



Odisha Rural Development & Marketing Society, Jajpur
Panchayati Raj & Drinking Water Department, Govt. of Odisha

22
DRDA Building,
Gandhi Chhak
Dist: Jajpur, Odisha,
Pin- 755001
Tel/Fax: 06728-222364
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Letter No.: 30 /Date: 17.10.2017

TENDER CALL NOTICE

Sealed tenders are invited from the intending firms / agencies / tent houses having registered Goods & Services Tax (GST), Income Tax (PAN/TAN) & also up- to date deposit of service tax with Latest Deposit Challan (Migrated to GST from 01.07.2017) for the following works of the Pallishree Mela, Jajpur- 2017 during Jajpur Zilla Mahotsav to be organized at Balasharam Ground, Jajpur from 10.11.2017 to 14.11.2017.

Nature of Work	Eligible organizations / firms / agencies	Scope of work
Tentage and Allied Works	Firms / Tent Houses / Decorators	120 nos. stall along with coordination cell-cum-VIP lounge, electrification, etc as per specification mentioned in the tender paper.


The tender papers along with detail specification of the works may be downloaded from Jajpur District website i.e. www.jajpur.nic.in . The sealed tenders will be received up to 3.00 PM on 28.10.2017 in the Office of Project Director, DRDA, Jajpur. The tenders will be opened in the Office of Project Director, DRDA, Jajpur on the same day at 3.30 PM in presence of the tenderers or their authorized representatives. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.


Project Director
DRDA, Jajpur

Memo No. 31

Date: 17.10.2017

Copy to the Addl. District Magistrate, Jajpur with a request to affix the quotation call notice in the Collectorate notice board and webhost the quotation call notice & the bid documents in the district website for wide publicity.


Project Director
DRDA, Jajpur

TENDER PAPER

FOR

TENT & ALLIED WORKS

FOR ORGANISATION OF PALLISHREE MELA, JAJPUR- 2017
AT BALASHRAM GROUND, JAJPUR
FROM 10.11.2017 to 14.11.2017

Odisha Rural Development & Marketing Society, Jajpur
C/o- DRDA, Jajpur
Odisha, Pin - 755001
Phone No. [06728] 222364
Email: ormasjajpur@gmail.com

**PURCHASE DETAILS OF TENDER PAPER/ EMD FOR TENTAGE AND ALLIED WORKS OF
PALLISHREE MELA- 2017 IN JAJPUR DISTRICT**

A. COST OF TENDER PAPER : Rs. 500/- (Rupees Five Hundred only) (Non-refundable)

B. INSTRUMENT OF PURCHASE OF TENDER PAPER:

Money Receipt No...../ Dated (Original Money Receipt to be attached with tender paper)

To be filled in by the Account section of ORMAS, Jajpur.

ISSUED TO (Address in Detail):

M/S

.....

Signature of issuing officer

C. E.M.D (Refundable) : Rs. 50, 000 /- (Rupees fifty thousand only) in shape of Demand Draft / Pay order in favour of Assistant Director, ORMAS, Jajpur payable at Jajpur.

D. Last date and time of receipt of tender : 28.10.2017 latest by 3.00 pm

E. Date and time of opening of tender : 28.10.2017 at 3.30 P.M at DRDA Office, Jajpur

F. Address for submission of Tender Paper : ORMAS, Jajpur, C/O- DRDA, Jajpur

TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS FOR
PALISHREE MELA, JAJPUR-2017
Period : 10.11.2017 to 14.11.2017

1. Sealed tenders are invited from reputed firms, decorators and tent houses having the work experience of exhibition work for at least Four years. The firm should have the experience of taking the exhibition work of worth Rs. 10, 00,000 /- in a single work order.
2. The bidder has to pay of Rs. 500/- (Five Hundred only) towards cost of tender paper which is available in ORMAS, Jajpur, C/O- DRDA, Jajpur.
3. The bidders should have registered his firm under Goods & Services Tax (GST), Income Tax (PAN/TAN) & also deposited up to date service tax Latest Deposit Challan (Migrated to GST from 01.07.2017).
4. The rate offered by the firm shall be excluding GST as GST applicable will be paid separately.
5. TDS applicable will be deducted from the bill amount submitted and will be deposited under concerned head of account.
6. 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.
7. 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.
8. The bidder has to quote the rate as per the given format.
9. 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.
9. 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. Original Money Receipt of Rs. 500/- (Rupees Five Hundred) only towards cost of tender paper,
 - ii. EMD of Rs. 50,000/- (Rupees Fifty Thousand) only in shape of Demand Draft in favour of Assistant Director, ORMAS, Jajpur payable at Jajpur.
 - iii. Copy of the registration certificate/valid TIN number in favour of the firm from Commercial Tax under Goods and Services Tax (GST), Income Tax (PAN, TAN) & up to date Service Tax Deposited up to June 2017 (Since migrated to GST from 01.07.2017).
10. The duration of the exhibition will be for 5 days as per the details given below. In case of any extension of mela period, no extra payment will be entertained for the additional days. All the desired works should be completed at least two days before the scheduled inauguration date and time of the exhibition and Jajpur Zilla Mahostav and should hand over all the works as per specification, to the in-charge of exhibition.
11. 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.

11. 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.
12. **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.**
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. 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 concerned district fire officer.**
15. 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.
16. 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.
17. 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.
18. **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:**
Tender paper collected from ORMAS, Jaipur or downloaded from the district website i.e. www.jaipur.nic.in.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.

Signature with seal

Details of Pallishree Mela

The Pallishree Mela to be organized in the Balashram Ground, Jajpur Town as per the details enlisted below, is purely tentative. Any place or period as proposed below may change / vary in course of action. The details of programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

District Name	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of days of Exhibition	Nature of work
Jajpur	Balashram Ground	Pallishree Mela during Jajpur Zilla Mahostav-2017	10 th to 14 th November-2017	5	Stalls- 120, Gate-2, Control room cum VIP lounge, Ground Electrification, Generator, etc.

On completion of the exhibition, the contractor shall have to take away all the materials within 3 days & vacate the site with the same condition while occupying the ground.

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.

The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Pallishree Mela in-charge. Part payment / release of advance will be made only after inauguration of the said exhibition on the satisfaction of the authority. 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 which should be submitted with the bill.

The tenderer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. The undersigned will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take suitable step for insurance of his goods used in the exhibition for the above purpose.

No part of the contract will be sub-let without the prior written permission of the authority.

For convenience and effective delivery, the tender is to be treated as a package of services. Hence, the firm quoting the lowest quotes and submitted required documents mentioned in Sl. No. 1 & 2 will be selected for the purpose.

It shall be the responsibility of the successful tenderer / contractor to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The tenderers have to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.

With 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.

The tenderers are required to deposit an earnest money of Rs. 50,000 /- (Rupees fifty thousand) only in shape of demand draft / pay order in favour of Assistant Director, ORMAS, Jajpur payable at Jajpur. The E.M.D amount of the successful tenderer will be kept with 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 be rejected.**

CONCEPT OF THE PALLISHREE MELA

The Pallishree Mela will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification harmoniously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the mela and Mahostav is to popularize the ethnic and other rural products of different States and Districts and create opportunities for the artisans / producers to build up long term marketing tie-up with prospective buyers around the country.

In general, the following works will be required to be taken up:

1. Erection of Stalls
2. Coordination Cell-cum-VIP Lounge
3. Main Entrance & Exit Gate
4. A) Ground Electrifications (General)
B) Additional Electrical Requirements- Tube Light, Pedestal Fan, Ceiling Fan, etc.
5. Miscellaneous: Durry (15' X 15'), Bed Set (Bed & Pillow with cover)
6. Generators: 62.5 KVA

Erection of Stall:

Stalls will be erected in Pallishree Mela, Jajpur 2017 as per the requirement. The tenderer will quote their lowest possible price. The details of specifications are given below:-

Sl. No.	Particulars	Stall Specification
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full Floor coir Matting
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. The GI Sheets shall be fixed horizontally supported with wooden bellies. The GI Sheets will be covered in the Back side of the Stall upto 5' from the Ground.
4	Racks	Three tire wooden 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 by the contractor. The frame will have 2' front projection & 3' height. The facia will be covered with cloth. The selective cloth colour like Bottle Green, Navy Blue & Maroon will be used. Running Tribal paintings / Patta Painting in multi colour will be made on the facia. A running white cloth Jhallar of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2.6' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos. in each stall.
7	Electric Fittings	Tube Light – 4 nos. (2 nos. of tube light should be connected with generator) & a on / off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on / off switch in each stall. 1 no. of 5 Amp Plug Point.
8	Numbering of Stall	All stalls should be numbered with stencil & paint.

9	Closures	Front cloth drops / screens. Daily putting up and off of the same is the responsibility of the tenderer.
10	Miscellaneous	Street light facility should be provided inside the entire Pallishree Mela Ground.

General Specification:

The Ground lay out should be prepared in a compact manner from security point of view. In case of requirement of any wall with tin fencing & fascia work no extra charge will be entertained. The tenderer will have to cover the entire front portion i. e the entry and exit point of the gate with side wall screens or in cloth & batten frame walls with painting / Applique decoration to cover the tin walls.

Coordination Cell -cum-VIP-Lounge:

One Coordination Cell -cum- VIP Lounge will be erected in exhibition. The tenderers will quote the lowest possible price. **ALL NEW COTTON CLOTHES TO BE USED.** The specifications are as follows:

Sl. No.	Particulars	Work Specifications
A	Structure	Bamboo structure and wooden batten frame work with 1 ft. height from surface and colour cloth covering as per a particular design from all sides. Tarpaulin water proof roofing. As per the requirement of the design the tenderer should use plaster parish, spray colour, vinyl board, wooden planks etc. Temporary Garden should be constructed covering the VIP Longe.
B	Size	40 ft X 40 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.
D	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.
E	Flooring	Wooden plank platform of 2' 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 nos., 10 nos. of revolving cushion chairs, 3 sets of Dunlop Sofa Set for VVIPs (for 16 persons), 4 nos. of center table of low height, 10 nos. of glasses with cover, 4 nos. of waste bin basket, 15 nos. 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. Air Conditioner facility will be provided in the VIP Lounge.
G	Electric Fittings	Tube Light – 10 nos. , Ceiling Fan – 5 nos., 1 no. of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 nos. of 5 Amp Plug, 2 nos. 15 Amp. Plug provisions for computer & printer. Other decorative light like hanging chandelier (<i>jhaada</i>) etc.
H	Sound System	One microphone with amplifier & audio DVD / CD player for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground and stalls.
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 chains and pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Oriya).
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Main Entrance & Exit Gates:

Sl. No.	Particulars	Work Specifications
a	Structure	Bamboo Structure, Wooden Batten framing, Square & box type structure
b	Size	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.
c	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.

Ground electrification:

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

Light & Sound Package - 1

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

Light & Sound Package – 2

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

Generators:

Generator sets with required fuel shall be provided by the tenderer for the entire exhibition period. The tenderer should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two tube lights of each stall, few ground lights, control room and public announcement system. The requirement of Gen. Sets will be of 62.5 KVA.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE.

Name & Address of the firm

Signature with seal

Collector and District Magistrate
Jaipur 10/10/2018

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, Jajpur. In case of any lapse on my / our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:
Date :

Signature of the tenderer with seal

TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS **OF PALLISHREE MELA, JAJPUR- 2017**

(Last date for submission of quotation form on or before 28th Dec. 2015 at 4.00 P.M)

To

The Assistant Director
ORMAS, Jajpur

Sir,

I / We do hereby submit item wise quotation below for Tentage & allied works for Pallishree Mela, Jajpur- 2017 at Balashram Ground, Jajpur Town to be held from 10.11.2017 to 14.11.2017.

Sl. No	Item Particulars	Unit	Rate per unit in (In Rs.)	Qty	Total Amount (In Rs.)
1	Erection of Stall	1		120	
2	Erection of Demonstration Stall (Wooden batten frame work with 1 ft. height from surface and all others are same as normal stall at Sl. No. 1)	1		4	
3	Control Room cum-VIP lounge	1		1	
4	Erection of Gate (Entrance & Exit)	1		2	
5	Ground Electrification -- Package -1	1		1	
6	Ground Electrification -- Package -2	1		1	
7	<u>Miscellaneous – General</u>				
	Bed Set (Bed & Pillow with Cover)	1		50	
	Durry (15' X 15')	1		20	
	Plastic Molded Chair	1			
8	<u>Miscellaneous (Electrical)</u>				
	Sound Less Pedestal Fan	1		10	
	Ceiling Fan	1		10	
	Tube light	1		10	
	Halogen (500W)	1		10	
	Halogen (1000W)	1		10	
9	Generator (with fuel)				
	62.5 KVA	1		1	
10	Bamboo barricading (4 ft.height)	1		100 running ft.	
Total					

Signature of the tenderer with seal