

**DISTRICT RURAL DEVELOPMENT AGENCY, KEONJHAR**  
**(ORMAS)**

*Panchayati Raj & DW Deptt., Govt. of Odisha*  
DRDA, Keonjhar -758001. email - [dsmskeonjhar@gmail.com](mailto:dsmskeonjhar@gmail.com)

No. : - 170 /

Date: - 05-12-2018

**TENDER CALL NOTICE**

Sealed Tenders are invited in the prescribed format from reputed Tent House Owners/Firms/Agencies/Decorators for tent related work of the ensuing Pallishree Mela-2018 to be held at Kali Padia, Keonjhar from 23.12.2018 (Sunday) to 27.12.2018 (Thursday) for 05 (five) days as per the detail specifications given in the tender documents. The detail Tender Paper along with other terms and conditions can be obtained from the office of ORMAS, C/o - DRDA Office, Keonjhar-758001 on payment of Rs.3,000.00 (Rupees three thousand) only which is Non-Refundable. The tender details can be seen in the website [www.kendujhar.nic.in](http://www.kendujhar.nic.in). The tender documents completed in all respect must be covered in Envelop and Sealed which shall be super scribed as '**Tender for Tentage & Allied works for Pallishree Mela-2018**' and the same to be addressed and send to the PD, DRDA, At - DRDA, Keonjhar, Pin- 758001 by Speed Post/Regd. Post/Courier. The tender paper received after due date and time will not be considered/entertained.

**SPECIFICATION:-**

Particulars	Quantity
Tentage & Allied Works	As per Annexure- I (Tender Documents) Specification of Works as per Annexure - II

The Tender Documents should reach the office of the PD, DRDA on or before 10.30 AM of 13.12.2018 and the same will be opened on the same day i.e 13.12.2018 at 11.30 AM in the Conference Hall of DRDA, Keonjhar in presence of other committee members and authorized representatives of bidders.

The tender committee reserves the right to reject / modify fully or partially any or all tenders without assigning any reasons thereof.

**By the order of Collector, Keonjhar**

  
Project Director, DRDA, Keonjhar  
D.R.D.A., Keonjhar

Memo No 171 Date 05-12-2018

- Copy submitted to the PA to Collector, Keonjhar for kind information of Collector, Keonjhar.
- Copy submitted to the ADM, Keonjhar for kind information.
- Copy to DIO, NIC, Keonjhar with a request to web hoist the tender call notice in the District website.
- Copy to Notice Boards of Collectorate, DRDA Office, Sub-Collector's Office, Block offices, DIPRO Office for wide publicity.

  
Project Director, DRDA, Keonjhar  
Project Director  
D.R.D.A., Keonjhar

**DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS FOR PALLISHREE MELA – 2017:**

- A. COST OF TENDER PAPER : **Rs. 3,000/-** (Rupees three thousand) only which is – **NON REFUNDABLE**
- B. INSTRUMENT OF PURCHASE OF TENDER PAPER :  
Demand Draft / Pay-Order No. .... Dated ...../...../2018 (if the tender paper downloaded from website (DD/Pay Order to be attached with tender paper)

To be filled in by the bidder. (Only in case of tender paper downloaded from website.)
Bidder Name and Address: M/s..... .....
Signature of the Bidder & Seal

**OR**

Money Receipt No..... Dated ...../...../2017 (if tender paper purchased from ORMAS, C/O: DRDA, Keonjhar) Original Money Receipt to be attached with the tender paper.

To be filled in by the Account Section of ORMAS C/o. DRDA, Keonjhar (Only in case of purchase of tender paper from ORMAS office)
ISSUED TO (Address in Details): M/s. .... .....
Signature of Issuing Officer

- C. E.M.D (Refundable) : Rs. 15,000/- (Rupees fifteen thousand) only & in shape of Demand Draft / Pay Order in favour of “**DSMS, Keonjhar**” payable at Keonjhar.
- D. LAST DATE & TIME FOR RECEIPT OF TENDER: **13<sup>th</sup> December 2018 latest by 10.30 AM**
- E. DATE & TIME OF OPENING OF TENDERS : **13<sup>th</sup> December 2018 at 11.30 AM in the O/o. PD-DRDA, Keonjhar.**
- F. ADDRESS FOR SUBMISSION OF TENDER PAPERS :  
**ORMAS, DRDA, Keonjhar, Odisha, PIN – 758 001.**



# **TENDER PAPER**

of

**Tentage & Allied Works**

For

**Pallishree Mela**

**(23<sup>th</sup> to 27<sup>th</sup> December 2018)**

Organised

by

**DISTRICT ADMINISTRATION, KEONJHAR**

**DRDA, KEONJHAR**

**ORMAS & OLM, KEONJHAR**



**TOR to the tender paper for the Tentage & Allied works of  
Pallishree Mela – 2018**

**I. TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS**

1. The bidder has to submit Original Money Receipt of Rs. 3,000/- (Rupees three thousand) only towards cost of tender paper, if purchased from ORMAS Office at “DRDA, Keonjhar, Pin – 758001”. Demand Draft /Pay Order of Rs. 3,000/- (Rupees three thousand) only in **favour of “DSMS, Keonjhar”** payable at Keonjhar to be attached, if the tender paper is downloaded from the website.
2. The rate offered by the firm shall be inclusive of all taxes including applicable GST, duties and transportation charges. No extra charges are to be paid by the Mela Authority.
3. The duration of the exhibition will be for 5 (five) days. 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/firm by DISTRICT ADMINISTRATION before (09) nine clear days of the commencement of the exhibition. All the desired works should be completed in all respect at least two days before the scheduled date and time of the inauguration of exhibition and should be handed over to the in charge of the exhibition as per the specification of the works on 22.12.2018 BY 06.00 PM without fail.
4. The bidder shall quote their price for all the items without leaving any space blank. If found so, the bid will be treated as non-responsive and rejected.
5. The bidder has to quote the rate as per the given format.
6. On completion of the exhibition, the contractor/firm shall have to take away all the materials within three days & vacate the place with the same condition while occupying the ground.
7. 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.
8. The final payment will be made on the basis of the actual work done and work assessment report of the Mela Committee 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/firm has to take the prior written permission from the Mela-in-Charge.

9. The bidder along with the members of the work assessment committee formed should do a proper assessment of the actual work done during the Mela period.
10. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS/DRDA/District Administration will not remain responsible for any breakage, damage, fire, theft etc. of his materials. The successful bidder shall have to **insure** their tent related materials etc at their **own cost**.
11. No part of the contract will be sub-let without prior written permission of the Mela-in-Charge.
12. 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 taking into account the total amount calculated on the entire items.
13. It shall be the responsibility of the service provider / contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like fire extinguisher as per the requirement of Mela duly certified by the Fire Officer of the concerned area and adhere to the fire safety norms.
14. The bidder has to treat the materials to be used in Tentage work (like-Clothes), with Fire Repellant Chemicals. This work has to be certified by the concerned District Fire Officer.
15. With regard to electrical fittings etc, the contractor/firm shall have to engage qualified licensed electrician / contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
16. The bidders are required to deposit an earnest money of Rs. 15,000/- (Rupees fifteen thousand) only in shape of demand draft / pay order in favour of "DSMS, Keonjhar" payable at Keonjhar. The E.M.D amount of the successful bidder will be kept with ORMAS till the completion of the exhibition i.e, for the period. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the



decision of the authority. Tender papers without E.M.D shall not be accepted.

17. The authority **IS NOT BOUND TO ACCEPT THE LOWEST TENDER** 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/Committee reserves the right to reject any or all tenders without assigning any reasons thereof.
18. 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.
19. The rate offered by the firm shall be including of all taxes and duties except service tax, as applicable. However the service tax will be deposited by the firm with the concerned authority and the same will be reimbursed by ORMAS to the firm only after production of receipt.
20. **The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper. The document to be submitted by the bidder are :**
- i. Original Money Receipt of Rs. 3,000/- (Rupees three thousand) only towards cost of tender paper, if purchased from the ORMAS Office at "office of DRDA, Keonjhar, Pin – 758001". Demand Draft / Pay Order of Rs. 3,000/- (Rupees three thousand) only in favour of "DSMS, Keonjhar" payable at Keonjhar is to be attached, if the tender paper is downloaded from the website.
  - ii. EMD of Rs.15,000/- (Rupees fifteen thousand) only in shape of Demand Draft / Pay Order in favour of "DSMS, Keonjhar" payable at Keonjhar.
  - iii. Self attested copies of PAN Card, Service Tax Registration , GST Clearance Certificate, IT Return etc.

**ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PAGE No 04 to 06**

**Name & Full Signature with Seal.**



## II. SPECIFICATION OF WORK (Attached at Annexure – II)

Following works will be required to be taken up:

- A. Erection of Stalls
- B. Coordination Cell-cum-VIP Lounge
- C. Gates (Main and Exit Gate)
- D. Ground Electrification with Generator
- E. Stage
- F. Open Auditorium (Sitting arrangement in front of the stage)
- G. Temporary Toilet along with water facility near stage and for participants.
- H. Bed sets and Miscellaneous items
- I. Carpet of Blue Color



**Annexure II**  
**Pallishree Mela- 2018**

**A. Stalls of 10X10 ft. size including all fittings and fixing of materials, labour and transportation, loading and unloading etc.,**

**Price: \_\_\_\_\_ per stall**

Sl.	Particulars	Specification (Basic Requirements)
01	<b>Structure</b>	Bamboo & Cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing
02	<b>Flooring</b>	Full Floor Coir Matting
03	<b>Ceiling &amp; Wall</b>	Three side including partition walls of stall will be covered <b>with ALL NEW WHITE CLOTH</b> . Backside outer wall will be covered with tarpaulin and G.I sheets. The GI sheets shall be fixed horizontal supported with wooden bellies. <b>(ALL NEW WHITE COTTON CLOTHES TO BE USED)</b>
04	<b>Racks for Stalls</b>	Three tire <b>WOODEN RACKS</b> . 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 of SHGs / Artisans. Surface of the Rack should be Even Plain & Flat.
05	<b>Facia</b>	A wooden batten frame for Running Facia will be erected by the contractor. The frame will have 2' front projection & 3.5 ' height. The facia will be covered with cloth. The selective cloth colour like Bottle Green, Navy Blue & Maroon will be used alternatively in the exhibitions. Running Tribal painting / Patta Painting in multi colour will be made on the facia. A running white new cloth jhallor of 1' width will be put in the front side, below to the facia frame.
06	<b>Furniture</b>	Front counter table in wooden batten and planks/steel table size 8'x 2.6'X3' height and wrapped with new white cotton cloth. Plastic moulded chairs- 3 nos in each stall.
07	<b>Electric Fitting</b>	Tube light- 4 nos (2 nos of tube light should be connected with generator) & an 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 for mobile charging.
08	<b>Numbering of Stall</b>	All stall should be numbered with Flex with Mahotsav Logo in the left side of the flex.
09	<b>Closures/Night Drops</b>	Front Cloth Drops/Screens. Daily putting up and off of the same is the responsibility of Tenderer.



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**(B) Coordination Cell – cum- Control Room : (ONLY NEW COTTON CLOTHES SHOULD BE USED)**

Rs. \_\_\_\_\_

01	<b>Structure</b>	Bamboo Bala / bamboo structure with tarpaulin covering. The designed structure should be covered with batten framing and cloth of appropriate color. Tarpaulin water proof roofing.
02	<b>Size</b>	30 ft. X 30 ft.
03	<b>Ceiling &amp; Wall</b>	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 size to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work in the walls / partitions.
04	<b>Counter</b>	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 for registration and daily sale report collection purpose.
05	<b>Flooring</b>	Wooden plank platform of 1' height & full Floor synthetic Matting with fire extinguisher.
06	<b>Furniture</b>	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no, 10 no of revolving cushion chairs, 3 sets of Gujarati Dunlop sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 6 no. of waste bin basket, 20 no. of plastic molded chairs, one steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
07	<b>Electric Fitting</b>	CFL / LED – 20 nos. , Ceiling Fan - 4 nos , 1 no. of sound less pedestal fan, 1 white Mercury light (100 watt) to be connected with a on/ off switch in the each room, 6 no. of 5 Amp plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector with a stabilizer. Other decorative light like hanging chandelier (jhaada) etc.
08	<b>Sound System</b>	Two cordless microphones with amplifier & audio DVD / CD player for public announcement. The speakers are to be fitted in such a manner that the announcement should cover the entire ground.
09	<b>Closures</b>	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell FOR NIGHT CLOSING.
10	<b>Flower Decoration</b>	Flower vase & decoration at the entrance coordination cell lettering in flex with batten framing.

**(C) Two (02) Gates both same size & Specifications (Entrance & Exit) as a Package / Individual:**  
Rs. \_\_\_\_\_

01	<b>Structure</b>	Bamboo structure, wooden Batten framing, Square & box type structure with lighting.( 1 no. entrance gate & 1 no. exit gate) size: pillars height will be 12' to 14' with 16' clear width between the two pillars and width of the pillar 4' all around / sides.
02	<b>Ground lighting</b>	More nos of mercury/metal and street light should be used for better visibility & security.
03	<b>Covering</b>	Gate should be erected with batten framing, Flex/Cotton Cloths mounting with design work as per approved design in consultation with district administration.
04	<b>Flower Decoration</b>	Live flower chains will be put in the gate to be changed in every alternate days.
05	<b>Carpeting</b>	Red/ Green carpet should be used from Main Gate to Coordination Cell.

**(D) Ground Electrification & Generator as a Package :Rs. \_\_\_\_\_**

**1. Ground Electrification:**

- i. Main Switch Board / Panel Board up to 250 KW electric load with cabling & safe wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround sound.
- iii. 20 Nos of Halogen Light (500 watt) along with wiring / fitting poles.
- iv. 20 Nos of Halogen Light (1000 watt) along with wiring / fitting poles.
- v. 10 Nos of white Halogen light along with wiring / fitting poles.
- vi. 5 Nos of Halogen shall be fitted in and around back side of the stalls for security purpose.
- vii. 50 Nos Globe light / Garden Lights with stand (3' height) with wiring.
- viii. 50 Nos Applique hanging lampshades along with bulb fittings and wiring. The appliqué lamp shed will be placed at the branches of big trees inside the exhibition premises / closed to the premises.
- ix. 10,000 Tuni running lights will be fitted at the required places.

2. Generator sets with required fuel shall be provided by the tenderer for the entire exhibition period 24 Hours X 5 days. The tenderer should always remain prepared for uninterrupted power supply during the exhibition. The generator circuit should be connected with two tube lights in each stall, few ground lights, control room and public announcement system. The requirement of Gen. Sets will be of 82.5 KVA.



**E. Stage: Price Rs.** \_\_\_\_\_

- Size** : Bamboo & Balla structure with a size of 40' X 30'
- Flooring** : 3'.6" height fabricated wooden plank platform with plywood floors & full entire floor synthetic matting.
- Back Drop** : A back drop of 10' height X 40' width / entire rear length will be prepared with new coloured velvet cloth / ply fitted on wooden frame work / flex and to be fixed on the stage properly. Different color ribbons and live flower ropes will be hanged from top to bottom properly. Outer side of the stage should be covered with velvet cloth / flex with batten frame.
- Side Wings** : 6 nos of side wings with a size of 9' X 4' made of new Maroon /Royal Blue velvet cloths ( Colour should be maintained as per the instruction of In-charge) fitted on a wooden framework and properly fixed on both sides of the stage with rural cultural motifs.
- Wooden Steps**: wooden steps of minimum 4' width will be provided for both sides for going up the stage.
- Barricading** : 4' height bamboo barricade will be made around the stage in double row for the entry of VIPs.
- Furniture** : 15 nos of VVIP Chairs with white towels, 4 no of Centre Tables, Tables Cloth, 15 no good quality borosil glasses with covers, Plastic name plate – 15 nos, 2 nos of Flower Vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.
- Light & Sound**: Adequate light and sound arrangement are to be made on the stage.
- Overall Supervision**: Cleaning, Sweeping & Up keeping ready of all equipments on stage before commencing of cultural events on all the cultural evening is the complete responsibility of the contractor.

**F) Open Auditorium: Rs.** \_\_\_\_\_

An Open auditorium will be erected in front of the stage for sitting of audiences. The minimum distance from the stage to the auditorium will be 15 feet. The details specification for the auditorium is given below.

- Size** : 75 feet (L) X 45 feet (W)
- Light** : 20 nos tube lights will be fitted in the poles.
- Chair** : 600 nos of plastic chairs and two row of sofa for VVIPs & media.
- Barricading** : 3' height bamboo barricade will be made in the two sides of audience sitting area.



**G) Temporary Toilet: Rs. \_\_\_\_\_**

Temporary toilet shall be erected near to the stage for use of VIPs / delegates and officials and temporary urinals & toilets for the participants will be erected at the ground.

<b>Size</b>	: 6' X 6'
<b>Structure</b>	: tin wall structure, 3 side closed 8' height
<b>Accessories</b>	: Sanitary ware shall be fitted for gents & ladies toilet.
<b>Floor of the toilet</b>	: Brick cement floor on a 6" layer of sand.
<b>Door</b>	: One door in ply board shall be made.

**H) Bed Set consists of** One bed roll, One bed sheet, One Pillow & One Blanket for the entire period of **FIVE DAYS**.

**: Rs. \_\_\_\_\_**

**I) Carpeting:** Entire ground to be carpeted with Shade Net (Mesh within 70% to 80%) – Per Sq Ft rate to be quoted.- Rs. \_\_\_\_\_ for **FIVE DAYS**.

**EMD Deposit-** The Tenderer has to deposit the Earnest Money Deposit (EMD) of Rs. 15,000/- (Rupees Fifteen Thousand) only in shape of Demand Draft in favour of the Chief Executive, DSMS, Keonjhar for participating in the Tender process.

The sealed tender paper will be submitted in the office of ORMAS, C/O: DRDA, Keonjhar by 10.30 AM of 13.12.2018. On the same day at 11.30 AM the sealed tender paper will be opened in the Conference Hall, DRDA, Keonjhar.

The Exhibition will be held from 23<sup>th</sup> to 27<sup>th</sup> December 2018 and the firms taking up the work will have to start the work after getting work order, so that the complete tent work will be handed over to District Administration on 22<sup>nd</sup> December 2018 by 06.00 PM as per the specification mentioned above.

Payment will be made only after successful completion of the work, 20% payment will be deducted from the estimated cost as submitted by the party if the work is not handed over on 22<sup>nd</sup> December 2018. **No request for advance will be entertained.**

**Signature of Tenderer with Seal**