



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

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

No.: 455 //

Date: 17-12-25

RETENDER CALL NOTICE

Sealed Tenders are invited in the prescribed format from interested Event Management Agencies/ Tent Houses/ Firms for **Tentage & Allied 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. The Tender paper completed in all respect must be in sealed cover and superscripted as **“Tender for Tentage & Allied Works of Pallishree Mela-2026”**

- ❖ Bidders, those have already submitted EMD of Rs. 20,000/- vide Tender call Notice No. 400, dated 03.12.2025, need not require to submit EMD again if they participate for the same.
- ❖ Bidders /Participants have to present a power point presentation before the tender committee regarding their Quality and details of work. If the Tender committee satisfies the quality of work of the bidder then the financial Bid of the bidder will open.

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.”**

Specification of Works/ Services:		
1	Tentage & Allied Works	Annexure-I

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 drop box kept in ORMAS section of Zilla Parisad, on or before **22.12.2025 at 12.30 PM** and will be opened in the same day at **4.30 PM** at the o the mini conference hall of Collectorate, 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.

M. Balakrishna
Collector & DM
Subarnapur

Memo No 456 // ORMAS, Dated 17-12-25

1. Copy to the DIO, NIC, Subarnapur for information with a request to hoist the tender Document in District Portal for wide publicity.

M. Balakrishna
Collector & DM
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, Sonapur 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

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, Sonapur**” payable at Sonapur, 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, 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 Tender without E.M.D shall not be accepted.
6. The Bidder Must have successfully completed **Three no’s of State Level/ National Level Exhibition/ Pallishree Mela of ORMAS**.
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 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.
8. 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.

9. 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.
10. 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.
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 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.
12. 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.
13. 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.
14. No part of the contract will be sub-let without the prior written permission of the Mela-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 Tender(s) without assigning any reasons thereof. The authority reserves

the right to issue the work order to bidder for good quality work, even if the bidder is not the L1 bidder.

19. Any legal dispute arising out of this is subject to Subarnapur district jurisdiction only.

20. **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, Sonepur payable at Sonepur.**
- ii. **EMD of Rs.20,000/- (Rupees Twenty thousand only) in shape of Demand Draft/Pay Order in favour of DSMS, Sonepur payable at Sonepur.**
- iii. **Experience Certificate/ Work Order showing successfully completed 03 (THREE) no's of State Level /National Level Pallishree Mela of ORMAS.**
- iv. **Copy of the Registration Certificate of the Agency/ Firm/ Organization for similar nature of work.**
- v. **Copy of Goods & Services Identification Number (GSTIN)& latest GST deposit Challan for September'2025.**
- vi. **Self-attested photocopy of valid electrical license from Competent Authority or Agreement with a register electrical contractor for execution of electrical work. In case of Agreement 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. **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	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with Fire proof tarpaulin roofing.
2	Flooring	Wooden plank platform of 6-inch height & full Floor synthetic Matting.

Sl.	Particulars	Stall specifications
3	Ceiling & Wall	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	Racks	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	Facia	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	Furniture	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 no's per stall.
7	Electric Fittings	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.
8	Numbering of Stall	All stalls shall be numbered and named with stencil/ paint/ flex.
9	Closures	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	Structure	Bamboo& wooden Batten structure with Tarpaulin waterproof roofing. Design of the structure shall be Replica of "Tribal House" 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	Size	40 ft X 40 ft.
C	Ceiling & Wall	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	Counter	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	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.
F	Furniture	Front office counter table – 7 no., 15 no. of Supreme cushion chairs, 5 no's of Dunlop sofa set for VVIPs (White Colour), 5 no. of center table of low height (Teapoy), 4 no. of waste bin basket (20 Liters) , 02 no's of steel Almirah with key, one water filter and two steel tables for pantry room.
G	Electric Fittings	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 a on/off switch in the each room), 6 no's. 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	Sound System	2 no's 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	Closures	Two wooden frame ply fitted door with door screen shall be fitted in the main entrance of the Coordination Cell for night closing.
J	Flower Decoration	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:

	Front Main Gate	Batten framing with Ply/ thermo cool design. The structure shall be Replica of “Main Gate of one Temple of District” 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	Structure	Bamboo Structure, Wooden Batten framing, box type structure.
b	Size	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	Covering	Gate should be erected with batten framing, flex/ cotton cloth/ Flex mounting with design work/ Thermos cool design as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.
f	Carpeting	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:

Chair	Eight hundred (800) no. of plastic molded 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	Orange net matting in sitting area.
Lights	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. **Generator set of 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	Size	The size of the dining area will be approximately 25000 sqft.
2	Flooring	Orange colour net carpet (Green net carpet is not allowed)
3	Furniture	Thirty (50) numbers of round table with frill and cover, 200 Hundred 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	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.

Sl.	Items	Approximate quantity required
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

Name of the firm	:	
Address	:	
Type of firm [Tick (√) in appropriate Box]	:	(Proprietorship/ Partnership) <input type="checkbox"/> <input type="checkbox"/>
Registration No.	:	
GSTIN Number	:	
PAN Number	:	
Demand Draft / Pay order No./ Date	:	
Latest GST deposit Challan	:	Yes/ No
Valid Electrical License	:	Yes/ No
Valid Labor License	:	Yes/ No
Experience of State Level/ National Level Exhibition/ ORMAS, Pallishree Mela Tentage & Allied work	:	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 **22.12.2025 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	Miscellaneous items:			-----	
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	
GRAND TOTAL				-----	
Rupees (in Words).....					

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

Signature of the Bidder With seal