

ORMAS

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

CORRIGENDUM NOTICE

No: 246/ORMAS
Dt: 10/09/2018

Notice Inviting Tender No.234/ORMAS Dt.06-09-2018

Sub: Corrigendum to notice inviting tender no.234/ORMAS Dt.06-09-2018

The tender paper uploaded on 7th Sept 2018 regarding Pallishree Mela'2018, Rourkela has some clerical error which has been rectified and the same has been uploaded

1. Tentage and Allied works.
2. Printing and Hoarding
3. Security Services
4. Documentations.

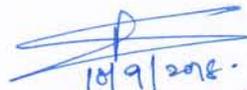
Date of issue, submission and opening of tender remain same.


Collector & District Magistrate,
Sundargarh

Memo No. 247

Dt. 10/09/2018

Copy forwarded to the DIO, NIC, Sundargarh with a request to web host the corrigendum notice and rectified tender paper as mentioned above.


10/9/2018.
Chief Executive
DSMS, Sundargarh

ORMAS

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

Reference No 234/ORMAS

Date: 06/09/2018

TENDER CALL NOTICE

Sealed tenders are invited from the firms/agencies/organizations for the following works of the National Level " PALLISHREE MELA,ROURKELA-2018 to be organized by District Administration Sundargarh in association with ORMAS/OLM at Exhibition Ground,Near Bhanja Bhawan ,Sector-5 Rourkela from 3rd to 11 th October 2018 .The details of the required works are given below:

Sl. No	Nature of Work	Eligible organizations/ firms/agencies	Cost of EMD	Cost of Tender paper
1	Tent and Allied works	firms/tent houses/ decorators	1. EMD of Rs.1.00 lakhs (Rupees one lakh) in shape of Demand Draft/Pay order in favor of DSMS payable at Sundargarh. 2. The bidders are requested to submit the cost of tender paper during the submission of tender document. The EMD and cost of tender shall be furnished separately.	Rs.1,000.00 (Non-refundable)
2	Printing & Hoarding	Printing firms	1. EMD of Rs. 5,000/- in shape of Demand draft/pay order in favor of DSMS payable at Sundargarh	Nil
3	Security Services	Registered Security Guard Agencies	1. EMD of Rs. 5,000/- in shape of Demand draft/pay order in favor of DSMS payable at Sundargarh.	Nil
4	Documentation	Studios, documentation firms, media, and video-shooting firms	1. EMD of Rs. 5,000/- in shape of Demand draft/pay order in favor of ORMAS payable at Bhubaneswar.	Nil

The tender papers along with detail specifications and eligibility criteria of the above works will be available in ORMAS Office at DRDA Building, Sundargarh from 07th Sept to 17th Sept 2018 (3 PM) on payment of above amount in shape of cash/pay order/demand draft in favour of DSMS, payable at Sundargarh or Tender paper can be downloaded from ORMAS website- www.ormas.org or www.olm.nic.in or www.sundargarh.nic.in. during the same period The Bidders Who will download the tender paper (For Tentage work only) are requested to submit the cost of The tender paper i.e. Rs.1000/- (Rupees one thousand only in shape of Bank draft/Pay order in favour of DSMS ,Sundargarh along with the Bid documents. The sealed tenders will be received in tender box called "Pallishree mela Rourkela 2018" Placed at Office of DRDA Sundargarh or By regd.post upto 18th September 2018 at 01:00 PM. No other mode of submission of tender paper will be accepted .The tenders will be opened in the Office chamber of Project Director DRDA Sundargarh on the same day at 3.00 P.M in the presence of the tenderers or their authorized representatives. All the bidders are requested to specify the nature of work of mention above on the the top of the envelope containing the bid documents.The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Collector & DM, Sundargarh

ORMAS

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

Memo No. 235 /Dated 06/09/2018

Copy forwarded to the State Mission Director –cum- CEO,OLM /Executive Director, ORMAS Bhubaneswar for information and necessary action with a request to web hoist the tender call notice in PR & DW Department website/OLM Website/ORMAS Web site and notice boards of ORMAS/OLM/SIRD for wide publicity.



Collector & DM, Sundargarh

Memo No. 236 /Dated 06/09/2018

Copy to all PD DRDAs, with a request to display in their respective Notice Boards for wide publicity of the Tender Call Notice.



Collector & DM, Sundargarh

Memo No. 237 /Dated 06/09/2018

Copy to Notice Boards of office of the collector, Sundargarh/ PD, DRDA, Sundargarh/GM DIC, Sundargarh, All BDOs of Sundargarh /All Tahasildars of Sundargarh/All CDPOs/ DSWO, Sundargarh/DWO Sundargarh/All Sub Collectors, Sundargarh/District Culture Officer, Sundargarh/ DIPRO, Sundargarh & Rourkela for wide publicity of the above Tender Call Notice



Collector & DM, Sundargarh

Memo No. 238 /Dated 06/09/2018

Copy to DIO, NIC, Sundargarh for information. He is requested to web hoist the same in the District website for wide publication.



Collector & DM, Sundargarh



Panchayati Raj Department
& DW Department Government of Odisha

TENDER PAPER

OF

Tentage & Allied works

for

PALLISHREE MELA ,ROURKELA - 2018

3rd to 11th October, 2018

Exhibition Ground, Near Bhanja Bhawan, Sector-5, Rourkela

Organized by

**District Administration, Sundargarh in
Association with ORMAS,Sundargarh/OLM,Sundargarh**

Odisha Rural Development & Marketing Society, Sundargarh

C/O DRDA, Sundargarh-770001

Phone No:-06622-275372

Accepted by the Bidder (Signature of Bidder)

Tender Paper for Tent & Allied Works of PALLISHREE MELA,ROURKELA-2018
**PURCHASE DETAILS OF TENDER PAPER / EMD FOR TENTAGE & ALLIED WORKS OF
PALLISHREE MELA,ROURKELA- 2018:**

The Tender paper can be downloaded from the following websites- www.ormas.org ,www.olm.nic.in or www.sundargarh.nic.in or can be obtained from the office of ORMAS Office, DRDA Campus, Sundargarh, Pin 770001 during office hours

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

B. INSTRUMENT OF PURCHASE OF TENDER PAPER:

Demand Draft/Pay Order No..... Dated/..... /2018(if the tender paper downloaded from website, (DD / Pay Order to be attached with tender paper)

To be filled in by the bidder.
(only in case of tender paper downloaded from website.)

Bidder Name and Address:

M/s

Signature of the bidder

or

Money Receipt No..... Dated/..... /2018 (if the tender paper purchased from DSMS office), (Original Money Receipt to be attached with tender paper)

To be filled in by the Account section of ORMAS
(only in case of purchase of tender paper from ORMAS office)

ISSUED TO (Address in Detail):

M/s

Signature of issuing officer

C. E.M.D (Refundable) : **Rs.1,00,000/- (Rupees One lakh only) in shape of Demand Draft /Pay order in favour of "DSMS, Sundargarh" payable at Sundargarh.**

Demand Draft/Pay Order No..... Dated/..... /2018

D. LAST DATE & TIME FOR RECEIPT OF TENDER: **18th September' 2018 latest by 1.00 P.M.**

E. DATE & TIME OF OPENING OF TENDERS : **18th September' 2018at 3.00 PM at Office Chamber of PD,DRDA,Sundargarh**

F. **ADDRESS FOR SUBMISSION OF TENDER PAPER:**

ORMAS(Odisha Rural Development & Marketing Society)
C/O DRDA, Campus, Sundargarh, Odisha, Pin - 770001

Accepted by the Bidder (Signature of bidder with seal)

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About the event PALLISHREE MELA,ROURKELA

A National level marketing event named as "Pallishree Mela" to be held from 3rd to 11th October' 2018 at the Exhibition Ground, Near Bhanja Bhawan, Sector-5 Sundargarh. The "Palishree Mela'18, Rourkela" is being organised by ORMAS (Odisha Rural Development & Marketing Society, Sundargarh) under Panchayati Raj & DW, Department in collaboration with Odisha Livelihoods Mission (OLM), and District Administration, Sundargarh 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 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 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 and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

Terms of Reference to the tender paper for the tentage & allied works of PALLISHREE MELA,Rourkela-2018:

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

1. The bidder has to submit Original Money Receipt or Rs.1,000/- (Rupees one thousand only) towards cost of tender paper, if purchased from the ORMAS office at "DRDA Campus, Sundargarh, Pin-770001". Demand Draft / Pay Order of Rs. 1,000/- (Rupees one thousand only) in favour of "DSMS, Sundargarh" payable at Sundargarh to be attached, if the tender paper downloaded from the website.
2. **Experience** of having successfully completed **similar works during last Three year** ending last day of the month previous to the one in which application are in invited should be either of the following.
 1. Three Similar [Tentage or Event Management 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.) **OR**
 2. Two similar works costing not less than the amount equal to Rs. 12.50 Lakhs (Rupees Twelve Lakhs Fifty Thousand.) **OR**
 3. One similar works costing not less than the amount equal to Rs. 20.00 Lakhs (Rupees Twenty Lakhs.)
3. The bidders should have registered his firm under Goods Service Tax (GST), Clearance Certificate of GST, Income Tax (PAN/TAN) and Service Tax (Latest Deposit Challan).
4. The rate offered by the firm shall be **inclusive of all taxes and duties.**

Accepted by the Bidder (Signature of bidder with seal)

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5. **Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 30.00 Lakhs.**
6. The duration of the exhibition will be for 9 days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by ORMAS Sundargarh before 10 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
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. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
10. 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 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.
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. 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.
14. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
15. 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.
16. It shall be the responsibility of the successful tenders/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
17. 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.
18. 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.
19. The bidders are required to deposit an earnest money of **Rs.1,00,000/- (Rupees One lakh only)** in shape of demand draft/pay order in favour of "DSMS, Sundargarh" payable at Sundargarh. 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.
20. 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 Mela 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.



21. 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.
22. 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.
23. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.
24. **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 or Rs.1,000/-** (Rupees one thousand only) towards cost of tender paper, if purchased from the ORMAS office at "DRDA Campus, Sundargarh, Pin – 770001". **Demand Draft / Pay Order of Rs. 1,000/-** (Rupees one thousand only) in favour of "DSMS, Sundargarh" payable at Sundargarh to be attached, if the tender paper downloaded from the website.
 - ii. **EMD of Rs.1,00,000/-** (Rupees One lakh only) in shape of Demand Draft/Pay order in favour of DSMS payable at Sundargarh.
 - iii. **Experience** of having successfully completed **similar works during last three year** ending last day of the month previous to the one in which application are invited should be either of the following.
 1. **Three Similar** [Tentage or Event Management 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.) **OR**
 2. **Two similar** [Tentage or Event Management works for National/ State/ District Level Exhibitions] **completed works/assignments costing not less than the amount equal to Rs. 12.50 Lakhs** (Rupees Twelve Lakhs Fifty Thousand.) **OR**
 3. **One similar** [Tentage or Event Management works for National/ State/ District Level Exhibitions] **completed works/assignments costing not less than the amount equal to Rs. 20.00 Lakhs** (Rupees Twenty Lakhs.)
 - iv. Copy of the **registration certificate** of the firm Under Goods Service Tax (GST), Clearance certificate of VAT/GST ,Income Tax (PAN, TAN) and Service Tax (latest deposit Challan) for similar nature of work.
 - v. 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 2017-18.
 - vi. Self attested photocopy of PAN, TAN, up-to-date IT acknowledgement receipt up to 2016-17.
 - vii. The bidder has to submit the **Audited Financial Statement of last three years duly attested by the Chartered Accountant.**
 - viii. **Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 30.00 Lakhs.**
 - ix. **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.
 - x. **ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE.**

Accepted by the Bidder (Signature of bidder with seal)

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B) SPECIFICATION FOR WORKS

Following works will be required to be taken up:

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

Detailed specification of above mentioned works are:

A. ERECTION OF STALL S

For the PALLISHRE MELA, ROURKELA Exhibition, minimum of 200 numbers of stall will be erected. The details of stall specifications are given below:

Sr.	Particulars	Stall specification
1	Structure	Bamboo (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	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 G.I. Sheets (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	Three tire racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected [10 X 4 sq.ft]. The facia will be covered with good quality of flex [10 X 4 sqft]. 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 contractor as per the design given by ORMAS.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
8	Numbering of Stall	All stalls should be numbered with vinyl with sunboard. Venyl name plate mentioning state's name should pasted on each stall.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
10	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of stalls, should be treated with fire repellent chemical.

Accepted by the Bidder (Signature of bidder with seal)

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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	Replica of “Bamboo Craft-House” Artistic 3D structured house as per given design made up with bamboo, ballha, roofing with tarpaulin, covering with batten framing & thermocol sculptures, Threads with Plaster Paris coated, digital colour paint and any other materials may be used to get original effect as per design attached at - Annexure-A
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. 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 almiraha with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
G	Electric Fittings	Tube Light – 20 no. , Ceiling Fan – 8 no., 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 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
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 -Cum-VIP Lounge, should be treated with fire repellent chemical.

C. GATES:

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

Sr.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
A	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates as per given sample design made up with bamboo, ballha covering with batten framing & thermocol sculptures, Threads with Plaster Paris coated, digital colour paint, and any other materials may be used to get original effect as per design attached at - Annexure-B
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.	Same as Category – A

Sr.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
C	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of paris with thermocol sculptures etc.
D	Lighting	Sufficient lighting arrangement with metal light.	Same as Category – A
E	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.	Same as Category – A
F	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.	Same as Category – A

D. DECORATIVE WALL

Decorative wall of batten framing, hessian cloth mounting and geru with chita painting for side walling.

E. STAGE:

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

Structure	Iron fabricated structure 60' x 50' size & height from ground surface 5' with plywood floor of 19 mm thickness ply.	
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.	
Back Drop	Artistic 3D structured stage as per given sample design made up with bamboo, ballha, ply mounting, covering with batten framing & thermocol sculptures, Threads with Plaster Paris coated, digital colour paint and any other materials may be used to get original effect as per design attached at - Annexure-C Size of background will be 60' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).	
Lettering	Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.	
Side Wings	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.	
Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.	
Flower plant pots	Minimum 100 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.	
Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.	
Furniture	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.	
Light & Sound	Specification for light:	
	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.
	Specification for sound:	

	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.
Green Room	Superstructure with bamboo, Ballha & Traplin cover for Two green rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with.	
Overall supervision	Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.	
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of stage, should be treated with fire repellent chemical.	

F. SITTING ARRANGEMENT IN FRONT OF THE STAGE

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

Chair	Six hundred (600) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 numbers of teapoy with white cover
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Green net matting in sitting area.

G. GROUND ELECTRIFICATION

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

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

H. TEMPORARY TOILET FOR VISITORS:

Twenty numbers of (10 for male & 10 for female) Temporary urinals & toilets should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the participant and visitors. The quality of these toilets should be good, as there is a huge turnover of visitors to this Pallishree Mela.

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 erection of a)- Food stall & Kitchen shed and b)- Dining area management for Food Court are taken as a **PACKAGE**, which shall be supplied by the bidder for Palishree Mela

- a) Food Stall along with kitchen shed: Minimum 10 food stall along with kitchen shed will be erected as per the following specification.

Sr.	Particulars	Specifications
1	Structure	a. Food Stall: Bamboo (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing. b. Kitchen shed : 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 G.I. Sheets (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
4	Racks	Three tire racks, 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' 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) & 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, if required.
8	Numbering of Stall	All stalls should be numbered with vinyl with sunboard.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
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.

b) Dining area:

Sr.	Particulars	Specifications
1	Size	The size of the dining area will be of 60' x 150'
2	Flooring	Green net carpet
3	Furniture	Twenty (30) 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 of 30 numbers big size) dustbin to be provided in dining area.

K. MISCELLANEOUS ITEMS:

Besides works from item No.1 to No.14 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)	200 pcs.
2	Durry (15' X 15')	10 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	5000 sqr ft
4	Stage background in black cloth masking	2500 sqr ft.
5	Net Carpeting	5000 sqr ft.
6	Dustbin- 3 ft height	100 pcs.
7	Decorative Flower / Plant Pot	150 pcs.
8	Syntex tank (2000 liter capacity each tank with 3' height stand)	2 pcs.
9	Soundless pedestal fan	10 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. 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 Bidder with seal

Accepted by the Bidder (Signature of bidder with seal)



Quotation for different items of tentage work of PALLISHREE MELA ,Rourkela- 2018
(Last date for submission of tender form is 18th September 2018, 1.00 P.M)

To

The Assistant Director
ORMAS, Sundargarh

Sir,

I / We do hereby submit item wise quotation below for tentage and allied works of PALLISHREE MELA, ROURKELA-2018:

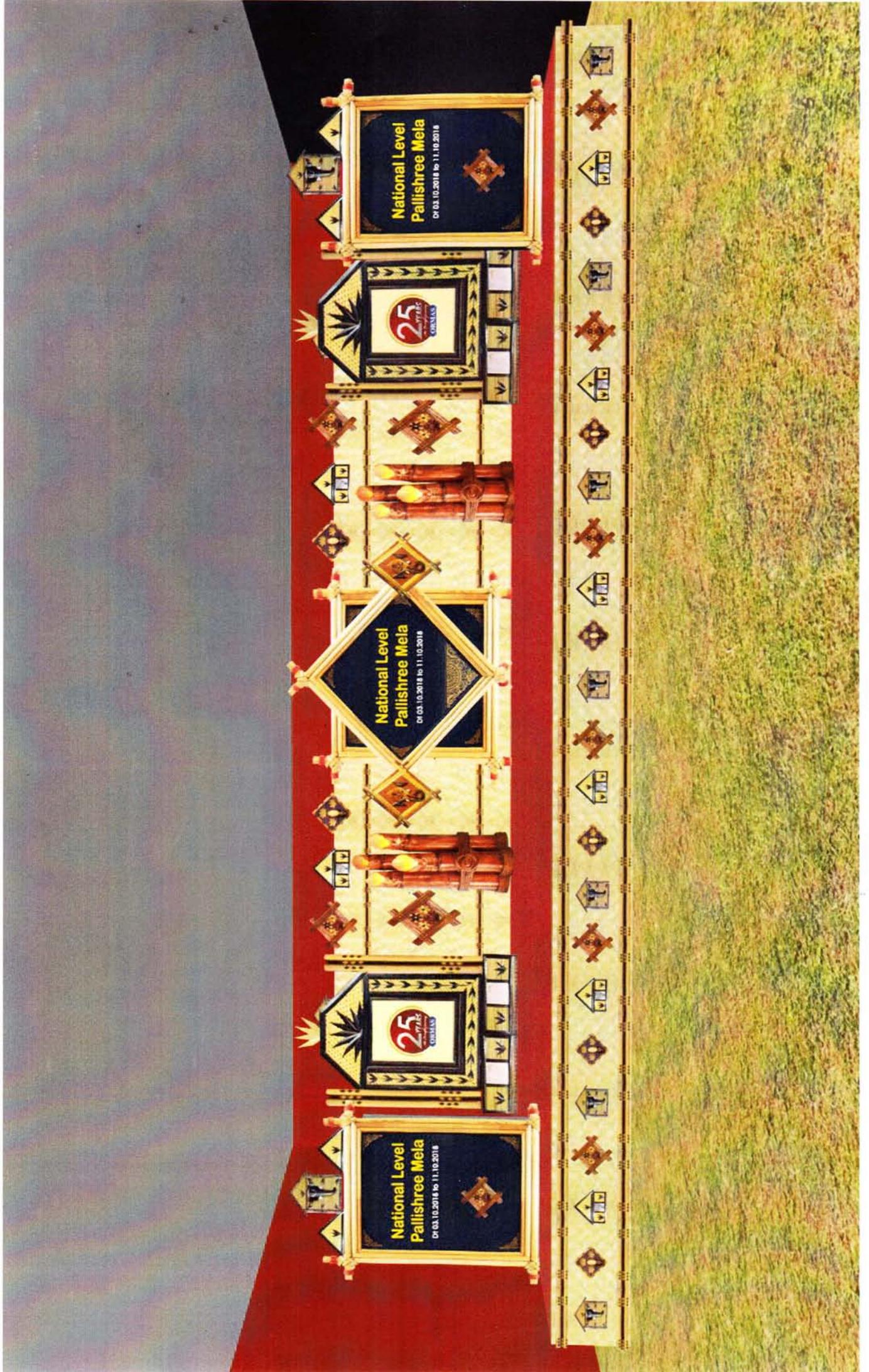
Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.]
A	Erection of stall		Per Stall		190 stall	
B	Coordination Cell -Cum-VIP Lounge	Single package	Per package		1	
C	Gates	Category - A	Per Gate		2 Nos	
		Category - B	Per Gate		2 Nos	
D	Decorative Wall		Per Sq. Ft.		4000 sqr ft.	
E	Stage	Single package	Per package		1	
F	Sitting arrangement in front of the stage	Single package	Per package		1	
G	Ground Electrification	Single package	Per package		1	
H	Temporary Toilet for visitors		Per urinal		20 urinals	
I	Generators	Single package	Per package		1	
J	Food Court	Single package	Per package		1	
K	Miscellaneous items:					
1	Bed Set (Bed & Pillow with Cover)		Per set		200 pcs.	
2	Durry (15' X 15')		Per Piece		10 pcs.	
3	Printing & Installation of Star Flex Sheet with batten frame		Per Sq. Ft.		5000 sqr ft	
4	Stage background in black cloth masking		Per Sq. Ft.		2500 sqr ft.	
5	Net Carpeting		Per Sq. Ft.		5000 sqr ft.	
6	Dustbin- 3 ft height		Per Piece		100 pcs.	
7	Decorative Flower / Plant Pot		Per Piece		150 pcs.	
8	Syntex tank (2000 liter capacity each tank with 3' height stand)		Per tank		2 pcs.	
9	Soundless pedestal fan		Per Piece		10 pcs.	
Grand Total						

Signature of the Bidder With seal

Accepted by the Bidder (Signature of bidder with seal)



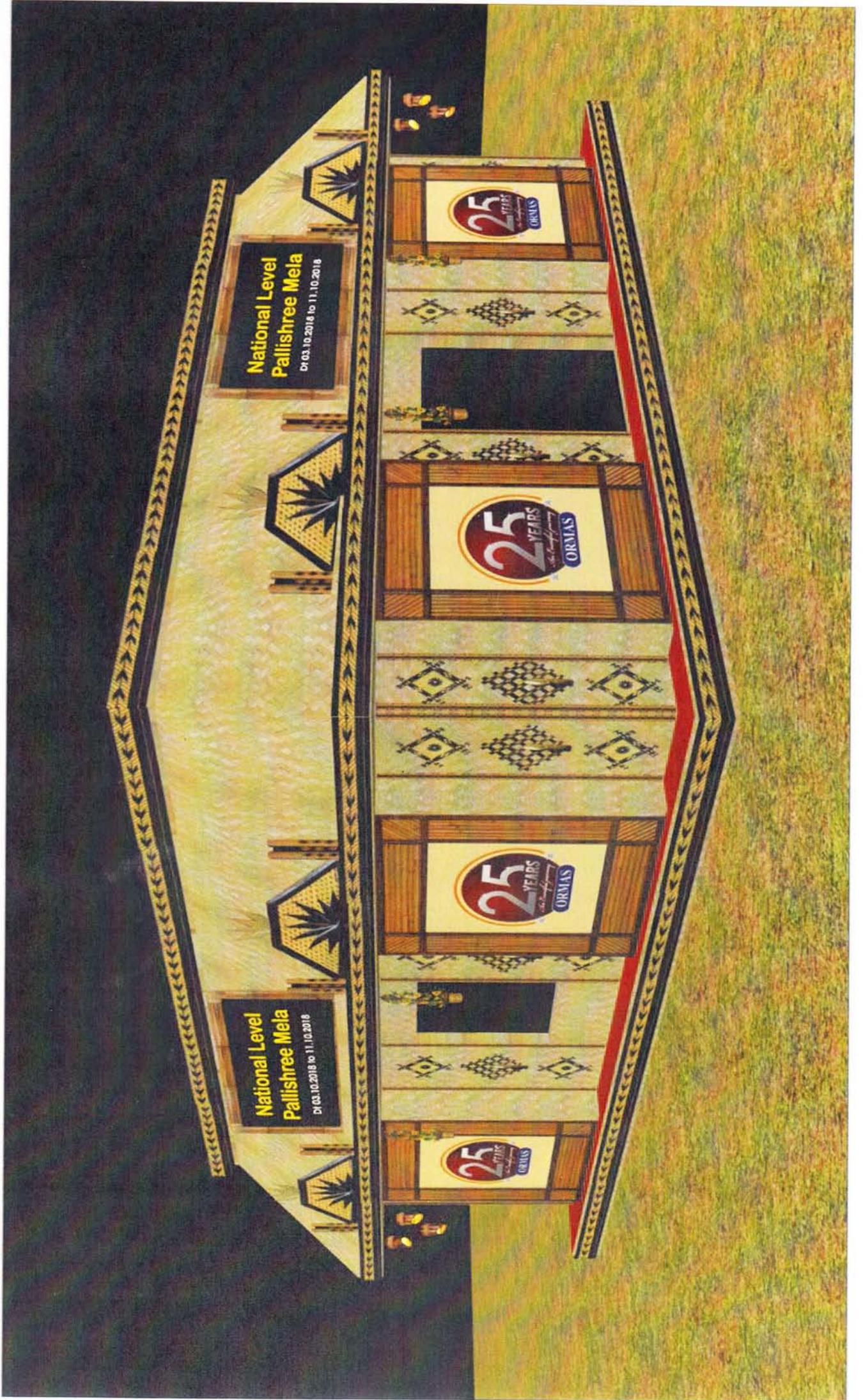
Stage



crate



Control room





Panchayati Raj & Drinking Water Department
Government of Odisha

TENDER PAPER
OF
Printing & Hoarding
For
PALLISHREE MELA, ROURKELA - 2018

03rd to 11th October, 2018
Exhibition Ground, Near Bhanja Bhawan, Sector-5, Rourkela

Organized by

District Administration, Sundargarh in
Association with ORMAS/OLM
Odisha Rural Development & Marketing Society (ORMAS), Sundargarh

Odisha Rural Development & Marketing Society (ORMAS), Sundargarh
C/O DRDA, Sundargarh-770001
Phone No:-06622-275372

Accepted by the Bidder (Signature of Bidder)

DETAILS ON TENDER PAPER, EMD, BIDDER FOR ADVERTISEMENT & PUBLICITY WORKS OF THE PALLISHREE MELA , ROURKELA-2018

The Tender paper can be downloaded from the following websites- www.ormas.org , www.olm.nic.in or www.sundargarh.nic.in or can be obtained from the office of ORMAS at "DRDA office, Sundargarh, Pin 770001 during office hours

A) E.M.D (Refundable) : Rs.5,000/- (Rupees five thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Sundargarh.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2018
(DD/PO to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder

Bidder Name and Address:

M/s

.....

Signature of the bidder

C) LAST DATE & TIME FOR RECEIPT OF TENDER : **18 th September latest by 1.00 PM**

D) DATE & TIME OF OPENING OF TENDERS : **18 th September at 3.00 PM at Office Chamber of PD, DRDA, Sundargarh**

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

Odisha Rural Development & Marketing Society (ORMAS), Sundargarh
DRDA Office, Sundargarh, Odisha, Pin - 770001

Accepted by the Bidder (Signature of bidder)



Terms of Reference for advertisement & publicity of PALLISHREE MELA ,ROURKELA-2018

A. About the event –PALLISHREE MELA, ROURKELA- 2018:

A National level marketing event named as “Pallishree Mela” to be held from 3rd to 11th October’ 2018 at the Exhibition Ground, Near Bhanja Bhawan, Sector-5 Sundargarh. The “Palishree Mela’18, Rourkela” is being organised by ORMAS (Odisha Rural Development & Marketing Society, Sundargarh) under Panchayati Raj & DW, Department in collaboration with Odisha Livelihoods Mission (OLM), and Dist. Administration, Sundargarh 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 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 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 and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

B. Description of Printing & hoarding works for PALLISHREE MELA,ROURKELA -2018: Description of works covered under Printing and hoarding works is given hereunder:

- A. Plain Hoardings** – (15 ft X 10 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela
- B. Plain Hoardings** – (8 ft X 4 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela
- C. Identity Card with cover and neck cord**
 - a) Size : 5.5 CM X 9 CM
 - b) Printing: Offset Printing, Both Side
 - c) Colour : **Multi Colour**
 - d) Paper : Art Paper Board, 220 GSM.
 - e) Accessories : Plastic pouch and Clip type Neck Cord.
- D. Invitation Card**
 - a) Size: 35 CM X 27 CM (Double-folded)
 - b) Printing: Offset Printing
 - c) Colour : **Multi colour**
 - d) Paper : 220GSM Glossy sheet (Imported)
 - e) Envelop: Fit to card, **Bi colour** printing
- E. Posters:**
 - Size: 44 CM X 56 CM
 - a) Printing: Offset Printing
 - b) Colour : **Multi Colour**
 - c) Paper : 130 GSM Glossy



F. Certificate

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

C. Bid Price

1. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
2. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
3. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
4. The Prices should be quoted in Indian Rupees only.

D. Validity of Quotation: Quotation shall remain valid for the entire period of event.

E. Evaluation of Quotations

- A. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 1. are properly signed ; and
 2. Confirm to the terms and conditions, and specifications.
 3. Filled in Indian Currency
 4. Quoted in Unit
- B. The price evaluation shall be made putting together the entire item. The lowest price will be determined summing all the items.

F. Requirement of event organizers and evaluation criteria: List of the documents to be attached along with the quotation

1. An earnest money of Rs. 5,000/- (Five thousand only) in shape of demand draft/pay order in favour of DSMS payable at Sundargarh.
2. Registration Certificate (RoC) for the firm.
3. Self attested photocopy of valid registration certificate Under Goods Service Taxes (GST), Clearance certificate of VAT/GST and return copies (in form 201) for the year 2017-18.
4. Self attested photocopy of PAN, TAN, up-to-date IT acknowledgement receipt up to 2017-18
5. Self attested Copy of the Service Tax Registration and its last deposit challan.
6. Self attested Copy of work orders/ experience certificate for similar nature of works in last 3 years.
7. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 5.00 Lakhs.
8. Audited financial statement for last three year duly certified by the Chartered Accountant to be attached.

G. Other Terms & Conditions

1. Last date for submission of Quotation is **18th September 2018 latest by 01.00 PM** Quotation will be opened on the same day at **3.00 PM**.

Accepted by the Bidder (Signature of bidder)



2. All works assigned should be completed as per specification at least by one day in advance from the date of Inauguration of the event.
3. The rate offered by the firm shall be including of **all taxes and duties including service tax**, as applicable.
4. The tenderers are required to deposit an **earnest money of Rs. 5,000/- (Rupees five thousand only)** in shape of demand draft/pay order in favour of DSMS payable at Sundargarh. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
5. The successful bidder will submit the Performance Security which is 5 % of the contract value before issue of work order. In case of any unsatisfactory work and delay in execution of work etc the Performance Security amount will be forfeited as per the decision of the authority.
6. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
7. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
8. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
9. Payment shall be made immediately after delivery of the goods and inspection of the item as per specification.
10. We look forward to receiving your quotations and thank you for your interest in this project.

Accepted by the Bidder (Signature of bidder)



DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Bidder with seal

Place:
Date :

Accepted by the Bidder (Signature of bidder)



Quotation for Printing & hoarding of PALLISHREE MELA , ROURKELA - 2018

(Last date for submission of duly filled in tender document is 18th September 2018 1.00 PM)

To

The Assistant Director,
ORMAS, Sundargarh

Sir,

I / We do hereby submit item wise quotation below for Printing & Hoarding work of PALLISHREE MELA, ROURKELA- 2018:

SI	Specifications	Unit	Rate per unit/ sqr ft / spot/month	Quantity (Pcs./ Package)	Total Amount [In Rs.]
	Designing Development for PALLISHREE MELA, ROURKELA - (3 D design Stage & Gate, Coordination Cell-cum-VIP Lounge, flex Gate, Hoarding, Certificate, Badges, Invitation Card.	Lump sum		1 Package	
	plain Hoardings – (15 ft X 10 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela	Rate per Sqr ft		07 pcs.	
	plain Hoardings – (8 ft X 4 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Rourkela	Rate per Sqr ft		10 pcs	
	Identity Card with cover and neck cord f) Size : 5.5 CM X 9 CM g) Printing: Offset Printing, Both Side h) Colour : Multi colour i) Paper : Art Paper Board, 220 GSM j) Accessories : Plastic pouch and Clip type Neck Cord			500	
	Invitation Card f) Size: 35 CM X 27 CM (Double-folded) g) Printing: Offset Printing h) Colour : Multi colour i) Paper : 220GSM Glossy sheet (Imported) j) Envelop: Fit to card, Bi colour printing			300	
	Posters: Size : 44 CM X 56 CM d) Printing: Offset Printing e) Colour : Multi Colour f) Paper : 130 GSM Glossy			300	
	Certificate e) Size: A4 f) Printing: Offset Printing g) Colour : Multi Colour h) Paper : 300 GSM Art Paper Board			400	
Grand Total Cost					

We agree to supply the above goods/service in accordance with the technical specifications for a total contract price of Rs. (amount in figures) [Rs. (amount in words)] within the period specified in the Invitation for Quotations. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier with seal

Accepted by the Bidder (Signature of bidder)





Panchayati Raj & DW Department
Government of Odisha

TENDER PAPER
OF
Security services
for
PALLISHREE MELA ROURKELA - 2018

3rd to 11th October, 2018
Exhibition Ground, Near Bhanja Bhawan, Sector-5, Rourkela

Organized by
District Administration, Sundargarh in
Association with ORMAS, Sundargarh/OLM, Sundargarh

Odisha Rural Development & Marketing Society, Sundargarh
C/O DRDA, Sundargarh-770001
Phone No:-06622-275372

Accepted by the Bidder (Signature of Bidder)

Tender paper for Security Deployment in PALLISHREE MELA, ROURKELA 2018

DETAILS ON TENDER PAPER, EMD, BIDDER FOR SECURITY WORKS OF THE PALLISHREE MELA,ROURKELA-2018

The Tender paper can be downloaded from the following websites- www.ormas.org ,www.olm.nic.in or www.sundargarh.nic.in or can be obtained from the office of DSMS at "DRDA Campus, Sundargarh, Pin 770001 during office hours

A) E.M.D (Refundable) : Rs.5,000/- (Rupees five thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Sundargarh.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2018
(DD/PO to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

.....

Signature of the bidder

C) LAST DATE & TIME FOR RECEIPT OF TENDER : 18th September' 2018 latest by 1.00 P.M.

D) DATE & TIME OF OPENING OF TENDERS : 18th September' 2018 at 3.00 PM at Office Chamber of PD,DRDA,Sundargarh

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

ORMAS (Odisha Rural Development & Marketing Society)
C/O DRDA, Campus, Sundargarh, Odisha, Pin - 770001

Accepted by the Bidder (Signature of bidder)



Terms of Reference for Security Service of PALLISHREE MELA,Rourkela – 2018

A) About PALLISHREE MELA,ROURKELA

Ministry of Rural Development, Government of India has sanctioned a **National level marketing event named as “PALLISHREE MELA,Rourkela ” to be held from 3rd to 11th October 2018** at the Exhibition Ground, Near Bhanja Bhawan, Sector-5 Sundargarh. The “Pallishree mela ,Rourkela” is being organised by ORMAS (Odisha Rural Development & Marketing Society, Sundargarh) is an Organisation under Panchayati Raj& DW, Department in collaboration with Odisha Livelihoods Mission (OLM), and Dist. Administration, Sundargarh 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 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 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 and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

B) Requirements for Security Personnel

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

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike
- Minimum Qualification: Matriculation, +2 will be added advantage

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

Tentative Requirement of Security Personnel in PALLISHREE MELA ,ROURKELA

Security Guard with Lathi	-	25
Arm Guard (with gun)	-	2
Supervisor	-	<u>2</u>
Total		29

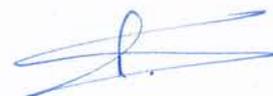
Accepted by the Bidder (Signature of bidder)

Tender paper for Security Deployment in PALLISHREE MELA, ROURKELA 2018
Security personnel will be deputed at Mela ground and Accommodation places of PALLISHREE MELA, Rourkela participants on shift basis.

C) Terms & Conditions:

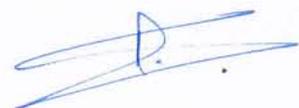
1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License, Latest Service Tax deposit challan, up to date EPF & ESI deposit and present customer list** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. Experience certificate for execution of similar nature of work should be enclosed.
3. ORMAS will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
4. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
5. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.
6. Arrangement of lodging, boarding & logistics of the guards during the mela period will be the responsibility of the Security Agency.
7. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
8. The tenderers are required to deposit an earnest money of Rs. 5,000/- (Rupees five thousand only) in shape of demand draft/pay order in favour of DSMS payable at Sundargarh. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
9. The successful bidder will submit the Performance Security which is 5 % of the contract value and that will be retained with ORMAS, Sundargarh till the completion for a period of one year. In case of any unsatisfactory work and delay in execution of work etc. the Performance Security amount will be forfeited as per the decision of the authority.
10. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of each event.
11. The rate offered by the firm should be valid for entire period of PALLISHREE MELA,ROURKELA -2018
12. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
13. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.
14. **While submitting the tender, the tenderers should submit the followings:**
 - a) Copy of work orders/ experience certificate for similar nature of works for last 3 years.
 - b) Copy of the Registration Certificate of the security firm.
 - c) Up to date EPF & ESI deposit of the employees.

Accepted by the Bidder (Signature of bidder)



- d) **EMD of Rs. 5,000/- (Rupees five thousand only) in favour of DSMS,Sundargarh in shape of Demand draft/pay order.**
- e) Copy of the PASARA license.
- f) Copy of the registration certificate of the firm under Goods Service Tax(GST),Clearance certificate regarding VAT/GST ,Income Tax (PAN, TAN) and Service Tax (latest deposit Challan) for similar nature of work.
- g) 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 2017-18.
- h) Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 3.00 Lakhs.
- i) Audited financial statement for last three year duly certified by the Chartered Accountant to be attached.

Accepted by the Bidder (Signature of bidder)



DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, Sundargarh. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Tenderer with seal

Place:
Date

Accepted by the Bidder (Signature of bidder)



Quotation for security service for " PALLISHREE MELA", Rourkela - 2018
(Last date for submission of duly filled in tender document 18th September' 2018, 1.00 PM)

To

The Assistant Director,
ORMAS, Sundargarh

Sir,

I / We do hereby submit item wise quotation below for security service for PALLISHREE MELA, ROURKELA 2018.

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

Signature with seal of the Tenderer

Accepted by the Bidder (Signature of bidder)





Panchayati Raj & Drinking Water Department
Government of Odisha

TENDER PAPER
OF
Documentation
(Videography & still Photography)
for
PALLISHREE MELA ,ROURKELA - 2018

3rd to 11th October, 2018
Exhibition Ground, Near Bhanja Bhawan, Sector-5, Rourkela

Organized by
District Administration, Sundargarh in
Association with ORMAS,Sundargarh/ OLM,Sundargarh

Odisha Rural Development & Marketing Society, Sundargarh
O/O DRDA, Sundargarh-770001
Phone No:-06622-275372

Accepted by the Bidder (Signature of Bidder)

Tender Paper for Videography & Still Photography of PALLISHREE MELA, ROURKELA- 2018

DETAILS ON TENDER PAPER, EMD, BIDDER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK OF PALLISHREE MELA ,ROURKELA-2018

Tender paper can be downloaded from the following websites- www.ormas.org, www.olm.nic.in or www.sundargarh.nic.in or can be obtained from the office of ORMAS at "DRDA office, sundargarh Pin 770001 during office hours

A) E.M.D (Refundable) : **Rs. 5,000/-** (Rupees five thousand only) in shape of Demand Draft /Pay order in favour of DSMS payable at Sundargarh.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2018
(DD/PO to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s.....

.....

Signature of the bidder

C) LAST DATE & TIME FOR RECEIPT OF TENDER : **18th September' 2018 latest by 1.00 P.M.**

D) DATE & TIME OF OPENING OF TENDERS : **18th September' 2018 at 3.00 PM at Office Chamber of PD,DRDA,Sundargarh**

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

ORMAS (Odisha Rural Development & Marketing Society)
DRDA Office, Sundargarh, Odisha, Pin - 751012

Accepted by the Bidder (Signature of bidder)



Terms of Reference for documentation work of PALLISHREE MELA ,ROURKELA '2018

A. About the event "PALLISHREE MELA"

A National level marketing event named as "Pallishree Mela" to be held from 3rd to 11th October' 2018 at the Exhibition Ground, Near Bhanja Bhawan, Sector-5 Sundargarh. The "Palishree Mela'18, Rourkela" is being organised by ORMAS (Odisha Rural Development & Marketing Society, Sundargarh) under Panchayati Raj & DW, Department in collaboration with Odisha Livelihoods Mission (OLM), and Dist. Administration, Sundargarh 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 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 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 and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

B. Scope of Work

i) Videography:

- The entire event will be video documented in *Digital High Definition Video (HDV) Camera*.
- A small documentary film/movie of each mela with minimum 10 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, live demonstration, Success Stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer.
- *Edited Version of Video Display at the Mela Ground:* In an ongoing Mela, Every 3rd day of mela edited version of previous 2 days of mela's videos should be played in the mela ground in the LCD Projector. For Example, In a 7 day mela, videography has to be done in the following manner:

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

Accepted by the Bidder (Signature of bidder)

Tender Paper for Videography & Still Photography of PALLISHREF MELA, ROURKELA- 2018

3	7 th Day of the Mela	Edited Videos from 1 st to 6 th Day programme to be played in the LCD	demonstration, Success Stories, Interaction with visitors, sellers, etc.
4	9 th day of the Mela	Edited Videos from 1 st to 9 th Day programme	

- State/District wise videography along with success stories, interaction with visitors/sellers etc.
- Necessary actions should be taken during final post production and final preview of the documentary in consultation with ORMAS/ concerned district officials.
- The documentary film of each mela should be submitted in ORMAS, Sundargarh office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

ii) Still Photography:

- A good full frame DSLR Camera for photography. The photo should be excellent quality, so that it can be used, for documentation purpose.
 - The still photographs (maximum of 100 Pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc 3 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in ORMAS office Sundargarh within 10 days of the completion of the event.
 - State/District wise photography along with success stories, interaction with visitors/sellers etc.
- iii) **LCD Display:** Four LCD display has to be setup in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.
- iv) **Plasma TV:** One Plasma TV to be installed near the stage.
- v) **CCTV:** Twenty (20) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitors & the participants. The numbers may vary depending on the requirement and decision of the mela authority.

c. Terms and Conditions

1. The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
2. The period of exhibition will be 9 days.
3. The work should be completed within the time frame.
4. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
5. The price offered by the firm should include all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
6. The rate offered by the firm shall be including of all taxes and duties.
7. The above documented works should be submitted within 15 days of the completion of the exhibition.
8. The tenderers are required to deposit an earnest money of Rs. 5,000/- (Rupees five thousand only) in shape of demand draft/pay order in favour of DSMS payable at Sundargarh. The E.M.D. amount of the successful bidder will be kept with ORMAS till the completion of the exhibitions i.e. for a period of one year (2018-19). In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
9. The tenderers have to offer the price for all items else the tender paper will not be considered.
10. The rate offered by the firm should be valid till completion of this Event of ORMAS (2018-19).
11. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.

Accepted by the Bidder (Signature of bidder)

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

- a. EMD of Rs. 5,000/- (Rupees five thousand) in favor of DSMS, Sundargarh in shape of Demand draft/pay order.
- b. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.
- c. Copy of the registration certificate of the firm under Goods service Tax(GST) ,Clearance Certificate of VAT/GST and latest deposit Challan of service tax to be attached.
- d. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 1.00 Lakhs
- e. Audited financial statement for last three year duly certified by the Chartered Accountant to be attached.

Accepted by the Bidder (Signature of bidder)



DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Tenderer with seal

Place:

Date:

Accepted by the Bidder (Signature of bidder)



Quotation for Documentation work of PALLISHREE MELA,ROURKELA-2018

(Last date for submission of duly filled in tender document is 18th September 2018 -1.00 PM)

To

The Assistant Director,
ORMAS, Sundargarh

Sir,

I / We do hereby submit item wise quotation below for Videography & still photography of PALLISHREE MELA ,ROURKELA to be organized by ORMAS during 2018:

Sl. No.	Particulars	Units	Rates (In Rs.) Inclusive all Taxes
1.	Video Documentation (3 copies of DVD to be submitted) Small documentary film of the event (starting from 3 rd to 11 th Oct' 2018) 10 minutes with voice over	For entire 10 minutes documentary film.	
2.	One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground through LCD projectors.	For the entire event	
3.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap	
4.	L.C.D Projector along with operator	For the entire event with four (4) LCD at four location	
5.	C.C. Camera / TV along with operator	For the entire event with twenty (20) CC camera	
6.	Plasma TV (50" size)	For the entire event with one (1) Plasma TV	
Total			

Signature with Seal of the Tenderer

Accepted by the Bidder (Signature of bidder)

