

SECTION 1: LETTER OF INVITATION

From

Chief Development Officer -cum - Executive Officer,
Zilla Parishad
At/Po: Kacheri Road, Hans Nagar,
Dist: Sambalpur
PIN-768001

Dear Agency,

1. The Chief Development Officer -cum - Executive Officer invites Bid from **Registered Agency/ Registered Firm/ Company/Sole proprietor for onground Tentage & Allied Works for National Level Pallishree Mela-2023 from Dt. 10th Dec'2023 to 17th Dec'2023**. The details of the scope of work and services expected from the Agency are provided in the **Section 6: Terms of Reference** in this Tender Document.
2. An Agency will be selected through Quality and Cost Based Selection (QCBS) criteria described in this Tender.
3. The RFP comprises the following sections:
 - Section 1 - Letter of Invitation
 - Section 2 - Definitions
 - Section 3 - District Profile
 - Section 4 - Back Ground of Pallishee Mela
 - Section 5- Datasheet
 - Section 6- Terms of Reference
 - Section 7 - Instructions to Bidder
 - Section 8 - Technical Bid - Standard Forms
 - Section 9 - Financial Bid - Standard Forms

Chief Development Officer Cum Executive Officer,
Zilla Parishad, Sambalpur

SECTION 2: DEFINITIONS

- a) "CDO- Cum-EO" means the Chief Development Officer- Cum -Executive Officer, Sambalpur
- b) "Client" is the Chief Development Officer- Cum -Executive Officer, Sambalpur
- c) "Agency" means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) "Day" means calendar day.
- e) "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Bids.
- f) "LoI" means the "Letter of Intent" being sent by the Client.
- g) "Personnel" means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- h) "Bid" means Technical Bid and the Financial Bid.
- i) "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- j) "NIT" Means Notice Inviting Tender
- k) "Terms of Reference" (ToR) means the information included in the notice inviting tender which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- l) "Competent Authority" means Chief Development Officer- Cum -Executive Officer, Sambalpur

SECTION 3: DISTRICT PROFILE

Sambalpur is famous for its Sambalpuri Saree, the Sambalpur District is the western part of state of Odisha. The District is surrounded by Deogarh District in the East, Bargarh Districts in the West, Jharsuguda District in the North and Sonapur and Angul Districts in the South. The District of Sambalpur has a history full of events including Indian freedom struggle representing the different section of the society. Sambalpur is mentioned in the book of Ptolemy as Sambalaka on the river Manada. Sambalpur District was subsequently divided into four separate Districts. Bargarh District was separated in 1993, and Jharsuguda and Deogarh Districts were separated in 1994.

The District covering a geographical area of 6702 sq km lies between 20 degree 40' to 22 degree 11' North Latitude and 82 degree 39' to 85 degree 15' East Longitude. Total population of the District as per 2011 census is 10,41,099. Total male population of the District is 5,26,877 whereas total female population is 5,14,222. The District has got total 1,91,827 SC population and 3,55,261 ST population.

As per the administration of the District is concerned, the District of Sambalpur has got 3 sub divisions namely Sambalpur, Kuchinda and Rairakhol. There are 9 Tahasils, 9 Blocks, 24 Police stations, 1349 Revenue Villages and 138 Gram panchayats functioning in the District.

Sambalpur District experiences extreme type of climate with 66 rainy days and 153 centimeters rainfall on an average per annum. Most of the rainfall is confined to the months from June to October visited by south west monsoon. Mercury rises upto 47 degree C during May with intolerable heat wave and falls as low as 11.8 degree C during December with extreme cold. The rainfall is highly uneven and irregular.

The economy of Sambalpur District is basically dependent on agriculture and secondly on forests. Forests play an important role in the economy in terms of contribution to revenue, Domestic Product as well as dependence of people for livelihood. In the past Sambalpur has been a great centre of diamond trade. Kendu leaf (*Diospyros Melanoxylon*) is also produced in Sambalpur. Tendu leaf is one of the most important non-wood forest products of Sambalpur and is also called as green gold of Odisha. Lately industrialisation has started in the district and the prime industries of power,

alumina and steel have been established. The place is famous for its globally renowned textile bounded patterns and fabrics locally known as Baandha. Sambalpur is famous for its Hand loom textile works, popularly known as Sambalpuri Textile. It has earned international fame for its unique pattern, design and texture. Apart from textiles, Sambalpur has a rich tribal heritage and fabulous forestlands.

The important crops grown in the District are rice, gram, tuar, arhar, sesame, groundnut, mustard, castor, linseed. Sugarcane is the most important cash crop grown in the District.

The literacy rate of Sambalpur District is 76.91 percent. Indian Institute of Management, Sambalpur University, Gangadhar Meher University, IIM, Veer Surendra Sai University of Technology (VSSUT), VSS Institute of Medical Science and Research (VIMSAR), Gayatri College of Pharmacy, Dr P.M Institute of Advanced studies in Education, Gayatri College of Management, Gayatri College of Pharmacy, Lajpat Rai Law College, Sambalpur Nursing college are the famous educational institutes in the District.

The District experiences many beautiful festivals round the year. Sital Sasthi is observed in the month of June. This festival is the marriage ceremony of Lord Shiva and Parvati. Nuakhai is the most important social festival of the District. Bhaijuntia festival is celebrated on the Mahastami Day of Durga Puja. The Puajuntia festival is observed by mothers to invoke the grace of Lord Duttibahana for the long life and prosperity of their sons. Other religious festivals which are observed include Shiva Ratri, Dola Yatra, Durga Puja, Janmanstami, Diwali, Ganesh Puja and Saraswati Puja.

Many eminent personalities have taken birth on the soil of the Sambalpur District. Bir Surendra Sai (freedom fighter), Gangadhar Meher (Poet of nature), Bhama Bhoi (celebrated religious and poet), Satya Narayan Bohidar (Pioneer of Sambalpuri language and grammar), Swapneswar Das (accomplished poet and eminent journalist), Gokulanand Panda (Poet of extraordinary caliber), Sunil Mishra (renowned writer of humour and social satire), Braja Mohan Panda (Educationist of repute) and Laxmi Narayan Mishra (Eminent freedom fighter) are the famous personalities of this soil.

SECTION 4 - PALLISHREE MELA

National Level PallishreeMela, 2023 is an initiative to provide a direct selling platform to the rural producers to exhibit their products eliminating intermediaries. It is being organized by ORMAS, Sambalpur under the Panchayati Raj and Drinking Water Department, Govt of Odisha for years. It aims to strengthen the rural economy, thereby generating confidence and accelerating the development of rural crafts. The exposure to the urban market helps the rural artisans to taint their product portfolio to suit needs of urban customers. It creates ample space for cross-learning increases the bargaining power of the rural poor and enabling them to get better price realization for their products.

SECTION 5: DATA SHEET

Name of the Client	CDO-Cum-EO, Zilla Parishad Sambalpur Panchayati Raj & Drinking Water Department, Government of Odisha
Name of Work	On ground Tentage & Allied Works for National Level Pallishree Mela -2023
Place of Work	PHED Ground, Ainthapalli, Sambalpur
Tender/ document made available to the applicants	6 th November' 2023 www.sambalpur.nic.in , www.ormas.org
Last Date for Receiving of Queries	13 th November' 2023 by 5.00 P.M. to Email: ori-dsambalpur@nic.in
Date, time and venue for pre meeting	On 14 th November' 2023 at 11AM in the conference hall of Zilla Parishad, Sambalpur
Last Date of Uploading of response to Pre- Query	15 th November' 2023 by 5.00 P.M.
Last date for Receipt of Technical and Financial Bids (Sealed Envelope)	20 th November' 2023 by 5.00 P.M.
Date of opening of Technical Bids, Technical Bid.	21 st November '2023 at 11.00 A.M.
Date & Time for Technical Presentation by eligible bidders.	21 st November' 2023 at 12.30 P.M
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	QCBS
Ernest Money Deposit (EMD)	EMD in shape of Fixed Deposit/ NSC/ KVP from any scheduled commercial bank pledged in favour of " DSMS-Sambalpur ", payable at Sambalpur for Rs.50,000/- (Rupees Fifty Thousand only). Bids Without the requisite EMD shall be treated as non-responsive and rejected out rightly.
Bid Cost	Tender document fee in shape of Demand Draft from any scheduled commercial bank in favour of " DSMS-Sambalpur ",

	payable at Sambalpur for Rs.4,000/- (Rupees Four Thousand only) towards cost of tender document is to be furnished by the bidder along with the Technical Bid. Bids without requisite documents, fee shall be treated as non-responsive and rejected out rightly.
Address for Submission of Bids	Chief Development Officer- Cum - Executive Officer, Zilla Parishad At/Po: Kacheri Road, Hans Nagar, Dist: Sambalpur PIN-768001
Mode Submission of Document	document are to be submitted by Speed Post / Registered Post/ Courier only.

Note:

1. The Client reserves the right to change the above schedule by due intimation /information to the intended agencies. Please visit the website www.sambalpur.nic.in regularly for the updates.
2. If it is not possible to open the financial Bids on the same day, the date will be communicated to eligible bidder through e-mail/whats up/ SMS.

Bids must be submitted on or before the prescribed date, time and venue mentioned in the Data Sheet. Bids received after cut – off date will be summarily rejected.

SECTION -6 TERM OF REFERENCE

6.1 Objective of the Assignment:

The objective of the assignment is to provide event management service for the National Level Marketing Event named as “National Level Pallishree Mela” to be held from 10th Dec’ 2023 to 17thDec’ 2023 at PHED, Ground, Ainthapalli, Sambalpur.

6.2 Duration of the Contract

Contract will be for a period of 01 (one) Month from the date of issue of work order by the CDO-Cum-EO.

6.3 Scope of Work

Department of Panchayati Raj and DW, Government of Odisha has sanctioned a **National Level Marketing Event** named as “**National Level Pallishree Mela**” to be held from **10thDecember’ 2023 to 17thDecember’ 2023** at Ainthapalli. “**National Level Pallishree Mela-2023**” is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj & Drinking Water Department in collaboration with District Administration, Sambalpur with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural 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 homogeneously. 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 Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.*

a. **Management of the stage for opening/closing ceremony and cultural programme;**

The Authority had constructed a cemented stage measuring 5000 square feet approximately in the PHED ground. The Agency shall setup and manage the stage for the entire period of the Pallishree Mela - 2023, commencing from the inaugural ceremony till it's completion on. It shall provide comparing for the programmes to be hosted on the stage as well as decorate the stage as per the concept and theme finalized by the Committee headed by **Chief Development Officer-cum-Executive Officer**.

The agency shall provide the necessary logistics and amenities required on stage for the inaugural/closing ceremony as per description at **Annexure- A-D** in the tender document and be responsible for their timely delivery one day prior to the festival and their security. The Agency shall ensure that the conduct and management of the stage does not digress from the popular cultural ethos or hurt or offend any sensitivity.

b. **Setting up Temporary Infrastructure at the Venue (Pallishree Mela ground)**

b.1. Temporary Stall: The agency also constructs the 170 nos of temporary Stall as per the specification attached in **Annexure-A**

b.2 Co-ordination cell Cum VIP Lounge:The agency will erection one no of coordination cell Cum VIP Lounge in the Pallishree Mela Ground. The Specification attached in **Annexure-B**.

b.3 Assembling of Auditorium:-The agency will assemble an auditorium for accommodate of 500 persons which includes VVIPs, VIPs, District official and general public etc. The required amenities for Auditorium attached in **Annexure-G**.

b.4 Gates: The agency will construct the 3 nos of temporary Gates i.e two main entrance gate & one exist gate as per the specification attached in **Annexure -C**. (Category A for Main Gate and Category B for other 2 gates).

b.5 Live Demonstration Mandap:The agency will construct the one temporary live demonstration mandap for demonstration activities. The detail specification attached in **Annexure- I**

b.6 Ground Electrification: The agency install the electrical equipment/material for lighting the Pallishree Mela Ground, Parking Place, Gate etc. The detail requirement and specification attached in **Annexure-D**.

b.7 Food Court : The agency will install 10nos of food stalls along with the kitchen shed with the dining area to be made as per the specification attached in **Annexure-B**

b.8. Temporary Toilet for Visitor: The agency will install 8 nos (out of it 4 for Male & 4 for female) temporary Uninal & toilets with all sanitary fittings in the mela ground along with water facilities and wash basin for the participants and visitors. The quality of these toilets should be excellent, as there is a huge turnover of visitors during the event.

b.9 Setting of Selfie point:The agency will assemble 1 selfie point in the Pallishree Melaground. The design of the selfie point will be well decorated and also the design will be approved by the Committee.

b.10 Setting of Police Control room:The agency will assemble one police control room in the Pallishree Mela Ground with proper electricity, sound system i.e 2 Micro phone with complete set up ,4 office table and 10 Chairs. The place of control room and size will be provide by Committee.

b.11 Setting of Doctors room with First Aid Facility:The agency will assemble one doctors room in the Pallishree Ground with proper electricity, 2 office table and 6 Chairs. The place of above room and size will be provided by Committee. The medicine

for the First Aid Facility and deputation of Doctor, Nursing staff and other support staff will be made by CDM& PHO, Sambalpur with consultation with CDO Cum EO, ZP.

C. Barricading and fencing of the Ground during the festival

The Agency shall ensure fencing and barricading the setup at the venue, and approach roads (as per requirements), including but not limited to parking areas, entry points for smooth flow of vehicles and commuters to the venue. The barricading shall include both metal barricading, bamboo ballahs and black masking. Barricading and fencing is to be done as per the requirement also as decided by CDO Cum EO and Commissioner, SMC in coordination with District Administration.

Apart from this barricading, temporary barricading shall be done at different places for the smooth flow of the traffic and visitors into the grounds of the Fair. Barricading shall also be done near the demarcated vending zones where delicacies shall be sold by small vendors.

Please refer to Annexure-L to this tender document for details of quantity required. Any doubts in the matter of barricading Chief Development Officer-cum-Executive Officer to be consulted.

D. CC TV Surveillance

The Agency is required to supply and install security cameras with monitors and recording system for the entire duration of Pallishree Mela. The Agency shall install security cameras at all the entry/exit gates of the ground in consultation with District Administration/SP, Sambalpur and his Management team.

The Agency shall install 1 Nos 55" LED Monitors, and CC Cameras with memory back up at the entry points, Mela Ground, Auditorium, Parking place etc as per the requirement of the Administration and the Police. The agency will submit the recording to CDO-cum-EO, ZP after completion of the event.

E. Outdoor LED screen display:

The Agency shall provide LED screen (minimum 12 ft. x 8 ft.) at one prominent location in the ground for live telecasting of the stage shows/functions and other events during the entire Pallishree Mela, Sambalpur. The Agency shall, in consultation with the **Chief Development Officer-cum-Executive Officer**, Sambalpur and Dy, CEO, ORMAS identify one prominent location in the Ground for installation of the LED screen. The

Agency shall provide necessary technical infrastructure for live streaming of events in the format adaptable to the LED screen. The Agency shall also obtain all requisite permissions for the above work.

F. Cleaning & Sanitation of Ground:

The selected bidder should ensure the cleaning and sanitation of the ground in below manner.

- a) Mela Ground, food Court, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 8 (Eight) days of the Mela Period. Sweepers and one supervisor should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground.
- b) Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground
- c) Garbage has to be lifted (Approx. 1 trip per day through tractor) from mela ground on daily basis.

G .Generator

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 125 KVA. The fuel expenses will be borne by the bidders.

H. Miscellaneous Items:

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

S. N.	<u>Items</u>	Qty. required
1	Sanitizer Stand	5 no.
2	Dustbin- 3 ft height	30 pcs.
3	Decorative Flower / Plant Pot	50 pcs.
4	Syntex tank (2000 liter capacity each tank with 3' height stand)	3 pcs.
5	Net Carpeting	5000 sq ft.

Section 7: Instruction to Bidder

7.1 The Chief Development Officer-Cum- Executive Officer, Sambalpur will select agencies in accordance with method of selection specified below.

Name of the Client: Chief Development Officer-Cum- Executive Officer, Sambalpur

Method of selection: Quality and Cost Based Selection (QCBS).

7.2 The Bid submission address:

Chief Development Officer -cum – Executive Officer

Zilla Parishad,

At/Po: Kacheri Road, Hans Nagar,

Dist: Sambalpur

PIN-768001

The Bid (Technical Bid, Financial Bid in separate sealed envelopes) must be submitted by registered/speed post/ Courier only which should be received by the Client, not later than the following date and time:

Date: 20th Nov'2023 **Time:** By 5 P.M.

7.3 Queries / Clarification:

- a) The Client shall invite queries from Agencies as per the details mentioned in the Data Sheet of this document.
- b) The Applicants must ensure that their queries should reach CDO Cum EO, Sambalpur, on or before last date mentioned in the Data Sheet of this document only through the email of the Client, i.e. by 12th November 2023 (5 P.M.).
- c) The queries must be submitted in the following format:

Section/Page No	Content of Tender Document requiring clarification	Change/clarification requested	Remarks

- d) Client will not be responsible for non - receiving / delay in receiving of queries made by agency (s).
- e) Any queries for clarification, received after the cut - off date and time shall not be entertained by the CDO Cum EO.
- f) However, the Client reserves the right to hold or re-schedule the process.

7.4 Responses to Queries and Issue of Corrigendum:

- a) The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
- b) At any time prior to the last date for receipt of Bids, the client may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the Tender Document by a corrigendum.
- c) The Corrigendum (if any) & clarification to the queries from all Applicants will be uploaded on the websites www.sambalpur.nic.in, www.ormas.org Any such corrigendum shall be deemed to be incorporated into this Tender Document.
- d) In order to provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of Bids.
- e) Agencies shall bear all costs associated with the preparation and submission of their Bids and contract negotiation. The Client is not bound to accept any Bid and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Agencies.

7.5 Conflict of Interest:

- a) Client requires that Agencies shall perform the required services, provide professional, objective, and impartial advice and all times hold the Client's interest paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below.

7.6 Conflicting Relationship:

- a) An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of

the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

- b) Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.

7.7 Unfair Advantage:

If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this Tender all information that would in that respect give such Agency any competitive advantage over competing Agencies.

7.8 Fraud and Corruption:

It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
 - ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - iii. "collusive practices" means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
 - iv. "coercive practices" means harming or threatening to harm, indirectly, persons or their properly to influence their participation in a procurement process or affect the execution of a contract;
- b) Will reject a Bid for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:

7.9 Only one Bid:

An Agency may only submit one Bid. If any Agency submits or participates in more than one the Bid, all such Bid shall be disqualified.

7.10 Bid Validity:

The Bid remain valid for 180 days from the last date of submission of bid.

7.11 Preparation of Bids:

- i. The Bid as well as all related correspondence communicated by the Agencies and the Client, shall be written in English
- ii. In preparing their Bid, Agencies are expected to examine in detail the documents comprising the Tender. Material deficiencies in providing the information requested may result in rejection of a Bid.
- iii. The Bid consists of two parts (i) Technical Bid and (ii) Financial Bid

7.12 Minimum Eligibility Criteria:

Agencies failing to meet criteria or not submitting requisite proof for supporting of minimum eligibility criteria are liable to be rejected summarily.

Table No.1

Sl. No.	Criteria	Documentary Evidence to be Submitted in Technical
1	Name & Address of the Agency (Sole-proprietorship/ Registered Partnership Firm / Company)	Should have the nationality of India
2	Registration details:	Registration Certificate. PAN Card GST Registration Certificate Bank account & RTGS details (Cancelled Cheque).
3.	Requisite clearance/document and filing testimonies from relevant tax authorities	Upto date GST return copy for last 3 months Income tax for the FY 2022-23 Valid Labour license Trade license issued from competent Authority
4.	Minimum 5 years' experience in event management in Govt./ Public/ Private Sector	Work Orders and Completion Certificates/Invoice issued by the Client

5.	The Agency should have an average turnover of Rs 25.00 Lakh during the last three years ending 31 st March'2023 .	The Average turnover certificate certified by the Chartered Accountant who have audited the accounts.
6.	Brief write-up of the relevant business activities undertaken and overview of the expertise/potential available with the Agency.	Writings in the agencies letter head.
7.	The Agency should not have been black listed / banned by the Central / State Governments or PSU.	Affidavit to be furnished with stamp paper.
8.	Submission of undertaking for acceptance of terms & conditions	Submission on agencies letter head
9.	EMD in shape of Fixed Deposit/ NSC/KVP from any scheduled commercial bank duly pledged in favour of "DSMS-Sambalpur", payable at Sambalpur for Rs.50,000/- (Rupees Fifty Thousand) only	To be submitted with Technical Document. Or -security declaration claiming exemption of EMD deposit as per Finance Department Notification.
10.	Tender document fee in shape of Demand Draft from any scheduled commercial bank in favour of "DSMS-Sambalpur", payable at Sambalpur for Rs.4,000/- (Rupees four thousand only)	To be submitted with Technical Document.

7.13 Technical Bid Format and Content:

Applicant Agencies are required to fill the Bid in form 1 to 6 in Section -8 and enclosed it in a separate envelope along with all necessary/supporting document to justify the minimum eligibility criteria. The supporting documents have to be produced in original by the Agencies, if and when demanded by the Client. Submission of the wrong type of Technical Bid will result in the Bid being deemed non-responsive.

The formats of the Technical Bid (Section8) to be submitted are:

- a) Tech Form 1: Covering Letter
- b) Tech Form 2: Agency detail
- c) Tech Form 3: Agency Financial detail
- d) Tech Form 4: Agency Past Experience Detail
- e) Tech Form 5: Agency Past Experience Detail with Govt.
- f) Tech Form 6: Format for Affidavit

7.14 Financial Bids

The Financial Bid shall be prepared using the attached Financial Bid Form (in Section -9). The financial Bid shall not include any conditions attached to it and if received, then any such conditional financial Bid shall be rejected.

7.15 Tender Fee/ Cost

A Cost Rs. 4,000/- (Rupees four thousand) only in the form of Bankers Cheque/ Demand Draft (D.D.) made from any nationalized / scheduled / Commercial bank in favor of “DSMS-Sambalpur” payable at Sambalpur must be submitted along with the Bid.

7.16 Earnest Money Deposit:

An Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand) only in shape of Fixed Deposit/ NSC/KVP made from any nationalized/scheduled/ Commercial bank duly pledged in favor of “DSMS-Sambalpur” payable at Sambalpur must be submitted along with the Bid.

Bids received without Cost and EMD or Bid declaration for exemption shall be rejected as non- responsive. No bank guarantee will be accepted in lieu of the EMD of the successful and unsuccessful agencies. EMD of unsuccessful agencies will be returned within one month of completion of the event.

The EMD shall be forfeited by the Agency in the following events:

- a. If Bid is withdrawn during the validity period or any extension by the Agency thereof.
- b. If the Bid is varied or modified in a manner not acceptable to the Client after opening of Bid during the validity period or any extension thereof.
- c. If the Agency tries to influence the evaluation process.
- d. If the selected Agency withdraws its Bid during negotiations.

7.17 Submission, receipt and opening of Bids

- a. The Bid (Technical Bid and Financial Bid) shall contain no interlunation or overwriting except as necessary to correct errors made by the Applicant Agencies themselves. The person signing the Bid must provide his initial beside such corrections. Submission letters for the Technical Bid and Financial Bids should respectively be in the format specified.

- b. An authorized representative of the Applicant Agencies shall initial all pages of the original Technical and Financial Bids. The authorization shall be in the form of a written power of attorney accompanying the Technical and Financial Bids or in any other form demonstrating that the representative has been dully authorized to sign.
- c. The Tender Fee / Cost, EMD/ Bid declaration for exampation including all the Tech Forms and supporting documents shall be placed in a separate sealed envelope clearly marked "TECHNICAL BID".
Similarly, the Financial Bid in Form 1 & 2 shall be placed in a separate sealed envelope clearly marked "FINANCIAL BID" All the two sealed envelopes shall be placed in an outer large envelope and sealed. This outer envelope shall bear the submission address and shall be clearly superscripted with "**Technical & Fianancial Bid for Tentatage & allied works for National level Pallishree mela, Sambalpur**". The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. If the Bid is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Bid non- responsive.
- d. The Bids must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any Bid received by the Client after the deadline for submission shall be returned unopened.
- e. From the time, Bids are opened to the time the Contract is awarded, the Agencies should not contact the Client on any matter related to its Technical and/or Financial Bid, Any effort by Agencies to influence the Client in the examination, evaluation, ranking of Bids and recommendation for award of Contract may result in the rejection of the Agencies Bid.
- f. Bids are to be submitted through speed post / registered post (India Post)/Courier only. Bids submitted by any other means will not be accepted.

7.18 Evaluation of Technical Bid

- a. A Evaluation Committee (BEC) will be constituted by the Client for the purpose of evaluation the Bids.
- b. The BEC shall open & evaluate the Technical Bids on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table No2. Each responsive Bid will be given a Technical Score (Ts).

- c. The Evaluation Committee while evaluating the Technical Bids shall have no access to the Financial Bids until the technical evaluation process is concluded, and the competent authority accepts the recommendations.

Table No.2

Criteria, sub-criteria and point system for the Detailed Evaluation of Technical Bids are:

Sl. No	Parameter	Total/ Maximum Marks
	FINANCIAL CAPACITY OF BIDDER	25
1	Financial Statement (audited) of three year (2020-21, 2021-22 & 2022-23) and the agency should have an average annual turnover of Rs.25 lakhs from Event Management/Tentage business during the last three financial years <ul style="list-style-type: none"> ▪ 25 lakhs up to 50 Lakh - 10 marks ▪ More than 50 lakh to 1 Crore - 20 marks ▪ More than 1 Crore - 25 marks 	25
	PROOF OF EXPERIENCE IN EVENT MANAGEMENT	25
2	1. Number of Similar Assignments undertaken / completed during last five years till due date (Past Experience of handling Event Management/Tentage Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organisations). a. Similar Work/Assignment [Event Management/Tentage works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 25.00 Lakhs (Rupees twenty five Lakhs) in last five financial years. Each assignment carries 5 marks.	25
	PROOF OF EXPERIENCE IN EVENT MANAGEMENT WITH GOVT.	20
3	The bidder should have been in the business of providing Event Management Services to the Central / State Government / PSU for	20

	at least 5 years (as on 30 th September'2023) with a contract/ work order value Rs.20 Lakhs or above upto 5 years = 10 marks, More than 5 years = 20 marks.)	
	PRESENTATION ON APPROACH AND METHODOLOGY	30
4	Parties should present 3 numbers of creative innovative design of stage, VIP Lounge/ Coordination Cell, Gate and Stall design for the event with detail with timeline for completion of work. Time for each presentation is 15 minutes (approx)	30
	Total	100

- d. Agencies shall also make a presentation on its relevant skill, competencies, past experiences including the plan and modalities for the assignment before the Evaluation Committee, which will be evaluated.
- e. A Bid may be rejected at any stage if it does not respond to important aspects of the Tender and particular the Terms of Reference or if it fails to achieve the minimum technical score indicated below
- f. The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this Tender. The decision of the Committee shall be final and binding on all the ders.

7.19 Evaluation Methodology:

Evaluation of the Technical and financial Bids will be based on Quality cum Cost Based Selection mode. Those who qualify minimum eligibility criteria described at table -1 above will be evaluated as per table -II given . Those who will secure minimum qualifying mark of 70, their financial Bid will be opened.

- a. In the first phase the Technical Bids shall be evaluated on the basis of eligibility criteria as mentioned in this tender at Table-I.
- b. In the second phase the Registered Agency/ Registered Firm/Company which satisfy the eligibility criteria shall be given marks based on Table: 2 of this Tender document. Accordingly, Registered Agency/ Registered Firm/Company will be ranked based on the marks allotted to them.

7.20 Opening of Financial Bid

The financial Bid of those ders qualified in the Technical Score shall be opened and evaluated in presence of such ders in the following manner.

The score shall be computed as follows:

Financial Score: The financial s of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative. The Financial s in respect of the selected agency in achieving the bench mark score of **70 Mark** in "Technical " would be opened on the scheduled date & time.

Financial Score (Fs): The lowest financial Bid will be given a financial score of 100 points. The financial scores of other Bids will be computed as follows:

$$Fs = 100 \times FM1/F1$$

(F1 = amount of Financial Bid as proposed by the der; FM1 = Lowest financial quote)

7.21 Combined Evaluation & Scoring:

Combined Score- Bids will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = (Ts \times Tw) + (Fs \times Fw)$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Bid and Financial Bid that shall be 0.70 and 0.30 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score).

- a. The bidder to obtain the Highest Combined Score shall be identified as the Preferred bidder.
- b. The decision of CDO-Cum-EO as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.
- c. Notwithstanding the above, CDO- Cum-EO reserves the right to accept or reject any or all s.

7.23 Negotiations:

Negotiation will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all required material and skilled manpower. Failure in satisfying such requirements may result in the client proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

a) Technical Negotiations

Negotiation will include a discussion of the Technical Bid including the proposed approach and methodology, work plan, and organization and staffing, and any suggestions made by the Agency to improve the terms of

reference. The Client and the Agency will finalize the Terms of reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities requires from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which shall by the Client and the Agency.

b) Financial Negotiations

After the technical negotiations are over, financial negotiation will be carried out in order to discuss any change in financials due to change in scope of work or due to clarification on any aspect of the technical Bid during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in an increase in the price originally quoted by the Agency.

c) Conclusions of Negotiation

Negotiation will conclude with a review of the draft Contract. To complete negotiations the Client and the Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract, if necessary.

7.24 Award of Contract:

- a) After completing negotiations, the Client shall issue a work order to the selected Agency to execute the work.
- b) The CDO Cum EO, Sambalpur reserves the right to accept or reject any or all s to cancel / withdraw the invitation or to annul the ing process at any time prior to Award of Contract, without assigning any reason thereof. CDO Cum EO, Sambalpur shall bear no liability whatever the consequent upon such a decision nor shall CDO Cum EO, Sambalpur have any obligation to inform the affected bidder or bidders against any action.

7.25 Confidentiality:

Information relating to evaluation of Bids and recommendations award shall not be disclose to the Agencies who submitted the Bids or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Bid.

7.26 Termination of the Contract:

The competent authority may, by a written notice of termination to the der, suspend/terminate the contract if the bidder fails to perform any of its obligations

under this contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and
2. Shall request the bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the bidder.
3. The Competitive Authority at any point of time may terminate the contract by a notice of 7 days, if the agency fails to above stated clauses.

7.27 Payment Terms & Conditions:

- a. The payment shall be released by the CDO-Cum-EO to the Agency after submission of final bill/Invoice in triplicate along with copy of bank account details / cancelled cheque.
- ii. TDS for GST & IT as applicable will be deducted from the bills/ invoice.

7.28 Data Security & Prevention of Fraud:

The agency will undertake that all process and standards are being followed to ensure that the data is secured and is immune to any fraudulent activity.

7.29 Legal matter, including copy rights of Content:

Agency will have the responsibility of ensuring that all content featured / published on the basis of this assignment is free of legal encumbrance including of copy rights issue. CDO-Cum-EO will not have any responsibility in this matter.

7.30 :Other Term and Condition.

- i. The selected agency will provide the service /supply the material as per the requirement of Pallishree Mela. The list of the material attached in tender document is tentative. The same may change at the time of agreement and subsequent issue of work order time to time.
- ii. The Agency will ensure in time fire safety certificate, structure certificate, security certificate clearance from the concerned Authority. The der has to supply the fire protection equipment like extinguisher as per the requirement and adhere to the fire safety norms.
- iii. The Agency will ensure the temporary electrification for the exhibition ground. The temporary electrification and electric bills will be brone by the agency.

- iv. The Agency will be responsible for electrical safety at the entire mela ground i.e Ground, stage, Gate, Stalls, Parking etc.
- v. Any accidental death or injury in the Pallishree Mela site and compensation there of relating to event management shall be the responsibility of the agency.

7.31 Competent Authority:

The Chief Development Officer-Cum-Executive Officer, Sambalpur shall be the competent authority for this project. The powers of the Competent Authority will be as under:

1. May amend tender documents during the Bid evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
3. At discretion during evaluation of s, request an Agency for clarification on its Bid. This request will be in writing and the Agency should respond in writing. No change in price or substance of the shall be sought, offered or permitted at this stage.
4. The competent authority reserves the right to accept or reject any / all Bid partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the bidders.
5. Any dispute in this regard subject to Sambalpur jurisdiction only.

ANNEXURE-A

CONSTRUCTION OF STALL

Sn.	Particulars	Stall Specification
1	Structure	Bamboo Structure(<i>with Anti Fire Chemical Treatment</i>) , Size of each stall - 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full flooring Coir Matting/Synthetic matting
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 <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies.(All New White Cotton Clothes To Be Used)
4	Racks	Three tire wooden/Iron 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

Sn.	Particulars	Stall Specification
		with new white cloth. The space of below racks will be used for storage of goods.
5	Facia	A Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.]. The facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting]. A running white cloth jhallar of 1' width will be putted in the front side, below to the facia frame. Flex facia will be printed by the agency/firm/ decorator as per the design given by ORMAS & quoted price of facia should be included in stall charge.
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 molded Chair -2 nos.
7	Electric Fittings	T5 Light - 3 no. (2 number of light should be connected with generator) & on/off switch for use in night time after closing, Ceiling Fan-1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
8	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning Districts/states name should pasted on each stall.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
10	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.

ANNEXURE-B

FOOD COURT

Sn.	Particulars	Specifications
1	Structure	a. Food Stall Bamboo (3 to 6 inch)& cloth (<i>Anti Fire Chemical Treatment</i>) 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.

Sn.	Particulars	Specifications
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 <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, 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	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.
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 - 3 no. (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	Water	Water line connection to each kitchen shed with sink fixing
11	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.

Dining area

Sr.	Particulars	Specifications
1	Size	The size of the dining area will be of 60' x 100'
2	Flooring	Green net carpet
3	Furniture	Twenty (20) numbers of round table with frill and cover, hundred (100) numbers of banquet chair with white cover
4	Barricading	Decorative Bamboo truss barricading of 3' height with green colour painting to be erected around the dining area with entry and exit passage.
5	Dustbin	Sufficient (a minimum of 15 numbers big size) dustbin to be provided in dining area.

ANNEXURE-C

Co-Ordination cell Cum VIP Lounge

Sn.	Particulars	Work Specifications
1	Structure	Artistic 3D structured house as per approved event wise design attached at Annexure A with following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect.
2	Size	40 ft X 40 ft.
3	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 Pantry & store with the cloth and wooden batten frame work walls/partitions. Decoration will be made with Tribal Painting and hanging equipment.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. Two windows of minimum size 5' X 4' will be on the wall of office room towards the counter.
5	Flooring	Wooden Plank Platform Of 1' 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, 3 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, one water filter and two steel tables for pantry room & two standard table for computer operation.
7	Electric Fittings	Tube 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
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	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.

10	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).
11	A. C. provision	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 1 number of 2 ton tower AC should be fitted.
12	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.
13	Selfie Point	Acrylic lettering and Led lighting Selfie Point (length 15 ft , 2ft lettering size, backside LED with 4ft height platform with barricading)

ANNEXURE-D

MAIN ENTRANCE GATE & OTHER GATE

Sn.	Particulars	Category - A (Flex Box gate)	Category - B (3D Design gate)
A	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates as per approved event wise design attached at Annexure B. with following the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect.
B	Size	Pillars height will be of 12' to 14' with 25' cleared width between the pillars, length 25' and width of pillar will be 4' all around.	Pillars height will be of 12' to 14' with 25' 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	Gates should be fabricated with ply, batten frame, plaster of

Sn.	Particulars	Category - A (Flex Box gate)	Category - B (3D Design gate)
		cloth mounting with design work as per approved design.	paris with thermo col sculptures etc. design work as per approved 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 and the same should be changed every alternate day.	Live flower chains will be put in the gates and the same should be changed every alternate day
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.

ANNEXURE-E

GROUND ELECTRIFICATION

Sn.	Particulars	Work Specifications
1	Switch and Panel Board	Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring
2	Halogen Light	50 no. of Halogen Light (500 watt), 100 no. of Halogen Light (1000 watt), 75 no. of white Halogen light
3	White Halogen	95 no. of white Halogen light along with wiring / fitting poles.
4	Flood lights	20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
5	Globe lights/ Garden Lights	150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
6	Appliqué hanging lampshades	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.
7	Tuni running lights	20,000 Tuni running lights will be fitted at the required places.

ANNEXURE-F

LIVE DEMONSTRATION MANDAP

Sn.	Particulars	Work Specifications
1	Structure	Bamboo & Cloth Structure, four sides open (a model of Hindu marriage bedi)
2	Size	15 'X 15'
3	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.
4	Flooring	1 ft. wooden platform with Full floor Durry matting.
5	Ceiling	Tarpaulin water proof roofing and white cloth ceiling properly stretched.
6	Barricading	4' height bamboo barricade covered with cloth on all sides of the stall.
7	Electric Fittings	8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

ANNEXURE-G

STAGE STRUCTURE

Items	Specifications
Structure:	Existing cement platform size of 5000 to 6000 square feet approximately will be used as open stage.
Flooring:	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Back Drop:	Background work with batten framing, ply mounting, will be 60' x 20' with back side blue cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change offlowers). 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 Mela 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 with 3D craft fitted on a wooden framework and] properly fixed on both sides of the stage. The design of Flex sheets will be approved by authority.
Barricading:	4' height Steel/ Fabricationbarricade will be made around the stage in double row for the entry of VIPs.
Green Room:	One green rooms of size 30' X 40' with 4 Nos partition with the sitting arrangement of 20 person shall be made on left side ofthe stage having tarpaulin top covering, inner all side white cloth covering with batten frame, syntentic carpeting, good arrangements for sitting (chairs) with provision of a mirror, fan and light in green room.
Overall supervision:	Cleaning, Sweeping & keeping ready of all equipments on stage beforecommencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.

ANNEXURE-H

SOUND SYSTEM AT STAGE

Sl No	Item with configuration	Pcs
01	Bass Bin	4 nos.
02	High range top box (pee-vay/JBL, 400wt.)	8 nos.
03	High range frequency box (Pee-vay/JBL)	4 nos.
04	HF box	4 nos.
05	Cordless Micro Phone	2 nos.
06	Cord Micro Phone	6 nos.
07	24 channel Mixture	1 nos.
08	High wattage amplifier	4 nos.

09	Effect processor	1 no.
10	3 kw stabilizer	3 nos.
11	DVD Player	1 no.
12	Stereo Deck	1 no.
13	Meeting Microphone (Anti feedback microphone)	2 nos.
14	Standing Box Audience capturing	4 nos.
15	Stage Monitor Box	4 nos.
16	Singer Micro Phone	2 nos.

ANNEXURE-I

LIGHT AT STAGE

SI No	Item with configuration	pcs
01	PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	25
02	Galileo Scanner-1200 wt(SGM)	04
03	Multitwenty- 2K	06
04	Multiten- 1K	04
05	Jumbo Smoke Machine	02.
06	Jumbo Strobe Light	02
07	1 Colour Laser	02
08	Moving Head(SGM)	02
09	Led Par	10

10	Halogen 1kw	10
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ANNEXURE-J

Auditorium

The minimum distance of 15 feet from stage to auditorium will be maintained. The bidder has to be quoted as a **package** against the detail specifications given below:

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 tea poy 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.

Annexure-K

Barricading & Fencing

Sn.	Place	Work Specifications
1	In front of PHED	With Bamboo Ballha of 5 Feet height complete in all respects in different places as per requirement.
2	As per requirement	Movable Barricade

SECTION: 8
TECHNICAL SUBMISSION FORMS
COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**CDO-Cum-EO
Zilla Parishad
Sambalpur**

**Sub: Tentage & Allied Works for National Level Pallishree Mela'2023.
[TECHNICAL]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Tender Call Notice No.: _____, dated _____. We are hereby submitting our _____, which includes Technical and Financial sealed in separate envelopes.

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

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the NOTICE INVITING TENDER document. In case any provision of this TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our _____ 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: _____

Bidder's Organisation (General Details)

Sl No.	Description	Full Details/ Enclosures
1	Name of the bidder	
2	Address for communication: Tel : Mobile No: Email id :	
3	Name of the authorized person signing & submitting the on behalf of the bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Sambalpur If Yes, Please furnish contact details Name of authorized person: Mobile No: E.mail id:	
6	Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : FD/NSC/KVP No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	

10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal: _____

bidder Organisation (Financial Details)

Detail	2020-21	2021-22	2022-23
Turnover from Event Management/Tentage Services (in lakhs)			
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three FYs by the C.A Firm, Copies of Income & Expenditur Statement/ Profit & Loss Account and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for 2020-21, 2021-11 is not acceptable.</p> <p><i>Filled in information in this format must have to be jointly certified with seal and signature by the CA and the authorized representative of the bidder and to be furnished in original failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i></p>			

Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)

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

Communication Address of the bidder:

[NB: No Scanned Signature will be entertained]

(BIDDER'S PAST EXPERIENCE DETAILS)**Table -1 (List of completed assignments of similar nature during last 5 years)**

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete addresses	*Contract Value (in INR)	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: bidders are requested to furnish the list of the assignments undertaken during the last 5 Financial Years as per the above prescribed format only. 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.

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

Communication Address of the bidder:

**(BIDDER'S PAST EXPERIENCE DETAILS WITH
STATEGOVERNMENT/CENTRAL GOVT/PSU)**

Table -1 (List of completed assignments of similar nature during last 5 years)

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete addresses	*Contract Value (in INR)	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: bidders are requested to furnish the list of the assignments undertaken during the last 5 Financial Years as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

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

Communication Address of the bidder:

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I M/s. , (the name of the bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government institution or public sector undertakings in India or in any other jurisdiction to which we or our affiliates belong or in which we or our affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Bid Due Date.

We further confirm that we are aware that our interest to undertake the Tentage & allied works for Pallishree Mela, Sambalpur vide this tender call notice No. Dt. _____ for event management would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of....., 2023

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Signature:

SECTION: 9
FINANCIAL SUBMISSION FORMS
FIN-1 COVERING LETTER (In bidders Letter Head)

[Location, Date]

To,

CDO-Cum-EO
Zilla Parishad
Sambalpur

Sub: Submission of Financial for Tentage & Allied Works for National Level Pallishree Mela, Sambalpur

Sir,

I, the undersigned, offer to provide the Tentage and allied services for Pallishree Mela, Sambalpur in accordance with your Tender Call Notice No. _____, Dated: _____. Our attached Financial is for the sum of [*Insert amount(s) in words and figures**]. This amount is inclusive of all taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our , the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Item wise rate as per format given in the TENDER CALL NOTICE documents are given in FIN FORM-2.

Yours faithfully,

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the bidder:

Details of Price

SI No	Name of Item with Specification	Unit	Price per Unit	Approx. . required Quantity	Total Price
1	Construction of Stall (As per annexure -A)	Package		170	
2	Construction of Food Court (As per annexure-B)	Package		10	
3	Co-Ordination cell Cum VIP Lounge (As per annexure -C)	Package		1	
4	Construction of Gate (Box Type- Entry & Exit) (As per annexure-D)	Package		3	
5	Ground Electrification (As per Annexure-E)	Package		1	
6	Demo Stall & Theme Stall (As per Annexure-F)	Per Mandap		1	
7	Stage Structure (As per Annexure-G, H,I)	Package		1	
8	Auditorium (As per Annexure -J)	Package		1	
9	Temporary Toilet As per the Point no. b.8 of ToR	Per Pcs.		8	
10	Selfie Point as per the point no. b.9 of ToR	Per point		2	
11	LED TV for Outdoor display (E)	(12'X8')		1	
12	MISCELLANEOUS ITEMS				
12.1	Sanitizer Stand (H-1)	Per Pcs		5	
12.2	Dustbin- 3 ft height(H-2)	Per Pcs		30	
12.3	Decorative Flower / Plant Pot(H-3)	Per Pcs		50	
12.4	Syntex tank (2000 liter capacity each tank with 3' height stand)(H-4)	Per Pcs		3	
12.5	Net Carpeting(H-5)	Per Sqft		5000 sq.ft	
12.6	Barricading of Parking Area (VIP Parking,Four wheeler Parking, Two Wheeler Parkig)(Annex:- K)	Per RMT		100 RMT	

12.7	LED Monitor 55" for CC TV Surveillance	Nos		1	
12.8	Installation of CC camera	Nos		20	
12.9	1 TB Hard Disk for Back Up (Handover the Hard Disk to ORMAS after completion of Mela)	Nos		1	
Total Amount (In INR)					
GST (_____) (B)					
Grand Total C (A+B)					

The amount must match with the one indicated in FIN FORM-1.

Authorized Signatory [In full and initials]:
Name and Designation of Signatory with Date and Seal:
Address of the bidder: