

Near Royal Field, Subarnapur
PIN-767017



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OFFICE OF THE CDAO-CUM-PROJECT DIRECTOR, ATMA, SUBARNAPUR

ମୁଖ୍ୟ ଜିଲ୍ଲା କୃଷି ଅଧିକାରୀ ତଥା ପ୍ରକଳ୍ପ ନିର୍ଦ୍ଦେଶକ, ଆତ୍ମା କାର୍ଯ୍ୟାଳୟ, ସୁବର୍ଣ୍ଣପୁର

SHORT TENDER CALL NOTICE

Order No- 564 Dated— 27.02.2026

The Chief District Agriculture Officer, Subarnapur invites single tender from interested Event Management Agency/Firms/Decorators/Agencies for different work for Regional Level Krushi Jantrapati Mela, 2025-26 in sealed cover on behalf of Governor of Odisha for the following work as detailed in the table.

Sl. No	Name of the work with location	EMD Value	Cost of the tender paper	Programme (in days)
1.	TENTAGE, PH & SANITATION, SECURITY, ELECTRIFICATION & ALLIED WORK, DOCUMENTATION, FOODING FOR REGIONAL KRUSHI JANTRAPATI MELA, SUBARNAPUR	₹ 100000.00	₹5000.00	5 days

Bid documents consisting of detailed schedule of quantities and set of terms and condition of contract and other necessary documents can be obtained and deposited in the office of the undersigned as per the following date line.

1. Date & time of availability of sale of bid documents on 27.02.2026 (10.00 AM to 4.00 PM) to 09.03.2026 (up to 10.30 AM)
2. Date of final receipt of tender paper- 09.03.2026 (up to 11.00 AM)
3. Date of opening of tender paper- 09.03.2026 at 4.30 PM

The bid shall be opened in the presence of the bidders or their authorized agents who wish to attend.

The Earnest Money Deposits in shape of any of the form i.e. Bank Fixed deposit/Bank draft etc. must be accompanied with the bid documents. The authority reserves the right to reject any or all the tenders so received without assigning any reason thereof.

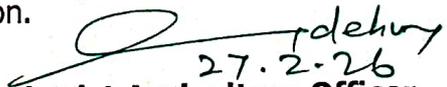
27.02.2026
Chief District Agriculture Officer
Subarnapur

PTO

Memo No- 565 /Agril

Dated- 27.02.26

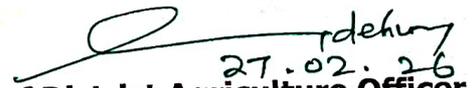
Copy submitted to the Superintendent Engineer (Agril), Northern Zone, Sambalpur/ EE (Agril), Bolangir for favour of information and necessary action.


27.2.26
Chief District Agriculture Officer
Subarnapur

Memo No- 566 /Agril

Dated- 27.02.26

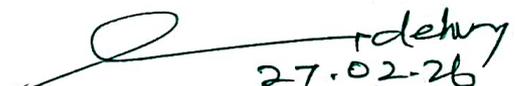
Copy forwarded to DIO, NIC, Subarnapur for favour of information & requested to upload in district website for wide publication.


27.02.26
Chief District Agriculture Officer
Subarnapur

Memo No- 567 /Agril

Dated- 27.2.26

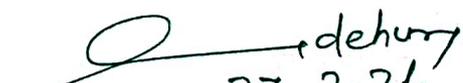
Copy to BAO/AAO (all) for information. They are requested to display in their notice board for wide publication.


27.02.26
Chief District Agriculture Officer
Subarnapur

Memo No- 568 /Agril

Dated- 27.2.26

Copy to office Notice Board.


27.2.26
Chief District Agriculture Officer
Subarnapur

TENDER PAPER FOR TENTAGE, PH, SANITATION, SECURITY, ELECTRIFICATION & ALLIED WORKS
FOR REGIONAL LEVEL KRUSHI JANTRAPATI MELA 2025-26
TO BE ORGANISED FROM BY CDAO, SUBARNAPUR

COST OF TENDER PAPER : Rs. 5000.00 (Rupees Five 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 Bidder has to deposit a earnest money deposit (EMD) of Rs. 100000- (Rupees One Lakh) only in shape of Demand Draft in favour of **Chief District Agriculture Officer, Subarnapur** for participating in the tender process.
(ii) The security deposit will be returned back to the unsuccessful Bidder after finalization of the tender process.

LAST DATE & TIME FOR RECEIPT OF TENDER PAPER : 09.03.2026 latest by 11.00 AM

DATE & TIME OF OPENING OF TENDER PAPER : 09.03.2026 at 4.30 PM at CDAO office, Subarnapur

PLEASE DELIVER AT

O/o the CDAO, SUBARNAPUR

**TERMS AND CONDITIONS OF TENDER FOR TENT, PH, SANITATION, SECURITY,
ELECTRICITY & ALLIED WORKS**

Regional Level Krushi Jantrapati Mela, SUBARNAPUR

1. CDAO, Subarnapur on behalf of A & FE, Govt. of Odisha invite proposal with certain term & condition with sealed tenders from reputed & registered firms, decorators and tent houses having the work experience of minimum two years of executing works of exhibitions or similar work and Audited Statement of minimum average turnover of Rs.25.00 lakhs for last 2 Financial years upto January 2026, GST Clearance certificate & copy of GSTR-3B return (June 2025) can only apply for tentage & allied work.
2. The Bidder should have registered his firm under GSTIN No. The Bidder must submit the GST registration Certificate & copy of GSTR-3B return (June 2025) documents as proof along with the tender paper. The Bidder must submit IT return filing documents for last 3 years along with the tender paper that is Financial Year 2022-2023, 2023-2024 & 2024-25. TDS will be deducted on the tendered amount from the finalised Party.
3. The Bidder should have the capacity to erect the stalls and allied works in Royal Field, Sonapur. The work will be assigned to a firm for Krushi Jantrapati Mela. So, the rate inclusive of all taxes offered by the tent houses / firms should be valid for the given period.
4. The tender paper, technical bid, tender fees, required documents and EMD shall be put in a sealed envelope with superscription as "Technical Bid (Annexure-A)". The price bid shall be put in a separate sealed envelope with superscription as "Price Bid (Annexure-B)". Both the envelopes shall be put in a separate envelope with superscription as "Tender for Tentage & Allied work for Krushi Jantrapati Mela". There are two part in the tender paper to be filled up by bidder that is Annexure-A submission/verification of required documents part (technical bid) & Annexure-B financial part. If the bidder is fulfill the criteria of documents submission/verification in annexure-A then only the particular bidder will be eligible for verification of financial part in Annexure-B. If the party do not fulfill the technical bid that is Annexure-A then the party will not be allowed for participate in the financial part that is Annexure-B.
5. The duration of the Exhibition will be for 5 days as per the details given below. In case of any extension of Mela period, no extra payment will be entertained for the additional days. All the desired works should be completed at least two day before of the scheduled inauguration date and time of the exhibition and handed over all the works as per specification, to the in-charge of exhibition.

Details of Exhibition / Krushi Jantrapati Mela

The Exhibitions Krushi Jantrapati Mela to be organized in the Royal Field, Sonapur as per the details enlisted below, is purely tentative. Any place or period as proposed below may change / vary in course of action. The details of programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl. No.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of days of Exhibition	No. of Stalls to be erected
1	Subarnapur	Royal Field, Sonapur	Regional Level Krushi Jantrapati Mela	Communicate at the time of LoA	5	100

6. On completion of the Exhibition, the contractor shall have to take away all the materials within 3 days & vacate the site with the same condition while occupying the ground.
7. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
8. 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. Part payment / release of advance will be made only after inauguration of the said Exhibition on the satisfaction of the authority. 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 which should be submitted with the bill.
9. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the Exhibition. The undersign will not be responsible for any breakage, damage, fire,

- theft etc. of his materials and he has to take suitable step for insurance of his goods used in the Exhibition for the above purpose.
10. No part of the contract will be sub-let without the prior written permission of the authority.
 11. (i) The Bidder has to deposit a earnest money deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakhs) only in shape of Demand Draft in favour of **CDAO, Subarnapur** for participating in the tender process.
(ii) The security deposit will be returned back to the unsuccessful Bidder after finalization of the tender process. The E.M.D amount of the successful Bidder will be kept with till the completion of the Exhibitions. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority.
 12. The undersigned also reserves the right to negotiate with all or any Bidder after sealed tenders are opened in the interest of Government.
 13. The successful Bidder will be required to execute an agreement with the CDAO, Subarnapur for the tentage and allied work of Krushi Jantrapati Mela.
 14. **The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reasons thereof.**

CONCEPT OF THE MELA

The Exhibition / Krushi Jantrapati Mela will be designed to create the atmosphere for dealers and Manufacturers of Farm Implements to display, demonstrate and market their products. This will be a single platform for spot booking, Issue of Permit(s), Assistance of Financial Loan through Bank and Spot Delivery of Agricultural Machineries. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification harmoniously. The overall objective of the Mela is to popularize the Farm Implements and Machineries in the Districts and create opportunities for the buyers by accessing bank loan for purchasing their need based machineries.

In general, the following works will be required to be taken up:

1. Stage 90'X60' with proper decoration and arrangement
2. Erection of Stalls (100 nos)
3. VIP Lounge(15'x27') behind the stage with other arrangement of furnitures
4. Auditorium arrangement for 300 nos of participants in front of the Stage. (Incl. 30 VIPs Sofa Seats and 20 moulded chair wrapped with white cloth)
5. Main Entrance Gate & Exit Gate.
6. Buffet Area of Size 60'X50'

1. Stage with all arrangement

Sl. No.	Particulars	Stage Specification
1	Structure	Bamboo & cloth structure, Size of the stage – 50' X 30'X15' with tarpaulin water proof roofing.
2.	Flooring	Floor carpet Matting
3.	Ceiling and wall	Three sides of the wall will be covered with Orange & white new cloth
4.	Furniture	Single Sofa Seat with Low height Table 10 nos
5	Decoration	Flowers and balloons

2. Erection of Stall (including entire fittings):

Stalls will be erected in Krushi Jantrapati Mela as per the requirement. The tendered will quote their lowest possible price. The details of specifications are given below:-

Sl. No.	Particulars	Stall Specification
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' X10' with tarpaulin water proof roofing, including rake inside the stall on three sides of stall and a table on the front side of stall and two nos of chairs
2	Flooring	Floor Carpet Matting 15000sq. ft. in stall and PVC mating area 100000 sq. ft.
3	Ceiling & Wall	Two sides including partition walls of stall will be covered with white new cloth and back side with new cloth as per instruction of I/c. Backside outer wall will be covered with tarpaulin and G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. The GI Sheets will be covered in the Back side of the Stall upto 5' from the Ground.
4	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

5	Furniture	the fascia frame. 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.
6	Numbering of Stall	All stalls should be numbered.
7	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the Bidder.

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 & fascia work no extra charge will be entertained. The Bidder 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.

3. **VIP Lounge with furnitures as mentioned:**

Sl. No.	Particulars	Lounge Specification
1.	Flooring	Floor carpet Matting
2.	Furniture	Single Sofa Seat with Low height Table 6 nos
3.	Decoration	Flowers and balloons

4. **Auditorium arrangement for 400 nos of participants in front of the Stage.**

Sl. No.	Particulars	Stall Specification
1	Structure	Truss structure 100' X 100' X15' with tarpaulin water proof roofing.
2	Flooring	Floor Carpet Matting 4000 sq ft
3	Ceiling & Wall	Two sides of Auditorium will be covered with Orange new cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. The GI Sheets will be covered in both side of the Auditorium upto 5' from the Ground.
4	Furniture	Plastic moulded Chair – 300 nos., VIP Sofa Seats - 30 nos & Plastic Moulded Chair with wrapping of white cloth 40 nos, Separate 30nos. chair for press.

5. **Erection of Gate (Entrance & Exit)Big Size**

Sl. No.	Particulars	Work Specifications
1	Structure	Bamboo Structure, Wooden Batten framing, Square & box type structure with lighting.
2	Iron Gate	3nos. of temporary Iron Gate should be installed at entrance & exit Gate.

4 **Buffet Area of Size 60'X50'**

Sl. No.	Particulars	Stall Specification
1	Structure	Bamboo & cloth structure, Size of each stall 60'X50'
2	Flooring	Floor Matting 3000 sq. ft..

5 **PH and Sanitation**

Sl. No.	Particulars	Works specification
1	Cleaning & Sanitation	2 times cleaning & sanitation per day.
2	Drinking Water	Supply of mineral water 2 times per day for 5days
3	Water Tanker	4nos Water Tanker-2 at Buffet area and 2 at Stall area.
4	Lavatory	Temporary lavatory-3nos. (Male/Female & VIPs)
5	Dustbin	15nos. dustbin in mela & 5nos. at buffet area.

6 **Security**

Security (4 security*5 days*3 shfit per day=60 Shifts & 8 securities*5days*3shifts per day = 120 shifts) (Total Shifts 60+120=180 nos of shift)

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

7 Electrification

A. In general, the following works will be required to be taken up:

- i. VIP Lounge(10'x40') behind the stage with 2 nos AC
- ii. Auditorium arrangement for 400 nos of participants in front of the Stage.
- iii. A) Ground Electrifications (General)
B) Additional Electrical Requirements-Tube Light ,Pedestal etc.
C) Street Light inside the entire Mela Ground
(D) 3 nos. LED 10'X16' size. & one no of LED of size 320 sqft.
- iv. Generators: Sufficient light back up at the time of Power failure in the entire Krushi Jantrapati Mela Ground, Public announcement system including Control Room.
- v. Electrification in Buffet Area of Size 60'X50'
- vi. Light and Sound System for cultural programme and stage meeting
- vii. Wi Fi Jio connection for entire Mela Ground

B. Stage

Sl. No.	Particulars	Stage Specification
1.	Electrical Fittings & Sound System	Tube Light – 10 nos. Pedestral Fans- 2 nos, Stand AC – 2 nos, Microphone with sound system. and one LED of 20'X8' size

C. Stall (including entire fittings):

Sl. No.	Particulars	Stall Specification
1	Electric Fittings	Tube Light – 4 nos. (2 nos. of tube light should be connected with generator) & a on / off switch for use in night time after closing. 1 no. of 5 Amp Plug Point, Ceiling fan – 1 no
2	Ground Electrification	Street light facility should be provided inside the entire Krushi Jantrapati Mela Ground. Sufficient Halogen lights should be provided inside the entire Krushi Jantrapati Mela and 4 nos. of Halogen Tower should be installed in the Krushi Jantrapati Mela Ground.

D. VIP Lounge with Air Conditioning as mentioned:

Sl. No.	Particulars	Lounge Specification
1	Electrical Fittings	Tube Light – 6 nos. Pedestral Fens- 2 nos , Stand AC – 2 nos, , ceiling Fan – 4 nos, Mercury light – 100W

E. Auditorium arrangement for 200 nos of participants in front of the Stage.

Sl. No.	Particulars	Stall Specification
1	Electric Fittings	Tube Light – 12 nos. (12 nos. of tube light should be connected with generator) & a on / off switch for use in night time after closing. Pedestal fen 8 nos,
2	LED	2 nos. of LED will be installed of size 6'x8' with Disc connections for display of activities.

F. Ground Electrification

- A) Ground Electrifications (General)
- B) Additional Electrical Requirements-Tube Light Pedestal etc.
- C) Street Light inside the entire Mela Ground
- D) Halogen (500W) -10 nos & Halogen (1000 W)- 5 nos

G. Generators:

Generator sets with required fuel shall be provided by the Bidder for the entire Exhibition period. The Bidder should always be prepared for uninterrupted power supply for the Exhibition. The generator circuit should be connected with two tube lights of each stall, few ground lights, control room and public announcement system.

H. Electrification of Buffet Area of size 60' x 50'

Sl. No.	Particulars	Stall Specification
1	Electrification	Tube Light – 4 nos. Pedestal Fans- 4 nos

I. Light and Sound System for cultural programme and stage meeting

As per requirement

J. Wi Fi Jio

Wi Fi (Minimum 40 Mbps speed) connection for entire Mela ground.

Name & Address of the firm
Signature with seal

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 advertisement of my tender is liable to be cancelled. I am / we are willing to abide by the terms and conditions laid by CDAO, 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

Place:

Date :