

# TENDER PAPER

FOR

**Tent, Light & Sound works**

**Pallishree Mela year 2018**

**Bhadrak**

**31<sup>st</sup> January, 2018 – 06<sup>th</sup> February, 2018**

*To be organized by*

**District Administration/ORMAS (DSMS)**

**Bhadrak**

TENDER PAPER FOR TENTAGE, LIGHT & SOUND WORKS FOR PALLISHREE MELA, BHADRAK- 2018

COST OF TENDER PAPER: : Rs. 1,000.00 (Non-refundable) in shape of Demand Draft /  
Pay order in favour of Chief Executive, District Supply and  
Marketing Society Bhadrak

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Bank \_\_\_\_\_

DEPOSITED BY (Address in Detail) :M/S \_\_\_\_\_  
\_\_\_\_\_

SECURITY DEPOSIT :

: Rs. 10,000/- (Refundable ) in shape of Demand Draft /  
Pay order in favour of Chief Executive, District Supply and  
Marketing Society Bhadrak.

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Bank \_\_\_\_\_

DEPOSITED BY (Address in Detail) :M/S \_\_\_\_\_  
\_\_\_\_\_

LAST DATE & TIME FOR RECEIPT  
OF TENDER

: 18<sup>th</sup> January 2018 latest by 12.00 AM.

OPENING OF TENDER PAPER  
OF TENDER

: 18<sup>th</sup> January 2018 by 3 .00 PM. at DRDA Bhadrak

PLEASE DELIVER AT

O/o Project Director, DRDA Bhadrak  
At- Charigharia, Po-Madhabnagar  
Bhadrak

## TERMS AND CONDITIONS OF TENDER FOR TENT, LIGHT & SOUND WORKS

Period – 31<sup>st</sup> January,2018 – 06<sup>th</sup> February, 2018

1. Sealed tenders are invited from reputed firms/joint firms, decorators and tent houses having the work experience of execution of similar nature of work of more than Rs.5.00 lakhs in each exhibition organized during last 3 financial years with annual turnover of more than Rs.25.00 lakhs per year.
2. The tenderer should have registered his firm under Commercial Tax (VAT), Income Tax (PAN) and Service Tax and having valid number from the concerned authority and have the latest assessment report/return from the concerned authority.
3. The tenderer should have the capacity to erect the stalls other allied works, Light and Sound in any part of the State. The work will be assigned to the selected firm. So, the rate offered by the firm shall be inclusive of all taxes and duties except service tax as applicable and should be valid for the Mela period.
4. The duration of the exhibition will be for 7 days as per the details given below. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by DRDA before 7 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
5. The tenderer shall quote their price for all the items without leaving blank.
6. On completion of the exhibition, the contractor shall have to take away all the materials within 3 days & vacate the place with the same condition while occupying the ground.
7. The contractor should be prepared to provide any additional materials in case of requirement at the market price for the items not mentioned in the tender.
8. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
9. Tenderer will be responsible to upkeep and maintenance of the entire work done by him till the closing of the exhibition. DRDA/DSMS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
10. No part of the contract will be sub-let without the prior written permission of the DSMS/DRDA/Committee. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
11. It shall be the responsibility of the successful tenders/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies.
12. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
13. The tenderers are required to deposit an earnest money of Rs.10,000/- ( Ten thousand only) in shape of demand draft/pay order in favour of Chief Executive, District Supply and Marketing Society Bhadrak, Payable at Bhadrak. The Security Deposit amount of the successful tenderer will be refunded subject after completion of assignment. Tender papers without Security Deposit shall not be accepted..

14. The authority reserves the right to reject any or all tenders without assigning any reason there of
15. The rate offered by the firm shall be including of all taxes and duties as applicable. The service tax will be deposited by the firm with the concerned authority. TDS will be deducted by the organization from the final bill amount.
16. Bid Price : The transportation charges also to be included in the Bid Price and the prices should be quoted in Indian Rupees only.
17. Evaluation of quotation: The organization will evaluate and compare the quotations determined to be substantially responsive i. e. which are properly signed and confirm to the terms and conditions and specifications.
18. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
19. Payment shall be made after successful completion of the programme through E-transfer after submission of the bills.
20. **While submitting the tender, the Bidder should submit the followings documents:**
- i. Authentic experience proof of the work done on execution of works of similar nature i.e. national/state level fairs/exhibitions of Government / Corporate sector for not less than Rs.5.00-6.00 lakhs in each of the last 3 years.
  - ii. Copy of the certificate/license of registration certificate/valid number in favour of the firm from Commercial Tax (GST/VAT), Income Tax (PAN/TAN) and Service Tax and assessment report/return from the concerned authority for last 3 years.
  - iii. Income Tax and Clearance Certificate as on 31.03.2017.
  - iv. Copy of the Service Tax Deposit Challan as proof of Annual turnover of the firm of the last 3 years.
  - v. EMD of Rs.10,000.00 thousands (Rupees ten thousand) only in shape of Demand Draft/Pay order in favour of Chief Executive, District Supply and Marketing Society Bhadrak, Payable at Bhadrak.

**ACCEPTED THE TERMS AND CONDITIONS FROM PRE PAGE**

Signature with seal of Bidder

**The following works will be required to be taken up:**

1. Erection of Stalls
2. Coordination Cell-cum-VIP Lounge
3. Gates (Box, Normal)
4. Ground , Stall & Stage Electrification [Packaged-1 & Packaged-2]
5. Sound and Lighting
6. Generator
7. Hoardings

**1. Erection of Stall:** Stalls, divided into 2 categories of A & B, will be erected in different exhibitions as per the requirement. The tenderer will quote their lowest possible price separately for each category. The details of specifications are given below:

Sl. No.	Particulars	Stall Category – A (Basic requirement)	Stall Category – B
1	<b>Structure</b>	Bamboo (3 to 6 inch) & cloth structure. Size of each stall – 10' X 10' with tarpaulin water proof roofing.	Same as Category – A
2	<b>Flooring</b>	Floor Coir Matting	Wooden plank platform of 6" height from the ground covering entire stall area.
3	<b>Ceiling &amp; Wall</b>	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL WHITE CLEAN CLOTHES TO BE USED)	Same as Category – A
4	<b>Racks</b>	Three tire racks. The shelf of the racks will be of size 1' 6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.	Same as Category – A
5	<b>Facia</b>	A wooden batten frame for Running Facia will be erected by the contractor. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. The selective cloth colour like Bottle Green, Navy Blue & Maroon will be used alternatively in the exhibitions. Running Tribal paintings/Patta Painting in multi colour will be made on the facia. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.	Same as Category – A
6	<b>Furniture</b>	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.	Same as Category – A
7	<b>Electric Fittings</b>	Tube Light/ CFL/LED bulbs – 4 no. ( 2 no. of tube light should be connected with generator) & a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.	Same as Category – A
8	<b>Numbering of Stall</b>	All stalls should be numbered with stencil & paint.	Same as Category – A
9	<b>Closures</b>	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.	Same as Category – A

## 2 Coordination Cell -cum-VIP Lounge:

One Coordination Cell –cum- VIP Lounge will be erected in each exhibition. The tenderer will quote the lowest possible price. **ONLY NEW COTTON CLOTHES SHOULD BE USED.** The specifications are as follows:

Sl. No.	Particulars	Work Specifications
A	Structure	Bamboo & wooden <i>balhaa</i> with tarpaulin covering. Design of the structure should be 1) Replica of "DHAULI" / 2) Yagnya Mandap / 3) Building / 4) Temple as per need. The design structure should be covered with batten framing & cloth of appropriate colour.
B	Size	40 ft X 40 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 (four) individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.
D	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.
E	Flooring	Wooden plank platform of 1.5 to 2 feet height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in wooden batten frame and ply wood/ <ul style="list-style-type: none"> <li>• 3 nos. of steel tables with attractive shapes – 3 no.,</li> <li>• 10 no. of revolving cushion chairs,</li> <li>• 4 sets of Dunlop sofa set for V VIPs (for 16 persons),</li> <li>• 4 no. of center table (of low height)</li> <li>• 4 no. of waste bin basket,</li> <li>• 15 no. of plastic moulded chairs,</li> <li>• one steel almirah with key, one water filter and</li> <li>• two steel tables for pantry room</li> <li>• two standard table for computer operation.</li> </ul>
G	Electric Fittings	Tube Light – 20 no. , Ceiling Fan – 8 no., 1 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light like hanging chandelier ( <i>jhaada</i> ) etc.
H	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
I	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
J	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Oriya).
K	Sign Board	One Flex Board size 6 X 3' will be fixed on the top of the entry gate of the Co-ordination cell. The text writeup will be in Odia language " Niyantrana Kakhya, Pallishree Mela"

3. **Gates:** The tenderer shall submit the lowest possible rate for the box gate (Both Entry & Exit) to the Mela venue and putting of 4 normal gates in different places of the town for Advertisements, with following specifications:

Sl. No.	Particulars	Work Specifications
A	<b>Structure</b>	Bamboo Structure, Wooden Batten framing, Square & box type structure
B	<b>Size</b>	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, top horizontal frame length will be 24-25' and width of pillar will be 3-4' all around.
C	<b>Covering</b>	Gate should be erected with batten framing, one front side of pillars and top will be flex facia & other side will be cotton cloth mounting with design work as per approved design.
D	<b>Lighting</b>	Sufficient lighting arrangement with metal light focusing to the gate specific in Entry and Exit gate of mela ground).
E	<b>Flowering</b>	Live flower chains (Mala) will be put in both the gates

#### 4. Ground Electrification

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the tenderer for exhibition period in each exhibition. The quantities of the items are statutory/fixed in the package. The tenderer have to quote his price for the complete **PACKAGE** only. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments. If the requirement will be less in quantity than the **PACKAGE** in any event, then the claim of the tenderer will be for the complete package.

#### 5. Light & Sound Package - 1

- i. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 40 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 20 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 10 no. of white Halogen light along with wiring /fitting poles.
- vi. 5 no. of Halogen shall be fitted in and around back side of the stalls for security purpose.
- vii. 100 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- viii. 100 no. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- ix. 10,000 Tuni running lights will be fitted at the required places.

#### Light & Sound Package - 2

- i. Main Switch Board/Panel Board upto 250 KW electric load with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 40 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 35 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 15 no. of white Halogen light along with wiring /fitting poles.
- vi. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- vii. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- viii. 200 no. Applique hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- ix. 20,000 Tuni running lights will be fitted at the required places.

**6. Generators:**

Generator sets with required fuel shall be provided by the tenderer for the entire exhibition period. The tenderer should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two tube lights of each stall, few ground lights, control room and public announcement system. The requirement of Gen. Sets will be (10KVA / 20 KVA/ 82.5 KVA) as per the load of package 1 & Package 2. Fuel for the generator as per the requirement will be borne by the tenderer.

**7. Hoarding:**

Hoardings using Flex sheets will be made in the prime places to be given by DRDA/DSMS for 8 days at the places mentioned in the exhibition calendar. The specification of the flex hoarding is given below.

- The hoarding should be well placed at the location given by DRDA/DSMS, Bhadrak located and clearly viewed.
- The tenderer will quote the price for fixing of the hoarding along with flex sheet printing & fixing charges.
- The tenderer will quote the price for 20ft X 10 ft size & 15ft X 10ft of board. In case of the other size boards, tenderer will quote the price against each size separately.

**Name & Address of the firm**

**Signature with seal**



DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I am/ we are willing to abide by the terms and conditions laid by the authority. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:  
Date :

Signature of the Bidder with seal

## District Rural Development Agency, (DRDA), Bhadrak

TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF EXHIBITION FOR THE PERIOD OF  
31<sup>st</sup> January, 2018 – 06<sup>th</sup> February, 2018  
(Last date for submission of tender form is on 18<sup>th</sup> January 2018 at 12.00 AM)

The Project Director  
DRDA, Bhadrak

S. N	Item Particulars	Qty.	Rate per unit / Sqr. ft / Running ft for each Mela.
1	Erection of Stall	Rate per stall	
	Category-A	Rate per stall	
	Category-B		
2	Control Room-cum-VIP lounge	Rate per pieces	
3	Erection of Gate (Entry & Exit)	Rate per gate	
4	Ground Electrification	Rate per package	
	Package-1	Rate per package	
	Package-2		
5	Temporary Toilet	Rate per Toilets	
	Installation of Temporary Urinal (Male and Female) along with all fittings	Rate per urinal	
6	Silent Generator (with fuel) one each		
A	5 KVA	Rate per pieces	
B	20 KVA	Rate per pieces	
C	82.5 KVA	Rate per pieces	
7	Hoarding		
A	Hording with bamboo & ballah, flex printing & mounting with iron framing & fixing - 15' x 10'	Rate per sq. ft	
8	Miscellaneous (Electrical)		
A	Pedestal Fan	Rate per pieces	
B	Ceiling Fan	Rate per pieces	
C	Tube light	Rate per pieces	
D	Halogen(500W)	Rate per pieces	
E	Halogen(1000W)	Rate per pieces	
9	Miscellaneous ( General )		
A	Bed Set ( Set of one Mattress & one Pillow )	Rate per pieces	
B	Durry (15' X 15')	Rate per sq. ft	
C	Bamboo Barricade (Running feet)	Rate per running ft.	
D	Facia in cloth with wooden batten frame - per sq. ft.	Rate per sq. ft	
E	Tarpaulin ceiling	Rate per sq. ft	
F	Batten frame for flex sheet framing	Rate per sq. ft	
G	Syntex tank (for 7 days) (2000 liter capacity each tank with 3' height stand)	Rate per unit	
<b>Total</b>			

Signature of the Bidder  
With seal