



Panchayati Raj Department
& DW Department Government of Odisha

TENDER PAPER
OF
Tentage & Allied works
for
PALLISHREE MELA ,DEOGARH - 2026

18th January 2026 to 22nd January, 2026

At: Badabagicha, Deogarh

Organized by

**District Administration, Deogarh in
Association with ORMAS, Deogarh**

Odisha Rural Development & Marketing Society, Deogarh

O/O Z.P, Deogarh-768119

Phone No:-8458002559/ 9438606426

Accepted by the Bidder (Signature of Bidders)

**PURCHASE DETAILS OF TENDER PAPER / EMD FOR TENTAGE & ALLIED WORKS OF
PALLISHREE MELA, Deogarh- 2026:**

The Tender paper can be downloaded from the following websites- www.deogarh.odisha.gov.in or can be obtained from the office of ORMAS Office, Z.P Campus, Deogarh, Pin 768119 during office hours.

A. COST OF TENDER PAPER :Rs. 2,500 (Rupees two thousand five hundred only) (Non-refundable)

B. INSTRUMENT OF PURCHASE OF TENDER PAPER:

Demand Draft/Pay Order No..... Dated/..... /2025-26 (if the tender paper downloaded from website, (DD / Pay Order to be attached with tender paper)

To be filled in by the bidder.

(only in case of tender paper downloaded from website.)

Bidder Name and Address:

M/s

.....

Signature of the bidder

Or

Money Receipt No..... Dated/..... /2025-26 (if the tender paper purchased from ORMAS office), (Original Money Receipt to be attached with tender paper)

To be filled in by the Account section of ORMAS

(only in case of purchase of tender paper from ORMAS office)

ISSUED TO (Address in Detail):

M/s

.....

Signature of issuing officer

C. E.M.D (Refundable) : **Rs.20,000/- (Rupees Twenty thousand only) in shape of Demand Draft /Pay order in favour of “ DSMS, Deogarh” payable at Deogarh.**

Demand Draft/Pay Order No..... Dated/..... /2025/2026

D. LAST DATE & TIME FOR RECEIPT OF TENDER : 06 th **January 2026, latest by 1.00 P.M)**

E. DATE & TIME OF OPENING OF TENDERS : **06 th Janaury 2026 4 .00 P.M)**

at Vikash Bhawan, Conference hall Deogarh Collectorate

F. **ADDRESS FOR SUBMISSION OF TENDER PAPER:**

ORMAS (Odisha Rural Development & Marketing Society)

C/O: Z.P, Campus, Deogarh, Odisha, Pin - 768119

About the event PALLISHREE MELA,DEOGARH

A State level marketing event named as “Pallishree Mela” to be held from 18th January to 22nd January-2026 at the Near Badabagicha, Deogarh. The “Palishree Mela’2026 Deogarh” is being organised by ORMAS (Odisha Rural Development & Marketing Society, Deogarh) under Panchayati Raj & DW ,Department in collaboration with Dist.Administration,Deogarh with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

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.

Terms of Reference to the tender paper for the tentage & allied works of PALLISHREE MELA, Deogarh,2025:

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

- 1. Experience** of having successfully completed **similar works(Erection of tentage and allied works) during last 05 years** previous to this one in which application are in invited . The Agency should have capability to finish the work within the stipulated given time without delay. **The mela ground will be handed over to the successful contractor on 07th Janaury, 2026 and completion of erection work should be by 16th January, 2026 evening.**
2. The bidder has to submit Original Money Receipt or Rs.2500/- (Rupees two thousand five hundred only)towards cost of tender paper, if purchased from the ORMAS office at “Z.P Campus, Deogarh, Pin-768119 Demand Draft / Pay Order of Rs. 2,500/- (Rupees two thousand five hundred only) in favour of “DSMS, Deogarh ” payable at Deogarh to be attached, if the tender paper downloaded from the website.
3. *The rate offered by the firm shall be **inclusive of all taxes and duties.***
4. The bidders should have registered his firm under Goods Service Tax (GST)Act 2017. The bidder must submit the latest GST return as on date and IT Return filed for A.Y 2024-2025.
5. The duration of the exhibition will be for 5 days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by ORMAS, DEOGARH before 12 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.
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 bidder has to quote the rate as per the given format.
8. On completion of the exhibition, the contractor shall have to take away all the materials within four days & vacate the place with the same condition while occupying the ground.

9. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
10. 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.
11. 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.
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 used for tentage and allied works.
13. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
14. 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.
15. Approximate Tender Value is **Rs.11,00,000.00 (Rupees eleven lakhs)** only
16. It shall be the responsibility of the successful tenders/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 from the Fire Officer of the concerned area and adhere to the fire safety norms.
17. The bidder has to treat the materials to be used in Tentage & allied works (like clothes & other inflammable materials), with fire repellent chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area.
18. **In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.**
19. The bidders are required to deposit an earnest money of **Rs.20,000/- (Rupees Twenty thousand only)** in shape of demand draft/pay order in favour of “ DSMS, Deogarh” payable at Deogarh. The E.M.D. amount of the successful bidder will be refunded within a month on successful completion of the work. Tender papers without E.M.D shall not be accepted.
20. 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.** The undersigned can make negotiation with the successful bidder regarding rate for tent and allied works.
21. 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.
22. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.
23. Agency should furnish all latest tax related certificates/ Form as applicable
24. All legal dispute if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at district court Deogarh or High Court of Odisha.

25. **The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper. The documents to be submitted by the bidder are:**
- i. **Original Money Receipt or Rs.2,500/-** (Rupees two thousand five hundred only) towards cost of tender paper, if purchased from the DSMS office at “Z.P Campus, Deogarh, Pin – 768119”. **Demand Draft / Pay Order of Rs. 2,500/-** (Rupees two thousand five hundred only) in favour of “ DSMS, Deogarh” payable at Deogarh to be attached, if the tender paper downloaded from the website.
 - ii. **EMD of Rs.20,000/-** (Rupees Twenty thousand only) in shape of Demand Draft/Pay order in favour of DSMS payable at Deogarh.
 - iii. **Experience** of having successfully completed **similar works during last 5 (five) years** ending last day of the month previous to the one in which application are in invited.
 - IV. Copy of the **registration certificate** of the firm Under Goods Service Tax (GST. Act 2017.
 - v. Self-attested photocopy of PAN
 - vi. **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.
 - vii. The bidder must submit the latest GST return as on date and IT Return filed 2024-2025.
 - viii. **The bidders has to submit 2 (two) envelope, one is FINANCIAL and another is TECHNICAL bids and must write technical and financial on the particulars envelope.**
 - ix. **Tender paper Page no 1 to 8 along with other required documents should be put in technical envelop with proper seal and (TECHNICAL BID) should be mentioned on the envelope.**
 - x. **Only page no. 9 of the tender paper should be put on in another envelope and (FINANCIAL BID) should be written on the envelope.**
 - xi. **In Case of non-Submission of above documents along with tender Paper then the Bid submitted by the tenderer/Quotationer will be summarily rejected.**
 - xii. **ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE.**

B) SPECIFICATION FOR WORKS

Following works will be required to be taken up:

- A. Erection of stall
- B. Coordination Cell -Cum-VIP Lounge:
- C. Gates:
- D. Decorative wall
- G. Ground Electrification
- H. Temporary Toilet for visitors:
- I. Generators:
- K. Miscellaneous items:
- L. Ground Matting

Detailed specification of above mentioned works are:

A. ERECTION OF STALL

For the PALLISHREE MELA,2026 at DEOGARH , **minimum of 180 numbers** of stalls will be erected. The details of stall 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	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 (22 Gage corrugated sheet) . The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	Three tire racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected [10 X 4 sqft] . The facia will be covered with good quality of flex [10 X 4 sqft] . A running white cloth jhallar of 1' width will be put in the front side, below to the facia frame. Flex facia will be printed by the contractor as per the design given by ORMAS. The Bamboo fixed in the stall should not be exposed to upper level of facia. The entire facia cost used in stall and gates will be borne by contractor.
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.
8	Numbering of Stall	All stalls should be numbered with vinyl with sunboard.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
10	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of stalls, should be treated with fire repellent chemical.
11	Decoration	The flex printing work for facia, gates and flower decoration at Gates and control room should be borne by the Tent House owner

- Stall quantity may increase which will be intimated to the successful contractor accordingly.
- The finishing of stall should be of very good quality. No expose of bamboo to top out side
- In the night time every day after closure of the mela dropper at 10 pm should be provide by contractor to each stall .

B. COORDINATION CELL -CUM-VIP LOUNGE:

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

Sr.	Particulars	Work Specifications
A	Structure	TEMPLE/HOUSE (DISIGN WILL BE PROVIDED)
B	Size	40 ft X 40 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched

		on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions. Decoration will be made with Tribal Painting and hanging equipments. Inner side of the coordination cell should fixed with decorative flex wall
D	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.
E	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 3 sets of Dunlop 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, 15 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.
G	Electric Fittings	Tube Light – 20 no. , Ceiling Fan – 8 no., 1 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. Other decorative light will be covered outside of the control room
H	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.
I	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
J	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).
L	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of Coordination Cell -Cum-VIP Lounge, should be treated with fire repellent chemical.

C. GATES:

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

Sr	Particulars	Category – A (Flex Box gate)
a	Structure	Bamboo Structure, Wooden Batten framing, box type structure.
b	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
c	Covering	Gate should be erected with batten framing, flex/cotton cloth mounting with design work
d	Lighting	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.
f	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.

D. DECORATIVE WALL

Decorative wall of batten framing, hessian cloth mounting and geru with chita painting for side walling.

E. GROUND ELECTRIFICATION (ON PACKAGE BASIS)

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder. 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. Minimum required no of lighting should be made in the exhibition ground for clear visibility. This will be treated as package.

- i. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 100 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 100 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. flood lights shall be fitted in and around back side of the stalls for security purpose.
- vi. 100 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.
- vii. Sufficient light has to be fixed so as to avoid darkness. The contractor has to fix lights as per direction of ORMAS/ZP Deogarh

F. TEMPORARY TOILET FOR VISITORS:

Five numbers of (3 for female & 2 for male) Temporary urinals & toilets should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the participant and visitors. The quality of these toilets should be good, as there is a huge turnover of visitors to this Mela.

G. GENERATORS:

Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two T5 lights of each stall, few ground lights, control room and public announcement system. The requirement of Generator Sets will be of 82.5 KVA.

H. MISCELLANEOUS ITEMS:

Besides works from item No.1 to No.7 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)	200 pcs.
2	Durry (15' X 15')	10 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	5000 sqr ft
4	Stage background in black cloth masking	2500 sqr ft.
5	Net Carpeting	5000 sqr ft.
6	Dustbin- 3 ft height	20 pcs.
7	Soundless pedestal fan	2 pcs.

DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by DSMS. 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. I have not been derecognised/debarred/blacklisted by any state Govt./Union Territory/Govt. of India/Govt. organisation/Govt. Veterinary institutions for Supply of not of Standard Quality items/Part-Supply/non-supply.

Signature of the Bidder with seal

Place:

Date :

Annexure-A

**APPLICATION FORM FOR BIDDING/
EVALUATION FORM
{Details of the Applicant /Bidder}**

1. Name of the Registered bidder:-
 2. Name of the authorized person:-
 3. Address:-
 4. Contact number:-
 6. Email id:-
 5. PAN Number (copy enclosed):-
 6. GST Number (copy enclosed):-
 7. GST Clearance certificate no with date:-
 - 9 EMD Details: -Cheque/DD No- _____ / date _____
- Bank _____/amount Rs. 20,000/-(Rupees twenty thousand)
10. Cost of tender paper Rs. 2500.00 (Rupees two thousand five hundred)only
- 10 Enclosed: -
- i) Xerox copy of PAN Card
 - ii) Xerox copy of GST Registration certificate with number
 - iii) Cheque/DD for cost of EMD
 - iv) Declaration
 - v) Copy of Experience certificate
 - vi) Self-attested photocopy of valid electrical license from Competent Authority
 - vii) Copy of up-to-date GST Return and IT Return

I hereby declare that the above statements are true and correct to the best of my knowledge and belief

Place

Accepted by the Bidder (Signature of bidder with seal)

Page 8

Date

Seal & signature of the Bidder

Quotation for different items of tentage work of PALLISHREE MELA ,DEOGARH- 2026*(Last date for submission of tender form is 06th January 2026 1.00 P.M)*

To

The Deputy CEO,
ORMAS, Deogarh

Sir,

I / We do hereby submit item wise quotation below for tentage and allied works of PALLISHREE MELA, DEOGARH- 2026

Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.]
A	Erection of stall with facia		Per Stall		180 stalls	
B	Coordination Cell -Cum-VIP Lounge(Control Room)	Single package	Per package		1	
C	Gates	Category - A	Per Gate		2 Nos	
D	Decorative Wall		Per Sq. Ft.		4000 sqr ft.	
E	Ground Electrification	Single package	Per package		1	
F	Temporary Toilet for visitors		Per urinal		5 urinals	
G	Generators	Single package	Per package		1	
H	Miscellaneous items:					
1	Bed Set (Bed & Pillow with Cover)		Per set		200 pcs.	
2	Durry (15' X 15')		Per Piece		10 pcs.	
3	Printing & Installation of Star Flex Sheet with batten frame		Per Sq. Ft.		5000 sqr ft	
4	Net Carpeting		Per Sq. Ft.		10000 sqr ft.	
5	Dustbin- 3 ft height		Per Piece		20 pcs.	
6	Soundless pedestal fan		Per Piece		2pcs.	
Grand Total						

Signature of the Bidder
With seal