

## TENDER CALL NOTICE



### SHORTLISTING OF FIRMS FOR TENTAGE & ALLIED SERVICE FOR STATE LEVEL PALLISHREE MELA 2025-26

Office of the Chief Development Officer cum Executive Officer, Paralakhemundi, Gajapati  
Address- Zilla Parishad, Near BSNL office, Paralakhemundi, Gajapati.

**ORMAS**

**Panchayati Raj & Drinking Water Department**

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**Section-01**

Tender paper can be downloaded from the following websites; [www.gajapati.odisha.gov.in](http://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 is to be invited from potential Tent Houses, Suppliers and Electrical Decorators to take up the below works for conducting of State Level Pallishree Mela' 2024 at Gajapati Stadium Ground, Paralakhemundi, Gajapati, from **18<sup>th</sup> to 22<sup>nd</sup> January' 2026.**

**The Details and SCOPE OF DIFFERENT WORKS**

- 1) **135 nos. of stalls with rack (approximately) of Size-10 X 10 ft., 45 nos. of stalls without rack (approximately) of Size-10 X 10ft. and 20 nos. of Food stalls (approximately) of Size-12 X 10ft., including all fittings and fixing of materials, labour and transportation, loading and unloading, etc.**

Sl. No	Particulars	Specifications
1	<b>Structure</b>	Iron & cloth structure, size of Stall – 10' X 10' and size of Food Stall – 12' 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. <b>(ALL NEW WHITE COTTON CLOTHES TO BE USED)</b>
4	<b>With Racks, Without Racks &amp; Food Stalls</b>	<b>i) 135 nos. with Three Tire Rack.</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. <b>ii) 45 nos. Without Rack</b> will be erected. <b>iii) 20 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 Iron 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	<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>	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

Sl. No	Particulars	Specifications
		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 fire repellent 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>	Iron Structure with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour.
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 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	<b>Electric Fittings</b>	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 each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD Pprojector. 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 &amp; Theme Based shape to the Control Room</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).
11	<b>CCTV</b>	24 hours CCTV camera for Vigilance

### **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 Accommodation Place.

Cushion Bed with Pillow – 200 Nos.

### **4. PALLISHREE 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 facia 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.

### **5. PALLISHREE 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 facia 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.

## SECTION-02

### 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:

<b>Sl. No.</b>	<b>Eligibility Criteria</b>	<b>Documents required for Technical Qualification</b>
01	The bidder should have been in the business of providing Tentage & Allied 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 is 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.15.00 Lakh ii. Two similar works costing not less than the amount equal to Rs. 20.00 Lakh iii. One similar works costing not less than the amount equal to Rs.50.00 Lakh	Work orders/ Contract Document /Completion of Work Certificates from the previous Clients to be submitted
03	The bidder must have turnover of more than Rs. 1.0 Crores from event management business only from the financial year 2022-23 to till date of publish of Tender	Submit the IT returns / Report from CA Firm
04	The bidder should not have been black listed by the Central Government /any State Government or Their agencies in India.	Self-Declaration by the authorized representative on the bidder's letter head as Perform at enclosed at Tech-5.
05	Electrical License/Contractor hired by the Agency	Self-Declaration by the Agency on the bidder's letterhead and Agreement with the Electrical License Holder hired by the agency.

## **Documents to be submitted along with Technical Bid**

- Incorporation Certificate
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) & Last Deposit Challan (GSTR-3B).
- 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.
- DD of Tender Paper Cost & EMD.
- Income Tax Return of Last three year i.e. 2022-23, 2023-24 & 2024-25.
- Local Address proof i.e. (Electric bill/Telephone Bill/Rent Agreement)
- Last 3-year Experiences (Work Order to be attached).
- Affidavit of non-black listed. (As per TECH-05)

**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' 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 Pallishree 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.

1. The Main envelope containing the Tenders should be duly superscripted as "**Tender for Tentage and Allied Work of Pallishree Mela-2025-26**".
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 & drop box at O/o Dy. CEO, ORMAS-Gajapati** during official hours on or before **08/01/2026 by 01.00 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.
4. **Place date and time of opening of Tender**

The tender shall be opened on i.e. on **dtd. 08/01/2026 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-fundable amount of Rs.6,000/- (Rupees Six thousand) only is to be deposited along with the Tender in shape of Demand Draft in favor 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.50,000/-** as Security Deposit (refundable without interest) in shape of Demand Draft in favor 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 **17<sup>th</sup> January, 2026** 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 Pallishree Mela-2025.
10. The Pallishree Mela will be held from **18<sup>th</sup> to 22<sup>nd</sup> January' 2026** and the firm will be required to hand over in all respects on **17<sup>th</sup> January, 2026** at morning.
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 17<sup>th</sup> January, 2026** at morning.
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 08 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 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. No part of the contract will be sub-let without the prior written permission of the CDO-cum-EO, ZP, Gajapati.
24. 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.
25. 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.

26. 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.
27. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification.
28. Non submission of any document required indicated in the ToR will render the Bid to be rejected.
29. **The authority reserves the right to reject any or all quotations and tenders without assigning any reasons thereof.**
30. The Successful Vender / Tenderer should deposit the Security Deposit Demand Draft in favor 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, 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.



**Chief Development Officer-cum-EO  
Zilla Parishad, Gajapati**

## EVALUATION PROCESS

Sl. No.	Evaluation Parameters	Maximum Mark
<b>A. Technical Evaluation Criteria</b>		
1	<b>Turnover:</b> The bidder must have turnover of at least 50.00 Lakhs <b>from event management business</b> only from the financial year <b>2022-23 to till Date of Publish of RFP</b> <ul style="list-style-type: none"> <li>• 50.00 Lakhs : 10 marks</li> <li>• 50 Lakhs- 1.00 Cr : 05 Marks</li> <li>• More than 1.0 Cr. : 05 marks</li> </ul> Each additional 50 Lakhs: 5 mark (limited to 1.5 Cr)	20
2	<b>Past Experience:</b> Bidder must have Experience of similar events for Pallishree MELA organized across the state each carrying 10 Marks each for event. (Maximum to 40 Marks)	40
3	<b>Year of Experience:</b> The organization should have at least 5 years of experience in providing Tentage & Allied services to the Central / State Govt. / Govt. Autonomous bodies / PSUs up to 2024-25 (Year wise documentary evidence must be attached). <ul style="list-style-type: none"> <li>• 5 Years : 5 marks</li> </ul> Each additional year: 1 mark (limited to 5 marks)	10
<b>Sub Total</b>		<b>70</b>
<b>B. Technical Presentation</b> <ul style="list-style-type: none"> <li>• Understanding of Client's needs &amp; Scope of Work</li> <li>• Plan for the event management</li> <li>• Innovation and creativity for this event</li> <li>• Plan of procurement</li> </ul> <b>NB:</b> The bidders have to present with the sample of designs, creatives, products to be procured and quality of the materials specific for this event.		30
<b>Grand Total</b>		<b>100</b>

Bidders securing 50 marks or above out of the total 70 marks in the technical evaluation criteria (Average Annual Turnover, Past Experience, Year of Experience) will be called for technical presentation.

### STAGES OF EVALUATION

- STAGE-01-            Technical Evaluation
- STAGE-02-            Presentation
- STAGE-03-            Financial Presentation

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications and quality of work if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders prior to the date of technical presentation. Hence, the bidder should make themselves available for the same. **The bidder whose technical proposal secures a score above the minimum qualifying mark of 70 out of 100 in the technical evaluation stage will be technically qualified for opening of the financial proposal.**

### **Financial Evaluation:**

The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

### **Evaluation Process:**

**Quality and Cost Based Selection (QCBS)** method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score (**S<sub>T</sub>**) in accordance to the marks obtained during the technical evaluation stage. There shall be **70 %** weightage to technical score and **30 %** weightage to financial score.

$$\text{Evaluated Bid Score: } (0.7 \times 100 \times T/T_{\text{high}}) + (0.3 \times 100 \times C_{\text{Low}}/C),$$

Where

<b>T=</b>	stands for Total marks obtained in technical proposal
<b>T(high) =</b>	stands for highest marks obtained in technical proposal
<b>C =</b>	stands for Evaluated Bid Price of the Bidder
<b>C (Low)=</b>	stands for Lowest of the evaluated bid prices among the responsive bids.

**The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H1) will be considered for award of contract and will be called for negotiations, if required.**

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the agency including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

**SECTION:03**  
**TECHNICAL BID**

**TECH-1COVERING LETTER  
(ON BIDDERS LETTER HEAD)**

[Location, Date]

To

The CDO-cum-EO  
Zilla Parishad, Gajapati

**Sub: Shortlisting of firms for Tentage & Allied Works for State Level Pallishree Mela  
2025-26**

Dear Sir,

I, the under signed, offer to participate in the selection process for in accordance with your Request for Tender No....., dated..... I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal, sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 180 days from the last date of submission of the proposal and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this Tender document is found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

***Authorized Signatory with Date and Seal:***

**Name and Designation:**

**Address of the Bidder**

**TECH-2**  
**Bidder's Organization (General Details)**

Sl. No.	Particulars	Details
01	Name of the Supplier	
02	Full Address of the Supplier	
03	PAN No.	
04	Proof of Certificate of Incorporation /Valid Registration of the Firm/Agency	
04	Income Tax Return Copy (last three year i.e. 2022-23, 2023-24 & 2024-25)	
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	<b>EMD Details</b> Amount: DD NO., Date & Name of the Bank	
09	Proof of Certificate of Incorporation /Valid Registration of the Firm/Agency	
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)	
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)**

**Authorized Signatory [In full and initials]:**

Name and Designation with Date and Seal:

**TECH-3  
Bidder Organization (Financial Details)**

**Financial Information in INR**

<b>Details</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Total</b>
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**Supporting Documents:**

Audited certified financial statements for the last three FYs (2022-23 to 2024-25) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

Filled-in information in this format must have to be jointly certified and sealed by the Chartered Accountant and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be outrightly rejected. No scanned copy will be entertained.

**Signature and Seal of the Company Auditor with Date in original**

**Authorized Signatory [In full initials with Date and Seal]:**

**Communication Address of the Bidder:**

**[NB: No Scanned Signature will be entertained]**

**TECH-4****(BIDDER'S PAST EXPERIENCE DETAILS)****Table-1 (Lists of completed/ongoing Assignments of similar nature during last 3years)**

<b>Sl. No.</b>	<b>Period</b>	<b>Assignment and Duration</b>	<b>Name of the Client</b>	<b>Date of Award / Commencement of assignment</b>	<b>Date of Completion of assignment</b>	<b>Remarks if any</b>
A	B	C	D	E	F	G

Note:

Bidders are requested to furnish the list of the assignments undertaken/ completed during the last 3 Financial Years (2022-23 to 2024-25) each as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

**Authorized Signatory [In full initials with Date and Seal]:**

**Communication Address of the Bidder:**

**TECH-5**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I, M/s, ....., (the name of the Bidder and addresses of the registered office) on dated this..... Day of.....,2025, hereby certify and confirm that we or any of our promoter/s/Chief executive officer/ directors/managers are not barred or blacklisted by any Government or Government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the proposal due date.

We further confirm that we are aware our interest for **Participating for Providing Tentage & Allied Service for State Level Pallishree Mela 2025-26** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

**Authorized Signatory [*In full initials with***

***Date and seal*]:**

**Communication Address of the Bidder:**

**SECTION:04**  
**FINANCIAL BID**

**FIN-1 COVERING LETTER  
(In Bidder's Letter Head)**

[Location, Date]

To

The Chief Development Officer Cum Executive Officer  
Paralakhemundi, Gajapati

Subject: Short listing of firms for Event Management to conduct State Level Pallishree Mela 2025-26.

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal/ Bid No. \_\_\_\_\_, Dated. Our attached Financial Proposal/ bid is for the sum of Rs ..... (Rupees ..... ). This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document. Items wise rate as perform at given in the tender document are given below.

Sl. No.	Specifications	No of Unit	Rate per Unit for 5 Days (in Rupees)
1.	135 Nos. Stalls 10 X 10 ft. size <b>with 3 tire racking along with facia</b> (As per specifications) Approx	135 Nos.	
2.	45 Nos. Stalls 10 X 10 ft. size <b>without racking along with facia</b> (As per specifications) Approx	45 Nos.	
3.	20 Nos. Food Stalls 12 X 10 ft. size <b>along with facia</b> (As per specifications)	20 Nos.	
4.	Coordination Cell-cum-VIP Lounge/ Control Room (As per Specifications) Theme Based	1 No.	
5.	Bed & Pillow for Dormitory	200 Sets	
6.	Tower Light (As per specifications)	5 Nos.	
7.	82.5 KV Silent Generator fuel cost	Per Hour	
8.	82.5 KV Silent Generator rent	Per Day	
8.	Dust Bin 3ft. Height	Per Unit	
9.	Ground Net Carpeting (Approximately)	15,000 Sq. ft.	
10.	Printing & Installation of Star Flex Sheet with Batten Frame	Per Sq. ft.	
11.	Entry Gate	Per Unit	
12.	Exit Gate	Per Unit	
<b>TOTAL</b>			

(Signature of the Proprietor with Seal)

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal**

**SECTION – 05**  
**ANNEXURE-I**  
**BID SUBMISSION CHECKLIST**

Sl.No	Description	Submitted (Y/N)	Page no
<b>TECHNICALPROPOSAL/BID</b>			
<b>PART-A(ORIGINAL)</b>			
1	Filled in Bid Submission Checklist (ANNEXURE-I)		
2	Covering Letter (TECH-1)		
3	Tender Paper cost ofRs.6000/-inform of DD		
4	Copy of Certificate of Incorporation/ Registration of the Bidder		
5	Copy of PAN -		
6	Copy of Goods and Services Tax Identification Number (GSTIN)&copy of GST clearance inGST3BForm		
7	Copies of IT Returns for the Last 3AYs (2022-23 to 2024-25)		
8	General Details of the Bidder (TECH-2)		
9	Financial details of the bidder (TECH-3) along with all the supportive documents such as Copies of Income –Expenditure Statement and Balance Sheet for the concerned period		
10	List of completed assignments of similar nature (Past Experience Details (TECH-4) along with the copies of work order/contract paper for the respective assignments		
11	Self-Declaration pertaining to an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed Agreements, engagements, or affiliations with the Client (In bidders letter head)		
12	Undertaking for not have been blacklisted by any Central/ State Govt./any Autonomous Bodies during its business career. (TECH-5)		
13	Supporting documents on Electrical License/Contractor hired by the Agency.		
<b>FINANCIALPROPOSAL</b>			
1	Covering Letter (FIN-1)		

**Undertaking:**

- 1) All the information has been submitted as per the prescribed format and procedure.
- 2) Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered, along with Index Page.
- 3) All pages of the proposal have been sealed and signed by the authorized representative of the bidder.

**Authorized Signatory [In full and initials]:**  
**Name and Designation with Date and Seal:**