

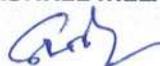
ORMAS

Odisha Rural Development and Marketing Society
Panchayati Raj & Drinking Water Department, Government of Odisha

DULDULI & PALLISHREE MELA- 2026

REQUEST FOR PROPOSAL

SELECTION OF AN EVENT MANAGEMENT AGENCY FOR
DESIGNING, FABRICATING, ERECTION OF STALL WITH OTHER
ALLIED WORKS AND MANAGEMENT OF EVENT FOR **DULDULI &
PALLISHREE MELA** IN JHARSUGUDA, ODISHA



SL. NO.	BRIEF DESCRIPTION
1	DATASHEET
2	SECTION-1 : LETTER OF INVITATION (LOI)
3	SECTION-2 : INFORMATION TO THE BIDDER
4	SECTION-3 : SCOPE OF WORK
5	SECTION-4 : TECHNICAL BID SUBMISSION FORMS
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7	SECTION-6 : Tech-1-5



DISCLAIMER

This Request for Proposal (RFP) is issued by the **Odisha Rural Development & Marketing Society (ORMAS), Jharsuguda under the administrative control of Panchayati Raj & Drinking Water Department, Government of Odisha.**

While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither ORMAS nor any of its officers or employees, nor any of their advisers nor Agency accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies there in and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies there to and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty. The ORMAS, Jharsuguda shall be the sole and final authority with respect to selection of an agency for the purpose through this RFP.



DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Chief Development Officer, Zilla Parishad, Jharsuguda Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) On 70:30 weightage basis.
3.	Joint Venture/ Consortium	Not Allowed
4.	Date of Issue of TENDER CALL NOTICE	24.11.2025
5.	Last date for submission of Pre-bid queries through email to ormasjharsuguda@gmail.com	6.12.2025 by 6.00 P.M. ormasjharsuguda@gmail.com
5.	Date of Pre-Bid Meeting	8.11.2025 at 03.30PM (Online virtual mode)
6.	Last Date and Time for submission of Bid	15/12/2025 at 6.00 PM
7.	Date & Time for opening of Technical Bid and Presentation	16/12/2025 at 10.30 AM
8.	Date & time for opening of Financial Bid	16/12/2025 at 1:00PM (Tentative)
9.	Tender Processing Fee (Non-Refundable)	Rs.10,000/- in shape of Demand Draft in favour of "DSMS, Jharsuguda" drawn in any scheduled commercial bank payable at Jharsuguda. (Any kind of exemption/ Relaxation is not applicable for this assignment)
10.	Earnest Money Deposit (EMD) (Refundable)	Rs.1,00,000/- in shape of Demand Draft in favour of "DSMS, Jharsuguda" drawn in any scheduled commercial bank payable at Jharsuguda. (Any kind of exemption/ Relaxation is not applicable for this assignment)
11.	Place of Opening of Technical & Financial Bid:	Conference Hall of Zilla Parishad, Jharsuguda-768204
12.	Contact Person	Contact person: Dy. CEO , ORMAS (9777909154/ 9937447545) Address- Zilla Parishad, Jharsuguda, Near Collectorate, Jharsuguda- 768204 E-mail:- ormasjharsuguda@gmail.com

For details, please visit: <https://jharsuguda.odisha.gov.in>



SECTION: 1
LETTER OF INVITATION

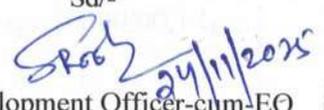
TENDER CALL NOTICE No: - 389

Dated:- 24.11.2025

Name of the Assignment: Tentage & Allied Works DULDULI & Pallishree Mela-'2026

1. **CDO-cum-EO, Zilla Parishad, Jharsuguda** (The Client) invites online Bid from eligible bidders for “**Selection of Tentage & Allied Works for DULDULI & Pallishree Mela – 2026**”. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this Tender Call Notice document.
2. Agency will be selected under Quality & Cost Based Selection (QCBS)
3. The Bid complete in all respect as specified in the TENDER CALL NOTICE Document must be accompanied with a **Non-refundable DD/BC of Rs.10,000/ (Rupees Ten Thousand)** towards cost of **Tender Processing Fee** and a **DD/BC of Rs.1,00,000/- (Rupees One Lakh only)** towards **EMD deposit** which will be returned to the non successful bidder on written request of the same by the bidder.
4. The last date and time for submission of Bid complete in all respects is **Dt. 15/12/2025 (6.00PM)** in the office of CDO-cum-EO, ZP, Jharsuguda by registered post/ speed post or to be dropped in the tender box only. The date of opening of the technical bid is on **Dt. 16/12/2025(10.30 AM)** & financial Bid shall be opened on **Dt. 16/12/2025 (1.00 PM) (Tentative)** in the presence of the bidder/ their authorized representative at the specified address as mentioned in the Bidder Data Sheet. Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This TENDER CALL NOTICE includes following sections:
 - a. Letter of Invitation [**Section-1**]
 - b. Information to the Bidder [**Section-2**]
 - c. Scope of Work [**Section-3**]
 - d. Technical Bid Submission Forms [**Section-4**]
 - e. Financial Bid Submission Forms (**Section-5**)
 - f. Annexure [**Section-6**]
6. While all information/data given in the TENDER CALL NOTICE are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/ specifications/ narrations included in this document.
7. **The Client reserves the right to accept/ modify/ reject any/ all Bids/ cancel the complete tender or part of it at any stage without assigning any reason thereof.**

Sd/-


Chief Development Officer-cum-EO
Zilla Parishad, Jharsuguda

SECTION: 2

INFORMATION TO THE BIDDER

Pre-Qualification/ 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:

Sl. No.	Eligibility Criteria	Documents required for pre-qualification
1	The Bidder must be a Company as registered under Indian Companies Act, 1956 / 2013 or a Trust registered under the Indian Trusts Act, 1882 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008/ Proprietorship Firm	1. Proof of Certificate of Incorporation/ Registration of the Agency 2. Valid GST Registration and PAN. 3. Copy of valid certificate of electrical contractor required.
2	The bidder must have Government / PSU experience of the execution of various event management including design, erection and fabrication work in National, state & district level events for the exhibition for at least 3 years (as on Bid due date).	Copy of work order for proof of documents along with year wise list of works.
3	The agency should have an average annual turnover of Rs. 1.5 Crore (Rupees one Crore Fifty Lakh only) in the last three financial years (2022-23, 2023-24 & 2024-25).	Copies of audited financial statements for the last three financial years with UDIN and Average Turnover Certificate with UDIN by Chartered Accountancy firm. Provisional Audit Report for any of the FYs will not be accepted.
4	A registered firm must furnish the copy of the IT returns for the last three financial years(AY: 2023-24, 2024-25 & 2025-26)	Copy of the IT returns and latest GST returns to be submitted.
5	The bidder must have government/ PSU experience of executing various events including design, erection, fabrication and allied work for the exhibition in last 3 years as on bid due date. The Agency/ Firm must have experience in <i>similar works (Exhibition/ Event/ Pavilion/ SARAS/ PBD/ Conclaves)</i> for any State Government/ Central government/ PSU. At least one similar works costing not less than the amount equal to Rs. 50 Lakhs (Rupees Fifty Lakhs)	Copy of Letter of Award / Agreement / Contract / Work Order/ Completion Certificate, Duly Certified by the authorized signatory to be submitted along with contract value.
6	The bidder should not have been blacklisted By Central/ State Govt./ PSUs Institutions.	Self-Declaration from the Bidder as per the Format enclosed at Tech-5.
7	Bid processing fee and EMD of Rs. 10,000/- and 1,00,000/-respectively	In shape of Demand Draft in favour of "DSMS, Jharsuguda" drawn in any nationalized/ scheduled commercial bank payable at Jharsuguda. <i>(Any kind of exemption/ relaxation is not applicable for this assignment)</i>

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
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD).
- Copy of Certificate of Incorporation/ Registration
- Copy of IT returns and latest GST Return
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Valid certificate from an electrical contractor
- General Details of the Bidder (**TECH-2**)
- Financial Details of the bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed by CA.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts/ work orders / completion certificate from previous clients.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)

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

1. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the requisite bid processing fee amounting to Rs. 10,000/- (Rupees ten thousand only) through Demand Draft drawn in favour of "DSMS, Jharsuguda" drawn in any nationalized/ scheduled commercial bank payable at Jharsuguda. *(Any kind of exemption/ relaxation is not applicable for this assignment)*. Proposals received without bid processing fee will be out rightly rejected.

2. Earnest Money Deposit (EMD):

The bidder must furnish as part of technical proposal, the required Earnest Money Deposit (EMD) amounting to Rs.1,00,000/- (Rupees one lakh only) (refundable after completion of selection process) which shall be deposited through Demand Draft in favour of "DSMS, Jharsuguda" drawn in any scheduled commercial bank payable at Jharsuguda. *(Any kind of exemption/ relaxation is not applicable for this assignment)*. Proposals received without bid processing fee will be rejected out rightly.

The EMD of all the bidders shall be refunded after completion of the tender process. The EMD of the successful bidder will be released only after completion of the event.

3. Submission of Bid:

The bid paper should be submitted through Speed Post, Registered Post & Drop Box at Zilla Parishad Office, Jharsuguda by **15/12/2025, 6.00 PM.**

4. Process of the Bid:

A THREE stage process will be adopted as explained below for evaluation of the Bids. **Pre-qualification (1st Stage):** In addition to the above the bidders have to furnish the following documents to qualify the pre-qualification Bid Stage:

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation
3. Copy of PAN & GST registration certificate.
4. Copy of IT returns (AY: 2023-24, 2024-25 & 2025-26) with latest GST Return
5. Copy of valid certificate from an electrical contractor
6. Experience of having successfully completed similar nature of works during last 3 years as on bid due date. List of similar assignment may also be submitted for evaluation purpose.
7. Financial statements for the last 3 financial years with UDIN and Average Turnover Certificate with UDIN issued from Chartered Accountancy firm (FY: 2022-23, 2023-24 & 2024-25). **Provisional Audit Report for any of the FYs will not be entertained.**

Non-submission of any one of the above document along with pre-qualification Bid, leads to outright rejection of the Bid.

Technical Evaluation (2nd Stage): Technical Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:

Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
1. The bidder must have work experience for executing similar work in any government/ PSU experience of the execution of various event management including design, erection, fabrication and allied work for the exhibition in last 3 years as on bid due date. The Agency / Firm must have experience in similar works (Exhibition /Event/Pavilion/IITF/ PBD/ Conclaves)for any State Government/ Central government/ PSU. At least one similar works costing not less than the amount equal to Rs. 50 Lakhs (Rupees Fifty Lakhs) excluding GST.	30	Work orders/ Contract Document/ Completion of Work Certificates mentioning contract value from the Clients to be submitted.
Each 50 Lakhs value of the assignment/ work shall carry 10 marks during the last preceding 3 years		
2. The agency should have an average annual turnover of Rs. 1.5Crore (Rupees one Crore Fifty lakh only) in the last 3 financial years (2022-23, 2023-24 & 2024-25). i) 1.5 Cr to 3 Cr = 10 Marks ii) 3 Cr to 5 Cr = 20 Marks iii) Above 5 Cr = 30 Marks	30	Audited Financial Statements signed by the CA along with UDIN Number

<p>3. Technical Presentation (The score will be given by committee based on the understanding, quality and innovative aspects). This is a lump sum mark.</p> <p>a. Demonstration of unique idea and understanding of concept of management of the event.</p> <p>➤ As per the technical specifications, Design of all segments/ Concepts (Gate, facia, Stage & backdrop, Coordination Cell -Cum-VIP Lounge for Pallishree Mela and VIP Lounge for DULDULI, Green Room, Barricading etc. One Best event of similar nature carried out in the past.</p> <p>b. Any innovative idea and creativity on the DULDULI and Pallishree Mela-26 to be adopted for this event.</p> <p>c. Manpower and work plan to be engaged for this event.</p> <p>d. Presentation Should Cover New 3D Artwork & creativities to be given, incorporating the essence of JHARSUGUDA DULDULI as an objective. (Any used artwork should be avoided).</p>	<p>40</p>	<p>Presentation for 10 minutes for each bidder. The bidder shall present the item as specified herewith.</p>
<p>Grand Total</p>	<p>100</p>	
<p>Qualifying Mark for Opening of Financial Bid</p>	<p>70</p>	

The mark shall not be repeated in other parameters. Bidders will make a presentation before the Committee during the technical evaluation stage for **10 minutes** only.

The objective of the presentation is to enable the Committee to evaluate the bidders about their understanding and preparedness for the proposed assignment. Hence, the bidder should make themselves available for the same. **The bidder secures minimum qualifying mark of 70 and above in technical bid shall be qualified for opening of the financial Bid.**

The Financial Bids shall be opened in the presence of the committee members and bidders' Authorized representatives who choose to attend. The name of the firm along with the secured technical scores, and the proposed package price for the respective packages shall be read and recorded accordingly. **Quality & Cost Based Selection (QCBS) Process** will be followed during the selection process as per the guideline of Finance Department, GoO.

FINANCIAL EVALUATION (3rdStage): The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative. The Financial Bids in respect to the selected agency in achieving the benchmark score of **70 Mark and above** in "**Technical Bid**" would be opened on the scheduled date & time.

5. **Evaluation of the Proposals:**

The mode of evaluation is Quality cum Cost Basis selection (QCBS). In the Tender, the technical proposal carries **70 % weightage and the financial proposal carries 30 % weightage.**

I. Technical:

The bidder scoring minimum 70 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote (TQ). Then the Technical Score (TS) will be arrived as follows:

$$TS = \frac{TQ \times 70}{100}$$



II. Financial

The bidder quoting the lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The Financial Score (FS) will be arrived as follows:

$$FS = \frac{LFQ \times 30}{FQ}$$

The agency having a maximum total score of the Technical Score (TS) and the Financial Score (FS) combine together will be selected.

6. Negotiations:

- Negotiations (if required) will be held at the address indicated in the Data Sheet. The aim shall be to reach to an agreement before issuance of the work order.
- If negotiations fail, the ORMAS, Jharsuguda will invite the firm whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter/ work order.
Sub-contracting is not allowed under this assignment.

8. Terms & Conditions

a. Date & Venue of Mela

Name of the Event	Date	Venue
DULDULI & Pallishree Mela – 2026	1 st – 5 th January '2026	Bhaskar Textile Mill (BTM) Field, Jharsuguda

- If the successful agency fails to sign the Contract within the stipulated period, the agency will be cancelled automatically. The cost to this effect will be borne by the agency.
- The rate quoted by the agency shall be excluding GST and taxes will be paid by the client as per the applicable rate under GST Act.
- Bidders are required to quote price against all segment exclusive of all taxes in the financial bid and no segment should be left blank. The total prices shall be evaluated altogether. In case any of the segments found blank, their bid shall out rightly be rejected.
- The Price bid is to be submitted as per the prescribed format. If the financial bid is not submitted in separate sealed cover and as per the prescribed format, then the bid will be rejected.
- In case of breach of Contract, the Performance Guarantee will be forfeited and the agencies shall be blacklisted/ recommended for blacklisting.
- Indicative Layout Plan and images of past event are attached at Annexure-A for reference and visit at site.
- A dedicated staff from the successful bidder's firm shall be present at the event place throughout the event for proper coordination.
- In case of any extension of event period, no extra payment will be entertained.
- The venue shall be made available to the Agency by ORMAS, Jharsuguda 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, to the in-charge of exhibition as per the prescribed specification.
- The selected bidder will work under the close supervision of the Sub-Collector Jharsuguda and Deputy Chief Executive Officer, ORMAS, Jharsuguda
- It shall be the responsibility of the successful bidder to obtain requisite permission for electricity connection and fire safety certificate for the event period from statutory bodies. Fire Inspection and Electrical Inspection will be coordinated and certificate be obtained by the agency.
- The agency/ event management unit have to supply fire protection equipment's like fire extinguishers adhering to the fire safety norms.

- m. Agency will ensure that all materials/ items used must be of eco-friendly. No single use plastic is to be used at the event venue. The Event Management Agency shall ensure that the event is conducted as an "ENVIRONMENT FRIENDLY EVENT." in the Event.
- n. No advance shall be entertained. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Event-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 Event-in-charge. In case of any additional requirement, the agency has to take the prior written permission from the Event-in-charge.
- o. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing of the event.
- p. The agency shall abide by all statutory and regulatory Acts of both Central Govt. and State Govt.
- q. In regard to electrical fittings etc. agency shall have to engage qualified and certified licensed electrician/ contractor entitled to erect, handle and maintain supply-line and its upkeep.
- r. The rate offered by the agency shall be exclusive of GST & Other Taxes.
- s. 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.
- t. The authority is not bound to accept the **H1 (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 tenders without assigning any reasons thereof.
- u. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Event-in-charge.
- v. The agency should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- w. On completion of the event, the agency shall have to take away all the materials within seven days & vacate the place in similar condition at the time occupying the ground.
- x. Agency will be responsible for upkeep and maintenance of the entire work done by him till the closing of the event. ORMAS, Jharsuguda will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
- y. No part of the contract will be sub-let without the prior written permission of the Authority.
- z. The bidder has to treat the materials to be used in event works (like clothes & other inflammable materials), with fire repellent chemical. The agency will coordinate with the fire and electricity Officer deployed in the ground to avoid any mishapening.
- aa. Any other job during the event that State Govt./ Authority may prescribe based on immediate need shall be performed as per the requirement.
- bb. Wherever a specific terms & conditions have not been spelt out in the document, OGFR, Govt. of Odisha shall apply.
- cc. No payment shall be made if the agreement is cancelled/ terminated on the ground of unsatisfactory works.
- dd. ORMAS, Jharsuguda will not be responsible for any loss, damage, injury caused at the time of execution of the contract. The agency shall own the whole responsibility.
- ee. The agency shall hand over the Intellectual Property to the ORMAS, Jharsuguda that used for the event.
- ff. The works may be decreased and increased as per the requirement. The cost shall be decided by the Authority.

9. **Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulator or professional body to have committed professional misconduct;
- Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

10. **Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall be blacklisted the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

11. **Force Majeure**

“Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include: (i) any event which is caused by the negligence or intentional action of a Party or agents employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to take into account or avoid or overcome in the carrying out of its obligations during the subsistence of this Agreement. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

12. **Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of competent court under Jharsuguda District only.

13. **Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and there after the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder’s part to furnish the deliverables as per the agreed time line will enforce a penalty of **5% of the total contract value**. The amount will be deducted from the subsequent payment.

14. **Client’s right to accept any Bid, and to reject any or all Bid/s**

The Client reserves the right to accept or reject any Bid, and to annular amend the bidding/ selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/ improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/ rejection occurs after the Bids have been opened and the highest ranking bidder gets disqualified/ rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

15. **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.

16. **Advances**

No advances will be entertained to the successful bidder during the period of Event

SECTION: 3
SCOPE OF WORK

A.Tentage & Allied Works

Sl. No.	Works to Be Done	Particulars
A	Tentage & allied Works	<ol style="list-style-type: none"> 1. Ground Layout 2. Construction of 450 Temporary Stalls (Pallishree Mela- 200 Stalls + DULDULI- 200 Stalls + Book Fair Stalls-50) 3. Construction of Coordination Cell (Pallishree Mela) 4. Construction of Meeting Hall (DULDULI) 5. Construction of VIP Lounge 6. Construction of Green Room 7. Stage decoration 8. Light & Sound for Stage 9. Sitting Arrangement in front of Stage 10. Generators (Stage, Pallishree Mela, DULDULI and Ground) 11. Construction of Gates (Main Gate, Subsidiary Gates) 12. Ground Electrification 13. Selfie Point (2 Nos.- Pallishree Mela & DULDULI) 14. Barricading 15. Decorative Wall 16. Miscellaneous Items 17. Police Control Room 18. Fire Office Control Room 19. Net Carpeting 20. Food Court & Dining area 21. Helium Gas Baloon
B	Documentation	<ol style="list-style-type: none"> 1. Photography, Videography with Drone 2. LED 3. CC Camera/ Plasma TV
C	Advertisement & Publicity	<ol style="list-style-type: none"> 1. Plane Hoarding- Printing & Installation 2. Road Standee 3. Online Publicity
D	Stage & Ground Management	<ol style="list-style-type: none"> 1. Anchors for Evening Stage program 2. Security Personnel



Detailed Technical Specification of the Works is as follows:

A. Tentage & Allied Works

1. **Ground Layout:** Ground lay out will be done in coordination with Sub-Collector, Jharsuguda
2. **Construction of Stalls:** For DULDULI & Pallishree Mela – 2026 – 500 stalls will be constructed. The details of stall specifications are given below:

Sl. No.	Particulars	Stall Specification
1	Structure	Bamboo/ Iron (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/ Iron frame for Running Facia shall 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 as per the approved design of ORMAS, Jharsuguda. Flex facia will be printed by the agency/ firm/ Decorator.
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 – 2 no. (1 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 must be provided in each Stall.
8	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.
9	Numbering of Stall	All stalls should be numbered with vinyl Sun board.
10	Closures	Front cloth drops/ screens. Daily putting up and off of the same is the responsibility of the bidder.

2. **Coordination Cell –Cum- VIP Lounge** : One Coordination Cell –Cum- VIP Lounge to Be Constructed (Only new cotton clothes should be used). The bidder has to be quoted as a package against the detail specifications given below:-

Sl. No.	Particulars	Work Specifications
		Category
A	Design	Artistic 3D structured house as per event wise design with following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to Get original 3D Effect. (Size- Approx 30' x 30')
B	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 by ORMAS, Jharsuguda
C	Size	30 ft X 30 ft.
D	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.
E	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.
F	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.
G	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.
K	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.

3. Meeting Hall

Structure	:	Bamboo & Cloth/ flex Structure, 4side closed
Size	:	30 sitting Capacity
Facia	:	4'height, cloth stretched tightly and fixed with a wooden batten frame on the four side of the stall, running jhallar placed at the bottom of the fascia. 4 side covered by design flex.
Flooring	:	1ft.wooden platform with Full floor Durry matting.
Ceiling	:	Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Electric Fitting	:	sufficient light fitted with the four corner poles, one ceiling fan with on/ off switch
Furniture	:	Plastic Chairs- 30 nos., executive chair-5nos. tea table- 2nos.
Sound System	:	Two cordless microphones with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should clearly audible to participants in the meeting.

4. VIP Lounge

2 No. of Pagodas with wooden platform will be erected for refreshment of VVIPs with all necessary sitting arrangement and attached Toilet.

5. Green Room

Structure with bamboo/ Iron, Ballha & Traplin cover for green rooms shall be made on back side of the stage having good arrangements for sitting and with provision of following items in each green room as per details given below:-

- 2 no. of VIP green room with proper partition for use by male and female artist
 - 20X20 ft room for VIP
 - Sofa seater (3+1+1) with center table in each room
 - Banquet Chair 4nos.
 - Mirror with make up lights.
 - Sufficient nos. of plastic chairs.
 - Red carpeting in each room
 - Fan
- 2 nos. of Normal Green Room of size of 20X30 ft each with sufficient chair, light along with other Green room items.

- STAGE** Existing Stage of size 80ft. × 50ft. shall be decorated in the exhibition ground for meeting/ evening cultural shows during the festival. The bidder has to be quoted as a package against the detail specifications given below:

Structure	Existing stage of 80ft. × 50ft. size shall be fixed with plywood of 19 mm thickness ply as per event wise design . With following the technical specification and other materials [Truss (no bamboo), Ply, Thermocol, Plaster of paris] may be used to get original 3D Effect. Two Riser for Photography and Videography on front side of the stage.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Back Drop	Artistic 3D structured stage with LED as per approved design event wise design with following the technical specification and other materials (Ply, Thermocol, Palsterofparis) may be used to get original 3D Effect. Size of background will be 60'x20'with backside black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).
Lettering	Thermo cool 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 backdrop.

Signature

Side Wings	6 no. of side wings with a size of(9'X4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.
Flower Plant pots	Minimum 100 nos. of live flower plant pots with maximum height of 2ft. (including pot) will be kept covering the 3side of the stage.
Barricading	3'height fabricated barricade will be made around the stage for the entry of VIPs.
Furniture	On Stage (first day & last Day) – 15 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 15 no. Good quality borosil glasses with covers, Plastic name plates – 15 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, Lord Jagannath, Balaram and Subhadra Maa Wooden Idol with table etc. will be provided on the meeting days and other days. Front Stage (all days) -20no. of VVIP Chairs with white towels, Centre Tables, Table Cloth, 20no. Good quality borosil glasses with covers, Plastic nameplates–20no. 2no. of Flower vase with live flowersticks,

7. Light and Sound for Stage

The light and sound for the stage will be done as per the requirement of the artist. A tentative specifications of the light and sound arrangement for the stage is given below: - This is for reference only. It may be changed as per requirements of the artists which will be arranged by the event Organizer.

Specification for light:

i)PAR-64-1000wt (OSRAM, Sylvaniaor GE Bulbonly) CP-60,61,62	50 nos.
ii)GalileoScanner-1200wt (SGM)	4 nos.
iii)Multitwenty-2K	6 nos.
iv)Multiten-1K	4 nos.
v)Jumbo Smoke Machine	2nos.
vi)Jumbo Strobe Light	2 nos.
vii)1 ColourLaser	2 nos.
viii)Moving Head (SGM)	2 nos.
ix)Led Par	10 nos.
x)Halogen1kw	10 nos.

Specification For Sound:

i)Bass Bin	2 nos.
ii)High range top box (pee- vay/ JBL, 400wt.)	4 nos.
iii)High range frequency box (Pee- vay/ JBL)	4 nos.
iv)HF box	4 nos.
v)Cordless Micro Phone	2 nos.
vi)Cord Micro Phone	6 nos.
vii)24channel Mixture	1 nos.
viii)High wattage amplifier	4 nos.
ix)Effect processor	1 no.
x)3kw 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.

Besides the event management agency will be responsible to provide additional requirements (sound & Light) of the artists/ musicians. A Generator set of 62 KVA with fuel will be provided by the agency for the stage.

8. **Sitting Arrangement in Front of the Stage:** The minimum distance of 25 feet from stage to auditorium will be maintained. The agency has to quote it as a package. Specifications are as follows:

Chair	Five thousand (5000) no. of plastic moulded chairs, 20no. of steel double sofa with white cover, 10 single sofa with white cover, 15 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.

9. **Generators** Silent DG 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 as well as Stage.

10. **Gates** The main entrance gate is to be done as per category B. The other three (3) gates are to be made as per specification in *Category A*. Specifications are as follows:

Sl. No.	Particulars	Category-A (3D Design Main gate)	Category-B (Flex Box gate for Pallishree Mela)
a	Structure	Artistic 3D structured gates as per event wise design . With following the technical specification and other materials (Ply, Thermocool, Plaster of Paris) may be Used to get original 3D Effect.	Bamboo Structure, Wooden Batten framing/ Iron framing, box type structure.
B	Size	Side Pillars height will be of 14' to 16' with 20' cleared width between the pillars, length of upper pillar 28' and width of pillar will be 4' all around.	Side Pillars height will be of 14' to 16' with 20' cleared width between the pillars, length of upper pillar 28' and width of pillar will be 4' all around.
C	Covering	Gates should be fabricated with ply, batten frame, plaster of paris with thermocool sculptures etc. design work as per approved design.	Gate should be erected with batten framing, flex with design work as per approved design.
D	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
E	Flowering	Live flower chains will be put in the gates and the same should be changed twice during the event.	Live flower chains will be put in the gates and the same should be changed twice during the event.

11. **Ground Electrification** The below mentioned items are taken as a package which shall be supplied by the bidder for the event. The quantities of the items are statutory/ fixed in the package. The Mela Ground should be proper illuminated. The package includes the below mentioned items and concealed wiring to all lights and sound equipment's.

- Main Switch Board/ Panel Board upto 250 KW electric load with cabling & wiring.
- Adequate Light shall be fitted in the exhibition premises for Sound lighting , 100no. of Halogen Light (500 watt)along with wiring/ fitting poles
- 100 no. of Halogen Light (1000watt) along with wiring/ fitting poles
- 75no. of white Halogen light along with wiring/ fitting poles.
- 50no. of flood lights shall be fitted in and around backside of the stalls (Parking Area) for security purpose.
- 150 no. Globe lights/ Garden Lights with stand (3'height) with wiring.
- 300 no. Appliqué hanging lamps hades along with bulb fittings and wiring. The appliqué lamps heds will be placed at the branches of big trees inside the exhibition premises/ closed to the premises.
- 40,000 Tuni running lights will be fitted at the required places.
- Sufficient ambience light should be done.
- Sufficient Round Lamp lights should be used for the entire ground.
- It may increase/ decrease as per requirement.

12. **Selfie Point** 2 no. of Selfie Points in different places of mela ground may be constructed with 3D Effect.
13. **Barricading:** Tin barricading (with 10ft.) is to be done in the outer area of the stall for safety and security purpose.
14. **Decorative Wall** Decorative wall of batten framing, hessian cloth mounting and paintings be done geru with jhoti chita, soura and tribal painting for side walling.
15. **Miscellaneous Items** 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)	300pcs.
2	Durry (15'X 15')	30 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	3000 sqrft
5	Stage background in black cloth masking	2000sqr ft.
6	Dustbin-3ftheight	50 pcs.
7	Decorative Flower/ Plant Pot	150pcs.
9	Soundless pedestal fan	10cs.
10.	Red carpet (synthetic)	2000

16. **Police Control Room**

Structure : Bamboo & Cloth Structure, one side open
Size : 30 'X 20'

17. **Fire Office Control Room**

Structure : Bamboo & Cloth Structure, one side open
Size : 30 'X 20'

18. **Net Carpeting**

New net carpeting to be used in the open space area of the entire mela ground for dust free, the selected bidder has to ensure the use of new net carpet and daily maintenance of the same during the mela period.

19. **Food Court and Dining Area** The below mentioned items for construction Food Stall and Dining Area

- **Food Stall** : Minimum 50 food stalls along with Dining area to be made as per the following specification:

Sl. No.	Particulars	Specifications
1	Structure	Food Stall Bamboo (3 to 6 inch) & cloth structure, Size of Each Stall – 10' X 10' & With Tarpaulin Water Proof Roofing.
2	Flooring	Full flooring Coir Matting with the ground covering
3	Ceilin g & Wall	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.
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-2nos.
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, 1 no. of 5 Amp Plug Point.
9	Closures	Front Cloth Drops/ Screens Daily to be done

- **Dining area:**

Sl. No.	Particulars	Specifications
1	Size	The size of the dining area will be of 210'X160'
2	Flooring	Green net carpet

3	Furniture	Fifty(50) numbers of round table with frill and cover, two hundred (200) numbers of Banquet chair with white cover
4	Dustbin	Sufficient (a minimum of 50 numbers big size) dustbin to be provided in dining area.

20. Helium Gas Baloon

One Helium Gas Baloon with branding of DULDULI & Pallishree Mela will be made

B. Documentation

- **Photography & Videography of the DULDULI & Pallishree Mela- 2026** will be done for better and high quality photos & video to be used in the events/ workshops/ social media etc.
- **Still Photography:-** 2 nos. of Sony A7Riv/ Nikon z6/ Nikon z9 type of mirror less high-end cameras should be used for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.

Job Responsibility for photography:-

- The still photographs of each day event activities as well as regular happenings of Mela should be captured without missing.
- 10 best photos of each day including event activities will be shared by the agency to the ORMAS Jharsuguda team by 11 PM of the same day positively for Social Media posting.
- For photography during night, the agency should use proper light and required equipment's for best quality images.
- Drone must be used for taking the aerial view of the mela ground during visitors rush in day time and few shots of the night
- Live telecast of stage programme along with ground programmes if any need to be displayed in LED Panel.
- The still photographs (maximum of 200 Pcs.) are required by the Mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc. 1 set of still photos in mat paper album (Mazda Album- Mat Finish) with digital copy should be submitted in ORMAS office within 10 days of the completion of the event.
- The still photographs (maximum of 200 Pcs.) are required by the Mela authority of DULDULI. The still photographs should cover all aspects of Inaugural & Validation function, Cultural programmes and stage meetings, Gate & Stage, Mela Advertising & Publicity Workshops, 1 set of still photos in mat paper album (Mazda Album- Mat Finish) with digital copy should be submitted in ORMAS office within 10 days of the completion of the event.

Videography:

- 2 nos. of 4K High Definition Video (HDV) Camera should be used for videography for the entire event. Tripod, cordless lapel mic for interview and lights should be used for the videography work.
- 2 nos. of short film of the entire DULDULI & Pallishree Mela of 15 minutes duration each should be made after the completion of the program. Similarly, another short film of 3-4 minutes duration will also be made for social media and in house exhibition purpose.
- The film should include shots of the program and bytes of guests, visitors, customers, participants and Collector & DM, Jharsuguda.
- For videography during night, the agency should use proper light and required equipment's for taking interview/bytes.
- Proper voiceover, background music etc. must be use while making the short films.
- 10 best case study teasers of 2 minutes duration each of special stalls on the basis of unique products, sale, branding and publicity etc. should be prepared by the agency which must include shots of the stall, sale activities, display, bytes of seller and customers.
- Necessary suggestions and permission should be taken before the shooting of the case study teasers from the concerned officials of ORMAS, Jharsuguda.
- The short film of mela should be submitted in ORMAS, Jharsuguda office within 10 days of the completion of the event.

PlasmaTV: Two Plasma TVs to be installed (one near stage and one in the control room).

CC TV Surveillance:

- The Agency is required to supply and install 40 (Forty) no. of security cameras with monitors and recording system for the entire duration of DULDULI & Pallishree Mela. The Agency shall install security cameras at all the entry/ exit gates of the ground in consultation with District Administration/ ORMAS, Jharsuguda team. The Agency shall install 1 Nos 55" LED Monitor and CC Cameras with memory back up at the Mela Ground. The agency will submit the recording to CDO-cum-EO, ZP, Jharsuguda after completion of the event in a Hard-disk.

Installation of LED TV:

- The Agency shall provide 03 no. of LED screen (minimum 12 ft. x 8 ft.) at prominent location in the ground for live telecasting of the stage shows/ functions and other events during the entire Pallishree Mela. The Agency shall, in consultation with the Chief Development Officer-cum-Executive Officer, Jharsuguda and Dy, CEO, ORMAS identify prominent locations in the Ground for installation of the LED screens. The Agency shall provide necessary technical infrastructure for live streaming of events in the format adaptable to the LED screen. The Agency shall also obtain all requisite permissions for the above work.

C. Advertisement & Publicity

1. Online publicity through social networking site:- Facebook, Twitter & Instagram for public awareness of the Melas and its designs and daily update with photographs, media coverage & Ad film upload during the event. (10th December 2025 onwards- Per day report on link, share & comment – 80 nos., 5 posts everyday on Twitter, Facebook & Instagram on banner, teaser, customer feedback, sales. Stall review)
2. Plane Hoardings (Temporary)- (10 ft X 12 ft each) – Printing and installation with flex in iron frame and bamboo at different place in Jharsuguda (design will be Provided by authority)
3. Road Standee-(3ft X 6ft each) (design will be provided by authority)
4. Auto rickshaw branding through sticking of 3X2ft size of Eco Solvent flex on back side of Auto (design will be provided by authority)

D. Stage & Ground Management

Anchors:

For stage program at evening from 05.00 PM to 10.00 PM, audience friendly anchors required for high end meeting as well as cultural programme in all days (1-5 January 2026)

Security Personnel:

20 no. of Security Guards required for security of Ground, Stalls, Stage of DULDULI & Pallishree Mela. The Guards should be smart, trained and should have requisite skills in the following aspects:

- To put on proper uniform with Lathi
- Sincerity with good moral conduct, well behaved & disciplined
- Able to read, write & speak Oriya and speaking knowledge of Hindi
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- 20 nos of Security Guards shall be engaged round the clock from 31st Dec-25 Evening to 6th Jan -26 Morning

SECTION: 4

TECHNICAL BID SUBMISSION FORMS

TECH-1 COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

The CDO-cum-EO
Zilla Parishad, Jharsuguda

Sub: Selection of Event Management Agency for DULDULI & Pallishree Mela- 2026

Dear Sir,

I, the undersigned, offer to participate in the selection process for rendering various services and works of DULDULI-& Pallishree Mela- 2026 in accordance with your Request for Bid No.: _____, dated _____. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (Separately).

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.

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	Name of the Bidder	
2	Address for communication: Tel: Fax: Emailid:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id :	
4	Registration/ Incorporation Details Registration No: Date & Year.:	
5	Local office in Jharsuguda/ Bhubaneswar If Yes, Please furnish contact details	Yes/ No
6	Bid Processing Fee Details Amount: BC/ DD No.: Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of theBank:	
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

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH-3

Bidder Organisation (Financial Details)

Financial Information in INR			
Details	FY2022-23	FY2023-24	FY2024-25
Turnover from Event Management Services (in Rupees)			
Supporting Documents: Audited certified financial statements for the last three Fys (2022-23, 2023-24 & 2024-25) (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 will not be accepted. <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>			

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:_____

[NB: No Scanned Signature will be entertained]



TECH -4

(BIDDER'S PAST EXPERIENCE DETAILS)

**Table-1(List of completed assignments only of similar nature during last 3years)
(FY: 2022-23, 2023-24 & 2024-25)**

Sl. No.	Period	Name of the Assignment with details there of	Name of the Client 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							
6							
7							
8							
9							
10							

Note: Bidders are requested to furnish the list of the assignments undertaken during the last three year 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 from each assignment.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____



TECH -5

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 the work of ORMAS, Jharsuguda would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender 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: _____

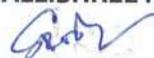
Signature: _____



SECTION: 5**FINANCIAL BID SUBMISSION FORMS****FIN-1****COVERING LETTER (In Bidders Letter Head)****To,****The CDO-cum-EO
Zilla Parishad, Jharsuguda****Sub: Submission of Financial Bid for Event Management Services of DULDULI & Pallishree Mela- 2026.****Sir**

I, the undersigned, offer to provide the consulting services for DULDULI & Pallishree Mela- 2026 in accordance with your Request for Bid No. _____, Dated: _____. Our attached Financial Bid is for the sum of [_____]. 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:

Sr. No.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A	Tentage & Allied Works					
1	Construction of stalls		Per Stall		450 stalls	
2	Coordination Cell-Cum-VIP Lounge in Pallishree Mela	Single Package	Per package		1	
3	Meeting Hall near Stage	Single Package	Per package		1 no.	
4	VIP Lounge (DULDULI)	Single Package	Per package		1	
5	Green Room	Single Package	Per package		1 no.	
6	Stage	Single Package	Per package		1	
7	Arrangement of Lights, Sounds for the Stage	Lumpsum	1 package		1	
8	Sitting arrangement in Front of the stage	Single Package	Per package		1	
9	Generators (Stage, Pallishree Mela and Other Stalls including Ground)	Single Package	Per package		5	
10	Gates	Cat-A	Per Gate		1 Nos	
		Cat-B	Per Gate		2Nos	
11	Ground Electrification	Single Package	Per package		1	
12	Selfie Points	Single Package	Per package		2	
13	Barricading	Single Package	Per package		1	
14	Decorative Wall	Single Package	Per Sq. Ft.		2000 sqr. Ft.	
15	Miscellaneous Items	Single Package	Per package		1	
16	Police Control Room	Single Package	Per package		1	
17	Fire Office Control Room	Single Package	Per package		1	
18	Net Carpeting	Single Package	Per package		1	
19	Food Court including 50 Stalls and dining area	Single Package	Per package		1	
20	Helium Gas Baloon	Single Package	Per package		1	



Sr. No.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
B	Documentation					
1	Photography & Videography with Drone	Single Package	1 Package		1	
2	LED Panel (12ft.X 8ft.) along with operator & riser (For the entire event)		Rate per LED		3	
3	C.C.Camera/ TV along with operator (For the entire event with thirty(30)CC cameras)		Rate per Camera		40	
4	Plasma TV (50" size)		Rate per TV		2	
C	Advertisement & Publicity					
1	Plane Hoardings (Temporary)– (10 ft X 12 ft each) – Printing and installation with flex in iron frame and bamboo at different place in Jharsuguda (design will be Provided by ORMAS)		Rate per piece		20 pcs.	
3	Road Standee-(3ft X 6ft each) (design will be provided by ORMAS)		Rate per Piece		150 pcs.	
4	Auto rickshaw branding through sticking of 3X2ft size of Eco Solvent flex on back side of Auto (design will be provided by ORMAS)		Rate per piece		150 Pcs.	
5	Online publicity through social networking site:- Facebook, Twitter & Instagram for public awareness of the Melas and its designs and daily update with photographs, media coverage & Ad film upload during the event. (10 th December'2025 onwards- Per day report on link, share & comment – 80 nos., 5 posts everyday on Twitter, Facebook & Instagram on banner, teaser, customer feedback, sales. Stall review)	Lumpsum	1 package		1	
D	Stage & Ground Management					
1	Anchor for Evening Stage Program	Lumpsum	1 package		1	
2	Security Personnel		Rate per no. for 6 days		20	
Total Quoted Amount excluding GST						
Total Quoted Amount excluding GST (Segment A+ Segment B)						
Add:-GST 18%						
Grand Total Quoted Amount including GST						
Rupees in words						only including GST.

Note: The Event Management Agency will be responsible for providing services according to the scope of work described in the RFP. The Agency will be paid based on the rates quoted for the items listed in the financial bid. If the quantity or size of any specified item changes during the event, payment will be adjusted accordingly. For any additional items not listed in the list of quantity, payment will be made as per the negotiated cost, with a mark up not exceeding 30% from the total project cost. The authority will decide the limit (as a percentage of the total project cost) for these extra items based on the event's needs. The bidder must comply with any additional activities required by the authority to ensure the event's success.

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 Bid you receive.

Authorized Signatory [In full and initials]:
Name and Designation of Signatory with Date and Seal:

SECTION-6
BID SUBMISSION CHECKLIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART- A)(ORIGINAL)			
1	Filled in Bid Submission CheckList (SECTION-6)		
2	Covering Letter (TECH-1)		
3	Bid Processing Fee of Rs.10,000/- including GST (date and DD number)		
4	EMD of Rs. 1,00,000/- (date and DD number)		
5	Copy of Certificate of Incorporation/ Registration of the Bidder		
6	Copy of IT returns of last 3 years and latest GST Return		
7	Copy of PAN		
8	Copy of Goods and Services Tax Identification Number (GSTIN)		
9	General Details of the Bidder (TECH-2)		
10	Financial details (Turnover) of the bidder (TECH – 3) 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) (TECH-4) 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. (Tech-5)		
13	Copy of valid certificate from an electrical contractor		
FINANCIAL BID			
1	Covering Letter (Section-5) To be submitted in separate envelope		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- All pages of the Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____

-----End of Document-----

