

Request for Proposal (RFP) for empanelment of Professional Agencies for Event Management, Brand Activation, Printing, and other allied services for Capital Region Urban Transport

RFP No- 796/CRUT

Date-16.03.2024



**Capital Region  
Urban Transport**

## **Request for Proposal (RFP) for empanelment of Professional Agencies for Event Management, Brand Activation, Printing, and other allied services for Capital Region Urban Transport**

Tender No: **796/CRUT**

Date: **16.03.2024**

E.M.D: **Rs. 10,000.00 (Ten Thousand Only)**

Tender Paper Fee: Non-refundable Rs. 1,590- { Including 18% GST (Rs. 90/-)}

Tender Inviting Authority

### **Capital Region Urban Transport**

Plot no-548/1452, Patia, Kalarahanga, Bhubaneswar, Odisha 751024

Phone: 0674-3501580

Email: [crutbbsr@gmail.com](mailto:crutbbsr@gmail.com)

Website: <https://capitalregiontransport.in/>

## **DISCLAIMER**

1. Though adequate care has been taken while preparing the tender Document, the Bidders should satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven days from the date of notification of tender Document/ Issue of the tender Document, it shall be considered that the tender Document is complete in all respects.
2. The information contained in this tender and subsequently provided to the Bidders (henceforth referred to as "Bidder/s") verbally or in documentary form by CRUT (Capital Region Urban Transport) (henceforth referred to as "Authority" in this document) shall form integral part of this tender.
3. The Managing Director, CRUT reserves the right to modify, amend or supplement this tender Document.
4. While this tender Document has been prepared in good faith, CRUT (Capital Region Urban Transport) Odisha nor its employees make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender Document, even if any loss or damage is caused by any act or omission on their part.
5. The issue of this tender document does not imply that CRUT (Capital Region Urban Transport) Odisha is bound to select a Bidder or to appoint the Selected Bidder (as defined hereinafter) and Managing Director, CRUT reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
6. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, uploading delivery fees, expenses associated with any demonstrations or presentations which may be required by CRUT (Capital Region Urban Transport), or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and Managing Director, CRUT, Odisha shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the selection process.
7. This tender is not an agreement or an offer by the CRUT (Capital Region Urban Transport), Odisha to the prospective Bidders or any other person. The purpose of this tender is to provide interested parties with information that may be useful to them in the formulation & submission of their Proposals pursuant to this tender.
8. This tender may not be appropriate for all persons, and it is not possible for the CRUT (Capital Region Urban Transport), Odisha and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this tender. The assumptions, assessments, statements, and information contained in this tender 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 and information contained in this tender and obtain independent advice from appropriate sources. Information provided in this tender to the Bidders may be 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.
9. The CRUT (Capital Region Urban Transport), Odisha accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

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10. The CRUT (Capital Region Urban Transport), Odisha and its employees/ advisors make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, 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 tender or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this Selection Process.
11. The tender also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this tender.
12. The CRUT (Capital Region Urban Transport), Odisha may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this tender.

**Place: Bhubaneswar, Odisha**

**Date: DD/MM/YYYY**

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## **Invitation to Bid**

**From:**

Managing Director  
Capital Region Urban Transport  
Plot no-548/1452, Patia, Kalarahanga, Bhubaneswar, Odisha 751024  
Phone: 0674-3501580  
Email: crutbbsr@gmail.com  
Website: <https://capitalregiontransport.in/>

**To:**

All Prospective bidders

1. CRUT (Capital Region Urban Transport), Odisha invites responses ("tender") from eligible reputed, competent, and professional companies, who meet the minimum eligibility criteria, as specified in this bidding document.
2. The complete bidding document shall be published on **16.03.2024** for the purpose of downloading.
3. A bidder shall be selected based on the Eligibility Criteria and Commercial evaluation criteria, and procedures, described in this tender.
4. The bidder is advised to study this tender document carefully, before submitting their proposals, in response to the tender Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications.
5. The time, date and venue details related to the pre-bid conference and proposal submission are mentioned in the Key Events and Dates Sheet. Proposals that are received after the deadline shall not be considered in this tender process.
6. Consortium is not allowed.

**Sd-**

**Managing Director  
Capital Region Urban Transport  
Odisha**

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## Data Sheet

Sr. No	Information	Details
1.	Tender Issuing Authority	Managing Director, Capital Region Urban Transport
2.	Purpose of Tender	Request for Proposal (RFP) for empanelment of Professional Agencies for Event Management, Brand Activation, Printing, and other allied services for Capital Region Urban Transport
3.	Tender Issue Date	<b>11.03.2024</b>
4.	Availability of Tender documents	The Tender is available and downloadable on ( <a href="https://capitalregiontransport.in/tenders">https://capitalregiontransport.in/tenders</a> ). All Subsequent changes to the Bidding document shall be published on the above-mentioned website.
5.	Non-Refundable Tender Cost	Non-refundable Tender Paper Fee: Non-refundable Rs. 1,590- including + 18% GST in form of Demand Draft issued by an Indian Nationalized / Scheduled Bank and drawn in Favor of <b>Capital Region Urban Transport</b> payable at Bhubaneswar valid for 180 days from the date of submission of bid
6.	Earnest Money Deposit	E.M.D: Rs. 10,000.00 (Ten Thousand Only) in form of Demand Draft issued by an Indian Nationalized / Scheduled Bank and drawn in Favor of <b>Capital Region Urban Transport</b> payable at Bhubaneswar valid for 180 days from the date of submission of bid
7.	Last date for receipt of technical proposals (Through Speed Post /Registered Post / Courier)	<b>05.05.2024</b> till 03:30 PM
8.	Date, time, and venue of opening of Technical Proposals received in response to the Tender notice	<b>06.05.2024</b> till 04:00 PM Conference Hall, 1 <sup>st</sup> Floor, Capital Region Urban Transport, Plot no-548/1452, Patia, Kalarahanga, Bhubaneswar, Odisha 751024
9.	Submission of Bid	1 <sup>st</sup> Floor, Capital Region Urban Transport, Plot no-548/1452, Patia, Kalarahanga, Bhubaneswar, Odisha 751024
10.	Language	Proposals should be submitted in English only.

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Sr. No	Information	Details
11.	Bid validity	Proposals must remain valid up to 120 days (One hundred eighty days) from the last date of submission of the Bid.
12.	Contact Person	Shri. Sanjay Kumar Biswal, IAS General Manager (Operations and Maintenance) Capital Region Urban Transport Email: crutbbsr@gmail.com

## 1. Introduction

### 1.1. About Capital Region Urban Transport, Odisha

Capital Region Urban Transport (CRUT) is a public transit agency committed to providing sustainable mobility options to the residents and visitors of Bhubaneswar, Cuttack, Khordha, Pipili, Puri, Konark and Rourkela.

Initially known as Bhubaneswar Puri Transport Services Limited (BPTSL), CRUT was established in 2018 to manage and operate bus services on intra-city and inter-city routes. Over the years, it has evolved into a more comprehensive public transportation system with the launch of its new initiatives.

One of the major initiatives is the Mo Bus, launched on 6th November 2018. The buses are designed to provide comfortable rides to passengers with modern amenities. Mo Bus operates on several intracity and intercity routes in the urban areas of the Capital Region and Sundargarh district of Odisha. Over the years, CRUT expanded its Mo Bus services to make public transport accessible to all.

In addition, CRUT launched its e-rickshaw service under the brand name of Mo E-Ride that provides first and last-mile connectivity by acting as feeder service to Mo Bus in different parts of Bhubaneswar.

With these initiatives, CRUT is redefining "The Way We Move" and "Ride with Pride" by integrating multimodal alternatives for residents and visitors. CRUT's team of experts, representing transportation planning, technology, operations, and communications are working together to provide excellence in public transit service and strive to continuously improve Odisha's city transportation system.

### 1.2. Project Background

Capital Region Urban Transport invites proposals from qualified professional agencies experienced in event management, brand activation, printing, and allied services. The selected agencies will be empanelled to provide comprehensive support for various initiatives and projects aimed at enhancing urban transport services within the capital region. The RFP seeks proposals outlining expertise, capabilities, and strategies for delivering high-quality services aligned with the organization's objectives. Empanelled agencies will collaborate closely with Capital Region Urban Transport to execute events, activations, and printing projects efficiently, ensuring effective communication and brand representation. Interested agencies are encouraged to submit detailed proposals demonstrating their proficiency in delivering innovative solutions tailored to the unique requirements of urban transport initiatives.

## 2. Bid Submission Instructions

### 2.1. Submission, Sealing, and Marking of Proposals

- i. The agency shall submit a signed and complete Proposal comprising the documents and forms in accordance with tender requirements. The Proposal shall be submitted in physical form (hard copy) and will be hand delivered or sent by registered post, speed post or courier in the manner and to the address specified in the Data Sheet. The CRUT will not be responsible for any delays, loss, or non-receipt of Proposals.
- ii. Proposals submitted by fax, telegram or e-mail shall be rejected.
- iii. An authorized representative of the bidder shall sign the submission letters in the required format for the Qualification Documents, Technical Proposal and the Financial Proposal and shall initial all pages as required. The authorization shall be in the form of a written power of attorney attached to the Proposal.

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- iv. Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.
- v. The signed Proposal shall be marked "Original", and its copies marked "Copy"1 as appropriate. The number of copies required to be submitted is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.
- vi. The Proposal will comprise a sealed envelope which will be placed in a sealed outer envelope as follows:
  - a) The first envelope (Envelope A) will contain the Qualification Documents in original and such number of copies as specified in the Data Sheet and be marked as follows:

**"Request for Proposal (RFP) for empanelment of Professional Agencies for Event Management, Brand Activation, Printing, and other allied services for Capital Region Urban Transport.– Pre-QUALIFICATION DOCUMENTS"**
  - b) The sealed envelopes containing the Qualification Documents, Technical Proposal and shall be placed into one outer envelope and sealed. This outer envelope shall bear the name and address of the Bidder and the RFP reference number and be marked as follows:

**"Request for Proposal (RFP) for empanelment of Professional Agencies for Event Management, Brand Activation, Printing, and other allied services for Capital Region Urban Transport.– BID DOCUMENTS"**
  - c) If the envelopes are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

## 2.2. Preparation of Proposals

- i. The bidder shall prepare the bid based on details provided in the tender documents. It must be clearly understood that the quantities, specifications, and diagrams that are included in the tender document are intended to give the bidder an idea about the scope and magnitude of the work and are not in any way exhaustive and guaranteed by Capital Region Urban Transport, Odisha.
- ii. The bidder shall carry out the sizing of the solution based on internal assessment and analysis, which may include the use of modelling techniques wherever necessary.
- iii. The bidder must propose a solution to meet the requirements of the Managing Director, Capital Region Urban Transport. If, during the sizing of the solution, any upward revisions of the specifications and/or quantity as given in this tender document, are required to be made to meet the conceptual design and/or requirements of tender, all such changes shall be included in the technical proposal and their commercial impact, thereof, shall be included in the commercial bid.
- iv. If, during the sizing of the solution, any additional product that is not listed in the tender document is required to be included to meet the conceptual design, performance requirements and other requirements of tender, all such product(s) should be included by the bidder in the technical proposal and their commercial impact, thereof, included in the commercial bid.
- v. Capital Region Urban Transport, Odisha will in no case be responsible or liable for any costs associated with the design/sizing of the proposed solution, regardless of the conduct or outcome of the Tendering process.
- vi. If at any stage during the currency of the contract, the solution proposed does not meet the functional requirements, conceptual design, performance requirements/SLA, and other requirements of tender, the bidder shall revise the required specifications and/or quantities as proposed by the bidder in their bid to meet the said objectives/targets. All such provisions shall be made by the bidder within the lump sum contract price, at no extra cost and without any impact to Managing Director, Capital Region Urban Transport whatsoever.



### 2.3. Bidders Authorization

- i. The "Bidders" as used in the tender documents shall mean the one who has signed the tender Forms. The Bidders may be either the Principal Officer or his duly Authorized Representative, in either case, he/she shall submit a power of attorney. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall be furnished, and signed by the representative and the principal.
- ii. The authorization shall be indicated by written power-of-attorney accompanying the bid in the name of the signatory of the Proposal.
- iii. Any change in the Principal Officer shall be intimated to Managing Director, Capital Region Urban Transport in advance.

### 2.4. Address for Correspondence

The Bidders shall designate the official mailing and e-mail address to which all correspondence shall be sent.

### 2.5. Local Conditions

- i. It will be incumbent upon each Bidder to fully acquaint itself with the local conditions and other relevant factors such as legal conditions which would have any effect on the preparation of the bid and performance of the contract and / or the cost. Capital Region Urban Transport, Odisha shall not entertain any request for clarification from the Bidders regarding such conditions.
- ii. Failure to obtain the information necessary for preparing the bid and/or failure to perform activities that may be necessary for the providing services before entering contract shall in no way relieve the successful Bidders from performing any work in accordance with the tender documents.
- iii. Neither any change in the time schedule of the contract nor any financial adjustments to the contract awarded under the bidding documents shall be permitted by the Capital Region Urban Transport, Odisha on account of failure of the Bidders to apprise themselves of local laws and prevailing conditions.

### 2.6. Site Visits by Bidder

The Bidder at its own cost may visit and examine site, at a time to be agreed with Capital Region Urban Transport, Odisha (and obtain for himself on his own responsibility all information that may be necessary for preparing the Bid document). The visit may not be used to raise questions or seek clarification; such matters must be submitted in writing.

### 2.7. Language

The proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidders. For purposes of interpretation of the documents, the English translation shall govern.

### 2.8. Bid validity period.

Bid shall remain valid for the time mentioned in the Proposal Data Sheet. Bid validity may be extended by the bidder by submitting a letter to Capital Region Urban Transport, Odisha in writing on receipt of request from Capital Region Urban Transport, Odisha.

## 2.9. Only one proposal

If a Bidder submits or participates in more than one Proposal and / or presents more than one, such a Bidder shall be disqualified.

## 2.10. Additional Conditions

- i. No oral conversations or agreements with any official or employee of Capital Region Urban Transport, Odisha shall affect or modify any terms of this tender and any alleged oral agreement or arrangement made by a bidder with any agency, official or employee of Capital Region Urban Transport, Odisha shall be superseded by the definitive agreement that results from this tender process. Oral communications by Capital Region Urban Transport, Odisha to bidders shall not be considered binding nor shall any written materials have provided by any person other than Capital Region Urban Transport, Odisha.
- ii. Neither the bidder nor any of bidder's representatives shall have any claims whatsoever against Capital Region Urban Transport, Odisha or any of its employees arising out of or relating to this tender or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- iii. All proposals and accompanying documentation of the technical proposal will become the property of Capital Region Urban Transport, Odisha and will not be returned after opening of the technical proposals.
- iv. The Bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means, and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it.

## 2.11. Right to Terminate the Process

- i. Capital Region Urban Transport, Odisha may terminate the tender process at any time and without assigning any reason. Capital Region Urban Transport, Odisha makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- ii. This tender does not constitute an offer by Capital Region Urban Transport, Odisha. The bidder's participation in this process may result in Capital Region Urban Transport, Odisha selecting the bidders to engage towards execution of the contract.

## 2.12. Compliant proposals/Completeness of response

- i. Bidders are advised to study all instructions, forms, terms, requirements, and other information in the tender documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- ii. Failure to comply with the requirements of this paragraph may render the proposal non-compliant and the proposal may be rejected. Bidders must:
  - a) Include all documentation specified in this tender.
  - b) Follow the format of this tender and respond to each element in the order as set out in this tender.
  - c) Comply with all requirements as set out within this tender.
- iii. Bidder should not propose multiple options for any system software or other infrastructure proposed as part of the bid.
- iv. For all the components, wherever applicable, bidder needs to provide the data sheets of the product.

## 2.13. Deviations and Exclusions

Bids shall be submitted strictly in accordance with the requirements and terms & conditions of the tender. No Deviations and Exclusions to the tender are allowed. In the absence of any specific provision in the agreement on any issue, decision by Capital Region Urban Transport, Odisha shall be final.

## 2.14. Modification and Withdrawal of Bids

- i. No bid shall be altered / modified after submission to the Capital Region Urban Transport, Odisha. Unsolicited correspondences in this regard from Bidders shall not be considered.
- ii. No bid shall be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidders in the Bid.
- iii. Withdrawal of a bid during this interval shall result in the Bidders forfeiture of its EMD.

## 2.15. Late Bids

- i. Bids received in hard copy after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.
- ii. The bids submitted by telex/telegram/fax/e-mail, or any other mode shall not be considered. No correspondence will be entertained on this matter.
- iii. Capital Region Urban Transport, Odisha reserves the right to modify and amend any of the above-stipulated conditions/criteria depending upon project priorities vis-à-vis urgent commitments.

# 3. Bid Opening and Evaluation Process

## 3.1. Opening of Bids

- i. The bids that are submitted successfully shall be opened as per date and time given in Proposal Data Sheet, as per the procedure only in the presence of bidders or their respective duly authorized representatives.
- ii. Total transparency will be observed and ensured while opening the Proposals/Bids.
- iii. Capital Region Urban Transport, Odisha reserves the right to postpone or cancel the Bid opening schedules.
- iv. Bid opening will be conducted in two stages,
  - a) In the first stage, Pre-qualification Proposals would be opened. The EMD of the Bidders will be opened on the same day and time, on which the Pre-qualification Proposal is opened.
  - b) Technical Proposals of Bidders who fulfil the Pre-qualification criteria will be opened.
  - c) In the event of the specified date of Bid opening being declared as Government holiday, the bids shall be opened at the same time and location on the next working day. In addition to that, if the representative(s) of any Bidder remain(s) absent, Capital Region Urban Transport, Odisha will continue the process and open the bids of the all the other Bidders, whose representatives are present.

## 3.2. Pre-Qualification

The bidders shall be evaluated based on the Pre-Qualification criteria mentioned below. The bidders should fulfil all the following eligibility criteria, as per details mentioned below. Bidders who fulfil all the

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Eligibility criteria, will be considered for further Technical Evaluation. The proposal failing to meet all the below pre-qualification eligibility criteria shall be disqualified and shall not be considered for technical evaluation process. Decision of Authority shall be final in this matter and would be binding upon the bidder.

PQ #	Qualification Requirements	Documents to be submitted
PQ 1	<p>The bidder should be.</p> <p>"A Company registered in India under the Companies Act 1956 or 2013 since last 5 years."</p> <p style="text-align: center;"><b>OR</b></p> <p>"A Partnership firm registered under Partnership Act, 1932 &amp; LLP as per LLP Act 2008 in India since last 5 years."</p> <p style="text-align: center;"><b>OR</b></p> <p>"A Micro, Small &amp; Medium Enterprises (MSMEs) registered with District Industries Centre, or any other bodies specified by Ministry of Micro, Small &amp; Medium Enterprises, in India."</p>	<ul style="list-style-type: none"> <li>▪ Certificate of Incorporation/ LLP Incorporation Certificate.</li> <li>▪ Copy of the list of properly constituted management/ governing body of the Organization</li> <li>▪ Articles of Association &amp; Memorandum of Association</li> <li>▪ A partnership deed duly registered under the Partnership Act</li> <li>▪ MSME/NSIC/SSI/DIC or equivalent certificates, List of machinery, production capacity and other related documents of the manufacturer</li> <li>▪ Trade License/GST Certificate</li> </ul> <p style="text-align: center;">(As applicable)</p>
PQ 2	<p>The bidder should have an average annual turnover of a minimum of INR 50 Lakhs for the last three financial years.</p>	<p>Audited Balance sheet and Profit &amp; Loss account statement of the Bidder for each of the last 3 audited financial years (FY 2020-2021, FY 2021-2022, FY 2022-2023)</p> <p>Average annual turnover certificate for last 3 financial years should be duly certify by the Statutory Auditor/Chartered Accountant</p>
PQ-3	<p>The bidder shall have positive net worth as on 31st March 2023.</p>	<p>The net worth certificate should be duly certified by statutory auditor /Chartered Accountant</p>
PQ-4	<p>The bidder should have experience of Event Management/ Film Making/ Videography activities with any Government Organization /Department/ PSU/ULB.</p>	<p>Work Order/Purchase Order shall be provided as supporting document for each project.</p>

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PQ #	Qualification Requirements	Documents to be submitted
PQ-5	The bidder is not debarred/blacklisted/banned/ not being under declaration of ineligibility for corrupt or fraudulent practices by any Government / PSU in India as on date of submission of the Bid.	A self-certified letter signed by the Authorized Signatory of the Bidder as per Annexure
PQ-6	The bidder should have GST registration certificate as on last date of submission.	GST registration certificate
PQ-7	Power of Attorney to be on non-judicial stamp paper of appropriate value as per Stamp Act, relevant to place of execution.	Power of Attorney signed by the respective Managing Director or Board resolution and authorization letters of Board of Directors of the Companies.

### 3.3. Technical Qualifications

PQ #	Qualification Requirements	Documents to be submitted	Marks
TQ 1	<p><b>Financial Capacity of the Bidder</b></p> <p>The Average Annual Turnover/Revenue of the Bidder from last three financial years ending 31 March 2021; shall be minimum Rs. 10.00 Lakhs</p> <ul style="list-style-type: none"> <li>• INR. 50.00 Lakh. – 5 Mark</li> <li>• &gt;INR 50.00 Lakh and &lt;= INR 75.00 Lakh. – 7 Marks</li> <li>• &gt;INR 75.00 Lakh. and above – 10 Marks</li> </ul>	Audited financial statements (Profit and Loss and Balance Sheet) should be submitted as supporting.	<b>10 Marks</b>
TQ 2	<p><b>Odisha Experience of Event Management</b></p> <p>The bidder should have experience of large Event Management with Govt. Department/ Organization in Odisha in last 3 years.</p> <p>Each project shall carry: <b>5 Marks. (Maximum 5 projects)</b></p>	Work Order/Purchase Order/Contract agreement shall be provided as supporting document for each project.	<b>25 Marks</b>
TQ-3	<p><b>Experience of PR/ Media and Similar Assignment</b></p> <p>The bidder should have experience of Public Relation/ Media Management/ Photography/ Film Making with Government/Semi-Government/ organizations in India.</p> <ul style="list-style-type: none"> <li>• Each Project shall carry 5 Marks</li> </ul>	Work Order/Purchase Order/Contract agreement shall be provided as supporting document for each project.	<b>15 Marks</b>

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PQ #	Qualification Requirements	Documents to be submitted	Marks
	(Maximum 15 Marks)		
TQ-4	<p><b>Experience of PR/ Media/ Event Management Assignment in Transport domain</b></p> <p>The bidder should have experience of Public Relation/ Media Management/ Printing/Event Management in Transport sector with Government/Semi- Government/ organizations in India.</p> <ul style="list-style-type: none"> <li>Each Project shall carry 5 Marks (Maximum 15 Marks)</li> </ul>	Work Order/Purchase Order/Contract agreement shall be provided as supporting document for each project.	<b>10 Marks</b>
TQ-5	<p><b>Approach and Methodology</b></p> <p>A. Understanding Scope of Assignment: <b>10 Marks</b></p> <p>B. Quality of methodology, equipment proposed: <b>20 Marks.</b></p> <p>C. Best Practices case Study: <b>10 Marks</b></p>	Technical Presentation	<b>40 Marks</b>

Note:

- The documents required as proof for technical marking must be submitted as client citations or work orders, or letter of declaration signed by the client or Contracting Agency.
- Bidder should give presentation (approx. duration of 30 Minutes) with respect to above technical evaluation criteria after opening of the Technical Bid.
- The tender evaluation committee reserves right to visit bidder's customers where such similar project execution has taken place.
- The Bidder must achieve a min of 70 marks for further consideration.

### 3.4. Shortlisting Process:

Scores obtained by agencies against above criteria shall be prepared from the highest score to the lowest; and all those technically qualified shall be declared eligible for empanelment provided they have scored not less than the minimum qualifying mark.

### 3.5. Selection Process for individual event/ assignment

The empaneled agencies through RFQ shall be requested to submit Technical and Financial proposals for the event/ assignment. It shall include the set of creatives (as stated in the scope of work), media plan, activities, list of promotional channels/platforms, events activity timelines, broadcast schedules, etc.

The Technical and Financial evaluation; and final selection of the agency shall be as per terms and conditions given in the respective RFQ and as per directions issued thereupon.

Please note that there shall not be any reimbursement of preparatory cost for proposals including creative artwork.

### 3.6. Period of empanelment

The period of empanelment shall be for (02) two years from the date of signing of contract, which may be extended at the discretion of Capital Region Urban Transport, Odisha on same Terms & Conditions for maximum of further one year subject to satisfactory performance to be reviewed periodically.

### 3.7. Additional Terms & Conditions of empanelment

- a) Empanelment does not in any way guarantee the allocation of work or any minimum business/assignment.
- b) Capital Region Urban Transport, Odisha will issue tenders/RFQ (limited bids) to successfully empaneled agencies inviting rates for assignments as proposed in this tender document, financial resources available & performance of empaneled agencies. The cost of any production of content & execution of any activity as included in the scope of work in this tender document to be done by the respective empaneled agency will be as per rates or the best available commercial rates as per agreement with Capital Region Urban Transport, Odisha.
- c) No charges will be paid for creative to the agency during the process of finalizing the assignment. Translation of the Advertisement matter wherever required, will be done by the Agency free of cost and the Agency will be responsible for the same.
- d) Capital Region Urban Transport, Odisha will have the right to drop any agency from the empaneled list without assigning any reason whatsoever. Capital Region Urban Transport, Odisha also reserves the right to modify the term and conditions for empaneled agencies.
- e) The empaneled advertising agency is expected to maintain a high level of professional ethics and will not act in any manner, which is detrimental to Capital Region Urban Transport, Odisha. Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication. Capital Region Urban Transport, Odisha reserves the right to impose penalty in case of any violation of the above.
- f) The agency is liable to execute all kinds of assignments as outlined in the Scope of Work of this tender document.
- g) For the Press campaign selection of artwork, any work, Capital Region Urban Transport, Odisha will invite creative/concept from all empaneled agencies and order will be given to the agency whose design/concept is approved. Selection of artwork will be entirely on Capital Region Urban Transport, Odisha discretion and Capital Region Urban Transport, Odisha will not pay charges for submission of artwork.
- h) Artwork/Commercial once selected will be the property of Capital Region Urban Transport, Odisha and it can be repeatedly used in different media like print, outdoor, electronic, Internet, Social Networking Sites etc. without seeking permission from concerned empaneled agencies or paying any commission. Agency has to provide original soft copy (open file with fonts) of the Artwork to Capital Region Urban Transport, Odisha. The agency can't use the concept, artwork, picture, film and jingle for other clients once Capital Region Urban Transport, Odisha selects it.
- i) The representative (s) of the Agency will collect the matter personally from Capital Region Urban Transport, Odisha and the Agency will arrange to get it published/aired/mounted in the desired media, on desired dates and on the defined page (s)/time band. The artwork/concept submitted

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after the stipulated timeline will not be entertained for further selection.

- j) If the Advertisement is misprinted or published/aired/mounted differently from the approved one, the Agency will publish corrigendum/correct Advertisement according to work order etc., thereof at their own cost at the earliest (within a week).
- k) The agency/firm must submit their bill/invoices (inclusive of required deliverables/certificates) within 30 days from completion of the work/assignment, however, at the end of financial year the timeline shall be decided according to nature of assignment. Capital Region Urban Transport, Odisha shall make payment within 40 days after receipt of the final bill, duly supported by all the newspaper clippings (in original), vouchers and publication bills in original.
- l) Capital Region Urban Transport, Odisha reserves the right to make necessary modifications to the selected artwork, concept, film etc and the concerned advertising agency will be required to carry out the modifications suggested in the artwork.
- m) Empaneled Agencies shall ensure that they have the copyrights of photographs/designs etc., that they use and Capital Region Urban Transport, Odisha shall not be responsible for any copyright violation.
- n) Charges for specific activities like production of films, audio-visual material designing of Brochures and Public Relations activities, event management, etc, will be considered on a case-to-case basis which will be decided with prior approval.
- o) Capital Region Urban Transport, Odisha also reserves the right to employ any outside agency for carrying out big ticket campaigns/brand building exercise/PR activities etc.
- p) Capital Region Urban Transport, Odisha may not assign any such task which falls under the category of sole right media agencies.
- q) Capital Region Urban Transport, Odisha shall have the discretion to give work to any other empaneled agency and it will have no right or claim for awarding the job. Capital Region Urban Transport, Odisha may assign the Work to the Agency after comparing the aspects of Price, Quality and Experience.
- r) The agency will be required to provide services in Odisha, for which a well-equipped office should be made functional to fulfill the requirements of the department.
- s) The performance of the empaneled agency shall be regularly reviewed on the key parameters of creativity, initiative, competency, and response time. In the event that any agency fails to meet the requirements, Capital Region Urban Transport, Odisha shall be constrained to terminate the empanelment.
- t) Empaneled Agency will not be allowed to engage any other sub agency or transfer the empanelment to any other agency.
- u) Capital Region Urban Transport, Odisha being a service organization, many of the requirements could be of emergency nature. The empaneled agencies will have to respond to such demands at short Notice despite holidays/beyond office hours.
- v) It is to be clearly understood by the parties that no financial liability of any type is created on Capital Region Urban Transport, Odisha by issuance of a letter of empanelment.



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- w) Capital Region Urban Transport, Odisha will reserve the right to exclude any empaneled agency from the empaneled list at any time by giving one month notice at its own discretion without assigning any reasons. However, if at any stage, it is found that any details/information provided by the empaneled agency to Capital Region Urban Transport, Odisha is incorrect; the respective agency's services will be rejected / discarded forthwith without any prior notice.
- x) All the final documents, video file etc.

### 3.8. Negotiations

Negotiations, if needed, from agencies once empaneled for executing the tasks/projects as desired by Capital Region Urban Transport, Odisha at per tenders issued at later dates during the tenure of this contract.

### 3.9. Conflict of Interest

In the event of a conflict of interest, the Bidder is required to obtain confirmation of 'no objection' from the Capital Region Urban Transport, Odisha to bid.

### 3.10. Conflict of interest exists in the event of:

- i. The supply of services, equipment or works whose specifications were prepared by the Bidder (individuals and organization's);
- ii. Conflicting assignments, typically monitoring and evaluation / environmental assessment by the implementation Bidder:
- iii. Bidders, suppliers, or contractors who are filling, or whose personnel or relatives are filling a post with Capital Region Urban Transport, Odisha e.g. advisory role, team leader.
- iv. Bidders, suppliers, or contractors (individuals and organization's) who have business or family relation with a Capital Region Urban Transport, Odisha staff member directly or indirectly involved in the preparation of the ToR, specifications, related recruitment or supervision, and Practices prohibited under the anticorruption policy of the Government of India,

### 3.11. Disclosure

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.

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.

Bidder's must disclose if they or any of their sub-Bidders have been convicted of, or are the subject of any proceedings relating to:

A criminal offence or other serious offence involving the activities of a criminal organization, 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, with Capital Region Urban Transport, Odisha, any other donor of development funding, or any contracting authority; Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes, etc.

### 3.12. Anticorruption

A recommendation for award of Contract will 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 Capital Region Urban Transport, Odisha will declare the Bidder and/or members ineligible, either indefinitely or for a stated period of time, from participation in Capital Region Urban Transport, Odisha -financed activities, and Bidders will be blacklisted by the Capital Region Urban Transport, Odisha .

## 4. General Conditions of Contract

### 4.1. General Guidelines

- a) The system of recording, measurements and payments will be based on the CRUT, Odisha in vogue.
- b) It is presumed that the Service Provider has carefully studied standard, specification of the individual items and all condition before estimated rates are quoted by him.
- c) Special provisions in the detailed specifications or wording of any item shall give precedence over the corresponding contract provisions, if any. In case of any contradictions in the specifications, the interpretation and decision of the IT in-charge shall be final and binding.
- d) If the Service Provider has any doubts, whatsoever, as to the contents of the contract he is deemed to have in good time i.e. before submitting his tender, get his doubts clarified authoritatively from the Contact Person in writing. Once the tender is submitted by Service Provider, the matter will be decided according to the tender stipulations.

### 4.2. Trademarks

Neither Party may use the trademarks of the other Party without the prior written consent of the other Party.

### 4.3. Audit, Access, and Reporting

This section details the audit, access and reporting rights of Employer and the respective obligations of Service Provider under the contractual terms of Project Implementation, Operation and SLA Management.

### 4.4. Indemnity

The Service Provider shall indemnify the Capital Region Urban Transport, Odisha against the all actions, suits, claims, damages and demands brought or made against him in respect of anything done or omitted to be done by the Service Provider in the execution of or in the connection with the work of this Contract and against loss or damage to the CRUT, Odisha in consequences of any action

or suit being brought against the contractor anything done or omitted to be done in execution of the work of this contract.

#### 4.5. Jurisdiction of Courts

In case of any claim, dispute or difference rising in respect of the contract, the case of action there of shall be deemed to have arisen in Cuttack and all legal proceedings in respect of any such claim, dispute or difference shall be instituted in competent court in Odisha.

#### 4.6. Governing law and Jurisdiction

Disputes subject to the exclusive jurisdiction of the competent courts of Cuttack, India as per procurement guidelines.

#### 4.7. Assignment

The Service Provider shall not assign, in whole or in part, their rights and obligations under this Contract to any third party, except with prior written consent of the other party."

#### 4.8. Force Majeure

- a) Force Majeure shall not include any events caused due to acts/omissions of such Party or result from a breach/contravention of any of the terms of the Contract, Bid and/or the Tender. It shall also not include any default on the part of a Party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract.
- b) The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably been foreseen, or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. The Employer will make the payments due for Services rendered till the occurrence of official order. However, any failure or lapse on the part of the Service Provider's Team in performing any obligation as is necessary and proper, to negate the damage due to projected Force Majeure events or to mitigate the damage that may be caused due to the abovementioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.
- c) In case of a Force Majeure, all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.
- d) The Service Provider shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure.
- e) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the Service Provider's fault or negligence and not foreseeable.
- f) Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, acts of terrorism, either in fires, floods, strikes, lock-outs and freight embargoes.

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- g) If a Force Majeure situation arises, the Service Provider shall promptly notify the CRUT, Odisha in writing of such conditions and the cause thereof within twenty calendar days.
- h) Unless otherwise directed by the CRUT, Odisha, the Service Provider shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay.
- i) If the duration of delay continues beyond a period of three months, the Service Provider shall hold consultations with each other in an endeavour to find a solution to the problem. Notwithstanding above, the decision of the CRUT, Odisha, shall be final and binding on the Service Provider.

## 5. Scope of Work

In order to take forward Capital Region Urban Transport, Odisha projects/events with new focus, the Capital Region Urban Transport, Odisha would like to utilize the services of an Agency by empaneling them for event management, Printing of collaterals, content TVs, promotional material, Photos and videography activities. The agencies will provide professional services including Strategic as well as Tactical Media Planning Strategy and Formulation, including strategies for event management, digital media, electronic media, print media, outdoor media, content creation, networking, management, etc as under the direction of Capital Region Urban Transport, Odisha on case-to-case basis.

### 5.1. Broad Tasks:

- i. Manage events as per directions of Capital Region Urban Transport, Odisha
- ii. End-to-end video shooting of the events or other activities as per requirement
- iii. Executing Brand Activations on ground
- iv. Identify best channels to promote the events and projects of Capital Region Urban Transport, Odisha.
- v. Publish content on different media channels under the guidance of Capital Region Urban Transport, Odisha.
- vi. Print Ad Release, TV Ad release, Outdoor Campaign Execution
- vii. Provide Manpower

An indicative scope of work is mentioned below, and it should be deliverable by the empaneled agency in its entirety, however the list is not exhaustive and additional task may be given as per the direction of Capital Region Urban Transport, Odisha and is on case-to-case basis.

1. Photography/Videos Shoots
2. Camera, Lens & other equipment's
3. Printing of Collaterals
4. Flex Branding
5. Event Management
6. Provide Manpower (Event Manager, Crew, Support Staff and other)
7. Additional Activities
8. Audio Recording, Voice Over, Dubbing, Sound Designing
9. Video editing, VFX, SFX

## 5.2. Photography/Videos Shoots

- ❖ Staged photos of panellists together prior to event breakout/discussion/Q&A session.
- ❖ Candid photos of breakout/CLE sessions
- ❖ Staged and candid group shots of attendees throughout the Event.
- ❖ Staged and candid photos of sponsors around the conference and exhibit space.
- ❖ Photos of the crowd and overall group in the Event.
- ❖ Photos of the venue and exhibit hall setup.
- ❖ Photos of the various programs and event collateral.
- ❖ Staged photos of Award winners.
- ❖ Staged and candid photos of presenters.
- ❖ Event montage video and/or Event wrap up montage video.
- ❖ Interview videos of selected attendees

## 5.3. Event Management

Events Planning: The agency shall be responsible for creative conceptualizing, planning, budgeting and execution for the events (which may include but not limited to activities such as seminars, conferences, rallies, drives, road shows, street plays, thematic / cultural programs / knowledge sharing events, competitions, awards, etc.) to be taken up by the authority and as listed below:

- ❖ Coordination with respective Agencies of the State government (s) and Government of India
- ❖ Hospitality management
- ❖ End-to-End logistics management (including commuting to venue & back, Airport/Road/Railway station transfers, event catering - food & beverage arrangements at the venue, to & fro movement of equipment/machinery, tools, foods, consumables for events, etc.)
- ❖ Venue management (Infrastructure Arrangement - for VIPs, Visitors, 24 hrs Security Services, adequate lighting, flooring/carpet, fire safety, water inlet & outlet, compressed air, waste disposal & recycling, etc.)
- ❖ Propose colour theme for events.
- ❖ Background designs for the Stage, printing and fixing the same as required by CRUT.
- ❖ Food Supply (As per instructions of CRUT)

## 5.4. Promotion & Media management for Events:

The agency shall promote the named events that are happening in the state and shall also promote the newly identified events that are taken up by Capital Region Urban Transport, Odisha. The agency shall also assist the media management during events which includes photographs, narratives, etc.

- Promotional Videos: Video Films - in Odia, Hindi and English for any event as decided by Capital Region Urban Transport, Odisha (Video length 1 to 3 minutes)
- Teaser films (Video length 30 to 60 seconds)
- State Pitch Video (Video length 8 to 15 minutes)
- Scheme/sectoral Films on focus schemes/sectors (Video length 4 to 8 minutes)
- Design & development of TV Advertisements
- Design & development of Newspaper Advertisements in regional and national media.
- Design & Development of outdoor advertisements such as hoarding/Banners & Standees Souvenirs
- Preparation of video clip summarizing the event
- Brochures/Flyers/Booklet designing and printing for the knowledge partner as per the requirement.

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- Coverage of the events: The agency shall manage the tracking and submission of online, print & electronic coverage of the events.
- Printing of creative for various events. However, printing of flyers, posters, banners, hoardings, flex etc. for the events shall be undertaken.

### 5.5. Printing of Collaterals

- Designing and distributions of invitations.
- Printing of invitation, conference note pads, information booklets, telephone directories, etc., including digital printing, electrostatic printing, embossing, letter press, offset lithography, and screen printing.
- Printing of lapels, identity cards / badges, mini booklets for programs, files / folder covers, letter heads, delegates' bags /folders, etc., access badges with RFID/QR codes /other as per the guidance of Capital Region Urban Transport, Odisha.
- Preparation of documents from information generated before, during and after the
- Creating backdrops and signages at the conference venue, airports, various points in the state, flags, welcome arches on approach roads. The agency shall develop good quality graphic content for the signages.
- Undertake correspondence and allied communication services.
- The agency may be asked to take up and provide services on tasks of campaigns and promotions under the guidance of Capital Region Urban Transport, Odisha such as creating media kit, event kit, multimedia presentations, conference labelled pen drives, event brochures, scheme brochures etc. on case-to-case basis.

### 5.6. Manpower for the Event.

The agency shall ensure enough manpower deployment as per requirement of event but not limited to 2 event manager, 2 Photographer, 2 Videographer, 10 Crew Members and other support staffs or as per requirement. The manpower numbers may increase or decrease as per the requirement by Authority. Also, other manpower may be asked as and when required.

### 5.7. Additional Activities

- The Agency will regularly interact and network with the media houses for work, which at times may be at very short notice.
- For any activity relating to the Media Planning, Media Strategy, Promotion, Advertising,
- It may be noted that the cost of preparing the basic concept and creative/artwork is not reimbursable by Capital Region Urban Transport, Odisha and is for selection purpose only.
- 'The cost of any production of content &/execution of any activity as included in the scope of work in this tender document will be as per rates or the best available commercial rates as per agreement with Capital Region Urban Transport, Odisha .
- The agencies are required to provide professional, objective, and impartial service and always hold the CRUT's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- The agencies have an obligation to disclose any situation of actual or potential conflict that impacts or may impact their capacity to serve the best interest of Capital Region Urban Transport, Odisha ., or that may be reasonably perceived as having this effect.
- All the design shall be submitted to Capital Region Urban Transport, Odisha both in editable soft copy and hardcopies.

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## Annexure A: Covering Letter

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To,

Managing Director  
Capital Region Urban Transport  
Plot no-548/1452, Patia, Kalarahanga, Bhubaneswar, Odisha 751024  
Phone: 0674-3501580  
Email: crutbbsr@gmail.com  
Website: <https://capitalregiontransport.in/>

Subject: Request for Proposal (RFP) for empanelment of Professional Agencies for Event Management, Brand Activation, Printing, and other allied services for Capital Region Urban Transport

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Request for Proposal No. Dated: I hereby submit the proposal which includes this technical proposal. Our proposal will be valid for acceptance up to 120 Days from the date of submission of the bid 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 the disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate based on 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 Request for Proposal (RFP) 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 precontract costs. In case any provisions of this RFP/ToR including our technical proposal is found to be deviated, then your department shall have rights to reject our proposal including for feature of the Earnest Money Deposit absolutely. 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 receive. I remain, Yours

faithfully,

Authorized Signatory with Date and Seal:

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

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

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## Annexure B: Bidders Details

Bidder's Organization (General Detail)

Sl. No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel: Fax: Email id:	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No.: Email id:	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year.:	
5	<b>Bid Document Fee Details</b> Amount: Reference No.: Date: Name of the Bank:	
6	<b>EMD Details</b> Amount Reference No.: Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
90	Willing to carry out assignments as per the scope of work of the RFP	<b>YES</b>
11	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:** \_\_\_\_\_



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## Annexure C: Financial Turnover Capacity of Bidder

### Bidder Organization (Financial Details)

<b>Financial Information in INR</b>				
<b>D</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Average</b>
<b>Annual Turnover/ Revenue (in Lakhs)</b>				
<b><i>Supporting Documents:</i></b>  CA Certificate and Audited Financial Statements (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)				

\_\_\_\_\_

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

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

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## Annexure D: Format for Power of Attorney

### (On Bidder's Letter Head)

I, \_\_\_\_\_, the \_\_\_\_\_ (Designation) of (Name of the Organization) in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organization>, <Designation of the person> of the company acting for and on behalf of the company under the authority conferred by the <Notification / Authority order no.> Dated <date of reference> has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favor authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney: Address of

the Bidder

## Annexure E: Affidavit

(To be furnished on the non-judicial stamp paper of appropriate value and duly notarized)

Name of Work: Request for Proposal (RFP) for empanelment of Professional Agencies for Event Management, Brand Activation, Printing, and other allied services for Capital Region Urban Transport

I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct. I also understand in case of wrongful/false information, corporation is entitled to take any civil & criminal punitive action against me/us.

- The undersigned also hereby certifies that neither our firm M/s[•] nor any of its constituent partners have abandoned any work in India nor any contract awarded to us has been rescinded during last three years, prior to the date of this bid,
- The undersigned hereby authorize(s) and request(s) any bank, person, authorities, government or public limited institutions, firm or a corporation to furnish pertinent information deemed necessary and requested by the Capital Region Urban Transport, Odisha to verify our statement or our competence and general reputation etc.
- The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Capital Region Urban Transport, Odisha .
- The Capital Region Urban Transport, Odisha and its authorized representatives are hereby authorized to conduct any inquiries or investigation to verify the statements, documents, and information permitted in connection with this bid and to seek clarification from our bankers and clients regarding any financial and technical aspects. The Affidavit will also serve as authorization to any individual or authorized representative to any institute referred to in the supporting information, to provide such information deemed necessary and requested by representative of State Transport Authority, Odisha to verify statements and information provided in the Tender or with regard to the resources, experiences and competence of the Bidder.

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Signed by the Authorized

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signatory Title of the

Office

---

Name of the firm Date

## Annexure F: Non-Blacklisting Declaration

To,

Managing Director  
Capital Region Urban Transport  
Plot no-548/1452, Patia, Kalarahanga, Bhubaneswar, Odisha 751024  
Phone: 0674-3501580  
Email: crutbbsr@gmail.com  
Website: <https://capitalregiontransport.in/>

Sub: Request for Proposal (RFP) Request for Proposal (RFP) for empanelment of Professional Agencies for Event Management, Brand Activation, Printing, and other allied services for Capital Region Urban Transport.

Ref. No.: Tender No. \_\_\_\_\_

Dear Sir,

In response to the Tender invited by you, I/We have examined the general conditions and other terms and conditions of the contract, and I/We agree to abide by all instructions in these documents attached hereto and hereby bind myself/ourselves to execute the work as per schedule stipulated in the Tender Notice. I/We also undertake that I/we have not been blacklisted by any PSU or debarred by any PSU/ Govt. Organization at any time.

Yours faithfully,

Authorized Signatory of the  
Bidder along with Date & Seal