



ZILLA PARISHAD, MAYURBHANJ
ODISHA RURAL DEVELOPMENT AND MARKETING SOCIETY, MAYURBHANJ
(Panchayati Raj & D.W. Department, Govt. Of Odisha)

ORMAS

E-mail : ori-dmayurbhanj@gramsat.nic.in / dsmsmayurbhanj@gmail.com

Letter No. : 96

Date: 02/03/2025

TENDER CALL NOTICE

Sealed quotations are invited in the prescribed format from interested Tent Houses/ Firms/ Event Management for different works of Pallishree Mela -2025 as per the specifications provided below. The event will be organized at College & Chhau Padia, Baripada from 10th to 15th April-2025. The detailed Tender Paper along with terms & conditions can be obtained from the office of the undersigned or can be downloaded from the website <https://Mayurbhanj.odisha.gov.in>. The Quotation paper completed in all respect must be with sealed cover and superscribed as "Quotation for Tentage & Allied Works of Pallishree Mela-2025" for relevant work.

The sealed quotation completed in all respect addressed to "The Deputy CEO, ORMAS, C/o- Zilla Parishad, Mayurbhanj, At-Murgabadi, Po- Bhanjpur, Dist-Mayurbhanj, PIN- 757002" should reach by Speed Post/ Registered Post /Courier/ by hand on or before **18.03.2025 at 2.00 PM** and will be opened in the same day at **4.00 PM** at the office of the undersigned in presence of the Bidders or their authorized representatives. The Quotations received after due date and time will not be considered.

The undersigned reserves the right to accept/ reject/ modify/ cancel any or entire quotation(s) at any stage without assigning any reason thereof.

Shc
03.03.25

CDO-cum-EO

Zilla Parishad, Mayurbhanj

Memo No 97 Dated 02/03/2025

Copy to the DeGM, Collectorate, Mayurbhanj for information with request to hoist the Bid Document in District Portal for wide publicity.

Copy to the DIPRO, Mayurbhanj/ Dy. Collector, Nizarat, Collectorate, Mayurbhanj/ All BDOs, Mayurbhanj for information and necessary action with request to affix the above Quotation Call Notice in their office Notice Board for wide publicity.

Copy to the Notice Board of Zilla Parishad.

Copy to the PA to collector for kind information of the Collector, Mayurbhanj.

Shc
03.03.25

CDO-cum-EO

Zilla Parishad, Mayurbhanj

TENDER PAPER

OF

Tent & Allied works For the year 2025

For Pallishree Mela

To be organized by

ORMAS, Mayurbhanj

ORMAS

Odisha Rural Development & Marketing Society,
Mayurbhanj

(A district unit of ORMAS)
Zilla Parishad, Baripada, Mayurbhanj, Odisha

TENDER PAPER FOR TENTAGE & ALLIED WORKS OF PALISHREE MELA - 2025
TO BE ORGANISED from 10th to 15th OF APRIL-2025

E.M.D (Refundable) : Rs. 30, 000 /- (Rupees thirty thousand only) in shape of Demand Draft / At par cheque in favor of **ORMAS, Mayurbhanj** payable at Baripada.

LAST DATE & TIME FOR RECEIPT : 18.03.2025 latest by 2.00 pm
OF TENDERS

DATE & TIME OF OPENING OF : 18.03.2025 at 4.00 PM at Zilla Parishad, Mayurbhanj
TENDERS

CB

TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS FOR PALISHREE MELA -2025

Period 10th to 15th April 2025, Mayurbhanj

1. Sealed tenders are invited from the reputed firms, decorators and tent houses, event management having the work experience of Exhibitions or similar nature of works.
2. The tenderer should submit following necessary documents-
 - I. Copy of Proof of Certificate of Incorporation / Registration of the Agency
 - II. Copy of PAN
 - III. Copy of Goods and Services Tax Identification Number (GSTIN).
 - IV. Updated GST clearance in GSTR 3B Form (up to December 2024)
 - V. Copy of the Electrical License / Contractor hired by the bidder.
3. The work will be assigned to a firm for Pallishree Mela only. So, The rate quoted should be inclusive of all taxes offered by the tent house / firm and should be valid for the given period.
4. The duration of the exhibition will be for 6 days as per the details given below. In case of there is any extension of Mela period, no extra payment will be entertained for the additional days. All the desired works should be completed at least one day before the scheduled inauguration date and time of the Exhibition and should hand over all the works as per the specification, to the in-charge of exhibition.
5. 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.
6. **Experience Certificate/ Work Order** showing successfully completed **similar type of works during last three year** ending last day of the month previous to the one in which application are in invited should be either of the following.
 - a. Three Similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 10.00 Lakhs (Rupees Ten Lakhs) each **OR**
 - b. Two similar types of works costing not less than the amount equal to Rs.12.00 Lakhs (Rupees twelve Lakhs) each **OR**
 - c. One similar types of works costing not less than the amount equal to Rs. 15.00 Lakhs (Fifteen Lakhs)

Details of Pallishree Mela

The Pallishree Mela will be organized in the College and Chhow Ground, Baripada, Mayurbhanj as per the details enlisted below which 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	College & Chhow Ground, Baripada	Pallishree Mela -2025	10 th to 15 th April 2025	6 (six)	Stalls- 150, Gate-2, Control room cum VIP lounge, Demonstration Mandap, Theme Stall, Security Personel, Documentation etc.

7. 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.
8. 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.
9. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela and Mahostav 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 Mela and Mahostav -in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge which should be submitted with the bill.
10. 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.

11. No part of the contract will be sub-let without the prior written permission of the authority.
12. For convenience and effective delivery, the tender is to be treated as a package of services. Hence, the firm quoting the lowest quotes and submitted required documents mentioned in Sl. No. 1 & 2 will be selected for the purpose.
13. It shall be the responsibility of the successful tenderers / contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The tenderers have to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
14. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician / contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
15. Firm / Agency will be responsible for cleaning and sweeping of the entire Mela ground every day. The agency have to engage sufficient numbers of manpower for that and Mela ground should be ready with proper cleaning by 9 AM everyday during the exhibition period.
16. The tenderers are required to deposit an earnest money of Rs. 30,000 /- (Rupees Thirty thousand) only in shape of Demand Draft / pay order in favor of **ORMAS, Mayurbhanj**, payable at Baripada. The E.M.D amount of the successful tenderer will be kept with 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 be rejected.
17. Work order will be provided to a single bidder for all the works. Total cost for all the components will be considered in the tender process. Technical qualified bidder will be consider call for financial bidding.
18. A dedicated staff from the successful bidder will sit at the coordination cell throughout the event for proper coordination.
19. Event wise Layout Plan, Gate Craft, Coordination Cell, demonstration theme stall / Mandap shall be shared by 24.03.2025 and Firm / agency has to give presentation of the same in front of authority by 25.03.2025.
20. All Tentage & Allied works can be done as per event wise separate design given for layout Plan, Stage Craft, Gate Craft, Coordination Cell, demonstration theme stall / Mandap will be shared by 26/03/2025, following the technical specification.

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CONCEPT OF THE PALLISHREE MELA

The Pallishree Mela will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification harmoniously. 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 different States and Districts and create opportunities for the artisans / producers to build up long term marketing tie-up with prospective buyers around the country.

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

1. Erection of Stalls
2. Coordination Cell-cum-VIP Lounge
3. Main Entrance & Exit Gate
4. Ground Electrifications (General)
5. Generators: 82.5 KVA
6. Demonstration Mandap
7. DDU-GKY Theme Stall
8. Food Court and Kitchen Shed
9. Security Personnel
10. Net Carpeting
11. Vehicle
12. Photography and Video documentation-
13. Temporary Toilet for Visitors
14. Miscellaneous Items

1. Erection of Stall:

Stalls will be erected in Pallishree Mela 2025 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/carpet 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 up to 8' from the Ground.
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 white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten/iron frame for Running Facia will be erected by the contractor. Frame for Running Facia will be Constructed [10ft. X 3 ft.]. The facia will be covered with flex. Flex facia will be printed by the agency/ firm as per the design approved by ORMAS. 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	T5/ LED 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 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	Anti-Fire chemical treatment	The materials (like cloths, electrical joint junction points, other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

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 & fascia 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.

2. Coordination Cell –cum-VIP-Lounge:

One Coordination Cell –cum- VIP Lounge 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. Temporary Garden should be constructed covering the VIP Lounge. Design of Coordination cell will be shown by the bidder and construction should be done as per the approval of ORMAS.
B	Size	30 ft X 25 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.
D	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.
E	Flooring	Wooden plank platform of 2' height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 nos., 10 nos. of revolving cushion chairs, 3 sets of Dunlop Sofa Set for VVIPs (for 16 persons), 4 nos. of center table of low height, 10 nos. of glasses with cover, 4 nos. of waste bin basket, 15 nos. of plastic moulded chairs, one steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
G	Electric Fittings	Tube Light – 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 each room, 6 nos. of 5 Amp Plug, 2 nos. 15 Amp. Plug provisions for computer & printer. Other decorative light like hanging chandelier (<i>Jhaada</i>) etc., 2 nos. of cooler each be fitted.
H	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	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
J	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Oriya).
K	AC Provision	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 10' 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.

3. Main Entrance & Exit Gates: The tenderer shall submit the lowest possible rate for the gate with following specifications:

Sl. No	Particulars	Work Specifications
a	Structure	Bamboo Structure, Wooden Batten framing, Square & box type structure
b	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
c	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work

4. **Ground Electrification:**

The below mentioned items are taken as a PACKAGE which shall be supplied by the tenderer for exhibition period. The quantities of the items are statutory /fixed in the package. The tenderers have to quote his price for the complete PACKAGE only. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments. If the requirement will be less in quantity than the PACKAGE in any event, then the claim of the tenderer will be for the complete package.

Light Package

1. Main Switch Board/Panel Board up to 150 KW electric load with cabling & wiring.
2. Adequate speakers shall be fitted in the exhibition premises for surround Sound
3. 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
4. 50 no. of Halogen Light (1000 watt) along with wiring/fitting poles
5. 10 no. of white Halogen light along with wiring /fitting poles.
6. 5 no. of Halogen shall be fitted in and around back side of the stalls for security purpose.
7. 100 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
8. 100 no. Applique 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.
9. 10,000 Tuni running lights will be fitted at the required places.
10. It may increase or decrease as per requirement.

5. **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 82.5 KVA.

6. **Live Demonstration Mandap:** Live Demonstration Mandap will be constructed in one particular place inside the exhibition ground (As per the design). On the Mandap some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for such a Mandap; where (minimum three) as per the specifications mentioned below:

Structure : Bamboo & Cloth Structure, three sides open (a model of Hindu marriage bedi)
Size : 20 'X 20'
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.
Flooring : 2 ft. wooden platform with Full floor Darry matting.
Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Barricading : 4' height bamboo barricade covered with cloth on all sides of the stall.
Electric Fitting : 8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

7. **DDU-GKY Theme Stall:** 01 (one nos.) theme stalls need to be installed as per the design to be given by ORMAS for awareness & display of the various achievements & success stories of ORMAS.

Shape: Rectangular

Structure: Bamboo & Cloth Structure, three sides open

Size: 20 'X 10'

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.

Flooring: 6" wooden platform with Full floor carpeting

Ceiling: Tarpaulin water proof roofing and white cloth ceiling properly stretched.

Barricading: 4' height bamboo barricade covered with cloth on all sides of the stall.

Electric Fitting: 8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement

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8. **Food Court:** 15 nos of Food stall will be erected as per stall specification mentioned in point number 1.

Kitchen Shed: 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.

Dinning area. A dinning area will be set up as per below specification

Sn.	Particulars	Specifications
1	Size	The size of the dining area will be of 200' X 25'
2	Flooring	Green net carpet
3	Furniture	20 (50) numbers of round table with frill and cover, hundred (100) numbers of banquet chair with white cover,
4	Barricading	Decorative Bamboo truss barricading of 3' height with green colour painting to be erected around the dining area with entry and exit passage.
5	Dustbin	Sufficient (a minimum of 20 numbers big size) dustbin to be provided in dining area.

9. **Security Personnel**

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

- To put on proper uniform
- Sincerity with good conduct
- Well, behaved & disciplined
- Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation

Arrangement of lodging, boarding & logistics of the guards at exhibition towns during the exhibition period will be the responsibility of the Security Agency. The firm should engage the security agency who has the certificates like **Registration Certificate, GST/ Service Tax registration certificate, PAN Card in the name of Firm, up to date EPF & ESI deposit challan & PSARA license.** Bidder has to quote separate price for guard with lathi and supervisor. Work order will be given as per the requirement evaluating the situation.

10. **Net Carpeting:** New net carpeting to be used in the open space area of the mela ground for dust free, the selected bidder has to ensure the use of new net carpet and daily maintenance of the same during the mela period.

11. **Vehicle:** Two no of Bolero type vehicle will be engaged to carry the participants from Mela venue to accommodation venue every day for the period of 10th to 15th April 2025. Firms has to quote the per day rent. Payment will be done as per the Log book of the vehicle.

12. **Photography and VDO documentation-** The still photographs One album will be developed containing 100 photographs. photographs should cover all aspects of inaugural function, Gates, Design of the exhibition, advertising at different places like road crossing gates, hoardings, banners, posters etc workshops, seminars, gathering of public, few product photographs, cultural programs and live demonstration to valedictory function. The entire event will be video documented in digital camera and a short VDO film of maximum 10-15 minutes shall be done and to be submitted to ORMAS in pen drive.

13. **Temporary Toilet for Visitors:** Six numbers of (3 for male & 3 for female) temporary urinals & toilets Should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the participant and visitors. The quality of these toilets should be excellent, as there is a huge turnover of visitors to this fair.

14. **Miscellaneous Items:** Besides works from item no. 1 to no.9, following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

Sl. No.	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	50 pcs.
2	Durry (15' X 15')	20 pcs.

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 ORMAS/Zilla Parishad, 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 PALLISHREE MELA 2025
(Last date for submission of tender form on or before 18th March 2025, 2.00 PM)

To

Sl. No	Item Particulars	Unit	Rate per unit in Rs.	Qty	Total Amount (In Rs.) (including GST)
1	Erection of Stall	1		150	
2	Control Room cum-VIP lounge	1		1	
3	Erection of Gates (Entrance & Exit)	1		2	
4	Ground Electrification – Package	1		1	
5	Generator (with fuel) 82.5 KVA	1		1	
6	Demonstration Mandap	1		1	
7	DDU-GKY Theme Stall	1		1	
8	Food Court and Kitchen Shed (package)	1		1	
9	Security personnel (Guard with lathi-80 nos. and Supervisor-20 nos. for 6days in 3 shift) (Package)	1		Person (80+20)	
10	Net Carpeting (Running sqft)	Per Sq. Ft.		60,000 (approx.)	
11	Vehicle	1		2	
12	Photo album and Video Documentation	package			
13	Toilets for Visitors	1		6	
14	Miscellaneous – General				
	Bed Set (Bed & Pillow with Cover)	1		50	
	Durry (15' X 15')	1		20	
	TOTAL				

(Total Amount in Words)

Signature of the tenderer
With seal