

**Selection for Engagement of
Event Management Agency For
observation of International Year of
Cooperatives-2025
At Raj Bhawan, Odisha**

Reference No: RCO-MSF-Others-001-2025-10224

Dated: 28.05.2025

MAY 2025



Registrar of Cooperative Societies, Bhubaneswar, Odisha
HOD Building, Bhubaneswar-751001

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Notification

Registrar of Cooperative Societies, Bhubaneswar, Odisha

HOD Building, Bhubaneswar-751001

Reference No: RCSD-INSF- Others- 001-2025/ 10224

Dated:28.05.2025

Registrar of Cooperative Societies, Bhubaneswar, Odisha, invites sealed Bids from Empaneled Agencies of Bhubaneswar made by OMC, Odisha for 'Engagement of Event Management Agency for observation of International Year of Cooperatives-2025 at Raj Bhawan, Odisha.

Sl.No	Description	Details
1	Name of Bid	Bid for Engagement of Event Management Agency from Empaneled Agencies of Bhubaneswar made by OMC, Odisha for observation of International Year of Cooperatives-2025 at Raj Bhawan, Odisha.
2	Type of Bid	Open Bid from Empaneled agencies of Bhubaneswar made by OMC, Odisha
3	Method of Selection	Cost cum experience Basis
4	Bidding Time	Three Days (from 28.05.2025 to 30.05.2025)
5	Bid Starting Date	Date: 28.05.2025
6	Bid closing Date	Date: 30.05.2025
7	Opening of Bid	Date:31.05.2025, at 11.00 AM

The interested empaneled agencies should submit their bids in the drop box kept on the office of the Registrar of Cooperative Societies, Bhubaneswar, Odisha.

Registrar of Cooperative Societies, Bhubaneswar, Odisha, under Cooperation Department, Government of Odisha, reserves the right to cancel the bid at any time or amend/ withdraw any of the terms and conditions contained in the Bid Document without assigning any reason thereof.


(Nodal officer for procurement)
AddLRCS (Admn.)
Registrar of Cooperative Societies,
Bhubaneswar,Odisha,

Section-1 Bidder's DataSheet

Sl.No.	Activity Description	Details
1	Bid No.and Date of Availability of Bid	Bid No- Date of availability:28.05.2025
2	Bid Starting Date	Date:28.05.2025;
3	Bid closing Date	Date:30.05.2025; Time:5.00PM
4	Opening of price Bid	Date:31.05.2025; Time: 11.00 AM
5	Issue of Work Order	Date:31.05.2025
6	Venue for opening and evaluation of Bids	office of the Registrar of Cooperative Societies, Bhubaneswar, Odisha., 751001
7	Bid documents on Website.	res@nic.in
8	Method of Selection	Cost cum experience basis

SECTION-2 – INSTRUCTION TO THE BIDDERS.

1. The event of observation of International Year of Cooperatives- 2025 will be held in the last part of 1st week of June 2025 or 1st part of 2nd week of June 2025 at the Abhisek hall of the Raj Bhawan, Odisha with strict adherence of protocol of the Raj Bhawan Odisha. Hon'ble Governor, Odisha, Hon'ble Minister, HT & T, Chief Secretary, Odisha, DC-cum-ACS, the line department secretaries and representative of Ministry of Cooperation, Govt. of India along with the senior officers of the Cooperation Department and its Directorates, field offices of the Department and employees of PACS/LAMPCS will participate in the event.
2. MOU signing between MARKFED and three newly established National Cooperatives (NOCL, NECL, BBSSL), Distribution of membership Certificates of the National Cooperatives to the new member PACS/ Cooperatives, Some new Cooperatives can submit application for membership during the event, Interactive session (workshop) between the PACS/ Cooperatives officials and the MDs of the three National Cooperatives, felicitation of best performing cooperatives (3 best model PACS/ LAMPCS and one Cooperative from each allied sector).
3. Stalls to be installed by leading cooperatives- Boyanika, Utkalika, TDCC, Amlan, OMFED etc. high lighting the unique products of Odisha, one stall to be installed displaying the activities of Cooperatives in Odisha with special emphasis on the achievements of PACS/LAMPCS on the GOI initiatives.
4. Interested bidders among the empaneled, Bhubaneswar based agencies may apply for the same as per the instructions of the bid documents issued by the Registrar of Cooperative Societies, Odisha.
5. After receiving the bid applications the tender committee of RCS (O) headed by the Addl. RCS (Admn.), O/o the RCS (O), as nodal officer will scrutinize evaluate and finalize the successful bidder as cost cum experience basis.
6. The decision taken by the RCS (O) on the recommendation of the tender committee will be final. RCS (O) reserves the right to cancel any bid or all bids with the reasons to be recorded at their level.
7. The work will be commenced after issue of the workorder and actual requirements will be made after spot visit of the selected bidder with the Departmental officers.
8. The rates quoted in the proforma BOQ will be finalized in comparison of the rates of I & PR Dept. / other Govt. Departments/ market value of the item of the work.
9. The bidder will raise the invoice after close of the event including GST and after reconciliation of the same in the Tender committee, final payment will be made by the RCS (O).
10. Any dispute raised in the process of management of the event/ payment thereof will be resolved by the Registrar of Cooperative Societies.

A. List of Annexures

Sl.No	Description	Annexure	Submission
1.	Bid Submission Letter	Annexure-I	For Pre-Bid Queries
2.	Bidder's Authorization Certificate	Annexure-II	To be Submitted by the Selected Bidder
3.	Declaration of bidder	Annexure-III	
4.	Information on Bidder's Organization	Annexure-IV	
5.	Format for Financial Capacity	Annexure-V	
6.	Relevant Experience & Approach and Methodology	Annexure-VI	
7.	Financial Proposal (on BOQ)	Annexure-VII	

Annexure-I: Bid Submission Letter

To
Additional R.C.S. (o),
office of the **Registrar of Cooperative Societies,**
Bhubaneswar, Odisha., 751001

Sub: 'Bid for Engagement of Event Management Agency for observation of the
International Year of Cooperatives-2025 at Raj Bhawan, Bhubaneswar'

Ref: Bid No: _____ Dated: **28.05.2025**
I/We, the undersigned, offer to provide the above services to **Registrar of Cooperative Societies,**
Bhubaneswar, Odisha., 751001. In the rates as provided by the prescribed format.

I/We, hereby declare that:

- (a) We are enclosing and submitting here with our Bid, with the details as per the requirements of the tender, for your evaluation and consideration.
- (b) I/We have read carefully the terms and conditions of the tender document attached hereto and hereby agree to abide by the said terms and conditions.
- (c) The bid is unconditional.
- (d) I/We under take that documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- (e) We shall make available to **Registrar of Cooperative Societies, Bhubaneswar,** any additional information it may find necessary or require clarifying, supplement or authenticate the Bid.

We understand that **Registrar of Cooperative Societies, Bhubaneswar,** is not bound to accept any tender that receives from the bidders

Yours faithfully,

Authorized Signatory
(with Name, Designation, Contact no. and Seal)

Note: On the Letterhead of the Bidder

Annexure-II: Bidder's Authorization Certificate

To

Additional R.C.S. (o),
office of the Registrar of Cooperative Societies,
Bhubaneswar, Odisha., 751001

Sub: "Bid for Engagement of Event Management Agency for observation of the
International Year of Cooperatives-2025 at Raj Bhawan, Bhubaneswar"

Ref. Bid No.,

Dated:28.05.2025

Dear..

I/We {Name/Designation} hereby declare/certify that{Name/Designation} is hereby authorized to sign relevant documents on behalf of the company/firm in dealing with tender No__dated _____.He/She is also authorized to attend meetings & submit clarifications as may be required by you while processing the Bid.For the purpose of validation, his/her verified signatures areas under.

Thanking you,

Name of the Bidder:-

Authorized Signatory: -

Verified

Signature:

Seal of the Organization:-

Date:-

Place:-

Note: Please attach the valid power of attorney in favor of the person signing this authorization letter

Annexure-III: Declaration by the Bidder

I _____ Proprietor/Director/Partner of the firm M/s.do hereby solemnly affirm that our firm M/s.has never been blacklisted/debarred by any organization/office and there has not been any work cancelled against them for poor performance in the last ten years reckoned from the date of invitation of Bid.

..... Name of the

Bidder

..... Signature of

the Authorized Signatory

..... Name of the

Authorized Signatory

Place: _____ Date: _____

Annexure-IV: Information on Bidder's Organisation

Sl. No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in Technical Bid)	
4.	Year of Establishment	
5.	Valid GST Registration No. (Copy of certificate to be submitted)	
6.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
8.	Telephone No.(with STDCode) Mobile No-	
9.	E-mail id of the Contact Person	
10.	Fax No.(with STD Code)	
11.	Website (if any)	

..... Name of the
Bidder

..... Signature of
the Authorized Signatory

..... Name of the
Authorized Signatory

Place: _____ Date: _____

Note: Please attach all the relevant documents like Power of Attorney, Certificate of Incorporation, GST IN, TAN, PAN

Annexure-V: Format for Financial Capacity

Financial Year	Annual Turnover from Event Management Services
2021-22	
2022-23	
2023-24	

Note: All figures quoted above shall be substantiated by attaching the copy of Audited Annual Reports and a certificate from the statutory auditor of the company / firm.

Annexure VI: Relevant Experience & Approach and Methodology in last 3 financial years.

Relevant Experience in Similar Assignments

Assignment Name:	
Name of Client: Address:	
Name of the Legal Entity in whose name the contract is:	
No. of person engaged:	
Workwise Approx.value of the overall contract (in INR):	
Narrative description of the Project: (Workwise)	
Detailed Scope of services, coverage and relevance to the project:	

Note:

1. May Use Separate Sheet for each Assignment
2. Supporting documents to be attached. Assignments that are not supported by documentary evidence shall not be considered for evaluation.

Annexure-VII:FinancialProposal

The below mentioned numbers in terms of quantity are estimated requirements and shall be used for the effective execution of the assignment.RCS (o) reserves the right to add or delete line-items as indicated in the table below while placing the Work Order. Per Unit rate as quoted by the bidder shall remain valid for the term of contract.The RCS (o) reserves the right to disqualify any bid that is determined to contain rates or pricing that is exceptionally low in relation to the scope, complexity, and requirements of the project, and which raises concerns regarding the bidder's ability to fulfill contractual obligations satisfactorily.

Schedule of requirements		Annexure-1				
Sl. No.	Item/ Activity	Specifications	Units	Rate per Unit	Quantity	Total Amount
1	Decoration of existing pandal	<p>The stage should be decorated as per the approved design& specification Carpeting of stage with all other materials for opening and closing ceremony (podium, VIP chairs,Tea poy, Table cloth, New white Turkish Towels,Lamp candle, match box, camphor and all other materials to be provided on the inaugural & closing ceremony).</p> <p>Backdrop:Backdrop should be as per approved design & specification. (LED, Flex)</p> <p>Entire stage to be decorated with flowers.</p>	<p>Podium</p> <p>VIP Chairs</p> <p>Tea Poy</p> <p>Table clothes</p> <p>Turkish towel</p>		<p>2</p> <p>6</p> <p>4</p> <p>4</p> <p>6</p>	
2	Flower Decoration	Flower decoration of the stage, gates, flower bouquet (as per daily requirement).				
		White Lilly Bouquet-			15	
		Orchid Bouquet -			20	

		Rose Bouquet-			10	
3	Supply of chairs, mat, sofa, tea poy	Steel sofa set with towel Tea poy Banquet chair Plastic Chair with arm Plastic Chair without arm Red Carpeting (for panda! & VIP areas) Green netting on vacant place	VIP Chairs Sofa Tea poy		20 3 3	
4	Construction & decoration stall (10' X 10') (as per approved design)	5 no of stalls to be set up. The size of each stall will be 10ft X 10ft and other specifications such as theme gate and wall are given on the approved design. All stalls should be fitted with lights, fans and provision of plug points (preferably LED lights). There should be carpeting inside the stalls, green carpeting of entire pathway and naming of all stalls. Front drops (during night). There should be concealed electrical wiring. There will be provision of three side racks (selves) of 3 steps and sale counter table (strong ply with cloth covering).Storage facility back of under the stall. Running approved fascia with focus light. Ply base & ply wall will be three in each stall.				
5	LED Screen & LED TV	Five numbers of LED Screens (8' x 6') to be installed on stages at 5 conspicuous places in the event ,Where live stage performances can be viewed within the hall. The placement of the screens would be in such a manner that from where the stage will not be directly visible from that point.			5	

		LED TV for live Coverage .				
6	Construction & Decoration of 2 gates (as per approved design) & Theme gates	There will be Two gates (one main entrance gate and one back exit gate) The gates should be decorated with flowers with side walling & paintings. Gates to be illuminated with focus lights			2	
7	Cleaning & Sanitation at event place with man power & sanitary materials.	<ol style="list-style-type: none"> 1. Cleaning of entire by sweepers. Removal of all unwanted materials out of the Hall Sanitation of entire bathrooms, latrines urinals in hall, sweepers to be well dressed in Uniform. 2. Putting up sufficient dustbins in Hall. 3. Cleaning and lifting of garbage from Hall before and after programme. 			4 nos	
8	Drinking water provision	Sufficient sealed drinking water bottle (300 ml should be supplied during programme at Hall site during programme	Rate per unit		400	
9	Tiffin	Morning light tiffin			400	

10	Lunch Packet	Providing catering for veg meal consisting Zira Rice, Roti, Dal fry, Mixed Khata, Veg. Kadai Curry, Paneer Butter Masala, Mushroom curry, water bottle.			500	
	VIP Lunch packets				50	
11	Flower Bouquet	a) Basket Type	No.		20	
		b) Cone Type	No		15	
12	Water Bottle	Water Bottle 300 ml.			400	
13	Identity Card	Identity Card of Approved design with Tag, Card Holder and clip etc. for all.			100	

Total =

Notes:

Basic rates are per unit.

The basic and total rate is inclusive of supply, warranty, and maintenance charges.

Rates is exclusive of all statutory taxes.

The applicable rates are valid for a period of 12 months from the date of award.

The above quantity of the items is indicative and may be increased or decreased as per actual requirement of RCS (o), Govt. of Odisha.

In case the preferred bidder is unable to supply the agreed quantity of items, as per specifications and/or within stipulated time RCS (o) reserves the right to negotiate with the next preferable bidder for supply of some of the items. Also, bidders must ensure that the costs are exclusive of the services available with RCS (o).

• All work should be carried out in consultation with designated committee of RCS (o).

Note:

a. GST as applicable on date shall be paid extra by RCS (o) on submission of documentary proof at the time of submission of invoices.

b. No conditions should be attached to the price proposal.

c. The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.

Signature of the Agency:

Date:

Address: