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E-Mail: dicsubarnapur@nic.in



**OFFICE OF THE GENERAL MANAGER
DISTRICT INDUSTRIES CENTRE, SUBARNAPUR**

At-Thanapatipada, Near Sureswari Temple, Sonepur, Dist-Subarnapur, Odisha, Pin-767017

Letter No. 209

Date: 14 / 02 / 2023

SHORT TENDER CALL NOTICE

Sealed Tenders are invited in the prescribed format from experienced Tent House/Firms/Agencies/Decorator for the Entrepreneurs Week-2023 to be held at Sonepur Royal Field from **05.03.2023 to 09.03.2023** as per the specification provided below. The detailed Tender Paper along with terms & conditions for **Tentage & Allied work** Services can be obtained from the office of the General Manager, DIC, 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, in that case a demand draft of Rs. 1,000.00 (Rupees One thousand) only in favour of the **General Manager, DIC, Subarnapur** 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 Tentage & Allied works and **Financial bid** for Tentage & Allied works.

The Tender documents should reach to the address of **General Manager, DIC, Subarnapur**, on or before 1.00 PM of 21.02.2023 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 GM DIC Subarnapur at 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:-

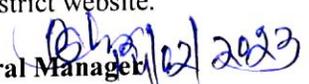
Sl No	Particulars	Details
01	Tentage & Allied works	Document required for Technical Bid in Annexure I
		Financial Bid Format in Annexure-II
		Term & Condition and Specification of works in Annexure - III

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


General Manager
DIC, Subarnapur

Memo No 210 Date 14.02.2023

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


General Manager
DIC, Subarnapur

TENDER PAPER FOR TENTAGE & ALLIED WORKS OF EXHIBITIONS (Entrepreneurs Week- 2023)
TO BE ORGANISED FROM 05th TO 09th March' 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. 5000/- (Rupees Five thousand) only in shape of Demand Draft in favour of General Manager,DIC,Subarnapur 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 : **21.02.2023** latest by 1.00 PM
OF TENDER PAPER

DATE & TIME OF OPENING OF : **21.02.2023** at 4.00 PM at Office Chamber of General
TENDER PAPER Manager,DIC,Subarnapur.

PLEASE DELIVER AT

Office of the General Manager,DIC,Subarnapur,
Sureswari Temple Road,Sonepur Dist-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: Tentage and allied works for Entrepreneurs Week-2023, at Subarnapur

B. E.M.D (Refundable) : **Rs.5,000/-** (Rupees Five thousand only) in shape of Demand Draft /Pay order in favour of “**General Manager,DIC,Subarnapur**” payable at Sonepur.

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

C. LAST DATE & TIME FOR RECEIPT OF QUOTATION: **21.02.2023 at 1.00 PM**

EVALUATION FORMAT

Name of the firm	:	
Address	:	
Type of firm [Tick (√)]	:	(Proprietorship/ Partnership)
Registration No.	:	
GSTIN Number	:	
GSTIN last deposit Challan of December 2022.	:	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
IT Return for last F.Y 2020-21	:	

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 GM DIC, 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***

ANNEXURE-II

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

(Last date for submission of duly filled in quotation form is 21st February 2023 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 Entrepreneurs Week – 2023 including all taxes.

Sl.	Item	Unit	Cost per unit [in Rs.]	Approximate Qty. in units	Total Amount [in Rs.]
1	Erection of Stall as per specification	Per Stall		50 stalls	
2	Coordination Cell –Cum-VIP Lounge	Per package		1	
3	Gates (Main Gate)	Per Gate		2 No's	
4	Sitting arrangement (150 no Capacity)	Per package		150 Persons	
5	Ceiling Fan	Nos		10 Nos	
6	Air Cooler	Nos		05 Nos	
6	Ground Electrification with 1 no's of DG Generator set (25 KVA)	Per package		1 Nos	
7	Miscellaneous items:			-----	
A	Full floor Carpeting of the Ground	Per Package	-----	Total Exhibition Area	
B	Dustbin- 3 ft height	Per Piece		15 pcs.	
C	Fixing Banners/ Hoardings at different major places of the district	Per Places		05 Places	
GRAND TOTAL					
Rupees (in Words).....					

Signature of the Bidder With seal

ANNEXURE-III

Terms of Reference for the Tentage & Allied Works of Entrepreneurs Week – 2023

A. ABOUT Entrepreneurs Week – 2023:

Entrepreneurs Week 2023 is scheduled to be organized at Royal Field, Sonapur from 05th March to 09th March'2023 to Commemorate the enterprising Spirit of Ex-Chief Minister, Late Biju Patnaik and provide a suitable platform to Entrepreneurs/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, Credit Linkage and to promote and provide conducive environment for the entrepreneurs which will certainly help them in promoting entrepreneurial skills.

B. TERMS AND CONDITIONS FOR TENTAGE & ALLIED 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.5,000/- (Rupees Five thousand only)** in shape of Demand Draft/Pay Order in favour of "General Manager, DIC, Subarnapur" 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. Preference will be given to the bidder having **experience** of successfully completed **similar type of works during last Five years** ending last day of the previous month either of the following:
 - i. Three Similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 3.00 Lakhs (Rupees Three Lakhs) each **OR**
 - ii. Two similar type of works costing not less than the amount equal to Rs.4 Lakhs (Rupees Four Lakhs) each **OR**
 - iii. One similar type of works costing not less than the amount equal to Rs. 6.00 Lakhs (Rupees Six Lakhs)
5. The bidders shall have registered under Income Tax (PAN/GST).
6. The rate offered by the firm shall be **inclusive of all taxes**.
7. 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.
8. 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 GM DIC/District Administration before 5 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 **04.03.2023 at 4.00 PM** and should be handed over all the works as per specification, to the officer- in-charge of exhibition.
9. On completion of the event, the contractor shall have to take away all the materials within Two days & vacate the place with the same condition while occupying the ground.
10. The contractor shall be ready to provide additional materials in case of requirement at market price for the items not mentioned in the quotation.
11. 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 Exhibition -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 Exhibition -in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Exhibition -in-charge.
12. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.

13. 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.
14. No part of the contract will be sub-let without the prior written permission of the Exhibition -in-charge.
15. 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.
16. It shall be the responsibility of the successful bidder to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
17. 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.
18. 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.
19. Any legal dispute arising out of this is subject to Sonapur district jurisdiction only.
20. **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.5,000/-** (Rupees Five thousand only) in shape of Demand Draft/Pay Order in favour of **General Manager,DIC,Subarnapur**, payable at Sonapur.
- **ExperienceCertificate/ Work Order** showing successfully completed **similar type of works during last three years** as mentioned in Sl.-5 of Terms & Conditions.
- Copy of the **Registration Certificate of the Agency/ Firm/ Organization** 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.**

C. SPECIFICATION FOR WORKS:

Item wise specifications of different works are given below.

- 1) Erection of stall
- 2) Coordination Cell -Cum-VIP Lounge:
- 3) Gates
- 4) Auditorium with Sitting arrangement for 150 Persons
- 5) Stage
- 6) Ground Electrification

1. Erection of Stall:

50 Stalls will be erected in Entrepreneurs Week Exhibition. The details of specifications of stalls are given below:-

Sl. No.	Particulars	Stall Specification
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full Floor Carpet Matting.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	Three tire wooden 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	Facia	A wooden batten frame for Running Facia will be erected by the contractor. The frame will have 2' front projection & 3' height. The facia will be covered with cloth. The selective cloth colour like Terracotta colour will be used. A running white cloth jhallor 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 2.6'X 3' height and wrapped with new white cloth. Plastic moulded Chair – 2 nos. in each stall.
7	Electric Fittings	CFL/LED bulb – 4 no. (2 no. of light should be connected with generator) & an 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.
8	Numbering of Stall	All stalls should be numbered.
9	Closures	Front cloth drops / screens. Daily putting up and off of the same is the responsibility of the tenderer.
10	Ground Electrification	Street light facility should be provided inside the entire Exhibition Ground. Sufficient Halogen lights should be provided in the entire Exhibition Ground and 2 nos. of Halogen Tower should be installed in the Pallishree Mela & Development Exhibition Ground.

General Specification: The Ground lay out should be prepared in a compact manner from security point of view. In case of requirement of any wall with tin fencing & facia work no extra charge will be entertained. The tenderer will have to cover the entire front portion i. e the entry and exit point of the gate with side wall screens or in cloth & batten frame walls with painting / Flex Banners / Applique decoration to cover the tin walls.

2. Coordination Cell-cum-VIP Lounge:

One Coordination Cell-cum-VIP Lounge will be erected in the Exhibition. The specifications are as follows:

Sl. No.	Particulars	Work Specifications
A	Structure	30 ft X 20 ft size of Control room-cum-VIP Lounge with Bamboo structure & wooden batten frame work and colour cloth covering as per a particular design from All sides. Tarpaulin water proof roofing. Ceiling of Coordination Cell shall be finished with New white Cloth properly stretched on wooden batten frames. The control room will be separated in to 3 individual rooms of different sizes to be used as Office, VIP lounge and store with the cloth and wooden batten frame work walls/partitions. One long table covered with new cloth will be fixed in the Office Room. Front Office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 nos., 10 nos. of cushion chairs, 1 sets of VIP Sofa Set for VVIPs (for 10 persons), 2 nos. of center table of low height, One Air Conditioner, Four no's of Stand Fan, 15 nos. of plastic moulded chairs, one steel almirah with key., Tube Light – 10 nos. , Ceiling Fan – 4 nos., 2 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 nos. of 5 Amp Plug, 2 nos. 15 Amp. Plug provisions for computer & printer. One microphone with amplifier & audio DVD / CD player for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.

3. Gates: Two No's

Sl. No.	Particulars	Work Specifications
A	Structure	Bamboo Structure, Wooden Batten framing, Square & box type structure with lighting.
B	Covering	Gate should be erected with batten framing, flex/ cotton cloth/ Flex mounting with design work as per approved design.
C	Lighting	Sufficient lighting arrangement with metal light.
d	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.

General Specification: Tent house should strictly adhere to the colour specification.

4. SITTING ARRANGEMENT

The bidder has to be quoted as a **package** against the detail specifications given below:

Chair	One thousand (150) no. of plastic moulded chairs, 2 rows double sofa set/ Cushion Chairs.
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Green net matting in sitting area.
Lights	CFL/LED/other bulb for sufficient lighting and chandelier lights in the roof.

5. Stage:

One 20'X25' stage to be covered on the three sides/ back side of the stage will be erected with sitting arrangement 150 chairs with good quality sound system and light arrangement for meeting.

To be provide **07 no's of VIP chair** with white towel for VVIPs and **03 nos. of center table & Red Carpet matting** in the stage

6. Ground Electrification

The below mentioned items are taken as one **PACKAGE** which shall be supplied by the bidder. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

- Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- Halogen lights of 1000 watts will be fitted with poles in different places of the entire ground.
- High Max lights raised on towers in 4/5 places to cover the entire ground.
- 1 no's of DGset of 25 KVA** with required fuel shall be provided by the Bidder for the entire exhibition period. The generator circuit should be connected with two bulbs of each stall, few ground lights, control room and public announcement system.


General Manager
DIC, Subarnapur