



Panchayati Raj and Drinking Water Department
Government of Odisha

TENDER PAPER

(Tentage & Allied works)

For

Pallishree Mela-2020

1st to 5th January, 2020

Manmohan M.E. School Ground, Jharsuguda

Organized by

ORMAS/OLM

**Panchayati Raj and Drinking Water Department,
Government of Odisha**

In Association with

District Administration, Jharsuguda

District Supply and Marketing Society, Jharsuguda
O/o DRDA, Jharsuguda-768204

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR TENTAGE & ALLIED WORK FOR
"PALLISHREE MELA - 2020".**

The Tender paper can be downloaded from the following websites:

- A) Cost of Tender Paper : Rs. 500.00 (Rupees Five Hundred Only) Non-Refundable
B) E.M.D (Refundable) : Rs. 10,000/- (Rupees Ten thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Jharsuguda payable at Jharsuguda.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 201
(DD/PO to be attached with the Tender Paper)

NAME AND ADDRESS OF 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: 20th December, 2019 latest by 03.00 PM.

D) Date & Time of Opening of Tenders: 20th December 2019 at 4.00 PM, DRDA Office, Jharsuguda

E) ADDRESS FOR SUBMISSION OF TENDER PAPER:

**District Supply and Marketing Society, Jharsuguda
O/o-DRDA, Jharsuguda-768204**

Dr

**Terms of Reference to the tender paper for the Tentage & Allied works of
Pallishree Mela 2020 at Manmohan School Ground, Jharsuguda**

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

1. The bidders are required to deposit Rs. **500/- (Rupees five hundred) only towards cost of tender paper** (non-refundable) in shape of Demand Draft / Pay Order of Rs. 500/- (Rupees Five only) in favour of "DSMS, Jharsuguda" payable at Jharsuguda to be attached, tender paper to be downloaded from the website.
2. The bidders are required to deposit the E.M.D of Rs.10,000/- (Rupees Ten thousand only) in shape of Bank draft / Pay Order in favour of "DSMS, Jharsuguda" from any Nationalized Bank. The E.M.D. of the successful bidder will be kept with DSMS till the completion of the exhibitions i.e. for a period of one – two months (2020). 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 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. 7.5 Lakhs **(Rupees seven lakh fifty thousand) 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. 10.00 Lakhs **(Rupees Ten Lakhs.)**
4. The bidders should have registered his firm under Commercial Tax (VAT)and must have up to date VAT clearance certificate, up to date Income Tax return and audited balance sheet, (PAN/TAN) and Service Tax (Latest Deposit Challan).
5. The rate offered by the firm shall be inclusive of all taxes and duties including Service Tax.
6. The duration of the exhibition will be for 5 (five) 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 / DSMS 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.
7. 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.
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 up keep 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 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. 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/ Asst. Fire Officer, Jharsuguda.
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 should attend the opening event of the tender with all original documents /papers for verification, if required.
21. The rate offered by the firm shall be including of all taxes and duties, as applicable.
22. **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, Jharsuguda or downloaded from the district website i.e. www.jharsuguda.nic.in EMD of Rs. 10,000 /- (Rupees Ten Thousand only) in shape of Bank Draft or Pay Order in favour of DSMS, Jharsuguda.
 - ii. Document in support of Experience of having successfully completed similar works during last seven 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. 7.5 Lakhs (**Rupees seven lakh fifty thousand) 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. 10.00 Lakhs (**Rupees Ten Lakhs.**)
- vi. Copy of the registration certificate/valid number in favour of the firm from Commercial Tax (VAT) for similar nature of work and must have up to date VAT clearance certificate, up to date Income Tax return and audited balance sheet, (PAN, TAN), Service Tax (latest deposit Challan).
- vii. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant and copy of the Service Tax Deposit Challan as proof of the annual turnover.
- 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. Annual business Turn-over certificates by Chaterd Accountant of last 3 years, not less than 10.00 lakhs each year.

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. Auditorium:
- E. Ground Electrification:
- F. Temporary Toilet for visitors along with water facility:
- G. Generators:
- H. 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	Structure	Bamboo (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full flooring Coir Matting. With the ground covering (Synthetic matting in entire stall and Pallishree Mela ground area).
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will 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 white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected. 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 facia frame. Facia Banner with basic information of Palishree Mela needs to be done by the Bidder.
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) & on/off switch for use in night time after closing, 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 sunboard. Venyl name plate mentioning state's name should pasted on each stall.
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 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 30' x 30')
A	Structure	Bamboo with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure should be Replica of "PALLISHREE MELA" as per given design/attached
B	Size	30 ft X 30 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 almirah 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	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
I	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).
J	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 by the authority.
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. AUDITORIUM

Auditorium with capacity of 1000 sitting chairs excluding VIP chairs with tarpaulin water proof roofing.

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. 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)	100 pcs.
2	Durry (15' X 15')	50 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame and facia as per list	4000 sqr ft
5	Net Carpeting	Pallishree Mela Ground
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.

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/DMMU-OLM, Jharsuguda. 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 :

Quotation for Tentage work & Allied Activities of "Pallishree Mela"
at Manmohan School Ground, Jharsuguda from 1st-5th January 2020

(The date for submission of duly filled in tender document by 20 .12. 2019 at 03.00 PM and same shall be opened on same day at 04.00 PM, DRDA, Jharsuguda)

To
The Project Director
DRDA, Jharsuguda

Sir,
I / We do hereby submit item wise quotation below for Tentage & allied works for Pallishree Mela at Manmohan School Ground, Jharsuguda scheduled to be conducted from 1st to 5th Jan, 2020.

Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.]
A	Erection of stall		Per Stall		130 stalls	
B	Coordination Cell -Cum-VIP Lounge		Per package		1	
C	Gate		Per Gate		1 Nos	
D	Auditorium	Single package	Per package		1	
E	Ground Electrification	Single package	Per package		1	
F	Temporary Toilet for visitors		Per urinal		4urinals	
G	Generator	Single package	Per package		1	
H	Miscellaneous items:					
1	Bed Set (Bed & Pillow with Cover)		Per set		100 pcs.	
2	Durry (15' X 15')		Per Piece		50 pcs.	
3	Printing & Installation of Star Flex Sheet with batten frame and Facia		Per Sq. Ft.		4000 sqr ft	
4	Net Carpeting		Per package		Pallishree Mela Ground	
5	Dustbin- 3 ft height		Per Piece		50 pcs.	
6	Decorative Flower / Plant Pot		Per Piece		150 pcs.	
7	Syntax tank (2000 liter capacity each tank with 3' height stand)		Per tank		2 pcs.	
Total						

**Signature of the Bidder
With Seal**