

**DISTRICT RURAL DEVELOPEMNT AGENCY (DRDA)  
GAJAPATI**

Notice No. 381...../ORMAS/Gjp

Date: 19/12/2018

**QUOTATION CALL NOTICE**

District Administration, Gajapati in coordination with ORMAS (DSMS) Gajapati is going to organize, **Gajapati Utsav** a District Level Cultural Programme along with Pallishree Mela at Gajapati stadium, Gajapati tentatively from **12<sup>th</sup> January to 16<sup>th</sup> January 2019**, for 5 days which may be extended for another two days. The **Tender/Quotations are invited from the interested parties/firms to execute the following works during the Mela.**

- A. Tentage Light & Sound :** Sealed tenders are invited from reputed firms, Decorators and Tent Houses having valid GST/TIN and the work experience for putting up Exhibition Stalls, Co-ordination Hall , Gates (Box and Normal), Ground Electrification, Sound system, Temporary Toilet, Generator & Hoarding or similar nature of work during organization of **Gajapati Utsav** a District Level Cultural Programme along with Pallishree Mela at Gajapati stadium, Gajapati from **12<sup>th</sup> January to 16<sup>th</sup> January 2019**, for 5 days may be extended for two days

The detailed specification of each item is explained in the tender paper. Interested firm may avail the Tender Paper from the office of DRDA Gajapati or may download the Tender Paper from the website [www.gajapati.nic.in](http://www.gajapati.nic.in) & [www.ormas.org](http://www.ormas.org) and two DDs value of **Rs.1000.00 (Non Refundable)** towards cost of Tender Paper & **Rs. 10,000.00** towards Security Deposit (**Refundable**) will be prepared in favour of **Chief Executive, District Supply and Marketing Society, Gajapati** and deposited along with the application form.

- B. Security Service:** Sealed tenders are invited from reputed Security Service Providing firms/Companies having valid GST/TIN & work experience of deployment of Security Guards for round the clock service during organization of **Gajapati Utsav** a District Level Cultural Programme along with Pallishree Mela at Gajapati stadium, Gajapati from **12<sup>th</sup> January to 16<sup>th</sup> January 2019**, for 5 days. Interested firm may avail the Tender Paper from the office of DRDA Gajapati or may download the Tender Paper from the website [www.gajapati.nic.in](http://www.gajapati.nic.in) & [www.ormas.org](http://www.ormas.org) and two DDs value of **Rs.500.00 (Non Refundable)** towards cost of Tender Paper & **Rs. 5,000.00 (Refundable)** towards Security Deposit will be prepared in favour of **Chief Executive, District Supply and Marketing Society Gajapati** and deposited along with the application form.

- C. Printing & Stationeries :** Sealed tenders are invited from reputed Printing press/ Firms having valid GST/TIN and work experience for Printing of Invitation cards, ID Card, Certificate, Letter heads, ID card holder, Banner Hoardings etc. during organization of **Gajapati Utsav** a District Level Cultural Programme along with Pallishree Mela at Gajapati stadium, Gajapati from **12<sup>th</sup> January to 16<sup>th</sup> January 2019**, for 5 days. Interested firm may avail the Tender Paper from the office of DRDA Gajapati or may download the Tender Paper from the website [www.gajapati.nic.in](http://www.gajapati.nic.in) & [www.ormas.org](http://www.ormas.org) and one DD value of **Rs.300.00 (Non refundable)** towards cost of Tender Paper & **Rs.1, 000.00 (Refundable)** towards security deposit will be prepared in favour of **Chief Executive, District Supply and Marketing Society Gajapati** and deposited along with the application form.

- D. Documentation :** Sealed Quotation is invited from Photo studio/person having valid GST/TIN and work experience for documentation during organization of **Gajapati Utsav** a District Level Cultural Programme along with Pallishree Mela at Gajapati stadium, Gajapati from **12<sup>th</sup> January to 16<sup>th</sup> January 2019**, for 5 days for Still Photography and video coverage of Inauguration, Normal Days, Closing ceremony inclusive of few visitor's and participant's views. The quotationer should quote the price for the following package.

A. Still Photography (Color/digital) = 100 nos. Maximum (Out put will be in DVD Format & one copy printed)

B. Video Coverage: At least 30 – 40 Min. (Output will be in DVD Format five copies)

C. LCD projector with Silver screen (Two numbers of LCD projector and two numbers of silver screen shall be putted in Mela ground)

The photographer should remain present with camera/s in the Mela venue during the Mela days. The Payment will be made only after completion of the Mela & submission of the Bill by the Supplier. Interested firm may bid their best possible price towards rent along with a DD value of **Rs.300.00 (Non Refundable)**

**DISTRICT RURAL DEVELOPEMNT AGENCY (DRDA)  
GAJAPATI**

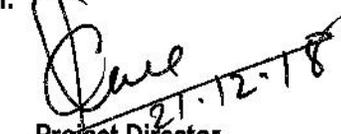
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Notice No. 382/ORMAS/Gjp

Date: 19/12/2018

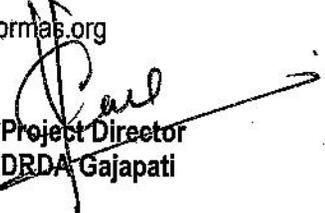
towards cost of Tender Paper & Rs 1,000.00 (Refundable) as security deposit will be prepared in favour of Chief Executive, District Supply and Marketing Society Gajapati and deposited along with the application form.

The Tender Paper (For A, B, C & D above) is placed in website [www.gajapati.nic.in](http://www.gajapati.nic.in) & [www.ormas.org](http://www.ormas.org) for wide publicity. All the quotations have to be reached in this office on or before 3<sup>rd</sup> January, 2019 by 12.00 Noon through courier or speed post only. The bidder or his/her authorized representative may be present at the time of opening of tender papers at the same day by 3.00PM. The incomplete/ineligible quotations will not be taken into consideration. Authority reserves all rights to cancel any or all quotations without assigning any reason thereof.

  
21.12.18  
Project Director  
DRDA Gajapati

**Copy to**

1. ADM, Gajapati/ Deputy Collector, Nizarat / Sub- Collector/ DIPRO, Gajapati with a request to display the quotation call Notice in their Notice Board, / Notice Board of Office of DRDA, Gajapati for wide publicity & information.
2. DIO- NIC Gajapati is requested to webhost in the official site of the district
3. ED-ORMAS is requested to webhost in the web site i.e. [www.ormas.org](http://www.ormas.org)

  
Project Director  
DRDA Gajapati

# **TENDER PAPER**

**FOR**

**(Tent, Light, Sound & Other Allied Works)**

**OF**

**Gajapati Utsav(a Dist. Cultural  
Programme) & Pallishree Mela,  
Gajapati - 2019**

**12<sup>th</sup> to 16<sup>th</sup> January, 2019**

**To be organized by**

**District Administration/ORMAS (DSMS)**

**Gajapati**

**TENDER PAPER FOR TENTAGE, LIGHT, SOUND & OTHER ALLIED WORKS during Organization of Gajapati Utsav a Dist. Cultural Programme & Pallishree Mela, 2019**

**COST OF TENDER PAPER:** : **Rs. 1,000.00** (Non-refundable) in shape of Demand Draft / Pay order in favour of Chief Executive, District Supply and Marketing Society Gajapati

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Bank \_\_\_\_\_

DEPOSITED BY (Address in Detail) :M/S \_\_\_\_\_  
\_\_\_\_\_

**SECURITY DEPOSIT :** : **Rs.10,000/-** (Refundable ) in shape of Demand Draft / Pay order in favour of Chief Executive, District Supply and Marketing Society Gajapati.

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Bank \_\_\_\_\_

DEPOSITED BY (Address in Detail) :M/S \_\_\_\_\_  
\_\_\_\_\_

**LAST DATE & TIME FOR RECEIPT OF TENDER** : **3rdJan 2019 latest by 12.00 AM.**

**DATE & PLACE FOR OPENING OF TENDER** : **3rdJan 2019 by 3 .00 PM. at Office Chamber of Project Director ,DRDA Gajapati**

**PLEASE DELIVER AT**

**O/o Project Director, DRDA Gajapati  
At- Charigharia, Po-Madhavnagar  
Gajapati**

**TERMS AND CONDITIONS OF TENDER FOR TENT, LIGHT, SOUND & OTHER  
ALLIED WORKS**

**Tentative Period:- 12<sup>th</sup> to 16<sup>th</sup> January, 2019**

1. Sealed tenders are invited from reputed firms, decorators and tent houses having the work experience of execution of similar nature of work of more than Rs.5.00 lakhs in each exhibition organized during last 3 financial years with annual turnover of more than Rs.25.00 lakhs per year.
2. The tenderer should have registered his/her firm under Commercial Tax (VAT & GST), Income Tax (PAN) and Service Tax and having valid number from the concerned authority and have the latest assessment report/return from the concerned authority.
3. The tenderer should have the capacity to erect the stalls other allied works, light and Sound in any part of the State. The work will be assigned to the selected firm. So, the rate offered by the firm shall be inclusive of all taxes and duties except service tax as applicable and should be valid for the Mela period.
4. The duration of the exhibition will be for 5 days as per the details given below. 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 DRDA before 5 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.
5. The tenderer shall quote their price in the prescribed format (at annexure-1) for all the items without leaving blank.
6. 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.
7. The contractor should be prepared to provide any additional materials in case of requirement at the market price for the items not mentioned in the tender.
8. 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.
9. Tenderer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. DRDA/DSMS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
10. The tenderer is to obtain the necessary clearance certificate (NOC) from the Municipality.
11. The tenderer needs to be cleaned, leveled, separation of pebbles etc. the ground within 7 days of completion of Mela.
12. No part of the contract will be sub-let without the prior written permission of the DSMS. 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.
13. It shall be the responsibility of the successful tenders/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies.

14. 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.
15. The tenderers are required to deposit an earnest money of Rs.10,000/- (Ten thousand only) in shape of demand draft/pay order in favour of Chief Executive, District Supply and Marketing Society Gajapati,. Payable at Gajapati. The Security Deposit amount of the successful tenderer will be refunded subject to after completion of assignment. Tender papers without Security Deposit shall not be accepted.
16. The authority reserves the right to reject any or all tenders without assigning any reason thereof.
17. The rate offered by the firm shall be including of all taxes and duties as applicable. The service tax will be deposited by the firm with the concerned authority. TDS will be deducted by the organization from the final bill amount.
18. Bid Price : The transportation charges also to be included in the Bid Price and the prices should be quoted in Indian Rupees only.
19. Evaluation of quotation: The organization will evaluate and compare the quotations determined to be substantially responsive i. e. which are properly signed and confirm to the terms and conditions and specifications.
20. Any legal dispute arising out of this is subject to Gajapati district jurisdiction only.
21. Payment shall be made after successful completion of the programme through E-transfer after submission of the bills.

**22. While submitting the tender, the Bidder should submit the followings documents:**

- i. Authentic experience proof of the work done on execution of works of similar nature i.e. national/state level fairs/exhibitions of Government / Corporate sector for not less than Rs.5.00-6.00 lakhs in each of the last 3 years.
- ii. Copy of the certificate/license of registration certificate/ valid number in favour of the firm from Commercial Tax (GST), Income Tax (PAN & TAN) and Service Tax and assessment report / return from the concerned authority for last 3 years.
- iii. Income Tax and Clearance Certificate as on 31.03.2018.
- iv. Copy of the Service Tax Deposit Challan as proof of Annual turnover of the firm of the last 3 years.
- v. EMD of Rs.10,000.00 thousands (Rupees ten thousand) only in shape of Demand Draft/Pay order in favour of Chief Executive, District Supply and Marketing Society Gajapati,. Payable at Gajapati.

**ACCEPTED THE TERMS AND CONDITIONS FROM PRE PAGE**

Signature with seal of Bidder

**The following works will be required to be taken up:**

1. Erection of Stalls
2. Coordination Cell-cum-VIP Lounge
3. Gates (Box, Normal)
4. Ground , Stall & Stage Electrification [Packaged-1 & Packaged-2]
5. Sound and Lighting
6. Temporary Toilets
7. Generator
8. Hoardings

**1. Erection of Stall:** The tenderer will quote their lowest possible price for erection of stalls. The details of specifications are given below:

Sl. No.	Particulars	Basic requirement
1	<b>Structure</b>	Bamboo ( <b>3 to 6 inch</b> ) & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	<b>Flooring</b>	Floor Coir Matting
3	<b>Ceiling &amp; Wall</b>	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. ( <b>all white clean clothes to be used</b> )
4	<b>Racks</b>	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	<b>Facia</b>	A wooden batten frame for Running Facia will be erected by the contractor. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. The selective cloth colour like Bottle Green, Navy Blue & Maroon will be used alternatively in the exhibitions. Running Tribal paintings/Patta Painting in multi colour will be made on the facia. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
6	<b>Furniture</b>	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	<b>Electric Fittings</b>	Tube Light/ CFL/LED bulbs - 4 numbers ( 2 numbers of tube 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.
8	<b>Numbering of Stall</b>	All stalls should be numbered with stencil & paint.
9	<b>Closures</b>	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.

**1. Coordination Cell -cum-VIP Lounge:**

One Coordination Cell-cum-VIP Lounge will be erected in each exhibition. The tenderer will quote the lowest possible price. **Only new cotton clothes should be used.** The specifications are as follows:

Sl. No.	Particulars	Work Specifications
A	<b>Structure</b>	Bamboo & wooden <i>balhaa</i> with tarpaulin covering. Design of the structure should be 1) Replica of "DHAULI" / 2) Yagnya Mandap / 3) Building / 4) Temple / 5) Design supplied by DRDA as per need. The design structure should be covered with batten framing & cloth of appropriate colour.
B	<b>Size</b>	40 ft X 40 ft.
C	<b>Ceiling &amp; Wall</b>	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 <b>4 (four)</b> individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.
D	<b>Counter</b>	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.
E	<b>Flooring</b>	Wooden plank platform of 1.5 to 2 feet height & full Floor synthetic Matting.
F	<b>Furniture</b>	Front office counter table either in wooden batten frame and ply wood/ <ul style="list-style-type: none"> <li>• 3 nos. of steel tables with attractive shapes – 3 no.,</li> <li>• 10 no. of revolving cushion chairs,</li> <li>• 4 sets of Dunlop sofa set for V VIPs (for 16 persons),</li> <li>• 4 no. of center table (of low height)</li> <li>• 4 no. of waste bin basket,</li> <li>• 15 no. of plastic moulded chairs,</li> <li>• one steel almirah with key, one water filter and</li> <li>• two steel tables for pantry room</li> <li>• two standard table for computer operation.</li> </ul>
G	<b>Electric Fittings</b>	Tube Light - 20 no. , Ceiling Fan – 8 no., 1 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light like hanging chandelier ( <i>jhaada</i> ) etc.
H	<b>Sound System</b>	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 entire ground.
I	<b>Closures</b>	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
J	<b>Flower Decoration</b>	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 and thermocol panels at the entrance (written in English & Oriya).
K	<b>Sign Board</b>	One Flex Board size 6 X 3' will be fixed on the top of the entry gate of the Co-ordination cell. The text writeup will be in Odia language “ <i>Niyatrana Kakhya, Pallishree Mela</i> ”

**N.B.:Separate rates may be quoted for erection of VIP lounge in the existing system apart from a new one. If any doubt 8895597697 contact number may be contacted**

**3. Gates:** The tenderer shall submit the lowest possible rate for the Box gate/Normal (Both Entry & Exit) to the Mela venue and putting of 4 normal gates in different places of the town for Advertisements, with following specifications:

Sl. No.	Particulars	Work Specifications
a	<b>Structure</b>	Bamboo Structure, Wooden Batten framing, Square & box type structure
b	<b>Size</b>	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, top horizontal frame length will be 24-25' and width of pillar will be 3-4' all around.
c	<b>Covering</b>	Gate should be erected with batten framing, one front side of pillars and top will be flex facia & other side will be cotton cloth mounting with design work as per approved design.
d	<b>Lighting</b>	Sufficient lighting arrangement with metal light focusing to the gate specific in Entry and Exit gate of mela ground).
e	<b>Flowering</b>	Live flower chains (Mala) will be put in both the gates

#### **4. Ground Electrification**

The below mentioned items are taken as a **package** which shall be supplied by the tenderer for exhibition period in each exhibition. The quantities of the items are

statutory/ fixed in the package. The tenderer has to quote his price for the complete **package** only. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments. If the requirement will be less in quantity than the **package** in any event, then the claim of the tenderer will be for the complete package.

#### **Light & Sound Package details**

- i. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 80 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 10 no. of white Halogen light (500 watt) along with wiring /fitting poles.
- v. 5 no. of Halogen shall be fitted (500 watt) in and around back side of the stalls for security purpose.
- vi. 100 numbers of Globe lights/ Garden Lights with stand (3' height) with wiring.
- vii. 100 numbers of 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.
- viii. 10,000 numbers of Tuni running lights will be fitted at the required places.

#### **8. Temporary Toilet :**

Temporary toilet shall be erected near to the stage for use of VIPs/ delegates and officials and temporary urinals & toilets for the participants will be erected at the ground.

- a. Size : 6' X6'
- b. Structure : tin wall structure, 3 side closed, 8' height
- c. Accessories : Sanitary ware shall be fitted for gents toilet & ladies toilet.
- d. Floor of the toilet : Brick cement floor on a 6" layer of sand.
- e. Door : One door in ply board shall be made.

- 9. Generators:** Generator sets with required fuel shall be provided by the tenderer for the entire exhibition period. The tenderer should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two tube lights of each stall, few ground lights, control room and public announcement system. The requirement of Gen. Sets will be (82.5 KVA) as per the load of above mentioned package. Fuel for the generator as per the requirement will be borne by the tenderer.

- 10. Hoarding:** Hoardings using Flex sheets will be made in the prime places to be given by DRDA/DSMS for 6 days at the places mentioned in the exhibition calendar. The specification of the flex hoarding is given below.

- The hoarding should be well placed at the location given by DRDA/DSMS, Gajapati located and clearly viewed.
- In addition to the district head quarter there shall be fixing of 7 hoardings for seven blocks.
- The tenderer will quote the price for fixing of the hoarding along with flex sheet printing & fixing charges.
- The tenderer will quote the price for 20ft X 10 ft size & 15ft X 10ft of board. In case of the other size boards, tenderer will quote the price against each size separately inclusive of installation.

Name & Address of the firm

**Signature with seal**

## DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I am/ we are willing to abide by the terms and conditions laid by the authority. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Bidder with seal

Place: \_\_\_\_\_

Date : \_\_\_\_\_

**District Rural Development Agency, (DRDA), Gajapati**

TENDER APPLICATION FORM FOR TENTAGE, LIGHT, SOUND & OTHER ALLIED WORKS OF EXHIBITION  
FOR THE PERIOD from 12<sup>th</sup> Jan to 16<sup>th</sup> January, 2019  
(Last date for submission of tender form is on 3rd January, 2019 by 12.00 noon)

To,

The Project Director  
DRDA, Gajapati

S. N	Item Particulars	Approx. Qty Required	Qnty.	Rate per unit / Sqr. ft / Running ft for each Mela.
1	Erection of Stall	200 nos	Rate per stall (separately with/without rack)	
2	Control Room-cum-VIP lounge	01 nos	Rate per pieces	
3	Erection of Gate (Entry & Exit)	02 nos	Rate per gate	
4	Temporary Toilet	06 nos	Rate per Toilets	
	<i>Installation of Temporary Urinal (Male and Female) along with all fittings</i>		Rate per urinal	
5	Silent Generator (with fuel) one			
	82.5 KVA	01 nos	Rate per pieces	
6	Hoarding			
A	Hoarding with bamboo & ballah, flex printing & mounting with iron framing & fixing - 15' x 10'	07 nos	Rate per sq. ft	
7	Miscellaneous (Electrical)			
A	Pedestal Fan	06 nos	Rate per pieces	
B	Ceiling Fan	20 nos	Rate per pieces	
8	Ground Electrification as per package		Rate per package	
A	Tube light	400 to 600 nos (as per requirement)	Rate per pieces	
B	Halogen (500W)	60 nos (as per requirement)	Rate per pieces	
C	Highmax Light	As per requirement		
9	Miscellaneous (General)			
A	Bed Set (Set of one Mattress & one Pillow)	100 nos	Rate per pieces	
B	Durry (15' X 15')	50 nos	Rate per sq. ft	
C	Bamboo Barricade (Running feet)	As per requirement	Rate per running ft.	
D	Facia in cloth with wooden batten frame - per sq. ft.	As per requirement	Rate per sq. ft	

E	Tarpaulin ceiling	As per requirement	Rate per sq. ft	
F	Batten frame for flex sheet framing	As per requirement	Rate per sq. ft	
<b>Total</b>				

Signature of the Bidder With seal

# TENDER PAPER

(For Documentation)

OF

**Gajapati Utsav ,A Dist Cultural programme  
& Pallishree Mela,Gajapati,2018-19**

**12<sup>th</sup> to 16<sup>th</sup> January, 2019**

**To be organized by**

**District Administration/ORMAS (DSMS)  
Gajapati**

**TENDER PAPER FOR DOCUMENTATION WORK (Videography & Still Photo) during organization of  
Gajapati Utsav a Dist Cultural Programme & Pallishree Mela,2018**  
**Period from 12<sup>th</sup> to 16<sup>th</sup> January,, 2018**

**COST OF TENDER PAPER:** :Rs. 300.00 (Non-refundable) in shape of Demand Draft /Pay order in favour of  
Chief Executive, District Supply and Marketing Society (DSMS) Gajapati.

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Bank \_\_\_\_\_

DEPOSITED BY (Address in Detail):M/S \_\_\_\_\_  
\_\_\_\_\_

**SECURITY DEPOSIT:** **Rs.1, 000/- (Refundable)** only in shape of Demand Draft /Pay order in favour  
Of Chief Executive, District Supply and Marketing Society (DSMS)  
Gajapati.

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Bank \_\_\_\_\_

DEPOSITED BY (Address in Detail): M/S \_\_\_\_\_  
\_\_\_\_\_

LAST DATE & TIME FOR RECEIPT OF TENDER : **3rd January,2019 by 12.00 Noon**

DATE & PLACE FOR OPENING OF TENDER : **3rd January,2019 by 3.00 PM. At Office Chamber of  
PD, DRDA Gajapati.**

**PLEASE DELIVER THE TENDER AT**

**O/o Project Director, DRDA Gajapati  
Gajapati**

## **TERMS & CONDITIONS**

1. The good quality still photo and video coverage should be done during the mela period . It is the responsibility of the firm or any that the typical mistake made during documentation.
2. Sanctions of any advance will not be considered. The payment will be made on completion of assigned work through NEFT.
3. The offer price should include all duties & taxes, as applicable.
4. The interested bidder are required to deposit an earnest money of Rs.1,000/- (**one thousand only**) in shape of demand draft/pay order in favour of Chief Executive, District Supply and Marketing Society Gajapati. The security deposit amount of the successful bidder will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
5. The successful bidder will submit the Performance Security which is 5 % of the contract value and that will be retained by this office till the completion for mela. In case of any unsatisfactory work and delay in execution of work etc. security amount will be forfeited as per the decision of the authority.
6. The bidders have to offer the price for all items or else the tender paper will not be considered.
7. The rate offered by the firm shall be including of all taxes and duties except service tax, as applicable. The service tax will be deposited by the firm with the concerned authority and the same will be reimbursed by the purchaser to the firm only after production of receipt.
8. TDS will be deducted by the organization from the final bill amount.
9. Digital photo camera and FHD video camera shall be used for better clarity.
10. The materials should be supplied as per the consultation with DIPRO and AD, ORMAS, Gajapati.
11. Bid Price: The transportation charges also to be included in the Bid Price and the prices should be quoted in Indian Rupees only.
12. Evaluation of quotation: The organization will evaluate and compare the quotations determined to be substantially responsive i. e. which are properly signed and confirm to the terms and conditions and specifications.
13. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
14. Payment shall be made with the consultation of evaluation committee after depositing of Photos and Video through E-Transfer against the bills submitted by the party.

### **While submitting the tender, the Bidder should submit the followings:**

1. Copy of work orders/ experience certificate for similar nature of works for last 3 years with list of organizations.
2. Authentic proof of own studio.
3. VAT/GST Clearance Certificate as as on 31.03.2018
4. Copy of the TIN / SRIN Registration Certificate
5. EMD of Rs. 1,000.00 in shape of Demand Draft /Pay order in favour of Chief Executive, District Supply and Marketing Society Gajapati. Valid service tax registration certificate number and copy of the return/amount deposited in the last year.

### **ACCEPTED THE TERMS AND CONDITIONS**

**Signature with seal  
Of Bidder**

## Detail Specification:

SI no	Documentation (Still photo and Video coverage)	Cost as per Specification
1	<b>A. Still Photo (Color/digital) (100 Pcs.)</b> i. Size : 6 CM X 4 CM ii. Printing : Good quality oil paper shall be used iii. The photo graphs shall be submitted in DVD format	
2	<b>B Video Coverage (5 no of DVDs. )</b> i. FHD Camera shall be used for better clarity ii. Good quality DVD shall be used iii. The coverage shall be made with the consultation with AD, ORMAS	
3	<b>B Putting up LCD projector (2 no.)</b> i. Two number of LCD projectors with screen shall be putted in Mela Ground ii. Good quality Projectors with Screen shall be used iii The projectors shall be putted in consultation of AD, ORMAS ,	

## DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I am/ we are willing to abide by the terms and conditions laid by the authority. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Tenderer with seal

Place: \_\_\_\_\_

Date : \_\_\_\_\_

# TENDER PAPER

(For Security Service)

For

**Gajapati Utsav A Dist.Cultural  
Programme & Pallishree Mela, Gajapati,  
2018-19**

**12th – 16<sup>th</sup> January, 2019**

**To be organized by**

**District Administration/ORMAS (DSMS)  
Gajapati**

**TENDER PAPER FOR DEPLOYMENT OF PRIVATE SECURITY During Gajapati Utsav Dist Cultural Programme & Pallishree Mela ,2019**

**COST OF TENDER PAPER:** : **Rs. 500.00** (Non-refundable) in shape of Demand Draft /  
Pay order in favour Chief Executive, District Supply and Marketing Society  
Gajapati

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Bank \_\_\_\_\_

DEPOSITED BY (Address in Detail):M/S \_\_\_\_\_  
\_\_\_\_\_

**SECURITY DEPOSIT:** : **Rs.5, 000/-** (Refundable) only in shape of Demand Draft /  
Pay order in favour of Chief Executive, District Supply and Marketing  
Society Gajapati

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Bank \_\_\_\_\_

DEPOSITED BY (Address in Detail) :M/S \_\_\_\_\_  
\_\_\_\_\_

LAST DATE & TIME FOR RECEIPT OF TENDER : **3rd January,2018/latest by 12.00 Noon**

DATE & PLACE FOR OPENING OF TENDER : **3rd January 2019 by 3 .00 PM. At Office  
Chamber of PD ,DRDA Gajapati**

**PLEASE DELIVER AT**

**O/o Project Director, DRDA Gajapati  
At- DRDA, Gajapati**

## Quality of Security Personnel

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
- Sincerity with good conduct
- 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, +2 will be an added advantage

Each guard should be aware of their duties & responsibilities during the duty hours.

## Tentative Requirement of Security Personnel in Exhibition for the period (12<sup>th</sup> January to 17<sup>th</sup> January,2019 )

Security Guard with Lathi	-	15
Supervisor	-	<u>2</u>
Total		17

## Terms & Conditions:

1. The firm should submit the documents in duplicate like **Registration Certificate, PASARA License, Income Tax Clearance as on 31.03.2018, Latest Service Tax return, up to date EPF & ESI deposit and present customer list** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. Experience certificate should be enclosed for execution of similar nature of work.
3. DRDA/DSMS will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
4. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
5. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.
6. Arrangement of lodging, boarding & logistics of the guards at exhibition towns during the exhibition period will be the responsibility of the Security Agency.
7. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of the exhibition.
8. The tenderers are required to deposit an earnest money of Rs.5000/- (five thousand only) in shape of demand draft/pay order in favour of Chief Executive, District Supply and Marketing Society Gajapati,.
9. The E.M.D. amount of the successful tenderer will be refunded on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
10. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event.
11. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
12. The rate offered by the firm shall be including of all taxes and duties except service tax, as applicable. The service tax will be deposited by the firm with the concerned authority and the same will be reimbursed by the purchaser to the firm only after production of receipt.
13. The authority reserves the right to reject any or all tenders without assigning any reason thereof.
14. The rate offered by the firm shall be including of all taxes and duties except service tax, as applicable. The service tax will be deposited by the firm with the concerned authority and the same will be reimbursed by the purchaser to the firm only after production of receipt. TDS will be deducted by the organization from the final bill amount.
15. Bid Price : The transportation charges also to be included in the Bid Price and the prices should be quoted in Indian Rupees only.
16. Evaluation of quotation : The organization will evaluate and compare the quotations determined to be substantially responsive i. e. which are properly signed and confirm to the terms and conditions and specifications.
17. Any legal dispute arising out of this is subject to concerned district jurisdiction only.

1. Payment shall be made with the consultation of evaluation committee through E-Transfer against the bills submitted by the party.

**While submitting the tender, the tenderers should submit the followings:**

1. Copy of work orders/ experience certificate for similar nature of works for last 3 years with list of organizations.
2. Income Tax Clearance Certificate as on 31.03.2018
3. Copy of the Registration Certificate
4. Up to date EPF & ESI deposit of the employees.
5. EMD of Rs. **5,000.00** in shape of Demand Draft /Pay order in favour of Chief Executive , District Supply and Marketing Society Gajapati.
6. Valid service tax registration certificate number and copy of the return/amount deposited in the last year.
7. Copy of the PASARA license.
8. Bio Data information of Security Personnel to be engaged.

**ACCEPTED THE TERMS AND CONDITIONS**

**Signature with seal  
(by the Bidder )**

## DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I am/ we are willing to abide by the terms and conditions laid by the authority. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Bidder with seal

Place: \_\_\_\_\_

Date : \_\_\_\_\_

# Pallisree Mela, Gajapati

**TENDER APPLICATION FORM FOR DEPLOYMENT OF SECURITY GUARD**  
(Last date for submission of tender form on 3<sup>rd</sup> JAN 2019 by 12.00 NOON)

To

The Project Director  
DRDA, Gajapati

Sl. No	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.)
1	Guard with Lathi	1	
2	Supervisor	1	

**Signature with seal of the Bidder**

# TENDER PAPER

(For Execution of Printing works)

OF

**Gajapati Utsav, A Dist. Cultural Programme  
& Pallishree Mela, Gajapati-2018-19**

**12th to 16th January, 2019**

**To be organized by**

**District Administration/ORMAS (DSMS)  
Gajapati**

**TENDER PAPER FOR THE PRINTING WORK during Organization of Gajapati Utsav a district cultural Programme & Pallishree Mela,2019**  
**Period – 12th to 16th January, 2019**

**COST OF TENDER PAPER:** :Rs. 300.00 (Non-refundable) in shape of Demand Draft /Pay order in favour of Chief Executive, District Supply and Marketing Society (DSMS) Gajapati.

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Bank \_\_\_\_\_

DEPOSITED BY (Address in Detail):M/S \_\_\_\_\_

**SECURITY DEPOSIT:** : Rs.1, 000/- (Refundable) only in shape of Demand Draft /Pay order in favour of Chief Executive, District Supply and Marketing Society(DSMS) Gajapati.

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Name of the Bank \_\_\_\_\_

DEPOSITED BY (Address in Detail): M/S \_\_\_\_\_

LAST DATE & TIME FOR RECEIPT OF TENDER : **3rd January,2019 latest by 12.00 Noon**

DATE & PLACE OPENING OF TENDER : **3rd January,2019 latest by 3.00 PM. At Office Chamber of PD DRDA Gajapati**

**PLEASE DELIVER AT**

**O/o Project Director, DRDA Gajapati  
At- Charigharia, Po-Madhavnagar  
Gajapati**

## **TERMS & CONDITIONS**

1. The Text of the materials will be provided by AD, ORMAS well in advance of the exhibition. It is the responsibility of the firm that the print materials without any typical error/printing mistake should be provided in time as per the specification.
2. Sanctions of any advance will not be considered. The payment will be made on completion of event through NEFT/RTGS.
3. The offer price should include all duties & taxes, as applicable.
4. The interested bidders are required to deposit an earnest money of Rs.1,000/- (**one thousand only**) in shape of demand draft/pay order in favour of Chief Executive, District Supply and Marketing Society Gajapati. The security deposit amount of the successful bidder will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
5. The successful bidder will submit the Performance Security which is 5 % of the contract value and that will be retained by this office till the completion for mela. In case of any unsatisfactory work and delay in execution of work etc. security amount will be forfeited as per the decision of the authority.
6. The bidders have to offer the price for all items or else the tender paper will not be considered.
7. The rate offered by the firm shall be including of all taxes and duties except service tax, as applicable. The service tax will be deposited by the firm with the concerned authority and the same will be reimbursed by the purchaser to the firm only after production of receipt.
8. TDS will be deducted by the organization from the final bill amount.
9. Bid Price: The transportation charges also to be included in the Bid Price and the prices should be quoted in Indian Rupees only.
10. Evaluation of quotation: The organization will evaluate and compare the quotations determined to be substantially responsive i. e. which are properly signed and confirm to the terms and conditions and specifications.
11. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
12. Payment shall be made with the consultation of evaluation committee after depositing of assigned works through E-Transfer against the bills submitted by the party.

### **While submitting the tender, the Bidder should submit the followings:**

1. Copy of work orders/ experience certificate for similar nature of works for last 3 years with list of organizations.
2. Authentic proof of own printing firm.
3. VAT/GST Clearance Certificate as on 31.03.2018

### **Copy of the TIN / SRIN Registration Certificate**

4. EMD of Rs. 1,000.00 in shape of Demand Draft /Pay order in favour of Chief Executive, District Supply and Marketing Society Gajapati. Valid service tax registration certificate number and copy of the return/amount deposited in the last year.

### **ACCEPTED THE TERMS AND CONDITIONS**

**Signature with seal  
Of Bidder**

## Detail Specification:

Sl no	Specifications	Cost as per specifications
1	<b>A. Identity Card with cover and neck cord (300 Pcs.)</b> i. Size : 5.5 CM X 9 CM ii. Printing : Offset Printing, Both Side iii. Colour : Multi colour iv. Paper : Art Paper Board, 220 GSM v. Accessories : Plastic pouch and Clip type Neck Cord	
2	<b>B Certificate (150 pcs. )</b> i. Size : A4 ii. Printing : Offset Printing iii. Colour : Multi Colour iv. Paper : 300 GSM Art Paper Board	
3	<b>C Banners (As required)</b> i. Square ft Price	
4	<b>D Letter Pad (100 Pcs)</b> i. Size : A4 with J.K Bond paper ii. Color : Multi	
5	<b>E Invitation Cards(100 Pcs)</b> i. Printing : Offset printing , Both side ii. Colour : Multi iii. Paper : Art paper Board, 220 GSM	
6	<b>F Guest Batches (20 Pcs)</b>	

## DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I am/ we are willing to abide by the terms and conditions laid by the authority. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Tenderer with seal

Place: \_\_\_\_\_

Date: \_\_\_\_\_