

# TENDER PAPER

Of

## Tentage & Allied Works

For

## State level Women Convention

### ORMAS

Odisha Rural Development and Marketing Society  
Panchayati Raj Department, Govt. of Odisha  
SIRD & PR Campus, Unit-VIII, Nayapalli, Bhubaneswar

**PURCHASE DETAILS OF TENDER PAPER / EMD FOR TENTAGE & ALLIED WORKS OF  
STATE LEVEL WOMEN CONVENTION -2016**

Tender paper can be downloaded from the following websites- [www.ormas.org](http://www.ormas.org) OR [www.odishapanchayat.gov.in](http://www.odishapanchayat.gov.in). Or [www.olm.nic.in](http://www.olm.nic.in) or can be obtained from the office of ORMAS at "ORMAS Campus, Unit-8, Near Stewart school. Bhubaneswar, Pin 751012 during office hours.

A. COST OF TENDER PAPER : **Rs. 10,000 (Rupees ten thousand only)** (Non-refundable)

B. INSTRUMENT OF PURCHASE OF TENDER PAPER:

Demand Draft/Pay Order No..... Dated ..... /..... /2016 (if the tender paper downloaded from website (DD / Pay Order to be attached with tender paper) :

|  |
|--|
| <i>To be filled in by the bidder.<br/>(Only in case of tender paper downloaded from website.)</i>                      |
| <i>Bidder Name and Address:</i><br>M/s .....<br>.....<br><div style="text-align: right;">Signature of the bidder</div> |

**Or**

Money Receipt No..... Dated ...../..... /2016 (if the tender paper purchased from ORMAS office), (Original Money Receipt to be attached with tender paper)

|   |
|---|
| <i>To be filled in by the Account section of ORMAS.<br/>(only in case of purchase of tender paper from ORMAS office)</i>          |
| <i>ISSUED TO (Address in Detail):</i><br>M/s .....<br>.....<br><div style="text-align: right;">Signature of issuing officer</div> |

C. E.M.D (Refundable) : **Rs.2,40,000/-** (Rupees two lakh forty thousand only) in shape of Demand Draft /Pay order in favour of **"ORMAS"**, payable at Bhubaneswar.

Demand Draft/Pay Order No..... Dated ...../..... /2016

**D. Sale of Tender Paper: 22<sup>nd</sup> Oct. to 15<sup>th</sup> Nov. 2016 up to 3.00 PM at ORMAS Office during office hour.**

**E. Last Date & Time for Receipt of Tender: 15<sup>th</sup> November 2016 latest by 3 PM.**

**F. Date & Time of Opening of submission of Tender Paper: 15<sup>th</sup> November 2016 at 3:00 PM** at Conference Hall of ORMAS at SIRD Campus, Unit-8, BBSR.

**G. Date & Time for opening of Prequalification Bid: 15<sup>th</sup> November 2016 at 3:30 PM** at Conference Hall of ORMAS at SIRD Campus, Unit-8, Bhubaneswar

**H. Date & Time for opening Financial Bid: 15<sup>th</sup> November 2016 at 4:00 PM** at Conference Hall of ORMAS at SIRD Campus, Unit-8, Bhubaneswar

**I. Address For Submission Of Tender Paper:** ORMAS (Odisha Rural Development Marketing society)  
SIRD Campus, Unit-VIII, Bhubaneswar, Odisha, Pin- 751012.

## **About the Event – State Level Women Convention**

Government has been decided for celebration of Birth Centenary of Former Chief Minister of Odisha and Statesman of the Country late Biju Patnaik. During this celebration, It has also been decide to organise State level Women Convention for his contribution towards Women Empowerment and 3 Tire Panchayati Raj Systems in Odisha. This event will be organised during last week on November 2016 at Jananta Maidan, Bhubaneswar.

**Participants**-10,000 from all 30 districts of Odisha

1. Members of the Self Help Groups
2. Women PRI members
3. Women Community Leaders- LSP/ CRP/ Bank Mitra/ Pasu Mitra / Udyog Mitra etc
4. Women entrepreneurs
5. Women from other walks of life.

### **Activities to be undertaken during the event.**

1. A Resource person or a subject expert will deliver a theme talk on the vision and action of Biju babu on Women Empowerment in Odisha
2. To invite 1-2 enlightened speakers from national arena to talk on related subject like:
  - a. Contribution of women towards socio-economic development of Indian society.
  - b. Participation of women in the socio-political system and leadership in all areas
  - c. Role of Biju Babu towards Empowerment of Rural women.
  - d. Role of Biju Babu towards Rural Development
  - e. Role of Biju babu towards Ranchyati Raj
  - f. Role of Biju Babu towards Development of Odisha Economy and Industrialisation.
3. Success Story presentation of women entrepreneurs in Odisha

## **Terms of Reference to the tender paper for the Tentage & Allied works of State Level Women Convention - 2016**

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

1. **Cost of Tender documents of Rs. 10,000/-(non refundable)** in shape of DD drawn on any Nationalized Bank/ Scheduled Bank in favour of State Institute for Rural Development, Bhubaneswar payable at Bhubaneswar. In case of purchase of tender documents, original money receipt to be enclosed.
2. **EMD of Rs. 2,40,000/ (Rupees Two Lakhs Fourty Thousands only)** in shape of DD drawn in any Nationalized Bank / Scheduled Bank in favour of ORMAS payable at Bhubaneswar.

3. Self attested photocopy of valid TIN registration certificate of similar nature of works (in form VAT-103) and valid VAT Clearance Certificate (in VAT-612 form) and return copies (in form 201) for the year 2015-16.
4. Self attested photocopy of PAN, TAN, up-to-date IT acknowledgement receipt up to 2015-16
5. Self attested documents / Papers in support of previous experience of at least last 3 years.
6. **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.
7. **Experience** of having successfully completed **similar nature of works during last seven year** ending last month of the current year (up to 31<sup>st</sup> Oct. 2016), should be either of the following.
  - I. **Three Similar** [Tentage or Event Management works for National/ State/ District Level Event] **nature of works/assignments costing not less than the amount equal to Rs 20.00 Lakhs** (Rupees Twenty Lakhs.)  
or
  - II. **Two similar** [Tentage or Event Management works for National/ State/ District Level Exhibitions] **nature of works/assignments costing not less than the amount equal to Rs. 30.00 Lakhs** (Rupees Thirty Lakhs.)  
or
  - III. **One similar** [Tentage or Event Management works for National/ State/ District Level Exhibitions] **nature of works/assignments costing not less than the amount equal to Rs. 50.00 Lakhs** (Rupees fifty Lakhs.)
- A. Copy of the **registration certificate** of the firm and valid number in favor of the firm from **Commercial Tax (VAT), Income Tax (PAN, TAN) and Service Tax (latest deposit Challan)** for similar nature of work.
- B. The bidder has to submit the **Audited Financial Statement of last three years duly attested by the Chartered Accountant.**
- C. **Annual Financial Turnover during the last three year**, ending 31<sup>st</sup> March of the previous financial year, **should be at least Rs. 50.00 Lakhs.**
- D. **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.
8. The duration of the Event will be one day. In case of any extension of the event 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 event. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of event and should be handed over all the works as per specification, to the in-charge of event.

9. 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.
10. The bidder has to quote the rate as per the given format.
11. On completion of the event, the successful bidder shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
12. The successful bidder should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
13. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the concerned committee of the event. The executants shall not use any additional materials other than the work specified in the work order without the prior permission of the Event-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Event-in-charge.
14. The successful bidder along with its manpower and the committee formed by ORMAS, PR Department should do a proper assessment and the actual work done during the event period.
15. The successful Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the event. ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
16. No part of the contract will be sub-let without the prior written permission of the Event-in-Charge.
17. 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.
18. It shall be the responsibility of the successful vendors/executants to obtain requisite permission for electricity connection / fire services for the event period from statutory bodies. Towards Fire Protection:
19. The bidder has to treat the materials to be used in Tentage & allied works (like clothes & other inflammable materials), with fire repellant chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area.
20. The bidder has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and strictly adhere to the fire safety norms.
21. All the temporary structure (Stage, Gate, Food Stall, Auditoriums, Coordination cell) have to be sprayed with fire repellant materials/ anti fire chemical as approved by the fire officer and get a certificate there of from the competent authority .

22. In regard to electrical fittings etc. the executants/successful bidder shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance as per prescribed guideline issued by the competent authority at Govt level.
23. The bidders are required to deposit an earnest money of **Rs.2,40,000/- (Rupees Two Lakh Forty Thousand only)** in shape of demand draft/pay order in favour of **“ORMAS” payable at Bhubaneswar**. The E.M.D. amount of the successful bidder will be refunded within a month on successful completion of the work. Tender papers without E.M.D shall not be accepted.
24. The successful bidder shall immediately and not later than the next day of intimation of acceptance of the tender, sign an agreement on Non-judicial stamp paper of appropriate value with submission of 10% (Ten Percent) of the Contract Amount in shape of Demand Draft towards performance security till completion of the works. Failure to do so shall give the Event Authority the right to revoke the acceptance of the tender without further notice to the bidder, forfeit the performance security and award the work to any other contractor / decorator.
25. 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 godown 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.
26. **Cleaning & Sanitation:** The Tenderer shall have to furnish the willingness of a registered sweeping service agency along with their registration certificates and other required statutory documents necessary for sweeping services.
- a. The work assigned to the firm should be done as per the above specification and should cover all aspects of the event.
  - b. The successful Bidder has to maintain Cleanness & sweeping of the Entire Ground, Labeling, Roads, Auditoriums, Stage, Dinning shed and food serving premises.
  - c. Successful Bidder has to provide at least 20 no supervisor to supervise the cleaning and Sweeping works at venue.
  - d. Successful Bidder has to provide the sweeping & cleaning material like jhadu to the sweepers in their own cost of bidder.
  - e. Garbage lifted from the ground will be supplied through tractors to the Municipality Dumping Yards only.
  - f. Ground should be cleaned by the bidder after completion of the event / before handed over the ground to BDA.
27. **Security services:** The Tenderers shall have to furnish the willingness of a Registered Security Agency along with their registration certificate and other required statutory documents necessary for a security agency as per the prescribed guidelines of competent Govt. Authority.

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

- a. To put on proper uniform
- b. Sincerity with good conduct
- c. Well behaved & disciplined
- d. Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- e. Able to keep proper watch & ward
- f. Knowledge of fire extinguisher operation
- g. Able to ride motor bike
- h. Minimum Qualification: Matriculation, +2 will be added advantage

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

28. The tender documents should be submitted in two separate covers, one cover containing the Eligibility criteria along with the **Prequalification Bid (Cover-A)** and another cover containing the **Financial Bid (Cover-B)** and finally packed in one cover and super scribed as **“Tender Paper for Tentage & Allied Works”**.

29. The rate offered by the firm shall be including of all taxes and duties.

30. The tender should be submitted in two bids -**“Prequalification Bid” & “Financial Bid”** in separate sealed cover.

31. The **Prequalification Bid** must be accompanied with the following documents.

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

- A. **Cost of Tender documents of Rs. 10,000/-(non refundable)** in shape of DD drawn on any Nationalized Bank/ Scheduled Bank in favour of State Institute for Rural Development, Bhubaneswar payable at Bhubaneswar. In case of purchase of tender documents, original money receipt to be enclosed.
- B. **EMD of Rs. 2,40,000/ (Rupees Two Lakhs Fourty Thousands only)** in shape of DD drawn in any Nationalized Bank / Scheduled Bank in favour of **ORMAS** payable at Bhubaneswar.
- C. **Experience** of having successfully completed **similar nature of works during last seven year** ending last month of the current year (up to 31<sup>st</sup> Oct. 2016), should be either of the following.
  - i. **Three Similar** [Tentage or Event Management works for National/ State/ District Level Event] **nature of works/assignments costing not less than the amount equal to Rs 20.00 Lakhs** (Rupees Twenty Lakhs.)  
**or**
  - ii. **Two similar** [Tentage or Event Management works for National/ State/ District Level Event] **nature of works/assignments costing not less than the amount equal to Rs. 30.00 Lakhs** (Rupees Thirty Lakhs.)  
**or**
  - iii. **One similar** [Tentage or Event Management works for National/ State/ District Level Event] **nature of works/assignments costing not less than the amount equal to Rs. 50.00 Lakhs** (Rupees fifty Lakhs.)

- D. Copy of the **registration certificate** of the firm and valid number in favor of the firm from **Commercial Tax (VAT), Income Tax (PAN, TAN) and Service Tax (latest deposit Challan)** for similar nature of work.
- E. Self attested photocopy of valid TIN registration certificate of similar nature of works (in form VAT-103) and valid VAT Clearance Certificate (in VAT-612 form) and return copies (in form 201) for the year 2015-16.
- F. Self attested photocopy of PAN, TAN, up-to-date IT acknowledgement receipt up to 2015-16.
- G. Self attested documents / Papers in support of previous experience of at least last 3 years.
- H. The bidder has to submit the **Audited Financial Statement of last three years duly attested by the Chartered Accountant.**
- I. **Annual Financial Turnover during the last three year**, ending 31<sup>st</sup> March of the previous financial year, **should be at least Rs. 50.00 Lakhs.**
- J. **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.
- K. **Registration Certificate of interested Cleaning & Security agencies** from competent authority.
- L. **PASARA License of the willingness security agency.**
- 32. The **Financial Bid** must be submitted in the prescribed format as per the tender schedule with item wise rate per unit and total financial involvement for the entire work.
- 33. **The tender should be submitted / reached at ORMAS Office at SIRD & PR Campus, Unit-8, Bhubaneswar latest by 3.00 PM on 15.11.2016.** The "Prequalification Bid" will be opened at **3.30 PM on dated 15.11.2016** in presence of the tenderers or their authorized representatives. The **Financial Bid in respect of the Tenderers, qualified in Prequalification Bid will be opened at 4.00 PM on dated 15.11.2016 at the same venue.**
- 34. For any further query in this regards, the interested parties may contact the Executive Director, ORMAS at SIRD & PR Campus, Unit-8, Bhubaneswar.
- 35. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

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

Signature with seal



### **Details of the Tantage & Allied Works**

Following works will be required to be taken up:

- A. Auditorium (Category-A,B,C)
- B. Coordination Cell
- C. Stage
- D. Gates (Category-A, B)
- E. Erection of Food stall RDC Zone wise along with VIP Food stall
- F. Ground Electrification
- G. Public Address System
- H. Decorative wall
- I. Temporary Toilet for participants:
- J. Generators
- K. Flower Decoration & Rangoli works also with flower
- L. Panorama- Photo Exhibition with all PR Deptt. Schemes
- M. Special Properties Decoration.
- N. Cleaning & Sanitation
- O. Security Services
- P. Miscellaneous items

Detailed specification of above mentioned works are:

#### **A. AUDITORIUM- A (MEETING HALL)**

##### **Auditorium- Category A (Meeting Hall)**

An auditorium will be erected in front of the stage with sitting arrangements for minimum 10000 audience. The minimum distance of 40 ft from stage to auditorium will be maintained. The bidder has to be quoted as a **package** against the detail specifications given below:

|                      |   |  |
|----------------------|---|--|
| Size                 | : | <b>60,000 Sqr ft (400 X 150 ft)</b>  |
| Shed                 | : | Superstructure with Bamboo, Ballaha, tarpaulin roofing & Cloth ceiling   |
| Ceiling              | : | Tarpaulin water proof roofing and by colour cloth ceiling with properly stretched.   |
| Barricading          | : | 4' height bamboo barricade covered with cloth on all sides of the auditorium.  |
| Electric Fitting:    |   | Requisite electrical fitting with light, ceiling & pedestal fan.   |
| Sitting arrangement: |   | 10,000 no of plastic molded chair for audience and Still Sofa-200 pcs for VVIP and Banquet Chair-800 for officials.  |
| Facial:              |   | A wooden batten frame for Running Fascia will be erected. The frame will have 2 ft front projection & 4ft height. The fascia will be covered with flex (New design will be provided by the Event Manager). A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame. |
| Flower Decoration:   |   | All four Side Flower Decoration with malty colour flowers as per the design given  |
| Net Carpeting:       |   | Entire 60,000 Sqr ft area will be net carpeted.  |

Anti fire Chemical Treatment: The materials (like clothes & other inflammable materials), to be used for erection of dinning Hall, should be treated with fire repellent chemical.

**Auditorium- Category B (Dinning Hall):**

Three Dinning Hall will be erected for serving of food in RDC Zone wise, Size of one RDC Zone dinning hall will be **10000 sqft area**, where food can be served 7000 participants. The bidder has to be quoted as a **package** against the detail specifications given below:

|  |   |  |
|--|---|--|
| Size   | : | <b>10000 Sqr ft (100 X 100 ft)</b>   |
| Shed   | : | Superstructure with Bamboo, Ballaha, tarpaulin roofing & Cloth ceiling   |
| Ceiling  | : | Tarpaulin water proof roofing and by colour cloth ceiling with properly stretched.   |
| Barricading  | : | 4' height bamboo barricade covered with cloth on all sides of the auditorium.  |
| Electric Fitting:  |   | Requisite electrical fitting with light, ceiling & pedestal fan, 50-LCD Projector.   |
| Facial:  |   | A wooden batten frame for Running Fascia will be erected. <b>The frame will have 2 ft front projection &amp; 4ft height. The fascia will be covered with flex (New design will be provided).</b> A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame. |
| Flooring:  |   | with net carpeting of the entire dining area.  |
| Flower Decoration:   |   | All four Side Flower Decoration with malty colour flowers as per the design given  |
| Net Carpeting:   |   | Entire 10,000 Sqr ft area will be net carpeted.  |
| Anti fire Chemical Treatment: The materials (like clothes & other inflammable materials), to be used for erection of dinning Hall, should be treated with fire repellent chemical. |   |  |

**Auditorium- Category C (Kitchen Hall):**

Three Kitchen Hall (RDC Zone Wise) will be erected, where cook food can be made for the Participants near to the food stall. Size of one kitchen hall will be 3000 sqft. The bidder has to be quoted as a **package** against the detail specifications given below:

|  |   |  |
|--|---|--|
| Size   | : | <b>3000 Sqr ft (100 ft X 30 ft)</b>  |
| Shed   | : | Superstructure with Bamboo and balla, tin roofing and tin walling of the entire shed |
| Barricading  | : | 4' height bamboo barricade covered with cloth on all sides of the auditorium.        |
| Electric Fitting:  |   | Requisite electrical fitting with light, ceiling & pedestal fan                      |
| Net Carpeting:   |   | Entire 10,000 Sqr ft areas will be net carpeted.                                     |
| Anti fire Chemical Treatment: The materials (like clothes & other inflammable materials), to be used for erection of dinning Hall, should be treated with fire repellent chemical. |   |  |

## **B. COORDINATION CELL -CUM-VIP LOUNGE:**

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

| Sr. | Particulars                  | Work Specifications   |
|-----|------------------------------|---|
| A   | Structure                    | Bamboo <i>Bala</i> with tarpaulin covering. Design of the structure should be Replica of <b>"Tribal House"</b> with a replica of Tribal Kachha House. The design structure should be covered with batten framing & cloth of appropriate colour. <b>(as per design given)</b>  |
| 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. Decoration will be made with Tribal Painting and hanging equipments.   |
| 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 ply wood/steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 3 sets of Dunlop 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, 15 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 nos, Ceiling Fan – 8 no., One no of sound less Pedestal Fan, One White Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 numbers of 5 Amp Plug, 2 numbers 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room  |
| 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   | A. C provision               | 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.  |
| L   | Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for erection of Coordination Cell, should be treated with fire repellent chemical.   |

**C. STAGE:** close stage shall be erected and decorated in the State Level women Convention for meeting & cultural shows. The bidder has to be quoted as a package against the detail specifications given below:

|   |  |  |   |         |                                  |        |                      |        |                  |        |                        |        |                        |        |                     |        |                        |        |
|---|--|--|---|---------|----------------------------------|--------|----------------------|--------|------------------|--------|------------------------|--------|------------------------|--------|---------------------|--------|------------------------|--------|
| <b>Structure</b>  | Superstructure with Bamoo, Ballha, Tarpaulin & Iron fabricated structure with 60' x 50' size & height from ground surface 5' with plywood floor of 19 mm thickness ply.  |  |   |         |                                  |        |                      |        |                  |        |                        |        |                        |        |                     |        |                        |        |
| <b>Flooring</b>   | The entire floor of the stage shall be covered with new synthetic carpet of fine quality.  |  |   |         |                                  |        |                      |        |                  |        |                        |        |                        |        |                     |        |                        |        |
| <b>Back Drop</b>  | Background work with batten framing, ply mounting, artistic 3D design in POP and thermocol as per design given. Size of background will be 60' x 20' with back side black cloth masking.<br>Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).   |  |   |         |                                  |        |                      |        |                  |        |                        |        |                        |        |                     |        |                        |        |
| <b>Lettering</b>  | 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.  |  |   |         |                                  |        |                      |        |                  |        |                        |        |                        |        |                     |        |                        |        |
| <b>Side Wings</b>   | 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.   |  |   |         |                                  |        |                      |        |                  |        |                        |        |                        |        |                     |        |                        |        |
| <b>Step</b>   | 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.  |  |   |         |                                  |        |                      |        |                  |        |                        |        |                        |        |                     |        |                        |        |
| <b>Flower Decoration &amp; Flower plant pots</b>                | All side Flower Decoration with malty colour flower as per the design given, Requisite no of flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.   |  |   |         |                                  |        |                      |        |                  |        |                        |        |                        |        |                     |        |                        |        |
| <b>Barricading</b>  | 3' height fabricated barricade will be made around the stage for the entry of VIPs.  |  |   |         |                                  |        |                      |        |                  |        |                        |        |                        |        |                     |        |                        |        |
| <b>Furniture</b>  | 12 no. of VVIP Chairs with white towels, 4 no. of Center Tables, 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.  |  |   |         |                                  |        |                      |        |                  |        |                        |        |                        |        |                     |        |                        |        |
| <b>Light &amp; Sound</b>  | <i>Specification for Light:</i> <table><tr><td>i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td><td>50 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></table> |  | i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62 | 50 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. |
| i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62 | 50 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>Specification for Sound:</i>  |         |
|                                     | 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.  |
|                                     | 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.  |
| <b>Green Room</b>                   | Superstructure with bamboo, Ballha & Traplin cover for 2 nos of 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. |         |
| <b>Overall supervision</b>          | 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.  |         |
| <b>Anti fire Chemical Treatment</b> | The materials (like clothes & other inflammable materials), to be used for erection of Coordination Cell, should be treated with fire repellant chemical.  |         |

#### **D. GATES:**

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

| Sr.      | Particulars      | Category – A (Flex Box gate)   | Category – B (3D Design gate)  |
|----------|------------------|--|--|
| <b>a</b> | <b>Structure</b> | Bamboo Structure, Wooden Batten framing, box type structure.   | Artistic 3D structured gates as per given design made up with batten framing. <b>(as per design given)</b>                     |
| <b>b</b> | <b>Size</b>      | Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.           | Same as Category – A   |
| <b>c</b> | <b>Covering</b>  | Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design and Anti fire chemical treatment | Gates should be fabricated with ply, batten frame, plaster of paris with thermocol sculptures and Anti fire chemical treatment |

|          |                                     |   |                      |
|----------|-------------------------------------|---|----------------------|
|          |                                     | should be used  | should be used etc.  |
| <b>d</b> | <b>Lighting</b>                     | Sufficient lighting arrangement with metal light.   | Same as Category – A |
| <b>e</b> | <b>Flowering</b>                    | Live flower chains will be put in the gates and the same should be changed every alternate day.   | Same as Category – A |
| <b>f</b> | <b>Anti fire Chemical Treatment</b> | The materials (like clothes & other inflammable materials), to be used for erection of Coordination Cell, should be treated with fire repellent chemical. | Same as Category – A |

- E. ERECTION OF STALL:** 60 Numbers of stall will be erected for serving of food in RDC Zone Wise, One RDC Zone Contain 20 Stall. The Details of Stall Specifications Are Given Below:

| Sr. | Particulars                         | Stall Specification   |
|-----|-------------------------------------|---|
| 1   | <b>Structure</b>                    | Bamboo <b>(3 to 6 inch)</b> & cloth <b>(with Anti fire chemical Treatment)</b> structure, Size of each stall – 10’ X 12’ with tarpaulin water proof roofing. New Cloth has to be used.  |
| 2   | <b>Flooring</b>                     | Wooden plank platform of 6” height from the ground covering with synthetic matting in 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 <b>G.I. Sheets (22 Gage corrugated sheet)</b> . The GI Sheets shall be fixed horizontally supported with wooden bellies. <b>(ALL NEW WHITE COTTON CLOTHES TO BE USED)</b>           |
| 5   | <b>Facia</b>                        | A wooden batten frame for Running Fascia will be erected. <b>The frame will have 2 ft front projection &amp; 4ft height. The fascia will be covered with flex (New design will be provided by the event in charge).</b> A running white cloth jhallar of 1’ width will be put in the front side, below to the fascia frame. |
| 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.   |
| 7   | <b>Electric Fittings</b>            | Ceiling Fan – 1 no. connected with an on/off switch in each stall.  |
| 8   | <b>Numbering of Stall</b>           | All stalls should be numbered with vinyl with sun board. Vinyl name plate mentioning state’s name should pasted on each stall.  |
| 9   | <b>Closures</b>                     | Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.  |
| 10  | <b>Anti fire Chemical Treatment</b> | The materials (like clothes & other inflammable materials), to be used for erection of Coordination Cell, should be treated with fire repellent chemical.   |

#### **F. GROUND ELECTRIFICATION**

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder for PR Diwas. 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 event premises for surround Sound
- iii. Metal Hailed-300 Nos
- iv. T-5- 2000 Nos
- v. Halogen(500/1000 wt )-100 Nos
- vi. Plug point (5/15)-100 Nos
- vii. 300 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 event premises/closed to the premises.
- viii. 40,000 Tuni running lights will be fitted at the required places.

#### **G. PUBLIC ADDRESSED SYSTEM**

The below mentioned items are taken as a PACKAGE which shall be supplied by the bidder for PR Diwas. The Package includes the below mentioned items.

PAS will be provided for meeting & dining hall of the auditorium, food stall, coordination cell, gate, stage for cultural programme, parking place of the venue with 20000 watt sound power, stand peaker-30, funnel-60, heavy watt tablet speaker-12 and requisite no of amlifire & micro phone.

#### **H. DECORATIVE WALL**

Decorative wall of batten framing, hessian cloth mounting and geru with Chita Painting for side walling as per design given.

#### **I. TEMPORARY TOILET FOR VISITORS:**

Fifty (50) numbers of (25 for male & 25 for female) temporary urinals & toilets should be installed with all sanitary fittings in the toilets along with water with 10 sintex tank (2000 ltr each) & 50 wash basin for the audience.

- J. GENERATORS:** Generator Sets With Required Fuel Shall Be Provided By The Bidder For The Entire Event Period. The Bidder Should Always Be Prepared For Uninterrupted Power Supply For The Event. 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.

#### **K. FLOWER DECORATION & ROGOLI WITH FLOWER**

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder for PR DIWAS. The bidder has to be quoted as a package against the detail works as given below:

- 1) Rangoli (60X40)- front of the stage with malty flowers & plants as per design given.
- 2) Platform (60 X 40 ) will be erected with ply in 1 ft height for rangoli works
- 3) All side walling decorations with multi color gndus.

#### **L. PNOROMA PHOTO EXHIBITION**

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder for PR DIWAS. The bidder has to be quoted as a package against the detail works as given below:

A Photo Exhibition of the PR Deptt. Schemes will be organized with the stall size of 40 ft X 20ft will be erected in 6 MM Ply wall background of 3 D design works with plaster of paris material, flooring with red carpet as per given design. Photo frame - 4X3 ft of 50 Pcs. (ecovinyl printing & pasting on 5 MM acrylic board mounted on 4' steel studs). All side of the Ponoroma will be decorated with malty colour flower.

#### **M. SPECIAL PROPERTIES**

Decoration shall be made with Special properties like Terracota Pots, Terracotta figures/statue, cart wheels, Figures with Ply Cut outs in 3D Shapes etc at different place of the ground. As per given design.

#### **N. CLEANING & SANITATION**

i) **Following works to be done during State Level Women Convention on at Janta Maidan, Near Swasti Premium, Jaydev Vihar, Bhubaneswar.**

1. Ground, Auditoriums, food Court, Parking Place, Urinal Cleaning & Sweeping, Ground Labeling.
2. Supply of Toilets cleaning materials like phenyl & bleaching, naphthalene ball etc.
3. Garbage lifting.
4. Sprinkling of water at the mela ground to make it dust free and hygienic friendly.

II) Quantity to be provided

| <b>SN</b> | <b>Particulars</b>  | <b>Qty Required</b> |
|-----------|---|---------------------|
| 1         | Water Sprinkling at the ground with a capacity of 4500 ltr. in each trip (4 no of water tanker to be used). | 20 Trip             |
| 2         | Supply of Sweeper   | 100 Nos             |
| 3         | Garbage lifting through tractor (10 no of Tractor to be used)   | 50 trip             |
| 4         | Supply of Toilet cleaning material for entire event   |                     |
| A         | Phenyl  | 200 ltr             |
| B         | Bleaching   | 50 Quintal          |
| c         | Naphthalene ball  | 30 Kg               |

#### **O. SECURITY SERVICES**

Following no of security to be deputed in the ground, parking place, stage, gate, VIP Cell Food Stall, Meeting & Dining Hall during the event

|                                  |          |            |
|----------------------------------|----------|------------|
| <b>Security Guard with Lathi</b> | <b>-</b> | <b>100</b> |
| <b>Supervisor</b>                | <b>-</b> | <b>20</b>  |
| <b>Total</b>                     |          | <b>120</b> |



**P. MISCELLANEOUS ITEMS**

Besides works from item No.1 to No.8 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.

| <b>S. N</b> | <b>Items</b>   | <b>Qty. required</b> |
|-------------|--|----------------------|
| 1           | Durry (15' X 15')  | 10 pcs.              |
| 2           | Net Carpeting  | 4000 sqr ft.         |
| 3           | Synthetic Carpeting  | 5000 sqr ft          |
| 4           | Dustbin- 3 ft height   | 100 pcs.             |
| 5           | Printing & Installation of Star Flex Sheet with batten frame     | 11000 sqr ft         |
| 6           | Decorative Flower / Plant Pot                                    | 200 pcs.             |
| 7           | Syntax Tank (2000 liter capacity each tank with 3' height stand) | 5 pcs.               |
| 8           | Soundless Pedestal Fan   | 30 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 ORMAS,PR Department. 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:**

**Format for submission of Financial for Tentage & Allied Work of State Level Women Convention -2016**  
***(Last date for submission of tender is 15<sup>th</sup> November 2016, 3.00 PM)***

To

**The Executive Director**  
**ORMAS, Bhubaneswar**

Sir,

I / We do hereby submit item wise quotation below for tentage and allied works of State Level Women Convention-2016:

| Sr. | Item   | Category       | Unit        | Cost per unit | Required Qty. in units | Total Amount [in Rs.] |
|-----|--|----------------|-------------|---------------|------------------------|-----------------------|
|     | <b>Tentage &amp; Allied Works</b>  |                |             |               |                        |                       |
| A   | Auditorium   | Single Package | Per Package |               | 1                      |                       |
|     | for Meeting Hall   | Category-A     | Per Package |               | 1                      |                       |
|     | for Dining Hall  | category-B     | Per Package |               | 3                      |                       |
|     | for Kitchen shed   | category-C     | Per Package |               | 3                      |                       |
| B   | Coordination Cell -Cum-VIP Lounge  | Single package | Per package |               | 1                      |                       |
| C   | Stage- Meeting & Cultural programmes   | Single package | Per package |               | 1                      |                       |
| D   | Gates  | Category - A   | Per Gate    |               | 2 Nos                  |                       |
|     |  | Category - B   | Per Gate    |               | 2 Nos                  |                       |
| E   | Erection of Stall  | Per Stall      | 60          |               | 60                     |                       |
| F   | Ground Electrification   | Single package | Per package |               | 1                      |                       |
| G   | Public Addressed System  | Singe packange | Per Package |               | 1                      |                       |
| H   | Decorative Wall  |                | Per Sq. Ft. |               | 5000 sqr ft.           |                       |
| I   | Temporary Toilet for visitors  |                | Per urinal  |               | 50 urinals             |                       |
| J   | Generators   | Single package | Per package |               | 4                      |                       |
| K   | Flower Decoration & Rangoli with Flowers   | Single package | Per package |               | 1                      |                       |
| L   | Panorama- Photo Exhibition of PR Deptt. Schemes  | Single package | Per package |               | 1                      |                       |
| M   | Decoration with Special Properties   | Single package | Per package |               | 1                      |                       |
| N   | <b>Cleaning &amp; Sanitation</b>   |                |             |               |                        |                       |
| 1   | Water Sprinkling at the ground with a capacity of 4500 ltr. in each trip (4 no of water tanker to be used) |                |             |               | 20 Trip                |                       |
| 2   | Supply of Sweeper  |                |             |               | 100 Nos                |                       |
| 3   | Garbage lifting trough tractor (10 no of Tractor to be used)   |                |             |               | 50 Nos                 |                       |
| 4   | Supply of Toilet cleaning material for entire event  |                |             |               |                        |                       |
| 5   | Phenyl   |                |             |               | 200 ltr                |                       |
| 6   | Bleaching  |                |             |               | 5 quintal              |                       |
| 7   | Naphthalene ball   |                |             |               | 30 kg                  |                       |
| O   | <b>Security Services</b>   |                |             |               |                        |                       |
| 1   | Guard with lathi   |                |             |               | 80 No                  |                       |
| 2   | Supervisor   |                |             |               | 20 Nos                 |                       |

|       |  |  |                |  |             |  |
|-------|--|--|----------------|--|-------------|--|
| P     | Miscellaneous items:   |  |                |  |             |  |
| 1     | Durry (15' X 15')  |  | Per Piece      |  | 20 pcs.     |  |
| 2     | Net Carpeting  |  |                |  | 10000 sqrft |  |
| 3     | Synthetic Carpeting  |  |                |  | 5000 sqrft  |  |
| 4     | Dustbin- 3 ft height   |  |                |  | 100 pcs     |  |
| 6     | Printing & Installation of Star Flex Sheet with batten frame     |  | Per Sq. Ft.    |  | 5000 sqr ft |  |
| 7     | Decorative Flower / Plant Pot                                    |  | Per Piece      |  | 150 pcs.    |  |
| 8     | Syntex tank (2000 liter capacity each tank with 3' height stand) |  | Per tank       |  | 5 pcs.      |  |
| 9     | Soundless pedestal fan   |  | Per Piece      |  | 30 pcs.     |  |
| 10    | Bamboo baricading  |  | Per running ft |  | 20000 ft    |  |
| 11    | 5 Ton Tower AC   |  | per Pcs        |  | 10          |  |
| Total |  |  |                |  |             |  |

**Signature of the Bidder (with seal)**