



**Micro, Small and Medium Enterprise Department.
Government of Odisha**

TENDER PAPER

(Tentage & Allied works)

For

Entrepreneur's Week-2023

05th March to 9th March, 2023

PHED Ground, Ainthapali, Sambalpur

To be Organized by

RIC, Sambalpur.

**Micro, Small & Medium Enterprise Department
Government of Odisha**

In Association with

District Administration, Sambalpur

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR TENTAGE & ALLIED WORK FOR
“ENTREPRENEUR’S WEEK - 2023”.**

The Tender paper can be downloaded from www.sambalpur.nic.in

- A) Cost of Tender Paper : Rs. 500.00 (Rupees Five Hundred Only) Non-Refundable
B) E.M.D (Refundable) : **Rs. 10,000/-**(Rupees Ten thousand)only in shape of Demand Draft /Pay order
in favour of General Manager, RIC, Sambalpur payable at Sambalpur.

To be filled in by the bidder.

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

NAME AND ADDRESS OF BIDDER:

To be filled in by the bidder.

Bidder’s Name and Address:

M/s

.....

Signature of the bidder

C) Closing Date & Time for Receipt of Tender Paper: **24th February 2023, latest by 01.00 PM.**

D) Date & Time of Opening of Tenders: **24th February 2023, latest by 04.00 PM.**

E) ADDRESS FOR SUBMISSION OF TENDER PAPER:

**O/o General Manager, RIC Sambalpur,
At-Bhutapara Chowk, Po/Dist.- Sambalpur-768001.**

Terms of Reference to the tender paper for the Tentage & Allied works of Entrepreneur's Week 2023 at PHED, Ground, Ainthapali, Sambalpur.

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

1. The bidders are required to deposit Rs. **500/- (Rupees five hundred) only towards cost of tender paper** (non-refundable) in shape of Demand Draft / Pay Order drawn in favour of "General Manager, RIC Sambalpur" payable at Sambalpur from any Nationalized Bank to be attached along with the Tender Paper downloaded from the district website, i.e. www.sambalpur.nic.in.
2. The bidders are required to deposit the E.M.D of Rs.10,000/- (Rupees Ten thousand) only in shape of Bank draft / Pay Order in favour of "General Manager, RIC Sambalpur" from any Nationalized Bank. The E.M.D. of the successful bidder will be kept with RIC Sambalpur till the completion of the exhibitions i.e. for a period of two months. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D will be forfeited as per the decisions of the authority. Tender papers without E.M.D shall not be accepted.
3. Experience of having successfully completed similar works during the previous 3 (Three) Years in complying with the following conditions.
 - a. Three Similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs 1.00 Lakhs **(Rupees One Lakh.) OR**
 - b. Two similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs. 1.5 Lakhs **(Rupees one lakh fifty thousand) OR**
 - c. One similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs.3.00 Lakhs **(Rupees Three Lakhs)**
4. The bidders should have registered his firm under Commercial Tax (GST), up to date Income Tax return and audited Financial Statement for the last 3 Years, i.e. FY: 2019-20, 2020-21 and 2021-22,
5. The rate offered by the firm shall be inclusive of all taxes and duties including Service Tax.
6. The duration of the exhibition will be for 5 (five) days. In case of any extension of Entrepreneur's week period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by the District Administration / RIC Sambalpur before 8 days of commencement of the exhibition. 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 designated officer in-charge of exhibition.
7. The bidder shall quote their price for all the items without leaving any blank. If found so, the bid will be treated as non-responsive and be rejected.
8. The bidder has to quote the rate as per the given format.
9. On completion of the exhibition, the contractor shall have to take away all the materials within five days and vacate the place with the same condition while occupying the ground.
10. 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.

11. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the GM, RIC Sambalpur. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the GM, RIC Sambalpur. In case of any additional requirement, the contractor has to take the prior written permission from the GM, RIC Sambalpur.
12. The bidder along with manpower and the committee formed by the GM, RIC Sambalpur should do a proper assessment and the actual work done during the period of entrepreneur's week.
13. Bidder will be responsible for up keep and maintenance of the entire work done by him till the closing of the exhibition. GM, RIC Sambalpur will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
14. No part of the contract will be sub-let without the prior written permission of the GM, RIC Sambalpur.
15. 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.
16. 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 fire-extinguisher as per the requirement of Entrepreneur's Week duly certified by the Fire Officer of the concerned area and adhere to the fire safety norms.
17. 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/ Asst. Fire Officer, Sambalpur.
18. 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 during the period of entrepreneur's week.
19. 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.
20. 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.
21. The rate offered by the firm shall be including of all taxes and duties, as applicable.
22. The bidder should submit the tender paper documents to the office of General Manager, RIC Sambalpur latest by 1p.m, 24th February, 2023 by registered post/speed post only. Tender received after schedule date and time will not be accepted.
23. **The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper. The documents to be submitted by the bidder are:**
 - i. Tender Paper Cost of Rs. 500/-(Rupees Five Hundred) only and EMD of Rs. 10,000 /- (Rupees Ten Thousand) only in shape of Bank Draft or Pay Order in favour of General Manager, RIC Sambalpur.
 - ii. Document in support of Experience of having successfully completed similar works during last three Years complying with the following 3 conditions.

- a. Three Similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs 1.00 Lakhs (**Rupees One Lakh**) **OR**
 - b. Two similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs. 1.5 Lakhs (**Rupees One lakh fifty thousand**) **OR**
 - c. One similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs. 3.00 Lakhs (**Rupees Three Lakhs.**)
- iii. Copy of the GST registration certificate, up to date Income Tax return and audited Financial Statement for the last 3 Years, i.e. FY: 2019-20, 2020-21 and 2021-22.
 - iv. 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.
 - v. Annual business Turn-over certificates by Chartered Accountant of last 3 years, not less than 10.00 lakhs each year.
 - vi. The above documents for Technical Bid should be submitted in a **separate envelope super scribed as “Technical Bid”**.
 - vii. The Financial Bid should be submitted by the bidder in a **separate envelope super scribed as “Financial Bid”**

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.

Signature with seal

II. SPECIFICATION FOR WORKS:

Following works will be required to be taken up:

- A. Erection of stall;
- B. Gates:
- C. Conference hall with seating capacity for 100 persons.
- D. Ground Electrification;
- E. Temporary Toilet for visitors along with water facility:
- F. Generators:
- G. Miscellaneous Items:

Detailed specification of above mentioned works are:

A. ERECTION OF STALL

The details of specifications are given below:

Sl no.	Particulars	Stall Category
1	Structure	Bamboo (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full flooring Coir Matting with the ground covering (Synthetic matting in entire stall and Entrepreneur's Week exhibition ground 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 <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	Three tire 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 shall 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 facia frame.
6	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.
7	Electric Fittings	T5 Light – 2 no. (2 number of light should be connected with generator) & on/off switch for use in night time after closing, with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
8	Sound System	One audio DVD/ CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
9	Numbering of Stall	All stalls should be numbered with vinyl with Sun board.
10	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.

B. GATES:

Following are the specifications erection of gate in the Entrepreneur's week fair ground:

Sr.	Particulars	Category
A	Structure	Bamboo Structure, Wooden Batten framing, 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 by the authority.
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.

C. AUDITORIUM

One Auditorium (German Hanger) with capacity of 100 sitting chairs will be erected- **ONLY NEW COTTON CLOTHES SHOULD BE USED**. The bidder has to be quoted as a **package** against the detail specifications given below:

Sr.	Particulars	Work Specifications
		Category
	Design	As per the design and specification to be given by Authority. (Size- Approx. 50' x 40')
A	Structure	Bamboo with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure should be Replica of "ENTREPRENEUR'S WEEK 2023" as per given design by RIC, Sambalpur
B	Size	50 ft X 40 ft.
C	Ceiling & Wall	Ceiling of Auditorium shall be finished with white Cotton Cloth properly stretched on wooden batten frames.
D	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.
E	Furniture	100 no of plastic moulded chairs, 10 no of VIP Chairs, 3 no of tables to be placed at Dais of Auditorium for workshop/seminar purpose.
G	Electric Fittings	Tube Light – 20 no. Ceiling Fan – 15 no., 4 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the Auditorium with 2 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for LCD projector. Other decorative light like hanging chandelier (<i>jhaada</i>) etc.
H	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Auditorium for night closing.
I	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 & Odia).
K	Air Conditioning	Provision of Six no of tower ACs for cooling of the Auditorium.
L	Sound System	One audio DVD/ CD player and 6 codeless microphones with amplifier for addressing participants. The speakers be fitted in such a manner that the announcement should cover to entire auditorium.

D. GROUND ELECTRIFICATION

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder for Entrepreneur's Week. The quantities of the items are statutory /fixed in the package. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

- i. Main Switch Board/Panel Board up to 250 KW electric loads 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. 25 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 10 no. of white Halogen light along with wiring /fitting poles.
- vi. 10 no. of flood lights 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. 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.
- ix. 10,000 Tuni running lights will be fitted at the required places.

E. TEMPORARY TOILET FOR VISITORS:

Four numbers of (2 for male & 2 for female) Temporary urinals & toilets should be installed with all sanitary fittings in the Entrepreneur's Week ground along with water facilities & wash basin for the participant and visitors. The quality of these toilets should be good, as a huge footfall of visitors is expected for this Entrepreneur's Week.

F. 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 T5 lights of each stall, few ground lights, control room and public announcement system. The requirement of Generator Sets will be of 82.5 KVA.

G. MISCELLANEOUS ITEMS:

Besides works from item No.1 to No. 8 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 and Blanket)	50 pcs.
2	Durry (15' X 15')	50 pcs.
3	Installation of Star Flex Sheet with batten frame and facia as per list	4000 sq.ft
4	Net Carpeting	Entrepreneur's week exhibition Ground.
5	Dustbin- 3 ft height	20 pcs.
6	Decorative Flower / Plant Pot	20 pcs.
7	Syntax tank (2000 liter capacity each tank with 3' height stand)	2 pcs.

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

Signature of the Bidder with seal

Place:

Date :

**Tender for Tentage work & Allied Activities of “Entrepreneur’s Week-2023”
at PHED, Ground, Ainthapali, Sambalpur from) 5th March-9th March, 2023**

(The date for submission of duly filled in tender document by 24.02.2023 at 01.00 PM and same shall be opened on same day at 04.00 PM at O/o CDO-cum-EO-Zilla Parishad, Sambalpur)

(The Financial Bid should be submitted in a separate envelope super scribed as “Financial Bid”)

To

The General Manager,
RIC, Sambalpur.

Sir,

I / We do hereby submit item wise quotation below for Tentage & allied works for Entrepreneur’s Week 2023 at PHED, Ground, Ainthapali, Sambalpur scheduled to be conducted from 05th March to 09th March, 2023.

Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.]
A	Erection of stall		Per Stall		100 stalls	
B	Gate		Per Gate		1 No.	
C	Auditorium (German Hanger)	Single package	Per package		1	
D	Ground Electrification	Single package	Per package		1	
E	Temporary Toilet for visitors		Per urinal		4 urinals	
F	Generator	Single package	Per package		1	
G	Tower ACs/Coolers	Single package	Per Package		6 Nos.	
H	Miscellaneous items:					
1	Bed Set (Bed & Pillow with Cover) and Blanket		Per set		50 pcs.	
2	Durry (15' X 15')		Per Piece		50 pcs.	
3	Installation of Star Flex Sheet with batten frame and Facia		Per Sq. Ft.		4000 sqr ft	
4	Net Carpeting		Per package		Entrepreneur's week Ground	
5	Dustbin- 3 ft height		Per Piece		20 pcs.	
6	Decorative Flower / Plant Pot		Per Piece		20 pcs.	
7	Syntax tank (2000 liter capacity each tank with 3' height stand)		Per tank		2 pcs.	
Total						

**Signature of the Bidder
With Seal**