

# ZILLA PARISHAD, SAMBALPUR

Dist.: Sambalpur, Odisha-768001  
Ph-0663-2410992, Email: ori-dsambalpur@nic.in

Letter No. 421 /ORMAS

Date: 8 /12/2022

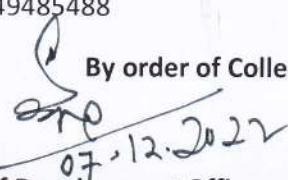
## TENDER CALL NOTICE

Sealed Tender are invited from reputed firm/agency/proprietor/contractor for different works like Tentage and allied works/ Security Services/Printing work etc. for the ORMAS Pallishree Mela 2023 along with Lok Mohastav to be held at PHED Ground, Ainthapali, Sambapur from 11<sup>th</sup> January 2023 to 16<sup>th</sup> January 2023. The engagement of Firm/ Agencies/Proprietor/Contractor shall made through two bid system i.e Technical & Financial bid separately. The Technically qualified firm /agency / organization can only participate in the financial bid. The detailed document is available in the website of Sambalpur District Administration i.e [www.sambalpur.nic.in](http://www.sambalpur.nic.in) and [www.ormas.org](http://www.ormas.org) and <https://smcsambalpur.nic.in>.

The bid shall be submitted in the prescribed format along with all relevant documents duly signed and sealed. The bid should be reach the office of CDO-cum-Executive officer, Zilla Parishad, Sambalpur by Dt.21.12.2022 at 5.00 PM either by Courier/ Speed Post/ and Registered Post at Zilla Parishad Office, Sambalpur. The Office of the Zilla Parishad, Sambalpur shall not be responsible for any delay in postal/courier delivery and similar reason. The opening of the Bid is on 22/12/2022 at 11.00 AM at conference hall of Zilla Parishad, Sambalpur

For any assistance in this regard and for any clarification, the prospective firm/agency /contractor may contract Chief Development Officer-Cum-Executive Officer, Zilla Parishad, Sambalpur O/o Zilla Parishad, Keachery Road, Sambalpur, PIN: 768001.Telephone No.0663-2410992 or Deputy CEO, ORMAS, Sambalpur, Contact No.9938409890/8249485488

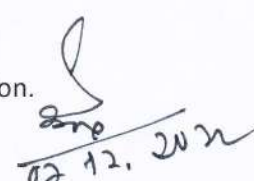
By order of Collector, Sambalpur

  
07.12.2022  
Chief Development Officer-cum-Executive Officer  
Zilla Parishad, Sambalpur, Odisha

Memo No. 422 /ORMAS

Date: 8 /12/2022

Copy Submitted to Collector, Sambalpur for kind information.

  
07.12.2022  
Chief Development Officer-Cum-Executive Officer  
Zilla Parishad, Sambalpur, Odisha

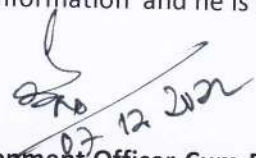
# ZILLA PARISHAD, SAMBALPUR

Dist.: Sambalpur, Odisha-768001  
Ph-0663-2410992, Email: ori-dsambalpur@nic.in

Memo No. 423 /ORMAS

Date: 8 /12/2022

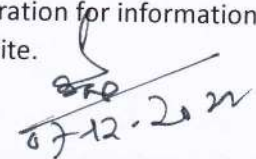
Copy to Additional CEO, ORMAS, Bhubaneswar for information and he is requested to publish the attached tender call notice in ORMAS website.

  
Chief Development Officer-Cum-Executive Officer  
Zilla Parishad, Sambalpur, Odisha

Memo No. 424 /ORMAS

Date: 8 /12/2022

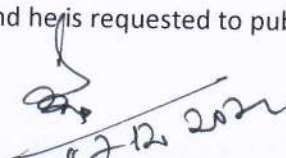
Copy to Commissioner, Sambalpur Municipal Corporation for information and he is requested to publish the attached tender call notice in SMC website.

  
Chief Development Officer-Cum-Executive Officer  
Zilla Parishad, Sambalpur, Odisha

Memo No. 425 /ORMAS

Date: 8 /12/2022

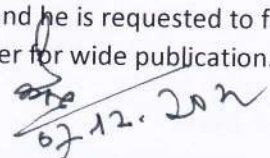
Copy to DIO, NIC, Sambalpur for information and he is requested to publish the attached tender call notice in district website.

  
Chief Development Officer-Cum-Executive Officer  
Zilla Parishad, Sambalpur, Odisha

Memo No. 426 /ORMAS

Date: 8 /12/2022

Copy to DI& PRO, Sambalpur for information and he is requested to facilitate to publish the advertisement in a Oriya and English newspaper for wide publication.

  
Chief Development Officer-Cum-Executive Officer  
Zilla Parishad, Sambalpur, Odisha

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

From  
Chief Development Officer -cum – Executive Officer,  
Zilla Parishad  
At/Po: Kacheri Road, Hans Nagar,  
Dist: Sambalpur  
PIN-768001

**Dear Agency,**

1. The Chief Development Officer -cum – Executive Officer invites proposal from experienced agencies for **“Selection of Registered Agency/ Registered Firm/ Company/Sole proprietor for onground Tentage & Allied Works for National Level Pallishree Mela & Lok Mahostav-2023 from Dt. 11<sup>th</sup> Jan,2023 to 16<sup>th</sup> Jan.2023”**. The details of the required scope of work and services expected from the Agency are provided in the **Section 6: Terms of Reference** in this Tender Document.
2. An Agency will be selected as per Quality and Cost Based Selection (QCBS) criteria described in this Tender.
3. The RFP comprises the following sections:
  - Section 1 – Letter of Invitation
  - Section 2 – Definitions
  - Section 3 – District Profile
  - Section 4 – Back Ground of Pallishee Mela & Lok Mohastav
  - Section 5 – Data sheet
  - Section 6– Terms of Reference
  - Section 7 – Instructions to Agencies
  - Section 8 – Technical Proposal – Standard Forms
  - Section 9 – Financial Proposal – Standard Forms

Development Officer Cum Executive Officer  
Sambalpur

## **SECTION 2: DEFINITIONS**

- a) “CDO- Cum-EO” means the Chief Development Officer- Cum –Executive Officer, Sambalpur
- b) “Client” is the District Administration, Sambalpur & Chief Development Officer- Cum –Executive Officer, Sambalpur
- c) “Agency” means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) “Day” means calendar day.
- e) “Instructions to Agencies” means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- f) “LoI” means the “Letter of Intent” being sent by the Client.
- g) “Personnel” means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- h) “Proposal” means Technical Proposal and the Financial Proposal.
- i) “Assignment/job” means the work to be performed by the Agency pursuant to the Contract.
- j) “NIT” Means Notice Inviting Tender
- k) “Terms of Reference” (ToR) means the information included in the notice inviting tender which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- l) “Competent Authority” means Chief Development Officer- Cum –Executive Officer, Sambalpur
- m) “SMC” means Sambalpur Municipal Corporation

### **SECTION 3: DISTRICT PROFILE**

Sambalpur is famous for its Sambalpuri Saree, the Sambalpur District is the western part of state of Odisha. The District is surrounded by Deogarh District in the East, Bargarh Districts in the West, Jharsuguda District in the North and Sonapur and Angul Districts in the South. The District of Sambalpur has a history full of events including Indian freedom struggle representing the different section of the society. Sambalpur is mentioned in the book of Ptolemy as Sambalaka on the river Manada. Sambalpur District was subsequently divided into four separate Districts. Bargarh District was separated in 1993, and Jharsuguda and Deogarh Districts were separated in 1994.

The District covering a geographical area of 6702 sq km lies between 20 degree 40' to 22 degree 11' North Latitude and 82 degree 39' to 85 degree 15' East Longitude. Total population of the District as per 2011 census is 10,41,099. Total male population of the District is 5,26,877 whereas total female population is 5,14,222. The District has got total 1,91,827 SC population and 3,55,261 ST population.

As per the administration of the District is concerned, the District of Sambalpur has got 3 sub divisions namely Sambalpur, Kuchinda and Rairakhol. There are 9 Tahasils, 9 Blocks, 24 Police stations, 1349 Revenue Villages and 138 Gram panchayats functioning in the District.

Sambalpur District experiences extreme type of climate with 66 rainy days and 153 centimeters rainfall on an average per annum. Most of the rainfall is confined to the months from June to October visited by south west monsoon. Mercury rises upto 47 degree C during May with intolerable heat wave and falls as low as 11.8 degree C during December with extreme cold. The rainfall is highly uneven and irregular.

The economy of Sambalpur District is basically dependent on agriculture and secondly on forests. Forests play an important role in the economy in terms of contribution to revenue, Domestic Product as well as dependence of people for livelihood. In the past Sambalpur has been a great centre of diamond trade. Kendu leaf (*Diospyros Melanoxylon*) is also produced in Sambalpur. Tendu leaf is one of the most important non-wood forest products of Sambalpur and is also called as green gold of Odisha. Lately industrialisation has started in the district and the prime

industries of power, alumina and steel have been established. The place is famous for its globally renowned textile bounded patterns and fabrics locally known as Baandha. Sambalpur is famous for its Hand loom textile works, popularly known as Sambalpuri Textile. It has earned international fame for its unique pattern, design and texture. Apart from textiles, Sambalpur has a rich tribal heritage and fabulous forestlands.

The important crops grown in the District are rice, gram, tuar, arhar, sesame, groundnut, mustard, castor, linseed. Sugarcane is the most important cash crop grown in the District.

The literacy rate of Sambalpur District is 76.91 percent. Indian Institute of Management, Sambalpur University, Gangadhar Meher University, IIM, Veer Surendra Sai University of Technology (VSSUT), VSS Institute of Medical Science and Research (VIMSAR), Gayatri College of Pharmacy, Dr P.M Institute of Advanced studies in Education, Gayatri College of Management, Gayatri College of Pharmacy, Lajpat Rai Law College, Sambalpur Nursing college are the famous educational institutes in the District.

The District experiences many beautiful festivals round the year. Sital Sasthi is observed in the month of June. This festival is the marriage ceremony of Lord Shiva and Parvati. Nuakhai is the most important social festival of the District. Bhaijuntia festival is celebrated on the Mahastami Day of Durga Puja. The Puajuntia festival is observed by mothers to invoke the grace of Lord Dutibahana for the long life and prosperity of their sons. Other religious festivals which are observed include Shiva Ratri, Dola Yatra, Durga Puja, Janmanstami, Diwali, Ganesh Puja and Saraswati Puja.

Many eminent personalities have taken birth on the soil of the Sambalpur District. Bir Surendra Sai (freedom fighter), Gangadhar Meher (Poet of nature), Bhama Bhoi (celebrated religious and poet), Satya Narayan Bohidar (Pioneer of Sambalpuri language and grammar), Swapneswar Das (accomplished poet and eminent journalist), Gokulanand Panda (Poet of extraordinary caliber), Sunil Mishra (renowned writer of humour and social satire), Braja Mohan Panda (Educationist of

repute) and Laxmi Narayan Mishra (Eminent freedom fighter) are the famous personalities of this soil.

#### **SECTION 4: BACKGROUND OF NATIONAL LEVEL PALLISHREE MELA & LOK MAHASTAV**

National Level Pallishree Mela, 2023 is an initiative to provide a direct selling platform to the rural producers to exhibit their products eliminating intermediaries. Lok Mohastav is an initiative to showcase local culture to the citizen of district, state as well country. It is being organized by ORMAS under the Panchayati Raj and Drinking Water Department, Govt of Odisha along with District Administration, Sambalpur for years. It aims to strengthen the rural economy, thereby generating confidence and accelerating the development of rural crafts. The exposure to the urban market helps the rural artisans to taint their product portfolio to suit needs of urban customers. It creates ample space for cross-learning increases the bargaining power of the rural poor and enabling them to get better price realization for their products.

## **SECTION 5: DATA SHEET**

Name of the Client	CDO-Cum-EO, Zilla Parishad Sambalpur Panchayati Raj & Drinking Water Department, Government of Odisha
Name of Work	On ground Tentage & Allied Works for National Level Pallishree Mela & Lok Mostav-2023
Place of Work	PHED Ground, Ainthapalli, Sambalpur
Tender/Bid document made available to the applicants	7 <sup>th</sup> December' 2022 <a href="http://www.sambalpur.nic.in">www.sambalpur.nic.in</a> , <a href="http://www.ormas.org">www.ormas.org</a> <a href="https://smcsambalpur.nic.in/">https://smcsambalpur.nic.in/</a>
Last Date for Receiving of Queries	13 <sup>th</sup> December' 2022 by 5.00 P.M. to Email: <a href="mailto:ori-dsambalpur@nic.in">ori-dsambalpur@nic.in</a>
Date, time and venue for pre bid meeting	On 14 <sup>th</sup> December' 2022 at 11AM in the conference hall of Zilla Parishad, Sambalpur _____
Last Date of Uploading of response to Pre-bid Query	15 <sup>th</sup> December' 2022 by 5.00 P.M.
Last date for Receipt of Technical and Financial Proposals (Sealed Envelope)	21 <sup>th</sup> December' 2022 by 5.00 P.M.
Date and venue of opening of Technical Proposals, Technical Presentation and Financial Proposal	22 <sup>st</sup> December '2022 at 11.00 A.M.
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	QCBS
Ernest Money Deposit (EMD)	EMD in shape of Demand Draft from any scheduled commercial bank in favour of "DSMS-Sambalpur", payable at Sambalpur for Rs.1,00,000/- (Rupees one lakh only). Proposals Without the requisite



	EMD shall be treated as non-responsive and rejected out rightly
Bid Cost	Tender document fee in shape of Demand Draft from any scheduled commercial bank in favour of “ <b>DSMS-Sambalpur</b> ”, payable at Sambalpur for Rs.11, 800/- (Rupees eleven thousand eight hundred only) towards cost of tender document is to be furnished by the bidder along with the Technical Proposal. Proposals Without the requisite Document Fee shall be treated as non-responsive and rejected out rightly.
Address for Submission of Proposals	Chief Development Officer- Cum – Executive Officer, Zilla Parishad At/Po: Kacheri Road, Hans Nagar, Dist: Sambalpur PIN-768001
Mode Submission of Bid Document	Bid document are to be submitted by Speed Post / Registered Post/ Courier only.

Note:

1. The Client reserves the right to change the above schedule by due intimation / information to the intended agencies. Please visit the website [www.sambalpur.nic.in](http://www.sambalpur.nic.in) regularly for the updates.
2. If it is not possible to open the financial proposals on the same day of bid opening, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Data Sheet. Proposals received after cut – off date will be summarily rejected.

## **Section-6. Term of Reference**

### **6.1 Objective of the Assignment:**

The objective of the assignment is to provide event management service for the National Level Marketing Event named as “National Level Pallishree Mela & Lok Mohastav” to be held from 11<sup>th</sup> January 2023 to 16<sup>th</sup> January 2023 at PHED, Ground, Ainthapalli, Sambalpur

### **6.2 Duration of the Contract**

Contract will be for a period of 01 (one) Months from the date of signing of the contract with CDO-Cum-EO.

### **6.3 Scope of Work**

Department of Panchayati Raj and DW, Government of Odisha has sanctioned a **National Level Marketing Event named as “National Level Pallishree Mela ” to be held from 11<sup>th</sup> January 2023 to 16<sup>th</sup> January 2023** at Ainthapalli. “**National Level Pallishree Mela & Lok Mohastav-2023**” is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj & Drinking Water Department in collaboration with District Administration, Sambalpur 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 Rural 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 & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.*

**a. Management of the stage for opening/closing ceremony and cultural programme;**

The Authority had constructed a cemented stage measuring 5000 square feet approximately in the Lok Mahotsav2023 ground. The Agency shall setup and manage the stage for the entire period of the Lok Mahotsav– 2023, commencing from the inaugural ceremony till it's completion on. It shall provide comparing for the programmes to be hosted on the stage as well as decorate the stage as per the concept and theme finalized by the Committee headed by **Chief Development Officer-cum-Executive Officer**. The Agency shall receive the dignitaries to the stage with proper decorum and decency, management of hospitality services of the dignitaries and introduce them to the audience.

The agency shall provide the necessary logistics and amenities required on stage for the inaugural/closing ceremony as per description at **Annexure- A-D** to this tender document and be responsible for their timely delivery one day prior to the festival and their security. The Agency shall ensure that the conduct and management of the stage does not digress from the popular cultural ethos or hurt or offend any sensitivity.

### **b.Setting up Temporary Infrastructure at the Venue (Lok Mahotsav ground)**

**b.1.Temporary Stall:** The agency shall also constructs 250 Nos of temporary Stall as per the specification attached in **Annexure-E**

### **b.2 Co-ordination cell Cum VIP Lounge:**

The agency will make erection one no of coordination cell Cum VIP Lounge in the mohastav Ground. The Specification attached in Annexure-F.

### **b.3 Assembling of Auditorium**

The agency will assemble an auditorium for accommodate of 5000 persons which includes VVIPs, VIPs, District official and general public etc. The required amenities for Auditorium attached in **Annexure-G**.

**b.3 Gates:** The agency will construct 7 Nos of temporary Gates i.e one main entrance gate & another Six gates as per the specification attached in **Annexure -H**. (Category B for Main Gate and Category A for other 6 gates).

**b.4 Welcome Gate:**

The agency will assemble the 4 Nos of welcome gates (Flat Gate) at different entrance road to District headquarter.

**b.5 Live Demonstration Mandap:**

The agency will construct one temporary live demonstration mandap for demonstration Sambalpuri Handloom. The detail specification attached in **Annexure- I**

**b.6 Ground Electrification**

The agency install the electrical equipment/material for lighting the Mohastav Ground, Parking Place, Gate etc. The detail requirement and specification attached in **Annexure-J**.

**b.7 Food Court**

The agency will install 20 nos of food stall along with the kitchen shed with the dining area to be made as per the specification attached in **Annexure-K**

**b.8. Temporary Toilet for Visitor:** The agency will install (20) twenty numbers of (10 for Male & 10 for female) temporary Urinal & toilets with all sanitary fittings in the mela ground along with water facilities and wash basin for the participants and visitors. The quality of these toilets should be excellent, as there is a huge turnover of visitors during the event.

**b.9. Decorative Wall:** Decorative wall of batten framing, hessian cloth mounting and paintings be done geru with chita painting with Sambalpuri design for side walling.

**b.10 Volunteer Waiting Hall:**

The agency will assemble a waiting shed (60'X10') for the volunteers with adequate light, fan and 30 nos of Chair.

**b.11 Setting of exhibition hall:**

The agency will assemble an exhibition hall (100'X50') for the exhibition of best practices of line departments with sufficient light, fan etc.

**b.12 Setting of Selfie point:**

The agency will assemble 2 selfie point in the Mohastav ground. The design of the selfie point will be well decorated with the back ground of Mohastav logo and also the design approved by the District Cultural Committee.

**b.11 Setting of Police Control room:**

The agency will assemble one police control room in the Mohastav Ground with proper electricity, sound system i.e 2 Micro phone with complete set up , 4 office table and 10 Chairs. The place of control room and size will be provide by District Cultural Committee.

**b.12 Setting of Doctors room with First Aid Facility:**

The agency will assemble one doctors room in the Mohastav Ground with proper electricity, 2 office table and 6 Chairs. The place of above room and size will be provided by District Cultural Committee. The medicine for the First Aid Facility and deputation of Doctor, Nursing staff and other support staff will be made my CDMO, Sambalpur with consultation with CDO Cum EO and Commissioner, SMC.

### **C. Barricading and fencing of the Ground during the festival**

The Agency shall ensure fencing and barricading the setup at the venue, and approach roads (as per requirements), including but not limited to parking areas, entry points for smooth flow of vehicles and commuters to the venue. The barricading shall include both metal barricading, bamboo ballahs and black masking. Barricading and fencing is to be done as per the requirement also as decided by CDO Cum EO and Commissioner, SMC in coordination with District Administration.

Apart from this barricading, temporary barricading shall be done at different places for the smooth flow of the traffic and visitors into the grounds of the Fair. Barricading shall also be done near the demarcated vending zones where delicacies shall be sold by small vendors.

Please refer to Annexure-L to this tender document for details of quantity required. Any doubts in the matter of barricading Chief Development Officer-cum-Executive Officer and Commissioner, SMC, Sambalpur to be consulted.

### **D. Flex and signage for Lok Mahotsav– 2023:**

The Agency shall print the required no of Maps of the Ground showing the layout of the stalls, roads, exits etc. for guidance of the visitors. It shall also print the required nos. of flexes showing Entry, Exit, Toilet, Directions, Block No etc. as signage for display at the required strategic points during the Festival for crowd management and guidance. The details of requirements of flex and other signage are given at Annexure-M to this tender.

All signage must be put in place on the Ground before the event. For any clarification of doubts Chief Development Officer-cum-Executive Officer, Sambalpur, SP, Sambalpur and Commissioner, SMC to be contacted

The Agency is required to supply and install security cameras with monitors and recording system for all the festival days i.e Lok Mahotsav event. The Agency shall

install security cameras at all the entry/exit gates of the ground in consultation with District Administration/SP, Sambalpur and his Management team.

The Agency shall install 2 Nos 55” LED Monitors, and CC Cameras with memory back up at the entry points, Utsav Ground, Auditorium, Parking etc as per the requirement of the Administration and the Police.

**E. Outdoor LED screen display:**

The Agency shall provide LED screens (minimum 12 ft. x 8 ft.) at 4 (four) prominent locations in the ground for live telecasting of the stage shows/functions and other events during the entire Lok Mahotsav Utsav - **2023**. The Agency shall, in consultation with the **Chief Development Officer-cum-Executive Officer**, Sambalpur and Commissioner, SMC identify 4 (Four) 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 screens. The Agency shall also obtain all requisite permissions for the above work.

**F. Anchoring:**

The Agency will provide qualified, smart, experienced and proficient in local language (preferred Sambalpuri) adequate anchors (both Male & Female) for smooth anchoring in the entire period of the Lok Mohastav-2023.

**G. Cleaning & Sanitation of Ground:**

The selected bidder should ensure the cleaning and sanitation of the ground in below manner.

- a) Mela Ground, food Court, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 6 (Six) days of the Mela Period. Sweepers and one supervisor should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground.

- b) Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground
- c) Garbage has to be lifted (Approx. 4 trip per day through tractor) from mela ground on daily basis.

#### H. Generator

The Agency will provide the Generator, POL and Operator 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, ground lights, control room and public announcement system. The requirement of generator sets will be 4 Nos of 125 Kva.

**I. Miscellaneous Items:** Besides works from item no. 1 to no. 16 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 (Mattress ( 3'6'), Pillow with Cover, Blanket, Bedsheet)	300 pcs.
2	Durry (15' X 15')	20 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	5000 sqft
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	2000 sqft
5	Sanitizer Stand	20 no.
6	Dustbin- 3 ft height	50 pcs.
7	Decorative Flower / Plant Pot	150 pcs.
8	Syntex tank (2000 liter capacity each tank with 3' height stand)	6 pcs.
9	Soundless pedestal fan	10 pcs.
10.	Red carpet (synthetic)	2000
11	Net Carpeting	50,000 sq ft
12	Acrylic lettering and Led lighting Selfie Point (length 15 ft , 2ft lettering size, backside LED with 4ft height platform with barricading)	1
13	Decoration in Flowers	
14	Decoration in Baloons	
16	Supply of Flower Boquet for dignitaries	



## Section 7: Instruction to Bidder

7.1 The Tender Procurement Committee, will select agencies in accordance with method of selection specified below.

**Name of the Client:** District Administration, Sambalpur

**Method of selection:** Quality and Cost Based Selection (QCBS).

### 7.2 The Proposal submission address:

Chief Development Officer -cum – Executive Officer  
Zilla Parishad,  
At/Po: Kacheri Road, Hans Nagar,  
Dist: Sambalpur  
PIN-768001

The Proposal (Technical Proposal, Financial Proposal in separate sealed envelopes) must be submitted by registered/speed post/ Courier only which should be received by the Client, not later than the following date and time:

**Date:** 21<sup>st</sup> December' 2022      **Time:** By 5 P.M.

### 7.3 Queries / Clarification:

- a) The Client shall invite queries from Agencies as per the details mentioned in the Data Sheet of this document.
- b) The Applicants must ensure that their queries should reach CDO Cum EO, Sambalpur, on or before last date mentioned in the Data Sheet of this document only through the email of the Client, i.e. by 13<sup>th</sup> December 2022 (5 P.M.).
- c) The queries must be submitted in the following format:

Section/Page No	Content of Tender Document	Change/clarification requested	Remarks
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	<b>requiring clarification</b>		

- d) Client will not be responsible for non – receiving / delay in receiving of queries made by agency (s).
- e) Any queries for clarification, received after the cut - off date and time shall not be entertained by the CDO Cum EO.
- f) However, the Client reserves the right to hold or re-schedule the process.

**7.4 Responses to Queries and Issue of Corrigendum:**

- a) The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
- b) At any time prior to the last date for receipt of proposals, the client may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the Tender Document by a corrigendum.
- c) The Corrigendum (if any) & clarification to the queries from all Applicants will be uploaded on the websites [www.sambalpur.nic.in](http://www.sambalpur.nic.in), [www.ormas.org/www.smcsampalpur,nic.in](http://www.ormas.org/www.smcsampalpur,nic.in) Any such corrigendum shall be deemed to be incorporated into this Tender Document.
- d) In order to provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of proposals.

- e) Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Agencies.

**7.5 Conflict of Interest:**

- a) Client requires that Agencies shall perform the required services, provide professional, objective, and impartial advice and all times hold the Client's interest paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below.

**7.6 Conflicting Relationship:**

- a) An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- b) Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.

### **7.7 Unfair Advantage:**

If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this Tender all information that would in that respect give such Agency any competitive advantage over competing Agencies.

### **7.8 Fraud and Corruption:**

It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:
  - i. “corrupt practice” means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
  - ii. “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
  - iii. “collusive practices” means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
  - iv. “coercive practices” means harming or threatening to harm, indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract;
- b) Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in

corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:

**7.9 Only one Proposal:**

An Agency may only submit one proposal. If any Agency submits or participates in more than one proposal, all such proposals shall be disqualified.

**7.10 Proposal Validity:**

Proposal must remain valid for 180 days from the last date of bid submission. The client will make its best effort to complete negotiations within this period. Agency who do not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the client shall not consider such proposal for further evaluation.

**7.11 Preparation of Proposals:**

- i. The Proposal as well as all related correspondence communicated by the Agencies and the Client, shall be written in English
- ii. In preparing their Proposal, Agencies are expected to examine in detail the documents comprising the Tender. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- iii. The Proposal consists of two parts (i) Technical Proposal and (ii) Financial Proposal

**7.12 Minimum Eligibility Criteria:**

Agencies failing to meet criteria or not submitting requisite proof for supporting of minimum eligibility criteria are liable to be rejected summarily.

**Table No.1**

<b>Sl. No.</b>	<b>Criteria</b>	<b>Documentary Evidence to be Submitted in Technical Bid</b>
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1	Name & Address of the Agency (Sole-proprietorship/ Registered Partnership Firm / Company)	Should have the nationality of India
2	Registration details:	Registration Certificate. PAN Card GST Registration Certificate Bank account & RTGS details (Cancelled Cheque).
3.	Requisite clearance/document and filing testimonies from relevant tax authorities	Upto date GST return file Income tax for the FY 2021-22 Valid Labour license Trade license issued from competent Authority
4.	Minimum 5 years' experience in event management in Govt./ Public/ Private sector Sector	Work Orders and Completion Certificates/Invoice issued by/to the Client
5.	The Agency should have minimum annual turnover of Rs. 25 Lakhs in last 5 years ending 2021-22.	The Average turnover certificate should certify by a Chartered Accountant
6.	Brief write-up of the relevant business activities undertaken and overview of the expertise/potential available with the Agency.	To be submitted
7.	The Agency should not have been black listed / banned by the Central/State Governments or PSU.	Affidavit to be furnished with stamp paper.
8.	Submission of undertaking for acceptance of Bid terms & conditions	Submission on letter head
9.	EMD in shape of Demand Draft from any scheduled commercial bank in favour of "DSMS-Sambalpur", payable at Sambalpur for Rs.1,00,000/- (Rupees one lakh only).	To be submitted with Technical Bid Document.

10.	Tender document fee in shape of Demand Draft from any scheduled commercial bank in favour of “ <b>DSMS-Sambalpur</b> ”, payable at Sambalpur for Rs.11, 800/- (Rupees eleven thousand eight hundred only)	To be submitted with Technical Bid Document.
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### **7.13 Technical Proposal Format and Content:**

Applicant Agencies are required to fill the Technical Evaluation Form. The filled up Technical Evaluation Form and the corresponding Tech Form (in Section 8) should be enclosed in a separate envelop along with all necessary/supporting document to justify the minimum eligibility criteria. The supporting documents have to be produced in original by the Agencies, if and when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

The formats of the Technical Proposal (Section 8) to be submitted are:

- a) Tech Form 1: Covering Letter
- b) Tech Form 2: Agency detail
- c) Tech Form 3: Agency Financial detail
- d) Tech Form 4: Agency Past Experience Detail
- e) Tech Form 5: Agency Past Experience Detail with Govt.
- f) Tech Form 6: Format for Affidavit

### **7.14 Financial Proposals**

The Financial Proposal shall be prepared using the attached Financial Proposal Form (in Section -9) The financial proposal shall not include any conditions attached to it and if received, then any such conditional financial proposal shall be rejected.

### **7.15 Tender Fee/ Bid Cost**

A Bid Cost Rs. 10,000/- (Rupees ten thousand) only in the form of Bankers Cheque/ Demand Draft (D.D.) made from any nationalized / scheduled /Commercial bank in favor of “DSMS-Sambalpur” payable at Sambalpur must be submitted along with the Proposal.

### **7.16 Earnest Money Deposit:**

An Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh) only Bankers Cheque/ Demand Draft (D.D.) made from any nationalized / scheduled /Commercial bank in favor of “DSMS-Sambalpur” payable at Sambalpur must be submitted along with the Proposal.

Proposals received without Bid Cost and EMD shall be rejected as non-responsive. No bank guarantee will be accepted in lieu of the EMD of the successful and unsuccessful agencies. EMD of unsuccessful agencies will be returned within one month of signing of the agreement.

The EMD shall be forfeited by the Agency in the following events:

- a. If Proposal is withdrawn during the validity period or any extension by the Agency thereof.
- b. If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
- c. If the Agency tries to influence the evaluation process.
- d. If the selected Agency withdraws its proposal during negotiations.

### **7.17 Performance Bank Guarantee**

CDO- Cum- EO shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 03 days from the opening of the financial proposals. Within 07 days of such issuance, the selected Registered Agency/ Registered Firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 3% of the contract value



and enter into the contract agreement with CDO Cum EO and start the work on an immediate basis.

### **7.18 Submission, receipt and opening of proposals**

- a. The proposal (Technical Proposal and Financial Proposal) shall contain no interlunation or overwriting except as necessary to correct errors made by the Applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals should respectively be in the format specified.
- b. An authorized representative of the Applicant Agencies shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been dully authorized to sign.
- c. The Tender Fee / Bid Cost, Declaration for EMD, including all the Tech Forms and supporting documents shall be placed in a separate sealed envelope clearly marked “TECHNICAL PROPOSAL”.

Similarly, the Financial Proposal including the Fin Form shall be placed in a separate sealed envelope clearly marked “FINANCIAL PROPOSAL” All the two sealed envelopes shall be placed in an outer large envelope and sealed. This outer envelope shall bear the submission address and shall be clearly superscripted with **“Selection of a Registered Agency/ Registered Firm/ Company/ Contractor for onground delivery and event management at National level Pallishree mela & Lok Mahostav Utsav 2023”**. The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. The circumstances may also be deemed as fit case for Proposal rejection. If the Proposal is not

submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non- responsive.

- d. The Proposals must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- e. From the time, proposals are opened to the time the Contract is awarded, the Agencies should not contact the Client on any matter related to its Technical and/or Financial Proposal, Any effort by Agencies to influence the Client in the examination, evaluation, ranking of proposals and recommendation for award of Contract may result in the rejection of the Agencies Proposal.
- f. Proposals are to be submitted through speed post / registered post (India Post) only. Proposals submitted by any other means will not be accepted.

#### **7.19 Evaluation of Technical Proposal**

- a. A Bid Evaluation Committee (BEC) will be constituted by the Client for the purpose of evaluation the proposals.
- b. The BEC shall open & evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table No2. Each responsive Proposal will be given a Technical Score (Ts).
- c. The Bid Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation process is concluded, and the competent authority accepts the recommendations.

**Table No.2**

**Criteria, sub-criteria and point system for the Detailed Evaluation of Technical Proposals are:**

<b>Sl. No</b>	<b>Parameter</b>	<b>Total/ Maximum Marks</b>
	<b>FINANCIAL CAPACITY OF BIDDER</b>	<b>25</b>
<b>1</b>	Financial Statement (audited) of five year (2017-18,2018-19.2019-20,2020-21 & 2021-22) and the agency should have an annual turnover of <b>Rs.50 lakhs from</b> Event Management/Tentage business during the last five financial years <ul style="list-style-type: none"> <li>▪Up to 50 Lakhs – 5marks</li> <li>▪More than 1 crore to 3 Crore – 15marks</li> <li>▪More than 3 Crore- 25 marks</li> </ul>	25
	<b>PROOF OF EXPERIENCE IN EVENT MANAGEMENT</b>	<b>25</b>
<b>2</b>	1. Number of Similar Assignments undertaken / completed during last five years from bid due date (Past Experience of handling Event Management/Tentage Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organisations). <ul style="list-style-type: none"> <li>a. Similar Work/Assignment [Event Management/Tentage works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 25.00 Lakhs (Rupees twenty-five Lakhs) in last five financial years. <b>Each assignment carries 5 marks.</b></li> </ul>	25
	<b>PROOF OF EXPERIENCE IN EVENT MANAGEMENT WITH GOVT.</b>	<b>20</b>
<b>3</b>	The bidder should have been in the business of providing Event Management Services to the Central / State Government / PSU for at least <b>5 years</b> (as on 31 <sup>st</sup> August'2022) with a contract/work order value Rs.20 Lakhs <b>upto to 5 years = 10 marks,</b> <b>More than 5 years = 20 marks.)</b>	20

<b>5</b>	<b>PRESENTATION ON APPROACH AND METHODOLOGY</b>	<b>30</b>
	Parties should present 3 numbers of thematic design for the event with detail	10
	Innovation, Creativity and best practices in delivery of the event	10
	General approach & methodology and activity wise time line for execution of work along with minimum 15 anchor list ( Both Female & Male)	10
	<b>Total</b>	<b>100</b>

- d. Agencies shall also make a presentation on its relevant skill, competencies, past experiences including the plan and modalities for the assignment before the Bid Evaluation Committee, which will be evaluated.
- e. A Proposal may be rejected at any stage if it does not respond to important aspects of the Tender and particular the Terms of Reference or if it fails to achieve the minimum technical score indicated below
- f. The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this Tender. The decision of the Committee shall be final and binding on all the Bidders.

### **7.20 Bid Evaluation Methodology:**

Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode. Those who qualify minimum eligibility criteria described at table -1 above will be evaluated as per table –II given above. Those who will secure minimum qualifying mark of 70, their financial proposal will be opened.

- a. In the first phase the Technical Proposals shall be evaluated on the basis of eligibility criteria as mentioned in this tender at Table-I.
- b. In the second phase the Registered Agency/ Registered Firm/Company which satisfy the eligibility criteria shall be given marks based on Table: 2 of this Tender document. Accordingly, Registered Agency/ Registered Firm/Company will be ranked based on the marks allotted to them.

### **7.21 Opening of Financial Proposal**

The financial proposal of those bidders qualified in the Technical Score shall be opened and evaluated in presence of such bidders in the following manner.

The score shall be computed as follows:

**Financial Score:** 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 of the selected agency in achieving the bench mark score of **70 Mark** in "**Technical Bid**" would be opened on the scheduled date & time.

**Financial Score (Fs):** The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$F_s = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

### **7.22 Combined Evaluation & Scoring:**

**Combined Score-** Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = (T_s \times T_w) + (F_s \times F_w)$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score).

- a. The Bidder to obtain the Highest Combined Score shall be identified as the Preferred Bidder.
- b. The decision of CDO-Cum-EO as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.
- c. Notwithstanding the above, CDO- Cum-EO reserves the right to accept or reject any or all bids.

### **7.23 Negotiations:**

Negotiation will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client Proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

#### **a) Technical Negotiations**

Negotiation will include a discussion of the Technical Proposal including the proposed approach and methodology, work plan, and organization and staffing, and any suggestions made by the Agency to improve the terms of reference. The Client and the Agency will finalize the Terms of reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities requires from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which shall by the Client and the Agency.

## **b) Financial Negotiations**

After the technical negotiations are over, financial negotiation will be carried out in order to discuss any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in an increase in the price originally quoted by the Agency. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor proposed until rates.

## **c) Conclusions of Negotiation**

Negotiation will conclude with a review of the draft Contract. To complete negotiations the Client and the Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract, if necessary.

### **7.24 Award of Contract:**

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency.
- b) The Agency will sign the agreement after fulfilling all the formalities/pre-conditions within 7 days of issuances of the letter of intent.
- c) The CDO Cum EO, Sambalpur reserves the right to accept or reject any or all bids to cancel / withdraw the invitation or to annul the bidding process at any time prior to Award of Contract, without assigning any reason thereof. CDO Cum EO, Sambalpur shall bear no liability whatever the consequent upon such a decision nor shall CDO Cum EO, Sambalpur have any obligation to inform the affected bidder or bidders against any action.

### **7.25 Confidentiality:**

Information relating to evaluation of Proposals and recommendations award shall not be disclose to the Agencies who submitted the Proposals or to other

persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

**7.26 Termination of the Contract:**

The competent authority may, by a written notice of termination to the Bidder, suspend/terminate the contract if the Bidder fails to perform any of its obligations under this contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and
2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.
3. The Competitive Authority at any point of time may terminate the contract by a notice of 7 days, if the agency fails to above stated clauses.

**7.27 Payment Terms & Conditions:**

- a. The payment shall be released by the CDO-Cum-EO to the Agency in the following manner:

<b>Sl. No.</b>	<b>Event / Deliverable</b>	<b>Payment</b>
1	Submission of execution plan	10%
2	Deployment of manpower & mobilizing resources at venue	10%
3	Completion of major activities as per scope of work to be certified by the technical committee.	10%



- |   |  |     |
|---|--|-----|
| 4 | Handover of venue with complete overlays FF&E (Furniture, Fittings * Equipment) etc. | 20% |
| 5 | Two days from commencement of Event  | 20% |
| 6 | On successful completion of event in Lok Mahotsav Ground                             | 30% |
- 
- ii. In case of special event / necessities arises, the agency has to cover the event and the additional payment will be made after certification of technical Committee.
  - iii. TDS including TDS on GST as applicable will be deducted from the monthly invoice as per Income Tax Act. 1961.
  - iv. GST will be paid extra as applicable from time to time to as per prevalent law.

**7.28 Data Security & Prevention of Fraud:**

The agency will undertake that all process and standards are being followed to ensure that the data is secured and is immune to any fraudulent activity.

**7.29 Legal matter, including copy rights of Content:**

Agency will have the responsibility of ensuring that all content featured / published on the basis of this assignment is free of legal encumbrance including of copy rights issue. CDO-Cum-EO will not have any responsibility in this matter.

**7.30 : Other Term and Condition.**

- i. The selected agency will provide the service /supply the material as per the requirement of Mohastav. The list of the material attached in tender

document is tentative. The same may change at the time of agreement and subsequent issue of work order time to time.

- ii. The Bidder will quote the rate per day and the District Administration will finalize as per days of requirement of the specified item mentioned in Fin-2
- iii. The Agency will ensure in time fire safety certificate, Structural Safety Certificate, Security Certificate from the concerned Authority.
- iv. The Agency will ensure the temporary electrification for the mostav ground. The temporary electrification and electricity bill will be borne by the Agency.
- v. The Agency will responsible for electrical Inception certificate from the concerned authority at the entire mostav ground i.e Ground, stage, Gate, Stalls, Parking etc.
- vi. Any accidental death or injuries in the Lok Mahotsav site and compensation thereof related to Event management shall be the responsibility of the agency.

### **7.31 Competent Authority:**

The Chief Development Officer-Cum-Executive Officer, Sambalpur shall be the competent authority for this project. The powers of the Competent Authority will be as under:

1. May amend tender documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.

3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
4. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
5. Any dispute in this regard subject to Sambalpur jurisdiction only.

## ANNEXURE-A

### STAGE STRUCTURE

<b>Items</b>	<b>Specifications</b>
<b>Structure:</b>	Existing cement platform size of 5000 to 6000 square feet approximately will be used as open stage. The stage front side should be painted with traditional chitta.
<b>Flooring:</b>	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
<b>Back Drop:</b>	A back drop (25' height X 60' width with central LED /entire rear length will be prepared on wooden frame work with ply to be fixed on the stage properly based on the Lok Mahotsav/ 3D Craft as approved by District Culture/Mohastav Committee. Enamel Painted ply with different motives & flex sheet will be fixed in the frame (Before execution of the work tenderer should submit at least three types of structural design in colour print for finalization). Live flower chains will be hanged from top to bottom properly (Daily Change of flowers). Backside of the stage should be covered with cotton cloth/Flex with batten frame. Display backdrop with LED and Stage Craft necessary beautification.
<b>Lettering</b>	Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the Mela in charge) mentioned and fixed properly at the center of the back drop
<b>Side Wings:</b>	6 no. of side wings with a size of (9' X 4') made of flex sheets with 3D craft fitted on a wooden framework and] properly fixed on both

	sides of the stage. The design of Flex sheets will be approved by DSMS, Sambalpur.
<b>Barricading:</b>	4' height Steel/ Fabrication barricade will be made around the stage in double row for the entry of VIPs.
<b>Stage Craft</b>	As per the design approved by District Culture Committee
<b>Green Room:</b>	One green rooms of size 30' X 90' with 12 Nos partition with the sitting arrangement of 10 person shall be made on left side of the stage having tarpaulin top covering, inner all side white cloth covering with batten frame, syntentic carpeting, good arrangements for sitting – 120 no of chairs and with provision of a mirror, fan and light in each green room.
<b>Overall supervision:</b>	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.

**ANNEXURE-B****SOUND SYSTEM AT STAGE**

<b>SI No</b>	<b>Item with configuration</b>	<b>Pcs</b>
01	Linary 1200Watt VT 4 888 JBL	12
02	TOP SRX 725 JBL	08
03	Monitor (stage)	12
04	SRX 718 Low	16
05	SI Impact (32 channel mixture )	01
06	DI Box for Instruments	10
07	Cord Microphone SM 58	20
08	Cord Microphone SM 57	10
09	Microphone Stand	20
10	Cordless Microphone six 4 sure	06
11	Lapel Sennheiser xsw 2	04
12	Lapel NX Audio Pro 11	10
13	Phonel chungu	20
14	Meeting Micro Phone	04

**LIGHT AT STAGE**

<b>SI No</b>	<b>Item with configuration</b>	<b>Pcs</b>
01	Sharpy 18R	30
02	Face Light	40
03	RGB LED Colour Par	50
04	Audience Blinder	10
05	Par 64 1000 Watt	30
06	Haze machine	02
07	10 WT Laser Scanner	02
08	Power Rack 80 amp	06
09	Power Pack 24 Kw	02
10	Mini Pearl	01
11	Avolites Board 2012	01
12	Follow spot 20R	01
13	Iron Struss (with rounding) 65/50	01
14	Ratro Fan Light	07
15	Cold Pyro fireworks	100
16	Paper Blaster	50
17	SKY Taker	01

**ANNEXURE-D**

**LED AT STAGE**

<b>Sl No</b>	<b>Item with configuration</b>	<b>Unit /pcs</b>
01	LED P3 for Stage	1000 Sqft
02	Operator for Mapping LED for stage	01

**ANNEXURE-E**

**CONSTRUCTION OF STALL**

<b>Sn.</b>	<b>Particulars</b>	<b>Stall Specification</b>
1	Structure	Bamboo Structure <i>(with Anti Fire Chemical Treatment)</i> , Size of each stall – 10’ X 10’ with tarpaulin water proof roofing.
2	Flooring	Full flooring Coir Matting/Synthetic matting
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white new cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. <b>(All New White Cotton Clothes To Be Used)</b>
4	Racks	Three tire wooden/Iron 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 new white cloth. The space of below racks will be used for storage of goods.
5	Facia	<b>A Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.]. The facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting ]</b> . A running white cloth jhallar of 1’ width will be putted in the front side, below to the facia frame. Flex facia will be printed



Sn.	Particulars	Stall Specification
		by the agency/firm/ decorator as per the design given by ORMAS & quoted price of facia should be included in stall charge.
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 molded Chair -2 nos.
7	Electric Fittings	T5 Light – 3 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, if required.
8	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning Districts/states name should be 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	Anti-Fire Chemical Treatment	The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

**ANNEXURE-F**

**Co-Ordination cell Cum VIP Lounge**

<b>Sn.</b>	<b>Particulars</b>	<b>Work Specifications</b>
1	Structure	Artistic 3D structured house as per <b>approved event wise design attached at Annexure A</b> with following the <b>technical specification</b> and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect.
2	Size	40 ft X 40 ft.
3	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 Pantry & store with the cloth and wooden batten frame work walls/partitions. Decoration will be made with Tribal Painting and hanging equipment.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. Two windows of minimum size 5' X 4' will be on the wall of office room towards the counter.
5	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting.
6	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 new Dunlop sofa set for VVIPs (for 16 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 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.
7	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& LCD projector. Other decorative light- appliqué lamp will be covered outside of the control

		Room
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	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
10	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 thermo cool lettering and thermo cool panels at the entrance (written in English & Odia).
11	A. C. provision	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 1 number of 2 ton tower AC should be fitted.
12	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.
13	Selfie Point	Acrylic lettering and Led lighting Selfie Point (length 15 ft , 2ft lettering size, backside LED with 4ft height platform with barricading)

**ANNEXURE-G****Auditorium**

<b>SI No</b>	<b>Item with configuration</b>	<b>Unit /pcs</b>
01	Chair plastic	4000
02	Chair VIP	250
03	Sofa VVIP	20
04	Matting VVIP & VIP Area	01
05	Barricading total Auditorium area	01
06	Centre Table	10
07	Table Cloth (New)	20
08	Borosil Glass with Cover	30
09	Plastic name plate	30
10	Turkis Towel	30
11	Speech Podium	2
12	Brass Deepam ( 2'6'' Hight)	1
13	Flower vase with live flower stick	2

## ANNEXURE-H

### MAIN ENTRANCE GATE & OTHER GATE

Sn.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
A	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates as per <b>approved event wise design attached at Annexure B.</b> with following the <b>technical specification</b> and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect.
B	Size	Pillars height will be of 12’ to 14’ with 25’ cleared width between the pillars, length 25’ and width of pillar will be 4’ all around.	Pillars height will be of 12’ to 14’ with 25’ 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 as per approved design.	Gates should be fabricated with ply, batten frame, plaster of paris with thermo col sculptures etc. design work as per approved design.
D	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.

<b>Sn.</b>	<b>Particulars</b>	<b>Category – A (Flex Box gate)</b>	<b>Category – B (3D Design gate)</b>
E	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.	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.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.

## ANNEXURE-I

### LIVE DEMONSTRATION MANDAP

Sn.	Particulars	Work Specifications
1	Structure	Bamboo & Cloth Structure, four sides open (a model of Hindu marriage bedi)
2	Size	15 'X 15'
3	Facia	4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
4	Flooring	1 ft. wooden platform with Full floor Durry matting.
5	Ceiling	Tarpaulin water proof roofing and white cloth ceiling properly stretched.
6	Barricading	4' height bamboo barricade covered with cloth on all sides of the stall.
7	Electric Fittings	8 no. of tube light, 4 no. of camp light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

**ANNEXURE-J****GROUND ELECTRIFICATION**

<b>Sn.</b>	<b>Particulars</b>	<b>Work Specifications</b>
1	Switch and Panel Board	Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring
2	Halogen Light	50 no. of Halogen Light (500 watt), 120 no. of Halogen Light (1000 watt), 75 no. of white Halogen light
3	White Halogen	95 no. of white Halogen light along with wiring /fitting poles.
4	Flood lights	20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
5	Globe lights/ Garden Lights	150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
6	Appliqué hanging lampshades	300 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.
7	Tuni running lights	40,000 Tuni running lights will be fitted at the required places.



**ANNEXURE-K**

**FOOD COURT**

<b>Sn.</b>	<b>Particulars</b>	<b>Specifications</b>
1	Structure	a. <b>Food Stall</b> Bamboo ( <i>3 to 6 inch</i> ) & cloth ( <i>Anti Fire Chemical Treatment</i> ) structure, Size of Each Stall – 10’ X 10’ With Tarpaulin Water Proof Roofing. b. <b>Kitchen Shed:</b> Bamboo and balla structure, tin roofing and tin walling of size 10’ x 10’ each to be erected in the back side of the food stall.
2	Flooring	Wooden plank platform of 6” height from the ground covering with synthetic matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. ( <b>all new white cotton clothes to be used</b> )
4	Racks	Three tire racks, if required. The shelf of the racks will be of size 1’.6” X 10’ with the first layer fixed at a height of 2’6” & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected. The frame will have 2’ front projection & 4’ height. The facia will be covered with cloth. A running white cloth jhallar of 1’ width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8’ x 2’ X 3’ height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
9	Closures	Front Cloth Drops/Screens Daily to be done
10	Water	Water line connection to each kitchen shed with sink fixing
11	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical.

## Annexure-L

### Barricading & Fencing

Sn.	Place	Work Specifications
1	In front of PHED	With Bamboo Ballha of 5 Feet height complete in all respects in 16 different places
2	As per requirement	Movable Barricade

## Annexure-M

### Flex & Signage

Sn.	Particulars	Specification
1	Flex & Signage	Flex & Signage (Fittings, Furniture's & Equipment's, stall numbering, flex board, parking area, parking rate chart, way indicator board, green area, toilets, officers on duty board etc., hoardings, standees, selfie point) with installation, labour and end to end completion of allied services
2	Display of Map	Installation of structure for display of Lok Mahotsav2023 map of approx. 10'*10' feet size at different locations
3	Batch	Making and supply of Guest batch and tag for the volunteers and officials with printing

**SECTION: 8**  
**TECHNICAL BID SUBMISSION FORMS**  
**COVERING LETTER**

*(ON BIDDERS LETTER HEAD)*

*[Location, Date]*

**To:**

**CDO-Cum-EO  
Zilla Parishad  
Sambalpur**

**Sub: Tentage & Allied Works for National Level Pallishree Mela & Lok Mohastav 2023. [TECHNICAL BID]**

Dear Sir,

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

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the NOTICE INVITING TENDER document. In case any provision of this TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

***Authorized Signatory with Date and Seal:***

**Name and Designation:** \_\_\_\_\_

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

**Bidder's Organisation (General Details)**

<b>Sl No.</b>	<b>Description</b>	<b>Full Details</b>
<b>1</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>Address for communication:</b> Tel : Fax: Email id :	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
<b>4</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>5</b>	<b>Local office in Sambalpur</b> <b>If Yes, Please furnish contact details</b>	
<b>6</b>	<b>Bid Processing Fee Details</b> Amount : BC/DD No. : Date: Name of the Bank:	
<b>7</b>	<b>EMD Details</b> Amount : BC/DD No.: Date: Name of the Bank:	
<b>8</b>	PAN Number	
<b>9</b>	Goods and Services Tax Identification Number (GSTIN)	

<b>10</b>	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	<b>YES</b>
<b>11</b>	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	<b>YES</b>

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

---

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

---

**Bidder Organisation (Financial Details)**

Detail	2017-18	2018-19	2019-20	2020-21	2021-22
<b>Turnover from Event Management/Tentage Services (in lakhs)</b>					
<b><i>Supporting Documents:</i></b>					
<p>Audited certified financial statements for the last three FYs (Submission of copies of Income &amp; Expenditur Statement/ Profit &amp; Loss Account and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.</p>					
<p><b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i></b></p>					

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

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

**Communication Address of the Bidder:**

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

**(BIDDER'S PAST EXPERIENCE DETAILS)****Table -1 (List of 5 completed assignments only of similar nature during last 5 years)**

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							

*[\*Contract Value = 25 lakhs]*

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last 5 Financial Years 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.*

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

**Communication Address of the Bidder:**



**(BIDDER'S PAST EXPERIENCE DETAILS WITH  
STATE GOVERNMENT/CENTRAL GOVT/PSU)**

**Table -1 (List of 5 completed assignments only of similar nature during last 5 years)**

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							

*[\*Contract Value = 20 lakhs]*

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last 5 Financial Years 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.*

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

**Communication Address of the Bidder:**

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

**Affidavit**

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

We further confirm that we are aware our interest for event management vide this tender call notice No. Dt. \_\_\_\_\_ for event management 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....., 2022

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Signature:

**SECTION: 9**  
**FINANCIAL BID SUBMISSION FORMS**  
**FIN-1 COVERING LETTER (In Bidders Letter Head)**

*[Location, Date]*

**To,**

**CDO-Cum-EO  
Zilla Parishad  
Sambalpur**

**Sub: Submission of Financial Bid for Tentage & Allied Works for National Level Pallishree Mela & Lok Mohastav 2023**

Sir,

I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Tender Call Notice No. \_\_\_\_\_, Dated:\_\_\_\_\_. Our attached Financial Bid is for the sum of [*Insert amount(s) in words and figures\**]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Yours faithfully,

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

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

**Address of the Bidder:**

*\*Amount must match with the one indicated in Fin Form-1*

**Details of Price Per Day**

<b>SI No</b>	<b>Name of Item with Specification</b>	<b>Unit</b>	<b>Price per Unit</b>	<b>Approx. . required Quantity</b>	<b>Total Price</b>
1	Stage Structure( As per Annexure-A)	Lump sum		1	
2	Sound system at stage ( Annexure B)				
2.1	Linary 1200Watt VT 4 888 JBL	Pcs		12	
2.2	TOP SRX 725 JBL	Pcs		08	
2.3	Monitor (stage)	Pcs		12	
2.4	SRX 718 Low	Pcs		16	
2.5	SI Impact (32 channel mixture )	Pcs		01	
2.6	DI Box for Instruments	Pcs		10	
2.7	Cord Microphone SM 58	Pcs		20	
2.8	Cord Microphone SM 57	Pcs		10	
2.9	Microphone Stand	Pcs		20	
2.10	Cordless Microphone six 4 sure	Pcs		06	
2.11	Lapel Sennheiser xsw 2	Pcs		04	
2.12	Lapel NX Audio Pro 11	Pcs		10	
2.13	Phonel chungu	Pcs		20	
2.14	Meeting Micro Phone	Pcs		04	
3	<b>Light at Stage ( as per Annexure C)</b>				
3.1	Sharpy 18R	Pcs		30	
3.2	Face Light	Pcs		40	
3.3	RGB LED Colour Par	Pcs		50	
3.4	Audience Blinder	Pcs		10	
3.5	Par 64 1000 Watt	Pcs		30	
3.6	Haze machine	Pcs		02	
3.7	10 WT Laser Scanner	Pcs		02	
3.8	Power Rack 80 amp	Pcs		06	
3.9	Power Pack 24 Kw	Pcs		02	

3.10	Mini Pearl	Pcs		01	
3.11	Avolites Board 2012	Pcs		01	
3.12	Follow spot 20R	Pcs		01	
3.13	Iron Struss (with rounding) 65/50	Pcs		01	
3.14	Ratro Fan Light	Pcs		07	
3.15	Cold Pyro fireworks	Pcs		100	
3.16	Paper Blaster	Pcs		50	
3.17	SKY Taker	Pcs		01	
4	LED at Stage ( Annexure-D)				
4.1	LED P3 for Stage	Sqft		1000	
4.2	Operator for Mapping LED for stage	Pcs		01	
5	Construction of Stall ( As per annexure E)	Pcs		250	
6	Co-Ordination cell Cum VIP Lounge (As per annexure F)	Pcs		1	
7	Auditorium ( As per Annexure G)				
7.1	Chair plastic	Pcs		4000	
7.2	Chair VIP	Pcs		250	
7.3	Sofa VVIP	Pcs		20	
7.4	Matting VVIP & VIP Area	Lump sum		01	
7.5	Barricading total Auditorium area	Lump sum		01	
7.6	Centre Table	pcs		10	
7.7	Table Cloth (New)	pcs		20	
7.8	Borosil Glass with Cover	pcs		30	
7.9	Plastic name plate	Pcs		30	
7.10	Turkis Towel	Pcs		30	
7.11	Speech Podium	Pcs		2	
7.12	Brass Deepam ( 2'6'' Hight)	Pcs		1	
7.13	Flower vase with live flower stick	Pcs		2	
8	Gate As Annexure H				

8.1	Category A (Flex Box Gate)	Per Gate		6	
8.2	Category B ( 3D Design Gate )	Per Gate		1	
8.3	Welcome Gate ( flat Gate) as per ToR para No.b.4	Per Gate		4	
9	Life Demonstration Mandap As per Annexure-I	Per Mandap		1	
10	Ground Electrification ( As per Annexure-J)				
10.1	Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring	Per Pcs		1	
10.2	LED Light (500 watt)	Per Pcs		50	
10.3	LED Light (1000 watt)	Per Pcs		120	
13.4	White Halogen light ( 8000 watt)	Per Pcs		75	
13.5	Flood lights ( 200 Watt)	Per pcs		20	
14.5	Globe lights/ Garden Lights	Per Pcs		150	
14.6	Appliqué hanging lamps	Per Pcs		300	
14.7	Tuni running lights	Per pcs		40,000	
15	Generator 125 Kv1 including Pol and operator Cost ( As per Para No.H of the ToR)	Per Pcs		4	
16	Food Court as per the Annexure-K	Per Stall		20	
17	Barricading and fencing As per the Annexure-L				
17.1	In from of PHED	Per RMT		3000	
17.2	Movable Barricade	Per RMT		1000	
18	Flex & Signage As per Annexure-M				
18.1	Flex & Signage	Per Sqft.		1000	
18.2	Display of Map (Installation of structure	Per Map			

	for display of Lok Mahotsav2023 map of approx. 10'*10' feet size at different locations)				
18.3	Guest Batch	Per Pcs		200	
18.4	Volunteer Batch	Per Pcs		400	
18.5	Officers Batch	Per Pcs		200	
19	Temporary Toilet As per the Point no. b.8 of ToR	Per Pcs.		20	
20	Decorative wall As per the Point no. B.9 of ToR	Per Sqft.		1200	
21	Volunteer Waiting hall as per the point no. b.10 of ToR	Per hall		1	
22	exhibition hall as per the point no. b.11 of ToR	Per hall		1	
23	Selfie Point as per the point no. b.11 of ToR	Per point		2	
24	Police Controll Room as per point no.b.12 of ToR	Per Room		1	
26	Doctor room with First Aid Facility as per the Point no b.13 of ToR	Per Room		1	
27	Out Door LED screen as per ToR point no. E	Per Sqft.		394	
28	Anchoring				
28.1	Anchor Male	Per Evening		3	
28.2	Anchor Female	Per Evening		3	
29	Cleaning & Sanitation Ground as per para no.G of ToR ( from 10 <sup>th</sup> Jan to 17 <sup>th</sup> Jan-2023)	Per Day		8	
30	MISCELLANEOUS ITEMS				
30.1	Bed Set (Mattress ( 3'6'), Pillow with Cover, Blanket, Bedsheet)	Per Pcs		300	
30.2	Durry (15' X 15')	Per Pcs		20	

30.3	Printing & Installation of Star Flex Sheet with batten frame	Per Sqft		5000	
30.4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	Per sqft		2000	
30.5	Sanitizer Stand	Per Pcs		20	
30.6	Dustbin- 3 ft height	Per Pcs		50	
30.7	Decorative Flower / Plant Pot	Per Pcs		150	
30.8	Syntex tank (2000 liter capacity each tank with 3' height stand)	Per Pcs		6	
30.9	Soundless pedestal fan	Per Pcs		10	
30.10	Red carpet (synthetic)	Per Sqft		2000	
30.11	Net Carpeting	Per Sqft		50000	
30.12	Acrylic lettering and Led lighting Selfie Point (length 15 ft , 2ft lettering size, backside LED with 4ft height platform with barricading)	Per Unit		2	
30.13	Decoration in Flowers	Per KG		200	
30.14	Decoration in Baloons	Per			
30.15	Supply of Flower Boquet for dignitaries	Per Pcs		200	
31	Fencing & Carricading				
31.1	Barricading of Parking Area ( VIP Parking,Four wheeler Parking, Two Wheeler Parkig)	Per RMT		500	
31.2	Barricading in approach road	Per RMT		200	
31.3	Barricading at Entrance Gate	Per RMT			
32	Instalation of CC Camera				
32.1	CC camera	Nos		30	
32.2	LED Monitor 55"	Nos		2	



32.3	I TB Hard Disk for Backup	Nos		2	
33	Cost of Temporary Electrification	Lump sum			
34	Electricity charges	Lump sum			
Total Amount ( In INR) ( A From 1 to 34)					
GST ( _____ ) ( B)					
Grand Total C ( A+B)					

**Tender Paper**  
of  
**Security Services**  
for

**National Level Pallishree Mela &  
Lok Mahotsav-2023, Sambalpur**

**Organized by  
ORMAS & District Administration,  
Sambalpur**

**DETAILS ON TENDER PAPER FOR DEPLOYMENT OF SECURITY PERSONNEL**

The Tender paper can be downloaded from the website- [www.ormas.org](http://www.ormas.org) / [www.sambalpur.nic.in/](http://www.sambalpur.nic.in/)  
[www.smcsambalpur.nic.in/](http://www.smcsambalpur.nic.in/)

A) E.M.D (Refundable) : **Rs. 5,000/-** (Rupees five thousand) only in shape of Demand Draft /Pay order in favour of DSMS, **Sambalpur** payable at **Sambalpur**.

**To be filled in by the bidder.**

**Demand Daft / Pay Order No. .... Dated ...../...../ 2022**  
*(DD/PO to be attached with the Tender Paper)*

B) NAME AND ADDRESS OR BIDDER:

**To be filled in by the bidder.**

*Bidder Name and Address:*

.....  
.....

**Signature of the bidder**

**C. LAST DATE & TIME FOR RECEIPT OF TENDER:** 21/12/2022 by 5.00 PM.

**D. DATE & TIME OF OPENING OF TENDER:** **22/12/2022** at 11 AM followed by Technical Presentation and Financial Bid opening for technically qualified bidders.

**E) ADDRESS FOR SUBMISSION OF TENDER PAPER**

**CDO-Cum-EO**  
**Zilla Parishad, Sambalpur**  
**Sambalpur, ODISHA-768001**

## **SECURITY SERVICES**

### **A. Background:**

National Level Pallishree Mela, 2023 is an initiative to provide a direct selling platform to the rural producers to exhibit their products eliminating intermediaries. It is being organized by ORMAS, Sambalpur under the Panchayati Raj and Drinking Water Department, Govt of Odisha for years. It aims to strengthen the rural economy, thereby generating confidence and accelerating the development of rural crafts. The exposure to the urban market helps the rural artisans to taint their product portfolio to suit needs of urban customers. It creates ample space for cross-learning increases the bargaining power of the rural poor and enabling them to get better price realization for their products.

### **B. Exhibition Calendar:**

The calendar of National Pallishree Mela to be organized by ORMAS, Sambalpur as per the details given below, is purely tentative. Any place or period as proposed below may change/vary in course of action. The programme given in the calendar may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

<b>Sl.</b>	<b>Name of the District</b>	<b>Place of Exhibition</b>	<b>Occasion</b>	<b>Tentative Date of the Exhibition</b>	<b>No. of Stalls</b>	<b>Type of Mela</b>
1	Sambalpur	Ainthapalli	Loka Mahotsav	11 <sup>th</sup> -16 <sup>th</sup> January 2023	250 ( Combined with Lok Mahotsav)	Mega

### **C. Quality requirements for Security Personnel**

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

1. Dressed in proper uniform
2. Sincere, well behaved & disciplined
3. Able to read, write & speak Oriya. Working knowledge of Hindi & English.
4. Able to keep proper watch & ward
5. Knowledge of fire extinguisher operation
6. Able to ride motor bike
7. Minimum Qualification: Matriculation, +2 will be an added advantage

Each guard should be aware of their duties & responsibilities during the duty hours.

#### **Tentative Requirement of Security Personnel**

Security Guard with Lathi	-	27
Supervisor	-	3
Total		30

Security personnel will be deputed at exhibition ground and Accommodation places of the participants on shift basis.

**D. Terms & Conditions:**

1. The firm should submit the documents in duplicate such as **Registration Certificate, Private Security Regulation Authority (PSRA) Act of 2005 or subsequent amendments, GSTIN Registration copy, up to date EPF & ESI deposit (Till 31/03/2022) and present customer list** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. The bidder can be a Company/Partnership Firm registered under relevant Acts
3. Experience certificate for execution of similar nature of work should be enclosed
4. ORMAS, Sambalpur will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
5. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
6. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.
7. Arrangement of lodging, boarding & logistics of the guards during the exhibition period will be the responsibility of the Security Agency.
8. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
9. The bidder are required to deposit an earnest money of Rs. 5,000/- (Rupees five thousand only) in shape of demand draft/pay order in favour of DSMS, Sambalpur. The E.M.D. amount of the successful bidder will be kept with ORMAS, Sambalpur till the completion of the exhibition. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
10. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of the event.
11. The rate offered by the firm should be valid for one year.
12. The bidder has to offer the price for all items together or else the tender paper will not be considered for evaluation.
13. The rate offered by the firm shall be inclusive of all taxes and duties.
14. **While submitting the Tender, the Tenderer should submit the following:**
  - a) Copy of work orders/ experience certificate of similar nature of works for last 3 years with list of organizations.
  - b) Copy of the Registration Certificate
  - c) Up to date EPF & ESI (till 31/03/2022) deposit of the employees.
  - d) **EMD of Rs. 5,000/- (Rupees five thousand only) in favour of DSMS, Sambalpur in shape of Demand draft/pay order.**

- e) Copy of the Pasara license.
- f) GSTIN Registration certificate

### **E. Evaluation of bidder**

The technical proposals shall be evaluated in two phases.

In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in the tender.

In the second phase, the firms which satisfy the minimum eligibility criteria shall be given marks based on Table: 1. Accordingly, firms will be ranked based on the marks allotted to them.

**Table: 1**

Sl. No.	Evaluation Criteria	Maximum Score
1	Similar nature of work.	<ul style="list-style-type: none"><li>• 10 marks for 1 similar nature of work and</li><li>• 5 marks for every additional similar nature of work in the last 3 calendar years (2018, 2019, 2020)</li></ul> Subject to maximum marks of 25
2	Number of Enforcement Personnel on the pay roll of the Agency.	<ul style="list-style-type: none"><li>• 15 marks for having 100 nos. of Personnel on the payroll of the Agency and</li><li>• 5 marks for every additional 50 no. of such enforcement personnel</li></ul> Subject to maximum marks of 25
3	Minimum Average Turnover of the Agency	<ul style="list-style-type: none"><li>• 10 marks for having minimum average turnover of INR 1 Crore in the last 3 financial years (2018-19, 2019-20 &amp; 2020-21) and</li><li>• 5 marks for each additional INR 50 Lakhs turnover</li></ul> Subject to maximum marks of 20
4	Presentation	Maximum marks of 30
TOTAL		100

Note: Similar nature of works means providing security personnel.

In the third phase the top 3 ranked firms shall be short listed and will be invited for opening of financial bid. The presentation format is elaborated in Table No. 2

Table: 2

Sl. No.	Evaluation Criteria	Maximum Score
1	Agency profile, Experience of Similar nature of work in the past.	15
2	Service standard delivery	15
	TOTAL	30

**Technical Score (Ts):** The Technical marks of participants shall be as per the point scoring methodology. Authority may include a panel of experts to evaluate the technical presentation. The bidders shall be invited for a PowerPoint presentation in front of the committee.

#### **Opening of Financial Proposal**

The financial proposals of the technically qualified bidders shall be ranked after the presentation shall be opened.

**Financial Score (Fs):** The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

#### **Combined and Final Evaluation**

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively).

The Selected Applicant shall be the one who scores highest mark cumulatively in Technical and Financial.

#### **F. Submission of Proposal - Packing, Sealing and Marking**

The proposal shall be submitted in two parts -

- Part A - Technical Proposal
- Part B - Financial Proposal

***Tender Paper for Security Deployment in National Level Pallishree Mela, Sambalpur -2023***

The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the proposal prior to opening of the same. The medium of language to be used in the proposals is English.

The Technical proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows



*Tender Paper for Security Deployment in National Level Pallishree Mela, Sambalpur -2023*

Part-A:  
Technical proposal for

“SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL”.

Part-B:  
Financial Proposal for

“SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL”.

Both the above envelopes i.e. envelope for Part-A and envelope for Part-B must be packed in a separate sealed outer cover and clearly marked with the following on the top of the envelope:

Proposal for

“SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL”.

The inner and outer envelopes shall be addressed to the following address:

**CDO-Cum-EO  
Zilla Parishad,  
Sambalpur, ODISHA-768001**

If the outer envelope is not sealed and marked as mentioned above, then Authority will assume no responsibility for the proposal's misplacement or premature opening.

## **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 and District Administration, Sambalpur. 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**

**Tender for providing security service for National Level Pallishree Mela,  
2023**

**To**

**CDO-Cum-EO  
Zilla Parishad  
Sambalpur**

**Sir,**

I / We do hereby submit item wise Tender below for security service for exhibition National Level Pallishree Mela and Lok Mahotsav-2023 organised by ORMAS and District Administration, Sambalpur.

<b>Sr.</b>	<b>Category</b>	<b>No. of Guard</b>	<b>Lumpsum Rate per person per day i.e. a shift of 8 hours per day per person (in Rs.)</b>	<b>Total No of Guards Required per day</b>	<b>Amount (In Rs.)</b>
1	Guard with Lathi	1		27	
3	Supervisor	1		3	
<b>G. Total</b>				30	

Note: G. Total amount should be inclusive of all overheads like remuneration, arrangement of lodging, boarding & logistics of the guards etc. and all statutory taxes including GST.

**Signature with seal of the bidder**

# **Tender Paper**

**of**

## **Printing Work**

**for**

### **National Level Pallishree Mela & Lok Mahotsav-2023 Sambalpur**

**Organized by  
ORMAS &  
District Administration, Sambalpur**

**DETAILS ON TENDER PAPER FOR PRINTING WORKS:**

The Tender paper can be downloaded from the website- [www.ormas.org](http://www.ormas.org) / [www.sambalpur.nic.in/](http://www.sambalpur.nic.in/)  
[www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in)

A) E.M.D (Refundable) : **Rs. 2, 000/-** (Rupees two thousand) only in shape of Demand Draft /Pay order in favour of DSMS **Sambalpur**.

**To be filled in by the bidder.**

**Demand Daft / Pay Order No. .... Dated ...../...../ 2022**  
**(DD/PO to be attached with the Tender Paper)**

B) NAME AND ADDRESS OR BIDDER:

**To be filled in by the bidder.**

*Bidder Name and Address:*

.....  
.....

**Signature of the bidder**

**C. LAST DATE & TIME FOR RECEIPT OF TENDER: 21/12/2022 at 5.00 PM**

**D. DATE & TIME OF OPENING OF TENDER: . 22/12/2022, 11 AM at Zilla Parishad, Conference Hall, Sambalpur**

**E. ADDRESS FOR SUBMISSION OF TENDER PAPER**

**CDO-Cum-EO  
Zilla Parishad,  
Sambalpur, ODISHA-768001**

## **Printing works**

### **A. Background:**

National Level Pallishree Mela, 2023 is an initiative to provide a direct selling platform to the rural producers to exhibit their products eliminating intermediaries. It is being organized by ORMAS, Sambalpur under the Panchayati Raj and Drinking Water Department, Govt of Odisha for years. It aims to strengthen the rural economy, thereby generating confidence and accelerating the development of rural crafts. The exposure to the urban market helps the rural artisans to taint their product portfolio to suit needs of urban customers. It creates ample space for cross-learning increases the bargaining power of the rural poor and enabling them to get better price realization for their products.

### **B. Exhibition Calendar:**

The calendar of National Pallishree mela to be organized by DSMS, Sambalpur as per the details given below, is purely tentative. Any place or period as proposed below may change/vary in course of action. The programme given in the calendar may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

<b>Sl.</b>	<b>Name of the District</b>	<b>Place of Exhibition</b>	<b>Occasion</b>	<b>Tentative Date of the Exhibition</b>	<b>No. of Stalls</b>	<b>Type of Mela</b>
1	Sambalpur	Ainthapalli	Loka Mahotsav	11 <sup>th</sup> – 16 <sup>th</sup> January 2023	250	Mega (Combined with Lok Mahotsav)

### **C. TERMS & CONDITIONS**

1. The text of the materials will be provided by ORMAS, Sambalpur well in advance of the exhibition. It is the responsibility of the firm that they print materials without any mistake and should be provided in time as per the specification.
2. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
3. The bill should accompany with the challan of receipt. The offer price should include all taxes & duties.
4. The bidders are required to deposit an earnest money of Rs. 2,000/- (rupees two thousand only) in shape of demand draft/pay order in favour of **DSMS, Sambalpur payable at Sambalpur**. The E.M.D. amount of the successful bidder will be kept with ORMAS, Sambalpur till the completion of the exhibition. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
5. The rate offered by the firm should be valid for 180 days.
6. The Tenderers have to offer the price for all items or else the tender paper will not be considered.
7. The firm should have valid GSTIN no.

8. The bidder can either be a Company/Partnership Firm/Proprietorship registered under relevant acts.
9. Preferred bidder shall be selected whosoever quotes the lowest financial proposal (L1).
- 10. While submitting the Tender, the Tenderer should submit the followings documents :**
  - i. Copy of work orders/ experience certificate for similar nature of works for last 2 years.
  - ii. Certificate of Incorporation or any other registered documents.
  - iii. The firm should be registered under DIC.
  - iv. EMD of Rs. 2,000/- in favour of DSMS, **Sambalpur** in shape of Demand draft/pay order.
  - v. Valid GSTIN registration certificate.

**D. Details specification:**

**1. Identity Card with cover and neck cord (500 – 1000 pcs. )**

- a) Size : 5.5 CM X 9 CM
- b) Printing : Offset Printing, Both Side
- c) Colour : **Multi colour**
- d) Paper : Art Paper Board, 220 GSM
- e) Accessories : Plastic pouch and Clip type Neck Cord

**2. Invitation Card (200-500 pcs.)**

- a) Size : 35 CM X 27 CM (Double-folded)
- b) Printing : Offset Printing
- c) Colour : **Multi colour**
- d) Paper : 220 GSM Glossy sheet (Imported)
- e) Envelop : Fit to card, **Bi colour** printing

**3. Brochures : (500- 2000 pcs.)**

- a) Size : 42 CM X 27 CM (Double folded)
- b) Printing : Offset, Both side Printing
- c) Colour : **Multi Colour Printing**
- d) Paper : 220 GSM Glossy sheet (Imported)

**4. Posters: (1000-2000 pcs.)**

- a) Size : 44 CM X 56 CM
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 130 GSM Glossy

**5. Certificate (300-1000 pcs.)**

- a) Size : A4
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 300 GSM Art Paper Board

**6. Leaflets (500-2000 pcs.)**

- a) Size : A 4
- b) Printing : Both side
- c) Colour : Multi Colour
- d) Paper : 130 GSM

## **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 and District Administration, Sambalpur. 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:



## **Tender for Printing works of National Level Pallishree Mela 2023**

To

**CDO-Cum-EO  
Zilla Parishad  
Sambalpur**

Sir,

I / We do hereby submit item-wises Tender below for printing works of National Level Pallishree Mela and Lok Mahotsav-2023 organized by ORMAS and District Administration, Sambalpur for the year 2023.

<b>S. N</b>	<b>Particulars</b>	<b>Quoted Rate (In Rs.) for</b>			
		<b>300 Pcs.</b>	<b>500 Pcs.</b>	<b>1000 Pcs.</b>	<b>2000 Pcs.</b>
1	Identity Card with cover and neck cord				
2	Invitation Card				
3	Brochure				
4	Posters				
5	Certificate				
6	Leaflets				
	Sub Total (in rs.)				
<b>Grand Total (in rs.)</b>					

**Signature with seal of the bidder**

# **Tender Paper**

**of**

**Documentation (Still Photography  
& Videography)**

**for**

**National Level Pallishree Mela  
Lok Mahotsav -2023  
Sambalpur**

**Organized by**

**ORMAS & District  
Administration, Sambalpur**

**DETAILS ON TENDER FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK**

Tender paper can be downloaded from the website-[www.ormas.org/](http://www.ormas.org/) [www.sambalpur.nic.in/](http://www.sambalpur.nic.in/)  
[www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in)

A) E.M.D (Refundable) : **Rs. 1,000/-** (Rupees one thousand only) in shape of Demand Draft /Pay order in favour of DSMS, **Sambalpur** payable at **Sambalpur**.

*To be filled in by the bidder.*

**Demand Daft / Pay Order No. .... Dated ...../...../ 2023**  
*(DD/PO to be attached with the Tender Paper)*

B) NAME AND ADDRESS OR BIDDER:

*To be filled in by the bidder.*

*Bidder Name and Address:*

.....

.....

**Signature of the bidder**

**C. LAST DATE & TIME FOR RECEIPT OF TENDER: 21/12/2022 latest by 5 PM**

**D. DATE & TIME OF OPENING OF TENDER: 22/12/2022 at 11,00 AM at Zilla Parishad, Sambalpur**

**E) ADDRESS FOR SUBMISSION OF TENDER**

**O/o CDO-Cum-EO**

**Zilla Parishad**

**Sambalpur, ODISHA-768001**

## **Terms of Reference for documentation work**

### **A. Background:**

National Level Pallishree Mela, 2023 is an initiative to provide a direct selling platform to the rural producers to exhibit their products eliminating intermediaries. It is being organized by ORMAS, Sambalpur under the Panchayati Raj and Drinking Water Department, Govt of Odisha for years. It aims to strengthen the rural economy, thereby generating confidence and accelerating the development of rural crafts. The exposure to the urban market helps the rural artisans to taint their product portfolio to suit needs of urban customers. It creates ample space for cross-learning increases the bargaining power of the rural poor and enabling them to get better price realization for their products.

### **B. Exhibition Calendar:**

The calendar of National Pallishree mela to be organized by ORMAS, Sambalpur as per the details given below, is purely tentative. Any place or period as proposed below may change/vary in course of action. The programme given in the calendar may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Sambalpur	Ainthapalli	Loka Mahotsav	11 <sup>th</sup> -16 <sup>th</sup> January 2023	250 (Combined with Lok Mahotsav)	Mega

### **C. Scope of Work**

#### **i) Videography:**

- The entire event will be video documented in *Digital High Definition Video (HDV) Camera*.
- A small documentary film/movie of the Mela with minimum 10 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, live demonstration, Success Stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer.
- *Edited Version of Video Display at the Mela Ground:* In an ongoing Mela, Every 3<sup>rd</sup> day of mela edited version of previous 2 days of mela's videos should be played in the mela ground in the LCD Projector. For Example, in a 6 days mela, videography has to be done in the following manner:

SL No.	Video Display.	Particulars	Remarks
1	3 <sup>rd</sup> day of the Mela	Edited Videos of 1 <sup>st</sup> & 2 <sup>nd</sup> Day Mela & cultural activity to be played in the LCD	Inaugural function, Gates, Hoardings, Design of the exhibition, Workshops, seminars, views of public, views of participants, cultural programmes , live
2	5 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 4 <sup>th</sup> Day Mela & cultural activity to be played in the LCD	

3	6 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 6 <sup>th</sup> Day programme to be played in the LCD	demonstration, Success Stories, Interaction with visitors, sellers, etc.
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- Videography along with success stories, interaction with visitors/sellers etc.
- Necessary actions should be taken during final post production and final preview of the documentary in consultation with ORMAS, Sambalpur.
- The documentary film of each mela should be submitted in ORMAS, Sambalpur office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

#### **ii) Still Photography:**

- The still photographs (maximum of 100 Pcs.) as 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 3 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in DSMS office within 10 days of the completion of the event.
- Photography along with success stories, interaction with visitors/sellers etc.

### **D. Terms and Conditions**

1. The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
2. The period of exhibition will be 6-7 days.
3. The work should be completed within the time frame.
4. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
5. The price offered by the firm should include all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
6. The total rate offered by the firm shall be including of all taxes and duties.
7. The above documented works should be submitted within 10 days of the completion of the exhibition.
8. The bidders are required to deposit an earnest money of Rs.1,000/- (Rupees one thousand only) in shape of demand draft/pay order in favour of DSMS, Sambalpur payable at Sambalpur. The E.M.D. amount of the successful bidder will be kept with ORMAS, Sambalpur till the completion of the exhibition. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
9. The bidders have to offer the price for all items else the Tender paper will not be considered.
10. The rate offered by the firm should be valid for 180 Days
11. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
12. The bidder can either be a Company/Partnership Firm/Proprietorship registered under relevant acts.
13. Preferred bidder shall be selected whosoever quotes the lowest financial proposal (L1)

- 14. While submitting the Tender, the bidder should submit the followings:**
- a. EMD of Rs. 1,000/- (Rupees one thousand) only in favor of DSMS, Sambalpur in shape of Demand draft/pay order.
  - b. Certificate of Incorporation or any other registered documents.
  - c. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.
  - d. Valid GSTIN Registration number.

**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 and District Administration, Sambalpur. 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:

**Tender for Documentation work of National Level Pallishree Mela 2023**

To

**CDO-Cum-EO  
Zilla Parishad, Sambalpur**

Sir,

I / We do hereby submit item wise Tender below for Documentation ( Videography & Still Photography) of National Level Pallishree Mela and Lok Mahotsav to be organized by ORMAS and District Administration, Sambalpur for 2023:

Sl. No.	Particulars	Units	Rates (In Rs.)
1.	Video Documentation (3 copies of CD to be submitted)	For the entire event	
2.	One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground	For the entire event	
3.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap	
Total			

**Signature with Seal of the bidder**