

ଉପ-ଜିଲ୍ଲାପାଳ, ସଦର, ସୁନ୍ଦରଗଡ଼

(ରାଜସ୍ୱଓବିପର୍ଯ୍ୟୟପରିଚାଳନା ବିଭାଗ, ଓଡ଼ିଶାସରକାର)

Sub-Collector, Sadar, Sundargarh
(Revenue & Disaster Management Deptt, Govt. of Odisha)



E-mail ID: subcol.sund-od@nic.in

No. 737 /Dt. 28.01.2026 /

Expression of Interest

"Expression of Interest" in sealed cover is hereby invited from firm/ agency/Organization and Registered Shops for Temporary stalls in JATARA-Pallishree Mela- 2026, to be organised from **8th February to 14th February 2026** at JATARA Ground Near Government College Ground, Sundargarh.

For details of EOI, please visit the website: www.sundargarh.odisha.gov.in and Notice Board of Office of the Sub-Collector, Sundargarh. Any query please contact the office of Sub Collector, Sadar, Sundargarh. The details of EOI will be available in the website w.e.f 28.01.2026. The last date of receiving of application in prescribed format (Offline only/ Post) is on or **before 03.02.2026 by 5 PM** in the office of undersigned.

The authority reserves the right to reject any or all the offers without assigning any reason thereof.

Memo 738 / Date 28.01.2026


Sub Collector, Sadar,
Sundargarh
Sub-Collector
Sadar, Sundargarh

Copy DI&PRO, Sundargarh for information and wide publication.
GM DIC, Sundargarh / DIO NIC, Sundargarh / Asst. Director Handi Craft, Sundargarh / all Eos of Municipalities / all BDOs/ all Tahasildars / Dy. CEO-ORMAS / DPM OLM / CDO-Cum-EO Zilla Parishad, Sundargarh for information and necessary action. They are requested to circulate in their jurisdiction & display on the respective notice boards.

Memo 739 / Date 28.01.2026


Sub Collector, Sadar,
Sundargarh
Sub-Collector
Sadar, Sundargarh

Copy submitted to the Collector-Cum-District Magistrate, Sundargarh for favour of kind information.


Sub Collector, Sadar,
Sundargarh
Sub-Collector
Sadar, Sundargarh

SUBMISSION CHECK LIST OF DOCUMENTS SUBMITTED

- Adhaar Card
- PAN Card
- Passport size Photograph
- GST Registration Certificate
- FSSAI Licence for Food Stall
- Organisation/Shop/Vendor Certificate (in Case of Commercial stalls)
- Undertaking(Annexure-I)
- Affidavit(Annexure-II)
- DD of Rs 25,000/- in favour of
P.D. DRDA & YOUNG PROFESSIONAL(DSMS), SUNDARGARH payable at
STATE BANK OF INDIA, ADB SADHEIPALI, HOSPITAL ROAD,
SUNDARGARH A/c 10722635528 IFSC Code- SBIN0006345

EXPRESSION OF INTEREST CALL NOTICE FOR ALLOTMENT OF TEMPORARY STALLS FOR ZILLA MAHOTSAV JATRA-2026

Name of the Event: JATARA-Pallishree Mela- 2026

Venue: JATARA Ground Near Government College Ground, Sundargarh.

Period: 8th February to 14th February 2026

Last date for receipt of applications: 03.02.2026 by 5.00 PM

“**Expression of Interest**” are invited from firm/ Organization and Registered Shopfor providing temporary stall(s) during JATARA- Pallishree Mela 2026. The organizer will provide space for sale and display of goods/ products.

- The organizer will provide a stall made up of Bamboo Structure. Size of each stall is 10' X 10' with tarpaulin water proof roofing.
- Wooden plank platform of 6" height from the ground covering with new synthetic carpet matting in entire stall area.
- Three sides including partition walls of stall will be covered with white new cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets.
- The GI Sheets shall be fixed horizontally supported with wooden bellies. Three tire wooden/Iron racks.
- Three tier Shelf will be provided if required.



**Sub Collector, Sadar,
Sundargarh**

Categories of Stalls

A. Food Stalls (Total – 15 Nos)

- Cooked food (vegetarian / non-vegetarian as permitted)
- Snacks, fast food, sweets
- Beverages (non-alcoholic only)

B. Commercial Shops/ Artisans or Craftsman stalls (Total – 15 Nos)

- General merchandise
- Toys, garments, accessories, etc.
- Handicrafts / Handloom products
- Artisans and traditional craftsmen

Stall Rent

Sl No	Categories	Stall Rent
A	Food stall for catering or any hotel having FSSAI certificate in the name of organization	Rs. 25,000.00
B	Commercial Stalls – Any registered organization / shop or vendor, Artisans	Rs. 25,000.00

EligibilityCriteria:

- Eligible applicants, including vendors, firms, agencies and artisans from any State of India, may apply
- The agency/firm must have a valid GST No., Adhaar & PAN.
- Food stall applicants must possess valid FSSAI Registration / License.
- The Agency/firm must submit DD of Rs 25,000/- only with the application in favour of PDDRDA & YOUNG PROFESSIONAL(DSMS), SUNDARGARH payable at STATE BANK OF INDIA, ADB SADHEIPALI, HOSPITAL ROAD, SUNDARGARH A/c 10722635528 IFSC Code- SBIN0006345. The Demand Draft (DD) submitted by applicants who are not selected shall be refunded.

Mode of Selection:

Only those applications which fulfil the prescribed eligibility criteria shall be considered valid. Stalls shall be allotted only to such valid applicants. In the event that the number of eligible applicants exceeds the number of available stalls, selection shall be made through a **lottery system**, as decided by the competent authority.

Terms and Condition:

- Allotment of stall is temporary, if found misconduct of rules by the Vendor then allotment will be automatically cancelled without assigning any reason thereof.
- Electric connection and light/fan equipments will be provided by the tentage norms and provisions. No extra electric connection will be provided.
- Organizer is not held responsible for any theft or loss of goods/ loss due to natural calamity or any type loss.
- The decision on allotment of stalls by the organizer will be final.
- The plan for arrangement of categories wise stalls has been prepared by the organiser, based on feasibility.
- Poster / Banner/ Flex will be installed only in the inside area of the stall. No Poster / Banner/ Flex will be hanging or pasted over the facia of the stall.
- In case any stall remains available after the allotment process, the same shall be decided by the competent authority and allotted to the applicants from the waiting list.
- **One agency can apply for one stall only in each category.**
The bidder shall clearly mention the type of food proposed to be sold in the food stall in the tender document as well as on the covering envelope. Similarly, in case of other categories, the nature of business/commercial activity proposed shall be clearly mentioned in the tender document and on the covering envelope.
- The agency must submit their proposal by hand or Post to the address of Office of the Sub-Collector Sadar Sundargarh during the office hour only on or before the last date and time for submission of proposal. The Post must reach the address before the date of opening of proposals. Submission of proposal through any other mode EO will be rejected.
- Each page of the documents must be numbered and signed by the agency.
- The agency shall not employ any one below the age of 18 years.
- If found any of the misconduct of rule and indiscipline during the event/ period his / her nomination or allotment will be cancelled. In No case he/ She will claim for any of the amount from the authority.

Selection Process

The lists of selected candidates will be finalized by the committee on 04.02.2026 at 11.00 AM the office of Sub Collector, Sadar, Sundargarh in presence of available participants or his/her authorised representative. In case the number of eligible applicants exceeds the number of available stalls in any particular category, **category-wise allotment shall be made through a lottery system** in the presence of the Committee.

Terms & Conditions for selected Agency:

- Selected agency has to abide by any conditions/ alterations as imposed by the authority time to time.
- The selected agency shall not assign any of its rights, or interest in respective agreement in favour of any company / person(s) at anytime and for any reasons whatsoever.
- The selected Agency will nominate a coordinator who shall be stationed at Sundargarh and shall be responsible for immediate interaction with the office as and when required.
- Any other business or providing any other services or any other activities or displays / exhibition or any hoarding advertisement other than activity as approved by District Administration will not be allowed within the premises.
- District Administration, Sundargarh will no way be linked with the dispute.
- The allottee shall in no case, extend/alter the stall.

Governing Law and Penalty Clause:

- The selected agency shall, upon expiry, revocation, or termination of the license, hand over vacant and peaceful possession of the licensed premises along with all land, structures, fixtures, and fittings provided, to the Authority.
- In the event of failure to hand over possession of the premises upon expiry or termination of the license, the Authority shall have the right to levy charges for unauthorized use and occupation of the premises at the rate of Rs. 5,000/- (Rupees Five Thousand only) per day until such time the premises is vacated.

Dispute Resolution:

- Any dispute arising out of the EOI, the decision of the District authority shall be final & binding.

National Level Pallishree Mela & Jatara 2026

REGISTRATION FORM

Applied for: Food Stall/Commercial Stall(Tick which ever is applicable)

1.	Name of the Organization (In Block letter in English)																					
2.	Address	Village										P.S.										
		District										State										
3.	Mobile No.												Fax No.:				Email:					
4.	No. of participants attending:										Total		Male		Female							
5.	Participant details:																					
	Sl. No	Name of the participant										Male /Female		Aadhaar Number								
	1																					
	2																					
	3																					
	4																					
	5																					
Product details:																						
	Sl. no.	Product Brought										Quantity										
	1																					
	2																					
	3																					
	4																					
	5																					
	6																					
	7																					
8.	Total Worth of Product Brought										Before Exhibition		Rs.			During Exhibition		Rs.				
9.	Bank Name										DD No.					IFS Code						

Signature of **Official** Signature of **Participant**

Date:Date:

National Level Pallishree Mela & Jatra, 2026

Government College Ground, Sundargarh, Odisha

All the participants are requested to abide by the following rules and regulations of Pallishree Mela & Jatra 2026, Sundargarh.

RULES & REGULATIONS FOR PARTICIPANTS

1. All participants should strictly obey the rules during the stay of the Pallishree and JATARA, 2026.
2. The time of the Mela is from 10.00 A.M. to 10.00 P.M.
3. Participants should reach the exhibition ground before 10.00 A.M. and open their stalls in time with proper display of the products.
4. The participants must book their return tickets.
5. Authority will not provide any accommodation during the period
6. All the stalls have to be kept neat and clean.
7. Every participant should wear the batches/IDs.
8. Smoking, Drinking Alcohol, and Cooking inside the stall and in the ground are strictly prohibited.
9. Each participating stall should submit its daily sales report to the officials.
10. Participants should maintain proper cooperation with the security personnel.
11. The use of open fire or flammable materials within the stall is strictly prohibited for safety reasons.
12. Participants should adhere to environmentally friendly practices, such as minimizing waste generation, using paper bags and properly disposing of any waste in designated bins.
13. Any form of harassment, discrimination or inappropriate behaviour towards fellow participants, visitors or staff will not be tolerated and strict action as deemed proper will be taken.
14. Any complain and grievances will be received only in writing.
15. Any violation of the above rules would be viewed seriously and necessary action will be taken against such participant.

UNDERTAKING

I, Shri/Smt....., Name of the firm/
Organization/ Bank andRegistered Shop....., do
hereby undertake to abide the above rule and regulations during the Pallishree Mela
and JATARA, 2026. If, I/ We will be found any violation and misconduct of any rules,
my participation will be cancelled and action as deemed proper will be taken.

Signature of Participant / Coordinator

AFFIDAVIT

(On non-judicial stamp paper of appropriate value before Notary)

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past.

I, hereby undertake that, our organization has not been blacklisted/debarred by any of the Central / State Government Department /Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past

I hereby declare that all the information and statements provided in the proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

I, hereby undertake that, our organization has not engaged/will not engage any person below the age of 18years.

Name and Designation of the
Signatory Name of the Agency and
Address:

Authorised
Signature (in full and
initials)