



ଉପଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ରେଢାଖୋଲ, ସମ୍ବଲପୁର

OFFICE OF THE SUB-COLLECTOR, RAIRAKHOL, DIST- SAMBALPUR

Notification No....2374/26.05.2026

REQUEST FOR PROPOSAL (RFP) For Allotment and Management of Rental Space for Shops and Commercial Activities in Kadamba Padia Rairakhol , Tahasil- Rairakhol -Dist- Sambalpur for the year (2026-2027) during festivals season i.e. entire period of Ratha Yatra , 2026 (20days) , Durga Puja & Laxmi Puja (20days) , Winter Pallishree Mela in the month of Dec. 2026(20days) & Ram Nabami -2027 (20days)

Selection Through QCBS Method

Contract Period: Three Year

Activity	Date
Issue of RFP	[26.05.2026]
Pre-Bid Meeting	[03.06.2026]
Last Date for Submission	[10.06.2026]
Technical Bid Opening	[12.06.2026]
Technical presentation	[16.06.2026]
Financial Bid Opening	[17.06.2026]

Executive Office-cum-
Sub-Collector, Debottar
Rairakhol

1. NOTICE INVITING RFP

The **Sub-Collector-cum-Executive Officer, Devottar, Rairakhol**, hereinafter referred to as the "Authority", invites proposals from eligible firms/agencies/event management agencies/vendors for allotment, development, management, and operation of commercial rental spaces during various festivals/events organized by the Authority for a period of one year.

The selection shall be made through the **Quality and Cost Based Selection (QCBS)** method.

2. OBJECTIVE

The objective of this RFP is to:

- Ensure professional management of commercial spaces during festivals.
- Facilitate organized commercial activities for public convenience.
- Maintain safety, hygiene, crowd management, and quality standards.
- Maximize public service and revenue generation through transparent bidding.

3. SCOPE OF WORK

The selected agency shall:

3.1 Space Development & Management

- Plan and demarcate commercial spaces/stalls.
- Install temporary structures/stalls/kiosks where required.
- Maintain proper entry/exit arrangements.
- Ensure illumination and basic infrastructure.

3.2 Commercial Operations

- Allot stalls/shops to vendors with prior approval of Authority.
- Manage food courts, handicraft stalls, retail shops, amusement areas, exhibition zones, etc.
- Maintain proper records of stall allotments.

3.3 Facility Management

- Ensure sanitation and waste management.
- Arrange fire safety equipment.
- Ensure uninterrupted power and water distribution where applicable.
- Deploy manpower for operational support.

3.4 Compliance

- Obtain necessary permissions/licenses.
- Ensure compliance with municipality, police, fire, food safety, and other statutory regulations.


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4. CONTRACT PERIOD

The contract shall remain valid for a period of ~~three~~ year from the date of execution of agreement and may include multiple festivals/events during the year.

5. DETAILS OF AVAILABLE SPACE

Sl. No.	Particulars	Details
1	Location	[Kadamba Padia , Rairakhol]
2	Approximate Area	[90,169Sq. Feet]
3	Nature of Activities	Commercial Shops / Food Stalls(Veg) / Exhibition / Entertainment
4	Festivals with duration	Entire Period of Ratha Yatra 2026(20days) Durga Pooja & Laxmi Pooja 2026 (20days) Winter Palli Shree Mela in the month Dec-26(20days) Ram Navami Period 2027 (20days)
5	Contract Duration	three Year
6	Utilities	Electricity & Water on chargeable basis

6. ELIGIBILITY CRITERIA

The bidder must:

- Be a registered firm/company/proprietorship/partnership/event management agency.
- Turnover registered in last financial year(2024-25) minimum should be(10)lakhs.
- Have minimum [3] years' experience in festival/event/commercial space management.
- Have successfully executed at least [3] similar assignments.
- Have valid PAN, GST, and statutory registrations.
- Not be blacklisted by any Government authority.

7. DOCUMENTS TO BE SUBMITTED

Technical Proposal

- Company Profile
- Registration Certificate
- PAN & GST
- Experience Certificates
- Work Orders/Completion Certificates
- Financial Turnover Statement
- Methodology & Work Plan
- Proposed Layout/Management Plan
- Undertaking of Non-Blacklisting in form of affidavit.

Financial Proposal

- Financial Bid in prescribed format only.


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8. QCBS EVALUATION PROCESS

The selection shall be based on **Quality and Cost Based Selection (QCBS)**.

8.1 Weightage

Component **Weightage**

Technical Score (T) 70%

Financial Score (F) 30%

Final Score = $(0.70 \times \text{Technical Score}) + (0.30 \times \text{Financial Score})$

The bidder obtaining the highest combined score shall be selected.

9. TECHNICAL EVALUATION CRITERIA

Sl. No.	Criteria	Maximum Marks
1	Experience in Similar Works	30
2	Financial Capacity/Turnover	15
3	Technical Approach & Methodology	10
4	Manpower & Infrastructure Plan	15
5	Presentation/Proposed Festival Management Plan	30
Total		100

Minimum Qualifying Marks

Bidders must secure at least **50 marks** in the technical evaluation to qualify for opening of financial bids.

10. FINANCIAL BID EVALUATION

- Financial bids of technically qualified bidders only shall be opened.
- The highest evaluated financial bidder (H1) shall receive a financial score of 100.

Example :

Where a Government office is looking to lease out space.

- Weightage:** Technical (70 %), Financial (30%)
- Minimum Tech Score:** 50

Bidder	Tech Marks	Rent Quoted
A	90	₹10,000
B	80	₹12,000
C	70	₹11,000


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Step 1: Calculate Technical Scores (T_n)

Highest mark = 90 (bidder a)

$$T_n(A) = \left(\frac{90}{90}\right) \times 100 = 100$$

- $T_n(B) = \left(\frac{80}{90}\right) \times 100 = 88.89$
- $T_n(C) = \left(\frac{70}{90}\right) \times 100 = 77.78$

Step 2: Calculate Financial Scores (F_n)

Highest Rent = ₹12,000 (Bidder B)

- $F_n(A) = \left(\frac{10,000}{12,000}\right) \times 100 = 83.33$
- $F_n(B) = \left(\frac{12,000}{12,000}\right) \times 100 = 100$
- $F_n(C) = \left(\frac{11,000}{12,000}\right) \times 100 = 91.67$

Step 3: Calculate Final Weighted Score (SS)

- Bidder A: $(100 \times 0.7) + (83.33 \times 0.3) = 70 + 25 = 95$
- Bidder B: $(88.89 \times 0.7) + (100 \times 0.3) = 62.22 + 30 = 92.22$
- Bidder C: $(77.78 \times 0.7) + (91.67 \times 0.3) = 54.45 + 27.5 = 81.95$

Result: Bidder A wins because they have the highest combined score (95), despite Bidder B offering higher rent.

11. EARNEST MONEY DEPOSIT (EMD), SECURITY DEPOSIT and Paper Cost

Particulars	Amount
EMD	Rs. [25,000]
Security Deposit	Rs. [3,00,000]
Paper Cost-	Rs. [5000] (Non refundable)

EMD of unsuccessful bidders shall be refunded without interest.

Security deposit shall be deposited by the successful bidder before the date of agreement for a period of one year.

12. PAYMENT TERMS

- Selected bidder shall deposit advance rental/license fees before commencement of each festival/event.
- Electricity, water, and other utility charges shall be paid separately.
- Revenue sharing model, if applicable, shall be specified in the agreement.

13. OBLIGATIONS OF THE AGENCY

The agency shall:

- Maintain cleanliness and hygiene.
- Provide 06 numbers of security guards for the safety of the stalls and the crowd management, ensure public safety and crowd discipline.
- Ensure fire extinguishers in the stalls for the compliance towards fire safety.
- Prevent unauthorized occupation of stalls. The detailed identity proofs of the vendors to be provided by the agency for proper verification.
- Remove all temporary structures after completion of events.

- Coordinate with local administration and police.

14. PENALTY CLAUSE

Penalty may be imposed for:

- Delay in setup
- Poor sanitation
- Unauthorized commercial activity
- Violation of safety norms
- Damage to public property

Repeated violations may lead to termination of contract.

15. TERMINATION OF CONTRACT

The Authority may terminate the contract in case of:

- Breach of agreement
- Submission of false documents
- Public nuisance or safety concerns
- Non-payment of dues
- Blacklisting during contract period

16. IMPORTANT DATES

<u>Activity</u>	<u>Date</u>
Issue of RFP	[26.05.2026]
Pre-Bid Meeting	[03.06.2026]
Last Date for Submission	[10.06.2026]
Technical Bid Opening	[12.06.2026]
Technical presentation	[12.06.2026]
Financial Bid Opening	[16.06.2026]

17. SUBMISSION OF BIDS

Bids shall be submitted in two separate sealed envelopes:


Envelope-1: Technical Proposal

Envelope-2: Financial Proposal

Both envelopes shall be placed in one outer sealed envelope superscribed:

“RFP for Rental Space for Shops and Commercial Activities During Festivals in Rairakhol for 2026-27- QCBS Selection”

The bid sheet / tender paper shall be submitted at the tender box of office of the Sub-Collector Rairakhol. For any query in this regard, intended firm may contact to the mobile number is 9438382321.


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18. AUTHORITY RIGHTS

The Authority reserves the right to:

- Reject any or all proposals.
- Modify the scope of work.
- Cancel the bidding process without assigning any reason.
- Negotiate with the highest ranked bidder.

19. CONTACT DETAILS

[Name of Officer]

Rashmi Ranjan Mahanta, OAS-I(SB)

Sub-Collector-cum- Executive Officer, Devottar, Rairakhol

Mob:-9437544487, Mail ID- subcollectorrairakhol@gmail.com

ANNEXURE – I

TECHNICAL BID FORMAT

1. Name of Bidder
2. Address
3. Registration Details
4. Experience Details
5. Annual Turnover
6. Team Details
7. Similar Projects Completed

ANNEXURE – II

FINANCIAL BID FORMAT

Sl. No.	Description	Amount (Rs.)
1	Annual License Fee Offered	.

2. For the Total area of 90,169Sq.Feet of Kadamba Padia Rairakhol , the minimum licence fee for one year can not be less then 15.00lakh.

ANNEXURE – III

DECLARATION

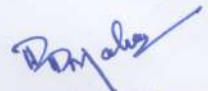
I/We certify that all information furnished is true and correct and agree to abide by all terms and conditions of the RFP.

Signature of Authorized Signatory

Date:

Place:

After the finalization of the agency/bidder through the process of QCBS, the LOI and LOA to be signed by the bidder/agency.


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20. FORMAT OF LETTER OF INTENT (LOI)

LETTER OF INTENT (LOI)

For Allotment and Management of Rental Space for Shops and Commercial Activities During Festivals in Rairakhol for 2026-27.

Letter No.: _____

Date: _____

To

M/s _____

Address: _____

Subject: Letter of Intent (LOI) for Allotment and Management of Rental Space During Festivals for three Year

Sir/Madam,

With reference to your proposal submitted against the RFP dated _____ for "Allotment and Management of Rental Space for Shops and Commercial Activities During Festivals", and pursuant to the evaluation under the Quality and Cost Based Selection (QCBS) method, we are pleased to inform you that your proposal has been selected for award of the contract.

Accordingly, this Letter of Intent (LOI) is issued subject to the following terms and conditions:

20.1. SCOPE OF WORK

You shall undertake allotment, development, operation, and management of commercial rental spaces/stalls during festivals/events organized by the Authority for a period of one year.

20.2. CONTRACT PERIOD

The contract shall remain valid for a period of **three year** from the date of execution of the formal agreement.

20.3. CONTRACT VALUE / LICENSE FEE

The accepted financial offer is as follows:

Particulars	Amount
Annual License Fee Rs.	_____

Security Deposit	Rs. _____
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20.4. PERFORMANCE SECURITY

You are required to submit a Performance Security Deposit equivalent to _____% of the contract value within _____ days from issuance of this LOI.

Failure to submit the Performance Security within the stipulated period may result in cancellation of this LOI.


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20.5. EXECUTION OF AGREEMENT

You are requested to execute the formal agreement with the Authority within _____ days from the date of issue of this LOI.

20.6. COMMENCEMENT OF WORK

The work shall commence immediately after signing of the agreement and issuance of Work Order/Permission Letter by the Authority.

20.7. COMPLIANCE

The agency shall comply with:

- All statutory regulations
- Fire and safety norms
- Municipal and local authority guidelines
- Conditions stipulated in the RFP and Agreement

20.8. TERMINATION

The Authority reserves the right to cancel this LOI in case of:

- Failure to execute agreement
- Submission of false information
- Non-submission of security deposit
- Violation of terms and conditions

Kindly acknowledge receipt of this LOI and convey your acceptance within _____ days.

Yours faithfully,

Authorized Signatory

[Name]

[Designation]

[Department/Authority]

21. Letter of Acceptance (LOA) for Allotment and Management of Rental Space for Shops and Commercial Activities During Festivals for One Year

Sir/Madam,

With reference to:

1. The Request for Proposal (RFP) dated _____;
2. Your Technical and Financial Proposal submitted on _____; and
3. The evaluation conducted under the Quality and Cost Based Selection (QCBS) method,

we are pleased to inform you that the Competent Authority has accepted your proposal for **Allotment and Management of Rental Space for Shops and Commercial Activities During Festivals** for a period of one year.

Your bid is hereby accepted at the following rates and terms:



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Particulars	Details
Contract Period	One Year
Annual License Fee	Rs. _____
Security Deposit	Rs. _____
Performance Security	Rs. _____

You shall undertake:

- Development and management of rental spaces/stalls;
- Allotment and operation of commercial activities during festivals/events;
- Maintenance of sanitation, safety, lighting, and crowd management;
- Compliance with all statutory and regulatory requirements.

You are requested to submit the Performance Security equivalent to _____% of the contract value within _____ days from the date of issue of this LOA.

Failure to submit the Performance Security within the stipulated time shall result in cancellation of this LOA and forfeiture of EMD, if applicable.

You are required to execute the formal Agreement with the Authority within _____ days from the date of issue of this Letter of Acceptance.

The RFP document, your proposal, negotiated terms (if any), this LOA, and subsequent Agreement shall collectively form part of the contract.

The work shall commence from _____.

The contract shall be governed by:

- Terms and conditions of the RFP;
- Corrigenda/Addenda issued, if any;
- Accepted Technical and Financial Proposal;
- Conditions stipulated in this LOA;
- Agreement executed between both parties.

This Letter of Acceptance shall remain valid subject to fulfilment of all pre-contract conditions mentioned herein.

You are requested to acknowledge receipt of this Letter of Acceptance and submit your acceptance within _____ days.

Yours faithfully,

Authorized Signatory

[Name]

[Designation]

[Department/Authority Name]



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22. ACKNOWLEDGEMENT BY THE AGENCY

We hereby acknowledge and accept the terms and conditions mentioned in this Letter of Acceptance.

For M/s _____

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

23. FORMAT OF AGREEMENT

AGREEMENT FOR RENTAL SPACE MANAGEMENT DURING FESTIVALS

AGREEMENT

This Agreement is made on this ___ day of _____, 20_____ at _____.

BETWEEN

[Name of Authority/Organization], having its office at _____, hereinafter referred to as the "Authority", which expression shall unless repugnant to the context mean and include its successors and assigns,

AND

M/s _____, having its registered office at _____, hereinafter referred to as the "Agency/Licensee", which expression shall unless repugnant to the context mean and include its successors, legal representatives, and permitted assigns.

The Authority and the Agency shall individually be referred to as "Party" and collectively as "Parties".

The Authority hereby grants permission to the Agency for allotment, operation, and management of rental spaces/stalls for commercial activities during festivals/events organized by the Authority.

This Agreement shall remain valid for a period of **three year** from _____ to _____.

The Agency shall:

- Develop and manage temporary commercial spaces/stalls.
- Facilitate commercial activities during festivals.
- Ensure sanitation, lighting, and operational management.
- Ensure safety and crowd management.
- Comply with all statutory requirements.

The Agency agrees to pay:

Particulars	Amount
Annual License Fee Rs.	_____
Security Deposit Rs.	_____

Payment shall be made as per schedule prescribed by the Authority.

The Agency shall deposit a refundable Security Deposit of Rs. _____.

The Authority may deduct penalties/damages from the Security Deposit.

The Agency shall:

1. Use the space only for approved purposes.
2. Not permit illegal or prohibited activities.
3. Maintain cleanliness and hygiene.
4. Ensure public safety and fire safety compliance.
5. Obtain necessary licenses and permissions.
6. Avoid encroachment beyond allotted area.
7. Remove temporary structures after completion of festivals.

The Authority shall:

- Provide access to designated space.
- Facilitate coordination with local administration where required.
- Monitor compliance of agreement terms.

The following activities are prohibited unless specifically permitted:

- Sale of banned/prohibited goods
- Hazardous activities
- Unauthorized advertisements
- Activities causing public nuisance

Penalty may be imposed for:

Violation	Penalty
Unauthorized occupation	Rs. _____
Poor sanitation	Rs. _____
Damage to public property	Actual recovery cost
Safety violations	Rs. _____

Repeated violations may lead to termination.

The Authority may terminate the Agreement if:

- Terms and conditions are violated
- License fee remains unpaid
- False information is submitted
- Public safety is compromised

The Agency may terminate the Agreement by giving _____ days' prior notice.

Neither Party shall be liable for failure to perform obligations due to:

- Natural calamities
- Government restrictions
- Epidemics/pandemics
- War, riots, or civil disturbances

The Agency shall indemnify and keep indemnified the Authority against all losses, claims, damages, liabilities, and legal proceedings arising out of the Agency's operations.

Any dispute arising out of this Agreement shall first be resolved amicably.

Failing such resolution, the dispute shall be subject to jurisdiction of courts at _____.

This Agreement shall be governed by the laws of India.

This Agreement, along with the RFP, LOI, and accepted bid documents, shall constitute the complete agreement between the Parties.

IN WITNESS WHEREOF

The Parties hereto have signed this Agreement on the date and year first above written.

For the Authority

Signature: _____

Name: _____

Designation: _____

For the Agency/Licensee

Signature: _____

Name: _____

Designation: _____

Witnesses

1. _____
2. _____

D. Mahas
26.5.22
Sub-Collector-cum-Executive Officer,
Devottar, Rairakhhol

Memo No.....*2375*...../Devotta dtd. 26.05.2026

Copy to the Office Notice / All Tahasildar & BDOs of Sambalpur District/EO NAC Kuchinda & Rairakhhol/ Commissioner SMC Sambalpur for information & necessary action.

Copy submitted to the Collector Sambalpur for favour of kind information and necessary action.

Copy to the DeGM, Sambalpur for information & necessary action. He is requested to webhosting this notice in the Sambalpur Dist. Website for wide publication of the same.

D. Mahas
26.5.22
Sub-Collector-cum-Executive Officer,
Devottar, Rairakhhol
Executive Officer-cum-Sub-Collector, Debottar Rairakhhol