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OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, JHARSUGUDA

Near Collectorate, OMP line, Jharsuguda – 768204

e-mail: ddajhar.dag@nic.in

Letter No. 3194

/Agril.

Date. 21.11.2023

To

The District Information Officer,
NIC, Jharsuguda

Sub: To upload the Tender paper for tentage & allied works of farm mechanization mela 2023.

Sir,

With reference to the subject cited above, I am to inform you that the Farm Mechanization Mela of Jharsuguda district will be organized from 27.12.2023 to 31.12.2023 at Manmohan School field Jharsuguda. So I would request you to kindly upload the tender paper for selection of Firm/decoration/tent house in the district NIC portal. The details of the tender paper has been attached with this letter.

Encl: tender paper

Yours faithfully

Banchara
21/11/23

Chief District Agriculture Officer,
Jharsuguda

Memo No. 3195

/Agril.

Dt. 21.11.2023

Copy to the Members of District Level Farm Mechanization Mela for information & necessary action.

Banchara
21/11/23

Chief District Agriculture Officer,
Jharsuguda

Memo No. 3196

/Agril.

Dt. 21.11.2023

Copy submitted to the Collector & District Magistrate, Jharsuguda for favour of kind information & necessary action.

Banchara
21/11/23

Chief District Agriculture Officer,
Jharsuguda

Memo No. 3197

/Agril.

Dt. 21.11.2023

Copy submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of kind information & necessary action.

Banchara
21/11/23

Chief District Agriculture Officer,
Jharsuguda

BIDDER DATA SHEET

TENDER PAPER FOR TENTAGE & ALLIED WORKS OF FARM MECHANIZATION MELA-2023-24 TO BE ORGANIZED FROM 27th December to 31st December 2023

Sl. No	Particulars	Details
1	Name of the Client	CDAO, Jharsuguda
2	Date of issue of tender	21/11/2023 at www.jharsuguda.nic.in
3	Last date and time for submission of Bid	29/11/2023 up to 5:00 pm by Speed Post/Courier/Registered Post
4	Bid	Two bids, one technical and the other financial, are separately covered and sealed in a large envelope for submission to the above address
5	Date, Time and Place for opening Technical Bid & Financial Bid	30/11/2023 at 3:00 pm, CDAO Office, Jharsuguda
6	Cost of tender Paper (Non-Refundable)	Rs 2,000/- + GST 18% = Rs 2360/- in shape of DD/Banker's Cheque in favour of CDAO, Jharsuguda payable at Jharsuguda
7	Earnest Money Deposit (EMD) Refundable	Rs 12,000/- in shape of DD/Banker's Cheque in favour of CDAO, Jharsuguda payable at Jharsuguda
8	Address for Submission of Bid	Chief District Agriculture Officer, Jharsuguda P.O: OMP Line Jharsuguda Near S.P Office, Jharsuguda PIN:768204
9	Dispute Matter	In case of any dispute, it will be settled by the CDAO, Jharsuguda.
10	Power of the Committee	The Tender committee reserves the right to cancel the tender partly or fully without assigning any reason thereof
11	Work Order	To be issued as per SOP of Farm Mechanization Mela 2023

TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS FOR FARM MECHANIZATION MELA-2023-24 PERIOD-27TH TO 31ST DECEMBER, JHARSUGUDA

1. Sealed tenders are invited from registered firms, decorators, and tent houses with experience in organizing Farm Mechanization Mela, with a minimum work order value of Rs 12,00,000/-(Rupees thirteen lakhs only) in Jharsuguda District
2. The tenderer should have a registered firm/proprietorship under GST (GSTIN) and should possess an income tax identification (PAN/TAN)
3. The work will be assigned to a firm exclusively for the Farm Mechanization Mela. Therefore, the quoted rate should be inclusive of all taxes offered by the tent houses/firms and remain valid for a period of one year
4. The duration of the Mela will be for 5 days, as per the details given below. In the event of an extension of the Mela period, no extra payment will be entertained for additional days. All the specified works should be completed at least one day before the scheduled inauguration date and time of the Mela. The firm should hand over all the completed works, as per the specifications, to the in-charge of the Mela.

DETAILS OF FARM MECHANIZATION MELA

The Farm Mechanization Mela to be organized in Manmohan ME School Field, Jharsuguda, as per the details enlisted below, is purely tentative. Any proposed changes in location or period as listed below may occur. The details of the program listed below may be canceled without assigning any reason, and no consideration will be entertained for the same

Sl. No	Name of the District	Place	Tentative Date of Mela	No. of Days	Nature of work
1	Jharsuguda	Manmohan M.E.School Field, Jharsuguda	27 TH TO 31 ST DECEMBER, JHARSUGUDA	5	Stalls, Gate, Stage, Sounding System, Control Room-cum-VIP Lounge, Seminar Hall, Banner, etc.

1. Upon completion of the Mela, the contractor must remove all materials within 3 days and vacate the site, maintaining the same conditions as when occupying the ground
2. The contractor should be prepared to provide additional materials at market prices in case they are required for items not mentioned in the tender.

3. The final payment will be based on the actual work completed and the Work Assessment Report provided in the specified format by the Mela-in-charge. The contractor is not allowed to use any additional materials beyond those specified in the work order without prior permission from the Mela-in-charge. In the event of additional requirements, the contractor must obtain written permission in advance from the Mela-in-charge, and this permission should be submitted along with the bill
4. The tenderer will be responsible for the upkeep and maintenance of all work performed by them until the conclusion of the Mela. The undersigned will not be held responsible for any breakage, damage, fire, theft, etc., of the tenderer's materials. The tenderer must take suitable steps to insure their goods used in the Mela for the mentioned purposes
5. No part of the contract may be sublet without the prior written permission of the authority
6. For convenience and effective delivery, the tender is to be treated as a package of services. Therefore, the firm quoting the lowest rates and submitting the required documents mentioned in Sl. No. 1 & 2 will be selected for the purpose
7. It shall be the responsibility of the successful tenders / contractors to obtain requisite permission for electricity connection / fire services for the Mela period from statutory bodies. The tenderers have to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
8. It shall be the responsibility of the successful tenderers/contractors to obtain the requisite permissions for electricity connection and fire services for the Mela period from statutory bodies. Tenderers are required to supply fire protection equipment, such as extinguishers, as per the requirements specified by the Fire Officer of the concerned area and adhere to fire safety norms.
9. With regard to electrical fittings, the contractor must engage a qualified and licensed electrician/contractor who is entitled to erect, handle, and maintain high-tension supply lines, including their upkeep and maintenance
10. Tenderers are required to deposit an earnest money of Rs. 12,000 (Rupees Thirteen thousand) only in the form of a demand draft/Banker's Cheque made out to the CDAO, Jharsuguda, payable at Jharsuguda. The earnest money deposit (E.M.D.) amount of the successful tenderer will be held until the completion of the Mela. In the event of any unsatisfactory work or delays in execution, the E.M.D. amount will be forfeited based on the decision of the authority. Tender papers submitted without the required E.M.D. shall be rejected.

CONCEPT OF THE FARM MECHANIZATION MELA

The Farm Mechanization Mela is designed to create an atmosphere resembling an agricultural and allied sectors fair, showcasing a variety of small manual, bullock-drawn implements, power-driven, and self-propelled machineries. The goal is to encourage the adoption of farm machineries in agriculture and allied sectors, thereby reducing drudgery and labor intensiveness. The Mela will feature the display, demonstration, and utilization of all types of farm machineries used in agriculture. The entire layout, design, and landscaping will adhere to a vernacular approach, creating a cohesive arrangement of stalls grouped harmoniously by their classification. The overall setup aims to raise awareness about farm machineries among farmers and Women's Self-Help Group (WSHG) members.

The overall objective of the Mela is to create awareness and popularize the use of farm implements among rural farmers and WSHGs. In general, the following works will be required to be taken up:

1. Erection of Stalls
2. Coordination Cell-cum-VIP Lounge
3. Main Entrance gate (box pattern)
4. a. Ground Electrifications (General)
b. Additional Electrical Requirements- Tube Light, Pedestal Fan, Ceiling Fan, etc
5. Seminar-cum-workshop hall of 200 sitting arrangement with stage
6. Generators: 50KvA
7. Stage and sound system for cultural programme
8. Auditorium with VIP Lounge
9. Plastic molded Chair

1-ERECTION OF STALLS: Stalls (45 NUMBERS) will be erected in Farm Mechanization Mela 2023 as per the requirement. The tenderer will quote their lowest possible price. The details of specifications are given below:-

SL NO	PARTICULARS	STALL SPECIFICATION
1.	Structure	Bamboo & cloth structure, Size of each stall – 12' X 10' with tarpaulin water proof roofing.
2.	Flooring	Full Floor with green matting
3.	Ceiling & Wall	Three sides, including partition walls of the stall, will be covered with white cloth. The outer backside wall will be covered with either tarpaulin or G.I Sheets. The tarpaulin or G.I Sheets shall be fixed horizontally, supported with wooden beams. The backside of the stall will be covered with the tarpaulin or G.I Sheets
4.	Racks	Three-tier wooden racks will be provided, and the shelves of the racks will be designed to meet the requirements for placing small farm implements
5.	Facia	The contractor will erect a wooden batten frame for the running facia. The frame will have a 2-foot front projection and a 3-foot height. The facia will be covered with a banner depicting various farm implements
6.	Furniture	A front counter table made of wooden batten and planks or a steel table with dimensions of 8' x 2.6' x 3' in height will be provided. The table will be wrapped with new white cotton cloth. Additionally, each stall will have two plastic-molded chairs
7.	Electric Fittings	Each stall will be equipped with four tube lights (two of which should be connected to the generator) and an on/off switch for use during the night after closing. Additionally, one ceiling fan connected to an on/off switch will be provided in each stall. If required, one 16 Amp plug point will also be installed
8.	Numbering of Stall	All stalls should be numbered using stencils and paint
9.	Closures	The responsibility for daily setup and removal of front cloth drops/screens lies with the party providing the quotation
10.	Cable for internet	Cabling for internet connection will be provided to each stall and stage
11.	Miscellaneous	Street light facilities should be provided throughout the entire Mela ground

General Specification: The ground layout should be prepared in a compact manner, keeping security in mind. If there is a need for any walls with tin fencing and facia work, no extra charges will be entertained. The tenderer is required to cover the entire front portion, i.e., the entry and exit points of the gate, with side wall screens or cloth and batten frame walls with painting/appliqué decoration to conceal the tin walls. **The entire ground must be covered with cleaned green synthetic matting.**

2. COORDINATION CELL-CUM-VIP LOUNGE: One Coordination Cell-cum-VIP Lounge will be erected in the Mela. Tenderer is required to quote the best possible price. **All new cotton clothes are to be used**
The specifications are as follows:

SI No	Particulars	Work Specification
a)	Structure	A bamboo structure with a wooden batten framework and colored cloth covering, designed on all sides. Waterproof tarpaulin roofing will be used. As per the design requirements, the contractor should utilize materials such as plaster paris, spray color, vinyl board, wooden planks, etc. A temporary garden should be constructed, covering the VIP Lounge
b)	Size	40ft X 40ft
c)	Ceiling & Wall	The control room will be divided into two individual rooms of different sizes, intended for use as an office, waiting space, VIP lounge, and storage, with cloth and wooden batten frame walls/partitions
d)	Counter	A long table covered with new cotton cloth will be fixed in the office room. Additionally, a window with a minimum size of 5' x 4' will be on the wall of the office room, facing towards the counter.
e)	Flooring	A wooden plank platform of 2' height with full floor synthetic matting.
f)	Furniture	Three front office counter tables, either in wooden batten frame and plywood or steel tables with attractive shapes, will be provided. Additionally, there will be 10 revolving cushion chairs, 3 sets of Dunlop Sofa Sets for VVIPs (for 16 persons), 4 low-height center tables, 10 glasses with covers, 4 waste bin baskets, and 15 plastic-molded chairs. Two steel tables for the pantry room and two standard tables for computer operations will also be included
g)	Electric Fittings	Ten tube lights, four ceiling fans, one soundless pedestal fan, one white mercury light (100 watts) to be connected with an on/off switch in each room, six 5 Amp plugs, and two 15 Amp plug provisions for computers and printers will be provided. Additionally, other decorative lights like hanging chandeliers (jhaada) will also be included
h)	Sound System	One microphone with an amplifier and an audio DVD/CD player for public announcements will be provided. The speakers will be fitted in such a manner that the announcements cover the entire ground
i)	Closures	Two wooden frame ply-fitted doors shall be installed at the main entrance of the Coordination Cell for night closing
j)	Flower Decoration	Flower vases with sufficient live flower decoration will be placed at the entrance, exit, and other designated places. Live flower pots, adorned with thermocol lettering, will be positioned at the four sides of the Coordination Cell, along with thermocol panels at the entrance, bearing inscriptions in both English and Oriya.
k)	Miscellaneous	Pots with plants will be arranged from the entrance gate up to the VIP lounge and also in the middle of auditorium hall.

3. MAIN ENTRANCE & EXIT GATES: The tenderer shall submit the lowest possible rate for the gate with following specifications:

SL NO	PARTICULARS	WORK SPECIFICATION
a)	Structure	Bamboo Structure, Wooden Batten framing, Square & 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.

4. GROUND ELECTRIFICATION: The below mentioned items which shall be supplied by the tenderer for Mela period. The quantity of items mentioned as per the requirement basis with concealed wiring to all lights and sounding equipments.

LIGHT & SOUND PACKAGE – 1

- 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. 30 no. of Halogen Light (500 watt) along with wiring/ fitting poles.
- IV. 30 no. of Halogen Light (1000 watt) along with wiring/fitting poles.
- V. 10 no. of white Halogen light along with wiring /fitting poles.
- VI. 8 no. of Halogen 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 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.

5. GENERATORS: The tenderer is responsible for providing generator sets with the required fuel for the entire Mela period. The tenderer should be prepared to ensure uninterrupted power supply for the Mela. The generator circuit should be connected to two tube lights in each stall, a few ground lights, the control room, and the public announcement system. The required generator capacity will be 50kVA

6 -STAGE: Covered Stage - Wooden Plank Platform

- I. **STRUCTURE:** An existing cemented platform structure with dimensions of 60' x 30' and a height from the ground surface of 3'6", featuring a plywood floor of sufficient thickness.
- II. **FLOORING:** The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
- III. **BACK DROP:** A backdrop (10' height x 40' width/entire rear length) will be prepared on a wooden frame with ply, properly fixed on the stage. Enamel-painted ply with different motifs and a flex sheet will be affixed in the frame. Live flower chains will be hung from top to bottom, and flowers will be changed daily. The backside of the stage should be covered with cotton cloth/flex using a batten frame.
- IV. **LETTERING:** Thermocol lettering, measuring 1.6' in height and 0.6' in width, will be prepared with the event name (the written content will be finalized by the in-charge) and fixed properly at the center of the backdrop.
- V. **Side Wings:** Six side wings, each with a size of (9' x 4'), made of flex sheets fitted on a wooden framework, will be properly fixed on both sides of the stage. The design of the flex sheets will be provided by CDAO, Jharsuguda.
- VI. **WOODEN STEP:** A wooden step, spanning the complete width of the stage, will be erected on the front side. An 8' width space will be separated by brass poles and chains for access to the stage. The step will also be covered with the same unitex carpets. A minimum of 50 live flower pots, with a maximum height of 2 ft. (including the pot), will be placed on the steps.
- VII. **BARRICADING:** 4' height bamboo barricade will be made around the stage in double row for the entry of VIPs.
- VIII. **FURNITURE:** 15 no. of VVIP Chairs with white towels, 4 no. of Center Tables, 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.
- IX. **DIGITAL LED TV WALL:** It is of size 12'X8' to be attached in close to back drop.
- X. **LIGHT & SOUND:** Adequate light and sound arrangement will be made on the stage
- XI. **GREEN ROOM:** Two green rooms shall be made on both side/back side of the stage having good arrangements for sitting.

Overall supervision: 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/ tenderer.

7 - AUDITORIUM: An auditorium will be erected in front of the stage with sitting arrangements for the audiences. The minimum distance of 15 feet from stage to auditorium will be maintained. The tenderer has to quote his lowest possible price as against the detail specifications given below:

- a) Size-40' X 60'
- b) Light -12 no. tube lights will be fitted in the poles.
- c) Chair: 500 no. of plastic molded chairs and one row of sofa for VVIPs.
- d) Barricading:-3' height bamboo barricade will be made in the two sides of audience sitting area.
- e) Pedestal Fan:-8 no. of Sound less pedestal fan to be placed in the auditorium for audiences

8- DOCUMENTATION WITH DRONE CAMERA: it is to be carried out for all the five days for capturing of all the events. At the end of the event it will be submitted to the Office of the CDAO, Jharsuguda through a DVD/Pendrive.

9- SANITATION: At the end of each day event the entire ground will be cleaned so that next day programme can be started smoothly.

10: HELIUM GAS BALOON: It is to be displayed for all the five days so that farmers can easily approach to the Mela.

11: TEMPORARY URINAL

12: SECURITY: Security personals to be appointed by the tenderer.

Name & Address of the firm
Signature with seal

DECLARATION: I/We hereby declare that all the statements 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, incorrect, or any other figure being inflated or misleading at any stage, or if I am/we are not satisfying the eligibility criteria prescribed in the relative advertisement, my tender is liable to be canceled. I am/we are willing to abide by the terms and conditions laid down by the CDAO, Jharsuguda. In the case of any lapse on my/our part, which may affect the performance of the job or the quality of the work, found to be substandard, or if the service or response is found to be poor, a proportionate value may be deducted from my bills as deemed proper by the competent authority

Date:-

Signature of the tenderer with Seal

Place:-

TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF FARM MECHANIZATION MELA 2023
(Last date for submission of tender form on or before 29th November 2023)

Sl. No.	Description	Full Details
1.	Name of the Bidder	
2.	Address for communication Tel: Email Id	
3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder Mobile No: Email Id:	
4.	Registration Details: Registration No. Date & Year	
5.	Bid Processing Fee Details: Amount: BC/DD No. Date: Name of the Bank:	
6.	EMD Details Amount BC/DD No. Date Name of the Bank	
7.	PAN Number	
8.	GSTIN	
9.	The agency should at least execute 3 nos. of similar nature of work of Rs 10 Lakhs in a single work order	
10.	Income Tax for last 3 years	
11.	GST Return copy of last month	

Authorized Signatory (full & initials):

Name and Designation with Date & Seal:

Signature of the tenderer with seal

TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF FARM MECHANIZATION MELA 2023
(Last date for submission of tender form on or before 29th November 2023)

Sl. No	Item Particular	Unit	Rate per unit (In Rs.)	Quantity	Total Amount (In Rs.)
1.	Erection of Stall				
2.	Control Room-cum-VIP Lounge				
3.	Erection of box pattern gate				
4.	Ground Electrification				
5.	Generator (with Fuel) 50 kVA				
6.	Stage and Sound System				
7.	Auditorium in front				
8.	Seminar Hall with 200 sitting arrangement and dais				
9.	Miscellaneous (General)				
10.	Plastic Moulded Chair				
11.	VIP Chair				
12.	VIP Sofa				
13.	Miscellaneous (Electrical)				
14.	Pedestal Fan				
15.	Ceiling Fan				
16.	Tube light				
17.	Halogen light				
18.	Stage				
19.	Auditorium				
20.	LED Wall TV 12'X8'				
21.	Seminar Hall				
22.	Facia				
23.	Backdrop				
24.	Gate (Entry & Exit)				
25.	Other Miscellaneous				
26.	Helium Baloon				
27.	Temporary urinal				
28.	Sanitation				
29.	Documentation with drone				
30.	Security personal				
	TOTAL				

Authorized Signatory (full & initials)

Name and Designation with Date & Seal:
Signature of the tenderer with seal