



Request for Proposal

**Selection Of An Agency For The Installation And Management Of
Odisha Pavilion At The Semicon India 2024 Exposition And Conference**

In Greater Noida At India Expo MART,

Instructions to Respondents

11th – 13th SEPTEMBER 2024

RFP REF. NO.: OCAC-IFITP-SW-0011-2024-24063



ODISHA COMPUTER APPLICATION CENTRE (OCAC)

[TECHNICAL DIRECTORATE OF E&IT DEPARTMENT, GOVERNMENT OF ODISHA]

OCAC Building, Acharya Vihar Square, Bhubaneswar-751013, Odisha, India

W: www.ocac.in | **T:** 0674-2567295/2567283 | **F:** 0674-2567842

Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by the Odisha Computer Application Centre (OCAC) Odisha, or any of its employees, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not aim to hold all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Odisha Computer Application Centre (OCAC) Odisha and its employees to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. Odisha Computer Application Centre (OCAC) Odisha and its employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. Client Department also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in the Bidding Documents.

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

The issue of this RFP Documents does not imply that the OCAC/Client Department is bound to select a Bidder or to appoint the Selected Bidder or Service Provider for the Project and the OCAC/Client Department reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

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, delivery fees, uploading, expenses associated with any demonstrations or presentations which may be required by OCAC/Client Department or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the OCAC/Client Department 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 or submission of the Bid, regardless of the conduct or outcome of the Selection process. OCAC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

1. Background

1.1 **About OCAC:** The Department of Electronics & Information Technology is the nodal department for Government of Odisha in the matters of IT, ITES, ESDM, Semiconductors and Communication. The department plays a vital role in formulating and implementing policy matters in Information Technology, ITES, Electronics and Telecom; promotion of Odisha as an ultimate ICT destination for investment and facilitating ICT industries; assisting other department for effective e-Governance and capacity building; and promotion of ICT based education in the State.

Odisha Computer Application Centre (OCAC), the Technical Directorate of Electronics & Information Technology Department, Government of Odisha, has evolved through the years as a pioneer in IT and e-Governance solutions. It has contributed significantly to the steady growth of IT in the state. It has helped IT reach the common citizen to enable narrowing of the Digital Divide and widespread applications of IT in e-governance.

1.2 **Semicon 2024:** In a key move to help grow India's semiconductor industry, SEMI and Messe Muenchen India are partnering with Electronic Industries Association of India (ELCINA) to organize the inaugural edition of SEMI's flagship event, SEMICON India in Greater Noida, Delhi NCR from 11th September 2024 to 13th September 2024. The SEMICON India exhibition and conference will co-locate with electronica India and productronica India – Southeast Asia's largest electronics industry fairs. Like all other SEMICON expositions globally, SEMICON India will offer comprehensive exhibitions, insightful programs, and unmatched networking opportunities.

1.3 Odisha Computer Application Centre (OCAC) invites proposals from eligible agencies for the Designing, Fabrication, Installation and Management of its stall along with assistance in ancillary activities (defined under Scope of Work) for OCAC's participation in Semicon 2024.

2. Scope of Work

The selected bidder will have to undertake the following:

Sl.no	Particulars	Size	Nos.	Days
1.	Wooden Platform with pergo wood laminated flooring every edge will be lit (4 side)	90sqmt (15m*6m island)	1	4
2.	Standing Table with high chair with paint finish, sandwich acrylic branding required in each table	3 ft h x 2ft w	12	4
3.	Registration table for 2 persons with seating provision , storage space, drawer, visiting card drop box, and visitor book	As per requirement	1 set	4
4.	Led wall & led tv	As per requirement		4
5.	Illumination (stall lighting), profile light, ceiling lights in magnate track light	As per requirement		4
6.	Stall Branding in matt vinyl, acrylic lit letters, backlit Branding depicting IT/ESDM landscape of Odisha	As per requirement		4
7.	Stall with ACP, Ply structure with duco paint finish	90sqmt		4
8.	Pantry with tea/coffee machine, mineral water bottles for guest , juice, cookies, 1 Pantry Staff	As per requirement		4
9.	Glass Meeting room for officials (Sound proof) – capacity for 8 people with LED Wall and Sound Setup for Presentation, Conference table and chair arrangement		1	
10	Electrical socket and connection for laptop/mobile charging	As per requirement		
11	Hostess		3	4
12	Housekeeping staff		1	4
13	Corporate sofa double with teapoy		3+1	4
14	Glass round table and Chair		2+8	4
15	Ipads for registration desk		2	4
16	Brochure stand		2	4
17	Planters	As per requirement		4
18	Photographer (still photographs and complete event highlights video)		1	4
19	Dustbin	As per requirement		4
20	Booth manager for manning and managing the booth and on-site coordination		1	4
21	Flower Bouquet	As per requirement		4
22	Souvenir Notebook with Odisha Iconography and branding of OCAC/E&IT Dept.		200	4

23	Tea, Water and Dry Snacks for Exhibitors of Odisha Stall	As per requirement		4
----	--	--------------------	--	---

3. General

- The selected agency will be required to liaise with the exhibition authority and ensure all necessary approval for setting up the stall in adherence to timelines, compliance to safety guidelines, its dismantling, and other pertinent activities mentioned under the Scope of Work.
- The agency shall make the stall ready in all respect before 12 hours of the starting of Semicon 2024 on 11th September 2024.
- The Selected Agency must adhere the guidelines/Advisory of Exhibition Stall Design.
- The Event Partner will be required to share the indicative Designs for Odisha Pavilion. The agencies are expected to use their creativity and suggest suitable stall design according to need and theme of the event. Iconography from Odisha is to be incorporated in the suggested designs. The theme of the event is “Shaping the Semiconductor Future”

4. Eligibility Criteria

- The Agency should be a registered firm having valid GST and PAN registration. Necessary documents should be submitted in this regard in the Technical Bid.
- The Agency must have at least 3 years of experience in stall construction, conceptualizing, designing and handling the event/ exhibition for such a work. Proof to be attached.
- Agency having National & International level experience shall be given preference. (Copy of the work-orders & approved designs to be included in the technical proposal).
- Agency must have an average turnover of Rs 1 Crore in the last 3 financial years ending March’ 2024, from similar nature of work. Proof to be submitted. (Copy of the CA certificate to be provided)

5. Submission of Bids

- Interested agencies are invited to submit the technical bids with design layouts and Concept, print outs, details of arrangement as defined under the scope of work, Bill of Quantities (BoQ) and financial proposals in two sealed envelopes superscribed as “Installation and Management of Odisha Pavilion at the Semicon India 2024 Exposition and Conference” at OCAC, Bhubaneswar.
- Kindly note, the agency must submit bid in two parts:
 - Technical
 - Financial
- Each of these bids to be submitted in two separate sealed envelopes and should be marked as “Technical Bid” and “Financial Bid” respectively. Further these two envelopes should be enclosed in the main envelope superscribed as “Installation and Management of Odisha Pavilion at the Semicon India 2024 Exposition and Conference”.

- iv. The main envelope shall contain the DDs for the Processing Fee and the Earnest Money Deposit (EMD) mentioned in Table 1 of this RFP.
- v. The supporting documents related to past projects executed shall be provided as part of the “Technical Bid”.
- vi. The bid envelope must be submitted through registered post/speed post only (not through courier) and must reach OCAC office by 11:00 A.M. on 22nd August 2024.

6. Bid Evaluation and Selection Criteria

- i. The evaluation will be done as per the Quality and Cost Based Selection (QCBS) method. The technical component will be scored on a total of 70 Marks, and 30 Marks will be awarded to the financial component score.
- ii. All the bidders who qualify the eligibility criteria shall be invited to make a short power point presentation on Concept and Design of Booth, Effective Utilisation of space in the Booth and Innovative Ideas and other attractions in the Booth. The above factors will be evaluated by OCAC Evaluation Committee. The decision of the evaluation committee shall be final & binding.
- iii. Technical Evaluation Criteria:

Component	Marks/70
Experience of constructing and managing booth in a IT/ITeS/ESDM related event in the last 3 years	05
Concept and Design of Booth	25
Effective Utilisation of space in the Booth	10
Innovative Ideas and other attractions in the Booth	05
Turnover: <ul style="list-style-type: none"> • Average turnover of more than Rs 1 crore for the last 3 years – 10 Marks • For every INR 20 Lakhs of incremental revenue, extra 1 marks will be provided up to a maximum of 5 marks 	15
Experience of organizing Events/Exhibitions for the Govt. of India / any State Govt. during the last 3 years with minimum one project of value of INR 40 Lakhs and above – 5 Marks <ul style="list-style-type: none"> • For every additional project with contract value of more than 40 lakhs executed for Govt. of India/any State Govt. in the last 3 years, extra 2.5 marks will be provided up to a maximum of 5 marks. 	10

- iv. The financial bid shall be opened only for those bidders who score more than 50 in their technical component score.
- v. The bidder with lowest qualifying financial bid (L1) will be awarded 30 Marks. Financial Mark for other bidders will be evaluated using the following formula:

$$F_n = \left\{ \frac{\text{Financial Bid of L1}}{\text{Financial Bid of Bidder}} \times 100 \times 0.3 \right\}$$

- vi. Subsequently, OCAC may ask for modifications in the design submitted by the selected bidder according to the needs and requirements of OCAC, which are to be incorporated without any additional cost implications.
- vii. OCAC may negotiate with the selected agency on financial bid and the work order will be awarded to the agency upon agreement of the final cost by both the parties.

7. Other Terms and Conditions

- i. Price must be mentioned inclusive of all taxes and Transportation.
- ii. The supplied materials and arrangements made must be of top quality.
- iii. The work/job has to be completed before 12 hours of the starting of Semicon 2024 on 11th September 2024. If the job is not completed within stipulated period of time, then OCAC reserves the right to get the same job performed from another market participant and the cost incurred by the OCAC will be borne by the firm/agency.
- iv. Bid should be valid for 30 days from the specified date of closing.
- v. Transportation will be at Suppliers risk.
- vi. The price offer through E-mail/Fax will neither be accepted nor entertained.
- vii. The firms/agencies must sign on each page of quotation documents with date and seal.
- viii. Payment: 100% after successful execution of the event and on submission of invoice.
- ix. Bids once submitted cannot be withdrawn. Any default after acceptance of bid shall be deemed to be non-compliance to the terms of contract and cancellation of contract.
- x. The bidder shall be responsible for due payment of all applicable taxes, duties, levies changes and expenses with respect to or arising out of performance of this work/job. The contractor has to ensure all required statutory compliance including IT, GST, PF, ESI, Labour License , Work man Compensation, Payment of Minimum Wages etc. as in force.
- xi. In case of any dispute, the decision of General Manager (Admn.) shall be final and binding.
- xii. Incomplete offer or communication after due date and time will be rejected.
- xiii. The bidders shall furnish an Earnest Money Deposit of Rs 50,000

Table 1:

Particulars	Detail
Title	Installation and Management of Odisha Pavilion at the Semicon India 2024 Exposition and Conference
Name of Purchaser	Odisha Computer Application Center (OCAC)
Contact Person, Address and Email	General Manager (Admin) Plot No. N-1/7-D, Acharya Vihar, RRL Post Office, Bhubaneswar Odisha - 751013; gm_ocac@ocac.in

Non-refundable Processing Fee in the form of DD	INR 1000/- inclusive of GST @ 18% (Rupees One Thousand Only)
Earnest Money Deposit in the form of DD	INR 50,000/- in favour of "Odisha Computer Application Centre (OCAC)", payable at Bhubaneswar (Exempted for MSME / UDYAM / StartUp Registration)
RFP Publishing date	8 th August 2024
Last date for submission of queries by Respondents	14 th August 2024 till 11:00 am The queries are to be submitted by email to gm_ocac@ocac.in
Date of clarifications by OCAC (if any)	16 th August 2024 at 5 pm
Last date and time for receipt of proposals from Respondents	22 nd August 2024 by 11 am The bid envelope must be submitted through registered post/speed post only (not through courier) and must reach OCAC office by the aforementioned date and time.
Date and time for opening of Technical Bids	22 nd August 2024 at 3 pm
Date and time for Technical Presentation	23 rd August 2024 at 11 am
Date and time for opening of Financial Bids	23 rd August 2024 at 3 pm

8. Confidentiality

All the information, records, reports, technical data, contact details, Designs, drawings and any other documents provided to OCAC during this bid process are the sole property of OCAC. OCAC has no rights to share, disclose, publish, sell, or part with it in any manner. It is OCAC's responsibility and obligation to treat this information as confidential.

9. Annexures

i. Annexure 1: Company Information Form

Company Profile

1. Name of the Firm:
2. Nature of the Firm: Company/Partnership Firm/Proprietorship

3. Address:
 - Registered Office:
 - Address:
 - Telephone Number:
 - Email:
 - Branch Office:
 - Address:
 - Telephone Number:
 - Email:
4. Name of Contact Person:
5. Year of Establishment:
6. PAN Number:
7. GST Number:

ii. Annexure 2: Financial Bid Submission Form

To,
The General Manager (Admin)
Odisha Computer Application Centre
N-1/7-D, Acharya Vihar,
Bhubaneswar – 751013

Sir/Ma'am,

Our financial quote is:

_____ INR (in numbers)

_____ INR (in words)

Authorized Signatory

Name of the Firm

