

TENDER PAPER

For

Tentage & Allied works (German Hanger)

(Both stage and stall in iron/steel frame)

Of

District level Farm Mechanization mela
2025-26

scheduled to be held from
29th January to 2nd February 2026
Maximum Tender Value:15,00,000

Venue: Kalipadia, Keonjhar

To be organized by:
Chief District Agriculture Officer, Keonjhar



**DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS OF DISTRICT LEVEL FARM MECHANISATION MELA
2025-26**

A. TENDER PROCESSING COST : Rs. 7,500/- (Rupees seven thousand five hundred only) in shape of Demand Draft /Pay order from any nationalized bank in favour of Chief District Agriculture Officer, Keonjhar

**Name of Account Holder: Chief District Agriculture Officer, Keonjhar
Bank Name: Odisha Gramya Bank
Branch: D.D. College Branch, Keonjhar
Account No:203934010005117
IFSC: IOBA0ROGB01**

Demand Draft/Pay Order No..... Dated/...../2025

B. AVAILABILITY OF TENDER PAPER: www.Keonjhar.odisha.gov.in

<i>To be filled in by the bidder.</i>
<i>Bidder Name and Address:</i>
M/s
Address.....
Contact No..... WhatsApp No
e-Mail.....
Signature of the bidder

C. E.M.D (Refundable) : Rs. 15,000/- (Rupees Fifteen Thousand only) in shape of Demand Draft from any nationalized bank in favour of Chief District Agriculture Officer, Keonjhar

D. LAST DATE & TIME FOR RECEIPT OF TENDER: 16/01/2026 latest by 02:00 PM.

E. DATE & TIME OF OPENING OF TENDERS : 16/01/2026 at 03:00 PM at Office of the CDAO Keonjhar

F. ADDRESS FOR SUBMISSION OF TENDER PAPER:

The Bid documents must reach to the address given below, before the last receipt date & time through Regd. Post/ Speed Post only.

Address: Office of the Chief District Agriculture Officer, Keonjhar, AT/PO: Madhapur, Dist: Keonjhar, Odisha, Keonjhar PIN:758001.

Accepted by the Bidder (Signature of bidder with seal)



Terms of Reference to the tender paper for the tentage (German Hanger) & allied works of District Level Farm Mechanisation Mela 2025-26 (29th January to 2nd February 2026)

Maximum Tender Value:15,00,000 (Fifteen lakhs)

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

1. The bidders are required to deposit the **E.M.D. of Rs. 15, 000/-** (Rupees fifteen thousand only) in shape of Bank draft in favour of "**Chief District Agriculture Officer, Keonjhar**" from any Nationalized Bank. The E.M.D. of the successful bidder will be kept with Chief District Agriculture Officer, Keonjhar till the completion of the exhibitions i.e. for a period of one month. In case of any dissatisfactory work, delay in execution of work etc. the E.M.D will be forfeited as per the decisions of the authority. Tender papers without E.M.D shall not be accepted.
2. **The bidders should have registered his firm under Goods & Services Tax (GST), PAN.**
3. **The rate offered by the firm shall be including GST as applicable.**
4. Average Annual Turnover of **last three consecutive financial years** should be submitted with application form.
5. The duration of the exhibition will be for 5 days. 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 I/C event management of exhibition.
6. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and shall liable to be rejected.
7. The bidder has to quote the rate as per the given format.
8. On completion of the exhibition, the contractor shall have to take away all the materials within three days & vacate the place with the same condition while occupying the ground.
9. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
10. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the CDAO Keonjhar. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the I/C event management. In case of any additional requirement, the contractor has to take the prior written permission from the I/C event management.
11. The bidder along with manpower and the committee formed by the I/C event management should do a proper assessment and the actual work done during the mela period.
12. Bidder will be responsible for up keeping and maintenance of the entire work done by him till the closing of the exhibition. CDAO Keonjhar will not be held responsible for any breakage/ damage/ fire/ theft etc. of his belongings and insurance (if any).
13. No part of the contract will be sub-let without the prior written permission of the CDAO Keonjhar. 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.
14. The bidder has to treat the materials to be used in **Tentage work (like - Cloths)**, with **Fire Repellant** Chemicals. This work has to be certified by the concerned district fire officer.
15. With regards to electrical fittings etc. the selected firm/agency shall have to engage **qualified licensed** electrician/contractor entitled to erect, handle and maintain high tension supply line and its safety and maintenance.
16. The authority is not **bound to accept the lowest tender** and reserves the right to inspect / verify the stock 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

Accepted by the Bidder (Signature of bidder with seal)



tenders without assigning any reasons thereof.

17. 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.
18. The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
19. The rate offered by the firm shall be including of all taxes and duties, as applicable.
20. **The bidder has to submit self attested photocopies of the required documents with duly filled in tender paper. The documents to be submitted by the bidder are:**
 - i. Tender paper collected from CDAO Keonjhar or downloaded from the district website i.e. www.Keonjhar.odisha.gov.in **EMD (refundable) of Rs. 15,000 /-** (Rupees Fifteen Thousand only) in shape of Bank Draft in favour of **Chief District Agriculture Officer, Keonjhar**.
 - ii. **Tender Processing Cost Rs. 7,500/- (Rupees seven thousand five hundred) only** non-refundable in shape of Bank Draft in favour of "Chief District Agriculture Officer, Keonjhar".
 - iii. **Registration certificate of Goods & Services Tax (GST).**
 - iv. **IT return copy for the last three consecutive assessment years.**
 - v. **The bidder has to submit technical and financial bids in separate envelopes.**
 - vi. The bidder has to submit the **Audited Financial Statement of last three consecutive Financial years duly attested by the Chartered Accountant.**
 - vii. **Average Annual Turnover should be at least Rs. 15.00 Lakhs in last three consecutive financial years as on 31.03.2025.**
 - viii. Self attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work. In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.


Chief District Agriculture Officer
Keonjhar

Accepted by the Bidder (Signature of bidder with seal)



SPECIFICATION FOR WORKS (as details follows)

Following works will be required to be taken up:

- A. Erection of stall
- B. Coordination Cell -Cum-VIP Lounge:
- C. Gates:
- D. Decorative wall
- E. Stage: Closed Stage
- F. Sitting arrangement in front of the stage
- H. Ground Electrification
- I. Temporary Toilet for visitors along with better water facility
- J. Generators:
- K. Food Court
- L. Miscellaneous items:

Detailed specification of above-mentioned works are:

A. ERECTION OF STALL (50 numbers of stall)

The details of specifications are given below:

Sl No	Particulars	Stall Category
1	Structure	Iron (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure, Size of each stall -10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full flooring Coir Matting. Wooden/iron plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	Three tire racks. 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 iron frame for Running flex Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with design flex. 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 iron/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) & an on/off switch for use during night time after closing. Ceiling Fan - 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point.
8	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.

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B. COORDINATION CELL –CUM-VIP LOUNGE:

One AC Coordination Cell –cum- VIP Lounge will be erected- **ONLY NEW COTTON CLOTHES SHOULD BE USED.**
The bidder has to be quoted as a **package** against the detail specifications given below:

Sr.	Particulars	Work Specifications
		Category
	Design	As finalized by exhibition committee
A	Structure	Iron frame with tarpaulin covering. The design structure should be covered with iron framing & cloth of appropriate colour.
B	Size	40 ft X 40 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on Iron frames. The control room will be separated in to 5 individual rooms of different sizes to be used as office, waiting space, VIP lounge, pantry room and store with the cloth and wooden batten frame work walls/partitions.
D	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 4' X 3' will be on the wall of office room towards the counter.
E	Flooring	Iron & Wooden plank platform of 2' height & full Floor synthetic Matting.
F	Furniture	Front office counter table- steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 3 sets of steel sofa set for VIPs (for 16 persons), 4 no. of center table of low height, 4 no. of waste bin basket, 10 no. of plastic moulded chairs, one steel almirah with key, and 2 steel tables for pantry room & 2 standard table for computer operation.
G	Electric Fittings	Tube Light – 15 no. , Ceiling Fan – 8 nos if required. 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, and scanner & LCD projector. Other decorative light like hanging chandelier (<i>jhaada</i>) etc.
H	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. Speakers be fitted in such a manner that announcement should cover to entire ground.
I	Closures	Two wooden frame ply fitted door/ or Aluminum glass fitting door shall be fitted in the main entrance of the Coordination Cell for night closing.
J	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 thermocol lettering and thermocol panels at the entrance (written in English & Odia).
K	Toilet	A toilet should be fitted in the VIP lounge with water facility.

C. GATES:

Following are the specifications erection of gate in the mela ground:

Sr.	Particulars	Work Specifications
a	Structure	Iron Structure, Iron framing, box type structure. Artistic 3D structured gates as per given design made up / flex with batten framing.
B	Size	2 Pillars with a height of 18' to 20' (as per convenience) 20' clearance width between the pillars & pillar width will be in square shape i.e. 4' X 4' all around.
c	Covering	Gate should be erected with iron framing, flex/ cotton cloth mounting with design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal focus light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.



D. STAGE: (To be erected under German Hanger only)

One Closed stage shall be erected and decorated in the exhibition ground for meeting / afternoon cultural shows during the exhibition. The bid has to be quoted as a package against the detail specifications given below:

Sl.	Particulars	Work Specifications								
A	Flooring	The entire floor of the stage will be covered with new synthetic carpet of fine quality.								
B	Digital LED Wall TV	One of Size 12'X8' to be attached in the stage.								
c	Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets. Minimum 50 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept on the steps.								
D	Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.								
E	Flowering	The entire stage will be decorated with new artificial flowers.								
F	Furniture	25 no. of VVIP Chairs/steel sofa with white towels, 5 no. of Center Tables, Tea Poy, Table Cloth, 12 no. good quality borosil glasses with covers, Plastic name plates 12 no, 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, 1 speech podium, Brass Deepam(2'.6" height) with inaugural materials, Potted plant with accessories for plant watering activities on each event days. etc. will be provided.								
G	Iron frame for Fixation of lights	Strong iron frame shall be fixed for fixation of lights & the frame shall also be covered with artificial flowers.,								
H	Light & Sound	Specification for light: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td> <td>25 nos.</td> </tr> <tr> <td>ii) Galileo Scanner-1200 wt (SGM)</td> <td>4 nos.</td> </tr> <tr> <td>iii) Multitwenty- 2K</td> <td>6 nos.</td> </tr> <tr> <td>iv) Multiten- 1K</td> <td>4 nos.</td> </tr> </table>	i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	25 nos.	ii) Galileo Scanner-1200 wt (SGM)	4 nos.	iii) Multitwenty- 2K	6 nos.	iv) Multiten- 1K	4 nos.
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ii) Galileo Scanner-1200 wt (SGM)	4 nos.									
iii) Multitwenty- 2K	6 nos.									
iv) Multiten- 1K	4 nos.									

	v) Jumbo Smoke Machine	2 nos.
	vi) Jumbo Strobe Light	2 nos.
	vii) 1 Colour Laser	2 nos.
	viii) Moving Head (SGM)	2 nos.
	ix) Led Par	10 nos.
	x) Halogen 1kw	10 nos.
	xi) Sharpy lights	20 nos
	Specification for sound:	
	i) Bass Bin	2 nos.
	ii) High range top box (pee-vay/JBL, 400wt.)	4 nos.
	iii) High range frequency box (Pee-vay/JBL)	4 nos.
	iv) HF box	4 nos.
	v) Cordless Micro Phone	4 nos.
	vi) Cord Micro Phone	6 nos.
	vii) 24 channel Mixture	1 nos.
	viii) High wattage amplifier	4 nos.
	ix) Effect processor	1 no.
	x) 3 KW stabilizer	3 nos.
	xi) DVD Player	1 no.
	xii) Stereo Deck	1 no.
	xiii) Meeting Microphone (Anti feedback microphone)	2 nos.
	xiv) Standing Box Audience capturing	4 nos.
	xv) Stage Monitor Box	4 nos.
I	Green Room	Superstructure with iron/steel frame & Tarpoulin cover for 2 green rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with lighting, fan, chairs and tables.
J	Pots	Fifty pots of flower or decorative plants must be kept at the base of the main stage.
K	Overall supervision	Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural session on all the event days is the complete responsibility of the contractor.

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E. AUDITORIUM-SITTING ARRANGEMENT IN FRONT OF THE STAGE (To be erected under German hanger only)

The minimum distance of 15 feet from stage to auditorium will be maintained. The bid has to be quoted as a package against the detail specifications given below:

Chair	Six hundred (600) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 numbers of tea poy with white cover
Top covering	Size of 80' X 60' with tarpaulin covering and inner cloth ceiling & running facia as same as stallfacia.
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Net matting in sitting area.

F. GROUND ELECTRIFICATION

The below mentioned items are taken as a package which shall be supplied by the bidder. The quantities of the items are statutory /fixed in the package. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

- i. Main Switch Board/Panel Board up to 250 KW electric loads with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 60 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 25 no. of white Halogen light along with wiring /fitting poles.
- vi. 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- vii. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.200 no. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will beplaced at the branches of big trees inside the exhibition premises/closed to the premises.
- viii. 20,000 Tuni running lights will be fitted at the required places.

G. Temporary Toilet with water facility: Eight (8) numbers of temporary toilets (Male & Female) with water facilities are to be maintained during the event.

H. 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 125 KVA.

I. MISCELLANEOUS ITEMS:

Besides the above works the 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. Entire flooring of the ground should be covered with matting with good quality carpet.

L. Small stage (20 feet X 20 feet) with artificial decoration outside the main structure.

Sl. No	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	20 pcs.
2	Durry (15' X 15')	8pcs.
3	Entire Ground Carpeting	Entire stage & stall and inner area
4	Dustbin- 3 ft height	8 pcs.
5	Decorative Flower / Plant Pot	150 pcs.
6	Soundless pedestal fan	12 pcs.
7	Temporary Toilet (Male)	4 nos.
8	Temporary Toilet (Female)	4 nos.
9	Documentation with drone camera	1 set
10	Security personal	2 numbers for day & 4 for night

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DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by CDAO, Keonjhar. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Bidder with sealPlace:

Date :



TECHNICAL BID

TENDER APPLICATION FORM FOR TENTAGE & ALLIED WORKS OF FARM MECHANIZATION MELA 2025-26

Sl. No.	Description	Full Details
1.	Name of the Bidder	
2.	Address for communication Tel: Email Id	
3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder Mobile No: Email Id:	
4.	Registration Details: Registration No. Date & Year	
5.	Bid Processing Fee Details: Amount: BC/DD No. Date: Name of the Bank:	
6.	EMD Details Amount BC/DD No. Date Name of the Bank	
7.	PAN Number	
8.	GSTIN	
9.	The agency should at least execute 3 nos. of similar nature of work of Rs 10 Lakhs in a single work order	
10.	Income Tax for last 3 consecutive years	
11.	GST Return copy of last month/quarter	

Authorized Signatory (full & initials):

Accepted by the Bidder (Signature of bidder with seal)



Financial bid
Quotation for different items for Tentage & Allied works District Level Farm Mechanisation Mela,
Keonjhar 2025-26

To
 The Chief District Agriculture Officer, Keonjhar.

Sir,
 I / We do hereby submit item wise quotation below for tentage and allied works of
 District level farm mechanisation mela 2025-26.

Sl.	Item	Required Qty. in units	Total Amount[in Rs.]
A	Erection of stall	50 stalls	
B	Coordination Cell -Cum-VIP Lounge	1 Number	
C	Gates	2 Number	
D	Closed Stage with digital LED wall TV & green room	1 Number	
E	Auditorium-Sitting arrangement in front of stage	1 Number	
F	Ground Electrification	1 Number	
G	Temporary toilet	1 Number	
H	Generators	1 Number	
I	Helium Balloon	1 Number	
J	Food court	1 Nos with 4 stall (each 35'X35')	
K			
1.	Bed Set (Bed & Pillow with Cover)	20 pcs.	
2.	Durry (15' X 15')	8 pcs.	
3.	Stage background in black cloth masking	2500 sqr ft.	
4.	Entire Carpeting	Entire mela ground	
5.	Dustbin- 3 ft height	8 pcs.	
6.	Decorative Flower / Plant Pot	150 pcs.	
7.	Soundless pedestal fan	8 pcs.	
8.	Flex (Star Flex)	600 Sqft.	
9.	Cloth walling	600 Sqft.	
10.	Bamboo Barricade 3 Ft height	300 Running Meter	
11.	Temporary Toilet	08 nos	
12.	Documentation with drone camera	For 5 days	
13.	Security Personal	For 5 days	
14.	Additional small stage with artificial decoration.	1 number	

Signature of the Bidder with seal

Accepted by the Bidder (Signature of bidder with seal)

