

## DISTRICT RURAL DEVELOPMENT AGENCY: DEOGARH

Short Quotation Call noticeNo: 484 /DSMS Date: 20/01/2018

Fresh sealed quotations are invited from intending reputed firms/Tent house proprietor/Individual having their own sufficient tentage and electrical light/sound products, or with their own responsibility they have to arrange for the lighting work jointly in coordination with electrical contractors/Light and sound work dealing agencies for taking responsibility for erection of stalls, control room, stage, gate, road crossing gate as per requirement along with required electric decoration of exhibition ground, in the ensuing Pallishree Mela, 2018 schedule to be organized at Pradhanpat Exhibition Ground, Deogarh from **16.02.2018 to 20.02.2018**. It is very much necessary the quotationer must have experience in Tent & allied works in govt. and private functions. The last date of submission of quotation in the quotation box at DSMS, Office 1st Floor DRDA, Deogarh is **30.01.2018 upto 3.00 PM**. The sealed quotation will be opened by the Tender Finalisation Committee of DRDA, Deogarh is **31.01.2018 at 3.30PM** on the same conference hall of DRDA, Deogarh in presence of the quotationer or their authorized representatives. The rate to be quoted per item for entire exhibition period. The authority reserves the right to negotiate with the qualified parties. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

**CONCEPT OF THE PALLISHREE MELA**

The Pallishree Mela will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and 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 a congregation of stalls grouped as per their classification harmoniously. The whole set up would create awareness on rural ethnic products among the masses.

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

## **Term and Condition**

1. Sealed tenders are invited from reputed firms, decorators and tent houses having the work experience of exhibition work for at least Four years. The firm should have the experience of taking the exhibition work of worth Rs. 10, 00,000 /- in a single work order.
2. The Agency proprietor must have the capacity to take the responsibility for erection of stalls, control room, stage, main entrance gate, road crossing gate, exit gates, etc. as per the specification of work given in the tender paper and as per the requirement along with required electric decoration, in the ensuing Pallishree Mela **2018** schedule to be organized at Pradhanpat Exhibition Ground, Deogarh from **16.02.2018 to 20.02.2018**.
3. For management/maintenance of tentage works the selected agency should keep their human resource alert in the exhibition ground during the exhibition period.
4. The selected agency owner will provide dropper to cover the front site of the stall daily at 10 PM during the entire exhibition period. In the morning at 9 AM the droppers are to be taken away when stalls will be opened for sale of product.
5. The complete structure should be handed over to the CE, DSMS by **14.02.2018** evening with demonstration.
6. The agency will get 10% as advance after signing of the Tender paper
7. The rate should be quoted including all taxes.
8. The interested tent house owner/ proprietor/individual/firm should submit valid TIN no, PAN no., up to date Sales Tax clearance certificate, up to date VAT clearance certificate, Income tax return acknowledgement copy of **2016-17**, Service tax no : etc .in order to be eligible to take part in the quotation/tender call process.
9. A sum of **Rs. 5,000/-** shall be deposited by the intending bidder in shape of account payee bank draft/banker cheque drawn in favour of the Chief Executive DSMS, Deogarh payable at SBI, Deogarh and submitted along with tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. In case of successful bidders the Security Deposit will be refunded after supply of all articles within time.
10. In case of non availability of suitable Tent house owner/ proprietor/individual/firm, the quotation/Tender finalization committee will take decision which will be binding and final.
11. It shall be the responsibility of the successful tenders/contractors to obtain requisite permission for electricity connection/fire services for the exhibition period from statutory bodies. The tenders have to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.

12. In 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. The tenderer has to deposit the Electricity Inspection Charge with the concerned authority in shape of Challan. On production of the Xerox copy of the challan, duly countersigned by the Mela in-charge the payment will be released in favour of the firm.

13. The successful tenderer is required to deposit an earnest money of **Rs.30,000 /-** in shape of account payee Bank Draft or Banker's Cheque in favour of Chief Executive, DSMS, Deogarh within seven days of receiving the offer letter from the DSMS office. The E.M.D amount will be kept with DSMS. 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.

14. TDS or other tax will be deducted from the bill as applicable

15. The Agency should provide adequate fire extinguishers in the mela ground for protection of fire.

16. In case the work is found not to the mark then proportionate amount will be deducted from the bill amount as deemed proper.

17. The authority is not bound to accept the lowest tender and reserves the right to inspect/verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.

Signature with seal

**In general the following works will be required to be taken up.**

- |                                     |                           |
|-------------------------------------|---------------------------|
| 1. Erection of Stalls               | 4. Entrance & Exit Gate   |
| 2. Coordination Cell-cum-VIP Lounge | 5. Road Crossing Gate     |
| 3. Stage                            | 6. Ground Electrification |

07 Genset with Fuel Provision for ground electrification at the time of electric failure for entire period of exhibition.

The work specification for tent age and allied work including electrification of stalls, control room, stage, gates, entire exhibition ground electrification are as follows:

**Erection of Stall:**

Stalls will be erected for Pallishree Mela, 2018 during Utsav Pradhanpat as per the requirement. The tenderer will quote their lowest possible price per stall for exhibition duration. The details of specifications of a complete stall are as below:

Sl. No.	Particulars	Stall Category( Basic requirement)	Cost per Stall
1	Structure	Bamboo & Cloth structure, Size of each stall- 10'x10' with tarpaulin water proof roofing.	
2	Flooring	Full floor Coir Matting	
3	Ceiling & Wall	Three side including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I sheets. The GI sheet 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 wooden batten frame for running Facia will be erected by the contractor. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. The selective cloth colour like Bottle Green, Navy Blue & Maroon will be used alternatively in the exhibitions. Running tribal paintings/patta painting in multi colour will be made on the facia. A running white cloth jhallar of 1' width will be put in the front side below to the facia frame.	
6	Furniture	Front counter table in wooden batten and planks / steel table size 8'x2'x3' height and wrapped with new white cotton cloth. Plastic Moulded Chair-2 Nos.	
7	Electric Fittings	Tube Light -4 no.( 2 no. of tube light should be connected with generator) & 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 plugs point, if required.	
8	Numbering of Stall	All Stalls should be numbered with stencil & Paint.	
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.	

### Coordination Cell-cum-VIP Lounge:

One coordination cell-cum-VIP lounge will be erected in exhibition. The tenderer will quote the lowest possible price. **ONLY NEW COTTON CLOTHES BE USED.** The specifications are as follows.

Sl. No.	Particulars	Work Specifications	Rate
1	Structure	Bamboo Bala with tarpaulin covering. Design of the structure should be 1.Yagnyamandap / 2/Building/ 3) Temple as per need. The design structure should be covered with batten framing & cloth of appropriate colour.	
2	Size	40 ft x 40 ft.	
3	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 4 individual rooms of different size to be used as office, Waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partition.	
	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of maximum size 5' x 4' will be on the wall of office room towards the counter.	
	Flooring	Wooden plank platform of 1' height & full floor synthetic matting.	
	Furniture	Front office counter table either in wooden batten frame and ply wood/steel table with attractive shapes-3no., 10no. of revolving cushion chair , 3 sets of Dunlop sofa set for VVIPs ( for 16 persons), 4 no. of center table of low height , 10 no. of glasses with cover, 4no. of waste bin basket, 15 no. of plastic muddled chairs, one steel almirah with key, one water filter and two steel table for panty room & two standard table for computer operation.	
	Electric Fittings	Tube light- 20 no. , ceiling fan- 8no. 1 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 provision s for computer, printer, and scanner & LCD projector. Other decorative light like hanging chandelier ( jhaada)	
	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.	
	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the coordination cell for night closing.	
	Flower Decoration	Flower vase with sufficient live flower decoration at the entrance and exit and other place, live flower pots at the four side of the coordination cell with thermocol lettering and	

		thermocool panels at the entrance ( Written in English & Oriya )	
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### **Stage**

One Stage will be erected and decorated in the exhibition ground for meeting / evening cultural shows during the exhibition. The stage will be three side open stage with roofing– wooden plank platform. The tenderer have to quote lowest possible rate separately for each category of stage.

#### **Stage – Wooden Plank Platform**

**Structure:** Wooden plank platform structure of 40' x 30' size & height from ground surface 3'6" with ply wood floor of sufficient thickness.

**Flooring:** The entire floor of the stage will be covered with new synthetic carpet of fine quality.

**Back Drop:** A back drop (10' height x 40' width / entire rear length) will be prepared on wooden frame work with ply to be fixed on the stage properly. Enamel painted ply with different motives & flex sheet will be fixed in the frame. Live flower chains will be hanged from top to bottom properly. Back side of the stage should be covered with cotton cloth / flex with batten.

**Lettering:** Thermo cool lettering of 1.6' height to 0.6' will be prepared with event name (written matters will be finalized by the in charge) mentioned and fixed properly at the centre of the back drop.

**Wooden Step:** Wooden step of complete width of stage will be erected in front side of the stage. A minimum 8' width space will be separated by the brass pole & chairs for reaching to the stage. The entire step will also be covered with the same unitex carpets.

**Barricading:** 4' height bamboo barricade will be made around the stage in double row for the entry of the VIPs.

**Furniture:** 6 no. of VVIP Chairs with white towels, 2 no. of center tables, table cloth, 12 no. of good quality borosil glasses with covers. Plastic name plates – 6 no., 2 no. Flower vase with live flower sticks, Turkish towels on the VVIP chairs, one speech podium, brass deepam with inaugural materials etc. will be provided on the meeting days.

**Light & Sound:** Adequate light & sound arrangement will be made on the stage.

**Gates( Entrance & Exit etc) :** The tender shall submit the lowest possible rate for the gate with following specification

Sl. No.	Particulars	Work Specifications	Rate
	Structure	Bamboo structure, Wooden batten framing, Square & box type structure	

	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be all around.	
	Covering	Gate should be erected batten framing, flex/ cotton cloth mounting with design work as per approved design.	
	Lighting	Sufficient lighting arrangement with metal light.	
	Flowering	Live flower chain will be put in the gates and the same should be changed every alternative day.	

#### **Ground Electrification**

The below mentioned items are taken as a PACKAGE which shall be supplied by the tenderer for exhibition period in each exhibition. The quantities of the items are statutory / fixed in the package. The tenderer have to quote his price for the complete PACKAGE only. The package includes the below mentioned items and concealed wiring to all lights and sound equipments. If the requirement will be less in quantity than the PACKAGE in any event, then the claim of the tenderer will be for the complete package.

#### **Light & sound package**

1. Main switch Board/panel Board up to 250 KW electric loads with cabling & wiring.
2. Adequate speakers shall be fitted in the exhibition premises for surrounding sound.
3. 20 no. of white halogen light along with wiring / fitting poles.
6. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
7. 30 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.*
8. 10, 000 tuni running light will be fitted at the required places.

#### **Generators:**

Generator set with required fuel shall be provided by the tenderer for the entire exhibition period. The tenderer 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 tenderer should arrange required generator which can provide sufficient light during the electric failure during exhibition including fuel .

The quotationer should go through the following term and condition before the submitting the quotation

#### **Award of Bid/Quotation**

1. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.



2. The bidder whose bid is accepted will be notified of the award of bid by the purchaser prior to expiration of the quotation validity period. The term of the accepted offer shall be incorporated in the purchase order.
3. Payment shall be made after delivery of the goods/services through electronic transfer or Ac payee cheques after satisfying the technical verification report .
4. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
5. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
6. Notwithstanding the above, the DRDA /DSMS, Deogarh reserve the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of offer letter. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed by the Project Director, DRDA, Deogarh.
7. The 1<sup>st</sup> lowest bidder cannot be claiming to supply the articles/provide service as the articles will be purchased/services to be provided as per the specification and quality within the time limit..

  
Project Director,  
DRDA, Deogarh

Memo No. 485 /

dated. 20/01/2018 /


Copy forwarded to the Sub Collector, Deogarh /Dy. Collector, Nizarat, Collector, Deogarh/ all BDOs with a request to affix the above tender call notice in their notice board for wide publicity.

  
Project Director,  
DRDA, Deogarh.

Memo No. 486 /

dated. 20/01/2018 /

Copy forwarded to the Executive Director, ORMAS, Bhubaneswar for information and necessary action.

  
Project Director,  
DRDA, Deogarh

The interested agency / proprietor/individual/firm should submit the following documents while submitting Quotation/Tender otherwise it will not be considered.



## EVALUATION FORM

1	Name of the Supplier	
2	Full address of Tent house owner shop/showroom Telephone no. Fax no. E-mail address:	
3	A/c payee Bank draft/A/c payee Banker cheque of Rs.5,000.00 in favour of Chief Executive, DSMS, Deogarh payable at SBI, Deogarh	
4	Trade Tax/Sales Tax Registration no/ Sales Tax clearance certificate ( 2015-16) (copy to be attached)	
5	TIN, PAN no, GST registration (with copy of certificate)/ Income tax return acknowledgement copy ( 2016-17)	
7	Service Tax no:	

I do hereby certify the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

The consolidated amount including all Tax may be quoted for the following items by the tenderer/quotationer.

Sl. No.	Description of work	Approx No.	Total Price quoted
01	Erection of stall	110	
02	Control room	01	
03	Stage	01	

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04	Main Gate	02	
05	Exit Gate	01	
06	Road Crossing Gate	01	
07	Ground Electrification along with Generator Set & fuel	Full package for the entire period of event.	
		Grand Total	

Rs: \_\_\_\_\_ ( Rupees \_\_\_\_\_ )only

**DECLARATION BY THE BIDDER :**

It is hereby declare that I the undersigned, have and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the bid under proper power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the terms and conditions of tender.

Signature:

Date:

Name:

Address:

Designation:

**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, Deogarh . 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.

Place:  
Date :

Signature of the tenderer with seal