



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. : 312

Date: 30/05/2025

SHORT QUOTATION CALL NOTICE

Sealed quotations are invited in the prescribed format from interested Tent Houses/ Firms/ Event Management for different works of Vikash Mela -2025. The event will be organized at Chhau Padia, Baripada from 11th- 17th June -2025. The detailed Quotation Paper along with terms & conditions can be obtained from the office of the undersigned. The Quotation paper completed in all respect must be with sealed cover and superscribed as "Quotation for Tent & Allied Works of Vikash 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 05.06.2025 at 11.00 AM and will be opened in the same day at 12.30 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.

[Signature]
30.05.25

CDO-cum-EO,
Zilla Parishad, Mayurbhanj

Memo No 313

Dated 30/05/2025

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.

[Signature]
30.05.25

CDO-cum-EO,
Zilla Parishad, Mayurbhanj

QUOTATION CALL NOTICE

Tent & Allied works

For

Vikash Mela-2025

To be organized by

ORMAS, Mayurbhanj

Orissa Rural Development & Marketing Society,

Mayurbhanj

(A district unit of ORMAS)

Zilla Parishad, Baripada, Mayurbhanj, Odisha

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QUOTATION CALL FOR TENTAGE & ALLIED WORKS OF VIKASH MELA - 2025
TO BE ORGANISED FROM 11th – 17th June - 2025

LAST DATE & TIME FOR RECEIPT
OF TENDERS : 05.06.2025 latest by 11 am

DATE & TIME OF OPENING OF
TENDERS : 05.06.2025 at 12.30 PM at ZILLA
PARISHAD, Mayurbhanj

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**TERMS AND CONDITIONS OF QUOTATION FOR TENT & ALLIED WORKS FOR VIKASH
MELA -2025**

Period – 11th – 17th June - 2025, Mayurbhanj

1. Sealed Quotation are invited from the reputed firms, tent houses and 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 Goods and Services Tax Identification Number (GSTIN).
 - III. Updated GST clearance in GSTR 3B Form (up to March 2025)
 - IV. Copy of the Electrical License / Contractor hired by the bidder.
3. The work will be assigned to a firm for Vikash Mela – 2025 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. Firm will be selected on the basis of total cost quoted for all items.
4. The duration of the exhibition will be for 7 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.
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. Preference will be given to the bidder who has completed the Pallishree Mela similar type of works.
7. **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.
 - o 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 8.00 Lakhs (Rupees Eight Lakhs) each **OR**
 - o Two similar types of works costing not less than the amount equal to Rs.10.00 Lakhs (Rupees Ten Lakhs) each **OR**
 - o One similar types of works costing not less than the amount equal to Rs. 12.00 Lakhs (Twelve Lakhs)

Details of VIKASH MELA

The Vikas Mela to be organized at Chau Padia, 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	Chau Padia, Baripada, MBJ	Vikah Mela	11 th – 17 th June - 2025	7	Stalls- (25), Gate-2, Ground Electrification and Theme Stall etc.

- On completion of the exhibition, the contractor shall have to take away all the materials within 2 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 Quotation.
- The Quotationer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. The undersign will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take suitable steps 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.
- It shall be the responsibility of the successful Quotationer / contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. **The Quotationer 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.**
- Firm / Agency will responsible for cleaning and sweeping of entire Exhibition Ground.
- 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.
- The tenderers are required to deposit an earnest money of Rs. 20,000 /- (Rupees Twenty thousand) only in shape of Demand Draft 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.
- 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.

CONCEPT OF THE VIKASH MELA - 2025

The Vikash Mela -2025 will be designed to commemorate District level celebration by featuring culture and traditions with 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 Vikash Mela is to popularize the ethnic and other rural products create opportunities for the artisans / producers to build up long term marketing tie-up with prospective buyers.

Erection of Stall:

Stalls will be erected in Vikash Mela 2025 as per the requirement. The Quotationer 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	Wooden Platform with carpeting.
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 5' from the Ground.)

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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 cotton 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.
9	Closures	Front cloth drops / screens. Daily putting up and off of the same is the responsibility of the quotationer.

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.

Control Room: Bamboo structure with wooden batten frame work and colour cloth covering as per a particular design from All sides. Tarpaulin water proof roofing, Size: 20X15 feet, 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 With Sufficient Light and Sound System.

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 15'

Facia : 3' 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 : 1 ft. wooden platform with Full floor Darry matting.

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

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.

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: 3' 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: Wooden platform with Full floor carpeting

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

Electric Fitting: Sufficient light fitted with the four corner poles, Two nos. fan with on/off switch arrangement

Gate: Entire gate in Bamboo structure / wooden batten frame and front with flex, flower and sufficient light in the gate. 15' X 10' gate with sufficient light and live flower decoration.

Ground Electrification: Supply of uninterrupted electricity in the ground and exhibition premises. Adjacent street light decoration with chain light.

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

Security: 6 security personnel shall be deployed in the exhibition ground for 24 Hours into 2/3 Shifts.

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.

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 11th to 17th June 2025. Firms has to quote the per day rent. Payment will be done as per the Log book of the vehicle.

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

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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/ZP, 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 Quotationer with seal



QUOTATION FOR TENTAGE & ALLIED WORKS OF VIKASH MELA 2025
 (Last date for submission of Quotation form on or before 05 June 2025, 11.00 AM)

To _____

Sl. No	Item Particulars	Unit	Rate per unit in Rs.	Qty	Total Amount (In Rs.)
1	Erection of Stall	1		25	
2	Generator (with fuel) 82.5 KVA	1		1	
3	Control Room	1		1	
4	Theme Stall	1		1	
5	DDU-GKY Stall	1		1	
6	Erection of Gate	1		2	
7	Ground Electrification – Package	1		1	
8	Hoarding	1		5	
9	Security	1		Person 84	
10	Net Carpeting (Running sqft)	Per Sq. Ft.		15,000 (approx.)	
11	Vehicle	1		2	
12	Miscellaneous – General				
	Bed Set (Bed & Pillow with Cover)	1		50	
	Durry (15' X 15')	1		20	
	TOTAL				

Total Amount Including all taxes (In words
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Signature of the Quotationer

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