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Tender Documents

SELECTION OF FIRMS/ AGENCIES/ PROPRIETOR FOR TENTAGE & ALLIED
WORKS FOR
**National/ State - Pallishree Mela / Other District Level
Exhibitions**

ORMAS

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

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DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Authority	Chief Development Officer-cum- EO, Zilla Parishad, Sundargarh, ORMAS Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	LCBS
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of TENDER CALL NOTICE	10.09.2025
6.	Last Date and Time for submission of Bid	22.09.2025 at 12 Noon
7.	Date & Time for opening of Technical Bid and Financial Bid	22.09.2025 at 04.00 PM
08.	Bid Processing Fee (Non-Refundable)	10,000/-INR in shape of Banker's Cheque / Demand Draft in favour of "DSMS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh
09.	Earnest Money Deposit (EMD) (Refundable)	Rs. 1,00,000/-INR (Rupees One Lakh) in shape of Banker's Cheque / Demand Draft in favour of "DSMS Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh
10.	Performance Security (Refundable)	Rs. 1,20,000/- (Rupees One lakhs twenty thousand) 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 of Bid	The Chief Development Officer-cum- EO, Zilla Parishad ORMAS, Zilla Parishad, Sundargarh, Near the Office of Collector and District Magistrate, Sundargarh PIN- 770001, Sundargarh, Odisha Mode of Submission: Speed Post / Registered Post only to the address as specified above. Submission of bid through other mode and late bid will be out rightly rejected.
12.	Place of Opening of Technical & Financial Bid:	Conference Hall of Zilla Parishad, Pragati Mandap or Office Chamber of Chief Development Officer- cum- EO, ZP, Sundargarh
13.	Place of Event	Rourkela / Sundargarh HQ/ Or any of the place in Sundargarh district decided by District Administration
14.	Validity of Tender	One Year (from 1 st September 2025 to 31 st August 2026)

For details, please visit: www.sundargarh.odisha.gov.in/ [www. Ormas.org](http://www.Ormas.org)

SECTION: 1
LETTER OF INVITATION

TENDER CALL NOTICE No: 474/ORMAS/20

Dated: - 10/09/2025

Name of the Assignment: Tentage & Allied Works for Pallishree Mela and other Exhibitions.

1. Chief Development Officer – cum EO, Zilla Parishad, ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha (The Authority) invites sealed Bid from eligible authorities for “Selection of Tentage & Allied Works for Pallishree Mela and other Exhibitions” – 2025-2026. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this Tender Call Notice document.
2. The Bid complete in all respect as specified in the TENDER CALL NOTICE Document must be accompanied with a **non-refundable** amount of **Rs. 10,000/- (Rupees Ten Thousand)** towards **Bid Processing Fee** and a **refundable amount of Rs. 1,00,000/- (Rupees One Lakh only)** towards **EMD** 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 Bid must be delivered at the specified address as per the Authority Data Sheet by **Speed post / Registered Post** only. The Authority shall not be responsible for postal delay or any consequence. Submission of Bid through any other mode will be rejected.
4. The last date and time for submission of Bid complete in all respects is **Dt. 22.09.2025 (12.00 Noon)** and the date of opening of the technical & financial bid is **Dt. 22.09.2025 (4.00 PM)** in the presence of the authorized representative at the specified address as mentioned in the Authority Data Sheet (Sl. no.12). Representative of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
5. This TENDER CALL NOTICE includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Authority [**Section – 2**]
 - c. Scope of Work [**Section – 3**]
 - d. Technical Bid Submission Forms [**Section – 4**]
 - e. Financial Bid Submission Forms [**Section –5**]
 - f. Annexure [**Section – 6**]
6. While all information/data given in the TENDER CALL NOTICE are accurate within the consideration of scope of the proposed assignment to the best of the Authority's knowledge, it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document.
7. **The Authority reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**

Sd/-

**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 as indicated against each as part of their technical Bid:

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 level Exhibition & International Organisations for at least 5 years (as on 10 th August. 2025).	<p>Supporting Documents required</p> 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.EPF/ESI Registration Certificate. (Not Mandatory) 6.Copy of the Electrical License / Contractor hired by the BIDDER. 7.IT Return for the assessment years (2022-23 2023-24 and 2024-25) .
2	The bidder should have an average annual turnover of Rs.80.00 lakhs from Tentage and allied work during the last 3 financial years (2022-23 2023-24 and 2024-25) .	Copies of audited Income/expenditure, receipt/payment, balance sheet duly certified by concerned Chartered Accountant (C.A) Firm for the last three financial years and C.A certificate certifying that the agencies/ firm/ Proprietor should have an average annual turnover more than Rs.80.00 lakhs during the last three financial years. Provisional Audit Report for any of the FYs will not be accepted.
3	<p>Experience of having successfully completed similar works during last three years (2022-23 2023-2024 and 2024-25),, should be either of the following.</p> <p>i. Three Similar [Tentage and allied work for National/ State Exhibitions] completed works/assignments costing not less than the amount equal to Rs 20.00 Lakhs (Rupees twenty Lakhs) each OR</p> <p>ii. Two similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees Twenty-five Lakhs) each OR</p> <p>iii. One similar work costing not less than the amount equal to Rs. 40.00 Lakhs (Rupees Forty Lakhs)</p>	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.
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.

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

Documents to be submitted along with TECHNICAL BID (PART-A):

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 letter head requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of GST Clearance Certificate.
- Copy of EPF/ESI Registration Certificate. (Not mandatory)
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the Bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet, Income/ Expenditure Statement & Receipt /Payment duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous authorities.
- Copy of the Electrical License/ Contractor hired by the Bidder along with NOC /agreement copy with the hired Electrical Contractor/License Holder.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)
- IT Return for assessment years (**2022-23 2023-2024 and 2024-25**).
- Valid PASARA license for security
- MSME Registration in Odisha

NB: Bidders should submit the supporting documents mentioned as above. Bids 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. Bid Processing Fee:

The Bidder must furnish as part of technical Bid, the required bid processing fee amounting to **Rs. 10,000** (Rupees Ten Thousand) in shape of DD /BC from any scheduled commercial bank in favor of "DSMS Sundargarh" payable at Sundargarh. Bids received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD):

The Bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (One Lakh Only)** in shape of DD/BC from any scheduled commercial bank in favour of "DSMS Sundargarh" payable at Sundargarh. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successfully completion of the work.

The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its Bid during the bid validity period as specified in TENDER CALL NOTICE
- Bidder does not respond to requests for clarification of its Bid.
- Bidder fails to provide required information, supporting documents during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time
- Any other circumstance which holds the interest of the Authority during the overall selection process.

Performance Security: -

The successful Bidder will submit another **Rs.20,000/-** in shape of DD/BC from any scheduled commercial bank in favour of "DSMS Sundargarh" payable at Sundargarh, which will make Performance Security as **Rs. 1,20,000/- (Rupees One lakhs twenty only)** (i.e., EMD- Already paid- Rs.1,00,000/- + Rs.20,000/- paid now). The performance security of successful Bidder shall be refunded after completion of the entire process.

3. Submission of Bid:

Bidder must submit their Bids through **Registered Post / Speed Post** 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 Bid. Any Bid received after the deadline will be out rightly rejected.

The procedure for submission of the Bid is described below:

- i) **Technical Bid:** The envelope containing technical Bid shall be sealed and superscripted as "Technical Bid – Selection of Firms/Proprietor/Agency (Bidder) for Tentage and Allied works for Pallishree Mela" and furnished inside one envelope. The duly filled-in technical Bid submission forms every document submitted by the bidder will be self-attested.,
- ii) **Financial Bid:** The envelope containing financial Bid shall be sealed and superscripted as "Financial Bid – Selection of Firms/Proprietor/Agency (Bidder) for Tentage and Allied for Pallishree Mela" The duly filled-in financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

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

NAME OF THE ASSIGNMENT:

TENDER CALL NOTICE NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF BID:

NAME AND ADDRESS OF THE BIDDER:

4. Opening of the Bid:

The FIRST ENVELOPE containing "TECHINICAL BID" will be opened followed by second ENVELOPE containing **FINANCIAL BID** of the **technically qualified bidder** after completion of technical evaluation stage. Authorization letter of the representative must be submitted from the firm/proprietor.

5. Process of the Bid:

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

Stage on opening of technical bid- (1st Stage): In addition to the above the **bidders** have to furnish the following documents as mentioned below.

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation/ Registration
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Copy of GST Clearance Certificate.
6. Copy of EPF/ESI Registration Certificate.
7. Valid PASARA License for security
8. IT Return for assessment years **(2022-23 2023-2024 and 2024-25)**.
9. Experience of having successfully completed similar works during last Three year **(2022-23 2023-2024 and 2024-25)** should be either of the following.
 - a. Three Similar [Tentage and allied work for National/ State Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 20.00 Lakhs (Rupees twenty Lakhs.) each OR
 - b. Two similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees Twenty-five Lakhs) each OR
 - c. One similar works costing not less than the amount equal to Rs. 40.00 Lakhs (Rupees Forty Lakhs.) each/
10. Financial Statement of last three year (Income expenditure, receipt and payment and balance sheet duly certified by CA) and the bidder should have an average annual turnover of **Rs.80.00**

sheet duly certified by CA) and the bidder should have an average annual turnover of Rs.80.00 Lakh duly certified by CA from Tentage and allied business. Provisional Audit Report for any FYs will not be accepted.

11. Copy of the Electrical License/ Contractor hired by the Bidder along with NOC from the contractor or agreement

Non-submission of any one of the above documents, leads to outright rejection of the Bid.

FINANCIAL EVALUATION (2nd Stage): The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative.

Sub-contracting of the contract awarded is strictly restricted

6. Other Terms & Conditions

a. Date & Venue of Mela

Name of the Event	Date	Venue
Pallishree and Other District Level Exhibitions	Will be decided by District Administration	Any of the Place in Sundargarh District

- a. Event wise separate work order/ purchase order will be issued in favor of the approved Bidder by ORMAS, Sundargarh for **Pallishree and Other District Level Exhibitions**.
- b. 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 and District Administration, Sundargarh before 10-15 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.
- c. All Tentage & Allied works must be done as per event wise separate design given for layout Plan, Stage Craft, Gate Craft & Coordination Cell. (There may be chances for change at the time of issue of work order)
- d. **The selected Bidder will work under the close supervision of the Chief Development Officer-cum- EO, ZP or any other officials deputed by CDO-cum- EO, ZP.**
- e. **Chief Development Officer-cum- EO, Zilla Parishad, Sundargarh will review the 3D design work (Stage, Gate, Coordination Cell) and other infrastructure work against approved layout plan under taken by the selected bidder.**
- f. It shall be responsibility of the successful Bidder to obtain requisite permission for electricity connection / fire services for the event period from statutory bodies. The bidder / proprietor/ firm/ Agency have to supply fire protection equipment's like fire extinguishers adhering to the fire safety norms & fire-retardant liquid spray every 5 days interval over flammable materials use for stalls.
- g. In regard to electrical fittings etc. bidder shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.
- h. **The rate offered by the bidder shall be inclusive of GST & Other Taxes.**
- i. The selected Bidder/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
- j. 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.
- k. 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.

- l. 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.
- m. The Bidder should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- n. The Bidder has to quote the rate as per the given format.
- o. 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.
- p. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS, Sundargarh will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
- q. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
- r. 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.
- s. 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.
- t. 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.
- u. Upon selection, the Bidder shall furnish to the Authority, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Bidder under the Contract. Exemption of Performance Security is not applicable.
- v. 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.
- w. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.
- x. For any further clarification the intending bidder may approach the office of ORMAS, Sundargarh, (Email- dsmssundergarh@gmail.com), Contact No. 7849051546/ 9437208202/ 9938625090 in between 10.00 A.M to 5.30 P.M (except Govt. holidays).
- y. **All the attachments (Annexure & Tech form) should be submitted strictly as per the format given without any alteration/modification/addition/deletion. Any deviation noticed by the authority will lead to rejection of the bid.**
- z. **Bidder must quote the rate against each item specified in the financial bid, any item left blank of skipped it will be rejected and final decision will be decided by the competent authority.**
- aa. **Note (Quantity which is mentioned in bid may be differ depending upon event/ venue and date). Authority is having right to issue work order of full of item or partially.**

7. **Disclosure:**

- a. Bidder have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidder must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency.
- c. Bidder must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - Criminal offence or other serious offence punishable under the law of the land, or where

they have been found by any regulator or professional body to have committed professional misconduct;

- Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

8. Anti-corruption Measure:

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

9. Legal Jurisdiction:

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

10. Governing Law and Penalty Clause:

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

11. Authority's right to accept any Bid, and to reject any or all Bid/s

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

12. Number of Bids:

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

SECTION: 3

SCOPE OF WORK

About the Event – "Pallishree and Other District Level Exhibitions"

ORMAS, Sundargarh, under Panchayati Raj & Drinking Water Department, Govt. of Odisha, is going to organize a **Pallishree and Other District Level Exhibitions**. at any of the place in Sundargarh district" is being organised by ORMAS in collaboration with District Administration, Sundargarh.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural Entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. *The overall objective of the mela is to popularize the ethnic and other rural products of Odisha& India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.*

The Tentage & Allied Works Should Provide the Following Services

Sl. No	Works to Be Done	Particulars
A	Tentage & allied Works	1. Ground Layout 2. Construction of Temporary Stall 3. Construction of 3 D Design Stage, Gate & Coordination Cell 4. Food Court 5. Demonstration Pavilion 6. Running Flex Facia 7. Sitting Arrangements for audience 10. Ground Electrification 11. Erection of Temporary Toilets 12. Decorative wall 13. Other Miscellaneous Items

Sl. No.	Exhibition Type	No. of Stalls	Specifications
(a)	National Level Exhibition	150-200	All specifications for construction of stalls will be same.
(b)	State Level Exhibition	100-150	
(c)	District Level Exhibition	50-100	

Detailed Technical Specification of the Works is as follows:

bb. Construction of Stalls: For Pallishree and Other District Level Exhibitions will be constructed. The details of stall specifications are given below:

Sn.	Particulars	Stall Specification
1	Structure	IRON (with Anti Fire Chemical Treatment), Size of each stall – 10' X 10' with tarpaulin water proof roofing with 5 Ft front projection as Veranda.
2	Flooring	Wooden plank platform of 6" height from the ground covering with new synthetic carpet matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white new cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. (All New White Cotton Clothes to Be Used)
4	Racks	Three tire wooden/Iron 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 new white cloth. The space of below racks will be used for storage of goods.
5	Facia	An Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.]. The facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting]. A running white cloth jhallar of 1' width will be putted in the front side, below to the facia frame. Flex facia will be printed by the bidder/firm/ decorator as per the design given by ORMAS, Sundargarh.
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 molded Chair -2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & 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 pasted on sun board. Vinyl 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 authority.
10	Anti-Fire Chemical Treatment	The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

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

Sn.	Particulars	Work Specifications
1	Structure	Artistic 3D structured house as per approved event wise design attached at Annexure A with following the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect.
2	Size	40 ft X 40 ft.
3	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and Pantry & store with the cloth and wooden batten frame work walls/partitions. Decoration will be made with Tribal Painting and hanging equipment.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. Two windows of minimum size 5' X 4' will be on the wall of office room towards the counter.
5	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting.
6	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 new Dunlop sofa set for VVIPs (for 16 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one new steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
7	Electric Fittings	Tube Light – 20 no., Ceiling Fan – 8 no., 1 no of sound less pedestal fan, 1white Mercury light (100 watt) (to be connected with an on/off switch in each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner& LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room
8	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
9	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
10	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with Thermocol lettering andThermocol panels at the entrance (written in English & Odia).
11	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. This may be based on weather condition of Sundargarh.
12	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.

B. GATES:THE MAIN ENTRANCE GATE IS TO BE DONE AS PER CATEGORY B.THE OTHER THREE (3) GATES ARE TO BE MADE AS PER SPECIFICATION IN CATEGORY A. SPECIFICATIONS ARE AS FOLLOWS:

Sn.	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 approved event wise design attached at Annexure B. with following the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect.
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.	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
C	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of Paris with 14 thermos cool sculptures etc. design work as per approved design.
D	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
E	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.	Live flower chains will be put in the gates and the same should be changed every alternate day
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.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.

D. DECORATIVE WALL: Decorative wall of batten framing, hessian cloth mounting and paintings be done geru with chita painting for side walling.

E. STAGE: One open 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 as per approved event wise design attached at Annexure C. with following the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect.
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 approved design attached at Annexure C with following the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect. 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	<p>Specification for light:</p> <table border="1"> <tr> <td>i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td> <td>50 nos.</td> </tr> <tr> <td>ii) Galileo Scanner-1200 wt(SGM)</td> <td>4 nos.</td> </tr> <tr> <td>iii) Multitwenty- 2K</td> <td>6 nos.</td> </tr> <tr> <td>iv) Multiten- 1K</td> <td>4 nos.</td> </tr> <tr> <td>v) Jumbo Smoke Machine</td> <td>2 nos.</td> </tr> <tr> <td>vi) Jumbo Strobe Light</td> <td>2 nos.</td> </tr> <tr> <td>vii) 1 Colour Laser</td> <td>2 nos.</td> </tr> <tr> <td>viii) Moving Head(SGM)</td> <td>2 nos.</td> </tr> <tr> <td>ix) Led Par</td> <td>10 nos.</td> </tr> <tr> <td>x) Halogen 1kw</td> <td>10 nos.</td> </tr> </table> <p>Specification For Sound:</p> <table border="1"> <tr> <td>i) Bass Bin</td> <td>2 nos.</td> </tr> <tr> <td>ii) High range top box (pee-vay/JBL, 400wt.)</td> <td>4 nos.</td> </tr> <tr> <td>iii) High range frequency box (Pee-vay/JBL)</td> <td>4 nos.</td> </tr> <tr> <td>iv) HF box</td> <td>4 nos.</td> </tr> <tr> <td>v) Cordless Micro Phone</td> <td>2 nos.</td> </tr> <tr> <td>vi) Cord Micro Phone</td> <td>6 nos.</td> </tr> <tr> <td>vii) 24 channel Mixture</td> <td>1 nos.</td> </tr> <tr> <td>viii) High wattage amplifier</td> <td>4 nos.</td> </tr> <tr> <td>ix) Effect processor</td> <td>1 no.</td> </tr> <tr> <td>x) 3 kw stabilizer</td> <td>3 nos.</td> </tr> <tr> <td>xi) DVD Player</td> <td>1 no.</td> </tr> <tr> <td>xii) Stereo Deck</td> <td>1 no.</td> </tr> <tr> <td>xiii) Meeting Microphone (Anti feedback microphone)</td> <td>2 nos.</td> </tr> <tr> <td>xiv) Standing Box Audience capturing</td> <td>4 nos.</td> </tr> <tr> <td>xv) Stage Monitor Box</td> <td>4 nos.</td> </tr> <tr> <td>xvi) Singer Micro Phone</td> <td>2 nos.</td> </tr> </table>	i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.	ii) Galileo Scanner-1200 wt(SGM)	4 nos.	iii) Multitwenty- 2K	6 nos.	iv) Multiten- 1K	4 nos.	v) Jumbo Smoke Machine	2 nos.	vi) Jumbo Strobe Light	2 nos.	vii) 1 Colour Laser	2 nos.	viii) Moving Head(SGM)	2 nos.	ix) Led Par	10 nos.	x) Halogen 1kw	10 nos.	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.
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xvi) Singer Micro Phone	2 nos.																																																				
Green Room	Superstructure with bamboo, Ballha/ Iron & Trapline 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 equipment 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 construction 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 quote it as a package. Specifications are as follows:

Chair & Stage	Providing stage with ramp along with sitting arrangement at least for 300 persons with
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	erection of 150' X 50' open but with covered roof Auditorium with platform, ceiling, 3' height side walling etc. and 15 sofas, chairs, 25 nos. executive chairs with 25 nos. of white new Turkish towels for the inaugural/ closing functions/ seminar/ work shop/buyer seller meet. A temporary urinal to be provided along with proper sanitary arrangement.
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.
Decoration	Providing of 1000 nos. decorative appliqué lamp as per approved location
Inauguration Material	Snacks packets in proper packaging consisting one samosa (singada), one vada (bara), one vegetable chop, one rasagola and one gulabjamun

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

Structure	: Bamboo/ Iron & Cloth Structure, four sides open (a model of Hindu marriage Bedi)
Size	: (a) 15 'X 15' (b) 20' X 40'
Facia	: 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
Flooring	: 1 ft. wooden platform with Full floor Dhurrie matting.
Ceiling	: Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Barricading	: 4' height bamboo barricade covered with cloth on all sides of the stall.
Electric Fitting	: 8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

H. Cleaning & Sanitation:

- Mela Ground, food Court, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 14 (fourteen) days of the Mela Period. Sweepers and one supervisor should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground.
- Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground
- Garbage has to be lifted (Approx. 4 trip per day through tractor) from mela ground on daily basis.

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

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

- J. **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 excellent, as there is a huge turnover of visitors during the event.
- K. **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.
- L. **Food Court:** The below mentioned items for construction Food Stall & Kitchen Shed and Dining Area Management for food court are taken as a package, which shall be supplied by the bidder for PALLISHREE MELA -.

- a) **Food Stall Along with Kitchen Shed:** Minimum 12 food stalls along with kitchen shed to be made as per the following specification:

Sn.	Particulars	Specifications
1	Structure	a. Food Stall Iron (3 to 6 inch) & cloth (Anti Fire Chemical Treatment) structure, Size of Each Stall – 10' X 10' With Tarpaulin Water Proof Roofing. b. Kitchen Shed: Iron 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.
9	Closures	Front Cloth Drops/Screens Daily to be done
10	Water	Water line connection to each kitchen shed with sink fixing
11	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical.

- 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 30 numbers big size) dustbin to be provided in dining area.

M. Theme Stall :

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

N. 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.

O. 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 & Pillow with Cover and two blanket for each bed set)	400 pcs.
2	Durry (15' X 15')	10 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	5000 sqrft
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	5000 sqrft
5	Stage background in black cloth masking	2500 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 cs.
10.	Red carpet (synthetic)	2000
11.	Sanitizer tunnel at entrance gate	1 no.
12.	Sanitizer Stand in each block	20 no.
13.	Fitting of 40 numbers of CCTV with operator and one TV panel	40 no
14	Installation of LED TV with 10 panels	03 no

(O) Documentation - Photography, Videography, CC TV, Plasma TV, LCD:

Documentation of the Pallishree Mela will have also to be done by the Event Management Bidder.

Still Photography:

1. A good full frame DSLR Camera for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.
2. 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 Programme, live demonstration, Success Stories, etc. 2 sets of **still photos in mat finishing paper** of 4" X 6" size in an album with digital copy should be submitted in ORMAS office within 10 days of the completion of the event.
3. State/District wise photography along with success stories, interaction with visitor/sellers etc.

Videography:

1. The entire event will be video documented in *Digital High Definition Video (HDV) Camera*.
2. 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 Programme, 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.
3. State/District wise videography along with success stories, interaction with visitor /sellers etc.
4. Necessary actions should be taken during final post production and final preview of the documentary in consultation with ORMAS/ concerned district officials.
5. The documentary film of each mela should be submitted in ORMAS office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.
6. Erection of selfie point in the name of SARAS or any as per the decision of Authority, Background with neon lighting.
7. Photo booth frame to be installed near selfie point .

Plasma TV: Two Plasma TVs to be installed near the stage and in Ground of 55 inch.

P. SECURITY SERVICES:

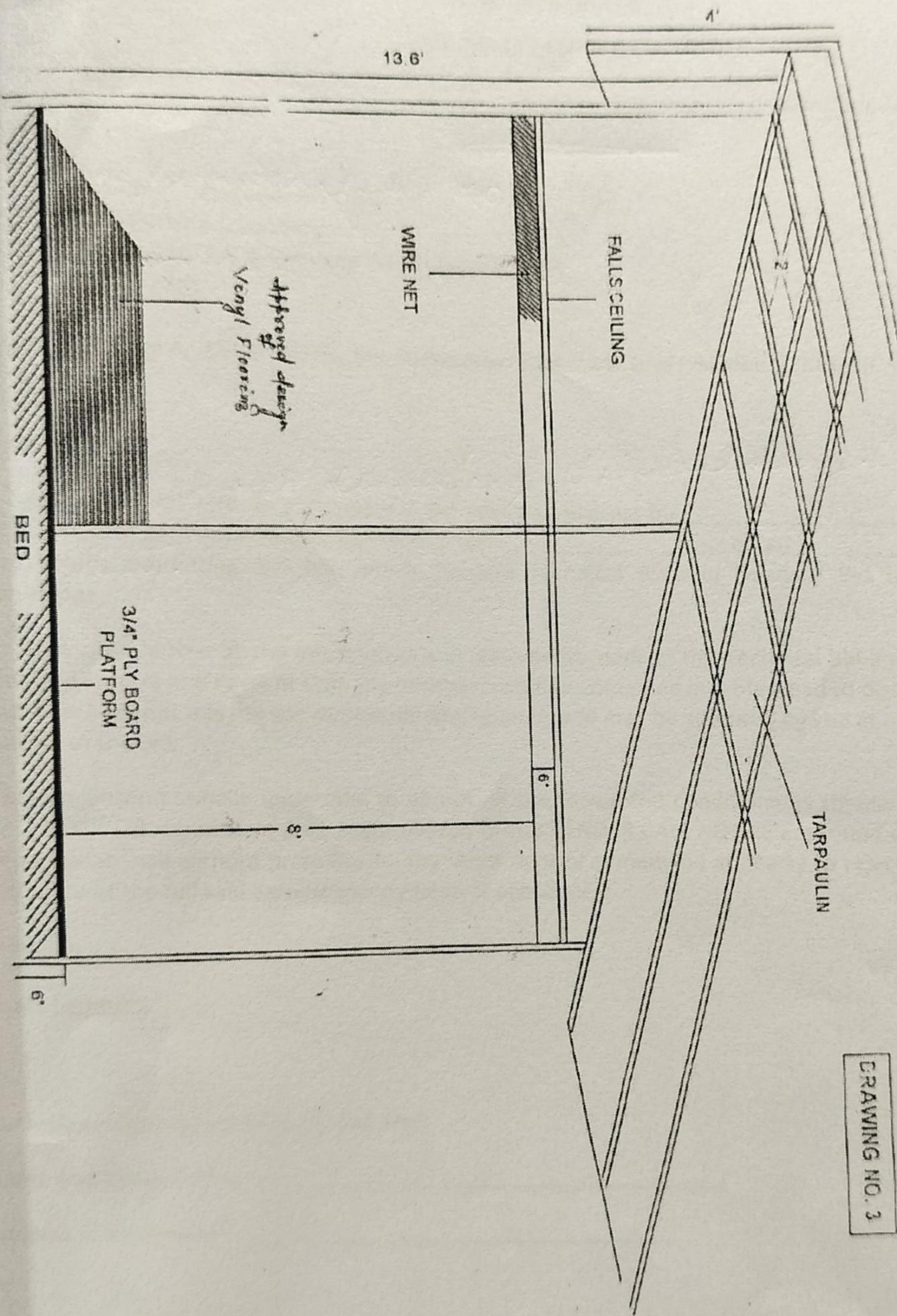
All Security Guards provided by the Bidder should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform with lathi and whistle
- 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
- Age not more than 40
- Should not drink any alcohol during duty
- Each guard should be aware of their duties & responsibilities during the duty hours.

Tentative Requirement of Security Personnel in per event

Security Guard with Lathi	-
Supervisor with Wakie talkie	-

Security personnel will be deputed at Mela ground and Accommodation places for participants on shift basis, as per the requirement and direction of Mela Management Team.



CRAWING NO. 3

SECTION: 4
TECHNICAL BID SUBMISSION FORMS

TECH -1
COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To:

The Chief Development Officer
Zilla Parishad, Sundargarh
Panchayati Raj & Drinking Water Department
Sundargarh

Sub: Tentage & Allied Works for "Pallishree and Other District Level Exhibitions" [TECHNICAL BID]

Dear Sir,

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

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

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

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

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

Sl 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
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES
12	IT Return	

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3

Bidder Organisation (Financial Details)

Financial Information in INR			
Details	FY 2022-23	FY 2023-24	FY 2024-25
Turnover from Tentage & Allied Services (in Lakhs)			
Supporting Documents:			
<p>Audited certified financial statements for the last three FYs ((2022-23 2023-2024 and 2024-25)). (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.</p>			
<p>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</p>			

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

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

**Table -1 (List of 5 completed assignments only of similar nature during last 3 years)
(FY (2022-23 2023-2024 and 2024-25).)**

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 (2022-23 2023-2024 and 2024-25). 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....., 2025

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

SECTION: 5
FINANCIAL BID SUBMISSION FORMS
FIN-1 COVERING LETTER (In Bidder's Letter Head)

To, [Location, Date]
The Chief Development Officer-cum- EO
Zilla Parishad, Sundargarh
Sundargarh, Odisha

Sub: **Submission of Financial Bid for Tentage & Allied Works for Pallishree Mela and Other Exhibition's In Sundargarh district.**

Sir,
 I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Tender Call Notice No. _____, Dated: _____. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sr.	Item	Category	Unit	Pallishree Mela and other Exhibitions		
				Cost per unit (in Rs. excluding GST)	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A	Construction of stalls as per specification		Per Stall		(a)150-200 stall (b)100-150 stall (c) 50-100 stall	
B	Coordination Cell -Cum-VIP Lounge as per specification	Single package	Per package		1	
C	Gates as per specification	Category - A	Per Gate		1 Nos	
		Category - B	Per Gate		1 Nos	
D	Decorative Wall as per specification		Per Sq. Ft.		4000 sqr ft. minimum	
E	Stage as per specification	Single package	Per package		1	
F	Sitting arrangement in front of the stage as per specification	Single package	Per package		1	
G	Live Demonstration Mandap/ Photo Gallery as per specification	Single package	Per mandap		2 Nos minimum	
H	Cleaning & Sanitation as per the requirement					
H.1	Supply of Sweeper (20 sweepers per day) for mela ground, food court and Temporary urinal cleaning during the event.	Rate per head per day			If required	
I	Ground Electrification					
J	Temporary Toilet for visitors as per specifications		Per urinal		10 urinals minimum	
K	Generators- 82KVA	Single package	Per package		1	
L	Food Court as per specification including dining area	Single package	Per package		1 minimum	
M	Theme Stall as per specification	Single package	Per package		1	
N	Net Carpeting as per the requirement	Rate per sqft	Per Sqft		1,00,000 minimum	
O	Miscellaneous items: (As per the requirement)					
1	Bed Set (Bed Mattress & Pillow with Cover and two		Per set		400 pcs	

	blanket with each bed set)				
2	Durry (15' X 15')				
3	Printing & Installation of Star Flex Sheet with batten frame	Per Piece		10 pcs.	
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	Per Sq. Ft.		5000 sqrft	
5	Stage background in black / or any other cloth as per the approved design by Govt. cloth masking	Per Sq. Ft.		5000 sqrft	
6	Dustbin- 3 ft height				
7	Decorative Flower / Plant Pot	Per Piece		100 pcs	
8	Syntex tank (2000 liter capacity each tank with 3' height stand)	Per Piece		150 pcs.	
9	Soundless pedestal fan	Per tank		2 pcs.	
10	Red Carpet (Synthetic)	Per Piece		10 pcs.	
11	Fitting of 40 number of CCTV with operator and one TV panel	Rate per srft		2000 sqrt	
12	Installation of LED TV with 10 panel	Per set		40 nos	
13	Installation of Hanger in 8000 sq feet	Per set		03 Nos	
14	Video Documentation (3 copies of DVD to be submitted) Small documentary film of the event (starting from Inauguration to closing ceremony) 10 minutes with voice over in 10 minutes documentary film for entire event. As per the define specification	Lump sum		01 no.	
15	One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground through Plasma TV. For the entire event	Lump sum		1 package	
16	Still Photography of 4' X 6' size @ 2 Pcs. of each snap	Per snap		200	
17	1st Shift - (Guard - Male, Guard - Female)				
	2nd shift - (Guard - Male, Guard - Female)				
	3rd shift - (Guard - Male, Guard - Female)				
20	Supervisor (Rate Per Shift- 8 Hour) with walkie talkie				
21	1 supervisor per shift X 3 shift per day				
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 TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION - 6
ANNEXURE-A
BID SUBMISSION CHECK LIST

Sino	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART - A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs. 10,000/- in form to DD/ BC		
4	EMD of Rs. 1,00,000/- in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	GST clearance in GST 3B Form		
9	EPF/ESI Registration Certificate.		
10	General Details of the Bidder (TECH - 2)		
11	Financial details of the Bidder (TECH - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
12	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
13	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. (Tech-5)		
14	Copy of the Electrical License / Contractor hired by the Bidder		
15	Copy IT Return		
FINANCIAL BID			
1	Covering Letter (FIN-1)		

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 : _____