



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY
SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029
Ph: 0674-2386016, Email:webmail@ofsdp.org

TENDER DOCUMENT FOR SELECTION OF AN EVENT MANAGEMENT AGENCY

The Project Director, OFSDS invites tenders from reputed Event Management Agencies who will fulfill all the criteria (for details visit official <website: www.ofsds.in>) to indicate their interest in providing the services for **“Event Management 2020”**. Tender Documents complete in all respect as per the scope of work placed in the above website should be delivered to The Deputy Project Director (A&F), OFSDS, SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751029 by hand or post, as specified in the bid document on before 3.30 p.m. of 25.02.2020.

Deputy Project Director (A&F)

TENDER NOTICE

TENDER DOCUMENT FOR SELECTION OF AN EVENT MANAGEMENT AGENCY (EMA)

FOR CONCEPTUALISING, DESIGNING, FABRICATION AND
BRANDING OF DAIS IN CONFERENCES AND STALLS IN
EXHIBITION

ON TURN KEY BASIS

FOR ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY



OFSDS

ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY (OFSDS)

SFTRI CAMPUS, GHATIKIA, BHUBANESWAR – 751029,

Email: webmail@ofsdp.org, Website: ofsdp.org

**Uploaded on Website of OFSDS:16/02/2020
Last Date for Submission of Bids up to 25/02/2020**

Details about Tender: Tender Notice

Department Name	:	Odisha Forestry Sector Development Society (OFSDS)
Address	:	The Project Director , OFSDS, SFTRI Campus, Ghatikia, Bhubaneswar-751029, Ph. No.0674-2386016.
Name of Work	:	Engaging Event Management Agency (EMA) for fabrication, designing and branding on Turnkey basis of Stage, pavilion and stalls of OFSDS at a selected Conference Hall/Hotel Venue at Bhubaneswar.
Validity of Contract	:	One year from the date of the first execution of work order/ agreement
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Company/ Individual/ Joint Venture/ Consortium	:	Not applicable
Amount Details		
Bid Processing Fee	:	Rs. 500/- in form of Demand Draft (Non Refundable)
Bid Processing Fee Payable to	:	Non-refundable by Demand Draft in favour of “ PROJECT DIRECTOR OFSDP PHASE-II ” from any Nationalised Bank.
EMD & Performance Security	:	Rs 5000/-in form of Demand Draft (Refundable)
EMD in favour of	:	By DD in favour of “ PROJECT DIRECTOR OFSDP PHASE-II ”from any Nationalised Bank.
Expected Cost of the Work	:	Rs. 3.00 lakhs
Tender Dates		
Bid Downloading Start Date	:	16.02.2020
Bid Downloading End Date	:	25.02.2020
Pre-Bid Meeting	:	19.02.2020 at 4.00 p.m. at PMU, OFSDS
Last Date & Time for Submission of Technical Bid & Financial Bid.	:	25.02.2020 by 3.30 p.m.
Date of Tender opening	:	25.02.2020 (4.00 p.m.)
Bid Validity Period	:	One year from date of first work order
Submission of certain documents etc.	:	Bid Processing Fees, Submission of EMD, Technical Bid and Financial Bid along with other Documents to be submitted by 3.30 p.m. of 25.02.2020 through Speed Post/Courier or by hand in the tender box in the office of OFSDS, SFTRI Campus, Ghatikia, BBSR - 751029
Remarks	:	Tenders will be opened on 25.02.2020 at 4.00 p.m. The technical bids will be opened and scrutinised. The results will be communicated to the successful bidders and also on the Notice Board of OFSDS at SFTRI Campus, Ghatikia, BBSR – 751029. Successful Bidders will be called “Technically Eligible Bidder” and they will be invited for making presentation on 26.02.2020 at 11:00 a.m. before Tender Evaluation Committee/Expert. Thereafter, their Financial Bids will be opened on 26.02.2020. Representatives of such Technically Eligible bidders will be invited to attend the Financial Bid opening meeting. The work will be awarded to the bidder with the Optimum Technical Qualification and Lowest Bid Price.

INVITATION FOR OPEN TENDER

Odisha Forestry Sector Development Society (OFSDS) under Administrative control of Forest & Environment Department, Govt. of Odisha is organizing **NATIONAL/ STATE LEVEL CONFERENCES OR WORKSHOPS INCLUDING ANNUAL REVIEW CONFERENCE 'SAMEEKSHYA'**. In line of such events, the Annual Strategy Planning & Review Workshop- 'SAMEEKSHYA' 2019-20 are to be organised in Bhubaneswar.

OFSDS wishes to take the services of an **EVENT MANAGEMENT AGENCY (EMA)** on Turn Key Basis through Open Tender for **CONCEPTUALISING, DESIGNING, FABRICATION AND BRANDING OF DAIS, REGISTRATION COUNTER, PHOTO EXHIBITION PANNELS & EXHIBITION STALLS OF ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY ON TURN KEY BASIS FOR NATIONAL/ STATE LEVEL CONFERENCES OR WORKSHOPS INCLUDING ANNUAL REVIEW CONFERENCE 'SAMEEKSHYA'**. The EMA shall be required to develop concept, design, fabricate, branding & manage the dais, display and entire exhibition area including Stalls ON TURN KEY BASIS in the space. The EMA is required to give Ethnic Look to the Decoration matching theme. The scope of work is enclosed as Annexure - I. The estimated cost is Rs. 3.00 lakhs excluding GST. Detailed terms and conditions are prescribed in the Tender Document, which can be downloaded from the website – "www.ofsdp.org". The bidder can approach OFSDS for any clarification with regard to submitting its bid by 19.02.2020 at 4.00 p.m. at PMU, OFSDS.

Bidder has to submit hard bound document duly numbered. The Tender should be submitted in the following manner:

The **First Envelope** labelled "Fee" should contain the Bid Processing Fee of Rs.500/- (Non Refundable) & EMD (Refundable) of Rs.5000/- in form of Demand Drafts drawn in favour of "**PROJECT DIRECTOR OFSDP PHASE-II**" payable at Bhubaneswar from any Nationalised Bank .

The **Second Envelope** labelled "Technical Bid" should contain the Technical Bid in sealed envelope complete with Concept & Design of the proposed Exhibition Site with Stalls, Proposed Design of the Dais for approval by competent authority, Branding & Design of all material to be put up as per the scope of work, Copy of Work Orders bringing out their Relevant Experience of the Agency in organizing similar Events, Experience of working with at least one PSU/Govt. during last 3 years, Photographs of the Events organised by them as proof. **There should be no mention of the prices in the Technical Bid Document.** Original printed document with signature & seal of the submitting company shall be considered as authentic. **Filling up prices in Annexure – IV will disqualify the Bidder.**

The **Third Envelope** "Financial Bid" should contain the Financial Bid only. Services offered should be strictly as per specifications mentioned in the Scope of work.

The first, second and third envelopes should be enclosed in a larger envelope labelled TENDER DOCUMENT FOR EVENT MANGEMENT AGENCY (EMA) duly sealed. All pages of the offer must be signed & sealed. The bids complete in all respect must be submitted through Speed Post/ Courier or by hand by depositing in the Tender Box kept at the reception in the corporate office of OFSDS as per scheduled date and time.

A Pre-bid meeting will be organized on 19.02.2020 at 4.00 p.m. at PMU, OFSDS. Duly Authorized representatives of the bidders are invited to attend the pre-bid meeting. The technical bids will be opened on 25.02.2020 at 4.00 p.m. and securitized with regard to the

eligibility criteria as mentioned in the "Scope of Work". Bidders who meet the qualification criteria will be called "Technically Eligible bidder" and they will be invited for making presentation on 26.02.2020 at 11:00 A.M. before Tender Evaluation Committee/ Expert. Thereafter, their Financial Bids will be opened on 26.02.2020 at 12:30 p.m.. Representatives of such Technically Eligible bidders will be invited to attend the Financial Bid opening meeting. The work will be awarded to the bidder who have quoted the Lowest Price bid. The OFSDS reserves the right to reject the tenders without assigning any reasons thereof.

OBLIGATIONS OF OFSDS

1. OFSDS shall appoint a team of OFSDS officers to evaluate the execution of work as per the Scope of Work.
2. Material required for the work and covered in the Scope of Work will be provided to the Selected Tenderer.

ELIGIBILITY CRITERIA:

- a) The EMA should have a minimum experience of 3 years in organizing/ managing of event in Government sectors/PSUs.
- b) Relevant experience of organizing at least two similar Exhibition/ Conferences/Festival/IEC Project activities during last 2 years (with Govt./PSU's). Duly certified copies of this expericne to be enclosed.
- c) At least 2 similar assignments executed with value of more than Rs. 5.00 lakh in similar projects for PSU/Govt. bodies during last three years.
- d) Financial turnover of the company should not be less than 6 lakhs INR each during last three financial years. Chartered Accountant Certificate along with complete financial statements to be submitted.
- e) Proposed approach, Themes, Concepts in the form of a presentation elaborating execution details for the project to be assessed on resource deployment, quality, content, photographs of previous projects, relevance of presentation, creative approach, visual appeal etc.
- f) Bidder has to submit details of 5 Nos. of their best projects managed with details such as countersigned and sealed work order, invoices, completion certificate, photographs, etc.

Other Terms & Conditions

1. OFSDS reserves the right not to accept bid(s) from agency (ies) resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.
2. The OFSDS is not bound to accept the lowest bidder or to assign any reason for non-acceptance. The OFSDS reserves its right to accept the bid in part or in full. Conditional bids will be rejected outright.
3. The OFSDS reserves the right to summarily reject an offer received from any agency (ies), without any intimation to the bidder(s).
4. The OFSDS reserves the right to withdraw/cancel the Bid /Tender at any stage.
5. OFSDS reserves the right to reduce/increase the design/design elements or alter the design/design elements and decision of OFSDS in respect of this would be final and binding on the selected bidder. As the work is on Turn Key basis thus No Extra Payment will be made for additional items required during the course of the event.
6. OFSDS has the right to deduct the price for short items used in variation to the scope of work of the tender and final bidding to the tenderer.
7. Termination by default
OFSDS reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for OFSDS's action.
8. Arbitration
In case of any dispute the decision of Project Director, OFSDS would be final and binding on both the parties. The jurisdiction of the court would be Bhubaneswar.
9. Indemnification Clause
"That the selected agency shall keep OFSDS indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise.
10. Jurisdiction
The contract shall be governed by laws of India and all Government rules.
11. Performance Security
The successful agency shall have to deposit an amount of Rs. 5000/- as performance security in the form of Demand Draft in favour of "**PROJECT DIRECTOR OFSDP PHASE-II**" payable at Bhubaneswar from any Nationalised Bank and the same shall be refundable after successful completion of the event.
12. Taxes
 - a. Tax deduction at Source will be made as per the provisions of Income Tax Act, 1961 and GST.
 - b. The Rates to be mentioned in the Financial Bid are excluding all taxes with a separate mention of Taxes to be paid.
13. Terms of payment
 - (a) 50% on award of Contract after furnishing of the Bank Guarantee of equal amount by the EMA.
 - (b) Balance 50% after successful execution of the work against submission of the bill.
14. Force Majeure
Definition: For the purpose of this contract "Force Majeure" means an event which is beyond the reasonable control of a party, and which makes a party's performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.

15. Breach of Contract: The failure of the agency to fulfil any of its obligations under the contract shall not be considered to be a breach of or default under this Contract in so far as such inability arises from an event of Force Majeure, provided that the agency affected by such an event (a) has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the contract, and (b) has informed the other party as soon as possible about the occurrence of such an event.
16. Submission of bills: Within 15 days of the completion of the event.

SCOPE OF WORK (TECHNICAL BID)

S. No	Description	Description	Size	Quantity(in no.)
1	Welcome Standee at Entrance	iron frame and fabric media (instead of fabric media)	8' x 6'	1
2	Directional Standee at portico	iron frame and fabric media canvas	8' x 4'	1
3	Directional Standee at second entrance	iron frame and fabric media canvas	6' x 3'	1
4	Registration setup	Backdrop +table with branding	8' or 12'	1
5	Registration table & Table Facia	wooden frame and fabric media canvas	8' or 12'	1
6	Stage for 7 seater with lamp and podium	2ft stage height and new carpet	20' x 16'	1
7	Stage Facia	wooden frame and fabric media canvas masking with LED screen	As per actual requirement	1
8	Backdrop	Bi layer wooden frame and fabric media canvas and sun board cutout if any	-do-	
9	Side wall	wooden frame and fabric media canvas bothside	-do-	
10	AV Panels	podium for led and wooden frame fabric media canvas	8' x 6'	2
11	Podium 3 side Branding	sunboard branding	As per actual requirement	1
12	Slant led tv for speaker	52 inch led tv with black masking slanter	52"	1
13	Header Table Set up	2 nos table with front face branding (for 7 people)		
14	Truss and T tower	for lighting		
15	Coloured seat covers	4 or 5 colours		200 chairs
AUDIO VISUAL				
1	Led wall	P 3 led wall with processor and power manager		2 units
2	Laptops	for podium		
3	Slide changer	for ppt		
4	switcher			
5	Jbl	top		
6	Jbl	low		
7	Feed back			
8	Collar mike			2
9	Cordless Mic			3
10	Podium Mic			
11	Audio processer			
12	Amplifer , mixture , cable and other			

13	Any Other			
	Lighting			
1	Dais and podium			
2	Profile of speaker			
3	Palco			
4	Profile			
5	follow			
6	Suitable lighting for registration backdrop, photographs and display stall lighting			
	Manpower			
1	Emcee	Female		
2	Hostage	2 male and 3 female		
	Event Stationary			
1	Id cards with lanyard			
2	Certificate and Prize to VSS		1 each	6
3	Invitation card with cover and program on overleaf	imported paper with sliding cover 600gsm paper		50
4	Felicitation award	Patachitra with framing		
5	Lunch Coupons	in the lapel cards/ ID Cards		
	Exhibition Area			
1	Stall 4nos	octinum stall 2 side each		6
2	Plain stall	table and branding at back and display rack		12
3	Board for ping up	4 walls		
4	Boards for Photographs	for photo exhibition (quote price for each pannel with size)		12
	Other			
1	Floral decoration	head table, podium and glass gate of entry and 10 pots for gift		
2	Genset for Back up	2nos. Of genset for 9hr		2
3	Still Photography	Raw and edited photos in a hard disc		
4	Videography	Edited and raw videos with montage and aston		

NB: The actual requirement may be fixed after site inspection and may be reflected in the tender accordingly.

TECHNICAL PROPOSAL SUBMISSION LETTER

(Location, Date)

To

The Deputy Project Director (A&F)
Odisha Forestry Sector Development Society,
Ghatikia, SFTRI Campus, Bhubaneswar – 751029.

Dear Sir,

We/I, the undersigned, offer to provide the services FOR CONCEPTUALISING, DESIGNING, FABRICATION AND BRANDING OF DAIS, REGISTRATION COUNTER, PHOTO EXHIBITION PANNELS & EXHIBITION STALLS OF ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY ON TURN KEY BASIS FOR NATIONAL/ STATE LEVEL CONFERENCES OR WORKSHOPS INCLUDING ANNUAL REVIEW CONFERENCE as per the guidelines, terms & conditions mentioned in this Tender document. We/I are/am here by submitting our proposals, which includes the Technical Proposal & Financial Bid.

The enclosed technical proposal includes the authority document in partners of the Authorized Signatory and Consent letters, in Original and Copy.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

We undertake, if our proposal is accepted, to initiate the services related to the assignment immediately from the date of issue of letter of award.

Thanking you,

Yours sincerely,

Signature of Authorised Representative.

Address.

* Proposal should be submitted on the official letter head of the Organisation.

PROFILE OF THE BIDDER

Sl. No.	Particulars	
1	Name of Bidder	
2	Type of firm : Company/ Individual/ Joint Venture/ Consortium	Partnership deed/MoA – AoA/Society as applicable
a	Year of Incorporation/ Registration number	Incorporation certificate as applicable
3	Communication Detail	
a	Office address	
4	Contact detail	
a	Mobile Number	
b	Landline Number	
c	Fax Number	
d	Email detail	
5	Nature of Business	
	1. Since_____	
	2. Since_____	
6.	GST No.	
7.	PAN No. (for IT Purpose)	
8.	Bank Draft Details	
	a. Bid Processing Fee	
	b. EMD	

No disclosure or wrong information /non-acceptance any shall result the disqualification of the firm.

Signature of the Authorised
Representative of Bidder with
Seal

Annexure – 3

Technical Bid *

S. No	Description	Description	Size	Quantity (in no.)
1	Welcome Standee at Entrance	iron frame and fabric media canvas	8' x 6'	1
2	Directional Standee at portico	iron frame and fabric media canvas	8' x 4'	1
3	Directional Standee at second entrance	iron frame and fabric media canvas	6' x 3'	1
4	Registration setup	Backdrop +table with branding	8' or 12'	1
5	Registration table & Table Facia	wooden frame and fabric media canvas	8' or 12'	1
6	Stage for 7 seater with lamp and podium	2ft stage height and new carpet	20' x 16'	1
7	Stage Facia	wooden frame and fabric media canvas with LED screen	As per actual requirement	1
8	Backdrop	Bi layer wooden frame and fabric media canvas and sunboard cutout if any	-do-	
9	Side wall	wooden frame and fabric media canvas bothside	-do-	
10	AV Panels	podium for led and wooden frame star blackout fabric media	8' x 6'	2
11	Podium 3 side Branding	sunboard branding	As per actual requirement	1
12	Slant led tv for speaker	52 inch led tv with black masking slanter	52"	1
13	Header Table Set up	2nos table with front face branding (for 7 people)		
14	Truss and T tower	for lighting		
15	Coloured seat covers	4 or 5 colours		100 chairs
AUDIO VISUAL				
1	Led wall	P 3 led wall with processor and power manager		2 units
2	Laptops	for podium		
3	Slide changer	for ppt		
4	switcher			
5	Jbl	Top and low		
6	Jbl	low		
7	Feed back			
8	Collar mike			2
9	Cordless Mic			3
10	Podium Mic			
11	Audio processer			

12	Amplifier , mixture , cable and other			
13	Any Other			
Lighting				
1	Dais and podium			
2	Profile of speaker			
3	Palco			
4	Profile			
5	follow			
6	Suitable lighting for registration backdrop, photographs and display stall lighting			
Manpower				
1	Emcee	Female		
2	Hostess	2 male and 3 female		
Event Stationery				
1	Id cards with lanyard			
2	Certificate and Prize to VSS		1 each	6
3	Invitation card with cover and program on overleaf	imported paper with sliding cover 600gsm paper		50
4	Felicitation award	Patachitra with framing or any item decided		6
5	Lunch Coupons	in the lapel cards/ ID Cards		
Exhibition Area				
1	Stall 4nos	octinum stall 2 side each		6
2	Plain stall	table and branding at back and display rack		12
3	Board for ping up	4 walls		
4	Boards for Photographs	For photo exhibition (quote price for each panel with size)		12
Other				
1	Floral decoration	head table, podium and glass gate of entry and 10 pots for gift		
2	Genset for Back up	2nos. of genset for 9hr		2
3	Still Photography	Raw and edited photos in a hard disc		
4	Videography	Edited and raw videos with montage and aston		

NB: The actual requirement may be fixed after site inspection and may be reflected in the tender accordingly.

Signature of the Authorised Representative of Bidder with seal

FINANCIAL BID FORMAT

Tender Document No.:

To
The Deputy Project Director (A&F),
Odisha Forestry Sector Development Society,
Ghatikia, SFTRI Campus, Bhubaneswar – 751029.

Dear Sir,

I/We hereby bid to provide the services CONCEPTUALISING, DESIGNING, FABRICATION AND BRANDING OF DAIS, REGISTRATION COUNTER, PHOTO EXHIBITION PANNELS & EXHIBITION STALLS OF ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY ON TURN KEY BASIS FOR NATIONAL/ STATE LEVEL CONFERENCES OR WORKSHOPS INCLUDING ANNUAL REVIEW CONFERENCE 'SAMEEKSHYA' as per The tender document of the OFSDS, Bhubaneswar within the time specified and in accordance with the specifications, design and instructions during the execution of the work. The detail price bid in prescribed format is enclosed herewith.

Thanking you

Yours sincerely,

Signature of the Authorised Representative of
Bidder with Seal

Annexure 5

Financial Bid in respect of Scope of Work for agency being hired for conceptualising, Designing, Fabricating & Branding for organizing conferences and exhibition on Turn Key Basis for OFSDS

Sl. No	Description	Description	Size	Quantity (in no.)	Amount (in Rs.)
1	Welcome Standee at Entrance	iron frame and fabric media canvas	8' x 6'	1	
2	Directional Standee at portico	iron frame and fabric media canvas	8' x 4'	1	
3	Directional Standee at second entrance	iron frame and fabric media canvas	6' x 3'	1	
4	Registration setup	Backdrop +table with branding	8' or 12'	1	
5	Registration table & Table Facia	wooden frame and fabric media canvas	8' or 12'	1	
6	Stage for 7 seater with lamp and podium	2ft stage height and new carpet	20' x 16'	1	
7	Stage Facia	wooden frame and fabric media canvas with LED screen	As per actual requirement	1	
8	Backdrop	Bi layer wooden frame and fabric media canvas and sunboard cutout if any	-do-		
9	Side wall	wooden frame and fabric media canvas bothside	-do-		
10	AV Panels	podium for led and wooden frame star blackout fabric media	8' x 6'	2	
11	Podium 3 side Branding	sunboard branding	As per actual requirement	1	
12	Slant led tv for speaker	52 inch led tv with black masking slanter	52"	1	
13	Header Table Set up	2nos table with front face branding (for 7 people)			
14	Truss and T tower	for lighting			
15	Coloured seat covers	4 or 5 colours		100 chairs	
	AUDIO VISUAL				
1	Led wall	P 3 led wall with processor and power manager		2 side	
2	Laptops	for podium			
3	Slide changer	for ppt			

4	switcher				
5	Jbl	Top and low			
6	Jbl	low			
7	Feed back				
8	Collar mike			2	
9	Cordless Mic			3	
10	Podium Mic				
11	Audio processor				
12	Amplifer , mixture , cable and other				
13	Any Other				
	Lighting				
1	Dais and podium				
2	Profile of speaker				
3	Palco				
4	Profile				
5	follow				
6	Suitable lighting for registation backdrop, photographs and display stall lighting				
	Manpower				
1	Emcee	Female			
2	Hostess	2 male and 3 female			
	Event Stationory				
1	Id cards with lyanard				
2	Certificate and Prize to VSS		1 each	6	
3	Invitation card with cover and program on oveleaf	imported paper with sliding cover 600gsm paper		50	
4	Felicitation award	Patachitra with framing or any item decided		6	
5	Lunch Coupons	in the lapel cards/ ID Cards			
	Exhibition Area				
1	Stall 4nos	ouctinum stall 2 side each		6	
2	Plain stall	table and branding at back and display rack		12	
3	Board for ping up	4 walls			
4	Boards for Photographs	For photo exhibition (quote price for each pannel with size)		12	
	Other				
1	Floral decoration	head table, podium and glass gate of entry and 10 pots for gift			
2	Genset for Back up	2nos. of genset for 9 hr		2	

3	Still Photography	All edited and raw photos			
4	Videography	Raw content and edited content with montage and astons			

NB: The actual requirement may be fixed after site inspection and may be reflected in the tender accordingly.

Taxes

- a. Tax deduction at Source will be made as per the provisions of Income Tax Act, 1961 & GST.
- b. The Rates to be mentioned in the Financial Bid are excluding all taxes with a separate mention of Taxes to be paid.

Signature of the Authorised Representative of
Bidder with Seal

LIST OF SIMILAR WORKS AND COMPLETED IN LAST THREE YEARS

Sl. No.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt.- Completion dt.)

Notes

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

List of works on hand shall be attached as under.

Sl. No.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt.- Completion dt.)

Signature of the Authorised Representative of
Bidder with Seal

Dated

INDEMNITY UNDERTAKING

I on behalf of M/s.....hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s.....will abide by all safety rules and procedures. I declare that I M/s..... will be responsible for any safety violations/accident etc. The Deputy Project Director (A&F), OFSDS will not be responsible in case of any accident/ incident and will not compensate financially or otherwise. I ensure The Deputy Project Director (A&F), OFSDS that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at.....

I/We hereby certify that the firm has a good reputation and there is no complaint against it and we have not been black listed/ delisted from any department in the past.

In case it is found that this company/ organization is found to be black listed/ delisted, our bid shall be rejected, forth with.

I hereby declare that I am sole responsible on behalf of M/s.....for giving such declaration.

Name of Indemnifier

Signature of Indemnifier

Stamp/Seal of the Indemnifier/ Contractor