

TENDER PAPER
OF
Tentage & Allied works
For
PALLISHREE MELA

VENUE: Kalinga Baliyatra Ground, Paradeep

From: 14th Nov to 20th Nov, 2024.

Organized by

ORMAS, Jagatsinghpur
Email: dsmsjagatsinghpur@gmail.com

C/o-CDO-cum-EO, Zilla Parishad, Jagatsinghpur

Accepted by the Bidder (Signature of bidder with seal)

Page 1 of 9



**DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS OF PALLISHREE MELA -2024 AT Kalinga Balijatra
Ground Paradeep JAGATSINGHPUR**

- A. TENDER PROCESSING COST : Rs. 5,000/- (Rupees Five Thousand only) in shape of Demand Draft /Pay order from any nationalized bank in favour of "ORMAS, Jagatsinghpur" payable at Jagatsinghpur. (Non-refundable)

To be filled in by the bidder.

TP Cost Demand Daft / Pay Order No. Dated/...../ 2024
(DD/PO to be attached with the Tender Paper)

- B. I.S.D (Refundable) : Rs. 20,000/- (Rupees Twenty Thousand only) in shape of Demand Draft /Pay order from any nationalized bank in favour of "ORMAS, Jagatsinghpur" payable at Jagatsinghpur. (Refundable)

To be filled in by the bidder.

ISD Demand Daft / Pay Order No. Dated/...../ 2024
(DD/PO to be attached with the Tender Paper)

- C. AVAILABILITY OF TENDER PAPER: <https://jagatsinghpur.odisha.gov.in>

To be filled in by the bidder.

Bidder Name and Address:

M/s

Address.....

Contact No..... Whatsaap No

e-Mail.....

Signature of the bidder

- D. LAST DATE & TIME FOR RECEIPT OF TENDER: ___/___/2024 latest by 12.00 PM.

- E. DATE & TIME OF OPENING OF TENDERS : ___/___/2024 at 04 PM at Zilla Parishad, Jagatsinghpur

- F. **ADDRESS FOR SUBMISSION OF TENDER PAPER:**

Tender Box of ORMAS, Jagatsinghpur

ORMAS Building, O/o- Zilla Parishad, Sanara, Jagatsinghpur, Odisha, Pin-754104

Exhibition Period:

Pallishree Mela-2024 will be organized at Kalinga Balijatra Ground, Paradeep 14th to 20th Nov 2024 during Balijatra Mahotsav

- I. **TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS**

Accepted by the Bidder (Signature of bidder with seal)

1. The bidders are required to deposit the **I.S.D. of Rs. 20, 000/-** (Rupees Twenty Thousand) only in shape of Bank draft in favour of "ORMAS, Jagatsinghpur" from any Nationalized Bank. The I.S.D. of the successful bidder will be kept with ORMAS, Jagatsinghpur till the completion of the exhibitions i.e. for a period of one month. In case of any unsatisfactory work, delay in execution of work etc. the I.S.D will be forfeited as per the decisions of the authority. Tender papers without I.S.D shall not be accepted.
2. Experience of having successfully **completed similar works during last three years** ending last day of March 2024.
One similar [Tentage or Event Management works for State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs. 10.00 Lakhs (Rupees Ten Lakhs.) in any of the year as mentioned above.
3. The bidders should have registered his firm under **Goods & Services Tax (GST), Income Tax (PAN/TAN).**
4. **The rate offered by the firm shall be including of GST as applicable.**
5. The bidder should submit a proof of certification of incorporation /Registration of the Agency
6. The bidder should not have been black listed by Central/State Govt. Institutions for any means of non-obligation – The bidder should submit a self-declaration on this.
7. Average Annual Turnover should be at least Rs. 15 Lakhs in last three year as on 31.03.2024.
8. 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. 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.
9. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
10. The bidder has to quote the rate as per the given format.
11. On completion of the exhibition, the contractor shall have to take away all the materials within eight days & vacate the place with the same condition while occupying the ground.
12. 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.
13. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. 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.
14. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
15. Bidder will be responsible for up keep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS, Jagatsinghpur will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any
16. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
17. 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.
18. It shall be the responsibility of the service provider/contractors to obtain requisite permission for **electricity connection / fire services** for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement of each mela duly certified by the Fire Officer of the concerned area and adhere to the fire safety norms.

Accepted by the Bidder (Signature of bidder with seal)

19. The bidder has to treat the materials to be used in **Tentage work (like - Cloths)**, with **Fire Repellant Chemicals**. This work has to be certified by the concerned district fire officer.
20. 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.
21. 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.
22. 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.
23. The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
24. **The rate offered by the firm shall be including of all taxes and duties, as applicable.**
25. **The bidder has 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. Tender paper collected from ORMAS, Jagatsinghpur or downloaded from the district website i.e. www.Jagatsinghpur.odisha.gov.in **ISD (refundable) of Rs. 20,000 /-** (Rupees Twenty Thousand only) in shape of Bank Draft in favour of ORMAS, Jagatsinghpur.
 - ii. **Tender Processing Cost Rs. 5,000/- (Rupees Five Thousand) only non-refundable** in shape of Bank Draft in favour of ORMAS, Jagatsinghpur.
 - iii. Document in support of Experience of having successfully completed similar works during **last three years** ending last day of the month ending 31/03/2024 to the one in which application are invited should at least.
One similar [Tentage or Event Management works for State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs. 10.00 Lakhs (**Rupees ten lakhs**)
 - iv. **Registration certificate of Goods & Services Tax (GST).**
 - v. Registration certificate of the Firm.
 - vi. IT return copy for the last three assessment years.
 - vii. **The bidder has to submit technical and financial bids in separate envelopes.**
 - viii. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.
 - ix. Average Annual Turnover should be at least Rs. 15.00 Lakhs in last three year as on 31.03.2024.
 - x. Self attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work. In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted.

CDO-cum-EO,ZP
Jagatsinghpur

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

Accepted by the Bidder (Signature of bidder with seal)



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: Durry (15' X 15'), Bed Set (Bed & Pillow with cover)
6. Generators: 62.5 KVA
7. Dustbin
8. Demonstration Hall

A.Erection of Stall:

Stalls will be erected in Pallishree Mela 2024 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. |

B.Erection of food stall

The details of specifications are given below:

| Sl.No | Items | Specifications |
|-------|-----------|---|
| 1 | Structure | Bamboo (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure, Size of each stall – 20' X 10' X 10' with tarpaulin water proof roofing including kitchen |

Accepted by the Bidder (Signature of bidder with seal)

| | | area |
|---|---------------------------|---|
| 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 <i>G.I. Sheets (22 Gage sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED) |
| 4 | Facia | A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with printed flex sheet having designs given by ORMAS, Jagatsinghpur. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame. |
| 5 | Furniture | Front counter table and one side 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 & one big size dustbin/waste basket |
| 6 | Electric Fittings | Tube Light – 4 no. (2 number of light should be connected with generator) & 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. |
| 7 | Numbering of Stall | All stalls should be numbered with vinyl with sun board. Vinyl name plate mentioning state's name should pasted on each stall. |
| 8 | Closures | Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder. |
| 9 | Front Carpeting | Front area of the stalls will be covered with synthetic mat upto 15 feet |

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 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 |

Accepted by the Bidder (Signature of bidder with seal)

| | | |
|---|-------------------|--|
| | | 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). |

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 :-

- 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.

Accepted by the Bidder (Signature of bidder with seal)

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

Miscellaneous items:

Besides the above works the following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

| Sl. No | Items | Qty. required |
|--------|-----------------------------------|---------------|
| 1 | Bed Set (Bed & Pillow with Cover) | 100 pcs. |
| 2 | Durry (15' X 15') | 20 pcs. |
| 4 | Net Carpeting | 4000 sqr ft. |
| 5 | Dustbin- 3 ft height | 10 pcs. |
| 6 | Decorative Flower / Plant Pot | 50 pcs. |
| 7 | Soundless pedestal fan | 8 pcs. |
| 8 | Plastic Molded Chair | 1 |
| 9 | Ceiling Fan | 6 |
| 10 | Tube light | 5 |

Name & Address of the firm

Signature with seal

Annexure - I**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:

Signature of the Bidder with seal

Date:

Accepted by the Bidder (Signature of bidder with seal)

Annexure - II

TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF PALLISHREE MELA, PARADEEP 2024
(Last date for submission of quotation form on or before 4th Nov, 2024 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 | | 140 | |
| 2 | Erection of Food Stall with court | 1 | | 10 | |
| 3 | Control Room cum-VIP lounge | 1 | | 1 | |
| 4 | Erection of Gate (Entrance & Exit) | 1 | | 2 | |
| 5 | Ground Electrification – Package | 1 | | 1 | |
| 6 | Miscellaneous – General | | | | |
| | Bed Set (Bed & Pillow with Cover) | 1 | | 100 | |
| | Durry (15' X 15')x | 1 | | 20 | |
| | Plastic Molded Chair | 1 | | 10 | |
| 7 | Miscellaneous (Electrical) | 1 | | 08 | |
| | Pedestal Fan | | | | |
| | Ceiling Fan | 1 | | 08 | |
| | Tube light | 1 | | 05 | |
| | Generator, 62.5 KVA | 1 | | 1 | |
| 8 | Bamboo barricading (4 ft. Height) | Running Meter | | 100 running ft. | |
| 9 | Dustbin | 1 | | 10 | |
| 10 | One demonstration Hall (Size-10X10) | 1 | | 1 | |
| 11 | Net Carpeting | Per Sq. Ft. | | 4000 sqr ft. | |
| 12 | Temporary Toilet (Gents) | Per toilet | | 05 nos | |
| 13 | Temporary Toilet (Ladies) | Per toilet | | 05 nos | |
| 14 | Decorative Flower / Plant Pot | Per Piece | | 50 pcs. | |
| | Total- | | | | |

Signature of the tenderer
With seal

Accepted by the Bidder (Signature of bidder with seal)