

TENDER PAPER FOR TENTAGE & ALLIED WORKS OF NATIONAL LEVEL DAIRY SUMMIT
TO BE ORGANISED ON 21st & 22nd DECEMBER 2022
BY BKN REGIONAL CO-OPERATIVE LTD., BALANGIR

COST OF TENDER PAPER : Rs. 5,000.00 (Rupees five thousand) only.
(Non Refundable)
(in shape of Demand Draft in favour of
Balangir-Kallahandi-Nuapada Regional Co-operative milk producer union ltd, Balangir)

Tenderer Company/Firm : M/S. _____
(Name & Address in Detail) _____

E.M.D (Refundable)(only for the finalized party) : (i) The Finalised tenderer has to deposit an earnest money deposit (EMD) of 1% and an initial security deposit (ISD) 1% of the bidding amount in the shape of a Demand Draft in favor of Balangir-Kallahandi-Nuapada Regional Co-operative milk producer union ltd, Balangir.
(ii) The security deposit will be returned back to the successful tenderer after the completion of the event.
(iii) The tenderer must be submitted a bid declaration for EMD along with the tender paper.

LAST DATE & TIME FOR RECEIPT : 23.11.2022 latest by 04.00 PM
OF TENDER PAPER

DATE & TIME OF OPENING OF : 23.11.2022 at 5.00 PM
TENDER PAPER in Office of General Manager, BKN, Milk Union, Balangir

17/11/2022

PLEASE DELIVER AT
OFFICE OF BKN REGIONAL CO-OPERATIVE MILK PRODUCER'S UNION
LTD., BALANGIR

TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS
NATIONAL LEVEL DAIRY SUMMIT TO BE ORGANISED ON 21st & 22nd DECEMBER 2022

1. The BKN Regional Co-operative Milk Union Ltd., Balangir a central Co-operative organization invites short tender call notice with certain terms & conditions from reputed & registered Companies / Event Management agencies / Firms having GSTIN no. with minimum last three years average transaction of Rs.2 Crores and having minimum 5 years similar type of working experience in India may apply for the Tentage & allied work by German Hanger of "National Level Dairy Summit" to be organized at Koshal Kalamandal Ground, Balangir on 21st & 22nd December 2022. The agency must have executed/ongoing at least 02 (two) events/Exhibitions/road shows/virtual events/Advertising Projects for any Government Organization/PSUs/ Chambers of Industry Association in last three years. The Firm applying for Tentage & allied work must have a valid minimum C-class certificate of electrical contract.
2. The tenderer should have registered his firm under GSTIN No. The tenderer must be submitted the GST registration Certificate & copy of GSTR-3B return (April 2021 to March 2022) documents as proof along with the tender paper. The tenderer must be submitted IT return filing documents for last 3 years alongwith the tender paper that is Assessment Year 2019-2020, 2020-2021 & 2021-2022. TDS will be deducted on the tendered amount from the finalised Party.
3. The tenderer should have the capacity to erect the stalls and allied works by German Hanger. The work will be assigned to a firm/company/agency for National Level Dairy Summit at Koshal Kalamandal Ground, Balangir (which will be organized on 21st & 22nd December 2022). So, the rate inclusive of all taxes offered by the company/agency / firms should be valid for the given period.
4. The tender paper, technical bid, tender fees, required documents and bid declaration for EMD shall be put in a sealed envelope with superscription as "Technical Bid (Annexure-A)". The price bid shall be put in a separate sealed envelope with superscription as "Price Bid (Annexure-B)". Both the envelopes shall be put in a separate envelope with superscription as "Tender for Tentage & Allied work of National Level Dairy Summit at Koshal Kalamandal Ground, Balangir on 21st and 22nd December 2022". There are two part in the tender paper to be filled up by bidder that is Annexure-A submission/verification of required documents part (technical bid) & Annexure-B financial part. If the bidder is fulfill the criteria of document submission/verification in annexure-A then only the particular bidder will be eligible for verification of the financial part in Annexure-B. If the party does not fulfill the technical bid that is Annexure-A then the party will not be allowed to participate in the financial part that is Annexure-B.
5. The duration of the event will be for 2 days as per the details given below. In case of any extension of event period, no extra payment will be entertained for the additional days. All the desired works should be completed at least one day before of the scheduled inauguration date and time of the event and handed over all the works as per specification, to the in-charge of event/District Administration Balangir.

Details of National Level Dairy Summit

The National Level Dairy Summit to be organized in the Koshal Kalamandal Ground, Balangir as per the details enlisted below, is purely tentative. Any place or period as proposed below may change / vary in course of action. The details of programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

| Sl. No. | Name of the District | Place of Event | Name of the Event | Tentative Date of the Exhibition | No. of days of Event | Details of work |
|---------|----------------------|-------------------|-----------------------------|---|----------------------|--|
| 1 | Balangir | Kalamandal Ground | National Level Dairy Summit | 21 st & 22 nd December 2022 | 2 | Details work & specification mentioned below |

6. On completion of the event, the contractor shall have to take away all the materials within 3 days & vacate the site with the same condition while occupying the ground.
7. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
8. The final payment will be made on the basis of the actual work done and Work Assessment Report by District Administration, Balangir. The contractor shall not use any additional materials other than the work specified in the

[Handwritten Signature]
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work order without the prior permission of the authority. In case of any additional requirement, the contractor has to take the prior written permission from the competent authority which should be submitted with the bill.

9. Tenderer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the Event. The undersign will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take suitable step for insurance of his goods used in the Event for the above purpose.
10. No part of the contract will be sub-let without the prior written permission of the authority.
11. **The selection of tenderer will be done according to the evaluation methodology Annexed in Annexure-C. The offer prices should be taken for total nos of items. No individual price for the individual items will be taken care of.**
12. It shall be the responsibility of the successful tenders / contractors to obtain requisite permission for electricity connection / fire services for the Event period from statutory bodies. The tenderer have to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
13. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician / contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
 - (i) The Finalised tenderer has to deposit an earnest money deposit (EMD) 1% and initial security deposit (ISD) 1% of the bidding amount in shape of Demand Draft in favour of General Manager, BKN, Milk Union, Balangir.
 - (ii) The security deposit will be returned back to the successful tenderer after completion of the event.
 - (ii) The EMD & ISD amount of the successful tenderer will be kept with till the completion of the Event. In case of any unsatisfactory work, delay in execution of work etc. the EMD & ISD amount will be forfeited as per the decision of the authority.
14. The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reasons thereof.
15. The undersigned also reserves the right to negotiate with all or any tenderer after sealed tenders are opened in the interest of Government.
16. The successful tenderer will be required to execute an Agreement with the General Manager, BKN Milk Union, Balangir for the tentage and allied work of Dairy Summit.

CONCEPT OF THE NATIONAL LEVEL DAIRY SUMMIT-2022

The summit marks an important milestone in the roadmap towards establishing a sustainable livelihood opportunity in the Dairy Sector across the state. This highly interactive and intellectual event will provide insights on Cooperative management, Government Schemes, and initiatives in this sector, technological advancements & innovations, and the inclusion of a skill ecosystem for better and diversified production in this sector. It will also provide an opportunity to brainstorm to refine the existing system of approach.

The summit will be hosted by District Administration, Balangir in collaboration with BKN Milk union, on the 21st and 22nd of December. Delegates from several parts of the country will be attending the event which will lead to the successful systematization of the event.

Venue: Kosal Kalamandal Field, Near Bhagirathi Square, Balangir

AIM AND OBJECTIVE:

This event will provide a great forum for knowledge sharing by veterinary experts, delegates from govt departments, and successful professionals in the sector and how this sector can contribute towards nourishing the rural economy as well as creating livelihood opportunities with safe and sustainable dairying. Participants will get an opportunity to acquire knowledge of the latest research findings and experiences relevant to the global dairy sector in the broadest sense. In addition to this, the event will create an excellent opportunity for networking and establishing sustainable partner and stakeholder organizations.

KEY BENEFICIARIES:

This event will bring together 20-25 delegates representing various organizations like NDDDB, IVRI, NDRI, AMUL, CCBF, etc. More than 1000 participants including cooperative societies, successful entrepreneurs across the state, as well as social partners, farmers, and youth representatives. They will present illustrative practices as well as new developments in this sector. The exhibition will include various tech companies working towards the modernization of the sector, companies working towards waste management, nutritional development, digitalization, etc.

17/11/2022

The details works with specification are given below

| Sl. No. | Particulars | Components/Description |
|---------|--|--|
| 1. | Main Entrance and Pathway | Entrance Conceptual 3D Box gate with lights & Exit Gate, ART installations on the Side- 30ft X 15ft conceptual gate with inner light fittings |
| | Plants and Flags | 25 nos. Of standees and flags installed in either side of the Passage |
| | 80 ft walk way branding with masking | |
| | Green Matting of the Event Area (50000 Sqft) | |
| | Entrance partitions | |
| | Brand Name and Sponsors Installations in the main entrance | |
| 2. | Super Structure (MAIN HALL) | German Hanger Structure (80 ft X 150ft), 12000 sq ft Wooden Hydraulic platform 8 inches height from Ground level, Centralized ACn, Chemical toilets, Pantry Rooms |
| 3. | Exhibition Stalls | Exhibition Stalls outside German Hanger (15 ft X 15ft) 12 Nos with Structure, Fabrication, Carpet, Display Desk, Fan, Light and other amenities including passage, front pathway, Art Installations |
| 4. | Registration Counters and Stalls for Police/Ambulance/Fire | 2 Registration counters and 1 Help Desk of 15 X 10 Ft each with Hosts and Hostesses- 5 Stalls for Others |
| 5. | Catering Unit | Carpeted Unit with Buffet and Seating Arrangements (75 ft by 75 ft) Food Arrangements (900 Regular, 100 VIPs Lunch, Snacks, Hi-Tea, Beverage Counters)-2 days |
| 6. | 5 interactive installations with Touchscreen | |
| 7. | Flowers and DÉCOR | Fixed Installations for crowd engagement, Décor of the Venue |
| 8. | Water Fountain with Flex drop downs | 6ft Diameter water fountain base with flex drop downs surrounding . Water flow ring will be on the above 6 ft heigh and the drop down ring will be placed above 10 ft from the water ring |
| 9. | VIP Lounge | Air-Conditioned Rooms Sofa and Table, Private Catering, Bell Boys, Monitors with Event Promo, Dome structureand aesthetically-designing cloth ceiling stage back with flex background (as per our approved design), carpeting, flower vessel, flower decoration, flower bouquet. Bio Toilet should be attached |
| 10. | House Keeping | |
| 11. | Security Guards | 20 Security Guards from registerd security agency with proper dress code |
| 12. | Anchor | 2 days event |
| 13. | Electrification, Generator and FUEL | |
| 14. | Light and sound | |
| 15. | Communication and Publicity | Leaflets and Brochures, Hoardings and Printables throughout the event such as invites, information cards, signages,etc. |
| | | Videos for LED Backdrop and Opening Event |
| | | Graphic Designs and Identity Collaterals Concerning the Event theme |
| | | Promotional Teasers (2), Animation and Voice Over VIDEOS for PR |
| | | PR and Publicity (Radio, TV, Online, News) Pre-Event, Post-Event |
| | | Video and Photography Coverage of the Event with Live Streaming for 2 Days |

Name & Address of the company/firm/Agency

17/01/2022

Signature with seal

ANNEXURE-A (DOCUMENTS SUBMISSION & VERIFICATION PART-TECHNICAL BID)**TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF NATIONAL LEVEL DAIRY SUMMIT AT BALANGIR****(Last date for submission of tender form on Dt: 21.11.2022 on or before 4.00 PM)**

To

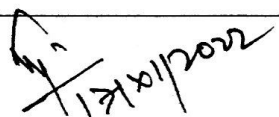
| Sl. No. | PARTICULARS | Submitted as per the requirement ask in the tender advt./mentioned in tender paper (Yes/No) | License active or expired |
|---------|---|---|---------------------------|
| 1 | Tender Paper Cost of Rs.5,000.00 only in shape of Demand Draft in favour of Balangir-Kallahandi-Nuapada Regional Co-operative milk producer union ltd, Balangir | | |
| 2 | The Finalised tenderer has to deposit an earnest money deposit (EMD) 1% and initial security deposit (ISD) 1% of the bidding amount in shape of Demand Draft in favour of Balangir-Kallahandi-Nuapada Regional Co-operative milk producer union ltd, Balangir | | |
| 3 | GSTIN Registration certificate | | |
| 4 | Copy of GSTR-3B return (April 2021 to March 2022) | | |
| 5 | Valid minimum C-class certificate of electrical contract | | |
| 6 | Last 3 years annual turnover (Audit report of the particular firm issued by the qualified Chartered Accountant) Financial Year : 2018-2019, 2019-2020 & 2020-2021 | | |
| 7 | Income Tax return filing documents for last 3 Assessment Year (IT return file to be submitted for FY 2019-2020, 2020-2021 & 2021-2022) | | |
| 8 | Minimum 5 years similar type of working experience in India | | |
| 9 | The agency must have executed/ongoing at least 02 (two) events/Exhibitions/road shows/virtual event/Advertising Projects for any Government Organization/PSUs/ Chambers of Industry Association in last three years | | |

Signature of the Tenderer
With seal

ANNEXURE-B (FINANCIAL PART)**TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF NATIONAL LEVEL DAIRY SUMMIT AT BALANGIR****(Last date for submission of tender form on Dt: 21.11.2022 on or before 4.00 PM)**

To

| Sl. No. | Particulars | Components/Description | Quotated Rate (Rs.) |
|---------|--|---|---------------------|
| 1. | Main Entrance and Pathway | Entrance Conceptual 3D Box gate with lights & Exit Gate, ART installations on the Side- 30ft X 15ft conceptual gate with inner light fittings | |
| | Plants and Flags | 25 nos. Of standees and flags installaed in either side of the Passage | |
| | 80 ft walk way branding with masking | | |
| | Green Matting of the Event Area (50000 Sqft) | | |
| | Entrance partitions | | |
| | Brand Name and Sponsors Installations in the main entrance | | |
| 2. | Super Structure (MAIN HALL) | German Hanger Structure (80 ft X 150ft), 12000 sq ft Wooden Hydraulic platform 8 inches height from Ground level, Centralized ACn, Chemical toilets, Pantry Rooms | |
| 3. | Exhibition Stalls | Exhibition Stalls outside German Hanger (15 ft X 15ft) 12 Nos with Structure, Fabrication, Carpet, Display Desk, Fan, Light and other amenities including passage, front pathway, Art Installations & LED facilities | |
| 4. | Registration Counters and Stalls for Police/Ambulance/Fire | 2 Registration counters and 1 Help Desk of 15 X 10 Ft each with Hosts and Hostesses- 5 Stalls for Others | |
| 5. | Catering Unit | Carpeted Unit with Buffet and Seating Arrangements (75 ft by 75 ft) Food Arrangements (900 Regular, 100 VIPs Lunch, Snacks, Hi-Tea, Beverage Counters)-2 days | |
| 6. | 5 interactive installations with Touchscreen | | |
| 7. | Flowers and DÉCOR | Fixed Installations for crowd engagement, Décor of the Venue | |



| | | | |
|-----|-------------------------------------|--|--|
| 8. | Water Fountain with Flex drop downs | 6ft Diameter water fountain base with flex drop downs surrounding . Water flow ring will be on the above 6 ft heigh and the drop down ring will be placed above 10 ft from the water ring | |
| 9. | VIP Lounge | Air-Conditioned Rooms Sofa and Table, Private Catering, Bell Boys, Monitors with Event Promo, Dome structureand aesthetically-designing cloth ceiling stage back with flex background (as per our approved design), carpeting, flower vessel, flower decoration, flower bouquet. Bio Toilet should be attached | |
| 10. | Security Guards | 20 Security Guards from registered security agency with proper dress code | |
| 11 | House Keeping | | |
| 12 | Anchor | 2 days event | |
| 13. | Electrification, Generator and FUEL | | |
| 14. | Light and sound | | |
| 15 | Communication and Publicity | Leaflets and Brochures, Hoardings and Printable throughout the event such as invites, information cards, signage & documentations etc. Videos for LED Backdrop and Opening Event Graphic Designs and Identity Collaterals Concerning the Event theme | |
| | | Promotional Teasers (2), Animation and Voice Over VIDEOS for PR | |
| | | PR and Publicity (Radio, TV, Online, News) Pre-Event, Post-Event | |
| | | Video and Photography Coverage of the Event with Live Streaming for 2 Days | |

(Rupees) only

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12/12/2022

EVALUATION METHODOLOGY:

Technical Scores

The agencies fulfilling the pre-qualification criteria will be asked to make a presentation before a committee constituted by the Administration for this purpose. The agencies will be evaluated on the following parameters and the presentation.

| S.No | Evaluation criteria | Maximum Marks | |
|------|---|---------------|-------|
| 1. | TECHNICAL CAPACITY OF THE BIDDER | 60 | |
| 1.1 | Number of assignments in Govt. Departments and PSUs (Events/Virtual Screening/Media & PR Assignments) in last 3 Years as shall be awarded marks as under: (minimum two (02) assignments required to be eligible) | 20 | |
| | Projects Executed in Odisha | | Marks |
| | Up to 2 projects | | 05 |
| | Above 03 projects to 5 projects | | 10 |
| | More than 8 projects | | 20 |
| 1.2 | Average turnover of last 3 years | Marks | |
| | >3 Crores | 15 | |
| 1.3 | Relevant Experience in Past years: The agency must be in operation in India for the past 5 years in the same line of business to be eligible. | 10 | |
| | Experience in Years | | Marks |
| | >5 Years | | 07 |
| | >7 Years | | 10 |
| 1.4 | Relevant Recognition and Appreciation from Govt. and Affiliate Organisations in the field of Media, PR and Events- Work Order, Appreciation Certificate, Completion Certificate is to be attached as a proof. | 15 | |
| | Recognition from Central or State Government | | Marks |
| | Less than 5 | | 05 |
| | Between 5 to 10 | | 10 |
| | More than 10 | | 15 |
| 2 | PRESENTATION | 40 | |
| 2.1 | Conceptual plan for an event <ul style="list-style-type: none">Total execution plan for Conceptualize, planning, Design, Organize, Producing, Coordinate, directing Managing, Publishing Executing, and Deliver event | 40 | |
| | TOTAL MARKS (1+2) | 100 | |

DECLARATION

I / We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am / we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am / we are willing to abide by the terms and conditions laid by the General Manager, BKN Milk Union, Balangir. In case of any lapse on my / our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:
Date :

Signature of the Tenderer with seal

Signature of the Tenderer
With seal

12/10/2022