

**DIRECTORATE OF ECONOMICS & STATISTICS:ODISHA:BHUBANESWAR**

Letter No 3431 /DE&S/COORD.38/2023 /Date 9.6.23

**SHORT TENDER CALL NOTICE**

Short tender call notice in prescribed forms are hereby invited from intending reputed agencies/Firms/decorators for execution of different events on the eve of Celebration of 17<sup>th</sup> National Statistics Day i.e. 29<sup>th</sup> June 2023 at Convention centre lok Seva Bhawan,Bhubaneswar.

The tender paper containing detailed Terms and Conditions, EMD and other statutory requirements etc. can be downloaded from the official Website of Directorate of Economics & Statistics, Odisha, Bhubaneswar i.e. [www.desorissa.nic.in](http://www.desorissa.nic.in) . The application fee of Rs.200/- (Rupees two Hundred) only which is non-refundable shall be submitted along with the tender papers. The tender papers complete in all respect along with other required documents should reach in sealed cover to the Directorate of Economics & Statistics, Odisha, Bhubaneswar on or before 22.06.2023 by 5.00 PM through Registered Post/Speed Post/ Carrier. The authority shall not be responsible for any kind of postal delay. The Quotation will be opened on 23.06.2023 at 11.30AM by the Director, Economics & Statistics / the officer authorized by Director, Economics & Statistics in presence of the members of purchase Committee and the Quotationers or their authorised representatives. The tender received beyond the schedule date & time and incomplete tenders shall not be taken into consideration.

The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reasons thereof.

*[Signature]*  
9.6.2023  
DIRECTOR

Memo No. 3432 /DES/COORD-38/2023. Date 9.6.23

Copy to the Office Notice Board for information of all concerned.

*[Signature]*  
9.6.23  
J. DIRECTOR

Memo No. 3433 /DES/COORD-38/2023 .Date 9.6.23

Copy to DD (Computer Centre),DES,Odisha for information. He is requested to display the Short tender call notice in the official website for wide publicity.

*[Signature]*  
9.6.23  
J. DIRECTOR

Memo No. 3434 Dt. 9.6.23

Copy to State Informatics Office, NIC, Bhubaneswar for publication on the Govt. of Odisha website.

*[Signature]*  
9.6.23  
J. Directn.



**SHORT TENDER CALL NOTICE**  
**FOR**  
**SELECTION OF AGENCIES/FIRM FOR**  
**EVENT MANAGEMENT WITH ALLIED ACTIVITIES FOR**  
**CELEBRATION OF 17<sup>TH</sup> NATIONAL STATISTICS DAY ON**  
**29<sup>TH</sup> JUNE,2023**

**Date of Publication- 09.06.2023**

**PUBLISHED BY**  
***DIRECTORATE OF ECONOMICS AND STATISTICS, ODISHA,***

**Telephone No:-**

**0674-2391295**

**Website:-**

**[www.desoissa.gov.in](http://www.desoissa.gov.in)**

**Email ID:-**

**[desbbsr@gmail.com](mailto:desbbsr@gmail.com) Last**

**date and time of receipt of tender:-**

**22.06.2023 at 05.00 PM**

## INTRODUCTION:

Sealed Tenders are invited from reputed Agencies / Firm / Decorator for execution of different events on the occasion of Celebration of 17<sup>th</sup> National Statistics day for the proposed programme to be held at Convention Centre, Lok seva Bhawan Bhubaneswar on 29<sup>th</sup> June 2023 . The rates to be finalized in this tender process will be valid till end of the programme.

### A. DATA SHEET

SI No	Name of the Items	Total No of Units
1	Installation of Box Gate (20'X10')	2
2	Standee (6'X3')	18
3	Carpeting	1
4	Flower decoration	1
5	Flex Designing & Printing	1
6	Paper Advertisement designing	1
7	Docket Folder & Letter – Designing & Printing	150
8	Light Set up	1
9	Live Camera set up for VC (3 Camera Set up )	1
10	Additional Camera	2
11	Still Photography & Videography	1
12	Tea ,Coffee, Snacks & water Bottle(300ml.)	500
13	Lunch (Veg & Non Veg) Buffet type & Water Bottle(300ml.) <ul style="list-style-type: none"><li>• Jeera Rice and Roti/Puri.</li><li>• Yellow Dal.</li><li>• Alu Putola Rasa,</li><li>• Paneer Butter masala.</li><li>• Fish fry/Fish besara.</li><li>• Chicken Curry(Home Style)</li><li>• Veg Mix Bhajee/Mix veg chips.</li><li>• Ambula Rai/Amba khata.</li><li>• Green Salad.</li><li>• Pampad.</li><li>• Sweet----Golab jamu.</li><li>• Ice cream</li></ul>	500
	TOTAL	



**Note:**

1. Director, Directorate of Economics & Statistics, Bhubaneswar, Odisha reserves the right to change any schedule.
2. Bids must be received within the time, date mentioned in the Fact Sheet. Bids that are received after the deadline will not be considered.

**B. GENERAL TERMS & CONDITIONS**

**1. Eligibility:-**

- A. The firm must have executed 2 (two) no of assignment for designing and erection of stage, Backdrop, Wings, Gate Stage Decoration, DIAS arrangement, refreshment arrangement, cultural programs etc worth Rs.30 lakhs each (Rupees thirty lakhs only) or above for PSUs/Central govt /State govt./Autonomous bodies during the last 3 financial year.
- B. It must have valid PAN no with copy of up to date IT return acknowledgement.
- C. The firm must have valid GST registration certificate.
- D. Self –attested copy of Bank account details.
- E. Agency / Firm should furnish his organization’s registration certificate.
- F. Agency / Firm must have valid FSSAI license.
- G. Agency / Firm must have EPF and ESIC registration.

The relevant self-attested copy of documents in support of the above claim should be furnished.

2. **Cost of Tender Paper:-**Cost of Tender Paper for Rs. 200 /- only in shape of Bank draft drawn on any Nationalised Bank in favour of Deputy Director sum DDO, Directorate of Economics & Statistics, Bhubaneswar, Odisha. Payable at Bhubaneswar. In case of purchase of tender documents, original money receipt to be enclosed.
3. **E.M.D.:-**The firm should provide EMD of Rs. 5000 /- in shape of Bank draft drawn in favor of Director, Directorate of Economics & Statistics, Odisha. Bids without the specified EMD will be summarily rejected. The EMD amount of Rs. 5000/- will be returned to the dishonoured organizations after finalization of the bidding process except the EMD of a successful bidder which will be treated as a security deposit.
4. **Bidding Process:-**
  - a) Agencies shall submit the sealed bids in two sealed envelopes as detailed below. The name and address of the agency should be mentioned on each envelope. The language of the Bids as well as the supporting documents shall be in English.

**Sealed Envelope I:** The cover of the envelope should clearly mention as “Envelope-I – Technical Bid for Selection of Agencies for Event Management with Allied Activities for Celebration of Statistics Day on 29<sup>th</sup> June, 2023.

It will contain the Technical Bid as per specified format (Schedule A, B,) and any other relevant documents, duly signed by authorized representative of agency with company seal, EMD and Non-refundable Bid Processing Fee towards the cost of BID document.

- b) **Sealed envelope –II:** The cover of the envelope should clearly mention as “Envelope-II – Financial Bid for Selection of Agencies for Event Management with Allied Activities for Celebration of Statistics Day on 29<sup>th</sup> June, 2023. It should contain Financial Bid (Annexure- I) duly signed by authorized representative of **agency** with company seal. The financial bid should contain the quoted rates of all items of the schedule-I inclusive of the GST
- c) **Sealed envelope – III:** The cover of the envelope should clearly mention as “Bid for Selection of Agencies for Event Management with Allied Activities for Celebration of Statistics Day on 29<sup>th</sup> June, and this **outer** envelope will include the Sealed envelope – I and Sealed envelope- II.
- d) Tender complete in all respects may be submitted to the Directorate of Economics & Statistics, Odisha, Bhubaneswar through courier/ speed post/hand-delivery only such that they are delivered to the address mentioned in the Data Sheet on or before the time and date mentioned in the Data Sheet. Any bid received after the closing time for submission of bids shall be returned unopened. Tenders received by fax/mail will not be entertained.



## 5. Eligibility Criteria and Documents to be submitted:-

- (a) Tender cost towards purchase of tender paper in safe of Demand Draft of Rs. 200 /- in favour of Deputy Director cum DDO, Directorate of Economics & Statistics, Bhubaneswar payable at Bhubaneswar only.
- (b) EMD of Rs 5000 /-- in shape of DD from any nationalised bank in favour of Deputy Director cum DDO, Directorate of Economics & Statistics, Bhubaneswar payable at Bhubaneswar or Copy of valid MSME/ NSIC certificate and Bid security declaration.
- (c) Copy of work order / completion certificate in respect of execution of 2 (two) no of assignment for design and erection of stalls/pavilions and cultural programs worth Rs. 30 lakhs each ( Rupees thirty lakhs only) during the last 3 financial year.
- (d) The agency should complete minimum 3 nos of events / exhibitions in same nature in work within the financial year **2021-22, 2022-23**.
- (e) Copy of PAN and up to date IT return copy.
- (f) Copy of valid GST registration certificate.
- (g) Audited statement of accounts for the year (**FY-2020-21 & 2021-22**certified by the chartered Accountant .
- (h) Agency/ Firm should be furnished his organization's registration
- (i) Agency / Firm must have valid FSSAI licence.
- (j) The Agency should have office in Bhubaneswar city.

## 6. Selection process:- On basis of Least Cost Selection method among the Technically qualified bids.

The bid(s) will be shortlisted based on the full fill of all eligibility criteria and lowest rate.

7. **Filling the Tender rates:-** All the Tenderer should fill up the rate tendered in figure as well as in words. The tender form may be filled in English and all entries made by hand in black/blue ink. Over writing of rates are not permitted. All corrections should be attested by the Tenderer. The rate indicated in words would be the final in case of any discrepancy arises with the rate indicated in figure.
8. The progress of the work shall be checked and supervised by authorized officers to ensure that the work is done as per the specifications & time schedule. All the materials used in the erection work should be covered under insurance at the own cost of the Decorator.
9. The works listed in the schedule may be modified with addition or deletion of items at short notice in the interest of the event. Extra modified items of work will be executed at mutually agreed rates / comparative market price / lowest tendered price quoted whichever is less duly finalized by the committee. The Contractor/Decorator will be responsible for upkeep & maintenance of the entire work done by him till the closing of the Fair, for which, no extra payments shall be made. Breakages & damages in any work shall immediately be settled & no extra payment will be made for any damage, breakage or loss on account of any reason or natural calamities. Advance/Part Payment may be considered to the Contractor with progress of the work and on mutual agreed upon between the contractor and Exhibition Authority. Final payments will be made only after completion of the Exhibition and handing over the complex to the Complex Authorities.
10. No part of the contract of work will be sub-let.
11. As regards electrical works, the Agency/Decorator/Firm will have to engage qualified licensed Electrician/ Contractor entitled to erect, handle and maintain electrical disturbances.
12. All the disputes are under Bhubaneswar jurisdiction.
13. The Directorate of Economics & Statistics, Bhubaneswar reserves the right to reject any or all tenders without assigning any reason or to accept any portion of the tender and award the remaining work to any other Contractor/Decorator.



1. SCHEDULE – A

**TECHNICAL BID-SUBMISSION FORM**

(On bidders' letterhead)

[Location, Date]

To

**The Director**

Directorate of Economics & Statistics

Bhubaneswar, Odisha

**Subject:** Selection of Agencies / Firm for Event Management with Allied Activities for Celebration of Statistics Day on 29<sup>th</sup> June, 2023.

Dear Sir/Madam,

I/We, the undersigned, offer to provide services for the captioned assignment in accordance with your Bid Document and our Bid. We are hereby submitting our Technical Bid. We hereby declare that all the information and statements made in this Bid are true and accept that any misrepresentation contained in it may lead to our disqualification.

If negotiations on any particular assignment are held during the period of validity of the assignment, our Bid is binding upon us subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Signature of the  
Authorized Signatory

Name of the Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Name of Agency/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Seal of the Bidder

SCHEDULE – B

**DETAILS OF BIDDER**

(On bidders' letterhead)

- (a) Name of Bidder
- (b) Address of the office(s)
- (c) Date of incorporation and/ or commencement of business (Please attach certified copy of registration no of Firm)

Details of individual(s) who will serve as the point of contact /on behalf of the bidder.

- (a) Name
- (b) Designation
- (c) Company/Firm
- (d) Address along with Pin code
- (e) Telephone number
- (f) E-mail address
- (g) Fax number
- (h) Mobile number

Seal with Signature and Date:

**Scope of work**

SI No	Name	Date	Place



FINANCIAL BID

QUOTATION OF PRICE FOR EVENT MANAGEMENT FOR CELEBRATION OF 15 <sup>th</sup> NATIONAL STATISTICS DAY 2023 i.e. 29.06.2023				
Sl No	Particulars	No of Units	Unit Price	Total Price inclusive of all taxes
1	Installation of Box Gate (20'X10')	2		
2	Standee (6'X3')	18		
3	Carpeting	1		
4	Flower decoration	1		
5	Flex Designing & Printing	1		
6	Paper Advertisement designing	1		
7	Docket Folder & Letter – Designing & Printing	150		
8	Light Set up	1		
9	Live Camera set up for VC (3 Camera Set up )	1		
10	Additional Camera	2		
11	Still Photography & Videography	1		
12	Tea ,Coffee, snacks & water Bottle	500		
13	Lunch (Veg & Non Veg) & water Bottle(items <sup>are</sup> mentioned in data sheet)	500		
	TOTAL			

Address & Contract No

Signature of Firm/Agency with Seal & Date