



**ORMAS**

**Odisha Rural Development & Marketing Society, Gajapati**  
**Panchayati Raj & Drinking Water Department, Govt. of Odisha**  
O/o – Zilla Parishad, Dist-Gajapati, Paralakhemundi, Odisha-761200  
Ph: 06815 – 223596 email: [ormasgajapati@gmail.com](mailto:ormasgajapati@gmail.com)

Letter No. 774 /ORMAS-Gjp/2024-25

Date: 03/12/2024

Tender paper can be downloaded from the following websites: [www.gajapati.odisha.in](http://www.gajapati.odisha.in) can be obtained from the office of ORMAS, Gajapati at "Zilla Parishad, Gajapati during office hours.

**TENDER CALL NOTICE FOR ERECTION OF STAGE LIGHTS, SOUND SYSTEM,  
GREEN ROOM AND OTHER ALLIED WORKS**

Quotations/Tenders in sealed cover are invited from the reputed and experienced firms/decorators/tent houses for "Supply & fitting of stage lights, LED Screen, stand fans, generator, green room, conditioned mike-set, for 5000 No. of audience" and other items as required for the ensuing GAJAPATI UTSAV-2024 (For 5 Days) to be held from 18.12.2024 to 22.12.2024 at Gajapati Stadium, Paralakhemundi.

The offers should be accompanied with their past experiences with photographs/ CD which would be displayed through the power point before the committee. The decision of the committee will be binding in case of award of work. The cost will not be the only aspect but the quality/exposures of their past works will also be taken into consideration in selection of the award of work. Offers must indicate the cost for each item separately.

The intending persons/firms/organizations may inspect the proposed venue prior to submission of their offer.

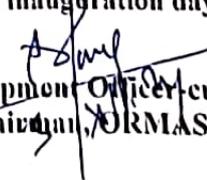
The quotations/tenders should be accompanied with the (1) Name of the Firm / Decorator / Tent House (2) Name of the proprietor (3) Address with contact number.

**CONDITIONS:**

**Safety Guidelines: -**

- Supply of Main panels should be catered through AB / PVC armoured cable of suitable rating.
- Metallic enclosures of distribution panels, main switches to be earthed with 2 nos. separate and distinct earth.
- All metallic parts to be earthed with running earths using flexible copper conductor cable of suitable size.
- Joints in distribution cables should be avoided, if necessary should be properly insulated to avoid any hazard.
- The entire electrical arrangement in the Utsav has to be inspected by the Electrical inspector after completion of work and a clearance certificate should be obtained from the authority.

All the rates have to be quoted separately and firms who have local experience in the organization of such mega functions will be given priority. The entire work has to be completed and handed over to the organizers at least 48 hours before the inauguration day (18<sup>th</sup> December, 2024).

  
Chief Development Officer-cum-EO,  
ZP-cum-Vice-Chairman, ORMAS, Gajapati

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**TECHNICAL BID**

| Sl. No.                                      | Particulars   | Details     |
|--|---|-------------|
| 01   | Name of the Supplier  |             |
| 02   | Full Address of the Supplier  |             |
| 03   | PAN No.   |             |
| 04   | Income Tax Return Copy (Up to date)   |             |
| 05   | GST Registration No.  |             |
| 06   | Experience Certificate (Please attach the experience certificate) for 3 Years |             |
| 07   | Cost of Tender Papers   | Rs. 6,000/- |
| (DD No..... Date..... Name of the Bank.....) |   |             |
| 08   | Proof of Certificate of Incorporation/Valid Registration of the Firm/Agency   |             |
| 09   | Copy of the Electrical License / Contractor hired by the bidder.              |             |

(Signature of the proprietor/firm)



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## FINANCIAL BID

| Sl. No.      | Specification   | Quantity   | Rate per unit for 5 days (in Rs.) |
|--------------|---|------------|-----------------------------------|
| 1            | 150 W LED (RGB Light) with truss for stage                      | 30 nos.    |                                   |
| 2            | 150 W LED Flood light for ground & gate                         | 30 nos.    |                                   |
| 3            | Beam high through LED lights in stage                           | 10 nos.    |                                   |
| 4            | Decorative colourful small series lighting                      | 150 nos.   |                                   |
| 5            | Pedestal fans (size-24")  | 05         |                                   |
| 6            | High Quality Sound System with conditioned microphone and stand | 1 set      |                                   |
| 7            | 63 KVA DG set   | 1 no.      |                                   |
| 8            | VIP Lounge (40' x40')   | 1600 Sq.ft |                                   |
| 9            | VIP carpet for stage and sitting area                           | 3600 Sq.ft |                                   |
| 10           | VVIP Chairs   | 30         |                                   |
| 11           | VIP Chairs  | 60         |                                   |
| 12           | Moulded Chairs  | 250        |                                   |
| 13           | Chairs with arm handle  | 150        |                                   |
| 14           | Ordinary chair (for audience)                                   | 3000       |                                   |
| 15           | Barricade for stage   | 100 Rmt.   |                                   |
| 16           | Centre table with cloth   | 3 Nos.     |                                   |
| <b>TOTAL</b> |   |            |                                   |

(Signature of the proprietor/firm)



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**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 the envelop i.e., "*Tender for Technical Bid for erection of stage lights, sounds systems, green room along with other allied works for Gajapati Utsav & State level Pallishree Mela-2024.*".

**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 stage lights, sound system, green room along with other allied works for Gajapati Utsav & State level Pallishree Mela-2024.*" i.e., Schedule of Rates

**Note:-**

- The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes), 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 is not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder.

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

1. The Main envelope containing the Tenders should be duly superscripted as "Tender for erection of stage lights, sound system, green room along with other allied works for State Level Pallishree Mela on the occasion of Gajapati Utsav' 2024.
2. The sealed tenders shall be accepted as per the prescribed Performa 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, Gajapati At/Po-Paralakhemundi Dist. – Gajapati, 761200 through Registered post / Speed Post / Courier Service / Tender box only** during official hours on or before **10/12/2024 by 02:00 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.



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4. **Place date and time of opening of Tender-** The tender shall be opened on **10/12/2024** at **05:00 PM** in presence of the Bidders or their authorized representatives at Zilla Parishad Conference Hall, Gajapati, Paralakhemundi.
5. **Cost of Tender Papers-** A non-refundable 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 **ORMAS, 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.25,000/- (Rupees Twenty five thousand only)** as Security Deposit (refundable without interest) in shape of Demand Draft in favour of **ORMAS 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 rates offered by the firms should be valid till completion of the Gajapati Utsav & State level Pallishree Mela-2024.
8. The Gajapati Utsav & State level Pallishree Mela' 2024 will be held from **18<sup>th</sup> to 22<sup>nd</sup> December' 2024** and the firm will be required to hand over in all respects on **17<sup>th</sup> December, 2024** at morning.
9. Payment will be made after successful completion of the work as per the specification and submission of the bills thereof.
10. 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 **17<sup>th</sup> December, 2024** at morning.
11. 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 before 10 days of commencement of the exhibition. All the desired works should be completed at least 2 (two) days 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.
12. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
13. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain supply of line and its upkeep.



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14. The rate offered by the agency shall be inclusive of GST, Other Taxes & Charges.
15. The selected Agency/ firm should open its own office having the technical man power, manager & care taker throughout the Utsav period to handle any work to be assigned by the authority.
16. 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.
17. 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.
18. The final payment will be made on the basis of the actual work done and Work Assessment Report by a committee 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.
19. 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.
20. 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.
21. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. District Administration will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
22. No part of the contract will be sub-let without the prior written permission of the CDO-cum-EO, ZP, Gajapati.
23. 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.
24. 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.
25. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification.
26. Non submission of any document required indicated in the ToR will render the Bid to be rejected.



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27. The Authority reserves the right to cancel the offers without assigning any reasons thereof for selection and no claims of any respect in this regard will be entertained in any manner subsequently.
28. The Successful Vender / Tenderer should deposit the Security Deposit Demand Draft in favour of **ORMAS, Gajapati** payable at **Paralakhemundi** after declaration of successful bidder (within 2 days.). Then the authority will issue the work order.
29. For any additional item, if required beyond the list of mentioned items in the quotation/work order on demand of the committee during execution of the work, extra payment will be made accordingly.

The CDO-cum-EO, ZP, 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 regard, 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/tender 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.

  
Chief Development Officer-cum-EO,  
ZP-cum-Vice Chairman, ORMAS, Gajapati

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**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 Technical 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 3 years from the date of opening of the proposal .   | 1.Proof of Certificate of Incorporation /Valid Registration of the Firm/Agency<br>2.Copy of PAN<br>3.Copy of Goods and Services Tax Identification Number (GSTIN)& Last Deposit Challan<br>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.<br>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 Lakh<br>OR<br>ii. Two similar works costing not less than the amount equal to Rs.10.00 Lakh<br>OR<br>iii. One similar works costing not less than the amount equal to Rs.10.00 Lakh | Work orders/ Contract Document /Completion of Work Certificates from the previous Clients to be submitted  |
| 03      | The Firm/Agency should have submit the proof of documents showing Annual Turnover above 10 Lakh  | Submit the IT returns / Report from CA Firm  |
| 04      | Priority will be given to the Firm/Agency having experiences in conducting Similar type of works (i.e. State level/ District level ) in Gajapati district.   | Submit last three year work order  |
| 05      | The Firm / Agency should have the warehouse/godown functional in Gajapati district for better co-ordination.   | Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)   |



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**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 understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, Gajapati. 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.

**Place:**

**Date**

**Signature of the Tenderer with seal**