



TRIBAL DEVELOPMENT CO-OPERATIVE CORPORATION OF ORISSA LTD (TDCCOL)
Tel. 0674-2542475 / 2542617. Fax-2544828. Email: admin@tdccorissa.org,
website: www.tdccodisha.org

Tender No. 2852/TDCCOL

Date- 06 / 11/2025

Tender Call Notice for Selection of Event Management Firm/ Creative agency for Designing, Fabrication, Installation, Management & Safety of TDCCOL Stall at Various Events within and Outside the State

Sealed tenders are invited from reputed, experienced and eligible **Event Management Firm/ Creative agency** for **designing, fabrication, installation, management and safety** of the **TDCCOL (Tribal Development Cooperative Corporation of Odisha Ltd.) stall** at multiple trade fairs, exhibitions, and promotional events both **within and outside the State of Odisha** for a period of **one (1) year**. The contract may be **extended for another year** based on **satisfactory performance** and mutual consent:

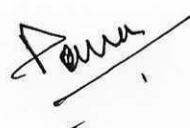
The bidder(s) must submit Demand Draft for Rs. 30, 000/- (Rupees Thirty Thousand) only, drawn in favor of "Managing Director", TDCCOL, payable at Bhubaneswar" towards Earnest Money Deposit (EMD) for the tender participation. The Tender must be accompanied with creative photos/ pictures of the events already undertaken by your firm. The details of the Tender call notice can be downloaded from www.tdccorissa.org.

The bidder(s) should quote their basic rate, taxes, for designing, **fabrication, installation, management and safety** of the **TDCCOL stall** at multiple trade fairs, exhibitions, and promotional events both **within and outside the State of Odisha**. The last date for acceptance of Tender is up to **5:00 pm on dated- 28. 11.2025**. The tender paper with all documents sealed cover will be received at the office of the Managing Director, Tribal Development Co-operative Corporation of Odisha Limited, Rupali Square, Bhoi Nagar, Bhubaneswar only on Speed post/ Register post. No tender paper will be received on courier/ personal means/ By hand/ Special messenger. The undersigned reserves the right to accept or reject any or all Tenders without assigning any reason thereof.


Managing Director

1. Instructions to the Bidders

- a. Duties and taxes where legally leviable and intended to be claimed should be distinctly shown separately in the Tender.
- b. The Tenders should be valid for at least 90 days from the date of opening of the Tenders and may be extended for any further period on mutual consent of the parties.
- c. All technical literature, catalogue and other data in support of the specification and details of the item(s) should be furnished along with the offer.
- d. Technically qualified bidder shall be invited for digital presentation before the authority.
- e. No claim shall be entertained on account of the increase in price of the product without prior approval of the authority.
- f. TDCCOL shall be under no obligation to accept the lowest or any Tender and reserves the right of acceptance of the whole or any part of the Tender or portion of the quantity offered, and the bidder shall supply the same at the rates quoted.
- g. Corrections if any must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amounts quoted in words and figures, amounts quoted in words shall prevail.
- h. The selected firm shall be informed well before the scheduled event/ exhibition for designing & necessary installation of the stall with approval of the authority. Delay in delivery of the work beyond the deadline without prior consent of the authority shall attract cancellation of the Purchase Order.
- i. The EMD submitted by unsuccessful bidders shall be refunded within 30 days from the date of opening of the Tenders without interest.
- j. Conditional, incomplete Tenders as well as Tenders not accompanying EMD will not be entertained.
- k. The contact person for any assistance pertinent to this tender from TDCCOL is Sri Santosh Moharana (Retail Manager) TDCCOL – 9078897344.
- l. The contract shall be valid for one year from the date of Work order and may be extended subject to satisfactory performance with approval of the authority.



2. SCOPE OF WORK

The selected agency will be responsible for the following:

1. Concept design and theme development for TDCCOL stalls at different events.
2. Fabrication, decoration, lighting, branding, and audiovisual setup.
3. Installation, operation, and dismantling of stalls as per event schedule.
4. Supply of required materials, manpower, and logistics.
5. Ensuring fire safety, structural safety, and general stall management.
6. Coordination with TDCCOL officials and event organizers for smooth execution.
7. Maintenance and storage of reusable stall components.
8. Any other related work assigned during the period of contract.

3. ELIGIBLE CRITERIA OF THE BIDDER:

- The bidder must be a **registered Event Management/ Fabrication firm** with at least **3 years of experience** in similar assignments.
- The firm must have executed **minimum 3 similar works** (each worth ₹5 lakhs or more) for Government Departments/ PSUs/ reputed organizations in the last 3 years.
- The bidder must have a **valid GST registration, PAN, and up-to-date IT return.**
- The bidder must have an **average annual turnover of ₹50 lakhs** during the last three financial years.
- The bidder should not have been blacklisted by any Government or PSU organization.

4. Period of Engagement

- The engagement shall be for one (1) year from the date of signing of the agreement.
- The contract may be extended for another year based on satisfactory performance and mutual consent.

Handwritten signature

5. **Submission of Tender**

Interested agencies may submit their sealed proposals in two parts:

- Part-I: Technical Bid (with all eligibility and technical documents)
- Part-II: Financial Bid

The tender documents containing detailed terms & conditions, scope of work, evaluation criteria, and formats can be downloaded from the TDCCOL website: [www.tdcccodisha.org]

NB: All documents should be sealed in separate envelopes (Technical & Financial) and marked cleared. Both envelopes should be placed inside one master envelop superscribed:

"Tender for Firm for Designing, Fabrication, Installation, Management & Safety of TDCCOL Stall"

6. **EVALUATION CRITERIA:**

- a. Technical Competence >> **50%**
- b. Design creative innovation & suitability >> **20%**
- c. Cost effectiveness >> **30%**

7. **TERMS & CONDITIONS**

- TDCCOL reserves the right to reject any or all bids without assigning reasons thereof.
- The tender is non-transferable.
- Late, conditional & without EMD submissions will not be considered.
- Any dispute will be subject to jurisdiction of Bhubaneswar court.

Annexures:

Annexure A – Format for Technical Bid

Annexure B – Format for Financial Bid


Managing Director
TDCCOL, Bhubaneswar

Annexure- A

(To be printed on the bidder's letterhead and submitted in a sealed envelope marked
"Technical Bid ")

A. GENERAL INFORMATION:

1. Name of the Company / Agency:

2. Registered Address:

3. Contact Person Name:

4. Designation:

5. Contact Number:

6. Email Address:

7. Year of Establishment:

8. Legal Status (Proprietorship / Pvt Ltd / LLP etc.):

9. GST Number (Attach copy):

10. PAN Number (Attach copy):

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B. EXPERIENCE & PAST WORK:

Sl no	Client Name	Project Name	Project value	Year
1				
2				
3				

NB: Attach supporting documents: PO copies/ Completion certificates/ client testimonials

Annual Turnover for last 3 (Three) years

- 1- 2022-23 >>
- 2- 2023-24 >>
- 3- 2024-25 >>

C. COMPLIANCE DECLARATION:

We hereby declare that all the information provided above is true and correct. We agree to abide by the terms & conditions of the tender.

Declaration by the Bidder

I/We hereby declare that:

1. The information furnished above is true and correct to the best of my/our knowledge and belief.
2. I/We have read and understood all terms and conditions of the tender and agree to abide by them.
3. I/We have not been blacklisted or debarred by any Government Department/ PSU/ Organization.
4. I/We understand that submission of false information shall lead to disqualification and forfeiture of EMD.

Authorized Signatory: _____

Name: _____

Designation: _____

Seal: _____

Date: _____ Place: _____

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Annexure- B

(To be printed on the bidder's letterhead and submitted in a sealed envelope marked
"Financial Bid")

Subject: Financial Bid for Selection of a Befitting Event Management Firm/ Creative agency for Designing, Fabricating, Installation, Management & Safety of the TDCCOL Stall at Multiple Events within and outside the State

Bidder Details

<u>Sl. No.</u>	<u>Particulars</u>	<u>Details to be filled in by the Bidder</u>
<u>1</u>	Name of the Firm/Agency	
<u>2</u>	Address of Firm	
<u>3</u>	Authorized Person's Name & Contact No.	
<u>4</u>	GST Registration No.	
<u>5</u>	PAN	

Financial Quotation

The bidder shall quote all-inclusive rates (including design, fabrication, installation, management, dismantling, transportation, insurance, manpower, safety, and all applicable taxes, except GST, which will be paid extra as applicable).

Rates shall remain valid for one (1) year from the date of agreement and may be extended for another year on satisfactory performance.

Rate Quotation for Stall Setup and Management

Sl. No.	Particulars of Work	Unit	Rate (₹ per Unit)	GST (%)	Total (₹)
1	Designing and concept development of TDCCOL stall (including 3D design & layout)	Per Event			
2	Fabrication, structure setup, and branding (including partition, platform, lighting, electricals, and furnishing) – <i>within the State</i>	Per sq. ft.			
3	Fabrication, structure setup, and branding – <i>outside the State</i>	Per sq. ft.			



Sl. No.	Particulars of Work	Unit	Rate (₹ per Unit)	GST (%)	Total (₹)
4	Installation, operation, and on-site management (including manpower, cleaning, coordination, etc.)	Per Event			
5	Safety & Fire compliance arrangements (fire extinguisher, wiring, emergency setup, etc.)	Per Event			
6	Transportation, loading & unloading of stall materials (within Odisha)	Per Event			
7	Transportation, loading & unloading (outside Odisha)	Per Event			
8	Storage, maintenance & repair of stall components between events	Per Month			
9	Dismantling and removal after completion of event	Per Event			
10	Miscellaneous works, contingency & support arrangements (if required by TDCCOL)	Per Event / As required			

NB: The bidder may attach additional sheets if needed for detailed breakup or alternate design/fabrication options.

C. Total Cost Summary

Sl. No.	Description	Amount (₹)
1	Total Cost (as per above table, exclusive of GST)	
2	GST @ ____ %	
3	Grand Total (inclusive of GST)	₹ _____

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D. Declaration

I/We hereby declare that:

1. The quoted rates are firm, inclusive of all charges (excluding GST), and valid for the entire contract period.
2. No other hidden charges will be claimed during the contract.
3. I/We have read and understood the terms and conditions of the tender and agree to abide by them.
4. I/We understand that TDCCOL is not bound to accept the lowest or any tender and reserves the right to reject any or all bids without assigning any reason.

Signature of Authorized Signatory

Name: _____

Designation: _____

Date: _____

Place: _____

Seal of the Firm: _____

Instructions to the Bidder

1. All rates must be quoted in Indian Rupees (₹) only.
2. The Financial Bid must be signed and sealed on every page.
3. Any overwriting or correction must be authenticated by full signature.
4. Incomplete or conditional bids are liable to be rejected.
5. The Financial Bid will be evaluated only for technically qualified bidders as per tender conditions.

Here is the End of the Tender paper.

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