



ZILLA PARISHAD, MAYURBHANJ

ODISHA RURAL DEVELOPMENT AND MARKETING SOCIETY, MAYURBHANJ

(Panchayati Raj & D.W. Department, Govt. Of Odisha)

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

ORMAS

Letter No. : 338

Date: 25/03/2026

TENDER CALL NOTICE

Sealed quotations are invited in the prescribed format from interested Tent Houses/ Firms/ Event Management for different works of District level Pallishree Mela along with Chaitra parva--2026 as per the specifications provided below. The event will be organized at College & Chhau Padia, Baripada from 11th to 15th April-2026. 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, which must be sealed with cover and superscribed as "Quotation for Tentage & Allied Works of District level Pallishree Mela along with Chaitra parva--2026 for relevant work.

The sealed quotation completed in all respect ,which 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/ Drop box on or before **02.04.2026 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.

dh-
25.03.26.

CDO-cum-EO
Zilla Parishad, Mayurbhanj

Memo No 339 Dated 25/03/2026

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

Copy to the DI & PRO, 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.

dh-
25.03.26.

CDO-cum-EO
Zilla Parishad, Mayurbhanj

TENDER PAPER

OF

Tentage & Allied works

For

District Level Pallishree Mela along with Chaitra Parva—
2026

To be organized by

ORMAS Mayurbhanj

ORMAS

Odisha Rural Development & Marketing Society
Mayurbhanj

(A district unit of ORMAS)

Zilla Parishad, Baripada, Mayurbhanj, Odisha



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DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Chief Development Officer, Zilla Parishad, Mayurbhanj Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Lowest Cost Based Selection
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of TENDER CALL	25.03.2026
6.	Last Date and Time for submission of Bid	02/04/2026 at 2.00 P.M.
8.	Date & time for opening of Tender	02/04/2026 at 4:00 PM
9.	Tender Processing Fee (Non-Refundable)	Rs.2,000/- in shape of Banker's Cheque/ Demand Draft in favour of "ORMAS Mayurbhanj" drawn in any nationalised Bank payable at Mayurbhanj. (Any kind of exemption/ relaxation is not applicable for this assignment)
10.	Earnest Money Deposit (EMD) (Refundable)	Rs.50,000/- in shape of Banker's Cheque/ Demand Draft in favour of "ORMAS Mayurbhanj" drawn in any nationalised Bank payable at Mayurbhanj. (Any kind of exemption/ relaxation is not applicable for this assignment)
11.	Place of Opening of Technical & Financial Bid:	Conference Hall of Zilla Parishad, Mayurbhanj, Murgabadi, Mayurbhanj 757002

For details, please visit: <https://mayurbhanj.odisha.gov.in>



SECTION: 1
LETTER OF INVITATION

TENDER CALL NOTICE No: - _____

Date:- _____

**Name of the Assignment: Tentage & Allied Works District Level Pallishree Mela along with
CHAITRA PARVA-2026**

1. CDO-cum-EO, Zilla Parishad, Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites online Bid from eligible bidders for "Selection of Tentage & Allied Works for District Level Pallishree Mela along with CHAITRA PARVA-2026. More details on the proposed assignment are provided in Section-3: Scope of Work of this Tender Call Notice document.
2. Agency will be selected under Lowest Cost Based Selection (LCBS)
3. The Bid should be completed in all respect as specified in the TENDER CALL NOTICE. Document must be accompanied with a **Non-refundable** amount of **Rs.2,000/ (Rupees Two Thousand)** towards **Tender Processing Fee** and a **refundable amount of Rs.50,000/- (Rupees Fifty Thousand only)** towards **EMD** failing which the bid will be rejected.
4. The last date and time for submission of Bid should be reached by **Date-02/04/2026 at 2.00 P.M.** in the office of CDO-cum-EO, ZP, Mayurbhanj by registered post/ speed post or to be dropped in the tender box only. The date of opening of the tender is on **Date-02/04/2026 (4.00 P.M)** in presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.11). Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This TENDER CALL NOTICE includes following sections:
 - a. Letter of Invitation [Section – 1]
 - b. Information to the Bidder [Section – 2]
 - c. Scope of Work [Section – 3]
 - d. Technical Bid Submission Forms [Section – 4]
 - e. Financial Bid Submission Forms (Section –5]
 - f. Annexure [Section – 6]
6. While all information/data given in the TENDER CALL NOTICE are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document.
7. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**

Sd/-

**Chief Development Officer-cum-EO,
Zilla Parishad, Mayurbhanj
Panchayati Raj & DW Department, Govt. of Odisha**

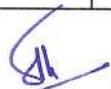


SECTION: 2
INFORMATION TO THE BIDDER

Pre-Qualification/Eligibility Criteria:

Bidders should confirm to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

Sl.No.	Eligibility Criteria	Documents required for pre-qualification
1	The bidder should have been in the business of providing Tentage and Allied Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least 03 years (as on 31 st December 2025).	1.Proof of Certificate of Incorporation / Registration of the Agency 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN). 4.Updated GST clearance in GST 3B Form 5.Copy of the Electrical License / Contractor hired by the bidder.
2	The agency should have an average annual turnover of Rs. 50.00Lakh (Rupees Fifty Lakh only) from Event Management Services /Tentageand Allied works during the last three financial years (2022-23, 2023-24& 2024-25).	Copies of audited Balance sheet for the last three financial years and CA certificate certifying that the Event management agency/Tentage and Allied Services should have an average annual turnover more than Rs. 50.00 Lakh (Rupees Fifty Lakh only) during the lastthree financial years from Event Management Services / Tentage & Allied Works in India.Provisional Audit Report for any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during last three years (2022-23, 2023-24& 2024-25)should be either of the following. i. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 10 lakhs (Rupees Ten Lakhs.) each OR ii. Two similar works costing not less than the amount equal to Rs.20.00 Lakhs (Rupees Twenty Lakhs) each OR iii. One similar works costing not less than the amount equal to Rs. 30.00 Lakhs (Rupees Thirty Lakhs.) each	Work orders/ Contract Document / Completion of Work Certificates from the previous clients to be submitted.
4.	The bidder should not be blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.



Documents to be submitted along with TECHNICAL BID (PART-A):

The bidders have to furnish the following documents duly signed along with their Technical Bid:

1. Filled in Bid Submission Check List in Original (Annexure-A)
2. Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the tender process.
3. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
4. Copy of Certificate of Incorporation/ Registration
5. Copy of PAN.
6. Copy of Goods and Services Tax Identification Number (GSTIN).
7. Copy of Updated GST Clearance Certificate
8. General Details of the Bidder (TECH – 2)
9. Financial Details of the bidder (TECH – 3) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
10. List of completed assignments of similar nature (Past Experience Details, TECH – 4) along with copies of contracts / work orders / completion certificate from previous clients.
11. Copy of the Electrical License/ Contractor hired by the Agency.
12. Self-Declaration from the Bidder on not blacklisted (TECH-5)

NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.

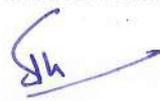
1. Bid Processing Fee :

The bidder must furnish the technical Bid, the required bid processing fee amounting to **Rs.2,000/-** (Rupees Two Thousand only) in shape of Banker's Cheque/ Demand Draft in favour of "ORMAS Mayurbhanj" drawn in any nationalised Bank payable at Mayurbhanj. (Any kind of exemption/ relaxation is not applicable for this assignment). Bids received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD) :

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to **Rs.50,000/- (Rupees Fifty Thousand only)** in shape of Banker's Cheque/ Demand Draft in favour of "ORMAS Mayurbhanj" drawn in any nationalised Bank payable at Mayurbhanj. (Any kind of exemption/ relaxation is not applicable for this assignment). Bids received without bid processing fee will be rejected. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successful completion of the work. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its Bid during the bid validity period as specified in TENDER CALL NOTICE
- Bidder does not respond to requests for clarification of its Bid.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time
 - Withdraw to execute the task in between without delivering the work as per the issued work order.



- Any other circumstance which holds the interest of the Client during the overall selection process.

3. Submission of Bid:

The bid paper should be submitted through Speed Post, Registered Post & Drop Box atORMAS, Section, Zilla Parishad, Mayurbhanj by **02.04.2026 (2:00PM)**.

4. Process of the Bid:

A Two stage process will be adopted as explained below for evaluation of the Bids.

Pre-qualification (1st Stage): In addition to the above the bidders have to furnish the following documents along with the pre-qualification Bid:

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation/ Registration
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Copy of Updated GST Clearance Certificate
6. Experience of having successfully completed similar works during last three year (2022-23, 2023-24 & 2024-25) should be either of the following.
 - a. Three Similar [Tentage works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 10 lakhs (Rupees Ten Lakhs) each OR
 - b. Two similar works costing not less than the amount equal to Rs.20.00 Lakhs (Rupees Twenty Lakhs) each OR
 - c. One similar works costing not less than the amount equal to Rs. 30.00 Lakhs (Rupees Thirty Lakhs.) each
7. Financial Statement of last three year and the agency should have an average annual turnover of **50 Lakh (Rupees Fifty Lakh)** from Event Management business during the last three financial years (2022-23, 2023-24 & 2024-25).Provisional Audit Report for any FYs will not be accepted.
8. Copy of the Electrical License/ Contractor hired by the Agency.

Non-submission of any one of the above documents along with pre-qualification Bid, leads to outright rejection of the Bid.

FINANCIAL EVALUATION (2rdStage): The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative.

5. Evaluation of the Proposals:

The mode of evaluation is **Lowest Cost Basis selection (LCBS)**.

6. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter / work order.
Sub-contracting is not allowed under this assignment.

7. Other Terms & Conditions

a. Date & Venue of Mela

Name of the Event	Date	Venue
District Level Pallishree Mela – Chaitra Parva'2026	11 th to 15 th April 2026	ChhauPadia, Baripada Mayurbhanj

- b. Event wise separate workorder/ purchase order will be issued in favour of the approved bidder by ORMAS, Mayurbhanj for District Level Pallishree Mela along with Chaitra Parva-2026.
- c. A dedicated staff from the successful bidder will sit at the coordination cell throughout the event for proper coordination.
- d. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by ORMAS before 7 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition on or before **10.04.2026 at 4:00PM**.
- e. Event wise Layout Plan, Fascia design, Selfie Point, Theme Stall, Demonstration Stall, Gate Craft and Coordination Cell will be shared by 03/04/2026.
- f. All Tentage & Allied works can be done as per event wise separate design given for Layout Plan, Fascia design, Selfie Point, Theme Stall, Demonstration Stall, Gate Craft and Coordination Cell will be shared by 03/04/2026 with the technical specification.
- g. The selected bidder will work under the close supervision of the Deputy CEO, ORMAS, Mayurbhanj.
- h. Deputy CEO, ORMAS, Mayurbhanj is the empanelled designer of ORMAS and the team of ORMAS (for the said work) will review the 3D design work (Gate, Coordination Cell) and other infrastructure work against approved layout plan undertaken by the selected bidder. The successful bidder will work directly under the supervision of empanelled designer of ORMAS.
- i. All the materials to be used for the structures should be monitored by the empanelled designer and team of ORMAS. Payment will be made only after approval of the Committee.
- j. The Agency will be responsible for upkeep and maintenance of the entire work done by them till closing of the event.
- k. It shall be the responsibility of the successful Agency to obtain requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit must supply fire protection equipment like fire extinguishers and adhere to the fire safety norms & fire-resistant liquid spray for 5 days for use of flammable materials in stalls.
- l. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain supply-line and its upkeep.
- m. The rate offered by the agency shall be inclusive of GST & Other Taxes.
- n. The selected Agency/ firm should open its own office having the technical manpower and manager throughout the Mela period to handle any work to be assigned by the authority.
- o. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- p. The authority is not bound to accept the **lowest price quoted bidder** and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- q. The final payment will be made based on the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior

permission of the Mela-in-charge. In case of any additional requirement, the contractor must take the prior written permission from the Mela-in-charge.

- r. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
- s. The bidder should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- t. The bidder must quote the rate as per the given format.
- u. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
- v. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
- w. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
- x. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made considering the total amount calculated on the entire items.
- y. **It shall be the responsibility of the successful bidders/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder must 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.**
- z. The bidder must treat the materials to be used in Tentage& allied works (like clothes & other inflammable materials), with fire repellent chemical. The entire tentage works must be certified by the Fire Officer of the concerned area.
- aa. About electrical fittings etc. the bidder shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its upkeep and maintenance.
- bb. Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.
- cc. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
- dd. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.

8. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- Criminal offence or other serious offence punishable under the court of law of the land or others.
They have been found by any regular or professional body to have committed professional misconduct.
- Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
- Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

9. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

10. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Mayurbhanj only.

11. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder and the payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty of **3% of the total contract value**. The amount will be deducted from the subsequent payment.

12. Client's right to accept any Bid, and to reject any or all Bid/s

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

13. Number of Bids:

Each Bidder shall submit only one (1) Bid, in response to this TENDER CALL NOTICE. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

14. Advances

No advances will be given to the successful bidder during the period of mela.

15. Others

The ground will be cleared by the successful agency within 5 days on completion of the mela.

5/16

SECTION: 3
SCOPE OF WORK

About the Event – District Level Pallishree Mela along with CHAITRA PARVA- 2026

Ministry of Rural Development, Government of India has sanctioned **District Level Pallishree Mela along with CHAITRA PARVA – 2026** to be held from 11th – 15th April'2026 at the Chhau Padia, Baripada, Mayurbhanj. **District Level Pallishree Mela along with CHAITRA PARVA - 2026** is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj and Drinking Water Department in collaboration with District Administration, other Government Departments/Agencies involved in Micro Enterprise Development in Rural India are also associate themselves in this event; like: Mission Shakti, Handicraft, Textile, DIC 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.*

The Tentage & Allied Works Should Provide the Following Services

Sl. No	Works to Be Done	Particulars
A	Tentage & allied Works	1. Ground Layout 2. Construction of Temporary Stall (Pallishree Mela - 130 Stalls + 20 Food Stalls) 3. Construction of 3 D Design Gate & Coordination Cell 4. Food Court 5. Demonstration Pavilion 6. Running Flex Facia 7. Ground Electrification 8. Decorative wall 9. Selfie Point 10. Theme Stall 11. Demonsration Mandap 12. Other Miscellaneous Items

Detailed Technical Specification of the Works is as follows:



- A. **Construction of Stalls:** For District Level Pallishree Mela along with Chaitra Parva-2026 - 150 stalls will be constructed. The details of stall specifications are given below:

Sn.	Particulars	Stall Specification
1	Structure	Bamboo/ Iron Structure, Size of each stall – 10' X 10' with tarpaulin waterproof roofing.
2	Flooring	The ground covering with new synthetic carpet matting in entire stall area with 6 inch height platform.
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. (All New White Cotton Clothes to Be Used)
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	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]. A running white cloth jhallar of 1' width will be putted in the front side, below to the facia frame. One beam will be added below the facia. Flex facia will be printed by the agency/firm/ decorator as per the design given by ORMAS.
6	Cutout	Ply with flex wooden batten Size - 3ft X 4 ft.
7	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.
8	Electric Fittings	T5/ LED Light – 3 no. (2 number of light should relate to generator) & on/off switch for use at night after closing, Ceiling Fan-1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point.
9	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board.
10	Closures	Front cloth drops/screens. Daily putting up and off the same is the responsibility of the bidder.
11	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.

- B. **Coordination Cell -Cum-VIP Lounge:** One Coordination Cell –Cum- VIP Lounge to Be Constructed (*Only new cotton clothes should be used*). The bidder has to quote as a package against the detail specifications given below:-

Sn.	Particulars	Work Specifications
1	Structure	Artistic 3D quotes as per event wise design will be shared on 03/04/202 below: --following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original

		3D Effect.
2	Size	30 ft X 30 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 into 5 individual rooms (with partition in ply) of different sizes to be used as office-cum-registration counter, conference hall, VIP lounge, Pantry-cum-store and Doctor's & CCTV Room with the ply partitions. Decoration will be made with Tribal Painting and hanging equipment. VIP lounge should be properly furnished. One washbasin with water facility and proper sewerage should be installed in the pantry room.
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 1ft. 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, 4 sets of new Dunlop sofa set for VVIPs (for 16 persons), 4 no. of new centre 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. (Requirements as need basis).
7	Electric Fittings	Tube/LED 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. Requirements as need basis).
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 flowerpots at the four sides of the Coordination Cell with thermos cool lettering and thermos cool panels at the entrance (written in English & Odia).
11	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.

C. **Gates:** The main entrance gate is to be done as per category B. The other 01(one) gate is to be made as per specification in *Category A*. Specifications are as follows:

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 event wise design will be shared on 03/04/2026. with following the technical specification 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 16' 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 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 with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of Paris with thermos cool sculptures etc. design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed twice during the event.	Live flower chains will be put in the gates and the same should be changed twice during the event.

D. DECORATIVE WALL:Decorative wall of batten framing, hessian cloth mounting and paintings be done with jhotichita, soura and tribal painting/Flex printing for side walling.

E. Theme Stall –cum-Live Demonstration: (Show case of Rural Products)

01 (one no.) theme stall cum live Demonstration 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 : Square/Hexagonal(**Design will be shared on 03/04/2026**)
Structure : Bamboo & Cloth Structure
Size : 35' X 35' X 20' (height with fascia)
Fascia : 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 : 1 ft. wooden platform with Full floor carpeting
Ceiling : Tarpaulin waterproof 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

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

F. **Selfie Point:** -There will be Selfie Points in different places of mela ground with following the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect.

G. **Cleaning & Sanitation:**

a) Mela Ground, food Court, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 05(Five) 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 powder, naphthalene ball etc. have to be provided by the bidder and requisite numbers of sweepers and supervisor are to be placed at the Mela Ground

c) Garbage must be lifted (Approx. 4 trip per day through tractor) from mela ground on daily basis.

H. **Ground Electrification:** The below mentioned items are taken as a package which shall be supplied by the bidder for the event. The quantities of the items are statutory /fixed in the package. The Mela Ground should be proper illuminated. The package includes the below mentioned items and concealed wiring to all lights and sound equipment's.

a. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.

b. Adequate speakers shall be fitted in the exhibition premises for surround Sound 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles

c. 100 no. of Halogen Light (1000 watt) along with wiring/fitting poles

d. 75 no. of white Halogen light along with wiring /fitting poles.

e. 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.

f. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.

g. 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.

h. 40,000 Tuni running lights will be fitted at the required places.

i. Sufficient ambience light should be done.

j. Sufficient Round Lamp lights should be used for the entire ground.

k. It may increase/decrease as per requirement.

- i. **Generators:** Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two 5 lights of each stall, few ground lights, control room and public announcement system. The requirement of generator sets will be of 125KVA (for entire ground).
- j. **Food Court:** The below mentioned items for construction Food Stall & Kitchen Shed and Dining Area Management for food court are taken as a package, which shall be supplied by the bidder for Pallishree Mela- CHAITRA PARVA 2026.
- a) *Food Stall Along with Kitchen Shed:* Minimum 20 food stalls along with kitchen shed to be made as per the following specification:

Sn.	Particulars	Specifications
1	Structure	a. Food Stall Bamboo (3 to 6 inch) & cloth structure, Size of Each Stall – 10' X 10' (10 nos without Kitchen) & 15' x 10' (10 Nos with Kitchen) With Tarpaulin Water Proof Roofing. b. 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.
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
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 nighttime 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

- b) *Dining area:*

Sn.	Particulars	Specifications
1	Size	The size of the dining area will be of 200sqft.
2	Flooring	Green net carpet
3	Furniture	Fifteen (20) 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 10 numbers big size) dustbin to be provided in dining area.

K. 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.

Barricading:

Tin barricading (with 10 ft.) is to be done in the outer area of the stall for safety and security purpose.

- L. Miscellaneous Items:** Besides works from item no.A to no.Ks 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.	<u>Items</u>	Qty. required
1	Bed Set (Bed & Pillow with Cover)	25 pcs.
2	Durry (15' X 15')	5 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	3000 sqft.
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	3000 sqft
5	Dustbin- 3 ft height	20 pcs.
6	Decorative Flower / Plant Pot	50 pcs.
7	Soundless pedestal fan	10 pcs.
9	Red carpet (synthetic)	1000ft

Sh

SECTION: 4
TECHNICAL BID SUBMISSION FORMS

TECH -1
COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The CDO-cum-EO
ZP, Mayurbhanj, Panchayati Raj & Drinking Water Department
Mayurbhanj - 756001**

**Sub: Tentage & Allied Works for Pallishree Mela along with Chaitra Parva-2026.
[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 (separately).

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 TENDER CALL NOTICE document. In case any provision of this TENDER CALL NOTICE is 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: _____



TECH -2
Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel Fax: Email Id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No: Email Id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Mayurbhnaj If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	Yes / No
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	Yes / No

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____



TECH -3
Bidder Organisation (Financial Details)

Financial Information in INR			
Details	FY: 2022-23	FY: 2023-24	FY: 2024-25
Turnover from Event Management Services Services(in Rupees)			
<i>Supporting Documents:</i> Audited certified financial statements for the last three FYs (2022-23, 2023-24 & 2024-25) (Submission of copies of Income & Expenditure Statement 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. <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>			

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]



TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

**Table -1 (List of 5 completed assignments only of similar nature during last 3 years)
(FY 2022-23, 2023-24 & 2024-25)**

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							

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2022-23, 2023-24 & 2024-25) 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. Bidders are requested to attach at least 5 best photographs of their creatives from each assignment.

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

Communication Address of the Bidder: _____



TECH - 5

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 promoters/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 the work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered about the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of, 2026

Authorized Signatory

(In full and initials): _____

Name and Designation

with Date and Seal: _____

Signature : _____



SECTION: 5
FINANCIAL BID SUBMISSION FORMS
FIN-1 COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To,

The CDO-cum-EO
ZP, Mayurbhanj, Panchayati Raj & Drinking Water Department
Mayurbhanj - 756001

Sub: Submission of Financial Bid for Tentage & Allied Works for District Level Pallishree Mela along with Chaitra Parva-2026.

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Tender Call Notice No. _____, Date: _____. 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:

Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A	Construction of stalls		Per Stall		150 stalls	
B	Coordination Cell - Cum-VIP Lounge	Single package	Per package		1	
C	Gates	Category – A	Per Gate		1 Nos	
		Category – B	Per Gate		2Nos	
D	Decorative Wall		Per Sq. Ft.		2000 sqr ft.	
E	Theme Stall cum Live Demonstration Mandap	Single package	Per package		1	
F	Selfie Point	Single Package	Per package		2	
G	Cleaning & Sanitation					
H	Supply of Sweeper (15 sweepers per day) for mela ground, food court and Temporary urinal cleaning during the event.	Rate per head per day				
I	Garbage lifting (4 trip per day through tractor)	Rate per Trip				
J	Toilet cleaning material for entire Mela Period	Lumpsum		1 package		
K	A-Cleaning of Temporary Urinal at mela ground					
L	B-Participants accommodation places					



	along with requisite phenyl, bleaching & other cleaning materials etc.					
M	Ground Electrification	Single package	Per package		1	
1	Generators	Single package	Per package		1	
2	Food Court	Single package	Per package		1	
3	Net Carpeting					
N	Barricading (in tin)		Running ft.		2000 sqft.	
O	Miscellaneous items:					
P	Bed Set (Bed & Pillow with Cover)		Per set		25 pcs	
Q	Durry (15' X 15')		Per Piece		5 pcs.	
R	Printing & Installation of Star Flex Sheet with batten frame		Per Sq. Ft.		3000 sqft.	
S	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame		Per Sq. Ft.		1000 sqft	
1	Dustbin- 3 ft height	Per Piece		50 pcs		
2	Decorative Flower / Plant Pot	Per Piece		50 pcs.		
3	Soundless pedestal fan	Per Piece		10 pcs.		
4	Red Carpet (Synthetic)	Rate per srft		1000 sqft.		
5	Total Quoted Amount					
Grand Total Quoted Amount including GST						
Rupees		in			words	
						only including GST.

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

Sh

SECTION - 6
ANNEXURE-A
BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
(PART - A) (ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs. 2,000/-		
4	EMD of Rs.50,000/-		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	1. GST clearance in GST 3B Form (up to December2025)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH - 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details) (TECH - 4) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been blacklisted by any Central / State Government/any Autonomous bodies during its business career. (Tech-5)		
13	Copy of the Electrical License / Contractor hired by the bidder		
FINANCIAL BID			
1	Covering Letter (FIN-1)		

Undertaking:

- All the information has been submitted as per the prescribed format and procedure.
- All pages of the Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

