

**Selection of Agency for Event Management and Providing other ancillary items for the ITI and Poly Fest
2025-26 in DTE&T, Odisha**



**DIRECTORATE OF TECHNICAL EDUCATION AND
TRAINING(DTE&T), ODISHA**

Killa Maidan, Buxi Bazar, Cuttack-753001
Phone No-0671(2301061), Fax-0671(2301961)



NIT No. DTET/2025-26/1581

Date: 30.01.2026

REQUEST FOR PROPOSAL

**Selection of an Agency/Firm for Event Management and providing other ancillary items for
the ITI and Poly Fest of 2025-26 in DTE&T, Odisha**

DTE&T under the administrative control of Skill Development & Technical Education Department, Government of Odisha (the Client) invites sealed proposals from eligible bidders for **“Selection of an Agency/Firm for Event Management and Providing of other Ancillary items for the ITI and Poly Fest. 2025-26 in DTE&T, Odisha”**. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.dtet.odisha.gov.in/www.tendersodisha.gov.in.

The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	31.01.2026 by 05:00 PM
2	Last Date for Submission of Pre-Bid Query	03.02.2026 by 05:00 PM
3	Pre-Bid Meeting (Hybrid Mode)	04.02.2026 at 03:00 PM
4	Last Date for issue of Corrigendum/revised of RFP	06.02.2026 by 05:00 PM
5	Last Date for Submission of Bid	13.02.2026 by 05:00 PM
6	Date of Opening of Technical Bid	16.02.2026 by 11:00 AM
7	Technical PPT Presentation	To be intimated later
8	Date of Opening of Financial Bid	To be intimated later

The proposals complete in all respect must be applied through e-tender process latest by 13.02.2026 (before 5:00 PM) clearly **“Selection of an Agency/Firm for Event Management and providing other ancillary items for the ITI and Poly Fest. 2025-26 in DTE&T, Odisha”**. The proposals received beyond the last date and time will be rejected without assigning any reason. In case of any further modification/ alteration/ amendment shall be published in the websites only. The authority reserves all the rights to reject any/ all proposals at any stage without assigning any reason thereof.

Sd/-
**Director,
DTE&T, Odisha**

Memo No.

Date:

1. Copy to e-Governance Cell, SD&TE Department, Government of Odisha for publication in the website of the Department for wide publicity.
2. Copy to Smt. Kalpana Panigrahi, I/c S&B Section, for publication on the Website and Notice Board of DTE&T for wide publicity.

Sd/-
**Director,
DTE&T, Odisha**



Request for Proposal

Selection of an Agency/Firm for Event Management and Providing of other ancillary items for the ITI and poly fest of 2025-26 in DTE&T, Odisha

Directorate of Technical Education and Training, Odisha

Killa Maidan, Buxi Bazar,

Cuttack-753001

Phone No-0671(2301061),

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Email: dtetorissa@gmail.com; dtetodisha.procurement@gmail.com

January 2026

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Disclaimer

This Request for Proposal (RFP) is issued by the Directorate of Technical Education and Training (DTE&T), Skill Development & Technical Education Department, Government of Odisha.

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither DTE&T nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

The DTE&T under the Skill Development & Technical Education Department, Government of Odisha shall be the sole and final authority with respect to selection of

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an Agency for the purpose through this RFP.

1. Bidder Data Sheet

Sl. No	Particular	Details
1	Name of the Client	Directorate of Technical Education and Training (DTE&T), Skill Development & Technical Education Department, Government of Odisha
2	Method of Selection	Least Cost Based Selection (LCS)/L1
3	Mode of Submission	Online (e-tender) www.tendersodisha.gov.in
4	Date of Issue of RFP	31.01.2026 by 05:00 PM
5	Deadline for Submission of Pre-Proposal Query	03.02.2026 by 05:00 PM (Through email to: dtetorissa@gmail.com / dtetodisha.procurement@gmail.com)
6	Pre-Bid Meeting (Hybrid Mode)	04.02.2026 at 03:00 PM
7	Issue of Pre-Proposal Clarifications / Corrigendum	06.02.2026 by 05:00 PM
8	Last Date for submission of Proposal	13.02.2026 by 05:00PM
9	Date of Opening of Technical Proposal	16.02.2026 at 11:00 AM
10	Date of Technical PPT Presentation	To be intimated later
11	Date of opening of Financial Proposal	To be intimated later
12	Bid Processing Fee (Non-Refundable)	INR 5,000/- + GST: 18 % = INR 5,900/- (Rupees Five Thousand Nine Hundred Only) (through online mode)
13	Earnest Money Deposit (EMD) (Refundable)	INR 2,00,000/- (Rupees two Lakhs only) (through online mode)
14	Performance Security	The selected Bidder shall furnish 5% of the Contract value in shape of Demand Draft in favour of "DTE&T Odisha" from any scheduled commercial bank.
15	Contact Person / Address for Submission of Proposal	Director, Directorate of Technical Education and Training (DTE&T) Odisha, Killa Maidan, Buxi Bazar, Cuttack, Pin Code: 753001 E-mail: dtetorissa@gmail.com ; & dtetodisha.procurement@gmail.com Contact person: Sri. S. K. Patra, Joint Director (Procurement), DTE&T Odisha, Mob. 9437404277
16	Place of Opening of Proposal	Conference Hall, DTE&T, Cuttack, Odisha

NOTE:

- Amendments/Corrigendum(a) to the RFP document, if any, would be published on the website only. Please visit the website: www.dtet.odisha.gov.in/www.tendersodisha.gov.in regularly for the same.
- Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Online (e-tender) www.tendersodisha.gov.in. Proposals that are received after the deadline will not be considered.
- The Director, DTE&T reserves all the rights to cancel the Selection Process and reject any or all proposals at any point of time.
- No contractual obligation whatsoever shall arise from the RFP document unless and until a formal contract is signed and executed between the Director, DTE&T and the Selected Bidder.
- The Director, DTE&T disclaims any factual or other errors in the RFP document (the onus is purely on each Bidder to verify such information) and the information provided therein are intended only to help the Bidder(s) to prepare a proposal in accordance with the terms and conditions as set out in this RFP document.
- Tender Fee and EMD exemption are not available to any bidder.

2. E-TENDERING

Procedure for Participation in e-tendering

- 1) Web address of E-tendering website: [https:// www.tendersodisha.gov.in](https://www.tendersodisha.gov.in).
- 2) The Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScrt/TCS.
- 3) Bidder then logs into the portal giving user id / password chosen during enrolment.
- 4) The e-token that is registered should be used by the bidder and should not be misused by others.
- 5) DSC once mapped to an account cannot remap to any other account. It can only be inactivated.
- 6) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- 7) After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
- 8) The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- 9) If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- 10) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF format. If there is more than one document, they can be clubbed together.
- 11) Bidder should arrange for the EMD as specified in the tender.
- 12) The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
- 13) The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- 14) There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client's System as well as the Network bandwidth available at the Client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75- 100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- 15) It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- 16) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders due to local issues.
- 17) The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- 18) At the time of freezing the bid, the eProcurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

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- 19) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- 21) Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system.
- 22) System does not certify for its correctness.
- 23) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- 24) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted at the client end and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
- 26) The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

Section I: Letter of Invitation

**Selection of Agency for Event Management and Providing other ancillary items for the ITI and Poly Fest
2025-26 in DTE&T, Odisha**

Letter of Invitation

NIT No: DTET/2025-26/1581

Date: 30/01/2026

Name of the Assignment: Selection of an Agency/Firm for Event Management and providing other ancillary items for the ITI and Poly Fest of 2025-26

DTE&T, Govt. of Odisha (The Client) invites sealed proposal from eligible bidder under the process for “Selection of an Agency for Event Management and Providing other ancillary items for the ITI & Poly Fest 2025-26”. More details on the proposed study are provided at Section-III: Terms of Reference (ToR) of this RFP Document.

1. A bidder will be selected under Least Cost Based Selection (LCS)/L1 selection procedure.
2. The proposal, complete in all respect as specified in the RFP document must be accompanied with a Non-refundable amount of Rs. 5,000/- + Rs. 900 (GST @18 %) = Rs.5,900 (Rupees Five Thousand Nine Hundred) towards Tender Processing Fee and a refundable amount of Rs. 2,00,000/- (Rupees Two Lakhs only) towards EMD failing which the bid will be rejected.
3. The last date and time for submission of Bid complete in all respects is mentioned as per the data sheet in www.tendersodisha.gov.in and the date of opening of the technical proposal, Technical Presentation & financial bid in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
4. This RFP includes following sections:
 - a. Letter of Invitation [Section – I]
 - b. Instructions to the Bidder [Section – II]
 - c. Terms of Reference [Section – III]
 - d. Technical Proposal Submission Forms [Section – IV]
 - e. Financial Proposal Submission Form [Section –V]
 - f. Annexure [Section – VI]
5. 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/specifications/narrations included in this document. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final, binding and cannot be challenged.
6. The Client reserves the right to accept/ modify/ reject any or all bids or cancel the complete tender or part of it at any stage without assigning any reason thereof.

Sd/-

**Director,
DTE&T Odisha**

Section II: Instructions to the Bidders

**Selection of Agency for Event Management and Providing other ancillary items for the ITI and Poly Fest
2025-26 in DTE&T, Odisha**

1. Pre-Qualification Criteria

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

Sr. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	<p>The Bidder/Bidder shall be registered as:</p> <p>a. Company under Companies Act, 1956/2013 or</p> <p>b. Society registered under The Societies Registration Act, 1860 or</p> <p>c. Trust registered under the Indian Trusts Act, 1882 or</p> <p>d. Partnership Firm registered under the Indian Partnership Act, 1932 or</p> <p>e. Limited Liability Partnership registered under the Limited Liability Partnership Act, 2008</p> <p>f. Proprietorship Firm</p>	<p>Registration documents of the Bidder as a duly registered legal entity in India along with:</p> <ul style="list-style-type: none"> ● Registration document showing incorporation of the Bidder; ● Copy of the Registration Deed and Byelaws, in case of Society ● Certified copy of Trust Deed in case of Trust ● Certified copy of registered Partnership Deed; ● PAN Card of the registered legal entity ● GST certificate of the registered legal entity <ul style="list-style-type: none"> ○ Any other supporting document, as may be required
2	Operation	<p>The Agency should have been in the business of providing event management/ services to the Central/ State Govt./ Corporate bodies/ National & International Organisations for at least 5 years as on the date of issue of RFP and filed ITRs for the last three FYs (i.e., FYs 2022-23, 2023-24 & 2024-25)</p>	<p>Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice, along with ITR for the said periods.</p> <p>Latest GST Return in (GSTR-3B).</p> <p>Work Orders showing the agency having experience of minimum 5 years.</p>
3	Financial Capacity	<p>The Bidder shall have an average annual turnover of at least Rs.2 Crore (Rupees Two Crore only) over the last three FYs 2022-23, 2023-24 & 2024-25. This must be the individual Bidder's turnover and not that of group companies/ organizations.</p>	<p>Financial Details of the bidder (TECH - 3) along with copies of last three FY's Audited Financial Statement. Duly sealed & signed by a Chartered Accountant in practice.</p>

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4	Experience	The organization should have executed at least one work order of Event Management/ Exhibition/ Fair with minimum order value/project value of INR 1 Crore in last 3 financial years for Central/State Govt. /PSU/ Govt. Institutes.	Copies of Relevant Letter of Award/ Work Orders/Sanction Orders/ MoUs/ Engagement Letters/ Completion Certificates or equivalent documentary evidence, duly certified by the authorized signatory should be provided as proof (TECH-5)
5	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney (Notarized on a Rs. 100/- Non-Judicial Stamp Paper) (TECH-4)
6	Blacklist	The bidder should not be blacklisted by any state Government or central Government in India on the date of submission of bid.	Undertaking by the Authorized Signatory (TECH-6)
7	Consortium	No consortium/ JVs/ associations/ subcontracting shall be allowed under this project.	Declaration of submitting as independent Bidder from the Authorized Signatory (TECH-7)
8	Cost of Tender/ Tender Fee	The Bidder shall furnish a Tender Fee of Non-refundable amount of Rs. 5,000/- + Rs.900 (GST @18 %) = Rs.5,900 (Rupees Five Thousand Nine Hundred Only)	Payment to be done through online mode
9	Earned Money Deposit (EMD)	The Bidder shall furnish EMD for a sum of Rs.2,00,000/- (Rupees Two Lakhs Only)	Payment to be done through online mode

2. Documents / Formats for submission along with Technical Proposal

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

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

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

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- General Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients
- Self-Declaration from the Bidder on not blacklisted (TECH-6)
- Non-Consortium Declaration (TECH-7)

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

3. Bid Processing Fee

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to INR 5,000/- + INR 900 (GST @18 %) = INR 5,900 (Rupees Five Thousand Nine Hundred) through online mode. Proof of submission must be attached with the technical bid. Bids received without bid processing fee will be rejected.

4. Earnest Money Deposit (EMD)

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to INR 2,00,000/- (Rupees Two Lakhs only) through online mode. Bids received without EMD will be rejected.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Guarantee (PG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP
- Bidder does not respond to requests for clarification of its proposal.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide any clarifications to the Client
 - agree to the decisions of the contract negotiation meeting
 - sign the contract within the prescribed time period
 - furnish required Performance Bank Guarantee in time.
- Any other circumstance which holds the interest of the Client during the overall selection process.

5. Performance Security:

Upon selection, the Agency shall furnish to the Client, a performance security of 5% of the quoted amount (without tax), within 3 days of the award of Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable. The successful bidder shall furnish 05% of the Contract value as Performance Security in shape of Demand Draft from any scheduled commercial bank in favour of “DTE&T” payable at Cuttack. The performance security of successful bidders shall be refunded after successful completion of the entire event.

6. Validity of the Proposal:

Proposals shall remain valid for a period of **90 days (One Hundred Eighty Days)** from the date of opening of the technical proposal. The Client reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

7. Pre-Proposal Queries

Pre Bid Meeting:

A Pre-Bid meeting will be organized by DTE&T to address the queries relating to the overall selection process and scope of the work. The **Pre-Bid meeting will be held on Dt.04.02.2026 at 03:00 PM** on Hybrid Mode at DTE&T Conference Hall, Cuttack. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting. The Bidder may request a clarification of any part of the RFP prior to the last date for submission of queries through email, as indicated in the Bidder’s Data Sheet. The Client's responses to Bidder queries will be made available to all Bidders and shall be uploaded on the Client’s website. It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification. The bidder shall submit their queries in the following format.

Sl.	Page No. and RFP Clause reference.	RFP Reference	Queries

8. Submission of Proposal

The bid should be submitted through Online mode only in www.tendersodisha.gov.in.

9. Evaluation of Proposal

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

- **Preliminary Evaluation (1stStage):**

Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents/ information have been properly furnished by the bidder or not. Submission of documents/ information as per Pre-Qualification Criteria will be verified.

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

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▪ **Technical Evaluation (2nd Stage):**

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

Sl. No	Criteria	Maximum Marks	Document Required
1	Experience of the Bidder	70 Marks	
1.1	Average Annual Turnover in last 3 financial years (FY 2022-23, 2023-24, 2024-25) from consultancy services in India: <ul style="list-style-type: none"> • Between INR 2 – 4 Cr: 5 Marks • Between INR 4 - 6 Cr: 10 Marks • Between INR 6 - 10 Cr: 15 Marks • More than INR 10 Cr: 20 Marks 	20Marks	Audited Balance Sheet Signed by Authorized Chartered Accountant/CA Certificate
1.2	The organization should have executed work order for Event Management/Exhibition/Fair in last 3 financial years for Central/any State Govt with minimum project value of INR1 Crore. <ul style="list-style-type: none"> • 5 marks will be awarded for each project up to the maximum of 40 marks 	40 Marks	Work order/Contract Agreement/Payment received certificate
1.3	Experience of agency should have under taken event management work at Govt. Institutes and Universities in Odisha with minimum order value of Rs.50 Lakhs in last five Years 5 marks will be awarded for each project up to the maximum of 10 marks.	10 Marks	Work order/Agreement / LOA issued by Clients
2	Presentation of the proposal	30 Marks	
2.1	Presentation of the proposal on: <ul style="list-style-type: none"> • Approach & Methodology • Drawing of Stage with all Fittings • Proposed plan of execution within given timeframe 	30 Marks	Technical Presentation
	Total (1 + 2 + 3)	100 Marks	

Note: Copies of work orders/ agreement/ completion certificates must be submitted as a proof for each assignment. No assignment should be repeated across various categories of evaluation parameters.

***Bidders who secure above 70marks from the total (100 marks) in the technical proposal will be called for financial evaluation.**

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▪ **Financial Evaluation (3rd Stage):**

The financial proposals of only those bidders qualifying the technical evaluation (2nd Stage) 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.

1. The financial bids of bidders whose bids have been technically qualified (i.e., obtained minimum 70 marks in Technical Evaluation) shall be opened by the Committee on the date and time specified in the RFP
2. Least Cost Selection (LCS) method will be followed during the Financial Evaluation and overall selection process.
3. Price Quoted without tax in the BOQ as per the ‘FIN-1’ format of the FINANCIAL BID, will be considered for Evaluation of the Financial Bid Evaluation.
4. The bidder with Lowest Quoted Price (L1) will be considered as Final Selected Bidder.
5. In case two or more bidders quoted the same prices, the Committee shall decide on the L1 bidder based on the following tie-breaking criteria:
 - i. The bidder's turnover for the financial year 2024-25 will be considered first.
 - ii. If the tie persists, the turnover for the financial year 2023-24 will be considered.
[If further tie-breaking is required, the turnover for the financial year 2022-23 will be considered.
 - iii. If the tie remains unresolved after considering the above financial years, the L1 bidder will be determined by a draw, which will take place in the presence of the concerned bidders. The Committee's decision on this matter should be final and binding.
6. If a tenderer submits a bid with what appears to be predatory pricing or an abnormally low bid, the Tender Evaluation Committee may request a written clarification from the bidder. The bidder will be asked to provide a detailed price analysis, price break up, or justification of the quoted price, considering the scope, schedule, risk allocation, and any other requirements outlined in the tender documents.
If, after reviewing the price analysis or justification, the bidder fails to provide adequate supporting documentation, evidence, or calculations to substantiate the quoted price, the Committee may, at its sole discretion, reject the bid.

10. Contract Negotiation

- Negotiations (if required) will be held at the address indicated in the Data Sheet. The aim shall be to reach to an agreement before issuance of the work order.
- If negotiations fail, the DTE&T will invite the L2 Bidder firm to negotiate a Contract.

11. Other Terms & Conditions

a. Date & Venue of Event:

Name of the Assignment	Date	Venue
Selection of an Agency/Firm for Event Management and Providing other Ancillary items for the ITI and Poly Fest 2025-26	7th to 13th March 2026 (Tentative) (including 1 Pre-Event day and 1 day rest in mid of the schedule)	BOSE Sports Complex, Mahanadi Patha, Cuttack

**Selection of Agency for Event Management and Providing other ancillary items for the ITI and Poly Fest
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- b. A dedicated staff from the successful bidder (event management team) will sit at the coordination cell throughout the event for proper coordination.
- c. DTE&T will not be responsible for any occurrence like theft & missing of any articles.
- d. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- e. The selected Agency/ firm should open its own office having the technical man power& manager throughout the Polyfest-2025-26 period to handle any work to be assigned by the authority.
- f. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.

12. Award of Contract

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

13. Disclosure

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

14. Anti-corruption Measure

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

15. Language of Proposals

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. 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.

16. 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 is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

17. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Hon'ble High Court, Odisha, Cuttack, and Civil Court of Bhubaneswar only.

18. Payment Modalities and Penalty Clause

No Advance payment shall be made. Full payment will be made after receiving services from the firm or completion of the agreed work and after certification given by the concerned Officer that full satisfactory services received as per the specification of work order.

After completion of work/services, item wise evaluation will be made and for any lapses amount of the said item or damages, will be deducted before payment. TDS under IT & GST shall be deducted as per law.

Failure to provide services as per specification mentioned in work order may lead to forfeiture of Performance Security.

19. Limited Liability

The aggregate liability of the selected agency whether in contract, tort, statue or otherwise shall be limited to the amount of the fees that the selected agency has received in connection with the Engagement. If the Engagement is of a recurring nature, then the aggregate liability shall not exceed the amount received under this contract.

20. 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, its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

21. Amendment of the RFP Document

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through DTE&T Odisha 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 proposals.

22. 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.

23. Copyright, Patents and Other Proprietary Rights

DTE&T shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, about Documents and other materials which bear a direct relation to or are prepared or collected in consequence or during the execution of this contract.

24. Force Majeure

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

Force Majeure shall not include: (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to take into account or avoid or overcome in the carrying out of its obligations during the subsistence of this Agreement. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

25. Settlement of Disputes

The Client shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within Thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. The Director, DTE&T, Govt of Odisha will be the final authority to resolve the dispute arising between and the Client.

27. Disqualification of Proposal

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

1. Proposal submitted without Bid Processing Fee& EMD as applicable.
2. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
3. During validity of the proposal, or its extended period, if any, the bidder increases the quoted prices.
4. Proposal is received in incomplete form.
5. Proposal is received after due date and time for submission of bid.

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6. Proposal is not accompanied by all them requisite documents/information.
7. Bidswithanyconditionaltechnicalandfinancialoffer.
8. 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 proposal is the lowest/best value.
9. Proposal is not properly sealed or signed.
10. Proposal is not conforming to the requirement of the scope of the work of the assignment.
11. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at one or any point of time during the bid process.
12. If, any of the bid documents, 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 bidders or any person acting on its behalf indulges in corrupt and fraudulent practices.
13. Any other condition/situation which holds the paramount interest of the Client during the overall selection process.

28. Advances

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

Section III: Terms of Reference

1. Introduction

The journey of transforming the Technical Education and Vocational Training (TVET) sector in Odisha continued with a strong focus on making it youth-aspirational, supported by steady improvements across physical, digital, intellectual, and emotional layers of infrastructure in Government technical institutes. The Government of Odisha, through the Skill Development & Technical Education Department, in collaboration with OSDA, industries, and other key stakeholders, has consistently strengthened the quality and relevance of technical education and skill training. These collective efforts aim to position the “Skilled-in-Odisha” brand as a globally recognized benchmark of excellence.

2. Objective of the ITI & Poly Fest

In order to foster a healthy spirit of competition and improving aspiration level of trainees of ITIs and also attracting attention of society & intelligentsia towards skills, the 3 - tire Polytechnic & ITI Fest'2025-26 comprising sports, athletic and cultural competitions are conducted at Institute, Zonal and State Levels. This 5th chapter of annual events happens to be the most important in TVET sector that lead to holistic development of students as it exposes them from various corner of the State to the City of Cuttack.

3. Scope of Work:

The indicative Scope of Work for engagement Event Management Unit:

- **Catering Services:**

- 1. Breakfast (6.30AM- 9.30 AM):**

Alternate day basis

- i. Upama with Ghuguni
- ii. Puri with Buta alu curry

- 2. Lunch (12.30PM – 2.30PM) / Dinner (7.30PM – 9.30PM) :**

Alternate in Lunch and Dinner

SI No.	Common Food Items	Vegetarian Special	Non-Veg Special
1	Rice, Chapati, Dal (Daily)	Mashroom & Paneer (Alternate in Lunch & Dinner)	Fish Curry or Chicken (Alternate in Lunch & Dinner)
2	Mix Veg. or Couliflower Aloo Masala (Alternate in a day)		
3	Tomato Khatta or Ambula Rai (Alternate in a day i.e. Lunch & Dinner)		
4	Green Salad, Chips		
5	Kheer		
6	Sweets (Standard Size) Rasogolla or Gulab Jamun) Alternate in Lunch & Dinner		

3. Approximate Nos. of Lunch & Dinner –

Day before Poly fest- Dinner – 1000

Poly Fest for two days- Breakfast / Lunch / Dinner – 1500 each

Break Day – Lunch-200 & Dinner - 2000

ITI Fest for two days – Breakfast / Lunch / Dinner – 2500 each

(Actual numbers of Breakfast, Lunch & Dinner will be informed 12 hrs before)

4. Food will be served in hygienic conditions in five serving tables (Veg & Non-Veg separately) buffet along with adequate safe drinking water served by disposable plates, glasses, cups & spoons & tissue papers.
5. Wash basins with liquid hand wash shall be provided at the dining place.
6. Post service cleaning of the service premises & disposal of residuals shall be done properly along with maintaining cleanness & Hygiene.
7. In cooking Darbar / Indiate rozana Rice, Ashirwad / Fortune Aata, Fortune/ Saffola Refined Oil, Engine / Double Hiran Mustard oil, Everest / MDH Masala, Tata Salt, Gruhasthi / Ganesh Suji, Non-Polished Toor / Arhaar Dal, Amul ghee / milk powder / condensed milk etc. must be used.
8. In kitchen cooking should be in hygiene condition with clean water tank.
9. High Tea for 4 times at the inaugural & closing ceremony for guests & associates – Approx 50 Nos. for each time.
10. Tokens must be issued with Serial. Number to the participants for Breakfast, Lunch & Dinner.
11. The Catering Service Firm with valid food license will be allowed only for providing Working Lunch, Dinner and Breakfast

• **Event Management:**

• **Stage & Gates**

1. Stage with raised platform with easy and safe accessibility - (24x16) Sq.ft.
2. Stage interiors as required like sofa Chairs & front tables (4 to 5 as per requirements) with white clothes & towels for delegates on the stage and side Chairs for guests, Dias speaker table (2 Nos.) etc.
3. Red Carpet for Stage & field for walk of delegates around 1500 Sq Feet for the event.
4. Standard flower decoration in the stage.
5. Banquet Chair - 200Nos. & Plastic chairs (300 Nos.)
6. Gate fitting (24x14) - 3 Nos. for display of Fest themes / logos for the event.
7. Branding- Flex printing (about 1800 sq feet out of which 600 sq feet approximately to be fitted with frame)
8. 50 Nos. of flags (5 each from 10 colors) & Printed 32 Plac cards with name of the Zones-2 Nos. for each zone. (6 zones. for Polytechnics & 10 zones for ITIs)

• **Light & sound**

1. Light & sound arrangements on the Stage (standard)
2. Sound arrangements at the venue of sports events.
3. Light & sound for the cultural events.
4. Special light arrangement covering the entire field (as per requirement)
5. Focusing lights for gates including entry points.
6. Light and fans with coolers (Industrial stand coolers – 15 Nos.) arrangements at food court, & Rest shades & accommodation places.

**Selection of Agency for Event Management and Providing other ancillary items for the ITI and Poly Fest
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7. DG set.

• **Others**

1. Food Court & Kitchen covered with Coloured tarpaulin at top and coloured cloth under it along with Floor Matting at food court - about 15000 Sq.ft.
2. Rest shades (16x20) sq.ft. – 02 Nos.
3. Eight numbers of Pagodas (12'x10') with sofa set & tea poi out of which two will be fitted AC with VIP arrangements around the field for the event.

• **Mattresses, pillow, bed sheet**

1. Approximately 1300 sets for Poly Fest & 2300 sets for ITI Fest - each set comprising of one white bed sheet, one cotton mattress, one pillow with cleaned cover on hiring basis for the event.
2. All items as required must be delivered at five venues arranged for accommodation of participants (Barabati Stadium, BOSE Cuttack, ITI Cuttack, MITI Chaudwar, ITT Chaudwar)

• **Drinking Water**

Safe drinking water in canes / dispensers of approximately 5000 Ltrs per day with biodegradable glass at the sports venue, food court & residential places arranged for the participants for the event.

• **Loo Green Toilet & Dustbins**

1. Approximately 30 Nos. of Temporary toilets / Green Loo with water supply at the sports venue & residential places arranged for the participants as required for the event.
2. Proper sanitation & cleaning arrangements at should be done for the toilets.
3. Dustbins should be provided at different places along with food court as per requirements.

• **Uniforms**

1. Approximately 3400 sets (common for boys and girls / male or female with 50% L/XL/XXL & 50% M/S standard size).
2. Each set shall comprise one T-Shirt + one Cap (minimum 65% cotton with collar & button) with valid test report of registered Govt. agency to be submitted along with the sample. (Samples to be provided along with tender documents)
3. All sets will be printed with theme which will be provided later.
4. For Ply fest 900 Nos. (approx.) of T-Shirt & Cap shall be of 6 different colors for 6 zones.
5. For ITI Fest 1800 Nos. (approx.) of T-Shirt & Cap shall be of 10 different colors for 10 zones.
6. The remaining 700 Nos. (approx.) sets in different sizes (M/L/XL/XXL) shall be for Organizers / Executives / Judges / Umpires / Officials in single color with different sizes along with printing of themes.

• **Medals, Trophy & Certificates**

1. Approximately 3700 Nos. certificates will be printed for ITI & Poly fest for winners / runners-up / participations etc.
2. 2.5" Medals (G/S/B) -200 Nos. with ribbons to be supplied.
3. 1507 (A/B/C) Trophy – 60 Nos. to be supplied.
4. 4442 (B/C) Trophy – 40 Nos. to be supplied
5. 1826 (A/B) Trophy – 08 Nos. to be supplied
6. Big size Champion Rafael Trophy – 04 Nos. to be supplied

**Selection of Agency for Event Management and Providing other ancillary items for the ITI and Poly Fest
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- **Referees & Judges**

1. About 35-40 Nos. of Referees required for the sports & track –field events.
2. 18-20 nos. of judges & 4-5 accompanists required for the cultural events.
3. Two anchors required for cultural events.

- **Deliverable & Payment schedule**

1. The events of Sports and Cultural competitions shall be conducted over a period of 5 days including one day break at Cuttack with inaugural & valedictory sessions at the venue BOSE Sports Complex, Mahanadi Patha, Cuttack.
2. All payments based on approved quoted price shall be released through RTGS within 15 days of the submission of bills & vouchers on satisfactory arrangements & delivery along with the certification of supervising groups.

4. Deliverables and Payment Schedule

The payment will be made after successful completion of the event subject to production of bill on the basis of the actual work done and Work Assessment Report in the specified format by the ITI & Poly Fest in-charge. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the ITI & Poly Fest-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the ITI & Poly Fest-in-charge. Payment will be made within 15 days of submission of Bills and verification and certification by the Officer-in-Charge from DTE&T Odisha.

No Advance payment shall be made. Full payment will be made after receiving services from the firm or completion of the agreed work and after certification given by the concerned Officer that full satisfactory services received as per the specification of work order.

After completion of work/services, item wise evaluation will be made and for any lapses amount of the said item or damages, will be deducted before payment. TDS under IT & GST shall be deducted as per law.

Failure to provide services as per specification mentioned in work order may lead to forfeiture of Performance Security.

Section IV: Technical Proposal Submission Forms

**Selection of Agency for Event Management and Providing other ancillary items for the ITI and Poly Fest
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TECHNICAL PROPOSAL (Cover 1)

Tech - 1 Covering Letter
(On Bidder's Letter Head)

[Location, Date]

To,

**The Director
Directorate of Technical Educational and Training, Odisha
Killa Maidan, Buxi Bazar, Cuttack- 753001**

Subject: Selection of an Agency/Firm for Event Management and Providing other Ancillary ITEMS for the ITI and Poly Fest 2025-26 in DTE&T, Odisha [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No.: _____, Dated: _____. I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

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

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

Tech 2: Bidder's Organization (General Details)

S. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: E-mail id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: E-mail 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: Reference No.:	
7	EMD Details Amount: Reference No.:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out assignments as per the scope of work of the RFP	YES
11	Willing to accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

Tech 3: Bidder's Financial Details

Financial Information (In INR)				
Details	FY 2022-23	FY2023-24	FY2024-25	Average
Turnover (in Crores)				
Supporting Documents: Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form) <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished along with the technical proposal failing which the proposal will be outrightly rejected.</i>				

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: _____

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

**Tech 4: Format for Power of Attorney
(on Bidders Letter Head)**

I, _____, the _____ (Designation) of (Name of the Organization) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organization>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification/Authority order no.>** Dated **<date of reference>** assigned this Power of attorney at **<place>** on this day of **<day>** **<month>**, **<year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

**Signature,
Name & Designation of person executing attorney:**

Address of the Bidder:

Note: Board resolution confirming the Authority of the signatory to submit the proposals could also be provided as a substitute to the Power of Attorney.

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

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

As on bid due date

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

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

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

Communication Address of the Bidder: _____

TECH – 6

Undertaking Format for Not Blacklisting

(In Bidders Letter Head)

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

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

Dated this _____ Day of _____, 2025/2026

TECH – 7

Non-Consortium Declaration

(In Bidders Letter Head)

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

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

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

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

Dated this _____ Day of _____, 2025

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

Section V: Financial Proposal Submission Forms

**Selection of Agency for Event Management and Providing other ancillary items for the ITI and Poly Fest
2025-26 in DTE&T, Odisha**

FINANCIAL BID (Cover-2)

Price Bid to be submitted in BoQ Ms-Excel format. The following supporting documents to be attached (in PDF format) with the seal & signature of the signing authority along with the Price Bid (BoQ Ms-Excel format) within the Cover-2.

Fin 1: Covering Letter
(On Bidders Letter Head)

[Location, Date]

To,

The Director
Directorate of Technical Educational and Training, Odisha
Killa Maidan, Buxi Bazar, Cuttack– 753001

Subject: Selection of an Agency/Firm for Event Management and Providing other Ancillary Items for the ITI and Poly Fest'2025-26 in DTE&T, Odisha [FINANCIAL PROPOSAL]

Sir,

I, the undersigned, offer to provide Event Management Service for [Insert title of assignment] in accordance with your RFP No. _____, Dated: _____. Our attached Financial Bid is for the sum of _____ [Insert amount(s) in words and figures*]. This amount is excluding of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document. Segment wise rate as per format (Annexure-1) given in the RFP documents are given below:

SL No	Particulars	Total Cost (Rs) (Without Tax)	Total Cost (Rs) (With Applicable Taxes)
1	*Total Cost of Event Management Works **The bidder must provide item wise cost breakup (Annexure-1) with this section.		
	Total Cost without tax in words (_____)		
	Total Cost with applicable taxes in words (_____)		

*** Total Cost of Event Management Works without taxes will be considered for Financial Bid evaluation.**

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 **90 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.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:
Name and Designation of Signatory with Date and Seal:
Address of the Bidder:

**Selection of Agency for Event Management and Providing other ancillary items for the ITI and Poly Fest
2025-26 in DTE&T, Odisha**

* Amount must match with Annexure-1 Summary of financial Proposal

Annexure-1: Summary of Financial Proposal

Name of the Assignment:					
Particulars	Quantity	Unit Cost (Rs.)	Total Cost (Rs.) (without tax)	GST or taxes (Rs.)	Total Cost (Rs.) (With tax)
1. Catering Service:					
1.1. Break Fast	9810				
1.2. Lunch	10058				
1.3. Refreshment	12786				
1.4. Dinner	9907				
2. Event Management					
2.1 Stage (Lumsum)	1				
2.2 Red Carpet 1500 Sq.ft. (Lumsum)	1				
2.3 Flower Decoration of stage (Lumsum)	1				
2.4 Banquet Chair	200				
2.5 Plastic Chair	300				
2.6 Flag	50				
2.7 Plac Card	32				
2.8 Gate Fitting	3				
2.9 Branding-Flex printing 1800Sqft	1				
3. Light and Sound as per Scope of Work (Lumsum)					
4. Mattresses, Pillow, Bed sheet					
4.1 Mattress (on rental Basis)	3600				
4.2 Pillow with Cover (on rental Basis)	3600				
4.3 Bed Sheet (on rental Basis)	3600				
5. Drinking Water as per Scope of Work (Lumsum)					
6. Loo Green Toilet & Dustbins as per Scope of Work (Lumsum)					
7. Uniform as per Scope of Work					
7.1 T Shirt	3500				
7.2 Cap	3500				
8. Medals, Trophy & Certificate					
8.1 Certificate Printing	3700				
8.2 ID card	600				
8.3 Vehicle Pass	100				
8.4 2.5" Medal (G/S/B)	200				
8.5 1507(A/B/C) Trophy	60				
8.6 4442 (B/C) Trophy	40				
8.6 1826 (A/B) Trophy	8				

**Selection of Agency for Event Management and Providing other ancillary items for the ITI and Poly Fest
2025-26 in DTE&T, Odisha**

8.9 Big Size Champion Rafael Trophy	4				
9. Others					
9.1 Food Court, Rest Shed, Kitchen with Samiayana & Carpeting 15000 Sqft	15000				
9.2 Pagoda(12'x10') with sofa set and tea poi without A/C	6				
9.2 Pagoda(12'x10') with sofa set and tea poi with A/C with ACfor VIP Arrangement	2				
GRAND TOTAL					

Section VI: Annexures

Annexure I: Bid Submission Checklist

Sr. No.	Description	Submitted (Yes/No)	Page No.
Technical Proposal (Original+1 Copy)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH 1)		
3	Bid Processing Fee of Rs.5,900/-in form of DD		
4	EMD of Rs. <u>2,00,000/-</u> in form of DD/ Bank Guarantee		
5	Copy of Certificate of Incorporation/Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (20-21, 21-22, 22-23)		
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 Profit —Loss 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) alongwith the copies of work orders for the respective assignments		
13	Self-Declaration on Potential Conflict of Interest (TECH 6)		
14	Non-Consortium Declaration (TECH-7)		
FINANCIAL PROPOSAL (ORIGINAL)			
1	Covering Letter (FIN 1)		
2	Summary of Financial Proposal (Annexure-1)		

Undertaking:

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

Authorized Signatory [In full and initials]:

Name and Designation with Date& Seal:

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