



EXPRESSION OF INTEREST (EOI)

FOR

**EMPANELMENT OF EVENT MANAGEMENT AGENCY
(EMA) FOR ORGANISING VARIOUS EVENTS BY OSEPA**

AUGUST-2026

No. 9276 dated 19/08/2026



**ସମଗ୍ର ଶିକ୍ଷା
ସମଗ୍ର ଶିକ୍ଷା
Samagra Shiksha**



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

SHIKHYA SOUDH, UNIT-V, BHUBANESWAR-751001

Website: <https://osepa.odisha.gov.in>

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DISCLAIMER & CONFIDENTIALITY

This Expression of Interest (EoI) is issued by the **State Project Director, Odisha School Education Programme Authority (OSEPA) functioning under administrative control the School & Mass Education Department, Government of Odisha.**

The information contained in this EoI or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the OSEPA is provided to bidder(s) on the terms and conditions set out in this EoI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement and is neither an offer nor invitation by the OSEPA to the prospective bidders or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in formulation of their applications for qualification and thus selection pursuant to this EOI (the “**Application**”). This EOI includes statements, which reflect various assumptions and assessments arrived at by the OSEPA in relation to the work(s). Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This EOI may not be appropriate for all persons, and it is not possible for OSEPA, its employees or advisors, to consider the objectives, financial situation and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this EOI to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OSEPA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

OSEPA shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assumptions, assessments, statements or information contained therein or deemed to form part of this EOI or arising in any way in the Selection process. OSEPA also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder(s) upon the statements contained in this EOI. The issue of this EOI does not imply that OSEPA is bound to select and shortlist Applications and OSEPA reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever.

The Applicant shall bear all the costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the OSEPA or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the bidder in preparation/ submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

The State Project Director (SPD), OSEPA shall be the sole and final Authority with respect to selection of an Agency through this EOI.



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समग्र शिक्षा
Samagra Shiksha



ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

“SHIKSHA SOUDHA”, UNIT-V, BHUBANESWAR-751001

No:9276/CW/2026

Dated: 19/08/2026

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Odisha School Education Programme Authority (OSEPA), under administrative control of School & Mass Education Department, Government of Odisha invites sealed EOI for empanelment of Event Management Agency (EMA) for organizing various events by OSEPA.

The EOI document will be available on the OSEPA website i.e. <https://osepa.odisha.gov.in>. The interested EMA fulfilling the prescribed eligibility & technical criteria of the EOI can access, download the complete EOI Document and other details from the above website & apply accordingly. Corrigendum/addendum, if any, shall only be notified on the website mentioned above. Hence, interested EMAs are requested to continuous touch with the above website.

The major events under the bid process are:

Sl. No.	List of Key Events	Critical Dates
1	Date of availability of EOI document in OSEPA website	By 20/08/2026
2	Last Date for Receipt of EOI proposal	By 5PM of 03/09/2026
3	Date and Time of Opening of Technical Bid and Technical Evaluation	On 11AM of 05/09/2026
4	Presentation of eligible EMAs	To be communicated to the eligible bidders.

The proposal complete in all respects must reach the undersigned by Speed Post/ Registered Post/ Courier **only latest by 5PM of 03/09/2026**. The proposals received beyond the last date and time will be rejected. The EOI Inviting Authority i.e. OSEPA reserves the right to accept/ reject any/ all BIDs / cancel the entire selection process at any stage without assigning any reason thereof.

Address for Submission of Proposal:

State Project Director,
Odisha School Education Programme Authority (OSEPA)
“Shiksha Soudha”, Unit-V, Bhubaneswar, Odisha-751001

-sd-
State Project Director

BIDDER /EMA DATA SHEET

Sl. No.	Particular	Details
1	Title of Request for Proposal (EOI)	EOI for empanelment of Event Management Agency for organizing various events by OSEPA
2	Name of the Client	Odisha School Education Programme Authority (OSEPA), “Shiksha Soudha”, Unit-V, Bhubaneswar, Odisha-751001.
3	Date of Issue of EOI in	By 20/08/2026
4	Last date for sending queries to OSEPA (to be sent by e-mail only)	28/08/2026 Queries may be sent by email: opepacivilwing@gmail.com
5	Issue of responses to queries	31/08/2026
6	Last Date, Time for receipt of EoI Proposal	By 5PM of 03/09/2026
7	Date and Time of Opening of Technical Bid, Technical Evaluations (document verification)	On 11AM of 05/09/2026
8	Presentation of eligible EMAs	To be communicated to the eligible bidders
9	Office Address - Venue for opening and evaluation of Bids	O/o State Project Director, Odisha school Education Programme Authority, Shiksha Soudha Unit-5, Bhubaneswar, PIN-751001
10	Bid Processing Fee (Non-Refundable)	Rs.10,000/- (Rupees Ten Thousand Rupees Only) in shape of Banker's Cheque / Demand Draft in favour of “State Project Director, OSEPA” drawn in any scheduled commercial bank payable at Bhubaneswar.
11	Security Money (refundable without interest)	The bidder shall submit Security Money of INR. 1,00,000/- (Rupees one lakh only) through Demand Draft/ bankers cheque in favor of “State Project Director, OSEPA” payable at Bhubaneswar.
12	Performance Security	Selected bidder must submit Performance Security of the amount equivalent to 5% of the Contract Value within the date line as mentioned in the Letter of Award (LoA)
13	Validity of Proposal	Proposals must remain valid for One Hundred Eighty (180) days from the submission date.
14	Bidder to state financial proposal in the Indian currency	Indian Rupees (INR)
15	Eligibility Criteria (Pre- Qualification)	Bidders are requested to refer Section-I
16	Technical Proposal Evaluation Criteria	Bidders are requested to refer Section-I

Sl. No.	Particular	Details
17	Letter of Award (LOA) to selected Bidder	On the date of approval by competent Authority
18	Signing of contract	Within the date line as mentioned in the Letter of Award (LoA)
19	Address & Mode for Submission of Proposal	Address: Odisha School Education Programme Authority (OSEPA), Unit-V, Shiksha Soudha, Bhubaneswar-751001 Mode of Submission: - Only through Speed Post/ Registered Post / Courier/ post. Submission of Bid through any other mode will not be entertained & liable for rejection.

SECTION: 1

INFORMATION TO THE BIDDER/EMA

A. Eligibility Criteria /Pre-Qualification Criteria:

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

Sl. No	Eligibility Criteria	Documents required to be submitted
a	b	c
1	Legal Entity: The bidder should be a company registered in India under the Companies Act, 1956 or 2013 or Partnership firms registered under Limited Liability Partnerships (registered under LLP Act, 2008) OR Partnership firms registered under Indian Partnership Act, 1932 registered in India under companies Act 1956 or 2013 or a Proprietorship Firm. Must have at least 5 years of existence preceding to the date of submission of the proposal.	Copy of Certificate of Incorporation/ Registration of the Agency issued by competent Authority of Government. For Proprietorship Firm, bidder must produce any statutory document showing the name of the firm along with the name of the concern Proprietor of the Proprietorship firm
2	GST Registration: The bidder must have registered under GST Act. The bidder should have GSTIN having HSN code / SAC code for dealing with Service like Event Management OR equivalent services.	Copy of Valid Goods & Services Tax (GST) registration certificate registered under GST Act. The HSN code / SAC are to be confirmed through GST portal by OSEPA. The information as available in the GST portal against the GSTIN of the bidder is final & binding to all the bidder(s)
3	PAN/TAN: The bidder must have PAN/ TAN issued by IT Department.	Copy of valid PAN/ TAN
4	Turnover & IT Return: The Agency should have an average annual turnover of ₹5.00 crore or more in last 03 Financial Years (FY) NB: In case of the bidder(s) filed Income Tax Return (ITR) of Assessment Year (AY) 2026-27 (i.e. FY 2025-26), the last three financial years would be 2023-24, 2024-25 & 2025-26. OR In case of the bidder(s) not filed Income Tax Return (ITR) of Assessment Year (AY) 2026-27 (i.e. FY 2025-26), the last three financial years would be 2022-23, 2023-24 & 2024-25.	Copy of turn-over Certificate from CA firm (TECH-3) format & audited financial statements for the three financial years either as per NB (i) or NB (ii) with UDIN. AND Copies of the IT Returns for the last three Assessment Years against the turnover Certificate from CA firm & audited financial statements of appropriate financial years.
5	Bidder Past Experience: The Bidder must have successfully completed assignment of providing event management services to the Central Govt./ State Govt./ PSU/Autonomous Body under the Govt. administrative control / Private Sector/ Universities / International & National Organizations corresponding	Copy of Work Order/ Contract Document & Work Completion Certificates from the previous Clients. OR Copy of Work Order/ Contract

Sl. No	Eligibility Criteria	Documents required to be submitted
a	b	c
	to the relevant Category, during last five (5) financial years i.e. FY 2021–22, FY 2022–23, FY 2023–24, FY 2024–25, and FY 2025–26 i) Three events of value not less than INR 2 Crore each excluding taxes; OR ii) Two events of value not less than INR 2.5 Crore each excluding taxes; OR iii) Single event of value not less than INR 4 Crore excluding taxes Note: Social Events like private parties, marriages etc. shall NOT be considered for evaluation	Document & CA Certificate with valid UDIN of Payment received in respect of the aforesaid Work Order.
6	Organization's Presence: The Agency should have fully functional local office in Bhubaneswar.	Affidavit on non-judicial stamp paper of ₹100/- along with address proof and Copy of lease/rent agreement, or Copy of Electricity Bill/Telephone Bill, or Any other valid document as proof of the organization's presence in Bhubaneswar, Odisha.
7	Agency's Manpower Strength: (a) The Bidder should have valid EPF registration code of the establishment. (b) The Bidder should have minimum of 10 in-house manpower in its payroll. (c) The Bidder shall have in-house manpower with requisite skills in execution and related functions, including Creative Design, Content/Copy Writing, Event Management, Operations Management, Client Servicing, Artist Management etc.	a) Copy of valid EPF registration code. b) Copy of Electronic Challan cum Return (ECR) for the 03 wage months i.e. April 2026, May 2026 & June 2026. c) Declaration on company letter head by Head of the company certifying the number of professionals with Name, Employee ID, EPF number and experience as per requisite skills
8	Undertaking/ Declaration: The agency will have to furnish an undertaking in prescribed format.	Undertaking/ Declaration as per TECH-4 format on ₹100/- stamp paper duly notarized.

Sl. No	Eligibility Criteria	Documents required to be submitted
a	b	c
9	Power of Attorney for signing the bid on behalf of the bidder.	Power of attorney as per TECH-5 format duly notarised
10	Declaration regarding any conflict of interest.	Declaration in TECH-6 format duly notarized.

Above describes the pre-qualification criteria. A bidder participating in the bidding process shall possess the above minimum pre-qualification criteria. Any bidder failing to meet the stated criteria shall be summarily rejected and will not be considered for Technical Evaluation.

Note:

- In the absence of any of the above, the proposal shall be treated as non-responsive and liable for rejection.
- Relevant documents in support of the above criteria must be furnished along with Technical Bid documents failing which the bid will be liable to be rejected.
- Financial and Technical experience of the bidder shall only be considered. Subsidiary/ Group/ Holding company's Financial and Technical experience are not allowed.
- The value of the contracts or work orders or agreements to be considered shall be exclusive of all taxes and duties.
- Bidding in the form of a consortium and Joint Venture are **NOT** allowed.
- The proposal must be complete in all respects, indexed and properly bounded. Each page should be numbered and signed by the authorized representative.
- Any document submitted by the Bidder if found forged/ false, the Bidder shall be liable for appropriate action under the Bharatiya Nyaya Sanhita, 2023 at any point of time during the bid evaluation process or during the execution of Work.
- The Bidder whose Contract/ Agreement with OSEPA had been terminated/ who failed to perform will not be eligible to participate in the bidding.

(B) Procedure for submission of proposal:

- Pre-Qualification Proposal:** The envelope containing pre-qualification documents as mentioned in **Para-A(Column- c) above & in Annexure-I** shall be sealed and superscripted **“Pre-Qualification Proposal – Empanelment of Event Management Agency for organizing various events by OSEPA”**.
- Technical Proposal:** The envelope containing the **document** as asked for in **Technical evaluation (2nd stage)** shall be sealed and superscripted **“Technical Proposal – Empanelment of Event Management Agency for organizing various events by OSEPA”**. In case the document is submitted in a pre-qualification proposal & the same is required for technical evaluation, the bidder has to enclose it again in the **Technical Proposal envelope also**.
- The **“Pre- Qualification Proposal”** and **"Technical Proposal"** must have to be submitted in separate sealed envelopes (with respective marking in bold letters) along

with the prescribed formats/ information mentioned in the EOI Document. All the above two envelopes have to be sealed and placed inside one envelope with proper labeling of the following information in bold letters:

NAME OF THE ASSIGNMENT: EoI for Empanelment of Event Management Agency for organizing various events by OSEPA

EOI NO.:

DATE:

DATE OF SUBMISSION:

NAME AND ADDRESS OF THE BIDDER:

(C) Opening of the Proposal:

The FIRST ENVELOPE containing “**Pre- Qualification Proposal**” will be opened in the initial stage by the Client in presence of the bidders’ representatives at the designated location, date and time specified in the Bidder Data Sheet. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing “**TECHINICAL PROPOSAL**” will be opened in respect of the bidders submitted all required documents as asked for in prequalification criteria. Thereafter marks will be awarded against documents submitted by the bidders (Sl no.1 & 2) of the Technical evaluation criteria. To qualify for the technical presentation stage, a bidder must secure a minimum of 50 marks out of 70 under Sl. Nos. 1–2 listed under the Technical Evaluation Criteria. Bidders securing less than 50 marks out of 70 marks (Sl. Nos. 1–2) in the Technical Evaluation Criteria shall be declared technically disqualified and shall not be considered for the technical presentation. Bidder/s securing minimum of 50 marks or more out of 70 under Sl. Nos. 1–2 listed under the Technical Evaluation Criteria will be allowed to make a Power Point presentation before a Committee .

(D) Evaluation of the EoI:

- 1)The EoI proposal shall first be evaluated to determine whether they are complete in all respects or not, whether the required documents have been submitted in the correct formats or not, whether the documents have been properly signed by the Authorized Signatory or not and whether the proposal is in order or not. The Bidder should conform to all the terms, conditions and specifications of the EoI documents without any material deviations (as defined in this EOI), objections, conditionality or reservations.
- 2)A EoI proposal which is not in accordance with the Terms and Conditions of the Bid may be rejected by OSEPA and may not subsequently be made responsive by the Bidder by correction of the material deviations, as defined in this EOI.
- 3)The proposal are to be submitted in one cover, superscribing as EoI for Empanelment of EMA.
- 4)If required/ necessary, OSEPA may ask Bidders to provide clarifications on the uploaded

documents provided in the EoI proposal, with respect to any doubts or illegible documents. If there is no doubt on the documents furnished, no clarification is required to be called from any Bidder. OSEPA may ask for any other documents of historical nature during Technical Evaluation of the tender. Non-submission of legible documents may render the bid non-responsive. In case of necessity, the authority inviting EoI reserves the right to call for any additional document for wider participation. Such clarifications shall be submitted through email. The Bidders shall be allowed a maximum time period of 3 (three) days for submitting the documents through email. No modification of the bid or any form of communication with OSEPA or submission of any additional documents, not specifically asked for by OSEPA, will be allowed and even if submitted, they may not be considered by OSEPA. OSEPA is not bound to accept/ consider any additional document submitted by the Bidder on his/ her/ its own will, without being called for to do so.

- 5) The responsive bids shall be evaluated in detail to determine whether the bidders meet the eligibility criteria and other requirements specified in this EOI, including submission of all requisite documents.
- 6) The Tender Committee shall empanel agencies based on their final scores. The Tender Committee reserves the right to determine the number of agencies to be selected for empanelment. The decision of the Tender Committee in this regard shall be final and binding.
- 7) A two-stage process will be adopted as explained below for evaluation of the EoI.
 - (i) **Pre- qualification (1st Stage):** Pre-qualification proposal will be opened and the documents submitted by the bidders against the EoI requirement will be scrutinized. The bidder/s submitted all requisite documents in pre-qualification (1st Stage) are **only** be considered for Technical Evaluation. The bidder will have to submit all documents as mentioned in the checklist under Pre- qualification criteria.
 - (ii) **Technical Evaluation (2nd Stage):** The Technical proposals of those bidders, who have qualified the pre-qualification stage will be evaluated as per the following parameters:

Sl. No.	Criteria	Basis of Evaluation	Marking scheme	Maximum score	Document Required
	(I)	(II)	(III)	(IV)	(V)
1	Experience of the firm			50	
1A	Events successfully executed for any Central Govt./ State Govt./ PSU/ Autonomous	As per Eligibility Criteria Clause No. 5	20 marks	30	Copy of Work Order/ Contract Document & Work Completion Certificates from

Sl. No.	Criteria	Basis of Evaluation	Marking scheme	Maximum score	Document Required
	(I)	(II)	(III)	(IV)	(V)
	Body under the Govt. administrative control / Private Sector/ Universities / International & National Organizations during last 5 (Five) Financial Years i.e. FY 2021–22, FY 2022–23, FY 2023–24, FY 2024–25, and FY 2025–26.	For additional single event of value more than or equal to INR 2 Crore each subject to maximum of 10 additional marks	2.5 marks		the previous Clients. OR Copy of Work Order/ Contract Document & CA Certificate with valid UDIN of Payment received in respect of the aforesaid Work Order.
1B	Number of years of experience in event management services as on 31 st March 2026	5 years >5–10 years more than 10 years	6 marks 8 marks 10 marks	10	Copy of Work Order/ Contract Document
1C	No. of skilled manpower in payroll of the bidder as on bid publication date, specializing in executing various activities (Creative Designer, Content Copy Writer, Event Manager, Operation Manager, Client Servicing Executive, Artist Management etc.) under the defined scope of work	10-15 employees 16-25 employees more than 25 employees	5 marks 7.5 marks 10 marks	10	a) Declaration on company letterhead by Head of the company certifying the number of professionals with Name, Employee ID, EPF number and experience. And b) Copy of valid EPF registration code. And c) Electronic Challan cum Return (ECR) for the 03 wage months i.e. April 2026, May 2026 & June 2026.
2	Financial Capability			20	
2A	Average annual financial turnover of the Bidder during last three (3) financial years or the current financial year (optional), i.e., FY 2022–23, FY 2023–24 and FY 2024–25 or FY 2023–24, FY 2024–25 and FY	INR 5-10 Crore INR >10-15 Crore More than INR 15 Crore	10 marks 15 marks 20 marks	20	Copy of turn-over Certificate from CA firm (TECH-3) format & audited financial statements for the three financial years either as per NB (i) or NB (ii) with UDIN as per Section-1(A) Sl. No. 4 AND

Sl. No.	Criteria	Basis of Evaluation	Marking scheme	Maximum score	Document Required
	(I)	(II)	(III)	(IV)	(V)
	2025–26.				Copies of the IT Returns for the last three Assessment Years against the turnover Certificate from CA firm & audited financial statements of appropriate financial years.
3	Approach and Methodology			30	
3A	Technical Presentation shall be evaluated based on the following: 1. Presentation on various events managed by the bidder along with actual photographs, video etc. 2. Approach and Methodology of organizing big events covering planning, backdrop, branding, live streaming, photography, videography, workflow, permissions & clearances, security & emergency arrangement, governance mechanism, post event activities etc. 3. Team and support team competencies		30	30	Presentation in PPT mode.
Technical Marks				100	

The bidder(s) must submit copies of the documents specified in Column V of the above table for as listed above, as part of the Technical Evaluation. To qualify for the technical presentation stage, a bidder must secure a minimum of 50 marks out of 70 under Sl. Nos. 1–2 listed above under the Technical Evaluation Criteria. Bidders securing less than 50 marks out of 70 marks (Sl. Nos. 1–2) in the Technical Evaluation Criteria shall be declared technically disqualified and shall not be considered for the technical presentation. Technically qualified bidder(s) shall then make a Power Point presentation before a Committee constituted by the Tender Inviting Authority (TIA).

E. Empanelment of Agency:

- (i) The Tender Committee shall empanel agencies based on their final scores. The Tender Committee reserves the right to determine the number of agencies to be selected for empanelment. The decision of the Tender Committee in this regard shall be final and binding.
- (ii) Empanelment of an agency shall not confer any right or guarantee for the award of a contract or work order. OSEPA shall, at its sole discretion, determine the event(s) or assignments to be allocated to the empaneled agencies, based on its requirements and applicable terms and conditions.
- (iii) **Issue of notification of empanelment:** The Empaneled Vendors shall be issued a Letter of Empanelment (LoE). The Empaneled Bidder shall have to acknowledge and accept the Letter of Empanelment (LoE) by returning a signed copy of the LoE within a period as mentioned in the LoE, failing which the issued LoE may be cancelled, and necessary action shall be taken.
- (iv) **Period of Empanelment:** The Empanelment shall be made for three years initially. It can be extended further with mutual consent. However, OSEPA can de empaneled the EMA on account of dissatisfactory performances.

F. Security Money

The bidder must furnish, as part of the technical proposal, Security money amounting to 1,00,000/- (Rupees One lakh only) in shape of DD/BG from any scheduled commercial bank in favour of “**State Project Director, OSEPA**” payable at Bhubaneswar.

The Security Money of unsuccessful bidders shall be refunded after finalization of the selection process. The security money of successful bidder (Empaneled Agencies) will be kept for the entire period of empanelment.

The security money will be forfeited on account of the following reasons:

- Bidder/s withdraws its proposal during the bid validity period as specified in EOI.
- Bidder does not respond to requests for clarification of its proposal.
- 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.
- If the bidder fails to
 - Provide any clarification to the Client
 - Agrees to the decisions of the contract negotiation meeting
 - Sign the contract within the prescribed time period
 - Furnish required Performance Bank Guarantee in time
- Any other circumstance which holds the interest of the OSEPA during the overall selection process.
- Other circumstances as mentioned in the EoI document.

- G.** The selected bidder has to furnish performance security @ 5% in shape of Bank Draft/ bankers cheque drawn in any Nationalized / Scheduled Bank within the time frame as mentioned in the LoA. The Performance security will be forfeited if the selected bidder fails to carry out any conditions of the Agreement. The performance security of the successful bidder will be refunded after final settlement of bills.

- H. The selected bidder will have to sign a contract in Rs.100/- non judicial stamp paper with OSEPA within 03 days of issue of LoA.

I. Other Terms & Conditions:

- (i) **Bid validity period:** The bid shall initially remain valid and binding on the Bidder for at least 180 (one hundred and eighty) days from the Bid opening Date, as given in the Schedule for the Tender. Any bid with a shorter validity period shall be rejected by OSEPA. Under exceptional circumstances, OSEPA may in writing request the Bidders to extend the bid validity period of their bids.
- (ii) **Material deviation:** Bids shall be liable for rejection in case of material deviation as well as for submission of forged documents. Apart from other conditions, material deviation shall include, inter alia, the following:
- (a) The Bid or any accompanying document submitted by the Bidder is not in accordance with the formats given in this tender document.
 - (b) The Bid is not accompanied by all the documents required to be submitted as mentioned in this EOI.
 - (c) It does not contain all the information (complete in all respects) as requested in this tender document (in accordance with the formats provided in this tender document);
 - (d) The Bid is not accompanied by documentary evidence of the credentials of the Bidder(s).
 - (e) The Bid submitted by the Bidder is conditional or qualified.
 - (f) The bid submitted by the Bidder is not valid for the minimum bid validity period as mentioned in this EOI
 - (g) It is otherwise substantially/ materially in deviation of the terms and conditions of the tender document.
 - (h) OSEPA may waive any nonconformity in the Bid that does not constitute a material deviation, reservation or omission. OSEPA may at its own discretion request any bidder to submit information or documentation, within a reasonable period of time, to rectify non-material non-conformities in the Bid related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price bid. Failure of the Bidder to comply with the request of OSEPA by the date specified therein may result in the rejection of its Bid. OSEPA, however, is not bound to waive such non-conformity. Documents which are of mandatory nature and non-submission thereof entails rejection of the Bid, cannot be accepted under this clause.
- (iii) **Conflict of Interest:**
- Conflict of interest exists in the event of:
- Conflicting assignments, typically monitoring and evaluation/ environmental assessment of the same project by the eligible bidder;
 - Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and

- 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.

(iv) Fraudulent and Corrupt Practices

- Fraudulent practice means a misrepresentation of facts to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (before or after Bid submission) designed to establish Bid prices at artificial non -competitive levels and to deprive the Client of the benefits of free and open competition.
- “Corrupt Practice” means the offering, giving, receiving, or soliciting of anything of value, pressurizing to influence the action of a public official in the process of Contract execution.
- The Client will reject a proposal for award and may forfeit the EMD and/or Performance Bank Guarantee if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

(v) Anti-corruption Measure:

- 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.
- 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.

(vi) Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. 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.

(vii) 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) is/ are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

(viii) Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of Hon’ble High Court, Odisha, Cuttack and Civil Court of Bhubaneswar only.

(ix) 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 anti-fraud 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.

(x) Clarification and Amendment of the EOI Document:

- Bidders can also send their queries by email (Mail Id). Queries received after the last date for sending queries (as per the Schedule for the Tender) may not be considered by OSEPA. The responses to the queries received within the stipulated period shall be published by OSEPA on its website and the same shall also be considered to be a part of the tender documents; however, the source of queries shall not be mentioned.
- At any time prior to the Bid Due Date, OSEPA may at its own initiative or in response to a query or clarification requested by a prospective Bidder if found appropriate, issue a corrigendum/ amendment to the tender documents, which shall be available for download on its website and also on the e-procurement portal of the Government of Odisha and the same shall also be considered to be part of the tender documents. Therefore, the Bidders are requested to visit the website of OSEPA to get themselves updated. In order to give Bidders reasonable amounts of time to take into account such corrigendum / amendment, OSEPA may at its own discretion also extend the Bid Due Date.

(xi) 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.

(xii) Copyright, Patents and Other Proprietary Rights:

OSEPA shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights 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 Consultant shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

(xiii) Force Majeure:

For the 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 / Buyer 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 / Buyer 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 / Buyer 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 / Buyer reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

(xiv) Settlement of Disputes:

The Client and the Consultant shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Bhubaneswar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. Commissioner-cum -Secretary S&ME Department will be the final authority to resolve the dispute arising between the Client and the Consultant.

(xv) Disqualification of Proposal:

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

- The Proposal is submitted without the prescribed Bid Processing Fee and Security Money as applicable under the EOI.
- The Proposal is not submitted in accordance with the procedure, formats, terms, conditions, and requirements prescribed in the EOI.
- The Proposal is received in incomplete form or is not accompanied by all requisite documents, information, declarations, undertakings, and attachments, including those specified in the checklist and the EOI.
- The Proposal is submitted without the required Letter of Authorization / Power of Attorney or any other authorization document required under the EOI.
- The Proposal is received after the due date and time prescribed for submission of bids.
- The Proposal is not duly sealed, signed, stamped, or certified, wherever required, in accordance with the provisions of the EOI.
- The Proposal contains any suppression of facts, omission of material information, or material deviation from the requirements of the EOI.
- Any document, statement, declaration, confirmation, certification, or information submitted by the Bidder is found to be false, incorrect, inconsistent, misleading, forged,

fabricated, or not genuine, whether intentionally or otherwise, at any stage of the bid process or thereafter till execution of the Agreement.

- The Proposal does not conform to the scope of work, eligibility criteria, technical requirements, or any other material requirement specified in the EOI.
 - The Bidder modifies, revises, or increases the quoted price during the validity period of the Proposal or any extension thereof.
 - The Commercial / Financial Proposal is submitted with assumptions, qualifications, conditions, deviations, or reservations of any nature whatsoever.
 - The Technical Proposal / Techno-Commercial Bid contains any indication, disclosure, or reference to the price bid, pricing policy, pricing mechanism, or any other commercial aspect of the Proposal.
 - The Selected Bidder fails to acknowledge, sign, execute, and return the Empanelment Letter / Letter of Award (LoA) / Agreement, as applicable, within the time prescribed by OSEPA.
 - The Selected Bidder fails to furnish the required Performance Security / Performance Bank Guarantee (PBG) within the time prescribed under the EOI or by OSEPA
 - The Bidder withdraws its Proposal during the bid validity period or any extended validity period agreed to by the Bidder.
 - The Selected Bidder fails to comply with the requirements of the Price Bid / Financial Proposal.
 - The Bidder commits a breach of any of the terms and conditions of the EOI or the bidding documents.
 - The Bidder, or any person acting on its behalf, attempts to influence the bid evaluation process or indulges in any unlawful, corrupt, fraudulent, coercive, undesirable, or restrictive practice at any stage of the bidding process.
 - Any other circumstance arises which, in the opinion of the Client, affects the fairness, transparency, integrity, or paramount interest of the bidding / selection process.
- (xvi)** The Event Management Agency will have to supply fire protection equipment like fire extinguishers and adhere to the fire safety norms & fire-retardant liquid spray over inflammable materials used in the stalls as per the guidelines of Fire Service Authority.
- (xvii)** In regard to electrical fittings etc. Agency shall engage qualified licensed electrician/contractor entitled erect, handle and maintain supply- line and its upkeep under the guidance of Govt. Electrical Contractor.
- (xviii) 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 contract.
 - b. Bidders must disclose if they are or have been the subject of any proceedings (blacklisting etc.) 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:
- Criminal offence or other serious offence punishable under the law of the land, or where, they have been found by any regulator or professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

(xix) Number of Proposals:

Each Bidder shall submit only One (1) proposal, in response to this EOI. Any Bidder who submits or participates with more than one proposal shall be disqualified.

SECTION: 2

SCOPE OF WORK & SCHEDULE OF REQUIREMENTS

Background:

The Odisha School Education Programme Authority (OSEPA), Bhubaneswar under administrative control of School & Mass Education Department, Govt. of Odisha intended to empanel EMAs for organizing different events. Limited Tender enquiry will be issued to the empaneled EMA along with bills of quantity with a request to submit the price bid along with other relevant documents.

Terms and conditions applicable to Empaneled EMA for participation in Limited Tender

The following terms and conditions are applicable for the empaneled vendors while participating in limited tenders, in addition to the terms and conditions mentioned in respective tender documents and amendments thereon. In the event of any ambiguity or conflict between the terms and conditions, the chronological order of precedence shall be the order in which the latest document shall prevail over all the previous documents.

1. The Empaneled EMA will be considered for issue of Limited Tender Enquiry. As per OGFR the financial ceiling for issue of Limited Tender enquiry for event management services (non - consulting services) is up to INR 50 lakhs., Hence, the empaneled EMA will be issued limited Tender enquiry for the assignment having estimated cost up to INR 50 lakhs. In case of any revision of the above ceiling by Government, the revision will be implemented accordingly.
2. The Limited Tender Enquiry may be conducted in offline through hard copy, as decided by the Competent Authority of OSEPA. The limited tender enquiry will contain the detailed Schedule of work. However, this will not give any claim to the vendor for award of contract/ purchase order.
3. EMA once empaneled shall have to promptly reply to all the enquiries and execute orders as per the order and terms of OSEPA.
4. To ensure that there is adequate response to the Limited Tender enquiries issued by OSEPA from time to time; OSEPA reserves the right to de-empanel the EMA who abstain from submitting their offer regularly.
5. In case, the empaneled EMA refuses to undertake offer and shows its inability to discharge the obligation, OSEPA reserves the right to forfeit security money in full & to de-empanel the EMA from the panel of OSEPA.
6. In case the Empaneled EMA is found in breach of any terms & condition(s) of OSEPA or Service Order, at any stage during the course of the Limited Tendering Process or Contract Execution, legal action, as per rules/ laws, shall be initiated against the Empaneled Vendor and the Security money & Performance Security, if any, shall be forfeited by OSEPA, besides debarring and suspending the Empaneled Vendor concerned for at least one year for further dealings with OSEPA.
7. The Empaneled Vendor shall indemnify OSEPA and user departments against all third-party claims related to services or any part thereof being provided by the Vendor, or arising out of any act or omission of the Vendor's personnel in the discharge of their duties in the fulfilment of the Service Orders.

8. **Price Bid:** The Price Bid shall be submitted by the Empaneled Agency through a sealed envelope , as per the price bid format provided by OSEPA during the Limited Tender Enquiry, within the stipulated timeline provided by OSEPA. All the responses received beyond the stipulated timeline would be deemed to be invalid.
9. **Opening and Evaluation of Price Bids:** The date and time of opening of the Price Bids shall be communicated to the Empaneled Vendors alongwith the limited tender enquiry. A comparative statement shall be prepared detailing each price component in the bid and including all components of the Price Bid.
10. **Selected Bidder:** The Bidder who submits the lowest Price Bid shall be the Selected Bidder. The Selected Bidder shall be issued the LoA. OSEPA reserves the right to negotiate the price with the Selected Bidder before issue of the LoA. The Selected Bidder shall have to acknowledge and accept the LoA by returning a signed copy of the LoA within the time as specified by OSEPA for that engagement/ event, along with submission of the Performance Security, failing which the issued LoA may be cancelled, and the Selected Bidder may be disqualified and suspended for a year.
11. In case of a Tie in total price, the random lottery system will be adopted for selection of EMA.
12. The Empaneled EMA will have to submit valid (i) food license in case of supply of food (ii) valid license under Food safety & standard Act 2006 in case of supply packaged drinking water (other than packaged natural mineral water) (iii) valid Electric license in case of Electrification & (iv) valid license to engage in the business of Private security issued by Odisha Police under Private security Agency regulation Act for security services etc , if asked for in the Limited tender enquiry. In case of the empaneled agency do not have their own license as mentioned above, they may provide authorization letter from the licensee along with copy of their valid license.

Scope of Service:

Tentative list of items required for the event are outlined below. However, the empaneled EMA will have to submit its proposal as per the detailed Scheduled of Work (BoQ) mentioned in the Limited Tender Enquiry.

Sl. No.	Description of Items
1	German Hanger
2	Main Stage double ply flooring with carpeting
3	Main Stage Back Drop Riser with ply cover on front and top
4	Main Stage Wooden Stairs with steel railing and red carpeting
5	Main Stage Ramp with steel railing and red carpeting
6	Main Hanger Cloth Dripping
7	Main Hanger Cloth Ceiling
8	Side Small Table
9	Both Side Hanger

10	Reputed Brand Chair for Stage and Guest
11	Side small Table for VVIP
12	Both side hanger stage
13	Both Side Stage wooden stairs ply and red carpeting
14	Cloth walling
15	Flex branding
16	Y shape centre camera riser with ply cover
17	VVIP camera riser with ply cover
18	Camera riser with ply cover
19	Console stage with ply cover
20	Stage front and side railing
21	Door screen
22	VVIP Office Wooden Platform, Carpeting, PLY and FLEX Walling, Ceiling, Customised Toilet, Light, Power Socket, with earthing, Long Table and Banquet Chair for Office and Dining Setup
23	VVIP Green Room Wooden Platform, Carpeting, PLY and Flex Walling, Ceiling, Customised Toilet, Light, Power Socket, Tea-poy and Sofa
24	VVIP Meeting Room Wooden platform, carpeting, ply and flex walling, Ceiling, customised toilet, light, power socket, tea-poy and Sofa
25	VIP Room Wooden Platform, Carpeting, PLY and Flex Walling, Ceiling, Customised Toilet, Light, Power Socket, Tea-poy and Sofa
26	Flower decoration
27	Barricading with bamboo and ballah
28	Wire mesh
29	Mojo barricading
30	Green netting
31	Red carpeting
32	Plastic chair
33	Banquet chair
34	Podium
35	2/4-seater sofa
36	Single seater sofa

37	Dignitary refreshment
38	Box Gate
39	Road Crossing Gate
40	Long Table
41	LED wall for both side hanger with structure including all connections
42	LED wall for public with structure including all connections
43	Sound system – a robust and versatile array of audio equipment is required to ensure high-quality sound coverage across all areas. The setup should include premium speakers, supported by premium amplifiers, advanced audio mixers, and power management units to achieve exceptional clarity and power. Professional microphones and premium boxes will be used to address specialized audio needs. The system should be managed by skilled sound engineers and operators to ensure seamless operation. All necessary cabling, power management, and supporting equipment must be provided to guarantee flawless performance throughout the event, including a dedicated setup for the VVIP Conference. This sound package is expected to meet the highest standards of audio excellence for a successful and impactful event.
44	Lighting setup – a range of LED fittings, DMX splitters, and light console boards, with light engineers overseeing the installation. Inside the hanger, a combination of LED and other lighting solutions should be strategically arranged. Lighting towers should be installed in the event area during the construction phase and remain in place for the duration of the event.
45	AC
46	DG Sets of various capacity
47	Fuel consumption
48	Industrial Desert Cooler
49	Silent pedestal fan
50	Mist fan
51	Camera
52	Fire extinguisher
53	Fire-retardant solution
54	Projector
55	Banners
56	Posters
57	Brochure
58	Document

59	Pamphlets
60	Booklets
61	Stationery items
62	Signage boards
63	Round Tables
64	Mobile restroom
65	Stalls
66	Ambulance
67	Fire station
68	Security
69	Television screens
70	CCTV system – The event area requires the installation of a comprehensive CCTV system with cameras strategically placed to cover key areas, including entry and exit points, public spaces, and critical infrastructure. The system must support real-time monitoring, high-resolution recording, and integration with a central control room. Installation should occur during the construction phase and remain active throughout the event.
71	Arrangements for parking facilities
72	Necessary Manpower – Ushers, Housekeeping staff, Anchor etc.
73	Earthing, lightning arrester
74	Kitchen Tent with bamboo and tarpaulin and outside covering to give a common look along with the dining area
75	City Branding
76	City Branding Mini Hoarding
77	PM & CM Cut-out 40 ft
78	Water Bottle
79	Bowl with Chocolate
80	Flower Bouquet
81	Dustbin

82	Stage with Backdrop with Ramp
83	Backdrop
84	Pathway Red Carpeting
85	Q-Manager
86	Flex Walling on AC Hanger
87	Cloth Walling
88	Pagoda
89	Bio Toilet
90	Netting
91	Sound for Almico
92	Banquet Chair
93	Cultural programme with Logistics & lodging
94	Anchor, Hostess etc.
95	Octonorm Stall
96	Platform for electric cable
97	Insurance covering sum assured of Rs. 5L for each person's death and all items in the field
98	Industrial Fan
99	Photography and Videography
100	Live Streaming
101	Supply of food & packaged drinking water (other than packaged natural mineral water)
102	Any other items as required for organising the event ,which are not mentioned above

SECTION: 3
TECHNICAL PROPOSAL SUBMISSION FORMS

TECH- 1
COVERING LETTER

(ON BIDDER'S LETTER HEAD)

Date:

Place

To

**The State Project Director
Odisha School Education Programme Authority
Shiksha Soudha, Unit-V, Bhubaneswar, Odisha-751001**

Sub: Proposal for empanelment of Event Management Agency for organizing various events by OSEPA

Dear Madam/ Sir,

I, the undersigned, offer to provide the services for the proposed assignment “empanelment of Event Management Agency for organizing various events by OSEPA ” in response to your Notice inviting EoI No._____, Dated: ____I hereby submit the proposal which includes prequalification proposal, technical proposal sealed under two separate envelope. Our proposal will be valid for acceptance up to **180 Days from the date of opening** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during allotment of assignment, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Expression of Interest (EOI) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions of this EOI including of our technical proposal is found to be deviated, then OSEPA shall have rights to reject our proposal including forfeiture of the Security Money Deposit fully. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you received

I remain,

Yours faithfully

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder:

TECH- 2

General Details of the Bidder

(On Bidder's Letter Head)

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Bhubaneswar, Odisha If Yes, Please furnish details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No.: Date: Name of the Bank:	
7	Security Money details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN & TAN No.	
9	Goods and Services Tax Identification Number (GSTIN) No.	
10	Willing to carry out assignments as per the scope of work of the EOI	YES
11	Willing to accept all the terms and conditions as specified in the EOI	YES

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

Name and Designation with Date and Seal: _____

TECH- 3

Bidder Organization Financial Details

Financial Information in INR				
Details	FY 2022-23	FY 2023-24	FY 2024-25	Average
1) Turnover of the agency (in Lakh) in case of the bidder				
Or				
	FY 2023-24	FY 2024-25	FY 2025-26	Average
Turnover of the agency (in Lakh) in case of the bidder filled ITR for AY 2026-27				
Supporting Documents: Audited financial statements for the last three Financial Years, (2023-24 ,2024-25 & 2025-26 or 2022-23, 2023-24 & 2024-25 as the case may be. (Copies of income & expenditure statement/ Profit & loss account and balance sheet certified by CA with UDIN for the respective Financial Years are mandatory along with this Form.				

Signature and Seal of the CA with Date

UDIN:

Authorized Signatory of the Bidder [*In full and initial with Date and Seal*]: _____

Communication Address of the Bidder: _____

TECH- 4

UNDERTAKING / DECLARATION (In ₹100/- Indian non Judicial Stamp Paper) (Affidavit before Notary Public)

- 1) _____ Son / Daughter / Wife of Shri _____ Proprietor /Director / Authorized Signatory of the Agency, _____ (name of the organisation ,am competent to sign this declaration and execute this EOI document;
- 2) I certified that I have not committed any offense –
- a) Under the Prevention of Corruption Act, 1988; or
- b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- c) My agency has not been debarred by any Central / State Government Organization/Bodies for the last 03 years.”
- 3) I have carefully read the entire EOI document and understood all the terms and conditions of it and undertake to abide by them.
- 4) That, the information / documents/papers furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my EOI & award of contract, if any, at any stage besides liabilities towards prosecution under appropriate law. In case of any wrong or false information as found by OSEPA, the State Project Director, OSEPA has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the EOI.
- 5) That, my organization is not insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and not subject to legal proceedings for any of the foregoing reasons;
- 6) That, my organization not have, and their directors and officers not have, been convicted of any criminal offense related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- 7) I/ We will/shall provide valid (i) food license in case of supply of food (ii) valid license under Food safety & standard Act 2006 in case of supply packaged drinking water (other than packaged natural mineral water) (iii) valid Electric license in case of Electrification & (iv) valid license to engage in the business of Private security issued by Odisha Police under Private security Agency regulation Act for security services etc , if asked for in the Limited tender enquiry. In case of the I/ We do not have own license as mentioned above, I/We will/shall provide authorization letter from the licensee along with copy of their valid license.
- 8) That, my organization does not have a conflict of interest in the procurement in question as specified in the EOI document.
- 9) That, my organization will comply with the code of integrity as specified in the EOI document.
- 10) That, my organization is having internal POCSO/POSH compliant committee to address the issues.

Identified Advocate Deponent: _____

(With Seal Stamp)

Name & Address:

The above named deponent being identified by Shri _____ Advocate, solemnly affirm and states before me that the contents of this affidavit are true to the best of his knowledge.

Dt. _____

Notary public: _____

(With Seal Stamp)

TECH – 5

(In ₹100/- Indian non Judicial Stamp Paper)

(Affidavit before Notary Public)

Format for Power of Attorney

Known all men by these presents, we (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (name), son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our interest in this EOI against the EOI document No. XXXXXX dated XX/XX/2026 published by the Odisha School Education Programme Authority for the “**EMPANELLEMENT OF EVENT MANAGEMENT AGENCY (EMA) FOR ORGANISING VARIOUS EVENTS BY OSEPA**”, including but not limited to signing and submission of all applications, bids and other documents and writings,

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF 2026.

For

Witnesses:

.....

1.

(Signature, name, designation and address)

2.

Accepted

(Signature)

(Name, Title and Address of the Attorney)

TECH - 6

(In ₹100/- Indian non Judicial Stamp Paper)

(Affidavit before Notary Public)

DECLARATION REGARDING ANY CONFLICTING ACTIVITIES

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Section 1: [Information to the Bidder] under Eligibility Criteria. If yes, please furnish details of any such activities.

If no, please certify,

(In ₹100/- Indian non Judicial Stamp Paper)

(Affidavit before Executive Magistrate or Notary Public)

I, hereby declare that our Agency as an Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in Section 1: [Information to the Bidder] under Eligibility Criteria.

I, also acknowledge that in case of misrepresentation of any of the information, our proposal / contract shall be rejected / terminated by the Client which shall be binding on us.

Identified Advocate Deponent: _____

(With Seal Stamp)

Name & Address:

The above named deponent being identified by Shri _____ Advocate, solemnly affirm and states before me that the contents of this affidavit are true to the best of his knowledge.

Dt. _____

Notary public: _____

(With Seal Stamp)

SECTION: 4

ANNEXURES

BID SUBMISSION CHECK LIST

Sl.no	Description	Submitted (Yes/No)	Page No.
(A)	PRE QUALIFICATION PROPOSAL		
1	Copy of Certificate of Incorporation/ Registration of the Agency/ Any statutory document for Proprietorship Firm		
2	Copy of valid GSTIN certificate		
3	Copy of valid PAN/ TAN		
4	Duly filled in TECH-3 format with copy of Audited Balance Sheets and Profit & Loss Account duly certified by CA with UDIN as asked for in this EOI		
5	Copies of IT Returns Acknowledgement as asked for in this EOI		
6	Supporting Documents against Sl. No. 5, 6 & 7 of Pre- Eligibility criteria under Eligibility Criteria as asked for in this EOI		
7	Undertaking/ Declaration (TECH-4)		
8	Format for Power of Attorney (TECH-5)		
9	Declaration regarding any conflict of interest (TECH-6)		
10	Covering Letter (TECH-1)		
11	General Details of the Bidder (TECH-2)		
12	Security money amounting to 1,00,000/- (Rupees One lakh only) in shape of DD/BG from any scheduled commercial bank in favour of “State Project Director, OSEPA” payable at Bhubaneswar as mentioned in this EOI		
13	Bid Processing Fee of ₹10,000/ in shape of DD/ BC as mentioned in this EOI		
14	Any other document as asked for in this EOI		
(B)	TECHNICAL PROPOSAL		
1	Duly filled in TECH-3 format with copy of Audited Balance Sheets and Profit & Loss Account duly certified by CA with UDIN as asked for in this EOI		
2	Supporting Documents against Sl. No. 1A, 1B & 1C as asked under Technical Evaluation (2nd Stage) in this EOI		

Authorized Signatory [In full and initials with Date & Seal]

Name and Designation: