



ଜିଲ୍ଲାପରିଷଦ, ସୁନ୍ଦରଗଡ଼
ZILLA PARISHAD, SUNDARGARH
ORMAS, SUNDARGARH

Panchayati Raj & DW Deptt. Govt. of Odisha,
Sundargarh -770001, Email: dsmsundergarh@gmail.com, Tele / Fax No. 06622-275372

No. 212 /ORMAS

Dated 29 /May, 2023

QUOTATION CALL NOTICE

ORMAS, Sundargarh Invites Quotations from interested experienced Firm/Agencies having successful track record on Tentage & Allied Works for organization of the State Level Event "Summer Fruit Fest-2023" going to organized by ORMAS, Sundargarh from 6th to 15th, June2023 (tentative) at Rourkela. The detail specifications and Eligibility Criteria of the said event will be available at the notice board of Zilla Parishad, Sundargarh, and Odisha or downloaded from www.sundergarh.nic.in. Authority reserves the right to accept or reject any quotation and to cancel the procurement process at any time prior to the award of contract without assigning any reason thereof. For any clarification related to tender document interested bidder can contact to dsmsundergarh@gmail.com.

[Signature]
18/5/23
CDO-cum-EO,
Zilla Parishad, Sundargarh

Memo No. 213 /ZP (ORMAS)

Date 20/5/23

Copy forwarded to DIPRO. It is requested to publish the quotation call notice in any one of the local daily newspapers and produce the bill for payment within 10 days of publication.

[Signature]
CDO-cum-EO,
Zilla Parishad, Sundargarh

Memo No. 214 /ZP(ORMAS)

Date 20/5/23

Copy to DIO, NIC, Sundargarh with a request to upload this Quotation Call Notice in the Sundargarh District Website "www.sundergarh.nic.in" for widepublication and timely response by the intending Firm/Agencies/Event Management Firms.

[Signature]
CDO-cum-EO,
Zilla Parishad, Sundargarh

SHORT QUOTATION CALL

**SELECTION OF FIRMS/ AGENCIES/ PROPRIETOR FOR TENTAGE &
SECURITY WORKS FOR**

Summer fruit fest-2023

ORMAS

**Odisha Rural Development and Marketing Society
Panchayati Raj & Drinking Water Department, Government of Odisha
(ZillaParishad, Sundargarh, Near Collector Office)**

DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Authority	Chief Development Officer-cum- EO, ZillaParishad, Sundargarh Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	LCBS
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of Quotation CALL NOTICE	18.05.2023
5.	Last Date and Time for submission of quotation	25.05.2023 at 2.00 PM
6.	Date & Time for opening of quotations	26.05.2023 at 04.00 PM
7.	EMD	Rs. 5000/- (Rupees five thousand)in shape of Banker's Cheque / Demand Draft in favour of "DSMS,Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.
8.	Cost of Tender Paper	Rs.2,000/- (Rupees two thousand)only in shape of Banker's Cheque / Demand Draft in favour of "DSMS,Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.
11.	Address for Submission Quotations	The Chief Development Officer-cum- EO,ZillaParishad ORMAS, ZillaParishad, Sundargarh, Near the Office of Collector and District Magistrate, Sundargarh PIN- 770001,Sundargarh, Odisha Mode of Submission: Speed Post / Registered Post & quotation call Box. only to the address as specified above. Submission of quotation through other mode and late bid will be out rightly rejected.
12.	Place of Opening of Quotations	Conference Hall of Zilla Parishad, Pragati Mandap or Office Chamber of Chief Development Officer- cum- EO, ZP, Sundargarh

For details, please visit: www.sundargarh.nic.in


SECTION: 1
LETTER OF INVITATION

QUOTATION CALL NOTICE No: 215

Dated: - 18.05.2023

Name of the Assignment: Tentage & Security for Summer fruit fest, Rourkela, Sundargarh '2023.

1. **Chief Development Officer – cum EO, Zilla Parishad, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha (The Authority)** invites sealed quotation from eligible authorities for **"Selection of Tentage & Security Works for Summer fruit fest, Rourkela '2023.** More details on the proposed assignment are provided at **Section-3: Scope of Work** of this Quotation Call Notice document.
2. The quotations in all respect as specified in the QUOTATION CALL NOTICE Document must be accompanied with a **refundable** amount of **Rs. 5,000/- (Rupees Five Thousand) toward EMD Fee and Rs.2,000/- (Rupees two thousand) only towards cost of Tender paper** in form of **Demand Draft / Banker's Cheque** in favour of **"DSMS, Sundargarh"** drawn in any scheduled commercial bank and payable at Sundargarh, Odisha failing which the bid will be rejected.
3. The quotations must be delivered at the specified address as per the Authority Data Sheet by **Speed post / Registered Post & Tender Box** only. The Authority shall not be responsible for postal delay or any consequence. Submission of quotation notice through any other mode will be rejected.
4. The last date and time for submission of quotation documents complete in all respects is **Dt. 25.05.2023 (2.00 PM)** and the date of opening of quotation is **Dt. 26.05.2023 (4.00 PM)** in the presence of the authorized representative at the specified address as mentioned in the Authority Data Sheet (**Sl. no.11**). Representative of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
5. While all information/data given in the QUOTATION CALL NOTICE are accurate within the consideration of scope of the proposed assignment to the best of the Authority's knowledge, it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document.
6. **The Authority reserves the right to accept / modify/ reject any/all QUOTATIONS / cancel the complete QUOTATION or part of it at any stage without assigning any reason thereof.**


**Chief Development Officer-cum-
EO, Zilla Parishad, Sundargarh
Panchayati Raj & Drinking Water Department**

SECTION: 2

INFORMATION TO THE AUTHORITY

Eligibility Criteria:

Bidders should confirm to the eligibility criteria given below and to this effect must produce the required supportive documents /information

Sl.No	Eligibility Criteria	Supporting Documents required
1	The Bidder should have been in the business of providing tentage and allied Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 3 years (as on 30 th Sept. 2022).	1.Proof of Certificate of Incorporation / Registration of the Bidder 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN). 4.GST clearance in GST 3B Form recent 5.ITR for the FY 2019-20,20-21,21-22
3	Experience of having successfully completed similar works during last three years (2020-21, 2021-22 and 2022-23)	Work orders/ Contract Document / Completion of Work Certificates from the previous authorities to be submitted. Photos to be attached as supporting documents along with experience certificates. Proof of work order of atleast 5 nos during last three years any of the exhibition/ fair at state or national level each amounting to Rs. 20 lakh or more
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.
5	Certificate to genuineness	
6	The average annual turnover of the bidder for the last 3 FY(2019-20/2020-21/2021-22) must be above Rs.50 Lakhs duly certified by CA(specification towards tentage work)	

N.B.- All the supporting documents should be duly self attested by the bidder

Documents to be submitted

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

- Filled in Bid Submission Check List in Original (**Annexure-A**)
- Covering letter (**TECH – 1**) on Bidder's letterhead requesting to participate in the tender process.
- EMD cost submission
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of GST Clearance Certificate.
- General Details of the Bidder
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous authorities.
- Self-Declaration from the Bidder on not blacklisted
- ITR (2019-20,2020-21,2021-22)

- Certificate of genuineness
- Financial statement (Income & Expenditure, Profit & Loss, Balance sheet) of the fy 2019-20/2020-21/2021-22 duly certified by CA
- Successful bidder has to deposit Performance security of Rs.20,000/- (Rupees twenty thousand) only in shape of DD/BC from any scheduled commercial bank in favour of "DSMS, Sundargarh" payable at Sundargarh, which will make Performance. The performance security of successful Bidder shall be refunded after completion of the entire process

NB: Quotationer should submit the supporting documents mentioned as above. Quotation of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.

1. Submission of quotations:

Bidder must submit their quotations through **Registered Post / Speed Post/Through Tender Box** only to the specified address on or before the last date and time for submission of Bids as mentioned in Data Sheet. The Authority will not be responsible for postal delay / any consequence in receiving of the quotation. Any quotation received after the deadline will be out rightly rejected.

The procedure for submission of the Bid is described below:

- The envelope containing technical Bid shall be sealed and superscripted as "**Quotation for Tentage and Security for "Summer fruit fest – 2023" at Rourkela**" and furnished inside one envelope. The duly filled-in the quotations submission forms every documents submitted by the bidder will be self attested. EMD & Tender paper cost should be Part of Technical bid
- Financial bid should be submitted separately with Superscription "**Quotation for Tentage and Security for "Summer fruit fest – 2023" at Rourkela**"

2. Opening of the Bid:

The ENVELOPE will be opened in presence of committee member and bidders. **FINANCIAL BID will be consider for the qualified bidder after verification of documents.** Authorization letter of the representative must be submitted from the firm/proprietor.

3. Legal Jurisdiction:

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

SECTION: 3

SCOPE OF WORK

About the Event –Summer fruit fest’2023

ORMAS, Sundargarh, under Panchayati Raj & Drinking Water Department, Govt. of Odisha, is going to organize a State Level Marketing Event named as “Summer fruit fest’2023” to be held from 6th June’2023 to 14th June’2023 at Rourkela. “Summer fruit fest’2023” is being organised by ORMAS in collaboration with District Administration, Sundargarh.

The Tentage & Security arrangement Works Should Provide the Following Services

Sl. No	Works to Be Done	Particulars
A	Tentage & Security arrangement	1. Ground Layout 2. Construction of fruit Court 3. Running Flex Facia 4. Ground Electrification 5. Other Miscellaneous Items 6. Arrangement of 2 Nos of security (Guard with Lath) for 3 shift per day for 5 th to 15 th June’2023

Detailed Specification of the Works is as follows

Fruit Court: The below mentioned items for construction Fruit Stall & fruit Shed and Dining Area Management for food fest are taken as a package, which shall be supplied by the quotationer for FRUIT FEST-2023-24.

- a) *Fruit d Stall Along With fruit Shed:* Minimum 20 Nos fruit stalls along with fruit shed to be made as per the following specification:

Sn.	Particulars	Specifications
1	Structure	a. Fruit Stall Bamboo (3 to 6 inch) & cloth (Anti Fire Chemical Treatment) structure, Size of Each Stall – 10’ X 10’ With Tarpaulin Water Proof Roofing. b. Fruit 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.
08	Air Cooler	5/6 Nos of of Big cooler required for the fruit fest
9	Closures	Front Cloth Drops/Screens Daily to be done
11	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of fruit court- Fruit Stall along with fruit shed, should be treated with fire repellent chemical.

b) Dining area:

Sn.	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 10 numbers big size) dustbin to be provided in dining area.

A. **Net Carpeting:**

New net carpeting to be used in the open space area of the mela ground for dust free, the selected bidder has to ensure the use of new net carpet and daily maintenance of the same during the mela period.

B. **Miscellaneous Items:** Besides works from item no. A to no. N 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 mattress & Pillow with Cover for each bed set)	30 pcs.

C. Arrangement of Pvt. Security:- Arrangement of 2 nos of Security Personnel (Guard with Lathi) per shift for 3 shift per day from 5th to 15th June'2023. Security must be experienced and registered as per the norms.

N.B - Requirement will vary as per the field assessment, bidder should follow instructions/ Specification during execution of the tentage work as directed by the authority.

SECTION: 4(Tch-I)

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To:

**The Chief Development Officer
ZillaParishad, Sundargarh
Panchayati Raj & Drinking Water Department
Sundargarh**

Sub: Tentage&Arrangement of Security Works for "Summer Fruit Fest- 23.

Sir,

I, the undersigned, offer to participate in the selection process for _____
in accordance with your Quotation Call NoticeNo.: _____, dated _____.
We are hereby submitting our Bid, which includes Technical Bid and Financial Bid sealed in one envelope

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 QUOTATION CALL NOTICE document. In case any provision of this quotation 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 : Fax: 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 Sundargarh If Yes, Please furnish contact details	Yes / No
7	EMD Amount : BC/DD No.: Date: Name of the Bank:	
8	Tender Paper Cost Amount : BC/DD No.: Date: Name of the Bank	
9	PAN Number	
10	Goods and Services Tax Identification Number (GSTIN)	
11	Willing to carry out the assignment as per the scope of work of the QUOTATION CALL NOTICE	
12	Accept all the terms and conditions as specified in the QUOTATION CALL NOTICE	YES
12	IT Return	
13	Average Amount Turnover of the bidder for the 3 Fy (2019-20,2020-21,2021-22) Tech-3	
14	Financial Statement	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[NB: No Scanned Signature will be entertained]

Tech-3

Average Annual Turnover towards tentage & Allied Work	2019-20	2020-21	2021-22	Average Turn over

N.B :- The average annual turn over should be certified by the concerned C.A . Financial Statement in support should be attached.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

[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 3 years)
(FY 2020-21, 2021-22 and 2022-23)**

Sl. no.	Period	Name of the Assignment with details there of	Name of the Authority 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 = 2.00 Cr.]

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2019-20, 20-21 & 21-22) 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 authorities need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creatives 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 thisDay of....., 2023

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

FINANCIAL BID SUBMISSION FORMS
FIN-1 COVERING LETTER (In Bidder's Letter Head)

[Location, Date]

To,

The Chief Development Officer-cum- EO
ZillaParishad, Sundargarh
Sundargarh, Odisha

Sub: Submission of Financial Bid for Tentage&Security for Fruit fest 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 QUOTATION CALL NOTICEdocument. Items wise rate as per format given in the QUOTATION CALL NOTICEdocuments are given below:

Sr.	Item	Category	Unit	FRUIT FEST		
				Cost per unit (in Rs. excluding GST)	Required Qty. in units	Total Amount [in Rs.] Excluding GST
1	Fruit Court	Single package	Per package		1	
	Miscellaneous items: (As per the requirement)					
2	Bed Set (Bed Mattress & Pillow with Cover t)		Per set		30 pcs	
3	Security(Guard with Lathi) 5 th of June to 15 th of June two security in each shift		Per personnel		66	
Total Quoted Amount (in Rs. Excluding GST)						
Add GST (in Rs.)				CGST (_____ %)		
				SGST (_____ %)		
				IGST (_____ %)		
Grand Total Quoted Amount including GST (in Rs.)						
(Rupees in words _____				including GST)		

N.B: The bidder should submit HSN/SAC code of the service provided to Govt. organization in this regard for justification of the GST amount quoted in the financial bid. Any false/forged information submitted in the bid document by the bidder will lead to rejection of the bid

I have carefully read and understood the terms and conditions of the QUOTATION 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-A
BID SUBMISSION CHECK LIST

Sino	Description	Submitted (Yes/No)	Page No.
1	Covering Letter		
2	EMD of Rs. 5,000/- in form to DD/ BC		
3	Copy of Certificate of Incorporation / Registration of the Bidder		
4	Copy of PAN		
5	Copy of Goods and Services Tax Identification Number (GSTIN)		
6	GST clearance in GST 3B Form		
7	General Details of the Bidder (TECH - 2)		
8	Financial details of the Bidder(TECH - 3) along with all the supporting details		
9	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) 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. (Tech-5)		
11	Copy IT Return(2019-20,2020-21,2021-22)		
12	Tender paper cost of Rs.2,000/- in form of DD/BC		
13	Financial Statement 2019-20,2020-21,2021-22)		

Undertaking:

- All the information have 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 : _____