



Panchayati Raj & Drinking Water Department  
Government of Odisha

# TENDER PAPER

(Tentage & Allied works)

For

## National Level

# Pallishree Mela-2018-19

11<sup>th</sup> to 21<sup>st</sup> January, 2019

Bargarh

Organized by

**ORMAS/OLM, PR & DW Deptt. Govt. of Odisha**

In Association with

**District Administration (DRDA), Bargarh**

District Supply and Marketing Society, Bargarh

O/o DRDA, Bargarh-768028

Phone No:-06646-234352

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR TENTAGE & ALLIED WORK FOR  
"PALLISHREE MELA 2018-19".**

The Tender paper can be downloaded from the websites: [www.ormas.org](http://www.ormas.org)/[www.bargarh.nic.in](http://www.bargarh.nic.in)

- A) Cost of Tender Paper : Rs. **1120.00** (Rupees one thousand one hundred twenty only) including GST @12% - Non-Refundable
- B) E.M.D (Refundable) : **Rs. 25,000/-** (Rupees Twenty five thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Bargarh payable at Bargarh.

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

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

NAME AND ADDRESS OR BIDDER:

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

*Bidder Name and Address:*

M/s .....  
.....

Signature of the bidder

C) Closing Date & Time for Receipt of Tender Paper: 21<sup>st</sup> December 2018 latest by 12 noon.

D) Date & Time of Opening of Tenders: 21<sup>st</sup> December 2018 at 3.00 pm, DRDA, Bargarh

**E) ADDRESS FOR SUBMISSION OF TENDER PAPER:**

**District Supply and Marketing Society, Bargarh  
O/o-DRDA, Bargarh-768028  
Phone No:-06646-234352**

**BIDDER DATA SHEET**

Sl. No	Particulars Particular	Details
1.	Name of the Client	Project Director, DRDA, Bargarh
2.	Method of Selection	Least Cost Selection (LCS)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of Tender Paper	06.12.2018
5.	Date of Pre-Bid Meeting	15.12.2018 at 11.30 AM
6.	Last Date and Time for submission of Bid	21.12.2018 at 12 Noon
7.	Date & Time for opening of Technical Bid	21.12.2018 at 3.00 PM
8.	Date & time for opening of Financial Proposal	21.12.2018 at 4.00 PM
9.	Bid Processing Fee (Non-Refundable)	1,000/-INR + GST-12 % = Rs. 1,120/- in shape of Banker's Cheque / Demand Draft in favour of " DSMS, Bargarh" drawn in any scheduled commercial bank payable at Bargarh
10.	Earnest Money Deposit (EMD) (Refundable)	25,000/ - INR in shape of Banker's Cheque / Demand Draft in favour of "DSMS, Bargarh" drawn in any scheduled commercial bank payable at Bargarh
11.	Address for Submission of Proposal	The Project Director DRDA, Bargarh Subas Nagar, PO-Dist-Bargarh-768028 Odisha Mode of Submission: Speed Post / Registered Post / Dropped in the Tender Box at ORMAS office Bargarh only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
12.	Place of Opening of Technical & Financial Proposal:	Conference Hall of DRDA, Bargarh

## Terms of Reference to the tender paper for the Tentage & Allied works of Pallishree Mela 2018-19 at George High School Ground, Bargarh

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

1. The bidders are required to deposit Rs. **1120/- (Rupees one thousand one hundred twenty only) towards cost of tender paper** (non-refundable) in shape of Demand Draft / Pay Order of Rs. 1120/- (Rupees one thousand one hundred twenty only) in favour of “DSMS, Bargarh” payable at Bargarh and attached along with the tender paper to be downloaded from the website.
2. The bidders are required to deposit the E.M.D of Rs.25, 000/- (Rupees Twenty five thousand only) in shape of Bank draft / Pay Order in favour of “DSMS, Bargarh” from any Nationalized Bank. The E.M.D. of the successful bidder will be kept with DSMS till the completion of the exhibitions. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D will be forfeited as per the decisions of the authority. Tender papers without E.M.D shall not be accepted.
3. 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 in invited should be either of the following.
  - a. Three Similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs 5.00 Lakhs **(Rupees five Lakhs.) OR**
  - b. Two similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs. 7.00 Lakhs **(Rupees seven lakh) OR**
  - c. One similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs. 8.00 Lakhs **(Rupees eight Lakhs.)**
4. **The bidders should have registered his firm under Goods & Services Tax (GST), Income Tax (PAN)**
5. **All tenderers are required to quote their rate including GST as applicable. Registered taxable persons shall raise GST compliant invoices by clearly mentioning their GST-IN and applicable GST rate to be charged upon the services on the approved rate.**
6. The tender must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post /Dropped in the Tender Box only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
7. Bidders should submit the supporting documents as mentioned. Bids of agencies not conforming to the eligibility criteria listed in the tender document will be summarily rejected. Submission of forged documents will also result in rejection of the bid.
8. TDS applicable will be deducted from the bill amount submitted and will be deposited under concerned head of account.
9. Average Annual Turnover should be at least **Rs. 12 Lakhs** in last three year i.e. for 2015-16, 2016-17 & 2017-18
10. The duration of the exhibition will be for 10 days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by the District Administration / ORMAS before 10 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 and should be handed over all the works as per specification to the in-charge of exhibition.

11. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
12. The bidder has to quote the rate as per the given format.
13. 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.
14. 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.
15. 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.
16. 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.
17. Bidder will be responsible for up-keep and maintenance of the entire work done by him till closing of the exhibition. ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
18. No part of the contract will be sub-letted without the prior written permission of the Mela-in-Charge.
19. 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.
20. 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.
21. 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/ Asst. Fire Officer, Bargarh.**
22. 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.
23. 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 authority reserves the right to reject any or all tenders without assigning any reasons thereof.
24. 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.
25. The rate offered by the firm shall be including of all taxes and duties, as applicable.

26. **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 DSMS, Bargarh or downloaded from the district website i.e. [www.bargarh.nic.in](http://www.bargarh.nic.in) ORMAS website i.e. [www.ormas.org](http://www.ormas.org) EMD of Rs. 25,000 /- (Rupees Twenty five thousand only) in shape of Bank Draft or Pay Order in favour of DSMS, Bargarh.
- 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 in invited should be either of the following.
- iii. Three Similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs 5.00 Lakhs (**Rupees five Lakhs.**) **OR**
- iv. Two similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs. 7.00 Lakhs (**Rupees seven lakh**) **OR**
- v. One similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs. 8.00 Lakhs (**Rupees eight Lakhs.**)
- vi. Copy of the GST registration certificate in favour of the firm from Commercial Tax under Goods and Services Tax (GST) & Income Tax (PAN).
- vii. Copy of GST return/amount deposit in the last financial year and copy last deposit challan.
- viii. The bidder has to submit the Audited Financial Statement of last three years i.e. for 2015-16, 2016-17 & 2017-18 duly attested by the Chartered Accountant and certified copy stating the turnover by Chartered accountant shall be submitted.
- ix. Average Annual Turnover should be at least Rs. 12.00 Lakhs in last three year as on 31.03.2018.
- x. The bidder should submit the tender paper with two envelopes i.e. Technical Bid and Financial Bid separately and keep both envelope in another envelope superscribed with "Tender for Tentage and Allied work for Pallishree Mela .
- xi. 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.
- xii. Copy of the PAN.

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

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. Gates:
- D. Decorative wall
- E. Ground Electrification
- F. Temporary Toilet for visitors along with water facility
- G. Generators:
- I. Food Court
- J. Miscellaneous items:

Detailed specification of above mentioned works are:

### A. ERECTION OF STALL

The details of specifications are given below:

Sl no.	Particulars	Stall Category
1	<b>Structure</b>	Bamboo ( <b>3 to 6 inch</b> ) & cloth ( <b>with Anti fire chemical Treatment</b> ) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	<b>Flooring</b>	Full flooring Coir Matting. With 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>G.I. Sheets (22 Gage corrugated sheet)</b> . The GI 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. 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) & 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 state's name should be 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
Category		
	Design	As per the design and specification to be given by Authority. (Size- Approx 40' x 40')
A	Structure	Bamboo <i>Bala</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure will be informed by the authority
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 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	Counter	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	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.
F	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 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 almira with key, one water filter and two steel tables for pantry room & two standard table for computer operation. The doors should be covered with sambalpuri cloth curtain.
G	Electric Fittings	Tube Light – 20 no. , Ceiling Fan – 8 no., 4 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a 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	Sound System	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	Closures	Two wooden frame ply fitted door 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 thermocol lettering and thermocol panels at the entrance (written in English & Odia).
K	Barricading	Entire coordination centre should be barricaded with iron/Bamboo materials with electric doom light fittings.

### C. GATES:

Following are the specifications erection of gate in the mela ground:

Sr.	Particulars	Category
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 mounting with design work 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.

### D. DECORATIVE WALL

Decorative wall of batten framing, hessian cloth mounting and geru with Chita painting, tile design at top in flex as per given design.

### E. GROUND ELECTRIFICATION

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder for Pallishree Mela. 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 loads 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. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- ix. 20,000 Tuni running lights will be fitted at the required places.

**F. TEMPORARY TOILET FOR VISITORS:**

Four numbers of (2 for male & 2 for female) Temporary urinals & toilets should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the participant and visitors. The quality of these toilets should be good, as there is a huge turnover of visitors to this Pallishree Mela.

**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 T5 lights of each stall, few ground lights, control room and public announcement system. The requirement of Generator Sets will be of 82.5 KVA.

**H. FOOD COURT**

The below mentioned items for erection of a)- Food stall & Kitchen shed and b)- Dining area management for Food Court are taken as a **PACKAGE**, which shall be supplied by the bidder for Pallishree Mela.

- **Food Stall & kitchen shed:** Minimum 10 food stall will be erected as per the following specification.

Sr.	Particulars	Specifications
1	<b>Structure</b>	a. <b>Food Stall:</b> Bamboo ( <b>3 to 6 inch</b> ) & cloth ( <b>with Anti fire chemical Treatment</b> ) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing. b. <b>Kitchen shed:</b> Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall.
2	<b>Flooring</b>	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 <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI 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, if required. 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. 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) & a 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.
9	<b>Closures</b>	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
10	<b>Water</b>	Water line connection to each kitchen shed with sink fixing

● **Dining area:**

Sr.	Particulars	Specifications
1	<b>Size</b>	The size of the dining area will be of 40' x 80'
2	<b>Flooring</b>	Green net carpet
3	<b>Furniture</b>	Twenty (20) numbers of round table with frill and cover, hundred (100) numbers of banquet chair with white cover,
4	<b>Barricading</b>	Decorative Bamboo truss barricading of 3' height with green colour painting to be erected around the dining area with entry and exit passage.
5	<b>Dustbin</b>	Sufficient (a minimum of 10 numbers big size) dustbin to be provided in dining area.

**I. MISCELLANEOUS ITEMS:**

Besides works from item No.1 to No.9 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)	300 pcs.
2	Durry (15' X 15')	50 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	11000 sqr ft
4	Stage background in black cloth masking	2500 sqr ft.
5	Net Carpeting	4000 sqr ft.
6	Dustbin- 3 ft height	50 pcs.
7	Decorative Flower / Plant Pot	150 pcs.
8	Syntax tank (2000 liter capacity each tank with 3' height stand)	2 pcs.
9	Soundless pedestal fan	8 pcs.

**J. STAGE:**

Sr.	Particulars	Category-A (3 D design attached at Annexure-F)
<b>A</b>	<b>Structure</b>	Iron fabricated structure 60' x 50' size & height from ground surface 5' with plywood floor of 19 mm thickness ply where ever necessary. (Concrete structure available).
<b>B</b>	<b>Flooring</b>	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
<b>C</b>	<b>Back Drop</b>	Background work with batten framing, ply mounting, artistic <b>thermocool as per given design</b> and size of background will be 60' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).
<b>D</b>	<b>Lettering</b>	Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.
<b>E</b>	<b>Side Wings</b>	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.
<b>F</b>	<b>Step</b>	Fabricated step will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets. Minimum 50 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept on the steps.
<b>G</b>	<b>Barricading</b>	3' height fabricated barricade will be made around the stage for the entry of VIPs.
<b>I</b>	<b>Furniture</b>	10 no. of VVIP Chairs/steel sofa with white towels, 5 no. of Center Tables, Tea Poi, Table Cloth, 12 no. Good quality borosil glasses with covers, Plastic name plates – 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.
<b>J</b>	<b>Light &amp; Sound</b>	<b>Specification for light:</b>

		i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	25 nos.
		ii) Galileo Scanner-1200 wt(SGM)	4 nos.
		iii) Multitwenty- 2K	6 nos.
		iv) Multiten- 1K	4 nos.
		v) Jumbo Smoke Machine	2 nos.
		vi) Jumbo Strobe Light	2 nos.
		vii) 1 Colour Laser	2 nos.
		viii) Moving Head(SGM)	2 nos.
		ix) Led Par	10 nos.
		x) Halogen 1kw	10 nos.
		<b>Specification for sound:</b>	
		i) Bass Bin	2 nos.
		ii) High range top box (pee-vay/JBL, 400wt.)	6 nos.
		iii) High range frequency box (Pee-vay/JBL)	6 nos.
		iv) HF box	4 nos.
		v) Cordless Micro Phone	4 nos.
		vi) Cord Micro Phone	6 nos.
		vii) 24 channel Mixture	1 nos.
		viii) High wattage amplifier	4 nos.
		ix) Effect processor	1 no.
		x) 3 kw stabilizer	3 nos.
		xi) DVD Player	1 no.
		xii) Stereo Deck	1 no.
		xiii) Meeting Microphone (Anti feedback microphone)	2 nos.
		xiv) Standing Box Audience capturing	4 nos.
		xv) Stage Monitor Box	4 nos.
		xvi) Singer Micro Phone	2 nos.
<b>K</b>	<b>Green Room</b>	Superstructure with bamboo, Ballha & Traplin cover for Two green rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with.	
<b>L</b>	<b>Overall supervision</b>	Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.	

## **K. 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	Three hundred (300) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 6 single sofa with white cover, 5 numbers of tea poy 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.

# **TECHNICAL PROPOSAL SUBMISSION FORMS**

## **TECH -1** **COVERING LETTER**

(ON BIDDERS LETTER HEAD)

[Location, Date]

**To:**

**The Project Director  
DRDA, Bargarh,  
Bargarh, Odisha-768028**

**Sub: Tentage& Allied Works for National Level Pallishree Mela, 2018 - 19. [TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Proposal No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the document. In case any provision of this documents are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

**TECH-2**  
**Bidder's Organization**  
**(General Details)**

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Sl No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Tender Paper Fee Details</b> Amount : BC/DD No. : Date: Name of the Bank: Cash:	
6	<b>EMD Details</b> Amount : BC/DD No. : Date: Name of the Bank:	
7	PAN Number	
8	<b>Goods and Services Tax Identification Number (GSTIN)</b>	

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH -3**  
**Bidder Organisation (Financial Details)**

Financial Information in INR			
Details	FY 2015-16	FY 2016-17	FY 2017-18
<b>Turnover from tent &amp; allied Works (in Lakh)</b>			

***Supporting Documents:***

Audited certified financial statements for the last three FYs (**2015-16, 2016-17 and 2017-18**) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

***Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.***

\_\_\_\_\_

***Signature and Seal of the Company Auditor with Date in original***

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**TECH - 4**  
**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table -1 (List of completed assignments only of similar nature during last 3 years)**

<b>Sl. no.</b>	<b>Period</b>	<b>Name of the Assignment with details there of</b>	<b>Name of the Client</b>	<b>*Contract Value (in INR) and Duration in Month</b>	<b>Date of Award / Commencement of assignment</b>	<b>Date of Completion of assignment</b>	<b>Remarks if any</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							
<b>5</b>							

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (15-16, 16-17 & 17-18) as per the above prescribed format only. Information not conforming to the above format will be treated as non responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative's from each assignment.*

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**FINANCIAL PROPOSAL SUBMISSION FORMS**  
**COVERING LETTER (In Bidders Letter Head)**

[Location, Date]

TO:  
**The Project Director**  
**DRDA, Bargarh,**  
**Bargarh, Odisha-768028**

**Sub: Submission of Financial Proposal for Tentage & Allied Works for National Level Pallishree Mela-2018-19**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures\*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document. Items wise rate as per format given in the RFP documents are given below:

Sr.	Item	Category	Unit	Required Qty. in units	Cost per unit	Total Amount [in Rs.]
A	Erection of stall		Per Stall	200 stall		
B	Coordination Cell -Cum-VIP Lounge		Per package	1		
C	Gates		Per Gate	2 Nos		
D	Decorative Wall		Per Sq. Ft.	4000 sqr ft.		
E	Ground Electrification	Single package	Per package	1		
F	Temporary Toilet for visitors		Per urinal	4urinals		
G	Generators	Single package	Per package	1		
H	Food Court	Single package	Per package	1		
I	<b>Miscellaneous items:</b>					
1	Bed Set (Bed & Pillow with Cover)		Per set	300 pcs.		
2	Durry (15' X 15')		Per Piece	50 pcs.		
3	Printing & Installation of Star Flex Sheet with batten frame		As required	As required		
4	Net Carpeting		As required	As required		
5	Dustbin- 3 ft height		Per Piece	50 pcs.		
6	Decorative Flower / Plant Pot		Per Piece	150 pcs.		
7	Syntex tank (2000 liter capacity each tank with 3' height stand)		Per tank	2 pcs.		
8	Soundless pedestal fan		Per Piece	8 pcs.		
9	Ground Matting (Entire Ground)		Entire Ground	Entire Ground		
Total						

I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any proposal you receive. Yours faithfully,

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

## ANNEXURE

Annexure – I

### BID SUBMISSION CHECK LIST

Slno	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH A-1</b> )		
3	Tender paper cost of <b>Rs. 1,120/-</b> in form to DD/BC/Cash		
4	EMD of <b>Rs. 2,5000/-</b> in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	Copies of IT Returns for the last 3 FYs (15-16, 16-17 & 17-18)		
9	General Details of the Bidder ( <b>TECH - 2</b> )		
10	Financial details of the bidder ( <b>TECH – 3</b> ) along with all the supportive documents such as copies of Income & Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details) ( <b>TECH – 4</b> ) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black listed by any Central / State Government/any Autonomous bodies during its business career.		
13	Copy of the Electrical License / Contractor hired by the bidder		
14	Copy of GST return/amount deposit in the last financial year and copy of last deposit challan.		
<b>FINANCIAL PROPOSAL</b>			
1	Covering Letter ( <b>FIN-1</b> )		

**Undertaking:**

- All the information has been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_