

**NOTICE INVITING TENDER**

**SELECTION OF FIRM/ AGENCY/ PROPRIETOR/CONTRACTOR FOR  
TENTAGE & ALLIED WORKS FOR  
NATIONAL LEVEL PALLISHREE MELA -2025**

**DISTRICT ADMINISTRATION & ORMAS, SAMBALPUR**

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## **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, Zilla Parishad, Sambalpur invites proposal from experienced agencies for **"Selection of Registered Agency/ Registered Firm/ Company/ Sole proprietor for on ground Tentage & Allied Works for National Level Pallishree Mela -2025 from 4<sup>th</sup> to 12<sup>th</sup> Jan'2025.** The details of the required 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 as per 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 - Data sheet
  - Section 6- Terms of Reference
  - Section 7 - Instructions to Agencies
  - Section 8 - Technical Proposal - Standard Forms
  - Section 9 - Financial Proposal - 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, Zilla Parishad, Sambalpur
- b) "Client" is the Chief Development Officer- Cum -Executive Officer, Zilla Parishad, 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 Proposals.
- 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) "Proposal" means Technical Proposal and the Financial Proposal.
- 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, Zilla Parishad, Sambalpur
- m) "SMC" means Sambalpur Municipal Corporation

### **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 Sonepur 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 up to 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 industrialization 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 Dutibahana for the long life and prosperity of their sons. Other religious festivals which are observe include Shiva Ratri, DolaYatra, 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 grammer), 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: BACKGROUND OF NATIONAL LEVEL PALLISHREE MELA**

National Level Pallishree Mela has been organized every year in Sambalpur district 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 -2025
Place of Work	PHED Ground, Ainthapalli, Sambalpur
Tender/Bid document made available to the applicants	9 <sup>th</sup> December' 2024 <a href="http://www.Sambalpur.odisha.gov.in">www.Sambalpur.odisha.gov.in</a> , <a href="http://www.ormas.org">www.ormas.org</a> <a href="https://smcsambalpur.nic.in/">https://smcsambalpur.nic.in/</a>
Last Date for Receiving of Queries	13 <sup>th</sup> December' 2024 by 5.00 P.M. to Email: <a href="mailto:ori-dsambalpur@nic.in">ori-dsambalpur@nic.in</a>
Date, time and venue for pre bid meeting	On14 <sup>th</sup> December' 2024 at 11AM in the conference hall of Zilla Parishad, Sambalpur
Last Date of Uploading of response to Pre-bid Query	16 <sup>th</sup> December' 2024 by 5.00 P.M.
Last date for Receipt of Technical and Financial Proposals (Sealed Envelope)	20 <sup>th</sup> December' 2024 by 4.00 P.M.
Date and venue of opening of Technical Proposals, Technical Presentation and Financial Proposal	20 <sup>th</sup> December '2024 at 4.30 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 the form of FD/NSC/KVP duly pledged in favour of "DSMS-Sambalpur Rs.50,000/- (Rupees Fifty thousand) only." for Proposals 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 Proposal. Proposals Without the requisite Document Fee shall be treated as non-responsive and rejected out rightly.
Address for Submission of Proposals	Chief Development Officer- Cum -Executive Officer, Zilla Parishad At/Po: Kacheri Road, Hans Nagar, Dist: Sambalpur PIN-768001
Mode Submission of Bid Document	Bid document are to be submitted in Tender Box of Zilla Parishad, Sambalpur/ 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](http://www.sambalpur.nic.in) regularly for the updates.
2. If it is not possible to open the financial proposals on the same day of bid opening, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Data Sheet. Proposals 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 -2025" to be held from 4<sup>th</sup> to 12<sup>th</sup> January 2025 at PHED, Ground, Ainthapalli, Sambalpur

### **6.2 Duration of the Contract**

Contract will be for a period of 01 (one) Months from the date of signing of the contract with 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 4<sup>th</sup> to 12<sup>th</sup> January 2025 at PHED Ground, Ainthapalli, Sambalpur. "National Level Pallishree Mela "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. Setting up Temporary Infrastructure at the Venue**

**1. Temporary Stall:** The agency also constructs the 250 Nos of temporary Stall as per the specification attached in **Annexure-A**

### **2 Co-ordination cell Cum VIP Lounge:**

The agency will erection one no of coordination cell Cum VIP Lounge in the Pallishree Mela Ground as per the specification attached in **Annexure-B**

### **3. Gates:**

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

### **4. Live Demonstration Mandap:**

The agency will construct the one temporary live demonstration mandap for demonstration handloom & handicraft items. The detail specification attached in **Annexure- D**

### **5.Theme Stall**

The agency will construct the three temporary theme stalls for demonstration on DDU-GKY, Initiative of Bharat Masala, Rural Industrial Park. The detail specification attached in **Annexure- E**

### **6.Ground Electrification**

The agency installs the electrical equipment/ material for lighting the entire PHED Ground, Parking Place, Gate etc. The detail requirement and specification attached in **Annexure-F**

### **7.Food Court**

The agency will install 20 nos of food stall along with the kitchen shed with the dining area to be made as per the specification attached in **Annexure-G**

### **8.Temporary Toilet for Visitor:**

The agency will install (20) twenty numbers of (10 for Male & 10 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.

### **9 Setting of Selfie point:**

The agency will assemble 1 selfie point in the Pallishree Mela ground. The design of the selfie point will be well decorated and also the design approved by the Mela Authority.

#### **10 Setting of Police Control room:**

The agency will assemble one police control room outside 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 District Administration.

#### **B. 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-H** to this tender document for details of quantity required. Any doubts in the matter of barricading Chief Development Officer-cum-Executive Officer and Commissioner, SMC, Sambalpur to be consulted.

#### **C. 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 6 (Six) 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. 4 trip per day through tractor) from mela ground on daily basis.

#### **D. Generator**

The Agency will provide the Generator, POL and Operator 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, ground lights,

control room and public announcement system. The requirement of generator sets will be 1 No of 125Kva.

#### E. Miscellaneous Items

Besides works from item no. 1 to no. 16 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	Sanitizer Stand	20 no.
2	Dustbin- 3 ft height	50 pcs.
3	Decorative Flower / Plant Pot	150 pcs.
4	Syntex tank (2000 liter capacity each tank with 3' height stand)	6 pcs.
5.	Red carpet (synthetic)	2000
6	Net Carpeting	50,000 sqft
7	Supply of Flower Boquet for dignitaries	20

#### 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 Proposal submission address:

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

The Proposal (Technical Proposal, Financial Proposal 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:** 20<sup>th</sup> Dec'2024      **Time:** By 4 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 13<sup>th</sup> December 2024 (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 proposals, 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 Sambalpur.odisha.gov.in. [www.ormas.org](http://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 proposals.
- e) Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal 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 proposal 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 Proposal:**

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

**7.10 Proposal Validity:**

Proposal must remain valid for 180 days from the last date of bid submission. The client will make its best effort to complete negotiations within this period. Agency who do not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the client shall not consider such proposal for further evaluation.

**7.11 Preparation of Proposals:**

- i. The Proposal as well as all related correspondence communicated by the Agencies and the Client, shall be written in English
- ii. In preparing their Proposal, 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 Proposal.
- iii. The Proposal consists of two parts (i) Technical Proposal and (ii) Financial Proposal

**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 Bid
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	Up to date GST return file Income tax for the FY 2023-24 Valid Labour license Trade license issued from competent Authority
4.	Minimum 5 years' experience in event management in Govt./ Public/ Private sector Sector	Work Orders and Completion Certificates/Invoice issued by/ to the Client
5.	The Agency should have minimum Average annual turnover of Rs. 50 Lakhs in any 3 years ending 2023-24.	The Average turnover certificate should certify by a Chartered Accountant
6.	Brief write-up of the relevant business activities undertaken and overview of the expertise/potential available with the Agency.	To be submitted
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 Bid terms & conditions	Submission on letter head
9.	EMD in shape of the form of FD/NSC/KVP duly pledged in favour of "DSMS-Sambalpur" for Rs.50,000/- (Rupees Fifty Thousand only).	To be submitted with Technical Bid Document.
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 Bid Document.

### **7.13 Technical Proposal Format and Content:**

Applicant Agencies are required to fill the Technical Evaluation Form. The filled up Technical Evaluation Form and the corresponding Tech Form (in Section 8) should be enclosed in a separate envelop 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 Proposal will result in the Proposal being deemed non-responsive.

The formats of the Technical Proposal (Section 8) 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 Proposals**

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

### **7.15 Tender Fee/ Bid Cost**

A Bid 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 Proposal.

### **7.16 Earnest Money Deposit:**

An Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand) only Bankers in shape of the form of FD/NSC/KVP duly pledged in favour of "DSMS-Sambalpur" must be submitted along with the Proposal.

Proposals received without Bid Cost and EMD 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 signing of the agreement.

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

- a. If Proposal is withdrawn during the validity period or any extension by the Agency thereof.

- b. If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal 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 proposal during negotiations.

**7.17 Performance Bank Guarantee**

CDO- Cum- EO shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 03 days from the opening of the financial proposals. Within 07 days of such issuance, the selected Registered Agency/ Registered Firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 3% of the contract value and enter into the contract agreement with CDO Cum EO and start the work on an immediate basis.

**7.18 Submission, receipt and opening of proposals**

- a. The proposal (Technical Proposal and Financial Proposal) shall contain no interlunation or overwriting except as necessary to correct errors made by the Applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals 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 Proposals. The authorization shall be in the form of a written power of attorney accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been dully authorized to sign.
- c. The Tender Fee / Bid Cost, Declaration for EMD, including all the Tech Forms and supporting documents shall be placed in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL".

Similarly, the Financial Proposal including the Fin Form shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" 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 "Selection of a Registered Agency/ Registered Firm/ Company/ Contractor for on ground delivery and event management at National level Pallishreemela -2025". The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. The circumstances may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed

- envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non- responsive.
- d. The Proposals 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 proposal received by the Client after the deadline for submission shall be returned unopened.
  - e. From the time, proposals 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 Proposal, Any effort by Agencies to influence the Client in the examination, evaluation, ranking of proposals and recommendation for award of Contract may result in the rejection of the Agencies Proposal.
  - f. Proposals are to be submitted through speed post / registered post (India Post) only. Proposals submitted by any other means will not be accepted.

#### 7.19 Evaluation of Technical Proposal

- a. A Bid Evaluation Committee (BEC) will be constituted by the Client for the purpose of evaluation the proposals.
- b. The BEC shall open & evaluate the Technical Proposals 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 Proposal will be given a Technical Score (Ts).
- c. The Bid Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals 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 Proposals**

Sl. No	Parameter	Total/ Maximum Marks
	<b>FINANCIAL CAPACITY OF BIDDER</b>	<b>25</b>
1	Financial Statement (audited) of five year (2019-20, 2020-21, 2021-22, 2022-23 & 2023-24) and the agency should have an annual turnover of <b>Rs. 50 lakhs</b> from Event Management/Tentage business during any three financial years ending 2023-24. <ul style="list-style-type: none"> <li>▪ Up to 50 Lakhs - 5marks</li> <li>▪ More than 1 crore to 3 Crore - 15marks</li> <li>▪ More than 3 Crore- 25 marks</li> </ul>	25

PROOF OF EXPERIENCE IN EVENT MANAGEMENT		25
2	1. Number of Similar Assignments undertaken / completed during last five years from bid due date	25
	(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.	
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 at least <u>5 years</u> (as on 31 <sup>st</sup> August'2022) with a contract/work order value Rs.20 Lakhs	20
	upto to 5 years = 10 marks, More than 5 years = 20 marks.)	
PRESENTATION ON APPROACH AND METHODOLOGY		30
5	Parties should present 3 numbers of thematic design for the event with detail	10
	Innovation, Creativity and best practices in delivery of the event	10
	General approach & methodology and activity wise time line for execution of work along with minimum 15 anchor list ( Both Female & Male)	10
	<b>Total</b>	<b>100</b>

- d. Agencies shall also make a presentation on its relevant skill, competencies, past experiences including the plan and modalities for the assignment before the Bid Evaluation Committee, which will be evaluated.
- e. A Proposal 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 Bidders.

### 7.20 Bid Evaluation Methodology:

Evaluation of the Technical and financial proposals 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 above. Those who will secure minimum qualifying mark of 70, their financial proposal will be opened.

- a. In the first phase the Technical Proposals 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.

### 7.21 Opening of Financial Proposal

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

The score shall be computed as follows:

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

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

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

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

### 7.22 Combined Evaluation & Scoring:

Combined Score- Proposals 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 Proposal and Financial Proposal 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 bids.

#### **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 Professional staff. 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 Proposal 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 proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in an increase in the price originally quoted by the Agency. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor proposed until rates.

##### **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 Letter of Intent to the selected Agency.
- b) The Agency will sign the agreement after fulfilling all the formalities/pre-conditions within 7 days of issuances of the letter of intent.
- c) The CDO Cum EO, Sambalpur reserves the right to accept or reject any or all bids to cancel / withdraw the invitation or to annul the bidding 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 Proposals and recommendations award shall not be disclose to the Agencies who submitted the Proposals 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 Proposal.

#### **7.26 Termination of the Contract:**

The competent authority may, by a written notice of termination to the Bidder, 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 to the Agency after successfully completion of the works assigned and submission of bills.
- b. In case of special event / necessities arises, the agency has to cover the event and the additional payment will be made after certification of technical Committee.
- c. TDS including TDS on GST as applicable will be deducted from the monthly invoice as per Income Tax Act. 1961.
- d. GST will be paid extra as applicable from time to time to as per prevalent law.

### **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-2025. 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 the time fire safety certificate/clearance from the concerned Authority. The Agency will provide fire extinguishers to the Mela ground and bear the cost of fire extinguishers.
- iii. The Agency will ensure the temporary electrification for the Mela ground, Stage, Gate, Stalls, Parking etc. The temporary electrification and electricity bill will be borne by the Agency.
- iv. The Agency will responsible for electrical safety at the entire mostav ground i.e Ground, stage, Gate, Stalls, Parking etc.

### **7.31 Competent Authority:**

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

1. May amend tender documents during the proposal 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 bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The competent authority reserves the right to accept or reject any / all proposal 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

SL No	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	Wooden platform with 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.( <b>All New White Cotton Clothes To Be Used</b> )
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 with new white cloth. The space of below racks will be used for storage of goods.
5	Facia	<b>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 ]</b> . 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

## Co-Ordination cell Cum VIP Lounge

Sl. No	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-C

#### MAIN ENTRANCE GATE & OTHER GATE

Sl. No	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 cloth mounting with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of 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.

Sl. No	Particulars	Category - A (Flex Box gate)	Category - B (3D Design gate)
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-D**  
**LIVE DEMONSTRATION MANDAP**

Sl. No	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-E

## THEME STALL

Sl. No	Particulars	Work Specifications
1	Structure	Bamboo Structure( <i>with Anti Fire Chemical Treatment</i> ) , with tarpaulin water proof roofing.
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-F

## GROUND ELECTRIFICATION

Sl. No	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), 120 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	300 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	40,000 Tuni running lights will be fitted at the required places.

## ANNEXURE-G

## FOOD COURT

Sl. No	Particulars	Specifications
1	Structure	a. <b>Food Stall</b> 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. <b>Kitchen Shed:</b> Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall.
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. ( <b>all new white cotton clothes to be used</b> )
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.

## ANNEXURE-H

## BARRICADING &amp; FENCING

SL. No	Place	Work Specifications
1	In front of PHED	With Bamboo Ballha of 5 Feet height complete in all respects in 16 different places
2	As per requirement	Movable Barricade

SECTION: 8  
TECHNICAL BID SUBMISSION FORMS  
COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

CDO-Cum-EO  
ZillaParishad  
Sambalpur

Sub: Tentage & Allied Works for National Level Pallishree Mela- 2025  
[TECHNICAL BID]

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 Bid, which includes Technical Bid and Financial Bid sealed in separate envelopes.

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

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the 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 Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**Bidder's Organisation (General Details)**

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id	
4	Registration/ Incorporation Details Registration No: Date & Year. :	
5	Local office in Sambalpur If Yes, Please furnish contact details	
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD 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'S PAST EXPERIENCE DETAILS)****Table -1 (List of 5 completed assignments only 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) and Duration in Month	Date of Award/ Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

**[\*Contract Value = 25 lakhs]**

**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:**

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

**Table -1 (List of 5 completed assignments only 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) and Duration in Month	Date of Award/ Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

**[\*Contract Value = 20 lakhs]**

**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 instrumentality or public sector 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 Proposal Due Date.

We further confirm that we are aware our interest for event management 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 this .....Day of....., 2024

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Signature:

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

[Location, Date]

To,

CDO-Cum-EO  
ZillaParishad  
Sambalpur

Sub: Submission of Financial Bid for Tentage & Allied Works for National Level  
Pallishree Mela- 2025

Sir,

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

Yours faithfully,

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

*\*Amount must match with the one indicated in Fin Form-1*

## Details of Price

Sl No	Name of Item with Specification	Unit	Price per Unit	Approx. . required Quantity	Total Price
1	Construction of Stall ( As per annexure A)	Pcs		250	
2	Co-Ordination cell Cum VIP Lounge (As per annexure B)	Pcs		1	
3	Gate (As Annexure C)				
3.1	Category A (Flex Box Gate)	Per Gate		1	
3.2	Category B ( 3D Design Gate )	Per Gate		1	
4	Life Demonstration Mandap As per Annexure-D	Per Mandap		1	
5	Theme Stalls	Per stall		3	
6	Ground Electrification ( As per Annexure-F)				
6.1	Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring	Per Pcs		1	
6.2	LED Light (500 watt)	Per Pcs		50	
6.3	LED Light (1000 watt)	Per Pcs		120	
6.4	White Halogen light ( 8000 watt)	Per Pcs		75	
6.5	Flood lights ( 200 Watt)	Per pcs		20	
6.6	Globe lights/ Garden Lights	Per Pcs		150	
6.7	Appiqué hanging lamps	Per Pcs		300	
6.8	Tuni running lights	Per pcs		40,000	
7	Generator 125 Kv1 including Pol and operator Cost ( As per Para No D of the ToR)	Per Pcs		1	
8	Food Court as per the Annexure-G	Per Stall		20	
9	Barricading and fencing As per the Annexure-H				
9.1	In front of PHED	Per RMT		3000	
9.2	Movable Barricade	Per RMT		1000	
10	Temporary Toilet As per the Point no. A.8 of ToR	Per Pcs.		20	
11	Selfie Point as per the point no. A 9 of ToR	Per point		1	
12	Police Control Room as per point no.A 10 of ToR	Per Room		1	
13	Cleaning & Sanitation Ground as per para no.C of ToR ( from 4 <sup>th</sup> to 12 <sup>th</sup> Jan'2025)	Per Day		9	

14	<b>MISCELLANEOUS ITEMS</b>				
14.1	Sanitizer Stand	Per Pcs		20	
14.2	Dustbin- 3 ft height	Per Pcs		50	
14.3	Decorative Flower / Plant Pot	Per Pcs		150	
14.4	Syntex tank (2000 liter capacity each tank with 3' height stand)	Per Pcs		6	
14.5	Red carpet (synthetic)	Per Sqft		2000	
14.6	Net Carpeting	Per Sqft		50000	
15	<b>Installation of CC Camera</b>				
15.1	CC camera	Nos		30	
15.2	LED Monitor 55"	Nos		2	
15.3	1 TB Hard Disk for Backup	Nos		2	
Total Amount ( In INR) ( A From 1 to 16.3)					
GST ( _____ ) ( B)					
Grand Total C ( A+B)					

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