUEST FOR PROPOSAL

RFP No. 5321

Dated: 02.12.2025

Selection of eligible bidders for Organization of “**KRUSHI ODISHA-2026**” at Biju Pattnaik Playground, Baramunda, Bhubaneswar under the Department of Agriculture & Farmers’ Empowerment, Odisha.

Director, IMAGE, Bhubaneswar under the Department of Agriculture & Farmers’ Empowerment, Odisha invites sealed proposal from the eligible bidders for “**Selection of Event Management Agency for KRUSHI ODISHA-2026**”.

The RFP Document containing **details scope of work, deliverables, time frame, eligibility criteria, selection criteria and other bidding parameters** can be accessed and downloaded from the departmental website of Agriculture & Farmers’ Empowerment Department at <https://agri.odisha.gov.in>., <https://image.odisha.gov.in> or e-procurement portal i.e, tendersodisha.gov.in.

The key events of the above bidding process are as follows:

Sl. No.	Critical Events	Timeline
1	Date of Issue of RFP	02.12.2025
2	Submission of Pre Bid Queries	08.12.2025
3	Pre Bid Meeting	09.12.2025 at 04.00 PM
4	Issue of Pre-Bid Clarifications	10.12.2025
5	Last Date and Time for Submission of Bid	22.12.2025 up to 04:30PM
6	Opening of Technical Bid	23.12.2025 at 11:30 AM
7	Technical Presentation	To be intimated later on
8	Opening of Financial Bid	To be intimated later on

The proposal complete in all respect must be submitted online through tendersodisha.gov.in.

However, the physical copy of Technical Proposal must reach the undersigned through Speed Post / Registered Post/ Courier latest by 22/12/2025 up to 04:30 PM in a sealed envelope clearly mentioning on the top of it “**REQUEST FOR PROPOSAL – Selection of Event Management Agency for “Krushi Odisha-2026”**” to the address mentioned below. The proposals received beyond the last date and time will be out rightly rejected. The authority reserves the right to reject any/all proposals without assigning any reason thereof.

Director, IMAGE
Siripur, Bhubaneswar – 751003
Email: imagebbsr1999@gmail.com
Phone: 0674-2562190

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DISCLAIMER

This Request for Proposal (**RFP**) is issued by the **Director, IMAGE under the Department of Agriculture & F.E, Government of Odisha.**

The information contained in this Request for Proposal document ("**RFP**") or subsequently provided to Bidders, whether verbally or in documentary or any other form by on behalf of the Authority or any of their employees or advisors, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information provided. This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each part 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 Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, 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 Applicant upon the statements contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for service and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. Director, IMAGE, Bhubaneswar under the Department of Agriculture & F.E, Government of Odisha shall be the sole and final authority with respect to selection of an Agency through this RFP.

BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Director, IMAGE, Bhubaneswar under the Department of Agriculture & F.E, Government of Odisha
2.	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3.	Availability of RFP Document	tendersodisha.gov.in . https://agri.odisha.gov.in https://image.odisha.gov.in
4.	Date of Issue of RFP	02.12.2025
5.	Deadline for Submission of Pre Bid Query	08.12.2025
6.	Pre-Bid Meeting	09.12.2025 at 4:00 PM
7.	Issue of Pre-Bid Clarification	10.12.2025
8.	Last Date and Time for submission of Bid	22.12.2025 up to 4:30 PM
9.	Date of opening of Technical Proposal	23.12.2025 at 11:30 AM
10.	Date of Technical Presentation	To be intimated later on
11.	Date of opening of Financial Proposal	To be intimated later on
12.	Pre-Proposal meeting	A pre-proposal meeting will be held on 09.12.2025 at 4.00 PM in the 1 st Floor, Board Room, Krushi Bhavan, Bhubaneswar. All queries should be received on or before 08.12.2025 on Email: imagebbsr1999@gmail.com in MS Word format addressed to: Director, IMAGE, Bhubaneswar, Bhubaneswar - 751003
13.	Bid Processing Fee (Non-Refundable)	Rs.10,000/- INR (Rupees Ten thousand) only in shape of Demand Draft in favour of “ Director, IMAGE, Bhubaneswar ” drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
14.	Earnest Money Deposit (EMD) (Refundable)	Rs.15,00,000/- INR (Rupees Fifteen Lakh) only in the form of Insurance Security bond, Account payee Demand Draft, Fixed deposit Receipt, Bank Guarantee (in the format attached at Annexure-III) from Nationalized or Scheduled bank in favour of the Director, IMAGE, Bhubaneswar.
15.	Performance Security	Performance Security amounting to 5% of the contract value in the form of Insurance Security bond, Account payee Demand Draft, Fixed deposit Receipt, Bank Guarantee (in the format attached at Annexure-IV) from Nationalized or Scheduled bank in favour of Director, IMAGE.
16.	Address for Submission of Proposal	Director, IMAGE, Siripur, Bhubaneswar, PIN-751003 Telephone No- 0674- 2562190 Email: imagebbsr1999@gmail.com
17.	Mode of Submission of Proposal	The Technical bid complete in all respect must be submitted in both online mode at e-procurement portal (tendersodisha.gov.in) and offline mode at the specified address and date, time as mentioned in the RFP through Speed Post / Registered Post/ Courier only.
18.	Contact Person	Name: Sri Bibhu Prasad Dutta Designation: Dy. Director, IMAGE Mob: 9853160631
19.	Place of Opening of Technical Proposal:	Ground Floor, Board Room, Krushi Bhavan, Bhubaneswar

Section-1

LETTER OF INVITATION

1. LETTER OF INVITATION

RFP No. 5321

Dated: 02.12.2025

Name of the Assignment:- “Selection of Event Management Agency for “KRUSHI ODISHA-2026” at Bhubaneswar under the Department of Agriculture & Farmers Empowerment, Odisha.

IMAGE invites sealed proposal from eligible bidders for “**Selection of Event Management Agency for “KRUSHI ODISHA-2026” at Bhubaneswar under the Department of Agriculture & Farmers Empowerment, Odisha.** More details on the proposed assignment are provided at Section-3: Terms of Reference of this RFP Document.

- I. An Agency will be selected under **Quality and Cost Based Selection (QCBS)** procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha for “**Engagement of Consultants**” referring to revised OGFR-2024 of Finance Department, Government of Odisha.
- II. The bid/ proposal complete in all respect as specified in the RFP Document must be accompanied with a **non-refundable** amount of **Rs. 10,000/- (Rupees Ten Thousand only)** towards **Bid Processing Fee** and a **Refundable** amount of **Rs. 15,00,000/- (Rupees Fifteen Lakh only)** towards **EMD** in form of Insurance Security bond, Account payee Demand Draft, Fixed deposit Receipt, Bank Guarantee (in the format attached at **Annexure-III**) from Nationalized or Scheduled bank in favour of the Director, IMAGE, Bhubaneswar failing which the bid will be rejected.
- III. For purpose of tender submission, only Public e-Procurement portal to be accessed by tenderer at tendersodisha.gov.in. Alternatively, the Bidding Documents can also be viewed from the website <https://agri.odisha.gov.in> and <https://image.odisha.gov.in>, for the sole purpose of viewing and it shall not be entertained as valid download of the Bidding Document. To participate in the Bidding Process, the Bidder should complete all stages of registration, download from the e-Procurement Portal and final bid submission through the e-Procurement Portal. Bids which are submitted on the e-Procurement Portal alone will be accepted by the Authority. The Bidders are advised to download the Bidding Documents least one day prior to the Bid Due Date so as to safeguard their participation and avoid any delay. The Bidders are advised to upload the Bid sufficiently before the specified time on the Bid Due Date to avoid any technical issues or malfunction in the network caused by heavy internet traffic on the Bid Due Date. The Bidders are required to register on e-Procurement Portal. Bidders are required to obtain digital signature to upload the Technical and Financial bid, Bidders are requested to visit e-Procurement Portal for the details related to online registration and submission of Bids
- IV. The Technical bid complete in all respect must be submitted in both online mode at e-procurement portal (tendersodisha.gov.in) and offline mode at the specified address and date, time as mentioned in the RFP. If there is any difference between the offline (physical) and online versions of the technical proposal, the version submitted through online mode shall prevail and be treated as final. The Financial bid shall be submitted only through e-procurement portal (tendersodisha.gov.in) on or prior to the last date of bid submission i.e. **22.12.2025 up to 04.30 PM**. The Authority shall not entertain any physical submission of the Financial Bid. Any physical submission of the financial bid shall lead to the rejection of the bid as being non-responsive.
- V. The authority shall not be responsible for any failure, malfunction or breakdown of the Portal during the Bidding Process or for any sort of delay or difficulties faced during submission of

the Bid on the e-Procurement Portal. Also, the authority is not responsible for any issues or delay or any consequence faced by the bidders during offline submission. Submission of proposal through any other mode as mentioned above shall not be accepted and will be out rightly rejected.

- VI.** Submission of proposal through any other mode will be rejected. The last date and time for submission of proposal complete in all respects is **22.12.2025 up to 4.30 PM** and the date of opening of the bid is **23.12.2025 at 11.30 AM** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with **due authorization letter** on behalf of the bidder.
- VII.** This RFP includes following sections:
- a.** Letter of Invitation [**Section –1**]
 - b.** Information to the Bidder [**Section –2**]
 - c.** Terms of Reference [**Section –3**]
 - d.** Technical Proposal Submission Forms [**Section – 4**]
 - e.** Financial Proposal Submission Forms (**Section–5**)
 - f.** Annexure (**Section –6**)
- VIII.** While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept / reject any/all proposals / terminate the entire selection process at any stage without assigning any reason thereof.

Director, IMAGE

SECTION-2

INFORMATION TO BIDDER

2. INFORMATION TO BIDDER

2.1. Pre-Qualification /Eligibility Criteria:

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

Sl. No.	Eligibility Criteria	Supporting Documents Required
1	Single entity legally registered under appropriate authority in India. <i>Consortium or Joint Venture is not allowed.</i> <i>The Bidder must be</i> a Company as registered under Indian Companies Act, 1956 / 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 or a Proprietorship Firm.	Copy of certificate of Incorporation / Registration of the bidder or any relevant supporting document
2	The bidder must have an average annual turnover of more than Rs. 10.00 Crores from event management business only during the last three financial years (2022-23, 2023-24, 2024-25)	Certificate from Statutory Auditor (TECH-3)
3	The Bidder should have positive net worth in the last financial year (FY 2024-25)	Certificate from a Chartered Accountant
4	The bidder must have experience of at least 3 “similar projects/ assignments” (completed) with contract value of the project being not less than Rs.1.00 Cr. during the last 5 years (2020-21, 2021-22, 2022-23, 2023-24 & 2024-25) under Central / State Govt. / Govt. Autonomous bodies / PSUs.	Copies of Work Orders / Contract Document / Completion Certificate from the previous Clients
5	The bidder should not have been blacklisted by the Central Government / any State Government or their agencies in India in the last 5 years as on bid submission date.	Self Declaration by the bidder/ authorized representative on the Bidder's Letter Head.
6	Bidders participating in the tender must be registered under GST (GST) Act.	Copy of the valid GSTIN
7	The Bidder must have Operational Office in Odisha.	Copy of Electricity Bill/ Telephone Bill/ Rent Agreement

- **Similar Project/ Assignment means organization of Mela, Fairs, Exhibitions etc. with German Hanger, Stall Arrangement, Cultural Programme, VVIP Protocol Management at International, National & State/ Regional Level.**

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

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

- a. Filled in Bid Submission Check List in original (**Annexure-I**)
- b. Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the bid process.
- c. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- d. Copy of Certificate of Incorporation/Registration
- e. Copy of PAN
- f. Copy of valid Goods and Services Tax Identification Number (**GSTIN**)
- g. Copies of IT Return for the last three financial years (**FY 2022-23, 2023-24, 2024-25**)
- h. General Details of the Bidder (**TECH-2**)
- i. Financial Details of the bidder (**TECH-3**) along with all supportive documents such as Balance Sheet and Income/Expenditure Statement duly certified and signed as per the instruction.
- j. Power of Attorney (**TECH- 4**) in favour of the person signing the bid on behalf of the bidder. In case of partnership firm, please attach the resolution of the partners regarding nomination of authorized representative for submission of the bid.
- k. List of completed/ongoing assignments of similar nature (Past Experience Details **TECH- 5**) along with copies of contracts / work orders / completion certificate from previous Clients.
- l. Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / International & National Organization in the last 5 years.

NB: 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 summary rejection of the bid. Submission of forged documents will also result in rejection of the bid and Blacklisting accordingly. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.

2.2 Bid Processing Fee:

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs.10,000/- INR (Rupees Ten thousand) only** in shape of DD from any Scheduled Commercial Bank in favour of “**Director, IMAGE, Siripur, Bhubaneswar** payable at Bhubaneswar. Proposals received without bid processing fee will be rejected. Further, a scanned copy of the DD shall be uploaded by the Bidder along with its Technical Bid on the tendersodisha.gov.in portal.

2.3 Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 15,00,000/- (Rupees Fifteen Lakh Only)** in the form of Insurance Security bond, Account payee Demand Draft, Fixed deposit Receipt, Bank Guarantee (in the format attached at **Annexure-III**) from Nationalized or Scheduled bank in favour of the Director, IMAGE, Bhubaneswar. Further, a scanned copy of the DD shall be uploaded by the Bidder along with its Technical Bid on the tendersodisha.gov.in portal.

The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract.

The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract.

The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the Contract.

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

- 2.3.1 Bidder withdraws its proposal during the bid validity period as specified in the RFP.
- 2.3.2 Bidder does not respond to requests for clarification of its proposal.
- 2.3.3 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.
- 2.3.4 If the bidder fails to
 - i. provide clarifications
 - ii. agree to decisions of the contract negotiation meeting,
 - iii. sign the contract intime,
 - iv. furnish required Performance Bank Guarantee.
- 2.3.5 Any other circumstance which holds the interest of the Client during the overall selection process.

2.4 Pre-Bid Meeting:

A pre-bid meeting will be organised by the Client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, as per the prescribed format provided at (**Annexure-II**), to Director, IMAGE, Bhubaneswar through e-mail at imagebbsr1999@gmail.com up to **08.12.2025** from the level of the authorized representative of the bidder only. ***Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting.*** The pre-bid meeting will be held on **09.12.2025 at 4.00 PM** in the Ground Floor, Board Room, Krushi Bhavan, Bhubaneswar. Representatives (***maximum up to 2 members from each bidder***) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the Department website for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this RFP. Request for alternation / change in existing terms and conditions of the RFP will not be considered / entertained.

2.5 Authentication of Proposal:

The proposal should be accompanied by a power-of-attorney in the name of the signatory of the proposal as per the format **TECH -4** as provided in the RFP.

2.6 Submission of Proposal:

For purpose of tender submission, only Public e-Procurement portal to be accessed by tenderer at tendersodisha.gov.in. Alternatively, the Bidding Documents can also be viewed from the website <https://agri.odisha.gov.in> and <https://image.odisha.gov.in>, for the sole purpose of viewing and it shall not be entertained as valid download of the Bidding Document. The Technical bid complete in all respect must be submitted in both online mode at e-procurement portal (tendersodisha.gov.in) and offline mode at the specified address and date, time as mentioned in the RFP. If there is any difference between the offline (physical) and online versions of the technical proposal, the version submitted through online mode shall prevail and be treated as final. Each part of the offline proposal should be separately bound with no loose sheets. Each page should be signed by the representative of the bidder, page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected.

The procedure for submission of the proposal is described below:

2.6.1 Technical Proposal:

The Technical bid complete in all respect must be submitted in both online mode i.e. at e-procurement portal (tendersodisha.gov.in) and offline mode at the specified address, date & time as mentioned in the RFP. If there is any difference between the offline (physical) and online

versions of the technical proposal, the version submitted through online mode shall prevail and be treated as final.

The envelope containing technical proposal shall be **SEALED AND SUPERSCRIBED** as **“Technical Proposal – Selection of Event Management Agency for KRUSHI ODISHA-2026 under the Department of Agriculture & Farmers Empowerment, Odisha”**. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

2.6.2 Financial Proposal:

The Financial bid shall be submitted only through e-procurement portal (tendersodisha.gov.in) on or prior to the last date of bid submission i.e. **22.12.2025 up to 04.30 PM**. The Authority shall not entertain any physical submission of the Financial Bid. Any physical submission of the financial bid shall lead to the rejection of the bid as being non-responsive.

2.7 Opening & Evaluation of the proposal :

The **TECHNICAL PROPOSAL (Bid)** will be opened online on the e-procurement portal in the initial stage by the Client in the presence of the bidders representatives at the location, date and time specified in the Bidder Data Sheet. The Screening Committee will evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to attend the bid opening meeting.

The **FINANCIAL PROPOSAL (Bid)** of the **technically qualified bidders** will be opened after completion of technical evaluation stage by the Selection Committee formed. The financial bids shall be opened online on the e-procurement portal. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.

The original copies of the Technical Proposal shall be uploaded in the “Technical Proposal” and the Financial Proposal in the “Financial Proposal” folder in e- procurement portal.

2.8 Evaluation of Proposal:

A **three stage** process will be adopted 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 proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
 - i. Filled in Bid Submission Check List in Original (**Annexure-I**)
 - ii. Covering letter (TECH–1) on bidder's letterhead requesting to participate in the selection process.
 - iii. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
 - iv. Copy of Certificate of Incorporation / Registration
 - v. Copy of PAN
 - vi. Copy of valid Goods and Services Tax Identification Number (GSTIN)
 - vii. Copies of IT Return for the last three financial years (FY 2022-23,2023-24,2024-25).
 - viii. General Details of the Bidder (TECH–2)
 - ix. Financial Details of the bidder (TECH–3) along with all supportive documents as applicable duly signed as per the instruction.
 - x. Power of Attorney (TECH–4) in favour of the person signing the bid on behalf of the bidder.
 - xi. List of completed assignments of similar nature (Past Experience Details, TECH–5) along with copies of contracts / work orders / completion certificate from previous clients.
 - xii. Undertaking for not having been black-listed by any Central / State Government / Autonomous bodies/ International & National Organisation in last 5 years.
 - xiii. All the pages of the proposal and enclosures are signed or not by the authorised

representative

Any deviation from the prescribed procedures/formats/conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be outrightly rejected. All the pages of the proposal must have to be signed with seal by the authorized representative of the bidder.

- b) **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters:

Sl. No.	Evaluation Parameters	Maximum Mark
A. Technical Evaluation Criteria		
1	Average Annual Turnover : The bidder must have an average annual turnover of more than Rs. 10.00 Crores from event management business only during the last three financial years (2022-23, 2023-24, 2024-25). 10.00 Cr.- 15.00 Cr. : 10 marks - More than 15.00 Cr - 20.00 Cr. : 15 marks - More than 20.00 Cr. : 20 marks	20
2	Past Experience : The bidder must have experience of at least 3 “similar projects/ assignments” (completed) with contract value of the project being not less than Rs.1.00 Cr. during the last 5 years (2020-21, 2021-22, 2022-23, 2023-24, 2024-25) under Central / State Govt. / Govt. Autonomous bodies / PSUs. 3 assignments : 20 marks - Each additional assignment (limited to 16 marks) : 4 marks - Extra weightage for assignment/ event organized in Odisha : 4 marks	40
3	Year of Experience : The organization should have at least 5 years of experience in providing event management services to the Central / State Govt. / Govt. Autonomous bodies / PSUs up to 2024-25 (Year wise documentary evidence must be attached). 5 Years : 5 marks - Each additional year : 1 mark (limited to 5 marks)	10
Sub Total		70
B. Technical Presentation - Understanding of Client's needs & Scope of Work - Plan for the event management - Innovation and creativity for this event - Plan of procurement NB: The bidders have to present with the sample of designs, creatives, products to be procured, tentative menu of fooding and quality of the materials specific for this event.		30
Grand Total		100

*** Bidders securing 50 marks or above out of the total 70 marks in the technical evaluation criteria (Average Annual Turnover, Past Experience, Year of Experience) will be called for technical presentation.**

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders prior to the date of technical presentation. Hence, the bidder should make themselves available for the same. **The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 out of 100 in the technical evaluation stage will be technically qualified for opening of the financial proposal.**

- c) **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the 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.

2.9 Evaluation Process:

Quality and Cost Based Selection (QCBS) method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**S_T**) in accordance to the marks obtained during the technical evaluation stage. There shall be **60 %** weightage to technical score and **40 %** weightage to financial score.

Evaluated Bid Score: $(0.6 \times 100 \times T/T_{\text{high}}) + (0.4 \times 100 \times C_{\text{Low}}/C)$,

Where, T stands for Total marks obtained in technical proposal, T(high) stands for highest marks obtained in technical proposal, C stands for Evaluated Bid Price of the Bidder, C (Low) stands for Lowest of the evaluated bid prices among the responsive bids.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H1) will be considered for award of contract and will be called for negotiations, if required.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the agency including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

2.10 Performance Bank Guarantee (PBG)

Within 7 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a **Performance Security** amounting to **5%** of the contract value in the form of Insurance Security bond, Account payee Demand Draft, Fixed deposit Receipt, Bank Guarantee (in the format attached at **Annexure-IV**) from Nationalized or Scheduled bank in favour of Director, IMAGE for a period of 60 days beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 60 days beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after two months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

2.11 Contract Negotiation:

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirms availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and

availability of proposed professionals etc. At no stage the negotiated price will be above the bidders quoted price.

2.12 Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notify all other bidders about the result of the selection process. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties.

2.13 Payment Terms:

Sl.No.	Particular	Payment modality
1	Deployment of manpower and mobilising resources at venue	20%
2	On completion of the event	20%
3	Approval of final expenditure by the Financial Management committee of Krushi Odisha	60%

2.14 Conflict of Interest:

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same scheme / project at a different level by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with officials of the Client directly or indirectly; and (iii) practices prohibited under the anti- corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

2.15 Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - i. a criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
 - ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - iii. failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

2.16 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 the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the 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.

2.17 Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language only. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self- certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

2.18 Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

2.19 Proposal Forms:

Wherever a specific form is prescribed in this Request for Proposal (RFP) document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form, additional sheets shall be used to convey the required information. For all other cases, the bidder should design a form to hold the required information. *Any deviation to the prescribed format of the RFP results in rejection of the proposal.*

2.20 Local Conditions:

Each bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and/ or the cost. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The client shall not entertain any request for clarification from the bidder regarding such local conditions. It is the bidder's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Client. Neither any change in the time schedule of the Contract nor any financial adjustments arising thereof shall be permitted on account of failure of the bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

2.21 Legal Jurisdiction:

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

2.22 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 **@ 1% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment.

2.23 Blacklisting or Debarment:

Submission of forged documents/ Non-signing of agreement after selection/ unable to complete the assignment will also result to Blacklisting or debarment of the agency to participate in future.

2.24 Confidentiality:

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

2.25 Amendment of the RFP Document:

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

2.26 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 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 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.

2.27 Copyright, Patents and Other Proprietary Rights:

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

2.28 Force Majeure:

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

2.29 Arbitration:

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Principal Secretary to Govt. Agriculture & Farmers Empowerment Department, Government of Odisha. The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar.

2.30 Disqualification of Proposal:

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

- a. Proposal submitted without Bid Processing Fee & EMD as applicable
- b. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- c. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- d. Proposal is received in incomplete form
- e. Proposal is received after due date and time for submission of bid
- f. Proposal is not accompanied by all the requisite documents /information
- g. A commercial bid submitted with assumptions or conditions
- h. Bids with any conditional technical and financial offer
- i. Financial Proposals do not meet the requirement in all aspects
- j. The Financial Proposal is non-reasonable and non consistent with the quality required
- k. Offered Price are substantial higher than the cost estimate or available budget
- l. If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- m. Proposal is not properly sealed or signed
- n. Any deviation in the technical and financial proposal
- o. Proposal is not conforming to the requirement of the scope of the work
- p. Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process
- q. If any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- r. Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- s. Failure to agree with terms and conditions of the RFP
- t. The selected offer does not adequately meet the requirements in all aspects.
- u. The price of the selected offer is non-reasonable and consistent with the quality required.

- v. If the quoted price is substantially higher than the updated cost estimate or available budget.
- w. ***Any other condition / situation which holds the paramount interest of the client during the overall selection process.***

SECTION-3

TERMS OF REFERENCE

3. TERMS OF REFERENCE :

Background:

IMAGE was declared as an Autonomous Society registered under the Societies Act with effect from 01.03.1999.

Mandate of the Institute:

- Provide capacity building support in Extension Management related areas to the extension functionaries from public, private and non-governmental sectors.
- Provide consultancy in the areas like project planning, appraisal, implementation, monitoring and evaluation etc.
- Develop and promote application of management tools for improving the effectiveness of Agricultural Extension services.
- Organize need based training programmes for middle level extension functionaries.
- Develop modules on Management, Communication, Participatory Methodologies etc. as a sequel to the feedback from training programmes.
- Organize Annual Workshop involving all the agricultural related training Institutes in the state to achieve complementarity in training and capacity building for functionaries of agriculture and allied departments.

IMAGE is organizing State Agriculture Fair (Krushi Odisha) since 2007 to show-case the achievements in Agriculture and allied sectors i.e. Agriculture, Horticulture, Soil Conservation, Animal Husbandry, Fisheries, sectors with participation of various stake holders. The **Krushi Odisha-2026** is scheduled to be held at **Biju Pattnaik Play Ground, Baramunda, Bhubaneswar tentatively from 22nd to 24th January, 2026**. A large number of invitee farmers and farmers' representatives from all the 30 districts are also being invited to the Fair. Different stakeholders of Agricultural Production systems like State Departments, OUAT, Financing Institutions, Companies & Dealers of Inputs and Machineries, NGOs, Farmer Organisations, Producer Companies are supporting the Fair as well as showcasing their activities/ achievements. Farmers, Scientists, Extension Functionaries, Research Scholars, Dealers, Civil Society Workers and General Public from different corners of the state witness the events organised on different days of the Fair.

About 180 best farmers/ WSHGs/FPOs selected from 30 districts @ 6 (six) representing various sectors like Agriculture, Horticulture, Fisheries, Animal Husbandry, Watershed & WSHG/FPOs will be felicitated on the occasion.

3.1 Project Scope:

- 3.1.1** Prepare the layout of the EVENT in consultation with Director, IMAGE which shall have provisions and arrangements to accommodate around 250 stalls depending on the requirement of Government & Commercial Stalls, the main stage for meeting and seating space arrangement for around 2000 participants, food stalls, 02 Seminar halls for around 16 technical sessions, registration desks, transport arrangement for dignitaries and participants Farmers Facilitation Centre and other activities, mutually agreed by both the parties.
- 3.1.2** Make complete arrangements of electrical fittings, systems, connections and Transformers/ Gensets for uninterrupted power supply during the fair.
- 3.1.3** Make adequate arrangements for Hangars and lights, construction of stalls, Seminar Hall, Stage etc.
- 3.1.4** Make arrangements of water required for drinking purposes, watering of the ground, toilets etc., public conveniences like toilets and urinals, at the EVENT.
- 3.1.5** Make Private Security arrangements for the complete EVENT including night security and security inside exhibition area of the Venue.
- 3.1.6** Make arrangements for adequate Fire protection measures which are of paramount importance in consultation with Director, IMAGE towards adequate care for all necessary arrangements to ensure public safety with certificate from Fire Department

- 3.1.7** Responsible to make arrangements towards entire EVENT area, materials, sound system, the internal Security agency, fire extinguishers and spraying of fire retardant solution and other ancillary arrangements related to the EVENT.
- 3.1.8** Responsible toward designing and construction of the main gate, facia, walls, hangars, stalls etc. of the EVENT with the approval of organising committee.
- 3.1.9** Establish an office at the pavilion building in the premises to be shared by both the parties. An air-conditioned VIP Lounge shall be prepared in the same premises.
- 3.1.10** Facilitate welcome and see off of the dignitaries and speakers.
- 3.1.11** Arrange open space for exhibition of animal, livestock and machineries.
- 3.1.12** Responsible for designing and branding of the event with banners, hoardings, standees, walls etc. with proper approval from the authority.
- 3.1.13** Designing of mascots and display on the event, installation of selfie point.
- 3.1.14** Coordinating with different agencies, Govt. functionaries associated for smooth functioning of the event.
- 3.1.15** Coordinate with relevant agencies for getting requisite permissions like, Power & water supply, Sanitation, Fire fighting arrangements, Traffic authority, Security, Insurance & other such activities for successful completion of the event.
- 3.1.16** Ensure the overall arrangement of audio visuals, audio video recording, Live streaming, Podium, gifts, mementos etc.
- 3.1.17** Designing and ensuring necessary arrangement for Inaugural, Valedictory, Sectoral events, Plenary session and cultural events.
- 3.1.18** Receipt of stall rents from the exhibitors on behalf of the department and allotment of stalls accordingly with approval of the competent authority.
- 3.1.19** Proper documentation of the entire event and submission of relevant records to the client.

3.2 Deliverables:

The agency has to ensure the following deliverable as per the detailed BOQ of the event.

Sl. No.	Item of work	Specifications/ detailed items/ amenities to be provided	Units	Approx. Built-up area/ Quantity
1.	Registration Room	Registration in pagodas 5mx5m with wooden flooring, carpeting, side panelling, cabelling, lighting, front, glass, registration counters, fans, facia, board with vinyl cut of lettering, computers, printers, manpower for spot registration and management, printing of lanyard and badges & printing of names on the badges of different categories as per the requirement.	Sq. Mtr.	150
2.	Constructions of Stalls	Construction of approximately 250 Exhibition OCTONORM stalls, each of size 3mtr.x3mtr.x3mtr. Inside 3 AC hangers	Sq. Mtr.	4500
		GENERAL SPECIFICATIONS:		
		Each stall to be provided with one high Desk (steel) and three plastic moulded chairs.		
		Each stall to be given appropriate lighting : Should be at least four sets of double LED light fitting with tube or eight CFL lamp fitting with CFL Bulb.		

		Each stall have three plug points with three multi pin sockets for display of hoarding, computer, TV monitor, Mobile charging etc. Few Exhibitors have requested for open space on the row of stalls as may be allotted to them. While the stalls will be erected by such exhibitors on their own, appropriate lighting, additional lightings, plug point and other. Amenities like table, chairs etc. should be provided in several cases, the exhibitors may ask for more than one stall. In such cases, the stalls should be with or without partition as may be specified. in case of specific requirement by any exhibitor, the stall size has to be modified, increased, or decreased as may be specified All stalls except food stalls should be given synthetic net carpeting.		
3.	Construction of Stage	Covered stage platform of 20mtr.x 12mtr. GENERAL SPECIFICATIONS: Super structure with three side walling The frontage of the stage platform should be appropriately covered with flexes/ curtains etc. along with branding as may be specified Backdrop curtain and flex as may be specified and Digital LED Backdrop of appropriate size flexes with appropriate branding may be provided as back drop Good quality VVIP chairs 15-20 nos on the stage covered with white towels with matching t-poy & Podium Stand Brass stand lamp for lighting of lamp by dignitaries Tower AC 2 ton 6 nos. Complete stage arrangement including dais like Flower Vase, Floral decoration of the stage, Pen, writing pad and folder, snacks, glass water bottle, table top, Tray with velvet cloth as per requirement. Good quality synthetic carpet	Sq. Mtr.	240
4.	Hanger for Live demonstration	Non-ac Hanger to be provided for live demonstration (Animals, Birds & fisheries)	Sq. Mtr.	800
5.	Gates	The height of the facia of the gate should be at least 5 Mtr, with a width of 8 mtr. between two side frames so as to enable passage of heavy vehicles into the venue. The gate should be illuminaged as may be specified and provided with flexes, flower decorations etc as may be specified. Hoardings on the gates of 10 feet by 8 feet shall be installed.	Nos.	2

		Main gate with side walls and top fascia with suitable flex (All side branding. The bottom fascia of the Main gate should be at least at height of 5mtr. from the ground, and the passages should be at least 8 mts. to allow movement of loaded, Heavy vehicles, fire brigade vehicles, other machineries and equipment's. Floral decoration of the gates as specified by the organizing committee.		
6.	Plenary Hall for Meeting	Plenary Hall for meeting venue in Non-Ac German Hanger of 70 mtr. x 40 mtr. Size in front of the stage at an appropriate distance From the stage GENERAL SPECIFICATIONS: Superstructure with flooring and ceiling and provision of ceiling mounted/ pole mounted fans, adequate lighting and sound system sofas and t-poy (for 200 Persons) - VIP sitting area subsequent rows with Banquet chairs with white cover 2000 (Approx.) Barricade about 6 mtr. From the Stage with sufficient moving space in the front row	Sq. Mtr.	2800
7.	SEMINAR HALL	Two AC Seminar Halls of 25mtr. x 15mtr. Size for conducting workshop, farmer scientist interaction & experience sharing of farmers during the fair days. Each hall will have one stage 6mtr. x 4mtr., with proper dais arrangement for around 6-8 speakers, digital LED Backdrop, PA, Podium & 200 Banquet chairs for participants	Sq. Mtr.	750
8.	Reception-cum office Room (VIP Lounge)	One AC reception cum office room of the size 12mtr. x 12mtr. (two segments of 12mtr. x 12mtr. each with inter connection) with provision of 4 nos. of 4.00 Ton split air conditioner, fan, light etc. and attach toilet in each segment and wooden platform with synthetic woollen mat. SPECIFICATIONS Super structure with flooring and ceiling and carpeting with four side walling with board and provision of door with door closure in each segment, sliding glass windows, fan, light etc	Sq. Mtr.	144

		Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 10 no. of revolving cushion chairs, 6 sets of new Dunlop sofa set for VVIPs (for 20 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4no. of waste bin basket, 15 no. of plastic moulded chairs, two steel tables for pantry room & two standard table for computer operation. (Requirements as need basis).Laptop & Printer setup (4 min)		
9.	HCM LOUNGE	One AC VIP enclosure of size 12mtr. X 6mtr. With provision of 3 nos. of 4ton split air conditioner, wooden platform with carpeting, provided with good curtains and attached toilet. SPECIFICATIONS superstructure with roofing, ceiling and carpeting with four side walling with board and provision of door with door closer, sliding glass window, fan, light etc.	Sq. Mtr.	72
10.	Service Room	One service room of size 5mtr. x 3mtr with board , ceiling and four walls with board SPECIFICATIONS superstructure with roofing, ceiling and carpeting with four side walling with board and provision of door, glass window, fan, light etc.	Sq. Mtr.	15
11.	Duty rooms for service Personnel	5 nos. Pagoda 5m X 5m one each for fire service personnel, police personnel, security personnel, medical & CCTV SPECIFICATIONS : superstructure with roofing, ceiling and carpeting with three side walling and provision of fan, light, tables(5)and chairs (20) etc.	Sq. Mtr.	125
12.	Barricade/ side curtains	Barricade at adistance of 6mtr. from the stage and 2 mtr. From 1st row at a height of 1.5 mtr. With MS grill structure.	Job	1
13.	Temporary Toilets	Temporary toilets adjacent of the stage (1), VIP Room (1), CM room (1) and Office Room (2) each and public utility toilets 12 nos. (6 Gents & 6 Ladies) SPECIFICATIONS Urinal pans, western toilets, wash basin with provision of light, running water, Sewerage connection, running water facility, sanitary materials in sufficient volume and proper waste disposal system and regular cleaning.Cleaning of Toilets and Urinals on every hourly basis.	Job	1

14.	Parking Arrangement	Parking place for ambulance and Fire Extinguisher Vehicle adjacent to Stage/ Office room with sufficient space in front side for easy movement need to be set up. Parking place for vehicles need to be arranged with sufficient nos. of standby banners depicting PARKING need to be placed for easy identification of parking place by the public coming to witness the fair. The parking place to be properly manned with security.	Job	1
15.	Dining Hall	Dining halls in German Hanger of 70mtr. x 30mtr. With chairs, dining table, wash basins, service table and serving Personal. SPECIFICATION Cleanliness and sanitation in and around the dining hall shall be of paramount importance. Dinning arrangement for around 3000 Approx. participants (Non AC Dining) and 800 VIPs including Media (AC Dining) per day in separately	Sq. Mtr	2100
16.	Camp Office	One air conditioning camp office of size 12mtr.x 10mtr. for store room, pantry room, office room with work stations.	Sq.m tr	120
17.	Farmer Facilitation Centre	One carpeted Farmer Facilitation Centre of Size 10mtr. x 10mtr in a prominent zone with 10 Tables, 20 chairs, 5 LED TV & broadband connectivity.	Job	1
18.	Power Back Up	Power Backup with 250 KVA Generator from 1 day prior to scheduled fair till completion of fair (4days), with wiring to support at strategic locations including POL incase of power failure. However, the event area will be fully supported by silent DG.	Unit	10
19.	Public Address system	Public address system with multi-plug provision and cordless mikes, hanging mikes, connection to control room/ office room, multimedia players, DVD players etc, mike sets with complete accessories and music system	Job	1
20.	Fire Extinguishers	Fire extinguishers as per IS 5785:1993 specifications Fire Buckets with water/ sand Spraying of fire retardant solution over temporary structures as per Fire Safety Norms Fire Safety Certificate from competent authority	Job	1
21.	City Branding	Designing, printing and placement of Temporary Hoardings/Backdrops of 10'*10' in different identified locations	No	50
		Designing, printing and placement of Pole kiosks of 5'*2.5' in different identified locations	No	300

22.	Venue Branding	Flex & Frame Specifications: MS Pipe Frame with 320 GSM Blackback Star Flex for Backdrops, Dropdowns, Venue Branding, Fascia Branding, Main Gate Arch, A Boards, Signages at Venue, Champions Board, FOP Zoning, Box Branding, Standees, Directional Totem, and any others elements as per the specific dimensions including designing	Sq. Mtr.	10000
23.	Dustbins	Providing Dustbins at different prominent zones	Nos.	40
24.	Cleaning	Cleaning of entire event area in three shifts by sweepers. Removal of all unwanted materials out of the venue by vehicles. Sanitation of entire bathrooms, latrines, urinals with sanitary materials. White lime lining in opening & closing ceremony & sweepers to be well dressed in Uniform.	Job	1
25.	Carpeting	Stage, Office, VIP enclosure- Single colored/ Light colored good quality synthetic carpets Carpeting of stalls with synthetic net carpeting as per requirement	Sq. Mtr.	20000
26.	Designing & Printing of event materials	Designing & Printing 1000 nos. of invitation card, Brouchers & different IEC materials (Approx. 5000) required for the event.	Job	1
27.	Badges for officials, delegates, participant & exhibitors	13000 no. of Badges along with lanyards and printing on the spot during the event	Nos.	13000
28.	Uttariyas	Around 350 uttariyas (preferably dongariya/ handlooms) for felicitation of different awardees and dignitaries during the event.	Nos.	350
		Around 50 uttariyas (preferably Sambalpuri Patta Uttariya) for felicitation of VVIP during the event on the main stage.	Nos.	50
29.	Mementos	Around 350 customized mementos for felicitation of different awardees and dignitaries during the event.	Nos.	350
		Around 50 customized mementos for felicitation of VVIP during the event on the main stage.	Nos.	50
30.	Bouquet	Arrangement of good quality flower bouquet for Main stage event, Sessions and reception of dignitaries as per requirement- (Approx 300 No.) Flower bouquet ❖ White Lilly Bouquet, ❖ Orchid Bouquet, ❖ Rose Bouquet	Job	1
31.	Car Pass	Vehicle passes per participating stall & Organizing officials	Nos.	200
32.	Electrification/ electrical fittings/ light system	Complete electrical wiring with board/ control switcher of the built up area as above with ground lighting masts, and pavement lighting wiring etc.	Job	1
		Electrical fitting and accessories etc	Job	1
		Stage lights- complete package	Job	1

		Three pin plug point with three sockets.	Job	
		Double bar tube light fittings with tubes @4 sets per stall/ built up area of 9 sq.mtr. or Double CFL/SFL lamp of 18 watts @ 6sets per stall/ built up area of 9sqm	Job	
		Metal lights	Job	
		Halogen Lights	Job	
		Power distribution with armoured cables from main panel board & generator upto hangars & sub distribution with main panel switch board & sub main panel board	Job	
		General illumination of the ground with steel pole & sun streetlight & illumination of the service area	Job	
		General electrification inside hanger with metal halides, ground earthing	Job	
		Split Air conditioner of 2 to 4.0 ton capacity for office room, VIP enclosure & Seminar Hall	Job	
33.	Audio Visual	Stage Sound & Light with 4 side truss- Cordless ,stand,mikes	Job	1
		Digital LED of size 8' X 10' at different specified location in Plenary Hall	Nos.	8
34.	Outdoor LED	LED wall of size 8'X 10' for outdoor area	Nos.	5
35.	Walkie Talkie	For coordination walkie talkie during event (5days)	Nos.	20
36.	Media Lounge	One AC Media Lounge of the size 10mtr. X 10mtr with provision of 2 nos. of 4.00 Ton split air conditioner, fan, light etc. and attached toilet and wooden platform with synthetic mat., Table, Chairs, Laptop & printers.	Job	1
37.	Cloth Masking	Cloth Masking at various locations (Side of inauguration hall, Parking area, inside inauguration Hall, general entry, toilet, utility area, dining, gap between hangers, foodcourt etc.	Job	1
38.	Selfie Point	There will be Selfie Points in different places of mela ground with Ply base walls, cloth covering & flower decoration	Unit	1
39.	CCTV Cameras	Cameras with night vision, for Entire event area. PTZ camera, DVRS with 4 TB hard disk each including necessary cat six wire & cabling with monitors for viewing the same. There will be control room for monitoring.	Job	1
40.	Kitchen	Complete kitchen setup with necessary items (for Farmer, VIP and VVIP Kitchen)	Job	1
41.	Water Station	5mx5m pagoda structure, platform, carpet, octonorm room with lockable door for storage of water cans, tables and chairs.	Nos.	5
42.	Drinking water	Providing adequate drinking Water in different zones of the event area through paper cups	Job	1
43.	Mascot	Live Mascot for 3 Event Days	Nos.	1
		Mascot cutout	Nos.	20

44.	Cultural Night	Cultural Night by Singers, Artists , Troupes (Eminent Ollywood Artist) including emcee for 3 days on different Odia Culture	Nos.	3
45.	Track Singer	Male/Female Track Singer for Inaugural and Valedictory	No.	4
46.	Emcee for event	Master of ceremonies to be hired for Plenary Hall Sessions (3 days)	Nos.	3
47.	Hostage	Adequate Female Hostages in traditional attires for Plenary Hall and two Seminar Halls for 3 Days for different sessions	Job	1
48.	Tin Barricading	Required barricading in the venue to secure the area	Job	1
49.	Flagpole	20 ft height flagpole with flag	Nos.	100
50.	Photography, videography, film, live streaming, online VC setup etc	Videography, photography, pre and post event film, documentation of the entire event covering all technical sessions (around 16 sessions), main hall sessions, online VC setup for hybrid mode interactions etc	Job	1
51.	Wifi/ internet for live streaming	High speed internet connectivity for 3 days in Plenary Hall, Seminar Halls, Farmer Facilitation Center, Camp Office, Media Lounge, VIP Lounge	Job	1
52.	Kits for farmers & Media	Kits for farmers & media containing jute bag (printed), Pen & Writing pads (printed), Millet cookies, Cap (logo printed)	Nos.	12000
	Kits for Delegates	Kits for Delegates containing good quality jute folder (printed), Pen & writing pads (printed)	Nos.	250
53.	Security Services	Well-equipped Security Guards having PSARA license to be deployed with uniform dress. Providing security service in the ground for watch and ward with supervisors (24 hours for 3 + 4 days)	Job	1
54.	Volunteers	Engage adequate volunteers for the entire event	Job	1
55.	Snacks	Dry Snacks Arrangement (Biscuit Packet, Cake, Chocolates, Banana, Tetra Pack Juice, Mineral Water Bottle etc. in packed manner) during Inaugural Session	No.	3000
56.	Fooding	Lunch for participating farmers& supporting staffs @3500 nos. per day	No.	10500
57.	Vehicle Arrangement	Swift Dezire (within 200kms range)	No.	30
		Innova (within 200kms range)	No.	30
		AC Bus 52 seaters for regular up and down from IMAGE /other place of accommodation to the venue	No.	9
		Arrivals and departure management, prepare movement plan	Job	1
58.	Pantry Setup	Arrangement of Pantry setup facilities with proper service to visiting guests, speakers, Media Personnel at Camp Office, Media Lounge, Hon'ble CM Lounge, Reception Office (Tea, Green Tea, Coffee, juice, soft drinks, mineral water, snacks, cookies, chocolates, dry fruits & etc.	Job	1

59.	Ambulance service	Ambulance & Medical service with doctor for 3 days	Job	1
60.	Translation Service	Translation Service with interpretation setup in both seminar Halls for 3 days	Job	1
61.	Activity Area	Stage, Sound System with seating capacity of 100 for Debates, quiz, story telling & Etc., VR Experience Zone with Internet Facility, TV inside the AC Hanger	Job	1
62.	FOOD ZONE	Pagoda structure (Platform with carpeting) 5M X 5M Table & Chair, Light, Fan & Power connection	Nos.	10
63.	Press Conference	Arrangement of Press conference for around 200 participants in the Krushi Bhawan auditorium along with snacks packet, tea, drinking water, media kits (paper folder, pen, writing pad, press release)	Job	1
64.	Golf Cart	Arrangement of a Golf Cart with professional driver for visit of dignitaries inside the venue	Job	1
65.	Chairs	Additional Chairs for Exhibition Halls, Seminar Halls, Plenary Halls etc.	No.	500
66.	Long Tables	Additional Long Tables to be used in Exhibition Halls, Live Demonstration Hanger	No.	100
67.	Light Decoration	Tree Light Decorations around the venue for 5 days	Job	1
68.	Horticulture	Arrangement of Decorative Plants inside the complete event area including Plenary Hall, Stage etc.	Job	1
69.	Awards	Customized Trophies of 3 Categories	No.	21

3.2.1 Specifications :

- a) The specifications are subject to modification, addition, substitution, alternation as may be required at the time of execution depending on the requirement, and the number and quantity of items of ancillary amenities, facilities, and material, furniture, fittings including electrical fittings to be supplied as per actual requirement.
- b) Wherever required additional items of construction work or ancillary amenities, facilities etc. as aforementioned or as may be required in the opinion of the Competent Authority have to be provided at short notice.

3.3 GENERAL REQUIREMENT OF STALLS

- 3.3.1 The successful bidder has to provide (a) Electrical connection (b) plug points (c) lighting systems (d) Long Table with Cloth (e) Chairs etc to the stalls.
- 3.3.2 The final sketch for layout of the stalls will be made available to the successful bidder and the stalls should be made in such a manner keeping in view the large number of Agriculture Machinery Manufactures expected to participate in the exhibition. The successful bidders have to consult IMAGE before starting the work so that a suitable area will be demarcated to such exhibitors at appropriate place.
- 3.3.3 Some of the exhibitors will need more space for stalls and also open space for displaying heavy machineries outside their stall space. The stall lay out have to be done keeping such requirements in view, which will be made available during the course of construction of stalls.
- 3.3.4 Some of the exhibitors may like to construct their own stalls within the allotted space, and accordingly provision will be made. But the successful bidder has to provide them (a) Electrical connection (b) plug points (c) lighting systems (d) fans (e) Long Table with Cloth (f) Chairs etc as may be required by them and approved by the Officer in charge at the ground/ Director, IMAGE.

3.3.5 The intending bidders may visit the ground where exhibition will be done and submit the following;

- (a) A lay out plan for the whole ground with necessary drawings
- (b) Drawing and design for the gate (mandatory)
- (c) Drawing and Design for the Stage
- (d) Drawing and Design for stalls in clusters
- (e) Drawing and Design for Pandal/ Meeting Venue
- (f) Drawing and Design for Green Room, Reception-cum-Office Room, VIP Enclosure, Service Room, Duty room for service personnel, Temporary Toilet, Parking place, Food Court etc.
- (g) Drawing space for Power supply backup, Space for public address system and equipment, space for dustbins, Space for Fire fighting equipments, Space for drinking water facility, Space for Ambulance and Fire extinguisher vehicle etc.
- (h) Drawing indicating the other structures as may be specified in the specifications.

3.3.6 All the stalls including food court, and all pavements inside the exhibition ground should be covered with synthetic net carpet, excluding those areas meant for parking of heavy machinery, as may be specified.

3.4 ELECTRICAL WIRING, SWITCH BOARDS, AND FITTINGS

3.4.1 Electrical works to be done:

- i) Complete Wiring of the entire exhibition area with required switch boards, control switches.
- ii) Adequate Plug Points for operating audio visual equipments, computer, and mobile charging of the exhibitors and in all built up area as per specifications.
- iii) Adequate Ceiling, wall/pole mounted fans as per requirement/ specifications in all the built up area.
- iv) Adequate Lighting with CFL/ SFL Lamps in the stalls, other structures and in the ground.
- v) Adequate Pavement Lighting in the passage between stalls, passage to the toilets, parking area, with two halogen lamps fixed at opposite directions at an interval of 15' or as may be required. Sufficient light arrangement shall be made to lighten the entire Exhibition Ground with provision of Halogen/Neon light in towers.
- vi) Split Air Conditioners of 1.5 to 2.0 tonne capacity to be provided in the VIP Enclosure, Office Room and stand ACs to be installed on the stage as specified.
- vii) Pedestal fans to be provided in strategic locations as per requirement and specified.
- viii) Decorative lichi bulbs, shaded lights may be provided as specified.
- ix) Adequate light provision to be made focussing the gates and its surrounding area including parking space.
- x) Adequate Stage lights, rotating lights, and dim and bright lights for stage shows etc. as per requirement and specified.
- xi) Appropriate lighting arrangements with flood light towers as may be specified in the entire ground, back of the stall to ensure safety of the personnel and material in the ground during the night in addition to providing adequate lighting arrangements in the exhibition area.
- xii) Sound sensitive decorative lamps for cultural shows to be staged, so that the lighting increases and decreases and rotate depending on the volume of the sound.
- xiii) The Successful bidder has also to provide adequate Power supply back up to the ground by providing the required number of Generators of 250 KVA/ 125 KVA as maybe required for the event.

3.4.2 Assistance for Providing Electricity connection to the exhibition ground.

- (i) IMAGE shall write to the TPCODL and the Electrical Inspector, for providing Electrical supply to the ground from the date of commencement of construction as per requirement.
- (ii) IMAGE shall also make payment of the Inspection Fee for Electrical fittings, and fees and tariff payable to the TPCODL.
- (iii) The Successful bidder has to assist IMAGE in obtaining clearance from the Electrical Inspector /TPCODL for minimum connected load and full connected load till the exhibition is over and materials are removed from the ground.

3.5 COMPLETE VENUE HANDOVER:

The Ground is reserved from **16th January onwards for the event**. Hence, the Event Management Agency will have to plan accordingly for completion of works as per the BoQ. The agency must handover **the Stalls with all amenities on or before 20.01.2026 and rest infrastructure completed in all respects by 21.01.2026** strictly. Similarly, the agency must dismantle the complete infrastructure and vacate the ground within **5 days of completion of the event**.

SECTION: 4

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Director, IMAGE
Siripur, Bhubaneswar - 751003**

**Subject: "Selection of Event Management Agency for KRUSHI ODISHA-2026" under the
Department of Agriculture & Farmers' Empowerment, Odisha.**

[TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Request for Proposal No.: ____, dated__.

I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal uploaded in the e-procurement portal and the physical copy of the Technical Proposal is submitted in a separate envelope

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. 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 the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject our proposal 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 Organization (General Details)**

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

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
Turnover from Event Management Business only (in Cr.)			
Supporting Documents: Audited certified financial statements for the last three FYs (2022-23, 2023-24, 2024-25) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) Filled-in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.			

Signature and Seal of the Company Auditor with Date in original

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH- 4

FORMAT FOR POWER OF ATTORNEY

(To be provided in original on Bidder Letter Head as part of the Technical Proposal duly signed by the competent authority of the bidder)

Dated:_____

POWER OF ATTORNEY

To Whom It May Concern

Know all men by these presents, we _____(name and registered office address of the Applicant) do hereby constitute, appoint and authorise Mr. _____(Name of the Person(s)), domiciled at _____(Address), acting as _____(Name and Designation), as Authorised Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of contract under [Name of the Assignment] involving the deliverables as per agreement with _____, vide Request of Proposal (RFP) Document dated, issued by Director, IMAGE, Bhubaneswar under Agriculture & Farmers' Empowerment Department, Government of Odisha including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For:_____

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney

NB: *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).*

TECH- 5

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (Lists of completed Assignments of similar nature during last 5 years)

Sl. No.	Period	Assignment and Duration	Name of the Client	*Contract Value (in INR)	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							

[*Contract value more than 1.00 Cr.]

Note: Bidders are requested to furnish the list of the similar assignments undertaken/ completed during the last 5 Financial Years (2020-21, 21-22, 22-23, 23-24 & 24-25) having contract value more than 1.00 Cr. each as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Assignments of similar nature means organization of Mela, Fairs, Exhibitions etc. at International, National & State/ Regional Level.

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

Communication Address of the Bidder:_____

TECH-6

Comments and Suggestions of the Agency on the Terms of Reference / Scope of Work and Facilities to be provided by the Client

A: On the Terms of Reference / Scope of Work:

[Present and justify here any modifications to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your technical proposal.]

B: On Input and Facilities to be provided by the Client:

[Comment here on inputs and facilities to be provided by the Client according to Information to the Consultant and Scope of Work]

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

TECH -7

DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance, and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. ***Please do not repeat/copy the ToR here.***

B. Description of Approach and Methodology:

C. Documentation Management Plan for the Client:

D. Staff Deployment Strategy:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

NB: Bidders are requested to furnish the above information limiting it up to 5-7 pages only

SECTION-5

FINANCIAL PROPOSAL SUBMISSION FORMS

FIN-1
COVERING LETTER
(In Bidder's Letter Head)

[Location, Date]

To

The Director, IMAGE
Siripur, Bhubaneswar – 751003

**Subject: “Selection of Event Management Agency for KRUSHI ODISHA-2026” under the
Department of Agriculture & Farmers’ Empowerment, Odisha**

[FINANCIAL PROPOSAL]

Sir

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

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

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

Yours faithfully,

Authorized Signatory *[In full and initials]*:

Name and Designation of Signatory with Date and

Seal: Address of the Bidder:

—

FIN-2**(Part-A)****FINANCIAL PROPOSAL****INDICATIVE/ SUGGESTIVE SPECIFICATIONS AND AMENITIES TO BE PROVIDED FOR THE KRUSHI ODISHA-2026**

Sl. No.	Item of work	Specifications/ detailed items/ amenities to be provided	Units	Approx. Built-up area/ Quantity	Rate per Unit (Rs.)	Amount (Rs.)
1.	Registration Room	Registration in pagodas 5mx5m with wooden flooring, carpeting, side panelling, cabelling, lighting, front, glass, registration counters, fans, facia, board with vinyl cut of lettering, computers, printers, manpower for spot registration and management, printing of lanyard and badges & printing of names on the badges of different categories as per the requirement.	Sq. Mtr.	150		
2.	Constructions of Stalls	Construction of approximately 250 Exhibition OCTONORM stalls, each of size 3mtr.x3mtr.x3mtr. Inside 3 AC hangers GENERAL SPECIFICATIONS: Each stall to be provided with one high Desk (steel) and three plastic moulded chairs. Each stall to be given appropriate lighting : Should be at least four sets of double LED light fitting with tube or eight CFL lamp fitting with CFL Bulb. Each stall have three plug points with three multi pin scokets for display of hoarding, computer, TV monitor, Mobile charging etc. Few Exhibitors have requested for open space on the row of stalls as may be allotted to them. While the stalls will be erected by such exhibitors on their own, appropriate lighting, additional lightings, plug point and other. Amenities like table, chairs etc. should be provided in several cases, the exhibitors may ask for more than one stall. In such cases, the stalls should be with or without partition as may be specified.	Sq. Mtr.	4500		

		in case of specific requirement by any exhibitor, the stall size has to be modified, increased, or decreased as may be specified				
		All stalls except food stalls should be given synthetic net carpeting.				
3.	Construction of Stage	Covered stage platform of 20mtr.x 12mtr. GENERAL SPECIFICATIONS: Super structure with three side walling The frontage of the stage platform should be appropriately covered with flexes/ curtains etc. along with branding as may be specified Backdrop curtain and flex as may be specified and Digital LED Backdrop of appropriate size flexes with appropriate branding may be provided as back drop Good quality VVIP chairs 15-20 nos on the stage covered with white towels with matching t-poy & Podium Stand Brass stand lamp for lighting of lamp by dignitaries Tower AC 2 ton 6 nos. Complete stage arrangement including dais like Flower Vase, Floral decoration of the stage, Pen, writing pad and folder, snacks, glass water bottle, table top, Tray with velvet cloth as per requirement. Good quality synthetic carpet	Sq. Mtr.	240		
4.	Hanger for Live demonstration	Non-ac Hanger to be provided for live demonstration (Animals, Birds & fisheries)	Sq. Mtr.	800		

5.	Gates	The height of the fascia of the gate should be at least 5 Mtr, with a width of 8 mtr. between two side frames so as to enable passage of heavy vehicles into the venue. The gate should be illuminated as may be specified and provided with flexes, flower decorations etc as may be specified. Hoardings on the gates of 10 feet by 8 feet shall be installed.	Nos.	2		
		Main gate with side walls and top fascia with suitable flex (All side branding. The bottom fascia of the Main gate should be at least at height of 5mtr. from the ground, and the passages should be at least 8 mts. to allow movement of loaded, Heavy vehicles, fire brigade vehicles, other machineries and equipment's.				
		Floral decoration of the gates as specified by the organizing committee.				
6.	Plenary Hall for Meeting	Plenary Hall for meeting venue in Non-Ac German Hanger of 70 mtr. x 40 mtr. Size in front of the stage at an appropriate distance From the stage	Sq. Mtr.	2800		
		GENERAL SPECIFICATIONS:				
		Superstructure with flooring and ceiling and provision of ceiling mounted/ pole mounted fans, adequate lighting and sound system				
		sofas and t-poy (for 200 Persons) - VIP sitting area				
		subsequent rows with Banquet chairs with white cover 2000 (Approx.)				
		Barricade about 6 mtr. From the Stage with sufficient moving space in the front row				

7.	SEMINAR HALL	Two AC Seminar Halls of 25mtr. x 15mtr. Size for conducting workshop, farmer scientist interaction & experience sharing of farmers during the fair days. Each hall will have one stage 6mtr. x 4mtr., with proper dais arrangement for around 6-8 speakers, digital LED Backdrop, PA, Podium & 200 Banquet chairs for participants	Sq. Mtr.	750		
8.	Reception-cum office Room (VIP Lounge)	One AC reception cum office room of the size 12mtr. x 12mtr. (two segments of 12mtr. x 12mtr. each with inter connection) with provision of 4 nos. of 4.00 Ton split air conditioner, fan, light etc. and attach toilet in each segment and wooden platform with synthetic woollen mat.	Sq. Mtr.	144		
		SPECIFICATIONS				
		Super structure with flooring and ceiling and carpeting with four side walling with board and provision of door with door closure in each segment, sliding glass windows, fan, light etc				
		Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 10 no. of revolving cushion chairs, 6 sets of new Dunlop sofa set for VVIPs (for 20 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4no. of waste bin basket, 15 no. of plastic moulded chairs, two steel tables for pantry room & two standard table for computer operation. (Requirements as need basis).Laptop & Printer setup (4 min)				
9.	HCM LOUNGE	One AC VIP enclosure of size 12mtr. X 6mtr. With provision of 3 nos. of 4ton split air conditioner, wooden platform with carpeting, provided with good curtains and attached toilet.	Sq. Mtr.	72		
		SPECIFICATIONS				

		superstructure with roofing, ceiling and carpeting with four side walling with board and provision of door with door closer, sliding glass window, fan, light etc.				
10.	Service Room	One service room of size 5mtr. x 3mtr with board, ceiling and four walls with board	Sq. Mtr.	15		
		SPECIFICATIONS				
		superstructure with roofing, ceiling and carpeting with four side walling with board and provision of door, glass window, fan, light etc.				
11.	Duty rooms for service Personnel	5 nos. Pagoda 5m X 5m one each for fire service personnel, police personnel, security personnel, medical & CCTV	Sq. Mtr.	125		
		SPECIFICATIONS : superstructure with roofing, ceiling and carpeting with three side walling and provision of fan, light, tables(5)and chairs (20) etc.				
12.	Barricade/ side curtains	Barricade at a distance of 6mtr. from the stage and 2 mtr. From 1st row at a height of 1.5 mtr. With MS grill structure.	Job	1		
13.	Temporary Toilets	Temporary toilets adjacent of the stage (1), VIP Room (1), CM room (1) and Office Room (2) each and public utility toilets 12 nos. (6 Gents & 6 Ladies)	Job	1		
		SPECIFICATIONS				
		Urinal pans, western toilets, wash basin with provision of light, running water, Sewerage connection, running water facility, sanitary materials in sufficient volume and proper waste disposal system and regular cleaning.Cleaning of Toilets and Urinals on every hourly basis.				

14.	Parking Arrangement	Parking place for ambulance and Fire Extinguisher Vehicle adjacent to Stage/ Office room with sufficient space in front side for easy movement need to be set up. Parking place for vehicles need to be arranged with sufficient nos. of standby banners depicting PARKING need to be placed for easy identification of parking place by the public coming to witness the fair. The parking place to be properly manned with security.	Job	1		
15.	Dining Hall	Dining halls in German Hanger of 70mtr. x 30mtr. With chairs, dining table, wash basins, service table and serving Personal.	Sq. Mtr	2100		
		SPECIFICATION				
		Cleanliness and sanitation in and around the dining hall shall be of paramount importance.				
		Dinning arrangement for around 3000 Approx. participants (Non AC Dining) and 800 VIPs including Media (AC Dining) per day in separately				
16.	Camp Office	One air conditioning camp office of size 12mtr.x 10mtr. for store room, pantry room, office room with work stations.	Sq.m tr	120		
17.	Farmer Facilitation Centre	One carpeted Farmer Facilitation Centre of Size 10mtr. x 10mtr in a prominent zone with 10 Tables, 20 chairs, 5 LED TV & broadband connectivity.	Job	1		

18.	Power Back Up	Power Backup with 250 KVA Generator from 1 day prior to scheduled fair till completion of fair (4days), with wiring to support at strategic locations including POL incase of power failure. However, the event area will be fully supported by silent DG.	Unit	10		
19.	Public Address system	Public address system with multi-plug provision and cordless mikes, hanging mikes, connection to control room/ office room, multimedia players, DVD players etc, mike sets with complete accessories and music system	Job	1		
20.	Fire Extinguishers	Fire extinguishers as per IS 5785:1993 specifications	Job	1		
		Fire Buckets with water/ sand				
		Spraying of fire retardant solution over temporary structures as per Fire Safety Norms				
		Fire Safety Certificate from competent authority				
21.	City Branding	Designing, printing and placement of Temporary Hoardings/Backdrops of 10*10' in different identified locations	No	50		
		Designing, printing and placement of Polekiosks of 5*2.5' in different identified locations	No	300		
22.	Venue Branding	Flex & Frame Specifications: MS Pipe Frame with 320 GSM Blackback Star Flex for Backdrops, Dropdowns, Venue Branding, Fascia Branding, Main Gate Arch, A Boards, Signages at Venue, Champions Board, FOP Zoning, Box Branding, Standees, Directional Totem, and any others elements as per the specific dimensions including designing	Sq. Mtr.	10000		
23.	Dustbins	Providing Dustbins at different prominent zones	Nos.	40		
24.	Cleaning	Cleaning of entire event area in three shifts by sweepers. Removal of all unwanted materials out of the venue by vehicles. Sanitation of entire bathrooms, latrines, urinals with sanitary materials. White lime lining in opening & closing ceremony & sweepers to be well dressed in Uniform.	Job	1		

25.	Carpeting	Stage, Office, VIP enclosure- Single colored/ Light colored good quality synthetic carpets	Sq. Mtr.	20000		
		Carpeting of stalls with synthetic net carpeting as per requirement				
26.	Designing & Printing of event materials	Designing & Printing 1000 nos. of invitation card, Brouchers & different IEC materials (Approx. 5000) required for the event.	Job	1		
27.	Badges for officials, delegates, participant & exhibitors	13000 no. of Badges along with lanyards and printing on the spot during the event	Nos.	13000		
28.	Uttariyas	Around 350 uttariyas (preferably dongariya/ handlooms) for felicitation of different awardees and dignitaries during the event.	Nos.	350		
		Around 50 uttariyas (preferably Sambalpuri Patta Uttariya) for felicitation of VVIP during the event on the main stage.	Nos.	50		
29.	Mementos	Around 350 customized mementos for felicitation of different awardees and dignitaries during the event.	Nos.	350		
		Around 50 customized mementos for felicitation of VVIP during the event on the main stage.	Nos.	50		
30.	Bouquet	Arrangement of good quality flower bouquet for Main stage event, Sessions and reception of dignitaries as per requirement- (Approx 300 No.) Flower bouquet ❖ White Lilly Bouquet, ❖ Orchid Bouquet, ❖ Rose Bouquet	Job	1		
31.	Car Pass	Vehicle passes per participating stall & Organizing officials	Nos.	200		
32.	Electrification/ electrical fittings/ light system	Complete electrical wiring with board/ control switcher of the built up area as above with ground lighting masts, and pavement lighting wiring etc.	Job	1		
		Electrical fitting and accessories etc	Job	1		
		Stage lights- complete package	Job	1		
		Three pin plug point with three sockets.	Job			
		Double bar tube light fittings with tubes @4 sets per stall/ built up area of 9 sq.mtr. or Double CFL/SFL lamp of 18 watts @ 6sets per stall/ built up area of 9sqm	Job			

		Metal lights	Job			
		Halogen Lights	Job			
		Power distribution with armoured cables from main panel board & generator upto hangars & sub distribution with main panel switch board & sub main panel board	Job			
		General illumination of the ground with steel pole & sun streetlight & illumination of the service area	Job			
		General electrification inside hanger with metal halides, ground earthing	Job			
		Split Air conditioner of 2 to 4.0 ton capacity for office room, VIP enclosure & Seminar Hall	Job			
33.	Audio Visual	Stage Sound & Light with 4 side truss- Cordless ,stand mikes	Job	1		
		Digital LED of size 8' X 10' at different specified location in Plenary Hall	Nos.	8		
34.	Outdoor LED	LED wall of size 8'X 10' for outdoor area	Nos.	5		
35.	Walkie Talkie	For coordination walkie talkie during event (5days)	Nos.	20		
36.	Media Lounge	One AC Media Lounge of the size 10mtr. X 10mtr with provision of 2 nos. of 4.00 Ton split air conditioner, fan, light etc. and attached toilet and wooden platform with synthetic mat., Table, Chairs, Laptop & printers.	Job	1		
37.	Cloth Masking	Cloth Masking at various locations (Side of inauguration hall, Parking area, inside inauguration Hall, general entry, toilet, utility area, dining, gap between hangers, foodcourt etc.	Job	1		
38.	Selfie Point	There will be Selfie Points in different places of mela ground with Ply base walls, cloth covering & flower decoration	Unit	1		
39.	CCTV Cameras	Cameras with night vision, for Entire event area. PTZ camera, DVRS with 4 TB hard disk each including necessary cat six wire & cabling with monitors for viewing the same. There will be control room for monitoring.	Job	1		
40.	Kitchen	Complete kitchen setup with necessary items (for Farmer, VIP and VVIP Kitchen)	Job	1		

41.	Water Station	5mx5m pagoda structure, platform, carpet, octonorm room with lockable door for storage of water cans, tables and chairs.	Nos.	5		
42.	Drinking water	Providing adequate drinking Water in different zones of the event area through paper cups	Job	1		
43.	Mascot	Live Mascot for 3 Event Days	Nos.	1		
		Mascot cutout	Nos.	20		
44.	Cultural Night	Cultural Night by Singers, Artists , Troupes (Eminent Ollywood Artist) including emcee for 3 days on different Odia Culture	Nos.	3		
45.	Track Singer	Male/Female Track Singer for Inaugural and Valedictory	No.	4		
46.	Emcee for event	Master of ceremonies to be hired for Plenary Hall Sessions (3 days)	Nos.	3		
47.	Hostage	Adequate Female Hostages in traditional attires for Plenary Hall and two Seminar Halls for 3 Days for different sessions	Job	1		
48.	Tin Barricading	Required barricading in the venue to secure the area	Job	1		
49.	Flagpole	20 ft height flagpole with flag	Nos.	100		
50.	Photography, videography, film, live streaming, online VC setup etc	Videography, photography, pre and post event film, documentation of the entire event covering all technical sessions (around 16 sessions), main hall sessions, online VC setup for hybrid mode interactions etc	Job	1		
51.	Wifi/ internet for live streaming	High speed internet connectivity for 3 days in Plenary Hall, Seminar Halls, Farmer Facilitation Center, Camp Office, Media Lounge, VIP Lounge	Job	1		
52.	Kits for farmers & Media	Kits for farmers & media containing jute bag (printed), Pen & Writing pads (printed), Millet cookies, Cap (logo printed)	Nos.	12000		
	Kits for Delegates	Kits for Delegates containing good quality jute folder (printed), Pen & writing pads (printed)	Nos.	250		

53.	Security Services	Well-equipped Security Guards having PSARA license to be deployed with uniform dress. Providing security service in the ground for watch and ward with supervisors (24 hours for 3 + 4 days)	Job	1		
54.	Volunteers	Engage adequate volunteers for the entire event	Job	1		
55.	Snacks	Dry Snacks Arrangement (Biscuit Packet, Cake, Chocolates, Banana, Tetra Pack Juice, Mineral Water Bottle etc. in packed manner) during Inaugural Session	No.	3000		
56.	Fooding	Lunch for participating farmers& supporting staffs @3500 nos. per day	No.	10500		
57.	Vehicle Arrangement	Swift Dezire (within 200kms range)	No.	30		
		Innova (within 200kms range)	No.	30		
		AC Bus 52 seaters for regular up and down from IMAGE / other place of accommodation to the venue	No.	9		
		Arrivals and departure management, prepare movement plan	Job	1		
58.	Pantry Setup	Arrangement of Pantry setup facilities with proper service to visiting guests, speakers, Media Personnel at Camp Office, Media Lounge, Hon'ble CM Lounge, Reception Office (Tea, Green Tea, Coffee, juice, soft drinks, mineral water, snacks, cookies, chocolates, dry fruits & etc.	Job	1		
59.	Ambulance service	Ambulance & Medical service with doctor for 3 days	Job	1		
60.	Translation Service	Translation Service with interpretation setup in both seminar Halls for 3 days	Job	1		
61.	Activity Area	Stage, Sound System with seating capacity of 100 for Debates, quiz, story telling & Etc.,VR Experience Zone with Internet Facility, TV inside the AC Hanger	Job	1		
62.	FOOD ZONE	Pagoda structure (Platform with carpeting) 5M X 5M Table & Chair, Light, Fan & Power connection	Nos.	10		

63.	Press Conference	Arrangement of Press conference for around 200 participants in the Krushi Bhawan auditorium along with snacks packet, tea, drinking water, media kits (paper folder, pen, writing pad, press release)	Job	1		
64.	Golf Cart	Arrangement of a Golf Cart with professional driver for visit of dignitaries inside the venue	Job	1		
65.	Chairs	Additional Chairs for Exhibition Halls, Seminar Halls, Plenary Halls etc.	No.	500		
66.	Long Tables	Additional Long Tables to be used in Exhibition Halls, Live Demonstration Hanger	No.	100		
67.	Light Decoration	Tree Light Decorations around the venue for 5 days	Job	1		
68.	Horticulture	Arrangement of Decorative Plants inside the complete event area including Plenary Hall, Stage etc.	Job	1		
69.	Awards	Customized Trophies of 3 Categories	No.	21		
Total						-

N. B. : Quantities / units mentioned are approximate and may vary as per requirement and final decision taken by the Organising Committee. The quantification does not entail claim to the successful bidder for work executed, but will be paid on actuals verified by a Team of verifying Officers only. The Organising committee reserves the right to alter, reduce, add, or delete any item, quantity, or specifications during the actual execution of work.

Authorized Signatory [In full and initials]:_____

Name and Designation with Date & Seal:_____

FIN-2

(Part-B)

SUMMARY OF FINANCIAL PROPOSAL

Sl. No.	Fee Particulars	Amount in INR
A	Total estimated cost as per Fin-2 (Part-A)	
B	Service Charges	
C	GST@_____	
Grand Total (A+B+C)		
In Words		

N.B. : The bids with following conditions will be rejected as per the decision of the Tender Evaluation committee

1. Financial Proposals do not meet the requirement in all aspects of the RFP
2. The Financial Proposal is non-reasonable and non consistent with the quality required
3. Offered Price are substantial higher than the cost estimate or available budget

SECTION - 6

ANNEXURE

BID SUBMISSION CHECK LIST

Sl. no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs.10,000/- in form of DD		
4	EMD of Rs.15,00,000/- in form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of valid Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (2022-23, 2023-24,2024-25)		
9	General Details of the Bidder (TECH - 2)		
10	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		
11	Power of Attorney (TECH- 4) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) (TECH- 5) along with the copies of work orders / contract paper for the respective assignments		
13	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career.		
4	Comments and Suggestions (TECH-6)		
5	Description of Approach, Methodology & Work Plan (TECH-7)		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter (FIN-1)		
2	Summary of Financial Proposal (FIN-2)		

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 of the bidder.

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

FORMAT FOR SUBMISSION OF PRE-BID QUERY

- The bidders will have to ensure that their queries in soft copy for the pre-bid meeting should reach to Director, IMAGE, Bhubaneswar through email at imagebbsr1999@gmail.com latest by **/**/**** as per the prescribed format only as mentioned below.

S. No.	RFP Document [Section & Page Number]	Content of RFP requiring Clarification(s)	Clarification Requested
1.			
2.			
3.			
4.			
5.			
6.			

- Any other form of submission will not be entertained.
- The Client shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time as per the Instruction sheet of the RFP shall not be entertained by the Client.
- The purpose of query clarification is to provide the bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project.
- The Client will Endeavour to provide timely response to the queries by uploading in website. No individual response to be given. However, the client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been proposed by the bidders.

Authorized Signatory [In full and initials]:_____

Name and Designation with Date and Seal:_____

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas(hereinafter called the “tenderer”) has submitted their offer dated for the supply of(hereinafter called the “tender”) against the purchaser’s tender enquiry No.....

KNOW ALL MEN by these presents that WE..... of having our register office at are bound unto(hereinafter called the “Purchaser”) in the sum of..... for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors assigns by these presents.

Sealed with the
Common Seal of the said Bank this day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/ execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our.....branch at.....*(Name & Address of the * branch) is liable to pay the guaranteed amount depending on the filling of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our.....* branch on or before Dt..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

**** Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State head quarters.***

PERFORMANCE BANK GUARANTEE FORMAT

To,

**The Director, IMAGE
Siripur, Bhubaneswar-751003**

WHEREAS (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by.....(Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of

..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of....., 2026

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dtotherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer