



ଜିଲ୍ଲା ପରିଷଦ, ସୁନ୍ଦରଗଡ଼
ZILLA PARISHAD, SUNDARGARH
ORMAS, SUNDARGARH

(Sundargarh-770001, Email:ori-dsundargarh@nic.in, Tel.No. 06622-273873)
(Under Panchayati Raj & Drinking Water Department, Odisha, Bhubaneswar)

No. 174 /ZP (ORMAS)

Dated the 16th February, 2026

EXPRESSION OF INTEREST

"Expression of Interest" in sealed cover is hereby invited from Firm/ Agency/Organization and Registered Shops for Temporary stalls in Regional Saras Mela, Rourkela- 2026, to be organised from 27th February 2026 to 09th March 2026 at Sector-13 Exhibition Ground, Rourkela.

For details of EOI, please visit the website: www.sundargarh.odisha.gov.in and Notice Board of Zilla Parishad Sundargarh. Any query please contact the office of ORMAS, Sundargarh. The details of EOI will be available in the website w.e.f 17.02.2026. The last date of receiving of application in prescribed format (Offline only/ Post) is on or **before 21.02.2026 by 5 PM** in the office of undersigned.

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


Chief Development Officer-cum-
Executive Officer, Zilla Parishad, Sundargarh

Memo 175 / Date 16/02/2026

1. Copy forwarded to the DeGM, Sundargarh for information and necessary action. He is requested to upload the tender document in the district website for wide publications among the bidders.

2. Copy to the Notice Board of all Government office of Sundargarh for the wide publication.


Chief Development Officer-cum-
Executive Officer, Zilla Parishad, Sundargarh

Memo 176 / Date 16/02/2026

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


Chief Development Officer-cum-
Executive Officer, Zilla Parishad, 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 20,000/- 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 REGIONAL SARAS MELA-2026

Name of the Event: Regional Saras Mela- 2026

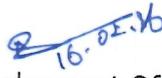
Venue: - Sector 13 Exhibition Ground, Rourkela.

Period: 27th February 2026 to 09th March 2026

Last date for receipt of applications: 21.02.2026 by 5.00 PM

"Expression of Interest" are invited from firm/ Organization and Registered Shop for providing temporary stall(s) during Regional Saras 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.


Chief Development Officer-cum-
Executive Officer, Zilla Parishad, 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

SI No	Categories	Stall Rent
A	Food stall for catering or any hotel having FSSAI certificate in the name of organization	Rs. 20,000.00
B	Commercial Stalls – Any registered organization / shop or vendor, Artisans	Rs. 20,000.00

Eligibility Criteria:

- 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 20,000/- only with the application in favour of PD DRDA & 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 fulfill 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.

Handwritten signature

- 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 facade 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 Zilla Parishad Sundargarh, Pin-770001 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 EOI 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 22.02.2026 at 11.00 AM the office of Zilla Parishad 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.



REGIONAL SARAS MELA 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**
Date:

Signature of **Participant**
Date:

Regional Saras Mela, 2026
Sector-13 Exhibition Ground, Rourkela

I the participants are requested to abide by the following rules and regulations of Regional Saras Mela 2026, Sundargarh.

RULES & REGULATIONS FOR PARTICIPANTS

1. All participants should strictly obey the rules during the stay of the Regional Saras Mela, Rourkela- 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 and Registered Shop....., do hereby
undertake to abide the above rule and regulations during the Saras Mela 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.

Authorized Signature (in
full and initials)

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