



Panchayati Raj &  
Drinking Water  
Department Government  
of Odisha

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

For

**Kandhamal Mahotsav & Pallishree  
Mela-2019**

18<sup>th</sup> to 22<sup>nd</sup> Jan, 2019

Coronation Ground,  
Phulbani, Kandhamal

Organized by

**District Administration, Kandhamal**

Odisha-762001

Tel. Phone No. 06842-254417

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR TENTAGE & ALLIED WORK  
FOR "KANDHAMAL MAHOTSAV & PALLISHREE MELA 2019".**

The Tender paper can be downloaded from the District website [www.kandhamal.nic.in](http://www.kandhamal.nic.in)

A) E.M.D (Refundable) :Rs. 50,000/- (Rupees fiftythousand) only in shape of Demand Draft/Pay order in favour of **Chief Executive, DSMS, Kandhamal** payable at Phulbani.

**To be filled in by the bidder.**

**Demand Daft / Pay Order No.....Dated...../ ..... / 2018**  
**(DD/PO to be attached with the Tender Paper)**

B) NAME AND ADDRESS OR BIDDER:

**To be filled in by the bidder.**

Bidder Name and Address:

**Signature of the bidder**

**Terms of Reference to the tender paper for the Tentage & Allied works of Kandhamal Mahotsav & Pallishree Mela-2019**

Sealed Tender are invited from potential suppliers, tent houses and electrical decorators to take up the below detailed electrical illumination and stall erection works for Kandhamal Mahotsav & Pallishree Mela-2019 to be held at Coronation ground, Phulbani from 18<sup>th</sup> to 22<sup>th</sup> Jan, 2019. The evaluation forms & format of Tender completed in all respect should reach the undersigned on or before dt: 10/01/2019 by 1.00 PM by mode of Regd. Post or Speed Post only and shall be opened on the same day at 3.00PM in presence of the bidders or their authorized representatives.

The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.

**I. TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS**

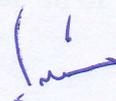
1. The bidders are required to deposit E.M.D of Rs.50,000/- (Rupees fifty thousand only) in shape of Bank draft / Pay Order in favour of "Chief Executive, DSMS" from any Nationalized Bank. The E.M.D. of the successful bidder will be kept with DSMS, Kandhamal till the completion of the exhibition i.e. for a period of one - two months (2019). In case of any unsatisfactory work, delay in execution of work etc. the E.M.D will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
2. Experience of having successfully **completed similar works (Exhibition) during last four years** ending last day of the month previous to the one in which application are invited should be either of the following.
  - a. Three Similar [Exhibition works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs.3.00Lakhs **(Rupees Three Lakhs.) OR**
  - b. Two similar [Exhibition works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs 5.00Lakhs **(Rupees Five lakhs) OR**
  - c. One similar [Exhibition work for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs.9.00Lakhs **(Rupees nine Lakhs.)**
3. The bidders should have registered his firm under Good & Service Tax (GST) Income Tax (PAN/TAN) and Service Tax (Latest Deposit Challan).
4. The rate offered by the firm shall be inclusive of all taxes and duties including Service Tax.
5. Average Annual Turnover should be at least Rs. 30 Lakhs in last three year as on 31.03.2018. The bidder must submit the legal document related to average turnover.
6. The duration of the exhibition will be for 5days. 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 one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
7. Individual price bid should be submitted for each item.
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 with 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 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 bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
13. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. DSMS 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 Mela-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 each item.
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. The bidder has to supply the fire protection equipment like extinguisher as per the requirement of each mela duly certified by the Fire Officer of the concerned area and adhere to the fire safety norms.
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 is not bound to accept the lowest tender 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 tenders without assigning any reasons thereof.**
20. The bidder or the representative of the bidder must attend the opening event of the tender with all original documents / papers for verification, failing which the bid will be deemed for rejection.
21. The rate offered by the firm shall be including of all taxes and duties, as applicable.
22. L-1 bidder, who have earlier not completed the work in time or blacklisted anywhere, need not apply and his case shall not be taken into consideration.

23. **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 downloaded from the district website i.e. [www.kandhamal.nic.in](http://www.kandhamal.nic.in).
  - ii. Tender in the prescribed format along with all relevant documents (self-attested) duly filled in should be sent in sealed cover super scribed as "**Tender for Tent & Allied work of Kandhamal Mahotsav & Pallishree Mela-2019**" to "**The Project Director, DRDA, Kandhamal, At/Po-Phulbani, Dist-Kandhamal, Pin-762001**" through Registered post/speed post only. Tender received after due date/sent through other means of communication will not be entertained.
  - iii. EMD of Rs. 50,000 /- (Rupees fifty Thousand only) in shape of Bank Draft or Pay Order drawn in favour of Chief Executive, DSMS, Kandhamal.
  - iv. Work order in support of Experience of having successfully **completed similar works (Exhibition) during last four years** ending last day of the month previous to the one in which application are invited should be either of the following.
    - a) Three Similar [Exhibition works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs.3.00Lakhs **(Rupees Three Lakhs.) OR**
    - b) Two similar [Exhibition works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs 5.00Lakhs **(Rupees Five lakhs) OR**
    - c) One similar [Exhibition work for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs.9.00Lakhs **(Rupees nine Lakhs.)**
  - v. Copy of the registration certificate/valid number in favor of the firm, registration certificate under Goods & Service Tax (GST), Income Tax (PAN, TAN), Service Tax (latest deposit Challan) and GST Clearance Certificate (latest deposit Challan).
  - vi. The bidder has to submit the Audited Financial Statement of last three years (2015-16, 2016-17 & 2017-18) duly attested by the Chartered Accountant and copy of the Service Tax Deposit Challan as proof of the annual turnover.
  - vii. Average Annual Turnover should be at least Rs. 30.00 Lakhs in last three year as on 31.03.2018.
  - viii. 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.
  - ix. The last date for submission of tender with all relevant documents is **10/01/2019** by 1.00PM. The tender will be opened on same day at 3.00PM in the office of Project Director, DRDA, Kandhamal.
  - x. Non availability/Non-producing of any of the required document liable for rejection of the complete bid.
  - xi. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.

**ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE.**

**Signature with seal**



## II. SPECIFICATION FOR WORKS

Following works will be required to be taken up:

- A. Erection of stall
- B. Coordination Cell -Cum-VIP Lounge:
- C. Green room
- D. Sitting arrangement in front of the stage
- E. Ground Electrification
- F. Generators
- G. Road Cross Flat Gate
- H. Tentage for fooding.
- I. Miscellaneous items:

Detailed specification of above mentioned works are given below:

### A. ERECTION OF STALL

The details of specifications are given below.

| Sr. | Particulars               | Stall Category   |
|-----|---------------------------|--|
| 1   | <b>Structure</b>          | Bamboo (3 to 6 inch) & structure, Size of each stall -10' X 10' with tarpaulin water proof roofing.  |
| 2   | <b>Flooring</b>           | Full flooring Coir Matting. Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.   |
| 3   | <b>Ceiling &amp; Wall</b> | Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <b>Tin Asbestos Sheets</b> . The Asbestos Sheets shall be fixed horizontally supported with wooden bellies. <b>(ALL NEW WHITE COTTON CLOTHES TO BE USED)</b> |
| 4   | <b>Racks</b>              | 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 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. The frame will have 2' front projection & 4' height. The facia will be covered with cloth/flex. 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' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair - 2 nos.   |
| 7   | <b>Electric Fittings</b>  | 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   | <b>Numbering of Stall</b> | All stalls should be numbered with vinyl with sun board. Vinyl name plate mentioning District's name should pasted on each stall.  |
| 9   | <b>Closures</b>           | 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 be quoted as a **package** against the detail specifications given below:

| Sr. | Particulars               | Work Specifications   |
|-----|---------------------------|---|
|     | <b>Design</b>             | <b>Tribal House</b>   |
| A   | <b>Structure</b>          | Bamboo <i>Bala</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure should be Replica of as per given design/attached.  |
| 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 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.   |
| D   | <b>Counter</b>            | One long table 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 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 VVIPs (for 16 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 20 no. of plastic moulded chairs, one steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation. |
| G   | <b>Electric Fittings</b>  | Tube Light - 10 no. , Ceiling Fan - 4 no., 4 no of sound less pedestal fan, 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, scanner & LCD projector. Other decorative light like hanging chandelier ( <i>jhaada</i> ) etc.  |
| H   | <b>Sound System</b>       | One audio DVD/CD player and one 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 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 thermocol lettering and thermocol panels at the entrance (written in English & Odia).  |

### C. GREEN ROOM

The details of specifications are given below.

| Sr. | Particulars               | Green Room Category  |
|-----|---------------------------|--|
| 1   | <b>Structure</b>          | Bamboo ( <b>3 to 6 inch</b> ) & structure, Size of each stall -15' X 10' with tarpaulin water proof roofing in both sides of Stage   |
| 2   | <b>Flooring</b>           | Full flooring Coir Matting. Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.   |
| 3   | <b>Ceiling &amp; Wall</b> | Three sides including partition walls of Green Room will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <b>Asbestos Sheets</b> .  |
| 4   | <b>Electric Fittings</b>  | 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. |
| 5   | <b>Closures</b>           | Front cloth drops/screens.   |

**D. SITTING ARRANGEMENT IN FRONT OF THE STAGE**

The minimum distance of 15 feet from stage to auditorium will be maintained. The bidder has to be quoted as a **package** against the detail specifications given below:

|             |   |
|-------------|---|
| Chair       | Two thousand (2000) no. of plastic moulded chairs, 20 no. of steel double sofa with white cover, 5 single sofa with white cover, 15 numbers of tea poi with white cover |
| Barricading | Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.   |
| Matting     | Green net matting in sitting area.  |

**E. GROUND ELECTRIFICATION**

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder for Kandhamal Mahotsav & Pallishree Mela-2019. The quantities of the items are statutory /fixed in the package. 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. Adequate speakers shall be fitted in the exhibition premises for surround Sound.
- iii. 40 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 35 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 15 no. of white Halogen light along with wiring /fitting poles.
- vi. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- vii. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- viii. 200 no. Applique hanging lampshades along with bulb fittings and wiring. The applique lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.

**F. GENERATORS:**

**Silent 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, control room and public announcement system. The requirement of Generator Set will be of 60.0 KVA.

**G. ROAD CROSS FLAT GATE:**

The details of specifications are given below.

| Sr. | Particulars | Road Cross Flat Gate Category  |
|-----|-------------|--|
| 1   | Structure   | Bamboo (3 to 6 inch) & structure, Size of each gate, 10 ft height, 20 ft length. All sides of gate will be covered with white cloth. |

**H. TENTAGE FOR FOODING**

Tent will be erected in front of District Red Cross Society for fooding of participants and officials of Kandhamal Mahotsav -2019. The details of specifications are given below.

| Sr. | Particulars |  |
|-----|-------------|--|
| 1   | Structure   | Bamboo (3 to 6 inch) & structure, Size of tentage- 60ft X 40 ft. |
| 2   | Flooring    | Green net matting in entire area.                                |

|   |                           |   |
|---|---------------------------|---|
| 3 | <b>Ceiling &amp; Wall</b> | Ceiling with white Cotton Clothes. Three sides of the Room will be covered with new clothes.  |
| 4 | <b>Electric Fittings</b>  | T5 Light - 10 no, Ceiling Fan - 4 no. connected with an on/off switch. 3 no. of 5 Amp Plug Point, if required.  |
| 5 | <b>Furniture</b>          | Tables either in wooden batten frame and ply wood/steel tables with attractive shapes -10 nos, 30 no. of plastic moulded chairs. Fixing of wash basins for washing of hand after taking food- 5 nos. sufficient water connection to be provided to wash basins. |

**I. MISCELLANEOUS ITEMS:**

Besides works from item No.A to G, 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.

| S. N | Items                             | Qty. required |
|------|-----------------------------------|---------------|
| 1    | Bed Set (Bed & Pillow with Cover) | 100 pcs.      |
| 2    | Durry (15' X 15')                 | 10 pcs.       |
| 3    | Dustbin- 3 ft height              | 20 pcs.       |
| 4    | Decorative Flower / Plant Pot     | 100 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 of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by DSMS/DRDA, Kandhamal. 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 :

**Tender for Tentage work & Allied Activities of Kandhamal Mahotsav & Pallishree Mela-2019 at Coronation Ground, Phulbani from 18<sup>th</sup> to 22<sup>th</sup> Jan, 2019**

*(The last date for submission of duly filled in tender document is 10/01/2019 by 1.00 PM)*

**To**  
**The Project Director,**  
**DRDA, Kandhamal.**

Sir,  
 I / We do hereby submit item wise quotation below for Tentage & allied works of Kandhamal Mahotsav & Pallishree Mela at Coronation Ground, Phulbani for the year 2019.

| Sr.          | Item   | Unit        | Cost per unit | Required Qty. in units | Total Amount [in Rs.] |
|--------------|--|-------------|---------------|------------------------|-----------------------|
| A            | Erection of stall  | Per Stall   |               | 140 stalls             |                       |
| B            | Coordination Cell -Cum-VIP Lounge                          | Per package |               | 1                      |                       |
| C            | Green Room   | Per Unit    |               | 2                      |                       |
| D            | Sitting arrangement in front of the stage (Single Package) | Per package |               | 1                      |                       |
| E            | Ground Electrification                                     | Per Package |               | 1                      |                       |
| F            | Silent Generator (60 KVA)                                  | Per Package |               | 1                      |                       |
| G            | Road Cross Flat Gate                                       | Per Unit    |               | 6                      |                       |
| H            | Tentage for Fooding  | Per Package |               | 1                      |                       |
| I            | <b>Miscellaneous items:</b>                                |             |               |                        |                       |
| 1            | Bed Set (Bed & Pillow with Cover)                          | Per set     |               | 100 pcs.               |                       |
| 2            | Durry (15' X 15')  | Per Piece   |               | 10 pcs.                |                       |
| 3            | Dustbin- 3 ft height                                       | Per Piece   |               | 20 pcs.                |                       |
| 4            | Decorative Flower / Plant Pot                              | Per Piece   |               | 100 pcs.               |                       |
| <b>Total</b> |  |             |               |                        |                       |

(Rupees.....) only

**Signature of the Bidder  
with Seal**

**DISTRICT RURAL DEVELOPMENT AGENCY, KANDHAMAL**

**At/Po-Phulbani, Dist-Kandhamal, Pin-762001**

No...508.....Date...27/12/2018

**TENDER CALL NOTICE FOR TENTAGE & ALLIED WORKS OF KANDHAMAL  
MAHOTSAV & PALLISHREE MELA-2019**

Sealed Tender are invited from potential suppliers, tent houses and electrical decorators to take up the Tentage & Allied works of Kandhamal Mahotsav & Pallishree Mela-2019 to be held at Coronation ground, Phulbani from 18<sup>th</sup> to 22<sup>nd</sup> Jan, 2019.

Tender in the prescribed format along with all relevant documents duly filled in should be sent in sealed cover super scribed as "**Tender for Tent & Allied work of Kandhamal Mahotsav & Pallishree Mela-2019**" to "**The Project Director, DRDA, Kandhamal, At/Po-Phulbani, Dist-Kandhamal, Pin-762001**" through Registered post/speed post only. Tender received after due date/sent through other means of communication will not be entertained. The details will be available in the District web site <http://www.kandhamal.nic.in>.

Sd/-

**Project Director,  
DRDA, Kandhamal**

**Memo No: 509 Date: 27/12/2018**

Copy furnished to the District Correspondent, .....for information. He is requested to publish the above notice once in the daily "....." And submit the bill as per I & PR rate to the Chief Executive, DSMS Kandhamal along with published item for payment.

**Project Director,  
DRDA, Kandhamal**

**Memo No: 510 Date: 27/12/2018**

Copy furnished to the DIO, NIC Kandhamal to publish the above notice in District web site <http://www.kandhamal.nic.in> from 27./12/2018 to 10./01/2019.

**Project Director,  
DRDA, Kandhamal**