



Government of Odisha  
Department of Panchayati Raj & Drinking Water  
**ZILLA PARISHAD, SONEPUR**

**ORMAS**  
PR & DW DEPT  
GOVT OF ODISHA  
ZILLA PARISHAD,  
SUBARNAPUR-767017  
dsmssoncpur@gmail.com

No.: 400 //

Date: 3-12-2025

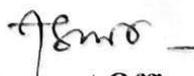
**TENDER CALL NOTICE**

Sealed Tenders are invited in the prescribed format from interested Event Management Agencies/ Tent Houses/ Firms/ Decorators/ Security Services/ Agencies/ Printing Firms for different works of Pallishree Mela-2026 as per the specifications provided below. The event is scheduled to be organized at Rameswar Stadium, Subarnapur from **07.01.2026 to 11.01.2026**. The detailed Tender Paper along with terms & conditions can be downloaded from the website [WWW.subarnapur.nic.in](http://WWW.subarnapur.nic.in). The Tender paper completed in all respect must be in sealed cover and superscripted as “**Tender for Tentage & Allied Works of Pallishree Mela-2026**”/ “**Tender for Private Security Services for Pallishree Mela-2026**”/ “**Tender for supply of IEC Activities for Pallishree Mela-2026**”/ **Tender for Documentation Work for Pallishree Mela-2026**. Each tender paper must be submitted separately.

Specification of Works/ Services:		
1	Tentage & Allied Works	Annexure-I
2	Private Security Services	Annexure-II
3	IEC Activities	Annexure-III
4	Documentation Work	Annexure-IV

The sealed Tender completed in all respect addressed to the “**Dy. Chief Executive Officer, ORMAS, Zilla Parishad, Subarnapur- 767017**” should reach by General Post or Speed Post/ Courier/ by hand on or before **16.12.2025 at 12.30 PM** and will be opened in the same day at **3.00 PM** at the office chamber of the Chief Development Officer-cum-Executive Officer, Zilla Parishad, Subarnapur in presence of the Bidders or their authorized representatives. The Tender received after due date and time will not be considered.

The undersigned reserves the right to accept/ reject/ modify/ cancel any or entire Tender(s) at any stage without assigning any reason thereof.

  
Chief Development Officer-cum-EO  
Zilla Parishad, Subarnapur

Memo No 401 // ORMAS, Dated 3-12-2025

1. Copy to the DIO, NIC, Subarnapur for information with a request to hoist the tender Document in District Portal for wide publicity.
2. Copy to the DI & PRO, Subarnapur for information and necessary action with a request to affix the above Tender Call Notice in their office Notice Board for wide publicity.
3. Copy to the PA to collector for kind information of the Collector, Subarnapur.
4. Copy submitted to CEO, ORMAS Bhubaneswar for kind information.
5. Copy to the Notice Board, ORMAS, Subarnapur

*ASMO* -

**Chief Development Officer-cum-EO  
Zilla Parishad, Subarnapur**

## **ANNEXURE-I**

### **Terms of Reference for the Tentage & Allied Works:**

#### **A. ABOUT THE EVENT:-PALLISHREE MELA– 2026:**

Pallishree Mela is scheduled to be organized at Rameswar Stadium, Sonepur from **07.01.2026 to 11.01.2026** along with Subarna Loka Mahotsav to provide a suitable platform to Rural Producers/ Artisans to showcase their skills and products for selling in urban area. The Mela entrust the rural artisans to 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 financially worthwhile for their product.

#### **B. TERMS AND CONDITIONS FOR TENTAGE& ALLIED WORKS**

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.
1. The bidder has to submit bid in the prescribed format must be accompanied with supportive documents/ information.
  2. The bidders should have Registered Agency/ Firm.
  3. The rate offered by the firm shall be **inclusive of all taxes**.
  4. A demand draft of **Rs. 1,000.00 (Rupees One thousand) only which is Non-refundable** in favour of the “**DSMS, Sonepur**” payable at Sonepur, must be enclosed with the tender papers towards Tender Paper Cost.
  5. The bidders are required to deposit an Earnest Money of **Rs.20,000/- (Rupees Twenty thousand only)** in shape of Demand Draft/Pay Order in favor of “**DSMS, Sonepur**” payable at Sonepur. 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 Tender without E.M.D shall not be accepted.
  6. Preference will be given to the bidder having **experience** of successfully completed **similar type of works during last Two years**. The interested bidder must participate any one of the following events :
    - i. Three Similar [Tentage/ Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 3.00 Lakh (Rupees Three Lakh) each **OR**
    - ii. Two similar type of works costing not less than the amount equal to Rs.4.00 Lakh (Rupees Four lakh)each **OR**
    - iii. One similar type of work costing not less than the amount equal to Rs. 7.00 Lakh (Rupees Seven Lakh)

7. The Agency/ Firm should have an average Annual Turnover of Rs. 12.00 Lakhs from Event Management services/ similar nature of works during last 3 Financial Years (2022-23, 2023-24, 2024-25).
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 any overwriting.** The Financial Bid should be duly signed and sealed in a separate cover. The Financial Bids of the technically acceptable Bids shall only be opened or as decided by the Committee.
9. The duration of the event will be for 5 (five) days. In case of any extension of exhibition period, no extra payment will be paid for the additional days. The venue shall be made available to the contractor by ORMAS/District Administration before 7 (seven) 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 **05.01.2026 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 seven 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 during the event at market price for the items not mentioned in the Tender.
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 committee formed by the Mela-in-charge will do a proper assessment and the actual work done during the mela period. The payment will be deducted proportionately as per the advice of the assessment committee, if the assessment committee will not satisfy with the service of the bidder.
14. Bidder will be responsible for keeping 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 Tender(s) without assigning any reasons thereof.
20. Any legal dispute arising out of this is subject to Subarnapur district jurisdiction only.
21. **The bidder has to submit self attested photocopies of the required documents along with duly filled in Tender 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:**
  - i. **Tender Paper Cost of Rs.1,000/-** (Rupees One Thousand) in shape of Demand Draft/Pay Order in favour of **DSMS, Sonapur** payable at Sonapur.
  - ii. **EMD of Rs.20,000/-** (Rupees Twenty thousand only) in shape of Demand Draft/Pay Order in favour of **DSMS, Sonapur** payable at Sonapur.
  - iii. **Experience Certificate/ Work Order** showing successfully completed **similar type of works during last three years** as mentioned in Sl.-6 of Terms & Conditions.
  - iv. Copy of the **Registration Certificate of the Agency/ Firm/ Organization** for similar nature of work.(Udyam Registration under MSME)
  - v. Copy of **Goods & Services Identification Number (GSTIN)& latest GST deposit Challan.**
  - 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. **Self-attested copy of valid Labour License from competent authority.**
  - viii. The bidder has to submit the **Audited Financial Statement of FY 2024-25 duly attested by the Chartered Accountant.**

ix. **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) The bidder shall provide a sketch map for the work in the Mela ground.
- 2) Erection of Stall
- 3) Coordination Cell-cum-VIP Lounge (With Sketch Map)
- 4) Box Type Gates (Entry & Exit and Food Court)
- 5) Auditorium with Sitting Arrangement
- 6) Ground Electrification
- 7) Miscellaneous Items

**1) ERECTION OF STALL**

For the Pallishree Mela, approximately 200 (approx) **numbers** of stalls will be erected. The detailed specifications of stall are given below:

Sl.	Particulars	Stall specifications
1	<b>Structure</b>	Bamboo & cloth structure, Size of each stall – 10’ X 10’ with Fire proof tarpaulin roofing.
2	<b>Flooring</b>	Wooden plank platform of 6-inch height & full Floor synthetic Matting.
3	<b>Ceiling &amp; Wall</b>	Three sides including partition walls of stall will be covered with new 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	<b>Racks</b>	Three tire racks for 100 Stalls. 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	<b>Facia</b>	A wooden batten frame for Running Facia will be erected (10’ X 4’). The facia frame will be 2’ front projection and will be covered with good quality multi colored Cloth/Flex design. The Facia design will be printed by the Bidder as per the design given by ORMAS. A running white cloth Jhallar of 1’ width will be put in the front side, below to the fascia frame.
6	<b>Furniture</b>	Front counter table in wooden batten and planks / steel table size 8’ x 2.6’ x 3’ height and wrapped with white cotton cloth. Plastic moulded Chair – 2 nos per stall.
7	<b>Electric Fittings</b>	Tube or T5 Light – 3 no. (2 number of lights shall be connected with generator), an on/off switch for use in night time after closing, 1 no. of 5 Amp Plug Point, 1 nos. ceiling fan.

Sl.	Particulars	Stall specifications
8	<b>Numbering of Stall</b>	All stalls shall be numbered and named with stencil/ paint/ flex.
9	<b>Closures</b>	Front cloth drops/screens in all the Stalls. Daily and timely putting up (11.00 AM) and off (at 10.00 PM) of the same is the responsibility of the bidder.

## 2) COORDINATION CELL-CUM-VIP LOUNGE:

**One Coordination Cell –cum-VIP Lounge** will be erected- ONLY NEW COTTON CLOTHES SHALL BE USED. **The bidder must provide a sketch map of the Coordination cell with the bid.** The bidder has to be quoted as a **package** against the detail specifications given below:

Sl.	Particulars	Work Specifications
A	<b>Structure</b>	Bamboo& wooden Batten structure with Tarpaulin waterproof roofing. Design of the structure shall be Replica of “ <b>Tribal House</b> ” with a replica of Tribal Kachha House or as suggested by the Officer-in-Charge of the Exhibition. The design structure shall be covered with batten framing & cloth of appropriate colour.
B	<b>Size</b>	40 ft X 40 ft.
C	<b>Ceiling &amp; Wall</b>	Ceiling of Coordination Cell shall be finished with white Cotton 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, waiting space/ VIP lounge and store with the cloth and wooden batten frame walls/partitions. Decoration will be made with Tribal Painting and hanging equipment.
D	<b>Counter</b>	Two long tables covered with new cotton cloth will be fixed in the office room. One window of minimum size 5’ X 4’ will be on the wall of office room towards the counter.
E	<b>Flooring</b>	Wooden plank platform of 1’ height & full Floor synthetic Matting.
F	<b>Furniture</b>	Front office counter table – 7 no., 15 no. of Supreme cushion chairs, 5 nos of Dunlop sofa set for VVIPs (White Color), 5 no. of center table of low height (Teapoy), 4 no. of waste bin basket (20 Liters), 02 nos of steel Almirah with key, one water filter and two steel tables for pantry

		room.
G	<b>Electric Fittings</b>	Tube Light – 10 no., Ceiling Fan – 6 no., 2 nos of sound less pedestal fan, 2 Cooler, 1 white Led light (100 watt) (to be connected with an on/off switch in each room), 6 nos. of 5 Amp Plug, 4 no. Switch Board for computer, printer, scanner & LCD projector connected through 5 KVA Stabilizer. Other decorative light- appliqué lamp will be covered outside of the control room
H	<b>Sound System</b>	2 nos of cordless microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
I	<b>Closures</b>	Two wooden frame ply fitted door with door screen shall be fitted in the main entrance of the Coordination Cell for night closing.
J	<b>Flower Decoration</b>	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermos cool lettering and thermos cool panels at the entrance (written in English & Odia).

### 3) **GATES:**

**Three Gates** are to be erected i.e one front main Gate, one side main Gate and one Gate for Food Court. Following are the specifications erection of gate in the mela ground:

	<b>Front Main Gate</b>	Batten framing with Ply/ thermo cool design. The structure shall be Replica of “ <b>Main Gate of one Temple of District</b> ” or as suggested by the Officer-in-Charge of the Exhibition. The design structure shall be covered with batten framing & cloth of appropriate colour. Other Gates will be Pillar framing; Box type covered with Flex/ Cloth.
a	<b>Structure</b>	Bamboo Structure, Wooden Batten framing, box type structure.
b	<b>Size</b>	Pillars height will be of 12’ to 14’ with 16’ cleared width between the pillars, length 25’ and width of pillar will be 4’ all around.
c	<b>Covering</b>	Gate should be erected with batten framing, flex/ cotton cloth/ Flex mounting with design work/ Thermos cool design as per approved design.
d	<b>Lighting</b>	Sufficient lighting arrangement with metal light.

e	<b>Flowering</b>	Live flower chains will be put in the gates and the same should be changed every alternate day.
f	<b>Carpeting</b>	Red / Orange carpet from main gate to coordination cell and Stage.

**4) AUDITORIUM WITH SITTING ARRANGEMENT**

A closed auditorium of size 75' x 75' is to be erected. The minimum distance of 30 feet from stage to auditorium will be maintained. The bidder has to be quoted as a **package** against the detail specifications given below:

<b>Chair</b>	Eight hundred (800) no. of plastic molded chairs, 2 rows double sofa set/ Cushion Chairs.
<b>Barricading</b>	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
<b>Matting</b>	Orange net matting in sitting area.
<b>Lights</b>	Tube lights for sufficient lighting and chandelier lights in the roof.

**5) 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. At least 15 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. High Max lights raised on towers in 4/5 places to cover the entire ground.
- v. **3 Generator set of 20 KVA/60 KVA/ 120 KVA** with required fuel shall be provided by the Bidder for uninterrupted power supply during entire exhibition period. The generator circuit should be connected with two Tube/T5 lights of each stall, few ground lights, control room and public announcement system.

**6) 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	<b>Size</b>	The size of the dining area will be approximately 25000 sqft.

2	<b>Flooring</b>	Orange net carpet (Green net carpet is not allowed)
3	<b>Furniture</b>	Thirty (50) numbers of round table with frill and cover, 200 hundred numbers of banquet chair with white cover,
4	<b>Barricading</b>	Decorative Bamboo truss barricading of 3' height with painting to be erected around the dining area with entry and exit passage.
5	<b>Dustbin</b>	20 numbers (20 liters 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 3 times daily) of Dustbins should be maintained.

**7) MISCELLANEOUS ITEMS:**

Besides works from item No.1 to No.7 following items may be required as per need. Bidder is to quote their unit price in Tender part for supply of the same as per the indent.

<b>Sl.</b>	<b>Items</b>	<b>Approximate quantity required</b>
A	Bed Set (Mattress, Blanket, Bed sheet& Pillow with Cover)	100 pcs.
B	Dury (15' X 15')	10 pcs.
C	Full floor carpeting of the stage	2000 sq ft.
D	Dustbin- 3 ft height (Food stall and accommodation)	15 pcs.
E	Fire extinguisher (5 kg capacity) to be placed at different places of the event place	12 nos.
G	Floor Net Carpeting of Ground (per sqft)	100,000 sqft
H	Installation of Helium Balloon	1 pc

**DETAILS ON THE TENDER**

*(To be filled in by the bidder)*

- A. The work : Tentage and Allied Works for Pallishree Mela 2026, Subarnapur
- B. E.M.D (Refundable) : **Rs.20,000/-** (Rupees Twenty thousand only) in shape of Demand Draft /Pay Order in favour of “**DSMS, Sonepur**” payable at Sonepur.

Tender Paper Cost (Non-Refundable): - **Rs.1,000/-** (Rupees One thousand only) in shape of Demand Draft /Pay Order in favour of “**DSMS, Sonepur**” payable at Sonepur.

C. LAST DATE & TIME FOR RECEIPT OF TENDER: **16.12.2025 at 12.30 PM**

**EVALUATION FORMAT**

<b>Name of the firm</b>	:	
<b>Address</b>	:	
<b>Type of firm [Tick (√) in appropriate Box]</b>	:	(Proprietorship/ Partnership) <input type="checkbox"/> <input type="checkbox"/>
<b>Registration No.</b>	:	
<b>GSTIN Number</b>	:	
<b>PAN Number</b>	:	
<b>Demand Draft / Pay order No./ Date</b>	:	
<b>Tax Clearance Certificate/ Latest GST deposit Challan</b>	:	Yes/ No
<b>Valid Electrical License</b>	:	Yes/ No
<b>Valid Labor License</b>	:	Yes/ No
<b>Experience of similar types of works</b>	:	Yes/ No
<b>Audited Financial Statement</b>	:	Yes/ No

#### **D. 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***

**E. TENDER FOR DIFFERENT ITEMS OF TENTAGE WORK OF PALLISHREE MELA - 2026**

(Last date for submission of duly filled in Tender form is **16.12.2025 at 12.30 PM**)

(To be filled in by the bidder without any overwriting)

**I/We do hereby submit item wise Tender of Tentage and Allied works for Pallishree Mela – 2026 inclusive of all taxes.**

**Financial Bid**

To be submitted in a separate sealed cover.

Sl.	Item	Unit	Cost per unit [in Rs.]	Approx.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 Package	
3	Main Gate	Per Gate		1 no.	
4	Other Gates (One food court)	Per Gate		2 Nos	
5	Auditorium with Sitting arrangement	Per package	----- --	1 Package	
6	Ground Electrification	Per package	----- --	1 Package	
8	<b><u>Miscellaneous items:</u></b>			-----	
A	Bed Set (Mattress, Blanket, Bed sheet& Pillow with Cover)	Per set		100 pcs.	
B	Durry (15' X 15')	Per Piece		10 pcs.	
C	Dustbin- 3 ft height	Per Piece		15 pcs.	
D	Soundless pedestal fan	Per Piece		5 pcs.	
E	Fire extinguisher (5 kg capacity) to be placed at different places of the event place	Per Piece		12 Pcs.	
F	Floor Net Carpeting of Ground	Per Sq ft		100000 sq ft	
G	Installation of Helium Ballon	Per Piece		1 no	
<b>GRAND TOTAL</b>				-----	
<b>Rupees (in Words)</b> .....					

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

*Signature of the Bidder With seal*

## Annexure II

### Terms of Reference for Deployment of Security:

#### **A. ABOUT THE EVENT:- PALLISHREE MELA– 2026:**

Pallishree Mela is scheduled to be organized at Rameshwar Stadium, Subarnapur from **07.01.2026 to 11.01.2026** along with Subarna Loka Mahotsav to provide a suitable platform to Rural Producers/ Artisans to showcase their skills and products for selling in urban area, 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 financially worthwhile 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. Tentative Requirement of Security Personnel:**

The tentative requirement of security personnel shift wise is given below. Security personnel shall be deputed at Mela ground and Accommodation places of participants on shift basis. The requirement is tentative only which may be changed as per need.

Date	SHIFT TIMINGS					
	6:00 AM to 2:00 PM		2:00 PM to 10:00 PM		10:00 PM to 6:00 AM of next day	
	No. of Security Guard	No. of Supervisor	No. of Security Guard	No. of Supervisor	No. of Security Guard	No. of Supervisor
06.01.2026	0	0	3	1	3	1
07.01.2026	5	1	10	2	10	2
08.01.2026	5	1	10	2	10	2
09.01.2026	5	1	10	2	10	2

10.01.2026	5	1	10	2	10	2
11.01.2026	5	1	10	2	10	2
12.01.2026	3	1	0	0	0	0
<b>Total</b>	<b>28</b>	<b>6</b>	<b>53</b>	<b>11</b>	<b>53</b>	<b>11</b>

**D. Terms & Conditions:**

1. A demand draft of **Rs. 1,000.00 (Rupees One thousand) only which is Non-refundable** in favour of the “**DSMS, Sonepur**” payable at Sonepur, must be enclosed with the tender papers towards Tender Paper Cost.
2. The firm should submit the documents in duplicate like **PAN, GSTIN, Registration Certificate (Udyam) of the Agency/ Firm, Latest Tax deposit chalan, Labour License** along with Tender paper positively. In absence of the documents mentioned above, the Bid will be rejected.
3. Experience certificate (maximum 5 nos.)of execution of similar nature of work for last two years shall be enclosed.
4. ORMAS, Subarnapur 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, Subarnapur.
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 Tender, the following document shall be enclosed:**

- a) Copy of work orders/ experience certificate (maximum 5 nos.) for similar nature of works for last 2 Financial Years.
- b) Copy of the Registration Certificate of the security firm.(Udyam Certificate)
- c) Copy of Service Tax certificate/ PAN
- d) Copy of Goods & Services Identification Number (GSTIN) & latest deposit Chalan.
- e) Copy of valid Labour License.

**EVALUATION FORMAT**

**Tender for security services for Pallishree Mela – 2026, Subarnapur**

(Last date for submission of duly filled in Tender Paper – **16.12.2025 at 12.30 PM**)

*(To be filled by the Bidder)*

<b>Name of the Agency/ Firm</b>	
<b>Registration No.</b>	
<b>Address</b>	
<b>Contact Person with Mobile No.</b>	
<b>Demand Draft / Pay order No./ Date</b>	
<b>GSTIN No.</b>	
<b>PAN No.</b>	
<b>Tax Clearance Certificate</b>	Yes/ No.
<b>Valid Labour License</b>	Yes/ No.
<b>Working experience related to the Service</b>	Yes/ No.

**DECLARATION**

I/We hereby declare that all the statements 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*

## **Financial Bid**

To be submitted in a separate sealed cover.

**I / We do hereby submit herewith item wise Tender below to provide security services for Pallishree Mela 2026 inclusive of all Taxes.**

<b>Sl.</b>	<b>Category</b>	<b>No. of Guard</b>	<b>Rate per shift i.e. 8 hours (in Rs.)</b>	<b>Rate per shift i.e. 8 hours (in Rupees in words)</b>
1	<b>Guard with Lathi</b>	1		
2	<b>Supervisor</b>	1		

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

*Signature of the Bidder with seal*

## **Annexure- III**

### **Terms & Conditions:**

1. A demand draft of **Rs. 1,000.00 (Rupees One thousand) only only which is Non-refundable** in favour of the “**DSMS, Sonapur**” payable at Sonapur, must be enclosed with the tender papers towards Tender Paper Cost.
2. Different size of multi colored Banner/ Flex Hoardings will be prepared for Pallishree Mela 2026.
3. The text of the materials will be provided well in advance of commencement of the exhibition. It is the responsibility of the firm to provide print materials in time as per the specification with accuracy.
4. Sanctions of any advance will not be considered. The payment will be made after completion of event.
5. The rate offered by the firm shall be inclusive of all taxes and duties including service tax, as applicable.
6. For printing of additional quantity of any item, proportionate rate will be paid.
7. The required no's of materials to be handed over to the undersigned within two days of placing the order.
8. Any legal dispute arising out of this is subject to Subarnapur district jurisdiction only.
9. **While submitting the Quotation, the followings documents should be enclosed:**
  - i. Copy of Goods & Services Identification Number (GSTIN) & latest deposit Chalan.
  - ii. PAN number of the Agency/Firm
  - iii. Copy of work orders / experience certificate for similar nature of works (maximum 5 nos) for last 2 years.
  - iv. Copy of Registration Certificate of the Agency/ Firm.

## **EVALUATION FORMAT**

### **Quotation for Printing & IEC Works for Pallishree Mela – 2026, Subarnapur**

(Last date for submission of duly filled in Quotation Paper – **(16.12.2025 at 12.30 PM)**)

*(To be filled by the Bidder)*

<b>Name of the Agency/ Firm/ Printing Press</b>	
<b>Registration No.</b>	
<b>Address</b>	
<b>Contact Person with Mobile No.</b>	
<b>Demand Draft No./Date</b>	
<b>GSTIN Registration No.</b>	
<b>PAN No.</b>	
<b>Working experience related to Service</b>	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.

*Signature of the Bidder with seal*

## **Financial Bid**

To be submitted in a separate sealed cover.

**I / We do submit herewith item wise quotation below for Printing & IEC Works for Pallishree Mela 2026 inclusive of all Taxes.**

<b>Sl.</b>	<b>Particulars</b>	<b>Specification</b>	<b>Approximate Quantity</b>	<b>Quoted Price in Rs. (in figure &amp; words)</b>
1	Flex	Different Size of multi Coloured Banner, Hoarding as per requirement. (Price to be quoted per sq. ft.)	As per requirement by the undersigned	
2		Installation of Banner and Hoardings at different places of Sonapur town.		
3	Pole Kiosk	Size- 3'X2'	100 no's	
4	Certificate	As per the normal Certificate size		
5	I Card for Participants	B2 size		
6	I Card for Officials	B3 Size		
7	Mobility Van with Branding	Designing and Branding of the Van, Installation of Sound system in the Van for announcement	1 no's/per day	
8	LED Wall with Genset	Size- 12' X 08' & Installation at Venue	2 no's/per day	
9	CCTV	For the entire event	12 no's	

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

*Signature of the Bidder with seal*

## **Annexure- IV**

### **Terms of Reference for supply of Documentation Work:**

i) **Videography:**

- **The entire event will be video documented in *Digital High Definition Video (HDV) Camera*.**
- A small documentary film/movie of the Mela of minimum 15 minutes duration should be made. The documentation to cover; Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, Success Stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie/Live streaming to be done depending upon the days of the mela & decision of the organizer.
- Videography along with success stories, interaction with visitors/sellers etc.
- Necessary actions should be taken during final post production and final preview of the documentary in consultation with ORMAS, Subarnapur.
- The documentary film of the mela should be submitted in ORMAS, Subarnapur office within 10 days of the completion of the event.

ii) **Still Photography:**

- Covering the activities of Pallishree Mela -2026, 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
- Photography along with success stories, interaction with visitors/sellers etc.

### **A. Terms and Conditions**

1. A demand draft of Rs. 1,000.00 (Rupees One thousand) only which is Non-refundable in favour of the "DSMS, Sonapur" payable at Sonapur, must be enclosed with the tender papers towards Tender Paper Cost.
2. The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
3. The period of exhibition will be 5 days.
4. The work should be completed within the time frame.
5. The bidder must have experienced and technically sound individuals to work in the aforesaid video documentation work.
6. Sanctions of any advance will not be considered. The payment will be made on completion of the event.
7. The price offered by the firm should include all taxes (**GST Bill**).
8. The above documented works should be submitted within 10 days of the completion of the exhibition..
9. The quotationer has to offer the price for all items together or else the tender paper will not be considered for evaluation.
10. The technical and financial bid must be submitted separately in one envelope.
11. The undersigned reserves the right to reject any or all quotation(s) without assigning any reasons thereof.
12. Any violation of the term and condition of the tender will liable to reject the bidder.
13. Any legal dispute arising out of this is subject to Sonapur district jurisdiction only.

1. **While submitting the Quotation, the followings documents should be enclosed:**
  - a. Copy of Goods & Services Identification Number (GSTIN) & latest deposit Chalan.
  - b. Registration certificate(Udyam Certificate) of the agency/firm.
  - c. PAN card of the Agency/firm
  - d. Copy of work orders / experience certificate for similar nature of works (maximum 5 no's) for last three financial year.

**EVALUATION FORMAT**  
**Tender for Documentation Work for Pallishree Mela - 2026**

(Last date for submission of duly filled in Tender Paper – 16.12.2025 at 12.30 PM)

**EVALUATION FORMAT**

Name of the firm	:	
Address	:	
Type of firm [Tick (√) ]	:	(Proprietorship/ Partnership)
Registration No.(Udyam)	:	
Demand Draft No./Date		
GSTIN Number	:	
<b>GSTIN</b> last deposit Chalan	:	Yes/ No (if yes attached the Xerox copy of same)
PAN Number		
Experience of similar types of works	:	Yes/ No
Display of similar type of video documentation.		

**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***

## FINANCIAL BID

### Tender for Documentation Work for Pallishree Mela - 2026

to be submitted in a separate sealed cover.

I / We do submit herewith item wise quotation below for Documentation works for Pallishree Mela 2026 inclusive of all Taxes.

SL NO	CATEGORY	TECHNICAL SPECIFICATION	PRICE IN RS. (INCLUDING GST)
01	PHOTOGRAPHY	<p>1. Covering the activities of Pallishree Mela -2026 , 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.</p> <p>2. One Nos. Coffee-Table Book to be designed and printed, consisting of selected 200 photos of the entire event.</p> <p><b><u>CAMERAS TO BE USED :</u></b> 1. 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.</p>	
02	VIDEOGRAPHY	<p>1. Covering the activities of Pallishree Mela-2026 , 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.</p> <p>2. Post production (Editing, Graphics, Script, Voiceover, Background music , Color Grading etc) to be provided.</p> <p>3. Final output to be submitted in a Pen drive.</p> <p><b><u>CAMERAS TO BE USED :</u></b> 1. TWO NOS. FULL HD CAMCODER (SONY NX 200 OR EQUIVALENT WITH ALL ACCESSORIES) 2. ONE NOS. GIMBAL CAMERA SETUP 3. ONE NOS. 4K PROFFESIONAL DRONE 4. TWO NOS SEHENIZER / DJI WIRELESS LAPPLE MIC.</p>	
<b>TOTAL</b>			

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

**Signature of Bidder with seal**