

TENDER PAPER

OF

Tent & Allied works
For the year 2023

For
Exhibitions

To be organized by
ORMAS, Nayagarh

District Supply & Marketing Society, Nayagarh

(A district unit of ORMAS)

Zilla Parisad, Nayagarh, Odisha-752070, Phone No. 06753-252512

Email: dsmsnayagarh@gmail.com, Website: www.ormas.org



BIDDER DATA SHEET

TENDER PAPER FOR TENTAGE & ALLIED WORKS OF PALISHREE MELA -2023
TO BE ORGANISED FROM 24th – 28th December 2023

Sl.No.	Particulars	Details
1	Name of the Client	Deputy CEO, ORMAS, Nayagarh
2	Date of issue of Tender Call Notice	22.11.2023 at www.nayagarh.nic.in
3	Last date and time for submission of Bid	12.12.2023 up to 5 P.M. by Speed post / Registered post / Courier only.
4	Bid	Two bid separately one is Technical Bid and another one is Financial bid, it is separately covered and sealed in a big envelop for submission to the above address.
5	Date, Time and Place for opening of Technical Bid and Presentation	12.12.2023 at 5.10 PM, CDO-cum-EO, ZP, Nayagarh, Dist.- Nayagarh
6	Cost of tender Paper (Non-Refundable)	6,000/-INR + GST-18%=7,080/- in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh and payable at Nayagarh.
7	Earnest Money Deposit (EMD) (Refundable)	Rs. 20,000/- in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh and payable at Nayagarh.
8	Address for Submission of Bid	Deputy CEO, ORMAS, Zilla Parisad, Nayagarh, At/Po- Nabaghanapur, Dist.- Nayagarh, Pin-752070 Mode of submission: Speed post / Registered post / Courier only. Submission of Tender Paper through other mode and late receive of bid will be out rightly rejected.
9	Court Matter	If there is any dispute in contract period shall be settled in Court of Nayagarh Jurisdiction.
10	Power of the Committee	The Tender Committee reserves right to cancel the Tender Partly or Fully without assigning any reason thereof.

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TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS FOR PALISHREE MELA -2023

Period – 24th -28th December 2023, Nayagarh

1. Sealed tenders are invited from the registered firms, decorators and tent houses having the work experience of Exhibitions / Pallishree Mela of works worth Rs. 15, 00,000 /- in a single work order in Nayagarh District.
2. The tenderer should have registered firm / Proprietorship under GST (GSTIN) income Tax (PAN/TAN).
3. The work will be assigned to a firm for Pallishree Mela only. So, the rate quoted should be inclusive of all taxes offered by the tent houses / firms and should be valid period for one year.
4. The duration of the exhibition will be for 5 days as per the details given below. In case of there is 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 inauguration date and time of the Exhibition and should hand over all the works as per the specification, to the in-charge of exhibition.

Details of Pallishree Mela

The Pallishree Mela to be organized in the Stadium Ground, Nayagarh 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.

Sl. No	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of days of Exhibition	Nature of work
1	Nayagarh	Stadium Ground	Pallishree Mela	24 th – 28 th December 2023	5	Stalls- 150, Gate-3, Stage & Sound system for cultural prog. , auditorium, control room cum VIP lounge, etc.

5. 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.
6. 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.
7. 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. 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 and Mahostav -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.
8. The tenderer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. The undersign 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.
9. No part of the contract will be sub-let without the prior written permission of the authority.
10. 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.
11. It shall be the responsibility of the successful tenders / contractors 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.
12. 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.
13. The tenderers are required to deposit an earnest money of Rs. 20,000 /- (Rupees Twenty thousand) only in shape of demand draft / Banker's Cheque in favour of CE, DSMS, Nayagarh payable at Nayagarh. 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.
14. Cost of Tender paper (Non-Refundable) of Rs. 6,000/-INR + GST-18%=7080/- in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh and payable at Nayagarh.



5. The application containing Technical Bid and Financial Bid should be sealed and superscripted clearly on the face of the envelopes and both the envelopes should be put in another envelope superscripting on the face of the envelope as Tender for Tentage & Allied works for Pallishree Mela-2023.
16. The successful Bidder shall furnish a performance security of Rs. 20,000/- in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh and payable at Nayagarh. After successful completion of event the performance security shall be returned to the Bidder.

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 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:

- A. Erection of Stall
- B. Coordination Cell-Cum-VIP Lounge
- C. Gates
- D. Decorative Wall
- E. Stage
- F. Sitting arrangement in front of the Stage
- G. Live demonstration Mandap
- H. Ground Electrification
- I. Temporary Toilet for visitors
- J. Generator
- K. **Miscellaneous items:**

1. Bed Set (Bed & Pillow with Cover)
2. Durry (15' x 15')

Detail Technical Specification of the Works is as follows: -

1. 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 Carpeting
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 color as per the design provided by the ORMAS for the exhibitions. 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.

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	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	Tube Light – 4 nos. (2 nos. of tube 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 quotationer.
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 & 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.

2. Coordination Cell -cum-VIP-Lounge:

One Coordination Cell –cum- VIP Lounge will be erected in exhibition. 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 with wooden batten frame work and colour cloth covering as per a particular design from All sides. Tarpaulin water proof roofing. As per the requirement of the design the quotationer should use plaster parish, spray colour, vinyl board, wooden planks etc. Temporary Garden should be constructed covering the VIP Longe.
B	Size	40 ft X 40 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 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 an on/off switch in 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.
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 pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Odiya).

3. Stage: - Wooden Plank Platform:

Structure: Wooden Plank Platform structure of 50' X 60' size & height from ground surface 3'6" with ply wood floor of sufficient thickness.

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Flooring:
Back Drop:

The entire floor of the stage shall be covered with new synthetic carpet of fine quality. A back drop (10' height X 40' width/entire rear length) will be prepared on wooden frame work with ply to be fixed on the stage properly. Enamel Painted ply with different motives & flex sheet will be fixed in the frame. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers). Backside of the stage should be covered with cotton cloth/Flex with batten frame.

Lettering:

Thermocol 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 and properly fixed on both sides of the stage. The design of Flex sheets will be provided by ORMAS.

Wooden Step:

Wooden step of complete width of stage will be erected in the front 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. Minimum 50 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept on the steps.

Barricading:

4' height bamboo barricade will be made around the stage in double row 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:

Adequate light and sound arrangement will be made on the stage

Green Room:

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.

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. Fabricated stage

4. Auditorium:

An auditorium will be erected in front of the stage with sitting arrangements for the audiences. The minimum distance of 15 feet from stage to auditorium will be maintained.

The tenderer has to quote his lowest possible price as against the detail specifications given below:

- Size : 40' X 60'
- Light : 12 no. tube lights will be fitted in the poles.
- Chair : 1000 no. of plastic moulded chairs and one row of sofa for VVIPs.
- Barricading : 3' height bamboo barricade will be made in the two sides of audience sitting area.
- Pedestal Fan : 8 no. of Sound less pedestal fan to be placed in the auditorium for audiences.

5. **Main Entrance & Exit Gates:** The tenderer shall submit the lowest possible rate for the gate with following specifications:

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.

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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 tenderers 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.

➤ **Ground Single Package**

7. **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 125 KVA.

Name & Address of the firm

Signature with seal


District Magistrate and Collector
Nayagarh.

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 Zilla Parisad, Nayagarh. 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



Technical Bid

TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF PALLISHREE MELA -2023
(Last date for submission of tender form on or before 12th December 2023, 5 PM).

Sl.No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication Tel: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id:	
4	Registration Details: Registration No. Date & Year	
5	Bid Processing Fee Details: Amount: BC/DD No. Date: Name of the Bank:	
6	EMD Details: Amount: BC/DD No. Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax identification Number (GSTIN)	
9	The agency should at least execute similar nature of work of Rs. 8.00 lakh in a single work order.	
10	The Income Tax Return of last three Years	
11	Last month GST Return copy	

Authorized Signatory (In full and initials):-----

Name and Designation with Date and Seal:-----

Signature of the tenderer
With seal



Financial Bid Statement

TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF PALLISHREE MELA -2023
(Last date for submission of tender form on or before 12th December 2023, 5 PM)

To _____

Sl. No	Item Particulars	Category	Unit	Rate per unit in Rs.	Qty	Total Amount (In Rs.)
A	Erection of Stall		Per Stall		200	
B	Coordination Cell-Cum-VIP Lounge	Single Package	Per Package		1	
C	Gates Backdrop with Light & Sound	Category-A	Per Gate		1	
		Category-B	Per Gate		2	
D	Decorative Wall		Per Sq.Ft.			
E	Stage	Single Package	Per Package		1	
F	Sitting arrangement in front of the Stage	Single Package	Per Package		1	
G	Live demonstration Mandap	Single Package	Per Mandap		1	
H	Ground Electrification	Single Package	Per Package		1	
I	Temporary Toilet for visitors		Per Urinal		5	
J	Generator	Single Package	Per Package		1	
K	Miscellaneous items:					
1	Bed Set (Bed & Pillow with Cover)	Per Set	Per Set		100	
2	Durry (15' x 15')	Per Piece	Per Piece		10	
	Total (Including all tax & Duties)					
	G Total					

Signature of the tenderer
With seal

