

TENDER PAPER FOR TENTAGE & ALLIED WORKS OF EXHIBITIONS (Pallishree Mela 2019)
TO BE ORGANISED FROM 7th TO 11th January 2019 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 : 20.12.2018 latest by 1.00 PM
OF TENDER PAPER

DATE & TIME OF OPENING OF : 20.12.2018 at 4.00 PM at Office Chamber of Project Director,
TENDER PAPER DRDA, Subarnapur

PLEASE DELIVER AT

DRDA, 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 : Tentage and allied works for Pallishree Mela 2019, Sonapur

B. E.M.D (Refundable) : **Rs.10,000/-** (Rupees ten thousand only) in shape of Demand Draft /Pay order in favour of “**DSMS, Sonapur**” payable at Sonapur.

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

C. LAST DATE & TIME FOR RECEIPT OF QUOTATION: **20.12.2018 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
PAN Number	:	
Valid Electrical License	:	Yes/ No
Experience of similar types of works	:	Yes/ No
Last Audited Financial Statement	:	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 DSMS, Sonapur. 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.10,000/-** (Rupees Ten thousand only) in shape of Demand Draft/Pay Order in favour of **DSMS, Sonapur** payable at Sonapur.
- ii. **Experience Certificate** of having successfully completion of **similar type of works**
- iii. Copy of the **Registration Certificate of the Agency/ Firm,**
- iv. **Copy of PAN card**
- v. Copy of **Goods & Services Identification Number (GSTIN)** & last deposit Chalan
- vi. The bidder has to submit the **Audited Financial Statement of last year**
- vii. **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.

ANNEXURE-II

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

(Last date for submission of duly filled in quotation form is 20th December'2018 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 – 2019

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		200 stalls	
2	Coordination Cell –Cum-VIP Lounge	Per package		1	
3	Gates	Per Gate		2 No's	
4	Auditorium with Sitting arrangement	Per package		1	
5	Green Rooms & Stage	Per package		1	
6	Ground Electrification with Generator	Per package		1	
7	Dining Area for Food court	Per package		1	
GRAND TOTAL					
Rupees (in Words).....					

Signature of the Bidder With seal

ANNEXURE-III

Terms of Reference for the Tentage & Allied Works of Pallishree Mela – 2019

A. ABOUT PALLISHREE MELA– 2019:

Pallishree Mela 2019 is scheduled to be organized at Gandhi Field, Sonapur coincide with SubarnaLoka Mahotsav from 7th to 11th January'2019 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 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.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. Preference will be given to the bidder having **experience** of successfully completed **similar type of works during last Three 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 2.00 Lakhs (Rupees Two Lakhs) each **OR**
 - ii. Two similar type of works costing not less than the amount equal to Rs.2.50 Lakhs (Rupees Two Lakhs Fifty Thousand)each **OR**
 - iii. One similar type of works costing not less than the amount equal to Rs. 5.00 Lakhs (Rupees Five Lakhs)
5. The bidders shall have registered under Income Tax (PAN/TIN).
6. The rate offered by the firm shall be **inclusive of all taxes**.
7. **Annual Financial Turnover during the last three years**, ending 31st March of the previous financial year, **shall be at least Rs. 6.00 Lakhs**.
8. 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.
9. 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 DSMS/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 **06.01.2019 at 4.00 PM** and should be handed over all the works as per specification, to the officer- in-charge of exhibition.
10. On completion of the event, the contractor shall have to take away all the materials within three days & vacate the place with the same condition while occupying the ground.
11. The contractor shall be ready to provide additional materials in case of requirement at market price for the items not mentioned in the quotation.
12. 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.
13. 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.

14. 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.
15. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
16. 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.
17. 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.
18. 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.
19. 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.
20. Any legal dispute arising out of this is subject to Sonapur district jurisdiction only.
21. **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
 - i. **EMD of Rs.10,000/-** (Rupees Ten thousand only) in shape of Demand Draft/Pay Order in favour of **DSMS, Sonapur** payable at Sonapur.
 - ii. **Experience Certificate** of having successfully completion of **similar type of works**
 - iii. Copy of the **Registration Certificate of the Agency/ Firm, Income Tax (PAN)** (latest deposit Challan) for similar nature of work.
 - iv. Copy of **Goods & Services Identification Number (GSTIN)** & last deposit Chalan
 - v. The bidder has to submit the **Audited Financial Statement of last year**
 - vi. **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.
 - vii. **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
- 5) Green Rooms & Stage
- 6) Ground Electrification
- 7) Dining Area for Food Court

1. Erection of Stall:

200 Stalls will be erected in Pallishree Mela 2019 & Developmental 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) & a on/off switch for use in night time after closing, 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 Pallishree Mela Ground. Sufficient Halogen lights should be provided in the entire Subarna Loka Mohotsav & Pallishree Mela and 4 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	25 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, 3 sets of VIP Sofa Set for VVIPs (for 16 persons), 4 nos. of

		center table of low height, Two Air Conditioner, 15 nos. of plastic moulded chairs, one steel almirah with key, two steel tables for pantry room & two standard table for computer operation. 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.
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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. AUDITORIUM WITH SITTING ARRANGEMENT

A auditorium of size 70' x 100' is to be erected. The minimum distance of 15 feet from stage to auditorium will be maintained. The bidder has to be quoted as a **package** against the detail specifications given below:

Chair	One thousand (1000) 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 bulb for sufficient lighting and chandelier lights in the roof.

5. Green Room & Stage:

Two Green Rooms of size 30'X50' and 15'X20'on the both side/ back side of the stage will be erected with sitting arrangement 50 chairs and provision of one mirror in each Green Room. The Green Room should be covered with Tarpaulin and white cloth.

To be provide **25 no's of VIP chair** with white towel for VVIPs and **6 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.

- i. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- ii. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- iii. Halogen lights of 1000 watts will be fitted with poles in different places of the entire ground.
- iv. HighMax lights raised on towers in 4/5 places to cover the entire ground.
- v. **3 Generator set of 20 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.

7. DINING AREA FOR FOOD COURT:

The following items are taken as one **PACKAGE** which shall be supplied by the Bidder. The specifications of Dining Area are as follows.

Sl.	Particulars	Specifications
1	Size	The size of the dining area will be approximately 3000 sqft.
2	Flooring	Green net carpet
3	Furniture	Ten (10) numbers of round table with frill and cover, Forty (40) numbers of banquet chair with white cover,
4	Barricading	Decorative Bamboo truss barricading of 3' height with painting to be erected around the dining area with entry and exit passage.
5	Dustbin	Sufficient (a minimum of 10 numbers big size) dustbin to be provided and placed at various spots especially in front of food stalls and dining space. Regular and timely cleaning (at least 2/3 times daily) of Dustbins should be maintained.
6	Lights	CFL/LED bulb for sufficient lighting


5/12/18

**Project Director, DRDA cum Vice Chairman
DSMS, Sonapur**

TENDER PAPER FOR SECURITY SERVICES OF EXHIBITIONS (Pallishree Mela 2019)
TO BE ORGANISED FROM 7th TO 11th January 2019 BY ORMAS & DISTRICT ADMINISTRATION,
SUBARNAPUR

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

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

Against Money Receipt No. _____ Dated _____

Signature of Accountant

LAST DATE & TIME FOR RECEIPT OF TENDER PAPER : 20.12.2018 latest by 1.00 PM

DATE & TIME OF OPENING OF TENDER PAPER : 20.12.2018 at 4.00 PM at Office Chamber of Project Director, DRDA, Subarnapur

PLEASE DELIVER AT

DRDA, OFFICE BUILDING, SUBARNAPUR

Annexure IV

TECHNICAL BID for security services for Pallishree Mela – 2018, Sonepur

(Last date for submission of duly filled in Quotation Paper – 20.12.2018 at 1.00 PM.)

(To be filled by the Bidder)

Name of the Agency	
Registration No.	
Address	
Contact Person with Mobile No.	
Tender Paper Cost.	
GSTIN No.	
PAN No.	
Tax Clearance Certificate	Yes/ No.
Working experience related to Service	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 in the document. 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 V

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

*(Last date for submission of duly filled in quotation form is 20th January'2019 at 1.00 PM)
(to be filled in by the bidder without any overwriting)*

I / We do hereby submit herewith item wise quotation below to provide security services for Pallishree Mela 2018 inclusive of all Taxes.

Sl.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs., in figure)	Rate per shift i.e. 8 hours (in Rs., in words)
1	Guard with Lathi	1		
2	Supervisor	1		

Signature of the Bidder With seal

Terms of Reference for deployment of security in Pallishree Mela 2019, Sonapur

A. ABOUT PALLISHREE MELA, SONEPUR – 2019:

Pallishree Mela 2019 is scheduled to be organized at Gandhi Field, Sonapur coincide with Subarna Loka Mahotsav from 7th January'2019 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. Quality requirements for Security Personnel

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Sincerity with good moral conduct, Well behaved & disciplined
- Able to read, write & speak Oriya and speaking knowledge of Hindi
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

Each Guard should be aware of their duties & responsibilities during the duty hours.

C. Terms & Conditions:

1. The firm should submit the documents in duplicate like **PAN, Registration Certificate, Latest GSTIN deposit chalan** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. The firm shall submit the basic documents like **Registration Certificate, Latest Tax deposit chalan** in duplicate with the bidding document. In absence of the documents mentioned above, the bid may be rejected.
3. Experience certificate for execution of similar nature of work shall be enclosed.
4. DSMS, Sonapur will not be responsible for any occurrence like theft & missing of any articles of security personnel while deployment of guards during the exhibition period.
5. In case of any occurrence of theft in the Exhibition ground, the Security Agency will conduct proper inquiry.
6. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period.
7. In case of any misconduct reported, immediate action should be taken by the Security Agency which will be settled as per Indian law under local court jurisdiction, Sonapur.
8. Arrangement of lodging, boarding & logistics of the guards during the exhibition period will be the responsibility of the Security Agency.
9. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event against submission of bill. The Bill shall be prepared against the certified attendance sheet on deployment of security personnel in the event.
10. The Bidder has to offer the price for all items together. Else the bid may not be considered for evaluation.
11. The rate offered by the firm shall be inclusive of all Taxes, as applicable.

12. While submitting the Quotation, the following document shall be enclosed:

- a) Copy of work orders/ experience certificate for similar nature of works for last 3 years.
- b) Copy of the Registration Certificate of the security firm.
- c) Copy of PAN Card.
- d) Copy of Goods & Services Identification Number (GSTIN) & latest deposit Chalan.
- e) Cost of Tender paper Money Receipt/DD


**Project Director, DRDA cum Vice Chairman
DSMS, Sonapur**