



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALANGIR
(Odia Language, Literature & Culture Section)

No. 495 /OLL&C, Dt. 31.12.2024

SHORT TENDER CALL NOTICE

District Culture Office, Balangir invite proposal with certain terms & conditions from reputed & registered Tent Houses /Food Agencies /Event management having GSTIN no. for the Tentage & Allied, Fooding and other works for the 22nd Balangir Lok Utsav to be organized at Koshal Kalamandal , Balangir from 20.01.2025 to 23.01.2025 .

The tender papers along with details documents, terms & conditions, criteria, format etc. for Tentage & allied and other works will be available for purchase from 1st January 2025 to 8th January 2025 during Official day of Office hour in the District Culture Office, Balangir on payment of Rs.6,000.00 (Rupees six thousand) only or can be downloaded from District portal <https://balangir.odisha.gov.in>. In case the tender paper is downloaded from the Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs.6,000.00 (Rupees six thousand) only in favour of **District Council Of Culture, Balangir** towards the cost of tender paper. The sealed tenders will be received latest up to **4.00 PM on 08.01.2025** at Office of District Culture Officer , Balangir in the tender box. The tenders will be opened in the District Culture Office, Balangir on **08.01.2025 at 5.00PM** in the presence of the tenderers or their authorized representatives. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

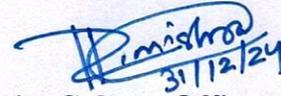
By order of the Collector & Chairman, District Council Of Culture, Balangir.


31/12/24

**District Culture Officer,
Balangir**

Memo No. 496Date. 31.12.2024

Copy submitted to the Joint Director , I & PR, Govt. of Odisha, Bhubaneswar for kind information and request to publish the said short tender call notice in two nos. reputed Odiya daily Newspapers having all Odisha circulations in minimum size of 8cm x 8cm.


31/12/24

**District Culture Officer,
Balangir**

Memo No. 497Date. 31.12.2024

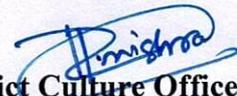
Copy to the DGM, OSWAN, Balangir for web hosting the same short tender call notice along with details documents, terms & conditions, criteria, format etc. (enclosed herewith) in District portal <https://balangir.odisha.gov.in>.


31/12/24

**District Culture Officer,
Balangir**

Memo No. 498Date. 31.12.2024

Copy to the DIPRO, Balangir for information and necessary action.


31/12/24

**District Culture Officer,
Balangir**

**TENDER PAPER FOR TENTAGE & ALLIED,FOODING AND OTHER WORKS OF 22nd BALANGIR LOK
UTSAV-2024-25 TO BE ORGANISED FROM 20.01.2025 TO 23.01.2025 BY DISTRICT COUNCIL OF
CULTURE, BALANGIR AT KOSHAL KALAMANDAL, BALANGIR**

COST OF TENDER PAPER (Non Refundable) : Rs. 6,000.00 (Rupees six thousand) only.

ISSUED TO (Address in Detail) : M/S. _____

Against Money Receipt No. _____ Dated _____

Signature of Accountant

E.M.D (Refundable) : (i) The tenderer has to deposit a earnest money deposit (EMD) of Rs. 32,000/- (Rupees thirty two thousand) only in shape of Demand Draft in favour of **District Council Of Culture, Balangir** for participating in the tender process.
(ii) The security deposit will be returned back to the unsuccessful tenderer after finalization of the tender process.

LAST DATE & TIME FOR RECEIPT OF TENDER PAPER : **08.01.2025 latest by 4.00 PM**

DATE & TIME OF OPENING OF TENDER PAPER : **08.01.2025 at 5.00 PM at District Culture Office, Balangir**

PLEASE DELIVER AT

DISTRICT CULTURE OFFICE, BALANGIR

TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED,FOODING AND OTHER WORKS

Period – 4 Days from 20.01.2025 to 23.01.2025, 22nd BALANGIR LOK UTSAV-2024-25

1. District Culture Office, Balangir invite proposal with certain term & condition with sealed tenders from reputed & registered Tent House, Food Firms, agencies, event management having GST registration and the work experience of minimum three years of executing works of exhibitions or similar work and Audited Statement of minimum average yearly turnover of Rs.20.00 lakhs (Rupees twenty lakhs) only for last 3 Financial years 2021-2022, 2022-2023 & 2023-2024, GST Clearance certificate & copy of GSTR-3B return (September 2024) can only apply for Tentage & allied, Fooding and other works. The Firm applying for Tentage & allied work must have valid minimum C-class certificate of electrical contract . The firms should be submitted a single work order of similar nature of works of minimum Rs.10.00 lakhs (Rupees Ten lakhs) only.
2. The tenderer should have registered his firm under GSTIN No. The tenderer must be submitted the GST registration Certificate & copy of GSTR-3B return (September 2024) documents as proof along with the tender paper. The tenderer must be submitted IT return filing documents for last 3 years along with the tender paper that is Financial Year 2021-2022, 2022-2023 & 2023-2024.
3. The tenderer should have the capacity to erect the stalls & allied and other works in any part of the District. The work will be assigned to a firm for 22nd Balangir Lok Utsav 2024-25 (which will be organized for 4 days from 20.01.2025 to 23.01.2025) only. So, the rate inclusive of all taxes offered by the Tent House, Food Firms, agencies, event management should be valid for the given period.
4. The tender paper, technical bid, tender fees, required documents and EMD shall be put in a sealed envelope with superscription as **“Technical Bid (Annexure-A)”**. The price bid shall be put in a separate sealed envelope with superscription as **“Price Bid (Annexure-B)”**. Both the envelopes shall be put in a separate envelope with superscription as **“Tender for Tentage & Allied,Fooding and other work for 22nd Balangir Lok Utsav 2024-25”**. There are two part in the tender paper to be filled up by bidder that is Annexure-A submission/verification of required documents part (technical bid) & Annexure-B financial part. If the bidder is fulfill the criteria of documents submission/verification in annexure-A then only the particular bidder will be eligible for verification of financial part in Annexure-B. If the party do not fulfill the technical bid that is Annexure-A then the party will not be allowed for participate in the financial part that is Annexure-B.
5. The duration of the programme will be for 4 days as per the details given below. In case of any extension of Mela period, no extra payment will be entertained for the additional days. All the desired works should be completed at least one day before of the scheduled inauguration date and time of the programme and handed over all the works as per specification to the authority.

DETAILS OF 22nd BALANGIR LOK UTSAV-2024-25

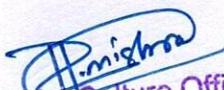
The 22nd Balangir Lok Utsav-2024-25 to be organized in the Koshal Kalamandal Ground, Balangir as per the details enlisted below, is purely tentative. Any place or period as proposed below may change / vary in course of action. The details of programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl. No.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of days of Exhibition	No. of Stalls to be erected	Remarks
1	Balangir	Koshal Kalamandal, Balangir	Balangir Lok Mahotsav	20.01.2025 TO 23.01.2025	4	155	No of Stalls to be erected may be increase or decrease as per availability of ground space.

6. On completion of the Exhibition, the contractor shall have to take away all the materials within 3 days & vacate the site with the same condition while occupying the ground.
7. 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.


District Culture Officer
Balangir

8. The final payment will be made after completion of programme on the basis of the actual work done and on the satisfaction of the authority. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the authority. In case of any additional requirement, the contractor has to take the prior written permission from the authority which should be submitted with the bill.
9. Tenderer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the programme. The undersign will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take suitable step for insurance of his goods used in the programme for the above purpose.
10. No part of the contract will be sub-let without the prior written permission of the authority.
11. The firm/agency quoting the lowest quotes and submitted required documents mentioned in **Sl. No. 1 & 2** will be selected for the purpose.
12. It shall be the responsibility of the successful tenders / contractors to obtain requisite permission for electricity connection / fire services for the programme period from statutory bodies. The tenderer 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.
13. 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.
14. The tenderer has to deposit a earnest money deposit (EMD) of Rs. 32,000/- (Rupees thirty two thousand) only in shape of Demand Draft in favour of District Council Of Culture, Balangir for participating in the tender process.
15. The security deposit will be returned back to the unsuccessful tenderer after finalization of the tender process. The E.M.D amount of the successful tenderer will be kept with till the completion of the programme. 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.
16. The successful bidder of the contract will have to deposit a Performance Security of Bank Guarantee drawn in favour of "District Council Of Culture, Balangir". Performance Security of 5% of the total contract value in the form payable at Balangir within 7 days from the date of receiving the order. Performance security should remain valid for a period of sixty days beyond the date of completion of all contract obligations of the supplier. If the successful bidder fails to submit the Performance Security within the period of 7 days, EMD will be forfeited and the order will be rejected. Order will be taken to award the contract to the 2nd lowest bidder as per price quoted by L1 bidder. Performance Security will be forfeited in the event of breach of contract obligations by the Supplier. The Performance Security will be returned to the bidder after successful completion of the programme.
17. The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reasons thereof.
18. The undersigned also reserves the right to negotiate with all or any tenderer after sealed tenders are opened in the interest of Government.
19. The successful tenderer will be required to execute an agreement with the District Culture Officer, Balangir for the tentage & allied, fooding and other works of 22nd Balangir Lok Utsav 2024-25.


District Culture Officer
Balangir

CONCEPT OF THE PROGRAMME

The spirit of the Lok Utsav is felicitating the grass root level artists with a platform to present their performance. Eminent artist from the state and outside Odisha are being invited to the function to make it more successful. Handicraft Exhibition, Seminar & literary workshop are the special feature of the Mahotsav.

I. TENTAGE & ALLIED WORKS

1. Erection of Stall:

Stalls will be erected in 22nd Balangir Lok Utsav 2024-25 as per the requirement. The tenderer will quote their lowest possible price. The details of specifications are given below:-

Sl. No.	Particulars	Stall Specification
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Floor Carpet Matting.
3	Ceiling & Wall	Ceiling will be done with white new cloth. Three sides including partition walls of stall will be covered with white new cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets. The GI Sheets shall be fixed horizontally supported with wooden bellies. The GI Sheets will be covered in the Back side of the Stall upto 5' from the Ground.
4	Racks	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.
5	Facia	A wooden batten frame for Running flex printing Facia will be erected in entire stall by the contractor. The frame will have 2' front projection & 3' height. The facia will be covered with cloth. The selective cloth colour like Terracotta colour will be used. A running white cloth jhallor of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2.6' X 3' height and wrapped with new white cloth. Plastic moulded Chair – 2 nos. in each stall.
7	Electric Fittings	Tube Light – 4 nos. (2 nos. of tube light should be connected with generator) & a on / off switch for use in night time after closing. 1 no. of 5 Amp Plug Point, if required. 1 no. ceiling fan to be fitted in each stall.
8	Numbering of Stall	All stalls should be numbered.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the tenderer.
10	Ground Electrification	Sufficient Halogen lights should be provided inside the programme ground and 4 nos. of Halogen Tower should be installed in the Ground.
11	Sofa, Teapoy & Plastic Chairs	Sufficient Nos of Sofa with Teapoy should be provided in the front line of the stage for the VIPs and sufficient nos of good quality plastic chairs should be provided in the ground for the public.
12	LED	4 no. of LED will be installed of size 12'x8' with Disc connections for live display of programme & activity.

General Specification: The Ground lay out should be prepared in a compact manner from security point of view. Carpet matting should be made in the entire programme area. The tenderer will have to cover the entire stage area and front portion with red carpet. 100 sets of Bed, Bed Sheet & pillow with cover should be supplied/provided where artists will be accommodated.

2. Gates :

Sl. No.	Particulars	Work Specifications
1	Structure	Bamboo Structure, Wooden Batten framing, Square & box type structure with lighting.
2	Iron Gate	2 nos. of temporary Iron Gate should be installed at entrance & exit Gate.

General Specification: Tent house should strictly adhere to the colour specification.

3. Fooding

Sl No.	Items	Specification
1	Break Fast	Tea, Puri, Upama, Idli, Poha, Banana, Sweets and Curry
2	Lunch	Rice/Roti, Dal, Mix Veg, Khata, Chips, Papad, Paneer, Mushrrom, Egg/Chicken
3	Dinner	Rice/Roti, Dal, Mix Veg, Chips, Papad, Paneer, Mushrrom, Egg/Chicken

- The firm selected for fooding will deploy their team in the accommodation/fooding place decided by the authority during the complete programme period i.e from dt.20.01.25 to 23.01.25 and supply the food in coordination with food committee.

4. Generators : 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 for the programme. The generator circuit should be connected with two tube lights of each stall, few ground lights, control room and public announcement system.

Signature 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 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 the District Culture Office, 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 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.

Signature of the Tenderer with seal

Place:
Date :


District Culture Officer
Balangir

ANNEXURE-A
(DOCUMENTS SUBMISSION & VERIFICATION PART-TECHNICAL BID)

TENDER APPLICATION FORM FOR TENTAGE & ALLIED, FOODING AND OTHER WORKS OF 22ND BALANGIR
LOKA UTSAV-2024-25

(Last date for submission of tender form on Dt: 08.01.2025 on or before 4.00 PM)

To

Sl. No.	PARTICULARS	Submitted as per the requirement ask in the tender advt./mentioned in tender paper (Yes/No)	License active or expired
1	Tender Paper purchased money receipt in original or DD		
2	EMD of Rs.32,000.00 only in shape of Demand Draft in favour of District Council Of Culture, Balangir		
3	GSTIN Registration certificate		
4	Copy of GSTR-3B return (September 2024)		
5	Valid minimum C-class certificate of electrical contract		
7	Last 3 years average yearly annual turnover of minimum Rs.20.00 Lakhs (Audit report of the particular firm) Financial Year : 2021-2022, 2022-2023 & 2023-2024		
8	Income Tax return filing documents for last 3 Financial Year (IT return file to be submitted for FY 2021-2022, 2022-2023 & 2023-2024)		
9	Single work order of similar nature of works of minimum Rs.10.00 lakhs		
10	Minimum three year work experience of similar work		

Signature of the Tenderer
With seal

ANNEXURE-B (FINANCIAL PART)

TENDER APPLICATION FORM FOR TENTAGE & ALLIED,FOODING AND OTHER WORKS OF 22nd BALANGIR LOK
UTSAV-2024-25

(Last date for submission of tender form on Dt: 08.01.2025 on or before 4.00 PM)

To _____

Sl. No.	Item Particulars	Unit	Rate per unit
I.Tentage & Allied Works			
1	Erection of Stall (including Flooring, Ceiling & Wall, Rack,Facia,Furniture, Electrical Fittings,Numbering,Closure as mentioned in concept)	1	
2	Stage Matting with red carpet	Per Sq Ft	
	Ground Matting	Per Sq Ft	
3	Ground Electrification (Halogen Tower)	1	
4	Miscellaneous – General		
	Bed Set (Bed, Bed Sheet, Pillow with Cover & combol)	1	
	Durry (15' X 15')	1	
5	Sofa	1	
6	Teapoy	1	
7	Plastic Chair	1	
8	LED (12'X8')	1	
II.Gates			
9	Temporary Iron Gate with Flex	1	
III.Fooding			
10	Break Fast (Tea, Puri, Upama, Idli, Poha,Banana, Sweets and Curry)	Per Plate	
11	Lunch (Rice/Roti, Dal, Mix Veg,Khata,Chips,Papad,Paneer, Mushrrom,Egg/Chicken)	Per Plate	
12	Dinner (Rice/Roti, Dal, Mix Veg,,Chips,Papad,Paneer, Mushrrom,Egg/Chicken)	Per Plate	
13	Generator(with fuel) Sufficient light back up at the time of Power failure in the entire Ground, Public announcement system including Control Room.	1	
	Grand Totat (Sl. 1 to 13)		

(Rupees) only

Signature of the Tenderer with seal