



Letter No. 1189 / 2026

Dt. 19/02 /2026

EXPRESSION OF INTEREST WITH NORMS & CONDITIONS
For GERMAN HANGER & ALLIED WORKS FOR SUBHADRA SHAKTI MELA-2026

Expression of interest from the interested Registration of the Agency having willingness and aptitude for the activity titled is invited

Quotation Value

Estimated Quotation Value	Rs 7,00,000/- (Seven Lakhs only (Including GST)
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1. For Subhadra Shakti Mela, German Hanger Size (100*120 ft) is invited to submit their application before the CDO-cum-EO,ZP Nabarangpur in the mentioned below format within 03 (three) days of issue of this notice, the last day for receiving of Expression of Interest 21.02.2026 till 3.00 PM. The expression of interest paper will be opened on 21.02.2026 at 4.30 PM in Mini Conference Hall, Zilla Parishad Nabarangpur.

2.

DETAIL OF THE ITEMSWISE WORK TO BE PROVIDED	MAIN STAGE LAYOUT & DESIGN FOR INFORMATION
	<ul style="list-style-type: none">• Should cover stage size: 48 ft (length) * 32 ft (width) * 3ft or 4ft (Height) minimum. provide by the Authority• Should cover LED screen seamlessly integrated with the Truss will be provide by Authority• German Hanger Size minimum (100*120 ft)• Roof Truss height: 25-30 ft minimum

INFORMATION TO THE BIDDER

Pre-qualification/Eligibility Criteria/Undertaking:

Bidders should confirm 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	List of Document
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 once in 5 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	
02	The Firm/Agency should have submit the proof of documents showing Annual Turnover above Rs.50.00 Lakhs in last four years.	Submit the IT returns or Report from CA Firm with UDIN Number	

03	No Litigation certificate	The firm should submit a self-declaration affidavit (Notary) that they have no any litigation.
04	Undertaking	The firm should submit an undertaking affidavit (Notary) that all the information given is correct.

Documents to be submitted along with Technical Bid

- Cost of Tender Papers cost as applicable
- Copy of PAN(Proprietor of the 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.*



TECHNICAL BID

FORMAT FOR ERECTON GERMAN HANGER ALLIED WORKS FOR PALLISHREE MELA-2025

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 2,000/-</u>
(DD No..... Date..... Name of the Bank.....)		
08	EMD	<u>Rs.35000/-</u>
(DD No..... Date..... Name of the Bank.....)		

[Handwritten Signature]

FINANCIAL BID (Package)

FORMAT FOR ERECTON OF STALLS, CONTROL ROOM, OTHER TENT AND ALLIED WORKS FOR
Subhandra Shakti Mela 2026

DETAIL OF THE ITEMSWISE WORK TO BE PROVIDED	German Hanger Size minimum	Rate
	• German Hanger Size (100*120 ft) Height (20 to 30 ft)	

(Quoted price in Words:.....)

(Signature of the Proprietor)

Name:

Address:

Contact Number:



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 Supplier Agency participating in Quotation 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 German Hanger & Allied Works for Subhadra Shakti Mela-2026".

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

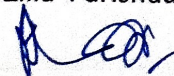
The Expression interest/Supplier participating in the process should submit the details as per the "Quotation for Financial Bid German Hanger allied work for Subhadra Shakti Mela-2026" i.e., Schedule of Rates

The Quotation 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 District Level Committee constituted for the purpose.

1. The Main envelope containing the Quotation should be duly superscripted as "Quotation for German Hunger and allied Work of Subhadra Shakti Mela -2026".
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 Quotation-The sealed Quotation papers should reach the CDO-cum-EO,ZP , Zilla Parishad campus, Nabarangpur - 764059 through Registered post / Speed Post / Carrier or drop box of Zilla Parishad office of CDO-cum-EO, Zilla Parishad, Nabarangpur by hand only during official hours on or before 21.02.2026 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 Quotation- The quotation shall be opened on i.e. 21.02.2026 at 04:30 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.35,000/- (Thirty five thousand only as an EMD in shape of Demand Draft in favour of CDO-cum-EO Zilla Parishad, Nabarangpur



drawn on any bank payable at Nabarangpur. Bidders may not require to deposit EMD who comes under exempted category.

6. Cost of Tender Papers- **A non-refundable amount of Rs-2,000/- (two Thousand) only** is to be deposited along with the Tender in shape of Demand Draft in favour of CDO-cum-EO, Zilla Parishad **Nabarangpur** drawn on any bank payable at Nabarangpur towards the cost of Quotation paper. The authority will not be responsible if any portion of downloaded Quotation paper differ from the approved Quotation paper available in the office of the CDO-cum-EO, Zilla Parishad, 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 CDO-cum-EO, Zilla Parishad, **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. For ensuring quality of the work, any bid below **19.99%** less than the tender value will be rejected. All financial bid up to 2(Two) decimal points without rounding off will only be considered. All bidders should quote their financial bid in both numerical and Alphabetical. In case of any confusion alphabetical bid will be prevailed. In case of the quoted price is same then lottery system will be followed.
9. The firm should the erection work within immediate of getting work order or else the work order will be cancelled and awarded to the L.2 bidder.
10. The work should be completed within the time frame latest **24th February- 2026. 3.00 PM**
11. The Price offered by the firm should include all taxes, other charges etc., (As Applicable)
12. The rates offered by the firms should be valid till completion of the Subhadra Shakti Mela- 2026.
13. The Subhadra Shakti Mela will be held from **25th February 2026 03.03 March-2026** and the firm will be required to hand over in all respects on **24th February 2026. 3.00 PM**
14. 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.
15. **During release of payment TDS will be deducted as per Law.**
16. 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 **24th February 2026 at 03:00 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.

17. The duration of the exhibition of Subhadra Shakti will be for 7 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/ CDO-cum-EO,ZP before 02 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.
18. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- 19. The rate offered by the agency shall be inclusive of GST and Other eligible Taxes & Charges**
20. 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.
21. 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.
22. The final payment will be made on the basis of the actual work done and work assessment report in the specified format by the CDO-cum-EO, Zilla parishad, 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.
23. 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.
24. On completion of the exhibition, the contractor shall have to take away all the materials within two days & vacate the place with the same condition while occupying the ground.
25. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. District Administration/ CDO-cum-EO, Zilla parshad will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
26. For convenience and effective delivery, the Quotation 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.

27. The bidder has to treat the materials to be used in **German hanger**. Any objections shall be raised by the fire Department in course of giving fire clearance certificate shall be addressed by the tenderer immediately.

The bidder or the authorized representative of the bidder should attend the opening event of the tender with all original documents /papers for verification.

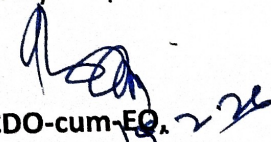
28. Non submission of any document required indicated in the ToR will render the Bid to be rejected.

29. 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.

30. The Successful Vender should execute an agreement with the CDO-cum-EO,ZP 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 Quotation without giving any reason thereof and the firm will be black listed.

The CDO-cum-EO, Zilla Parishad, District Level coordination Committee, Subhadra Shakti Mela, Nabarangpur reserves the right to accept or reject any or all Quotation full or part of the Quotation 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.

Note:- If any doubt regarding technical specification initialization of German hanger at the ground please contact in with following No. 8249951914 Dy CEO ORMAS Roshan Kumar Karthik, Nabarangpur.

Bidder Organisation (Financial Details)

Financial Information in INR				
Details	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Turnover from Event Management Services Services(in Cr)				
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three FYs (2022-23, 2023-23& 2024-25,2025-2026) (Submission of copies of Income & Expenditure Statement 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>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.</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]



TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of 5 completed assignments only of similar nature during last 3 years)

(FY 2022-23,2023-24, 2024-25, 2025-26)

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete address	*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 3 Financial Years (22-23, 23-24, 202-25 & 2025-26) 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. Bidders are requested to attach at least 5 best photographs of their creative from each assignment. Minimum one number of completed assignments required during above to qualify technical bid.

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

Communication Address of the Bidder: _____



TECH - 5

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 the work of Subhadra Shakti Mela 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, 2026

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____



SECTION: 5
FINANCIAL BID SUBMISSION FORMS
FIN-1 COVERING LETTER (In Bidders Letter Head)

To,

[Location, Date]

The Chief Development Officer – cum- Executive Officer
Zilla Parishad, Nabarangpur, 764059

Sub: Submission of Financial Bid for German hanger e& Allied Works for Subhadra Shakti Mela-2026 .

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Quotation 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 Quotation CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

A- TENTAGE & ALLIED WORKS

B. MISCELLANEOUS ITEMS

(Rupees _____) only

I have carefully read and understood the terms and conditions of the Quotation CALL NOTICE and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:



Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION - 6

ANNEXURE-A

BID SUBMISSION CHECK LIST

S/no	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART - A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Tender Paper cost of Rs. 2,000/- (date of deposit/transfer)		
4	EMD of Rs. 35,000/- (date of deposit/transfer)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	GST clearance in GST 3B Form		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. (Tech-5)		
13	Copy of the Electrical License / Contractor hired by the bidder		
FINANCIAL BID			
1	Covering Letter (FIN-1)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- All pages of the Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____

