

Bid Document

FOR

- 1. TENT, SEATING ARRANGEMENT, STAGE,
SOUND & EVENT ARRANGEMENT**
- 2. LUNCH & REFRESHMENT**
- 3. CERTIFICATE & MEMENTOS**
- 4. PHOTOGRAPHY, VIDEOGRAPHY & LIVE STREAMING**

**FOR DISTRICT LEVEL FELICITATION CEREMONY 2024-25
(MUKHYAMANTRI SHIKHYA PURASKAR)**

Notice Inviting Tender No. 7612 /Dated 22/08/2024

**OFFICE OF THE DISTRICT EDUCATION OFFICER
BALANGIR**

DISTRICT EDUCATION OFFICE, BALANGIR

No. 7612 /2024 Dated 22/08/2024

SHORT TENDER CALL NOTICE

Sealed tenders are invited from the reputed & credible Tent Houses, Event management Firms/ Printer/Photography / Videography Firms / Printing Firms for 1. Tent & Seating Arrangement, Stage, Light, Sound & Event Arrangement, 2. Lunch & Refreshment 3. Certificate & Mementos, 4. Photography, Videography & Live Streaming of State Level Programme, in two bid systems (Technical & Financial Bid) as detailed below:

Sl. No.	Name of the Items	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
1.	Tent & Seating Arrangement, Stage, Light, Sound & Event Arrangement for 1700 persons	Rs. 2000/-	Rs.15,000/-	Dt. 30/08/2024 Up to 01.00 PM	Dt. 30/08/2024 At 3.00 PM
2.	Lunch & Refreshment	Rs. 2000/-	Rs.10,000/-		
3.	Certificate & Mementos	Rs. 2000/-	Rs.14,000/-		
4.	Still Photography, Videography & Live Streaming of State Level Programme (as per I & PR rate)	Rs. 2000/-	Rs.5,000/-		

The detailed BID document is available in the Balangir District website balangir.odisha.gov.in. Interested and eligible Tent Houses, Printers may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above website. Hence, potential bidders are requested to be in continuous touch with the above website.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any/ full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof.

By the approval of the Collector-cum-Chairman MSAPS, Balangir


District Education Officer
Balangir

Memo No. 7613 Dt. 22/08/2024

- Copy submitted to DIO, NIC Balangir for information and necessary action. He is requested to hoist this SHORT TENDER CALL NOTICE in district web site.
- Copy to the Director Information and Public Relations Deptt. Odisha, Bhubaneswar for information with a request to publish this SHORT TENDER CALL NOTICE in two local Odia dailies by 24.08.2024 with minimum possible space.


District Education Officer
Balangir

IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	DISTRICT EDUCATION OFFICER, BALANGIR
2.	Availability of the Bid document	balangir.odisha.gov.in
3.	Date of Issue of the Bid	Dt. 23/08/2024
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	Dt.30/08/2024 Up to 01.00 PM
5.	Date & time for opening of Technical BID.	Dt.30/08/2024 at 03.00 PM
6.	Date of opening of Financial BID	Dt.30/08/2024 at 5.00 PM
7.	Bid Processing Fee (Non-Refundable)	Rs. 2000/- (Rupees Two Thousand Only) in shape of Banker's Cheque drawn in any nationalized/scheduled bank favouring DISTRICT EDUCATION OFFICER, BALANGIR payable at BALANGIR which will be annexed with the Technical Bid separately for each category of items.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs. 15,000/- (Rupees Fifteen thousand Only) for Tent, Light, Sound & Event Arrangement. Rs.10,000/- (Rupees Ten Thousand) Only for Lunch & Refreshment. Rs. 14,000/- (Rupees Fourteen Thousand) only for Certificate & Mementos & Rs. 5,000/- for Photography/ Videography/ Live streaming of State Level performance in shape of Banker Cheque drawn in any nationalized/scheduled bank favouring DISTRICT EDUCATION OFFICER, BALANGIR payable at BALANGIR which will be annexed with the Technical Bid separately for each category of items.
9.	Address & mode of submission of sealed tender documents.	Mode of Submission: In the drop Box in the District Education Office, Balangir. Submission of proposal through other mode and late bid will be rejected. Address: O/o the District Education Officer, Balangir Near P.R High School, Sonapur Road, Balangir
10.	Place of Opening of Proposal:	Conference Hall of Collectorate, Balangir
11.	Point of Delivery & Completion of supply	At the P.R High School field. 1.Tent & Event arrangement to be completed by 4.00 PM of 4 th September,2024 2.Tiffin by 9.00 AM & Lunch by 12.00 PM of 5 th September, 2024 3. Certificates & Mementos to be delivered at DEO Office by 5.00 PM of 3 rd September, 2024 positively.
12.	Submission of Performance security & Signing of agreement.	@5% of the contract cost on the day of issue of work order (Differential amount than that of EMD)

BID DOCUMENT
FOR

TENT LIGHT, SOUND & EVENT ARRANGEMENT, LUNCH & REFRESHMENT, CERTIFICATE & MEMENTOS, PHOTOGRAPHY/ VIDEOGRAPHY & LIVE STREAMING

The District Education Officer, Balangir invites bids from the reputed & credible Tent Houses, Event Management Firm and Printers, Photo & Videography firms located in Balangir District for District Level Felicitation Ceremony 2024. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

For **Tent & Seating arrangement Light, Sound & Event Arrangement**: The Tent House must have:

- (a) Valid GST Registration under Odisha.
- (b) Office as well as Shop in Balangir
- (c) Valid PAN
- (d) Proof of Last two Year IT Return.
- (e) Proof of Tent House service to Govt. Programme (Work Order)

For **Lunch & Refreshment**: The bidder must have

- a) Valid GST Registration under Odisha
- b) Office as well as Shop in Balangir
- c) Must have Valid PAN.
- d) Must have Food License.

For **Certificate & Mementos**: The bidder must have

- a) Registration as a printer.
- b) Valid GST Registration under Odisha.
- c) Valid PAN.
- d) Proof of Last two Year IT Return

For **Photography/ Videography & Live streaming** : The bidder must have

- a) Valid GST Registration under Odisha.
- b) Valid PAN.
- c) Proof of Last two Year IT Return.
- d) Experience of Photography/ Videography of Govt. programme

2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes superscribed "**Technical Bid for Tent, Light, Sound & Event Arrangement / Lunch & Refreshment / Certificate & Mementos/ Photography, Videography & Live Streaming**" as per item for which bid to be submitted. Both sealed envelopes should be kept in another sealed envelope superscribed "**Tender for Tent, Seating arrangement, Stage, Light, Sound & Event Arrangement / Lunch & Refreshment / Certificate & Mementos/ Photography, Videography & Live streaming**".

If any bidder wants to participate more than one item, as mentioned at point no.01 above, has to submit separate tender for each item.

- (b) **Technical Bid & Financial Bid.**
The Bidder has to submit all the documents as per respective category of eligibility criteria in the Technical bid. Similarly, the Financial Bid form has to be filled up as per prescribed form (Fin-1) and to be submitted in separate sealed envelope. The tender should be addressed to O/o the District Education Officer, Balangir, Near P.R High School, Sonepur Road, Balangir.
- (c) The Bid document shall be available in Balangir District website balangir.odisha.gov.in and the cost of the tender paper is to be enclosed in shape of crossed banker's Cheque in favour of "DISTRICT EDUCATION OFFICER, BALANGIR", payable at BALANGIR along with the **Technical BID**.
- (d) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs.15,000/-** for Tent, Light & Seating arrangement, Stage, Light, Sound & Event Arrangement, **Rs.10,000/-** for Lunch & Refreshment, **Rs.14,000/-** Certificate & Mementos & **Rs. 5000/-** for Photography, Videography & Live Streaming (as per I & PR Rate) The EMD (refundable - without interest), may be submitted in shape of Banker's cheque from any Nationalized or scheduled bank drawn in favour of "DISTRICT EDUCATION OFFICER BALANGIR", payable at BALANGIR, failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the un-successful bidders shall be refunded within 10 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the work within specified period & (ii) not submitted performance security and/or express its inability to supply the material within the stipulated period. The EMD of successful bidder shall be adjusted against Performance security to be submitted.
- (e) The interested Bidders are to enclose self-attested photocopies of the above documents as per eligibility criteria as mentioned at above point no.1 in the **Technical Bid envelope**. The tender submitted without the above documents/papers shall not be considered and will be rejected.
3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders shall not be considered & will not be opened.
4. **Submission & opening of Tender:**
- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before **30.08.2024 by 1.00PM** (in all working days) addressed to to O/o the District Education Officer, Balangir, Near P.R High School, Sonepur Road, Balangir **only in drop Box**. The Authority is not responsible for any delay. No other mode of submission of bid shall be entertained.
- (b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time at **30.08.2024 at 03.00 PM** in the Conference Hall of Collectorate, Balangir in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time.
- (d) The Financial Bid of only those bidders who qualified in the Technical bids shall be opened.

5. (a) Specifications :
for Tent, Light, Sound, Stage ,Seating arrangement & Event Arrangement (The total amount for the purpose limited to Rs.4,92,600/- (Rupees Four lakhs Ninety-two thousand and six hundred only))

SI No.	Items	Size/ Nos	Remarks
1	Stage	40x25 feet	Programme
2	Green Room		At both sides of Stage
3	Audience sitting place	For 1700 persons	
4	AC Cooler for stage	2 nos	
5	Ceiling	Cloth with tarpolin	
6	Stall	10'x10' -15 nos	For Registration and others
7	Iron Table with cloth	30 nos	
8	Tent for Dining Area	6000 sqft	
9	Fibre Chair	1700 nos	
10	Sofa Single seater	10 nos	with white turkish towels
11	Two Seater Sofa	15 nos	
12	Carpet (Green & Red)	Stage & Audience area	
13	Tea Poy with cloth	5 nos	
14	Podium	1	
15	Quality Sound System with mouth Piece		
16	Generator		
17	Flower Decoration	Stage only	
18	Baloon	Stage & Audience area	
19	Banner	25'x10	Flex
20	Mobile Toilets	02 nos. for Female & 02 nos. for Male	

5 (b) For Lunch & Refreshment (The total amount for the purpose limited to Rs.3,28,400/- (Rupees Three lakhs Twenty-eight thousand four hundred only))

SI No.	Items	Size/ Nos	Remarks
1	Tiffin	1642 people	Sooji Upma, Green Pea Curry, Banana, Boiled Egg, Plastic spoon with pressed- dana.
2	Lunch	1642 people	Rice, Dal, Mix Veg, Khajur-Khatta, Paneer Matar Curry, Mushroom curry, Kheer & Papad.
3	Lunch Plate		Card board laminated
4	Drinking Water	Dispenser with jar , disposable glass	Required for whole day as per actual
5	Water Bottle	500 ML X 1650	
6	Water Tanker	4 nos.	
7	Disposable paper glass	As per requirement	
8	Wash Basin	20	

5 (c) For Certificate & Mementos (The total amount for the purpose limited to Rs.4,63,200/- (Rupees Four lakhs Sixty-three thousand two hundred only))

SI No.	Items	Nos	Remarks
	Memento Total- 1544	1544	
1	Certificate for Students Academic award Total-1544	1544	As per specifications
2	I Card with lace	1544	Fibre/ Vnyle
3	Batches Double ribbon	15 pc	
4	Official I card with Blue lace	100 pc	

5 (d) For photography/ videography & Live streaming of State Level programme in the District. (The total amount for the purpose limited to Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only))

SI No.	Items	Nos	Remarks
	Live Streaming of State Level programme with 03 LED Panel	03	Photo & Video documentation of the entire programme to be submitted in Pendrive
1	Still Photo/ Videography coverage of entire Stage programme & documentation		

6. Evaluation of BID:

- The Tender Committee for the purpose will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
- The technically qualified bidder quoting lowest price in the Financial bid shall be considered for award of contract.
- At the time of comparison of financial bid rates of eligible parties, if the L-1 rate of any category is found to be exceeds the approved allowed fund allocation amount then the TIA / Tender Committee shall reserves the right for negotiation.

7. Acceptance or Rejection of the Bids:

- The TIA reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- Any bid with incomplete information is liable for rejection.

8. Award of Contract :

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

9. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the **DISTRICT EDUCATION OFFICER BALANGIR**", payable at **BALANGIR** only on the day of issue of the work order.

10. Requirement & Delivery Schedule :

The selected L-1 firm shall complete the delivered and install/fix/fit all requisite Tent & Sitting arrangement, Stage, Light, Sound & Event Arrangement items in all respect by 4.00 PM of 04.09.2024 at the P.R High School field in ready-to-use conditions.

11. Payment terms:

- (i) On Satisfactory Completion of Work:100% payment will be released on submission of Two self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iii) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

12. Penalty :

- (a) If the work is delayed or dis-satisfactory for any reason for which the TIA is not responsible, penalty @ 0.5 % on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA may write Govt. for blacklisting the firm.
- (b) If the quality of work is delayed or dis-satisfactory for any reason, penalty as suggested by the District level purchase committee will be imposed.

13. Submission of more than one tender for the same item by a particular bidder will lead to rejection of all tender of the said bidder.

14. The bidder/s shall use prescribed format for technical bid and Financial Bid in respect of each item separately as enclosed herewith and its page should be serially numbered and duly authenticated.

15. All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.

16. No document required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents must be self attested & shall be serial numbered with page mark.

17. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

18. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

19. Resolution of Disputes:

- (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract. Both the parties shall make every effort to resolve the same amicably by mutual consultations.

- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate one member each, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman, MSAPS, Balangir. The Collector cum Chairman, MSAPS, Balangir, shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.

20. Applicable Law and Jurisdiction of Courts:

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Balangir.

Technical Bid-1 For Tent & Sitting arrangement, Stage, Light, Sound & Event Arrangement as per specification point No.05 (a) of Bid Documents			
SI No.	Description	Full Details	Page No. in the Bid Documents
1	Name of the Bidders		
2	Address for Communication Tel Ph No. E Mail ID.		
3	Name of the Authorized Person signing & submitting the bid on behalf of the bidder Mobile No. E Mail ID.		
4	Whether Office & shop located in Balangir. If yes, please furnished contact details:		
5	Bid Processing fee Details: Amount Rs.2000/-		
6	EMD Details Rs.10000/-		
7	Valid GSTIN under Odisha (OGST) Act (Enclose copy)		
8	Valid PAN (Enclose copy)		
9	Proof of IT Return of last two financial Year		
10	Proof of Tent House service to Govt. Programme (Enclose copy of work order)		
11	Confirm to carry out assignments as per the scope of work of the Bid Documents	YES	
12	Confirm to accept all the terms & conditions as specified in the Bid Documents	YES	

DATE.

BIDDER'S/ OFFICIAL SIGNATORY
NAME & DESIGNATION WITH SEAL

Technical Bid-2

For Lunch & Refreshment as per specification point No.05 (b) of Bid Documents

Sl No.	Description	Full Details	Page No. in the Bid Documents
1	Name of the Bidders		
2	Address for Communication Tel Ph No. E Mail ID.		
3	Name of the Authorized Person signing & submitting the bid on behalf of the bidder Mobile No. E Mail ID.		
4	Whether Office & shop located in Balangir. If yes, please furnished contact details:		
5	Bid Processing fee Details: Amount Rs.2000/-		
6	EMD Details Rs.10000/-		
7	Valid GSTIN under Odisha (OGST) Act (Enclose copy)		
8	Valid PAN (Enclose copy)		
9	Valid Food License Number (Enclose copy)		
10	Confirm to carry out assignments as per the scope of work of the Bid Documents	YES	
11	Confirm to accept all the terms & conditions as specified in the Bid Documents	YES	

DATE.

BIDDER'S/ OFFICIAL SIGNATORY
NAME & DESIGNATION WITH SEAL

**Technical Bid-3
For Certificates & Mementos
point No.05 (c) of Bid Documents**

Sl No.	Description	Full Details	Page No. in the Bid Documents
1	Name of the Bidders		
2	Address for Communication Tel Ph No. E Mail ID.		
3	Name of the Authorized Person signing & submitting the bid on behalf of the bidder Mobile No. E Mail ID.		
4	Bid Processing fee Details: Amount Rs.2000/-		
5	EMD Details Rs.14,000/-		
6	Udayam Registration as a Printer (Enclose copy)		
7	Valid GSTIN under Odisha (OGST) Act (Enclose copy)		
8	Valid PAN (Enclose copy)		
9	Proof of IT Return of last two financial Year		
10	Confirm to carry out assignments as per the scope of work of the Bid Documents	YES	
11	Confirm to accept all the terms & conditions as specified in the Bid Documents	YES	

NB: Sample of paper for certificate & sample of memento to be submitted by the bidder during the opening of the bid.

DATE.

BIDDER'S/ OFFICIAL SIGNATORY
NAME & DESIGNATION WITH SEAL

Technical Bid-4
For Photography, Videography & Live streaming programme of the
point No. 06 (d) of Bid Documents

Sl No.	Description	Full Details	Page No. in the Bid Documents
1	Name of the Bidders		
2	Address for Communication Tel Ph No. E Mail ID.		
3	Name of the Authorized Person signing & submitting the bid on behalf of the bidder Mobile No. E Mail ID.		
4	Bid Processing fee Details: Amount Rs.2000/-		
5	EMD Details Rs.5,000/-		
6	Valid GSTIN under Odisha (OGST) Act (Enclose copy)		
7	Valid PAN (Enclose copy)		
8	Proof of IT Return of last two financial Year		
9	Experience proof for conducting Photography/ Videography of Govt. programme		
10	Confirm to carry out assignments as per the scope of work of the Bid Documents	YES	
11	Confirm to accept all the terms & conditions as specified in the Bid Documents	YES	

DATE.

BIDDER'S/ OFFICIAL SIGNATORY
NAME & DESIGNATION WITH SEAL

(In Bidder's Letter Head)

SI No.	Items	Rate to be Quoted as per specifications including all applicable taxes and duties (in Rs.)	Rate to be Quoted as per specifications including all applicable taxes and duties (Rs in word)
1	Tent & seating arrangement, Stage, Light, Sound & Event Arrangement, (as per specification at 5(a) of the Bid Documents)		
2	Lunch & Refreshment (as per specification at 5(b) of the Bid Documents)		
3	Certificate & Mementos. (sample to be submitted by the successful bidder during the opening of the bid. (as per point No- 5 (c) of bid documents)		
4	Still Photography, Videography & Live Streaming of State Level Programme, as per I & PR rate (as per point No- 5 (e) of bid documents)		

NB: The rate may be quoted up to two decimal points.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.