

TENDER PAPER

OF

**Tent & Allied works
For the year 2023**

**For
MSME EXHIBITION**

To be organized by

DIC, Mayurbhanj

District Industries Centre, Mayurbhanj

Takatpur, Baripada,

TENDER PAPER FOR TENTAGE & ALLIED WORKS OF MSME EXHIBITION 2023
TO BE ORGANISED FROM 5th March to 9th March 2023.

E.M.D (Refundable) : Rs. 10, 000 /- (Rupees ten thousand only) in shape of Demand Draft / Pay order in favor of **General Manager, DIC, Mayurbhanj** payable at Baripada.

LAST DATE & TIME FOR RECEIPT OF TENDERS : 20.02.2023 latest by 2 pm

DATE & TIME OF OPENING OF TENDERS : 20.02.2023 at 4.00 PM at Collectorate Mayurbhanj

TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS FOR MSME EXHIBITION- 2023

Period 5th March to 9th March 2023,

Sealed tenders are invited from the reputed firms, decorators and tent houses having the work experience of Exhibitions or similar nature of works.

The tenderer should have registered his firm under Commercial Tax (GST), Service Tax and having PAN No.

The work will be assigned to a firm for MSME Exhibition -2023 only. So, the rate quoted should be inclusive of all taxes offered by the tent houses / firms and should be valid for the given period.

The duration of the exhibition will be for 5 days as per the details given below. In case of there is any extension of exhibition period, no extra payment will be entertained for the additional days. All the desired works should be completed at least one day before the scheduled inauguration date and time of the Exhibition and should hand over all the works as per the specification, to the in-charge of exhibition.

The bidder should have in the business of providing Tent or Event Management Services to the Central / State Government / Corporate Bodies /National Organizations for at least 1 or 2 years from the date of opening of the proposal.

Details of MSME Exhibition

The MSME Exhibition to be organized in the Chhow Ground, Baripada, Mayurbhanj as per the details enlisted below, is purely tentative. Any place or period as proposed below may change / vary in course of action. **The details of programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.**

Sl. No	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of days of Exhibition	Nature of work
1	Mayurbhanj	Chhow Ground, Baripada	MSME Exhibition	5 th March to 9 th March 2023.	5	Stalls- 100 ,Gate-1, Erection of temporary toilet- 4 nos., Electrification in exhibition premises along with Genertor(with fuel) and Hoardings- 5 nos.,Small meeting venue with capacity of about 100 persons

On completion of the exhibition, the contractor shall have to take away all the materials within 3 days & vacate the site with the same condition while occupying the ground.

The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.

The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the exhibition in-charge. Part payment / release of advance will be made only after inauguration of

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The Authority reserves the right to reject any or all tenders without assigning any reason thereof.

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The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the exhibition in-charge. Part payment / release of advance will be made only after inauguration of the said exhibition on the satisfaction of the authority. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Exhibition -in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Exhibition-in-charge which should be submitted with the bill.

The tenderer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. The authority will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take suitable step for insurance of his goods used in the exhibition for the above purpose.

No part of the contract will be sub-let without the prior written permission of the authority.

CONCEPT OF THE MSME EXHIBITION

The MSME Exhibition will be designed to promote entrepreneurship by displaying, demonstrating the process of manufacture 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 harmoniously. The whole set up would create awareness on MSME products among the masses.

The overall objective of the MSME Exhibition is to create awareness among the participants and visitors about various schemes and activity of MSME department as well as to augment the marketing of various MSME products produced in this district by B2C and B2B platform

In general, the following works will be required to be taken up:

1. Erection of Stalls
2. Gate
3. Mini Meeting Hall with Dias and 100 chairs, light, Fan etc.
4. Ground Electrifications (General)
Additional Electrical Requirements- Tube Light, Ceiling Fan, etc.
5. Miscellaneous: Bed Set (Bed & Pillow with cover)
6. Generators: 25 KVA

Erection of Stall:

Stalls will be erected in MSME Exhibition 2023 as per the requirement. The tenderer will quote their lowest possible price. The details of specifications are given below:-

Sl. No.	Particulars	Stall Specification
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full Floor coir/Net Matting
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with new white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. The GI Sheets will be covered in the Back side of the Stall upto 5' from the Ground.
4	Racks	Three fire wooden racks. The shelf of the racks will be of size 1.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected by the contractor. The frame will have 2' front projection & 3' height. The facia will be covered with cloth. The selective cloth colour like Bottle Green, Navy Blue & Maroon will be used alternatively in the exhibitions. Running Tribal paintings / Patta Painting/ Flex Printing in multi colour will be made on the facia. 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 2.6' X 3' height and wrapped with new white cloth. Plastic moulded Chair – 2 nos. in each stall.
7	Electric Fittings	Tube Light – 4 nos. (2 nos. of tube light should be connected with generator) & a on / off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on / off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
8	Numbering of Stall	All stalls should be numbered with stencil & paint.
9	Closures	Front cloth drops / screens. Daily putting up and off of the same is the responsibility of the concerned tent Agency..
10	Miscellaneous	Street light facility should be provided inside the entire Exhibition Ground.
11	Shade in front of stall	Shade in front of stall of 10 feet will be provided.

General Specification: The Ground lay out should be prepared in a compact manner from security point of view. In case of requirement of any wall with tin fencing & facia work no extra charge will be entertained. The tenderer will have to cover the entire front portion i. e the entry and exit point of the gate with side wall screens or in cloth & batten frame walls with painting / Applique decoration to cover the tin walls.

Mini Meeting Hall:

One Mini Meeting Hall will be erected in exhibition. The tenderers will quote the lowest possible price. **ALL NEW COTTON CLOTHES TO BE USED.** The specifications are as follows:

Sl. No.	Particulars	Work Specifications
A	Structure	Bamboo structure with wooden batten frame work and colour cloth covering as per a particular design from All sides. Tarpaulin water proof roofing. As per the requirement of the design the quotationer should use plaster parish, spray colour, vinyl board, wooden planks etc.
B	Size	40 ft X 25 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames.
D	Flooring	Carpet/ Net Matting.
E	Furniture	Meeting hall dias 10 ft long with VIP chairs with 100 nos. plastic chairs for participants
F	Electric Fittings	Tube Light – 10 nos. , Ceiling Fan – 4 nos., 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 nos. of 5 Amp Plug, 2 nos. 15 Amp. Plug provisions for computer, printer & Projector. Other decorative light like hanging chandelier (<i>jhaada</i>) etc.
G	Sound System	One microphone with amplifier & audio DVD / CD player for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
I	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Meeting Hall with thermocol lettering and thermocol panels at the entrance (written in English & Oriya).
J	Cooler	4 nos. of cooler each be fitted.
K	Computer & Projector	A Desk top computer/ Laptop with LCD Projector and 16 mm display screen is required to be installed in the meeting Hall.

GATE: The tenderer shall submit the lowest possible rate for the gate with following specifications:

Entire Gate in Bamboo structure/ wooden Batten Frame & Front with Flex, Flower & sufficient light in the Gate. 15ft X 10 ft gate with sufficient light and live flower decoration.

Ground Electrification:

Supply of uninterrupted electricity in the ground and Exhibition premises.

Generators:

Sound less Generator sets with required fuel shall be provided by the tenderer for the entire exhibition period. The tenderer should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two tube lights of each stall, stage, few ground lights, control room and public announcement system. The requirement of Gen. Sets will be of 25 KVA.

HOARDINGS

5 Hoardings with bamboo structure may be placed at prominent places of Baripada Town

TEMPORARY TOILET FOR VISITORS 4 nos. of (2 for Male and 2 for Female) temporary urinals and toilets should be installed with all sanitary fittings in the exhibition ground along with water facility and wash Basin for the participants and visitors.

Name & Address of the firm

Signature with seal

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 DIC Mayurbhanj. 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.

Place:
Date:

Signature of the tenderer with seal

TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF MSME EXHIBITION 2023
(Last date for submission of tender form on or before 20th February 2023, 2.00 PM)

To

Sl. No	Item Particulars	Unit	Rate per unit in Rs.	Qty	Total Amount (In Rs.)
1	Erection of Stall	1		100	
2	Small Meeting venue	1		1	
3	Erection of Gates (Entrance & Exit)	1		1	
4	Ground Electrification in exhibition premises along with Genertor(with fuel)	1		1	
7	Miscellaneous – General				
	Bed Set (Bed & Pillow with Cover)	1		50	
	Plastic Molded Chair (optional)	1			
	VIP Chair (optional)	1			
8	Miscellaneous (Electrical) (optional)				
	Pedestal Fan	1			
	Ceiling Fan	1			
	Tube light	1			
	Halogen(500W)	1			
	Halogen(1000W)	1			
	Total				

Signature of the tenderer