



TENDER PAPER  
Of  
Tentage & Allied works  
For  
State Level Pallishree Mela-2023  
At  
Badabagicha, Deogarh  
(From 20<sup>th</sup> to 24<sup>th</sup> Jan -2023)

**Organized by**

ORMAS, ZILLA PARISHAD, DEOGARH & ORMAS, Bhubaneswar  
Office of Zilla Parishad, , Purunagarh, Deogarh  
Odisha, Pin-768119

*Tender paper can be downloaded from the following websites: [www.ormas.org](http://www.ormas.org) or [www.deogarh.nic.in](http://www.deogarh.nic.in).  
can be obtained from the office of DSMS, Deogarh at "Zilla Parishad, Building Deogarh during office hours.*

**DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS OF STATE LEVEL  
PALLISHREE MELA-2023 at DEOGARH:**

A. COST OF TENDER PAPER :Rs.2500.00(Rupees two thousand five hundred) Only

B. INSTRUMENT OF PURCHASE OF TENDER PAPER:

*To be filled in by the bidder.  
(Only in case of tender paper downloaded from website.)*

*Bidder Name and Address:*

M/s .....

Full signature of the bidder

**OR**

*To be filled in by the ORMAS.  
(only in case of tender paper received from ORMAS office)*

ISSUED TO (Address in Detail) :

M/s .....

Signature of issuing officer

C:- E.M.D (Refundable) : Rs. 30,000/- (Rupees thirty Thousand Only) in shape of Demand Draft / Pay order in favor of "DSMS, Deogarh" payable at Deogarh.

Demand Draft/Pay Order No..... Dated ...../..... /2023

D. LAST DATE & TIME FOR RECEIPT OF TENDER: 22<sup>nd</sup> Dec. 2022 latest by 3.00 PM

E. DATE & TIME OF OPENING OF TENDERS : 22<sup>nd</sup> Dec. 2022 at 3.30 PM at Zilla Parishad Conference Hall, Deogarh.

F. ADDRESS FOR SUBMISSION OF TENDER PAPER: SPEED POST / REGISTERED POST / By HAND IN TENDER BOX

Office of the CDO-CUM-EO, Deogarh

C/o-Zilla Parishad, Deogarh,

Puraunagarh, Deogarh, Odisha, Pin - 768119

**Background:**

ORMAS are functioning with the basic objective to help rural poor to make a better living by enabling them to improve their production, processing and marketing. ORMAS also act as a facilitating agency for implementation & monitoring of rural livelihoods programmes in rural Odisha.

*Accepted by the Bidder (Signature of bidder with seal)*

An Exhibition in the most general sense is an organized presentation and display of selection of items. Exhibition/Mela has been part and parcel of entertainment and relaxation activity of our culture; ORMAS has used this medium as a channel to promote rural products made by the Institutions of poor.

ORMAS organises exhibition in collaboration with District Administration, Deogarh, Zilla Parishad/ORMAS, Mission Shakti, Outside State SSEPO (PwDs), DC & Others and NABARD with an objective to provide a platform to the rural producers to show-case their products for direct sale, interact and get taste, choice & preferences of urban consumers. It also helps the rural entrepreneurs identify livelihood opportunities and establish links with the markets in urban and semi-urban areas.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

**Exhibition Period:**

Since 2008 ORMAS is organizing different kind of State Level Pallishree Mela at Pradhanpat Ground, near Badabagicha during Utsav Pradhanpat . It gives an opportunity to the rural artisans to exhibit their handicrafts and ascertain the market values & demand thereof. It also gives exposure & making educated to the Students & Public at large about different poverty alleviation programmers of Govt. learning on the tradition & artisanship of rural traditional handicraft & its convergence with modern technologies, etc. This year too ORMAS organising State Level Pallishree Mela-2023 at Ustav Pradhanpat Ground, near Badabagicha,Deogarh from 20th to 24th Jan -2023 (05) Days.

**Terms of Reference to the Tender paper for the Tentage & Allied works of  
State Level Pallishree Mela 2023 at Deogarh:**

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

1. Sealed tenders are invited from reputed firms, decorators and tent houses having the work experience of exhibition work for at least three years. The firm should have the experience of taking the exhibition work of worth **Rs.8,50,000.00/- lakhs (Rupees eight Lakhs fifty thousand Only)** in a single work order.
2. The bidder has to pay of **Rs. 2,500/- (two thousand five hundred only)** towards cost of tender paper which is available in DSMS, Deogarh or download from website of [www.deogarh.nic.in](http://www.deogarh.nic.in), [www.ormas.org](http://www.ormas.org).
3. The bidders should have registered his firm under GST, having valid PAN/TAN and Service Tax (Latest Deposit Challan). Further the firm should have GST Registration Certificate & up to date returns documents as on 2<sup>nd</sup> Quarter 2022.
4. The rate offered by the firm shall be inclusive of all taxes and duties including Service Tax & GST. The final payment will be released on submission of deposited receipt of GST by the firm with concerned authority. However, the **GST will be deducted from the bill amount and deposited with the concerned authority.**
5. Average Annual Turnover should be at least Rs. 10.00 Lakhs in last three year as on March-2022.
6. **The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.**
7. The work will be assigned to a firm for State Level Pallishree Mela. So, the **rate- inclusive of all taxes** offered by the tent houses / firms should be valid for the given period.
8. The authority is not bound to accept the lowest tender and reserves the right to inspect/verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. **Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.**
9. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents/papers for verification, if required.
10. **The tender should quote their best price for all items maximum total amount up to Rs.8, 50,000.00 lakhs only.**
11. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground
12. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
13. The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper.
14. The bidders agree to work on same rate If the district administration extended 1 or 2 days Pallishree Mela -2023 extra charges not applicable in any circumstances.
15. Authority reserves rights to accept/reject the assignment without assigning any reason thereof.

*Accepted by the Bidder (Signature of bidder with seal)*

**The documents to be submitted by the bidder are:**

- i. Original Money Receipt of Rs. 2500/- (Rupees two thousand five hundred only) towards cost of tender paper,
  - ii. EMD of Rs.30, 000/- (Rupees thirty thousand only) in shape of Demand Draft/Pay order in favor of "DSMS, Deogarh" payable at Deogarh. EMD amount of the successful bidder will be kept with DSMS, Deogarh till the completion of Exhibition. In case of any unsatisfactory work, delay in execution works e.t.c. the EMD amount will be forfeited by the authority. The tender papers without EMD shall not be accepted.
  - iii. Experience of having taking of exhibition and similar works in the last 3 years (Including current year).
  - iv. Copy of the registration certificate/valid number in favor of the firm from Income Tax (PAN/TAN), GST Clearance Certificate.
  - v. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant and copy of the annual turnover.
  - vi. Average Annual Turnover should be at least Rs. 10.00 Lakhs in last three year as on March-2022.
  - vii. Self attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work. In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted
16. The duration of the exhibition will be for 05 days In case of any extension of mela period, no extra payment will be entertained for the additional days. All the desired works should be completed at least two days before the scheduled inauguration date and time of the exhibition and should handed over all the works as per specification, to the in-charge of exhibition.
17. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
18. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
19. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
20. It shall be the responsibility of the service provider/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement of mela duly certified by the Fire Officer, Deogarh and adhere to the fire safety norms.

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

**Full signature with seal of bidder**

*Accepted by the Bidder (Signature of bidder with seal)*

## II. SPECIFICATION FOR WORKS:

Following works will be required to be taken up:

- A. Erection of facia & stall
- B. Coordination Cell -Cum-VIP Lounge:
- C. Gates wth Flowers Decoration.
- D. Ground Electrification
- E. Generators
- F. Miscellaneous items:
- G. Food Stall

Detailed specification of above-mentioned works are:

### A. ERECTION OF STALL

Divided into 2 categories of A & B, will be erected in different exhibitions as per the requirement. The tenderer will quote their lowest possible price separately for each category. The details of specifications are given below:

Sr.	Particulars	Stall specification
1	Structure	Bamboo (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	The ground covering with coir 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 (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	Three tire racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running new Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with new 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	Tube Light – 3 no. (2 number of light should be connected with generator) & a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
8	Numbering of Stall	All stalls should be numbered with vinyl with sun board. Vinyl name plate mentioning state's name should pasted on each stall.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
10	Erection of Food stall	Bamboo (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.

**N.B: Facia Covering also included in their Stall Charges.**

Accepted by the Bidder (Signature of bidder with seal)

## **B. CO-ORDINATION CELL -CUM-VIP LOUNGE:**

One Coordination Cell –cum- VIP Lounge will be erected- **ONLY NEW COTTON CLOTHES SHOULD BE USED.**  
The bidder has to be quoted as a **package** against the detail specifications given below:

<b>Sl no.</b>	<b>Particulars</b>	<b>Work Specifications</b>
	<b>Design</b>	<b>Temple</b>
A	<b>Structure</b>	Bamboo <i>Bala</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure should be Replica of “ <b>TEMPLE</b> ” as per design. Installation of <b>one temporary toilets</b> with water connection.
B	<b>Size</b>	40 ft X 40 ft.
C	<b>Ceiling &amp; Wall</b>	Ceiling fan/Air conditioner( one VIP room) of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.
D	<b>Counter</b>	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5’ X 4’ will be on the wall of office room towards the counter.
E	<b>Flooring</b>	Wooden plank platform of 2’ height & full Floor synthetic Matting.
F	<b>Furniture</b>	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 new steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
G	<b>Electric Fittings</b>	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, and scanner & LCD projector. Other decorative light like hanging chandelier ( <i>jhaada</i> ) etc.
H	<b>Sound System</b>	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
I	<b>Closures</b>	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
J	<b>Flower Decoration</b>	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).

### C. GATES:

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

Sr.	Particulars	Category - A	Category - B
A	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates as per given design made up with batten framing.
B	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.	Same as Category - A
C	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of paris with thermocol sculptures etc.
D	Lighting	Sufficient lighting arrangement with metal light.	Same as Category - A
E	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.	Same as Category - A

### D. GROUND ELECTRIFICATION

The below mentioned items are taken as a PACKAGE which shall be supplied by the bidder for Pallishree Mela. The quantities of the items are statutory /fixed in the package. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

1. Main switch Board/panel Board up to 250 KW electric loads with cabling & wiring.
2. Adequate speakers shall be fitted in the exhibition premises for surrounding sound.
3. 20 no. of white LED/Metal/halogen light along with wiring / fitting poles.
4. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
5. 30 no. appliqué hanging lampshades along with bulb fittings and wiring. The appliqué Lamp sheds will be placed at the branches of big trees inside the exhibition Premises/closed to the premises.
6. 10,000 tuni running light will be fitted at the required places

### E. GENERATORS:

Generator set with required fuel shall be provided by the tenderer for the entire exhibition period. The tenderer should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two tube lights of each stall, few ground lights, control room and public announcement system. The tenderer should arrange required generator which can provide sufficient light during the electric failure during exhibition including fuel .

*Accepted by the Bidder (Signature of bidder with seal)*

**F. MISCELLANEOUS ITEMS:**

Besides works from item No.1 to No.14 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)	80 pcs.
2	Durry (15' X 15')	20 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	1000 sqr ft
4	Net Carpeting	1000 sqr ft.
5	Dustbin- 3 ft height	50 pcs.
6	Decorative Flower / Plant Pot	50 pcs.
7	Syntex tank (2000 liter capacity each tank with 3' height stand)	2 pcs.
8	Soundless pedestal fan	4 pcs.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM THE PAGE.

Full Signature with seal of bidder

**DECLARATION**

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS/Zilla Parishad. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Full signature with seal of the Bidder

Place:  
Date :

Accepted by the Bidder (Signature of bidder with seal)

**Quotation for different items for Tentage & Allied works of State Level Pallishree Mela-2023 at Deogarh**  
(Last date for submission of tender form is 22<sup>nd</sup> Dec. 2022, 3.00 PM) through Speed post/ Registered post/by Hand

To  
The CDO-Cum-EO  
Zilla Parishad, Deogarh

Sir,

I / We do hereby submit item wise quotation below for tentage and allied works to be organized by ORMAS/Zilla Parishad, Deogarh during the Year 2023.

SI No.	Particulars		Per Unit	Unit Cost	Nos.	Amount
A	Erection of stall ( Terms & Condition Page No-5 ,from 1-10 nos. point are Included)	Single package	Per Stall		120 stall	
B	Coordination Cell -Cum-VIP Lounge	Single package	Per package		1	
C	Gates	Category – A	Per Gate		1 Nos	
		Category – B	Per Gate		1 Nos	
D	Ground Electrification	Single package	Per package		1	
E	Generators	Single package	Per package		1	
F	Miscellaneous items:					
1	Bed Set (Bed & Pillow with Cover)		Per set		80 pcs.	
2	Dory (15' X 15')		Per Piece		20 pcs.	
3	Printing & Installation of Star Flex Sheet with batten frame		Per Sq. Ft.		1000 sqr ft	
4	Net Carpeting of ground		Per Sq. Ft.		1500 sqr ft.	
5	Dustbin- 3 ft height		Per Piece		50 pcs.	
6	Decorative Flower / Plant Pot		Per Piece		50 pcs.	
7	Syntex tank (2000 liter capacity each tank with 3' height stand)		Per tank		2 pcs.	
8	Soundless pedestal fan		Per Piece		4 pcs.	
9	Erection of Food Stall		Per Piece			
Total amount in figure & word (including all taxes)						

Full Signature with Seal of the Tender -----

Name of the Organization/agency-----

Address Details-----

Contact No-----



*Accepted by the Bidder (Signature of bidder with seal)*