



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY  
SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029  
Ph: 0674-2386016, Email: [webmail@ofsdp.org](mailto:webmail@ofsdp.org)  
website: <http://www.ofsdp.org>

## REQUEST FOR PROPOSAL (RFP)

### FOR

Selection of an Event Management Agency for organization and management of JICA National Workshop of Forestry Projects in India at Bhubaneswar under

**PCCF (Projects) & Project Director, Odisha Forestry Sector Development Society (OFSDS), Odisha.**

**TENDER REF NO.: 204/JICA-EMA/OFSDP-87(V-II)/2025**

Email: [webmail@ofsdp.org](mailto:webmail@ofsdp.org)

Website: [www.ofsdp.org](http://www.ofsdp.org)

**Sd/-**

**PCCF (PROJECTS) & Project Director, OFSDS, ODISHA**

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## EXECUTIVE SUMMARY

Selection of eligible bidders for “Selection of an Event management Agency for organization and management of JICA National Workshop of Forestry Projects in India” at Bhubaneswar under **PCCF (Projects) & Project Director, Odisha Forestry Sector Development Society (OFSDS), Odisha.**

PCCF (Projects) & Project Director, OFSDS, Bhubaneswar under Forest, Environment & Climate Change Department, Govt of Odisha invites Request for Proposal from the eligible bidders for “Selection of Event management Agency for organizing and management of JICA National Workshop of Forestry Projects in India”.

The RFP Document containing details scope of work, deliverables, time frame, eligibility criteria, selection criteria and other bidding parameters can be accessed and downloaded from the departmental website of Odisha Forestry Sector Development Society: <https://www.ofsds.in>.

The key events of the above bidding process are as follows:

Sl No	Critical Events	Time Line
1	Date of Issue of RFP	<b>19.01.2026</b>
2	Last Date and Time for Submission of Bid	<b>29.01.2026</b>
3	Opening of Technical Bid	<b>29.01.2026</b>
4	Technical Presentation	<b>30.01.2026</b>
5	Opening of Financial Bid	<b>31.01.2026</b>

The proposal complete in all respect must reach the undersigned through Speed Post/Courier/By Hand only latest by **29.01.2026** up to 5.00 PM in a sealed envelope clearly mentioning on the top of it “**REQUEST FOR PROPOSAL – “Selection of Event Management Agency for JICA National Workshop of Forestry Projects in India”**” to the address mentioned below. The proposals received beyond the last date and time will be out rightly rejected. The authority reserves the right to reject any/all proposals without assigning any reason thereof.

Sd/-

**PCCF (Projects) & Project Director,  
OFSDS, SFTRI Campus, Ghatikia,  
Bhubaneswar-751029, Khorda**

### **Disclaimer**

The information contained in this Request for Proposal (hereinafter referred to as –Bid Document provided to the Bidders, by the Odisha Forestry Sector Development Society, Department of Forest, Environment and Climate Change, Government of Odisha, is provided to the Bidder(s) on the terms and conditions set out in this Bid Document and all other terms and conditions subject to which such information is provided.

The purpose of this Bid Document is to provide the Bidder(s) information for submitting the proposal for organizing and management of **JICA National Workshop of Forestry Projects in India at Bhubaneswar for 3 days.**

This Bid Document does not purport to contain all the information each Bidder may require.

This Bid Document may not be appropriate for all persons, and it is not possible for the OFSDS to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this Bid Document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this BID document and wherever necessary obtain independent advice from appropriate sources. OFSDS, make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or Completeness of the Bid document.

OFSDS, Department of Forest, Environment and Climate Change, Government of Odisha, may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Bid document.



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website: <http://www.ofsdp.org>

TENDER REF NO.: 204/JICA-EMA/OFSDP-87(V-II)/2025 Dated 19.01.2026

### **NOTICE**

Odisha Forestry Sector Development Society (OFSDS) is going to organise the **JICA National Workshop of Forestry Projects in India** at Bhubaneswar from **11.02.2026 to 13.02.2026**. Interested Event Management Agencies (EMAs) having adequate eligibility and experience in handling national-level workshops are requested to apply latest by **17:00 Hrs of 29.01.2026**. The RFP will be available on the OFSDS website from 10.00 Hrs of 19.01.2026 to 17.00 Hrs of 29.01.2026.

For details and complete Tender documents (RFP), please visit the following website:  
[www.ofsds.in](http://www.ofsds.in)

**Sd/**

**DEPUTY PROJECT DIRECTOR (A&F), OFSDS, ODISHA**

### BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	PCCF (Projects) & Project Director, OFSDS, Bhubaneswar
2.	Method of Selection	<b>Quality and Cost-Based Selection (QCBS) Method</b>
3.	Availability of RFP Document	<a href="https://www.ofsds.in">https://www.ofsds.in</a>
4.	Date of Issue of RFP	<b>19.01.2026</b>
5.	Last Date and Time for submission of Bid	<b>29.01.2026</b>
6.	Date of opening of Technical Proposal	<b>29.01.2026</b>
7.	Date of Technical Presentation	<b>30.01.2026</b>
8.	Date of opening of Financial Proposal	<b>31.01.2026</b>
9.	Bid Processing Fee (Non-Refundable)	<b>Rs.10,000/- INR (Rupees Ten thousand) only</b> in shape of Demand Draft in favour of <b>“PROJECT DIRECTOR OFSDP PHASE-II”</b> drawn in any Scheduled Commercial Bank payable at Bhubaneswar.
10.	Earnest Money Deposit (EMD) (Refundable)	<b>Rs.3,00,000/- INR (Rupees Three Lakh)</b> only in shape of Demand Draft in favour of <b>“PROJECT DIRECTOR OFSDP PHASE-II”</b> drawn in any Scheduled Commercial Bank payable at Bhubaneswar
12.	Expected cost of work	<b>₹30,00,000/- (Thirty lakhs)</b> excluding GST
13.	Performance Security	Performance Bank Guarantee amounting to <b>5% of the contract value</b> from a schedule commercial bank situated in Bhubaneswar in favor of <b>“PROJECT DIRECTOR OFSDP PHASE-II”</b> as per the format at <b>Annexure-II</b> for a period of 3 months beyond the entire contract Period <b>(Only for L1 bidder)</b> .
14.	Address for Submission of Proposal	PCCF(Projects) & Project Director, OFSDS, SFTRI Campus, Ghatikia, Bhubaneswar-751029, Odisha
15.	Mode of Submission of Proposal	Mode of Submission: <b>Speed Post/ Courier /By Hand</b> only to the address as specified above during office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
16.	Contact Person	Sri Yosobanta Beriha, OFS-I (SSG). Deputy Project Director (A&F), OFSDS Ph: 0674-2386016
17.	Place of Opening of Technical Proposal:	The office of PCCF(Projects) & Project Director, OFSDS, SFTRI Campus, Ghatikia, Bhubaneswar-751029, Odisha

**Section-1**

**LETTER OF INVITATION**

**TENDER REF NO.: 204/JICA-EMA/OFSDP-87(V-II)/2025 Dated 19.01.2026**

To,

Sub: Selection of Event Management Agency for organizing and managing **JICA National Workshop of Forestry Projects in India** at Bhubaneswar

Dear Sir/Madam,

Odisha Forestry Sector Development Society (OFSDS) under the aegis of Forest, Environment & Climate Change Department, Govt of Odisha is going to organise the 14th **JICA National Workshop of Forestry Projects in India** at Bhubaneswar from **11.02.2026 to 13.02.2026**. The Workshop will host around 200 delegates, speakers and VIP guests during the conference days at Bhubaneswar and adequate vehicles will be engaged for their mobility. Interested Event Management Agencies (EMAs) having adequate eligibility and experience in handling national-level workshops are requested to apply complying the Terms and Conditions of the RFP. The selection of the agency will be based on the criteria specified in this Request for Proposal (RFP) document. More details on the proposed assignment are provided at Section-3: Terms of Reference of this RFP Document.

An Agency will be selected under Quality and Cost Based Selection (QCBS) procedure as prescribed in the RFP Document in accordance with the policies and procedures accompanying the Guideline of Finance Department, Government of Odisha for “Engagement of Consultants” referring to revised OGFR-2023 of Finance Department, Government of Odisha.

The bid/ proposal completes in all respect as specified in the RFP Document must be accompanied with a non-refundable amount of **Rs. 10,000/- (Rupees Ten Thousand only)** towards Bid Processing Fee and a Refundable amount of **Rs. 3,00,000/- (Rupees Three Lakh only)** towards EMD in form of Demand Draft in favour of “**PROJECT DIRECTOR OFSDP PHASE-II**” drawn in any Scheduled Nationalized Bank and payable at Bhubaneswar, Odisha failing which the bid will be rejected.

The proposal must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post/ Courier only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected. The last date and time for submission of proposal complete in all respects is 26.12.2024 up to 05.00 PM and the date of opening of the bid is 27.12.2024 at 11.30 AM in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.



This RFP includes following sections:

- a. Section I – Letter of invitation
- b. Section II - Information to the Bidder
- c. Section III – Terms of Reference
- d. Section IV - Technical Proposal Submission Forms
- e. Section V - Financial Proposal Submission Form
- f. Section VI - Annexure

While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document.

OFSDS reserves the right to accept/ reject any/all proposals / terminate the entire selection process at any stage without assigning any reason thereof.

Yours faithfully,

**Sd/-**  
**PCCF (Projects) & Project Director,**  
Odisha Forestry Sector Development Society (OFSDS)  
SFTRI Campus, Ghatikia,  
Bhubaneswar-751029

## **SECTION-2**

### **INFORMATION TO THE BIDDER**

## 1. INFORMATION TO BIDDER

### 1.1. Eligibility Criteria:

Bidders must conform to the eligibility criteria given below and to this effect must produce the required supportive documents/information as indicated against each as part of their technical proposal:

Sl. No.	Eligibility Criteria	Supporting Documents Required
1	Bidder should have been a registered/legally valid company under the Indian companies act or registered individual / proprietorship firm/partnership firm with minimum 5 years of existence as on the day of the submission of bid.	A proof for supporting document regarding legal validity of the bidder shall be submitted. (Copy of certificate of Incorporation / Registration of the bidder shall be furnished)
2	The bidder should have valid GST registration for legally carrying out its business activities.	The bidder should submit GST registration copy and up-to-date GST Return filing copy. (Copies shall be furnished)
3	The bidder should have a valid PAN.	The bidder should submit PAN copy & IT Return filing copy for last consecutive three assessment years (i.e. 2022-23, 2023-24, and 2024- 25.) (Copies shall be furnished)
4	The Bidder must have at least three years of experience in similar business (up to the last date of submission of bid) for providing similar (providing EMA services) type of services to Central / State Government/Autonomous bodies/ PSUs/ Publicly listed corporates.	The bidder should have executed 3(three) similar works during last 3 (three) years. (Work order Copies shall be furnished with self-attestation)
5	The bidder should have a minimum average turnover of <b>Rs. 50 lakhs</b> in Event Management Services and IEC, Cultural Events, Exhibition, Media production and management field during last 3 financial years i.e. 2022-23, 2023-24, 2024-25.	The bidder must submit annual turnover proof of last three financial years, duly certified by C.A. (indicating membership no. of C.A. with seal) ending on 31-03-2025 with audited balance sheet of last three financial years.
6	The Bidder should have positive net worth in the last financial year (FY 2023-24)	Certificate from a Chartered Accountant

7	The bidder with unsatisfactory performance, if any, will not be eligible for the tender process.	An undertaking that the bidder has not been terminated from any Govt./ PSU organization due to unsatisfactory performance.
8	The Agencies must not have been barred or blacklisted by any State/ Central Government Departments/ Govt. PSUs and also should not have indulged in any criminal offence.	An Affidavit/undertaking to this effect shall be furnished.
9	The Registered Office / Branch Office of the selected Service Provider must be located within the jurisdictional area of Bhubaneswar/Cuttack.	Copy of rent agreement/electricity bill/ telephone bill to be furnished.

## FORMAT OF THE TENDER

The tender should be submitted in English and be set out in two main parts

- Part A – Technical Bid
- Part B – Financial Bid

### PART A – TECHNICAL BID

The Technical Proposal should consist of the following documents:

- A proof for supporting document regarding legal validity of the bidder shall be submitted (Copies registration shall be furnished) of registration shall be furnished)
- EMD of ₹**3,00,000/- (Three lakh rupees)** in the shape of Demand Draft in favour of the **PROJECT DIRECTOR OFSDP PHASE-II**.
- Technical Proposal Submission Form – **(Format T1)**
- Profile of the Firm – **(Format T2)**
- The bidder should have executed 3(three) similar works irrespective of denominational value during last 5 (five) years. (Work order Copies shall be furnished with self-attestation). Past Experience in executing Event Management and related work during the last five years – **(Format T3)**
- Photocopy of the up-to-date GST clearance certificate
- The bidder should submit PAN copy & IT Return filing copy for last consecutive three assessment years (i.e. 2022-23, 2023-24, and 2024- 25.) (Copies shall be furnished)
- The bidder must submit annual turnover proof of last five financial years, duly certified by C.A. (indicating membership no. of C.A. with seal) ending on 31-03-2025 with audited balance sheet of last three financial years.
- An undertaking that the bidder has not been terminated from any Govt./ PSU organization due to unsatisfactory performance.
- The bidder must submit a proof of its existing office in Bhubaneswar/Cuttack, Odisha.

## **PART B: Commercial Bid**

The Commercial Proposal should consist of the following document:

- Duly filled in Financial Proposal Submission Form on the letterhead of the bidder firm.

### **Documents to be submitted along with TECHNICAL PROPOSAL (PART-A):**

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the bid process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/Registration
- Copy of PAN
- Copy of Odisha Goods and Services Tax Identification Number Registration Certificate (**OGSTIN**)
- Copies of IT Return for the last three financial years (**FY 2022-23, 2023-24 & 2024- 25**).
- General Details of the Bidder (**TECH -2**)
- Financial Details of the bidder (**TECH- 3**) along with all supportive documents such as
  - Balance Sheet and Income/Expenditure Statement duly certified and signed as per the instruction.
  - Power of Attorney (**TECH- 4**) in favour of the person signing the bid on behalf of the bidder. In case of partnership firm, please attach the resolution of the partners regarding nomination of authorized representative for submission of the bid.
  - List of completed/ongoing assignments of similar nature (Past Experience Details (**TECH- 5**))
  - Comments/Suggestions regarding RFP/ToR (**TECH-6**)
  - Description of Approach & Methodology to undertake the assignment (**TECH- 7**)
  - Along with copies of contracts / work orders / completion certificate from previous Clients.
  - Undertaking for not having been black-listed by any Central / State Government / Any other Autonomous Body / PSU or reputed corporates & National Organization in the last 3 years.

NB:

*Bidder should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid and blacklisting accordingly. Bidders are advised to study all instructions, forms, terms & conditions and other information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the RFP requirements will result in outright rejection of the proposal.*

## **2.2 Bid Processing Fee:**

The bidder must furnish, as part of technical proposal, the required bid processing fee amounting to **Rs. 10,000/- INR (Rupees Ten Thousand)** only in shape of DD from any Scheduled Commercial Bank in favour of “**PROJECT DIRECTOR OFSDP PHASE-II**” payable at **Bhubaneswar**. Proposals received without bid processing fee will be rejected

## **2.3 Earnest Money Deposit (EMD):**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 3,00,000/- (Rupees Three Lakh Only)** in shape of DD from any Scheduled Commercial Bank in favour of “**PROJECT DIRECTOR OFSDP PHASE-II**” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded within 1 month from the date of award of Contract.

The EMD of the successful bidder will be released only after furnishing the required Performance Bank Guarantee (PBG) and signing of the Contract.

The EMD will be forfeited on account of the following reasons:

**2.3.1** Bidder withdraws its proposal during the bid validity period as specified in the RFP.

**2.3.2** Bidder does not respond to requests for clarification of its proposal.

**2.3.3** Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.

**2.3.4** If the bidder fails to

- i. provides clarifications
- ii. agree to decisions of the contract negotiation meeting,
- iii. sign the contract intime,
- iv. furnish required Performance Bank Guarantee.

**2.3.5** Any other circumstance which holds the interest of the Client

during the overall selection process.

#### **2.4 Authentication of Proposal:**

The proposal should be accompanied by a power-of-attorney in the name of the signatory of the proposal as per the format **TECH -4** as provided in the RFP.

#### **2.5 Submission of Proposal:**

Bidder must submit their proposals by **Speed Post/Courier/by Hand** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. The proposal must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be signed by the representative of the bidder, page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page. The Client will not consider any proposal that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Proposal received after the deadline will be out rightly rejected.

The procedure for submission of the proposal is described below:

##### **2.5.1 Technical Proposal (Original + Soft Copy in pdf format in pen drive):**

The envelope containing technical proposal shall be **SEALED AND SUPERSCRIBED** as **“Technical Proposal – “Selection of Event Management Agency for organising and management of JICA National Workshop of Forestry Projects in India under the Odisha Forestry Sector Development Society, Bhubaneswar, Odisha”**. The duly filled- in technical proposal submission forms, soft copy in pdf format in pen drive along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement.

### 2.5.2 Financial Proposal (Original):

The envelope containing financial proposal shall be **SEALED AND SUPERSCRIBED** as “**Financial Proposal – “Selection of Event Management Agency for organizing and management of JICA National Workshop of Forestry Projects in India” under the Odisha Forestry Sector Development Society, Bhubaneswar, Odisha**”. The duly filled-in financial proposal submission forms, soft copy in pdf format in pen drive along with all the supportive documents and information have to be furnished as part of technical proposal as per the requirement. The “Technical Proposal” and “Financial Proposal” must be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats / information mentioned in the RFP Document. The first envelope must be marked as “**TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)**”.

The second envelope must be marked as “**FINANCIAL PROPOSAL - “Selection of Event Management Agency for organising and managing JICA National Workshop of Forestry Projects in India” under the Odisha Forestry Sector Development Society, Bhubaneswar, Odisha**”. and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labelling of following information in bold:

NAME OF THE ASSIGNMENT:

RFP NUMBER AND DATE:

NAME OF THE BIDDER:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

### 2.6 Opening & Evaluation of the proposal:

The FIRST ENVELOPE containing **TECHNICAL PROPOSAL** will be opened in the initial stage by the Client in presence of the bidder’s representatives at the location, date and time specified in the Bidder Data Sheet. The Client will constitute a Consultant Evaluation Committee (CEC) to evaluate the proposals submitted by bidders. **Only one representative with proper authorization letter** from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL PROPOSAL** of the technically qualified bidders will be opened after completion of technical evaluation stage. The date and time for opening of the financial proposal will be intimated accordingly to the technically qualified bidders well in advance.



## 2.7 Evaluation of Proposal:

A **three-stage** process will be adopted as explained below for evaluation of the proposals.:

- a) **Preliminary Evaluation (1st Stage):** Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
- i. Filled in Bid Submission Check List in Original (**Annexure-I**)
  - ii. Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
  - iii. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
  - iv. Copy of Certificate of Incorporation/Registration
  - v. Copy of PAN
  - vi. Copy of Goods and Services Tax Identification Number (GSTIN)
  - vii. Copies of IT Return for the last three financial years (2022-23, 2023-24 & 2024-25).
  - viii. General Details of the Bidder (TECH -2)
  - ix. Financial Details of the bidder (TECH- 3) along with all supportive documents as applicable duly signed as per the instruction.
  - x. Power of Attorney (TECH- 4) in favour of the person signing the bid on behalf of the bidder.
  - xi. List of completed assignments of similar nature (Past Experience Details, TECH - 5) along with copies of contracts / work orders / completion certificate from previous clients.
  - xii. Filled in forms on Comments/Suggestions regarding RFP/ToR (TECH-6)
  - xiii. Description of Approach & Methodology to undertake the assignment (TECH- 7)
  - xiv. Undertaking for not having been black-listed by any Central / State Government / Autonomous bodies/ International & National Organisation in last 5 years.
  - xv. All the pages of the proposal and enclosures are signed or not by the authorized representative

**Any deviation from the prescribed procedures/formats/conditions/ requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be outrightly rejected. All the pages of the proposal must have to be signed with seal by the authorized representative of the bidder.**

b) **Technical Evaluation (2nd Stage):** Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters:

Evaluation Criteria											
Sl. No	Criteria	Max Marks	Document/ Evidence Required								
1	Average annual Financial Turnover during the last three financial years:  <b>Rs. 50 lakhs to 1 crores – 10 Marks</b>  <b>More than Rs.1 crores to Rs.3 crores – 15 Marks</b>  <b>More than Rs.3 crore – 20 Marks</b>	20	Certificate from statutory auditor/audited financial statements for the Six previous financial years.								
2	Relevant Experience of the Bidder having successfully completed similar Events with any Central/State Government Department/PSU in India each contract value of minimum <b>Rs.50 Lakhs</b> excluding taxes.	40	Work Order/LoA (Contract value and Scope of work to be mentioned) & Completion Certificate/ Certificate from statutory auditor								
	<table><tr><th>No. of Events</th><th>Marks</th></tr><tr><td>1</td><td>10</td></tr><tr><td>2</td><td>20</td></tr><tr><td>3</td><td>30</td></tr></table>			No. of Events	Marks	1	10	2	20	3	30
	No. of Events			Marks							
	1			10							
	2			20							
3	30										
3	Technical Presentation	40	Technical Presentation								
	<table><tr><td>• Understanding the Scope of Work</td><td>10</td></tr><tr><td>• Approach and Methodology</td><td>10</td></tr><tr><td>• Work Plan and Roadmap for the deliverables</td><td>10</td></tr><tr><td>• Execution plan for Branding &amp; Overlays</td><td>10</td></tr></table>			• Understanding the Scope of Work	10	• Approach and Methodology	10	• Work Plan and Roadmap for the deliverables	10	• Execution plan for Branding & Overlays	10
	• Understanding the Scope of Work			10							
	• Approach and Methodology			10							
	• Work Plan and Roadmap for the deliverables			10							
• Execution plan for Branding & Overlays	10										

- B. **TECHNICAL EVALUATION (2nd Stage):** Bidders will make a presentation before the Client during the Technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarification if any, as required by the Client will also be discussed during the meeting. Technical evaluation will be done only for those applicants who clear the requirements set in the Preliminary Evaluation Criteria. Applicants should satisfy basic criteria of experience and other requirements as mentioned in pre-qualification criteria. Applicants should score at least 75 marks for being considered for opening of financial bid. The financial offers of unsuccessful applicants will be returned without opening.
- C. **FINANCIAL EVALUATION (3rd Stage):** The financial proposals of the bidders qualifying the technical evaluation (2nd Stage) only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.
- The lowest evaluated financial proposal (Fm) will be given a maximum financial score of 100 points. The formula for determining the financial scores of other proposals will be computed as follows:
- $Sf = 100 \times Fm/F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the Proposal under consideration.

## **2.8 Evaluation Process: (QCBS) 70:30**

The highest evaluated Technical Proposal (Th) shall be given maximum Technical Score (St) of 100. The formula for determining the Technical Scores (St) of all other proposals is calculated as following:

$St = 100 \times T/Th$ , in which "St" is the Technical Score, "Th" is the highest Technical Score given, and "T" is the Technical Score of the proposal under consideration.

Proposals shall be ranked according to their combined technical (St) and financial (Sf) scores using the weights (Tw = the weight given to the Technical Proposal (0.7); Pw = the weight given to the Financial Proposal (0.3);  $T + P = 1$ ) as following:

$$S = St \times Tw + Sf \times Pw,$$

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws or fails to comply with the requirements specified in the RFP document.

The bidder shall quote financial charges as % age rate based on the 'Indicative Project Cost' mentioned in this RFP (Please refer Clause no. 6 of TOR). The Committee (Bidder Evaluation Committee) will correct any computational errors. When correcting computational errors, in case of discrepancy between partial amount and the total amount, or between word and figures the former will prevail. For the purpose of evaluation, the percentage quoted by the bidder shall be inclusive of all taxes & duties (except GST which shall be paid extra at prevalent rates by the client).

## **2.9 Performance Bank Guarantee: (PBG)**

Within 3 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **5% of the contract value** from a Scheduled Commercial Bank situated in Bhubaneswar in favour of "PROJECT DIRECTOR OFSDP PHASE-II" as per the format at **Annexure-II**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

## **2.9 Contract Negotiation:**

Contract Negotiation will be held at a date, time and address as intimated to the selected bidder. The invited bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspects, if any, and availability of proposed professionals etc. At no stage the negotiated price will be above the bidders quoted price.

## **2.10 Award of Contract:**

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notify all other bidders about the result of the selection process. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 3 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties. Sub-contracting is not allowed under this assignment under any circumstances.

## **2.11 Payment Terms:**

The final payment will be made as per the actual expenses after successful completion of the event.

## **2.12 Conflict of Interest:**

Conflict of interest exists in the event of: (i) conflicting assignments, including implementing, providing consultation, monitoring and evaluation/environmental assessment of the same scheme / project at a different level by the eligible bidder; (ii) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with officials of the Client directly or indirectly; and (iii) practices prohibited under the anti- corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

## **2.13 Disclosure:**

- a) Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b) Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c) Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - i. a criminal offense or other serious offense punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
  - ii. corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - iii. failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

## **2.14 Anti-corruption Measure:**

- a) Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b) A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

### **2.15 Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language only. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

### **2.16 Cost of Bidding:**

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

### **2.17 Proposal Forms:**

Wherever a specific form is prescribed in this Request for Proposal (RFP) document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form, additional sheets shall be used to convey the required information. For all other cases, the bidder should design a form to hold the required information. Any deviation to the prescribed format of the RFP results in rejection of the proposal.

### **2.18 Local Conditions:**

Each bidder is expected to become fully acquainted with the local conditions and factors, which may affect the performance of the contract and/ or the cost. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the Contract after issue of letter of Award. The client shall not entertain any request for clarification from the bidder regarding such local conditions. It is the bidder's responsibility that such factors have been properly investigated and considered before submitting the Proposal. No claim, whatsoever, including that for financial adjustment to the Contract awarded under the bidding document will be entertained by the Client. Neither any change in the time schedule of the Contract nor any financial adjustments arising thereof shall be permitted on account of failure of the bidder to know the local laws/ conditions. The Bidder is expected to visit and examine and study the location of Government offices and its surroundings and obtain all information that may be necessary for preparing the Proposal at its own interest and cost.

### **2.19 Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

### **2.20 Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract

for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty subject to maximum of 10% of the total contract value. The amount will be deducted from the final payment.

#### **2.22. Confidentiality:**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract. Any effort by the bidder to influence during the proposal evaluation stage may result in the rejection of the proposal.

#### **2.23. Amendment of the RFP Document:**

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through Departmental website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposal.

#### **2.24. Client's right to accept any proposal and to reject any or all proposal/s**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

#### **2.25. Copyright, Patents and Other Proprietary Rights:**

Odia Language, Literature & Culture Department, Government of Odisha shall be entitled to all intellectual property and other proprietary rights including but not limited to patents Copy rights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

## **2.26. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a Force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

## **2.27. Arbitration:**

The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Office of PCCF (Projects) & Project Director, OFSDS, under Forest, Environment & Climate Change Department, Government of Odisha.

The arbitration proceedings shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceeding shall be held in Bhubaneswar.

## **2.28. Disqualification of Proposal:**

The proposal of the bidder is liable to be disqualified in the following cases as listed below:

- a) Proposal submitted without Bid Processing Fee & EMD as applicable
- b) Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- c) During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- d) Proposal is received in incomplete form
- e) Proposal is received after due date and time for submission of bid
- f) Proposal is not accompanied by all the requisite documents /information
- g) A commercial bid submitted with assumptions or conditions
- h) Bids with any conditional technical and financial offer
- i) If the bidder provides any assumptions in the financial proposal or



qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value

- j) Proposal is not properly sealed or signed
- k) Any deviation in the technical and financial proposal
- l) Proposal is not conforming to the requirement of the scope of the work
- m) Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- n) If any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- o) Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- p) Failure to agree with terms and conditions of the RFP
- q) The quoted professional fee not within the prescribed limit of the RFP.
- r) Any other condition/situation which holds the paramount interest of the client during the overall selection process.

## **SECTION-3**

### **TERMS OF REFERENCE**

## **TERMS OF REFERENCE (TOR)**

### **Terms of Reference (ToR) of Event Management & Implementation for JICA–OFSDS Project Activities**

#### **1. Background**

The Odisha Forestry Sector Development Society (OFSDS), with support from the Japan International Cooperation Agency (JICA), proposes to organize an event at Bhubaneswar aimed at showcasing project achievements, promoting community-based enterprises, and enhancing stakeholder engagement. The programme is titled as “**JICA National Workshop of Forestry Projects in India**” to be organised at Hotel Mayfair Convention from 11<sup>th</sup> February to 13<sup>th</sup> February 2026. The programme will have two-day conference and one day field visit. This event shall include a conference, exhibition, cultural programmes, and media outreach to highlight sustainable development initiatives in the forestry sector of Odisha.

#### **2. Objectives**

The key objectives of the assignment are:

- To design, plan, and execute all logistical, branding, and communication components of the event.
- To ensure seamless coordination between venue management, media engagement, and documentation.
- To provide professional stage, exhibition, and cultural programme management aligned with OFSDS and JICA standards.

#### **3. Scope of Work**

The event management agency shall be responsible for the following major components:

##### **A. Venue Stage Installation, Arrangement & Branding**

- Design, printing, and installation of framed flex banners for:
  - Installation of an Event Stage at the Conference Hall – 36ft X 20ft
  - Conference Hall (20 ft × 4 ft) – English and Odia
  - Conference Venue (10 ft × 4 ft) – English and Odia
  - Individual display flexes (6 ft × 3 ft)
  - Product Exhibition areas
  - Flex kiosks (10 nos. of size 6 ft × 3 ft)
  - Registration Desks – in 10ft X 10ft size
  - Selfie Point – 10X10 ft size

- Media Point – 10X10 ft size
- Box Gate setup with iron frame and flex (minimum wings 16' × 10').
- Floral decoration, carpeting, and overall aesthetic presentation.
- Public Addressing System installation and coordination with OFSDS for visual design approval.

#### **B. Exhibition Stall Management**

- Setup of **Octonorm stalls** with branding for exhibitors.
- Adequate electrical and display arrangements.
- Uniform and professional presentation in alignment with event theme.

#### **C. Stage & Conference Management**

- Dais and seating arrangement for dignitaries.
- Installation of LED screen, projector, lighting, and sound console.
- Operation of LCD projector with a professional technician.
- Real-time management of stage programmes and cultural activities.

#### **D. Media Management**

- Organization of **Press Conference** with at least 15 accredited journalists (print and electronic media).
- Provision of refreshments and press kits.
- Preparation and dissemination of daily news updates and press releases to reputed media houses.

#### **E. Documentation & Audio-Visual Production**

- Deployment of **three HD video cameras** for continuous coverage and live telecast on LCD projector.
- Production of a **10-minute documentary film** covering the event from inauguration to closing, with professional voice-over in English and Odia.
- Submission of **three pen drive /DVD copies** of final documentation.
- Still photography (4" × 6") for all key sessions and activities.

**F. Cultural Programmes:** Basic arrangement of Lights, Sounds, Truss and Generator for the stage. Organize and coordinate the following stage performances with complete technical setup:

**For Two evenings:** Performance by Singers/Artist(s) of national & international repute.

## **G. Local Transportation**

- Arrangement of four-wheelers for officials and guests:
  1. **SUVs:** 12-hour duty/day, mileage ~10 km/litre for 3 days.  
& Airport pick up and drop for 2 days
  2. **Sedans:** 12-hour duty/day, mileage ~16 km/litre for 3 days.  
& Airport pick up and drop for 2 days
- Vehicles to include drivers, fuel, and maintenance during duty hours.

## **H. Printing & Collateral Materials**

- Design and printing of:
  - Identity Cards with cover and neck cord.
  - Invitation Cards with envelopes.
  - Certificates for participants and contributors.

## **I. Miscellaneous**

- Design and preparation of mementos and trophies for dignitaries and participants.
- Coordination with OFSDS and JICA representatives for all approvals and branding guidelines.

## **4. Deliverables**

<b>Sl. No.</b>	<b>Deliverable</b>	<b>Description / Output</b>	<b>Timeline</b>
1	Venue Branding Setup	Complete installation of banners, gate, flexes, decoration	1 day before event
2	Exhibition Stalls	Fully functional Octonorm stalls with branding	1 day before event
3	Stage Setup	Lighting, sound, LED, dais arrangement	1 day before event
4	Media Coordination	Press conference, press kits, and daily news release	During event
5	Documentation	Photography, videography, and 10-min documentary	Within 7 days post-event

6	Cultural Programmes	Execution of daily performances as scheduled	During event
7	Local Transport	Vehicles deployed and maintained	4 event days
8	Printing Works	ID cards, invites, certificates delivered	3 days before event
9	Mementos & Trophies	Designed, approved, and presented	By closing ceremony

## 5. Reporting & Coordination

- The agency will report directly to the **Event Nodal Officer, OFSDS**.
- All creative designs, branding materials, and media content must receive **prior approval** from OFSDS/JICA representatives before printing or release.
- Daily progress review meetings to be conducted during event setup and execution.

## 6. Expected Cost of the Work:

The expected cost of the work is estimated at ₹30 lakhs excluding GST.

## 7. Duration

The engagement period will include:

- Pre-event preparation: 7 days
- Event execution: 3–4 days
- Post-event documentation and submission: 7 days

## 8. Deliverable Submission

Final deliverables shall include:

- Three DVD copies of event documentary and photo archive.
- Event report with press coverage and media clippings.
- Financial invoice with all supporting documentation.

## 9. Quality & Compliance

All arrangements must adhere to:

- OFSDS and JICA branding protocols.
- Government event safety standards.
- Environmentally sustainable practices (e.g., reuse of materials where possible).

**SECTION: 4**

**TECHNICAL PROPOSAL SUBMISSION FORMS**

**TECH -1**

**COVERING LETTER**

**(ON BIDDERS LETTER HEAD)**

[Location, Date]

To

The PCCF (Projects) & Project Director  
Odisha Forestry Sector Development Society (OFSDS)  
SFTRI Campus, Ghatikia, Bhubaneswar-751029

Subject: Selection of Event Management Agency for organizing and managing **JICA National Workshop of Forestry Projects in India** at Bhubaneswar” under the Odisha Forestry Sector Development Society, SFTRI Campus, Ghatikia, Bhubaneswar-751029

[TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, officer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Proposal No.: \_\_\_\_\_, dated.

I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

***Authorized Signatory with Date and Seal:***

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_



**TECH -2****Bidder's Organization (General Details)**

<b>S1 No.</b>	<b>Description</b>	<b>Full Details</b>
<b>1</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>Address for communication:</b> Tel: Fax: Email id:	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id:	
<b>4</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>5</b>	<b>Local office in Odisha</b> <b>If yes, please furnish contact details</b>	Yes / No
<b>6</b>	<b>Bid Processing Fee Details</b> Amount: BC/DD No.: Date: Name of the Bank:	
<b>7</b>	<b>EMD Details</b> Amount: BC/DD No.: Date: Name of the Bank:	
<b>8</b>	PAN Number	
<b>9</b>	Goods and Services Tax Identification Number (GSTIN)	
<b>10</b>	Willing to carry out the assignment as per the stipulated scope of work of the RFP	<b>YES</b>
<b>11</b>	Willing to accept all the terms and conditions as specified in the RFP	<b>YES</b>

**Authorized Signatory [In full and initials]:** \_\_\_\_\_**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH -3**

**Bidder Organisation (Financial Details)**

<b>Financial Information in INR</b>			
<b>Details</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>
<b>Turnover from Bidder only</b> <b>(in Cr.)</b>			
<p style="text-align: center;"><b><i>Supporting Documents:</i></b></p> <p>Audited certified financial statements for the last three FYs <b>(2022-23, 2023-24 &amp; 2024-25)</b> (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><b><i>Filled-in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b></p>			

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Signature and Seal of the Company Auditor with Date in original

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

**TECH- 4**

**FORMAT FOR POWER OF ATTORNEY**

**(To be provided in original on Bidder Letter Head as part of the Technical Proposal on Stamp Paper of value required under law duly signed by the competent authority of the bidder)**

**Dated:** \_\_\_\_\_

**POWER OF ATTORNEY**

**To Whom It May Concern**

Know all men by these presents, we (name and registered office address of the Applicant) do hereby constitute, appoint and authorise Mr. \_\_\_\_\_(Na

me

of \_\_\_\_\_ the Person(s)),domiciled at \_\_\_\_\_ (Address), acting as \_\_\_\_\_(Name and Designation), as Authorised Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of contract under [ Name of the Assignment ] involving the deliverables as per agreement with \_\_\_\_\_, vide Request of Proposal (RFP) Document dated, issued by PCCF (Projects) & Project Director, OFSDS, Bhubaneswar including signing and submission of all documents and providing information and responses to clarifications/ enquiries etc. as may be required by the tender inviting authority or any representing us in all matters before the tender inviting authority and generally dealing in all matters in connection with our Proposal for the said assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

**For:** \_\_\_\_\_

\_\_\_\_\_  
**(Signature of the Authorized**

**Representative with Date) CERTIFIED:**

**Signature, Name & Designation of person executing attorney**

**NB:** *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a board resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).*

**TECH- 5**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table -1 (Lists of completed/ongoing Assignments of similar nature during last / years)**

<b>Sl. No.</b>	<b>Period</b>	<b>Assignment and Duration</b>	<b>Name of the Client</b>	<b>Contract Value (in INR)</b>	<b>Date of Award / Commencement of assignment</b>	<b>Date of Completion of assignment</b>	<b>Remarks if any</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>1</b>							
<b>2</b>							
<b>3</b>							

***Note: Bidders are requested to furnish the list of the similar assignments undertaken/ completed during the last 3 Financial Years. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.***

**Authorized Signatory [In full initials with Date and Seal]:**

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**Communication Address of the Bidder:**

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## **TECH -6**

### **Comments and Suggestions of the Consultant on the Terms of Reference / Scope of Work and Counterpart Staff and Facilities to be provided by the Client**

#### **A: On the Terms of Reference / Scope of Work:**

*[Present and justify here any modifications to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your technical proposal.]*

#### **B: On Input and Facilities to be provided by the Client:**

*[Comment here on inputs and facilities to be provided by the Client according to Information to the Consultant and Scope of Work]*

#### **Authorized Signatory [In full and initials]:**

---

#### **Name and Designation with Date and Seal:**

---

## **TECH -7**

### **DESCRIPTION OF APPROACH, METHODOLOGY STATEMENT**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, bidder should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]*

#### **A. Understanding of Scope, Objectives and Completeness of response**

Please explain your understanding of the scope and objectives of the assignment based on the Terms of Reference (ToR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the ToR here.

#### **B. Description of Approach and Methodology:**

#### **C. Documentation Management Plan for the Client:**

#### **D. Staff Deployment Strategy:**

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

***NB: Bidders are requested to furnish the above information limiting it up to 10 pages only***

**SECTION-5**

**FINANCIAL PROPOSAL SUBMISSION FORM**



## FINANCIAL PROPOSAL SUBMISSION FORM



**ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY**  
**SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029**  
**Ph: 0674-2386016, Email: [webmail@ofsdp.org](mailto:webmail@ofsdp.org)**  
**website: <http://www.ofsdp.org>**



**TENDER REF NO.:** /JICA-EVENT-EMA/OFSDP-87(Vol-II)/2025      **Dated 19.01.2026**

### NAME OF THE WORK:

**Selection of an Event management Agency for organization and management of JICA National Workshop of Forestry Projects in India” at Bhubaneswar under PCCF (Projects) & Project Director, OFSDS), Odisha**

SL No	Item & Description	Quantity/ Unit	Unit	Rate (In ₹per unit) Excluding GST	Amount (₹)	Amount in Words
1	2	3	4	5	6	7
1	Venue Arrangement & Branding Services, Stall arrangement for Exhibition, Stage installation and management, Media management, Documentation (Photography & Videography), Cultural programme with basic arrangement of Lights, Sounds, Truss for the stage for two days, Local transportation of delegates in specified 40 vehicles, Printing works and other miscellaneous activities for hosting approximately 200 delegates in the selected venue.	1	Unit	30,00,000	30,00,000	
	SUB-TOTAL (A)					
	<b>BIDDER'S PORTION</b>					
	<b>PERCENTAGE OFFERED (Above(+), Below (-), or At par(:))</b>				0.00%	AT PAR
	Amount after Discount (INR):					
	Above values are excluding GST				30,00,000	

## **SECTION - 6**

### **ANNEXURES**

**Annexure – I**

**BID SUBMISSION CHECK LIST**

<b>Sl. No</b>	<b>Description</b>	<b>Submitted (Yes/No)</b>	<b>Page No.</b>
<b>TECHNICAL PROPOSAL</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH - 1</b> )		
3	Bid Processing Fee of <b>Rs.10,000/-</b> in form of DD		
4	EMD of <b>Rs.3,00,000/-</b> in form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (2022-23, 2023-24, 2024-25)		
9	General Details of the Bidder ( <b>TECH - 2</b> )		
10	Financial details of the bidder ( <b>TECH- 3</b> ) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	Power of Attorney ( <b>TECH- 4</b> ) in favour of the person signing the bid on behalf of the bidder.		
12	List of completed assignments of similar nature (Past Experience Details) ( <b>TECH- 5</b> ) along with the copies of work orders / contract paper for the respective assignments		
13	Undertaking for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business period.		
4	Comments and Suggestions ( <b>TECH-6</b> )		
5	Description of Approach, Methodology & Work Plan ( <b>TECH-7</b> )		
<b>FINANCIAL PROPOSAL (ORIGINAL + SOFT COPY IN PDF FORMAT)</b>			
1	Financial Proposal Submission Form		

Undertaking:

All the information has been submitted as per the prescribed format and procedure.

- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered, along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative of the bidder.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**PERFORMANCE BANK GUARANTEE FORMAT**

**To**  
**The PCCF (Projects) & Project Director,**  
**Odisha Forestry Sector Development Society,**  
**Bhubaneswar**

WHEREAS (Name and address of the Consultant) (herein after called “the Consultant”) has undertaken, in pursuance of RFP no..... dated    to undertake the service

(description of services) (herein after called “the contract”)

AND WHEREAS it has been stipulated by    (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee.

NOW THEREFORE we hereby declare that we are guarantors and responsible to you,    on behalf of the Consultant, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the .... day of ,2024

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt .....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....

(Signature of the authorized officer of the Bank)