



OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, KEONJHAR

At/Po:-Madhapur (Near Joda Bus stand), Pin-758001

e-mail: ddakeonjhar.dag@nic.in

No. 5642

Dt. 27.10.23

**EOI FOR ERECTION OF STALL, STAGE, PANDAL ETC. ON THE OCCASION OF
MANDIA DIVAS FROM 9th TO 10th NOVEMBER 2023 AT
D.D. COLLEGE GROUND, KEONJHAR.**

The Chief District Agriculture Officer, Keonjhar intends to invite sealed EOI from reputed Event Management Organizations for erection of Stall, stage, pandal, Office Room etc. on occasion of "Mandia Divas" scheduled to be held from 9th to 10th November, 2023 on the occasion of "MANDIA DIVAS" under Odisha Millets Mission at D.D. COLLEGE GROUND, KEONJHAR.

The Event Management Organizer has to erect the following structures and provide other ancillary services on the ground as briefly described below with specifications, which may be altered/substituted according to the requirement and feasibility.

The detailed items/ deliverables are mentioned here under.

1. Deliverables:

1. CONSTRUCTION OF STALLS AND OTHER CONSTRUCTION WORK

The successful bidder has to erect the following structures and provide other ancillary services in the ground as briefly described below and specified in the detailed specifications, which may be altered/ substituted according to requirement and feasibility.

(i) Exhibition Stalls

Around 60 stall of **3mtr.X3mtr.X3mtr.** (L x B x H) With 2 steps rake at back side, front dais with electric light, fan one plug with chairs 2/3 nos each (standard size) for displaying the Exhibits/ showcasing the activities of the participants as per specifications. The number of stalls may be increased or decreased as per requirement and notified to the successful bidder before commencement of the work or during the execution.

(ii) Stage

The successful bidder has to construct a stage of size **15mtr. X 10mtr.** with back drop and provide good quality carpeting, front decoration, with video walling at the backside, seating arrangement for at least 12 persons with good quality Chairs, Centre Tables, Podium, fans two stand AC as per specifications.

(iii) Gate

One gate with side walls and top fascia written with "Mandia Divas on occasion of International Year of the Millets" in Odia and in English with suitable flexes posters depicting activities of agriculture and allied sectors

etc.). **The bidder has to submit design for gate and quote rates accordingly.** The height of the fascia of the gate should be at least **6 mtr Height with a width of 10 mtr.** Between two side frames so as to enable passage of Light vehicles into the venue. The gate should be illuminated as may be specified and provided with flexes, flower decoration etc as may be specified.

(iv) **Pandal / Meeting venue**

Design a meeting venue with the dimensions of 40 meters by 20 meters, capable of accommodating 150 attendees. This venue should have a roof cover, ceiling fans, adequate lighting, and more. There should be a stage located 4 meters from the front, with a steel grill barricade positioned roughly 6 meters from the stage. A 2-meter passage should separate the front row of seats from this barricade. The meeting venue should also be furnished with sofas, center tables, carpeting in the first four rows, and plastic molded chairs in the remaining rows, all in accordance with the specified requirements.

(v) **Replica stall of Café**

Design a 3m x 3m x 3m (L x B x H) replica cafe with two steps inside, both in the front and back areas, equipped with electric lighting, a fan, one electrical outlet, and 2 to 3 standard-sized chairs for displaying exhibits and showcasing participant activities, in accordance with the provided specifications.

(vi) **Live tree Demonstration (All Millets)**

Design a fresh bamboo fence area measuring 20m x 9 m x 1.5m (L x B x H) for the purpose of demonstrating live trees. This area should be equipped with electric lighting and include a 1000-liter water tank with a delivery pipe.

(vii) **VIP Enclosure-cum-control room**

One VIP Enclosure cum office room adjacent to the Stage/ Reception room fully equipped with furniture like two nos. Bed, Sofas, Chairs, Centre Tables, Wall mounted TV with access to different channels, two stand fans, one stand AC and carpeting etc. with an attached temporary Bio Toilet facility required to be setup. Approximate size of the VIP enclosure is **6 mtr. X 5mtr.** as per specifications with provision of toilet.

(viii) **Temporary toilets**

- a) One temporary bio-toilet attached to the VIP Enclosure
- b) Eight temporary bio-toilets blocks, separate for Gents (5nos) and Ladies (3nos) to be installed in the specified locations in the exhibition ground.

(ix) **Parking Place**

- A. Parking place for ambulance and Fire Extinguisher Vehicle adjacent to Stage/ Office room with sufficient space in front side for easy movement need to be set up.
- B. Parking place for vehicles need to be arranged with sufficient nos. of standi banners depicting PARKING need to be placed for easy identification of parking place by the public coming to witness the fair.

2. GENERAL REQUIREMENT OF STALLS

- (i) The successful bidder has to provide (a) Electrical connection (b) plug points (c) lighting systems (d) Long Table with Cloth (e) Chairs etc to the stalls, (f) Fan (g) One double stair rake at back wall of the stall.
- (ii) The approved stall layout design will be provided to the winning bidder, and it is imperative that the stalls are constructed to facilitate active participation in the exhibition. Prior to commencing the construction work, successful bidders are required to collaborate with the Program Secretariat (WASSAN) or the Chief District Agriculture Officer in Keonjhar to establish a finalized and detailed sketch and layout plan for the event. This will ensure that a suitable area is designated for these exhibitors at an appropriate location.
- (iii) Need more space for displaying live tree Demonstration, Photo Gallery, Selfi Zone and Replica stall of Café outside the stall space. The stall lay out have to be done keeping such requirements in view, which will be made available during the course of construction of stalls.
- (iv) Some of the exhibitors may like to construct their own stalls within the allotted space, and accordingly provision will be made. But the successful bidder has to provide them (a) Electrical connection (b) plug points (c) lighting systems (d) fans (e) Long Table with Cloth (f) Chairs etc as may be required by them and approved by the Officer in charge at the ground/ Chief District Agriculture Officer, Keonjhar.
- (v) The intending bidders may visit the ground where exhibition will be done and submit the following;
 - (a) A lay out plan for the whole ground with necessary drawings
 - (b) Drawing and design for the gate (mandatory)
 - (c) Drawing and Design for the Stage
 - (d) Drawing and Design for stalls in clusters
 - (e) Drawing and Design Live tree Demonstration Area
 - (f) Drawing and Design of Replica stall of Café
 - (g) Drawing and Design for Pandal/ Meeting Venue
 - (h) Drawing and Design for Cooking competition Venue
 - (i) Drawing and Design for Quiz competition Venue
 - (j) Drawing and Design for VIP Enclosure, Temporary Toilet, Parking place.
 - (k) Drawing space for Power supply backup, Space for public address system and equipment, space for dustbins, Space for Firefighting equipments, Space for drinking water facility, Space for Ambulance and Fire extinguisher vehicle etc.
 - (l) Drawing indicating the other structures as may be specified in the specifications.
- (vi) All the stalls and all pavements inside the exhibition ground should be covered with synthetic net carpet, as may be specified. The top of the stage and stalls should be covered with polythene.

3. ELECTRICAL WIRING, SWITCH BOARDS, AND FITTINGS

(a) Electrical works to be done:

- i) Complete Wiring of the entire exhibition area with required switch boards, control switches.
- ii) Adequate Plug Points for operating audio visual equipment's, computer, and mobile charging of the exhibitors and in all built up area as per specifications.
- iii) Adequate Ceiling, wall/pole mounted fans as per requirement/ specifications in all the built up area.
- iv) Adequate Lighting with CFL/ SFL Lamps in the stalls, other structures and in the ground.
- v) Adequate Pavement lighting in the passage between stalls, passage to the toilets, parking area, with two halogen lamps fixed at opposite directions at an interval of 15' or as may be required. Sufficient light arrangement shall be made to lighten the entire Exhibition Ground with provision of Halogen/Neon light in towers.
- vi) Pedestal fans to be provided in strategic locations as per requirement and specified.
- vii) Decorative litchi bulbs, colored balloons & shaded lights may be provided as specified.
- viii) Adequate light provision to be made focusing the gates and its surrounding area including parking space.
- ix) Adequate Stage lights, rotating lights, and dim and bright lights for stage shows etc. as per requirement and specified.
- x) Appropriate lighting arrangements with flood light towers as may be specified in the entire ground, back of the stall to ensure safety of the personnel and material in the ground during the night in addition to providing adequate lighting arrangements in the exhibition area.
- xi) Sound sensitive decorative lamps for cultural shows to be staged, so that the lighting increases and decreases and rotate depending on the volume of the sound

(b) Assistance for Providing Electricity to the exhibition ground.

- (i) Chief District Agriculture Officer, Cuttack shall write to the CESU and the Electrical Inspector, for providing Electrical supply to the ground from the date of commencement of construction as per requirement.
- (ii) Chief District Agriculture Officer, Cuttack shall also make payment of the Inspection Fee for Electrical fittings, and fees and tariff payable to the CESU.
- (iii) The Successful bidder has to assist Chief District Agriculture Officer, Keonjhar in obtaining clearance from the Electrical Inspector /TPCODL for minimum connected load from 05.11.2023 and full connected load from 09.11.2023 to 10.11.2023 or till the exhibition is over and materials are removed from the ground.

(c) POWER SUPPLY BACK UP

The Successful bidder has also to provide adequate Power supply back up to the ground by providing the required number of Generators of 250 KVA/ 125 KVA as maybe required for Two days i.e. from 09.10.2023 to 10.10.2023.

4. PUBLIC ADDRESS SYSTEM, AND EQUIPMENTS

The successful bidder has to provide Mike set(s) for the stage with conventional and cordless mouth pieces, amplifiers, DVD players, loud speakers with permissible sound emission levels to be provided at various locations inside the exhibition venue, pendal, and other locations as may be specified/ required. The successful bidder may have to make standby arrangements for amplifiers and mike sets as may be required.

5. DRINKING WATER FACILITY

The agency is required to provide drinking water to the general public coming to witness the fair and the participating officials of partners of the exhibition throughout the fair uninterruptedly. For this purpose three nos water tanks with one thousand litre capacity each be provided for need to be placed at different places of the ground. Further a 500 litre capacity water tank is placed for VIP office room. Layout is to be suggested by agency in technical presentation.

6. CARPENTING AND CLEANING

Agency is required to carry out the carpeting of the entire area to be used. It is the responsibility of the agency to keep the ground clean during the entire period of the fair.

7. BARRICADING

Tin barricading should be provided by the successful bidder encompassing the entire area of the event, excluding parking space.

8. OTHER TERMS & CONDITIONS

The event management organization should prepare the concept note along with designing of the stall and present before the undersigned at **3PM** on **03.11.2023** after opening of Technical bid.

The bidders should submit technical and financial bids separately. The technical bids should contain all profiles, experience, copy of GSTIN certificate PAN No. etc. of the agency along with documentary evidence in support of post experience.

1. The bidders should have expectance of minimum 3 similar projects.
2. The bidders should not have been black listed by the central Govt. / any state Govt. in India. (Self-declaration by the copy on their entrepreneur representation on the bidder's letter head)
3. Concern bidders should write to the Programme secretariat (WASSAN), Chief District Agriculture Officer, Keonjhar, At/ Po- Madhapur(Near Joda Bus stand), Pin-758001, Keonjhar on their letter head repotting to participate in the Mandia Divas.
4. Non-refundable **Paper cost of Rs.4000/-**(Rupees four thousand)only & refundable **EMD of Rs.20,000/-**(Rupees twenty thousands)only in shape of DD from any scheduled commercial banks favoring the Programme secretariat (WASSAN)should be furnished along with other documents.
5. Copy of certificate of incorporation / registration copy of PAN, GSTIN, IT return for last 3 years should be submitted by the bidders.
6. The envelope containing financial proposal shall be **SEALED AND SUPERSCRIBED** as "Financial

Proposal – “Selection of Organization for “MANDIA DIVAS, KEONJHAR”. The duly filled-in financial proposal submission forms attached here with should contain the detailed price offer for the proposed assignment and have to be furnished as per the provisions narrated above.

The Bidders should submit technical and financial bids separately. The technical Bid should contain all profiles, experience, GST clearance, IT clearance, PAN No etc. of the agency along with photographs of stall prepared earlier in support of past experiences.

The financial Bid should contain Non-refundable **Paper cost of Rs.4000/-**(Rupees four thousand)only & refundable **EMD of Rs.20,000/-**(Rupees twenty thousands)only in shape of DD from any scheduled commercial banks favoring the Programme secretariat (WASSAN) the offer price including GST for erection of stall. Sealed envelope containing EOI application along with all relevant documents should reach the Programme secretariat (WASSAN), CDAO-cum-PD,ATMA office , At/Po:- Madhapur (Near Joda Bus stand), Pin-758001, Keonjhar through registered post/ Speed post and dropping both the bids (Technical bid followed by Financial bid) in the designated box at CDAO, Keonjhar latest **by 2.30 PM** on dt.**03.11.2023** which will be opened along with concept note presentation at **3.00 PM** on the same day i.e. on dt.**03.11.2023**.

The completed stall in all respect to be handed over to the ground committee/ Programme secretariat (WASSAN) on **8TH NOV. 2023** .The **Chief District Agriculture Officer, Keonjhar** reserves the right to alter the date of opening of EOI and also to reject any or all the EOI without assigning any reason thereof.

Any legal dispute is subject to Keonjhar jurisdiction only.


CDAO-cum- Project Director
ATMA, Keonjhar

NB:

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, terms & conditions and other information as mentioned in the Eoi Document. The proposal must be completed in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the Eoi requirements will result in outright rejection of the proposal.

To

The Chief District Agril. Officer, Keonjhar

Sub: - Submission of Quotation for tentage & Allied activities for
Mandia Divas, Under Odisha Millet Mission, Keonjhar

Sir,

As per your EoI invitation, I herewith quote the rate for above stated work

FINANCIAL PROPOSAL SUBMISSION FORMS

Sl. No	Item	Unit Price(Rs.)	Required Quantity (No.)	Total Amount excluding GST	Remarks
1	Stalls with all requirement		60		
2	Stage with all fittings		Single package		As per condition
3	Gate		Single package		
4	Meeting venue		Single package		
5	Replica stall of Café		Single package		
6	fresh bamboo fence area		Single package		
7	VIP Enclosure-cum-office room with all complete		Single package		
8	Temporary Toilet		Single package		
9	Ground Electrification with Generator		Single package		
10	Public address system		Single package		
11	Drinking water facilities		Single package		
12	Carpeting, proving dustbins with all cleaning		Single package		
13	Barricading		Single package		
14	Covering Mela Ground with Wifi Jio fibre		Single package		
Total Amount					
Add GST(CGST +SGST)=18%					
Grand Total quoted Amount including GST					

This is to certify that I have carefully read and understood the terms and conditions of the QUOTATION CALL NOTICE and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any bid you receive.

Authorized Signatory (In full and initials)

**Address of the Bidder
Telephone No.**