

**OFFICE OF THE GENERAL MANAGER
DISTRICT INDUSTRIES CENTER : BALANGIR**

SHORT TENDER CALL NOTICE

Order No. 244 Date. 17.2.2023

Sealed tender are invited from reputed Tent Houses/firm/decorators for erection of stalls and other allied works for exhibition to be organised on the eve of District Level Entrepreneurs Week -2023 at PR.High school Ground, Balangir which will be held from dt.05.03.2023 to dt.09.03.2023. The intending bidders must apply as per the specification mentioned against each item alongwith all required documents to the undersigned by 24.02.2023 during office hours by 2.00 pm.

The detail terms and condititions along with specifications, Bid documents, last date of receipt of tender, opening of tender, cancellation/extension/carrigendum etc. will be made avilable in the district website www.balangir.nic.in w.e.f 17th February 2023 which can be referred till last date of submission of Bids. The quotations will be opened in Office chamber of GM.DIC in the presence of the bidders or their authorised representatives. The Committee reserves the right to reject any or all quotations without assigning any reason thereof.

1. Last date of receipt of tender paper- Dt. 24.02.2023 up to 2.00 PM.
2. Opening of tender – Dt.24.02.2023 at 4.00 PM.
3. Cost of EMD – Rs. 10000.00 (Rupees ten thousand) only in shape of DD drawn in favour of General Manager, District Industries Center, Balangir payable at Balangir which is refundable.


General Manager
District Industries Center, Balangir

Quotation for the erection of stalls and other allied works for observation of “ Entrepreneures Week” from 5th March to 9th March, 2023

1. **Erection of Stalls:** 80 Numbers of stalls will be erected in District Level Entrepreneurs Week -2023

Specification for Stalls

Structure	Bamboo & Cloth Structure stall – 10''x10'' Tarpaulin roofing
Flooring	Full Floor Green mat inside and in front of stalls (Total area)
Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Back side outer wall will be covered with tarpaulin and G.I Sheets. The G.I Sheets shall be fixed horizontally supported with wooden bellies. The GI Sheets will be covered in the Back side of the Stall up to 5' from the Ground (all new white cotton clothes to be used).
Racks	Three tire wooden racks. The shelf of the racks of size 1'6''x10' covered with white cloth. Below to racks the space will be used for storage of goods. (For 70 Stalls Only) Rest are without racks.
Facia	A wooden batten frame/bamboo frame will be erected by the frame which will be 2' front projection, 3' height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the facia frame.
Furniture	Front counter steel table size 8'x2.6'x3 height and wrapped with new white cotton cloth. Plastic moulded Chair-2nos. (Each Stall)
Electrification	Tube light -04 nos.(02 nos of tube light should be connected with generator an on/off switch for use in night time after closing), A plug Point be provided in each stall. 1 no. ceiling fan should be fitted in each stall.
Numbering of Stalls	All stalls should' be numbered with stencil & Paint.
Closures	Front cloth drops/Screens and daily putting up & off

2. **Auditorium:-** Sitting arrangements for the audiences should be erected in front of the stage. The minimum distance between stage and auditorium will be 20 feet. The bidder has to quote price as against the detail given below:

Size : 35'x90'
Light : 14 nos. LED tube lights will be fitted in the poles.
Chair : 100 nos. of plastic Moulded chairs and 2 rows of VIPs Chair covered with cloth and Sofa Tea table, Side wall screen
Carpeting : 2625 Sqft. carpeting with green mat

3. **Ground Electrification:** The below mentioned points are to be taken into consideration for ground electrification, which shall be supplied by the bidder for District Level Entrepreneurs Week -2023 at PR High School Ground, Balangir. The quantities of the items are mandatory. The bidders must quote the price for all the points mentioned below. The ground electrification includes the below mentioned items and concealed wiring to all lights equipments.
- Main Switch Board/Panel Board up to 250 KW electrical loads with cabling & wiring
 - 10 nos. of Halogen light (1000 watt each) along with wiring / fitting poles
 - 5 nos. of white Halogen shall be fitted in and around back side of the stalls for security purpose.
 - 5 nos. of White Halogen light along with wiring /fitting poles
 - 800 Meter Tuni running lights will be fitted at the required places.
 - Lights Towers (8 nos): 20'x6'x6'x6')
4. **Silent Generator:**
Generator set with required fuel will be provided by the bidder for the entire District Level Entrepreneurs Week - 2023 period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two tube lights for each stall, few ground lights, control room and public announcement systems. The requirement of Generators sets will be of 100 KVA.
5. **Structure of Stage:-**
- Stage Size: 25'x15' with 3feet height
 - Stage Decoration
 - One number of LED of Size 12'X8' for live display and other activity
 - Flowering (Length-60') (2 layer), VIP Bouquet, Balloon Decoration (Red & White)
 - Barricading: 4' height bamboo/steel barricade will be made around the stage in double row for entry of VIPs with complete matting and cloth walling.
 - Furniture: 10 nos. of VVIP Chairs with white towels, 5 nos. of VVIP Sofa, 8 nos. of teapoy, 4 nos. of quality borosil glasses with covers, Plastic name plates- 10 nos. 2 nos. of flower vase with live flower sticks, Turkish towels on the VVIP chairs, one speech podium, for entire exhibition period. Brass Deepam (2'6" height) with inaugural materials etc. are to be provided on the opening day.
 - 4 nos. of LED Light for Stage.
 - Microphone with Sound System shall be fitted.
6. **Erection of gate:** (The below mentioned items are taken as a package)
The bidder shall submit the lowest possible rate for the gate with following specifications.
The gate will erected as per the design attached.
- Structure:** Bamboo structure, Wooden batten framing, Square & Box type structure
Size: Pillars height will be of 14' to 16' with 12 clear width between the pillars. Length 22, and width of pillar will be 3' all round
Covering: Gate should be erected with batten framing, flex /cotton cloth mounting with design work as approved design.
Lighting: Sufficient lighting arrangements with metal light.
7. **Cleaning & Sanitation :-** Cleaning, Sweeping & Keeping ready of all equipment on Stage before commencing of meeting/events on all the days is the complete responsibility of the contractor. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 05 (five) days of the Exhibition period. Sweepers should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground.
8. **Temporary Toilet for Visitors:** 10 numbers of (05 for male & 05 for female) temporary urinals & toilets should be installed with all sanitary fittings in the exhibition ground along with water facilities & wash basin for participant and visitors.
9. **Dinning Arrangement:** 25'x30'Dinning space with side wall and top Ceiling.
10. **Security Services:** Security Guard for 3 nos. of shift. 8 hours duty for each shift from 5th March to 9th.March'2023 (Morning shift (6am-2pm): 4guards, Evening Shift (2pm-10pm.):4 guards and Night Shift (10pm -6am): 2 guards). If require extra security may be taken.

TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS:-

1. The value of the work executed should not be less than Rs. 7.00 lakhs in single work order in each of the last 03 years.
2. The bidders should furnish GST clearance certificate, Income Tax clearance and Service Tax clearance as on 31.03.2022 (Last Deposit Challans Should be attached)
3. The rate offered by the firm must be inclusive of all taxes and duties.
4. The duration of exhibition will be of 05 days. The venue be made available to the contractor before 07 days of commencement of the exhibition. All the desired works should be completed on 04.03.2023 by 12.00 pm and it should be handed over to the in-charge of exhibition latest by 12.30 pm.
5. The bidder shall quote their price for all the items under the package without leaving blank. If found so, the bid will be treated as non-responsive and subject to rejection.
6. The bidder has to quote the rate as per given format.
7. On Completion of the exhibition, the bidder shall have to take away all the materials, the bidder has to vacate the ground within 03 days of completion of the exhibition and handover the ground in the condition as occupied while taken over.
8. The final payment will be made on the basis of the actual work done and Work assessment Report in the specified format by the Exhibition-in -Charge. The bidder shall not use any additional materials other than the work specified in the work order without the prior written permission of Exhibition in-charge. In case of any additional requirement, the bidder has to take the prior written permission from the Exhibition- in-charge.
9. The bidder along with manpower and the committee formed by the Exhibition – in Charge should do a proper assessment and the actual work during the exhibition period.
10. Bidder will be responsible for upkeep and maintenance of the entire work done by him/her till the closing of the exhibition. The authority will not responsible for any breakage, damage, fire, etc. of his material and insurance if any.
11. No Part of the bidding will be sub-let to others.
12. For convenience and effective delivery, the tender is to be treated as package of services, whose total quoted price for the package will be lowest will be approved.
13. The bidder has to treat the materials to be used in ten stage work (Like-Cloths), with fire repellent Chemicals. This work has to be certified by the concerned district fire officer.
14. 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.
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 "General Manager, DIC, Balangir payable at Balangir. The E.M.D amount of the successful bidder will be kept with G.M. DIC, Balangir till the completion of the exhibitions and will be refunded after completion of the exhibition. 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 bidder or the authorised representative of the bidder should attend the opening event of the tender with all original documents/papers for verification if required.
17. The total items mentioned in the application form is considered as one package & the L-1 will be decided by the committee as per the lowest rate of the gross amount of the quotation.
18. The committee has the right to negotiate with the L-1 price holder.

The bidder is to submit **self-attested photocopies of the required documents** with duly filled in tender paper:

- I. Rate of all the items of the package is to be filled in the attached prescribed format.
- II. Photocopy of Pan Card, GST Registration Certificate.
- III. Furnish copy of GST annual return (FY 2021-2022), Income Tax return filing documents for last 2 Financial years (IT return file to be submitted for FY 2020-2021 & 2021-2022) on 31.03.2022 (Latest Deposit Challan should be attached).
- IV. E.M.D of Rs.10000/- (Ten thousand) only in shape of Demand Draft/ Pay order in favour of General Manager, DIC, Balangir payable at Balangir.
- V. Valid minimum C- class certificate of Electrical Contract.
- VI. Last 3 years annual turnover of minimum 7.00 lakhs (Audit report of the particular firm for 2019-20,2020-21 & 2021-22)
- VII. Work experience with minimum 3 years of executing works of exhibition or similar works.
- VIII. The rate quoted for the items should be inclusive of all taxes.


General Manager
District Industries Center, Balangir

TENDER APPLICATION FORM FOR STALLS AND OTHER ALLIED WORKS OF

“DISTRICT LEVEL ENTREPRENEURS WEEK -2023”
(Last date for submission of tender from is 24-02-2023)

To

The General Manager,
DIC, Balangir

Sir,

I/we do hereby submit item wise quotation below for erection of stalls and other allied works for observation of Entrepreneurs Week from 5th March 2023 to 9th March 2023 at PR. High School Ground, Balangir.

SL.No	Item Particulars	Quantity	Rate per Item	Total Amount
1	Erection of Stalls	80 nos.		
2	Erection of Auditorium	01 (Inclusive all Items under this point)35x90		
3	Ground Electrification	01 (Inclusive all Items under this point)		
4	Silent Generator with fuel 100 KVA	01 no.		
5	LED Projector	12’x8’ size		
6	Structure of Stage	01 (Inclusive all Items under this point) 25x15x3		
7	Erection of gate	01 (Inclusive all Items under this point)		
8	LED Tv 32inch	06 no		
9	Security Guard	10 no.		
10	Erection of Dinning Hall	25x30		
11	Dustbin-3 ft. height	15pcs.		
12	Cooler (Antrctica)	10 pcs.		
13	Temporary Lavatory	10 pcs.		

Signature of the Bidder
(With Seal)

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 inflected of misleading at any stage or I am/we are not satisfying the eligibility criteria prescribed in the relative advertisement, my tender is liable to be cancelled. I am/we are willing to abide by the terms and conditions laid by GM, DIC Balangir. 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 of 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: