

# TENDER DOCUMENT

FOR

## ENGAGEMENT OF EVENT MANAGEMENT AGENCY FOR ORGANIZING AND MANAGING WORLD ENVIRONMENT DAY ON 5<sup>TH</sup> JUNE 2022

- Tender Notice No.: 256/WED/2022
- Date of Tender Notice: 05.05.2022
- Tender Paper Cost: Rs.5,000/-

### Schedule of Bidding Process:

|     |  |  |
|-----|--|--|
| (a) | Period of issue of Tender Document                       | 06.05.2022 to 20.05.2022<br>(upto 1.00 PM) |
| (b) | Date & time of pre-bid meeting                           | 12.05.2012 at 3.30 P.M.                    |
| (c) | Last date and time for submission of<br>Tender Documents | 20.05.2022 by 2.30 P.M.                    |
| (d) | Date and time for opening of<br>i) Technical Bids        | 20.05.2022 at 3.30 P.M.                    |
|     | ii) Presentation (Technically qualified<br>bidders)      | 23.05.2022 at 11.00 A.M.                   |
|     | iii) Financial Bids of eligible Bidders                  | will be intimated over<br>phone/email      |



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### Centre for Environmental Studies (CES)

Forest, Environment & C C Department, Govt. of Odisha  
CRP-Ekamrakanan Road, Nayapalli, Bhubaneswar-751015  
Ph.: 0674-2551853, Email: cesodisha@gmail.com

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Notice No.: [256/WED/2022](#)

Date: [05.05.2022](#)

**TENDER CALL NOTICE FOR ENGAGEMENT OF EVENT MANAGEMENT AGENCY  
FOR ORGANIZING AND MANAGING WORLD ENVIRONMENT DAY ON 5<sup>TH</sup> JUNE 2022**

Centre for Environmental Studies (CES) is inviting **sealed tenders** from the registered firms/agencies for **Engagement of Event Management Agency for organizing and managing World Environment Day-2022 at Bhubaneswar**. Tender is two bid system. Interested firms/agencies may submit their bids on prescribed format addressed to **“The Director, Centre for Environmental Studies (CES), FE&CC Dept., Govt. of Odisha, IRC Village, Nayapalli, Bhubaneswar-751015”**. The tenders must be submitted with all enclosures through Registered Post/Speed Post/Drop Box in the Office of CES only which should reach this office on or before **2.30 P.M. of 20.05.2022**. Technical bids & Financial bids will be opened in presence of the tenders or their authorized representatives on the prescribed date & time as per the terms & conditions of the tender. The detailed terms & conditions and formats are available in the website i.e. **www.cesorissa.org**, which may be downloaded for reference & use. Incomplete tenders or tenders received after due date & time will not be considered. The Authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Sd./  
Programme Officer

**Centre for Environmental Studies (CES)**  
Forest, Environment & CC Department, Govt. of Odisha  
CRP-Ekamrakanan Road, Nayapalli, Bhubaneswar-751015  
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**TERMS & CONDITIONS OF TENDER FOR ENGAGEMENT OF EVENT MANAGEMENT AGENCY FOR ORGANIZING AND MANAGING WORLD ENVIRONMENT DAY-2022**

1. The Centre for Environmental Studies, Bhubaneswar invites sealed tenders under two bid system from reputed and experienced registered Event Management Agencies preferable having Office at Bhubaneswar for organizing and managing the World Environment Day scheduled to be observed on 05.06.2022 at Rabindra Mandap, Bhubaneswar. The agency shall require to provide the services for the stage preparation, gate, backdrop, installation of stall for students, hoarding, sound, video coverage, still photography, decoration work, refreshment, lunch etc.
2. The interested registered bidder/agency may download the complete set of tender documents from the website at [www.cesorissa.org](http://www.cesorissa.org) or obtain from the Office on any working day between 11.00 A.M. to 5.00 P.M. and submit the tender document complete in all respects & other requisite documents through Registered Post/Speed Post/Drop Box in the Office of CES only which should reach this office on or before **2.30 P.M. of 20.05.2022** at Centre for Environmental Studies (CES), FE&CC Dept., Govt. of Odisha, IRC Village, Nayapalli, Bhubaneswar-751015 along with non-refundable tender document cost of Rs.5,000/- (Rupees five thousand) and Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand) only in shape of demand draft drawn in favour of "Centre for Environmental Studies" payable at Bhubaneswar.

In case, any bid amendment and clarification issued with respect to the tender, responsibility lies with bidders to download the same from website of CES or collect the same from the office notice board before last date & time of submission of tender document. CES, Odisha shall have no responsibility for any delay on part of the bidder. Incomplete Tender paper will not be accepted and tenderers will abide by the format & instructions issued by the CES under this document.

3. Schedule of Bidding Process:

|     |   |   |
|-----|---|---|
| (a) | Period of issue of Tender Document                    | 06.05.2022 to 20.05.2022 (upto 1.00 PM) |
| (b) | Date & time of pre-bid meeting                        | 12.05.2012 at 3.30 P.M. at CES Office   |
| (c) | Last date and time for submission of Tender Documents | 20.05.2022 by 2.30 P.M.                 |
| (d) | Date and time for opening of i) Technical Bids        | 20.05.2022 at 3.30 P.M.                 |
|     | ii) Presentation (Technically qualified bidders)      | 23.05.2022 at 11.00 A.M.                |
|     | iii) Financial Bids of eligible Bidders               | will be intimated over phone/email      |

4. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested firms are advised to submit two separate sealed envelopes superscribing "Technical Bid for Event Management" and "Financial Bid for Event Management" respectively and these two bids should be covered in third sealed envelope super scribing "TENDER FOR EVENT MANAGEMENT" with reference to advertisement No. & date.
5. Bidders or their authorised representatives, duly authorised in writing on letter head of the firm/agency, will have to be present at the time of opening of the Bids. During the presentation of the Technical Bids by the qualified bidders, they will have to produce all the original Credentials, copy of which have been enclosed with the Technical Bids, such as Work Orders, Related Work Completion Certificates, Goods Service Tax (GST) certificate & Income Tax Returns, etc for verification. Failure to produce the Originals shall lead to the disqualification of Technical Bid (as per Annexure-A).
6. Bid Security:  
The Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand) only, refundable (without interest) and tender document cost of Rs.5,000/ (Rupees five thousand) as Non-refundable, should be necessarily accompanied with the Technical Bid of the tender in the form of Demand Draft drawn in favour of "Centre for Environmental Studies", Bhubaneswar failing which the tender shall be rejected summarily. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per purchase order. The Earnest Money deposit (EMD) of unsuccessful bidders will be returned after finalization of the tender without any interest.
6. Pre-bid Meeting:  
A pre-bid meeting will be held on 12.05.2022 at 3.30 P.M. in CES Office. Interested prospective bidders shall attend the said meeting to clarify their doubts if any along with their authorization letter to attend the meeting with their doubts/suggestion in written for discussion. The bidder should submit their bids accordingly.
7. Tender shall be submitted in official tender form only downloaded from CES website or obtain in person from the office of the CES on proper receipt. If submitted in any other form the same shall be rejected.
8. The agency should be registered with TAN, PAN and GST in name of Firm and to enclose the up-to-date photocopies of the relevant certificate along with the technical bids.
9. The bidder shall furnish attested photocopies of income tax return of three financial years i.e. 2018-19, 2019-20 & 2020-21.
10. The tender paper downloaded from the website should be signed by the bidders at the bottom of each page with his official seal duly affixed. No paper shall be detached from the tender.
11. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer.

12. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the Annexure to the tender are not filled in properly.
13. The bidders who will be technically qualified will have to give a presentation before the Evaluation Committee under criteria mentioned in point no.-16.
14. The evaluation of Financial Bid (as per Annexure-B) will be decided on the basis of total bid value of all items/works mentioned therein. Agencies must clearly indicate their offers separately for each item and taxes and charges as applicable which they propose to charge as per the present rate(s).
15. If a special situation arises, where the lowest evaluated responsive bidder is not in position to organize the event or supply the goods in full quantity required, the remaining work/quantity, as far as possible, be offered on the next higher responsive bidder(s) at the rate offered by the lowest evaluated responsive bidder, after obtaining specific approval from the competent authority on specific recommendation of the tender committee.

16. **Technical Evaluation Criteria:**

| Sl. No.       | Criteria   | Marks      | Document/ Evidence Required  |
|---------------|--|------------|--|
| 1             | Relevant experience of Firm in undertaking similar work. | 40         | Work Order/ Completion Certificate/ Certificate from Statutory Auditor etc |
| 2             | Proposal & Layout Design etc.                            | 20         |  |
| 3             | Technical Presentation: Creative Theme and Innovation    | 40         |  |
| <b>Total=</b> |  | <b>100</b> |  |

17. **CES will not make any advance payment to the Firm. The Firm will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job.**
18. If the agency/firm fails to execute the order as per the terms & condition of the tender, the EMD will be forfeited and the concerned agency/firm will be blacklisted and necessary legal action shall be taken against the agency/firm.
19. Bidders may present in person/partner or their authorized representative during the opening of Technical Bids at 3.30 P.M. on 20.05.2022 at CES Office, Bhubaneswar. In case the said day happens to be holiday, the tender will be opened in the next working day at same time & place. The bid will be opened at the schedule date & time even if no bidder or their authorized representative remains present and no complain/objection will be entertained in that regard.
20. **CES reserves the right to accept or reject any or all quotations without assigning any reason thereof. CES also reserves the right to modify the work order as per requirement with prior intimation to the successful bidder and the amount to be paid will be proportionally increase or decrease as per the accepted quoted price for that particular work.**

**TECHNICAL BID**

1. Name of the Registered Agency /Firm : .....

2. Name of the Proprietor/Partner/Owner : .....

3. Name of the Person who signs the tender document : .....

On behalf of the Agency/Firm

4. Address of Headquarters of the Agency/Firm : .....

5. Address of the Bhubaneswar Office of the Agency/Firm : .....

Phone No.:

Mobile No.:

E-mail ID:

6. Name of the contact person with designation:

Mobile no. of contact person:

7. Eligibility Criteria for Selection:

(The documents have to be arranged serially as per the order mentioned below)

| <b>Sl.</b> | <b>Particulars</b>   | <b>Description</b>   | <b>Proof Required</b>   |
|------------|--|--|---|
| (i)        | Number of similar Events Conducted (Minimum 5 no of Events should have been conducted in State Level Institutes / Govt. Organizations during last five years). Each event having minimum value of Rs.10 lakhs. | (a) In State Level Institutes.....<br>(In words ..... )<br>(b) In Govt. Organizations.....<br>(In words ..... )<br>(f) Any other event.....<br>(In words ..... ) | Self-Attested copies of work orders and completion certificates should be attached alongwith past performance under Annexure-C. |
| (ii)       | Agency/Firm Registration   | Registration No.<br>Date of Registration :   | Self-Attested copies of the registration certificate of the firm/agency should be attached.                                     |
| (iii)      | Registration with Income Tax Department  | PAN No .....   | Self-Attested copy of the PAN issued by Income Tax authorities.   |
| (iv)       | GST  | Registration No.<br>Date   | Up-to-dated certificate   |

|        |  |  |  |
|--------|--|--|--|
| (v)    | Turnover for last 3 Financial Years i.e. 2018-19, 2019-20, 2020-21   | 2018-19: Rs<br>2019-20: Rs<br>2020-21: Rs<br><br>An Annual turnover for each financial year should not be less than Rs.25.00 Lakh. | Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets of the last three financial years i.e. 2018-19, 2019-20, 2020-21 duly authenticated by The C.A. should be submitted  |
| (vi)   | Details of tender cost Of Rs.5,000/-required in form of DD   | DD amount Rs .....<br>DD No.<br>Dated.<br>M.R. No. Date :  | Original DD of Rs.5,000/- in favour of Centre for Environmental Studies payable at Bhubaneswar should be attached. In case of the bidder who collect the tender document from the office of CES should submit the original MR against the tender document received from office |
| (vii)  | Details of EMD Of Rs.50,000/- required in the form of DD   | DD amount Rs .....<br>DD No.:<br>Dated-  | Original DD of Rs.50,000/- in favour of Centre for Environmental Studies payable at Bhubaneswar should be attached   |
| (viii) | Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs |  | Attach the undertaking with signature & seal of the organization as per Annexure-D in shape of affidavit   |
| (ix)   | Technical Presentation file  | Presentation should include Proposal, Layout design, Creative Theme and Innovation etc   | To be attached   |
| (x)    | Tender acceptance  | Tender document duly signed in all pages   | To be attached   |

Note : The bids are liable to be rejected if any of the above conditions are not complied with.

Place :

Date :

Seal & Signature of the Bidder

FINANCIAL/PRICE BID**Observation of World Environment Day-2022 at Rabindra Mandap, Bhubaneswar**

| <b>Sl. No.</b> | <b>Item-wise detailed works</b>  | <b>Quantity</b>   | <b>Amount Quoted without taxes (in Rs.)</b> | <b>Total Cost including all taxes &amp; charges (in Rs.)</b> |
|----------------|--|---|---|--|
| 1.             | Receipt of the awardees & participants at three different guest houses and to lookafter their logistics  | Two persons at each accommodation site                        |   |  |
| 2.             | Transportation of awardees & exhibition participants from the accommodation sites to Rabindra Mandap and return on the day of function i.e. on 05.06.2022  | At least three buses (one at each side of accommodation)      |   |  |
| 3.             | <b>Ground Matting</b> –<br>Green of matt carpeting on the floor in proper manner inside Rabindra Mandap, Bhubaneswar   | Rate per sq.ft.   |   |  |
| 4.             | <b>GATE</b> –<br>Decorated box gate with ply-wood & painting to be fixed in proper manner at Rabindra Mandap, Bhubaneswar with multi-colour cloth banner and flowers for two nos of main gates.<br>(No flex banner will be used) | 2 Nos.<br>(20 ft. x 3 ft= 2 Nos and<br>10 ft. x 3 ft.= 4 Nos) |   |  |
| 5.             | <b>STAGE</b> –<br>Stage backdrop dimension of 30 ft. x 10 ft. to be fixed in proper manner in Rabindra Mandap with proper framing, ply mounting, cloth art banner as per design with flower decoration                           | 1 No. -<br>Stage dimension of 30 ft. x 10 ft.                 |   |  |
| 6.             | Lamp for inauguration of the event with all accessories  | Complete set for inauguration                                 |   |  |
| 7.             | Flower Bouquet for Guests  | 10 Nos. - Good quality  |   |  |
| 8.             | Cloth folder, writing pad, pen for Guests on dais  | 10 Nos. - Good quality  |   |  |
| 9.             | Provision of I-card with ribbon to all exhibition participants & awardees as per design  | Approximately 300 cards                                       |   |  |



|     |  |  |  |  |
|-----|--|--|--|--|
| 10. | <p><b>STALL ARRANGEMENT FOR MODEL DISPLAY –</b><br/> Execution of exhibition hall with fabricated structure, water proof tarpaulin, cloth ceiling wall of size dimension 100(W) ft. x 40(L) ft.</p> <ul style="list-style-type: none"> <li>• 50 numbers of stalls for participants of dimension having 3ft. x 2ft.</li> <li>• White &amp; green cloths covering with wooden platform &amp; 100 nos of chairs,</li> <li>• Adequate no. of LED lights, ceiling fans etc.</li> <li>• 2 nos of LED Wall TV (8ft. x 6ft.)with Laptops for display of exhibition with operators (complete set for display)</li> <li>• Green mats to be fixed in proper manner inside exhibition hall at Rabindra Mandap, Bhubaneswar</li> <li>• Provision for plug point as per requirement</li> <li>• Soundless generator for emergency power shedding including fuel &amp; operator</li> <li>• First-Aid centre for emergency treatment with 1 no. Pharmacist</li> </ul> | Exhibition Hall size<br>100(W) ft. x 40(L) ft.             |  |  |
| 11. | Videography & Still Photography to be covered for the entire event on 05.06.2022 at Rabindra Mandap, Bhubaneswar   | 1 day i.e. on 05.06.2022 (HD Quality Video)                |  |  |
| 12. | <p><b>REFRESHMENT –</b><br/> Highly hygienic quality-</p> <ul style="list-style-type: none"> <li>• Breakfast (Upama, Puri, Ghuguni, Tea) – for 400 persons</li> <li>• Lunch Veg Meal (Plain rice, Roti, Dal, Mix Veg, Paneer butter masala, Mix Bhaja, Khatta, Salad, Papad) - for 800 persons.</li> <li>• Sufficient water provision for all participants</li> </ul>  | Rate per person  |  |  |
| 13. | Provision of a hygienic food court with adequate number of tables, chairs, drinking glasses, paper napkins etc.  | Size – 50 ft. x 30 ft.                                     |  |  |
| 14. | Arrangement of Welcome Song along with musical instruments   | Minimum 6 nos (both male & female) singers with dress code |  |  |
| 15. | Arrangement of accommodation at nearby venue at suitable places if required so as per the decision of CES  |  |  |  |

|     |  |  |  |  |
|-----|--|--|--|--|
| 16. | Necessary permission from Government Departments for Electricity & Fire Safety                             |  |  |  |
| 17. | One Help Desk provision at CES Office on 4 <sup>th</sup> & at Rabindra Mandap on 5 <sup>th</sup> June 2022 |  |  |  |

**(i) Total Cost in words without taxes & charges.**

**(ii) Total Cost in words inclusive of all taxes & charges.**

**NOTE:**

- **Attend instruction(s) of CES Office as and when required.**

**Place:**

**Date:**

Seal & Signature of the Bidder

**Annexure-C**

**Format for submission of past performance**

| <b>Sl. No.</b> | <b>Financial Year</b> | <b>Order No. &amp; date</b> | <b>Order Value (In Rs.)</b> | <b>Name of the Organization/ Department</b> | <b>No. of delegates</b> | <b>Role &amp; Responsibility of performed</b> |
|----------------|-----------------------|-----------------------------|-----------------------------|---|-------------------------|---|
| 1.             | 2021-22               |                             |                             |   |                         |   |
| 2.             | 2020-21               |                             |                             |   |                         |   |
| 3.             | 2019-20               |                             |                             |   |                         |   |
| 4.             | 2018-19               |                             |                             |   |                         |   |
| 5.             | 2017-18               |                             |                             |   |                         |   |

Date:

Name & Address of the Firm

Signature of the bidder

**Annexure-D**

(To be submitted in Technical Bid)

**UNDERTAKING/DECLARATION FORM**

I / We ..... having

My /our ..... Office at

.....  
..... do declare that I / We have carefully read the terms & conditions of the tender of the CES, Odisha for observation of World Environment Day-2022. I will abide with all the terms & conditions set forth in the tender Reference No..... dated.....

I /We do hereby declare that I / We have not been de-recognized / black listed by any State Govt. /Union Territory /Govt. of India /Govt. organization / Govt. Health Institutions for event management due to not standard quality service /failure to provide service.

I / We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and blacklist me/us for a period of three years if , any information furnished by us proved to be false at the time of inspection/verification and not complying with the Tenders terms & conditions.

I / We ..... do hereby declare that I / we will carry out the event of World Environment Day-2022 as per the terms & condition of tender document.

Signature of the bidder

Seal

Date :

Name & Address of the firm

**Note: The undertaking/Declaration should be submitted in the Technical Bid duly affidavit before the Notary Public.**