



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, SUBARNAPUR
(Culture Section)

Letter No. 592 /Dt. 10.12.2024

SHORT TENDER CALL NOTICE

Sealed Quotations in duly filled in prescribed forms are hereby invited from interested, reputed firms/Organization having valid Registration No./GSTIN No./Service Tax Holder/ PAN No. and having best experience in **“LIGHT & SOUND”, “STAGE DECORATION”, “DOCUMENTATION WORK” & “CATERING SERVICES”** etc. for the Subarna Loka Mahotsav'2025 to be held from 6th to 10th January, 2025 (5 days). Latest within 18.12.2024 by 01.30 PM as per the specifications given in separate sheets enclosed as Annexure-I to Annexure-VI. The tender papers along with detailed terms and conditions can be collected from the District Culture Officer, Subarnapur well before closure of office hour on dated 17.12.2024 on payment of non-refundable amount of Rs.1000.00 (Rupees One thousand) Only towards tender paper cost or the same may be downloaded from Subarnapur District portal <http://subarnapur.odisha.gov.in>. However, If the form is downloaded through Subarnapur district portal, such forms should be accompanied with a Demand Draft of Rs.1000.00 (Rupees one thousand) only to be drawn and payable in favour of **Collector-cum-Chairman, District Council of Culture, Subarnapur at SBI, Sonapur** towards tender paper cost as mentioned above. The tender papers completed in all respect duly supported with all required documents should be sent in sealed cover duly superscribed with **Tender for “Light & Sound”&“Stage Decoration”, Documentation work and Catering Services etc. for Subarna Loka Mahotsav-2025** addressing the **“Collector- cum- Chairman, District Council of Culture, Collectorate, Subarnapur”-767017** by Speed Post/Registered Post only on or before 18.12.2024 by 01:30 PM .The **Technical & Financial bid must be submitted in sealed cover separately in the Tender Paper to be filed by the intending firms/Person.** The tender papers will be opened on the same day i.e. on dated 18.12.2024 at 03:30 PM in the office Chamber of Additional District

Magistrate, Subarnapur in presence of bidders to decide and accept the valid tender out of all tender papers so filed. However, the tender papers shall be opened in scheduled time fixed for the purpose even if no bidders participate during opening of the same. The tender papers received after due time as fixed above shall not be entertained. The Authority reserves the right to cancel any tender or all tenders without assigning any reasons thereof. The decision of the Authority is final and shall be acceptable to all.

**Collector- cum- Chairman
DCC, Subarnapur**

Memo No. 593 Dt. 10.12.24

Copy forwarded to the District Informatics Officer, NIC, Subarnapur for information. He is requested to upload the short tender call notice in the Subarnapur District Portal <http://subarnapur.odisha.gov.in>.

**Collector- cum- Chairman
DCC, Subarnapur**

Memo No. 594 Dt. 10.12.24

Copy along with the copy of brief matter prepared in English language (Enclosed) to be published relating to the above tender call notice forwarded to the Director, Information and Public Relations, Government of Odisha for information and necessary action. He is requested to publish in brief regarding floating of the above 'Short Tender Call Notice' as mentioned above in three Odia News Papers, one is in Local News Papers and another two in the newspaper circulated throughout the state of Odisha as per prescribed norms of Government of Odisha for wide publicity of the same in the locality and so also across the state.

**Collector- cum- Chairman
DCC, Subarnapur**

**TERMS AND CONDITIONS OF THE TENDER FOR "LIGHT & SOUND",
"STAGE DECORATION", "DOCUMENTATION WORK" & "CATERING
SERVICES" ETC. FOR SUBARNA LOKA MAHOTSAVA -2025**

1. The tenderer should be of sound mind.
2. The tenderer should not have been declared an insolvent by Competent Authority.
3. The tenderer should have valid Registration No./GSTIN No./Service Tax Holder/ PAN No. and should have up-to-date tax clearance certificates and the said tax clearance certificates should support the tender paper. Non-filing of tax clearance certificates as mentioned above shall be considered as his/her dis-qualification to the tender process.
4. The tenderer shall deposit a sum of Rs.10,000/- (Rupees Ten thousand) Only towards Earnest Money Deposit which is liable to be refunded to all un-successful tenderer after the selection process is over. However, if it is found that any of the terms and conditions enumerated herewith is violated while executing the works, the Earnest Money Deposit shall be forfeited.
5. The tenderer shall have to furnish Technical Bid and Financial Bid in the given format in sealed cover separately without any cutting or overwriting. The Technical Bid shall be opened first for selection of eligible bidder and the eligible bidder so arrived at after due scrutiny after opening of Technical Bid shall be taken for consideration in financial bid for final selection of bidder.
6. Preference shall be given to such tenderer having sufficient experience in successful completion of similar type of works during last five years on either of the following:
 - i. Three similar types of works executed for National/State/District Level function with competitive and acceptable price.
 - ii. Two similar types of works executed for National/State/District Level function with competitive and acceptable price.
 - iii. One similar type of works executed for National/State/District Level function with competitive and acceptable price.
7. On completion of the event, the tender shall have the responsibility to take away all the materials soon after the Mahotsav is completed in all respect and shall vacate the Mahotsav ground in the same condition on which it was occupied.
8. The tenderer shall have the responsibility to ensure proper upkeep and maintenance of the entire work done by him till closure of the Mahotsav. The undersigned shall in no way be responsible for any damage, fire, theft etc. of any materials and the tenderer shall have to do well to insure the goods at his/her own cost to ensure their safety and security. No extra expenses over and above the price

quoted by the tenderer shall be borne by the undersigned for whatsoever the reason may be.

9. **The unit price quoted in the tender by the tenderer shall be inclusive of all taxes.**
10. The tenderer shall have all responsibility to engage such man powers to ensure that provisions of Child Labour Act is not violated by any means and to stay immune from contravention of the said Act at any cost.
11. The tenderer shall have no right to sublet any work after entrustment of the work.
12. The tenderer shall have to provide additional materials in case of warranting circumstances and as such he/she should be in all readiness to provide additional services as and when required.
13. No advance payment shall be made to execute the work after entrustment of the work nor any part payment shall be made while executing the work. However, payment shall be made in full on assessment of actual work done against the Work order. It is further to be borne in mind that no extra claim shall be entertained in excess of the work entrusted. However, if any work is done in excess of the work so entrusted in warranting situation by issue of order to that effect, such extra claim may be considered on pro-rata basis after assessment of the actual work done.
14. The venue for execution of works as per work entrustment order shall be made available to the tenderer well in advance by the District Administration and all works shall be handed over after its completion execution by the tenderer before one day.
15. Evaluation of the competitive bidding price shall be made taking into account the total amount worked out for the entire works comes to the minimum and which will be treated as the Package for the services to be delivered by the tenderer.
16. It shall be the responsibility of the selected tenderer to obtain requisite permission for electricity connection/fire services during the period of organisation of Mahotsav from the Competent Authorities. Apart from that, the selected tenderer shall have to provide all equipments required to prevent probable fire accident as per established fire safety norms.
17. The selected tenderer shall have to engage qualified licensed electricians/contractor who is declared qualified by Competent Authority to erect, handle and maintain high tension electricity supply line and its upkeep and maintenance.
18. Any legal disputes arising out of this is subject to Subarnapur district jurisdiction only.
19. The tenderer shall have to submit self-attested photographs of the required documents along with duly filled in Tender Paper. In case any document(s) submitted by the tenderer found to be forged, the

tender will be rejected. The documents to be submitted by the tenderer are:

Documents to be submitted in Technical Bid of "LIGHT & SOUND", "STAGE DECORATION", & "CATERING SERVICES" ETC.

- Tender Paper cost of Rs.1000/- (Rupees One Thousand) only in shape of Demand Draft/ Pay Order in favour of Collector-Cum- Chairman, District Council of Culture, Subarnapur payable at Sonepur.
- EMD of Rs.10,000/- (Rupees Ten thousand) Only in shape of Demand Draft/Pay Order in favour of Collector-Cum-Chairman, District Council of Culture, Subarnapur payable at Sonepur.
- Experience Certificate/Work order showing successful completion of similar type of works during last three years as mentioned at Sl.6 of Terms and conditions.
- Copy of Registration Certificate of the Agency/Firm/Organisation for similar nature of works.
- Copy of Goods and Services Identification Number (GSTIN) & latest GST deposit challan.
- Copy of PAN Card with Income Tax Return for last three years.
- Self-attested photocopy of valid electrical license from Competent Authority or Authorisation from any registered electrical contractor for execution of electrical works. In case of authorisation from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor to be submitted.
- Self-attested copy of valid Labour License from Competent Authority.
- Audited Financial Statements of last 5 year duly attested by the Chartered Accountant.
- Financial Bid as per prescribed format duly signed in separate sealed cover.

TERMS AND CONDITIONS OF THE TENDER FOR “DOCUMENTATION WORK”. FOR SUBARNA LOKA MAHOTSAVA -2025

One number video along with 25 no's Photograph samples of the similar kind of work to be submitted in a pen drive with quotation for quality consideration. The authority reserves the right to approve or reject any or all the quotations without assigning any reason. No extra TADA or any other hidden charges will be entertained against the assignment. The authority may negotiate with the L1 Bidder. If any additional work arises during or after the course of the event, the the L1 bidder will have to take written confirmation from the authority before catering that service. Equipment verification to be done every day and it should match with the make and model requisition list given in the tender paper. Any mismatch in the same will be considered as Tender Violation. In such case no payment will be released at all. Final Deliverables must be submitted to the authority within 15 days of completion of the event.

N.B. Documents to be submitted along with the quotation

01	SELF ATTESTED TENDER APPLICATION FORM
02	EMD of Rs.10,000/- (Rupees Ten thousand)
03	COPY OF CERTIFICATE OF INCORPORATION / REGISTRATION OF BIDDER
04	COPY OF PAN
05	COPY OF GSTIN
06	COPY OF IT RETURN WITH AUDITED BALANCE SHEET FOR THE LAST 3 FYs (21-22,22-23,23-24)
07	Past Experience details along with the copy of work orders for the similar kind of work along with sample photo and visuals.
08	Undertaking regarding non-blacklisted by any Govt. /Semi-Govt./Non-Govt. organization.
09	Price Bid with authorized seal and signature.
10	Tender Paper cost of Rs.1000/- (Rupees One Thousand) only



**Collector- cum- Chairman
DCC, Subarnapur**

Annexure-I

Technical Bid format to be submitted in a separate sealed cover.

TECHNICAL EVALUATION FORM

Sl. No.	Name of the organization/firm	
1	Name of the Firm	
2	Registration No/ Licence No. of the Firm	
3	Full address of firm/organization Telephone no. Mobile no. E- mail Address	
4	PAN Card No. (photo copy to be attached)	
5	GSTIN No. (photo copies to be attached)	
6	GSTIN Last Deposit Challan (Pl. attach copy)	
7	Previous similar work experience (write in brief)	
8	Local office address if any/ nearest office location	
9	Audited Financial Statement / IT Return (Min. of 3 Yrs.)	
10	Bank Account Details of the Firm (Agency)	
11	Valid Electrical License of contractor (Only for Stage , Sound & Light Bidders)	

I do hereby certify that the above-mentioned particulars are true to the best of my knowledge & belief.

Date:

Full Signature of the Bidder with Seal

DECLARATION BY THE BIDDER:

It is hereby declared that, I the undersigned, have carefully read and examined all the terms and conditions etc. of the tender documents which I have signed and submitted the bid on behalf of my firm. It is also certified that all the terms and conditions of the tender documents are fully acceptable to me and I will abide by the terms and conditions provided by the District Administration. No materials facts or information has been suppressed or manipulated for the purpose by me. Also, in the event of any information supplied by me found & to be false or incorrect, I agree to rejection of the offer at any stage without any claims whatsoever & I will be penalized as per rule & regulation.

Signature of Bidder with seal

Name of the firm/Agency:

Address:

Place:

Date:



Annexure-II

Financial Bid format to be submitted in a separate sealed cover.

**Price Quote for stage decoration offered by bidder
(Required size of Stage 60x40 ft.)**

Sl. No.	Specification	Price (Inclusive of all taxes)
1	(A)The stage should reflect the rich cultural heritage will be attractive. (B)To provide the brief theme of the concept. (C) Soft copies to be provided in districtculture.subarnapur@gmail.com	

* Incomplete applications will not be acceptable.

* The vendor should agree to negotiate in rate with authority.

Bid Price: - Rs.

In word: -

Signature of Bidder with seal

Name of the firm/Agency:

Address:

Place:

Date:



Annexure-III

Financial Bid format to be submitted in a separate sealed cover.

Price Quote for Light & Sound offered by bidder
(Required size of Stage 60 X 40 ft.)

Sl. No.	Specification	Quantity	Quantity to be supplied by the Bidder	Price offered by Bidder (in Rs.)
1	Stage Monitor	4 nos.		
2	Output Bass Box	4 nos.		
3	Output Top Box	8 nos.		
4	Output Phanel	8 nos.		
5	Microphone	15 nos.		
6	Wireless phone	4 nos.		
7	Lepel Microphone	4 nos.		
8	Mixture	1 no.		
9	Amplifier	As required		
10	Stabilizer- 5kva	As required		
11	LED Palko Light	40 nos.		
12	Para 64 light	12 nos.		
13	Video light	6 nos.		
14	Follow spot light	2 nos.		
15	Smoke light	3 nos.		
16	Sarify search light	8 nos.		
17	Fire flame light	4 nos.		
18	Dimarpek- 24 kva	2 nos.		
19	Paper Blasting	As required		
20	4 side trusses	1 no.		
21	1 DG Set. 125KVA (including fuel) for five Days Time duration: Minimum 5 Hours & Maximum 6 Hours			
22	Other items (if any)			

* Incomplete applications will not be acceptable.

* The vendor should agree to negotiate in rate with authority.

Bid Price: - Rs.

In word: -

Signature of Bidder with seal

Name of the firm/Agency:

Address:

Place:

Date:



Annexure-IV

Financial Bid format to be submitted in a separate sealed cover.
Price Quote for Documentation Work offered by bidder

SL NO	CATAGORY	TECHNICAL SPECIFICATION	PRICE IN RS. (INCLUDING GST)
01	PHOTOGRAPHY	- Covering the activities of SUBARNA LOKA MAHOSTAV, SUBARNAPUR for the entire 5 days. All the raw photos soft copy to be provided in a pen drive after successful completion of the program. - One Nos. Coffee-Table Book to be designed and printed, consisting of selected 200 photos of the entire event. CAMERAS TO BE USED: - TWO NOS. SONY ALFA IV/V DSLR WITH 24-105 MM, 50 MM, 14 MM, 70-200 MM LENS KIT WITH SPEED LIGHT AND ALL OTHER ACESSORIES.	
02	VIDEOGRAPHY	- Covering the activities of SUBARNA LOKA MAHOSTAV, SUBARNAPUR for the entire 5 days. Edited Video shall be of 10 to 15 min duration with full HD format, Odisha Govt. Logo, Crystal Clear Clarity sound should be recorded, bytes of DM, ADM, CDO-CUM-EO, DIFFERENT STALLS, PUBLIC, LOCAL EMINENT PERSONALITIES and others to be captured and incorporated in the video. - Post production (Editing, Graphics, Script, Voiceover, Background music, Colour Grading etc) to be provided. - Final output to be submitted in a Pen drive. CAMERAS TO BE USED: - TWO NOS. FULL HD CAMCODER (SONY NX 200 OR EQUIVALENT WITH ALL ACCESSORIES) - ONE NOS. GIMBAL CAMERA SETUP - ONE NOS. 4K PROFFESIONAL DRONE - TWO NOS SEHENIZER / DJI WIRELESS LAPPLE MIC.	
03	LIVE STREAMING	Multi Camera Live streaming of the entire 5 days event to be done. Multi camera setup console with switcher, broadcast device, RF device, all required cables and accessories to be provided. Video feed to be provided for LED walls & social media. 100 Mbps Upload/Download Internet connections will be provided by District Administration.	
TOTAL			

- * Incomplete applications will not be acceptable.
- * The vendor should agree to negotiate in rate with authority.



Signature of Bidder with seal

Annexure-V

Technical Bid format to be submitted in a separate sealed cover.
Price Quote for Catering Service offered by bidder

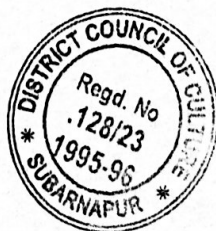
TECHNICAL EVALUATION FORM

Sl. No.	Name of the organization/firm	
1	Name of the Firm/Organization	
2	Registration No/ Licence No. of the Firm	
3	Full address of firm/organization Telephone no. Mobile no. E- mail Address	
4	PAN Card No. (photo copy to be attached)	
5	GSTIN No. (photo copies to be attached)	
6	GSTIN Last Deposit Challan (Pl. attach copy)	
7	Previous similar work experience (write in brief)	
8	Local office address if any/ nearest office location	
9	Audited Financial Statement / IT Return (Min. of 3 Yrs.)	
10	Bank Account Details of the Firm (Agency)	
11	Valid Food License No (FASSAI)	

I do hereby certify that the above-mentioned particulars are true to the best of my knowledge & belief.

Date:**Full Signature of the Bidder with Seal****DECLARATION BY THE BIDDER:**

It is hereby declared that, I the undersigned, have carefully read and examined all the terms and conditions etc. of the tender documents which I have signed and submitted the bid on behalf of my firm. It is also certified that all the terms and conditions of the tender documents are fully acceptable to me and I will abide by the terms and conditions provided by the District Administration. No materials facts or information has been suppressed or manipulated for the purpose by me. Also, in the event of any information supplied by me found & to be false or incorrect, I agree to rejection of the offer at any stage without any claims whatsoever & I will be penalized as per rule & regulation.

**Signature of Bidder with seal**

Annexure-VI

Financial Bid format to be submitted in a separate sealed cover.
Price Quote for Catering Services offered by bidder

Price Quote for catering Offered by Bidder

Sl. No.	Items	Unit price inclusive of all taxes
1.	Tiffin (Morning) (Tea, Puri, Upama & Curry)	
2.	Tiffin (Evening) (Tea, Pakudi & 2 Jilabi)	
3.	Lunch (Veg) (Rice, Dal, Mix Veg., Chips, Papad, Paneer or Chhatu Curry & Achar)	
4.	Dinner (Veg) (Rice, Ruti, Dal, Mix Veg., Papad, Paneer or Chhatu Curry, Achar)	

Incomplete applications will not be acceptable.



Signature of Bidder with seal