

**NOTICE INVITING TENDER**

**SELECTION OF FIRM/ AGENCY/ PROPRIETOR/CONTRACTOR/ EVENT  
MANAGEMENT COMPANY FOR TENTAGE & ALLIED WORKS FOR  
LOK MOHOTSAV, NATIONAL LEVEL PALLISHREE MELA &  
ATMA NIRBHAR BHARAT- SWADESHI MELA-2026**

**DISTRICT ADMINISTRATION, 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/ Event Management Company/ Sole proprietor for on ground Tentage & Allied Works for Lok- Mohotsav-2026, National Level Pallishree Mela & Atma Nirbhar Bharat- Swadeshi Mela from 4<sup>th</sup> to 11<sup>th</sup> Jan’2026.** The details of the required scope of work and services expected from the Agency are provided in the **Section 6: Instructions to Agencies** 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 – Data sheet
  - Section 5– Terms of Reference
  - Section 6 – Instructions to Agencies
  - Section 7 – Technical Proposal – Standard Forms
  - Section 8 – 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 : 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 Lok- Mohotsav-2026, National Level Pallishree Mela & Atma Nirbhar Bharat Swadeshi Mela
Place of Work	PHED Ground, Ainthapalli, Sambalpur
Tender/Bid document made available to the applicants	13 <sup>th</sup> December' 2025 <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	14 <sup>th</sup> December' 2025 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	On 15 <sup>th</sup> December' 2025 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' 2025 by 5.00 P.M.
Last date for Receipt of Technical and Financial Proposals (Sealed Envelope)	23 <sup>rd</sup> December' 2025 by 5.00 P.M.
Date and venue of opening of Technical Proposals, Technical Presentation and Financial Proposal	24 <sup>th</sup> December '2025 at 11.00 A.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 Bank Draft/Fixed Deposit/Bank Guarantee in favour of " <b>District Supply and Marketing Society, Sambalpur</b> " payable at Sambalpur of Rs.1,00,000/- (Rupees One Lakh) only. The Fixed Deposit shall be duly pledged in favour of " <b>District Supply and Marketing Society, Sambalpur</b> ". 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 " <b>District Supply and Marketing Society, Sambalpur</b> " payable at Sambalpur of Rs. 10,000/- (Rupees Ten 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 of Submission of Bid Document	Bid document are to be submitted by Speed Post / Registered Post/ Courier to Zilla Parishad, Sambalpur 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 email/ mobile.

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-5 Term of Reference

### 5.1 Objective of the Assignment:

The objective of the assignment is to provide event management service for the "Lok- Mohotsav, National Level Pallishree Mela & Atma Nirbhar Bharat-Swadeshi Mela" to be held from 4<sup>th</sup> to 11<sup>th</sup> Jan'2026 at PHED, Ground, Ainthapalli, Sambalpur

### 5.2 Duration of the Contract

Contract will be valid for a period of 01 (one) Months from the date of signing of the contract with CDO-Cum-EO, Zilla Parishad, Sambalpur.

### 5.2 Scope of Work

#### 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 Lok- Mohotsav-2026, National Level Pallishree Mela & Atma Nirbhar Bharat- Swadeshi Mela, commencing from the inaugural ceremony till its 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. The Agency shall receive the dignitaries to the stage with proper decorum and decency, management of hospitality services of the dignitaries and introduce them to the audience.

The agency shall provide the necessary logistics and amenities required on stage for the inaugural / closing ceremony as per description at **Annexure- A-D** to this 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 (PHED ground)**

### **B.1 Gates:**

The agency will construct the 6 Nos temporary Gates i.e one main entrance gate & another five gates as per the specification attached in **Annexure -A**. (Category B for Main Gate and Category A for other 5 gates).

### **B.2 Welcome Gate:**

The agency will assemble the 4 Nos of welcome gates (Flat Gate) at different entrance road to District headquarter.

### **B.3 Live Demonstration Mandap:**

The agency will construct the one temporary live demonstration mandap for demonstration Sambalpuri Handloom. The detail specification attached in **Annexure- B**

### **B.4 Decorative Wall:**

Decorative wall of batten framing, hessian cloth mounting and paintings be done geru with chita painting with Sambalpuri design for side walling.

### **B.5 Volunteer Waiting Hall:**

The agency will assemble a waiting shed (60'X10') for the volunteers with adequate light, fan and 30 nos of Chair.

### **B.6 Setting of exhibition hall:**

The agency will assemble an exhibition hall (100'X50') for the exhibition of best practices of line departments with sufficient light, fan etc.

**B.7 Setting of Selfie point:**

The agency will assemble 2 selfie point in the Mela ground. The design of the selfie point will be well decorated with the back ground of Mohastav logo and also the design approved by the District Cultural Committee.

**B.8 Setting of Doctors room with First Aid Facility:**

The agency will assemble one doctors room in the Mohotsav Ground with proper electricity, 2 office table and 6 Chairs. The place of above room and size will be provided by District Cultural Committee. The medicine for the First Aid Facility and deputation of Doctor, Nursing staff and other support staff will be made my CDMO, Sambalpur with consultation with CDO Cum EO and Commissioner, SMC.

**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-C** 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.

**D. Flex and signage for Lok- Mohotsav, National Level Pallishree Mela & Atma Nirbhar Swadeshi Mela**

The Agency shall print the required no of Maps of the Ground showing the layout of the stalls, roads, exits etc. for guidance of the visitors. It shall also print the required nos. of flexes showing Entry, Exit, Toilet, Directions, Block No etc. as signage for display at the required strategic points during the festival for crowd management and guidance. The details of requirements of flex and other signage are given at **Annexure-M** to this tender.

All signage must be put in place on the Ground before the event. For any clarification of doubts Chief Development Officer-cum-Executive Officer, Sambalpur, SP, Sambalpur and Commissioner, SMC to be contacted

The Agency is required to supply and install security cameras with monitors and recording system for all the festival days i.e Lok Mahotsav event. 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 2 Nos 55" LED Monitors, and CC Cameras with memory back up at the entry points, Utsav Ground, Auditorium, Parking etc as per the requirement of the Administration and the Police.

**E. Outdoor LED screen display:**

The Agency shall provide LED screens (minimum 12 ft. x 8 ft.) at 4 (four) prominent locations in the ground for live telecasting of the stage shows / functions and other events during the entire Lok Mahotsav Utsav - **2025**. The Agency shall, in consultation with the **Chief Development Officer-cum-Executive Officer**, Sambalpur and Commissioner, SMC identify 4 (Four) prominent locations in the Ground for installation of the LED screens. The Agency shall provide necessary technical infrastructure for live streaming of events in the format adaptable to the LED screens. The Agency shall also obtain all requisite permissions for the above work.

**F. Anchoring:**

The Agency will provide qualified, smart, experienced and proficient in local language (preferred Sambalpuri) adequate anchors (both Male & Female) for smooth anchoring in the entire period of the Lok Mohastav-2026

**G. 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 5 (Five) 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.

## H. 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 4 Nos of 125Kva.

## I. 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.	<u>Items</u>	Qty. required
1	Durry (15' X 15')	20 pcs.
2	Printing & Installation of Star Flex Sheet with batten frame	5000 sqrft
3	Printing & Installation of Star Flex Banner with batten frame	2000 sqrft
4	Sanitizer Stand	20 no.
5	Dustbin- 3 ft height	50 pcs.
6	Decorative Flower / Plant Pot	150 pcs.
7	Syntex tank (2000-liter capacity each tank with 3' height stand)	6 pcs.
8	Soundless pedestal fan	10 pcs.
9.	Red carpet (synthetic)	2000
10	Net Carpeting	50,000 sqft
11	Acrylic lettering and Led lighting Selfie Point (length 15 ft, 2ft lettering size, backside LED with 4ft height platform with barricading)	1
12	Decoration in Flowers	
13	Decoration in Baloons	
14	Supply of Flower Boquet for dignitaries	

## Section 6: Instruction to Bidder

6.1 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).

## 6.2 The Proposal submission address:

Chief Development Officer -cum – Executive Officer, Zilla Parishad,  
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 to Zilla Parishad, Sambalpur, not later than the following date and time:

**Date:** 23<sup>rd</sup> Dec'2025      **Time:** By 5.00 P.M.

## 6.3 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 14<sup>th</sup> December' 2025 by 5.00 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.

## 6.4 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](http://Sambalpur.odisha.gov.in) 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.

#### **6.5 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.

#### **6.6 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.

### **6.7 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.

### **6.8 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 property 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.

### **6.9 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.

### **6.10 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.

#### 6.11 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

#### 6.12 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	<ul style="list-style-type: none"> <li>• GST Return for last two Quarters for the F.Y 2025-26</li> <li>• Income Tax return for the FY 2024-25</li> <li>• Trade license issued from competent Authority</li> </ul>
4.	Minimum 2 years' experience in event management in Govt./ Public/ Private sector	Work Orders and Completion Certificates/Invoice issued by/ to the Client
5.	The Agency should have minimum average turnover of Rs. 1 crore during last two financial years ending 2024-25.	Copy of audit report along with the Annual turnover certificate certified by a Chartered Accountant must be enclosed as per Technical Form- 3
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 of Rs. 1,00,000/- (Rupees One Lakh) only in shape of Demand Draft/Fixed Deposit/Bank Guarantee in favour of “ <b>District Supply and Marketing Society, Sambalpur</b> ” payable at Sambalpur. The Fixed Deposit shall be duly pledged in favour of “ <b>District Supply and Marketing Society, Sambalpur</b> ”	To be submitted with Technical Bid Document.
10.	Tender document fee in shape of Demand Draft from any scheduled commercial bank in favour of “ <b>District Supply and Marketing Society, Sambalpur</b> ” payable at Sambalpur for Rs. 10,000/- (Rupees Ten Thousand only)	To be submitted with Technical Bid Document.

### 6.13 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 (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: Format for Affidavit

### 6.14 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.

### 6.15 Tender Fee/ Bid Cost

A Bid Cost Rs. 10,000/- (Rupees Ten Thousand) only in the form of Demand Draft (D.D.) made from any scheduled commercial bank in favour of “**District Supply and Marketing Society, Sambalpur**” payable at Sambalpur must be submitted along with the Proposal.

### **6.16 Earnest Money Deposit:**

An Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh) only in shape of the form of Demand Draft/Fixed Deposit/Bank Guarantee in favour of “**District Supply and Marketing Society, Sambalpur**” payable at Sambalpur must be submitted along with the Proposal. The Fixed Deposit shall be duly pledged in favour of “**District Supply and Marketing Society, Sambalpur**”

Proposals received without Bid Cost and EMD shall be rejected as non-responsive. Exemption of EMD for bidders registered as MSME/ Start-up is applicable as per guidelines of Finance Department. 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.

#### **6.16.1 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 with a validity period of 60 days of completion of assignment and enter into the contract agreement with CDO Cum EO and start the work on an immediate basis. MSMEs/ Start- ups are allowed concessional payment of Performance securities @25% of Performance security for normal bidder.

#### **6.16.2 Submission, receipt and opening of proposals**

- a. The proposal (Technical Proposal and Financial Proposal) shall contain no interlineation 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 duly 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 onground delivery and event management at Lok-Mohotsav, National Level Pallishree Mela & Atma Nirbhar Swadeshi Mela**". 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)/ Courier only. Proposals submitted by any other means will not be accepted.

### **6.16.3 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 two year (2023-24 & 2024-25) and the agency should have an average turnover of <b>Rs. 1.00 crore</b> from Event Management/Tentage business during any two financial years ending 2024-25. <ul style="list-style-type: none"> <li>▪Up to 3 Crore - 5 marks</li> <li>▪More than 3 crore to 5 Crore - 15 marks</li> <li>▪More than 5 Crore- 25 marks</li> </ul>	25
	<b>PROOF OF EXPERIENCE IN EVENT MANAGEMENT</b>	<b>20</b>
2	1. Number of Similar Assignments undertaken / completed  (Past Experience of handling Event Management/ Tentage Assignments of similar nature for Central/ State Government Departments/Semi-Govt/ PSU's/ Corporate Bodies / National / International Organisations) during last 5 years including 2025-26 till date.  Similar Work/Assignment [Event Management/Tentage works for National/ State/ District Level Exhibitions] completed works/assignments costing More than 30 Lakhs - 2 Marks for each assignment More than 40 lakhs - 3 Marks for each assignment More than 50 lakhs - 5 Marks for each assignment. Marks will be awarded maximum for 4( four) assignment.	20
	<b>PRESENTATION ON APPROACH AND METHODOLOGY</b>	<b>55</b>
3	Parties should present 3 numbers of thematic design for the event with detail including Innovation, Creativity and best practices in delivery of the event	45

	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.

**6.17 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 in Technical Bid , 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 documents. Accordingly, Registered Agency/ Registered Firm/Company will be ranked based on the marks allotted to them.

**6.18 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 0.80 and 0.20 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.

#### **6.19 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 be 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 unit 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.

**6.20 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 issuance 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 consequence upon such a decision nor shall CDO Cum EO, Sambalpur have any obligation to inform the affected bidder or bidders against any action.

**6.21 Confidentiality:**

Information relating to evaluation of Proposals and recommendations award shall not be disclosed 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.

**6.22 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.

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.

#### **6.23 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 invoice as per rule.
- d) GST will be paid extra as applicable from time to time to as per prevalent law.

#### **6.24 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.

#### **6.25 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.

#### **6.26 Other Term and Condition.**

- i. The selected agency will provide the service /supply the material as per the requirement of Mohotsav. 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.
- iii. The Agency will ensure the temporary electrification for the Mela ground. The temporary electrification and electricity bill will be borne by the Agency.
- iv. The Agency will responsible for electrical safety at the entire Mela ground i.e Ground, stage, Gate, Stalls, Parking etc.

## 6.27 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 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

### STAGE STRUCTURE

<b>Items</b>	<b>Specifications</b>
<b>Structure:</b>	Existing cement platform size of 5000 to 6000 square feet approximately will be used as open stage. The stage front side should be painted with traditional chitta.
<b>Flooring:</b>	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
<b>Back Drop:</b>	A back drop (25' height X 60' width with central LED /entire rear length will be prepared on wooden frame work with ply to be fixed on the stage properly based on the Lok Mahotsav/ 3D Craft as approved by District Culture/Mohastav Committee. Enamel Painted ply with different motives & flex sheet will be fixed in the frame (Before execution of the work tenderer should submit at least three types of structural design in colour print for finalization). 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. Display backdrop with LED and Stage Craft necessary beautification.
<b>Lettering</b>	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

<b>Side Wings:</b>	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 DSMS, Sambalpur.
<b>Barricading:</b>	4' height Steel/ Fabricationbarricade will be made around the stage in double row for the entry of VIPs.
<b>Stage Craft</b>	As per the design approved by District Culture Committee
<b>Green Room:</b>	One green rooms of size 30' X 90' with 12 Nos partition with the sitting arrangement of 10 person shall be made on left side of the stage having tarpaulin top covering, inner all side white cloth covering with batten frame, syntentic carpeting, good arrangements for sitting - 120 no of chairs and with provision of a mirror, fan and light in each green room.
<b>Overall supervision:</b>	Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor

## ANNEXURE-B

### SOUND SYSTEM AT STAGE

Sl No	Item with configuration	Pcs
01	DAS/ MAYER PANTHER SOUND	20
02	SUB-WOOFER DAS/ MAYER PANTHER SOUND	12
03	Monitor (stage)	10
04	Centre Fill	06
05	Side fill Tops	04
06	Console Allen & Heath Aventis/ DLIVE S 7000	01
07	DI Box for Instruments	20
08	Cord Microphone SM 58	20
09	Cord Microphone SM 57	20
10	Microphone Stand	20
11	Cordless Microphone Shure	06
12	Lapel Sennheiserxsw 2	04
13	Lapel NX Audio Pro 11	10
14	Phonelchunga	20

**ANNEXURE-C****LIGHT AT STAGE**

<b>Sl No</b>	<b>Item with configuration</b>	<b>pcs</b>
01	Sharpy 20 R	40
02	Face Light	40
03	RGB LED Colour Par	50
04	Audience Blinder 4 eye	18
05	OSRAM LED warm light -30	30
06	Haze machine	04
07	10 WT Laser Scanner	02
08	Power Rack 80 amp	06
09	Digital Power Management System 250 KVA	01
10	Digital Power Management System 630 KVA	04
11	MA 2/MA 3	01
12	Follow spot 400 w	01
13	Iron Struss (with rounding) 65/50	01
14	Retro Fan Light	07
15	Cold Pyro fireworks (Spectacular)	12
16	CO2 blower jumbo	04
17	Stadium Shot	04

**ANNEXURE-D****LED AT STAGE**

<b>Sl No</b>	<b>Item with configuration</b>	<b>Unit /pcs</b>
01	LED P3 for Stage	1000 Sqft
02	Operator for Mapping LED for stage	01

**ANNEXURE-E****Auditorium**

<b>Sl No</b>	<b>Item with configuration</b>	<b>Unit /pcs</b>
01	Chair plastic	4000
02	Chair VIP	250
03	Sofa VVIP	20
04	Matting VVIP & VIP Area	01

05	Barricading total Auditorium area	01
06	Centre Table	10
07	Table Cloth (New)	20
08	Borosil Glass with Cover	30
09	Plastic name plate	30
10	Turkis Towel	30
11	Speech Podium	2
12	Brass Deepam ( 2'6'' Hight)	1
13	Flower vase with live flower stick	2

#### 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.

## 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.(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 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.

## Food Court

Sl. No	Particulars	Specifications
1	Structure	<p>a. <b>Food Stall</b> Bamboo (3 to 6 inch) &amp; cloth (Anti Fire Chemical Treatment) structure, Size of Each Stall - 10' X 10' With Tarpaulin Water Proof Roofing.</p> <p>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.</p>
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
4	Racks	Three tire racks, if required. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	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-I

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 <b>approved event wise design attached at Annexure B.</b> with following the <b>technical specification</b> 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.
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-J**  
**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-K**

**BARRICADING & 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

**ANNEXURE- L**

**FLEX & SIGNAGE**

Sl. No	Particulars	Specification
1	Flex & Signage	Flex & Signage (Fittings, Furniture's & Equipment's, stall numbering, flex board, parking area, parking rate chart, way indicator board, green area, toilets, officers on duty board etc., hoardings, standees, selfie point) with installation, labour and end to end completion of allied services
2	Display of Map	Installation of structure for display of LokMahotsavUtsav 2023 map of approx. 10'*10' feet size at different locations
3	Batch	Making and supply of Guest batch and tag for the volunteers and officials with printing

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 Lok- Mohotsav, National Level Pallishree Mela & Atma Nirbhar Swadeshi Mela. [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:** \_\_\_\_\_

**Technical Form-2**

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

SI No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication with Mobile number, Email ID and Alternative Email ID.</b>	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Sambalpur</b> <b>If Yes, Please furnish contact details</b>	
6	<b>Bid Processing Fee Details</b> Amount: Bank Draft No.: Date: Name of the Bank:	
7	<b>EMD Details</b> Amount: Bank Draft / Fixed Deposit No/ Bank Guarantee: 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	
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	

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

\_\_\_\_\_

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

\_\_\_\_\_

**Bidder Organisation (Financial Details)**

Detail	2023-24	2024-25
<b>Turnover from Event Management/Tentage Services (in Rs. )</b>		
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last two FYs (Submission of copies of Income &amp; Expenditure Statement/ Profit &amp; Loss Account and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid 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 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							

*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....., 2025

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 Lok-Mohotsav, National Level Pallishree Mela & Atma Nirbhar Swadeshi Mela**

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 in Financial Form-2.

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*

**FINANCIAL FORM-2**

**Details of Price**

<b>Sl No</b>	<b>Name of Item with Specification</b>	<b>Unit</b>	<b>Price per Unit( In Rs.)</b>	<b>Approx. . required Quantity</b>	<b>Total Price ( in Rs. Excluding GST)</b>
1	<b>Stage Structure (As per Annexure-A)</b>	Lumsum		1	
<b>2</b>	<b>Sound system at stage (Annexure B)</b>				
2.1	DAS/ MAYER PANTHER SOUND	Pcs		20	
2.2	SUB-WOOFER DAS/ MAYER PANTHER SOUND	Pcs		12	
2.3	Monitor (stage)	Pcs		10	
2.4	Centre Fill	Pcs		06	
2.5	Side fill Tops	Pcs		04	
2.6	Console Allen & Heath Aventis/ DLIVE S 7000	Pcs		01	
2.7	DI Box for Instruments	Pcs		20	
2.8	Cord Microphone SM 58	Pcs		20	
2.9	Cord Microphone SM 57	Pcs		20	
2.10	Microphone Stand	Pcs		20	
2.11	Cordless Microphone shure	Pcs		06	
2.12	Lapel Sennheiserxsw 2	Pcs		04	
2.13	Lapel NX Audio Pro 11	Pcs		10	
2.14	Phonelchunga	Pcs		20	
2.15	Meeting Cordless Micro Phone	Pcs		04	
<b>3</b>	<b>Light at Stage ( as per Annexure C)</b>				
3.1	Sharpy 20 R	Pcs		40	
3.2	Face Light	Pcs		40	
3.3	RGB LED Colour Par	Pcs		50	
3.4	Audience Blinder 4 eye	Pcs		18	
3.5	OSRAM LED warm light -30	Pcs		30	
3.6	Haze machine	Pcs		04	
3.7	10 WT Laser Scanner	Pcs		02	
3.8	Power Rack 80 amp	Pcs		06	
3.9	Digital Power Management System 250 KVA	Pcs		01	
3.10	Digital Power Management System 630 KVA	Pcs		04	
3.11	MA 2/MA 3	Pcs		01	
3.12	Follow spot 400 w	Pcs		01	
3.13	Iron Struss (with rounding) 65/50	Pcs		01	
3.14	Retro Fan Light	Pcs		07	
3.15	Cold Pyro fireworks (Spectacular)	Pcs		12	
3.16	CO2 blower jumbo	Pcs		04	
3.17	Stadium Shot	Pcs		04	

3.18	Six eye Laxer	Pcs		06	
3.19	RBG Batten	Pcs		30	
3.20	Strobe 1000 watt	Pcs		24	
3.21	Warm	Pcs		20	
<b>4</b>	<b>LED at Stage (Annexure-D)</b>				
4.1	LED P3 for Stage	Sqft		1000	
4.2	Operator for Mapping LED for stage	Pcs		01	
<b>5</b>	<b>Auditorium (As per Annexure E)</b>				
5.1	Chair plastic			4000	
5.2	Chair VIP			250	
5.3	Sofa VVIP			20	
5.4	Matting VVIP & VIP Area			01	
5.5	Barricading total Auditorium area			01	
5.6	Centre Table			10	
5.7	Table Cloth (New)			20	
5.8	Borosil Glass with Cover			30	
5.9	Plastic name plate			30	
5.10	Turkis Towel			30	
5.11	Speech Podium			2	
5.12	Brass Deepam ( 2'6" Height)			1	
5.13	Flower vase with live flower stick			2	
5.14	VIP lounge				
5.15	VIP Toilet			1	
<b>6</b>	<b>Ground Electrification (As per Annexure-F)</b>				
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	Appliqué hanging lamps	Per Pcs		300	
6.8	Tuni running lights	Per pcs		40,000	
<b>7</b>	<b>Construction of Stall ( As per annexure G)</b>				
<b>8</b>	<b>Food Court as per the Annexure-H</b>				
<b>9</b>	<b>Gate As Annexure -I</b>				
9.1	Category A (Flex Box Gate)	Per Gate		2	
9.2	Category B (3D Design Gate)	Per Gate		3	
9.3	Welcome Gate ( flat Gate) as per	Per Gate		4	

	ToR para No.b.4				
10	<b>Life Demonstration Mandap (As per Annexure- J)</b>	Per Mandap		10	
11	<b>Generator 125 Kv1 including Pol and operator Cost ( As per Para No.H of the ToR)</b>	Per Pcs		4	
12	<b>Barricading and fencing As per the Annexure-K</b>				
12.1	In front of PHED	Per RMT		3000	
12.2	Movable Barricade	Per RMT		1000	
13	<b>Flex &amp; Signage As per Annexure-L</b>				
13.1	Flex & Signage	Per Sqft.		1000	
13.2	Display of Map (Installation of structure for display of Lok Mahotsav Utsav 2026 map of approx. 10'*10' feet size at different locations)	Per Map			
14	<b>Temporary Toilet As per the Point no. b.8 of ToR</b>	Per Pcs.		20	
15	<b>Decorative wall As per the Point no. B.9 of ToR</b>	Per Sqft.		1200	
16	<b>Volunteer Waiting Hall as per the point no. b.10 of ToR</b>	Per hall		1	
17	<b>exhibition hall as per the point no. b.11 of ToR</b>	Per hall		1	
18	<b>Selfie Point as per the point no. b.11 of ToR</b>	Per point		2	
19	<b>Doctor room with First Aid Facility as per the Point no b.13 of ToR</b>	Per Room		1	
20	<b>Out Door LED screen as per ToR point no. E</b>	Per Sqft.		394	
21	<b>Anchoring</b>				
21.1	Anchor Male	Per Evening		3	
21.2	Anchor Female	Per Evening		3	
22	Cleaning & Sanitation Ground as per para no.G of ToR ( from 10 <sup>th</sup> Jan to 17 <sup>th</sup> Jan-2023)	Per Day		8	
23	<b>MISCELLANEOUS ITEMS</b>				
23.1	Durry (15' X 15')	Per Pcs		20	
23.2	Printing & Installation of Star Flex Sheet with batten frame	Per Sqft		5000	
23.3	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	Per sqft		2000	
23.4	Sanitizer Stand	Per Pcs		20	
23.5	Dustbin- 3 ft height	Per Pcs		50	
23.6	Decorative Flower / Plant Pot	Per Pcs		150	

23.7	Syntex tank (2000 liter capacity each tank with 3' height stand)	Per Pcs		6	
23.8	Soundless pedestal fan	Per Pcs		10	
23.9	Red carpet (synthetic)	Per Sqft		2000	
23.10	Net Carpeting	Per Sqft		50000	
23.11	Acrylic lettering and Led lighting Selfie Point (length 15 ft , 2ft lettering size, backside LED with 4ft height platform with barricading)	Per Unit		2	
23.12	Decoration in Flowers	Per KG		200	
23.13	Decoration in Baloons	Per			
23.14	Supply of Flower Boquet for dignitaries	Per Pcs		200	
<b>24</b>	<b>Fencing &amp; Barricading</b>				
24.1	Barricading of Parking Area (VIP Parking, Four wheeler Parking, Two Wheeler Parkig)	Per RMT		500	
24.2	Barricading in approach road	Per RMT		200	
24.3	Barricading at Entrance Gate	Per RMT			
<b>25</b>	<b>Installation of CC Camera</b>				
25.1	CC camera	Nos		30	
25.2	LED Monitor 55"	Nos		2	
25.3	I TB Hard Disk for Backup	Nos		2	
26	<b>Sound for 7<sup>th</sup> &amp; 8<sup>th</sup> Jan'2026 for YOUTH FESTIVAL</b>			After finalization of artist	
<b>Total Amount ( In INR) ( A From 1 to 25.3)</b>					
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:**