

Tender Documents

SELECTION OF FIRMS/ AGENCIES FOR TENTAGE & ALLIED
WORKS FOR

ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA

Venue: Nabakrushna Choudhury Stadium, Jagatsinghpur

From: 15th to 21st Jan, 2023

Organized by
District Council Of Culture & ORMAS , Jagatsinghpur
Email: d-msjagatsinghpur@gmail.com

C/o - District Administration, Jagatsinghpur

Accepted by the Bidder (Signature of bidder with seal)

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PURCHASE DETAILS OF TENDER PAPER/ EMD FOR TENTAGE AND ALLIED WORKS OF ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA - 2023 AT NABAKRUSHINA CHOUDHURY STADIUM, JAGATSINGHPUR.

A. Bid Processing Fee (Non-Refundable): 2,000/-INR in shape of Banker's Cheque / Demand Draft in favor of "Dy CEO, ORMAS, Jagatsinghpur" drawn in any scheduled commercial bank payable at Jagatsinghpur.

B. INSTRUMENT OF PURCHASE OF TENDER PAPER:

Money Receipt No..... Dated/...../2022 (Original Money Receipt to be attached with tender paper)

To be filled in by the Account section of ORMAS, Jagatsinghpur.
ISSUED TO (Address in Detail):

M/S.....

Signature of issuing officer

- C. Date of Pre-Bid Meeting : 08.12.2022 at 4:30 PM
D. Last date and time of receipt of tender : 13.12.2022 by 12:30 PM
E. Date and time of opening of tender : 13.12.2022 by 05:00 PM at Conference Hall of ZP, Jagatsinghpur
- F. Address for submission of Tender Paper : Chief Development Officer-cum-Executive Officer, Zilla Parishad, Jagatsinghpur, PIN-754103, Odisha
- G. Mode of Submission : By Hand/Speed Post / Registered Post / Courier only to the address as specified above. Submission of bid through other mode and late bid will be out rightly rejected at ORMAS, Jagatsinghpur, C/o-ZP, Jagatsinghpur

Accepted by the Bidder (Signature of bidder with seal)

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TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS FOR ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA - 2023 AT NABAKRUSHNA CHOUDHURY STADIUM, JAGATSINGHPUR

Period: 15th to 21st Jan, 2023

1. Sealed tenders are invited from reputed firms, decorators and tent houses having the work experience of exhibition work for last Five years. The firm should have the experience of taking the exhibition work of worth Rs. 6,00,000 /- in a single work order.
2. The bidder has to pay 2,000/- INR (Rupees Two Thousand Only) towards cost of tender paper which is available in ORMAS, Jagatsinghpur in shape of DD/BC from any scheduled commercial bank in favor of "Dy CEO, ORMAS, Jagatsinghpur" drawn in any scheduled commercial bank and payable at Jagatsinghpur , Odisha failing which the bid will be rejected.
3. The bidders are requested to execute a Bid Security Declaration (Declaration-2) in lieu of Bid Security with stipulation that if they withdraw or modify their bids during period of validity etc. they will be suspended for one year.
4. The bidders should have registered his firm/Proprietorship under GST (GSTIN) Income Tax (PAN/TAN). Copy of valid GST Registration Certificate along with the copy of the upto-date return file under GST Act, has to be enclosed.
5. The rate offered by the firm shall be inclusive of all taxes and duties including GST Tax.
6. Copy of the Electrical License / Contractor hired by the bidder has to be enclosed.
7. The work will be assigned to a firm for ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA - 2023. So, the rate- inclusive of all taxes offered by the tent houses / firms should be valid for the given period.
8. The authority is not bound to accept the lowest tender and reserves the right to inspect/verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
9. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents/ papers for verification, if required.

10. The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper. The documents to be submitted by the bidder are:
- i. Bid Security Declaration
 - ii. Experience of having taking of exhibition and similar works in the last 5 years (Including current year)
 - iii. Copy of the registration certificate/valid number in favour of the firm from Commercial Tax (GSTIN) Income Tax (PAN, TAN) and Last GSTR 3B Return Copy.
10. The duration of the exhibition will be for 7 days as per the details given below. In case of any extension of mela period, no extra payment will be entertained for the additional days. All the desired works should be completed at least two days before the scheduled inauguration date and time of the exhibition and should hand over all the works as per specification, to the in-charge of exhibition (ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA - 2023).

DETAILS OF ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA - 2023

The ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA - 2023 to be organized at Nabakrushna Choudhury Stadium, Jagatsinghpur from 15th to 21st Jan, 2023 as per the details enlisted below, is purely tentative. Any place or period as proposed below may change / vary in course of action. The details of programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of days of Exhibition	Tentative Nature of work
Jagatsinghpur	Nabakrushna Choudhury Stadium, Jagatsinghpur	ZILLA MAHOTSAV "KALLOLA", Pustak mela & PALLISHREE MELA - 2023	15 th to 21 st Jan, 2023	7	Stalls-180 Gate-2, Control room -cum VIP lounge-1, Ground Electrification, DG Set Sitting Arrangement 3-D Stage - 1 etc.

- A. On completion of the exhibition, the contractor shall have to take away all the materials within 3 days & vacate the site with the same condition while occupying the ground.
- B. 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.
- C. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA - 2023 in-charge (CDO-cum-EO,ZP & DCO, Jagatsinghpur). Part payment / release of advance will be made only after inauguration of the said exhibition on the satisfaction of the authority. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge which should be submitted with the bill.
- D. The tenderer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. The undersigned will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take suitable step for insurance of his goods used in the exhibition for the above purpose.
- E. No part of the contract will be sub-let without the prior written permission of the authority.
- F. For convenience and effective delivery, the tender is to be treated as a package of services. Hence, the firm quoting the lowest quotes and submitted required documents as mentioned will be selected for the purpose.

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- G. It shall be the responsibility of the successful tenderer / contractor to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The tenderers have to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
- H. With 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.

In general, the following works will be required to be taken up:

1. Erection of Stalls
2. Coordination Cell-cum-VIP Lounge
3. Main Entrance & Exit Gate
4. A) Ground Electrifications (General)
B) Additional Electrical Requirements- Tube Light, Pedestal Fan, Ceiling Fan, etc.
5. Miscellaneous: Durry (15' X 15'), Bed Set (Bed & Pillow with cover)
6. DG
7. 3-D Stage with Green Room
8. Sitting Arrangement with Barricading

Erection of Stall:

Stalls will be erected in ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA - 2023 as per the requirement. The tenderer will quote their lowest possible price. The details of specifications are given below:-

Sl. No.	Particulars	Stall Specification
1	Structure	Bamboo & cloth structure (All the cloth used should be NEW), Size of each stall - 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full Floor coir Matting
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 and G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. The GI Sheets will be covered in the Back side of the Stall upto 5' from the Ground.
4	Racks	Three tire wooden racks. The shelf of the racks will be of size 1'6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia (NEW) will be erected by the contractor. The frame will have 2 Ft front projection & 3 Ft height. The facia will be covered with cloth. The selective cloth colour like Bottle Green, Navy Blue & Maroon will be used. Running Tribal paintings / Patta Painting in multi colour will be made on the facia. A running white cloth Jhallar of 1ft width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2.6' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair - 2 nos. in each stall.

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7	Electric Fittings	T5-Light - 4 nos. (2 nos. of light should be connected with generator) & a on / off switch for use in night time after closing, Ceiling Fan - 1 no. connected with an on / off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
8	Numbering of Stall	All stalls should be numbered with stencil & paint.
9	Closures	Front cloth drops / screens. Daily putting up and off of the same is the responsibility of the tenderer.
10	Miscellaneous	Street light facility should be provided inside the entire Pallishree Mela Ground.

General Specification:

The Ground lay out should be prepared in a compact manner from security point of view. In case of requirement of any wall with tin fencing & fascia work no extra charge will be entertained. The tenderer will have to cover the entire Front portion i. e the entry and exit point of the gate with side wall screens or in cloth & batten frame walls with Painting / Applique decoration to cover the tin walls.

Coordination Cell -cum-VIP-Lounge:

One Coordination Cell -cum- VIP Lounge will be erected in exhibition Ground. The tenderers will quote the lowest possible price. **ALL NEW COTTON CLOTHES TO BE USED.** The specifications are as follows:

Sl. No.	Particulars	Work Specifications
A	Structure	Bamboo structure and wooden batten frame work with 1 ft. height from surface and new colour cloth covering as per a particular design from all sides. Tarpaulin water proof roofing. As per the requirement of the design the tenderer should use plaster parish, spray colour, vinyl board, wooden planks etc. Temporary Garden should be constructed covering the VIP Longe.
B	Size	30 ft X 30 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white new Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.
D	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.
E	Flooring	Wooden plank platform of 2' height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes - 3 nos., 10 nos. of revolving cushion chairs, 3 sets of Dunlop Sofa Set for VVIPs (for 16 persons), 4 nos. of center table of low height, 10 nos. of glasses with cover, 4 nos. of waste bin basket, 15 nos. of plastic moulded

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		chairs, one steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation. Air Conditioner facility will be provided in the VIP Lounge.
G	Electric Fittings	Tube Light - 10 nos. , Ceiling Fan - 4 nos., 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 nos. of 5 Amp Plug, 2 nos. 15 Amp. Plug provisions for computer & printer. Other decorative light like hanging chandelier (<i>jhuada</i>) etc.
H	Sound System	One microphone with amplifier & audio DVD / CD player for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground and stalls.
I	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
J	Flower Decoration	Flower vase with sufficient live flower decoration at the entrance and exit and other places, live flower chains and pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Oriya).

Main Entrance & Exit Gates:

Sl. No	Particulars	Work Specifications
a	Structure	Bamboo Structure, Wooden Batten framing, Square & box type structure
b	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
c	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.

3-D Stage:

ONE OPEN STAGE SHALL BE ERECTED AND DECORATED IN THE EXHIBITION GROUND FOR MEETING / EVENING CULTURAL SHOWS DURING THE EXHIBITION. THE BIDDER HAS TO BE QUOTED AS A PACKAGE AGAINST THE DETAIL SPECIFICATIONS GIVEN BELOW:

Structure	Iron fabricated structure 60' x 50' size & height from ground surface 5' with plywood floor of 19 mm thickness ply as per approved event wise design attached at Annexure C. with following the technical specification and other materials (Ply, Thermocol, Plaster of paris) may be used to get original 3D Effect.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.

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Back Drop	Artistic 3D structured stage as per approved design attached at Annexure C with following the technical specification and other materials (Ply, Thermocol, Plaster of paris) may be used to get original 3D Effect. Size of background will be 60' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).																													
Lettering	Thermo cool lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.																													
Side Wings	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.																													
Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.																													
Flower Plant pots	Minimum 100 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.																													
Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.																													
Furniture	12 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 12 no. Good quality borosil glasses with covers, Plastic name plates - 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.																													
Light & Sound	<p>Specification for light:</p> <table border="1"> <tr> <td>i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td> <td>50 nos.</td> </tr> <tr> <td>ii) Galileo Scanner-1200 wt(SGM)</td> <td>4 nos.</td> </tr> <tr> <td>iii) Multi twenty- 2K</td> <td>6 nos.</td> </tr> <tr> <td>iv) Multi ten- 1K</td> <td>4 nos.</td> </tr> <tr> <td>v) Jumbo Smoke Machine</td> <td>2 nos.</td> </tr> <tr> <td>vi) Jumbo Strobe Light</td> <td>2 nos.</td> </tr> <tr> <td>vii) 1 Colour Laser</td> <td>2 nos.</td> </tr> <tr> <td>viii) Moving Head(SGM)</td> <td>2 nos.</td> </tr> <tr> <td>ix) Led Par</td> <td>10 nos.</td> </tr> <tr> <td>x) Halogen 1kw</td> <td>10 nos.</td> </tr> </table> <p>Specification For Sound:</p> <table border="1"> <tr> <td>i) Bass Bin</td> <td>2 nos.</td> </tr> <tr> <td>ii) High range top box (pee-vay/JBL, 400wt.)</td> <td>4 nos.</td> </tr> <tr> <td>iii) High range frequency box (Pee-vay/JBL)</td> <td>4 nos.</td> </tr> <tr> <td>iv) HF box</td> <td>4 nos.</td> </tr> </table>		i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.	ii) Galileo Scanner-1200 wt(SGM)	4 nos.	iii) Multi twenty- 2K	6 nos.	iv) Multi ten- 1K	4 nos.	v) Jumbo Smoke Machine	2 nos.	vi) Jumbo Strobe Light	2 nos.	vii) 1 Colour Laser	2 nos.	viii) Moving Head(SGM)	2 nos.	ix) Led Par	10 nos.	x) Halogen 1kw	10 nos.	i) Bass Bin	2 nos.	ii) High range top box (pee-vay/JBL, 400wt.)	4 nos.	iii) High range frequency box (Pee-vay/JBL)	4 nos.	iv) HF box	4 nos.
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	v) Cordless Micro Phone	2 nos.
	vi) Cord Micro Phone	6 nos.
	vii) 24 channel Mixture	1 nos.
	viii) High wattage amplifier	4 nos.
	ix) Effect processor	1 no.
	x) 3 kw stabilizer	3 nos.
	xi) DVD Player	1 no.
	xii) Stereo Deck	1 no.
	xiii) Meeting Microphone (Anti feedback microphone)	2 nos.
	xiv) Standing Box Audience capturing	4 nos.
	xv) Stage Monitor Box	4 nos.
	xvi) Singer Micro Phone	2 nos.
Green Room	Superstructure with bamboo, Ballha & Traplin cover for Two green rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with.	
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment's on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.	
Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical.	

SITTING ARRANGEMENT IN FRONT OF THE STAGE:

THE MINIMUM DISTANCE OF 15 FEET FROM STAGE TO AUDITORIUM WILL BE MAINTAINED. THE AGENCY HAS TO QUOTE IT AS A PACKAGE. SPECIFICATIONS ARE AS FOLLOWS:

Chair	Five hundred (500) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 numbers of tea poy with white cover
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Green net matting in sitting area.

Ground Electrification:

The below mentioned items are taken as a PACKAGE which shall be supplied by the tenderer for exhibition period in each exhibition. The quantities of the items are statutory / fixed in the package. The tenderer have to quote his price for the complete PACKAGE only. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments. If the requirement will be less in quantity than the PACKAGE in any event, then the claim of the tenderer will be for the complete package.

Light & Sound Package - 1

- i. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 30 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 30 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 15 no. of white Halogen light along with wiring /fitting poles.
- vi. 5 no. of Halogen shall be fitted in and around back side of the stalls for security purpose.
- vii. 100 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- viii. 100 no. Applique hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- ix. 10,000 Tuni running lights will be fitted at the required places.

Light & Sound Package - 2

- i. Main Switch Board/Panel Board upto 250 KW electric load with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 45 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 40 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 20 no. of white Halogen light along with wiring /fitting poles.
- vi. 05 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- vii. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- viii. 200 no. Applique hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- ix. 20,000 Tuni running lights will be fitted at the required places.

2/2022/ORMAS SEC-ZP

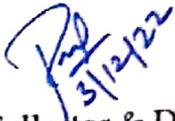
DG

DG sets with required fuel shall be provided by the tenderer for the entire exhibition period. The tenderer should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with Stage, Green Room, two tube lights of each stall, few ground lights, control room and public announcement system.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PREVIOUS PAGE.

Name & Address of the firm

Signature with seal


Collector & DM
Jagatsinghpur.

DECLARATION-1

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 District Administration, Jagatsinghpur. In case of any lapse on my / our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the tenderer with seal

Place:

Date:

Declaration-2
Form of Bid Security Declaration

To _____

Sir,

I/We the undersigned declare that:

I/We understand that, according to your conditions, bid must be supported by a Bid Security Declaration.

I/We accept that, the Authority / Employer/Tender inviting Authority shall cancel our empanelment and/or suspend/prohibit/debar/blacklist from participating in any contact of the state for a minimum period of one year in addition to other penal actions as per tender/quotation call notice, if we are in breach of our obligations(s) under the bid conditions.

Signature of Quotationer/Tenderer

(Signature of bidder with seal)

962/2022/ORMAS SEC-ZP

TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF ZILLA MAHOTSAV "KALLOLA" & PALLISHREE MELA - 2023, JAGATSINGHPUR
(Last date for submission of quotation form on or before 13.12.2022 by 12:30 PM)

To

Sl. No	Item Particulars	Unit	Rate per unit in (In Rs.)	Qty	Total Amount (In Rs.)
1	Erection of Stall	1		180	
3	Control Room cum-VIP lounge	1		1	
4	Erection of Gate (Entrance & Exit)	1		2	
5	Ground Electrification - Package -1	1		1	
6	Ground Electrification - Package -2	1		1	
	Miscellaneous - General				
7	Bed Set (Bed & Pillow with Cover)	1		100	
	Durry (15' X 15')	1		20	
8	DG sets for entire ground, Stall, Stage, Control Room, VIP Lounge, etc	1		1	
9	3-D Stage along with Green Room as per specification.	1		LS	
10	Sitting Arrangement with Barricading as per Specification.			500	
	TOTAL				

Signature of the tenderer
With seal