



E-mail :dicphb@nic.in

Fax: 06842-253279
Phone No. 06842-253239

**OFFICE OF THE GENERAL MANAGER: DISTRICT INDUSTRIES CENTRE:
PHULBANI-KANDHAMAL, PIN-762001**

No

86

Date.

13.12.2023

TENDER CALL NOTICE

Tenders in sealed envelopes are hereby invited from the interested Tent House/ Firms/ Agencies/ Organizations for Tentage & Allied Works for the observation of **Entrepreneurs' Week-2023** to be organized by DIC, Kandhamal at Coronation Ground, Phulbani from 05th March, 2023 to 09th March, 2023. The details of tender call is as follows:-

Sl. No.	Nature of Work	Eligible Firms	Cost of EMD	Cost of Tender Papers
01	Tentage & Allied Works	Firms/ Tent Houses/ Event Managers	Rs. 20,000/- (Rupees Twenty Thousand) only (Refundable)	Rs. 1,000/- (Rupees One Thousand) only (Non-Refundable)
<ul style="list-style-type: none">• EMD is to be paid in shape of Demand Draft in favour of General Manager, DIC, Phulbani payable at Bank of India, Phulbani branch, Kandhamal.• The bidders are requested to submit the cost of tender paper during the submission of tender document if downloaded.• The EMD and cost of tender paper shall be furnished separately. The EMD of the unsuccessful bidders will be returned. The EMD of the successful bidder will be returned on receipt of the Performance Security Deposit (PSD) which would be 5% of the total value within specified period.				

The tender papers along with detail specifications and eligibility criteria of the above will be available at DIC, Phulbani, Kandhamal from **14th February 2023 to 21st February 2023** during the office hours. Tender papers can also be downloaded from district website- www.kandhamal.nic.in during the same period. **The sealed tenders will be received by speed post / registered post addressed to the General Manager, DIC, Phulbani, Near Medical Square, Kandhamal-762001 latest by 21/02/2023 up to 12.00 PM. The sealed tenders can also be submitted at the**

office of the General Manager, DIC, Phulbani, Kandhamal during the office hours till 21/02/2023 by 12:00 PM. The tenders will be opened in the office chamber of the Sub Collector, Phulbani, Kandhamal on the same day i.e. on **21/02/2023 at 3.30 PM** in the presence of the bidders or their authorized representatives. All the bidders are requested to **super scribe "Tentage & Allied Works for Entrepreneurs' Week 2023" on the top of the envelope containing the bid documents.** The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

P. Mani
13/02/2023

General Manager(I/c)
DIC, Phulbani

Details of Tender Paper, EMD for Tentage & Allied Work for “Observation of Entrepreneurs’ Week 2023” at Coronation Ground, Phulbani From 05th To 09th March 2023

The Tender paper can be downloaded from the website: www.kandhamal.nic.in or collected from DIC, Phulbani during office hours.

A) E.M.D (Refundable) : **Rs. 20,000/-** (Rupees Twenty Thousand) only in shape of Demand Draft in favour of “General Manager, DIC, Phulbani” payable at Bank of India, Phulbani branch, Kandhamal.

To be filled in by the bidder.

<i>Demand Draft No... Dated/...../ 2023</i> <i>(Demand Draft to be attached with the Tender Paper)</i>

B) NAME AND ADDRESS OF BIDDER:

To be filled in by the bidder.

<i>Bidder Name and Address:</i> M/s

Signature of the bidder

**Terms of Reference of the Tender Paper for the Tentage & Allied works of
Entrepreneurs' Week 2023 to be held at Coronation Ground, Phulbani**

I. Terms and Conditions of Tender for Tent & Allied Works

1. The bidders are required to deposit an **E.M.D of Rs. 20,000/-** (Rupees Twenty Thousand only) in shape of Bank draft in favour of "General Manager, DIC, Phulbani" payable at Bank of India, Phulbani branch, Kandhamal from any Nationalized Bank. The EMD of the successful bidder will be returned on receipt of the Performance Security Deposit (PSD) which would be 5% of the total value within specified period and will be kept for a period of two months from the date of completion of the event. In case of any unsatisfactory work, delay in execution of work etc. the PSD will be forfeited as per the decisions of the authority. Tender papers without EMD will be rejected.
2. Experience of having successfully **completed similar works during last three years** ending January 2023 such as tentage or event management works for National/ State/ District Level Exhibition **costing not less than the amount equal to Rs. 10.00 Lakhs (Rupees Ten Lakhs.)**
3. **The bidder should have registered his firm under Goods & Services Tax (GST), Income Tax (PAN). The rate offered by the firm shall be inclusive of GST.**
4. **TDS applicable will be deducted @2%** from the bill amount submitted and will be deposited under the concerned head of account.
5. Average Annual Turnover should be at least **Rs. 20 Lakhs** for last three years as on 31.03.2022.
6. The duration of the exhibition will be for 5 days. In case of any extension of exhibition period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor at least **before 07 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 the exhibition and all the works as per specifications should be handed over to the exhibition in-charge.
7. The bidder shall quote their price for all the items without leaving any blank. If found so, the bid will be treated as non-responsive and rejected.
8. The bidder has to quote the rate as per the given format.
9. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place in the same condition while occupying the ground.
10. 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.
11. The final payment will be made on the basis of the actual work done and work assessment report in the specified format by the exhibition 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 exhibition in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the exhibition in-charge.
12. The bidder along with manpower and the committee formed by the exhibition in-charge should do a proper assessment of the actual work done during the Exhibition period.
13. Bidder will be responsible for up keep and maintenance of the entire work done by him till the closing of the exhibition. DIC, Phulbani will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.

14. No part of the contract will be sub-let without the prior written permission of the exhibition in-charge.
15. For convenience and effective delivery, the tender 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 service provider/contractors to obtain requisite permission for electricity connection/fire services for the exhibition period from statutory bodies.
17. The bidder has to treat the materials to be used in tentage work (like - Cloths), **with Fire Repellant Chemicals. This work has to be certified by the concerned District Fire Officer.**
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 reserves the right to reject any or all tenders without assigning any reasons thereof.**
20. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
21. **The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper. The documents to be submitted by the bidder are:**
 - i. Tender paper collected from DIC, Phulbani or downloaded from the district website i.e. www.kandhamal.nic.in (including tender paper cost if downloaded) along with EMD of Rs. 20,000 /- (Rupees Twenty thousand only) in shape of Bank Draft in favour of General Manager, DIC, Phulbani.
 - ii. Document in support of experience of having successfully completed similar works during last three years ending last day of the month previous to the one in which application are invited should be a tentage or event management work for National/ State/ District Level Exhibitions costing not less than the amount equal to Rs. 10.00 Lakhs (Rupees Ten Lakhs.)
 - iii. Firm Registration, Registration certificate of Goods & Services Tax (GSTIN) and PAN.
 - iv. IT return copy for the assessment years 2020-21, 2021-22 & 2022-23 i.e. FY 2019-20,2020-21 and 2021-22.
 - v. The bidder has to submit the Audited Financial Statements of last three years i.e. 2019-20 to 2021-22 duly attested by the Chartered Accountant along with its average Annual Turnover report(to be certified by the Chartered Accountant) which should be at least Rs. 20.00 Lakhs for the last three years as on 31.03.2022.
 - 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. The bidder has to submit technical and financial bids in separate envelopes.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.

II. Scope of Work:-

Following works will be required to be taken up:

- A. Erection of Stall.
- B. Coordination Cell-cum-VIP Lounge.
- C. Center Stage & Audience Arena.
- D. Entrance Gate.
- E. Ground Electrification.
- F. Temporary Toilet for Visitors along with water facility.
- G. DG.
- H. Parking Barricading.
- I. Perimeter Barricading.
- J. Miscellaneous Items.

Detailed specification of above mentioned works are as follows:-

A. Erection of Stall:-

The details of specifications are given below:

Sl. No.	Particulars	Detail Stall Specifications
1.	Structure	Bamboo (3 to 6 inch) & new cloth (with Anti Fire Chemical Treatment) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2.	Flooring	Matting of the entire floor area. Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
3.	Ceiling & Wall	Three sides including partition walls of stall to be covered with new white cloth . Backside outer wall to be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (All new white cotton clothes to be used)
4.	Racks	Three tire racks. The shelf of the racks will be of size 1'6" X 10' with the first layer fixed at a height of 2'6" & covered with new white cloth . The space below racks will be used for storage of goods.
5.	Fascia	A wooden batten frame for running fascia to be erected. The frame will have 2' front projection & 4' height. The fascia to be covered with design flex. A running new white cloth jhallar of 1' width to 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' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
7.	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & an on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
8.	Numbering of Stall	All stalls should be numbered with vinyl with sun board. Vinyl name plate mentioning District's name should pasted on each stall.

Sl. No.	Particulars	Detail Stall Specifications
9.	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.

B. Coordination Cell -cum-VIP Lounge:

One Coordination Cell –cum- VIP Lounge will be erected- **only new cotton clothes should be used.** The bidder has to quote as a **package** against the detail specifications given below:

Sl. No.	Particulars	Work Specifications
Design		As finalized by exhibition committee
1.	Structure	Bamboo structure with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour.
2.	Size	40 ft X 40 ft.
3.	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 into 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.
4.	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 4' X 3' will be on the wall of office room towards the counter.
5.	Flooring	Wooden plank platform of 2' height & full floor synthetic matting.
6.	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 3 sets of steel sofa set for VIPs (for 16 persons), 4 no. of center table of low height, 4 no. of waste bin basket, 10 no. of plastic moulded chairs, one steel almirah with key, and two steel tables for pantry room & two standard table for computer operation.
7.	Electric Fittings	Tube Light – 15 no. , Ceiling Fan – 4 no if required. 1 white mercury light (100 watt) (to be connected with an on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, and scanner & LCD projector.
8.	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers are to be fitted in such a manner that the announcement should cover the entire ground.
9.	Closures	Two wooden frame ply door shall be fitted at the main entrance of the Coordination Cell for night closing.
10.	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 thermocol lettering and thermocol panels at the entrance (written in English & Odia).

C. Center Stage & Audience Arena:-

A closed roof center stage covered from 3 sides with sitting arrangement for 10 VVIPs is to be erected along with closed roof sitting arrangement for about 100 audiences in front of the stage as per the design specified by the organizing committee. The bidder has to quote as a **package** against the detail specifications given below:-

Sl. No.	Particulars	Category
Design		As per the exhibition organizing committee. The committee reserves the right to make minor changes to the specifications detailed below, if necessary.
1.	Structure	A 60*80' structure (dimensions may vary depending upon the

		accommodation capacity) of appropriate height is to be erected, which is to be divided into two parts- Centre Stage & Audience Arena both of which will have covered ceiling/closed roof. The Center stage is to be covered from three sides with proper decorative material.
2.	Flooring	A 3' raised wooden plank platform with full floor synthetic matting & flower vase decoration for center stage and floor matting for audience arena to avoid mud & water.
3.	Back Drop	Background work with wooden batten framing/ply mounting /similar material with artistic design and thermocol as per given design. Size of background as deemed proper with black cloth masking on the back side. Live flower chains to be provided wherever necessary.
4.	Lettering	Thermocol lettering of 1'6" height to 6" will be prepared with the event name (written matters will be finalized by the exhibition in-charge) mentioned and fixed properly at the center of the back drop.
5.	Side Wings	6 nos. of side wings with a size of (9' X 4') or equivalent back ground structure (whichever is decided by the authority) made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage or in the background. (Flex designs to be provided by the exhibition in charge).
6.	Steps	Fabricated steps to be erected on both sides of the center stage with the brass pole & chains support for reaching to the stage. The entire step is to be covered with carpets. Live flower plant pots with maximum height of 2 ft. (including pot) to be kept on the steps.
7.	Furniture	Center Stage- Good quality VVIP Chairs/ Sofa sets for at least 10 nos. of VVIPs with white towels, center tables with table cloth, good quality borosil glasses with covers & plastic name plates to be provided along with one speech podium, brass deepa (2'.6" height) and other inaugural materials on the meeting days. Audience Arena- Good quality VIP Chairs/ Sofa sets & center tables with table cloth for at least 20 nos. of VIPs to be provided along with 100 plastic moulded chairs for audiences.
8.	Light, Sound & Display.	Sufficient nos. and variety of lights as necessary for conducting inauguration & other discussion/ seminars events to be provided. Necessary sound system arrangement such as cordless microphone, channel mixture, amplifier etc also to be provided. Projector system with other necessary peripherals required for presentation during seminars needs to be provided. One 65 inches LED TV to be provided. Minimum required light and sound devices should be on Generator.
9.	Fans/ Coolers	Adequate no. of stand fans/ desert coolers as felt necessary to be provided.
10.	Barricading	3' fabricated barricading to be provided on three sides of the audience arena with internal partitions in the arena wherever necessary.

D. Entrance Gate:

Following are the specifications for erection of entrance gate of the exhibition ground:-

Sl. No.	Particulars	Category
1.	Structure	Bamboo structure, wooden batten framing, box type structure.
2.	Size	Pillars height will be of 10' to 12' with 16' cleared width between the pillars, length 15' and width of pillar will be 4' all around.
3.	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.

Sl. No.	Particulars	Category
4.	Lighting	Sufficient lighting arrangement with metal light.(LED)
5.	Flowering	Live flower chains will be put on the gates and the same should be changed every alternate day.

E. Ground Electrification:-

The below mentioned items are taken as a **Package** which shall be supplied by the bidder for Entrepreneurs' Week-2023. The quantities of the items are fixed in the package. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

1. Main Switch Board/Panel Board up to 250 KW electric loads with cabling & wiring.
2. Adequate speakers shall be fitted in the exhibition premises for surrounding sound.
3. 15 nos. of halogen lights (1000 watt) along with wiring/fitting poles.
4. 08 nos. of white halogen lights along with wiring /fitting poles.
5. 05 nos. of flood lights shall be fitted in and around back side of the stalls for security purpose.

F. Temporary Toilet for Visitors:-

Six numbers of (3 for male & 3 for female) temporary urinals & toilets to be installed with all sanitary fittings in the exhibition ground along with water facilities & wash basin for the participants and visitors. The quality of these toilets should be good, as there will a huge footfall of visitors to this exhibition.

G. Diesel Generators (DG):-

One Silent Diesel Generator set 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 T5 lights of each stall, few ground lights, adequate light & sound system of **stage & audience** arena, control room and public announcement system. The requirement of Generator Set will be of 60 KVA.

H. Miscellaneous Items:-

Besides works from all above items, the following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

Sl. No.	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	50 pcs.
2	Blanket	50 Pcs
3	Dustbin- 3 ft height	20 pcs.
4	Soundless pedestal fan	5 pcs.

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, my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid out by the GM, DIC, Phulbani. 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:



**Micro, Small & Medium Enterprise Department
Government of Odisha**

**TENDER PAPER
(Tentage & Allied works)
for**

Entrepreneurs' Week-2023

Organized by

**District Industries Centre, Phulbani
Near Medical Square,
Kandhamal, Odisha-762001**

**Quotation for Tentage work & Allied Activities for observation of
Entrepreneurs' Week from 05th to 09th March 2023**

To

The General Manager
DIC, Phulbani

Madam,

I / We do hereby submit item wise quotation below for Tentage & allied works for observation of Entrepreneurs' Week from 05th March, 2023 to 09th March, 2023 at Coronation Ground, Phulbani.

Sl. No.	Item	Category	Unit	Cost per unit	Required Qty	Total Amount [in Rs.]
A	Erection of Stall	Single package	Per Stall		50	
B	Coordination cell - cum-VIP lounge with AC fittings	Single package	Per package		1	
C	Center Stage & Audience Arena.	Single package	Per package		1	
D	Gates	Single package	Per package		2	
E	Ground Electrification	Single package	Per package		1	
F	Temporary Toilet for Visitors	Single package	Per urinal		6	
G	Digital Generators (DG)	Single package	Per package		1	
J	<u>Miscellaneous items:</u>					
1	Bed Set (Bed & Pillow with Cover)		Per set		50 pcs.	
2	Blanket		Per set		50 pcs.	
3	Dustbin- 3 ft height		Per Piece		20 pcs.	
4	Soundless pedestal fan		Per Piece		5 Pcs.	
Total						

Signature of the Bidder with seal