



(Odisha Rural Development and Marketing Society)

Panchayati Raj and Drinking Water Department



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## ORMAS, JAGATSINGHPUR

A District unit of ORMAS

Office of the Zilla Parishad, JAGATSINGHPUR, SANRA, NALIBAR-754104

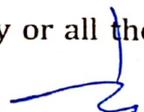
Letter No. 604 /Dt. 01/11/2023 /

### TENDER NOTICE

Sealed tenders are invited from reputed Firms/Agencies/Organization etc for different works like **Tentage and Allied works, Security Services, Still Photography and Videography, Printing Works/Advertisement Hording** for the State level Pallishree Mela-2023 to be held at Kalinga Baliyatra Ground, Paradeep from 26<sup>th</sup> Nov to 2<sup>nd</sup> Dec'2023. The engagement of Firms/Agencies/Organization shall be made through tender Systems.

The tender papers along with the details specification and eligibility criteria of the above works will be available in the office of ORMAS, Jagatsinghpur, C/O-Zilla Parishad, Jagatsinghpur **up to 10<sup>th</sup> November, 2023 by 12:00 PM** or Tender paper can be downloaded from website- [www.jagatsinghpur.nic.in](http://www.jagatsinghpur.nic.in). or [www.ormas.org](http://www.ormas.org). The sealed tenders will be received in Dy, CEO, ORMAS, Jagatsinghpur office **Drop Box latest by 12:00 PM of 10<sup>th</sup> November, 2023**. The tenders will be opened in the office chamber of CDO-cum-EO, Zilla Parishad, Jagatsinghpur Office on the **same day at 4:30 PM** in the presence of the Bidders or their authorized representatives.

The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof

  
CDO-cum-EO, ZP  
Jagatsinghpur

Memo No. 60401 /Dated: 01/11/2023 /2023

Copy to the DIO, NIC, Jagatsinghpur for information & necessary action with a request to web-hoist the tender call notice in their respective web page for wide publication.

  
CDO-cum-EO, ZP

Memo No. 604012 /Dated: 01/11/2023 /2023

Copy to the notice board of office of the o/o- Collectorate, Jagatsinghpur/ORMAS, BBSR/ GM, DIC/All BDOs/ All CDPOs/ DSWO & Sub Collector, Jagatsinghpur for wide publication of the tender call notice.

  
CDO-cum-EO, ZP

TENDER PAPER  
OF  
Tentage & Allied works  
For

**PALLISHREE MELA**

VENUE: Kalinga Baliyatra Ground, Paradeep

From: 26<sup>th</sup> Nov, to 02<sup>nd</sup> December, 2023.

Organized by

ORMAS, Jagatsinghpur

Email: [dsmsjagatsinghpur@gmail.com](mailto:dsmsjagatsinghpur@gmail.com)

**C/o-Zilla Parishad, 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 PALLISHREE  
MELA- 2023 DURING "KALINGA BALIYATRA" GROUND, PARADEEP.**

A. COST OF TENDER PAPER: Rs. 1000/- (Rupees One Thousand only) (Non-refundable)

B. INSTRUMENT OF PURCHASE OF TENDER PAPER:

Money Receipt No..... Dated ...../...../2023 (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. E.M.D (Refundable) : Rs. 20, 000 /- (Rupees Twenty Thousand only) in shape of Demand Draft / Pay order in favour of Dy,CEO,ORMAS, Jagatsinghpur payable at Jagatsinghpur.

D. Last date and time of receipt of tender: 10/11/2023 latest by 12.00 PM

E. Date and time of opening of tender :10/11/2023 at 4.30 PM in office chamber of CDO-cum-EO,ZP, Jagatsinghpur

F. Address for submission of Tender Paper : ORMAS,Jagatsinghpur, C/O- ZP,Jagatsinghpur.

*Accepted by the Bidder (Signature of bidder with seal)*

**TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS FOR PALISHREE MELA, PARADEEP-**

**2023**

**Period: 26<sup>th</sup> Nov to 2<sup>nd</sup> December,2023**

1. Sealed tenders are invited from reputed firms, decorators and tent houses having the work experience of exhibition work for at least three 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 of **Rs. 1000/- (One Thousand only)** towards cost of tender paper which is available in ORMAS, Jagatsinghpur.
3. 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.
4. The rate offered by the firm shall be inclusive of all taxes and duties including Service Tax.
5. The work will be assigned to a firm for Pallishree Mela. So, the rate- inclusive of all taxes offered by the tent houses / firms should be valid for the given period.
7. 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.
8. 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.
9. 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. Original Money Receipt of **Rs. 1000/- (Rupees One Thousand only)** towards cost of tender paper,
  - ii. **EMD of Rs.20,000/- (Rupees Twenty Thousand Only)** in shape of Demand Draft/Pay order in favour of **Dy,CEO,ORMAS, Jagatsinghpur** payable at Jagatsinghpur.
  - iii. Experience of having taking of exhibition and similar works in the last 3 years (Including current year)
  - iv. Copy of the registration certificate/valid number in favour of the firm from Commercial Tax (GSTIN) Income Tax (PAN, TAN), Service Tax (latest deposit Challan) and GST Clearance Certificate.
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 (Pallishree Mela).

*Accepted by the Bidder (Signature of bidder with seal)*



### Details of Pallishree Mela

The Pallishree Mela 2023 to be organized in the "Kalinga Baliyatra" Ground Paradeep, Jagatsinghpur 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	Kalinga Baliyatra Ground, Paradeep	Pallishree Mela during the "Kalinga Baliyatra"	26 <sup>th</sup> Nov to 02 <sup>nd</sup> Dec, 2023	7	Stalls- 120, Gate-2, Control room -cum VIP lounge-1, Ground Electrification, Generator, Demonstration hall-1, & etc.

- A. On completion of the exhibition, the contractor shall have to take away all the materials within 5 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 Pallishree Mela in-charge. 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 mentioned in Sl. No. 1 & 2 will be selected for the purpose.**
- 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.
- I. The tenderers are required to deposit an earnest money of **Rs. 20,000 /- (Rupees Twenty Thousand)** only in shape of demand draft / pay order in favour of Dy,CEO,ORMAS,Jagatsinghpur payable at Jagatsinghpur. The E.M.D amount of the successful tenderer will be kept with till the completion of the exhibitions. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall be rejected.

*Accepted by the Bidder (Signature of bidder with seal)*

## CONCEPT OF THE PALLISHREE MELA

The Pallishree Mela will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification harmoniously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the Mela is to popularize the ethnic and other rural products of different States and Districts and create opportunities for the artisans / producers to build up long term marketing tie-up with prospective buyers around the country.

**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 Electrification's (General)  
B) Additional Electrical Requirements- Tube Light, Pedestal Fan, Ceiling Fan, etc.
5. Miscellaneous: Durr (15' X 15'), Bed Set (Bed & Pillow with cover)
6. Generators: 62.5 KVA
7. Dustbin
8. Demonstration Hall

### **Erection of Stall:**

Stalls will be erected in 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, 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 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 will be erected by the contractor. The frame will have 2' front projection & 3' 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 1' 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.
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.

*Accepted by the Bidder (Signature of bidder with seal)*

### 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 & facia 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 <b>new colour cloth</b> 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 <b>white new Cotton Cloth</b> 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 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>jhaada</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).

Accepted by the Bidder (Signature of bidder with seal)

## 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.

## 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 equipment's. 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.

## **Generators:**

Generator 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 two tube lights of each stall, few

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ground lights, control room and public announcement system. The requirement of Gen. Sets will be of 62.5 KVA.

**ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE.**

Name & Address of the firm

Signature with seal

  
CDO-cum-EO,ZP  
Jagatsinghpur.

*Accepted by the Bidder (Signature of bidder with seal)*

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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, 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.

Place:  
Date :

Signature of the tenderer with seal

*Accepted by the Bidder (Signature of bidder with seal)*

**TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF PALLISHREE MELA, PARADEEP 2023**  
**(Last date for submission of quotation form on or before 10<sup>th</sup> Nov, 2023 at 12.00 P.M)**

To \_\_\_\_\_

\_\_\_\_\_

Sl. No	Item Particulars	Unit	Rate per unit in (In Rs.)	Qty	Total Amount (In Rs.)
1	Erection of Stall	1		120	
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	
7	<b>Miscellaneous – General</b>				
	Bed Set (Bed & Pillow with Cover)	1		100	
	Durry (15' X 15')x	1		20	
	Plastic Molded Chair	1		10	
8	Miscellaneous (Electrical)	1		08	
	Pedestal Fan				
	Ceiling Fan	1		06	
	Tube light	1		05	
	Generator, 62.5 KVA	1		1	
10	Bamboo barricading ( 4 ft.height)	1		100 running ft.	
11	Dustbin	1		10	
12	One demonstration Hall (Size-10X10)	1		1	
	<b>Total-</b>				

**Signature of the tenderer**  
**With seal**

*Accepted by the Bidder (Signature of bidder with seal)*