

Tender Paper
of
Tentage & Allied works
For
Pallishree Mela, Khordha
2019-20

Organized by
ORMAS, KHORDHA

O/o District Rural Development Agency, Khordha

**DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS FOR
NATIONAL LEVEL PALLISHREE MELA 2019**

A. **COST OF TENDER PAPER** : Rs. 1,000 (Rupees one thousand only)- Non-refundable

B. AVAILABILITY OF TENDER PAPER: www.ormas.org or www.khordha.nic.in

C. INSTRUMENT OF PURCHASE OF TENDER PAPER:

Demand Draft/Pay Order No..... Dated/..... /2019 (if the tender paper downloaded from website, DD / Pay Order in favour of Chief Executive, DSMS Khordha, payable at Khordha to be attached with tender paper)

<i>To be filled in by the bidder. (only in case of tender paper downloaded from website.)</i>
Bidder Name and Address: M/s <p align="right">Signature of the bidder</p>

or

Money Receipt No..... Dated/..... /2019 (if the tender paper purchased from ORMAS office), (Original Money Receipt to be attached with quotation paper)

<i>To be filled in by the Account section of ORMAS, Khordha (only in case of purchase of tender paper from ORMAS office)</i>
ISSUED TO (Address in Detail): M/s <p align="right">Signature of issuing officer</p>

D. E.M.D (Refundable) : Rs. 50,000/- (Rupees fifty thousand only) in shape of Demand Draft /Pay order in favour of Chief Executive, DSMS Khordha” payable at Khordha.

Demand Draft/Pay Order No..... Dated/..... /2019

E. LAST DATE & TIME FOR RECEIPT OF TENDER: 15.11.2019 latest by 1.00 PM

F. DATE & TIME OF OPENING OF TENDER: 15.11.2019 at 3.30 PM at DRDA Office, Khordha

G. ADDRESS FOR SUBMISSION OF TENDER PAPER:

ORMAS, Khordha

O/o District Rural Development Agency,
Near Collectorate, Khordha

Exhibition Calendar:

The Pallishree mela is to be organized by ORMAS, Khordha as per the details given below, is purely tentative. Any place or period as proposed below may change/vary in course of action. The programme given in the calendar may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Khordha	Haveli Field		29 th Nov to 5 th Dec, 2019	180	Mini

Terms of Reference to the tender paper for the tentage & allied works of State Level Pallishree Mela 2019 at Khordha

A.TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS

1. The firm/proprietor should have executed similar nature works of at least Rs.20.00 lakhs per annum in the last three financial years and out of that the firm/proprietor should have executed at least two work orders of more than Rs.10.00 lakhs of Government departments/agencies /corporations within last three financial year.
2. The bidders should have registered his firm/proprietorship under GST (GSTIN) Income Tax (PAN/TAN).
3. The rate offered by the firm shall be inclusive of all taxes and duties.
4. The duration of the exhibition will be for 7 days. 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 ORMAS 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 bidder shall quote his price for all items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
6. The bidder has to quote the rate as per the given format.
7. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
8. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
9. 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.
10. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period and the bidder has to cooperate for actual assessment else the payment will be made as per the assessment made by the committee formed by the Mela -in-charge.
11. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
12. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.

13. 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.
14. It shall be the responsibility of the service provider/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement of mela duly certified by the Fire Officer, Khordha and adhere to the fire safety norms.
15. The bidder has to treat the materials to be used in Tentage work (like - Cloths), with Fire Repellant Chemicals. This work has to be certified by the Fire Officer, Khordha.
16. 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.
17. The bidders are required to deposit an earnest money of Rs.50,000/- (Rupees Fifty Thousand only) in shape of demand draft/pay order issued by any nationalized bank in favour of "Chief Executive, DSMS, Khordha" payable at Khordha. The E.M.D. amount of the successful bidder will be kept with ORMAS, Khordha till the completion of the exhibitions. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
18. The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
19. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
20. The rate offered by the firm shall be including of all taxes (like GST etc.) and duties as applicable. The price offered by the firm is valid for one year.

The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper. The documents to be submitted by the bidder are:

- i. EMD of Rs. 50,000/- (Rupees Fifty Thousand only) in shape of Demand Draft/Pay order issued by any nationalized bank in favour of "Chief Executive, DSMS, Khordha" payable at Khordha.
- ii. The firm should have executed similar nature works of at least Rs.20.00 lakhs per annum from government departments/agencies/corporations in the last three financial year.
- iii. Copy of the work order issued by Government Departments/agencies/corporation on execution of similar nature of work of more than Rs.10.00 lakhs each at least two times within last three years.
- iv. Copy of the registration certificate/valid number in favour of the firm/proprietor under GSTIN for similar nature of work, Income Tax (PAN, TAN).

- v. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.
- vi. Self attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work. In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE.

Signature with seal

B. SPECIFICATION FOR WORKS

Detailed specification of above mentioned works are:

- a. Erection of Stalls (a) & (b)
- b. Coordination Cell cum VIP lounge
- c. Gate- Entry & Exit
- d. Stage
- e. Ground Electrification
- f. Temporary Toilets
- g. Generators- 160 KVA
- h. Ground Cleaning
- i. Food stalls at food court
- j. Miscellaneous items.

A. ERECTION OF STALL

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

Sr.	Particulars	Stall specification	
		Stall Category - A	Stall Category-B
1	Structure	Bamboo & cloth (<i>with Anti fire chemical Treatment</i>) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.	Same as category - A
2	Flooring	Full flooring Coir Matting/Synthetic matting	Wooden plank platform of 6" height from the ground covering with synthetic

Sr.	Particulars	Stall specification	
		Stall Category - A	Stall Category-B
			matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)	Same as category - A
4	Racks	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	Fascia	A wooden batten frame for Running Fascia will be erected. The frame will have 2' front projection & 4' height. The fascia will be covered with flex (New design will be provided by the mela in charge). 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	Furniture	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 with handle – 2 nos.	Same as category - A
7	Electric Fittings	T5 Light – 3 no. (2 number of 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 with on/off switch.	Same as category - A
8	Numbering of Stall	All stalls should be numbered with stencil and paint.	Same as category - A
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.	Same as category - A

B. (I) COORDINATION CELL –CUM-VIP LOUNGE- EXHIBITION GROUND:

A Coordination Cell –cum- VIP Lounge will be erected- **ONLY NEW COTTON CLOTHES SHOULD BE USED**. The bidder has to quote as a **package** against the detail specifications given below:

Sr.	Particulars	Work Specifications
		Dhaulti Structure
A	Structure	Bamboo <i>Balha</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure should be Replica of "Dhaulti" as per design. The structure should be treated with Anti fire chemical Treatment
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 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' height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 4 no., 10 no. of revolving cushion chairs, 3 sets of steel sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 20 no. of plastic moulded chairs, one steel almirah with key, one water filter and two

		steel tables for pantry room & two standard table for computer operation.
G	Electric Fittings	Tube Light – 20 no. , Ceiling Fan – 8 no., 4 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, 4 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 & Odia).
K	2 Air Condition fitting (Provisional)	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 2 numbers of 4 ton tower AC should be fitted.

C. GATES: ENTRY & EXIT

The tenderer shall submit the lowest possible rate for the gate with following specification.

Sl. No.	Particulars	Work Specifications
1	Structure	Bamboo Structure, Wooden Batten framing, box type structure.
2	Size	Pillars height will be of 16' to 20' with 25' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
3	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.
4	Lighting	Sufficient lighting arrangement with white metal light.
5	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.

D. STAGE:

One close stage shall be erected and decorated in the exhibition ground for meeting / evening cultural shows during the exhibition. The bidder has to be quoted as a **package** against the detail specifications given below:

OPEN STAGE

Structure: A wooden plank Stage of 4' height preferably in Iron Frame with Ply fitted is need to be prepared of 50' X 40' size. The stage front side should be painted with traditional chitta.

Flooring: The entire floor of the stage shall be covered with new synthetic carpet of fine quality.

- Back Drop:** A back drop (15' height X 50' width/entire rear length) will be prepared on wooden frame work with ply to be fixed on the stage properly based on the Khordha cultural theme. Enamel Painted ply with different motives & flex sheet will be fixed in the frame (Before execution of the work tenderer should submit atleast three types of structural design in colour print for finalisation). Live flower chains will be hanged from top to bottom properly (Daily Change of flowers). Backside of the stage should be covered with cotton cloth/Flex with batten frame.
- Lettering :** Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the Mela in charge) mentioned and fixed properly at the center of the back drop.
- Side Wings:** 6 no. of side wings with a size of (9' X 4') in box type made of flex sheets fitted on a wooden framework and properly fixed on both sides of the stage. The design of Flex sheets will be approved by ORMAS, Khordha.
- Wooden Step:** Wooden step of complete width of stage will be erected in the front side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets. Minimum 50 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept on the steps.
- Barricading:** 4' height bamboo barricade will be made around the stage in double row for the entry of VIPs.
- Furniture:** 30 no. of VVIP Chairs with white towels, 8 no. of Centre Tables, Table Cloth, 30 no. Good quality borosil glasses with covers, Plastic name plates – 25 no., 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.
- Green Room:** Two green rooms of size 30' X 30' each shall be made on both side/back side of the stage having tarpaulin top covering, inner all side white cloth covering with batten frame, synthetic carpeting, good arrangements for sitting – 20 no of chairs and with provision of a mirror, fan and light in each green room.
- Overall supervision:** Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.

E. GROUND ELECTRIFICATION

Package - I

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder for Pallishree Mela. The quantities of the items are statutory /fixed in the package. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

- 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. 30 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 50 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 80 no. of white Halogen light along with wiring /fitting poles.
- vi. 04 no of tower should be fitted to fix the light.
- vii. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- viii. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- ix. 200 no. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees near to the exhibition premises/closed to the premises.
- x. 20,000 Tuni running lights will be fitted at the required places.

F. TEMPORARY TOILET FOR VISITORS:

Temporary urinals & toilets should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the participant and visitors. The quality of these toilets should be good with covering, as there is a huge turnover of visitors to this Pallishree Mela.

G. GENERATORS:

Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder 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 Generator Sets will be of 160.00 KVA. Fuel required for the Generator is need to be provided by the tenderer.

H. GROUND CLEANING:

Present condition of the ground is uneven & lots of bushes are coming up. The ground is needed to be cleaned and leveled before starting of the erection work. The allotted land for Pallishree Mela will be 20,000 Sqft (approximately). The bidder has to provide a package rate for proper cleaning and leveling of the ground. The cleaning and leveling work is to be certify by the mela in charge before starting of the erection of temporary structure work.

ii. Food stalls in food court

The Kitchen room should be in 30' X 40' size have 15ft. height with top tarpaulin ceiling and four side tin wall fencing of 9' height. The room should have proper ventilation and fitted with 2 white halogen and 2 pedestrian fan.

I. HOARDINGS

4 no of flex hoardings of 12'X8' size are need to be prepared and fitted in important places like Bus stand, collectorate

J. MISCELLANEOUS ITEMS:

Besides works from item No.1 to No.9 following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

S. N	Items	Tentative Qty. required
1	Bed Set (Bed & Pillow with Cover)	500 pcs.
2	Durry (15' X 15')	30 pcs.
3	Net Carpeting	40000 sqr ft.
4	Dustbin- 3 ft height	50 pcs.
5	Decorative Flower / Plant Pot	150 pcs.
6	Syntex tank (2000 liter capacity each tank with 3' height stand)	4 pcs.
7	Soundless pedestal fan	12 pcs.
8	Flex printing with batten framing	8000 Sqft
9	Chair	1000 Pcs
10	Fire Extinguisher	20 nos.

The Stage, Auditorium and 10 no of food stalls with all electricity connection and fittings will be kept till completion of Pallishree Mela. Dec, 2019.

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 understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS. 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.

**Signature of the Bidder
with seal**

Place:

Date :

**Quotation for different items for Tentage & Allied works for
Pallishree Mela 2019**

To

**The Dy. CEO,
ORMAS, Khordha**

Sir,

I / We do hereby submit item wise quotation below for tentage and allied works for Pallishree Mela to be organized by ORMAS, Khordha for the year 2019.

Sr.	Item	Category	Unit	Cost per unit (In Rs.)	Required Qty. in units	Total Amount [in Rs.]
A	Erection of stall	Category – A	Per Stall		180 Stall	
		Category – B	Per Stall		20 Stall	
B	Coordination Cell –Cum-VIP Lounge	Category – A	Per package		1 no.	
C	Gates	Category – A (Entry)	Per Gate		1 no.	
		Category – B (Exit)	Per Gate		1 no.	
E	Stage		Per package		1	
H	Ground Electrification	Package - I	Per package		1 Nos.	
J	Generators (160 KVA)		Per package		1	
K	Ground cleaning & Leveling		Per Package		1	
L	Food stalls		Per Package		2	
N	Hoardings		Per Piece		4	
O	<u>Miscellaneous items:</u>					
1	Bed Set (Bed & Pillow with Cover)		Per set		500 pcs.	
2	Durry (15' X 15')		Per Piece		30 pcs.	
3	Net Carpeting		Per Sq. Ft.		40000 sqr ft.	
4	Dustbin- 3 ft height		Per Piece		50 pcs.	
5	Decorative Flower / Plant Pot		Per Piece		150 pcs.	
6	Syntex tank (2000 liter capacity each tank with 3' height stand)		Per tank		4 pcs.	
7	Soundless pedestal fan		Per Piece		12 pcs.	
8	Flex printing with batten framing		1 Sqft		8000 Sqft	
9	Plastic moulded chair		1 Pc		1000 Pc	
10	Fire Extinguisher		1 Pc		20 Pc	
Total						

Signature of the Bidder with seal

Total Price in word (_____)
only

Accepted by the Bidder (Signature of bidder with seal)

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TENDER CALL NOTICE

No.503/ORMAS

Dt. 7.11.2019

Sealed tenders are invited from reputed/Firms tent houses/Security agencies etc. for different works like Tentage and allied works, Printing, Documentation, Security services required for ensuing Pallishree Mela to be held at Haveli Field, Khordha. The detail tender paper alongwith terms and condition may be downloaded from the following websites- www.ormas.org, & www.khordha.nic.in from 7.11.2019 to 15.11.2019. The last date and time of receipt bids: 15.11.2019 up to 1.00 PM and tenders will be opened on 15.11.2019 at 3.30 PM in the Conference Hall of DRDA, Khordha.

The Collector and District Magistrate, Khordha reserves the right to reject any or all tenders without assigning any reason thereof.

**Sd-
Project Director
DRDA, Khordha**

Memo No. 504/ ORMAS Dt. 7.11.2019

Copy forwarded to the notice board of Collectorate, Sub-Collectorate and DRDA office, NIC web site, Khordha for wide circulation/publicity.

**Sd-
Project Director
DRDA, Khordha**