

# **Tender Documents**

**SELECTION OF FIRM/ AGENCY/ PROPRIETOR FOR TENTAGE & ALLIED  
WORKS FOR**

**National Level Pallishree Mela  
DECEMBER-2023  
KEONJHAR**

The logo for ORMAS (Odisha Rural Development and Marketing Society) is displayed in a dark rectangular box with rounded corners. The word "ORMAS" is written in a large, white, serif font, centered within the box.

**Odisha Rural Development and Marketing Society  
Panchayati Raj & Drinking Water Department, Government of Odisha  
Zilla Parishad, Keonjhar**

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## DATA/INFORMATION SHEET

Sl. No.	Particular	Details
1.	Name of the Client	CDO-Cum-EO, Zilla Parishad Keonjhar Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Low Cost Based Selection (LCBS) – in case there is tie in the financial bid, it will be decided on the basis of experience of the firm of executing similar type of event.
3.	Joint Venture/Consortium	NOT ALLOWED
4.	Date of Issue of TENDER CALL NOTICE	30.11.2023
5.	Last date for submission of Pre-bid queries through email to <a href="mailto:dsmskeonjhar@gmail.com">dsmskeonjhar@gmail.com</a>	04.12.2023 by 4 PM
6.	Last Date and Time for submission of Bid	06.12.2023 at 11.30 AM
7.	Date & Time for opening of Technical Bid	06.12.2023 at 12.30 PM
8.	Date & time for opening of Financial Bid	06.12.2023 at 01.00 PM
9.	Bid Processing Fee (Non-Refundable)	Rs. 6,000/-INR in shape of Banker's Cheque / Demand Draft in favour of "DSMS Keonjhar" drawn in any scheduled Commercial Bank payable at Keonjhar
10.	Earnest Money Deposit (EMD)	2% which is Rs. 40,000/- to be deposited in shape of Banker's Cheque / Demand Draft in favour of "DSMS Keonjhar" drawn in any scheduled Commercial Bank payable at Keonjhar
11.	Performance Security (from the successful bidder)	5% of the Bid/Quoted amount (package) in shape of Banker's Cheque / Demand Draft in favour of "DSMS Keonjhar" drawn in any scheduled Commercial Bank payable at Keonjhar
12.	Address for Submission of Bid	CDO-Cum-EO, Zilla Parishad, Keonjhar-758001 (Near Collectorate Campus) Mode of Submission: Speed Post / Registered Post / Courier/Tender Box at Zilla Parishad Office, Keonjhar only to the address as specified above. Submission of bid through other mode and late bid will be out-rightly rejected.
13.	Place of Opening of Technical & Financial Bid:	Conference Hall , Zilla Parishad, Keonjhar
14.	For details, Please visit	<a href="http://www.kendujhar.nic.in">www.kendujhar.nic.in</a> <a href="http://www.ormas.org">www.ormas.org</a>

## SECTION: 1

### LETTER OF INVITATION

TENDER CALL NOTICE No: 515

Dated:-30. 11.2023

Name of the Assignment: Tentage & Allied Works for National Level Pallishree Mela- FY: 2023-24.

1. CDO-cum-EO, ZP, Keonjhar (for ORMAS, PR & DW Deptt.) Government of Odisha (The Authority/Client) invites sealed Tender from eligible bidders i.e. "Selection of Decorators/Tent House/Event Management Organization etc. for taking up tentage & allied works for the National Level Pallishree Mela scheduled with Kendujhar Gonasika Mahotsav from 18<sup>th</sup>-25<sup>th</sup> December, 2023". For More details on the proposed assignment/works are provided at **Section-3: Scope of Work** of this Tender Call Notice document.
2. Selection will be done through Low Cost Based Selection (LCBS) method. In case there is a tie in the financial bid, it will be decided on the basis of experience of the firm of executing similar type of event.
3. The Bid complete in all respect as specified in the TENDER CALL NOTICE Document must be accompanied with a Non- refundable amount of Rs. 6,000/- (Rupees Six thousand only) towards **Bid Processing Fee** in form of **Demand Draft / Banker's Cheque** in favour of "DSMS Keonjhar" drawn in any scheduled commercial bank and payable at **Keonjhar, Odisha** failing which the bid will be rejected.
4. The Bid must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post /Dropped in the Tender Box** only. The Client shall not be responsible for postal delay or any other consequences. **Submission of Bid through any other mode will be rejected.**
5. The last date and time for submission of Bid complete in all respect is **Dt. 06/12/2023 (11.30 AM)** and the date of opening of the technical bid **Dt. 06/12/2023 at 12.30 PM** & financial bid is **Dt. 06/12/2023 at 01.00 PM** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.12). Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
6. This TENDER CALL NOTICE includes following sections:
  - a. Letter of Invitation [Section – 1]
  - b. Information to the Bidder [Section – 2]
  - c. Scope of Work [Section – 3]
  - d. Technical Bid Submission Forms [Section – 4]
  - e. Financial Bid Submission Forms [Section –5]
  - f. Annexure [Section – 6]
7. While all information/data given in the TENDER CALL NOTICE are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document.
8. In case of any addendum/clarification/corrigendum/extension regarding this tender call notice, the same will be published in the websites ([www.kendujhar.nic.in](http://www.kendujhar.nic.in) & [www.ormas.org](http://www.ormas.org) )
9. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**

  
30/11/23

CDO-Cum-EO

Zilla Parishad, Keonjhar

Chief Development Officer-cum-  
Executive Officer, Zilla Parishad  
Keonjhar

## SECTION: 2

### INFORMATION TO/FOR THE BIDDER

**Pre-Qualification/Eligibility Criteria:**

Bidders should confirm to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

Sl.No	Eligibility Criteria	Documents required for pre-qualification
1	The bidder can be a Company/Partnership Firm/ Proprietorship registered under relevant Acts and should have been in the business of providing Event Management & Tentage Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least <b>2 years</b> as on 31 <sup>st</sup> October, 2023.	1.Proof of Certificate of Incorporation / Registration of the Agency 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN). <b>4.Recent GST (updated GST return)</b> <b>5.IT return</b> 6.Copy of the Electrical License / Contractor hired by the bidder.
2	The agency should have an average annual turnover of <b>Rs.15.00 lakhs</b> from Event Management Services /Tentage work during any of the financial years starting from FY: 2018-19 to FY: 2022-23	Copies of audited balance sheet for the said financial years and CA certificate certifying that the Event management agencies should have an average annual turnover of more than <b>Rs. 15.00 lakhs</b> during the said financial years from Event Management Services / Tentage & Allied Works with in India. Provisional Audit Report for any of the FYs will not be accepted.
3	<b>Experience of having successfully completed similar works during the period of last Five (05) years, should be.</b>  i. Similar [Event Management/Tentage works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 10.00 Lakhs (Rupees ten lakhs) each.	Work orders/ Contract Document / Completion of Work Certificates from the previous clients to be submitted.
4.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.



### **Documents to be submitted along with TECHNICAL BID: (IMPORTANT)**

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- Filled in Bid Submission Check List in Original (**Section-6, Annexure-1**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee as applicable.
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- **Updated GST return up-to Sep-2023 quarter.**
- **IT Return of last Three (03) Years Starting from FY: 2020-21**
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders.
- Copy of the Electrical License/ Contractor hired by the Agency.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5, Affidavit to be submitted**)

***NB: Non-submission of any of the above document leads to outright rejection of the bid. Submission of forged documents will also result in rejection of the bid.***

#### **1. Bid Processing Fee :**

The bidder must furnish as part of the technical Bid, the required bid processing fee amounting to **Rs. 6,000/-** (Rupees Six Thousand) in shape of DD /Banker's Cheque (BC) from any scheduled commercial bank in favour of "DSMS Keonjhar" payable at Keonjhar. Bids received without bid processing fee will be rejected.

#### **2. Earnest Money Deposit: - 2% which is Rs. 40,000/-** to be deposited in shape of Banker's Cheque / Demand Draft in favour of "DSMS Keonjhar" drawn in any scheduled Commercial Bank payable at Keonjhar.

#### **3. Performance Security: -**

The successful bidder shall have to submit another **5% of the quoted amount (for the entire package)** at the time of receipt of work order in shape of Banker's Cheque / Demand Draft in favour of "DSMS Keonjhar" drawn in any scheduled Commercial Bank payable at Keonjhar, which will be retained as Performance Security. The performance security of successful bidders shall be refunded after completion of the entire process as per the satisfaction of Client within a period of 60 days.

#### **4. Pre Bid Queries:**

The Bidder may request a clarification of any part of the Tender Call Notice prior to the last date for submission of queries through email, as indicated in the Bidder's Data Sheet. The Client's responses to Bidder queries will be made available to all Bidders and shall be uploaded on the Client's website ([www.ormas.org](http://www.ormas.org) ). It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification.

#### **5. Submission of Bid:**

Bidder must submit their Bids through **Registered Post / Speed Post / Courier and dropped in the Tender Box** only to the specified address on or before the last date and time (6.12.2023 at 11.30 AM) for submission of Bids as mentioned in Data Sheet. The Client will not be responsible for postal delay / any consequences in receiving of the Bid. **Any Bid received after the deadline will be out rightly rejected.**

**The procedure for submission of the Bid is described below: (IMPORTANT)**

- i) **Technical Bid:** The envelope containing technical Bid shall be sealed and superscripted as **"Technical Bid –Selection of Firm/Agency for Tentage and Allied works for "Pallishree Mela during Kendujhar Mahotsav, 2023-24"** and furnished inside one envelope. The duly filled-in technical Bid submission forms (Refer: Section-4)
- ii) **Financial Bid:** Separate envelope containing financial Bid shall be sealed and superscripted as **"Financial Bid – Selection of Firms/Agency for Tentage and Allied for "Pallishree Mela During Kendujhar Mahotsav, 2023-24"**. The duly filled-in financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format (Refer: Section-5).

The **"Technical Bid"** and **"Financial Bid"** must have to be submitted in **two separate sealed envelopes** (with respective marking in bold letters) along with the prescribed formats/information mentioned in the TENDER CALL NOTICE Document. The first envelope must be marked as **"TECHNICAL BID (NAME OF THE ASSIGNMENT)"** and the second envelope must be marked as **"FINANCIAL BID (NAME OF THE ASSIGNMENT)"**. All two above envelopes have to be sealed and placed inside a **main envelope** with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT:**

**TENDER CALL NOTICE NUMBER AND DATE:**

**DEADLINE FOR SUBMISSION OF BID:**

**NAME AND ADDRESS OF THE BIDDER:**

#### **6. Opening of the Bid :**

The FIRST ENVELOPE containing **"TECHNICAL BID"** will be opened in the initial stage by the Client in presence of the bidder's representatives at the location, date and time specified in the Data Sheet. The Client will constitute an Evaluation Committee (CEC) to evaluate the Bids submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing **FINANCIAL BID** of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

#### **7. Process of the Bid:**

A Two stage process will be adopted as explained below for evaluation of the Bids.

**Technical Bid (1<sup>st</sup> Stage):** In addition to the above, the bidders have to furnish the following documents along with the technical Bid:

1. Bid Processing Fee as applicable
2. Copy of Certificate of Incorporation/ Registration
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Experience of having successfully completed similar works during last three year.
6. Three Similar [Event Management/Tentage works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 10.00 Lakhs (Rupees ten Lakhs).
7. Copy of the Electrical License/ Contractor hired by the Agency.
8. Technical Bid submission forms (Section-4, Tech-1)
9. General details of the bidder (Tech-2)
10. Financial details of the bidder (Tech-3) along with all the supportive documents such as Balance sheet, Receipt and payment statement duly signed as per the instruction.
11. List of completed assignments of similar nature (Past experience details, Tech-4) along with copies of contracts/ work orders.
12. Self-declaration of the bidder on not blacklisted (Tech-5).

**N.B:** Bidders should submit the supporting documents mentioned as above. Bids of agencies not confirming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.

## 7. FINANCIAL EVALUATION OF THE BID:

The SECOND ENVELOPE containing **FINANCIAL BID** of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The financial bids for technically qualified bidders only shall be opened at this stage in the same day hence; the bidders should make themselves available for the same.

## 8. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter / work order. **Sub-contracting is not allowed under this assignment.**

## 9. Other Terms & Conditions

### Date & Venue of Mela

Name of the Event	Date	Venue
National Level Pallishree Mela during Goansika Mahotsav	18/12/2023 to 25/12/2023	Kali Padia, Keonjhar

- Event wise separate work order/ purchase order will be issued in favour of the approved bidder by "DSMS Keonjhar" for National Level Pallishree Mela (2023-24).
- In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by ORMAS before 8 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date (i.e. on 17/12/2023) and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
- Event wise Layout Plan, Thematic Coordination Cell is attached at Annexure- A.**
- All Tentage & Allied works can be done as per event wise separate design given for Layout Plan, Thematic Coordination Cell attached at **Annexure-A**, following the technical specification.
- The selected bidder will work under the close supervision of the Jt. CEO ORMAS, Keonjhar & Ground committee members designated for the purpose.**
- CDO-Cum-EO will review the work (Stall, Auditorium, & Coordination Cell etc.) and other infrastructure work against approved layout plan under taken by the selected bidder.**
- The Agency will be responsible for upkeep and maintenance of the entire work done' by them till closing the event.
- It shall be responsibility of the successful Agency to obtain requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit have to adhere to the fire safety norms.
- With regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain supply-line and its upkeep.
- The rate offered by the agency shall be inclusive of GST.**
- The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
- 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.
- The authority 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.



- n. 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.
- o. 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.
- p. 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.
- q. The bidder has to quote the rate as per the given format.
- r. On completion of the exhibition, the contractor shall have to take away all the materials within four days & vacate the place with the same condition while occupying the ground.
- s. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
- t. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
- u. **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.
- v. **It shall be the responsibility of the successful Bidder/contractor 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 in its' office room as per the requirement adhere to the fire safety norms.**
- w. The bidder has to treat the materials to be used in Tentage & allied works (like clothes & other inflammable materials), with fire repellent chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area.
- x. 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.
- y. Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.
- z. 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.
- aa. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.
- bb. Authority can cancel the tender at any point of time without assigning any reason.
- 10. Disclosure:**
- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulator or professional body to have committed professional misconduct;
  - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**11. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**12. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Keonjhar only.

**13. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment.

**14. Client's right to accept any Bid, and to reject any or all Bid/s**

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

**15. Number of Bids:**

Each Bidder shall submit only one (1) Bid, in response to this TENDER CALL NOTICE. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

### SECTION: 3

#### SCOPE OF WORK

#### About the Event – National Level Pallishree Mela (2023-24)

Department of Panchayati Raj and DW, Government of Odisha has sanctioned a **National Level Marketing Event** named as **"National Level Pallishree Mela"** to be held from **18<sup>th</sup> December '2023 to 25<sup>th</sup> December'2023** at the Kali Padia, Keonjhar. **"National Level Pallishree Mela"** is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj & Drinking Water Department in collaboration with Mission Shakti Department, KVIC, KVIB, H & CI, NABARD and other departments with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural 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 homogeneously. The whole set up would create awareness on rural ethnic products among the masses. *The overall objective of the mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.*

#### The Tentage & Allied Works Should Provide the Following Services

Sl.	Works to Be Done	Particulars
A	Tentage & allied Works	1. Ground Layout to be worked out in consultation with the client and the approved bidder 2. Construction of Temporary Stall (National Level Pallishree Mela 200 stalls) 3. Construction of Coordination Cell 4. Covered Auditorium in front of main stage with 600 chairs (for sitting of audience) 5. 12 VIP Chair for stage 6. Food Court 7. Demonstration Pavilion 8. Running Flex Facia to all stalls 9. Ground Carpeting 8. Ground Electrification 9. Erection of Temporary Toilets 10. Decorative wall 11. Other Miscellaneous Items



**Detailed Technical Specification of the Works is as follows:**

**A. Rate to be quoted For Construction of Stalls. Rate to be quoted with wooden plank flooring.**

**I. Construction of Stalls:** For National Level Pallishree Mela, 200 stalls will be constructed. The details of stall specifications are given below:

SL	Particulars	Stall Specification
1	Structure	Bamboo Structure <b>(with Anti Fire Chemical Treatment)</b> , Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Wooden plank platform of 6" height from the ground covering with new synthetic carpet matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with <b>white new cloth</b> . Backside outer wall will be covered with tarpaulin and <b>G.I. Sheets (22 Gauge Corrugated Sheet)</b> . Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. <b>(All New White Cotton Clothes To Be Used)</b>
4	Racks	Three tire <b>wooden/iron/ply</b> racks. The shelf of the racks will be of size 1'.6" (h) X 10' (L) with the first layer fixed at a height of 2'6" & covered with new white cloth. The space below the racks will be used for storage of goods. (Maximum safety of product from theft to be insure
5	Facia	An <b>Iron Frame for Running Facia</b> will be Constructed [10ft. X 4 ft.]. The <b>facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting]</b> . A running white cloth jhallar of 1' width will be put in the front side, below to the facia frame. Flex facia will be printed by the agency/firm/ decorator as per the design given by ORMAS & quoted price of facia should be included in stall charge.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8'(L) x 2'(W) X 3'(H) height and wrapped with new white cotton cloth. Plastic molded Chair -2 nos. for each stall
7	Electric Fittings	T5 Light – 4 no. (2 number of light should be connected with generator) & on/off switch for use in night time after closing in each stall. 1 no. of 5 Amp Plug Point compulsory for each stall.
8	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning Districts/states name should be pasted on each stall.
9	Closures (Night Drop)	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
10	Anti-Fire Chemical Treatment	The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

**B. Coordination Cell -Cum-VIP Lounge:** One Coordination Cell –Cum- VIP Lounge to Be Constructed **(Only new cotton clothes should be used)**. The bidder has to quote as a package against the detail specifications given below:-

Sn.	Particulars	Work Specifications
1	Structure	Artistic 3D structured house as per <b>approved event wise design attached at Annexure A</b> with following <b>technical specification</b> and other materials (Ply, Thermocoal, Plaster of paris hessian cloth) may be used to get original 3D Effect.
2	Size	40 ft X 40 ft.
3	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 Pantry & store with the cloth and wooden batten frame work walls/partitions. Decoration will be made with Tribal Painting and applique hanging equipments.



4	Counter	One long table covered with new cotton cloth will be fixed in the office room. Two windows of minimum size 3'X 3' will be on the wall of office room towards the counter.
5	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting (New Cloth & Mat)
6	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 4 no., 10 no. of revolving cushion chairs, 4 sets of new Dunlop sofa set for VVIPs (for 20 persons), 6 no. of new center table of low height, 10 no. of glasses with cover, 6 no. of waste bin basket, 15 no. of plastic moulded chairs, one new steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
7	Electric Fittings	Tube Light – 25 no. , Ceiling Fan – 6 no., 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- appliqué lamp will be covered outside of the control room
8	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 the entire ground.
9	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
10	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 vinyl lettering and vinyl panels at the entrance (written in English & Odia).
11	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellant chemical.
12	Selfie Point	Acrylic lettering and Led lighting Selfie Point (length 15 ft , 2ft lettering size, backside LED with 4ft height platform with barricading)

### C. AUDITORIUM/ SITTING ARRANGEMENT IN FRONT OF THE STAGE:

AN open auditorium will be erected in front of the stage for sitting of audience. The minimum distance from the stage to the auditorium will be 15 ft. The detail specifications for the auditorium are given below:

Sl	Particulars	Work Specifications
1	Size	120' (L) X 60' (W)
2	Ceiling/ Covered roof	Tarpaulin waterproof roofing, Ceiling shall be finished with white cotton clothes properly stretched on wooden batten frames
3	Front facia	50' X 4', flex with printing design
4	Barricading	Three feet (3') height barricade will be made in the four sides of audience sitting area.
5	Matting	Green net matting in the entire sitting area
6	Decoration	Providing of 300 nos decorative appliqué lamp as per approved location, 30 nos of Tube lights will be fitted in the polls.
7	Chairs & Sofas (VIP	15 nos of Sofas and 25 nos of premium chair, Executive chairs of 20 nos along with white new Turkish towels for the inaugural/ closing/ seminar/ workshop meet.
8	Chairs	700 plastic molded Chairs for Audience

**D. DECORATIVE WALL:** Decorative wall for 500 sq. ft (approx) of batten framing, hessian cloth mounting and paintings be done with geru & chita painting for side walling.

**E. Live Demonstration Mandap/ Photo Gallery:** Live Demonstration Mandap will be constructed in one particular place inside the exhibition ground as per approved event wise design to be given by ORMAS, Keonjhar following the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect. On the Mandap some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for such a Mandap; where (minimum three activities will be demonstrated) as per the specifications mentioned below:

Structure	: Bamboo & Cloth Structure, four sides open (a model of Hindu marriage bedi)
Size	: 15 'X 15'
Facia	: 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the facia.
Flooring	: 1 ft. wooden platform with Full floor Durry matting.
Ceiling	: Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Barricading	: 4' height bamboo barricade covered with cloth on all sides of the stall.
Electric Fitting	: 8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

**F. Cleaning & Sanitation:**

- a) For the purpose of garbage 20 nos of Dustbin to be provided.

**G. Ground Electrification:** The below mentioned items are taken as a package which shall be supplied by the bidder for the event. The quantities of the items are statutory /fixed in the package. The Mela Ground should be proper illuminated. The package includes the below mentioned items and concealed wiring to all lights and sound equipment's.

- Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- Adequate speakers shall be fitted in the exhibition premises for surround Sound .
- 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- 100 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- 75 no. of white Halogen light along with wiring /fitting poles.
- 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- 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 exhibition premises/closed to the premises.
- 40,000 Tuni running lights will be fitted at the required places.

**H. Temporary Toilet For Visitors:** Four numbers of (02 for male & 02 for female) temporary urinals & toilets should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the participants and visitors. The quality of these toilets should be excellent, as there is a huge turnover of visitors during the event.

**I. 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.

**J. Food Court:** The below mentioned items for construction Food Stall & Kitchen Shed and Dining Area Management for food court are taken as a package, which shall be supplied by the bidder for National Level Pallishree Mela.

- a) **Food Stall Along With Kitchen Shed:** 15 food stalls along with kitchen shed to be made as per the following specification:

Sn.	Particulars	Specifications
1	Structure	a. <b>Food Stall</b> Bamboo (3 to 6 inch) & cloth ( <b>Anti Fire Chemical Treatment</b> ) structure, Size of Each Stall – 10' X 10' With Tarpaulin Water Proof Roofing. b. <b>Kitchen Shed:</b> Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall.
2	Flooring	Wooden plank platform of 6" height from 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 <b>G.I. Sheets (22 Gauge corrugated sheet)</b> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
4	Racks	Three tire racks, if required. 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' (lxbxh) height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & an 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.
9	Closures	Front Cloth Drops/Screens Daily to be done
10	Water	Water line connection to each kitchen shed with sink fixing
11	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical.

**DINING AREA:**

Sn.	Particulars	Specifications
1	Size	The size of the dining area will be 60' X 150'
2	Flooring	Green net carpet
3	Furniture	Twenty (20) numbers of round table with frill and cover, hundred (100) numbers of banquet chair with white cover
4	Barricading	Decorative bamboo truss barricading of 3' height with green colour painting to be erected around the dining area with entry and exit passage
5	Dustbin	Sufficient (a minimum 10 numbers big size) dustbin to be provided in dining area.

**K. Theme Stall, ORMAS Skill:**

As per event wise design to be given by ORMAS theme stall will be erected for awareness & display of the various achievements & success stories of ORMAS.

**L. Net Carpeting:**

New net carpeting (Preferably Green/Blue) to be used in the open space area of the mela ground for dust free environment, the selected bidder has to ensure the use of new net carpet and daily maintenance of the same during the mela period. The red carpet is to be fixed over the green/blue carpet for VIP movement up to stage and Control room. (70,000 to 75,000 Sq. ft.)

**M. Miscellaneous Items:** Besides works from item no. A to no. K following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

S. N.	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover) & Blanket	300 pcs.(approx.)
2	Durry (15' X 15')	25 pcs.(approx.)
3	Decorative Flower / Plant Pot	100 pcs.
4	Red carpet (synthetic)	3000 sq. ft
5	Net Carpeting (Green/ Blue)	70,000 to 75,000 sq ft (approx.)
6	Acrylic lettering and Led lighting Selfie Point (length 15 ft , 2ft lettering size, backside LED with 4ft height platform with barricading)	1



**SECTION: 4**  
**TECHNICAL BID SUBMISSION FORMS**

**TECH -1**  
**COVERING LETTER**

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

CDO-Cum-EO  
Zilla Parishad  
Keonjhar

Sub: Tentage & Allied Works for National Level Pallishree Mela 2022-23. [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Tender Call Notice No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the TENDER CALL NOTICE document. In case any provision of this TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**TECH -2****Bidder's Organisation (General Details)**

SI No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Keonjhar If Yes, Please furnish contact details	
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
10	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**TECH -3****Bidder Organisation (Financial Details)**

Financial Information in INR			
Three year Financial Statement (Audited) (Refer: Section-2)			
Details	FY 2018-19	FY 2019-20	FY 2020-21
Turnover from Event Management/Tentage Services (in lakhs)			
<b>Supporting Documents:</b>  Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.  <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i>			

\_\_\_\_\_  
**Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)**

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**[NB: No Scanned Signature will be entertained]**

**TECH - 4****(BIDDER'S PAST EXPERIENCE DETAILS)****Table -1 (List of 5 completed assignments only of similar nature during last 5 years)**

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete address	Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

[\*Contract Value = 25 lakhs]

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last 5 Financial Years as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.*

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_



**TECH - 5**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I M/s. ...., (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for Empanelment on video documentation work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of ....., 2022

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature : \_\_\_\_\_

**SECTION: 5**  
**FINANCIAL BID SUBMISSION FORMS**  
**FIN-1 COVERING LETTER (In Bidders Letter Head)**

[Location, Date]

To,

**CDO-Cum-EO**  
**Zilla Parishad**  
**Keonjhar**

**Sub: Submission of Financial Bid for Tentage & Allied Works for National Level Pallishree Mela 2023**

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Tender Call NoticeNo.\_\_\_\_\_, Dated:\_\_\_\_\_. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures\*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A	Construction of stalls (Category-A)		Per Stall		200 stall	
B	Coordination Cell -Cum-VIP Lounge	Single package	Per package		1	
C	Sitting arrangement in front of the stage/ Auditorium	Single Package	Per Package		1	
D	Decorative Wall		Per Sq. Ft.		500 sq ft.	
E	Live Demonstration Mandap	Single package	Per mandap		1 Nos	
F	Cleaning & Sanitation (Dustbin)		Per unit		20 os	
G	Ground Electrification	Single package	Per package		1	
H	Temporary Toilet for visitors		Per urinal		4 urinals	
I	Generators (82.5 Kva)	Single package	Per package		1	
J	Food Court	Single package	Per package		1	
K	Theme Stall (ORMAS Skill)	Single package	Per package		1	
L	Net Carpeting	Rate per sq ft	Per Sq ft		70,000	
M	Red Carpeting	Rate per Sq. ft	Per sq. ft		3,000	
N	<b>Miscellaneous items:</b>					
1	Bed Set (Bed & Pillow with Cover & blanket)		Per set		300 pcs	
2	Durry (15' X 15')		Per Piece		20 pcs.	
3	Decorative Flower / Plant Pot		Per Piece		100 pcs.	
4	CCTV Camera		Per piece		20 no	
<b>Total Quoted Amount</b>						
<b>Add :-GST (CGST + SGST) – 18%</b>						
<b>Grand Total Quoted Amount including GST</b>						

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

**SECTION - 6**  
**ANNEXURE-1**  
**BID SUBMISSION CHECK LIST**

Sl no	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List		
2	Covering Letter ( <b>SECTION-4, TECH -1</b> )		
3	Bid Processing Fee of <b>Rs. 6,000/-</b> in form to DD/ BC		
4	Earnest Money Deposit 2% which is <b>Rs. 40,000/-</b>		
4	Copy of Certificate of Incorporation / Registration of the Bidder		
5	Copy of PAN		
6	Copy of Goods and Services Tax Identification Number (GSTIN)		
7	General Details of the Bidder ( <b>TECH - 2</b> )		
8	Financial details of the bidder ( <b>TECH – 3</b> ) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
9	List of completed assignments of similar nature (Past Experience Details) ( <b>TECH – 4</b> ) along with the copies of work orders for the respective assignments		
10	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. ( <b>Tech-5</b> )		
11	Copy of the Electrical License / Contractor hired by the bidder		
<b>FINANCIAL BID</b>			
1	Covering Letter ( <b>FIN-1</b> )		

**Undertaking:**

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

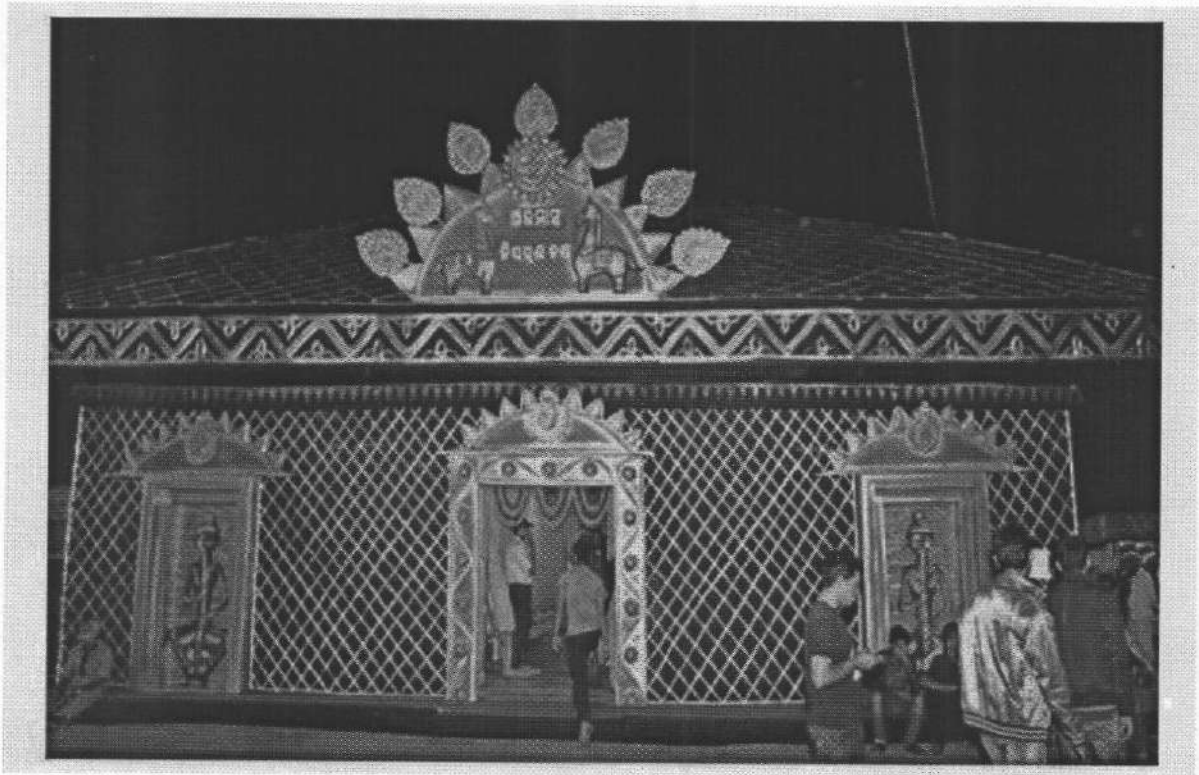
Signature: \_\_\_\_\_

**Coordination Cell- Annexure A.**



**Annexure A:**

**National Level Pallishree Mela -2023**



**National Level Pallishree Mela -2023**





# TENTATIVE LAYOUT OF GROUND

## GROUND LAYOUT PLAN OF NATIONAL LEVEL PALLISHREE MELA -

### BLOCK WISE STALL ALLOTMENT

A BLOCK : 11	H BLOCK : 16
B BLOCK : 06	I BLOCK : 16
C BLOCK : 04	J BLOCK : 15
D BLOCK : 13	K BLOCK : 15
E BLOCK : 12	L BLOCK : 16
F BLOCK : 23	M BLOCK : 16
G BLOCK : 12	N BLOCK : 10

### N BLOCK : FOOD STALLS

15 STALLS

STAGE

AUDITORIUM

CONTROL ROOM

NAGAR BHAWAN ROAD

DISTRICT HEAD QUARTER HOSPITAL ROAD

ORMAS, KEONTHAR