

TENDER PAPER

of

Tentage & Allied Works

For

Pallishree Mela

(10th to 14th April 2016)

Organised

by

**DISTRICT ADMINISTRATION,
MAYURBHANJ**

DRDA, MAYURBHANJ

ORMAS & OLM, MAYURBHANJ

DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS FOR PALLISHREE MELA – 2016:

To be filled in by the bidder.

Bidder Name and address:

M/s.....

.....

Signature of the Bidder

- A. E.M.D (Refundable) : Rs. 10,000/- (Rupees ten thousand) only & in shape of Demand Draft / Pay Order in favour of “DSMS, Mayurbhanj” payable at Baripada.
- B. LAST DATE & TIME FOR RECEIPT OF TENDER: **21st March 2016 latest by 2.00 PM**
- C. DATE & TIME OF OPENING OF TENDERS : **21st March 2016 at by 4.00 PM in the O/o. PD, DRDA, Mayurbhanj.**
- D. ADDRESS FOR SUBMISSION OF TENDER PAPERS :
DSMS (DISTRICT SUPPLY & MARKETING SOCIETY), O/o. DRDA (District Rural Development Agency), Mayurbhanj, At: Murgabadi Po: Bhanjpur, Dist.: Mayurbhanj Odisha, PIN – 757002.

**TOR to the tender paper for the Tentage & Allied works of
Pallishree Mela – 2016**

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

1. The rate offered by the firm shall be inclusive of all taxes, duties and transportation charges. No extra charges are to be paid by Mela Authority.
2. The duration of the exhibition will be for 5 (five) 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/firm by DISTRICT ADMINISTRATION before 10 clear days of the commencement of the exhibition. All the desired works should be completed in all respect at least two days before the scheduled date and time of the inauguration of exhibition and should be handed over to the in charge of the exhibition as per the specification of the works on 08.04.2016.
3. 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.
4. The bidder has to quote the rate as per the given format.
5. On completion of the exhibition, the contractor/firm shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
6. 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.
7. The final payment will be made on the basis of the actual work done and work assessment report of the Mela Committee 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/firm has to take the prior written permission from the Mela-In-Charge.
8. The bidder along with the members of the work assessment committee formed should do a proper assessment of the actual work done during the Mela period.
9. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. DSMS/DRDA/District Administration will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
10. No part of the contract will be sub-let without prior written permission of the Mela-In-Charge.

11. 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.
12. 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 Fire Officer of the concerned area and adhere to the fire safety norms.
13. 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 concerned District Fire Officer.
14. With regard to electrical fittings etc, the contractor/firm shall have to engage qualified licensed electrician / contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
15. The bidders are required to deposit an earnest money of Rs. 10,000/- (Rupees ten thousand only) in shape of demand draft / pay order in favour of "DSMS, Mayurbhanj" payable at Baripada. The E.M.D amount of the successful bidder will be kept with DSMS till the completion of the exhibition i.e, for the period. 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.
16. 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/Committee reserves the right to reject any or all 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 rate offered by the firm shall be including of all taxes and duties except service tax, as applicable. However the service tax will be deposited by the firm with the concerned authority and the same will be reimbursed by DSMS to the firm only after production of receipt.
19. **The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper. The document to be submitted by the bidder are :**
 - i. EMD of Rs.10,000/- (Rupees ten thousand only) in shape of Demand Draft / Pay Order in favour of "DSMS, Mayurbhanj" payable at Baripada.
 - ii. Service Tax Registration Certificate and Update Service Tax Return.
 - iii. Photocopy of PAN Card in the name of the Firm.
 - iv. Up to date Income Tax Return.

- v. Experience in similar kind of work since last two years (work order to be enclosed).

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE

Name & Full Signature with Seal.

II. SPECIFICATION OF WORK (Attached at Annexure – I)

Following works will be required to be taken up :

- A. Erection of Stalls
- B. Coordination Cell-cum-VIP Lounge
- C. Gates (Main and Exit Gate)
- D. Live Demonstration Mandap
- E. Ground Electrification with Generator
- F. Stage
- G. Temporary Toilet along with water facility near stage and for participants.
- H. Bed sets and Miscellaneous items

Annexure I

Pallishree Mela- 2016

A. Stalls of 10X10 ft. size including all fittings and fixing of materials, labour and transportation, loading and unloading etc.,

Price: _____ per stall

Sl.	Particulars	Specification (Basic Requirements)
01	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing
02	Flooring	Full Floor Coir Matting
03	Ceiling & Wall	Three side including partition walls of stall will be covered with all new white cloth . Backside outer wall will be covered with tarpaulin and G.I sheets. The GI sheets shall be fixed horizontal supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
04	Racks for stalls	Three tire WOODEN 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 of SHGs / Artisans.
05	Facia	A wooden batten frame for Running Facia will be erected by the contractor. The frame will have 2' front projection & 3.5' height. The facia will be covered with cloth. The selective cloth colour like Bottel Green, Navy Blue & Maroon will be used alternatively in the exhibitions. Running Tribal painting / Patta Painting in multi colour will be made on the facia. A running white cloth jhallor of 1' width will be put in the front side, below to the facia frame.
06	Furniture	Front counter table in wooden batten and planks/steel table size 8'x 2.6'X3' height and wrapped with new white cotton cloth. Plastic moulded chairs- 2 nos in each stall.
07	Electric Fitting	Tube light- 4 nos (2 nos of tube light should be connected with generator) & an on/off switch for use in night time after closing. Ceiling fan 1 no connected with an on & off switch in each stall. 1no of 5 Amp Plug Point.
08	Numbering of Stall	All stall should be numbered with Flex with Mahotsav Logo in the left side of the flex.
09	Closures/Night Drops	Front cloth Drops/Screens. Daily putting up and off of the same is the responsibility of Tenderer.

(B) Coordination Cell – cum- VIP- Lounge : (ONLY NEW COTTON CLOTHES SHOULD BE USED)

Rs. _____

01	Structure	Bamboo Bala / bamboo structure with tarpaulin covering. The designed structure should be covered with batten framing and cloth of appropriate color. Tarpaulin water proof roofing.
02	Size 30 ft.X 30 ft.	
03	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 in the walls / partitions.	
04	Counter: One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter for registration purpose.	
05	Flooring Wooden plank platform of 1' height & full Floor Synthetic Matting.	
06	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no, 10 no of revolving cushion chairs, 3 sets of Gujarati Dunlop 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.
07	Electric Fitting	Tube 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 with a stabilizer. Other decorative light like hanging chandelier (jhaada) etc.
08	Sound System	One microphone with amplifier & audio DVD / CD player for public announcement. The speakers are to be fitted in such a manner that the announcement should cover the entire ground.
09	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
10	Flower Decoration	Flower vase & decoration at the entrance coordination cell lettering in flex with batten framing.

C) Gate (Entrance & Exit) Package: Rs. _____		
01	Structure	Bamboo structure, wooden Batten framing, Square & box type structure with lighting.(1 no. entrance gate & 1 no. exit gate) size: pillars height will be 12' to 14' with 16' clear width between the two pillars and width of the pillar 4' all around.
02	Ground lighting	More nos of mercury/metal and street light should be used for better visibility & security.
03	Covering	Gate should be erected with batten framing, Flex/Cotton Cloths mounting with design work as per approved design.
04	Flower Decoration	Live flower chains will be put in the gate to be changed in every alternate days.
05	Carpeting	Red/ Green carpet should be used from Main Gate to Coordination Cell and extra flower decoration to be done at the surrounding of control room for better decorative purpose.

(D) Live Demonstration Mandap Price Rs. _____

Live Demonstration Mandap will be erected at different places inside the Exhibition Ground. On the Mandap some live demonstration activities will be performed by the Artisans. The Tenderer have to quote his lowest possible price for the Mandap as per the specification mentioned below:

Structure	:	Bamboo & Cloth Structure, four side open (a model of hindu marriage bedi)
Size	:	15' x 15'
Facia	:	4' height, cloth stretched tightly and fixed with a wooden battren frame on the four side top of the stall, running jhaller placed with the bottam of the facia.
Flooring	:	1' wooden platform with full floor Durry matting.
Ceiling	:	Tarpaulin Waterproof roofing and white cloth ceiling properly stretched.
Baricadding	:	4' height bamboo barricade covered with cloth on all side of the stall.
Electric Fitting:	:	8 no. of tube light, 4 no. of campa light fitted with the four corner poles, 1 no. ceiling fan with on/off switch arrangement.

(E) Ground Electrification & Generator as a Package: Rs. _____

1. Ground Electrification:

- 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 Nos of Halogen Light (500 watt) along with wiring / fitting poles.
- iv. 20 Nos of Halogen Light (1000 watt) along with wiring / fitting poles.

- v. 10 Nos of white Halogen light along with wiring / fitting poles.
- vi. 05 Nos of Halogen shall be fitted in and around back side of the stalls for security purpose.
- vii. 50 Nos Globe light / Garden Lights with stand (3' height) with wiring.
- viii. 50 Nos Applique hanging lampshades along with bulb.

12 Generator sets with required fuel shall be provided by the tenderer for the entire exhibition period. The tenderer should always be prepared for uninterrupted power supply during 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 Gen. Sets will be of 82.5 KVA.

F. Stage: Price Rs. _____

- Size** : Bamboo & Balla structure with a size of 20' X 15'
- Flooring** : 3'.6" height fabricated wooden plank platform with plywood floors & full entire floor synthetic matting.
- Back Drop** : A back drop of 10' height X 20' width / entire rear length will be prepared with new coloured velvet cloth / ply fitted on wooden frame work / flex and to be fixed on the stage properly. Different color ribbons and live flower ropes will be hanged from top to bottom properly. Outer side of the stage should be covered with velvet cloth / flex with batten frame.
- Wooden Steps**: wooden steps of minimum 4' width will be provided for going up the stage.
- Furniture** : 6 nos of VVIP Chairs with white towels, 4 no of Centre Tables, Tables Cloth, 6 no good quality borosil glasses with covers, one speech podium, 100 no. of plastic chairs in front of the stage.
- Light & Sound**: Adequate light and sound arrangement will be made on the stage.
- Overall Supervision**: Cleaning, Sweeping & Up keeping ready of all equipments on stage before commencing of cultural events on all the cultural evening is the complete responsibility of the contractor.

G) Temporary Toilet: Rs. _____

Temporary toilet shall be erected near to the stage for use of VIPs / delegates and officials and temporary urinals & toilets for the participants will be erected at the ground.

- Size** : 6' X 6'
- Structure** : tin wall structure, 3 side closed 8' height
- Accessories** : Sanitary ware shall be fitted for gents & ladies toilet.
- Floor of the toilet** : Brick cement floor on a 6" layer of sand.
- Door** : One door in ply board shall be made.

H) Bed Set: Rs. _____

One bed roll, One bed sheet, One Pillow & One Blanket.

EMD Deposit- The Tenderer has to deposit the Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand) only in shape of Demand Draft in favour of the Chief Executive, DSMS, Mayurbhanj for participating in the Tender process.

The sealed tender paper will be submitted in the office of DSMS, C/O: DRDA, Mayurbhanj by 2.00 PM on 21.03.2016. On the same day at 4.00 PM the sealed tender paper will be opened in the Conference Hall, DRDA, Mayurbhanj.

The Exhibition will be held from 10th April to 14th April 2016 and the firms taking up the work will have to start the work after getting work order, so that the tentage work will be handed over on or before 8th March 2016 at 5:00 P.M.as per the specification mentioned above.

Payment will be made only after successful completion of the work, 20% payment will be deducted from the estimated cost as submitted by the party if the work is not handed over on 8th March 2016. No request for advance will be entertained.

Signature of Tenderer