



Bid Document

FOR

- 1.TENT, LIGHT,SOUND & EVENT ARRANGEMENT**
- 2.LUNCH & REFERENCEMENT**
- 3.CERTIFICATE & MEMENTOS**

FOR DISTRICT LEVEL FELICITATION CEREMONY 2024-25

Notice Inviting Tender No. 7240 /Dated 22.08.24

**OFFICE OF THE DISTRICT EDUCATION OFFICER
SAMBALPUR**



DISTRICT EDUCATION OFFICE, SAMBALPUR

In front of Ring Road, Near Collectorate, Sambalpur
Phon No.0663-2540145,e-mail id:deosambalpur28@gmail.com



No. 7240 /2024 Dated 22/08/2024

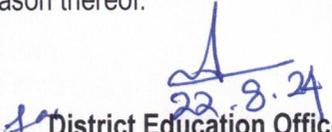
SHORT TENDER CALL NOTICE

Sealed tenders are invited from the reputed & credible Tent Houses, SHGs, Printers for 1.Tent, Light, Sound & Event Arrangement 2.Lunch & Refreshment 3.Certificate & Mementos For District Level Felicitation Ceremony 2024-25 in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Items	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
1.Tent, Light, Sound & Event Arrangement	Rs. 200/-	Rs.10,000/-	Dt. 27/08/2024 Up to 05.00 PM	Dt. 28/08/2024 At 05.00 PM
2. Lunch & Refreshment	Rs. 200/-	Rs.7,000/-		
3. Certificate & Mementos	Rs. 200/-	Rs.5000/-		

The detailed BID document is available in the website www.sambalpur.odisha.gov.in. Interested and eligible Tent Houses, SHGs, Printers may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above web site.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof.


District Education Officer
Sambalpur

Memo No. 7241 Dt. 22.08.2024

- Copy submitted to DIPRO, Sambalpur for information and necessary action. He/She is requested to publish this SHORT TENDER CALL NOTICE in two Odia daily of Sambalpur edition only with minimum insertion.
- Copy to DeGM, Sambalpur for information and necessary action. He is requested to hoist this SHORT TENDER CALL NOTICE in district web site.


District Education Officer
Sambalpur

IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the DISTRICT EDUCATION OFFICER, SAMBALPUR
2.	Availability of the Bid document	www.sambalpur.nic.in
3.	Date of Issue of the Bid	Dt. 20/08/2024
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	Dt. 27/08/2024 Up to 05.00 PM
5.	Date & time for opening of Technical BID.	Dt. 28/08/2024 At 05.00PM
6.	Date of opening of Financial BID	Will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.
7.	Bid Processing Fee (Non-Refundable)	Rs. 200/- (Rupees Two Hundred Only) in shape of Banker's Cheque drawn in any nationalized/scheduled bank favouring DISTRICT EDUCATION OFFICER, SAMBALPUR payable at SAMBALPUR which will be annexed with the Technical Bid separately for each category of items.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs. 10,000/- (Rupees Ten thousand Only) for Tent, Light, Sound & Event Arrangement Rs.7,000/-(Rupees Seven Thousand) Only for Lunch & Refreshment & Rs.5000/- (Rupees Five Thousand)only for Certificate & Mementos in shape of Banker Cheque drawn in any nationalized/scheduled bank favouring DISTRICT EDUCATION OFFICER, SAMBALPUR payable at SAMBALPUR which will be annexed with the Technical Bid separately for each category of items.
9.	Address & mode of submission of proposal	O/o the District Education Officer, Sambalpur, In front of Ring Road, Near Collectorate, Sambalpur PhonNo.0663-2540145,e-mail id:deosambalpur28@gmail.com Mode of Submission:-In the drop Box in the District Education Office. Submission of proposal through other mode and late bid will be rejected.
10.	Place of Opening of Proposal:	O/o the District Education Officer, Sambalpur, In front of Ring Road, Near Collectorate, Sambalpur PhonNo.0663-2540145,e-mail id:deosambalpur28@gmail.com
11.	Point of Delivery & Completion of supply	At the Mandalia Ground, Sambalpur 1.Tent & Event arrangement to be completed by 7 AM of 5 th Sept 2.Tiffin by 9 AM & Lunch by 1.00 PM of 5 th Sept 3.Certificates & Mementos to be delivered at DEO Office by PM of 1st Sept. 2024 positively.
12.	Submission of Performance security & Signing of agreement.	@5% of the contract cost on the day of issue of work order(Differential amount than that of EMD)

BID DOCUMENT

FOR TENT LIGHT SOUND & EVENT ARRANGEMENT, LUNCH & REFRESHMENT, CERTIFICATE & MEMENTOS

The District Education Officer, Sambalpur invites bids from the reputed & credible Tent Houses. SHG and Printers of for District Level Felicitation Ceremony 2023-24 . The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

For Tent, Light, Sound & Event Arrangement :The Tent House must have:

- (a) Valid GST Registration under Odisha.
- (b) Office as well as Shop in Sambalpur
- (c) Valid PAN
- (d) Proof of Last two Year IT Return.
- (e) Proof of Tent House service to Govt. Programme (Work Order)

For Lunch & Refreshment : The bidder

- (a) Must be a Self Help Group
- (b) Must have Valid PAN
- (c) Must have Food License

For Certificate & Mementos

- (a) Udayam Registration as a printer
- (b) Valid GST Registration under Odisha
- (c) Valid PAN
- (d) Proof of Last two Year IT Return.
- (e) Office as well as Shop in Sambalpur

2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "**Technical Bid for Tent, Light, Sound & Event Arrangement/ Lunch & Refreshment / Certificate & Mementos**" as per item for which bid to be submitted. Both sealed envelopes should be kept in another sealed envelope super scribed "**Tender for Tent, Light, Sound & Event Arrangement/ Lunch & Refreshment / Certificate & Mementos**".
- (b) **Technical Bid & Financial Bid.**
The Bidder has to submit all the documents as per respective category of eligibility criteria in the Technical bid. Similarly, the Financial Bid form has to be filled up as per prescribed form (Fin-1) and to be submitted in separate sealed envelope. The tender should be addressed to O/o the District Education Officer, Sambalpur In Front of Ring Road, Near Collectorate, Sambalpur

- (c) The Bid document shall be available in website www.sambalpur.nic.in and the cost of the tender paper is to be enclosed in shape of crossed banker's Cheque in favour of "DISTRICT EDUCATION OFFICER SAMBALPUR", payable at **SAMBALPUR** along with the **Technical BID**.
- (d) **Earnest Money Deposit (EMD)**: The bidder is to submit EMD amounting to **Rs.10000/-** for Tent, Light, Sound & Event Arrangement, **Rs.7,000/-** for Lunch & Refreshment and **Rs.5000/-** Certificate & Mementos. The EMD (refundable - without interest), may be submitted in shape of Banker's cheque from any Nationalized or scheduled bank drawn in favour of "DISTRICT EDUCATION OFFICER SAMBALPUR", payable at **SAMBALPUR**, failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the unsuccessful bidders shall be refunded within 10 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the work within specified period & (ii) not submitted performance security and/or express its inability to supply the material within the stipulated period. The EMD of successful bidder shall be adjusted against Performance security to be submitted.
- (e) The interested Bidders are to enclose self-attested photocopies of the above documents as per eligibility criteria as mention at above point no.1 **in the Technical Bid envelope**. The proposal submitted without the above documents/papers shall not be considered and rejected.
3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.
4. **Submission & opening of Tender:**
- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before **27.08.2024 by 5.00 PM** (in all working days) addressed to to O/o the District Education Officer, Sambalpur, In Front of Ring Road, Near Collectorate Building 768001 only in **Drop Box** The Authority is not responsible for any delay. No other mode of submission of bid shall be entertained.
- (b) **Late Bidders**: Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time at **28.08.2024 at 5.00 PM** in the O/o the District Education Officer, Sambalpur, In Front of Ring Road, Near Collectorate Building Sambalpur in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time.
- (d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

5. Specifications :
For Tent, Light, Sound & Event Arrangement.

SI No.	Items	Size/ Nos	Remarks
1	Stage	30x20 feet	Programme
2	Green Room		At both sides of Stage
3	Audience sitting place	150'x75'	
4	AC Cooler for stage	2 nos	
5	Ceiling	White green cloth with tarpolin	
6	Stall	10'x10' -10 nos	For Registration and others
7	Iron Table with cloth	25 nos	
8	Tent for Dining Area	3000 sq ft	
9	Fibre Chair	1200 nos	
10	Sofa Single seater	10 nos	with white turkish towels
11	Two Seater Sofa	10 nos	
12	Carpet (Green & Red)	Stage & Audience area	
13	Tea Poy with cloth	5 nos	
14	Podium	1	
15	Sound System with mouth Piece		
16	Generator		
17	Still Photo and videography		
18	Flower Decoration	Stage only	
19	Baloon (Green & White)	Stage & Audience area	

For Lunch & Refreshment

SI No.	Items	Size/ Nos	Remarks
1	Tiffin	1200 people	Upma, Green Pea Curry, Tea, plastic spoon with press dana
2	Lunch	1200 people	Rice, Dal, Mix Veg, Tamato Khatta, Chips, papad, Dahi bundi
3	Lunch Plate		Card board laminated
4	Water Bottle	Dispensor with jar	required for whole day as per actual
5	Water Bottle	300 mlx 40	
6	Water Tanker	2	
7	Disposable paper glass	As per requirement	
8	Wash Basin	10	

For Certificate & Mementos

Sl. No.	Items	Size/ Nos	Remarks
1	Memento	1018	As per specifications
2	Cerificate Students	1018	As per specifications
3	Jhute Bag	1018	Orange Colour
4	I Card with Green lace	1018	Fibre/ Vnyle
5	Banner	25'x10	Flex
6	Standy	4 pc	
7	Batches Double ribbon round with Green & white	10 pc	
8	Official I card with Blue lace	50 pc	

For further details please visit to Mo School Abhiyan Section of District Education Office, Sambalpur

6. Evaluation of BID:

- (a) The Purchase Committee of the District Education Office will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
- (b) The technically qualified bidder quoting lowest price in the Financial bid shall be considered for award of contract.
- (c) At the time of comparison of financial bid rates of eligible parties, if the L-1 rate of any category is found to be exceeds the approved allowed fund allocation amount then the NIA shall reserves the right for negotiation.

7. Acceptance or Rejection of the Bids:

- (a) The TIA reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.

8. Award of Contract :

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

9. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the **DISTRICT EDUCATION OFFICER SAMBALPUR**, payable at **SAMBALPUR** only on the day of issue of the work order.

10. Requirement & Delivery Schedule :

The selected L-1 firm shall complete the delivered and install/fix/fit all requisite Tent, Light, Sound & Event Arrangement items in all respect by 7 AM of 04.09.2024 at the Mandalia Ground in ready to use conditions.

11. Payment terms:

- (i) On Satisfactory Completion of Work :100% payment will be released on submission of two self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iii) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

12. Penalty :

- (a) If the work is delayed or dis-satisfactory for any reason for which the TIA is not responsible, penalty @ 0.5 % on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA may write Govt. for blacklisting the firm.
- (b) If the quality of work is delayed or dis-satisfactory for any reason, penalty as suggested by the purchase committee will be imposed.

- 13. Only one tender should be submitted by one party. Submission of more than one tender will lead to rejection of all proposal of the bidder.
- 14. The bidder/s may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.
- 15. All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.
- 16. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be uploaded with serial number and page mark.
- 17. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
- 18. The bid validity period is 10 days from the date of opening of the Financial bid. Accordingly, the bidder shall submit the Bid.
- 19. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

20. Resolution of Disputes:

- (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman SS, Sambalpur. The Collector cum Chairman SS shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.

21. Applicable Law and Jurisdiction of Courts:

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Sambalpur

(In Bidder's Letter Head)

Particulars	Rate to be Quoted as per specifications including all applicable taxes and duties (in Rs.)	Rate to be Quoted as per specifications including all applicable taxes and duties (Rs in word)
Tent, Light, Sound & Event Arrangement		
Lunch & Refreshment		
Certificate & Mementos.		

NB: The rate may be quoted up to two decimal points.

Place: BIDDER'S OFFICIAL SIGNATORY
Date: Name & Designation with Rubber Stamp/
Official Seal of the Firm.