

**Request for Proposal (RFP) cum EOI for empanelment of  
Professional Agencies for Event Management, Branding  
Activation, Printing, Photos and Videography activities for  
Odisha Sahitya Akademi**



**Tender Ref No.: ODISHA SAHITYA AKADEMI-MISC-001-2022-23**



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**CONTENTS**

1.	Instructions to the Bidders.....	6
1.1	Invitation of Bid.....	6
1.2	General.....	6
1.3	Compliant Proposals/ Completeness of Response .....	6
1.4	Key Requirements of the Bid .....	7
1.4.1	Right to Terminate the Process.....	7
1.4.2	Bid Security Declaration.....	7
1.4.3	Submission of Responses.....	7
1.4.4	Authentication of Bids .....	8
1.5	Preparation and Submission of Proposal.....	8
1.5.1	Proposal Preparation Costs.....	8
1.5.2	Language .....	8
1.5.3	Venue & Deadline for Submission of proposals.....	8
1.5.4	Late Bids.....	8
1.6	Evaluation process .....	8
1.6.1	Tender Opening .....	9
1.6.2	Tender Validity.....	9
1.6.3	Tender Evaluation .....	9
2.	Criteria for Evaluation .....	11
2.1	Pre-Qualification (PQ).....	11
2.2	. Commercial Bid Evaluation .....	14
3.	Appointment of Event Management Company (EMC).....	16
3.1	Award Criteria .....	16
3.2	Right to Accept Any Proposal and To Reject Any or All Proposal(s) .....	16
3.3	Notification of Award.....	16
3.4	Performance Bank Guarantee (PBG) .....	16
3.5	Failure to Agree with the Terms and Conditions of the RFP.....	17
3.6	Fraudulent and Corrupt Practices.....	17
3.7	Conflict of Interest .....	18
4.	Terms and Conditions: Applicable Post Award of Contract.....	19
4.1	Termination Clause .....	19
4.1.1	Right to Terminate the Process.....	19
4.1.2	Consequences of Termination .....	19
4.1.3	Extension in Delivery Period and Liquidated Damages (LD) .....	20
4.2	Service Level Agreement and Penalties.....	21
4.3	Notices .....	22

4.4	Force Majeure .....	22
4.5	Failure to agree with Terms and Conditions of the RFP .....	23
5.	Scope of Work .....	23
5.1	Supply and Delivery of event Hardware & peripherals .....	24
5.2	Bill of Materials [BoM] .....	24
5.3	Delivery and Installation .....	29
5.4	List of events & Workshops(Expected) .....	30
5.5	Purchaser’s Procurement Rights .....	31
5.6	Specifications and Standards .....	31
5.7	Transit Insurance.....	31
5.8	Payment Terms and Procedure .....	32
5.8.1	Paying Authority.....	32
5.8.2	Payment Schedules .....	32
6.	Annexures .....	33
6.1	Particulars of the Bidder .....	33
6.1	Bid Security Declaration .....	34
6.2	Self-Declaration: Not Blacklisted .....	35
6.3	Bidder’s Authorisation Certificate.....	36
6.4	Acceptance of Terms & Conditions.....	37
6.5	Technical bid Cover Letter .....	38
6.6	Commercial Proposal Covering letter .....	39
6.7	Commercial Bid .....	40

## Definitions /Acronyms

<b>Term</b>	<b>Definition</b>
Authorized Representative	Any person authorized by either of the parties
Bidder	Any firm offering the solution(s), service(s) and /or materials as required in the tender. The word Bidder when used in the pre-award period shall be synonymous with parties bidding for this tender, and when used after award of the contract shall mean the successful party with Odisha Sahitya Akademi, signs the agreement for rendering of services for implementation of this project.
Proposal / Bid	The Pre-Qualification – cum – Technical Proposal and Commercial Proposals all together, i.e., complete proposal for the implementation of this project
Request for Proposal (RFP)	Means this document and its annexure etc., seeking a set of solution(s), services(s), materials and/or any combination of them.
PBG	Performance Bank Guarantee

## **TENDER SCHEDULE**

<b>Sl. No.</b>	<b>Items</b>	<b>Date &amp; Time</b>
1	Availability of Bid Document in the website ( <a href="http://odishasahityaakademi.org">http://odishasahityaakademi.org</a> )	06/06/2022
2	Last date and time for Submission of Bid	17/06/2022 by 12:30 PM
3	Last date for receiving queries through e-mail: <a href="mailto:odishasahityaakademi@gmail.com">odishasahityaakademi@gmail.com</a> ,	08/06/2022 by 05:00 PM
4	Pre-bid Meeting	09/06/2022 12.00 PM
5	Issue of Corrigendum (If any)	10/06/2022
6	Opening of Pre-Qualification – cum -Technical Bids	17/06/2022 at 03:00 PM
7	Opening of Commercial Bids	To be notified later

## **1. Instructions to the Bidders**

### **1.1 Invitation of Bid**

- a) Odisha Sahitya Akademi invites responses (“Tenders”) to this Request for Proposals (“RFP”) from OEMs /authorized Partners (“Bidders”) for the provision of items as described in this RFP. Request for Proposal (RFP) cum EOI for empanelment of Professional Agencies for Event Management, Branding Activation, Printing, Photos and Videography activities for Odisha Sahitya Akademi. Odisha Sahitya Akademi is the Nodal Agency for this Government procurement.
- b) Proposals must be submitted Offline Mode in 2 Part System before the last date and time of submission.

### **1.2 General**

- c) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may consult their own legal advisers with regard to this RFP.
- d) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by Odisha Sahitya Akademi on the basis of this RFP.
- e) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Odisha Sahitya Akademi. Any notification of preferred bidder status by Odisha Sahitya Akademi shall not give rise to any enforceable rights by the Bidder Odisha Sahitya Akademi may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Odisha Sahitya Akademi.
- f) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

### **1.3 Compliant Proposals/ Completeness of Response**

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements set out in this RFP may render the Proposal noncompliant and the Proposal may be rejected. Bidders must:

- i. Include all documentation specified in this RFP;
- ii. Follow the format of this RFP and respond to each element in the order as set out in this RFP
- iii. Comply with all requirements as set out within this RFP.

## **1.4 Key Requirements of the Bid**

### **1.4.1 Right to Terminate the Process**

- i. Odisha Sahitya Akademi may terminate the RFP process at any time and without assigning any reason. Odisha Sahitya Akademi makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- ii. This RFP does not constitute an offer by Odisha Sahitya Akademi. The bidder's participation in this process may result Odisha Sahitya Akademi selecting the bidder to engage towards execution of the contract.

### **1.4.2 Bid Security Declaration**

Considering the difficulties faced by the vendors and to facilitate competition in wake of slowdown of the economy due to Covid-19 pandemic, it is hereby decided as per Finance Department notification no 8484 dated 05/04/2022 that no provisions regarding Bid Security should be kept in the Bid Documents and only provision for "**Bid Security Declaration**" should be kept.

The bidder needs to submit the Bid Security Declaration in the format specified in Form-3 in Package-1 Envelop. If the bidder withdraws nor modify their bids during period of validity, the participating bidder shall be suspended for a specific period as decided by the purchaser.

### **1.4.3 Submission of Responses**

- i. The bidders should submit their responses, as per the format given in this RFP in the following manner
  - Response to Pre-Qualification – cum – Technical Criteria: Package-1
  - Commercial Proposal –Package-2
- ii. All submission process will be done through offline mode.
- iii. Please Note that Prices should not be indicated in the Pre-Qualification – cum - Technical Proposal but should only be indicated in the Commercial Proposal. Any Bidder found to indicate prices in the Pre-Qualification – cum - Technical Proposal are liable to be rejected.
- iv. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Page references should be identified easily. If required, All the relevant parts should be highlighted in the bid documents. Any deficiency in the documentation may result in the rejection of the Bid.

#### 1.4.4 Authentication of Bids

A Proposal should be accompanied by a power-of-attorney / authorization in the name of the signatory of the Proposal. Bids shall be considered only on the successful Bid submission only.

### 1.5 Preparation and Submission of Proposal

#### 1.5.1 Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Odisha Sahitya Akademi to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Odisha Sahitya Akademi will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### 1.5.2 Language

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

#### 1.5.3 Venue & Deadline for Submission of proposals

Proposals, in its complete form in all respects as specified in the RFP, must be submitted to Odisha Sahitya Akademi at the website specified below:

<b>Website</b>	<a href="http://odishasahityaakademi.org">http://odishasahityaakademi.org</a>
<b>Last Date &amp; Time of Submission</b>	<b>17/06/2022 up to 12:30 PM</b>

#### 1.5.4 Late Bids

- i. The bids submitted by telex/telegram/ fax/e-mail/post etc. shall not be considered. No correspondence will be entertained on this matter.
- ii. Since the bid submission is Offline mode only, after schedule time of submission of bid, the department will not entertain any late bids.
- iii. Odisha Sahitya Akademi reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities and need.

### 1.6 Evaluation process

- i. A Committee constituted by Odisha Sahitya Akademi shall evaluate the responses to the RFP and all supporting documents / documentary evidences. Inability to



submit requisite supporting documents / documentary evidence, may lead to rejection of bid.

- ii. The decision of the Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- iii. The above-mentioned Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- iv. The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- v. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
- vi. Clarification (if any) sought has to be submitted by the bidder within specified timeline, failing which the Bid is liable to be rejected.

#### **1.6.1 Tender Opening**

The Proposals submitted up to 17/06/2022, 12:30 PM will be opened at 04:00 PM.

#### **1.6.2 Tender Validity**

The offer submitted by the Bidders shall be valid for minimum period of **365 days** from the last date of submission of Tender.

#### **1.6.3 Tender Evaluation**

- i. Incomplete details as given below will be treated as non-responsive. If Proposals;
  - Are not submitted in as specified in the RFP document
  - Received without the Letter of Authorization/Power of Attorney
  - Are found with suppression of details
  - With incomplete information, subjective, conditional offers and partial offers submitted.
  - Submitted without the documents requested in the checklist
  - Have non-compliance of any of the clauses stipulated in the RFP
  - With lesser validity period
- ii. All responsive Bids will be considered for further processing as below.
  - Odisha Sahitya Akademi will prepare a list of responsive/eligible bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

#### **1.6.4 Bidders Queries**

- i. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach in e-mail id -:[odishasahityaakademi@gmail.com](mailto:odishasahityaakademi@gmail.com) , only on or before **08/06/2022 upto 05:00 PM. Queries submitted after the Query Submission date and time, shall not be accepted.**

- ii. The queries should necessarily be submitted in the following format (Excel Copy only no pdf will be entertained):

Sl. No.	RFP Document Reference(s) & Section	Page No.	Content of RFP requiring Clarification(s)	Points of Clarification	One eMail id to receive Online link
1.					
2.					

- iii. Odisha Sahitya Akademi shall not be responsible for ensuring that the bidder's queries have been received by them. Any requests for clarifications after the indicated date and time shall not be entertained by Odisha Sahitya Akademi.

### 2.3.2 Responses to Pre-Bid Queries and Issue of Corrigendum

- i. Odisha Sahitya Akademi will endeavour to provide timely response to all valid queries. However, Odisha Sahitya Akademi makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Odisha Sahitya Akademi undertake to answer all the queries that have been posed by the bidders.
- ii. At any time prior to the last date for receipt of bids, Odisha Sahitya Akademi may, for any reason, modify the RFP Document by a corrigendum.
- iii. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the websites [www.odishasahityaakademi.org](http://www.odishasahityaakademi.org) on 09/06/2022.
- iv. Any such corrigendum shall be deemed to be incorporated into this RFP.
- v. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Odisha Sahitya Akademi may, at its discretion, extend the last date for the receipt of Proposals.

## 2. Criteria for Evaluation

### 2.1 Pre-Qualification (PQ)

All bids will primarily be evaluated on the basis of Prequalification Criteria- Cum-Technical Bid. The Committee will carry out a detailed evaluation of the Proposals. Only those bidders who qualify all Prequalification & Technical criteria, are eligible for Financial Bid

SL#.	Basic Requirement	Specific Requirements	Documents Required
1.	Legal Entity	<p>i. The bidder should be a Company registered under the Companies Act, 1956 / Proprietary Firm / Partnership Firm.</p> <p>ii. The company offices must have been Registered in Odisha, Registered with Valid GST No and having PAN, &amp; IT Return up to 31<sup>st</sup> March 2022.</p>	<p>i. Certificates of incorporation Registration Certificates, PAN copy &amp; other necessary supporting documents.</p>
2.	Average Sales Turnover	<p>Annual average Turnover Minimum of <b>Rs. 1.5 Crore</b> generated from Seminars/ Conferences/ Exhibitions/ Forums/ Conclaves/ or any combination of the same related to fields services during any last three Financial years i.e : FY 2021-22, 2020-21, and FY 2019-20</p>	<p>Extracts from the audited Balance sheet and Profit &amp; Loss; OR Certificate from the statutory auditor</p>
3.	Net Worth	<p>The net worth of the bidder in the three financial years should be positive. i.e. FY 2021-22, 2020-21, and FY 2019-20</p>	<p>CA Certificate with CA's Registration Number / Seal indicating net worth of the firm</p>
4.	Technical Capability -1	<p>Bidder must have successfully undertaken at least the following numbers domestic events of repute organized by the firm of value specified herein during the last three financial years i.e. FY 2021-22, 2020-21, and FY 2019-20</p> <ul style="list-style-type: none"> <li>• One project of similar nature not less than the amount Rs. 2 lakh; OR</li> <li>• Two projects of similar nature each of which not less than the amount Rs. 1 Crore; OR</li> <li>• Three projects of similar nature each of which not less than the amount Rs. 80 Lakh</li> </ul> <p><b>'Similar Nature'</b> is defined as, Seminars/ Conferences/Exhibitions/Forums/Conclaves/ or any combination of the same related to fields of Infrastructure Sector/Health /Financing /Investments or any other similar field for a State</p>	<p>Letter of Award/Agreement/ WorkOrder duly certified by the authorized signatory of the bidding company.</p>

		Government/Central Government/National apex chamber/PSU's/any Government of India event within India/Private Sector.	
5.	Technical Capability -2	Experience of organizing an event in India with at least 1,000 attendees.	Letter of Award/ Agreement/ Work Order duly certified by the authorized with proof of attendees mentioned in the report submitted to the concerned department of Government of India.
6.	Local Service Centres	The bidder should have presence in Odisha with at Bhubaneswar or Cuttack	<ul style="list-style-type: none"> <li>• A Self Certified letter by an authorized signatory</li> <li>• A single point of Contact from the Bidder to be submitted along with escalation matrix.</li> </ul>
7.	Blacklisting	The bidder must not under blacklisted by any Department of Government of Odisha or Government of India. The bidder must also disclose full details of any blacklisting by Central or State PSUs/ Undertakings/ Autonomous Organizations or under a declaration of ineligibility for corrupt or fraudulent practices in last two years 'as on' <b>31/03/2022</b> .	A Self Certified letter by an authorized signatory.
8.	Fees	The Bidder must have furnished the tender document fee of ₹10,000/-+12% <b>GST. Total ₹.11,200/- (Rupees Five Thousand Six Hundred Only).</b>	DD Should be submitted in favour of Odisha Sahitya Akademi payable at Bhubaneswar.

#### Technical Evaluation Criteria (Total-100 Marks)

SINo.	Evaluation Criteria	Max Points	Supporting Documents
1	<p>Bidder must have successfully undertaken at least the following numbers domestic events of repute organized by the firm of value specified herein during the last three financial years i.e. FY 2021-22, 2020-21, and FY 2019-20</p> <ul style="list-style-type: none"> <li>• One project of similar nature not less than the amount Rs. 1.5 Crore; OR</li> </ul>	30	Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company.

	<ul style="list-style-type: none"> <li>Two projects of similar nature each of which not less than the amount Rs. 1 Crore ; OR</li> <li>Three projects of similar nature each of which not less than the amount Rs. 80 Lakh.</li> </ul> <p><b>'Similar Nature'</b> is defined as, Seminars/Conferences/Exhibitions/Forums/Conclaves/ or any combination of the same related to fields of Infrastructure Sector/ Health/Financing/ Investments or any other similar field for a State Government /Central Government/National apex chamber/ PSU's /any Government of India event within India or Private Sector.</p> <p>Four minimum projects with of 30 Lakh or above (2 mark per project) (Maximum 10 marks)  One minimum project with of Rs 50 Lakh &amp; above (5 marks per project) (maximum 10 marks)  One project with of Rs 1 crore or above (5 marks per project) (Maximum 10 marks)</p>		
2	Experience of Organizing government events in India with participation of – 2 states- 2.5 marks 3 states- 5 marks 4 states- 10 marks	10	Letter of Award/ Agreement/ Work Order duly certified by the authorized signatory of the bidding company.
3	Experience of organizing an event in India with at least 1,000 attendees.	10	Letter of Award/ Agreement/ Work Order duly certified by the authorized with proof of attendees mentioned in the report submitted to the concerned department of Government of India.
4	Average Annual turnover of the Bidder during last three financial- 1 Crore - 2 Crore : 5 marks 2 Crore - 3 Crore : 7.5 marks 3 Crore & above : 10 marks	10	Certificate from statutory auditor/audited financial statements for the three previous financial years.
5	Total number of employees as on company payroll as on 31 Mar 2022 10 – 30 : 5 marks	10	An undertaking from the HR Head of the

	Above 30 : 10 marks		Organization's has to be submitted in the format provided in the RFP/Proof of no. of employees from the statutory records like EPF etc.
6	<b>Presentation on proposal (each agency will get around 30 mins)</b>		<b>Total-30</b>
	Technical Approach, Methodology and presentation	The applicant shall explain understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology that would be adopted for implementing the tasks.	10
	Concept, Design for the mandatory components	Draft layout, drawing, design & 3-D views & specification of the mandatory components.	10
	Innovative ideas for value addition in events experience	The applicant shall propose unique value adding components to the project that enhance the tourist experience	10

**Note: -All the bidders who secure a Technical Score of 70 marks or more will be declared as technically qualified and are eligible for financial bid opening.**

## 2.2 . Commercial Bid Evaluation

- i. The Financial Bids of PQ and technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives Online.
- ii. The Bidder, who submits the lowest Commercial bid, shall be selected as the L1 bidder and shall be called for further process leading to the award of the assignment.
- iii. The rates quoted must be FOR destination/ site where the Hardware and peripherals are to be delivered, and should include all incidental charges.
- iv. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- v. The bid price will include all taxes and levies and shall be in Indian Rupees.
- vi. Prices quoted in the bid must be firm and final and shall not be subject to any modifications, on any account whatsoever.

- vii. All the required items must be listed and priced separately in the financial bid. If a financial bid shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.
- iv. **Evaluation will be made on the basis of Total bid price inclusive of all taxes. The bidder has to quote Tax(s) as applicable in the Tax Columns of Financial Bid Format. Evaluation will be done on the basis of Grand Total cost [Total cost = (Unit cost + Taxes as applicable)].**
- v. **In case of a Tie of the bid price for L1, both the bidders shall be called for further negotiation, then whose ever price becomes L1 will be awarded the contract.**
- vi. Any conditional commercial bid would be rejected.
- vii. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price of any item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly. In case of multiple items, grand total price shall be corrected adding the sub-total costs of each item. If there is a discrepancy between words and figures in respect of unit price, the amount in words will prevail".

### **3. Appointment of Event Management Company (EMC)**

#### **3.1 Award Criteria**

Odisha Sahitya Akademi will award the Contract to the successful bidder whose proposal is determined to be substantially responsive as per the process outlined above.

#### **3.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)**

Odisha Sahitya Akademi reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Odisha Sahitya Akademi action.

#### **3.3 Notification of Award**

Prior to the expiration of the validity period, Odisha Sahitya Akademi will notify the successful bidder through E-Mail/Website, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, Odisha Sahitya Akademi, may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidder furnishing Performance Bank Guarantee, Odisha Sahitya Akademi will notify each unsuccessful bidder.

#### **3.4 Performance Bank Guarantee (PBG)**

- i. The selected bidder will submit a Performance Bank Guarantee (PBG), after issuance of Purchase order or Work order issued by Odisha Sahitya Akademi, for a value equivalent to **3%** of the total order value excluding taxes, if the bidder submits PBG within 7 days, after this period PBG value would be 10%.
- ii. The Performance Bank Guarantee needs to be furnished for Total validity period of 36 months from the date of submission of PBG. The selected bidder shall be responsible for claim period of the Performance Guarantee as and when it is due on account of non completion of the project and Warranty period.
- iii. In case the selected bidder fails to submit performance Bank guarantee within the time stipulated, Odisha Sahitya Akademi at its discretion may cancel the order placed on the selected bidder without giving any notice and may suspend the bidder for a specific period of time as decided by the committee.
- iv. In that event, Odisha Sahitya Akademi, at its discretion, may award the Contract to the next best value bidder with the discovered L1 Price, in case the bidder is agreed and whose offer is valid.
- v. Odisha Sahitya Akademi shall invoke the performance Bank Guarantee in case the selected Vendor fails to discharge their contractual obligations during the project period or Odisha Sahitya Akademi incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.



- vi. Performance Bank Guarantee shall be returned after 2 months of Contract period completion.
- vii. No interest will be paid by Odisha Sahitya Akademi on the amount of performance Bank Guarantee

### **3.5 Failure to Agree with the Terms and Conditions of the RFP**

Failure of the successful bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Odisha Sahitya Akademi may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, Odisha Sahitya Akademi shall invoke the PBG of the bidder.

### **3.6 Fraudulent and Corrupt Practices**

- i. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, Odisha Sahitya Akademi shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, Odisha Sahitya Akademi shall, without prejudice to its any other rights or remedies, forfeit and appropriate Performance Security or suspend the bidder for a specific time period, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal.
- ii. Without prejudice to the rights of Odisha Sahitya Akademi under Clause above and the rights and remedies which Odisha Sahitya Akademi may have under the LOI or the Agreement, if a Bidder is found by Odisha Sahitya Akademi to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the Work Order or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by Odisha Sahitya Akademi/ Any Department of State Govt. during a period of 2 (two) years from the date of such Bid. iii. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
  - a. “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of Odisha Sahitya Akademi who is or has been associated in any manner, directly or indirectly with the Selection Process.
  - b. “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

- c. “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- d. “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by Odisha Sahitya Akademi with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- e. “Restrictive Practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

### **3.7 Conflict of Interest**

The Vendor shall disclose to Odisha Sahitya Akademi in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.

- i. Odisha Sahitya Akademi considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. In pursuance of Odisha Sahitya Akademi's Procurement Ethics requirement that bidders, suppliers, and contractors under contracts, observe the highest standard of ethics, Odisha Sahitya Akademi will take appropriate actions against the bidder(s), if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently, all bidders found to have a conflict of interest shall be disqualified.
- ii. A bidder may be considered to be in a conflict of interest if the bidder or any of its affiliates participated as a consultant in the preparation of the solicitation documents/RFP for the procurement of the goods and services that are the subject matter of the bid.
- iii. It may be considered to be in a conflict of interest with one or more parties in the bidding process if
  - a. they have controlling shareholders in common; or
  - b. it receives or have received any direct or indirect subsidy from any of them; or
  - c. they have the same legal representative for purposes of the Bid; or
  - d. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the tendering authority regarding this bidding process.

#### **4. Terms and Conditions: Applicable Post Award of Contract**

##### **4.1 Termination Clause**

##### **4.1.1 Right to Terminate the Process**

Odisha Sahitya Akademi reserves the right to cancel the contract placed on the selected bidder and recover expenditure incurred by Odisha Sahitya Akademi under the following circumstances: -

- i The selected bidder commits a breach of any of the terms and conditions of the bid.
- ii The bidder goes into liquidation, voluntarily or otherwise.
- iii If the selected bidder fails to complete the assignment as per the time lines prescribed in the RFP and the extension if any allowed, it will be a breach of contract. Odisha Sahitya Akademi reserves its right to cancel the order in the event of delay and forfeit the bid security as liquidated damages for the delay.
- iv In case the selected bidder fails to deliver the quantity as stipulated in the delivery schedule, Odisha Sahitya Akademi reserves the right to procure the same or similar product from alternate sources at the risk, cost and responsibility of the selected bidder, after 2 weeks of cure period.
- v Odisha Sahitya Akademi reserves the right to recover any dues payable by the selected Bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking the bank guarantee under this contract.

##### **4.1.2 Consequences of Termination**

- i. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise, Odisha Sahitya Akademi shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor Vendor to take over the obligations of the erstwhile Vendor in relation to the execution/continued execution of the scope of the Contract. ii. Nothing herein shall restrict the right of Odisha Sahitya Akademi to invoke Performance Bank Guarantee and other guarantees, securities furnished, enforce the Deed of Indemnity and pursue such other rights and/or remedies that may be available to Odisha Sahitya Akademi under law or otherwise.

- ii. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

#### **4.1.3 Extension in Delivery Period and Liquidated Damages (LD)**

- i. Except as provided under clause “Force Majeure”, if the selected bidder fails to deliver any or all of the Goods or perform the Related Services within the period specified in the Contract, Odisha Sahitya Akademi may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in sub clause **(iv)** below for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in sub clause **(iv)**. Once the maximum timeline is reached, the Purchaser may terminate the Contract pursuant to clause “Termination”.
- ii. The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the selected bidder shall arrange goods supply and related services within the specified period.
- iii. Delivery and completion period may be extended with or without liquidated damages, if the delay in the supply of goods or service is on account of hindrances beyond the control of the selected bidder to be determined by Odisha Sahitya Akademi.
  - a. The supplier/ selected bidder(s) shall request in writing to Odisha Sahitya Akademi giving reasons for extending the delivery period of service, if he finds himself unable to complete the supply of goods or service within the stipulated delivery period or is unable to maintain prorate progress in the supply of goods or service delivery. This request shall be submitted as soon as a hindrance in delivery of goods and service occurs or within **15 days** from such occurrence but before expiry of stipulated period of completion of delivery of goods and service after which such request shall not be entertained.
  - b. Odisha Sahitya Akademi shall examine the justification of causes of hindrance in the delivery of goods and service and the period of delay occurred due to that and recommend the competent authority on the period of extension which should be granted with or without liquidated damages.
  - c. If the competent authority agrees to extend the delivery period/ schedule, an amendment to the contract with suitable denial clauses and with or without liquidated damages, as the case may be, shall be issued. The amendment

letter shall mention that no extra price or additional cost for any reason, what so ever beyond the contracted cost shall be paid for the delayed supply of goods and service.

- d. It shall be at the discretion of the competent authority to accept or not to accept the supply of goods and/ or services rendered by the contractor after the expiry of the stipulated delivery period, if no formal extension in delivery period has been applied and granted. The competent authority shall have right to cancel the contract with respect to undelivered goods and/ or service.
- iv. In case of extension in the delivery and/ or completion period is granted with full liquidated damages, the recovery shall be made on the basis of following percentages of value of goods which the selected bidder has failed to supply or complete:

No.	Condition
1	For delay in delivery of materials beyond the delivery schedule mentioned in the work order, <b>LD @ 0.5%</b> per week or part thereof for the pending materials order value up to maximum <b>5%</b> will be deducted.

- a. The maximum amount of liquidated damages shall be 5% of the total order value.
- b. Odisha Sahitya Akademi reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by Odisha Sahitya Akademi to the bidder.

#### 4.2 Service Level Agreement and Penalties

- i. SLA defines the terms of the successful bidder's responsibility in ensuring the performance service as per the **Scope of Work** as specified in the RFP document based on the agreed Performance Indicators.
- ii. The Bidder shall provide comprehensive, end-to-end. No reason shall be entertained (unless those mentioned in Force Majeure) in case of un-availability of any service given in the **Scope of Work** in this RFP and the appropriate **penalty** shall be levied.
- iii. The selected bidder and Odisha Sahitya Akademi shall regularly review the performance of the services being provided by the selected bidder and the effectiveness of this SLA.
- iv. The following measurements and targets shall be used to track and report performance on a regular basis. The targets shown in the following tables are

- applicable for the entire duration of the Contract /Project, failing which the selected bidder(s) is liable to be penalized.
- v. In case, it is not resolved between Odisha Sahitya Akademi and the bidder, it will be referred to Secretary to Govt., Odia Language, Literature & Culture Department, Govt. of Odisha for negotiation and his decision would be final and binding for both the parties.
  - vi. In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within **20 days** of the failure of negotiations. Arbitration shall be held in **Bhubaneswar** and conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.
  - vii. The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within **45 days** from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document.
  - iii. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

#### **4.3 Notices**

Notice or other communications given or required to be given under the contract shall be in writing and shall be faxed/e-mailed/hand-delivery with acknowledgement thereof, or transmitted by pre-paid registered post or courier.

#### **4.4 Force Majeure**

Force Majeure is herein defined as any cause, which is beyond the control of the selected bidder or Odisha Sahitya Akademi 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:

- i. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics
- ii. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
- iii. 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 bidder or Odisha Sahitya Akademi shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or

defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

#### **4.5 Failure to agree with Terms and Conditions of the RFP**

Failure of the successful bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Odisha Sahitya Akademishall invoke the PBG of the selected bidder and may award the contract to the next best value bidder or call for new proposals from the interested bidders.

### **5. Scope of Work**

The Minimum Development Obligation is as follows, for which the bidder shall submit the BOQ:

- 1) Conceptualize the Event plan based on the venue and requirements of the concerned Department.
- 2) Developing master planning of the venue.
- 3) Create the Event Execution Plan for executing the Event indicating the timelines with the respective milestones along with detailed specifications of works to be carried out.
- 4) To provide all necessary Conceptualization and planning and execution for one or more events in one or more districts.
- 5) Maintain a universal theme for all aspects of the Event execution in coordination with vision for the event.
- 6) The bidder will be provided the entire event area for 2 (Two) days prior to the event for venue set up and 01 (One) days after the event for dismantling and cleaning of the setup.
- 7) Providing all related infrastructure and services for Press Conferences during the event.
- 8) Arrange artists for the cultural programs planned in the event.
- 9) Conceptualizing and execution of theme based 1 (one) cultural function in the evening hour of the specified event followed by dinner.
- 10) Conceptualization and execution of the events of all concerned departments and as per suggestions and decisions made by the committee.
- 11) Outdoor branding, digital wall branding & venue branding as per requirements.
- 12) Scheduling of cultural functions & other events.
- 13) Providing of best available/latest AV equipment for conferences, inaugural and cultural functions.
- 14) Invitation cards , gifts to the VVIP's & passes for invitees & media.

- 15) Arrange transportation, handling, loading, unloading of all the materials.
- 16) On the wheels activity all over the State.
- 17) Arrangement for necessary furniture for the entire event.
- 18) Arrange the music/visual material and all accessory equipment for use during the programme with additional paraphernalia required (if any).
- 19) To make its own security arrangement for the materials.
- 20) The agency shall be required to inform about all statutory clearances as required for the successful organization of the Event
- 21) Travel and stay of artists
- 22) Providing and maintaining Green rooms
- 23) Preparation of theme-based stage for particular events as decided.
- 24) Interiors, Ambience & additional Furniture works inside temporary structures/ permanent areas.
- 25) Providing HVAC system/ chilling plant / Air Conditioner units of sufficient tonnage to air condition the whole area of hanger/event/exhibition. Optimal temperature should be maintained.
- 26) Event to be run on DG sets which is to be arranged by the bidder. Fuel arrangement, Operation & Maintenance of DG sets & associate accessories during the tenure of contract, will be the responsibility of Event Management firm.
- 27) The contract will be valid for 1 Year and extendable up-to 3 Years.

### **5.1 Supply and Delivery of event Hardware & peripherals**

The selected bidder is expected to carry out all activities covering Supply including delivery, services, Testing, Quality Inspection in coordination with Odisha Sahitya Akademi and other stakeholders of the project.

### **5.2 Bill of Materials [BoM]**

A	Customized fabricated stalls as per designing specification - Details mentioned below (It may vary as per requirement)	1	Per Unit
1	Designing fee	1	Job
2	Wooden plat forming with carpet/Pergo/ Prelaminated sheet and SS channel and skirting	1	Per Sq Ft
3	Branding walls with paint finish	1	Per Sq Ft
4	Branding walls with paint finish on top	1	Per Sq Ft
5	Branding walls with digital vinyl on top	1	Per Sq Ft
6	Single seater sofa	1	Per Unit
7	Double seater sofa	1	Per Unit
8	Arm lighting	1	Per Unit
9	Conceal lighting	1	Per Unit
10	Glass top table	1	Per Unit
11	Chairs	1	Per Unit



12	Bar stool for registration	1	Per Unit
13	Base table for model display	1	Per Sq Ft
14	Palmet for the entire stall - As per design	1	Per Sq Ft
15	Brochure stand for stall	1	Per Unit
16	LED Plasma	1	Per Unit
17	LED Plasma		Per Unit
18	Planters	1	Per Unit
19	Touch screen plasma	1	Per Unit
20	Décor lighting	1	Per Unit
21	Customized table with paint finish - As per design	1	Per Sq Ft
22	Inlit letter cuts	1	Per Unit
23	Material transportation	1	Job

SI No	Elements	Qty	Unit
<b>1</b>	<b>Inauguration area</b>		
1.1	Air-conditioned German Hanger in required with fire retardant roof and side covers & Internal Lighting and glass doors for entry - 60mx 180 M	1	Sq Mt
1.2	Stage setup: 120 'x 50' x 6ft high MS structure (scaffolding) with single ply on top, carpet flooring, both side 8ft wide steps with railing, skirting of the stage, Ramp Head table setup with sitting arrangement of 50 PAX - AC & lecture podium - Customized	1	Sq Ft
1.3	Flower Decoration on Stage and Bouquets	1	LS
1.4	Sound System line array Speakers 8 pair array, 4 pair Sub, etc. with amplifier, mixer, podium mic, cordless mic, etc.	1	LS
1.5	PAR 64 CP-61 (side light) = 8 Nos. LED Par RGBW (side light) = 12 Nos. PAR 64 CP-61 FOH = 6 Nos..LED Par RGBW (back light) = 5 Nos.	As per requirement	LS
1.6	Curve LED Wall 80 ft x 12 ft for stage backdrop	1	Sq Ft
1.7	Customized on Stage panels - as per theme	1	Sq Ft
1.8	Customized off Stage panels - as per theme	1	Sq Ft
1.9	Hanging Delay LED screen	1	Sq Ft
1.1	Show running Team	1	Job
1.11	Carpet and Flooring for MEA	1	Sq Ft
1.12	Running panel for hanger - Fascade and Side covers	1	Sq Ft
1.13	Designer wooden fascade for the main inaugural depicting the theme	1	Job
1.14	Chairs banquet chairs with covers	1	LS
1.15	Sofa sets	1	LS
1.16	Mozo barricading	1	RFT
1.17	High platform for media, console and camera etc.	1	SqFt
1.18	Green room for artist	1	Job

1.19	Lightening of lamp by VIP	1	Job
1.2	Signages for venue and area	1	SqFt
1.21	Venue decors as per theme on MS frame with flex on top	1	SqFt
1.22	Hanger upper branding - Bird View	1	SqFt
<b>2</b>	<b>Media Lounge</b>		
2.1	Partition wall for Media Lounge	1	Sq Ft
2.2	Fixing of workstations, media lounge, directors cabin, etc as per layout and design, including furniture	1	Job
2.3	Media lounge stage setup with banquet chairs for media briefing	1	Job
2.4	Computers for media work stations with B/W A4 size printers with photocopiers	1	Job
2.5	LED Wall 12 x 8 ft with sound system	1	Sq Ft
2.6	Hi speed internet connectivity	1	Job
2.7	Flower Decoration	1	Job
2.8	Side walls as per theme on print	1	Sqft
<b>3</b>	<b>Theme Area</b>		
3.1	Designer wooden Fascia complete with Branding, Logo, Graphics & Artwork	1	Job
3.2	Designing and Conceptualization of Theme Area with Script & Story line	1	Job
3.3	Partition wall for Theme Area	1	Sq Ft
3.4	Side Flex Fascia with M.S. Tube Frame	1	Sq Ft
3.5	Designer Wooden / modular stalls / panels complete with Raised Platform, Wooden Flooring, Laminated Wall Paneling, Parabolic False Ceiling, Complete Lighting and Power points with cabling and manpower, Display Podiums, Tall Tartum with Logo, Complete Branding, Reception & Furniture, Ushers & Attendants, Cleaning & Sweeping of Stalls.	1	Job
3.6	High Density Indoor LED Video walls complete with Automated Controller Switching and Attendants for 1 Days	1	Sq Ft
3.7	Digital Activeness - As per theme	1	Job
3.8	Live size thematic installations - As per theme	1	Job
3.9	Backlit wooden Tran-slite with Digital Posters	1	Job
3.1	Green Potted Plants and Flowers Pots	1	Job
<b>4</b>	<b>Exhibition Area</b>		
4.1	Branding / Beautification of exhibition Area	1	Sq Ft

4.2	Partition wall for Exhibition Area	1	Sq Ft
4.3	Flower Decoration	1	Job
4.4	Side Flex Fascia with M.S. Tube Frame	1	Sq Ft
<b>5</b>	<b>Camp Office</b>		
5.1	Pagoda structure with all the basic amenities - Site office, Police control room, CCTV control room, Fire control room, ETC	1	Per Unit
5.2	Hi Speed Internet Connection	1	Job
5.3	Floral Decoration	1	Job
5.4	Brand New Carpet	1	SqFt
<b>6</b>	<b>F&amp;B Area</b>		
6.1	Air-conditioned German Hanger in required with fire retardant roof and side covers & Internal Lighting and glass doors for entry - 20mx 180 M	1	SqMt
6.2	VIP Lounge with Pantry set up complete with Raised Platform, Wooden Flooring, Laminated Wall Paneling, Parabolic False Ceiling, Complete Lighting and Power points with cabling and manpower, Sofas, Centre and side Tables, Tea/Coffee Machine, Water Dispense attached with the inaugural structure	1	Job
6.3	Partition walls for Media F&B and General F&B	1	Sq Ft
6.4	Buffet counters (tent , tables with HIGH QUALITY linen) As per requirement	10	Job
6.5	Round tables with 4 banquet chairs with high quality Linen	1	Unit
6.6	Round tables with laminated top with banquet chair seating	1	Unit
6.7	Brand New Carpet and Flooring	1	Job
6.8	Cocktail tables	10	Job
6.9	Flower Decoration	1	Job
6.1	Fee for food per plate (Lunch/ Dinner) - 3 Star Hotel - Menu as approved by committee	1	Per Unit
6.11	Running panel for hanger - Facade and Side covers	1	Sq Ft
6.12	Designer wooden façade for the main inaugural depicting the theme	1	Job
6.13	Entry tunnels from F&B Hanger to MEA	1	Job
6.14	Delegate / organizers / staff lunch	1	Per Unit
6.15	VIP lunch / Dinner - 5 Star Hotel - Menu as approved by committee	1	Per Unit
6.16	Packed lunch for security and other staff	1	Per Unit

6.17	Mineral water	1	Per Unit
6.18	Running tea / coffee	1	Per Unit
6.19	Dinner (Cultural events) - 3 Star Hotel - Menu as approved by committee	1	Per Unit
6.2	Hanger upper branding - Bird View	1	SqFt
<b>7</b>	<b>Registration</b>		
7.1	Registration - with registration counters, Chairs plug points and general lighting	2	Job
7.2	Printing of lanyards & Badges for attendees with multi color logo of the Event with bar code scanning facility	1	Job
7.3	Providing of sufficient manpower along with computer and printers for registration for Entire Event Duration	1	Job
7.4	Software development and data analysis for registration	1	Job
7.5	Manpower-Ushers/Promoters/Hostess	1	Job
7.6	Flower Decoration	1	Job
7.7	VIP kits	1	Unit
7.8	Barcode scanning Unit	1	Unit
7.9	Server, Networking, switchers, hardware engineers and software engineers (As Per Requirement)	1	Job
7.1	Supervisors	1	Unit
<b>8</b>	<b>Toilets</b>		
8.1	Portable chemical toilets on day prior to the event for Camp office including toilets for VVIPs' and VIPs'.	1	LS
<b>9</b>	<b>Electricals and Gensets</b>		
9.1	Lighting Poles with 2 Nos. Halogen Lights for Entire venue	1	Nos
9.2	Metal lights for all over the venue	1	Nos
9.3	LED of 100W	1	Nos
9.4	PA SOUND System for Entire Venue and Parking	1	Nos
9.5	Genset as requirement	1	Nos
9.6	Electrical cabling in the entire venue	1	Job
<b>10</b>	<b>Cultural &amp; MISC</b>		
10.1	Thematic designer gates	1	Nos
10.2	City Branding for venue as per site suggested by district admin	1	Job
10.3	Known artist with TBL as per plan	1	Job
<b>11</b>	<b>Security, CCTV &amp; Fire Services</b>		

11.1	Security Personal round the clock- 1 supervisors, 2 male Guards & 1 female Guards one day prior to the event (As per requirement)	1	Job
11.2	Fire Van in exhibition premises for 1 days	1	Nos
11.3	Providing of Fire extinguishers in exhibition area 10 kg abc type cylinders with sand buckets	1	Nos
11.4	CCTV Cameras set up all over the venue the cameras shall have night vision with control rooms	1	Nos
11.5	Frisking booth	1	Job
<b>12</b>	<b>Others</b>		
12.1	Water Stations (5x5 mtr) pagoda structure with tables and chairs	1	Nos
12.2	1 pagoda for general services and caterings	1	Nos
12.3	Hiring of temporary staff – hall managers, Hosts & Hostess for Entire Duration of Event from one day prior to the event	1	Job
12.4	Photographer along with Videographer for Entire event including drone	1	Job
12.5	Green net masking	1	Job
12.6	Outdoor Passage carpet	1	Job
12.7	Landscaping and planters	1	Job
12.8	Wifi connectivity for various location	1	Job
12.9	Local permission/licenses from concerned authority	1	Job
12.1	Medical Assistance - Ambulance	1	Job
<b>13</b>	<b>Logistics &amp; Transportation</b>		
13.1	Transportation of all the equipment's and other materials	1	Job
13.2	TBL for crew, Manpower, Material support, Artist ETC	1	Job
<b>14</b>	<b>Miscellaneous</b>		

**Note:** This BOQ can be modified as per requirement of events.

- a) Bidder to furnish the bill of materials of the items quoted under the tender in technical bid.
- b) The Successful bidder to provide Single Point of Contact Details (SPOC) for service and Support.

### **5.3 Delivery and Installation**

The bidder should supply and installation of all the materials at desired location by the user department as per requirement in events.

#### 5.4 List of events & Workshops(Expected)

1	Atibadi Jagannath Dash Award
2	Odisha Literature Academy Award and Event Expenses (13 Department)
5	Endowment of Senior Saraswat Holder (For 15 People)
6	Byasakabi Fakiramohan Odia language Award-Year
7	Odisha Literature Foundation day and expenses of State level competition between students
8	State level Saraswat Convention (30 states)
9	School level Talk Show Event (30 states)
10	Literary Ceremony in isolated areas (Raipur, Vijaynagaram, Medinipur)
11	State level young Literary convention (in favour of young author)
12	Bahiachijaharkianandtahara (event)
13	Shri Lingarajayan, Shri Jagannathayan (Historical Hat lingaraj Temple, Ravindra Mandap)
14	i)Centenary Celebrations of Saraswat Sadhak Surendra Mohanty, Cuttack
	ii)Centenary Celebration of Saraswat Sadhak Golak Bihari Dhal, Dhenkanal
	iii)Centenary Celebration of other Literary
15	Financial helps to Saraswat institutions to celebrate Programmes/jubilees/Shradha utsav; 11 academies
16	Saraswat Poetry
	a)Varsha Srujani, Bolangir
	b)SaratSrujani, Nabarangpur
	c)Hemant Srujani, Rourkela
	d)Sita Srujani, Daringbadi, Kandhamal
	e)Basant Srujani, Jaleswar
	f)BaisakhSrujani, Bhawanipatna
17	a) Dr Artaballav Mohanty's monument debate, Bhubaneswar
	b) Pandit NilakanthaDas' monument debate, Bhubaneswar
	c)Novelist Gopinath Mohanty's monument debate, Bhubaneswar
	d)Poet SachhiRoutray, Cuttack
18	Participation in Book exhibition in different states
19	Advertisement of Odia Literature Journal
20	a)State level Translation Workshop, Bargad
	b)State level story discussion, Kendrapara
	c)Tribes literature dicussion (state level workshop), Baripada
	d)state level women poet workshop(young), Jagatsinghpur
	e)Stare level drama Workshop, Nayagarh
	f)Interview of Author(5 persons)
	e)State level Loksahitya workshop, Boudh
21	Shri Aurobindo and India's Independence: National Discussion(Delhi, Hyderabad, Shantiniketan) (75th Anniversary of Independence and 150th Jubilee of Shri Aurobindo)
22	Fakirmohan: Discussion of National Comparative study, Baleshwar
23	Language related state level discussion, Bramhapur
	With the joint support of Odisha Literature Academy and institution of Odia Language)

24	Tungim Manoj discussion, Fakiramohan University, Balasore
25	Our Village Our Literature(State level)30 States
26	a)"Mu b lekhakhebi"(+2 University level) Zilla School Puri
	b)" Mu b Lekhakhebi"(College level), N.C College,Jajpur
	c)"Mu b lekhakhebi"(University Leve) Utkal University,Bhubaneswar
	(Workshop for Students to encourage them to write)
27	Tribeni' (General Assembly of Literature,Dance and Art), Dhenkanal
	Context:MahakabiSachhiRoutray's poetry 'Bajirout'
	(With the joint support of Odisha Literature Academy,OdishaMusic,Drama Academy and Odisha Fineart Academy)
28	Saraswat SadhakBenimadhabPadhi(Discussion),Khallikot College, Brahmapur

### 5.5 Purchaser's Procurement Rights

Without incurring any liability, whatsoever to the affected bidder or bidders, the Purchaser reserves the right to:

- a. Amend, modify, or cancel this tender and to reject any or all proposals without assigning any reason.
- b. Change any of the scheduled dates stated in this tender.
- c. Reject proposals that fail to meet the tender requirements.
- d. Increase or decrease the quantity of the items
- e. Remove any of the item at the time of placement of order.
- f. Should the Purchaser be unsuccessful in negotiating a contract with the selected bidder, the Purchaser will begin contract negotiations with the next best value bidder in order to serve the best interest.
- g. Make typographical correction or correct computational errors to proposals
- h. Request bidders to clarify their proposal.

### 5.6 Specifications and Standards

- i. All articles to be supplied shall strictly conform to the specifications, trademark laid down in the tender form and wherever articles have been required according to ISI/ ISO/ other applicable specifications/ certifications/ standards, those articles should conform strictly to those specifications/ certifications/ standards. The supply shall be of best quality and description. The decision of the competent authority/ purchase committee whether the articles supplied conform to the specifications shall be final and binding on the selected bidder.
- ii. The Selected bidder shall ensure that the goods and related services comply with the technical specifications and other provisions laid down in the RFP & the work order.

### 5.7 Transit Insurance

The Hardware and peripherals to be supplied under this RFP shall be fully insured against any loss during transit from Bidder site to Odisha Sahitya Akademi & Final Delivery office site. The insurance charges will be borne by the supplier and Odisha Sahitya Akademi will not pay such charges.

## 5.8 Payment Terms and Procedure

### 5.8.1 Paying Authority

The payments as per the Payment Schedule covered herein above shall be paid by Odisha Sahitya Akademi. However, Payment of the Bills would be payable, on receipt of advice/confirmation for satisfactory delivery/installation/re-installation, and inspection/service report from the authorized official of **Odisha Sahitya Akademi**.

### 5.8.2 Payment Schedules

Sl.No.	Description	Paymentas%oftotal contractvalue
1	On approval of Event execution plan along with Budget estimate based on Scope of Work against bank guarantee of the advance amount	30%
2	After completion of event.	50%
4	Within 15 days of completion of Event Without any encumbrances (Clearance from Venue Authority, all sub-contractors or any Authority related to Venue preparation)	20 %



## 6. Annexures

### 6.1 Particulars of the Bidder

S No.	Information Sought	Details to be Furnished
1.	Name, address and URL of the bidding Company	
2.	Incorporation status of the firm (public limited / private limited, etc.)	
3.	Year of Establishment	
4.	Date of registration	
5.	ROC Reference No.	
6.	Details of company registration	
7.	Details of registration with appropriate authorities for service tax	
8.	Average Turnover during last 3 financial year	
9.	Name, Address, e-mail ID, Phone nos. and Mobile Number of Contact Person	

## 6.1 Bid Security Declaration

To  
The Secretary,  
Odisha Sahitya Akademi  
Sanskriti Bhawan, Odisha State Museum Complex,  
Bhubaneswar-751014, Odisha

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a **period of Three years** from the date of notification if I am/ We are in a breach of any obligation under the bid conditions, because I/We

- (a) Have withdrawn/ modified/ amended, impairs or derogates from the tender, my/ our Bid during the period of bid validity specified in the form of Bid; or
- (b) Having been notified of the acceptance of our Bid by the Authority during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instruction to Bidders/ Tender Document/ RFP document

I/We understand this Bid Securing Declaration shall cease to be valid if I am/ We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder, or (ii) thirty days after the expiration of validity of my/ our Bid.

Signed (Signature of person whose name and capacity are shown)

In the capacity of (legal capacity of person signing the Bid Securing Declaration)

Name (complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of (complete name of Bidder) Date on

..... Day of ..... (date of signing) Corporate Seal (wherever appropriate)

(Signature of the Authorised Signatory)

## 6.2 Self-Declaration: Not Blacklisted

(Company letter head)

To  
The Secretary,  
Odisha Sahitya Akademi  
Sanskriti Bhawan, Odisha State Museum Complex,  
Bhubaneswar-751014, Odisha

### **Sub: Appointment of Event Management Agency –Self Declaration for not Blacklisted**

Sir

In response to the RFP No.: **ODISHA SAHITYA AKADEMI-MISC-001-2022-23**  
for RFP titled “Request for Proposal (RFP) cum EOI for empanelment of Professional  
Agencies for Event Management, Branding Activation, Printing, Photos and Videography  
activities for Odisha Sahitya Akademi”, as an owner/ partner/ Director of (organisation name)  
\_\_\_\_\_ I/ We hereby declare that presently our  
Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices,  
blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any  
State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may  
be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted  
may be cancelled.

Thanking you,

Signature  
(Authorised Signatory)

Seal:

Date:

Place:

Name of the Bidder:

### 6.3 Bidder's Authorisation Certificate

(Company letter head)

To  
The Secretary,  
Odisha Sahitya Akademi  
Sanskriti Bhawan, Odisha State Museum Complex,  
Bhubaneswar-751014,Odisha

**Sub: Appointment of Event Management Agency – Bidder's Authorization Certificate**

Sir,

With reference to the RFP No.: **ODISHA SAHITYA AKADEMI-MISC-001-2022-23**, Ms./Mr. <Name>, <Designation> is hereby authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above said Bid. She/he is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application. Her/his contact mobile number is \_\_\_\_\_ and Email id is \_\_\_\_\_. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Signature  
(Authorised Signatory)

Verified Signature by  
Director/CEO

Seal:

Date:

Place:

Name of the Bidder:

## 6.4 Acceptance of Terms & Conditions

(Company letter head)

To  
The Secretary,  
Odisha Sahitya Akademi  
Sanskriti Bhawan, Odisha State Museum Complex,  
Bhubaneswar-751014,Odisha

### **Sub: Appointment of Event Management Agency – Acceptance of Terms & Conditions**

Sir,

I have carefully and thoroughly gone through the Terms & Conditions along with scope of work contained in the RFP Document [No. **ODISHA SAHITYA AKADEMI-MISC-001-2022-23**] regarding “Request for Proposal (RFP) cum EOI for empanelment of Professional Agencies for Event Management, Branding Activation, Printing, Photos and Videography activities for Odisha Sahitya Akademi”.

I declare that all the provisions/clauses including scope of work of this RFP/Tender Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Thanking you,

Signature  
(Authorised Signatory)

Seal:

Date:

Place:

Name of the Bidder:

## 6.5 Technical bid Cover Letter

To

The Secretary,

Odisha Sahitya Akademi

Sanskriti Bhawan, Odisha State Museum Complex,

Bhubaneswar-751014, Odisha

Sir,

Subject: Tender for Request for Proposal (RFP) cum EOI for empanelment of Professional Agencies for Event Management, Branding Activation, Printing, Photos and Videography activities for Odisha Sahitya Akademi.

Reference: Tender No: **ODISHA SAHITYA AKADEMI-MISC-001-2022-23**

We, the undersigned Bidders, having read and examined in detail all the Tender documents do hereby propose to provide the services as specified in the Tender document number **ODISHA SAHITYA AKADEMI-MISC-001-2022-23** along with the following:

### A. DEVIATIONS

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations, assumptions and deviations, all of which have been detailed out exhaustively in the following statements, irrespective of whatever has been stated to the contrary anywhere else in our Tender:

Further we agree that additional conditions or assumptions, if any, found in the Tender documents other than those stated in deviation schedule shall not be given effect to.

### B. CONTRACT PERFORMANCE GUARANTEE BOND

We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee bond in the form prescribed format

### C. BID VAILIDITY PERIOD

We agree to abide by this bid for a period of 365 days after the date fixed for bid opening or for any further period for which bid validity has been extended and it shall remain binding upon us and Bid may be accepted at any time before the expiration of that period.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that our bid is binding on us and that you are not bound to accept a bid you receive.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

## 6.6 Commercial Proposal Covering letter

< Location, Date >

To  
The Secretary,  
Odisha Sahitya Akademi,  
Sanskriti Bhawan, Odisha State Museum Complex,  
Bhubaneswar-751014, Odisha

**Subject:** Submission of the Financial bid for **Tender No ODISHA SAHITYA AKADEMI-MISC-001-2022-23** for Request for Proposal (RFP) cum EOI for empanelment of Professional Agencies for Event Management, Branding Activation, Printing, Photos and Videography activities for Odisha Sahitya Akademi.

Dear Sir/Madam,

We, the undersigned, hereby submit our Financial Proposal against your tender floated vide RFP Ref: **ODISHA SAHITYA AKADEMI-MISC-001-2022-23**, in a separate sealed envelope.

Our attached Financial Proposal is for the sum of [*Amount in words and figures*] along with applicable taxes & duties.

Our Financial Proposal shall be binding upon us, up to expiry of the validity period of the Proposal, i.e., [*Date*].

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

## 6.7 Commercial Bid

SI No	Elements	Qty	Unit	Fees
A	Customized fabricated stalls as per designing specification - Details mentioned below (It may vary as per requirement)	1	Per Unit	
1	Designing fee	1	Job	
2	Wooden plat forming with carpet/Pergo/Prelaminated sheet and SS channel and skirting	1	Per Sq Ft	
3	Branding walls with paint finish	1	Per Sq Ft	
4	Branding walls with paint finish on top	1	Per Sq Ft	
5	Branding walls with digital vinyl on top	1	Per Sq Ft	
6	Single seater sofa	1	Per Unit	
7	Double seater sofa	1	Per Unit	
8	Arm lighting	1	Per Unit	
9	Conceal lighting	1	Per Unit	
10	Glass top table	1	Per Unit	
11	Chairs	1	Per Unit	
12	Bar stool for registration	1	Per Unit	
13	Base table for model display	1	Per Sq Ft	
14	Palmet for the entire stall - As per design	1	Per Sq Ft	
15	Brochure stand for stall	1	Per Unit	
16	LED Plasma	1	Per Unit	
17	LED Plasma		Per Unit	
18	Planters	1	Per Unit	
19	Touch screen plasma	1	Per Unit	
20	Décor lighting	1	Per Unit	
21	Customized table with paint finish - As per design	1	Per Sq Ft	
22	Inlit letter cuts	1	Per Unit	
23	Material transportation	1	Job	

SINo	
1	
1.1	Air-conditioned German Hanger in required with fire retardant roof and side covers & Internal Lighting and glass doors for entry-60mx
1.2	Stage set up:120'x50'x6ft high MS structure (scaffolding) with single ply on top, carpet flooring, both side 8ft wide steps with railing, sk
1.3	Flower Decoration on Stage and Bouquets
1.4	Sound System line array Speakers 8pair array, 4pair Sub, etc. with amplifier, mixer, podium mic, cordless mic, etc.
1.5	PAR64CP-61(sidelight)= 8 Nos. LED Par RGBW (sidelight) = 12 Nos. PAR 64 CP-61 FOH = 6 Nos. LED Par RGBW (back light) = 5 Nos.
1.6	Curve LED Wall 8 0ft x1 ft for stage back drop
1.7	Customized on Stage panels-as per the me
1.8	Customized of Stage panels-as per the me



1.9	Hanging Delay LEDs creen
1.1	Show running Team
1.11	Carpet and Flooring for MEA
1.12	Running panel for hanger-Fascade and Side covers
1.13	Designer wooden fascade for the main inauguralde picting the theme
1.14	Chairs banquet chairs with covers
1.15	Sofa sets
1.16	Mozo barricading
1.17	High pat form for media, console and camera etc.
1.	Green room for artist
1.	Lightening of lamp by VIP
1.2	Signages for venue and area
1.	Venue decorsasper the me on MS frame with flexon top
1.	Hanger upper branding- Bird View
<b>2</b>	
2.1	Partition wall for Media Lounge
2.2	Fixingofworkstations,medialounge,directorscabin,etcasperlayoutanddesign,includingfurniture
2.3	Media lounge stage set up with banquet chairs for media briefing
2.4	ComputersformediaworkstationswithB/WA4sizeprinterswithphotocopiers
2.5	LEDWall12x8ftwithsoundsystem
2.6	His peed internet connectivity
2.7	Flower Decoration
2.8	Side walls as per the me on print
<b>3</b>	
3.1	Designer wooden Fascia com plete with Branding, Logo, Graphics &Artwork
3.2	Designing and Conceptualization of Theme Area with Script &Storyline
3.3	Partition wall for Theme Area
3.4	Side Flex Fascia with M.S. Tube Frame
3.5	DesignerWooden/modularstalls/panelscompletewithRaisedPlatform,WoodenFlooring,LaminatedWallPaneling,ParabolicFalseCeilli Ushers &Attendants, Cleaning & Sweeping of Stalls.
3.6	High Density Indoor LED Video walls complete with Automated Controller Switching and Attendants for 1 Days
3.7	Digital Activeness- As per theme
3.8	Live size the matic installations-As per theme
3.9	Back lit wooden Tran-slite with Digital Posters
3.1	Green Potted Plants and Flowers Pots

<b>4</b>	
4.1	Branding /Beautification of exhibition Area
4.2	Partition wall for Exhibition Area
4.3	Flower Decoration
4.4	Side Flex Fascia with M.S. Tube Frame
<b>5</b>	
5.1	Pagodastructurewithallthebasicamenities-Siteoffice,Policecontrolroom,CCTVcontrolroom,Firecontrolroom,ETC
5.2	Hi Speed Internet Connection
5.3	Floral Decoration
5.4	Brand New Carpet
<b>6</b>	
6.1	Air-conditionedGermanHangerinrequiredwithfireretardantroofandsidecovers&InternalLightingandglassdoorsforentry-20mx180M
6.2	VIP Lounge with Pantry setup complete with Raised Platform, Wooden Flooring, Laminated Wall Paneling, Parabolic False Ceiling, Co the inaugural structure
6.3	Partition walls for Media F&B and General F&B
6.4	Buffet counters(tent, tables with HIGHQUALITY linen) As per requirement
6.5	Round tables with 4 banquet chairs with high quality Linen
6.6	Round tables with laminated top with banquet chair seating
6.7	Brand New Carpet and Flooring
6.8	Cocktail tables
6.9	Flower Decoration
6.1	Feeforfoodperplate(Lunch/Dinner)-3StarHotel-Menuasapprovedbycommittee
6.	Running panel for hanger- Façade and Side covers
6.	Designer wooden façade for the main inaugural depicting the theme
6.	Entry tunnels from F&B Hanger to MEA
6.	Delegate/organizers/ staff lunch
6.	VIPlunch/Dinner-5StarHotel-Menuasapprovedbycommittee
6.	Packed lunch for security and other staff
6.	Mineral water
6.	Running tea/coffee
6.	Dinner(Cultural events)-3StarHotel-Menuasapprovedbycommittee
6.2	Hanger upper branding- Bird View
<b>7</b>	

7.1	Registration-with registration counters, Chairs plug points and general lighting
7.2	Printingoflanyards&BadgesforattendeeswithmulticolorlogooftheEventwithbarcodescanningfacility
7.3	ProvidingofsufficientmanpoweralongwithcomputerandprintersforregistrationforEntireEventDuration
7.4	Software development and data analysis for registration
7.5	Manpower-Ushers/Promoters/Hostess
7.6	Flower Decoration
7.7	VIPkits
7.8	Barcode scanning Unit
7.9	Server,Networking,switchers,hardwareengineersandsoftwareengineers (As Per Requirement)
7.1	Supervisors
<b>8</b>	
8.1	Portable chemical toilets on day priorto the event for Camp of fice including toilets for VVIPs' and VIPs'.
<b>9</b>	
9.1	Lighting Poles with 2 Nos. Halogen Lights for Entire venue
9.2	Metal lights for all over the venue
9.3	LEDof100W
9.4	PASOUND System for Entire Venue and Parking
9.5	Gen set as requirement
9.6	Electrical cabling in the entire venue
<b>10</b>	
1	The matic designer gates
1	City Branding for venue as per sites uggested by district admin
0.2	
1	Known artist with TBL as per plan
<b>11</b>	
1	Security Personal round the clock- 1 supervisors, 2 male Guards & 1 female Guards one day prior to the event (As per requirement)
1.1	
1	Fire Vanin exhibition premises for 1 days
1	ProvidingofFireextinguishersinexhibitionarea10kgabctypecylinderswithsandbuckets
1.3	
1	CCTVCamerassetupalloverthevenuethecamerasshallhavenightvisionwithcontrolrooms
1.4	
1	Frisking booth
<b>12</b>	

1 2.1	Water Stations(5x5mtr)pagoda structure with table sand chairs
1	1 pagoda for general services and caterings
1 2.3	Hiringoftemporarystaff–hallmanagers,Hosts&HostessforEntireDurationofEventfromonedaypriortotheevent
1 2.4	Photographer along with Videographer for Entire event including drone
1	Green net masking
1	Out door Passage carpet
1	Landscaping and planters
1	Wifi connectivity for various location
1	Local permission/licenses from concerned authority
1	Medical Assistance-Ambulance
<b>13</b>	
1	Transportation of all the equipment's and other materials
1	TBL for crew, Manpower, Material support, Artist ETC
<b>14</b>	

**Note:** This price is unit price and can be modified as per requirement of event.

**The bidder may furnish hardcopy copy of commercial bid in company letterhead and submit in separate sealed envelop mentioning “Commercial Bid” Package-2 in top of envelop.**

**Note:**

- Least cost selection method will be adopted for evaluation of commercial bid. The bidder who will quoted lowest grand total will awarded the work.
- Prices shall be quoted inclusive of all taxes, duties, freight and forwarding and cost of labour for installation.
- In case of any discrepancy between Unit Price & Total Price, the Unit Price will prev.

# RFP for Writers Geo Position Android Mobile App Development

Date: 02/06/2022

Designed and Developed by:



**Odisha Sahitya Akademi**

**Sanskriti Bhawan, Odisha State Museum Complex  
Bhubaneswar-751014, Odisha**



## **Table of Content**

FACT SHEET	1
ABOUT THE ORGANISATION AND PROJECT	2
AUDIENCE OF THE APPS	2
SCOPE OF THE PROJECT	2
TECHNICAL REQUIREMENTS	3
Scoping and Design	3
Mobile App Requirements	3
Backend Database Requirement	4
Admin Panel Requirements	4
Support and Maintenance Requirements	4
PROJECT TIMELINE	5
BUDGET	6
PROPOSAL TIMELINE	6
PROPOSAL FORMAT	6
CONDITION FOR TECHNICAL EVALUATION /EVALUATION CRITERIA	6

**FactSheet:**

S. #	Item	Description
1 .	Project Title	Writers Geo Position Android Mobile App Development
2 .	Name of Purchaser	Odisha Sahitya Akademy Bhubaneswar.
3 .	Contact Person, Address	Secretary , OdishaSahityaAkademy, Odisha State Museum Complex, Bhubaneswar. odishasahityaakademi@gmail.com
4 .	RFP Document Fees	NIL
5 .	Earnest Money Deposit	NIL
6 .	Selection Method	(70% Weightage on Technical and 30% Weightage on Commercial Evaluation)
7 .	Last date for submission of queries by Bidders	08.06.2022
8.	Last date and time for Receipt of proposals from Bidders	17.06.222 4.00 P.M.
9	Date and time for opening of Technical Proposals	17.06.2022 5.00 P.M.
10	Date and time for Technical Presentation	20.06.2022 12.00P.M.
11	Date and time for opening of Commercial Bids	20.06.2022 4.00 P.M.
12.	Bid Validity Period	30 Days
13.	Project Term	1 YEAR

## 1. ABOUT THE ORGANIZATION

Odisha Sahitya Akademi an institution of letters was established in the Year 1957 for work actively for the development of Oriya Language and Literature and to set high literary activities and to promote through them all, the cultural unity of the State.

## 2. ABOUT THE PROJECT

**Poet and Writers (App)** English version will help you to find professional Poets and writers in your location. Also, it will give the users various options to choose the Poets and Writers according to their needs. Isn't it a great thing for our literature society? It will help numerous businesses plus literary professionals to grow

## 3. AUDIENCE OF THE APPS

When a user clicks on the **Poets/writers** category it will show the sub-category. Then user can select any of those categories from sub-category listing. While choosing the categories they can set the location preference so it will be easier for them to check the poets or writers information properly.

## 4. SCOPE OF THE PROJECT

- **Design:** Describe if the vendor is supposed to create detailed wireframes and visual designs.
- **Mobile Apps:** Describe if a vendor has to develop mobile android apps.
- **Backend Database:** Describe if the vendor has to develop the backend database to store the data in the app. the backend database will be provided by the Sahitya Akademi ,Odisha to the vendor or the vendor develop it for the APP, need to describe the details of the database.
- **Admin Panel:** Describe if the vendor has to build an Admin Panel for the mobile apps that will manage the content of the apps.
  
- **Design:** We want a sleek design of the mobile app that matches the color and theme of the site. The design has to be user-friendly and being compatible on various Android devices. The development firm has to supplied revisions and intuitively create the UI/UX.
- **Mobile Apps:** We are looking for native app for our users and members.
- **Backend Server & Database Development:** Setup a backend environment to host the application data. We would like the vendor to provide end to end services and build the database of the app. The vendor should build **RestfulBackend** APIs that allow the app to communicate with the backend server.



- **Administrative Portal Application:** We want to have a full control of mobile app data. Over the period, we will update/modify the content of the app. Apart from the content, we will also monitor mobile app usage, manage membership and view analytics of the app.

## 5. TECHNICAL REQUIREMENTS

In this section you should mention the technical requirements of different components of the scope like Design, Mobile Apps, Backend, and Admin. This helps vendors to easily understand the scope. Technology should be Php 8.1, Mysql database and Native android development in using JAVA.

### 5.1 Scoping and Design

Describe if the client will provide the written requirements or requirements will be written by the vendor. Describe if the vendor has to create the detailed wireframes of the application or if the wireframes will be provided by the app development company. Here, you can also decide the number of screens required in the app. Describe app design preference. Does it follow the same design pattern of your website? You can provide color options, layout, icons, and navigation style.

Create wireframes and visual designs for the mobile app and web-based administrative panel. We will conduct requirement sessions and supply all the information to the selected vendor. We would like to collaborate with the design team to create immersive app designs. The mobile app will have almost 4-5 screens or more and we would like to have the same look and feel of the site.

### 5.2 Mobile App Requirements

This is the most important section and you may want to cover all aspects of your app requirements. You can write a list of required features and functions, technology consideration, method for building an app (native platform), support for number of platforms and third-party integrations, external device to collect data). Describe if you want to view analytics and app usage (user activity, sessions, and user base).

Here you can also describe if the app has to be developed in a number of phases and breakdown features and functions to be implemented in each phase. This is necessary to prepare a structured business plan and monitor app development progress along with customer feedback.

1. The following features should be implemented in the initial version.
  - Members can login/update in the app
  - They will get notifications for news and updates
  - They can access all the PDFS and resources
  - They can search members in using geo tag

### 5.3 Backend Database Requirement

You should mention what type of backend database you require the vendor to create. Describe your preference (like AWS, or Other Cloud Server,). Describe what types of backend APIs (REST/JSON) should be coded.

We want vendors to build the backend database in Amazon AWS/Other Cloud and use the REST full API for mobile apps.

### 5.4 Admin Panel Requirements

Describe if you need a web based administrative panel to edit/update or delete the content and media of the mobile application. Describe what items you want to add in the app, how often you will update the content/pages of the mobile app. Describe if you want to monitor user accounts, user posts and block their account/post. Describe admin user roles and their permission level to make necessary updates in mobile app.

The web based administrative panel will allow our internal employees to add resource guides, news, and events information. We should also be able to see all the users of the app.

### 5.5 Support and Maintenance Requirements

Each and every project needs support from the technical team, you need to describe what level of support and maintenance you need initially. Also, you need to mention if you require continuous enhancements as well.

- The vendor will provide 3 months warranty after the app is launched.
- After three months the maintenance cost will be 30% cost of the Project  
During the maintenance vendor will do only shot out the problem in the existing project or code.

## 6. PROJECT TIMELINE

You describe when you plan to start the project and when you expect the apps to be launched. Your expected timeline may not match with the timeline required to build the quality solution, however, your timeline expectations will give some idea to the vendor and they can align their proposed timeline to your expected timeline. You should also state how flexible you are with the timeline. You should ask vendor to show the timeline for following phases separately:

- 10 days the timeline for the design phase.
- 20 days the timelines for the development phase.
- Scope of Service (including any assumptions)

- Samples of live products to review
- Plan for training/transfer of product

## 7. BUDGET

If you have a budget range already planned, you can mention that in the budget section. If you don't have any idea, you can mention that you are looking for vendors to come up with the best budget quotes. You should ask the vendor to breakdown the budget by various components of the scope.

- This project is currently budgeted at 500000 INR. (GST AS PER ACTUAL)

## 8. PROPOSAL TIMELINE

Describe how quickly you want to complete Project discovery and requirement gathering sessions. Once you send requirements to app development vendors, mention how soon you want them to provide feedback with a set of questions and suggestions. Then a pre-planned timeline to receive quotations from app development teams.

- RFP distributed to vendors XXXXXXXX
- Intent to bid due XXXXXXXX
- RFP questions due XXXXXXXX
- Deadline for proposals XXXXXXXX
- Vendor demonstrations/presentations XXXXXXXX

## 9. PROPOSAL FORMAT

In this section you can describe what you are looking to see in the proposal. It could be any of these topics or any other topic.

- Company must be Startup and MSME
- Past Performance at least 2 Govt. Project work order in Mobile app with project completion certificate.
- Proposed solution and team 10 members
- Proposed methodology
- Cost Estimation and Timeline to complete the project
- Demonstration of Design and Development Process
- Client Reference (List of 2 international clients for references)
- GST Certificate/ROC
- Client Reference (List of 2 national clients for references)

HARD COPY Submit proposals by 5 pm EDT, XXXXXXX, to:

#### 10. CONDITION FOR TECHNICAL EVALUATION :

Bidder should have successfully completed at least 02 (two) similar work of service/ supply within period of 01-03-2021 TO 31-03-2022 Govt. projects as a main or approved by concern dept. submitted work order in Mobile app with project completion certificate.

#### 11. EVALUATION CRATERIA:

We have prepared an evaluation criterion for vendors to fulfill our requirements. See the table below to complete and respond at the best level.

<b>Tasks</b>	<b>Selection Percentage</b>
Proposal Submission	10%
Work Experience	20%
Cost & Timeline to complete the project	10%
Presentation	10%
Project Staff & Client Reference	10%
Proposed Solution & Support	10%
Technical evaluation	30%