



ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY

(Panchayat Raj & Drinking Water Department, Government of Odisha)

Zilla Parishad -Nabarangpur

Letter No. 585/ORMAS

Date. 09/11/2023

QUOTATION CALL NOTICE WITH NORMS & CONDITION For TENT AND ALLIED WORKS FOR PALLISHREE MELA-2023

Sealed quotation are to be invited from potential Tent houses, Suppliers and electrical decorators, to take up the below works (Package) for conducting of Pallishree Mela-2023 at New Mondei Ground, Nabarangpur, from **10th December to 14th December, 2023**

The details of the quotation call notice with norms & conditions are

1.FOR ERECTION STALLS, FOOD STALLS, GATES, FLAT GATE, BOX GATE ETC.

Sealed quotation are to be invited from potential Tent houses, Suppliers and electrical decorators, to take up the below works (Package) for conducting of Pallishree Mela-2023 at New Mondei Ground, Nabarangpur, from **10th December to 14th December, 2023**

The Details and SCOPE OF DIFFERENT WORKS

D) **220 Racks stalls (approximately) of 10X10 ft. and 30 Racks stalls (approximately) of 10X14ft size(For Govt Departmental stall) Total- 250 Nos including all fittings and fixing of materials, labour and transportation, loading and unloading, cleaning, etc.,**

Sl.No	Particulars	Specifications
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10'(225Nos) and 10' X 14'(25Nos) with tarpaulin water proof roofing.
2	Flooring	Full Floor Coir/carpet/Synthetic Matting
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with New white cloth. Backside outer wall will be covered with tarpaulin . The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	Three tire racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Fascia	A wooden batten frame for Running Fascia will be erected by the contractor. The frame will have 2' front projection & 4' height. The fascia will be covered with Flex.The flex will be supplied from Pallishree Mela Committee. 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 molded Chair – 2 nos.
7	Electric Fittings	Tube Light – 3 no. (1 no. of tube light should be connected with generator) & a on/off switch for use in night time after closing, Plug Pin – 1 no. connected with an on/off switch in each stall for Mobile charging and other purpose.

Sl.No	Particulars	Specifications
8	Numbering of Stall	All stalls should be numbered with stencil & paint or Flex Sheet
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.
10	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.
11	Miscellaneous	Street light facility should be provided inside the entire Pallishree Mela stalls One per each 4stalls.

II) 70 nos Non-Rack stalls (approximately) of 10X10 ft. size including all fittings and fixing of materials, labour and transportation, loading and unloading, cleaning, etc.,

Sl.No	Particulars	Specifications
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full Floor Coir Matting
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with New white cloth. Backside outer wall will be covered with tarpaulin / G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Facia	A wooden batten frame for Running Facia will be erected by the contractor. The frame will have 2' front projection & 4' height. The facia will be covered with Flex. The flex will be supplied from Pallishree Mela Committee. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
5	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.
6	Electric Fittings	Tube Light – 3 no. (1 tube 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. Must be 1 no. of 5 Amp Plug Point, in each stall
7	Numbering of Stall	All stalls should be numbered with stencil & paint or Flex Sheet
09	Miscellaneous	Street light facility should be provided inside the entire Pallishree Mela Ground
10	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

III. Food Stalls 40 stalls (approximately) of 10X12 ft. size including all fittings and fixing of materials, labour and transportation, loading and unloading, cleaning, etc.,

Sl.No.	Particulars	Specifications
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 12' with Fire Proof material (Tarpulin/Galvanised Tin Sheets)
2	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cotton cloth. The roof of Stalls will be covered with Tarpulin/G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies.
3	Facia	A wooden batten frame for Running Facia will be erected by the contractor. The frame will have 2' front projection & 4' height. The facia will be covered with cloth/Flex. The selective cloth/flex colour like Bottle Green, Navy Blue & Maroon will be used alternatively in the exhibitions. Running Tribal paintings/Patta Painting in multi color will be made on the facia. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
4	Electric Fittings	Tube Light – 3 no. (1 tube 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. Must be 1 no. of 5 Amp Plug Point, in each stall
5	Numbering of Stall	All stalls should be numbered with stencil & paint or Flex Sheet
6	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.
7	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

IV. CONSTRUCTION OF ONE COORDINATION CELL-CUM-VIP LAUNGE.

The Tenderar shall submit the lowest possible rates(Including appropriate Taxes) for erection of watch tower **construction of one coordination cell-cum-vip lounge** with following specifications.

Sl. No.	Particulars	Work Specifications
A	Structure	Bamboo <i>Balha</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate color.
B	Size	24' X 24' Ft.
C	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 4-6 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.

D	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.
E	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no., 02 no. of revolving cushion chairs, 3 sets of Dunlop sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
G	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 like hanging chandelier (<i>jhaada</i>) etc.
H	Sound System	One audio DVD/CD player and one microphone and Cordless with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
I	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.

V. BAMBOO BARRICADING

The firm also fix for bamboo barricading of 5 feet height with three rows horizontal runners including all labor as per the requirement,

Minimum – 3000 Running Meter

Barricade will be covered with White Cloths

VI. VIP LAWN and AUDIENCE GALLERY

The Firm will supply VIP Sofasets-30 Nos and VIP Chairs 200 Nos for VIP zone gallery. The VIP gallery should cover with Red/Green carpet. Minimum 2500(Two thousand Five hundred) plastic chairs for audience gallery.

The firm also fix **double line bamboo barricading of 5 feet height** with three rows horizontal runners all sides of the VIP gallery including all labor as per the requirement,

VII. Green Room- The Firm will erect the Green Rooms (2 Nos) for cultural troops size of rooms are 30'X40', with 10 nos small room partitions of several rooms and sealing. 200 Nos of Chairs for the artist.

Small partition Rooms-10 Nos

VVIP Chairs-20Nos

Light fitting inside green Room

Plastic Chairs- 200 Nos

Green Mat Ground covering

Dinning Table-10 Nos with Cover.

VIII. MAIN STAGE ITEMS

Green Carpet with Fitting to cover Main Stage(60x40 Feet)

Teapoy- 4 Nos, Good Quality Special with White Cloth Cover

Podium – 1 Nos

Lord Jagannath -01 No
Rukha Big Size-01
Covering of Craft at Main Stage
Side Walls-10 Nos to cover all sides of stages and Backside of the Craft.
Table for LED(As Required)
Stap Iron-04 Nos

IX. ACCOMMODATION OF PARTICIPANT SHG MEMBERS

Sealed quotation are to be invited from potential Tent houses, Suppliers for supply of different items for accommodation of participant shg members for conducting of Pallishree Mela-2022 at New Mondei Ground, Nabarangpur, from 10th December to 14th December, 2022

The Details

Mattress- 200 Nos.
Pillow - 200 Nos
Bed Sheet- 200 Nos
Plastic buckets- 25Nos
Plastic Mugs- 20Nos
Coir Door Mat 30 Nos
Phenyl 25lts

Sanitary Person(For Cleaning of Wash Rooms) 2 Persons

- X. Hydrogen/Helium Gas Balloon-01 nos , Size -12 Feet. Mond-2022 and Pallishree Mela Should be written on the body of the Ballon with light fitting. The Ballon should be float in the sky, around 40 feet above from the ground.
- XI. Silk Falgs- 50 Nos, Size of the flag should be 3 feet x 2 Feet, Cloth- Silk shining cloth, one side of the Flag Should be printed- Monde 2022 and other side will be Pallishree Mela -2022
- XII. Decoration of Hirli Park- The Hirli Park will be decorated with serial lights-5 Onos , PAR Lights- 50Nos , Himax Light-5 0 nos and Lichu Light-50 Sets .
- XIII. Crackers Sky Light with Sound- 100 nos of sky Light Shot with Sound sets.
- XIV. Shednet Covering entire Ground- 500mt X 500mt

TERMS & CONDITIONS

The bid to be submitted by the Bidder shall consist of 2 (two) parts :-

Part - I :- "Technical Bid" (1st Envelope) shall contain:-

The Tenderer/Supplier participating in Tendering process should submit the details as per the format "Format of Technical Bid". in separate envelop and should write clearly on the top of envelop i.e., "Quotation for Technical Bid for Tent and Allied Works for Pallishree Mela-2023".

Part - II :- "Financial Bid " (2nd Envelope) shall contain:-

The Tenderer/Supplier participating in Tendering process should submit the details as per the "Quotation for Financial Bid Tent and allied work for Pallishree Mela-2023" i.e., Schedule of Rates

The Tender should be submitted following the terms and conditions specified here under,

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit.

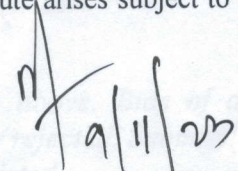
The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Tender Committee constituted for the purpose.

1. The Main envelope containing the tenders should be duly superscripted as **“Quotation for Tent and allied Work of Pallishree Mela-2023”**.
2. The sealed quotations shall be accepted as per the prescribed Performa only, Otherwise the quotation shall be rejected automatically.
3. **Place, date and time of receiving Tender** -The sealed tender papers should reach the **Deputy CEO, ORMAS , Zilla Parishad campus, Nabarangpur - 764059 through Registered post / Speed Post only** during official hours on or before **15.11.2023 by 3:00 PM** . The authority will not be responsible for any postal delay.
 - a. Other means of receipt of quotation will be rejected.
 - b. Quotations received after the stipulated date and time shall be liable for rejection.
4. **Place date and time of opening of Tender**- The quotation shall be opened on i.e. on **15.11.2023 at 03:30 P.M** in presence of the Bidders or their authorized representatives at ZP Mini Conference Hall, Nabarangpur.
5. **EMD-** The Bidders are required to deposit **Rs 20,000/- (Twenty thousand)** only as an EMD in shape of Demand Draft in favour of M/S Pallishree Mela, Nabarangpur drawn on any bank payable at Nabarangpur. Bidders may not required to deposit EMD who comes under exempted category.
6. **Cost of Tender Papers-** **A non-fundable amount of Rs 7080/- (Seven Thousand Eighty)** only is to be deposited along with the Tender in shape of Demand Draft in favour of **M/S Pallishree Mela Nabarangpur** drawn on any bank payable at Nabarangpur towards the cost of tender paper. The authority will not be responsible if any portion of downloaded Tender paper differ from the approved Tender paper available in the office of the ORMAS, Nabarangpur.
7. **Security Deposit**-The successful bidder has required to deposit **5% of the total value as Security Deposit** (refundable without interest) in shape of Demand Draft in favour of M/S **Pallishree Mela, Nabarangpur** drawn on any bank payable at Nabarangpur at the time of execution of agreement before issuing work order. The Security Deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.
8. The work should be completed within the time frame latest **8th December, 2023**
9. The Price offered by the firm should include all taxes, other charges etc., (As Applicable)
10. The rates offered by the firms should be valid till completion of the Pallishree Mela-2023.
11. The Pallishree Mela will be held from **10th December, 2023 to 14th December, 2023** and the firm will be required to hand over in all respects on **08th December, 2023**
12. Payment will be made within a period of 45 Days after successful completion of the work as per the specification, otherwise proportion amount will be deducted at the time of the sanction of the Bill as per the assessment of this tender committee members .
13. 20% payment will be deducted from the proportionate amount of as submitted by the party if the work is not handed over on or before 08th December, 2023 at 10:00 P.M. The remaining work will be done by engaging 3rd party and the amount as claimed and agreed by the tender committee will also be deducted from this proportionate bill of the first executant.
14. The duration of the exhibition will be for 5 days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by District Administration/ ORMAS before 20 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
15. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
16. It shall be responsibility of the successful bidder to obtained requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit

- have to supply fire protection equipments like fire extinguishers through 20 nos (3kg capacity)and adhere to the fire safety norms & fire repellent liquid spray over flammable materials use for stalls.
17. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply line and its upkeep.
 18. **The rate offered by the agency shall be inclusive of GST and Other eligible Taxes & Charges**
 19. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
 20. The bidder shall quote their price for all the items without leaving column/Item in the technical and financial bid lying blank. If found so, the bid will be treated as non responsive and rejected.
 21. The final payment will be made on the basis of the actual work done and work assessment report in the specified format by the Deputy CEO, ORMAS, Nabarangpur. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the undersigned. In case of any additional requirement, the contractor has to take the prior written permission from the under signed.
 22. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
 23. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
 24. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. District Administration/ ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
 25. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
 26. The bidder has to treat the materials to be used in tentage & allied works (like clothes & other inflammable materials), with fire repellent chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area. Any objections shall be raised by the fire Department in course of giving fire clearance certificate shall be addressed by the tenderer immediately.
 27. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
 38. The bidder or the authorized representative of the bidder should attend the opening event of the tender with all original documents /papers for verification.
 29. Non submission of any document required indicated in the ToR will render the Bid to be rejected.
 30. **The authority is not bound to accept the lowest and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.**
 31. **The quoted price in the financial bid should not be exceeding the price in the open market.**
 32. The Successful Vender/Tenderer should execute an agreement with the Deputy CEO, ORMAS, Nabarangpur after payment of 5% Security Deposit.

The above-described works may be modified during the mela if felt necessary and the firm should be accommodative to these minor changes. The quotation finalization authority will have the right to bifurcate and give the work to one or more firms if felt necessary and can cancel the tender without giving any reason thereof and the firm will be black listed.

The Collector-cum-Chairperson, Mondei Committee, Nabarangpur reserves the right to accept or reject any or all Tenders, full or part of the tenders without assigning any reasons what-so-ever and no intimation will be given to the bidders. In this account no disputes will be entertained. Any dispute arises subject to Nabarangpur Jurisdiction only.



CDO-cum-EO

Zilla Parishad, Nabarangpur

INFORMATION TO THE BIDDER

Pre-qualification/Eligibility Criteria:

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical proposal:

Sl.No	Eligibility Criteria	Documents required for pre qualification
01.	The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & international Organizations for at least 3 years from the date of opening of the proposal .	1.Proof of Certificate of Incorporation / Valid Registration of the Agency 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN) with Last Deposit Challan/VAT Clearance 4.Copy of the Electrical License / Contractor hired by the bidder.
02	Experience of having successfully completed similar works during last Three year ending last day of the month previous to the one in which application are in invited should be either of the following. i. Three Similar [Event Management works for National/ State/ District Level Programmes] completed works/assignments costing not less than the amount equal to Rs.8.00 Lakhs OR ii. Two similar works costing not less than the amount equal to Rs.8.00 Lakhs OR iii. One similar works costing not less than the amount equal to Rs.8.00 Lakhs	Work orders/ Contract Document / Completion of Work Certificates from the previous Clients to be submitted
03	The Firm/ Agency should open fully functional local office in Nabarangpur town for better co-ordination.	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
04	The Firm/Agency should have submit the proof of documents showing Annual Turnover above 8 Lakhs	Submit the IT returns or Report from CA Firm

Documents to be submitted along with Technical Bid

- Cost of Tender Papers cost as applicable
- Copy of PAN(Proprietor of the Firm or Firm)
- Copy of Goods and Services Tax Identification Number (GSTIN)& Last Deposit Challan.
- List of completed assignments of similar nature (Past Experience Details, along with copies of contracts / work orders / completion certificate from previous clients.
- Copy of the Electrical License/ Contractor hired by the Agency.

NB: *Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid and will be blacklisted.*

S/D
CDO-cum-EO
Zilla Parishad,Nabarangpur

TECHNICAL BID

**FORMAT FOR ERECTION OF STALLS, CONTROL ROOM, OTHER TENT with
ALLIED WORKS FOR PALLISHREE MELA-2023**

Sl.No.	Name of the Item	Details
01	Name of the Supplier	
02	Full Address of the Supplier	
03	PAN No.	
04	GST Registration No.	
05	Total Years of Experience	
06	Experience Certificate (Please attach the experience certificate) for 5 Years	
07	Cost of Tender Papers	<u>Rs 7,080</u>
(DD No..... Date..... Name of the Bank.....)		
08	Cost of Tender Papers	<u>Rs 20,000/-</u>
(DD No..... Date..... Name of the Bank.....)		
09	Capacity to Erect No. of Stalls without Rack	
10	Capacity to Erect No. of Stalls with Rack	
11	Capacity to Erect No. of Food Stalls	
12	No. of Sofa Sets Available (Ordinary)	
13	No. of Sofa Sets Available (VIP)	
14	No. of Executive Chairs Available(VIP)	
15	No. of Tables (Folding) Available	
16	No. of Plastic Chairs Available	
17	No. of Tube Light with Fittings	

	Available with good condition	(Package)
18	No. of Ceiling Fans Available with good running condition	
19	No. of Bamboos (Full Length) Available	
20	No. of Working Supervisors (to be present throughout the Mela)	
21	No. of Working Labours (to be present through out the Mela)	
22	No. of Sound Systems (Latest model, microphone with amplifier) in food Condition Available	
23	No. of Carpets (VIP) available	
24	Floor Mat (Sqr. Ft)	
25	Tarpaulin (Sqr. Ft)	
26	Shed Net (500 X 500 MT) Entire Ground	

Signature of the Proprietor with Seal

(Signature of the Proprietor)

FINANCIAL BID (Package)

FORMAT FOR ERECTON OF STALLS, CONTROL ROOM, OTHER TENT AND ALLIED WORKS FOR PALLISHREE MELA-2023

Sl.No.	Specifications	No of Unit	Total Rate for 5 Days including GST (in Rupees)
1	150 Stalls 10 X 10 ft. size and 30 Nos. of Stalls size 10' X 15' (As per specifications) with racking (3 step racking)	250 Nos.	
2.	Stall 10 X 12 ft. size (As per specifications) without racking	70 Nos	
3	Stall 10 X 10 ft Size (for Food Stalls) as per specifications	40 No.	
4	Coordination Cell-cum-VIP Lounge/ Control Room as per Specifications	1 NO.	
5	Bamboo barricading of 5 feet height with three rows horizontal runners.	3000Rmt	
6	<u>VIP Lawn and Audience Gallery</u> VIP Sofasets-20 Nos and VIP Chairs 100 Nos . The VIP gallery(100 ftX150ft) should cover with Red/Green carpet. 2000(Two thousand) plastic chairs	As in Tender	
7	Green Room for Cultural Troops	As in Tender	
8	Main Stage Items	As in Tender	
9	Shed net Covering entire Ground- 500mt X 500mt	As Per Tender	
10	Accommodation of Participant SHGs	As in Tender	
11	Hydrogen/Helium Balloon	As in Tender	
12	Silk Flags with Pole and Fitting	50 Nos	
13	Decoration of Hirli Park	As in Tender	
14	Crackers Sky Light	As in Tender	

(Signature of the Proprietor)