

**DISTRICT SUPPLY & MARKETING SOCIETY (DSMS)
KENDRAPARA**

Letter No.

03

Dt.

2.01-15

TENDER CALL NOTICE

No..

03

Dt.

2.01-15

Sealed tender are invited from reputed Firms/Tent House/ Security Agencies etc. for different works like tentage and allied works, printing, documentation, Security services required for ensuing State level Pallishree Mela & District Level Cultural Festival, 2014 -15 at Kendrapara to be held from 28.01.2015 to 01.02.2015. The detail tender paper along with terms and conditions may be downloaded in the web sites namely www.ormas.org or www.tripti.org or www.kendrapara.nic.in from 2.01.2015 to 14.01.2015.

Project Director
DRDA, Kendrapara

Memo No.

04

Dt.

2.01-15

Copy forwarded to the notice board of DRDA, Kendrapara, GM, DIC, Kendrapara, Collectorate, Kendrapara, DI & PRO, Kendrapara for wide circulation.

Project Director
DRDA, Kendrapara

TENDER PAPER

of

Tentage & Allied works

For

**STATE LEVEL PALLISHREE MELA & DISTRICT
LEVEL CULTURAL FESTIVAL-2014 -15**

At

KENDRAPARA

(From 28.01.14 to 01.02.15)

Organized by

DSMS/DMMU

DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS OF STATE LEVEL PALLISHREE MELA & DISTRICT LEVEL CULTURAL FESTIVAL-2014 - 15 AT KENDRAPARA

A. COST OF TENDER PAPER : **NIL**

B. AVAILABILITY OF TENDER PAPER: - www.ormas.org , www.tripti.org , www.kendrapara.nic.in

To be filled in by the bidder.

Bidder Name and Address:

M/s

.....

Signature of the bidder

C. E.M.D (Refundable) : **Rs. 50,000/- (Rupees fifty thousand only) in shape of Demand Draft /Pay order from any nationalized bank in favour of "Chief Executive, DSMS, Kendrapara" payable at Kendrapara.**

Demand Draft/Pay Order No..... Dated/..... /2014

D. LAST DATE & TIME FOR RECEIPT OF TENDER: **14th January,2015 latest by 3 PM.**

E. DATE & TIME OF OPENING OF TENDERS : **14th January,2015 at 3.30 PM at DRDA Office, Kendrapara**

F. ADDRESS FOR SUBMISSION OF TENDER PAPER:

**DSMS, Kendrapara C/O District Rural Development Agency (DRDA), Kendrapara,
Near Tahasil office Odisha, Pin - 754211**

Exhibition Period:

State Level Pallishree Mela & District Level Cultural Festival-2014 -15 at Play ground of Kendrapara Autonomous college, Kendrapara , from 28th January, 2015 to 1st February, 2015.

Terms of Reference to the tender paper for the tentage & allied works of State Level Pallishree Mela & District Level Cultural Festival 2014-15 at Kendrapara:

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

1. The firm 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 should have executed at least two work order of more than Rs.10.00 lakhs in each year of Government departments/agencies/corporations.
2. The bidders should have registered his firm under Commercial Tax (VAT), 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 5 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 DSMS 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 their price for all the 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. DSMS 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 Asst. Fire Officer, Kendrapara 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 Asst. Fire Officer, Kendrapara.

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, Kendrapara" payable at Kendrapara. The E.M.D. amount of the successful bidder will be kept with DSMS, Kendrapara 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 vat, service tax etc.) and duties as applicable.

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, Kendrapara" payable at Kendrapara.
- 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.
- i. 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.
- ii. Copy of the registration certificate/valid number in favour of the firm from Commercial Tax (VAT) for similar nature of work, Income Tax (PAN, TAN) and Service Tax.
- iii. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.
- iv. 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

3. SPECIFICATION FOR WORKS

Following works will be required to be taken up:

- A. Erection of stall
- B. Coordination Cell -Cum-VIP Lounge:
- C. Gates:
- D. Decorative wall
- E. Stage:
- F. Sitting arrangement in front of the stage
- G. Live Demonstration Mandap
- H. Ground Electrification
- I. Temporary Toilet for visitors alongwith water facility
- J. Generators:
- K. Food Court
- L. Miscellaneous items:

Detailed specification of above mentioned works are:

A. ERECTION OF STALL

The details of specifications are given below:

Sl.No	Items	Specifications
1	Structure	Bamboo (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	The ground covering with synthetic 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 G.I. Sheets (22 Gage sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
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.
5	Facia	A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
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 – 2 nos.
7	Electric Fittings	Tube Light – 4 no. (2 number of light should be connected with generator) & 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.
8	Numbering of Stall	All stalls should be numbered with vinyl with sun board. Vinyl name plate mentioning state's name should pasted on each stall.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.

B. COORDINATION CELL –CUM-VIP LOUNGE:

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

Sr.	Particulars	Work Specifications
		cottage/Dhauli/Temple Design
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 “DHAULI” as per design.
B	Size	30 ft X 30 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 3 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 3’ height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, , 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, 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 & Odia).

C. GATES:

Following are the specifications erection of gate in the mela ground:

Sr.	Particulars	Category – A	Category – B
a	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates as per given design made up with batten framing.
B	Size	Pillars height will be of 16’ to 20’ with 20’ cleared width between the pillars, length 25’ and width of pillar will be 4’ all around.	Same as Category – A
c	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of paris with thermocol sculptures etc.

Sr.	Particulars	Category – A	Category – B
d	Lighting	Sufficient lighting arrangement with metal light.	Same as Category – A
e	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.	Same as Category – A

D. DECORATIVE WALL

Decorative wall of batten framing, hessian cloth mounting and geru with chita painting, tile design at top in flex as per given design.

E. STAGE:

One open 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:

uring the exhibition. The bidder has to be quoted as a package against the detail specification as follows:

Sr.	Particulars	Category-A																																
A	Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.																																
B	Back Drop	Background work with batten framing, ply mounting, artistic 3D design in POP and thermocol as per given design and size of background will be 50' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).																																
C	Lettering	Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.																																
D	Side Wings	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.																																
E	Step	Fabricated step will be erected both 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.																																
F	Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.																																
G	Furniture	20 no. of VVIP Chairs/steel sofa with white towels, 5 no. of Center Tables, Tea Poi, Table Cloth, 12 no. Good quality borosil glasses with covers, Plastic name plates – 12 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.																																
H	Light & Sound	<div>Specification for light:<table><tr><td>i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td><td>25 nos.</td></tr><tr><td>ii) Galileo Scanner-1200 wt(SGM)</td><td>4 nos.</td></tr><tr><td>iii) Multitwenty- 2K</td><td>6 nos.</td></tr><tr><td>iv) Multiten- 1K</td><td>4 nos.</td></tr><tr><td>v) Jumbo Smoke Machine</td><td>2 nos.</td></tr><tr><td>vi) Jumbo Strobe Light</td><td>2 nos.</td></tr><tr><td>vii) 1 Colour Laser</td><td>2 nos.</td></tr><tr><td>viii) Moving Head(SGM)</td><td>2 nos.</td></tr><tr><td>ix) Led Par</td><td>10 nos.</td></tr><tr><td>x) Halogen 1kw</td><td>10 nos.</td></tr></table><div>Specification for sound:<table><tr><td>i) Bass Bin</td><td>2 nos.</td></tr><tr><td>ii) High range top box (pee-vay/JBL, 400wt.)</td><td>4 nos.</td></tr><tr><td>iii) High range frequency box (Pee-vay/JBL)</td><td>4 nos.</td></tr><tr><td>iv) HF box</td><td>4 nos.</td></tr><tr><td>v) Cordless Micro Phone</td><td>2 nos.</td></tr><tr><td>vi) Cord Micro Phone</td><td>6 nos.</td></tr></table></div></div>	i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	25 nos.	ii) Galileo Scanner-1200 wt(SGM)	4 nos.	iii) Multitwenty- 2K	6 nos.	iv) Multiten- 1K	4 nos.	v) Jumbo Smoke Machine	2 nos.	vi) Jumbo Strobe Light	2 nos.	vii) 1 Colour Laser	2 nos.	viii) Moving Head(SGM)	2 nos.	ix) Led Par	10 nos.	x) Halogen 1kw	10 nos.	i) Bass Bin	2 nos.	ii) High range top box (pee-vay/JBL, 400wt.)	4 nos.	iii) High range frequency box (Pee-vay/JBL)	4 nos.	iv) HF box	4 nos.	v) Cordless Micro Phone	2 nos.	vi) Cord Micro Phone	6 nos.
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		vii) 24 channel Mixture	1 nos.
		viii) High wattage amplifier	4 nos.
		ix) Effect processor	1 no.
		x) 3 KW stabilizer	3 nos.
		xi) DVD Player	1 no.
		xii) Stereo Deck	1 no.
		xiii) Meeting Microphone (Anti feedback microphone)	2 nos.
		xiv) Standing Box Audience capturing	4 nos.
		xv) Stage Monitor Box	4 nos.
		xvi) Singer Micro Phone	2 nos.
I	Green Room	Superstructure with bamboo, Ballha & Traplin cover for Two green rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with.	
J	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.	

F. SITTING ARRANGEMENT IN FRONT OF THE STAGE

The minimum distance of 15 feet from stage to auditorium will be maintained. The bidder has to be quoted as a package against the detail specifications given below:

Chair	Six hundred (500) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 numbers of tea poy with white cover
Top covering	Size of 40' X 60' with tarpaulin covering and inner cloth ceiling.
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Green net matting in sitting area.

G. GROUND ELECTRIFICATION

The below mentioned items are taken as a PACKAGE which shall be supplied by the bidder. 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 loads 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. 30 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 25 no. of white Halogen light along with wiring /fitting poles.
- vi. 20 no. of flood lights 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.

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 T5 lights of each stall, few ground lights, control room and public announcement system. The requirement of Generator Sets will be of 82.5 KVA.

H. MISCELLANEOUS ITEMS:

Besides the above works the 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.

Sl. No	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	200 pcs.
2	Durry (15' X 15')	10 pcs.
3	Stage background in black cloth masking	2000 sqr ft.
4	Net Carpeting	2000 sqr ft.
5	Dustbin- 3 ft height	30 pcs.
6	Decorative Flower / Plant Pot	60 pcs.
7	Soundless pedestal fan	4 pcs.

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 DRDA/DSMS. 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 of state Level Pallishree Mela & District Level cultural Festival 2014 -15 ,Kendrapara

(Last date for submission of tender form is 14th January,2015, 3.00 PM)

To

The Project Director
DRDA , Kendrapara

Sir,

I / We do hereby submit item wise quotation below for tentage and allied works of state Level Pallishree Mela & District Level Cultural Festival 2014-15 to be organized by DSMS, Kendrapara at Play Ground of Autonomous College, Kendrapara From 28/01/2015 to 01/02/2015.

Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.]
A	Erection of stall		Per Stall		140 stall	
B	Coordination Cell -Cum-VIP Lounge		Per package		1	
C	Gates	Category - A	Per Gate		1 Nos	
		Category - B	Per Gate		1 Nos	
D	Decorative Wall		Per Sq. Ft.		2000 sqr ft.	
E	Stage		Per package		1	
F	Sitting arrangement in front of the stage	Single package	Per package		1	
G	Ground Electrification	Single package	Per package		1	
H	Generators	Single package	Per package		1	
I	<u>Miscellaneous items:</u>					
1	Bed Set (Bed & Pillow with Cover)		Per set		200 pcs.	
2	Durri (15' X 15')		Per Piece		25 pcs.	
3	Stage background in black cloth masking		Per Sq. Ft.		2000 sqr ft.	
4	Net Carpeting		Per Sq. Ft.		2000 sqr ft.	
5	Dustbin- 3 ft height		Per Piece		20 pcs.	
6	Decorative Flower / Plant Pot		Per Piece		50 pcs.	
7	Soundless pedestal fan		Per Piece		4 pcs.	
Total						

Signature of the Bidder with seal

Accepted by the Bidder (Signature of bidder with seal)

TENDER PAPER

OF

Security Services

For

**State Level Pallishree Mela & District Level
Cultural Festival-2014-15**

At

**Kendrapara
(From 28th Jan.-15 to 1st February -15)**

Organized by

DSMS/DMMU

Office of DRDA, Kendrapara
Odisha, Pin-754211

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY
PERSONNEL IN STATE LEVEL PALLISHREE MELA & DISTRICT LEVEL CULTURAL
FESTIVAL 2014 -15 KENDRAPARA**

Tender paper can be downloaded from the following websites -www.ormas.org ,www.tripti.org ,
www.kendrapara.nic.in

- A) E.M.D (Refundable) : Rs. 5,000/- (Rupees Five Thousand) in shape of Demand Draft /Pay order from any nationalized bank in favour of Chief Executive, DSMS, Kendrapara payable at Kendrapara.

To be filled in by the bidder.

Demand Draft / Pay Order No. Dated/...../ 2014
(DD/PO to be attached with the Tender Paper)

- B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s
.....

Signature of the bidder

- C) LAST DATE & TIME FOR RECEIPT OF TENDER : 14th Jan. 2015 latest by 3 PM.
- D) DATE & TIME OF OPENING OF TENDERS : 14th Jan. 2015 at 3.30 PM at DRDA Office.

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

DSMS, Kendrapara
C/O District Rural Development Agency (DRDA), Kendrapara,
Near Tahasil Office, Kendrapara, Odisha, Pin-754211

Exhibition Period:

Accepted by the Bidder (Signature of bidder)

State Level Pallishree Mela & District Level Cultural Festival-2014 -15 at Play ground of Kendrapara Autonomous college, Kendrapara from 28.01.2015 to 01 02. 2015.

Quality requirements for Security Personnel

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

1. Dressed in proper uniform
2. Sincere, well behaved & disciplined
3. Able to read, write & speak Oriya. Working knowledge of Hindi & English.
4. Able to keep proper watch & ward
5. Knowledge of fire extinguisher operation
6. Able to ride motor bike
7. Minimum Qualification: Matriculation, +2 will be an added advantage

Each guard should be aware of their duties & responsibilities during the duty hours.

Tentative Requirement of Security Personnel in State Level Pallishree Mela & District level Cultural Festival, Kendrapara 2014 -15

Security Guard with Lathi	-	22
Supervisor	-	<u>2</u>
Total		24

Security personnel will be deputed at Mela ground and Accommodation places of the participants on shift basis.

Terms & Conditions:

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. Experience certificate for execution of similar nature of work should be enclosed
3. DSMS will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
4. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
5. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.
6. Arrangement of lodging, boarding & logistics of the guards at exhibition during the exhibition period will be the responsibility of the Security Agency.
7. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance.

Accepted by the Bidder (Signature of bidder)

8. The tenderers are required to deposit an earnest money of **Rs. 5,000/-** (Rupees Five Thousand) in shape of Demand Draft /Pay order from any nationalized Bank in favour of Chief Executive, DSMS, Kendrapara payable at Kendrapara. The E.M.D. amount of the successful bidder will be kept till the completion of the event. 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.
9. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event.
10. The rate offered by the firm should be valid till completion of the Event.
11. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
12. The rate offered by the firm shall be including of all taxes and duties.
13. **While submitting the tender, the tenderers should submit the followings:**
 - a) Copy of work orders/ experience certificate for similar nature of works for last 2 years with list of organizations.
 - b) Copy of the Registration Certificate
 - c) Up to date EPF & ESI deposit of the employees.
 - d) **Rs. 5,000/-** (Rupees Five Thousand) in shape of Demand Draft /Pay order from any nationalized bank in favour of Chief Executive, DSMS, Kendrapara payable at Kendrapara.
 - e) Valid service tax registration certificate number and copy of the return/amount deposited in the last year.
 - f) Copy of the Pasara license.
 - g) Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 0.30 Lakhs.

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 DMMU/DSMS. 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 Tenderer with seal

Place:

Date

Accepted by the Bidder (Signature of bidder)

Quotation for providing Security Personnel in State Level Pallishree Mela & district level Cultural Festival, Kendrapara 2014 -15

(Last date for submission of tender form is 14th Jan. 2015, 3.00 PM)

To

The Project Director
DRDA , Kendrapara

Sir,

I / We do hereby submit item wise quotation below for Deployment of Security Personnel in State Level Pallishree Mela & district Level Cultural Festival, 2014 - 15 to be organized by DMMU/DSMS, Kendrapara from 28/01/2015 to 01/02/2015:

Sr.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.)
1	Guard with Lathi	1	
2	Guard with Gun	1	
3	Supervisor	1	
G. Total			

Signature with seal of the Tenderer

Accepted by the Bidder (Signature of bidder)

TENDER PAPER

Of

Documentation

For

**State Level Pallishree Mela & District Level
Cultural Festival, 2014- 15**

At

Kendrapara

(From 28th Jan. to 1st Feb.-2015)

Organized by

DMMU/DSMS

DETAILS ON TENDER PAPER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK OF STATELEVEL PALLISHREE MELA & DISTRICT LEVEL CULTURAL FESTIVAL -2014-15

Tender paper can be downloaded from the following websites –www.ormas.org , www.tripti.org , www.kendrapara.nic.in

- A) E.M.D (Refundable) : Rs. 2,000/- (Rupees Two thousand only) in shape of Demand Draft /Pay order from any nationalized bank in favour of Chief Executive, DSMS, Kendrapara payable at Kendrapara.

To be filled in by the bidder.

Demand Draft / Pay Order No. Dated/...../ 2014
(DD/PO to be attached with the Tender Paper)

- B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

Signature of the bidder

- C) LAST DATE & TIME FOR RECEIPT OF TENDER : 14th Jan. 2015 latest by 3 PM.
D) DATE & TIME OF OPENING OF TENDERS : 14th Jan. 2015 at 3.30 PM at DRDA Office ,Kendrapara.

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

DSMS, Kendrapara
C/O District Rural Development Agency (DRDA), Kendrapara,
Near Tahasil office, Kendrapara, Odisha, Pin-754211

Exhibition Period:

State Level Pallishree Mela & district Level Cultural Festival, 2014 - 15 at Play ground of kendrapara Autonomous College, Kendrapara from 28.01.2015 to 01.02.2015.

Accepted by the Bidder (Signature of bidder)

A. Scope of Work

i) **Videography:**

- The entire event will be video documented in *Digital High Definition Video (HDV) Camera*.
- A small documentary film/movie of each mela with minimum 10 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, live demonstration, Success Stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer.
- **Edited Version of Video Display at the Mela Ground:** In an ongoing Mela, Every 2nd day of mela edited version of previous 2 days of mela's videos should be played in the mela ground in the LCD Projector. For Example, In a 5 day mela, videography has to be done in the following manner:

SL No.	Video Display.	Particulars	Remarks
1	2 nd day of the Mela	Edited Videos of 1 st Day Mela & cultural activity to be played in the LCD	Inaugural function, Gates, Hoardings, Design of the exhibition, Workshops, seminars, views of public, views of participants, cultural programmes , live demonstration, Success Stories, Interaction with visitors, sellers, etc.
2	4 th Day of the Mela	Edited Videos from 1 st to 3 rd Mela & cultural activity to be played in the LCD	
3	5 th Day of the Mela	Edited Videos from 1 st to 4 th Day programme to be played in the LCD	

- Necessary actions should be taken during final post production and final preview of the documentary in consultation with concerned district officials.
- The documentary film of each mela should be submitted in DMMU office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

ii) **Still Photography:**

- The still photographs (maximum of 100 Pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc 3 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in DMMU office within 10 days of the completion of the event.

iii) **LCD Display:** Four LCD display has to be setup in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.

iv) **Plasma TV:** One Plasma TV to be installed near the stage.

v) **CCTV:** Ten (10) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitors & the participants. The numbers may vary depending on the requirement and decision of the mela authority.

Accepted by the Bidder (Signature of bidder)

B. Terms and Conditions

1. The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
2. The period of exhibition will be 5 days.
3. The work should be completed within the time frame.
4. Sanctions of any advance will not be considered. The payment will be made on completion of event.
5. The price offered by the firm should include all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
6. The rate offered by the firm shall be including of all taxes and duties.
7. The above documented works should be submitted within 05 days of the completion of the exhibition.
8. The tenderers are required to deposit an earnest money of Rs.1,000/- (Rupees Two thousand only) in shape of demand draft/pay order in favour of Chief Executive, DSMS, Kendrapara payable at Kendrapara The E.M.D. amount of the successful bidder will be kept with DMMU 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.
9. The tenderers have to offer the price for all items else the tender paper will not be considered.
10. The rate offered by the firm should be valid till completion of the Mela 2015 at Kendrapara.
11. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.

While submitting the tender, the tenderers should submit the followings:

- a. EMD of Rs. 1,000/- (Rupees Two thousand) in favor of Chief Executive, DSMS, Kendrapara payable at Kendrapara in shape of Demand draft/pay order.
- b. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 2 financial years.

Accepted by the Bidder (Signature of bidder)

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 DMMU. 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 Tenderer with seal

Place:

Date:

Accepted by the Bidder (Signature of bidder)

**Quotation for different item for Documentation of State Level Pallishree Mela &
District Level Cultural Festival, 2014 -15,Kendrapara**

(Last date for submission of tender form is 14th Jan. 2015, 3.00 PM)

To

The Project Director
DRDA , Kendrapara

Sir,

I / We do hereby submit item wise quotation below for Documentation of State Level Pallishree Mela & District Level Cultural Festival, 2014 – 15 to be organized by DMMU/DSMS from 28/01/2015 to 01/02/2015:

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation (3 copies of CD to be submitted)	For the entire event	
2.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap	
3.	L.C.D Projector	For the entire event with four (4) LCD at four location	
4.	C.C. Camera / TV	For the entire event with Ten (10) CC camera	
5.	Plasma TV (50" size)	For the entire event with one (1) Plasma TV	
Total			

Signature with Seal of the Tender

Accepted by the Bidder (Signature of bidder)

TENDER PAPER

OF

Printing Work

For

**State Level Pallishree Mela & District level
Cultural Festival, 2014-15**

At

Kendrapara

(From 28th Jan. 15 to 1st Feb. 15)

Organized by

DSMS/DMMU

DETAILS ON TENDER PAPER, EMD, PRINTING WORKS OF STATE LEVEL PALLISHREE MELA & DISTRICT LEVEL FESTIVAL, 2014 -15 AT KENDRAPARA

The Tender paper can be downloaded from the following websites – www.ormas.org , www.tripti.org , WWW.kendrapara.nic.in

- A) E.M.D (Refundable) : **Rs. 1,000/-** (Rupees One Thousand) only in shape of Demand Draft /Pay order in favour of Chief Executive, DSMS, Kendrapara payable at Kendrapara

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2014
(DD/PO to be attached with the Tender Paper)

- B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

.....

Signature of the bidder

- C) LAST DATE & TIME FOR RECEIPT OF TENDER : **14th Jan. 2015 latest by 3 PM.**
- D) DATE & TIME OF OPENING OF TENDERS : **14th Jan.2015 at 3.30 PM at DRDA Office, Kendrapara.**

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

**DSMS, Kendrapara
C/O District Rural Development Agency (DRDA), Kendrapara
Near Tahasil Office, Kendrapara Odisha, Pin-754211**

Exhibition Period:

State Level Pallishree Mela & District Level Cultural Festival,2014 - 15 at Play Ground of Kendrapara autonomous College, Kendrapara from 28th Jan.2015 to 1st Feb. 2015..

Accepted by the Bidder (Signature of bidder)

C. TERMS & CONDITIONS

1. The text of the materials will be provided by DMMU/DSMS well in advance of the exhibition. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification.
2. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
3. The bill should accompany with the challan of receipt. The offer price should include all taxes & duties.
4. The bidders are required to deposit an earnest money of **Rs. 1,000/-** (Rupees One Thousand) only in shape of Demand Draft /Pay order in favour of Chief Executive, DSMS, Kendrapara payable at Kendrapara. The E.M.D. amount of the successful bidder will be kept with DSMS 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.
5. The tenderers have to offer the price for all items or else the tender paper will not be considered.
6. The rate offered by the firm shall be including of all taxes and duties.
7. **While submitting the tender, the tenderers should submit the followings documents :**
 - i. Copy of work orders/ experience certificate for similar nature of works for last 2 years.
 - ii. Authentic proof of own printing firm.
 - iii. EMD of **Rs.1,000/-** (Rupees One Thousand) only in shape of Demand Draft /Pay order in favour of Chief Executive, DSMS, Kendrapara payable at Kendrapara

Accepted by the Bidder (Signature of bidder)

D. Details specification:

1. Identity Card with cover and neck cord (300 – 500 pcs.)

- a) Size : 5.5 CM X 9 CM
- b) Printing : Offset Printing, Both Side
- c) Colour : **Multi colour**
- d) Paper : Art Paper Board, 220 GSM
- e) Accessories : Plastic pouch and Clip type Neck Cord

2. Invitation Card (200-500 pcs.)

- a) Size : 35 CM X 27 CM (Double-folded)
- b) Printing : Offset Printing
- c) Colour : **Multi colour**
- d) Paper : 220 GSM Glossy sheet (Imported)
- e) Envelop : Fit to card, **Bi colour** printing

3. Posters: (1000-2000 pcs.)

- a) Size : 44 CM X 56 CM
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 130 GSM Glossy

4. Certificate (100-300 pcs.)

- a) Size : A4
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 300 GSM Art Paper Board

5. Leaflets (500-2000 pcs.)

- a) Size : A 4
- b) Printing : Both side
- c) Colour : Multi Colour
- d) Paper : 130 GSM

Accepted by the Bidder (Signature of bidder)

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 DMMU/DSMS. 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 Tenderer with seal

Place:

Date :

Accepted by the Bidder (Signature of bidder)

**Quotation for different item for Printing works of State Level Pallishree Mela & District
Level Cultural Festival, 2014 -15 Kendrapara**

(Last date for submission of tender form is 14th Jan. 2015, 3.00 PM)

To

The Project Director
DRDA , Kendrapara

Sir,

I / We do hereby submit item wise quotation below for printing works of State Level Pallishree Mela & District Level Cultural Festival, 2014 -15 to be organized by DMMU/DSMS from 28/01/2015 to 01/02/2015:

S. N	Particulars	Quoted Rate (In Rs.) for			
		100 Pcs.	200 Pcs.	500 Pcs.	1000 Pcs.
1	Identity Card with cover and neck cord				
2	Invitation Card				
3	Posters				
4	Certificate				
5	Leaflets				
6	Letter pad				
Total					

Signature with seal of the Tenderer

Accepted by the Bidder (Signature of bidder)