

TENDER PAPER

OF

Tent & Allied works

For the year 2025

For

Zilla Mahotsav & Pallishree Mela Nayagarh

24th -28th December 2025

To be organized by

ORMAS, Nayagarh

District Supply & Marketing Society, Nayagarh

(A district unit of ORMAS)

Zilla Parisad, Nayagarh, Odisha-752070

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CLINT DATA SHEET

**TENDER PAPER FOR TENTAGE & ALLIED WORKS OF ZILLA MAHOTSAV & PALISHREE MELA -2025
TO BE ORGANISED FROM 24th – 28th December 2025**

Sl.No.	Particulars	Details
1	Issuing Organization/ Clint	CDO-cum-EO,ZillaParishad, Nayagarh
2	Date of issue of Tender Call Notice	29.11.2025 (http://nayagarh.odisha.gov.in/)
3	Last date and time for submission of Bid	08.12.2025 up to 2 P.M. by Physical Submission / Speed post / Registered post / Courier etc.
4	Bid Document	Two bid document to be submitted separately (one is Technical Bid and another one is financial bid), it should be separately sealed in a a envelop.
5	Date, Time and Place for opening of Technical Bid and Presentation& Financial Bid	08.12.2025 at 4.00 PM, Office of CDO-cum-EO, ZP, Nayagarh, Dist.- Nayagarh
6	Cost of tender Paper (Non-Refundable)	Rs.6,000 + 18% GST = 7080.00 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. 1,50,000/- 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: Physical Submission Speed post / Registered post / Courier only document . 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 formed, under the Chairmanship of CDO-cum-EO ZP, Nayagarh. reserves the right to cancel the Tender document Partly or Fully without assigning any reason thereof.

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Details of Pallishree Mela, Nayagarh

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 2025	5	Stalls- 300, Gate-3, Stage & Sound system for cultural prog , auditorium, control room cum VIP lounge, CC TV set up etc.

1. On completion of the exhibition, the contractor/Agency shall have to take away all the materials within 5 days & vacate the site with the same condition while occupying the ground.
2. 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/ workorder .
3. 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 limited to 10% of work order value will be made only after inauguration of the said exhibition on the satisfaction of the authority.
4. The contractor /Agency 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.
5. 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, theft etc. of his materials and he may take suitable **step for insurance of his goods** used in the exhibition for the above purpose.
6. No part of the contract will be sub-let without the prior written permission of the authority.
7. 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 (**proper workable condition**) as per the requirement in consultation with the Fire Officer of the concerned area and adhere to the fire safety norms.
8. 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.
9. The tenderers are required to deposit an **earnest money deposit (EMD) of Rs. 1,50,000 /- (Rupees One Lakh Fifty thousand) only** in shape of demand draft / Banker's Cheque in favour of **CE, DSMS, Nayagarh payable at Nayagarh**.
10. 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.
11. Cost of Tender paper/bid processing fees (Non-Refundable) of Rs. 6,000/- in shape of Demand Draft / Banker's Cheque in favour of **CE, DSMS, Nayagarh** and payable at Nayagarh.
12. The application containing Technical Bid and Financial Bid should be sealed and superscripted **clearly on the cover face of the envelops and both the envelop should be put in another envelop superscripting on the face of the envelop as Tender for Tentage & Allied works for Pallishree Mela-2025**.
13. The successful Bidder shall furnish a performance security of **5% of the work order value in shape of Demand Draft / Banker's Cheque** in favour of **CE, DSMS, Nayagarh** and payable at Nayagarh. After successful complication of event/programme the performance security shall be return to the Bidder.

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INFORMATION TO THE BIDDER

Pre-Qualification/Eligibility Criteria:

Bidders should confirm to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

Sl. No.	Eligibility Criteria	Documents required for pre-qualification
1	The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Trust registered under the Indian Trusts Act, 1882 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008/ Proprietorship Firm / Partnership Firm	1. Proof of Certificate of Incorporation / Registration of the Agency 2. Valid GST and PAN Registration. 3. Copy of valid certificate of electrical contractor required.
2	The agency should have an average annual turnover of Rs. 2 Crore (Rupees Two Crore only) in the last three financial years (2022-23, 2023-24 & 2024-25).	Copies of audited balance sheet for the last three financial years
3	A firm must furnish the copy of the IT returns for the last three financial years ending on 31.03.2025 and latest GST return	Copy of the IT returns and latest GST returns to be submitted.
4	The bidder must have government / PSU experience of the execution of various event management / exhibition in last five years as on bid due date. The Agency / Firm must have experience in <i>similar works (Exhibition /Event/Pavilion/ / Conclaves)</i> for any State Government /Central government /PSU . At least two similar works costing not less than the amount equal to Rs. 1 Crore (Rupees One Crore)	Copy of Letter of Award / Agreement / Contract / Work Order/ Completion Certificate, Duly Certified/signed by the authorized signatory to be submitted along with contract value.
5	The bidder should not have been blacklisted by Central / State Govt/ PSUs Institutions.	Self-Declaration from the Bidder as per the format enclosed at Annexure-5 .
6	Bid processing fee/tender paper cost and EMD of Rs. 6,000/- and 1,50,000/- respectively	Bidder shall be deposited through Demand Draft only.
7	Seal & Signature	All the Pages of Bid document to be seal & signed by the Bidder or Authorised representative.



Documents to be submitted along with TECHNICAL BID:

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- Covering letter on bidder's letterhead requesting to participate in the tender process - (Annexure – A)
- Bid Processing Fee/ Tender Paper cost Rs.6000/-+ GST = 7080.00 as Demand Draft
- Earnest Money Deposit (EMD).Rs.1.5 Lakhs as Demand Draft
- Copy of Certificate of Incorporation / Registration
- Copy of IT returns and latest GST Return
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Organization General Details of the Bidder (Annexure – B)
- Financial Details of the bidder along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction. – (Annexure – C)
- **Experience of having successfully completed similar works during last five years as on bid due date. Long list of similar assignment may also be submitted for evaluation purpose.**
- Financial Statement of last three years ending on 31.03.2025 and the agency must have an average annual turnover of Rs. 3.00 Crore (**Rupees Three Crore only**). Provisional Audit Report for any FYs will not be accepted.
- List of completed assignments of similar nature (Past Experience Details,) along with copies of contracts / work orders / completion certificate from previous clients. (Annexure – D)
- Self-Declaration of the Bidder on not blacklisted (Annexure – E)
- A Self declaration document of bidder regarding assurance for not to demand any advances as prescribed during the event (Annexure – F)

NB: Submission of forged documents will also result in rejection of the bid. Proposals received without bid processing fee will be out rightly rejected. The bidder must furnish as part of technical proposal, the required Earnest Money Deposit (EMD) amounting to Rs.1,50,000/- (Rupees One lakh Fifty Thousand only) (refundable after completion of selection process) shall be deposited through Demand Draft . Proposals received without EMD fee will be out rightly rejected.

The EMD of all the bidders shall be refunded (as it is) except successful bidder which will be released only after successful Performance.

Process of the Technical Bid: Two stage process will be adopted as explained below for evaluation of the Bids.

Pre-qualification: In addition to the above the bidders have to furnish the above documents along with the pre-qualification Bid:

Non-submission of any one of the above document, leads to outright rejection of the Bid.

FINANCIAL EVALUATION: The Financial Bids of the technically qualified bidders shall be opened in the presence of the bidder's representative. The bidder quoted the total lowest price will be assigned as lowest financial quote. All the fields/columns should be filled with the amounts Financial bid .Any field found vacant will **be rejected outrightly**.

1. Negotiations:

Negotiations (if required) will be held with the qualified bidder /other to stick the budget limitation (if any). The aim shall be to reach to an agreement before issuance of the work order. If negotiations fail, the Tender Committee is empower to invite the firm whose proposal received the second highest to negotiate the Contract.

2. Award of Contract: The Client will notify the successful bidder in writing by issuing an offer letter / work order. The works may be decreased and increased as per the requirement. The cost shall be decided by the Authority **Sub-contracting is not allowed under this assignment.**

3. Performance Security: - The successful bidder shall furnish **5% of the Contract value / work order value as Performance Security in shape of DD from any scheduled commercial bank in favour of "CE.DSMS,Nayagarh** . The performance security of successful bidders shall be refunded after successful completion of the entire event.

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4. Terms & Conditions

Name of the Event	Date	Venue
Event Management Agency for Designing, Fabricating, Erection of stall with other allied works and Management of Event for NAYAGARH ZILLA MAHOTSAV & PALLISHREE MELA.	24 th – 28 th December 2025	Stadium Ground Nayagarh

- a. If the successful agency fails to sign the Contract / acknowledge the work order the within the stipulated period, the agency will be cancelled automatically. The cost to this effect will be borne by the agency.
- b. The rate quoted by the agency shall be excluding GST and taxes will be paid by the client as per the applicable rate under GST Act.
- c. Bidders are required to quote price against all segment exclusive of all taxes in the financial bid and **no segment should be left blank**. The total prices shall be evaluated altogether. In case any of the segments found blank, their bid shall be out rightly rejected.
- d. The Price bid is to be submitted as per the prescribed format. If the financial bid is not submitted in separate sealed cover and as per the prescribed format, then the bid will be rejected.
- e. In case of breach Contract, the Performance Guarantee will be forfeited and the agencies shall be blacklisted/ recommended for blacklisting.
- f. **Indicative Layout Plan and images of past event are attached at Annexure- A for reference and visit at site.**
- g. A dedicated staff from the successful bidder will sit at the event place throughout the event for proper coordination.
- h. 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.
- i. The selected bidder will work under the close supervision of the CDO-com-EO, ZP, Nayagarh,.
- j. The Authority will review the 3D design work and other engineering work against layout plan under taken by the selected Agency. The successful agency will work directly under the supervision of CDO-com-EO, ZP, Nayagarh,.
- k. It shall be responsibility of the successful Agency to obtained requisite permission for electricity connection and fire services for the event period from statutory bodies. Fire Inspection and Electrical Inspection will be coordinated and obtained by the agency. The inspection fees / Treasury Challan / Government fee if any will be borne by ORMAS.
- l. The agency have to supply fire protection equipment's like fire extinguishers adhering to the fire safety norms & fire-retardant liquid spray over flammable materials use for stalls. Each Fire-extinguisher supplied by the agency should be in proper functional condition along with a label of the vendor for proper identification.
- m. **Not more than 10% of work order value advance shall be made during the programme period.** The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Programme-in-charge.
- n. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Event-in-charge. In case of any additional requirement, the agency has to take the prior written permission from the CDO-cum-EO, ZP, Nayagarh,.
- o. The agency shall abide by all statutory and regulatory Acts of both Central Govt. and State Govt.
- p. In regard to electrical fittings etc. agency shall have to engage qualified and certified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.
- q. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Event-in-charge. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the programme-in-charge. In case of any additional requirement, the agency has to take the prior written permission from the Authority.
- r. **The agency should be prepared to provide any additional materials / . Any other job that Authority may prescribe based on immediate need as and when required on spot at the market price for the items not mentioned in the tender**
- s. On completion of the event, the agency shall have to take away all the **materials within seven days & vacate the place** with the same condition while occupying the ground.

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- t. Agency will be responsible for **upkeep and maintenance of the entire work done** by him till the closing of the event. ORMAS Nayagarh will not be responsible for any breakage, damage, theft etc. of his materials and insurance if any.
- u. General Insurance shall be undertaken by ORMAS Nayagarh for the properties connected to loss and damage occurred directly or indirectly to the participant. ORMAS will not be responsible for any loss, damage, injury caused at the time of execution of the contract. The agency shall own the whole responsibility.
- v. No part of the contract will be sub-let without the prior written permission of the Authority.
- w. No payment shall be made if the agreement is cancelled / terminated on the ground of unsatisfactory works.
- x. The agency shall handover the Intellectual Property to the ORMAS Nayagarh, that used for the event.
- y. .

5. **Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulator or professional body to have committed professional misconduct;
 - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

Each Bidder shall submit only one (1) Bid document, in response to this RFP. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

6. **Advances**

Maximum **10% of the work order values may be allowed to release as advance to the successful bidder during the period of Event.** A self declaration document regarding assurance for not demanding of more advances should be enclosed with the Technical Bid document.



SEGMENT A: Tentage & Allied Works (The Tentage & Allied Works Should Provide the Following Services)

Sl. No	Works to Be Done	Particulars
A	Tentage & allied Works	<ol style="list-style-type: none"> 1. Ground Layout-as per architectural, drawing of ground layout 2. Construction of Temporary Stall (Nayagarh Zilla Mahotsav & Pallishree Mela 250 Stalls with additional 50 Food Stalls) 3. Construction of 3D Design stage, gate ,stall , theme stall, coordination cell. 4. Box type Gates (Entire and Exit) 5. Emergency Gate 6. Road crossing Gates 7. Coordination Cell 8. Food stalls 9. Live-Demonstration Pavilion 10. Running Flex Facia 11. Selfie Zone 12. Theme Pavilion 13. Sitting Arrangements for audience with German Hanger. 14. Ground Electrification and Power back up 15. CC TV Setup 16. Other Miscellaneous Items

Detailed Technical Specification of the Works is as follows:

- A. **Construction of Stalls:** Construction of Temporary Stall (Pallishree Mela 250 Stalls with additional 50 Food Stalls) will be constructed. The details of stall specifications are given below: The bidder has to be quatedas a package of one unit against the detailed specification as given below .

Sn.	Particulars	Stall Specification
1	Structure	Bamboo/ Iron Structure (with Anti Fire Chemical Treatment), Size of each stall – 10' X 10' with tarpaulin water proof roofing. Minimum 3 ft front projection need to be maintained in each stall. Height of the stall will be Minimum 10 ft from ceiling to platform level.
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic carpet matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white new cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage Corrugated Sheet). Height will be minimum 9ft. The GI Sheets shall be fixed vertically supported with wooden bellies. The stalls located within the blocks need to be separated with Tin sheets especially backside of each stalls. Proper arrangement of this need to be ensured to avoid any theft during the night time. 3ft front ceiling of the elevation with each stall will be maintained similar to the stall ceiling for visitors. Facia will be fixed on the extended structure.
4	Racks	Three tire Iron racks. The shelf of the racks will be of size 1'.6" X 10'Ft (Surface size 18 feet ply or wooden or thin sheet can be fixed for product display on the rack) with the first layer fixed at a height of 2'6" & covered with Ply or wooden plank as well as new white cloths. The space of below racks will be used for storage of goods. All the three racks should be covered with surface ply or thin sheet as well as white cloth.
5	Facia	An Iron Frame for Running Facia will be Constructed 4ft. The facia will be covered with black back front-lit good quality of flex 4ft rise. A running white cloth jhallar of 1ft width will be putted in the front side. below to the facia frame. (Branding of the programme will be in both odia and English language). Flex facia will be printed by the agency as per the design given by ORMAS,Nayagarh . 4ft front ceiling elevation with each stall will be maintained similar to the stall ceiling for shade in front of stall for convenience of visitors. Facia will be fixed on the extended structure.
7	Furniture	Front counter table/ Display table in wooden batten and planks / steel table size 8' x 2' X 3' height. batten frame & Ply with the thickness of at least 6 mm Ply size of 8 X 3ft. to be fixed in front of each

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Sn.	Particulars	Stall Specification
		display table for branding purpose. The table needs to be wrapped with new white cotton cloth. Plastic molded Chair -2 nos to be supplied to each stall.
8	Electric Fittings	15 Walt/ LED Light – 2 no. should be connected with the generator this two light will only be used during power failure & 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,. In addition to these 4 nos Tube lights 2set will be fixed in the ceiling. One ceiling fan will be fixed in the centre of the stall. Two more LED Bulb (20 Walt) or Campa focusing light will be available in each stall. These lights along with fan will be connected to regular electricity connection. On & off switch need to be connected with ceiling fan and one 5 MPR pug point need to be fixed in the stalls for mobile phone Charging purpose.
9	Numbering of Stall	All stalls should be numbered with vinyl pasted sun board. Each number plate should have both English and Odia numerical numbers, the stall no will be hang in each stall below to the front projection. Vinyl name plate mentioning state's name should pasted on each stall.
10	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.The closing time to till opening time of next day.
11	Anti-Fire Chemical Treatment	The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

A. COORDINATION CELL -CUM-VIP LOUNGE: ONE COORDINATION CELL –CUM- VIP LOUNGE TO BE CONSTRUCTED (ONLY NEW COTTON CLOTHES SHOULD BE USED).THE BIDDER HAS TO BE QUOTED AS A PACKAGE AGAINST THE DETAIL SPECIFICATIONS GIVEN BELOW:-

Sn.	Particulars	Work Specifications
1	Structure	Artistic structured house as per the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect.
2	Size	<u>40 ft X 50 ft.</u>
3	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth/ printed flex properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms (with partition in ply) of different sizes to be used as office-cum-registration counter, VIP lounge, Pantry-cum-store ,CCTV Room with the ply partitions. Decoration will be made with Tribal Painting and hanging equipments. VIP lounge should be properly furnished and attractive looks. One washbasin with water facility and proper sewerage should be installed in the pantry room.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. One windows of minimum size 5' X 4' will be on the wall of office room towards the counter.
5	Flooring	Wooden Plank Platform Of 2ft.' Height & Full Floor Synthetic Matting.
6	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 10 no. of revolving cushion chairs, 4 sets of new Dunlop sofa set for VVIPs (for 16 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one new steel almirah with key, and two steel tables for pantry room & two standard table for computer operation. (Requirements as need basis).
7	Electric Fittings	Tube/LED Light – 20 no. , Ceiling Fan – 8 no., 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 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room. Ten nos of LED light (30 Walt) will be fixed inside the coordination cell and those will be connected to generator/ Power back-up Requirements as need basis).
8	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in each stall block as well as food court area, entire and exit gate. The announcement from the coordination cell should reach to each and every stalls of the entire ground.
9	Closures	The Coordination cell should have two doors each door should be aluminum glass sliding railing door of size atleast 4ft width. These doors should have the provision of closing in night times

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10	<u>Refrigerator</u>	A 165-liter refrigerator with a dedicated freezer compartment, ensuring better organization and easy access to frequently used items.
11	<u>Bio-Toilet</u>	VIP bio-toilet is a premium sanitation solution designed to offer durability, hygiene, and environmental sustainability., this bio-toilet wash basin along with water arrangement need to be adjacent to control room for VIP use.
12	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 thermo cool lettering and thermo cool panels at the entrance (written in English & Odia).
13	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.
14	Signage	On the above space of front Entry and Exit gate of co-ordination cell will be fixed a board having "ORMAS coordination cell both Odia and English Language". On the top of the control room there will be a 3D holographic rotation fan of 65 CM for distance vision.

C. GATES: THE MAIN ENTRANCE GATE AND EXIT GATE IS TO BE DONE AS PER CATEGORY A OR B. THE OTHER 2 GATES ARE TO BE MADE AS PER SPECIFICATION IN CATEGORY A AND B. SPECIFICATIONS ARE AS FOLLOWS:

Sn.	Particulars	Category – A (Flex Box gate)	Category – B
a	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Bamboo Structure, Wooden Batten framing, box type structure.
b	<u>Size</u>	Two Pillars height will be of 12' to 14' with 20' clear width space between the two pillars, and width of pillar will be 4' all around.	Two Pillars height will be of 12' to 14' with 16' cleared clear width space between the pillars, length 25' and width of pillar will be 4' all around.
c	Covering	Gate should be erected with batten framing, flex with thermocol sculptures design work	Gates should be fabricated with, batten frame, thermocol sculptures etc. design work as per design.
d	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates.	Live flower chains will be put in the gates.
f	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.
EMERGENCY GATE			
g	Emergency Gate(Specified)	Emergency Gate will be Channel Collapsible Grill Gate with lock & key provision as per the requirement with in the ground.	The size of gate is minimum width of 12 ft or above along-with 3 (Left, Right & Top) flat frame (3 ft width) fixing with printed flex, branding with the programme name

13

D. DECORATIVE WALL: DECORATIVE WALL OF BATTEN FRAMING, WITH FLEX.(AS PER REQUIREMENT) AN AVERAGE SIZE OF 4000 SQUARE FT.

E. 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 OF STAGE STRUCTURE/BACKDROP,WITH LIGHT AND SOUND:

Structure	Iron fabricated structure 60' x 40' size & height from ground surface 5' with plywood floor of 19 mm thickness ply with the technical specification and other materials[Truss (no bamboo), Ply,flex Thermocol, Plaster of Paris] may be used to get original 3D Effect and aligned look. One number of Ramp on one side of the stage and one ramp on the front (20' X 12') for the fashion show. Two Risers for Photography and Videography on front side of the stage.Iron steps to be fixed to the stage in both sides.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Back Drop	Artistic 3D structured stage with following the technical specification and other materials (Ply, Thermocol, Palster 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). A design of stage need to be proposal enclosed with the documents.
Lettering	Thermocol Or any other material used for lettering/any other options for branding according to design 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 or artistic 3D design and properly fixed on both sides of the stage.
Both side stair case	Fabricated stair case and Ramp (one side) will be erected both side of the stage. The entire steps 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.
Green Room	Green room will be divided into three part one room will be for male one for female and remaining will be used for waiting space Superstructure with bamboo, Ballha & Traplin cover for green rooms shall be made on back side of the stage having good arrangements for sitting <ul style="list-style-type: none"> • Red carpeting in each room. of green room with proper participation for use by male and female artist • 20 X 20 ft room with partition for use by male and female • Mirror with makeup lights in each room • Sufficient nos. of plastic chairs in each room
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor/ agency .
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.
LED for Stage	P3 Curve LED 50 ft X10ft. and 4 nos. of Side Wings (10ftX4 ft.) Stage Riser for LED Wall (40' X 16') and Stage Riser side wings for LED Wall (8' X 4').
Masking	The unwanted areas of behind the stage/side of the stage will be covered with black cloth masking.

67

A- Light and Sound for Stage

The light and sound for the stage will be done as per the requirement of the artist. A tentative specifications of the light and sound arrangement for the stage is given below:- **Bidder can alternate/add/deduct any specified Light & Sound technology for better performance of stage. The total arrangement will be treated as package within the stage cost.**

Specification for light:

i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.
ii) Galileo Scanner-1200 wt (SGM)	2 nos.
iii) Multi twenty- 2K	4 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.

Specification For Sound:

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.
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.

Bidder can alternate/add/deduct any specified Light & Sound technology for better performance of stage.

- F. 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. WITH SPECIFICATIONS ARE AS FOLLOWS:**

Roof/Ceiling	Samiana structure will be fixed to cover Auditorium.
Chair	Six hundred (600) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 numbers of teapoy 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.

LS

- G. THEME STALL :** (SHOW CASE OF RURAL PRODUCTS) LIVE DEMONSTRATION MANDAP: LIVE DEMONSTRATION MANDAP WILL BE CONSTRUCTED IN ONE PARTICULAR PLACE INSIDE THE EXHIBITION GROUND. ON THE MANDAP SOME LIVE DEMONSTRATION ACTIVITIES WILL BE PERFORMED BY THE ARTISAN. THE BIDDER HAS TO QUOTE AS A PACKAGE

01 (one no.) theme stall need to be installed for awareness & display of the various achievements & success stories of ORMAS.

Shape : Square
Structure : Bamboo & Cloth Structure with running fascia
Size : 30 x 10 feet
Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
Flooring : 1ft. wooden platform with Full floor carpeting
Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Barricading : 4' height bamboo barricade covered with cloth on all sides of the stall.
Electric Fitting : 20no of tube light, 16nos. of campa/Led light fitted with the four corner poles, one ceiling fan with on/off switch arrangement of pedestal for keeping products of different sizes. (as per requirement) The price offer will be inclusive of all arrangement as a package.

- H. SELFIE POINT: -THERE WILL BE ONE SELFIE POINTS OF MELA GROUND WITH THE TECHNICAL SPECIFICATION. THE BIDDER WILL QUOTE AS A PACKAGE.**

PLATFORM SIZE- 5FT

BACKDROP HIGHT-7FT WITH A DECORATIVE WALL

LIGHT-2 LED HALLOWGIN, 4NOS OF PALCO LIGHT OTHER AS PER REQUIRED.

- I. GROUND ELECTRIFICATION: THE BELOW MENTIONED ITEMS ARE TAKEN AS A PACKAGE WHICH SHALL BE SUPPLIED BY THE BIDDER FOR THE EVENT. THE QUANTITIES OF THE ITEMS ARE STATUTORY /FIXED IN THE PACKAGE. THE MELA GROUND SHOULD BE PROPER ILLUMINATED. THE PACKAGE INCLUDES THE BELOW MENTIONED ITEMS AND CONCEALED WIRING TO ALL LIGHTS AND SOUND EQUIPMENT'S.**

- a. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- b. Adequate speakers shall be fitted in the exhibition premises for surround Sound 20 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- c. 50 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- d. 40 no. of white Halogen light along with wiring /fitting poles.
- e. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- f. 200 no. Appliqué 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.
- g. 10,000 Tuni running lights will be fitted at the required places.
- h. Sufficient ambience light should be done
- i. Sufficient Round Lamp lights should be used for the entire ground.
- j. It may increase/decrease as per requirement.

- J. GENERATORS: GENERATOR SETS WITH REQUIRED FUEL SHALL BE PROVIDED BY THE BIDDER FOR THE ENTIRE EXHIBITION PERIOD. THE BIDDER SHOULD ALWAYS BE PREPARED FOR UNINTERRUPTED POWER SUPPLY FOR THE EXHIBITION. THE GENERATOR CIRCUIT SHOULD BE CONNECTED WITH TWO TUBE LIGHTS OF EACH STALL DURING POWER FAILURE, FEW GROUND LIGHTS, CONTROL ROOM AND PUBLIC ANNOUNCEMENT SYSTEM. THE REQUIREMENT OF GENERATOR SETS WILL BE OF 80KVA (FOR ENTIRE GROUND). THE BIDDER WILL OFFER A PACKAGE FOR THIS PROVISION.**

- K. FOOD STALL: THE BELOW MENTIONED ITEMS FOR CONSTRUCTION FOOD STALL & KITCHEN SHED SHALL BE SUPPLIED BY THE BIDDER FOR ZILLA MAHOSTAV AND PALLISHREE MELA -2025.**

- a) *Food Stall Along With Kitchen Shed*-50 numbers of food stalls along with kitchen shed to be made as per the following specification:

LDV

Sn.	Particulars	Specifications
1	Structure	a. Food Stall Bamboo (3 to 6 inch) & cloth (Anti Fire Chemical Treatment) structure, Size of Each Stall – 10' X 10' With Tarpaulin Water Proof Roofing. b. Kitchen Shed: Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall.
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
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 (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
4	Racks	Three tire racks, if required. 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	Water & wash basin arrangement	Water supply need to made to each stall with one tap and a wash basin with in the kitchen shed the pipe water supply of all food stalls need to be connected with the central water tank.
6	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 cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
7	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
8	Electric Fittings	Tube Light – 4no (2 number 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.
9	Closures	Front Cloth Drops/Screens Daily to be done
10	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical.

Bidder will offer a package price for one unit with the above specification of food stall.

L. NET CARPETING:

New net carpeting to be used in the open space area of the mela ground to make it dust free, the selected bidder has to ensure the use of new net carpet and daily maintenance of the same during the mela period. Bidder will offer a price package of 60,000 square ft.

M. BARRICADING:

Tin barricading (with 10 ft.) surrounded to the blocks as well as surrounded to the ground for safety and security purpose. Bidder will offer a price package for 100 sqft. As a unit 9 if required) on spot other than the stalls back side wall.

N. MISCELLANEOUS ITEMS: BESIDES WORKS FROM ITEM NO.A TO NO.V 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.

S. N.	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	500 pcs.
2	Durry (15' X 15')	10 pcs.
3	Printing & Installation of Flex Sheet with batten frame	1000 sqft
4	Dustbin- 3 ft height	40 pcs.
5	Decorative Flower / Plant Pot live for the mela period	100 pcs.
6	Syntex tank (2000 liter capacity each tank with 3' height stand)	2 pcs.
7	Soundless pedestal fan	10 cs.
8	Red carpet (synthetic)	2000 sqft.

L&V

Details of the Items wise work to be provided:-

B- Advertising & Publicity Works to be done in Nayagarh Zilla Mahotsav & Pallishree Mela -2025

The detail works to be done is given hereunder:

1. **Publicity:** Publicity of the event should be made by the agency (Hoardings, Road standee)

Details of the Advertisement & Publicity works are given below:

Sl.	Specifications	Quantity (Pcs./ Package)
A	Publicity:	
1	Hoardings – (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Nayagarh (design will be provided by ORMAS)8 blocks as well as Nayagarh Town	10 pcs.
2	Road standee-(3ft X6ft each) (design will be provided by ORMAS)Nayagarh	100 pcs.

- **CCTV:** Twenty (20) numbers of CCTV cameras to be installed in the complete mela ground to keep a watch on the visitor /participants. The cable to be laid for the CCTV installation in the Mela Ground and one CCTV operator has to be remain present during the Mela Period.
- One CCTV setup with cross view within the coordination cum vip lounge to cover all the activities with in the control room covering both video and sound recording system.
- Package price for mentioned setup including camera,wiring,setup along with the Bid.Tv-32 inch plasma TV.
- The numbers may vary depending on the requirement and decision of the mela authority.
- **LED Panel (8 ft. X 6 ft.) along with operator: - 2 nos. of LED Panel along with riser to be installed in two locations in the mela ground.** More numbers may be put in the Mela ground with the approval of the concerned mela authority.
- **Plasma TV:** One Plasma TV to be installed (one in the control room) with the size of 32 inch.

LA

Annexure - A
TECHNICAL BID SUBMISSION FORMS
COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

The CDO-cum EO, Zilla Parishad Nayagarh

Sub: Selection of an Agency for Designing, Fabricating, Erection of stall with other allied works for Zilla Mahostav & Pallishree Mela 2025 in Nayagarh , Odisha. [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your RFP No.: _____, dated _____. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (separately).

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

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

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

L

Annexure - B
Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1.	Name of the Bidder	
2.	Address for communication: Tel : Fax: Email id :	
3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4.	Registration / Incorporation Details Registration No: Date & Year. :	
5.	Bid Processing Fee	
6.	EMD	
7.	PAN & Latest GST return	
8.	Goods and Services Tax Identification Number (GSTIN)	
9.	Willing to carry out the assignment as per the scope of work of RFP	YES
10.	Accept all the terms and conditions as specified in the RFP	YES

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

L2

Annexure – C
Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY 2022-23	FY 2023-24	FY 2024-25	Average
Average Annual Turnover in INR				
Supporting Documents: Audited certified financial statements for the last three (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable. copy of Audit report should be certified by the bidder/authorised representative of the bidder.				

Bidder/Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

L24

Annexure - D
(BIDDER'S PAST EXPERIENCE DETAILS)
(List of assignments only of similar nature during last 5 years)
As on bid due date

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete address	Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

Note: Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from the above assignment.

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

Communication Address of the Bidder: _____

Lax

Annexure-E
UNDERTAKING
(In Bidders Letter Head)

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the Signatory: Name of the Bidder and Address:

LZK

Annexure-F
MODIFIED
FINANCIAL BID
COVERING LETTER
(In Bidders Letter Head)

[Location, Date]

To,
CDO-cum-EO, Zillaparishad, Nayagarh

Sub: Submission of Financial Bid for Selection of an Agency for Designing, Fabricating, Erection of stall with other allied works for Zilla Mahstava & Pallishree Mela, Nayagarh, Odisha

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your RFP No. _____, Dated: _____. Our attached Financial Bid is for the sum of **[Insert amount(s) in words and figures]**. This amount is excluding of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document. Segment wise rate as per format given in the RFP documents are given below:

Sr.	Item	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
SEGMENT-A: TENTAGE AND ALLIED WORKS					
A	Construction of stalls excluding food stalls	Per Stall		250 stall	
B	Coordination Cell -Cum-VIP Lounge	Single package		1 no.	
C	Gate-A	Per Gate		1Nos	
	Gate-B	Per Gate		1Nos	
	Emergency Flat gate	Per Gate		3Nos	
D	Decorative Wall	Per Sq. Ft.		4000 sqr ft.	
E	Stage , back drop and other arrangement .	Per package		1 no.	
F	Sitting arrangement in front of the stage	Per package		1 no.	
G	Theme Stall	Per Stall		1 no.	
H	Live Demonstration Mandap	Per mandap		1 no.	
I	Selfie Point	Per package		3	
J	German Hanger use on stage and auditorium	Per package		1	
K	Ground Electrification	Per package		1	
L	Generators	Per package		1	
M	Food stall (Stalls with Courtyards)	Per stall		50 nos.	
N	Net Carpeting	Rate per sq. ft.		3,00,000	
O	Barricading (in tin) other than stall	Square ft.		2000 sqr ft.	
P	Fire Extinguisher(A & B type)	Per piece		100 Nos.	
	Miscellaneous items:				



1	Bed Set (Bed & Pillow with Cover)	Per set		500 pcs	
2	Durry (15' X 15')	Per Piece		10 pcs.	
3	Dustbin- 3 ft height	Per Piece		100 pcs	
4	Decorative Flower / Plant Pot for the event	Per Piece		250 pcs.	
5	Syntex tank (2000 liter capacity each tank with 3' height stand)	Per tank		2 pcs.	
6	Soundless pedestal fan	Per Piece		10 pcs.	
7	Running Red Carpet (Synthetic)	Rate per srft		2000 sqrt	

SEGMENT-B: EVENT MANAGEMENT

A Advertisement & Publicity

1.	Temporary Hoardings – (10 ft X 12 ft each) – Designing ,Printing and installation with flex in iron frame at different place in BBSR (design will be decided by ORMAS)	Rate per Hoarding		10 Nos	
2.	Road Standee-(3ft X6ft each Designing ,Printing and installation with flex in iron frame at different place in BBSR (design will be decided by ORMAS)	Rate per Standee		100 Nos.	

B. Surveillance Arrangement

i	C.C. Camera / TV along with operator (For the entire event with thirty (30) CC camera)	Rate per Camera		20 Nos	
ii	For the entire event with ten (2) Plasma TV)	Rate per TV		2 Nos	
iii	LED Panel (8 ft. X 6 ft.) along with operator & riser arrangement.	Per LED		2 Nos	

Total Quoted Amount excluding GST (Segment A + Segment B)

Add :-GST 18%

Grand Total Quoted Amount including GST

Rupees in words _____ **only including GST.**

Handwritten signature/initials in green ink.