



Government of Odisha  
Department of Panchayati Raj & Drinking Water  
District Rural Development Agency  
DRDA Office, Cuttack

Letter No. DS/412

Dated. 21/09/2019

## TENDER NOTICE

Sealed tenders are invited from reputed Firms/Agencies/Organisations etc for different works like Tentage and Allied works/ Security Services/ Documentation (CCTV, Still Photography & Videography)/ Printing Work/Advertisement Hoarding for the National Level Pallishreee Mela-2019 to be held at Cuttack. The engagement of Firms/Agencies/ Organisations shall be made through two Bid Systems i.e. Technical & Financial Bid separately. The Technically qualified Firms/Agencies/ Organisations can only participate in the Financial Bid.

For details please visit our website in [www.ormas.org](http://www.ormas.org) & [www.cuttack.nic.in](http://www.cuttack.nic.in)

1. Last date of receipt of Sealed Bid is on 11.10.2019 up to 11 A.M in the Tender Box at ORMAS Office,DRDA,Cuttack.
2. Opening of Bid is on dt. 11.10.2019 at 12 P.M.

o/c  
Project Director  
DRDA,Cuttack

# **Request for Proposal (RFP)**

**Selection of Agency**

**for**

**Tentage & Allied works**

**for**

**National Level Pallishree Mela,  
Cuttack, 2019**

**Organized by**

**ORMAS, CUTTACK**

**O/o District Rural Development Agency, Cuttack**

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## DISCLAIMER

This Request for Proposal (**RFP**) is issued by the **Project Director, DRDA, Cuttack, Panchayati Raj & Drinking Water Department, Government of Odisha.**

The information contained in this Request for Proposal document (the "**RFP**") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Department or any of its employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposal for qualification and thus selection pursuant to this RFP (the "**Proposal**"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP.

The issue of this RFP does not imply that the Project Director is bound to select and shortlist proposals and the Project Director reserves the right to reject all or any of the Proposals or Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the bidder in preparation / submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

The Project Director, DRDA, Panchayati Raj & Drinking Water Department, Government of Odisha shall be the sole and final authority with respect to selection of an agency through this RFP.

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## BIDDERS' DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Project Director, DRDA Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Least Cost Selection (LCS)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of RFP	23.9.2019
5.	Last Date and Time for submission of Bid	11.10.2019 at 11 AM
6.	Date & Time for opening of Technical Proposal	11.10.2019 at 12 PM
7.	Date & time for opening of Financial Proposal	11.10.2019 at 12 PM
8.	Bid Processing Fee (Non-Refundable)	INR 5,000/- + 600(GST-12 %) = <b>Rs. 5,600/-</b> (Rupees five thousand six hundred only) in shape of Demand Draft /Pay order in favor of " <b>DSMS, Cuttack</b> " payable at Cuttack.
9.	Earnest Money Deposit (EMD) (Refundable)	<b>INR 50,000/-</b> (Rupees Fifty thousand only) in shape of Demand Draft /Pay order in favor of " <b>DSMS, Cuttack</b> " payable at Cuttack.
10.	Address for Submission of Proposal	Project Director, DRDA, Cuttack,Odisha-753002  Mode of Submission: <b>Dropped in the Tender Box at ORMAS office, DRDA, Cuttack</b> during the office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
11.	Place of Opening of Technical & Financial Proposal:	<b>Conference Hall of DRDA, Cuttack</b> Pin-753002, Odisha,

*For details, please visit: - [www.ormas.org](http://www.ormas.org) / [www.cuttack.nic.in](http://www.cuttack.nic.in)*

**DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS FOR NATIONAL  
LEVEL PALLISHREE MELA 2019**

A. **COST OF TENDER PAPER** : Rs. 5,600 (Rupees five thousand six hundred only)- Non-refundable

B. AVAILABILITY OF TENDER PAPER: [www.ormas.org](http://www.ormas.org) /www.cuttack.nic.in

**C. INSTRUMENT OF PURCHASE OF TENDER PAPER:**

Demand Draft/Pay Order No..... Dated ...../..... /2019 (if the tender paper downloaded from website, DD / Pay Order in favour of DSMS, Cuttack, payable at Cuttack to be attached with tender paper)

To be filled in by the bidder.  
(only in case of tender paper downloaded from website.)

Bidder Name and Address:

.....  
.....

**Signature of the bidder**

**or**

Money Receipt No..... Dated ...../..... /2019 (if the tender paper purchased from DSMS office), (Original Money Receipt to be attached with quotation paper)

To be filled in by the Account section of ORMAS, Cuttack  
(only in case of purchase of tender paper from District office)

ISSUED TO (Address in Detail):

.....  
.....

**Signature of issuing officer**

D. **E.M.D (Refundable)** : Rs. 50,000/- (Rupees fifty thousand only) in shape of Demand Draft /Pay order in favour of "DSMS, Cuttack" payable at Cuttack.

Demand Draft/Pay Order No..... Dated ...../..... /2019

E. **LAST DATE & TIME FOR RECEIPT OF TENDER:** 11.10.2019 latest by 11.00 AM

F. **DATE & TIME OF OPENING OF TENDER:** 11.10.2019 at 12.00 PM at DRDA Conference Hall, Cuttack

**G. ADDRESS FOR SUBMISSION OF TENDER PAPER:**

**Project Director  
DRDA, Cuttack  
Panchayati Raj & Drinking Water Department  
Cuttack- 753002**

## **Background:**

Odisha Rural Development and Marketing Society (ORMAS) was constituted in the year 1991 under Societies Registration Act, 1860 as an autonomous body under Panchayati Raj Department, Government of Odisha. ORMAS at District level known as “District Supply and Marketing Society” (DSMS). These units are functioning with the basic objective to help rural poor to make a better living by enabling them to improve their production, processing and marketing. DSMSs/ORMAS also act as a facilitating agency for implementation & monitoring of rural livelihoods programmes in rural Odisha.

An Exhibition in the most general sense is an organized presentation and display of selection of items. Exhibition/Mela has been part and parcel of entertainment and relaxation activity of our culture; ORMAS has used this medium as a channel to promote rural products made by the Institutions of poor.

ORMAS organises exhibition in collaboration with Odisha Livelihoods Mission (OLM), DC (Handicraft), KVIC, KVIB Department of H & CI, Department of Textile, Department of W&CD , Department of Industries and NABARD with an objective to provide a platform to the rural producers to showcase their products for direct sale, interact and get taste, choice & preferences of urban consumers. It also helps the rural entrepreneurs identify livelihood opportunities and establish links with the markets in urban and semi-urban areas.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

## **Exhibition Calendar:**

The calendar of National Pallishree Mela to be organized by ORMAS, Cuttack as per the details given below, is purely tentative. Any place or period as proposed below may change/vary in course of action. The programme given in the calendar may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

<b>Sl.</b>	<b>Name of the District</b>	<b>Place of Exhibition</b>	<b>Occasion</b>	<b>Tentative Date of the Exhibition</b>	<b>No. of Stalls</b>	<b>Type of Mela</b>
1	Cuttack	Bali Yatra Ground	Bali Yatra	12-11-2019 to 19-11-2019	408	Mega

\* The period of the Exhibition may be extended for 1 to 2 days as per the administrative compulsion.

## **Terms of Reference to the tender paper for the tentage & allied works of National Level Pallishree Mela 2019 at Cuttack**

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

1. The firm/proprietor should have executed similar nature works of at least Rs.25.00 lakhs per annum consecutively in the last three financial years and out of that the firm/proprietor should have executed at least two work order of more than Rs.15.00 lakhs of Government departments/agencies /corporations within last three financial year.
2. The bidders should have registered his firm/proprietorship under GST (GSTIN), Income Tax (PAN/TAN). Copy of the valid GST Registration Certificate along with the copy of the upto-date return file under GST Act has to be enclosed.
3. The rate offered by the firm shall be inclusive of *all taxes and duties*.
4. The duration of the exhibition will be for 8 days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by ORMAS-Cuttack before 15 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.
5. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
6. The bidder has to quote the rate as per the given format.
7. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
8. 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.
9. 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 use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
10. 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 and the bidder has to cooperate for actual assessment else the payment will be made as per the assessment made by the committee formed by the Mela -in-charge.
11. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS, Cuttack will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
12. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
13. 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. It shall be the responsibility of the service provider/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement of mela duly certified by the Asst. Fire Officer, Cuttack and adhere to the fire safety norms.
15. The bidder has to treat the materials to be used in Tentage work (like - Clothes), with Fire Repellant Chemicals. This work has to be certified by the Asst. Fire Officer, Cuttack.
16. With regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.

17. The bidders are required to deposit an earnest money of Rs.50,000/- (Rupees Fifty Thousand only) in shape of demand draft/pay order issued by any scheduled commercial bank in favour of “DSMS, CUTTACK” payable at Cuttack. The E.M.D. amount of the successful bidder will be kept with ORMAS, Cuttack till the completion of the exhibitions. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
18. The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
19. 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.
20. The rate offered by the firm shall be including of all taxes (like GST etc.) and duties as applicable. The price offered by the firm is valid for one year.
21. The quotations are requested to submit at least 3 numbers of designs of the Stage, Coordination Cell and Gates. Before submitting the quotations, they may consult the Joint CEO, ORMAS for the details.

### **TECHNICAL PROPOSAL**

**The bidder is 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. EMD of Rs. 50,000/- (Rupees Fifty-Five Thousand only) in shape of Demand Draft/Pay order issued by any scheduled commercial bank in favour of “DSMS, CUTTACK” payable at Cuttack.
- ii. BID PROCESSING FEES (Non- Refundable) of INR 5,000/- + 600(GST-12 %) i.e. **Rs. 5,600/-** (Rupees five thousand six hundred only) in shape of Demand Draft /Pay order in favor of “**DSMS, Cuttack**” payable at Cuttack.
- iii. The firm should have executed similar nature of works of at least Rs.25.00 lakhs per annum from government departments/agencies/corporations in the consecutively in last three financial years (2016-17, 2017-18 and 2018-19).
- iv. Copy of the work order issued by Government Departments/agencies/corporation on execution of similar nature of work of more than Rs.15.00 lakhs each at least two times within last three years (2016-17, 2017-18 and 2018-19).
- v. Copy of the registration certificate/valid number in favour of the firm/proprietor Under GSTIN for similar nature of work, Income Tax (PAN, TAN). Copy of the valid GST Registration Certificate along with the copy of the up to-date return file under GST Act has to be enclosed.
- vi. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant (2016-17, 2017-18, and 2018-19).
- vii. 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 PAGE.***

**Signature with seal**

## **B. SPECIFICATION FOR WORKS**

Detailed specification of above mentioned works are:

- a. Erection of Stalls (a)
- b. Coordination Cell cum VIP lounge (I & II)
- c. Gate- Entry & Exit
- d. Decorative Wall
- e. Stage
- f. Auditorium
- g. Live Demonstration Mandap
- h. Ground Electrification
- i. Temporary Toilets
- j. Generators- 160 KVA
- k. Watch tower
- l. Ground Cleaning
- m. Miscellaneous items.

## **A. ERECTION OF STALL**

Stalls comprises of category A, will be erected as per the requirement. The tenderer will quote their lowest possible price separately for the category. The details of specifications are given below:

<b>Sr.</b>	<b>Particulars</b>	<b>Stall Category - A</b>
<b>1</b>	<b>Structure</b>	Pre-fabricated Iron ( <b>3 to 6 inch</b> ) & cloth ( <b>with Anti fire chemical Treatment</b> ) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
<b>2</b>	<b>Flooring</b>	Full flooring Coir Matting/Synthetic matting
<b>3</b>	<b>Ceiling &amp; Wall</b>	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. ( <b>ALL NEW WHITE COTTON CLOTH TO BE USED</b> )
<b>4</b>	<b>Racks</b>	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.
<b>5</b>	<b>Fascia</b>	Pre-fabricated iron frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with Flex and artistic design. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
<b>6</b>	<b>Furniture</b>	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 with handle – 2 nos.
<b>7</b>	<b>Electric Fittings</b>	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 with on/off switch.
<b>8</b>	<b>Numbering of Stall</b>	All stalls should be numbered with vinyl with sun board. Vinyl name plate mentioning state's name should pasted on each stall.
<b>9</b>	<b>Closures</b>	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.

**B. (I) COORDINATION CELL –CUM-VIP LOUNGE- PALLISHREE MELA**  
**GROUND :**

Another Coordination Cell –cum- VIP Lounge will be erected- **ONLY NEW COTTON CLOTH SHOULD BE USED.**

The bidder has to be quoted as a **package** against the detail specifications given below:

Sr. No.	Particulars	Work Specifications
A	Design	Sun Temple/ Traditional Terracotta House (Design Enclosed) of 50'-60' height /approved design
B	Structure	Bamboo <i>Balha</i> / Iron with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure should be Replica of the design. Bidders has 'to submit three designs & the prices would be same for all the designs.
C	Size	40 ft X 40 ft.
D	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 3 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/ partitions.
E	Flooring	Full Floor with synthetic Matting.
F	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 2 no., 10 no. of revolving cushion chairs, 1 sets of steel sofa set for VVIPs (for 4 persons), 1 no. of center table of low height, 5 no. of glasses with cover, 4 no. of waste bin basket, 20 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.
G	Electric Fittings	Tube Light – 15 no., Ceiling Fan – 6 no., 2 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with an 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.
H	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
I	Flower	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).
<b>Decoration</b>		
J	A. C provision	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 2 numbers of 4 ton tower AC should be fitted.
K	Temporary Toilet	One Temporary urinal should be installed with sanitary fittings in the VIP lounge along with water facilities & wash basin for the VIPs. The quality of these toilets should be good.

## **B. (II) COORDINATION CELL –CUM-VIP LOUNGE- TAHASIL OFFICE:**

Another Coordination Cell –cum- VIP Lounge will be erected- **ONLY NEW COTTON CLOTH SHOULD BE USED.**

The bidder has to be quoted as a **package** against the detail specifications given below:

<b>Sr.</b>	<b>Particulars</b>	<b>Work Specifications</b>
	<b>Design</b>	<b>Building Structure</b>
A	<b>Structure</b>	Bamboo <i>Balha</i> / Iron with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure should be Replica of “Building design/ approved design”.
B	<b>Size</b>	40 ft X 40 ft.
C	<b>Ceiling &amp; Wall</b>	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/ partitions.
D	<b>Flooring</b>	Wooden plank platform of 3’ height & full Floor synthetic Matting.
E	<b>Furniture</b>	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no., 15 no. of revolving cushion chairs, 3 sets of steel sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 20 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.
F	<b>Electric Fittings</b>	Tube Light – 20 no. , Ceiling Fan – 6 no., 2 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.
G	<b>Closures</b>	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
H	<b>Flower Decoration</b>	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).

### **C. GATES: ENTRY & EXIT**

The tenderer shall submit the lowest possible rate for the gate with following specification.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Work Specifications</b>
1	Structure	Bamboo Structure, Wooden Batten framing, box type structure.
2	Size	Pillars height will be of 16' to 20' with 20' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
3	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.
4	Lighting	Sufficient lighting arrangement with white metal light.
5	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.

### **D. DECORATIVE WALL**

Decorative wall of batten framing, hessian cloth mounting and geru with chita painting, tile design at top in flex. **Tenderer has to quote their prices per sq ft inclusive of all.**

### **E. AUDITORIUM:**

An auditorium will be erected in front of the stage with sitting arrangements for the audiences. The minimum distance of 20 feet from stage to auditorium will be maintained. The tenderer has to quote his lowest possible price as against the detail specifications given below:

**Size:** 100' X 120'

**Light:** 20 no. tube lights will be fitted in the poles.

**Chair:** 1000 no. of plastic moulded chairs and one row of sofa for VVIPs and 40 no of banquet chair with cover.

**Barricading:** 3' height bamboo barricade will be made in the two sides of audience sitting area.

**Pedestal Fan:** 8 no. of Sound less pedestal fan to be placed in the auditorium for audiences

### **F. LIVE DEMONSTRATION MANDAP**

Live Demonstration Mandap will be erected at the different places inside the exhibition ground. On the Mandap some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for erection each Mandap (Minimum two) as per the specifications mentioned below.

**Structure:** Bamboo & Cloth Structure, four sides open (a model of Hindu marriage bedi)

**Size:** 15 'X 15'

**Facia:** 4' height, flex stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhaller placed at the bottom of the fascia.

**Flooring:** 1 ft. wooden platform with Full floor Durry matting.

**Ceiling:** Tarpaulin water proof roofing and white cloth ceiling properly stretched.

**Barricading :** 4' height bamboo barricade covered with cloth on all sides of the mandap.

**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.

## **G. GROUND ELECTRIFICATION**

### **Package - I**

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder for National Level Pallishree Mela. 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 load with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 30 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 50 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 80 no. of white Halogen light along with wiring /fitting poles.
- vi. 15 no of tower should be fitted to fix the light.
- vii. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- viii. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- ix. 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.
- x. 20,000 Tuni running lights will be fitted at the required places.

### **Package - II**

Besides the above package one small package rate has been called which shall be supplied by the bidder for national level Pallishree Mela. 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 load with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 20 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 30 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 40 no. of white Halogen light along with wiring /fitting poles.
- vi. 5 no of tower should be fitted to fix the light.
- vii. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- viii. 100 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- ix. 50 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.
- x. 10,000 Tuni running lights will be fitted at the required places.

## **I. TEMPORARY TOILET FOR VISITORS:**

Temporary urinals & toilets should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the participant and visitors. The quality of these toilets should be good with covering, as there is a huge turnover of visitors to this National level Pallishree Mela.

## **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 Tube lights of each stall, few ground lights, control room and public announcement system. The requirement of Generator Sets will be of 160.00 KVA.

## **K. WATCH TOWERS:**

Erection of Watch Tower will be bamboo & ballah structure of height 25ft, top floor size will be 8ft x 8ft made of 19mm ply or size wood.

## **L. GROUND CLEANING:**

Present condition of the ground is uneven & lots of bushes are coming up. The ground is needed to be cleaned and leveled before starting of the erection work. The allotted land for Pallishree Mela will be 20,000 Sqft (approximately). The bidder has to provide a package rate for proper cleaning and leveling of the ground. The cleaning and leveling work is to be certify by the mela in charge before starting of the erection of temporary structure work.

## **M. KITCHEN ROOM**

The Kitchen room should be in 30' X 40' size have 15ft. height with top tarpaulin ceiling and four side tin wall fencing of 9' height. The room should have proper ventilation and fitted with 2 white halogen and 2 pedestral fan.

## **N. MISCELLANEOUS ITEMS:**

Besides works from item No.1 to No.9 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.

<b>S. N</b>	<b><u>Items</u></b>	<b>Tentative Qty. required</b>
1	Bed Set (Bed & Pillow with Cover)	500 pcs.
2	Durry (15' X 15')	30 pcs.
3	Net Carpeting	50000 sqr ft.
4	Dustbin- 3 ft height	50 pcs.
5	Decorative Flower / Plant Pot	150 pcs.
6	Syntex tank (2000 liter capacity each tank with 3' height stand)	3 pcs.
7	Soundless pedestal fan	12 pcs.
8	Flex printing with batten framing	8000 Sqft
9	Chair	1000 Pcs
10	Fire Extinguisher (unused)	40 nos.

## **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 ORMAS, Cuttack. 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 seal**

Place:

Date :

## Financial Bid

### Quotation for different items for Tentage & Allied works for National Level Pallishree Mela 2019

**To**

**The Project Director  
DRDA, Cuttack  
Panchayati Raj & Drinking Water Department  
Cuttack- 753002**

**Sir,**

I / We do hereby submit item wise quotation below for tentage and allied works for National Level Pallishree Mela to be organized by ORMAS, Cuttack for the year 2019.

Sr.	Item	Category	Unit	Cost per unit (In Rs.)	Required Qty. in units	Total Amount [in Rs.]
A	Erection of stall	Category – A	Per Stall		408 Stall	
B	Coordination Cell –Cum-VIP Lounge	Category – A	Per package		1	
		Category – B	Per package		1	
C	Gates	Category – A (Entry)	Per Gate		5 Nos	
		Category – B (Exit)	Per Gate		3 Nos	
D	Decorative Wall		Per Sq. Ft.		6000 sqr ft.	
E	Stage		Per package		1	
F	Auditorium		Per package		1	
G	Live Demonstration Mandap		Per mandap		4 Nos	
H	Ground Electrification	Package I	Per package		2 Nos.	
		Package - II	Per package		2 Nos.	
I	Temporary Toilet for visitors		Per toilet		4 toilet	
J	Generators		Per package		2	
K	Watch Tower		Per watch tower		2 nos	
L	Ground cleaning & Leveling		Per Package		1	
M	Kitchen Shed		Per Package		4	
N	<b><u>Miscellaneous items:</u></b>					
1	Bed Set (Bed & Pillow with Cover)		Per set		500 pcs.	
2	Durry (15' X 15')		Per Piece		30 pcs.	

3	Net Carpeting	Per Sq. Ft.		80,000 sqr ft.	
4	Dustbin- 3 ft height	Per Piece		50 pcs.	
5	Decorative Flower / Plant Pot	Per Piece		150 pcs.	
6	Syntex tank (2000-liter capacity each tank with 3' height stand)	Per tank		5 pcs.	
7	Soundless pedestal fan	Per Piece		12 pcs.	
8	Flex printing with batten framing	1 Sqft		12,000 Sqft	
9	Plastic moulded chair	1 Pc		1,000 Pc	
10	Fire Extinguisher (unused)	1 Pc		40 Pc	
Total					

**Signature of the Bidder with seal**

**TECHNICAL & FINANCIAL PROPOSAL SUBMISSION FORMS**

**TECH -1**  
**COVERING LETTER**  
**(ON BIDDERS LETTER HEAD)**

[Location, Date]

To:

**The Project Director  
DRDA, Cuttack  
Panchayati Raj & Drinking Water Department  
Cuttack- 753002**

**Sub: Tentage & Allied Services for National Pallishree Mela-2019. [TECHNICAL & FINANCIAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Proposal No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. I confirm that this proposal 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 RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

**TECH -2**  
**Bidder's Organisation (General Details)**

<b>Sl No.</b>	<b>Description</b>	<b>Full Details</b>
<b>1</b>	<b>Name of the Bidder</b>	
<b>2</b>	<b>Address for communication:</b> Tel : Fax: Email id :	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
<b>4</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>6</b>	<b>Bid Processing Fee Details</b> Amount : DD No. : Date: Name of the Bank:	
<b>7</b>	<b>EMD Details</b> Amount : DD No.: Date: Name of the Bank:	
<b>8</b>	PAN Number	
<b>9</b>	Goods and Services Tax Identification Number (GSTIN)	
<b>10</b>	Willing to carry out the assignment as per the scope of work of the RFP	
<b>11</b>	Accept all the terms and conditions as specified in the RFP	

**Name and Designation with Date and Seal: \_\_\_\_\_**