



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

Letter No. 1040/ORMAS, Gjp/2025-26

Date: 29/05/2025

Tender paper can be downloaded from the following websites:
www.gajapati.odisha.gov.in can be obtained from the office of ORMAS, Gajapati at "Zilla Parishad, Gajapati during office hours.

TENDER CALL NOTICE FOR ERECTION OF STALLS, CONTROL ROOM, ENTRY GATE, EXIT GATE AND OTHER TENTAGE & ALLIED WORKS

NORMS & CONDITIONS

Sealed tender are to be invited from potential Tent Houses, Suppliers and Electrical Decorators to take up the below works for conducting of Vikash Mela' 2025 at Gajapati Stadium Ground, Paralakhemundi, Gajapati, from 11th to 17nd June' 2025.

The Details and SCOPE OF DIFFERENT WORKs

- 1) stalls with rack (approximately) of Size-10 X 10 ft. and food stalls (approximately) of Size-12 X 10ft., including all fittings and fixing of materials etc.

Sl. No	Particulars	Specifications
1	Structure	Bamboo & cloth structure, size of Stall – 10' X 10' and size of Food Stall – 12' X 10' with tarpaulin water proof roofing.
2	Flooring	With Wooden plain platform with synthetic carpet.
3	Ceiling & Wall	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	With Racks, Without Racks & Food Stalls	i) <u>with Three Tire Rack</u> . 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) <u>Without Rack</u> will be erected. iii) <u>Food Stall</u> will be erected. The roof of Stalls will be covered only <u>with G.I. Sheets</u>
5	Facia	A wooden batten frame for running facia will be erected by the contractor. The frame will have 10"ft. front projection & 4"ft. height. The facia 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 facia frame for all stalls.
6	Furniture	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 – 4nos and wheelchair.
7	Electric Fittings	i) 120 Wt. LED Light – 1 no. (1 no. of 120 Wt. LED 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

(Handwritten signature)





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Sl. No	Particulars	Specifications
		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 Stalls(Top of the Stall) One per each 2 stalls.
8	Numbering of Stall	All stalls should be numbered with stencil & paint or Flex Sheet
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.
10	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.
11	Miscellaneous	i) 3 nos. Tower Light erected contains 24 Nos. 150Wt. LED Street Light facility in each tower should be provided inside the Mela for entire ground Lighting. ii) 82.5KV Silent Generator provided to the Vikas 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	Structure	Bamboo <i>Bala</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour.
2	Size	40 ft X 40 Ft.
3	Ceiling & Wall	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	Counter	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	Flooring	Wooden plank platform of 1"ft. height & full Floor synthetic Matting.



6	Furniture	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 centre 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	Electric Fittings	120 Wt. LED Light – 10 no. , Ceiling Fan – 8 no., 1 no of sound less pedestal fan, 1 white Mercury light (100 Wt.) (To be connected with an 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	Sound System	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	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
10	Flower Decoration	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).

i) **LED Display:**

LED display has to be setup in Mela ground for live telecast of the exhibition at proper location. More numbers may be put in the Mela ground with the approval of the concerned mela authority.

▪ **CCTV:**

Ten (10) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitors & the participants. The numbers may vary depending on the requirement and decision of the mela authority.

3. CUSHION BED WITH PILLOW FOR DORMITORY(SHG PARTICIPANTS)

The Firm will supply Cushion Bed with Pillow for the Participants of SHG members at Accommodation Place.

Cushion Bed with Pillow –.

4. VIKASH MELA ENTRY GATE.

The Single Way Entry Box Gate should be
Height: Box type 16' to 20' height (4' ft in each side)
Length: Box type 4' X 4' X 35' ft length

The Box type Pillars should be covered with cotton/Flex banner and the fascia should be both sides with Flex banner. The Rate should be quoted inclusive of cost of Flex banner. However, the design and specifications will be obtained by the ORMAS, Gajapati.



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5. **VIKASH MELA (BATTON EXIT FLAT GATE).**

The Single Way Exit Flat Gate should be
Height: Flat type 16' to 14' height

The flat type gate should be covered with Flex banner and the fascia should be both sides with Flex banner. The Rate should be quoted inclusive of cost of Flex banner. However, the design and specifications will be obtained by the ORMAS, Gajapati.

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TECHNICAL BID

**FORMAT FOR ERECTON OF STALLS, ENTRY GATE, EXIT GATE & OTHER TENTAGE WITH
ALLIED WORKS FOR VIKASH MELA -2025.**

Sl. No.	Particulars	Details
01	Name of the Supplier	
02	Full Address of the Supplier	
03	PAN No.	
04	Income Tax Return Copy (Upto date)	
05	GST Registration No.	
06	Total Years of Experience	
07	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	Proof of Certificate of Incorporation /Valid Registration of the Firm/Agency	

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10	Copy of the Electrical License / Contractor hired by the bidder.	
11	Capacity to Erect No. of Stalls with Rack.	
12	Capacity to Erect No. of Stalls without Rack	
13	Capacity to Erect No. of Food Stalls (with Galvanized Tin Sheet Structure) for protection of fire accidents	
14	No. of Sofa Sets Available (Ordinary)	
15	No. of Sofa Sets Available (VIP)	
16	No. of Executive Chairs Available (VIP)	
17	No. of Tables (Folding) Available	
18	No. of Plastic Chairs Available	
19	i) No. of 120 Wt. LED 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.	
20	No. of Ceiling Fans Available with good running condition	
21	No. of Bamboos (Full Length) Available	
22	No. of Working Supervisors (to be present throughout the Mela)	



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23	No. of Working Labours (to be present throughout the Mela)	
24	No. of Table Fans Available with running condition	
25	No. of Sound Systems (Latest model, microphone with amplifier) in food Condition Available	
26	No. of Carpets (VIP) available	
27	No. of Sets (Mattress, Pillow)	
28	Floor Mat (Sqr. Ft)	
29	Tarpaulins (Sqr. Ft)	

(Signature of the Proprietor/Firm)

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FINANCIAL BID

FORMAT FOR ERECTION OF STALLS, VIP LOUNGE, ENTRY GATE, EXIT GATE & OTHER TENTAGE WITH ALLIED WORKS FOR VIKASH MELA -2025.

Sl. No.	Specifications	No of Unit	Rate per Unit for 1 Day (in Rupees)
1.	Stalls 10 X 10 ft. size with 3 tire racking along with facia (As per specifications) With Wooden plain platform with synthetic carpet	1 No.	
2.	Stalls 10 X 10 ft. size with 3 tire racking along with facia (As per specifications) Full Floor Coir/carpet/Synthetic Matting	1 No.	
3.	Stalls 10 X 10 ft. size without racking along with facia (As per specifications) With out Wooden plain platform with synthetic carpet	1 No.	
4.	Stalls 10 X 10 ft. size without racking along with facia (As per specifications) Full Floor Coir/carpet/Synthetic Matting	1 No.	
5.	Food Stalls 12 X 10 ft. size along with facia (As per specifications)	1 No.	
6.	Coordination Cell-cum-VIP Lounge/ Control Room (As per Specifications) (40X40)	1 No.	
7.	Bed & Pillow for Dormitory	Set	
8.	Tower Light (As per specifications)	1 No.	
9.	82.5 KV Silent Generator fuel cost	Per Hour	
10.	82.5 KV Silent Generator rent	Per Day	
11.	Dust Bin 3ft. Height	Per Unit	
12.	Ground Net Carpeting (Approximately)	Sq. ft.	

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13.	Printing & Installation of Star Flex Sheet with Batten Frame	Per Sq. ft.	
14.	Entry Gate	Per Unit	
15.	Exit Gate	Per Unit	
16.	LED Display with all Accessories (sound box, stand, connection & etc.) Size--	Per Sq. ft.	
17.	C.C. Camera / TV with Backup recovery position.	Per 10	
18.	Sky Balloon Decoration	1 no.	
19.	Food (Meal-Rice, Dal, Khata, Ghaanta, one fry) (Tiffin-Upama and Tarakari) with water facilities	Per head	
20.	Food (Meal-Rice, Dal, Khata, Ghaanta, one Non-veg item(Fish fry/ Chicken curry) (Tiffin-Upama and Tarakari) with water facilities	Per head	
21.	Stage (Simple Preparation)	1 No.	
22.	Stage (Replica-BN Palace,/Maharaja Palace/Govt High Schools)		
23.	Wooden Batton frame with flexi	Sq.ft	
TOTAL			

(Signature of the Proprietor)





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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 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 Lakh OR ii. Two similar works costing not less than the amount equal to Rs.10.00 Lakh OR 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 exhibition) 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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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 Vikash Mela' 2025**".

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 Vikash Mela' 2025**" 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.



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1. The Main envelope containing the Tenders should be duly superscripted as “Tender for Tentage and Allied Work of Vikash Mela-2025”.
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 only during official hours on or before 06.06.2025 by 11 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 06.06.2025 at 12:10 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-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. **Quotation papers without Tender Paper Cost shall summarily rejected.**
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 **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 work should be completed within the time frame latest by **09th June, 2025** at morning.
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 Vikash Mela 2025.
10. The Vikash Mela will be held from **11th to 17th June' 2025** and the firm will be required to hand over in all respects on **09th June, 2025** at evening.





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11. Payment will be made within 2 weeks after successful completion of the work as per the specification.
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 09th June, 2025** at evening.
13. The duration of the exhibition will be for 7 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 03 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 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.





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21. 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.
22. 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.
23. 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.
24. No part of the contract will be sub-let without the prior written permission of the CDO-cum-EO, ZP, Gajapati.
25. 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.
26. 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.
27. 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 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.

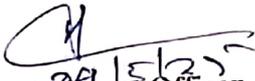
The Collector-cum-Chairperson, ORMAS, Gajapati reserves the right to accept or reject any or all Tenders, full or part of the Tenders without assigning any reasons what-so-ever and no intimation will be given to the bidders. In this account no disputes will be entertained. Any dispute arises subject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



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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.


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



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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

