

**REQUEST FOR PROPOSAL
FOR
SELECTION OF VENDOR/AGENCY FOR
IMPLEMENTATION OF CAPACITY BUILDING
WORKSHOPS UNDER RAMP**

INSTITUTE OF ENTREPRENEURSHIP DEVELOPMENT, ODISHA

Plot No.: 123, Sector –A, Zone-A, Mancheswar Industrial Estate,
Bhubaneswar -751010, Odisha

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TENDER DOCUMENTS

OCTOBER 2025

Disclaimer

- This Request for Proposal (RFP) is issued for selection of a vendor/agency to support IED (hereinafter referred to as the "Client" or the "Authority") in conducting capacity building workshops under the RAMP scheme.
- This RFP does not constitute an agreement and is not an offer by IED to any prospective Bidder or other party. Its sole purpose is to provide interested entities with information that may assist them in preparing their Financial Bids in response to this RFP. While every effort has been made to ensure the accuracy of the information contained herein, this document does not claim to include all the information that Bidders may require.
- Bidders are expected to carry out their own independent evaluations, investigations, and analysis, and verify the reliability, accuracy, and completeness of the information provided. They should also seek independent professional advice as needed before submitting their Proposal. Neither the Authority nor any of its employees or current advisors shall be held liable under any law, statute, regulation, or rule for the accuracy or completeness of the contents of this RFP.
- The Authority reserves the right to modify, delete, update, or annul any part of this RFP document through the issuance of appropriate addenda, as deemed necessary, without assigning any reason.
- The Authority also reserves the right to accept or reject any or all proposals without providing any justification.
- Furthermore, the Authority shall not be responsible or liable for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their Proposals in response to this RFP.
- The information provided in this RFP spans a broad range of topics, some of which may be subject to legal interpretation. It is not intended to be an exhaustive or definitive account of statutory requirements and should not be considered a complete or authoritative statement of law. The Authority disclaims any responsibility for the accuracy or interpretation of legal opinions expressed in this document.

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Letter of Invitation

Dear Sir/Madam,

Institute of Entrepreneurship Development, Odisha [IED], Plot No. 123, Sector A, Zone A, Mancheswar Industrial Estate, Bhubaneswar – 751010 invites proposals from qualified vendors/agencies to provide end-to-end support for organizing capacity building workshops under the RAMP scheme as per this RFP.

1. The vendor/agency are requested to carefully study the Scope of Work and technical requirements attached below
2. Queries/clarifications may be submitted by **[11th October 2025]** up to 5:30 PM to the address/email below:

Address	Institute of Entrepreneurship Development, Odisha, Plot No. 123, Sector A, Zone A, Mancheswar Industrial Estate, Bhubaneswar, Odisha - 751010.
Email Id	iedodisha87@gmail.com

3. Last date and time for online submission: **[20th October 2025] up to 5:30 PM.**
4. All bids shall be submitted exclusively through the Odisha Government e-procurement portal.

Yours sincerely,

Chief Executive Officer IED(O), Bhubaneswar

Data Sheet (Tender Schedule)

Sno.	Event Description	Date & Time
1	Tender Publication Date:	8 th October 2025
2	Pre-Bid Meeting Date & Venue	13 th October 2025 at 3:30 PM at IED(O), Bhubaneswar
3	Response to pre-bid	14 th October 2025
4	Last Date for Submission	20 th October 2025 by 5:30 PM
5	Opening of Technical Bids:	22 nd October 2025 at 3:30 PM at IED(O), Bhubaneswar
6	Presentation by bidder and Technical Evaluation Result:	24 th October 2025 at 03:00 PM at IED(O), Bhubaneswar
7	Opening of Financial Bids	28 th October 2025 at 3 PM at IED(O)
8	Contract Award:	31 st October 2025
9	Submission Mode:	Hard Copy to be submitted at IED(O). Envelope 1: Technical Bid ; Envelope 2: Financial Bid ; both 1 & 2 to be enclosed in a single large envelope as per clause 8.1.
10	Bid Validity	180 days from Date of Work Order
11	EMD	INR 1,00,000 (Refundable) in the form of Bank Guarantee
12	Tender Fee	INR 5,000 (Non-refundable) Demand Draft in favour of: Institute of Entrepreneurship Development, Odisha Payable at: Bhubaneswar.
13	Contact for Clarifications	CEO, IED(O) Email: iedodisha87@gmail.com

Tender Document

1. Invitation for Tender

The Institute of Entrepreneurship Development Odisha, IED(O), under the Department of MSME, Government of Odisha, invites online bids from reputed and qualified vendors/agencies for end-to-end organization and management of capacity building workshops statewide under the RAMP scheme. Interested eligible bidders may submit their proposals online through the Odisha Government e-procurement portal.

2. Background

Raising and Accelerating MSME Performance, RAMP is a World Bank supported Government of India initiative aimed at enhancing MSME competitiveness and institutional capacity. IED(O) is an implementing agency for RAMP in Odisha. A professional vendor is required to provide planning, logistics, branding, AV, registration/MIS, documentation, safety, and associated services for statewide workshops.

3. Scope of Work and Deliverables

i. Objective

Engage a professional vendor/event management company to provide end-to-end logistical, operational, and promotional support for organizing capacity building workshops aimed at MSMEs across Odisha under RAMP.

ii. Key Responsibilities

A. Planning and Coordination

- Coordinate with IED(O) and stakeholders to finalize venues and all on-site logistics for workshops.
- Procure training kits, audio-visual equipment, and branding collateral (standees/banners) as required.
- Arrange catering for post event lunch/snack, including mementos and bouquets for dignitaries/speakers.

B. Venue and Logistics Management

- Identify and book suitable venues across districts ensuring accessibility and compliance with safety norms.
- Arrange seating, stage setup, audio-visual equipment, lighting, and signage (standees, backdrop banner).
- Provide refreshments, water, and hospitality services for participants and guests.

C. Participant Mobilization and Registration

- Pre-event registration support; on-site check-in; issuance of badges/kits.
- QR/badge-based attendance; MIS dashboard; data consent capture.

D. Branding and Promotion

- Design and print banners, backdrops, standees, brochures, and training materials.
- Ensure consistent branding aligned with RAMP and IED (O) guidelines.
- Promote events through local media, social media, and community channels.

E. Technical and Digital Support

- AV setup appropriate to audience size; projector/screen, sound, microphones, mixer.
- Stage management, rehearsals; AV uptime targets; backup equipment.
- Recording/livestream (if required).

F. Compliance and Reporting

- Ensure adherence to OGFR 2023 guidelines on procurement, fund utilization, and financial propriety.
- **Public liability insurance appropriate to the event size.**
- Submit detailed event reports including attendance sheets, photographs, expenditure statements, and feedback analysis.
- Assist in reconciliation and submission of Utilization Certificates (UCs) as per prescribed formats.

G. Documentation

- Photography and videography; minimum edited outputs.
- Post-event deliverables: attendance data with consent logs, photo set, short highlight video (if applicable), event report with key metrics.

H. Sustainability and Inclusion

- Minimize single-use plastics; use recyclable/biodegradable materials; waste segregation.
- Accessibility: ramps (where feasible), accessible seating and washrooms; bilingual materials (English/Odia).

iii. Deliverables and Acceptance

- Pre-event: event plan (layout, run-sheet, deployment, safety checklist, AV list, branding mock-ups) submitted 5 working days before each event for IED(O) approval.
- On-site: full setup as approved; event conducted per plan; compliance with safety.
- Post-event (within 7 working days): attendee dataset with consent, min 30 edited high-resolution photos, 60–90 seconds highlight video (if applicable), event report, and GST-compliant invoices/supporting bills as applicable.
- Monthly summary of activities

iv. Timeline & Duration

- The engagement will be for a period of 12 months, extendable for a further period of one year based on performance and project needs.

v. Compliance

- The agency must comply with all applicable government norms including OGFR 2023, RAMP ESM guidelines, and IED (O) procurement protocols.

4. Payment Schedule, Deliverables and Timelines

- Payment shall be released after successful completion of each workshop and acceptance of deliverables, including the submission of the final event report along with detailed bills for each workshop. No advance or partial payment will be made prior to completion. Any exceptional advance, if permitted by the Authority, shall be only against an equivalent Performance Bank Guarantee for the advance amount.
- Invoices should be submitted after successful execution of the workshop. All invoices must contain details of a scheduled Bank account to which payments are to be made.
- The cost of mobilization of materials & equipment, cost of labour, taxes, transport and logistics shall be borne by the agency. The authority shall not be liable to reimburse the agency on anything additional other than the rates quoted in the RFP.
- If any uneven situation arises which is bound to close/ reduce the RAMP period/ time limit, the payments will be restricted to the work completed assessed by the competent authority.

5. Eligibility Criteria

Sl. No	Criteria	Supporting Documents
1	Legal entity incorporated in India (Company/LLP/Partnership/Society/Proprietorship)	Certificate of Incorporation, Registration documents
2	Minimum 3 years of existence as on tender date	Registration documents & Company profile
3	Average annual turnover \geq INR 1 crore for last 3 FYs	Certificate from CA or Audited financial statements certified by Chartered Accountant/Auditor
4	Experience in MSME capacity building/vendor mobilization/event management for minimum 3 years	Work orders/completion certificates from Government/PSUs/donors/corporate
5	Not blacklisted by any Central/State Government/PSU	Self-declaration on company letterhead (Annexure G)
6	Valid PAN and GST registration	Self-attested copies
7	Registered office in Odisha	Proof of office address / rent agreement

6. Consortium & Subcontracting

- Joint Venture/Consortium not allowed.

- Subcontracting shall not be allowed without prior written approval of IED(O). If approved for specialized components (e.g., AV/printing), the prime vendor remains fully responsible.

7. Evaluation

- The Authority will adopt a Quality cum Cost Based Selection (QCBS) process, referred to collectively as the "Selection Process," for evaluating proposals. Technical proposals submitted by all eligible bidders will be opened first.
- Bidders who meet the technical evaluation criteria outlined below and score 70 or above will be considered technically qualified.
- Only the technically qualified bidders will proceed to the financial bid stage. Bidders who do not meet the minimum score will be deemed technically non-qualified and will not be considered further in the evaluation process.
- Financial proposals will be opened only for those bidders who are both eligible and technically qualified. The QCBS method assigns 70% weightage to the technical proposal and 30% to the financial proposal.
- In the unlikely event that two bidders quote the same rate, the authority shall maintain the status quo in its decision-making process

i. Prerequisites (Pass/Fail)

- Eligibility documents as per Section 5; EMD and tender fee payments; submission in required formats; acceptance of terms.

ii. Technical Evaluation

- The evaluation will follow the QCBS method, with a total score of 100 marks.
- The technical presentation should demonstrate the bidder's understanding of the ecosystem and the assignment, based on the current scope of work (theme and stalls) outlined in the RFP. This component carries 60 marks.
- The proposed innovative approach and methodology will be evaluated for 40 marks.
- To qualify for the financial bid stage, the bidder must achieve a minimum score of 70% in the technical evaluation.

Sl. No	Evaluation Criteria	Score
1	Relevant experience of delivering similar workshops, statewide mobilization/logistics/branding/AV for government/donor programs 3 assignments: 20 5 assignments: 40 (including at least one statewide/government/donor): 60	60
2	Approach & Methodology (Technical Presentation) <ul style="list-style-type: none"> • Bidder's understanding of the assignment • Execution plan & mobilization across districts • Workplan and staffing (Gantt, resource deployment, escalation, local coordination) 	40

	<ul style="list-style-type: none"> • Digital/hybrid and documentation (recording/livestream; photography/videography; MIS/reporting) • Safety, permits, and crowd management • Sustainability & accessibility measures • Data handling • Innovation (registration dashboards, QR badging, feedback analytics, process improvements) 	
	Total	100
To qualify for the next level (opening of Financial Bids), the concerned EMA to score 70% score or above		

iii. Financial Inclusion

- Financial bids will be opened by the Tender Evaluation Committee only for those bidders/EMAs who are technically qualified based on their technical presentation.
- Financial Score formula: $S_f = 100 \times (L1/F)$, where L1 = lowest evaluated price; F = bidder's price. Combined Score: $S = 0.70 \times S_t + 0.30 \times S_f$. The bidder with the highest combined score (H1) will be recommended for approval to the competent authority.

8. Instruction to Bidders

- Tender submissions must be made exclusively through the Odisha e-procurement portal.
- Both the Technical and Financial Bids must be submitted in the prescribed formats as specified in the RFP. Hard copies of the bids are to be submitted at IED(O). The Technical Bid should be placed in Envelope 1, and the Financial Bid in Envelope 2. Both envelopes must be placed in one outer envelope, which should be clearly superscribed with: '*Tender for Selection of Bidder/Vendor for Carrying Out Different Activities under RAMP Scheme*'.
- Bids that are incomplete or fail to meet the eligibility criteria will be rejected.
- The technical bid should include the company profile, relevant past experience, proposed methodology, and team qualifications.
- Financial bids must quote item-wise rates as per the BOQ attached in Annexure B.
- A refundable EMD of ₹1,00,000 and a non-refundable tender fee of ₹5,000 must be paid online in accordance with OGFR guidelines.
- Participation through joint ventures or consortiums is not permitted.
- Each bidder is allowed to submit only one proposal; multiple submissions from the same bidder will be rejected.
- The RFP is non-transferable and must be submitted only by the bidder to whom it was issued.
- Bidders applying individually cannot submit another proposal under any other identity.
- All costs related to the preparation and submission of the proposal shall be borne by the bidder; the Authority holds no liability for these expenses.
- Documents submitted with the proposal will not be returned or claimed.
- The Authority reserves the right to accept or reject any or all proposals, or annul the bidding process, without any obligation or liability.

- Proposals may be rejected if there is any material misrepresentation, lack of timely response to requests for additional information, or failure to use the prescribed formats.
- Bidders are advised to familiarize themselves with the assignment and local conditions by sending queries and attending the pre-bid meeting.
- Queries regarding the RFP should be sent via email to the address provided in the Data Sheet, with a clear subject line and detailed questions.
- Responses to queries will be posted on the official website; however, the Authority is not obligated to respond to all queries.
- Amendments to the RFP may be issued via corrigendum on the official website and will be considered part of the bid document.
- Bidders are responsible for checking the website/portal regularly for updates or amendments.
- The Authority may extend the Proposal Due Date at its discretion to allow bidders sufficient time to review amendments.
- Bidders are expected to verify the availability of relevant data and documents before submission.
- By submitting a proposal, bidders confirm they have thoroughly reviewed the RFP and received all necessary information from the Authority.
- Proposals and all related documents must be in English; supporting materials in other languages must be accompanied by English translations.
- For evaluation purposes, the English translation will be considered authoritative.
- All financial figures must be quoted in Indian Rupees (INR).
- Proposals must remain valid for 180 days from the Proposal Due Date, and the Authority may request an extension if needed.
- Bidders unwilling to extend the validity period will be considered to have withdrawn their proposal.
- Technical and financial proposals must be prepared and submitted separately, duly signed and stamped.
- All required information must be provided in the specified formats; proposals not adhering to the format may be rejected.
- If additional space is needed, bidders may submit supplementary information in signed and stamped PDF documents.
- After completing the technical evaluation, the Authority will prepare a list of pre-qualified bidders.
- All bidders will be informed of the date, time, and venue for the announcement of evaluation results and the financial bid opening.
- Financial bids will be opened in the presence of the bid representatives who choose to attend.
- Bidders who do not qualify at any stage of the selection process will not be entertained by queries or clarifications.
- The selection process is entirely at the discretion of the Authority, and bidders are expected to accept this without seeking justification or explanation.
- The information provided in the proposal will not be binding on the Authority or its representatives but will be binding on the bidder if awarded the contract.

9. Terms of Contract

- The engagement will be for a period of 12 months, extendable for a further period of one year based on performance and project needs.
- Performance security deposit of 3% of contract value, in the form of Bank Guarantee, to be submitted within 15 days of LoA/Work Order; valid up to 60 days beyond contract end (including any extensions).
- Payment shall be made on per event basis against deliverables with requisite reports and attendance sheets.
- Delay or failure in deliverables may attract penalty as per contractual terms (up to 10% of contract value).
- IEDO reserves the right to terminate contract for non-performance.

10. Confidentiality and Compliance

- The vendor shall keep all data confidential and shall not disclose it to third parties without prior permission and delete/anonymize as instructed.
- Adhere to RAMP equity and social and environmental management guidelines, OGFR 2023, and applicable laws
- Conflict of interest shall be declared and avoided by the vendor

11. Dispute Resolution and Jurisdiction

- Any disputes shall be resolved amicably between parties.
- If unresolved, arbitration under Indian Arbitration and Conciliation Act, 1996 shall apply.
- Jurisdiction shall be the courts of Bhubaneswar, Odisha only.

12. Blacklisting

The Institute reserves the right to blacklist any vendor from participating in current and future engagements under the RAMP scheme, including but not limited to capacity building workshops, under the following circumstances:

- Prior Blacklisting: The bidder must not be currently blacklisted or debarred by any department, agency, or public sector undertaking of the Government of Odisha. Any such disqualification will result in immediate rejection of the bid. In this regard, the bidder must submit a declaration (Annexure G)
- Non-performance or Breach of Contract: Failure to deliver services as per agreed timelines, scope, or quality standards; or violation of any terms and conditions of the contract.
- Submission of False Information: Furnishing incorrect, misleading, or fraudulent information during the bidding, onboarding, or execution process.
- Financial Irregularities: Submission of forged or invalid GST invoices, or any other financial malpractice.
- Ethical Misconduct: Engagement in corrupt practices, bribery, or any activity that violates the ethical standards expected by the Institute.

- Legal Non-compliance: Non-adherence to applicable laws, regulations, or guidelines issued by government authorities.
- Repeated Complaints: Receipt of consistent negative feedback or complaints from participants, stakeholders, or officials regarding the vendor's conduct or service quality. Once blacklisted, the vendor shall be barred from participating in any future RFPs or contracts under the RAMP scheme for a period determined by the Institute, which may extend up to three years, depending on the severity of the violation.

13. Penalty

In the event of non-delivery or incomplete delivery of services as per the agreed scope, schedule, or quality standards under the RAMP scheme, the Institute reserves the right to impose a penalty amounting to 10% of the total contract value. This penalty may be levied under, but not limited to, the following circumstances:

- Failure to Conduct Scheduled Workshops: If the vendor fails to organize or conduct the workshops within the stipulated timeline without prior written approval from the Institute.
- Substandard Delivery: If the services delivered do not meet the minimum quality benchmarks or expected outcomes as defined in the scope of work.
- Incomplete Documentation or Reporting: If the vendor fails to submit required reports, attendance records, feedback forms, or other deliverables associated with the workshops.
- Non-compliance with Guidelines: If the vendor violates any operational, financial, or administrative guidelines issued under the RAMP scheme.

The penalty shall be deducted from the final payment or recovered from the vendor through appropriate legal and financial means. The imposition of penalty does not preclude the Institute from taking further legal or administrative action, including blacklisting, as deemed necessary.

14. Fraud, Corruption and Prohibited Practices

- The highest standards of ethics are expected. Prohibited practices include corrupt, fraudulent, collusive, coercive, and obstructive practices.
- IED(O) may reject a proposal, terminate a contract, and/or take legal action if the vendor is found to have engaged in such practices.
- Bidders shall disclose any commissions/fees paid to agents in connection with this procurement/contract.

15. ESHS; SEA/SH; Accessibility; Sustainability

- ESHS: Follow safety norms, obtain permits, deploy trained staff, maintain public liability insurance.
- SEA/SH: All on-site staff shall sign and adhere to a Code of Conduct prohibiting harassment, sexual exploitation and abuse; confidential reporting; immediate removal of offenders.
- Accessibility: Ensure venue access (ramps, seating, washrooms) where feasible; provide bilingual materials; arrange interpretation/captioning if specified.

- Sustainability: Avoid single-use plastics; use recyclable/biodegradable materials; waste segregation; energy-efficient lighting.

Annexures

Annexure A

Technical Proposal Submission Form

(Location, Date)

To

The CEO, IED(O),

Plot No. 123, Sector A, Zone A, Mancheswar Industrial Estate,

Bhubaneswar – 751010

Dear Sir/Madam,

We, the undersigned, hereby submit our proposal for the **Selection of Vendor/Agency for Implementation of Capacity Building Workshops under RAMP** in response to your Request for Proposal dated [Insert Date].

- Our submission includes both the Technical Proposal and the Financial Proposal, prepared in accordance with the terms outlined in the RFP.
- We affirm that all information provided in this proposal is accurate and complete. We understand that any misrepresentation may result in disqualification.
- Should negotiations take place during the Proposal Validity Period, we confirm our commitment to negotiate based on the proposed team and approach. Our proposal shall remain binding, subject to any modifications arising from contract negotiations.
- Upon acceptance of our proposal, we undertake to commence the services related to the assignment on a date mutually agreed upon.
- We acknowledge that the Authority reserves the right to accept or reject any proposal received.

Yours sincerely,

Authorized Signature (in full and initials):

Name and Title of Signatory:

Name of Firm:

Address:

Annexure B**Bill of Quantities (BOQ) Format**

S.No	Description of Item	Unit	Indicative Quantity	Rate (INR)	Amount (INR)
1	MSME Mobilization per district	Per District	[Insert]		
2	Organization of workshops / awareness programs	Per Event	[Insert]		
3	Venue booking charges including amenities and refreshments	Per Event	[Insert]		
4	Travel and local transport costs for staff and mobilizers	Per KM/Day	[Insert]		
5	Printing of training and workshop materials (per set)	Per Set	[Insert]		
6	Audio-visual & equipment rentals	Per Event	[Insert]		
7	Data entry, report preparation and MIS updates	Per Month	[Insert]		
8	Miscellaneous / contingency expenses	Lump sum	N/A		
Total					

Rates exclusive of GST; Applicable taxes as per government norms.

Annexure C

Technical Bid Format

1. Covering Letter

(To be printed on company letterhead and signed by the authorized signatory)

2. Bidder Details

Particulars	Details
Name of the Bidder	
Registered Office Address	
Legal Status	
Date of Incorporation	
GST Registration Number	
PAN Number	
Contact Person Name	
Contact Phone	
Contact Email	

3. Eligibility Documents

- Certificate of Incorporation / registration
- Self-attested copies of PAN and GST
- Proof of registered office in Odisha
- Audited financial statements and CA certificate
- Self-declaration of non-blacklisting

4. Relevant Experience

- List of similar projects in MSME/capacity building/event management during past 3–5 years (client, scope, duration, value, contact details)
- Include client name, scope, duration, value, and relevant contact details
- Attach work orders and completion certificates

5. Approach and Methodology

- Understanding of RAMP goals and Odisha MSME landscape
- Proposed outreach and mobilization strategies
- Plan for promoting women-led and disadvantaged MSMEs
- Quality assurance and monitoring plan

6. Manpower Team

- Provide CVs with qualifications and relevant experience for key staff assigned to project

7. Declarations

- Declaration of no conflict of interest
- Acceptance of terms and conditions

Annexure D

Model Bank Guarantee Format for furnishing EMD

Whereas (hereinafter called the “tenderer”) has submitted their offer dated..... for the supply of
..... (hereinafter called the “tender”) against the purchaser’s tender enquiry No..... KNOW ALL MEN by these presents that WE..... of having our registered office at..... are bound unto (hereinafter called the “Purchaser) in the sum of for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
2. If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a. If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b. Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our..... branch at.....* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)
.....

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

** Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the district headquarters concerned or the State headquarters.*

Annexure F

Model Bank Guarantee Format for Performance Security

To

WHEREAS..... (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee; **NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you, and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

Our..... branch at* (Name & Address of the* (branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
.....

Seal, name & address of the Bank and address of the Branch

** Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.*

Annexure G

Declaration Regarding Blacklisting (To be submitted on the bidder's official letterhead)

Date: [Insert Date]

To: [Insert Name of Issuing Authority/Institute]

Subject: Declaration Regarding Blacklisting

I/We, the undersigned, hereby declare that:

1. I/We have not been blacklisted or debarred by any department, agency, or public sector undertaking of the Government of Odisha or any other government authority in Odisha/India.
2. I/We understand that if this declaration is found to be false or misleading at any stage of the evaluation or execution of the contract, our bid shall be rejected, and appropriate legal and administrative action may be initiated, including blacklisting.
3. I/We agree to abide by all terms and conditions laid out in the RfP and understand that any violation may lead to penalties, termination of contract, or blacklisting as per the discretion of the Institute.

Authorized Signatory:

Name: _____

Designation: _____

Organization Name: _____

Signature with Seal: _____

Date: _____

Annexure H

Details of Personnel to be Deployed by the Agency

Please provide information using the format below for the proposed team, including leadership and support staff across the Creative, Planning, and Execution divisions, who will be responsible for carrying out the assignment.

This is to certify that the company intends to engage the following number of skilled and experienced professionals on a full-time, part-time, or consultancy basis for the execution of the assignment.

Sl. No	Designation	Name of Employee	Experience

Annexure I

Declaration Letter

Subject: *Selection of Vendor/Agency for Implementation of Capacity Building Workshops under RAMP*

To

[Name and Address of the Authority]

Sir/Madam,

We, the undersigned, hereby declare our intent to submit a proposal in response to the Request for Proposal for the Selection of Vendor/Agency for Implementation of Capacity Building Workshops under RAMP.

We further certify that our Company / LLP / Partnership / Society / Proprietorship (*please strike off whichever is not applicable*) has, during the last three years:

- Not failed to perform under any agreement.
- Nor had any agreement terminated due to breach of contract.
- Not been subject to any judicial declaration or arbitral award imposing penalties for non-performance.
- Not been expelled from any project or assignment.

This declaration is made in good faith and is true to the best of our knowledge and belief.

Sincerely,

Signature of Authorized Person

Name:

Designation:

Name of Firm:

Address:

Annexure J

Sample Agreement

This Agreement is made at _____ on this _____ day of _____, between _____ (hereinafter referred to as the "Authority", which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and assigns) of the First Part, and _____, the vendor/agency awarded with the _____ (capacity building workshop), of the Second Part.

The Authority invited bids through tender call notice from empaneled Event Management Agencies of _____ (Office Name), IED(O), for building temporary structures with stalls and other arrangements for the exhibition at _____ (Venue/Location). The vendor/agency, having been selected through evaluation as per the approved schedule of works and terms specified in the RFP/tender document dated _____, has expressed its willingness to undertake the assignment.

The contract amount shall be as per the Work Order dated _____, issued for the conceptualization, designing, fabrication, installation, and dismantling of _____ at _____. The vendor/agency shall complete the work within the time frame specified in the work order.

The EMD and Security Deposit of the vendor/agency shall be released only upon successful completion of the assignment, without any interest.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The duration of the assignment shall be _____, commencing from _____ to _____ at _____.
2. The EMA shall execute the work strictly in accordance with the terms and conditions mentioned in Contract No. _____ dated _____, and as per the RFP dated _____.
3. Payment shall be released in installments:
 - First installment of 50% upon completion of stall erection and commencement of the exhibition, subject to fulfillment of terms.
 - Final payment upon satisfactory execution, completion of the event, dismantling and site clearance, and submission of closure report and bills.
 - Any advance payment shall be made against a corresponding Performance Bank Guarantee.
4. The EMA shall furnish a performance security amounting to 5% of the tender value (minimum ₹ _____) via account transfer or bank guarantee from a commercial bank in favor of _____. This guarantee shall remain valid for 60 days from the start of the exhibition.
5. If at any point the Authority finds the vendor/agency performance unsatisfactory, it reserves the right to terminate the contract. Any loss or damage incurred will be recovered from the vendor/agency, along with applicable penalties.

6. Any dispute or difference arising between the parties shall be resolved amicably. If not possible, it shall be referred to an arbitrator mutually appointed by both parties. Arbitration shall be governed by the Indian Arbitration & Conciliation Act, 1996 and held at _____. Costs shall be shared equally.
7. The vendor/agency shall comply with all binding terms, scope of work, and general conditions specified in the tender document dated _____ and the Service Level Agreement.
8. The Bid No. _____ dated _____ and Contract No. _____ dated _____ shall form an integral part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the day and year first above written.

Signed on behalf of the Authority

Name of Signatory: _____

Designation: _____

Signed on behalf of the vendor/agency

Name of vendor/agency

Representative: _____

Designation: _____

In presence of:

1. _____
(Signature, Name & Address)

2. _____
(Signature, Name & Address)

In presence of:

1. _____
(Signature, Name & Address)

2. _____
(Signature, Name & Address)

Annexure K

Proposed Calendar of RAMP workshops under Institute of Entrepreneurship Development, Odisha (FY 2025-26)

Sl. No.	Month	Date*	Day*	Intervention	Activity	Implementing Agency	Budget
1	September	02/09/2025	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
2	September	04/09/2025	Thursday	Vendor Development Program	Focused Training for MSMEs	IED	₹ 126,000.00
3	September	09/09/2025	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
4	September	11/09/2025	Thursday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
5	September	12/09/2025	Friday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
6	September	16/09/2025	Tuesday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
7	September	18/09/2025	Thursday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
8	September	20/09/2025	Saturday	Enabling Bill Discounting through TReDS	MSME Outreach Activities (Physical)	IED	₹ 126,000.00
9	September	23/09/2025	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
10	September	24/09/2025	Wednesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
11	September	25/09/2025	Thursday	Business Development Service Provider	Vendor Mobilization Drive	IED	₹ 87,000.00
12	October	08/10/2025	Wednesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
13	October	09/10/2025	Thursday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
14	October	14/10/2025	Tuesday	Enabling Bill Discounting through TReDS	MSME Outreach Activities (Physical)	IED	₹ 126,000.00

15	October	15/10/2025	Wednesday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
16	October	16/10/2025	Thursday	Business Development Service Provider	Vendor Mobilization Drive	IED	₹ 87,000.00
17	October	18/10/2025	Saturday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
18	October	22/10/2025	Wednesday	Vendor Development Program	Focused Training for MSMEs	IED	₹ 126,000.00
19	October	23/10/2025	Thursday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
20	October	24/10/2025	Friday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
21	October	28/10/2025	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
22	October	29/10/2025	Wednesday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
23	October	30/10/2025	Thursday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
24	October	31/10/2025	Friday	Enabling Bill Discounting through TReDS	MSME Outreach Activities (Physical)	IED	₹ 126,000.00
25	November	01/11/2025	Saturday	Enabling Bill Discounting through TReDS	MSME Outreach Activities (Physical)	IED	₹ 126,000.00
26	November	06/11/2025	Thursday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
27	November	06/11/2025	Thursday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
28	November	11/11/2025	Tuesday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00

29	November	12/11/2025	Wednesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
30	November	15/11/2025	Saturday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
31	November	15/11/2025	Saturday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
32	November	18/11/2025	Tuesday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
33	November	19/11/2025	Wednesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
34	November	20/11/2025	Thursday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
35	November	21/11/2025	Friday	Business Development Service Provider	Vendor Mobilization Drive	IED	₹ 87,000.00
36	November	25/11/2025	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
37	November	25/11/2025	Tuesday	Business Development Service Provider	Vendor Mobilization Drive	IED	₹ 87,000.00
38	November	27/11/2025	Thursday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
39	November	28/11/2025	Friday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
40	December	03/12/2025	Wednesday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
41	December	04/12/2025	Thursday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
42	December	05/12/2025	Friday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00

43	December	05/12/2025	Friday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
44	December	09/12/2025	Tuesday	Vendor Development Program	Focused Training for MSMEs	IED	₹ 126,000.00
45	December	10/12/2025	Wednesday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
46	December	12/12/2025	Friday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
47	December	16/12/2025	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
48	December	18/12/2025	Thursday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
49	December	19/12/2025	Friday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
50	December	23/12/2025	Tuesday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
51	January	03/01/2026	Saturday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
52	January	06/01/2026	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
53	January	07/01/2026	Wednesday	Business Development Service Provider	Vendor Mobilization Drive	IED	₹ 87,000.00
54	January	08/01/2026	Thursday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
55	January	09/01/2026	Friday	Enabling Bill Discounting through TReDS	MSME Outreach Activities (Physical)	IED	₹ 126,000.00
56	January	14/01/2026	Wednesday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00

57	January	15/01/2026	Thursday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
58	January	16/01/2026	Friday	Enabling Bill Discounting through TReDS	MSME Outreach Activities (Physical)	IED	₹ 126,000.00
59	January	17/01/2026	Saturday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
60	January	20/01/2026	Tuesday	Business Development Service Provider	Vendor Mobilization Drive	IED	₹ 87,000.00
61	January	21/01/2026	Wednesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
62	January	23/01/2026	Friday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
63	January	27/01/2026	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
64	January	29/01/2026	Thursday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
65	January	30/01/2026	Friday	Vendor Development Program	Focused Training for MSMEs	IED	₹ 126,000.00
66	January	31/01/2026	Saturday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
67	February	03/02/2026	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
68	February	05/02/2026	Thursday	Enabling Bill Discounting through TReDS	MSME & Stakeholder Outreach	IED	₹ 126,000.00
69	February	06/02/2026	Friday	Enabling Bill Discounting through TReDS	MSME Outreach Activities (Physical)	IED	₹ 126,000.00
70	February	06/02/2026	Friday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
71	February	07/02/2026	Saturday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
72	February	10/02/2026	Tuesday	Business Development	Scheme Related Capacity	IED	₹ 126,000.00

				Service Provider	Building of DICs & Industry Associations		
73	February	11/02/2026	Wednesday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
74	February	12/02/2026	Thursday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
75	February	17/02/2026	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
76	February	18/02/2026	Wednesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
77	February	19/02/2026	Thursday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
78	February	20/02/2026	Friday	Vendor Development Program	Focused Training for MSMEs	IED	₹ 126,000.00
79	February	20/02/2026	Friday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
80	February	24/02/2026	Tuesday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
81	February	25/02/2026	Wednesday	Enabling Bill Discounting through TReDS	MSME Outreach Activities (Physical)	IED	₹ 126,000.00
82	February	26/02/2026	Thursday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
83	February	27/02/2026	Friday	Business Development Service Provider	Vendor Mobilization Drive	IED	₹ 87,000.00
84	March	03/03/2026	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
85	March	05/03/2026	Thursday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
86	March	07/03/2026	Saturday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00

87	March	10/03/2026	Tuesday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
88	March	11/03/2026	Wednesday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
89	March	13/03/2026	Friday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
90	March	18/03/2026	Wednesday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
91	March	19/03/2026	Thursday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
92	March	20/03/2026	Friday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
93	March	24/03/2026	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00
94	March	25/03/2026	Wednesday	Enabling Bill Discounting through TReDS	MSME Outreach Activities (Physical)	IED	₹ 126,000.00
95	March	26/03/2026	Thursday	Business Development Service Provider	Scheme Related Capacity Building of DICs & Industry Associations	IED	₹ 126,000.00
96	March	27/03/2026	Friday	Vendor Development Program	Capacity Building of DICs & Industry Associations	IED	₹ 87,000.00
97	March	31/03/2026	Tuesday	Support for GI Tagged Product	MSME & Stakeholder Outreach	IED	₹ 126,000.00

***Workshop dates may be rescheduled within the same month, provided the total number of proposed workshops remains unchanged.**

Annexure L

Budget Breakup for capacity building workshops under each intervention.

Intervention 1: BDSP to support MSEs in Odisha

Activity 1: Vendor Mobilization Drive

And

Intervention 3: MSE Vendor Development Program

Activity 2: Capacity Building of DIC and Industry Associations

Approved Budget				
Sr. No.	Particulars	Per unit cost (in INR)	No.s	Total amount (in INR)
1	Food for participants including tea/ coffee and water bottle (incl. of GST)	1200	50	60000
2	Conference Hall charges (incl. of GST)	10000	-	10000
3	Mementos and gifts for the Chief Guests and other dignitaries (for 5 guests)	600	5	3000
4	Training kits along with pad, pen & folder	40	50	2000
5	Photography & Videography expenses (incl. GST)	10000	-	10000
6	Stage backdrop banner and standees	2000	-	2000
	TOTAL			87000

Intervention 1: BDSP to support MSEs in Odisha

Activity 2: Scheme related capacity building and awareness for DIC and Industry Associations

And

Intervention 3: MSE Vendor Development Program

Activity 1: Focused training for MSMEs

And

Intervention 4: Enabling Bill Discounting

Activity 1: MSE Outreach Activity

And

Intervention 5: Support for GI Tagging

Activity 1: Outreach activities for MSEs

Approved Budget				
Sr. No.	Particulars	Per unit cost (in INR)	No.s	Total amount (in INR)
1	Food for participants including tea/ coffee and water bottle (incl. of GST)	1200	80	96000
2	Conference Hall charges (incl. of GST)	10000	-	10000
3	Mementos and gifts for the Chief Guests and other dignitaries (for 8 guests)	600	8	4800
4	Training kits along with pad, pen & folder	40	80	3200
5	Photography & Videography expenses (incl. GST)	10000	-	10000
6	Stage backdrop banner and standees	2000	-	2000
TOTAL				126000