

Tender Documents

SELECTION OF FIRMS/ AGENCIES FOR TENTAGE & ALLIED WORKS FOR

National Level Pallishree Mela-2025

Keonjhar Stadium near Kali Padia

Keonjhar

From : 26.12.2025 to 01.01.2026

ORMAS

Odisha Rural Development and Marketing Society, Keonjhar

PR & DW Department, Government of Odisha

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DISCLAIMER

The information contained in this tender document provided to the Bidders, by the **Zilla Parishad, Keonjhar** or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to implement the following assignment: **"Tentage & allied works of Pallishree Mela at Keonjhar"**. This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the Zilla Parishad, Keonjhar, their employees, or advisors to consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this tender document.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this tender document and wherever necessary obtain independent advice from appropriate sources. Zilla Parishad, Keonjhar their employees, and advisors make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the tender document.

Zilla Parishad, Keonjhar may, in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this tender document.

DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	CDO-cum-EO, ZP, Keonjhar PR & DW Department, Government of Odisha
2.	Method of Selection	Quality & Cost Based Selection (QCBS) On 70:30 weightage basis.
3.	Joint Venture/Consortium	NOT ALLOWED
4.	Date of Issue of TENDER CALL NOTICE	28.11.2025
5.	Last date for submission of Pre-bid queries through email to dsmskeonjhar@gmail.com	03.12.2025 by 12.30 P.M.
5.	Date of Pre-Bid Meeting	03.12.2025 at 4.30 PM (through virtual mode)
6.	Last Date and Time for submission of Bid	11.12.2025 at 11.30 AM
7.	Date & Time for opening of Technical Bid and Presentation	11.12.2025 at 12.30 P.M.
8.	Date & time for opening of Financial Bid	11.12.2025 at 3:30 PM (Tentative)
9.	Tender Processing Fee (Non-Refundable)	Rs.10,000/- (Rupees Ten Thousand only) remitted through Banker's Cheque/Demand Draft in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar" drawn in any scheduled commercial bank payable at "Keonjhar"
10.	Earnest Money Deposit (EMD) (Refundable)	Rs.50,000/- (Rupees Fifty Thousand only) in shape of Banker's Cheque/Demand Draft (DD) in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar" drawn in any scheduled commercial bank payable at "Keonjhar".
11.	Performance Security	The successful Bidder shall have to submit another 5% of the quoted amount at the time of receipt of work-order in shape of Banker's Cheque/Demand Draft in favour of Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar drawn in any scheduled commercial bank payable at Keonjhar, which will be retained as performance security by the client.
12.	Place of Opening of Technical & Financial Bid:	Zilla Parishad Conference Hall, 2 nd Floor, Keonjhar
13.	Contact Details	Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar, Zilla Parishad Office, Campus of Collectorate, Keonjhar, At-Keonjhar Town, Po/Dist. - Keonjhar Tel: 06766-255538 Email: ori-dkeonjhar@nic.in/dsmskeonjhar@gmail.com
14.	Mode of Submission	Speed Post / Registered Post/Hand Delivery (Drop Box) at office of ORMAS, Keonjhar

Note:

1. The Client reserves the right to change any schedule. Please visit the website www.kendujhar.odisha.gov.in regularly for the same.
2. Proposals must be submitted before the date, time, and venue mentioned in the Fact Sheet through Speed/Registered Post/Hand Delivery (Drop box) at office of ORMAS, Keonjhar. Proposals that are received after the deadline will not be considered.
3. In case, it is not possible to open the financial proposals on the bid opening day, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

SECTION: 1
LETTER OF INVITATION

TENDER CALL NOTICE No: 468/ORMAS/KJR

Dated: 28.11.2025

Chief Development Officer-cum-Executive Officer,
Zilla Parishad, Keonjhar

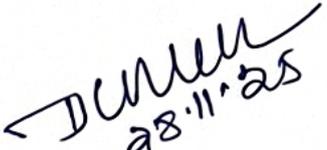
ADDRESS:

Zilla Parishad Office, Campus of Collectorate Keonjhar,
At-Keonjhar Town, Po/Dist. – Keonjhar
Tel: 06766-255538
Email: ori-dkeonjhar@nic.in

Subject: Selection of an Event Management organization/ Decorators/ Tent house for taking up tentage & allied works of National Level Pallishree Mela-2025.

1. **CDO-cum-EO, ZP, Keonjhar (for ORMAS, PR & DW Deptt.), Government of Odisha (The Authority/ Client) invites online Bid from eligible bidders for “Selection of Decorators/ Tent House/ Event Management Organization etc. for taking up the Tentage & Allied Works of Pallishree Mela -2025” scheduled along with Gonasika Mahotsav, Keonjhar. More details on the proposed assignment are provided at Section-3: Scope of Work of this Tender Call Notice document.**
2. **Agency will be selected under Quality & Cost Based Selection (QCBS)**
3. **The Bid complete in all respect as specified in the TENDER CALL NOTICE Document must be accompanied with a Non-refundable Bid Processing Fee of Rs.10,000/- (Rupees Ten Thousand only) and refundable amount of Rs. 50,000/- (Rupees fifty thousand only) towards EMD in shape of Banker’s Cheque / Demand Draft and a favour of “Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar” drawn in any scheduled commercial bank payable at “Keonjhar” failing which the bid will be rejected.**
4. **The last date and time for submission of Bid complete in all respects is 11th December-2025 by 11.30 A.M. in the office of CDO-cum-EO, ZP, Keonjhar by registered post/ speed post or to be dropped in the tender box at office of ORMAS, Keonjhar only. The date of opening of the Technical Bid is 11.12.2025 (12.30 PM) & the Financial Bid is to be opened on 11.12.2025 by (03.30 PM, Tentative) in the presence of the bidder’s representative at Zilla Parishad Conference Hall, Keonjhar. The 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]**

6. While all information/data given in the TENDER CALL NOTICE are accurate and 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.


28.11.25

CDO-cum-EO
Zilla Parishad, Keonjhar

SECTION:2

1. INFORMATION TO THE BIDDERS (PRE-QUALIFICATION CRITERIA):

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce copies of the required supportive documents/information as part of their technical proposal, failing which the proposals will be rejected.

Sl. No.	Basic Requirement	Specific Requirement	Documents Required
1	Legal Entity	<p>Bidder/vendor should be an organization registered under:</p> <ol style="list-style-type: none"> a. Companies Act 2013, b. Indian Partnership Act 1932, c. Limited Liability Partnership Act 2008, d. A sole proprietorship or sole trader registered under GST act 2017. 	<ol style="list-style-type: none"> 1. Proof of the Certificate of incorporation/ Registration Certificate of the Agency/ Partnership Deed/ 2. Copy of the PAN Card, 3. Copy of the Goods and Services Tax Registration Certificate (in Form GST REG-06)
2	Operation	<p>The Agency should have been in the business of providing Event Management Services nature to any Central/ State Government/ Public Sector Undertakings/ Reputed NGOs/ INGOs in operation for the past 5 (five) years as on 28.11.2025 and filed ITRs for the last three FYs (i.e. 2021-22, 2022-23 & 2023-24)</p>	<p>Last three financial years Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice along with ITR for the said periods</p>
3	Financial Capacity	<p>The Agency should have an average annual turnover from assignments in Event Management Services/ Tentage work or similar services of Rs.50.00 lakhs (Rupees Fifty Lakhs) for the last three FYs (i.e. 2021-22, 2022-23 & 2023-24)</p>	<p>Financial Details of the bidder (TECH- 3) along with copies of last three FY's Audited Financial Statement duly signed by a Chartered Accountant in practice.</p>
4	Blacklisting	<p>The Agency should not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies</p>	<p>Undertaking by the Authorized Signatory on the Letterhead of the agency (TECH-6)</p>
5	Experience	<p>The agency must have experience in successfully completion of similar</p>	<p>Copies of Relevant Work Orders/Sanction Orders/ MOUs/ Engagement Letters/</p>

		<p>works during last 3 years (i.e. 2022-23, 2023-24 & 2024-25) either of the following:</p> <ol style="list-style-type: none"> 1. Three (03) Similar [Event Management or tentage works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 15 lakhs (Rupees fifteen Lakhs.) each OR 2. Two (02) similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees twenty-five lakhs) each OR 3. One (01) similar work costing not less than the amount equal to Rs. 40.00 Lakhs (Rupees forty lakhs.) each 	<p>Completion Certificates or equivalent documentary evidence should be provided as proof of exposure (TECH-5)</p>
6	Authorized Representative	A Power of Attorney in the name of the person signing the tender document	Original Notarized Copy of the Power of Attorney on Rs.100 Non-Judicial Stamp Paper. (TECH-4)
7	Cost of Tender paper (Non-refundable)	The Agency should furnish a bid processing fee of Rs.10,000/- (Rupees Ten Thousand Only) , in the shape of Banker's Cheque/ Demand Draft drawn in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar" payable at "Keonjhar"	Original Instrument
8	Earnest Money Deposit (EMD) Refundable	The agency should furnish EMD of Rs.50,000/- (Rupees Fifty Thousand) in the shape of Banker's Cheque/Demand Draft drawn in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar" payable at "Keonjhar"	Original Instrument

2. Documents/Formats needs to be submitted for TECHNICAL PROPOSAL:

The bidder / vendor has to furnish the following documents duly signed in for their Technical Proposal:

- Filled in Bid Submission Check List (ANNEXURE-I) in Original.
- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration/Deed.
- Copy of PAN/TAN.
- Copy of Goods and Services Tax Identification Number (GSTIN) in Form GST REG-06.
- Copies of Audited financial statements by the CA for the last three financial Years FY i.e.2021-22, 2022-23 & 2023-24.
- Copies of IT return for the last three financial Years FY i.e. 2021-22, 2022-23 & 2023-24
- Copy of GST return of last quarter i.e. June-2025 to September-2025.
- General Details of the Bidder (TECH – 2).
- Financial Details of the Bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
- List of completed project of similar nature (Past Experience Details, TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients.
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency (TECH-6).

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 rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions and other important information as mentioned in the RFP Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and signed.

3. Bid Processing Fee:

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to **Rs.10,000/- (Rupees Ten Thousand Only)** Remitting as shown in the Data Sheet.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs.50,000 (Rupees Fifty Thousand Only)** remitting as shown in the Data Sheet.

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract without interest thereon. The EMD of the successful bidder will be released without interest after the work order from **Zilla Parishad, Keonjhar** upon submission of the performance security.

The EMD will be forfeited on account of the following reasons:

- Bidder withdraws or modifies (not acceptable to Client) its proposal during the bid validity period as specified in Tender Call Notice

- Bidder does not respond to requests for clarification of its proposal.
- 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-
 - i. Provide any clarifications to the Client,
 - ii. Agrees to the decisions of the contract negotiation meeting,
 - iii. Sign the contract within the prescribed time period,
 - iv. Any other circumstance which holds the interest of the Client during the overall selection process.

5. Performance Security: -

The successful Bidder shall have to submit another **5% of the quoted amount** at the time of receipt of work-order in shape of Banker's Cheque/ Demand Draft in favour of Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar drawn in any scheduled commercial bank payable at Keonjhar, which will be retained as performance security by the client. The performance security of successful bidder shall be refunded after completion of the entire process as per the satisfaction of client after completion of the entire process.

6. Pre Bid Meeting:

A Pre-Bid meeting will be organized by ORMAS, Keonjhar to address the queries relating to the overall selection process and scope of the work. **The Pre-Bid meeting will be held on 03.12.2025 at (4:30 PM) through virtual mode from ZP Office, Keonjhar.** The client will address the queries submitted by the bidders. Representatives (Maximum 2 members from each bidder) with due authorization letter are allowed to attend the meeting. **The Bidder may request a clarification of any part of the Tender Call Notice prior to the last date for submission of queries through email (dsmskeonjhar@gmail.com)** as indicated in the Bidder's Data Sheet. The Client's responses to Bidder's queries will be made available to all Bidder's through E-mail. It shall be the Bidder's responsibility to check their E-mail for the responses to the queries or requests for clarification.

7. Validity of the Proposal:

Proposals shall remain valid for a period of **120 (One Hundred Twenty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

8. Preparation & Submission of Proposal:

8.1. Preparation of Proposal

The proposals to be submitted through **Speed Post/Registered Post/Hand Delivery (Drop Box) at office of ORMAS, Keonjhar** as per the information provided in the datasheet in Two Parts strictly using the formats enclosed herewith (refer Section: 2, 3 & 4 for Part-1 and refer Section:5 for Part-2) in Two separate covers. The two parts shall be:

Part 1: Bid Processing Fee & EMD / Pre-Qualification/ Technical Proposal and

Part 2: Financial Proposal.

Bidder must submit **Hard Copy** of the Technical Proposals by **Registered Post / Speed Post/Hand Delivery (Drop Box) at Office of ORMAS, Keonjhar** only to the specified address before stipulated date of opening the Technical Bid as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay/ any consequence in receiving of the proposal.

8.2 The procedure for submission of the proposal is described below:

i) Technical Proposal:

The envelope containing Hard Copy of Technical Proposal along with the Bid Processing Fee and EMD shall be sealed and superscripted as **“Technical Bid - Tentage & Allied works of Pallishree Mela-2025”** and to be furnished inside one envelope. The duly filled-in technical proposal submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal. **The Technical Bid shall not include any financial information related to the Price Bid. Technical Bid containing financial information related to the Price Bid shall be declared non-responsive.**

ii) Financial Proposal:

The envelope containing Hard Copy of Financial Proposal shall be sealed and superscripted as **“Financia Bid - Tentage & Allied works of Pallishree Mela-2025”** and to be furnished inside another envelope. The duly filled-in financial proposal submission forms, along with all the supportive documents and information have to be furnished as part of financial proposal.

- The Bidder shall quote his rates on prescribed format already provided in the Tender Call Notice. Further the bidder shall have to submit the filled in formats attached in **Section 5** in the second packet of Cover-2.
- The rate offered to remain fixed for the whole contract period or for the extended agreed period.
- The financial proposal shall be inclusive all costs, direct or indirect, for successful delivery of the services defined in the Scope of work inclusive of GST.
- Bidder shall express the price of their services in the Local currency (Indian Rupees).

iii) The completed proposal must be submitted on or before the time and date stated in the Data Sheet.

Any deviation from the prescribed procedures/ information/ formats / conditions shall result in out-right rejection of the proposal. All the pages of the proposal have to be sealed and signed by the authorized representative of the bidder. Bids with any conditional offer shall be out rightly rejected. All pages of the proposal must have to be sealed and signed by the authorized representative of the bidder. Any conditional bids will be rejected.

9. Opening of the proposal:

- (i) Opening of Proposals will be done as per the schedule date and time.
- (ii) The **TECHNICAL PROPOSAL** received as mentioned in point no. **8.2 (i)** within the time mentioned in the data sheet will be opened in the initial stage by the Client in presence of the bidder’s authorized representatives at the location, date and time specified in the Data Sheet.

- (iii) The Client will constitute a Tender Evaluation Committee to evaluate the proposals submitted by bidders. Only one representative with proper authorization letter from the participating bidder will be allowed to witness the bid opening.
- (iv) For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.
- (v) The **FINANCIAL PROPOSAL** as mentioned in **8.2. (ii)**, only of the technically qualified bidders will be opened on the date mentioned in the data sheet after completion of technical evaluation stage.

10. Evaluation of Proposal:

A three-stage evaluation process will be conducted as explained below for evaluation of the proposals:

PRELIMINARY EVALUATION (1st Stage):

Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of following documents / information will be verified:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) (If applicable)
- Copies of Financial Statements for the last three financial years (F.Y. 2021-22, 2022-23, 2023-24) and the agency should have an average annual turnover of 50.00 Lakhs (Rupees fifty lakhs only) from Event Management business / tentage work during the last three financial years.
- Copies of IT return for the last three financial Years FY i.e. 2021-22, 2022-23 & 2023-24.
- Copy of GST return of last quarter i.e. June-2025 to September-2025.
- General Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents as applicable duly signed and certified as per the instruction.
- Power of Attorney (TECH – 4) in favor of the person signing the bid on behalf of the bidder.
- List of completed assignments of similar nature (Past Experience Details, TECH – 5) along with copies of contracts/work orders/completion certificate from previous Clients.
- Declaration for not having been black-listed by any Central / State Government / Any other autonomous bodies/ International & National Organization in the recent past on the Letterhead of the agency (TECH-6).
- Experience of having successfully completed similar works during last three years (2022-23, 2023-24 & 2024-25).

**** Bids not complying to any of the above requirement, will be outrightly rejected at the discretion of the Client's authority.***

TECHNICAL EVALUATION (2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals:

Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
1. Number of Similar Assignments undertaken / completed during last three years (2022-23, 2023-24 & 2024-25) (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organizations). a. Three Similar [Event Management or tentage works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 15 lakhs (Rupees fifteen lakhs) EACH = 5 mark. OR b. Two similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees twenty-five Lakhs) EACH = 10 marks. OR c. One similar works costing not less than the amount equal to Rs.40.00 Lakhs (Rupees Forty Lakhs) EACH or above = 20 Marks.	20	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
2. Financial Statement of last three year and the agency should have an average annual turnover of Rs. 50.00 lakhs (Rupees fifty lakhs only) from Event Management Services during the last three financial years (2021-22, 2022-23 & 2023-24) Scoring pattern: <ul style="list-style-type: none"> • > 50 lakhs & < 01 crore = 10 marks, • above 1 crore = 20 marks 	20	Audited Financial Statements
3. The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organizations for at least 05 years (as on 28th November'2025) Scoring pattern: <ul style="list-style-type: none"> • > 05 years & < 10 years = 10 marks, • more than 10 years = 20 marks 	20	Work orders showing the agency having experience of minimum 05 years
4. Technical Presentation (The score will be awarded by committee based on the technical and experience aspects) <ul style="list-style-type: none"> • Best 1 (one) event from past experience: (10 Marks), • Advertisement & Publicity Plan: (10 Marks) • Innovation & Creativity for this event (10 Marks) & • Type of Instruments & Equipment to be used this event (10 Marks) 	40	The entire design will be uploaded on 4th December- 2024.
Grand Total	100	
Qualifying Mark for Opening of Financial Bid	70	

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along

with an outline for presentation will be intimated to the concerned bidders during pre-bid meeting. The financial Bids of the technically qualified bidders will be opened on same day (tentative). Hence, the bidder should make themselves available for the same.

The bidder who secures 70 mark and above in the technical bid evaluation stage will be qualified for opening of the Financial Bid.

FINANCIAL EVALUATION (3rdStage):

Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain a minimum 70 marks and above in Technical Evaluation) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Evaluation of the Proposals:

The mode of evaluation is **Quality cum Cost Basis Selection (QCBS)**. In the Tender, the **technical proposal carries 70 % weightage** and the **financial proposal carries 30 % weightage**.

I. Technical:

The bidder scoring minimum 70 marks out of 100 marks will be eligible and the secured mark will be assigned as Technical Quote (TQ). Then the Technical Score (TS) will be arrived as follows:

$$\text{TS} = \frac{\text{TQ} \times 70}{100}$$

II. Financial:

The bidder quoting the lowest price will be assigned as Lowest Financial Quote (LFQ). Then the price of other financial bids quoted by other different bidders will be assigned as Financial Quote (FQ). The Financial Score (FS) will be arrived as follows:

$$\text{FS} = \frac{\text{LFQ} \times 30}{\text{FQ}}$$

The agency having a maximum total score of the Technical Score (TS) and the Financial Score (FS) combine together will be selected.

The bidder, who has the highest score in the QCBS and shall be called for further process leading to the award of the contract. The bid price will include all taxes as applicable and shall be in Indian Rupees. Prices quoted in the bid must be firm and final and shall not be subject to any modifications on any account whatsoever. In case of a tie, the bidder having higher technical score will be considered the preferred bidder.

For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the consultant including overhead expenses.

11. Contract Negotiation:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed, if any and availability of proposed professionals etc.

12. Award of Contract:

After completion of the contract negotiation stage, the Client will notify the successful bidder in writing by issuing a work order for and promptly notifying all other bidders about the result of the selection process. Sub-contracting / outsourcing of any form shall not be allowed for any activities under this Tender Call Notice.

13. Conflict of Interest:

Conflict of interest exists in the event of:

- Conflicting assignments, typically monitoring and evaluation/environmental assessment of the same project by the eligible bidder.
- Consultants, agencies or institutions (individuals or organizations) who have a business or family relation with the Client directly or indirectly; and
- Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

14. 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:
 - A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator 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 fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

15. Anti-corruption Measure:

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- 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.

16. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

17. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

18. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of District Session Court, Keonjhar only.

19. 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. 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 Government of India / Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition, the performance security amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

20. Confidentiality:

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

21. Amendment of the Tender Call Notice Document:

At any time before submission of proposals, the Client may amend the Tender Call Notice by issuing an addendum through website <https://kendujhar.odisha.gov.in> . Any such addendum will be binding on all the bidders. To give bidders reasonable time

in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

22. Client's right to accept any proposal, and to reject any or all proposal/s

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding/selection/evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.

23. Copyright, Patents and Other Proprietary Rights:

Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar, Odisha, shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Client's request, the Agency shall take all necessary steps to submit them to the Client in compliance with the requirements of the contract.

24. Force Majeure:

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserves the right to cancel the contract without any obligation to compensate the agency in any manner for whatsoever reason.

25. Settlement of Disputes:

The Client and the bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or arising from or in connection with the Contract within thirty (30) days from the commencement of such informal negotiation. All dispute resolution proceedings shall be held at Keonjhar, Odisha, and the language of such proceedings and that of all documents and communications between the parties shall be in English. **Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar**, Government of Odisha will be the final authority to resolve the dispute arising between and the Client and the Consultant.

26. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the Tender Call Notice during validity of the proposal, or its extended period, if any, the bidder increases the quoted prices
- Proposal is received in incomplete form; Proposal is received after due date and time for submission of bid Proposal is not accompanied by all the requisite

- documents/information A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer and if the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
 - Proposal is not properly sealed or signed
 - Proposal is not conforming to the requirement of the scope of the work of the assignment. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
 - If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid; Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices & any other condition/situation which holds the paramount interest of the Client during the overall section process.

27. Other Terms & Conditions

a. Date & Venue of Mela

Name of the Event	Date	Venue
National Level Pallishree Mela	26.12.2025 to 01.01.2026 (The date may change as per order of district administration, Keonjhar)	Keonjhar Stadium, Near Kali Padia Keonjhar

- A dedicated staff from the successful bidder will sit in the coordination cell throughout the event for proper coordination.
- 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 10 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.
- The selected bidder will work under the close supervision of the Deputy CEO-ORMAS, Keonjhar.
- It shall be the responsibility of the successful bidder to obtain requisite permission for electricity connection / fire services for the event period from statutory bodies. The bidder has to supply fire protection equipment's like fire extinguishers adhering to the fire safety norms & fire-retardant liquid spray to be used for stalls.
- In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.
- The rate offered by the agency shall be inclusive of GST & all other Taxes and transportation cost.**
- The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.

- i. 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.
- j. The authority is not bound to accept the highest scorer 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.
- k. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not take up any additional works other than the work specified in the work order without the prior permission of the CDO-cum-EO, Zilla Parishad, Keonjhar. In case of any additional requirement, the firm/agency has to take the prior written permission from the CDO-cum-EO, Zilla Parishad, Keonjhar.
- l. 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.
- m. 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.
- n. The bidder has to quote the rate as per the given format.
- o. On completion of the Pallishree Mela, the firm/agency shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
- p. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. **ORMAS & District Administration, Keonjhar will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.**
- q. No part of the contract will be sub-let without the prior written permission of the CDO-cum-EO, Zilla Parishad, Keonjhar.
- r. 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.
- s. The bidder has to treat the materials to be used in Tentage & allied works (like clothes & other inflammable materials), with fire repellent chemicals. The entire tentage works has to be certified by the Fire Officer of the concerned area.
- t. 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.
- u. 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.
- v. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.
- w. The bidder shall not use any prohibited or restricted animal products/ articles in the tentage and allied works.

SECTION: 3
SCOPE OF WORK

About the Event – National Level Pallishree Mela, Keonjhar

The “National Level Pallishree Mela” is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with District Administration, Keonjhar.

Keonjhar District is well known for its rich heritage, cultural tradition dating back to ancient times. In order to celebrate this culture & heritage, District Administration, Keonjhar organizes the cultural festival namely Gonasika and Pallishree Mela every year. Following this tradition, District Administration, Keonjhar has decided to organize Pallishree Mela from **Dt.26.12.2025 to Dt.01.01.2026** at Keonjhar Stadium near Kali Padia along with Gonasika Mahotsav with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste and preferences of the urban consumers.

Objective:

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 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 (The details of work mentioned in ‘particular’ columns)	<ol style="list-style-type: none">1. Ground Layout- architectural, drawing of ground layout2. Fabrication of Temporary Stall (200 Stalls including Food Stalls)3. Artistic Gate (Entry and Exit)4. Coordination Cell5. Food Court6. Live-Demonstration Pavilion7. Running Flex Fascia8. Selfie Zone9. Theme Pavilion/ Stall10. Ground Electrification and Power back up11. Other Miscellaneous Items

Detailed Technical Specification of the Works is as follows:

A. **Construction of Stalls:** For National Level Pallishree Mela, 185 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 water proof roofing. Minimum 3 ft front projection need to be maintained in each stall. Height of the stall will be Minimum 10 ft from ceiling to platform level. Anti Fire Chemical Treatment need to be done.
2	Flooring	Wooden plank platform of 6” height from the ground covering with new synthetic carpet matting in entire stall area.
3	Ceiling & Wall	Rainwater proof Tarpaulin to be used. Three sides including partition walls of stall will be covered with good quality white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gauge Corrugated Sheet). Height will be minimum 9ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. Good quality white Cotton Clothes to be used. The stalls located within the blocks need to be separated with thin sheets especially backside of each stalls. Proper arrangement of this need to be ensured to avoid any theft during the night time.
4	Racks	Three tire Iron racks. The shelf of the racks will be of size 1’.6” X 10’Ft (Surface size 18 feet ply or wooden or thin sheet can be fixed for product display on the rack) with the first layer fixed at a height of 2’6” & covered with Ply or wooden plank as well as new white cloths. The space of below racks will be used for storage of goods. All the three racks should be covered with surface ply or thin sheet as well as white cloth.
5	Fascia	An Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.]. The facia will be covered with front-lit good quality of flex [10ft. X 4 ft. mounting]. A running white cloth jhallar of 1’ width will be put in the front side, below to the facia frame. One beam will be added below the facia for numbering and other purpose (in both odia and English language). The design of the Flex facia will be given by ORMAS.
6	Cutout	Ply with flex wooden batten Size –3ft X 4 ft.
7	Furniture	Front counter table/ Display table in wooden batten and planks / steel table size 8’ x 2’ X 3’ height. A batten frame & Ply with the thickness of at least 6 mm Ply size of 8 X 3 to be fixed in front of each display table for branding purpose. The table needs to be wrapped with new white cotton cloth. Plastic molded Chair -2 nos to be supplied to each stall on proper receipt to stalls responsibility of vendor.
8	Electric Fittings	15 Walt/ LED Light – 2 no. should be connected with the generator this two light will only be used during power failure & on/off switch for use in night time after closing, Ceiling Fan-1 no. connected with

Sn.	Particulars	Stall Specification
		an on/off switch in each stall. 1 no. of 5 Amp Plug Point. In addition to these 4 nos Tube lights will be fixed in the ceiling. Two more LED Bulb (20 Walt) or Campa focusing light will be available in each stall. These lights along with fan will be connected to regular electricity connection. On & off switch need to be connected with ceiling fan and one 5 MPR plug point need to be fixed in between two stalls for mobile phone Charging purpose.
9	Numbering of Stall	All stalls should be numbered with vinyl pasted sun board. Each number plate should have both English and Odia numerical numbers, the stall no will hang in each stall below to the front projection. Vinyl name plate mentioning state's name should be pasted on each stall.
10	Closures	Front cloth drops/screens. Daily putting up and off of 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 structured house. (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect. Design to be provided
2	Size	30 ft X 30 ft.
3	Ceiling & Wall	Rainwater proof Tarpaulin to be used. 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 3 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.
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 1' Height & Full Floor Synthetic Matting.
6	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 6 no. of revolving cushion chairs, 4 sets of sofa set for VVIPs (for 16 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. 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. (Requirements as need basis).
7	Electric Fittings	Tube/LED Light – 15 no. , Ceiling Fan – 4 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. 10 nos of LED light (30 Walt) will be fixed inside the coordination cell and those will be connected to generator/ Power back-up 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 each stall block as well as food court area, entry and exit gate. The announcement from the coordination cell should reach to each and every stalls of the entire ground.
9	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing. The Coordination cell should have two doors each door should be aluminum glass sliding railing door of size at least 4ft width. These doors should have the provision of closing in night times
10	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermo cool lettering and thermo cool panels at the entrance (written in English & Odia).
11	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.

C. **Gates:** The (2) main entrance gate is to be done as per category B. The other one (1) gate is to be made as per specification in Category A. Specifications are as follows:

Sl. No.	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. Ply, Thermocool, 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, and width of pillar will be 4’ all around.	Pillars height will be of 12’ to 14’ with 16’ cleared width between the pillars, and width of pillar will be 4’ all around.

Sl. No.	Particulars	Category - A (Flex Box gate)	Category - B (3D Design gate)
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 thermo cool sculptures etc.
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.
f	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.

- d. **Live Demonstration Mandap:** Live Demonstration Mandap will be constructed in one particular place inside the exhibition ground as per approved event wise design to be given by ORMAS, with following the technical specification and other materials (Ply, Thermocol, Plaster of paris) may be used to get original 3D Effect. 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:

Shape	Hexagonal
Structure	Bamboo & Cloth Structure
Size	20' X 15' X 14' (height)
Facia	4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
Flooring	2 ft. height wooden platform with Full floor carpeting.
Ceiling	Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Barricading	4' height bamboo barricade covered with cloth on all sides of the stall.
Electric Fitting	8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

E. Food Court Stall:

The below mentioned items for construction Food Stall & Kitchen Shed & Dining Area Management for food court are taken as a package, which shall be supplied by the bidder for Pallishree Mela -2025.

- a) Food Stall Along with Kitchen Shed: Minimum 15 food stalls along with kitchen shed to be made as per the following specification:

Sl. No	Particulars	Specifications
1	Structure	a. Food Stall Bamboo (3 to 6 inch) & cloth (Anti Fire Chemical Treatment) structure, Size of Each Stall – 10’ X 20’ With Tarpaulin Water Proof Roofing. b. Kitchen Shed: Bamboo and balla structure, tin roofing and tin walling of size 10’ x 20’ 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). Rainwater proof Tarpaulin 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 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.
9	Closures	Front Cloth Drops/Screens Daily to be done.
10	Water	Water line connection to each kitchen shed with sink fixing.
11	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical.

b) Dining area:

Sn.	Particulars	Specifications
1	Size	The size of the dining area will be of 70' X 50'
2	Flooring	Green net carpet
3	Furniture	Fifty (8) numbers of round table with frill and cover, hundred (50) 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 5 numbers big size) dustbin to be provided in dining area.

F. **Selfie Point:** -There will be Selfie Points in 3 different places of mela ground with following the technical specification and other materials (Ply, Thermocool, 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 7 (seven) 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 power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground
- c) Garbage has to be lifted (Approx. 2 trip per day through tractor) from mela ground on daily basis.

H. Temporary toilet:

Temporary toilets need to be constructed near mela for use of the mela participants. Total 6 nos. of toilets (3 for male & 3 for female) are to be constructed. Proper water supply and cleaning to be ensure by the bidder.

I. **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. Package includes the below mentioned items & concealed wiring to all lights & 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.
- c. 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- d. 50 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- e. 75 no. of white Halogen light along with wiring /fitting poles.
- f. 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- g. 100 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- h. 200 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.
- i. 20,000 Tuni running lights will be fitted at the required places.

- j. Sufficient ambience light should be done.
 - k. Sufficient Round Lamp lights should be used for the entire ground.
 - l. It may increase/decrease as per requirement.
- J. **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 t5 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).
- 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. The new carpets will be changed in every 5 days.
- L. **Barricading:**
Bamboo barricading is to be done in the specific area of the mela ground for safety and security purpose.
- M. **Miscellaneous Items:** Besides works from item no. A to no. L 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)	500 pcs.
2	Durry (15' X 15')	10 pcs.
6	Dustbin- 3 ft height	40 pcs.
7	Decorative Flower / Plant Pot	100 pcs.
8	Syntex tank (2000 liter capacity each tank with 3' height stand)	2 pcs.
9	Soundless pedestal fan	10 pcs.
10.	Red carpet (synthetic)	2000 sq ft
11	Net Carpeting	1,00,000 sq ft
12	LED for IEC display	55 inches
13	Printing & Installation of star flex with batten frame. (To cover the Light poles at mela ground and cover the end corners of the stall lines)	3000 sqft

SECTION: 4
TECHNICAL BID SUBMISSION FORMS

TECH -1
COVERING LETTER
(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The Chief Development Officer – cum- Executive Officer
Zilla Parishad, Keonjhar, 758001**

Sub: Tentage & Allied Works for National Level Pallishree Mela- 2025.

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 are 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 Organization (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder / Vendor	
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 Odisha 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	ISO/ISI number	
11	Willing to carry out project as per the scope of work of the Tender Call Notice	YES
12	Willing to accept all the terms and conditions as specified in the Tender Call Notice	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 3

Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY: 2021-22	FY: 2022-23	FY: 2023-24	Average
Turnover (in Rs.)				
<p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last three FYs (2021-22, 2022-23, 2023-24) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).</p> <p><i>Filled in information in this format must have to be jointly sealed and certified by a Chartered Accountant (CA) in practice and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p>				

Signature and Seal of the Company Auditor with Date

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

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)

I, _____, the _____ (Designation) of (Name of the Organisation) in witness whereof certify that **<Name of person>** is authorized to execute the attorney on behalf of **<Name of Organisation>**, **<Designation of the person>** of the company acting for and on behalf of the company under the authority conferred by the **<Notification/ Authority order no.>** Dated **<date of reference>** has signed this Power of attorney at **<place>** on this day of **<day><month>**, **<year>**.

The signatures of **<Name of person>** in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney: _____

Address of the Bidder: _____

TECH - 5

(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 - 6

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 promoter/s/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 Pallishree Mela, Keonjhar-2025 would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of....., 2025

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature : _____

SECTION: 5
FINANCIAL BID SUBMISSION FORMS
FIN 1: Covering Letter (Financial Bid)

(On Bidder's Letter Head)

[Location, Date]

To,

**The Chief Development Officer-cum-Executive Officer,
Zilla Parishad, Keonjhar,
Odisha-758001**

Sub: Submission of Financial Bid

Dear Madam/Sir,

I, the undersigned, offer to provide the complete setup of services for **Tentage & allied works of National Level Pallishree Mela-2025** in accordance with your Tender Call Notice No..... Dated..... Our attached Financial bid is for the sum of Rs..... [Insert amount(s) in words and figures*].

The above quoted amount is exclusive 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.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <Nos.> days. I have carefully read and understood the terms and conditions of the Tender Call Notice and do hereby undertake to provide the service accordingly.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Name of the Agency with full Address: _____

*Amount must match with the one indicated in Fin-2.

FIN 2: SUMMARY OF FINANCIAL PROPOSAL*(on Bidders Letterhead)***(To be sealed, signed and stamped in separate envelope)****NAME OF THE BIDDER:** _____

Sr.	Item	Unit of measurement	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A	Construction of stalls (10ft x 10ft)	Per stall		185	
B	Coordination Cell - Cum-VIP Lounge (30ft x 30ft)	Per package		1	
C	Gates	Per Gate (Category - A)		1	
		Per Gate (Category - A)		2	
G	Live Demonstration Mandap	Per mandap		2	
H	Selfie Point	Per Unit		3	
I	Cleaning & Sanitation	Single package		1	
J	Construction of Temporary Toilet	Per toilet		6	
K	Ground Electrification	Single package		1	
L	Generators	Single package		1	
M	Food Stall (10ft x 20ft)	Per stall		15	
N	Dining area for food court (70ft x 50ft)	Per package		1	
O	Net Carpeting	Rate per sq ft		100000 sq ft	
P	Red Carpet (Synthetic Mat)	Rate per sq ft		2000 sq ft	
Q	Barricading (Bamboo)	Per metre		200	
M	<u>Miscellaneous items:</u>				
1	Printing & installation of star flex banner with batten frame to cover the light pole in mela ground	Rate per sq ft		3000 sq ft	

2	Bed Set (Matrices & Pillow with Cover)	Per set		300	
3	Durry (15' X 15')	Per Piece		10 pcs.	
4	LED TV for IEC display	Per Unit		1	
5	Dustbin- 3 ft height	Per Piece		20 pcs	
6	Decorative Flower / Plant Pot	Per Piece	.	150 pcs	
7	Syntex tank (2000 liter capacity each tank with 3' height stand)	Per tank		2 pcs	
8	Soundless pedestal fan	Per Piece		10 pcs.	
Total Quoted Amount					
Add :- GST (CGST + SGST)					
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: _____

ANNEXURE-I
BID SUBMISSION CHECKLIST

Sl. No	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL (ORIGINAL + 1 COPY)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs.10,000/- in form of DD /BC		
4	EMD of Rs.50,000 /- in shape of Demand Draft (DD)/ BC		
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	Copy of GST return of last quarter i.e. June-2025 to September-2025		
9	Copies of IT Returns for the last 3 FYs (2021-22, 2022-23 & 2023-24)		
10	General Details of the Bidder (TECH - 2)		
11	Financial details of the bidder (TECH - 3) along with all the supportive documents such as audited copies of Profit - Loss Statement and Balance Sheet for the last 3 FYs (2021-22, 2022-23 & 2023-24)		
12	Power of Attorney (TECH - 4) in favor of the person signing the bid on behalf of the bidder.		
13	List of completed/ongoing assignments of similar nature (Past Experience Details) (TECH- 5) along with the copies of work orders for the respective assignments		
14	Declaration that the agency has not been blacklisted (TECH-6)		
FINANCIAL PROPOSAL (ORIGINAL + 1 COPY)			
15	Covering Letter (FIN-1)		
16	Summary of Financial Proposal (FIN-2)		

UNDERTAKING:

- *All the information has been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

****End of Document****