

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER: BALANGIR

Tender Notice No. 4245

Date 02.12.2023

TENDER INVITATION FOR TENTAGE AND CATERING FOR DISTRICT LEVEL  
KRUSHI JANTRAPATI MELA -2023

Sealed tender are invited from reputed Tent houses/decorators for erection of stalls and other allied works for District Level Krushi Jantrapati Mela-2023 at Koshal Kala Mandal Ground, Balangir which will be held from dt.14.12.2023 to dt. 18.12.2023. The intending bidders must apply as per the specification mentioned against each item along with all required documents to the undersigned by dt. 8.12.2023 during office hours by 3.00PM.

The quotations will be opened in office chamber of CDAO, Balangir in presence of bidders or their authorised representatives. The committee reserve the right to reject any or all quotations without assigning any reason thereof.

1. Last date of receipt of tender paper Dt. 8.12.2023 upto 3.00PM
2. Opening of tender- Dt. 8.12.2023 at 4.00 PM at Office Chamber of the **CDAO, Balangir**
3. Cost of EMD – Rs 10000/- (Rupees ten thousand) only in shape of DD drawn in favour of Chief District Agriculture Officer, Balangir payable at Balangir which is refundable.

Duly filled in tender application form along with required documents may be sent by Regd. Post/Speed post or can be dropped in sealed drop box kept for the purpose at the office of the undersigned by dated 8.12.2023 upto 3.00PM. The detail information about this tender is available in the website [www.balangir.nic.in](http://www.balangir.nic.in). Tender processing fee as required by this tender can be remitted in shape of demand draft only, drawn from any schedule commercial Bank in favour of Chief District Agriculture Officer, Balangir". The bidder has to submit all the required documents mentioned in the tender document. Non submission of any document or/and tender submitted in any inappropriate manner may be liable for rejection.

  
Chief District Agriculture Officer  
Balangir

Memo No. 4246

Dt. 02.12.2023

Copy forwarded to the Dist. Information Officer, NIC, Balangir for information with a request to host the notice and tender papers in the district website for wide publication.

  
Chief Dist. Agriculture Officer  
Balangir

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE BID**  
(sequentially)

Sl. No.	Doc. No.	Name of the Documents	Page No.
1	D1	Dully filled Tender application form in (Annexure-1) with authentic signature of bidder with check list	
2	D2	DD/Money receipt towards Tender processing fee of Rs1000/-	
3	D3	DD towards Earnest Money Deposit (EMD) of Rs 10000/-	
4	D4	Copy of PAN card & GST registration certificates	
5	D5	Copy of I.T. return for last two years.	
6	D6	Copy of proof of GST cleared upto financial year 2022-23 (31st March 2023)	
7	D7	Declaration from bidder for not being Derecognised, debarred or Black listed in the Format in Annexure - II	
8	D8	Bid Security Declaration (Annexure - III)	
9	D9	Price BID for different items of tentage and catering (Annexure - IV)	

Signature of the Bidder

Annexure - I

Tender application form

Sl. No.	Details of the bidder	
1	Name of the Bidder	
2	Address with phone no. & email ID	
3	Contact person	
4	Mobile No./Landline No.	
5	Email. ID	

Documents Submitted

Sl. No.	Document Details	Submitted (Yes/No)	If Yes page No.	Remarks if any
1	Tender processing Fees details			
	Transation No.:			
	Date:			
	Amount:			
2	EMD Details:			
3	Price BID for different items of tentage and catering (Annexure IV)			
4	Copy of PAN card			
5	Copy of GST registration certificate			
6	Copy of latest I.T. return & GST payment certificate			
7	Declaration form bidder for not being Derecognised, debarred or black listed			
8	Bid security form in annexure - III			

Date

Office Seal

Signature of the  
bidder/Authorised signatory

**DECLARATION FORM**

(RUPEES 20 STAMP PAPER)

I/We \_\_\_\_\_ (name & designation) having my /our firm at \_\_\_\_\_ do hereby declare that I/We have carefully read all the terms & conditions of tender of the Chief District Agriculture Officer, Balangir, Odisha for the \_\_\_\_\_ . I will abide with all the terms and conditions set for in the tender paper reference no. \_\_\_\_\_ .

I/we do hereby declare that, I/we have not been de-recongnised/debarred/blacklisted by any State Govt./Union Territory/Govt. Of India/Govt. Organisation/Govt. Agriculture institutions for tentage and catering work.

That, I am not a defaulter in carrying out the above work of Chief District Agriculture Officer, Balangir or any other indenting officers of the State of Odisha after being lowest responsive bidder in past three years.

I/we do hereby declare that I/we will carry out the tentage and catering work as per the terms, conditions & specifications of the tender document. I/We further declare that my/our performance deposit will be forfeited if I/we fail to carry out any item after getting order from the authority.

I/we agree that the Tender inviting Authority can debar/blacklist me/us for a period of 3 years if, any information furnished by us proved to be false at the time of inspection/verification and not complying with the Tender terms & conditions.

Signature of the bidder:

Date :

Name & Address of the firm:

Affidavit before Executive Magistrate/Notary public.

(TO BE SUBMITTED WITH BID)

**BID SECURITY DECLARATION FORM**

(Rule 170 of General Financial Rule 2017)

Bid Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

To

The Chief District Agriculture Officer  
Balangir, Odisha

I/We the undersigned declare that:

I/We accept that I/we may be suspended to submit bids for contract(s) with you for a period of one years from the date of bid opening if I am/we are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified my/our bid during the period of bid validity specified in the form of bid:  
Or
- b) having been notified of the acceptance of our bid by the purchaser during the period of bid validity. i. Fail or refuse to execute the contract, or ii. Fail or refuse to submit the performance security of the amount specified in the bid.

Signature of the bidder

Seal

Name & Address of the firm

Date:



**PRICE BID FOR DIFFERENT ITEMS OF TENTAGE AND CATERING**

"District level Krushi Jantrapati mela 2023"

(Last date for submission of tender form is Dt. 7.12.2023)

To

The Chief District Agriculture Officer,  
Balangir

Sir,

I/We do hereby submit item wise quotation below for erection of stalls and other allied works for observation of District Level Krushi Jantrapati Mela 2023 from 14.12.2023 to 18.12.2023 to be held at Koshal kala Mandal Ground, Balangir

Sl. No.	Item particulars	Quantity	Rate per Item	Total Amount
1	Erection of Stalls	70nos. for exhibition and one for registration		
2	Erection of Auditorium	01 (Inclusive all items under this point)		
3	Ground Electrification	01 (Inclusive all items under this point)		
4	Silent Generator with furel 100KVA	01 nos		
5	LED Projector	12'X8' Size		
6	Structure of Stage	(inclusive of all items under this point) 2 nos (inclusive of all items under this point)		
7	Erection of gate			
8	LED TV 32 inch	06 no		
9	Security services	As per requirement		
10	Cleaning, sanitation, drinking water facility	(inclusive of all items under this point)		
11	Cooler (Antrctica)	5 PCs		
12	Temporary Lavatory	8 PCs		
13	Erecting of Dining area for 400 farmer & one extra for officials 100 person	Inclusive of all items under this point		
14	VIP lounge	Inclusive of all items under this point		
15	Parking place and fire standards	Inclusive of all items under this point		
16	Internet connection high speed	Inclusive of all items under this point		
17	CC TV chemera	8 nos		
	Total			
18	Lunch tea and breakfast			
	14.12.2023	Lunch (400 nos), Tiffin (300nos)		
	15.12.2023	Lunch (500 nos), Tea 500 (nos), Tiffin (500nos)		
	16.12.23	Lunch (500 nos), Tea 500 (nos), Tiffin (500nos)		
	17.12.23	Lunch (500 nos), Tea 500 (nos), Tiffin (500nos)		
	18.12.23	Lunch (500 nos), Tea 200 (nos), Tiffin (600nos)		
19	Kit bags for participants	1000 nos (Extra 100 nos if required)		
	Kit bags for Media person & Officials	250 nos		
20.	<b>Stage Arrangements</b>			
	Total			
	G. Total			

Signature of the bidder with seal

## Tender document

### Quotation for the erection of stalls and other allied works for observation of "District Level Krushi Jantrapati Mela-2023" from 14<sup>th</sup> Dec 2023 to 18 Dec 2023

1. **Erection of Stalls for exhibition:** 70 nos of stalls will be erected in district level Krushi Jantrapati Mela-2023

#### Specification of Stalls

Structure	Bamboo & cloth structure stall – 10'X10' Tarpaulin roofing with backside tin sheets
Flooring	Full floor green mat inside and in front of stalls (Total area)
Facia	A wooden batten frame/bamboo frame will be erected by the frame which will be 2' front projection, 2' 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	2 nos front counter table and wrapped with new white cotton cloth plastic moulded chair - 2 nos (Each stall)
Electrification	LED light – 02 nos (Light should be connected with generator, (an on/off switch for use in right time after closing). A plug point is to 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.
Between space	Should be covered with mat and in the middle a good quality red carpet of width 4-5ft with show plant gamla in both the side at the interval of 4ft of the carpet for beatifications.
Fountain	A fountain is to be provided at the centre

2. **Erection of Auditorium:** -sitting arrangement in a closed structure of 90' x 90' for the audiences should be erected in front of the stage. The minimum distance between stage and auditorium will be 20 feet. There should be a barricade with steel grill between the pavilion space and the stage at an approximate distance of minimum 20 ft from the stage, 8 nos of sofa of 3 sided should be arranged in two rows and teapoy should be provided for the first row with plastic name plates for VVIPs in front of the stage. A gap of 5 ft should be maintained between the seating arrangement for public and barricade. 400 nos of chair should be provided for the public, out of 400nos of Chair 40 nos of moulded chair covered with clean white colour cloth facing right to the stage for the media person and also 40 nos of moulded chair for the others at left facing to the stage and rest chair for the public. Entire auditorium should be provided with carpeting in the Adequate nos. of ceiling fans and LED light for sufficient lighting.
3. **Ground Electrification:** The below mention points are to be taken into consideration for ground electrification, which shall be supplied by the bidder for District Level Krushi Jantrapati Mela 2023 at Koshal Kala Mandap 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 Bords up to 250 KW Electrical loads with cabling & writing
  - 10 nos. of white 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 stall of security purpose.
  - 5 nos. of white halogen light along with wiring/fitting poles
  - 800 meter Tuni running light will be fitted at the required places.
  - Light Towers(5nos)

**4. Silent Generator:**

Generator set with required fuel will be provide by the bidder for the entire period of District Level Krushi Jantra Pati Mela 2023. 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 light, control room and public announcement systems. The requirement of Generators sets will be of 100 KVA.

5. One number of LED of Size 12'x8' for live display and other activity for the entire mela period.

**6. Structure of Stage: -**

- a. Existing stage at Koshal Kala mandal ground will be used.
- b. Stage Decoration
  1. Flowering, VIP Bouquet, Balloon Decoration (Red & White)
  2. One LED TV of 32 inches will be provided in the stage for live display to the guest at the stage.
- c. Barricading: 4' height bamboo/steel barricade will be made around the stage on double row for entry of VIPs with complete matting and cloth walling.
- d. Furniture: 10 nos. of VVIP Chairs with white towels, 5 nos. of VVIP sofa, 5 nos. of teapoy, 10 nos. of quality borosil glasses with cover, Plastic name plates-10 nos. 2 nos. of flower vase with live flower sticks, Turkish towels on the VVIP Chair, one speech podium, for entire exhibition period. Brass Deepam (2'6" height) with inaugural materials etc. are to be provided on the opening day.
- e. 4 nos. of LED Light for Stage.
- f. Microphone with Sound System shall be fitted
- g. One idol for performing puja at the stage.

**7. Erection of gate: (The below mentioned items are taken as a package)**

One gate

Flex mounting with design work at the entrance of Koshal Kalamandal ground.

**2<sup>nd</sup> gate**

**Structure:** Bamboo structure, wooden batten farming, Square & Box type structure

**Size :** Pillars height will be of 14' to 16' with 12' clear width between the pillars, and width of pillar will be 3' all round

**Covering :** Gate should be erected with batten farming, flex mounting with design work as approved design .

**Lighting:** sufficient lighting arrangement with metal light as required along with flower decoration.

8. **LED TV 32 inches:** 6 nos of LED TV of size 32 inches will be provided for the audience for clear live display.

9. **Security Services:** Security Guard for 3 no.s of shift. 8 hours duty for each shift from afternoon of 13<sup>th</sup> Dec 2023 (Morning shift (6am-2pm) 4 guards, Evening shift (2pm-10pm), 4 guards and Night shift (10pm-6am): 4 guards) to 19<sup>th</sup> Dec 2023 morning. If required extra security may be taken.

10. **Cleaning & Sanitation, Drinking Water Facility:** - Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of meeting/ events on all the 5 days is the complete responsibility of the contractor. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 05 days of the Exhibition period. Sweepers should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground. Provide adequate nos. water jar for participation and visitors. The agency is required to put at least 15 number of dustbins with 3ft height at different places of the ground. Regular cleaning of these dustbins are the responsibility of the agency.
11. **Cooler Antrctica** : 5 nos of Cooler Antrctica will be provided at the place where ever required.
12. **Temporary Lavatory** (toilet for Visitors): 10 numbers of (05 for male & 05 for female) temporary urinals & toilets should be installed in the exhibition ground along with water facilities & wash basin for participant and visitors.
13. **Erecting of Dining Area:** 50' x 50' Dining room with side wall and top ceiling for organizers/guests and one more dining space in the exhibition ground to accommodate 400 publics/participants for buffet in phases. Sufficient no's of counters will be made to serve food to the required no of persons at dining areas. Extra 30'X20' Dining space for the guest provided with table and chair and sufficient person to be engaged for serve food for 60 person. The food supplier should be well dressed with a white cap.
14. **VIP lounge:** VIP Lounge 15' x15' with air conditioning, 2nos of VIP sofa and tea poy table with temporary attached toilet facility.
15. **Parking places and fire Standards:**
  - a) Parking place for ambulance and Fire Extinguisher Vehicle adjacent to Stage with sufficient space in front side for easy movement need to be set up. Parking place for vehicles need to be arranged with sufficient number of standee banners depicting PARKING, placed for easy identification of parking place by the public visiting the Mela.
  - b) The construction of stalls, electrification, public address systems, firefighting equipment and storage of water etc. should be as per Indian standard IS 8758:1993

(II) The successful bidder shall have to provide at least 25-30 Fire Extinguishers and at least one Fire Bucket filled with Water/ Sand for every five stalls and two sets of fire Extinguishers and Fire Buckets in each of the other facilities like stage, food stalls.etc

(III) The successful bidder should also have to spray fire retardant solution on all the temporary structures of the fair.
16. High speed un-interrupted internet connection with wifi connection to all the stalls and the stage
17. Desire no of CC TV connection for close surveillance of the activities for the entire exhibition ground and stage
18. **Lunch, tea and breakfast facility (catering):** (i) Vegetarian meal consisting of Rice, Dal, Khata, Mix veg curry & Khiri will be provided to token holder person from 14.12.2023 to 18.12.2023. Meals will be provided each person sufficiently.

(ii) Tea and Breakfast: one packet of Tiffin contain one Bara, Singada/Aluchop, and a sweet which will be provided to the token holder or with the kit bags at the time of registration and two packets of Tiffin to each stall from 15.12.2023 to 18.12.2023 morning (from 9.00 AM to 10.30 AM) and out of the require packet for 18.12.2023, 300 packet will be provided to the public at the time of closing ceremony in the auditorium with water bottle and also with a tea.

iii) 200 nos of Tea will be provided at the evening at the auditorium from 14.12.2023 to 18.12.2023.

**19. Kit Bags for A) participants, B) Media person and officials.**

Kit bags with pen and writing pad will be provided to the participants from 14.12.2023 to 18.12.23. The bags should be made up of jute material with a minimum size of 37 cm x 27cm with zip and straps/ carrying handle. Logos of the department and other templates are to be printed on the kit bag. The sample of the bag for both must be presented to the undersigned on the day of opening of sealed tenders.

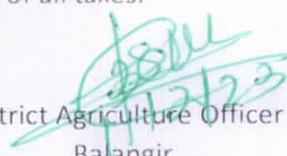
**20. Stage Arrangements**

Flower bouquet, folders and refreshments for approx. 10 no.s of guests each day for 05 days.

**TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS**

1. The Value of the work executed should not be less than Rs.10.00 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 31.03.2023 (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 contactor before 07 days of commencement of the exhibition. All the desired works should be completed on 13.12.2023 by 1.00 pm and it should be handed over to the in-charge of exhibition latest 2:00PM.
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 vacant the ground within 02 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 prepared by the mela committee. In case of any additional requirement, the bidder has to take the prior written permission from the Exhibition-in-charge.
9. 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.
10. No part of the bidding will be sub-let to others.

11. For convenience and effective delivery, the tender is to be treated as package of services. The total lowest quoted price for the package will be approved.
12. The bidder has to treat the materials to be used in ten stage work ( Like-Cloths) with fire repellent Chemicals.
13. In regard to electrical fittings etc. the contactor shall have to engage qualified licensed Electrician/ Contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
14. The bidder 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 "**Chief District Agriculture Officer, Balangir payable at Balangir**. The E.M.D amount of the successful bidder will be kept with CDAO 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.
15. The bidder or the authorized representative of the bidder should attend the opening event of the tender with all original documents/papers for verification positively.
16. The total items mentioned in the application form are considered as one package & the L-1 will be decided by the committee as per the lowest rate of the gross amount (grand total) of the quotation.
17. 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. Furnish copy of GST annual return (FY 2022-2023), Income Tax return filing documents for last 2 Financial years ( IT return file to be submitted for FY 2021-2022 .& 2022-2023) as on 31.03.2023 ( Latest Deposit Challan should be attached).
  - III. E.M:D of Rs.10000/- (Ten thousand) only in shape of Demand Draft/ Pay order in favour of **Chief District Agriculture Officer, Balangir payable at Balangir**
  - IV. Last 3 years annual turnover of minimum 10.00 lakhs
  - V. Work experience with minimum 3 years on similar type of exhibition or similar works in Government Organisation.
  - VI. The rate quoted for the items should be inclusive of all taxes.

  
Chief District Agriculture Officer  
Balangir

DECLARATION

I/We hereby declare that all the statements(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 wiling to abide by the terms and conditions laid by CDAO 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:

