



Odisha State Agricultural Marketing Board

ଓଡ଼ିଶା ରାଜ୍ୟ କୃଷି ବିପଣନ ପରିଷଦ

NIT No. 3837

Date: 30.12.2018

EXPRESSION OF INTEREST

FOR

EMPANELMENT OF EVENT MANAGEMENT AGENCIES

DATED: 30.12.2018
LAST DATE: 07.01.2019

ODISHA STATE AGRICULTURAL MARKETING BOARD
PLOT NO.-1800(P), NEAR RAMAMANI INDIAN OIL PETROL PUMP,
BARAMUNDA, KHANDAGIRI,
BHUBANESWAR-751030
ODISHA

Contents

1. Introduction.....	5
2. Brief Description of the Bidding Process: -.....	5
3. Schedule of EOI process: -.....	6
4. Eligibility of Applicants:-.....	7
4.1 General Eligibility:-	7
4.2 Technical Eligibility:-	7
4.3 Financial eligibility	8
5. Submission of EOI.....	8
6. Amendments to EOI:-.....	9
7. Site Visit and Verification of information:-.....	9
8. Fraudulent and Corrupt Practices:-.....	9
9. Right to accept or reject:-.....	9
10. Annexure 1.....	10
11. Annexure 2.....	12
12. Annexure 3.....	13
13. Annexure 4.....	14
14. Annexure 5.....	15
15. Annexure 6.....	16

DISCLAIMER

1. Though adequate care has been taken in the preparation of this document, henceforth referred to as the Expression of Interest document or the EoI document, the Applicants should satisfy themselves that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the address mentioned below latest by 5:00PM of 07.01.2019 in case, no such intimation is received by the said deadline, it shall be deemed that the applicant is satisfied that the document is complete in all respects.

Odisha State Agricultural Marketing Board (OSAMB)

Plot no.-1800(p), Near Ramamani Indian Oil Petrol Pump,
Baramunda, Khandagiri,
Bhubaneswar-751030
Ph. No.: 0674- 2351310, 2351311, 2351316
Fax.No.: 0674-2351310,
E-mail: kalia.osamb@gmail.com

2. Neither OSAMB nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EoI document. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate source(s) before submission of their EOI.
3. Neither OSAMB nor their employees will have any liability to any prospective Applicant or any other person under any law for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI document.
4. OSAMB reserves the right, without any obligation or liability, to accept or reject any or all of the EoIs, and at any stage of the process, to cancel or modify this solicitation process, or any part thereof, or to vary any of the terms and conditions, or to cancel this solicitation process to initiate a new process without assigning any reason whatsoever.
5. Neither OSAMB nor their employees will have any liability in case of non-receipt of any correspondence from them to the applicants due to the postal delays.
6. The applicable laws for the purpose are the laws of India. Courts of Bhubaneswar will have jurisdiction concerning or arising out of this EOI document.
7. The applicants are expected to know the relevant rules and regulations of the respective authorities concerning to this project.

DEFINITIONS AND INTERPRETATION

In this Volume of the EOI, unless the context otherwise requires, capitalized terms shall have the meaning given below:-

“Addendum or Addenda”	Means an addendum or addenda to the EOI.
“Annexure”	Means an annexure to this Volume of the EOI.
“Authority”	Means the Odisha State Agricultural Marketing Board . (OSAMB) or its authorized representatives who has invited Applications from competent and interested parties for empanelment under OSAMB for providing technical manpower to OSAMB.
“Applicable Law”	Means all the laws, acts, ordinances, rules, regulations, notifications, guidelines or bye-laws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract, and applicable to the Project.
“Application”	Means a single business entity, including a sole proprietor or a partnership firm or a limited liability partnership firm or a company, who submits an Application for empanelment /eligibility and qualification submission along with EOI document fees under this EOI within the stipulated Due Date and Time of submission.
“Authorized Signatory”	Means the Person Authorized by the firm to sign the Application, correspond with the Authority, make representation to the Authority as part of EOI / bidding process and sign the contract on behalf of the Applicant / bidding firm through valid Authorization document in his/her favour.
“EOI Process/ Empanelment Process”	Means the process adopted by OSAMB for empanelment of the Selected Applicants on the terms and conditions set out in the EOI, which has commenced with the issuance of the EOI and which will end on the date of final empanelment of selected applicants is over.
“Earnest Money Deposit (EMD)”	Means Security to be furnished by the Applicant at EOI stage in accordance with provisions of this EOI.

1. Introduction:-

The present agricultural marketing system of the state is governed by the Odisha State Agricultural Produce Marketing Act, which came into force back in the year 1956. Under the present dispensation there are 66 Regulated Market Committees (RMCs) functioning under the supervision and control of the OSAM Board and the Directorate. A Regulated Market committee (RMC) is a democratically elected body consisting of elected members from different constituencies such as farmers, traders, farmer's cooperatives, local urban bodies etc. Generally the concerned sub-collector or collector, under whose jurisdiction an RMC falls, is nominated as the chairman of the RMC.

A Regulated Market aims at realisation of three major objectives, such as:

- Ensuring correct weighing for the produces of the farmers, so that he is not cheated by the middlemen/ wholesalers/ semi-wholesalers etc.
- Ensuring prompt payment to the farmers for his produce immediately his produces are sold.
- Avoidance of exploitation in the hands of middlemen.

2. Brief Description of the Bidding Process: -

- (a) OSAMB (hereinafter also referred to as 'Authority') intends to empanel Event Management Agencies to support, coordinate and conduct various events for promotion and marketing of projects/schemes/plans, as detailed out in the relevant sections. The empanelment shall be applicable for use by Odisha State Co-operative Bank, Credit Cooperative Bank, Regulated Market Committees, all agencies of Cooperation Department and Agriculture Department. With the approval of Government, this empanelment may be utilized by other departments also. The empanelment shall remain valid initially for a period of 3 (Three) years. OSAMB reserves the right to extend the empanelment by another 2 (two) years on the same or mutually agreed terms & conditions subject to satisfactory performance for the empaneled agencies.
- (b) The Authority has adopted a two-stage bidding process for selection of Bidder for award of the tenders for events of the Board. The first stage i.e. EOI stage of the process involves qualification of interested parties who make an Application in accordance with the provisions of this EOI. The Authority expects to shortlist suitable pre-qualified Applicants who shall be eligible for participation in the second stage of the Bidding Process comprising Request for Proposal(s).
- (c) OSAM Board shall prepare and distribute Request for Proposal (RFP) among the bidders identified through this EOI. The RFP shall contain details about project implementation structure and the contractual terms & conditions. Only the bidders who get shortlisted through this EOI shall be allowed to participate in this project at the RFP stage.

- (d) Any further information on the project could be availed from the official website of Odisha State Agricultural Marketing Board or by communications to the address mentioned below: -

Member Secretary,
Odisha State Agricultural Marketing Board (OSAMB)
Plot no.-1800(p), Near Ramamani Indian Oil Petrol Pump,
Baramunda, Khandagiri,
Bhubaneswar-751030
Ph. No.: 0674- 2351310, 2351311, 2351316
Fax. No.: 0674-2351310,
E-mail: kalia.osamb@gmail.com

- (e) The Authority shall be entitled to disqualify any Applicant at any stage of the Bidding Process in accordance with the guidelines of Government of Odisha or such other laws as applicable from time to time. Applicants must satisfy themselves that they are qualified to bid, and should give an undertaking to this effect. Also, suggestions for modification are invited from potential bidders for any suitable amendment to the suggested procedure, eligibility, project structure or any other aspect that the bidder perceives should be changed for the benefit for the project.
- (f) In this stage, applicants are required to furnish all the information as per this EOI to participate in the qualification process. Only those Applicants that are pre-qualified and short-listed by the Authority shall be invited to submit their bids for the project in second stage. However, if the Authority perceives modifications to this condition is important for benefit of the project, it may qualify more bidders and make structure of the project suitable for better participation of bidders during the RFP stage. The Applicants are advised to visit the site and familiarize themselves with the Project before bidding for the project.
- (g) The selection of the successful bidder shall as per the terms and conditions set out in the RFP document at the bidding stage.

3. Schedule of EOI process: -

The Authority shall endeavor to adhere to the following schedule:

S. No.	Event Description	Date
1	Issue of Advertisement & Uploading of EOI	30.12.2018
2	Last date of receiving Queries	02.01.2019 upto 5 PM (IST)
3	Pre proposal meeting	03.01.2019 at 3.30 PM (IST)
4	Last Date of submission of Proposals	07.01.2019 upto 3 PM (IST)

The pre-proposal meeting will be held in the conference hall of OSAM Board as per scheduled date and time provided herein above.

4. Eligibility of Applicants:-

Only the applicants satisfying the below mentioned criteria shall be considered applicable for applying for this EOI.

4.1 General Eligibility:-

- a. The Agency should be a Company or firms registered under the Companies Act or an equivalent law outside India, Partnership Firm registered under The Indian Partnership Act or an equivalent law outside India or a registered proprietary firm in India or outside.
- b. The agency must not have been blacklisted or deregistered by any central/state government department or public sector undertaking during the last three years. The bidder should submit undertaking to this effect in pro-forma as given in **Annexure 6**.
- c. The Agency should be in existence and operation for at least 3 years as on the day of the submission of Application/ Bid.
- d. The Agency must have experienced professionals (On Payroll) in the area of “Event Management”. It must have adequate human and logistic resource to meet the requirements, and must be equipped to liaison extensively and independently. The details of professionals (On Payroll) shall be provided in the format at **Annexure 2**.
- e. The empanelment of agencies shall be made in two categories, namely, **Category A** and **Category B** as per details below: -
 - (i) Category A – for events with project cost of **more than** Rs. 50 Lakhs
 - (ii) Category B – for events with project cost of **up to** Rs. 50 Lakhs

4.2 Technical Eligibility:-

The technical eligibility conditions for the two categories of empanelment is as provided below: -

a. “Category A”

The Agency should have experience of curating, implementing & managing similar¹ events satisfying any of the following two conditions

- (i) The agency must have successfully completed² at least 2 similar events of project cost of minimum 5 Crore each during the 5 years preceding the proposal due date

OR

¹ Similar event means, experience of organizing and managing an event relating promotion and marketing of projects, schemes, plans & campaign of Government Departments / Organisations.

² Completed – curated, planned, implemented & managed, with multiple stakeholders/agencies, Government or private

- (ii) The Agency must have successfully completed² 5 similar events of project cost of minimum 2 Crores each during the 5 years preceding the proposal due date

b. “Category B”

The Agency should have experience of curating, implementing & managing similar events satisfying following condition -

The Agency must have successfully completed² 2 similar events of project cost of minimum 5 lakhs each during the 5 years preceding the proposal due date. The applicant need to submit summary of Technical experience in the format given **Annexure 3**.

4.3 Financial eligibility

a. “Category A”

The Agency must fulfill the following criteria:

- (i) The bidder should have an annual average turnover of Rs. 5.00 Crores certified by chartered accountant during last 3 (three) financial years ending 31.03.2018.
- (ii) The Firm should be making profit during each of the last three financial years, ending on March 31, 2018.

b. “Category B”

The Agency must fulfill the following criteria:

- (i) The bidder should have an annual average turnover of Rs. 25 lakhs certified by chartered accountant during last 3 (three) financial years ending 31.03.2018.

The applicants need to submit Auditor’s certificate on Turnover and Profit for the last 3 years in the format given in **Annexure-4** along with the Audited Annual Accounts for last three financial years.

5. Submission of EOI

- (a) The EOI application (As per format given in **Annexure 1**) shall be submitted in hard copy having the title as “**EOI for empanelment as Event Management Agency with OSAM Board**”. The applicant shall send the documents by post to the address mentioned herein below before the submission due date as mentioned in this EOI document.
- (b) The applications should be submitted before the submissions due date in hard copy bound properly to the address mentioned in section 1(c) above.
- (c) The application shall include following document (including but not limited to):-
- i. Letter of Pre-Qualification(**Annexure 1**)
 - ii. Organizational detail(**Annexure 2**)
 - iii. Financial Capability of Applicants for fulfillment of conditions in accordance with section 4.3.
 - iv. Technical capacity of Applicants for fulfillment of conditions in accordance with section 4.2

- (d) Besides above documents, following supporting documents also need to be submitted along with the bid:-
- i. Original documents certifying applicant's legal status
 - ii. Certificate of incorporation (in case of companies)
 - iii. Letter of Authority for EOI submission, in favor of Authorized Signatory
 - iv. Latest company brochures/ capabilities statement
 - v. Audited Annual Accounts for the last 3 preceding years i.e. 2015-16, 2016-17 and 2017-18.
 - vi. Certificates of completed work/ projects and experience details during last 5 years.
- (e) Applicants shall submit the EOI in the prescribed format (Annexure 1) in English language only and in case of documents and certificate in other language the same shall be supported with translation in English language.
- (f) The EOI shall be submitted along with a covering letter together with the desired supporting documents and proof on the letter head of the Applicant and each page of the Document duly signed by the head or Authorized signatory of the Applicant under a common seal.

6. Amendments to EOI:-

- (a) At any time prior to the Application Due Date, the authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify terms and conditions of EOI through issuance of corrigendum and addendum.
- (b) Any Addendum or Corrigendum of reply to queries thus issued will be available only on the website of the authority.
- (c) In order to afford the applicants a reasonable time for taking an Addendum in to account or for any other reason the Authority may, in its sole discretion, extend the Application Due Date.

7. Site Visit and Verification of information:-

- (a) Applicants are encouraged to submit their respective Application after ascertaining for themselves the site conditions, traffic, location, availability of power, water and other utilities for construction, access to site, handling and storage of materials, applicable laws and regulations and other relevant matter.
- (b) Prospective bidder interested to carry out the site visit may seek support of the Authority to better understand the project parameters. Any site visit, enquiry or investigation pertaining to above shall be at own cost of the bidder and no claim in this regard shall be entertained by the Authority.

8. Fraudulent and Corrupt Practices:-

If an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the EOI or Bidding Process, such Applicant shall not be eligible to participate in any tender or EOI issued by the Authority.

9. Right to accept or reject:-

The Authority reserves right to accept or reject any/all application without assigning any reason or incurring any liability to the applicants.

ANNEXURE-1: FORM - 1
FORMAT FOR COVERING LETTER
(On the Letterhead of the Applicant)

To

Odisha State Agricultural Marketing Board,
Plot no.-1800(p), Near Ramamani Indian Oil Petrol Pump,
Baramunda, Khandagiri,
Bhubaneswar-751030

Dear Sir:

Ref: **Expression of Interest for Empanelment as Event Management Agencies for OSAMB**

1. Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the information provided in the Empanelment document provided by the Authority in respect of the captioned Empanelment, the undersigned hereby submits the Applications in response to the EOI for Empanelment.
2. I/We have studied the EOI for Empanelment document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the Empanelment.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Empanelment.
4. I/We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

6. I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.
7. My/Our Application is consistent with all requirements of submission as stated in the Empanelment Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our Application.
8. I/We understand that any omission, commission or mis-statement in facts provided by us will make our Application invalid at any time during the Empanelment Process and also after the empanelment; the Authority reserves the right to take appropriate action accordingly.
9. I/We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment Process without assigning any reason or otherwise.
10. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the empanelment of Agencies, or in connection with the Empanelment Process itself, in respect of the above mentioned activities and the terms and implementation thereof.
11. I/We agree and undertake to abide by all the terms and conditions of the Empanelment Document.
12. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in my/our Application, i/we hereby represent and confirm that my/our Application is unqualified and unconditional in all respects.

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Date

ANNEXURE-2: FORM - 2
Applicant profile and status

Sr. No.	Description	Particulars
1.	Name of the firm	
2.	Status(Legal entity)	
3.	Address with pin code	
4.	Contact person (Management)	
5.	Contact number	
6.	Fax No.	
7.	Mobile No.	
8.	Email Id.	
9.	Web address	
10.	Year of incorporation (Certificate of Registration to be furnished)	
11.	Details of PAN (Copy of PAN Card to be furnished)	
12.	Details of GST Registration No. (Copy of GST Registration number to be furnished)	
13.	Contact person (Name & Address)	
14.	Contact person Mobile / telephone no.	
15.	Contact person email ID	
16.	Details of employees of the applicant (refer 3.1 (b) for details)	
17.	Any other relevant information	

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Date

ANNEXURE-3: FORM - 3
Summary of Technical experience

Completed projects:

Sr. No.	Name of project	Client / Agency	Period	Total Contract Value	Remarks
1					
2					
3					
4					
5					

Note:

1. Supporting document with respect of each work experience to be furnished by the applicants.

.....

Signature of the Authorised Person

.....

Name of the Authorised Person

Date

ANNEXURE-4: FORM - 4

Summary of Financial Strength

Sr. No.	Financial Year	Turnover of firm/ company in INR	Average Annual Turnover – for Last 3 FY.
1	2015-16		
2	2016-17		
3	2017-18		

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Date

Note:

1. Audited annual statements (Balance Sheet and Profit & Loss account) for last three years to be submitted by the applicants.

ANNEXURE-5: FORM - 5

The details of professionals (On payroll) shall be provided as per bidder's standard format

Annexure 6

UNDERTAKING BY APPLICANT

1. Is the tenderer currently involved in any litigation relating to the works. Yes/No
If yes: give details:
2. Has the tenderer or any of its constituent partners been blacklisted/ deregistered by any agency in India during the last 5 years. Yes / No
If yes, give details:
3. Has the tenderer or any of its constituent partners failed to perform on any contract work in India during the last 5 years. Yes / No
If yes, give details:

Note: If any information in this schedule is found to be incorrect or concealed, qualification application will be summarily be rejected.

.....
Signature of the Authorised Person

.....
Name of the Authorised Person

Date