



# ORMAS

**Odisha Rural Development & Marketing Society, Gajapati Panchayati Raj & Drinking Water Department, Govt. of Odisha**  
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**TENDER CALL NOTICE FOR ERECTION OF STALLS, CONTROL ROOM AND OTHER TENT & ALLIED WORKS**

**NORMS & CONDITION**

Sealed tender are to be invited from potential Tent Houses, Suppliers and Electrical Decorators, to take up the below works for conducting of Pallishree Mela- 2023 at Gajapati Stadium Ground, Paralakhemundi, Gajapati, from 18<sup>th</sup> to 22<sup>nd</sup> January' 2023.

**The Details and SCOPE OF DIFFERENT WORKS**

- 1) *100 nos. with rack stalls (approximately) of Size-10 X 10 ft., 35 nos. without rack stalls (approximately) of Size-10 X 10ft. and 15 nos. Food stalls (approximately) of Size-10 X 10ft., including all fittings and fixing of materials, labour and transportation, loading and unloading, cleaning, etc.,*

Sl. No	Particulars	Specifications
1	<b>Structure</b>	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	<b>Flooring</b>	Full Floor Coir/carpet/Synthetic Matting
3	<b>Ceiling &amp; Wall</b>	Three sides including partition walls of stall will be covered with New white cloth. Backside outer wall will be covered with tarpaulin / G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	<b>With Racks, Without Racks &amp; Food Stalls</b>	i) <b>100 nos. with Three Tire Racks.</b> 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. ii) <b>35 nos. Without Racks</b> will be erected. iii) <b>15 nos. Food Stall</b> will be erected. The roof of Stalls will be covered only <b>with G.I. Sheets</b>
5	<b>Facia</b>	A wooden batten frame for running fascia will be erected by the contractor. The frame will have 10"ft. front projection & 4"ft. height. The fascia will be covered with Flex. The flex will be the responsibility of the suppliers. However, the design and specifications will be finalised by the ORMAS, Gajapati. A running white (any suitable colour) cloth jhallar of 1"ft 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.

Sl. No	Particulars	Specifications
7	<b>Electric Fittings</b>	i) Tube Light – 4 no. ( 2 no. of tube light should be connected with generator) & a on/off switch use in night time after closing ii) Must be 1 no. of 5 Amp Plug Point, in each stall for mobile charging in each stall iii) Ceiling Fan – 1 no. connected with an on/off switch. iv) 100 Wt. LED Street light facility should be provided inside the entire Pallishree Mela Stalls (Top of the Stall) One per each 2 stalls.
8	<b>Numbering of Stall</b>	All stalls should be numbered with stencil & paint or Flex Sheet
9	<b>Closures</b>	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.
10	<b>Anti Fire Chemical Treatment</b>	The materials (like clothes & other inflammable materials), to be used for construction of stalls, should be treated with firerepellant chemical.
11	<b>Miscellaneous</b>	i) 5 nos. Tower Light erected contains 24 Nos. 150Wt. LED Street Light facility in each tower should be provided inside the Pallishree Mela for entire ground Lighting. ii) 82.5KV Silent Generator provided to the Pallishree Mela, whenever faced power cut off.

2) **CONSTRUCTION OF ONE COORDINATION CELL-CUM-VIP LOUNGE.**

*The Tenderer shall submit the lowest possible rates (Including appropriate Taxes) for erection of One Coordination Cell-cum-Vip lounge with following specifications.*

Sl. No.	Particulars	Work Specifications
1	<b>Structure</b>	Bamboo <i>Bala</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate color.
2	<b>Size</b>	40 ft X 40 Ft.
3	<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 4-6 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. A temporary size - 4''ft. X 6''ft fresh room shall be finished with all fittings and connection with water supply.
4	<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.
5	<b>Flooring</b>	Wooden plank platform of 1''ft. height & full Floor synthetic Matting.

6	<b>Furniture</b>	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no., 02 no. of revolving cushion chairs, 3 sets of Dunlop sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, 4 no. of waste bin basket, 15 nos. of plastic moulded chairs, one steel almirah with key and two steel tables for refreshment room & two standard table for computer operation.
7	<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.
8	<b>Sound System</b>	One audio DVD/CD player and one microphone and Cordless with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
9	<b>Closures</b>	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
10	<b>Flower Decoration</b>	Flower Vase with Sufficient Live flower decoration at the entrance, exit and four sides of the wall, Live flower pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Oriya).

### 3. Cushion Bed with Pillow (200 Nos. Each) for Dormitory (SHG Participants)

The Firm will supply Cushion Bed with Pillow for the Participants of SHG members at SKCG College Hostel, Paralakhemundi, Gajapati.

Cushion Bed with Pillow – 200 Nos

## TECHNICAL BID

**FORMAT FOR ERECTION OF STALLS, CONTROL ROOM, ENTRY GATE, EXIT GATE & OTHER TENTAGE WITH ALLIED WORKS FOR PALLISHREE MELA -2023 ON OCCASION OF “GAJAPATI UTSAV”.**

Sl. No.	Name of the Item	Details
01	Name of the Supplier	
02	Full Address of the Supplier	
03	PAN No.	
04	GST Registration No.	
05	Total Years of Experience	
06	Experience Certificate (Please attach the experience certificate) for 3 Years	
08	Cost of Tender Papers	<u>Rs.6,000/-</u>
(DD No..... Date..... Name of the Bank.....)		
09	Capacity to Erect No. of Stalls with Rack.	
10	Capacity to Erect No. of Stalls without Rack	
11	Capacity to Erect No. of Food Stalls (with Galvanized Tin Sheet Structure) for protection of fire accidents	
12	No. of Sofa Sets Available (Ordinary)	
13	No. of Sofa Sets Available (VIP)	
14	No. of Executive Chairs Available(VIP)	
15	No. of Tables (Folding) Available	
16	No. of Plastic Chairs Available	

17	i) No. of Tube Light with Fittings Available with good condition. ii) No. of 100 Wt. LED Light with Fittings Available with good condition. iii) Nos. of 150Wt. LED Light with Fittings Available with good condition.	
18	No. of Ceiling Fans Available with good running condition	
19	No. of Bamboos (Full Length) Available	
20	No. of Working Supervisors (to be present throughout the Mela)	
21	No. of Working Labours (to be present through out the Mela)	
22	No. of Table Fans Available with running condition	
23	No. of Sound Systems (Latest model, microphone with amplifier) in food Condition Available	
24	No. of Carpets (VIP) available	
25	No. of Sets (Mattress, Pillow)	
26	Floor Mat (Sqr. Ft)	
27	Tarpaulins (Sqr. Ft)	

**(Signature of the Proprietor/Firm)**

## FINANCIAL BID

**FORMAT FOR ERECTION OF STALLS, CONTROL ROOM, ENTRY GATE, EXIT GATE & OTHER TENTAGE WITH ALLIED WORKS FOR PALLISHREE MELA -2023 ON OCCASION OF “GAJAPATI UTSAV”.**

Sl.No.	Specifications	No of Unit	Rate per Unit for 5 Days (in Rupees)
1.	100 Nos. Stalls 10 X 10 ft. size with 3 tire racking (As per specifications)	100 Nos.	
2.	35 Nos. Stalls 10 X 10 ft. size without racking (As per specifications)	35 Nos.	
3.	15 Nos. 10 X 10 ft. size Food Stalls (As per specifications)	15 Nos.	
4.	Coordination Cell-cum-VIP Lounge/ Control Room (As per Specifications)	1 No.	
5.	Facia (As per Specification ( Including all fittings, Fixing with Labour Cost)	6000 Sq. ft.	
6.	Bed & Pillow for Dormitory	200 Sets	
7.	Tower Light (As per specifications)	5 Nos.	
8.	82.5 KV Silent Generator	Per Hour	

(Signature of the Proprietor)

## INFORMATION TO THE BIDDER

### Pre-qualification/Eligibility Criteria:

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical proposal:

Sl.No	Eligibility Criteria	Documents required for pre qualification
01.	The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & international Organizations for at least <b>3 years</b> from the date of opening of the proposal .	1.Proof of Certificate of Incorporation /Valid Registration of the Firm/Agency 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN)& Last Deposit Challan 4.Copy of the Electrical License / Contractor hired by the bidder.
02	Experience of having successfully completed similar works during last three year ending last day of the month previous to the one in which application are in invited should be either of the following. i. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs.10.00 Lakhs OR ii. Two similar works costing not less than the amount equal to Rs.10.00 Lakhs OR iii. One similar works costing not less than the amount equal to Rs.10.00 Lakhs	Work orders/ Contract Document / Completion of Work Certificates from the previous Clients to be submitted
03	The Firm / Agency should open fully functional local office in Paralakhemundi, Gajapati town for better co-ordination.	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
04	The Firm/Agency should have submit the proof of documents showing Annual Turnover above 10 Lakhs	Submit the IT returns / Report from CA Firm

Documents to be submitted along with Technical Bid

- Cost of Tender Papers as applicable
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) & Last Deposit Challan.
- List of completed assignments of similar nature (Past Experience Details, along with copies of contracts / work orders / completion certificate from previous clients.
- Copy of the Electrical License/ Contractor hired by the Agency.

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 and will be blacklisted.*

**TERMS & CONDITIONS**

The bid to be submitted by the Bidder shall consist of 2 (two) parts:-

**Part - I: - "Technical Bid" (1st Envelope) shall contain:-**

The Tenderer/Supplier participating in Tendering process should submit the details as per the format "Format of Technical Bid" in separate envelop and should write clearly on the top of envelop i.e., "*Tender for Technical Bid for Erection of Tentage & Allied Works for Pallishree Mela' 2023*".

**Part – II: - "Financial Bid" (2nd Envelope) shall contain:-**

The Tenderer/Supplier participating in Tendering process should submit the details as per the format "Format of Financial Bid" in separate envelop and should write clearly on the top of the envelop i.e., "*Tender for Financial Bid for Erection of Tentage & Allied Works for Pallishree Mela' 2023*" i.e., Schedule of Rates

The Tender should be submitted following the terms and conditions specified here under,

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit.

The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Tender Committee constituted for the purpose. The amount, form and validity of Bid Security/Earnest Money furnished will be read out. If Earnest Money not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder.

1. The Main envelope containing the Tenders should be duly superscripted as "Tender for Tentage and Allied Work of Pallishree Mela-2023".
2. The sealed tenders shall be accepted as per the prescribed Proforma only, Otherwise the tender shall be rejected automatically.
3. Place, date and time of receiving Tender -The sealed tender papers should reach the Dy. Chief Executive Officer, ORMAS, Gajapati, O/o – Zilla Parishad At/Po-Paralakhemundi Dist. – Gajapati, 7651200 through Registered post / Speed Post only during official hours on or before 29.12.2022 by 2:00 AM/PM The authority will not be responsible for any postal delay.
  - a. Other means of receipt of quotation will be rejected.
  - b. Quotations received after the stipulated date and time shall be liable for rejection.
4. Place date and time of opening of Tender- The tender shall be opened on i.e. on 29.12.2022 at 5:00 AM/PM in presence of the Bidders or their authorized representatives at Zilla Parishad Conference Hall, Gajapati, Paralakhemundi.
5. Cost of Tender Papers- A non-fundable amount of Rs.6,000/- (Rupees Six thousand) only is to be deposited along with the Tender in shape of Demand Draft in favour of Chief Executive, DSMS, Gajapati drawn on any bank nationalized/ scheduled bank payable at Paralakhemundi towards the cost of tender paper. The authority will not be responsible if any portion of downloaded Tender paper differ from the approved Tender paper available in the office of the Dy. Chief Executive Officer, ORMAS, Gajapati.
6. Security Deposit-The successful bidder has required to deposit Rs.50,000/- as Security Deposit (refundable without interest) in shape of Demand Draft in favour of Chief Executive, DSMS, Gajapati drawn on any nationalized/scheduled bank payable at Paralakhemundi at the time of execution of agreement before issuing work order. The Security Deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.
7. The work should be completed within the time frame latest by **16<sup>th</sup> January, 2023.**
8. The Price offered by the firm should include all taxes, other charges etc., (As Applicable)
9. The rates offered by the firms should be valid till completion of the Pallishree Mela-2023.

10. The Pallishree Mela will be held from 18<sup>th</sup> to 22<sup>nd</sup> January' 2023 and the firm will be required to hand over in all respects on 16<sup>th</sup> January, 2023
11. Payment will be made within a period of one month after successful completion of the work as per the specification, otherwise proportion amount will be deducted at the time of the sanction of the Bill.
12. 10% payment will be deducted from the total estimated cost as submitted by the party if the work is not handed over on or before 16<sup>th</sup> January, 2023 at 10:00 P.M
13. The duration of the exhibition will be for 5 days. 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 District Administration / ORMAS before 10 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.
14. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
15. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply of line and its upkeep.
16. The rate offered by the agency shall be inclusive of GST & Other Taxes & Charges.
17. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
18. The bidder shall quote their price for all the items without leaving column/Item in the technical and financial bid lying blank. If found so, the bid will be treated as non responsive and rejected.
19. The authority reserves the right to inspect / verify the stock of materials required for this work, in Godown of bidders by nominating the tender Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any oral tenders without assigning any reasons thereof.
20. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the CDO-cum-EO, ZP, Gajapati. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the CDO-cum-EO, ZP, Gajapati. In case of any additional requirement, the contractor has to take the prior written permission from the CDO-cum-EO, ZP, Gajapati.
21. The bidder along with manpower and the committee formed by the Tender Committee should do a proper assessment and the actual work done during the mela period.

22. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
23. 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.
24. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. District Administration / ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
25. No part of the contract will be sub-let without the prior written permission of the CDO-cum-EO, ZP, Gajapati.
26. 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.
27. The bidder has to treat the materials to be used in Tentage & Allied Works (like clothes & other inflammable materials), with fire repellent chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area. Any objections shall be raised by the fire Department in course of giving fire clearance certificate shall be addressed by the Tenderer immediately.
28. 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.
29. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification.
30. Non submission of any document required indicated in the ToR will render the Bid to be rejected.
31. **The authority reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.**
32. The Successful Vender / Tenderer should execute the agreement with CDO-cum-EO, ZP, Gajapati after payment of Rs.50,000/- as Security Deposit.

The Collector-cum-Chairperson, Pallishree Mela Committee, Gajapati reserves the right to accept or reject any or all Tenders, full or part of the Tenders without assigning any reasons what-so-ever and no intimation will be given to the bidders. In this account no disputes will be entertained. Any dispute arises subject to Paralakhemundi Jurisdiction only.

The above-described works may be modified during the mela if felt necessary and the firm should be accommodative to for any minor changes. The quotation finalization authority will have the right to bifurcate and give the work to one or more firms if felt necessary and can cancel the tender without giving any reason thereof.



**Collector & D.M-cum-Chairman  
ORMAS, Gajapati**