



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER; JHARSUGUDA  
 AT:- NEAR BIG BAZAR, PO/DIST :- JHARSUGUDA  
 EMAIL ID [cdvojs@gmail.com](mailto:cdvojs@gmail.com), Mobile No.9178918319



Tender Notice No. 405/ CDVO (JSG) Dt. 16/12/25

**TENDER CALL NOTICE**

Chief District Veterinary officer, Jharsuguda invites sealed tender from interested & experienced firm/ agencies/ firms having successful track record on (ମତ୍ସ୍ୟ ଓ ପ୍ରାଣୀ ସମ୍ପଦ ମେଳା- ୨୦୨୫ ନିମନ୍ତେ ଟେଣ୍ଟ ଏବଂ ଆନୁସଙ୍ଗିକ କାର୍ଯ୍ୟ) TENTAGE & ALLIED WORKS for organization of " Matsya O Prani Sampada Mela- 2025" going to be organized by CDVO, Jharsuguda from 08.01.2026 to 09.01.2026 at Manmohan Play Ground, Jharsuguda. The request for proposal (RPF) along with detailed specification and eligibility criteria of the said event will be available on the notice board of CDVO, Jharsuguda, District Fisheries Officer, Jharsuguda and Zilla Parishad, Jharsuguda & official website of Jharsuguda [www.jharsuguda.nic.in](http://www.jharsuguda.nic.in) ([http:// Jharsuguda.nic.in](http://Jharsuguda.nic.in)). The last date for submission of documents and necessary paper as required for tentage and allied works is on dt. 23.12.2025 at 05.00 PM to the O/o CDVO, Jharsuguda, 768201 by speed post or registered post . In case of any Addendum/ Clarification/ Corrigendum / Extension regarding this tender call notice the same will be published in the above website. Authority reserves the right to accept or reject any tender and to cancel procurement process at any time prior to the award to the contract with assigning any reason thereof. For any clarification related to tender document interest bidder can contact [cdvojs@gmail.com](mailto:cdvojs@gmail.com)

*(Signature)*  
 Chief District Veterinary Officer, Jharsuguda  
 ଜିଲ୍ଲା ମୁଖ୍ୟ ପ୍ରାଣୀ ଚିକିତ୍ସା ଅଧିକାରୀ  
 ଝାରସୁଗୁଡ଼ା

Memo no: 4052 CDVO(JSG)/Dt. 16/12/25

Copy submitted to the District Informatics Officer, NIC, Jharsuguda with a request to upload this tender call notice in the Jharsuguda District website [www.Jharsuguda.odisha.gov.in](http://www.Jharsuguda.odisha.gov.in) ([http:// www.jharsuguda.nic.in](http://www.jharsuguda.nic.in)) 16.12.2025 for wide publication and timely response by the intending Firm Agencies.

*(Signature)*  
 Chief District Veterinary Officer, Jharsuguda  
 ଜିଲ୍ଲା ମୁଖ୍ୟ ପ୍ରାଣୀ ଚିକିତ୍ସା ଅଧିକାରୀ  
 ଝାରସୁଗୁଡ଼ା

Memo no: 4053 CDVO(JSG)/Dt. 16/12/25

Copy forwarded to the PA to the Collector for kind information of Collector and District Magistrate, Jharsuguda.

*(Signature)*  
 Chief District Veterinary Officer, Jharsuguda  
 ଜିଲ୍ଲା ମୁଖ୍ୟ ପ୍ରାଣୀ ଚିକିତ୍ସା ଅଧିକାରୀ  
 ଝାରସୁଗୁଡ଼ା

# **Tender Documents**

**SELECTION OF FIRMS/ AGENCIES/ PROPRIETOR  
FOR TENTAGE & ALLIED WORKS FOR**

**District Level Matsya O Prani Sampad Mela 2025 Jharsuguda**

**RFP No.-Date 16.12.2025**

**Office of the Chief District Veterinary Officer,  
Jharsuguda  
Address- Jharsuguda  
EMail id- cdvojsg@gmail.com**

## DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Authority	Chief District Veterinary Officer, Jharsuguda
2.	Name of the Work	Providing tentage & allied works for District Level Matsya O Prani sampad Mela 2025
3.	Method of Selection	Quality & Cost Based Selection (QCBS)
4.	Joint Venture/Consortium	N.A.
5.	Date of Issue of TENDER CALL NOTICE	12.12.2025
6.	Last Date and Time for submission of Technical Bid and Financial Bid	23.12.2025 by 5:00PM
7.	Date & Time for opening of Technical Bid and Financial Bid	24.12.2025 by 10.30 AM
08.	Bid Processing Fee (Non-Refundable)	5,000/-INR in shape of Banker's Cheque / Demand Draft in favour of "CDVO Jharsuguda" drawn in any scheduled State Bank of India payable at Jharsuguda
09.	Earnest Money Deposit (EMD) (Refundable)	Rs. 10,000/-INR (Rupees Ten Thousand ) in shape of Banker's Cheque / Demand Draft in favour of "CDVO Jharsuguda" drawn in any scheduled State Bank of India payable at Jharsuguda
10.	Performance Security Current Account	Rs. 10,000/-INR (Rupees Ten Thousand) in shape of Banker's Cheque / Demand Draft in favour of "CDVO Jharsuguda drawn in any scheduled payable at States Bank of India Main Branch Jharsuguda.
11.	Address for Submission of Bid	Chief District Veterinary Officer Jharsuguda, At/PO- Jharsuguda, INFRONT OF Manmohan field, pin-768201 Mode of Submission: Speed Post / Registered Post/ Tender Drop box only to the address as specified above. Submission of bid through other mode and late bid will be out rightly rejected.
12.	Place of Opening of Technical & Financial Bid:	Chief District Veterinary Office, Jharsuguda

**SECTION: 1**  
**LETTER OF INVITATION**

**TENDER CALL NOTICE No: 3      Dated: .12.12.2025**

**Name of the Assignment: Tentage & Allied Works for District Level Matshya O  
Pranisampad Mela at Jharsuguda-2025.**

1. Chief District Veterinary officer, Jharsuguda Government of Odisha (The Authority) invites sealed Bid from eligible authorities for **"Selection of Tentage & Allied Works for District Level Matshya O Pranisampad Mela at Jharsuguda-2025.** More details on the proposed assignment are provided.
2. The Bid complete in all respect as specified in the TENDER CALL NOTICED document must be accompanied with a **refundable amount of Rs. 10,000/- (Rupees ten thousand only)** towards **EMD** in form of **Demand Draft / Banker's Cheque** in favour of **"CDVO Jharsuguda"** drawn in any scheduled state bank of india and payable at Jharsguda, Odisha failing which the bid will be rejected.
3. The Bid must be delivered at the specified address as per the Authority Data Sheet by **Speed post / Registered Post / Tender drop box** only. The Authority shall not be responsible for postal delay or any consequence. Submission of Bid through any other mode will be rejected.
4. The last date and time for submission of Bid complete in all respects is **Dt. 23.12.2025 (5.00 PM)** and the date of opening of the technical & financial bid is **Dt. 24.12.2025 (10.30 AM)** in the presence of the authorized representative.

**CDVO**  
**Jharsuguda**

**SECTION: 2**  
**INFORMATION TO THE AUTHORITY**

**Eligibility Criteria:**

Bidders should confirm to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

<b>Sl.No</b>	<b>Eligibility Criteria</b>	<b>Supporting Documents required</b>
1	The Bidder should have been in the business of providing tentage and allied Services to the State Government / Corporate Bodies / for at least <u>3 years</u> (as on 30 <sup>th</sup> November 2025).	<ol style="list-style-type: none"><li>1. Proof of Certificate of Incorporation / Registration of the Bidder</li><li>2. Copy of PAN</li><li>3. Copy of Goods and Services Tax Identification Number (GSTIN).</li><li>4. GST clearance in GST 3B Form recent</li><li>5. EPF/ESI Registration Certificate.(Not Mandatory)</li><li>6. Copy of the Electrical License / Contractor hired by the BIDDER.</li><li>7. IT Return for the financial years <b>(2022-23, 2023-24 and 2024-25).</b></li></ol>
2	The bidder should have an average annual turnover of <b>Rs.10.00 lakhs</b> from Tentage and allied work during the last 3 financial years <b>(2022-23, 2023-24 and 2024-25).</b>	Copies of audited Income/expenditure, receipt/payment, balance sheet duly certified by concerned Chartered Accountant (C.A) Firm for the last three financial years and C.A certificate certifying that the agencies/ firm/ Proprietor should have an average annual turnover more than <b>Rs.10.00 lakhs</b> during the last three financial years. <b>Provisional Audit Report for any of the FYs will not be accepted.</b>
3	<b>Experience of having successfully completed similar works during last three years (2022-23, 2023-24 and 2024-25)..should be either of the following.</b>  Three Similar [Tentage and allied work for National/ State/ District Level Exhibitions] completed works/assignments.	Work orders/ Contract Document / Completion of Work Certificates from the previous authorities to be submitted. Photos to be attached as supporting documents along with experience certificates.
4.	The BIDDER should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the BIDDER as per the format enclosed at Tech-5.

***N.B.- All the supporting documents should be duly self attested by the bidder.***

### **Documents to be submitted along with TECHNICAL BID (PART-A):**

The Bidders have to furnish the following documents duly signed in along with their Technical Bid:

- Filled in Bid Submission Check List in Original (**Annexure-A**)
- Covering letter (**TECH - 1**) on Bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of GST Clearance Certificate.
- Copy of EPF/ESI Registration Certificate.(Notmandatory)
- General Details of the Bidder (**TECH - 2**)
- Financial Details of the Bidder (**TECH - 3**) along with all the supportive documents such as Balance Sheet , Income/ Expenditure Statement& Receipt /Payment duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details) along with copies of contracts / work orders / completion certificate from previous authorities.
- Copy of the Electrical License/ Contractor hired by the Bidder along with NOC /agreement copy with the hired Electrical Contractor/License Holder.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)
- IT Return for financial years (2022-23, 2023-24 and 2024-25).

***NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.***

**The procedure for submission of the Bid is described below:**

- i) **Technical Bid:** The envelope containing technical Bid shall be sealed and superscripted as "**Technical Bid -Selection of Firms/Proprietor/Agency (Bidder) for Tentage and Allied works for "District Level Matshya O Prani Sampad Mela-2025"** and furnished inside one envelope. The duly filled-in technical Bid submission forms every documents submitted by the bidder will be self attested.
- ii) **Financial Bid:** The envelope containing financial Bid shall be sealed and superscripted as "**Financial Bid - Selection of Firms/ Proprietor/ Agency (Bidder) for Tentage and Allied for "District Level Matshya O Prani Sampad Mela -2025"**". The duly filled-in financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format. ***Ceiling with Rs 4.5 Lakhs for two days of programme.***

The "**Technical Bid**" and "**Financial Bid**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the TENDER CALL NOTICE Document. The first envelope must be marked as **(NAME OF The first envelope must be marked as "TECHNICAL BID (District Level Matshya O Prani Sampad Mela)"** and the second envelope must be marked as **"FINANCIAL BID (District Level Matshya O Prani**

**Sampad Mela).** All two above envelopes have to be sealed and placed inside a main envelope with proper labeling of following information in bold. Any deviation will lead to rejection:

**NAME OF THE ASSIGNMENT: District Level Matshya O Pranisampad Mela**

**TENDER CALL NOTICE NUMBER AND DATE: 12.12.2025**

**DEADLINE FOR SUBMISSION OF BID: 23.12.2025 by 5:00PM**

**NAME AND ADDRESS OF THE BIDDER:**

**1. Opening of the Bid:**

The **FIRST ENVELOPE** containing "**TECHINICAL BID**" will be opened in the initial stage by the Client in presence of the bidder's representative sat the location, date and time specified in the Bidder Data Sheet. The Client will constitute an Evaluation Committee (CEC) to evaluate the Bids submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The **SECOND ENVELOP** containing "**FINANCIAL BID**" willbe opened of the qualified Technical bidders only. The second Envelope containing **FINANCIAL BID** of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

2. **FINANCIAL EVALUATION:-**The Financial bid will be compared and the lowest bidder will be awarded for work. If the financial bids of two or more firms are found to be same the final selection will be decided by lottery process.

3. **Award of Contract:** The successful bidder will be intimated in writing by issuing an offer letter/work order. Sub-contracting is not allowed under this assignment.

**4. Other Terms & Conditions**

**a. Date & Venue of District Level Matsya o Prani sampad Mela**

<b>Name of the Event</b>	<b>Date</b>	<b>Venue</b>
<b>District Level Matsya o Prani Sampad Mela</b>	<b>8th &amp; 9th January 2026 (Two days)</b>	<b>Manmohan ME School Play Ground Jharsuguda</b>

These are tentative dates which may be changed according to requirement of District Administrations.

a. Work Order will be issued in favour of the approved bidder by **Chief District Veterinary Officer, Jharsuguda** for **District Level Mastya O Prani sampad Mela.**

b. In case of any extension of Festival period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by **Chief District Veterinary Officer, Jharsuguda** before 2 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.

c. **Chief District Veterinary Officer, Jharsuguda,** will not be responsible for any

occurrence like theft, Natural Calamity & missing of any articles while deployment of guards during the exhibition period.

- d. Arrangement of lodging, boarding & logistics of the guards during the Festival period will be the responsibility of the Agency.
- e. The Agency will be responsible for upkeep and maintenance of the entire work done' by the till closing the event.
- f. The CDVO Jharsuguda will provide the permission from police and other statutory bodies for permission for organization of the event and installation publicity materials during the event.
- g. **The rate of freezed by the agency shall be including of GST& Other Taxes.**
- h. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Festival period to handle any work to be assigned by the authority.
- i. The bidder shall quote the price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- j. The authority is not bound to accept the highest scorer 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 request for proposals without assigning any reasons thereof.
- k. The bidder has to quote the rate as per the given format.
- l. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the committee formed by CDVO, **Jharsuguda**. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Festival-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Festival-in-charge.
- m. Non-submission of any document required indicated in the RFP will render the Bid to be rejected.
- n. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and request for proposals without assigning any reasons thereof.

5. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of **Jharsuguda** only.

6. Number of Bids:

Each Bidder shall submit only one (1) Bid, in response to this RFP. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

**SECTION: 3**  
**SCOPE OF WORK**

About the Event–Matsya o Prani sampad Mela

Chief District Veterinary Officer, **Jharsuguda** is going to organize One District Level Matsya o Prani sampad Mela during November 2024 involving Veterinary, Fishery, Agriculture & other allied departments of **Jharsuguda** District with an objective to provide a platform for popularization of different activities of Fishery, Animal Husbandry and promotion of other allied activities. It also aims to show case the Mission Shakti & WSHG activities of **Jharsuguda** during the event.

**The Event Management Agency Should Provide the Following Services**

Sl.No	Works to Be Done	Particulars	Remarks
A	Infrastructure Tentage for Stage & stall	<ol style="list-style-type: none"> <li>1. Installation of temporary 22 nos stalls as per specifications</li> <li>2. Main program stage as per specifications</li> <li>3. Selfie point of MOPSM mela</li> <li>4. Back drop (thematic)</li> <li>5. The main Entrance Gate 2no</li> <li>6. Aluminum truss for stage</li> <li>7. Coordination cell</li> <li>8. Food Stalls</li> <li>9. Stage Sound and Light</li> <li>10. IT support for internet connectivity</li> </ol>	Detail work plan & design are to be presented during the technical presentation.
B	Security Services	Providing Private Security Service at Festival Venue of the participants during the event	
C	Light & Sound	Light & Sound for Stage, coordination cell, stall, parking area and other venue area as per requirement.	
D	Power & Electricity	1 nos.of Gen set(32kv) for Dist. Mela	
K	Sanitation	Cleaning of Mela ground, accommodation places.	
L	Flower Decoration	Flower Vase with Sufficient fresh and Live flower decoration at the entrance and exit, stage and other area.	For 2 days
M	Tentage for Live Animal	1200 sqft area for live animal show	

**Details of the Items wise work to be provided:**

- 1- **Infrastructure, Tentage & Allied Works**
1. Erection of stall:

Stalls will be erected as per the requirement. The tendered will quote their lowest possible price separately for each category. The details of specifications are given below:

Sr.	Particulars	Stall specification
1	<b>Structure</b>	Bamboo & cloth structure, Size of each stall-12'X10'(22 Stalls) with tarpaulin water proof roofing in addition to 2'front outside rain protection. An open space with tent roof of sq ft with rain protection is to be installed.
2	<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 (22Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies.( <b>ALL NEW WHITE COTTON CLOTHES TO BE USED</b> )
3	<b>Carpeting</b>	Clean green carpeting for total venue areas per the requirement.
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>Fascia</b>	A wooden batten frame for Running Fascia will be erected. The frame will have 4' height. The fascia will be covered with flex (New design will be Provided by the Mela in charge). 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 /still table size 8'x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair with handle - 2nos.
7	<b>Electric Fittings</b>	T5 Light - 3no. (2 number of light should be connected with generator) & an on / off switch for use in night time after closing, Ceiling Fan-1no. Connected with an on/off switch in each stall. 1no.of 5 Amp Plug Point with on/off switch.
8	<b>Numbering of Stall</b>	All stalls should be numbered with stencil and paint.
9	<b>Closures</b>	Front cloth drops/ screens. Daily putting up and off of the same is the responsibility of the bidder.
10	<b>Power</b>	1 no. of Genset (32 kv) with fuel for Stall, parking and other venue area.
11	<b>IT support</b>	IT support for internet connectivity inside Mela area.

## 2. Stage & Front Sitting Arrangements

One closed stage shall be erected and decorated in the exhibition ground for meeting/ evening cultural shows during the exhibition. The bidder has to be quoted as a package against the details specifications given below:

Truss design tent	Truss structure (50'X20' size for sitting of farmer and 20ftx15ft for stage ) for District Level Mela .
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Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Backdrop	a) LED back ground of size 400 sqft and plastic flower arrangement of back drop thematic as per stage requirement- District Level Mela
Step	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.
Light	<b><u>District Level Matsya o Prani Sampad Mela-2024</u></b> Parcan 64/60- 40 nos. LED palco- 100 nos. White blinder- 4 nos. Colour Blinder- 2 nos. Back drop LED par- 40 nos Sharp -60 nos. Smoke, stove, lager, and other stage light as per bollywood tech rider
Sound	JBL vertech Series & Lineary 8 pair JBL vertech Double Bass 10 nos. Stage monitor & Stage Gear (as per Bollywood Artist required) Other required thing as per bollywood artist requirement.
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights are the complete responsibility of the vendor.
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction off stage, should be treated with fire repellent chemical.
Power	One Genset (32kv) with fuel for stage, setting area in front of stage, gate other area as per client.

**A) FOOD STALL ALONG WITH KITCHEN SHED:MINIMUM 3 FOOD STALLS ALONG WITH KITCHEN SHED TO BE MADE AS PER THE FOLLOWING SPECIFICATION:**

Sl No	Particulars	Specifications
1	Structure	a. <b>Food Stall</b> Bamboo (3 to 6 inch)& cloth ( <b>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	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.

3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets ( <b>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	Racks	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	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 fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair - 2 nos.
7	Electric Fittings	T5 Light - 3 no. (2 number of light should be connected with generator) & 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.
9	Closures	Front Cloth Drops/Screens Daily to be done

**3. 1200 sqft tentage for live animal show:-**

- Provision of special tent for live animal show
- Feeding and watering trough may be arranged
- Decoration of animal for live show.
- Cage should be provided for separation of animal

**4. Security Services:**

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak odia.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

**Tentative Requirement of Security Person nelin per event**

Security Guard with Lathi-2 nos for District Mela- Security personnel will be deputed at District Level Mela on shift basis, as per the requirement of direction of Festival Management Team.

- Sanitation Cleaning of Festival ground, accommodation places, Coordination cell, Cleaning of mobile toilet twice daily using disinfectant materials. 20 Dustbins provided in the Mela area.**
- Drinking Water Facility Drinking water tap (10 nos. or more) to be provided in side mela areainside Mela area.**
- DUSTBIN- 10 no of Dustbin must be provided

**SECTION: 4**  
**TECHNICAL BID SUBMISSION FORMS**  
**TECH -1**  
**COVERING LETTER**

**(ON BIDDER'S LETTER HEAD)**

*[Location, Date]*

**To:**

**The CDVO Jharsuguda**

**Sub: Tentage & Allied Works for Exhibition-2024, Jharsuguda . [TECHNICAL BID]**

Dear Sir,

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

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid 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 TENDER CALL NOTICE document. In case any provision of this TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid 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 Organisation (General Details)**

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>Local office in Jharsuguda</b> <b>If Yes, Please furnish contact details</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount : BC/DD No. : Date: Name of the Bank:	
7	<b>EMD Details</b> Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES
12	IT Return	

**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 2022-2023	FY 2023-24	FY 2024-25
<b>Turnover from Tentage &amp; Allied Services (in Lakhs)</b>			
<b><i>Supporting Documents:</i></b>  Audited certified financial statements for the last three FYs (2022-2023, 2023-2024 and 2024-2025) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.  <b><i>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 Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i></b>			

\_\_\_\_\_

***Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)***

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

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

**[NB: No Scanned Signature will be entertained]**

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

Table -1 (List of 5 completed assignments only of similar nature during last 3 years)  
(FY 2022-2023, 2023-2024 and 2024-2025)

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

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years ((2022-2023, 2023-2024 and 2024-2025)) 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 authorities 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: \_\_\_\_\_

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for Empanelment on video documentation work of CDVO would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of....., 2025

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

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

Signature \_\_\_\_\_

**FIN-1 COVERING LETTER (In Bidder's Letter Head)**

[Location, Date]

To,

The CDVO  
Jharsuguda, Odisha

**Sub: Submission of Financial Bid for Tentage & Allied Works for -----**

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Tender Call Notice No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Bid 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 TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

				Cost per unit (in Rs. excluding GST)	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A	Construction of stalls as per specification	12ftx10ft	Per Stall		22 stall	
B	Coordination Cell - Cum-VIP Lounge as per specification	Single package	Per package		1	
C	Gates as per specification with flower decoration	1 <sup>st</sup> and 2 <sup>nd</sup>	2no		2	
D	Stage as per specification 20ftx15ft with flower decoration	Single package	Per package		1	
E	Sitting arrangement in front of the stage as per specification 50ftx20ft. 500 no without arm & 100 no with arm good quality plastic chair.	Single package	Per package		1	
F	Live Demonstration / Photo Gallery as per specification 1200sqft	Single package	Per package		1	
G	Ground Electrification as per specification	Single package	Per package		1	

H	Generators- 32KVA	Single package	Per package		1	
I	Selfie point	single	Per package		1	
J	Food Court as per specification	Single package	Per package		1	
K	Net Carpeting as per the requirement 2500sqft	Rate per sqft	Per Sqrft		1	
L	Stage background in black / or any other cloth as per the approved design by Govt. cloth masking & plastic flower decoration border		Per Sq. Ft.		.1	
Total Quoted Amount ( in Rs. Excluding GST)						
Add GST (in Rs.)			CGST ( _____%)			
			SGST ( _____%)			
			IGST ( _____%)			
Grand Total Quoted Amount including GST (in Rs.)						
(Rupees		in			words	
_____ including GST)						

N.B: The bidder should submit HSN/SAC code of the service provided to Govt. organization in this regard for justification of the GST amount quoted in the financial bid. Any false/forged information submitted in the bid document by the bidder will lead to rejection of the bid.

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

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

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

**Address of the Bidder:**