



CHIEF DISTRICT VETERINARY OFFICER, SUNDARGARH
FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA

Bid Reference No: 5193 Date: 06.12.2025

Short Tender Call Notice for
TENTAGE & ALLIED WORKS WITH VIDEO
CORNER

District Level
“Matsya O Prani sampad Mela 2025”

Office of the Chief District Veterinary Officer,
Sundargarh

Maximum Tender Value: 3,60,000/

E-mail-odisun-nadrs@nic.in

Contact person:

Chief District Veterinary Officer, Sundargarh

Tel -9853869812

District Fishery Officer, Sundargarh

DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Authority	Chief District Veterinary Officer, Sundargarh
2.	Name of the Work	Providing tentage & allied works for District Level Matsya O Prani sampad Mela 2024
3.	Method of Selection	Quality & Cost Based Selection (QCBS)
4.	Joint Venture/Consortium	N.A.
5.	Date of Issue of TENDER CALL NOTICE	06.12.2025
6.	Last Date and Time for submission of Technical Bid and Financial Bid	12.12.2025 by 5:00PM
7.	Date & Time for opening of Technical Bid and Financial Bid	15.12.2025, 11:00AM
08.	Bid Processing Fee (Non-Refundable)	1000/- (One Thousand) INR in shape of Banker's Cheque / Demand Draft in favour of "Chief District Veterinary Officer, Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh
09.	Earnest Money Deposit (EMD) (Refundable)	Rs. 10,000/- INR (Rupees Ten Thousand) in shape of Banker's Cheque / Demand Draft in favour of "Chief District Veterinary Officer, Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.
10.	Performance Security	Rs. 10,000/- INR (Rupees Ten Thousand) in shape of Banker's Cheque / Demand Draft in favour of "CDVO Sundargarh" drawn in any scheduled commercial bank payable at Sundargarh.
11.	Address for Submission of Bid	Chief District Veterinary Officer Sundargarh, At/PO- Rangadhpa, Sundargarh, 770002 Mode of Submission: Speed Post / Registered Post/ Tender Drop box 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:	Chief District Veterinary Office, Sundargarh

- 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) 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 financial years (2022-23, 2023-24 and 2024-25).
- PSARA Licence of security service to be engaged.

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.

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 **"District Level Matshya O Pranisampad Mela -2025"** and furnished inside one envelope. The duly filled-in technical Bid submission forms every documents 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 **"District Level Matshya O Pranisampad Mela -2024"**". 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. *Ceiling with Rs 4.0 Lakhs for two days of programme.*

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 (District Level Matshya O Pranisampad Mela)"** and the second envelope must be marked as **"FINANCIAL BID (District Level Matshya O Pranisampad Mela)**". 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: District Level Matsya O Pranisampad Mela

TENDER CALL NOTICE NUMBER AND DATE:

DEADLINE FOR SUBMISSION OF BID: 12.12.2025 by 5:00PM

NAME AND ADDRESS OF THE BIDDER:

1. Opening of the Bid:

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

2. FINANCIAL EVALUATION :-The Financial bid will be compared and the lowest bidder will be awarded for work. If the financial bids of two or more firms are found to be same the final selection will be decided by lottery process.

3. Award of Contract: The successful bidder will be intimated in writing by issuing an offer letter/work order. Sub-contracting is not allowed under this assignment.

4. Other Terms & Conditions

a. Date & Venue of District Level Matsya o Prani Sampad Mela

Name of the Event	Date	Venue
District Level Matsya o Prani Sampad Mela 2025	4 th & 5th December 2024 (Two days)	Madri Kalo Bhawan and Ground

These are tentative dates which may be changed according to requirement of District Administrations.

- Work Order will be issued in favour of the approved bidder by Chief District Veterinary Officer, Sundargarh for District Level Mastya O Prani sampad Mela.
- In case of any extension of Festival period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by Chief District Veterinary Officer, Sundargarh before 2 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.
- Chief District Veterinary Officer, Sundargarh, will not be responsible for any occurrence like theft, Natural Calamity & missing of any articles while deployment of guards during the exhibition period.
- Arrangement of lodging, boarding & logistics of the guards during the Festival period will be the responsibility of the Agency.
- The Agency will be responsible for upkeep and maintenance of the entire work done' by the till closing the event.
- The CDVO, Sundargarh will provide the permission from police and other statutory bodies for permission for organization of the event and installation publicity materials during the event.
- The rate of freed by the agency shall be including of GST& Other Taxes.
- The selected Agency/ firm should open its own office having the technical man power & manager throughout the Festival period to handle any work to be assigned by the authority.
- The bidder shall quote the price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- The authority is not bound to accept the highest scorer 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 request for proposals without assigning any reasons thereof.

- k. The bidder has to quote the rate as per the given format.
- l. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the committee formed by CDVO, Sundargarh. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Festival-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Festival-in-charge.
- m. Non-submission of any document required indicated in the RFP will render the Bid to be rejected.
- n. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and request for proposals without assigning any reasons thereof.

5. Legal Jurisdiction:

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

6. Number of Bids:

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



SECTION: 3
SCOPE OF WORK

About the Event– **Matsya o Prani Sampad Mela 2025**

Chief District Veterinary Officer, Sundargarh is going to organize One District Level Matsya O Prani sampad Mela during December 2025 involving Veterinary, Fishery, Agriculture & other allied departments of Sundargarh District with an objective to provide a platform for popularization of different activities of Fishery, Animal Husbandry and promotion of other allied activities. It also aims to show case the Mission Shakti & WSHG activities of Sundargarh during the event.

The Event Management Agency Should Provide the Following Services

Sl.No	Works to Be Done	Particulars	Remarks
A	Infrastructure, Tentage for Stage & stall	<ol style="list-style-type: none"> 1. The Hall of Madrikalo Bhawan shall be used for Meeting with 1000 capacity sitting arrangement 2. Installation of temporary stalls as per specifications 3. Stage arrangements and decoration 4. Back drop 5. Back drop (thematic) 6. Thematic Entrance Gate 7. Coordination cell 8. Food Stalls 9. Stage Sound and Light 10. IT support for internet connectivity 	Detail work plan & design are to be presented during the technical presentation.
B	Security Services	Providing Private Security Service at Festival Venue of the participants during the event	
C	Light & Sound	Light & Sound for Stage, coordination cell, stall, parking area and other venue area as per requirement.	
D	Power & Electricity	1 nos.of Gen set(32kv) for Dist. Mela	
E	Sanitation	Cleaning of Mela ground, accommodation places.	
F	Flower Decoration	Flower Vase with Sufficient fresh and Live flower decoration at the entrance and exit, stage and other area.	

Details of the Items wise work to be provided:
Infrastructure, Tentage & Allied Works

1. Erection of stall:

Stalls will be erected as per the requirement. The tendered will quote their lowest possible price separately for each category. The details of specifications are given below:

Sr.	Particulars	Stall specification
1	Structure	Iron trus & cloth structure, Size of each stall-10'X10'(30 Stalls) with tarpaulin water proof roofing in addition to 2'front outside rain protection. An open space with tent roof of sq ft with rain protection is to be installed.
2	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 (22Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
3	Carpeting	Clean Red carpeting for total venue areas per the requirement.
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	Fascia	A wooden batten frame for Running Fascia will be erected. The frame will have 4' height. The fascia will be covered with flex (New design will be Provided by the mela in charge). 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 /still table size 8'x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair with handle - 2nos.
7	Electric Fittings	T5 Light – 3no. (2 number of light should be connected with generator) & an on / off switch for use in night time after closing, Ceiling Fan-1no. in each stall Connected with an on/off switch in each stall and 1no.of 5 Amp Plug Point with on/off switch. Light & Electric Connection to live Stall along with 5 AMP & 15 Amp Plug Point with ON/OFF switch.
8	Numbering of Stall	All stalls should be numbered with stencil and paint.
9	Closures	Front cloth drops/ screens. Daily putting up and off of the same is the responsibility of the bidder.
10	Power	1 no. of Genset (32 kv) with fuel for Stall, parking and other venue area.
11	IT support	IT support for internet connectivity inside Mela area.
12	MOPSM Flex	MOPSM Flex is to be mounted in front of all stall along with welcome gate & Stage.
13	Beatification	Beatification from entrance gate to the Hall and Exhibition ground with carpeting of road

2. Stage & Front Sitting Arrangements

The Hall of Madrikalo Bhawan shall be used for the main event

Stage	4 double Sofa with 4 centre table, 12 VIP Chairs.
Green Room	Spacious Room for 12 VIPs with 4 Sofa & 4 Centre table. Fan/ Cooling facility.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Sitting Arrangement	Sitting Arrangement for 1000 participants with front row executive Chairs.
Backdrop	LED back ground of size 400 sqft Back drop thematic as per stage requirement- District Level Mela
Light	<u>District Level Matsya o PranisampadMela</u> Parcan 64/60- 40 nos. LED palco- 100 nos. White blinder- 4 nos. Colour Blinder- 2 nos.

	Back drop LED par- 40 nos Sharp -60 nos. Smoke, stove, lager, and other stage light as per bollywood tech rider
Sound	JBL vertech Series & Lineary 8 pair JBL vertech Double Bass 10 nos. Stage monitor & Stage Gear Other requirement
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights are the complete responsibility of the vendor.
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction off stage, should be treated with fire reellant chemical.
Power	One Genset (32kv) with fuel for stage, setting area in front of stage, gate other area as per client.

3. Security Services:

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 odia.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

Tentative Requirement of Security Personnel

Security Guard with Lathi-2 nos for District Mela

Security personnel will be deputed at District Level Mela on shift basis, as per the requirement of direction of Festival Management Team.

4. Sanitation

Cleaning of Festival ground, accommodation places, Coordination cell, toilet stwice daily using disinfectant materials.

5. Drinking Water Facility

Drinking water tap (10 nos. or more) to be provided inside mela area.

SECTION: 4
TECHNICAL BID SUBMISSION FORMS
TECH -1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)
[Location, Date]

To:
The CDVO Sundargarh

Sub: Tentage & Allied Works for MOPSM-2025, Sundargarh . [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:	
	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, 2023-24 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><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i></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, 2023-24 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							

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous 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.

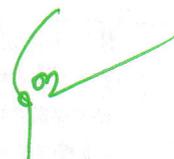
We further confirm that we are aware our interest for Empanelment on video documentation work of CDVO would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the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

To,

The Chief District Veterinary Officer, Sundargarh, Odisha.

Sub: Submission of Financial Bid for Tentage & Allied Works With Video Corner for MOPSM, Sundargarh

Sir,

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

Sl. No	Components/Items	Quantity	Amount
1	Stalls size of 12' X 10' super structure with Iron Truss framing with line covering having sales counter with 3 tire racks with new white cloth ceiling walling & coirmating & back side covering by GC sheet & providing 3Nos. of chair to each stalls. All stalls platform making with wooden/ ply with provision of 1 nos. light, one fan, 01 nos. of 5 Amp plug point with switch.	30 nos.	
2	Gate of size 15' X 10' or as per requirement, structure with new colour cloth Iron Truss framing attractive gate with designed flex printing and flower decoration.	03 nos.	
3	Coordination Cell -Cum-VIP Lounge/ Green Room as per specification with 4 sofa & 4 centre table 20'x15'	01 no.	
4	VIP Vehicle Parking Space Bamboo barricading with side wall	01 No	
5	Registration Stall 20'x30'	01 no.	
6	Electrical Illumination- 1.LED 40 watts Tube Light 2.Halogen Light 3.7.5 KVA Generator Set	40 nos. 10 nos. 02 no.	
7	Decoration of Stage of Madrikalo Bhawan with flower sofa & centre table (with table clothes) VIP Chair Deepa Stand Podium with mic connection SS Stair	01 no. 04 set . 12 nos. 01 no. 01 no. 02 no	
8	Audience space- 1.Executive chair 2.Plastic chair	100 nos. 1000 nos.	
9	Floor mat covering entire exhibition area	LS	
10	LED Screen 12'x 8'	01 no.	
12	Sound system- 1. Cord less microphone 2.Speaker Box	03 nos. 04 nos.	
13	Dinining area With Side wall and Samiana Size 45'x30' tent	01 nos.	
14	Security arrangement (23.12.25 & 24.12.2025 day time 04 nos. each day night time 22.12.2025, 23.12.25 & 24.12.2025 2 nos.)	10 nos.	
GST as applicable			
Total Amount			

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:**