

**ORMAS****ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY,  
SUBARNAPUR**

Panchayati Raj & Drinking Water Deptt, Govt. of Odisha  
Zilla Parishad, Subarnapur – 767017. Tel- 06654 291331, email – [dsmsonepur@gmail.com](mailto:dsmsonepur@gmail.com)

No. :- 422Date: - 13-12-22**SHORT TENDER CALL NOTICE**

Sealed Tenders are invited in the prescribed format from experienced Tent House/Firms/Agencies/Decorator for the Pallishree Mela and Development Exhibition-2023 to be held at Sonepur from **14.01.2023 to 18.01.2023** as per the specification provided below. The detailed Tender Paper along with terms & conditions for **Stage Arrangement work** Services can be obtained from the office of ORMAS, C/o – ZP Office, Subarnapur on payment of Rs.1,000.00 (Rupees one thousand) only which is Non-refundable. The tender paper can be downloaded from [www.subarnapur.nic.in](http://www.subarnapur.nic.in), in that case a demand draft of Rs. 1,000.00 (Rupees One thousand) only in favour of the **DSMS, Sonepur** payable at Sonepur, must be enclosed with the tender papers

The Technical & Financial Bid must be submitted in sealed covered separately mentioning

- **Technical bid** for Stage Arrangement work and **Financial bid** for Stage Arrangement work.

The Tender documents should reach to the address of Dy.CEO, ORMAS, C/o- ZP Office, Subarnapur on or before 1.00 PM of 22.12.2022 by General post/Registered or Speed post/Courier

The tender paper received after due date and time will not be entertained and will be opened on the same day at 4.00 PM in the office chamber of the CDO-cum-EO, ZP, Subarnapur in presence of Bidder or authorized representative of Bidder with proper acknowledgement.

The Technical Bid will be opened first and the eligible bidder in technical bid can only be considered for financial bid.

**SPECIFICATION:-**

SI No	Particulars	Details
01	Stage Arrangement work	Document required for Technical Bid in <b>Annexure I</b>
		Financial Bid Format in <b>Annexure-II</b>
		Term & Condition and Specification of works in <b>Annexure - III</b>

The undersigned reserve the right to reject/modify/cancel fully or partially the tender without assigning any reason thereof.

  
**DM and Collector cum Chairman  
ORMAS, Subarnapur**

Memo No 423 Date 13-12-22

- Copy to DIO, NIC, Subarnapur to web hoist the short tender call notice in the District website.

  
**DM and Collector cum Chairman  
ORMAS, Subarnapur**

**TENDER PAPER FOR STAGE ARRANGEMENT WORK OF EXHIBITIONS (Pallishree Mela- 2023)**  
**TO BE ORGANISED FROM 14<sup>th</sup> TO 18<sup>th</sup> January' 2023 BY ORMAS & DISTRICT ADMINISTRATION,**  
**SUBARNAPUR**

COST OF TENDER PAPER : Rs. 1,000.00 (Rupees one thousand) only.  
(Non Refundable)

ISSUED TO (Address in Detail) : M/S. \_\_\_\_\_  
\_\_\_\_\_

Against Money Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

Signature of Accountant

E.M.D (Refundable) : (i) The tenderer has to deposit a Earnest Money Deposit (EMD) of Rs. 10, 000/- (Rupees Ten thousand) only in shape of Demand Draft in favour of DSMS, Sonepur for participating in the tender process.  
(ii) The security deposit will be returned back to the unsuccessful tenderer after finalization of the tender process.

LAST DATE & TIME FOR RECEIPT : 22.12.2022 latest by 1.00 PM  
OF TENDER PAPER

DATE & TIME OF OPENING OF : 22.12.2022 at 4.00 PM at Office Chamber of CDO-cum-EO, ZP,  
TENDER PAPER Subarnapur

**PLEASE DELIVER AT**

**ZILLA PARISHAD OFFICE BUILDING, SUBARNAPUR**

## ANNEXURE-I

Technical Bid Format to be submitted in a separate sealed cover –

### DETAILS ON THE QUOTATION

(to be filled in by the bidder)

A. The work : Stage Arrangement work works for Pallishree Mela 2023, Subarnapur

B. E.M.D (Refundable) : Rs.10000/- (Rupees ten thousand only) in shape of Demand Draft /Pay order in favour of "DSMS, Sonepur" payable at Sonepur.

Demand Draft/Pay Order No..... Dated ...../...../20....

C. LAST DATE & TIME FOR RECEIPT OF QUOTATION: **22.12.2022 at 1.00 PM**

### EVALUATION FORMAT

Name of the firm	:	
Address	:	
Type of firm [Tick (√) ]	:	(Proprietorship/ Partnership)
Registration No.	:	
GSTIN Number	:	
GSTIN last deposit Chalan	:	Yes/ No (if yes attached the Xerox copy of same)
DD/Pay Order No. & Dt.		
PAN Number		
Valid Electrical License	:	Yes/ No
Valid Labour License	:	Yes/NO
Experience of similar types of works	:	Yes/ No

### DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative notice, my bid is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, Subarnapur. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:  
Date:

**Signature of the Bidder with seal**

**Document to be submitted in Technical Bid**

- i. EMD of Rs.10000/- (Rupees Ten thousand only) in shape of Demand Draft/Pay Order in favour of DSMS, Sonapur payable at Sonapur.**
- ii. Experience Certificate/ Work Order showing successfully completed similar type of works during last five years as mentioned in Sl.-4 of Terms & Conditions.**
- iii. Copy of the Registration Certificate of the Agency/ Firm/ Organisation for similar nature of work.**
- iv. Copy of Goods & Services Identification Number (GSTIN) & latest GST deposit Challan.**
- v. Self attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work. In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted.**
- vi. Financial Bid as per the prescribed format duly signed in separate cover.**

## **ANNEXURE-II**

### **Financial Bid Format to be submitted in a separate sealed cover –**

(Last date for submission of duly filled in quotation form is 22th December'2022 at 1.00 PM)  
(to be filled in by the bidder without any overwriting)

I / We do hereby submit item wise quotation of Tentage and Allied works for Pallishree Mela – 2023 for five days including all taxes.

Sl.	Item	Unit	Cost per unit [in Rs.]	Approximate Qty. in units	Total Amount [In Rs.]
1	STAGE : LED (10 X 20 ') with online Live connection of Hockey Mens World Cup and other background decoration	Per package		1	
2	Stage Sound	Per package		1	
3	Stage Light	Per package		1	
4	DG set 80 KVA			1	
<b>GRAND TOTAL</b>					
<b>Rupees (in Words).....</b>					

**Signature of the Bidder With seal**

## ANNEXURE-III

### Terms of Reference for the Stage Arrangement Works of Pallishree Mela – 2023

#### A. ABOUT PALLISHREE MELA– 2023:

Pallishree Mela 2023 is scheduled to be organized at District Stadium, Sonapur coincide with Subarna Loka Mahotsav during FIH Hockey Men's World Cup 2023 from 14<sup>th</sup> to 18<sup>th</sup> January'2023 to provide a suitable platform to Rural Producers/ Artisans to showcase their products for direct sale, interact with urban consumers with their choices and preferences and also find out trade link with urban market, exchange of Technology which will certainly help them in getting remunerative price for their produce.

#### B. TERMS AND CONDITIONS FOR STAGE ARRANGEMENT WORKS.

1. The bidder has to submit the bid in the prescribed format must be accompanied with supportive document provided with Quotation Call Notice.
2. The bidders should have Registered Agency/ Firm.
3. The bidders are required to deposit an earnest money of **Rs.10,000/- (Rupees Ten thousand only)** in shape of Demand Draft/Pay Order in favour of "DSMS, Sonapur" payable at Sonapur. The E.M.D. amount of the successful bidder will be refunded after successful completion of the work. In case of any unsatisfactory work, delay in execution of work, the EMD amount will be forfeited as per the decision of the authority. The Quotation without E.M.D shall not be accepted. The EMD of unsuccessful bidders will be refund after completion of tender process.
4. The bidders shall have registered under Income Tax (PAN/GST).
5. The rate offered by the firm shall be **inclusive of all taxes**.
6. The Bidder has to submit the Technical Bid and Financial Bid separately. **The bidder has to quote the rate in the Financial Bid as per the given format without overwriting.** The Financial & Technical Bid should be duly signed and sealed in separate cover. The Technical Bid will be opened first and the eligible bidder in technical bid can only be considered for financial bid.
7. The duration of the exhibition will be for 5 days. In case of any extension of exhibition period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by ORMAS/District Administration before 7 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 i.e dated **13.01.2023 at 4.00 PM** and should be handed over all the works as per specification, to the officer- in-charge of exhibition.
8. On completion of the event, the contractor shall have to take away all the materials within three days
9. The contractor shall be ready to provide additional materials in case of requirement at market price for the items not mentioned in the quotation.
10. **No advance payment will be entertained.** The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior

permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.

11. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. The undersigned will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take step for insurance of his goods for the purpose if any.
12. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
13. For convenience and effective delivery, the bid 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.
14. 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.
15. The authority is not bound to accept the lowest bidder and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all quotation(s) without assigning any reasons thereof.
16. Any legal dispute arising out of this is subject to Sonapur district jurisdiction only.

17. **The bidder has to submit self-attested photocopies of the required documents along with duly filled in Quotation Paper. In case any document(s) submitted by the bidder found to be forged, the Bid will be rejected. The documents to be submitted by the bidder are:**

**Document to be submitted in Technical Bid**

- **EMD of Rs.10,000/-** (Rupees Ten thousand only) in shape of Demand Draft/Pay Order in favour of **DSMS, Sonapur** payable at Sonapur.
- **Experience Certificate/ Work Order** showing successfully completed **similar type of works.**
- Copy of the **Registration Certificate of the Agency/ Firm/ Organisation** for similar nature of work.
- Copy of **Goods & Services Identification Number (GSTIN) & latest GST deposit Challan.**
- **Self attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work.** In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted.
- **Self attested copy of valid Labour License from competent authority.**
- The bidder has to submit the **Audited Financial Statement of last 5 year duly attested by the Chartered accountant.**
- **Financial Bid as per the prescribed format duly signed in separate cover.**

**1. Stage Arrangement:**

In Pallishree Mela 2023 & Developmental Exhibition. The details of specifications are given below:-

Sl. No.	Particulars	Specification																												
1	<b>STAGE and LED</b>	Stage will be fitted 10' X 20' size LED with live telecast facility of hocky world cup and background visuals during dances. Background Stage will be decorated both side of the LED and all necessary requirement for stage performance																												
3	<b>Sound</b>	<table border="1"> <thead> <tr> <th>Specification</th> <th>Quantity required</th> </tr> </thead> <tbody> <tr> <td>Stage Monitor</td> <td>4 nos.</td> </tr> <tr> <td>Output Bass Box</td> <td>4 nos.</td> </tr> <tr> <td>Output Top Box</td> <td>8 nos.</td> </tr> <tr> <td>Output Chonga</td> <td>8 nos.</td> </tr> <tr> <td>Microphone</td> <td>10 nos.</td> </tr> <tr> <td>Wireless phone</td> <td>4 nos.</td> </tr> <tr> <td>Lepel Microphone</td> <td>4 nos.</td> </tr> <tr> <td>Mixture</td> <td>1 nos.</td> </tr> <tr> <td>Amplifier</td> <td>As required</td> </tr> <tr> <td>Stabilizer- 5kva</td> <td>As required</td> </tr> <tr> <td>Other Items (if any)</td> <td></td> </tr> </tbody> </table>	Specification	Quantity required	Stage Monitor	4 nos.	Output Bass Box	4 nos.	Output Top Box	8 nos.	Output Chonga	8 nos.	Microphone	10 nos.	Wireless phone	4 nos.	Lepel Microphone	4 nos.	Mixture	1 nos.	Amplifier	As required	Stabilizer- 5kva	As required	Other Items (if any)					
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**DM and Collector cum Chairman**  
**ORMAS, Subarnapur**