

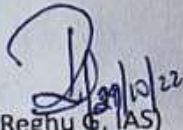


## DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING, ODISHA, CUTTACK

Notification No. 13801

Date: 29/10/2022

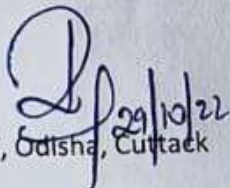
Sealed quotations are invited from reputed Event Management Firms/Agencies having previous experience of successfully organizing and management of state or central level events for interior design, decorate and management of stalls allocated to Skill Development and Technical Education (SD&TE) Department in "Make In Odisha Conclave'22" which will be held from November 30 to December 04, 2022 at Janata Maidan, Bhubaneswar. The last date for submission of quotations is 14.11.2022 upto 2pm. Please refer Annexure-1 for detail Terms of References.

  
(Reghu C, IAS)  
DTE&T, Odisha, Cuttack

Encl: As above

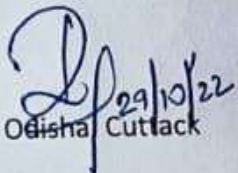
Memo No 13802 /dt. 29/10/2022

Copy along with copy of the ToR to Notice Boards and websites of DTE&T Odisha, SCTE&VT Odisha, WSC Bhubaneswar, Government ITI Cuttack and Government ITI, Bhubaneswar for wide information and necessary action of all registered Event Management Firms.

  
DTE&T, Odisha, Cuttack

Memo No 13803 /dt. 29/10/2022

Copy to Deputy Director (S&B) /Sri P. Das AAA(Jr.) for information and necessary action. The advertisement/notice inviting quotations be uploaded on the website – [www.dtetodisha.gov.in](http://www.dtetodisha.gov.in).

  
DTE&T, Odisha, Cuttack

# RFQ No. DTE&T/2022-23/13801; Dated: 29-10-2022

## Annexure-1

### Terms of References (ToR).

Directorate of Technical Education and Training, Odisha (DTE&T) under the administrative control of Skill Development and Technical Education (SD&TE) department invites Request for Quotation (RFQ) for selection of an Event Management Firm/Agency for interior design, decorate and management of stalls allocated to SD&TE department in Make In Odisha Conclave'2022.

### Important Dates and Schedule (FACT SHEET)

S. No	Particular	Timeline
1.	Availability of RFQ document in public domain	31 <sup>st</sup> October 2022/ Monday onwards
2.	Portal for downloading RFQ documents	<a href="http://www.dtetodisha.gov.in">www.dtetodisha.gov.in</a> , <a href="http://www.sctevtodisha.nic.in">www.sctevtodisha.nic.in</a> , <a href="http://www.worldskillcenter.org">www.worldskillcenter.org</a> , <a href="http://www.iticuttack.in">www.iticuttack.in</a> , <a href="http://www.govtitiibbsr.in">www.govtitiibbsr.in</a>
3.	Submission of queries/clarification (if any) through email <a href="mailto:ajaypanda.dtet@gmail.com">ajaypanda.dtet@gmail.com</a> <a href="mailto:pmu.dtet@gmail.com">pmu.dtet@gmail.com</a> <a href="mailto:dtetodisha.procurement@gmail.com">dtetodisha.procurement@gmail.com</a>	4th November 2022/ Saturday To be submitted before 14:00Hours
4.	Reply to the bidder's queries or clarification will be given through email only	5th November 2022/ Monday By 17:00 Hours through email
5.	Deadline for submission of Proposal	14th November 2022/ Monday To be submitted before 14:00Hours
6.	Addendum/Corrigendum (if any) shall be uploaded on website/portal	<a href="http://www.dtetodisha.gov.in">www.dtetodisha.gov.in</a>
7.	Opening and evaluation of Technical Bids with Technical Presentation by the bidders on proposed solution at DTE&T Odisha office at Cuttack	15 <sup>th</sup> November 2022/Tuesday From 11am onwards
8.	Opening and evaluation of Financial Bids	15 <sup>th</sup> November 2022/Tuesday From 3pm onwards
9.	Issuance of Work Order (WO)	17 <sup>th</sup> November 2022/Thursday
10.	Address for Communication and Quotation submission	<b>To</b> <b>The Director</b> <b>Directorate of Technical Education and Training, Odisha</b> Killa Maidan, Buxi Bazaar, Cuttack-753001 Phone No-0671(2301061), (+91)-9437006808 Email- <a href="mailto:pmu.dtet@gmail.com">pmu.dtet@gmail.com</a> , <a href="mailto:dtetodisha.procurement@gmail.com">dtetodisha.procurement@gmail.com</a>

## **A. Background and Objective:**

The Make In Odisha Conclave'22 is the flagship investor summit of the Government of Odisha. After the resounding success of the event in 2016 and 2018, the state has decided to organize the third edition of the marquee event at Janata Maidan, Bhubaneswar from November 30 to December 04, 2022. Total 18 stalls will be allocated to SD&TE department which would measure 4mtr X 3mtr each. Each allocated stall will be covered from three sides.

The Directorate of Technical Education and Training (DTE&T), Odisha under the administrative control of Skill Development and Technical Education (SD&TE) department intends to invite sealed quotations from the reputed Event Management Firms/Agencies having previous experience of successfully organizing and management of state or central level events for interior design, decorate and management of 18 allocated stalls to SD&TE department. The objectives of SD&TE department to display/exhibition the creative art and crafts, sculptures, equipment etc. made by trainees of ITI & Polytechnics of Odisha and showcase how Odisha is striving to take the story of skilling people to the next level with a vision to create a 'Skilled-in-Odisha' global brand.

## **B. Scope of Work**

1. Total allocated stalls to SD&TE department would be 18 and size of each allocated stall would be 4 mtr X 3 mtr. Few stalls will be merged to make it large as per the requirement of the department.
2. Interior design, decorate and management of stalls allocated to SD&TE department.
3. The bidder firms should come up with the proposed design of the stalls with decoration plan.
4. The decoration of the stalls should be planned in such a way that it showcases the vision and ambience of state Odisha under skill sector.
5. The selected firm/agency will be responsible to supervise the execution of work at site and manage the stalls during the event.
6. Arranging backdrop, screens, displays, flyers, decorations and sitting arrangements for at least two persons in each stall.
7. Display of high-resolution images and other handicrafts on the inner walls. High resolution pictures, handicrafts, sculptures, various industrial products etc. shall be provided by the DTE&T Odisha.
8. The display should give 3D effect to the visitors from outside the stalls.
9. Provide one LED Smart TV (minimum 50 inches) in each of the stall and should be installed on the backside wall (opposite of open side).
10. Installation of three glass shelf/racks on each side of the wall for display purpose.
11. Provide sufficient number of furniture and other items as per requirement viz. **one table (4ft. X 2ft.) with drawers and 2 chairs (if require), partitions (if require), floor mat/red carpet on floor (if require)**, store, brochure rack, placards, dust bins etc. shall have to be arranged by the selected firm/agency.
12. The selected firm/agency has to provide all kind of electrical fixtures such as spot lights, halogens, power plug sockets etc. as per the requirement and for proper illumination of the display items and stalls.
13. Provide one laptop in each of the stalls to display the videos, PPT and best practices of technical institutes.
14. Ensure security of all items/furniture of the stalls and first aid measures as required.
15. Drinking water facility should be available in every stall.
16. Cost of transportation charges of materials, furniture etc., cleaning charges of the stalls etc. are to be borne by the selected firm/agency.
17. Selected firm/bidder will provide "Skilled in ODISHA" logo with 2ft X 2ft size in the centre of the backside wall (just below of LED TV).

18. The stalls should be environment friendly and plastic or plastic products should not be used inside or outside the stalls.

**C. Terms and Conditions**

1. The selected firm/agency shall implement the assignment as per the scope of work mentioned in this Annexure-1.
2. Bids received after the due date and time shall not be considered. The DTE&T Odisha reserves the right to accept or reject any tender or its part.
3. The selected bidder would be responsible for all risks involved in maintenance of the stalls.
4. For any accident or mishap due to poor management of the stall, the selected bidder would be solely responsible in all respects.
5. All costs incurred by the bidder in respect of submission of bids shall be borne by the concerned firm.
6. Request for Advance Payment will not be considered.
7. Rate should be quoted **Per Stall** basis and should be excluding of all taxes. Taxes will be levied as and when applicable.
8. The DTE&T Odisha reserves its right, not to accept bids from the firms/agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies/Vigilance Cell.
9. For any query and clarification, interested agencies may contact Shri Ajay Kumar Panda (Deputy Director, MPP) by phone (9437006808) or email ([ajaypanda.dtet@gmail.com](mailto:ajaypanda.dtet@gmail.com) or [pmu.dtet@gmail.com](mailto:pmu.dtet@gmail.com)) during office hours of working days only.
10. Wherever specific terms and conditions have not been spelt in tender document, rules as contained in Odisha Government Financial Rules (OGFR) shall apply.
11. Conditional bids shall be rejected outright.
12. The selected firm/agency has to submit the invoices/bills within 15 days of the completion of the event and DTE&T Odisha shall pay the due amount within 30 days of submission of invoices. No advance payment shall be given to the firm/agency.

**D. Brief description of the Bidding Process**

1. DTE&T intends to follow a 'single stage two envelope' process for selecting of the successful bidder under 'Least Cost Selection' (LCS), as outlined in this RFQ.
2. The Bidders would need to submit, within the Proposal Due Date as prescribed in this RFQ; Technical and Financial Proposal in the prescribed format.
3. DTE&T would evaluate all the Submissions in accordance with the Eligibility conditions set out in the RFQ to select a bidder.

***E. General Instructions to the Bidders***

1. The language of the RFQ and related documents and correspondences shall be in English language.
2. The RFQ shall be typed or written in indelible ink and signed by the Authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions, or any other amendments made to the Bid shall be initiated by the person(s) signing the RFQ.
3. Bidders who wish to participate in this selection process will have to download the bids from [www.dtetodisha.gov.in](http://www.dtetodisha.gov.in) and [www.sctevtodisha.nic.in](http://www.sctevtodisha.nic.in)
4. Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid.

PART 1 – Technical Bid (consist of following documents)

- A. Pre-Qualification of the Bidders (with their supporting documents like CA Certificate, Incorporation Certificate, work orders. / sanction letters etc.)
- B. Proposed 3D Design of the Stalls with the unique features and decoration.

PART 2 – Financial Bid (as per the Financial Form)

5. The Technical Bid and Financial Bid (Part 1 & 2) envelopes should be enclosed in a larger envelope dully sealed. All pages of the offer must be signed
6. Financial Bid should be valid for minimum 90 days.
7. Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
8. Financial Bid should be inclusive of all the charges (including interior design, materials/equipment used for decoration, transportation charges, loading and unloading charges, cleaning charges, furniture and fixtures, service charges and other recurring cost to manage the stalls).

***F. Payment Terms:***

1. No advance payment shall be made to the selected firm/agency.
2. The selected firm/agency has to submit the invoices/bills within 15 days of the completion of the event and DTE&T Odisha shall pay the due amount (Total Quoted Price with applicable taxes) within 30 days of submission of invoices.
3. The selected firm/agency has to submit supporting documents (Photos and Videos) with the invoices as a proof of successfully completion of the work.

### **G. Pre-Qualification/Eligibility Criteria**

The bidders shall be evaluated on the basis of fulfilling eligibility criteria. DTE&T reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the DTE&T's decision shall be final in this regard.

<b>S. No.</b>	<b>Basic Requirement</b>	<b>Specific Requirements</b>	<b>Documents required</b>
1	Legal Entity	The Bidder must be a Registered Proprietorship firm/ A partnership firm registered under Indian Partnership Act,1932/ A company registered under the Indian Companies Act, 1956	<ul style="list-style-type: none"><li>• Copy of valid registration certificate shall be enclosed as a proof</li><li>• Copy of Certificates of incorporation</li></ul>
2	Continuation of Business	The Bidder company should have been in existence as a registered company in India for at least 05 years	Incorporation certificate of the firm, registration certificate
3	Financial Turnover	Minimum Average Annual Turnover of INR 25 Lakhs for each of the three FY years of 2020-21, 2019-20 and 2018-19 from Event Management and associated services	Audited financial statements/CA certified true copy stating the turnover
4	Tax registration and clearance	The bidder should have a registered number of GST Income Tax / Pan number	Copies of relevant certificates of registration
5	Past Experience	a) The company must have executed at least two work orders of value not less than Rs 10 lakhs within last 3 years b) The company should have experience in conceptualizing, designing, organizing, managing, executing large theme-based events and/ or exhibitions for State/Central Government or PSUs in India	Work orders, MoAs, letter of award, Work completion certificate and contract agreement copy etc. as proof
6	Blacklisting	No bidder should have been blacklisted by any State Government or Central Government agencies or corporations Governed by them.	Self-declaration in a notarized document

### **H. Delay Charges:**

Notwithstanding the right of DTE&T to cancel the order, Delay Charges for late delivery of deliverables or incomplete work within the stipulated timeline at 1% (One percent) of the total order value per day will be charged for every day's delay in the specified work completion schedule under "Scope of Work" in this RFQ subject to a maximum of 10% of the value of the contract. Delay Charges should be recouped from the due/pending payment to the selected firm/agency after completion of the event. No delay charges will be charged in case of circumstances beyond the control of the firm/agency or due to force majeure defined in this RFQ document.

## **I. Force Majeure**

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or DTE&T as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as:

- a. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics/pandemic.
- b. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargo.
- c. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The selected Bidder or DTE&T shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/ or defined above.

Force Majeure shall not include any events caused due to acts/ omissions of such Party or result from a breach/contravention of any of the terms of the Contract, Proposal and/or the Request for Quotation (RFQ). It shall also not include any default on the part of a party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract. The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within three days of the occurrence of such event. The DTE&T will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the Selected Bidder in performing any obligation as is necessary and proper, to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above mentioned events or the failure to provide adequate disaster management/ recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure, all Parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of Service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.

## **J. Jurisdiction of Courts**

The High Court of Odisha at Cuttack has exclusive jurisdiction to determine any proceeding in relation to the Contract.

## **K. Compliance with Laws**

The Selected Bidder shall comply with the laws in force in India in the course of performing the work/Contract.

**FORM -1: Format for Covering Letter**

**(To be submitted with PART-1 envelope)**

**(On the letter head of the bidder)**

To, Date:

The Director,

Directorate of Technical Education and Training, Odisha

Killa Maidan, Buxi Bazaar, Cuttack-753001.

**Ref: Request for Quotation (RFQ) for selection of an Event Management Firm/Agency for interior design, decoration and management of stalls allocated to the SD&TE department in 'Make In Odisha Conclave'2022'**

Sir,

We are pleased to submit our quotation for Event Management Agency for 'Make In Odisha Conclave'2022', as per proposal reference RFQ No.DTE&T/2022-23/13801. We have reviewed all the terms and conditions of the 'Request for Quotation' and confirm that, we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFQ. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid/RFQ.

I/We here by certify that all particulars given are correct and true to the best of my / our knowledge. In case at any stage, it is found that the information given by me/us is false/incorrect, DTE&T shall have the absolute right to take any action as deemed fit, (including termination of contract and/or black list and debar), without any prior intimation to me/us.

Sincerely,

Name

Name of the Firm/Agency

Designation

Complete address\_

Phone no.

Mobile

E-Mail ID\_ \_

Signature of the applicant/ Authorized

Representative of Agency with Seal/St



**FORM – 2: List of similar work executed pertaining to event management services in last 3 years.**

**(To be submitted with PART-1 envelope)**

Sr.	Name of Client	Location	Description of work	Value of Contract or Work in INR	Duration (Start Date – Completion Date)

**Notes:**

- Each of the listed works shall be supported with the copy of work order & work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

**Seal & Signature of Bidder**

**FORM – 3: Format for Financial Proposal**

**(To be submitted with PART-2 envelope)**

**(On the letter head of the bidder)**

To, Date:

The Director,

Directorate of Technical Education and Training, Odisha

Killa Maidan, Buxi Bazaar, Cuttack-753001.

**Ref: Request for Quotation (RFQ) for selection of an Event Management Firm/Agency for interior design, decoration and management of stalls allocated to the SD&TE department in ‘Make In Odisha Conclave’2022’**

Sir,

We are pleased to quote the total cost **Per Stall** below. We have reviewed all the terms and conditions of the ‘Request for Proposal’ and confirm that, we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFQ. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid/RFQ.

(Please Note: The total amount shall be exclusive of all taxes and shall be as follows)

Total Rupees (INR): \_\_\_\_\_

(In words Rupees): \_\_\_\_\_

We abide by the above offer/quote and terms condition of the RFQ, if the DTE&T Odisha selects us as the Selected Bidder/Agency.

Until a formal Agreement is prepared and executed between us, this RFQ, together with your Letter of Award of Contract (LOA), shall constitute a binding contract between us.

We declare that the information stated above and enclosed is complete and absolutely correct and free of any error or omission therein, accidental or otherwise, will be sufficient for the DTE&T Odisha to reject our RFQ.

Sincerely,

Name:

Name of the Firm/Agency:

Designation:

Complete address\_

Phone no.

Mobile

E-Mail ID\_ \_

Signature of the applicant/Authorized

Representative of Agency with Seal/Stamp

**NOTE:** If the information to be furnished in the schedule will not be given and come to the subsequently will result in disqualification of the bidder.

**FORM – 4: Checklist of Documents to be submitted:**

<b>Sr. No</b>	<b>Type of Document</b>	<b>Attached(Yes/No)</b>	<b>Attached on (Page No)</b>
<b>1</b>	Certificate of Incorporation		
<b>2</b>	CA's Certificate / Audited Financial Report for FY (2018-19, 2019-20 & 2020-21) or CA certificate indicating minimum annual financial turnover from such services for the period.		
<b>3</b>	Work Order or Work Completion certificate		
<b>4</b>	A copy of PAN & GST Registration Certificate		
<b>5</b>	Self-certificate for Non-Blacklisting		
<b>6</b>	FORM -1 Covering Letter		
<b>7</b>	FORM-2 : Work related experience and 5 Photographs of the work executed		
<b>8</b>	FORM-3 Financial Bid		
<b>9</b>	Proposed Design for the stalls		