



**REQUEST FOR PROPOSAL FOR
SELECTION OF AN AGENCY TO PREPARE TABLEAU FOR PUBLIC
DISPLAY IN STATE LEVEL REPUBLIC DAY PARADE-2026**

DTCN No. MS-PIEC-IEC-0009-2025-8234 Dated 29.12.2025

IMPORTANT DATES	
Release of DTCN	30.12.2025
Pre-bid meeting	31.12.2025
Last date for submission of bids	15.01.2026
Bid opening, technical presentation and evaluation	16.01.2026

**Government of Odisha
Department of Mission Shakti
Lokseva Bhawan, Bhubaneswar, Odisha-751001.**

Mission Shakti Bhawan, At- Gandamunda, Po-Baramunda, Bhubaneswar, Odisha Pin-751030
<https://missionshakti.odisha.gov.in> 0674-2974093 pmumissionshakti@gmail.com

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ଓଡ଼ିଶା ସରକାର
ମିଶନ ଶକ୍ତି ବିଭାଗ
GOVERNMENT OF ODISHA
MISSION SHAKTI DEPARTMENT

Lok Seva Bhawan
Bhubaneswar- 751001
Tel: 0674 2974093
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MS-PIEC-IEC-0009-2025-8234 Dated 29.12.2025

ବିଜ୍ଞପ୍ତି

ସାଧାରଣତନ୍ତ୍ର ଦିବସ ୨୦୨୬ ଅବସରରେ ମିଶନ ଶକ୍ତି ବିଭାଗ ରାଜ୍ୟସ୍ତରୀୟ ସାମାଜିକ ସେବା ପ୍ରଦର୍ଶନ କର୍ମକ୍ରମ ପାଇଁ ଯୋଗ୍ୟ ଅନୁଷ୍ଠାନଙ୍କଠାରୁ ମୁଦ୍ରିତ ଲଫାଫାରେ ପ୍ରସ୍ତାବ ଆହ୍ୱାନ କରୁଅଛନ୍ତି । ପ୍ରସ୍ତାବ ସହିତ ଦରଖାସ୍ତ ମୂଲ୍ୟ ଟ ୪୦୦୦/- (ପାଞ୍ଚ ହଜାର ଟଙ୍କା ମାତ୍ର) ଓ EMD ଦେୟ ବାବାଦକୁ ଟ ୧୫,୦୦୦ (ପନ୍ଦର ହଜାର ଟଙ୍କା) ମାତ୍ର, ବ୍ୟାଙ୍କ ଡ୍ରାଫ୍ଟ ଆକାରରେ ଡା ୧୫.୧.୨୦୨୬ ରିଖ ଅପରାହ୍ନ ୫ ଘଣ୍ଟା ସୁଦ୍ଧା ନିର୍ଦ୍ଦେଶକ, ମିଶନ ଶକ୍ତି, ମିଶନ ଶକ୍ତି ଭବନ, ଗଣ୍ଡମୁଣ୍ଡା, ପୋ- ବରମୁଣ୍ଡା, ଭୁବନେଶ୍ୱର, ଜିଲ୍ଲା- ଖୋର୍ଦ୍ଧା, ପିନ- ୭୫୧୦୩୦ ଠିକଣାରେ ଦ୍ୱିତୀୟ ଡାକ (SPEED POST) ଯୋଗେ ପହଞ୍ଚିବା ଆବଶ୍ୟକ ଅଟେ । ଅସମ୍ପୂର୍ଣ୍ଣ ବା ବିଳମ୍ବରେ ପ୍ରାପ୍ତ ପ୍ରସ୍ତାବ ଗ୍ରହଣଯୋଗ୍ୟ ହେବନାହିଁ । ପ୍ରସ୍ତାବଗୁଡ଼ିକ ଡା ୧୬.୧.୨୦୨୬ ରିଖ ପୂର୍ବାହ୍ନ ୧୧.୦୦ ଘଣ୍ଟା ସମୟରେ ମିଶନ ଶକ୍ତି ଭବନ, ଗଣ୍ଡମୁଣ୍ଡା, ପୋ- ବରମୁଣ୍ଡା, ଭୁବନେଶ୍ୱରରେ ଖୋଲାଯିବ । ଏହି ବିଜ୍ଞପ୍ତି ସମ୍ପର୍କିତ ସର୍ବିଶେଷ ଟେଣ୍ଡର କାଗଜପତ୍ର ମିଶନ ଶକ୍ତି ବିଭାଗ ୱେବସାଇଟ (<https://missionshakti.odisha.gov.in/>) ରେ ଉପଲବ୍ଧ ଅଟେ ।

ସା/-ଆୟୁକ୍ତ-ତଥା- ଶାସନ ସଚିବ

Memo No. 8235 Date: 29.12.2025

Copy submitted to the Director, Information and Public Relations, I & PR Department, Government of Odisha with request to print the above content in two Odia daily newspaper on 30.12.2025 and one English Daily newspaper on 31.12.2025 for wider dissemination.

Additional Secretary to Govt.

Memo No. 8236 Date: 29.12.2025

Copy to the Additional Secretary to Government (M & E Branch), Mission Shakti Department with request to hoist the DTCN No. MS-PIEC-IEC-0009-2025 dated 8234 dated 29.12.2025 in the website of this Department with immediate effect. The Detailed Tender Call Notice (DTCN) is attached herewith.

Additional Secretary to Govt.

REQUEST FOR PROPOSAL FOR SELECTION OF AN AGENCY TO PREPARE TABLEAU FOR PUBLIC DISPLAY IN STATE LEVEL REPUBLIC DAY PARADE- 2026

1. **INTRODUCTION:** Department of Mission Shakti plays a pivotal role in empowering rural women by involving them in production of wide spectrum of products through Self-Help Groups and helps in evolving them into entrepreneurs. The Department intends to organize Tableau to showcase the achievements and experiences in the past years, in the forthcoming State Level Republic Day Parade to be held on 26.01.2025 at Mahatma Gandhi Marg, Bhubaneswar.
2. **INSTRUCTIONS TO THE BIDDERS:** Interested bidders may note the following carefully before submission of the proposals.
 - 2.1. The Bidder must be a company as registered under Indian Companies Act, 1956/ 2013 or a Society registered under the Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liabilities Act, 2008 or Proprietorship Firm.
 - 2.2. Bidders having prior experience of preparing tableau or similar project need to submit proof of such work in photographic or videographic format. Bidders may visit this Department or any other Department to ascertain themselves about the similar projects executed in the past, so that they can build their own proposal for this Department.
 - 2.3. The bidder must have a valid GST registration and PAN/ TAN.
 - 2.4. The bidder must have a cumulative turnover of not less than ₹ 1 Cr. in last three financial years or an annual turn over of not less than ₹ 50 lakh in the last financial year, i.e., 2024-25. Bidder has to submit the proof for the turnover in shape of the independent CA audited account statement or income tax return for the relevant period.
 - 2.5. The bid to be accompanied with a non-refundable Bid Fee for ₹ 5,000/- (five thousand rupees) only, in shape of Bank Draft drawn in favour of the DDO, Mission Shakti Department, Bhubaneswar.
 - 2.6. The bid document to be accompanied with a EMD for ₹ 15,000/- (fifteen thousand rupees) only, in shape of Bank Draft drawn in favour of DDO, Mission Shakti Department, Bhubaneswar. The EMD will be returned to the unsuccessful bidder within 7 days after finalization of the bid. The EMD submitted by the successful bidder shall be returned not before 30 days after the successful implementation of the project.
 - 2.7. **Bid-Security Deposit/ Performance Guarantee:** The selected bidder has to submit a security deposit equal to 10% of the value of the finalised bid, in shape of Bank Guarantee pledged in favour of the Commissioner-cum-Secretary, Mission Shakti Department in any bank in Bhubaneswar jurisdiction for a period of two months with effect from the date of acceptance of the Letter of Intent (LoI).
 - 2.8. Any bidder claiming exemption of the Bid Fees and EMD on any ground must submit supporting document issued by any competent authority entailing the bidder

for exemption of payment of the Bid Fees and EMD. The bid will not be considered in absence of supporting document.

2.9. **Important dates:** The bidders need to note the important dates as follows.

Description	Date
Release of DTCN	30.12.2025
Pre-bid meeting	31.12.2025
Last date for submission of bids	15.01.2026
Bid opening, technical presentation and evaluation	16.01.2026

2.10. **Pre-Bid meeting:** A pre-bid meeting shall be held at 3.30pm on 31.12.2025 in Mission Shakti Bhawan, At- Gandamunda, Pokhariput, Po- Baramunda, Bhubaneswar to clarify the doubts of the bidders, if any, and issue corrigendum, if required. Incase any bidder wishes to join through video-conference may join through the link given herewith. Link for attending Pre-Bid Meeting (<https://calendar.app.google/rS1Y5bDn7E6ggz8v9>). Interested bidders may send their queries to Mission Shakti Department by e-mail at pmumissionshakti@gmail.com. Queries received after the meeting shall not be considered to be redressed.

2.11. The Detailed Tender Call Notice (DTCN) is available in the website of Mission Shakti Department <http://missionshakti.odisha.gov.in> can be downloaded by the prospective bidders.

2.12. Interested bidders may attend the Pre-bid meeting which will be held at 11am on 30.12.2025 at Mission Shakti Bhawan, At- Gandamunda, Pokhariput, Po- Baramunda, Khurda. Any corrigendum, will be released after the Pre-bid meeting.

2.13. **Bid submission:** The bidder shall submit the bid following the below-mentioned procedure.

2.13.1. **Envelope-1** shall be labelled as '**Envelope-1, General Bid**' and contain the seal/ logo of the bidder on the same. This envelope shall contain the General Bid along with the documents mentioned in the checklist at **Annexure-A (Checklist for General Bid/ Pre-Bid Qualification)**.

2.13.2. **Envelope-2** shall be labelled as '**Envelope-2, Technical Bid**' with logo of the bidder and shall contain the Technical Bid document as per the checklist at **Annexure-B (Checklist for Financial Bid)**.

2.13.3. **Envelope-3** shall be labelled as '**Envelope-3, Financial Bid**' with the seal/ logo of the bidder and shall contain financial bid in the format at **Annexure-C (Format for submission of Financial Bid)**. Further, the bidders shall submit Additional information on the rate quoted for different components of the work proposed by the bidder in the prescribed format in Annexure-C.

2.13.4. **IMPORTANT:** All the above envelopes shall be kept in a bigger envelope, which will be labelled as '**Request for Proposal for selection of an agency to prepare tableau for public display in state level republic day parade-2026**' on the top margin. The envelope to be addressed to '**Director, Mission Shakti, Mission Shakti Bhawan, At- Gandamunda, Pokhariput, Po- Baramunda, Bhubaneswar, District- Khurda, PIN-**

751030. The name and address of the sender to be prominently mentioned on the envelope. The envelope containing the bid document to be submitted by **Speed Post only**. Delivery of the bid document by any other means shall not be accepted. Mission Shakti Department shall not be responsible for any loss or delay in transit, hence, the bidders have to send the bids cautiously and sufficient ahead of time to prevent any last moment rush. Bids delivered after the Bid-due date shall not be considered.

2.14. **Bid evaluation:** The bid will be evaluated following **Quality and Cost based Selection (QCBS)** methodology. The main envelope containing Envelope-1, 2 and 3 will be opened before the Tender Committee at the appointed hour. The bids shall be evaluated following the steps mentioned below.

2.14.1. **Stages of bid opening:** The following procedures shall be followed for opening of the bid.

Stage-1	General Bid in Envelope-1 of all the bidders shall be opened at the first stage.
Stage-2	The Technical Bid in Envelope-2 shall be opened in respect of the bidders succeeding the General Bid, followed by evaluation of the Technical Bid. Such bidders shall have to present the Technical Presentation on their proposal.
Stage-3	Financial bid opening: The bidders securing 70 or above percentage of the score in the stage-2, shall be considered for opening of the Financial Bid in Envelope-3.

2.14.2. **Evaluation criterion for Technical Bid:** The evaluation criterion for the technical bid shall be as follows. The bidder securing at least 70 marks in the stage of technical evaluation of the bid shall be considered as qualified bidder for opening of the Financial Bid.

Sl. No.	Technical criteria	Score	Maximum score
A. Past Experience			
(i)	Past experience of executing tableau or similar nature of work for any Central/ State Government organization/ Autonomous Body/ State/ Central Govt. PSU, with the contract value of not less than ₹ 20 lakh during the past 3 financial years (FY: 2022-23, 2023-24 and 2024-25)	5 marks for each completed project	20
(ii)	Awards own by the bidder from any authority mentioned in point (1) in executing similar project in the past	National level award- 10 marks per award State level award- 5 marks per award	10
B. Annual Turnover in previous 3 financial years (FY: 2022-23, 2023-24 and 2024-25)			
(i)	Average annual turnover for last 3 Financial years, if more than or equal to ₹ 2 Cr	20 marks	20
(ii)	Average annual turnover for last 3 Financial years, if more than ₹ 1 Cr. less than ₹ 2 Cr.	10 marks	
(iii)	(iv) Average annual turnover for last 3 Financial years, if more than ₹ 50 lakh but less than ₹ 1 Cr.	5 marks	
C. Technical presentation			
(i)	Understanding of the scope of the work	10 marks	50
(ii)	Technical expertise/ experience of the key manpower of the bidder to execute the work	10 marks	

Sl. No.	Technical criteria	Score	Maximum score
(iii)	Look and feel of the works done in the past, as assessed from the photographic and videos of the past projects	10 marks	
(iv)	Proposed plan and design for the tableau-PowerPoint/ audio-visual presentation of the proposed plan	10 marks	
(v)	Dateline-wise work plan, mentioning tentative cost of each unit/ component of the proposed work	10 marks	
Maximum Technical Score			100

2.14.3. **Method of computation of the Technical, Financial and Combined Score:** The financial bids of the bidders securing at least 70% score in the technical evaluation of the bid shall be opened and the final computation of the score shall follow the following procedure/ formulae.

(i)	Technical Score: The sum total of the score obtained by the bidders on the technical evaluation parameters
(ii)	<p>Financial Score: The lowest financial proposal (FM) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:</p> <p style="text-align: center;">FS = 100 x FM/F1 (to be rounded off to 2 decimal places)</p> <p>FS= Normalized Financial Score of the bidder under consideration FM= Minimum Financial quote among the technically qualified bidders F1= Amount of Financial quote proposed by the Bidder concerned</p>
(iii)	<p>Combined Score: Combined score will be computed by taking into account of the Financial Score and the Technical Score of the bidder with the formula as given below.</p> <p style="text-align: center;">CS = TS*0.7 + FS*0.3</p> <p>Where;</p> <p style="text-align: center;">CS= Combined Score TS= Technical Score secured by the bidder concerned FS= Financial Score of the bidder</p> <p>It is to be noted by the bidders that the</p> <p>The bidder securing the highest Combined score (CS) will be considered for award of the contract observing due procedure.</p>

3. Scope of the work: Scope of the work involves preparation of 3 dimensional models with fixing audio-visual materials on a truck of the approximate dimension of 20 feet x 8 feet x 16 feet. The materials to be used shall be flex, sun-board, ply sheets, flowers, LED panels, light decoration, mike and music system, any other accessories required for decoration of the trucks, accessories that would be required for making up the live models etc. and any other material that may be actually required. The bidder concerned need to make his/ her own research, develop his idea involving meticulous planning, artistic and colourful presentation of each component of the project with innovation and aesthetics. As per the previous experience of Mission Shakti Department, the tentative cost of the project would be around ₹ 10 lakh only, inclusive of the taxes. The bidder has to prepare the project proposal accordingly.

4. General Terms and Conditions: The following terms and conditions shall govern the present RfP.

- 4.1. Consortium of parties/ bidders in any form shall not be allowed.
- 4.2. Department of Mission Shakti reserves the right to reject any or all of the proposals at any stage, without assigning any reason thereof.
- 4.3. By submitting a proposal, no bidder shall accrue any right for consideration of their proposal.
- 4.4. The selected bidder shall not presume that the technical proposal submitted by him is final, rather, he/she shall take up the work as desired by this Department. The decision of Mission Shakti Department on the design, colours scheme etc. shall be final.
- 4.5. The selected bidder shall keep the designs, models etc. confidential. He/ she shall not replicate the same design for any other Government or Private entity.
- 4.6. Mission Shakti Department shall have all intellectual property rights over the creatives, models, designs, audio-visual materials, etc.
- 4.7. Mission Shakti Department only reserves the right to publish the creatives, models, designs, audio-visual materials, etc. in the public domain.

5. Financial terms and conditions:

- 5.1. The selected bidder will be issued with Letter of Intent (LoI) after selection. The bidder has to submit their acceptance of the work within 24 hours of the issue of the LoI, failing which the bid shall be treated as non-responsive and Mission Shakti Department would take further necessary action.
- 5.2. The selected bidder shall submit the acceptance of the LoI along with a value of 10% of the project cost as Performance Security, in shape of Bank Guarantee pledged in favour of Commissioner-cum-Secretary, Mission Shakti Department in any of the nationalised banks in Bhubaneswar only.
- 5.3. By accepting the LoI by way of submission of the **Bid-Security Deposit/ Performance Guarantee**, it will be treated that the bidder has come into an agreement with Mission Shakti Department and acknowledges to terms and conditions and commits to abide by the same. The Mission Shakti Department and the bidder shall be treated as First and Second Party and both will commonly be treated as Parties to the agreement,
- 5.4. The selected bidder may claim for 50% of the cost of the project, as finalised, as mobilization cost of the project.
- 5.5. The balance 50% of the cost of the project shall be payable after due evaluation of the project by a team of officers of the Department after the event of Republic Day parade. However, in case of paucity of time, the selected bidder shall take up the work even before release of any mobilization cost.

- 5.6. Any dispute in the payment or in event of occurrence of any event beyond the control of either of the parties, invoking the clause of *Force Majeure*, shall be mutually discussed and shall be within the legal jurisdiction of Bhubaneswar only.
6. **Force majeure:** If by reason of *Force Majeure*, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavour to remove or overcome such inability with all reasonable dispatch.

ANNEXURE-A**CHECKLIST FOR GENERAL BID/ PRE-BID QUALIFICATION**

(Forms and documents are to be kept in the following order)

Sl. No.	Eligibility Criteria	Supporting Documents Required
1	Covering letter from the bidder requesting to participate in the bid, covering declarations and undertakings	Form No. 1
2	Power of attorney, if anyone is authorised on behalf of the bidder to submit the bid, to sue and to be sued	Power of Attorney in original in Form No. 2
3	General details of the bidder	Form No. 3
4	Financial Turnover of the bidder	1. Form No. 4 2. A consolidated statement/ certificate from statutory auditor/ audited financial statements for previous three Financial Years 3. Audited account statement for last 3 years
5	The Bidder must be a company as registered under Indian Companies Act, 1956/ 2013 or a Society registered under the Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liabilities Act, 2008 or Proprietorship Firm.	Copy of Certificate of Incorporation/ Registration of the Bidder registered under appropriate authority in India
6	Bidders participating in the tender must be registered under Odisha GST (OGST) Act	Copy of the valid OGST IN
7	PAN/ TAN of the bidder	1. Copy of the PAN/ TAN 2. Copies of the IT return for the last three financial years
8	Bidder must have registered office in Odisha	Copy of electricity bill/ telephone bill/ rent agreement in respect of the address mentioned by the bidder in Form-3, 'General Details of the Bidder'.
9	Bid Fees	Bank draft for ₹ 5,000/- (rupees five thousands) only or supporting document in respect of exemption claimed, if any
10	EMD	Bank draft for ₹ 15,000/- (rupees fifteen thousands) only or supporting document in respect of exemption claimed, if any

ANNEXURE-B

CHECKLIST FOR TECHNICAL BID

1.	List of completed assignments with Central/ State Government Department/ Autonomous Body/ Central/ State Government PSU	Form No. 5
2	Technical proposal of the bidder, in shape of printed copies, PowerPoint presentation/ audio-visual presentation submitted to the Department of Mission Shakti in shape of pen drive only/ shared through cloud link	Document/ AV to be supplied
3	Presentation of the Technical Proposal by a well-conversant representative of the bidder	Manual presentation to be done on computer/ TV screen

ANNEXURE-C

FORMAT FOR SUBMISSION OF THE FINANCIAL BID

(To be submitted in the official letterhead of the bidder)

DTCN No. and Date: **MS-PIEC-IEC-0009-2025- 8234/ 29.12.2025**

Name of the Bidder:

Financial quote (in figures in INR)	
Financial quote (in words)	

(Signature, name and designation of the authorized signatory)

(Seal of the Bidder)

**Additional information on the rate quoted for the components of the work
proposed by the bidder**

Sl. No.	Description of the component of the work	Description of the material and its quality	Description of the quantity to be supplied	Tentative total cost for accomplishing the component of the work
			TOTAL	

ANNEXURE-D

TECHNICAL EVALUATION FORMAT- COMPARATIVE STATEMENT
(The amount quoted to be in INR, inclusive of all taxes)

To be prepared by the Department of Mission Shakti for Bid-Evaluation and finalization

COMPARATIVE STATEMENT

Sl. No.	Name of the bidder	Average technical score	Amount quoted (in ₹)	Final score (computed as per the formula)	Remark

Signatures of the members of the Tender Committee

FORM-1

**COVERING LETTER FROM THE BIDDER REQUESTING TO PARTICIPATE IN THE
BID, INCLUDING ALL DECLARATIONS
(To be presented in the official letterhead of the bidder)**

Letter of Technical Proposal

To

Director, Mission Shakti
Department of Mission Shakti, Government of Odisha
At- Mission Shakti Bhawan, Gandamunda
Po-Baramunda, Bhubaneswar, Odisha, Pin-751030.

Subject: Submission of proposal for organizing the Tableau for Mission Shakti Department to be displayed in the forthcoming State Level Republic Day Parade to be held on 26.01.2026 at Mahatma Gandhi Marg, Bhubaneswar”.

Dear Madam,

In reference to the Tender Notice No. _____ dated _____ for the above captioned project, I _____ (name of the firm and the authorized person on behalf of the firm), having examined all relevant documents and understood their contents, hereby submit our proposal, unconditionally and declare the following.

1. All information provided in the proposal is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
3. I shall make available to the Department of Mission Shakti any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I acknowledge the right of the Department of Mission Shakti to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I certify that in the last three years, we or any of our Associates 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 against the Bidder, 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 have examined and have no reservations to the TENDER Documents, including any Addendum issued by the Department of Mission Shakti
7. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the DMS or any other public sector enterprise or any government, Central or State.
8. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
9. I understand that the Department of Mission Shakti may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
10. If our Firm is qualified on the basis of minimum eligibility criteria, we shall make a presentation on Approach & Methodology and work plan to the Department of Mission Shakti on the date specified in the intimation received from the Department of Mission Shakti.
11. The undersigned is authorized to sign the documents being submitted through this TENDER. (A copy of Power of Attorney may be enclosed).
12. In the event our firm is selected as the Agency for this project we shall enter into a contract with the Department of Mission Shakti.
13. I understand that the quantity of items is only an estimate and may increase/decrease as per the requirements subsequently.
14. The Financial Proposal is being submitted in a separate cover.
15. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
16. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Seal of the Bidder)

FORM-2

FORMAT FOR POWER OF ATTORNEY
(To be submitted, if applicable)

(The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of ₹20 (twenty rupees) only, and duly notarized by a notary public.)

Power of Attorney (Sample)

Know all men by these presents, we, (name of firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms. son/daughter/wife and presently residing at, who is presently employed with us and presently holding the position of as our tour and law full attorney (hereinafter referred to as the "Authorized Representative") 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 Proposal for Hiring an Agency/Firm for organizing Tableau display in the forthcoming State Level Republic Day Parade to be held on 26.01.2025 at Mahatma Gandhi Marg, Bhubaneswar, but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the Department of Mission Shakti, representing us in all matters before the Department of Mission Shakti, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Department of Mission Shakti in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Department of Mission Shakti.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative 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 Authorized Representative 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, 20**

For.....
(Signature, Name, Designation, Address)

Witnesses:

- 1.
- 2.

Notarized
Accepted

.....
(Signature, Name, Designation and address of attorney)

FORM-3**GENERAL BID DETAILS OF THE BIDDER**

1	Name of the Bidder/ Bidding firm	
	Registered address of the firm	
	State	
	District	
	Telephone No.	
	Fax	
	Email	
	Website	
Contact Person (person to sue and to be sued) details		
2	Name	
	Designation	
	Telephone No.	
	Mobile No.	
Address for communication (Complete postal address)		
3	Address line 1:Village/ Street	
	Address line 2: Post Office	
	Address line 3: City	
	Address line 4: District	
	Address line 5: State	
	PIN	
	Telephone No. (landline)	
	Mobile No.	
	Fax No.	
	Email	
	Website	
Type of the Firm (Please <input type="checkbox"/> relevant box)		
4	Private Ltd.	
	Public Ltd.	
	Proprietorship	
	Partnership	
	Society under SR Act 1860	
	A body constituted under any other Act (please specify)	
	Registration No. & Date and details of the Registering Authority	
Nature of Business (Please <input type="checkbox"/> relevant box/es, as applicable to the bidder)		
5	Event Management	
	Promotional Activities	
	Advertising	
	Branding	
	Content Development & Designing	

	AV Production	
	Outdoor/ Mid-Media Advertisement	
	Public Relation	
Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.) in case of Directors, DIN Nos. are required		
6	Name	
	Designation	
	Name	
	Designation	
7	Whether any criminal case was registered against the company or any of its promoters in the past?	Yes / No
8	Other relevant Information	
9	GST Registration (Furnish the registration certificate)	
10	PAN No of Organization (Furnish the copy of the PAN)	
11	Registration certificate/ Certificate of Incorporation of the firm (furnish the copy)	
12	Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD/ Payment for supply if any (if selected)	
	Name of the Bank	
	Name of the branch	
	Name of the Account (Account to be in the name of the Firm)	
	Account no.	
	IFS Code of the Bank	

Date: Office Seal:

Signature of the bidder / Authorized Signatory:

FORM-4

FINANCIAL TURNOVER OF THE BIDDER

Annual Turnover Statement

(To be submitted in the letterhead of an Auditor/ Chartered Accountant)

The Annual Turnover for the last three financial years of M/s_____ are given below and certified that the statement is true and correct.

Sl. No.	Year	Turnover in ₹ Lakh
1	2022-23	
2	2023-24	
3	2024-25	
Average Annual Turnover		

Date: Signature of Auditor/ Chartered Accountant

Place: (Name in Capital)

Seal

Membership No.: Registration No. of Firm:

Note:-

- (1) To be issued in the letter head of the Auditor/ Chartered Accountant mentioning the Membership no.
- (2) This turnover statement should also be supported by copies of audited annual statement of the last three years and the turnover figure should be highlighted there.

FORM-5**List of completed assignments with Central/ State Government Department/
Autonomous Body/ Central/ State Government PSU**

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

Applicants are advised to provide the information for only those assignments qualifying projects in Marketing and Promotion activities and Event Management Activities separately.

1	Assignment Name	
2	Name, fax, email of the Client Representative	
3	Time when the assignment was carried out: Date of Commencement: Date of Completion:	
4	Location of the Event	
5	Contract Value	
6	Narrative Description of the Scope of work of the assignment	
7	Description of Actual Services provided by your Organization (including Marketing, Advertisement, Promotion, Event Management services)	
8	Status of the assignment	

IMPORTANT:

- (i) Use separate sheet for each Eligible Project.
- (ii) Please provide a copy of completion certificate from the client in which the details of the work done by the bidder is interceptable.

(Signature, name and designation of the authorized signatory with seal)