

TENDER PAPER

of

Tentage & Allied works

For

National Level Pallishree Mela-2023

At

DHENKANAL

During GAJALAXMI PUJA

Organized by

ORMAS, Dhenkanal

Zilla Parishad, Dhenkanal, Mahisapat,
Odisha, Pin-759001

DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS OF PALLISHREE MELA-2023 AT DHENKANAL

A. TENDER PROCESSING COST : **Rs. 5,000/- (Rupees Five Thousand only) in shape of Demand Draft /Pay order from any nationalized bank in favour of "DSMS, Dhenkanal" payable at Dhenkanal. (Non-refundable)**

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

B. AVAILABILITY OF TENDER PAPER: www.dhenkanal.nic.in

<i>To be filled in by the bidder.</i>
<i>Bidder Name and Address:</i> M/s
Address.....
Contact No..... Whassaap No
e-Mail.....
Signature of the bidder

C. I.S.D (Refundable) : **Rs. 20,000/- (Rupees Twenty Thousand only) in shape of Demand Draft /Pay order from any nationalized bank in favour of "DSMS, Dhenkanal" payable at Dhenkanal.**

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

D. LAST DATE & TIME FOR RECEIPT OF TENDER: **04/10/2023 latest by 3.00 PM.**

E. DATE & TIME OF OPENING OF TENDERS : **10/10/2023 at 03.30 PM at Zilla Parishad, Dhenkanal**

F. ADDRESS FOR SUBMISSION OF TENDER PAPER:

The Bid documents must be reach at the address given below, before the last receipt date & time through Regd. Post/ Speed Post/ Drop Box.

Address: ORMAS Office, Zilla Parishad, Mahinsapat, Dhenkanal, Odisha, Pin-759001

Exhibition Period:

Pallishree Mela-2023 will be organized at Dhenkanal district Head Quarters during Gajalaxmi Puja.

Terms of Reference to the tender paper for the tentage & allied works of Pallishree Mela 2023 at Dhenkanal:

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

1. The bidders are required to deposit the **E.M.D. of Rs. 20, 000/-** (Rupees twenty thousand only) in shape of Bank draft in favour of “DSMS, Dhenkanal” from any Nationalized Bank. The E.M.D. of the successful bidder will be kept with DSMS, Dhenkanal till the completion of the exhibitions i.e. for a period of one month. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D will be forfeited as per the decisions of the authority. Tender papers without E.M.D shall not be accepted.
2. Experience of having successfully **completed similar works during last three years** ending last day of September 2023.

One similar [Tentage or Event Management works for State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs. 14.00 Lakhs (**Rupees Fourteen Lakhs.**) in any of the year as mentioned above.
3. **The bidders should have registered his firm under Goods & Services Tax (GST), PAN.**
4. **The rate offered by the firm shall be including of GST as applicable.**
5. Average Annual Turnover should be at least Rs. 15 Lakhs in last three year as on 31.03.2023.
6. The duration of the exhibition will be for 10 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 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.
7. 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.
8. The bidder has to quote the rate as per the given format.
9. On completion of the exhibition, the contractor shall have to take away all the materials within eight days & vacate the place with the same condition while occupying the ground.
10. 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.
11. 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.
12. 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.
13. Bidder will be responsible for up keep and maintenance of the entire work done by him till the closing of the exhibition. DSMS, Dhenkanal will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any
14. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.

15. 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.
16. 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 each mela duly certified by 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 work (like - Cloths)**, with **Fire Repellant** Chemicals. This work has to be certified by the concerned district fire officer.
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 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.
20. 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.
21. The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
22. **The rate offered by the firm shall be including of all taxes and duties, as applicable.**
23. **The bidder has 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. Tender paper collected from DSMS, Dhenkanal or downloaded from the district website i.e. www.dhenkanal.nic.in **ISD (refundable) of Rs. 20,000 /-** (Rupees twenty Thousand only) in shape of Bank Draft in favour of DSMS, Dhenkanal.
 - ii. **Tender Processing Cost Rs. 5,000/- (Rupees Five Thousand) only** non-refundable in shape of Bank Draft in favour of DSMS, Dhenkanal.
 - iii. Document in support of Experience of having successfully completed similar works during **last three years** ending last day of the month ending 30/09/2023 to the one in which application are invited should at least.

One similar [Tentage or Event Management works for State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs. 14.00 Lakhs **(Rupees Fourteen lakhs)**
 - iv. **Registration certificate of Goods & Services Tax (GST).**
 - v. IT return copy for the last three assessment years.
 - vi. **The bidder has to submit technical and financial bids in separate envelopes.**
 - vii. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.
 - viii. Average Annual Turnover should be at least Rs. 15.00 Lakhs in last three year as on 31.03.2023.
 - ix. 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.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.

Signature with seal

SPECIFICATION FOR WORKS (as details follows)

Following works will be required to be taken up:

- A. Erection of stall
- B. Coordination Cell -Cum-VIP Lounge:
- C. Gates:
- D. Decorative wall
- E. Stage: Closed Stage
- F. Sitting arrangement in front of the stage
- H. Ground Electrification
- I. Temporary Toilet for visitors alongwith water facility
- J. Generators:
- K. Food Court
- L. Miscellaneous items:

Detailed specification of above-mentioned works are:

A. ERECTION OF STALL

The details of specifications are given below:

Sl No	Particulars	Stall Category
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	Full flooring Coir Matting. 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 <i>G.I. Sheets (22 Gage corrugated sheet)</i> . 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 flex Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with design flex . A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & an 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.
8	Numbering of Stall	All stalls should be numbered with vinyl with sunboard. Venyl 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.

B. ERECTION OF FOOD STALL

The details of specifications are given below:

Sl.No	Items	Specifications
1	Structure	12 Food Stall will be erected. Bamboo (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure, Size of each stall – 15'X20'X10' with tarpaulin water proof roofing including kitchen area
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 sheet) . The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Facia	A wooden batten / iron frame for Running flex Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with printed flex sheet having designs given by ORMAS, Dhenkanal. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
5	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 – 2 nos. Plastic moulded Chair – 4 nos & one big size dustbin/waste basket
6	Electric Fittings	Tube Light – 4 no. (2 number of light should be connected with generator) & 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.
7	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.
8	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
9	Front Carpeting	Front area of the stalls will be covered with synthetic mat upto 15 feet

C. COORDINATION CELL –CUM-VIP LOUNGE:

One AC 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
		Category
	Design	As finalized by exhibition committee
A	Structure	Bamboo <i>Bala</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour.
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 5 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	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 4' X 3' will be on the wall of office room towards the counter.
E	Flooring	Wooden plank platform of 2' height & full Floor synthetic Matting.
F	Furniture	Front office counter table - steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 3 sets of steel sofa set for VIPs (for 16 persons), 4 no. of center table of low height, 4 no. of waste bin basket, 10 no. of plastic moulded chairs, one steel almirah with key, and two steel tables for pantry room & two standard table for computer operation.
G	Electric Fittings	Tube Light – 15 no. , Ceiling Fan – 4 no if required. 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	Sound	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be

	System	fitted in such a manner that the announcement should cover to entire ground.
I	Closures	Two wooden frame ply fitted door/ or Aluminum glass fitting 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).
K	Toilet	A toilet should be fitted in the VIP lounge.

D. GATES:

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

Sr.	Particulars	
a	Structure	Bamboo Structure, Wooden Batten framing, box type structure. Artistic 3D structured gates as per given design made up / flex with batten framing.
B	Size	2 Pillars with a height of 18' to 20' (as per convenience) 20' clearance width between the pillars & pillar width will be in square shape i.e. 4' X 4' all around.
c	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal focus light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.

E. DECORATIVE WALL

Decorative wall of batten framing, hessian cloth mounting and geru with chita painting, tile design at top in flex as per given design.

F. STAGE:

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

Sl.	Particulars									
A	Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.								
B	Back Drop	Background work with batten framing, ply mounting, artistic 3D design in POP and thermocol as per given design and size of background will be 50' x 15' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).								
C	Lettering	Thermocol 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 back drop.								
D	Side Wings	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.								
E	Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets. Minimum 50 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept on the steps.								
F	Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.								
G	Furniture	25 no. of VVIP Chairs/steel sofa with white towels, 5 no. of Center Tables, Tea Poi, Table Cloth, 12 no. good quality borosil glasses with covers, Plastic name plates – 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.								
H	Light & Sound	Specification for light: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td> <td>25 nos.</td> </tr> <tr> <td>ii) Galileo Scanner-1200 wt(SGM)</td> <td>4 nos.</td> </tr> <tr> <td>iii) Multitwenty- 2K</td> <td>6 nos.</td> </tr> <tr> <td>iv) Multiten- 1K</td> <td>4 nos.</td> </tr> </table>	i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	25 nos.	ii) Galileo Scanner-1200 wt(SGM)	4 nos.	iii) Multitwenty- 2K	6 nos.	iv) Multiten- 1K	4 nos.
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iii) Multitwenty- 2K	6 nos.									
iv) Multiten- 1K	4 nos.									

		v) Jumbo Smoke Machine	2 nos.
		vi) Jumbo Strobe Light	2 nos.
		vii) 1 Colour Laser	2 nos.
		viii) Moving Head(SGM)	2 nos.
		ix) Led Par	10 nos.
		x) Halogen 1kw	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) 24 channel Mixture	1 nos.
		viii) High wattage amplifier	4 nos.
		ix) Effect processor	1 no.
		x) 3 KW 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) Cordless Micro Phone	2 nos.
I	Green Room	Superstructure with bamboo, Ballha & Traplin cover for Two green rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with.	
J	Overall supervision	Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.	

G. AUDITORIUM-SITTING ARRANGEMENT IN FRONT OF THE STAGE

The minimum distance of 15 feet from stage to auditorium will be maintained. The bidder has to be quoted as a package against the detail specifications given below:

Chair	Six hundred (600) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 numbers of tea poy with white cover
Top covering	Size of 80' X 60' with tarpaulin covering and inner cloth ceiling & running facia as same as stall facia.
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.

H. GROUND ELECTRIFICATION

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.

- i. Main Switch Board/Panel Board up to 250 KW electric loads with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 60 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 25 no. of white Halogen light along with wiring /fitting poles.
- vi. 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- vii. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.

- viii. 200 no. 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.
- ix. 20,000 Tuning lights will be fitted at the required places.

I. 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 125 KVA.

J. MISCELLANEOUS ITEMS:

Besides the above works the 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.

Sl. No	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	200 pcs.
2	Durry (15' X 15')	10 pcs.
3	Net Carpeting	4000 sqr ft.
4	Dustbin- 3 ft height	50 pcs.
5	Decorative Flower / Plant Pot	150 pcs.
6	Soundless pedestal fan	8 pcs.
7	Temporary Toilet (Male)	5 nos.
8	Temporary Toilet (Female)	5 nos.

Annexure - I

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.

Signature of the Bidder with seal

Place:

Date :

Quotation for different items for Tentage & Allied works of Pallishree Mela 2023, Dhenkanal*(Last date for submission of tender form is 10/10/2023, 3.00 PM)*

To

The CDO-cum-EO, Zilla Parishad, Dhenkanal

Sir,

I / We do hereby submit item wise quotation below for tentage and allied works of Pallishree Mela 2023 to be organized by ORMAS, Dhenkanal at Mahishapat Ground, Dhenkanal during Gajalaxmi Puja.

Sl.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.]
A	Erection of stall		Per Stall		200 stalls	
	Erection of Food Stall with court		Per Stall		12 stalls	
B	Coordination Cell -Cum-VIP Lounge	Single package	Per package		1 Nos	
C	Gates	Single package	Per Gate		1 Nos	
D	Decorative Wall		Per Sq. Ft.		4000 sqr ft.	
E	Closed Stage	Single package	Per package		1 Nos	
F	Auditorium-Sitting arrangement in front of the stage	Single package	Per package		1 Nos	
G	Live Demonstration Mandap	Single package	Per mandap		1 Nos	
H	Ground Electrification	Single package	Per package		1 Nos	
I	Generators	Single package	Per package		1 Nos	
J	Miscellaneous items:					
1.	Bed Set (Bed & Pillow with Cover)		Per set		200 pcs.	
2.	Durry (15' X 15')		Per piece		25 pcs.	
3.	Stage background in black cloth masking		Per Sq. Ft.		2500 sqr ft.	
4.	Net Carpeting		Per Sq. Ft.		4000 sqr ft.	
5.	Dustbin- 3 ft height		Per Piece		50 pcs.	
6.	Decorative Flower / Plant Pot		Per Piece		150 pcs.	
7.	Soundless pedestal fan		Per Piece		8 pcs.	
8.	Flex (Star Flex)		Sq. Ft		500 Sqft.	
9.	Cloth walling		Sq. Ft.		500 Sqft.	
10.	Bamboo Barricade 5 Ft height		Running Meter		200 Running Meter	
11.	Bamboo Barricade 3 Ft height with Cloth covering		Running Meter		200 Running Meter	
12.	Temporary Toilet (Gents)		Per toilet		05 nos	
13.	Temporary Toilet (Ladies)		Per toilet		05 nos	
Total						

Signature of the Bidder with seal