

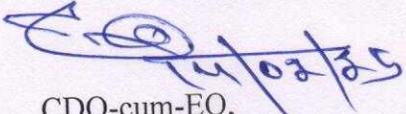
# MISSION SHAKTI, BALANGIR

No. 16 / Date: 14.02.2025

## SHORT TENDER CALL NOTICE

Mission Shakti, Balangir on behalf of Department of Mission Shakti, Govt. of Odisha invite proposal for **Tantage and Event management** with certain terms & conditions from reputed & registered Tent Houses / agencies / event management having GSTIN no. may apply for the Tentage & Allied and other works for the Regional Mission Shakti Mela to be organized at Koshal Kalamandal Ground, Balangir from 28.02.2025 to 06.03.2025.

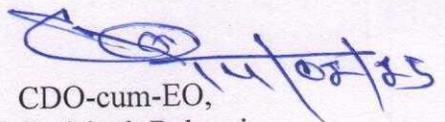
The tender papers along with details documents, terms & conditions, criteria, format etc. for Tentage & allied and other works will be available for purchase from 15<sup>th</sup> February, 2025 to 24<sup>th</sup> February 2025 during Official day of Office hour in the Accounts Section of Mission Shakti, Balangir on payment of Rs.11,800.00 (Rupees Eleven thousand eight hundred) only each separately for tantage and event management 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.11,800.00 (Rupees Eleven thousand eight hundred) only in favour of DSWO, Balangir towards the cost of tender paper. The sealed tenders will be received latest up to 3.00 PM on 24.02.2025 at Office of Mission Shakti, Balangir. The tenders will be opened in the Office of Zilla Parishad, Balangir on 24.02.2025 at 4.30 PM 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.

  
CDO-cum-EO,  
Zilla Parishad, Balangir

Memo No. 17 / Mission Shakti

Date: 14.02.2025

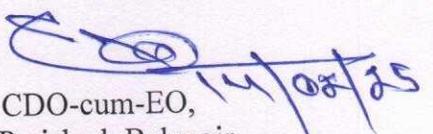
Copy submitted to the Director, I & PR, Govt. of Odisha, Bhubaneswar for kind information and request to publish the said short tender call notice in two nos. reputed Odiya daily Newspapers all Odisha circulations in minimum size of 8cmx8cm.

  
CDO-cum-EO,  
Zilla Parishad, Balangir

Memo No. 18 / Mission Shakti

Date: 14.02.2025

Copy submitted 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>.

  
CDO-cum-EO,  
Zilla Parishad, Balangir



ମିଶନ  
**ଶକ୍ତି**

# MISSION SHAKTI MELA

**Notice of tender for selection of  
Event Management Agency**

No. 16

Date: 14.02.2025

**Government of Odisha**

**Department of Mission Shakti**

**ZILLA PARISHAD OFFICE, BALANGIR**

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## Section-I

### DISCLAIMER

Mission Shakti Department is organizing exhibition of products of Women Self Help Groups of the State in February- March, 2025. The exhibition will be a platform of sellers and buyers of SHG products. Several cultural activities shall be organized.

For the above purpose, Government of Odisha, Mission Shakti Department intends to select appropriate agencies to manage Events through tenders. The purpose of this Tender document is to provide interested parties with information that may be useful to them in the formulation of their bid for qualification and selection.

This document includes statements, which reflect various assumptions and assessments arrived at by the Dept. in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This Tender may not be appropriate for all persons, and it is not possible for the Dept., its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this Tender. This document is neither an agreement nor it guarantees any firm/ person/ bidder of issue of any work order.

This Tender is not an agreement and is neither an offer nor invitation by the Dept. to the prospective bidders or any other person. Each bidder shall conduct its own investigations & analysis and shall check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document. The Tender accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. This Dept. shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account to anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender and any assumptions, assessments, statements or information contained therein or deemed to form part of this Tender or arising in anyway in the Selection process. The Dept. also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this Tender. The issue of this Tender does not imply that the Dept. is bound to select and shortlist any bid. The Dept. reserves the right to reject all or any of the bids without assigning any reasons whatsoever at any stage of the bid.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Dept. or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and the Dept. shall not be liable in any manner whatsoever for the same or for any other cost or other expenses incurred by the bidder in preparation / submission of the bid, regardless of the conductor outcome of the Bidding Process.

The Dept. shall be the sole and final authority with respect to selection of an agency through this Tender.

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## SECTION:II

## NOTICE INVITING TENDER



ZILLA PARISHAD OFFICE,  
BALANGIR

No. 16 Date 14.02.2025

Zilla Parishad Office,  
Balangir  
Pin-767001  
E-mail:ori-dbolangir@nic.in

## NOTICE INVITING TENDER

16 / Date: 14.02.2025: CDO-cum-EO, Zilla Parishad Office, Balangir invites sealed tenders from competent firms/ persons/ entities, etc. to carry out Event Management Agency for organization of Mission Shakti Mela- 2025 at Koshal Kalamandal Ground, Balangir from 28<sup>th</sup> Feb to 06<sup>th</sup> March 2025. Bidders are requested to go through the tender document carefully and submit bids.

## Tender schedule and important information to the bidders

Sl. No.	Particular	Details
1	Name of the work	Selection of Agency for Event Management for organization of Mission Shakti Mela- 2025, Koshal Kalamandal Ground, Balangir
2	Method of selection	Open Tender by L1
3	Date of issue of notification	14.02.2025
4	Date, time and e-mail id for submission of queries for pre-bid meeting	Date: 15.02.2025, Time: 1.00PM ori-dbolangir@gmail.com
5	Date, time and place of pre-bid meeting	19.02.2025, 2.00 PM in Conference Hall of Zilla Parishad Balangir
6	Last date and time for submission of bid	24.02.2025 (Up to 3:00PM) through SPEED/Reg. Post ONLY. No bid shall be collected by any other means
7	Date, time & place of opening of technical bid and preparation of list of qualified bidders	24.02.2025 at 4.00 PM in the Conference Hall, Zilla Parishad Conference hall Balangir.
8	Date, time and place of presentation on theme and design by the qualified bidders	24.02.2025 at 5.00 PM in the Conference Hall, Zilla Parishad Conference Hall Balangir
9	Date, time and place of opening of Financial Bids of qualified bidders	24.02.2025 at 5.30 PM in the Conference Hall, Zilla Parishad Conference Hall Balangir
10	Bid Processing Fee (Non-Refundable)	₹ 10,000/- + GST-18 % = ₹ 11,800/- in shape of Demand Draft in favour of "District Social Welfare Officer Balangir" drawn in any scheduled commercial bank payable at Balangir
11	Earnest Money Deposit (EMD) (Refundable)	₹ 50,000/- (Rupees Fifty Thousand) in shape of Demand Draft in favour of "District Social Welfare Officer Balangir" drawn in any scheduled commercial bank payable at Balangir
12	Address & mode for delivery of Bid Processing Fees and EMD by Speed Post only	<b>Address:</b> District Mission Shakti Office, Near Women Collage, Balangir Balangir, Pin-767001 <b>Mode of delivery:</b> Only through SPEED POST/Reg. Post.

CDO-cum-EO, Zilla Parishad, Balangir

### SECTION-III

#### SCOPE OF THE WORK

## 1. About the Mission Shakti Mela, 2025

The scope of the work under this tender shall include the elements mentioned below. However, the quantities mentioned under the elements are tentative, may likely to increase or decrease.

### 2. Scope of the work

Sl. No.	Work	Particulars of the work	Quantities (tentative)
<b>A</b>	<b>Advertisement &amp; Publicity</b>	(i) Design Development- Development 10 second Ad. Film and 20 second Radio jingle for placing of advertisement in electronic media.	1 package
		(ii) Road median branding (6 feet x 3 feet) Iron pipe with Star flex	200 pcs.
		(iii) Auto-rickshaw back branding (sticker size 3 x 2 feet) on eco-solvent print material	100 pcs.
		(iv) Plain hoarding: Printing and installation of hoardings in size 10 x 12 feet in flex (Star flex), mounted on iron frame and fixed with iron/ bamboo support at different places in Balangir	10 Nos.
		(v) Online publicity through social networking site like Facebook, X, Instagram for public awareness of the Mela and its designs.  Daily at least 5 posts/ updates of photos/ ad films on customer feedback, stall review on different social media platforms (minimum 80 likes per day)	1 package
<b>B</b>	<b>Media management</b>	Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies of both print and electronic media along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper.	3 Nos.
<b>C</b>	<b>Documentation (Photography &amp; Videography)</b>	(i) Video Documentation (1 copies of pen drive to be submitted) Small documentary film of the event (starting from Inauguration to closing ceremony) 10 minutes with voice over in 10 minutes documentary film for entire event.	1 package
		(ii) Seven Video Camera (HDV) with online set up for live telecast of stage program in the Mela ground through LCD projector and in YouTube and Social media for the entire period/	1 package
		(iii) Still Photography of 4" X 6' size @ 2 Pcs. of each snap	100 Pcs.

Sl. No.	Work	Particulars of the work	Quantities (tentative)
		(iv) L.C.D screen (For the entire event with four (4) LCD at four location) Size – 8ft x 6ft	4 Nos.
		(v) C.C. Camera / TV along with operator (For the entire event with sixty (60) CC camera)	40 Nos.
<b>D</b>	<b>Security services</b>	(i) Guard with Lathi (Rate Per Shift -8 Hour) (20 guard per shift X 3 shift per day X 7 Days = 420 nos)	420 Nos.
		(ii) Supervisor (Rate Per Shift- 8 Hour) (1 supervisor per shift X 3 shift per day X 7 Days = 21 nos)	21 Nos.
<b>E</b>	<b>Cultural programme:</b> Basic arrangement of Lights, Sounds, Truss and Generator for the stage (as per details specifications mentioned in the tender document)	(i) Quiz/ essay writing competition (1 nos.) (Day time)	1 package
		(ii) Drawing competition (1 nos.) (Day time)	
		(iii) Odishi Dance by Artist of national Repute (on first day of the event)	
		(iv) Musical Night by Singers/ Artists having local(within the Odisha) prominence (on second day of the event)	
		(v) Ghumura /Local	
		(vi) Kuchipudi, Odishi, Sambalpuri & Mahari	
		(vii) Ghoda Nacha & Bhaga Nurtya	
		(viii) Pala & Daskathia	
		(ix) Comedy show (By Artist of state level repute)	
		(x) Melody Evening- Hindi & Odia by Eminent Ollywood singers	
		(xi) Bhajan Night By Eminent Ollywood Artists	
		(xii) Byanga Kabi Samilani	
		(xiii) Sambalpuri Night	
		(xiv) Gotipua & Chau Dance	
<b>G</b>	<b>Printing works</b>	(i) Identity Card with cover and printed lanyard	500
		(ii) Invitation card with envelope	200
		(iii) Certificat	250
<b>H</b>	<b>Pantry- Catering services</b>	(i) Providing mineral water, Tea, Coffee, Snacks, Tiffin to the Guest/ Delegates/ Officials at Coordination cell and SHG/PG/PC/FPO Mela Participants during the event as per the order of the Mela in-charge	As required
		(ii) Mineral water (ISI Marked) - Rate per 500 ml bottle	As required
		(iii) Mineral water (ISI Marked) - Rate per 1 ltr bottle	As required
		(iv) Tea / Coffee- Rate per cup	As required
		(v) Snacks (Category-I)- Dry fruits (for VIP & VVIP) - (Roasted & salted Cashew & Pista/Almond, Salted bakery biscuits, chips, Sev bhaji)	As required
		(vi) Snacks (Category-II)- Tiffin (for Staff) (1 Bada, 1 Samosa, 1 Alu chap & 2 sweet) Rate per plate	As required

### **3. Special requirements for documentation:**

#### **3.1. Still Photography:**

- 3.1.1. A good full frame DSLR Camera for high resolution photography to be used. The photo shall be of excellent quality, so that it can be used, for documentation purpose.
- 3.1.2. The still photographs shall cover all aspects of Inaugural & Validation function, Gate & Stage, Stalls, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Product Photographs, Cultural Programmes etc. 2 sets of still photos in mat finishing paper of 4" X 6" size in an album with digital copy in an external hard disk shall be submitted within 10 days of the completion of the event.

#### **3.2. Videography:**

- 3.2.1 The entire event will be video documented in Digital High-Definition Video (HDV) Camera.
- 3.2.2 A small documentary film/movie of the mela with minimum 10 minutes duration shall be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Stalls, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Cultural Programmes etc. This shall be done with video editing, applying special effects, music, voice over and necessary sound editing. The duration of the movie may be more depending the days of the mela& decision of the organizer.
- 3.2.3 One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground through LCD screens and social media, YouTube.
- 3.2.4 During final post production and final preview of the documentary, the same shall be made in consultation with Mission Shakti officials.
- 3.2.5 The digital copy of all videography of the Mela events shall be submitted within 10 days of the completion of the event in an external hard disk on proper receipt.
- 3.2.6 The documentary film of the Mela shall be submitted in office within 10 days of the completion of the event on proper receipt in an external hard disk.

#### **3.3. Report on Mission Shakti Mela 2025**

- 3.3.1. Three copies of spiral-bound-colored printed reports (50 pages each) mentioning the entire events of the Mela, stalls, participants, activities etc. shall be submitted in office within 10 days of the completion of the event on proper receipt.
- 3.3.2. Copies of all audio, video, recordings, photographs, newspaper publications, etc. shall be submitted by the agency in Hard Disc Drive. These materials will be the intellectual properties of Zilla Parishad Balangir.
- 3.3.3. The report shall be made in joint verification of the works done by personnel of Zilla Parishad Balangir and the agency.

## SECTION: IV

### TECHNICAL BID

- 1. Technical qualification criteria:** The technical qualifications required for submission of bids are mentioned below. The bidders need to read the same carefully and submit the documentary proof of fulfillment of the qualifications in the sequence mentioned below.

#### TECHNICAL BID QUALIFICATION CRITERIA

Sl. No.	Technical qualification criteria	Documentary Evidence
1.1.	<b>Registration:</b> The bidder must be a <b>registered entity with a competent authority for organizing activities relating to Event Management etc.</b> and must have a valid registration certificate	Certificates of <b>Registration / Incorporation with the competent authority with validity up to the date</b>
	1.2.	<b>PAN &amp; GSTIN:</b> The bidder must have PAN and GST (GSTIN) registration
1.3.		<b>Experience:</b> (i) The Bidder should have been experience of providing Event Management Services to the Central/ State Government, having experience of Event Management in national and international events organized by Government in last five years as on Jan 31, 2025.
	(ii) The bidder must have completed at least one Event Management work (Single work order), having value not less than ₹ 19.00 lakh in last five years	-do-
1.4.	<b>Turnover:</b> The agency should have an average annual yearly turnover of <b>₹ 50.00 lakh</b> in the Financial Year : 2021-2022, 2022-2023 & 2023-2024	<b>Audited Balance Sheet &amp; Turnover Certificate</b> issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income
	1.5.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government
1.6.	The bidder should be a license holder of <b>Private Securities Regulation Act (PSARA)</b> . Applying for security service, party must be submitted registration of firms or related documents.	Valid license of PSARA

- 2. Manner of submission of Bid:** The bidder has to furnish the bid in four envelopes, i.e., Envelope-1 containing 'Pre-bid documents', Envelope-2, containing 'Technical Bid documents', Envelope-3 containing Financial Bid document and Envelope-4, containing Envelope, 1, 2 and 3.

**PROCEDURE TO BE FOLLOWED TO SUBMIT THE BID**

Sl. No.	Envelope No.	What to contain	How the envelope is to be labeled
2.1.	<b>Envelope-1</b>	(i) Covering letter in the format at <b>Annexure-A</b> (ii) Information in the format at <b>Annexure-B</b> along with the documents	<b>Envelope-1- Pre-Bid –Selection of Event Management Agency for Mission Shakti Mela-2025</b>
2.2.	<b>Envelope-2</b>	Information in the format at <b>Annexure-C</b> along with the documents	<b>Envelope-2-Technical Bid – Selection of Event Management Agency for Mission Shakti Mela-2025</b>
2.3.	<b>Envelope-3</b>	Financial bid document	<b>Envelope-3- Financial Bid for Selection of Event Management Agency for Mission Shakti Mela-2025</b>
2.4.	<b>Envelope-4</b>	Sealed envelope 1, 2 and 3	<b>BID for selection of Event Management Agency for Mission Shakti Mela, 2025</b>

**3. General checklist of documents to be submitted by the bidder**

Each page of the documents to be signed with the organizational seal of the bidder.

Sl. No.	Particular of the document	Remark
3.1.	Covering letter in the Bidder's letterhead requesting to participate in the tender	Envelope No. 1
3.2.	Copy of Certificates of <b>Registration / Incorporation with the competent authority with validity up to the date</b>	
3.3.	Bid-processing fee (non-refundable) for ₹ 11,800/- (inclusive of taxes) in shape of Bank Draft drawn in favour of " <b>District Social Welfare Officer, Balangir</b> ", payable at Balangir.  Non-submission of Bid Processing Fees shall entail the proposal to be rejected.	
3.4.	EMD for ₹ 50,000/- (Rupees fifty thousand) only, in shape of Bank Draft drawn in favour of " <b>District Social Welfare Officer, Balangir</b> ", payable at Balangir Or, In case the bidder has been exempted from paying EMD under any valid law/ guidelines/ order of a competent authority, the self-attested copy of such document  Non-submission of EMD amount in the prescribed manner or valid document in support of claim for exemption shall entail the proposal to be rejected.	
3.5.	Copy of PAN	
3.6.	Copy of GSTIN registration	

Sl. No.	Particular of the document	Remark
3.7.	Experience certificates (arranged in ascending order, year-wise)	Envelope No.2
3.8.	Audited balance sheet of the firm issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income from Financial Year 2021-2022, 2022-2023 & 2023-2024 (arranged in ascending order, year-wise)	
3.9.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	
3.10.	Financial Bid document	Envelope No. 3
3.11.	Envelope 1, 2 and 3	Envelope No. 4

**4. Indicative description of the elements of the presentation to be done by the bidder during technical presentation by qualified bidders:**

- 4.1. Visual presentation of the best performance of the bidder in the past.
- 4.2. Any other innovation, quality improvement and aesthetics.

**5. Methodology of Evaluation – Open Tender**

- 5.1. The selection shall be based on open tender with the lowest price.
- 5.2. The bidders who qualified in the technical bid should be eligible for financial bids.
- 5.3. Financial Bid will only be opened in case of those parties who meet all the technical specifications/requirements and terms and conditions of by committee.

**6. Award of Contract:**

The office will intimate the successful bidder by issuing an offer letter/workorder. In case the successful bidder fails, the EMD furnished by the bidder shall be forfeited. The office may invite the second most successful bidder to execute the project at the prices of the successful bidder. If the negotiation with the second most successful bidder fails, the office will cancel the bidding procedure and re-invite the bid (*Sub-contracting is not allowed under this assignment*).

**7. Other Terms & Conditions:**

- 7.1. Bidder shall depute adequate staff for execution & supervision of the workalong with the list of professional employees and consultants of the firm having experience in the required area. The supervision work at site will be done constantly by the qualified staff employed by Bidder.
- 7.2. The Tender will not be responsible for any occurrence like theft & missing of any articles while deployment of guardsby the agency during the mela period.
- 7.3. In case of any occurrence of theft, the Agency will conduct proper inquiry.
- 7.4. During inquiry, if it is found that any fault or lapses on the part of security personnel is there for such theft, the Agency will be responsible to pay the amount of loss towards theft of any article during the mela period from the premises.
- 7.5. Arrangement of lodging, boarding &logistics of the guards during the mela period will be the responsibility of the Agency.

- 7.6. The rate offered by the agency shall be including of GST & other Taxes.
- 7.7. The Agency shall open its own office in the mela ground with required manpower to coordinate all their activities & to handle any work to be assigned during the event by the authority.
- 7.8. The bidder shall quote their price for all the items without leaving any column / row blank.
- 7.9. The payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Committee. The agency shall not use any additional materials other than the types of materials specified in the work order without the prior permission of the Tender. In case of any additional requirement or modified material, the agency has to take the prior written permission from the Tender.
- 7.10. The agency shall be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the Tender.
- 7.11. The successful bidder of the contract will have to deposit a Performance Security of Bank Guarantee drawn in favour of "DSWO, 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 2<sup>nd</sup> 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.

**8.0 Disclosure:**

8.0 Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.

- 8.1 Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- 8.2 Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- 8.2.1 Criminal offence or other serious offence punishable under the law of the land, or where, they have been found by any regulator or professional body to have committed professional misconduct;
- 8.2.2 Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- 8.2.3 Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**9.1 Anti-corruption Measure:**

9.2 Any effort by Bidder(s) to influence the Dept. in the evaluation and ranking of financial bids, and recommendation for award of contract, will result in the rejection of the bid.

9.3 A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Dept. shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**10. Legal Jurisdiction:**

Legal disputes are subject to the jurisdiction of civil court of Balangir only.

**11. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages, thereafter the Office holds the option for cancellation of the contract for pending activities and complete the same through any other agency. The Office may deduct such amount from any payment or payment become due to bidder for such work executed through any other agency. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Dept. and the bidder under this contract will be governed by the prevailing laws of Govt of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ **1% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment.

**12. Tender's right to accept any bid and to reject any oral bid(s)**

The Dept. reserves the right to accept or reject any bid, and to annul or amend the bidding /selection / evaluation process and reject all bids at any time prior to award of contract, without assigning any reason thereof and thereby shall not incur any liability to the bidders. Misrepresentation/improper response by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the bids have been opened and the successful Bid gets disqualified/rejected, then the Tender reserves the right to consider the next most successful bidder, or take any other measure as may be deemed fit in the sole discretion of the Tender, including annulment of the selection Process.

**13. Number of Bids:**

Each Bidder shall submit only one (1) bid, in response to this TENDER. Any bidder who submits or participates in more than one bid shall be disqualified. The bidder shall be responsible for all costs associated with the preparation of its bid and its participation in the bidding process.

**SECTION-V**

**FINANCIAL BID**

The bidder shall submit financial bid in the following format under the letterhead of the bidder

**COVERING LETTER (In Bidders Letter Head)**

To:

[Location, Date]

**The CDO-cum-EO, Zilla Parishad, Balangir**

Sub: **Submission of Financial Bid for Event Management Services of Mission Shakti Mela 2025**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures\*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
<b>A: Advertisement &amp; Publicity</b>					
1	<b>Design Development-</b> Development 10 second Ad. Film and 20 second Radio jingle for placing of advertisement in electronic media.	Lump sum		1 Package	
2	<b>Road median branding (6 feet x 3 feet)</b>	Pcs.		200 pcs	
3	<b>Auto-rickshaw back branding (sticker size 3 x 2 feet) on eco-solvent print material</b>	Pcs.		100 Pcs	
4	<b>Plain hoarding:</b> Printing and installation of hoardings in size 10 x 12 feet in flex, mounted on iron frame and fixed with iron/ bamboo support at different places in Balangir	Pcs.		10	

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
5	Online publicity through social networking site like Facebook, X, Instagram for public awareness of the Mela and its designs.  Daily at least 5 posts/ updates of photos/ ad films on customer feedback, stall review on different social media platforms (minimum 80 likes per day)	Lump sum		1 package	
<b>B. Media Management:</b>					
1	Conducting Press conference by inviting minimum 25 accredited journalists attached to reputed news agencies of both print and electronic media along with arrangements for refreshment & issue of media kits. Writing of daily press news and release of the same in newspaper.	Rate per press conference		3 Nos.	
<b>C: Documentation (Photography &amp; Videography)</b>					
1	Video Documentation (1 copies of Pen drive to be submitted) Small documentary film of the event (starting from Inauguration to closing ceremony) 10 minutes with voice over in 10 minutes documentary film for entire event.	Lump sum		1 package	
2	Three Video Camera (HDV) with online set up for live telecast of stage program in the Mela ground through LCD projector for the entire event period	Lump sum		1 package	
3	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap		100	
4	L.C.D Projector along with operator (For the entire event with four (4) LCD at four location)	Rate per LCD		4	
5	C.C. Camera / TV along	Rate per		40	

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
	with operator (For the entire event with twenty (40) CC camera)	Camera			
<b>C</b>	<b>Security Services</b>				
1	Guard with Lathi (Rate Per Shift -8 Hour) (12 guard per shift X 3 shift per day X 7 Days = 420 nos)	Rate per guard/ shift		420 nos	
2	Supervisor (Rate Per Shift-8 Hour) (1 supervisor per shift X 3 shift per day X 7 Days = 21 nos)	Rate per supervisor /Shift		21 nos	
<b>D</b>	<b>Cultural Programme</b> (Rate per day/ Package)				
1	Odishi Dance/Sambalpuri by Artist of International Repute (on first day of the event)			1 package	
2	Musical Night by Singers/ Artists having National Prominence (on second day of the event)			1 package	
3	Jodi Sankha, Dhola Mahuri, local folk,Ranapa,Ghumura			1 package	
4	Kuchipudi, Odishi, Sambalpuri Dance			1 package	
5	Dulduli,Ghoda Nacha & Bhaga Nurtya			1 package	
6	Hindi and Odia Sayari with eminent artist and One act play			1 package	
7	Standup Comedy show (By Artist of national repute)			1 package	
8	Melody Evening- Hindi & Odia by Eminent Ollywood singers			1 package	
9	Night (by Eminent singers of national repute)			1 package	
10	Bhajan Night By Eminent Ollywood Artists			1 package	
11	Byanga Kabi Samilani			1 package	
12	Sambalpuri Night with eminent singer			1 package	
13	Melody Evening- Hindi & Odia by Emine Ollywood			1 package	

Sl. No.	Items	Unit	Mission Shakti Mela		
			Rate per Unit/ sq. ft/ spot	Quantity (Pcs. / Package)	Total Amount [In Rs.] Including GST
	Singers				
14	Gotipua & Chau Dance			1 package	
15	Local dance and song troop			1 package	
16	Anchor ( 2 Nos )			1 package	
<b>F</b>	<b>Printing Works</b>				
1	Identity Card with cover and neck cord	Rate per pcs		500	
2	Invitation Card with Envelop	Rate per pcs		200	
3	Certificate	Rate per pcs		250	
<b>G</b>	<b>Pantry Services</b> Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin to the Guests delegates/ Officials at Coordination cell and SHG/PG/PC/FPO Mela Participants during the event as per the order of the Mela in-charge			1 package	
1	Mineral water (ISI Marked) - Rate per 500 ml bottle	Rate per bottle		1 package	
2	Mineral water (ISI Marked) - Rate per 1 liter. bottle	Rate per bottle		1 package	
3	Tea / Coffee- Rate per cup	Rate per plate		1 package	
4	Snacks (Category-I)- Dry fruits (for VIP & VVIP) - (Roasted & salted Cashew & Pista/Almond, Salted bakery biscuits, chips, Seo bhaji)	Rate per Plate		1 package	
5	Snacks (Category-II)- Tiffin (for Staff) (1 Bada, 1 Samosa, 1 Alu chap & 2 sweet) Rate per plate	Rate per plate		1 package	
<b>Grand Total [Mission Shakti Mela] Including GST &amp; Other Taxes</b>					

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any Bid you receive.  
I remain,

Yours faithfully,

**Authorized Signatory [*In full and initials*]:**  
**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

SECTION-VI

ANNEXURES

Annexure-A

(Letter head of the Bidder's organization)

No. \_\_\_\_\_

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

To: The CDO-cum-EO, Zilla Parishad, Balangir

Subject: Submission of proposal for participation in the tender for selection of Event Management Agency for Mission Shakti Mela, 2025

Reference: Zilla Parishad Office Tender No. \_\_\_\_\_ dated \_\_\_\_\_.

Madam,

**PART-I: Willingness to participate in the Tender**

In reference to the above, I/ we, express my/ our willingness to participate in the Tender mentioned under reference. I/ we will abide by all the terms and conditions and hereby submit the tender Paper in the manner prescribed.

**PART-II: Declaration**

I/ we further declare that I/ we have not been blacklisted by any Central/ State Government for organizing any work of Event Management or otherwise.

Regards.

Signature

Name:

Designation:

Seal of the organization

## Annexure-B

### FORMAT FOR SUBMISSION OF PRE-BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

Bidder has to furnish information with supporting documents in the following format for pre-bid qualification in Envelope-1.

Sl. No.	Description	Full Details
1.1.	<b>Name of the Bidder</b>	
1.2.	<b>Address for communication:</b> Tel: Fax: Email id:	
1.3.	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. Email id:	
1.4.	<b>Registration/ Incorporation Details</b> Registration No: Date & Year.:	
1.5.	<b>Contact details of the local office in Odisha (Address, Mail Id &amp; Telephone Number)</b>	
1.6.	<b>Bid Processing Fee Details</b> Amount: DD No: Date: Name of the Bank:	
1.7.	<b>EMD Details</b> Amount: DD No.: Date: Name of the Bank:	
1.8.	PAN Number	
1.9.	Goods and Services Tax Identification Number (GSTIN)	
1.10.	Willing to carry out assignments as per the scope of work of the TENDER	YES
1.11.	Willing to accept all the terms and conditions as specified in the TENDER	YES

**Authorized Signatory [In full and initials]:** \_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_

## Annexure-C

The bidder has to submit information along with documents in the following format for evaluation of Technical Bid after qualifying in the Pre-Bid. Technical Bid:

### FORMAT FOR SUBMISSION OF TECHNICAL-BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

#### Part-I: Turn-over of the bidder in the previous financial years

Details	FINANCIAL YEAR			Figures in ₹ lakh
	2021-2022	2022-2023	2023-2024	Average turn-over
Turnover from event management services				

**Supporting Documents:**

1. Audited and certified financial statements under the signature of a CA, for the above-mentioned period for each financial year to be submitted
2. The statement should be signed by the bidder on each page.

*Signature and Seal of the Chartered Accountant with Date in original:*

Signature of the Authorized Signatory of the bidder [With Date and Seal]: \_\_\_\_\_

[NB: No Scanned Signature will be entertained]

#### Part-II: Information on past experience of the Bidder in Event Management works

Sl. No.	Year	Name of the assignment	Name of the Dept/ Govt organization	Contract value	Period (mention dated) and duration (mention no. of days)	Date of award of work	Date of completion of the work	Remark (if any)

(More rows may be added if required)

Signature of the Authorized Signatory [With Date and Seal]: \_\_\_\_\_

#### Part-III: Information regarding any conflicting activities and declaration thereof

##### DECLARATION

1. I, hereby declare that our agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in the tender document.
2. I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected/ terminated by the Dept. which shall be binding and abided fully.

Signature of the Authorized Signatory [With Date and Seal]: \_\_\_\_\_



ମିଶନ  
**ଶକ୍ତି**

# MISSION SHAKTI MELA

Notice of tender for selection of  
**Tentage Agency**

No. 16

Date: 14.02.2025

**Government of Odisha**  
**Department of Mission Shakti**  
**ZILLA PARISHAD OFFICE, BALANGIR**

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## Section-I

### DISCLAIMER

Mission Shakti Department is organizing exhibition of products of Women Self Help Groups of the State in February- March, 2025. The exhibition will be a platform of sellers and buyers of SHG products. Several cultural activities shall be organized.

For the above purpose, Government of Odisha, Mission Shakti Department intends to select appropriate agencies to manage tentage through tenders. The purpose of this Tender document is to provide interested parties with information that may be useful to them in the formulation of their bid for qualification and selection.

This document includes statements, which reflect various assumptions and assessments arrived at by the Dept. in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This Tender may not be appropriate for all persons, and it is not possible for the Dept., its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this Tender. This document is neither an agreement nor it guarantees any firm/ person/ bidder of issue of any work order.

This Tender is not an agreement and is neither an offer nor invitation by the Dept. to the prospective bidders or any other person. Each bidder shall conduct its own investigations & analysis and shall check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document. The Tender accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. This Dept. shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account to anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender and any assumptions, assessments, statements or information contained therein or deemed to form part of this Tender or arising in anyway in the Selection process. The Dept. also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this Tender. The issue of this Tender does not imply that the Dept. is bound to select and shortlist any bid. The Dept. reserves the right to reject all or any of the bids without assigning any reasons whatsoever at any stage of the bid.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Dept. or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and the Dept. shall not be liable in any manner whatsoever for the same or for any other cost or other expenses incurred by the bidder in preparation / submission of the bid, regardless of the conductor outcome of the Bidding Process.

The Dept. shall be the sole and final authority with respect to selection of an agency through this Tender.

\*\*\*\*\*

## SECTION:II

## NOTICE INVITING TENDER


**ZILLA PARISHAD OFFICE,  
BALANGIR**

Zilla Parishad Office  
Balangir -767001  
E-mail: ori-dbolangir@nic.in

No. 16 Date 14.02.2025

**NOTICE INVITING TENDER**

16 / Date: 14.02.2025: CDO-cum-EO, Zilla Parishad Office, Balangir invites sealed tenders from competent firms/ persons/ entities, etc. to carry out tentage work for organization of Mission Shakti Mela- 2025 at Koshal Kala Mandap, Balangir from 28<sup>th</sup> Feb to 06<sup>th</sup> March'2025. Bidders are requested to go through the tender document carefully and submit bids.

**Tender schedule and important information to the bidders**

Sl. No.	Particular	Details
1	Name of the work	Selection of Agency for Tentage for organization of Mission Shakti Mela- 2025, Koshal Kalamandal Ground, Balangir
2	Method of selection	Open Tender by L1
3	Date of issue of notification	14.02.2025
4	Date, time and e-mail id for submission of queries for pre-bid meeting	Date: 17.02.2025, Time: 1.00PM ori-dbolangir@gmail.com
5	Date, time and place of pre-bid meeting	19.02.2025, 2.00 PM in Conference Hall of Zilla Parishad Balangir
6	Last date and time for submission of bid	22.02.2025 (Up to 3:00PM) through SPEED/Reg. Post ONLY. No bid shall be collected by any other means
7	Date, time & place of opening of technical bid and preparation of list of qualified bidders	24.02.2025 at 4.00 PM in the Conference Hall, Zilla Parishad Conference hall Balangir.
8	Date, time and place of presentation on theme and design by the qualified bidders	24.02.2025 at 5.00 PM in the Conference Hall, Zilla Parishad Conference Hall Balangir
9	Date, time and place of opening of Financial Bids of qualified bidders	24.02.2025 at 5.30 PM in the Conference Hall, Zilla Parishad Conference Hall Balangir
10	Bid Processing Fee (Non-Refundable)	₹ 10,000/- + GST-18 %= ₹ 11,800/- in shape of Demand Draft in favour of "District Social Welfare Officer Balangir" drawn in any scheduled commercial bank payable at Balangir
11	Earnest Money Deposit (EMD) (Refundable)	₹ 50,000/- (Rupees Fifty Thousand) in shape of Demand Draft in favour of "District Social Welfare Officer Balangir" drawn in any scheduled commercial bank payable at Balangir
12	Address & mode for delivery of Bid Processing Fees and EMD by Speed Post only	<b>Address:</b> District Mission Shakti Office, Near Women Collage, Balangir Balangir, Pin-767001 <b>Mode of delivery:</b> Only through SPEED POST/Reg. Post.

14/02/25  
CDO-cum-EO, Zilla Parishad, Balangir

**SECTION-III**

**SCOPE OF THE WORK**

**1. About the Mission Shakti Mela, 2025**

The scope of the work under this tender shall include the elements mentioned below. However, the quantities mentioned under the elements are tentative, may likely to increase or decrease.

**2. Scope of the work:** The scope of the works includes erection of tents and carrying out allied works, as follows.

Sl. No.	Particulars of the work
(i)	Ground layout
(ii)	Construction of temporary stall for exhibition of SHG products
(iii)	Construction of 3D Design stage, Gate and Mela Secretariat
(iv)	Construction of stall stalls for Food court- 20 stalls
(v)	Set up of Food Court Arena
(vi)	Running facia with vinyl board mounted on steel frame
(vii)	Branding inside the stalls in 3 walls
(viii)	Sitting arrangement for participants in stalls
(ix)	Sitting arrangement for audience near stage and stalls
(x)	Ground electrification
(xi)	Installation of temporary toilets
(xii)	Decoration of walls
(xiii)	Other miscellaneous works

**3. Detailed specification of the works:**

3.1. **Ground layout:** This work includes leveling of the ground for Mela area and parking areas. The bidder needs to inspect the Mela ground and submit layout plan in their bids indicating the map of the different functional areas of the Mela in the bid in shape of presentation.

3.2. **Construction of temporary stalls:** Temporary stalls for the following purposes and with the specifications mentioned for each are required to be prepared.

**3.2.1. Stalls for exhibition of SHG products: 150 stalls to be erected**

Sl. No.	Particulars	Specification
a)	Structure	Material: Bamboo Structure ( <i>with Anti Fire Chemical Treatment</i> ), Stall size 10 feet x 10 feet- 150 stalls Size of each stall – 10' X 10' with tarpaulin water proof roofing
b)	Flooring	Wooden plank platform of 6" height from the ground covering with new synthetic carpet matting in entire stall area.
c)	Ceiling & Wall	Three sides including partition walls of stall will be covered with white new cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. ( <b>All New White Cotton Clothes to Be Used</b> )
d)	Racks	Three tire wooden/Iron 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 new white cloth. The space of below racks will be used for storage of goods.
e)	Facia	An <b>Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.]</b> . The facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting]. A running white cloth jhallar of 1' width will be putted in the front side, below to the facia frame. Flex facia will be printed by the agency/firm/ decorator as per the design to be given by the authority.

Sl. No.	Particulars	Specification
f)	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic molded Chair -2 nos.
g)	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & on/off switch for use in night time after closing, Ceiling Fan-1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
h)	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning state's name should be pasted on each stall.
i)	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
j)	Anti-Fire Chemical Treatment	The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

### 3.3. Mela Secretariat (with office space, guest lounge, conference room, toilet and pantry)

Sl. No.	Particulars	Specifications
a)	Size	One composite structure with size, 30 feet x 30 feet approx. Built by iron/bamboo, cloth, ply board etc. The tentative floor plan of the Mela Secretariat is at <b>Annexure-D</b> .
b)	Ceiling and wall	Ceiling to be done using new cloth, properly stretched on wooden baton frames, fitted with ceiling lights and fan
c)	Doors and windows	Glass/ PVC/ Ply doors and windows to be fixed to the rooms as in the plan.
d)	Flooring	Ply board to be laid on the floor on a platform raised adequately, covered with new synthetic carpet. Door mat to be placed near each door on the floor.
e)	Bio toilet	1 for gents and 1 for ladies
f)	Furniture and fitting	Details given at <b>Annexure-E</b> .
g)	Closures	Two Aluminum frame glass fitted door shall be fitted in the main entrance and exit of the Coordination Cell for night closing.
h)	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with Thermocool lettering and Thermocool panels at the entrance (written in English & Odia).
i)	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical. A/C
j)	<b>Air Condition</b>	5 nos. of Air Condition should be installed in the VIP Lounge.
k)	<b>Misc.</b>	1 no. refrigerator and 1 no. Big Almira with locker facility should be provided.

### 3.4. Gate:

Sl. No.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
a	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates with following the <b>technical specification</b> and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect.
b	Size	Pillars height will be of 12' to 14' with 16' cleared width	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of

Sl. No.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
		between the pillars, length 25' and width of pillar will be 4' all around.	pillar will be 4' all around.
c	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of Paris with Thermocool sculptures etc. design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
e	Flower decoration	Live flower chains will be put in the gates and the same should be changed every alternate day.	Live flower chains will be put in the gates and the same should be changed every alternate day
f	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.

3.5. **Decorative walls:** Decorative wall of batten framing, hessian cloth mounting and paintings be done *Geru* with traditional *chita* painting on side walls.

### 3.6. Stage:

Sl. No.	Particulars	Specification
a)	Structure	Iron fabricated structure 80' x 60' size & height from ground surface 5' with plywood floor of 19 mm thickness ply with following the <b>technical specification</b> and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect.
b)	Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
c)	Back Drop	Artistic 3D structured stage as per approved design with following the <b>technical specification</b> and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect. Size of background will be 80' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).
d)	Lettering	Thermos cool lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.
e)	Side Wings	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.
f)	Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.
g)	Flower Plant pots	Minimum 100 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.

Sl. No.	Particulars	Specification																																																				
h)	Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.																																																				
i)	Furniture	12 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 12 no. good quality borosil glasses with covers, Plastic name plates – 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.																																																				
j)	Light & Sound	<p>Specification for light:</p> <table border="1"> <tr> <td>i) PAR-64-1000 wt. (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td> <td>50 nos.</td> </tr> <tr> <td>ii) Galileo Scanner-1200 wt. (SGM)</td> <td>4 nos.</td> </tr> <tr> <td>iii) Multi twenty- 2K</td> <td>6 nos.</td> </tr> <tr> <td>iv) Multi ten- 1K</td> <td>4 nos.</td> </tr> <tr> <td>v) Jumbo Smoke Machine</td> <td>2 nos.</td> </tr> <tr> <td>vi) Jumbo Strobe Light</td> <td>2 nos.</td> </tr> <tr> <td>vii) 1 Colour Laser</td> <td>2 nos.</td> </tr> <tr> <td>viii) Moving Head (SGM)</td> <td>2 nos.</td> </tr> <tr> <td>ix) Led Par</td> <td>10 nos.</td> </tr> <tr> <td>x) Halogen 1kw</td> <td>10 nos.</td> </tr> </table> <p>Specification For Sound:</p> <table border="1"> <tr> <td>i) Bass Bin</td> <td>2 nos.</td> </tr> <tr> <td>ii) High range top box (pee-vay/JBL, 400wt.)</td> <td>4 nos.</td> </tr> <tr> <td>iii) High range frequency box (Pee-vay/JBL)</td> <td>4 nos.</td> </tr> <tr> <td>iv) HF box</td> <td>4 nos.</td> </tr> <tr> <td>v) Cordless Micro Phone</td> <td>2 nos.</td> </tr> <tr> <td>vi) Cord Micro Phone</td> <td>6 nos.</td> </tr> <tr> <td>vii) 24 channel Mixture</td> <td>1 no.</td> </tr> <tr> <td>viii) High wattage amplifier</td> <td>4 nos.</td> </tr> <tr> <td>ix) Effect processor</td> <td>1 no.</td> </tr> <tr> <td>x) 3 kw stabilizer</td> <td>3 nos.</td> </tr> <tr> <td>xi) DVD Player</td> <td>1 no.</td> </tr> <tr> <td>xii) Stereo Deck</td> <td>1 no.</td> </tr> <tr> <td>xiii) Meeting Microphone (Anti feedback microphone)</td> <td>2 nos.</td> </tr> <tr> <td>xiv) Standing Box Audience capturing</td> <td>4 nos.</td> </tr> <tr> <td>xv) Stage Monitor Box</td> <td>4 nos.</td> </tr> <tr> <td>xvi) Singer Micro Phone</td> <td>2 nos.</td> </tr> </table>	i) PAR-64-1000 wt. (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.	ii) Galileo Scanner-1200 wt. (SGM)	4 nos.	iii) Multi twenty- 2K	6 nos.	iv) Multi ten- 1K	4 nos.	v) Jumbo Smoke Machine	2 nos.	vi) Jumbo Strobe Light	2 nos.	vii) 1 Colour Laser	2 nos.	viii) Moving Head (SGM)	2 nos.	ix) Led Par	10 nos.	x) Halogen 1kw	10 nos.	i) Bass Bin	2 nos.	ii) High range top box (pee-vay/JBL, 400wt.)	4 nos.	iii) High range frequency box (Pee-vay/JBL)	4 nos.	iv) HF box	4 nos.	v) Cordless Micro Phone	2 nos.	vi) Cord Micro Phone	6 nos.	vii) 24 channel Mixture	1 no.	viii) High wattage amplifier	4 nos.	ix) Effect processor	1 no.	x) 3 kw stabilizer	3 nos.	xi) DVD Player	1 no.	xii) Stereo Deck	1 no.	xiii) Meeting Microphone (Anti feedback microphone)	2 nos.	xiv) Standing Box Audience capturing	4 nos.	xv) Stage Monitor Box	4 nos.	xvi) Singer Micro Phone	2 nos.
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k)	Green Room	Two rooms to be created with 10 x 15 feet size, one each for gents and ladies. Superstructure with bamboo, Ballha & Tarpaulin cover for two green rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with. 20 armless plastic moulded chair to be given @ 10 in each room.																																																				
l)	Bio-toilet	2 toilets (one for gents and one for ladies) to be attached to Green Room for Gents and Ladies																																																				
m)	Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.																																																				

Sl. No.	Particulars	Specification
n)	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical.

### 3.7. Seating arrangement in front of the stage:

Sl. No.	Particulars	Specification
a)	Sofa	Front line of the stage to be provided with 6 no. Double sofa with white cover, 4 single sofa with white cover, 4 no. of Tea-poy with white cover
b)	Chair	Six hundred (600) no. of plastic moulded chairs, 10 no. of steel double sofa with white cover, 5 numbers of tea-poy with white cover
b)	Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
c)	Matting	Red net matting in sitting area.

### 3.8. Food court stalls:

Sn.	Particulars	Specifications
a)	Structure	(i) <b>Food Stall</b> Bamboo (3 to 6 inch) & cloth ( <b>Anti Fire Chemical Treatment</b> ) structure, Size of Each Stall – 10' X 10' With Tarpaulin Water Proof Roofing. (ii) <b>Kitchen Shed:</b> Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall.
b)	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
c)	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. ( <b>all new white cotton clothes to be used</b> )
d)	Racks	Three tire racks, if required. 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.
e)	Facia	A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' 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 fascia frame.
f)	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
g)	Electric Fittings	T5 Light – 3 no. (2 number of 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. 1 no. of 5 Amp Plug Point, if required.
h)	Closures	Front Cloth Drops/Screens Daily to be done
i)	Water supply	Water line connection to each kitchen shed with sink fixing
j)	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical.

### 3.9. Dining area near food court:

Sl. No.	Particulars	Work Specifications
a)	Size	50 ft X 75 ft.
b)	Flooring	Red net carpet over the entire area
c)	Furniture	30 round table with frill and cover, 100 no. of banquet chair with white cover

d)	Barricading	Decorative metal/ bamboo truss barricading of 3 feet height with red color cover at entry and exit passage
e)	Dustbin	30 no. of push-swing type dustbins
f)	Closures	Two wooden frame ply fitted door shall be fitted in the main Entrance & Exit of the Dining Hall for night closing.
g)	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.

### 3.10. Live Demonstration Mandap

Live Demonstration Mandap will be erected at the different places in side the exhibition ground. On the Mandap some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for erection each Mandap (Minimum two) as per the specifications mentioned below.

Sr.	Particulars	Work Specifications
A	Design & Structure	Bamboo & Cloth Structure, four sides open 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhaller placed at the bottom of the fascia. Design and material should be used as enclosed design.
B	Size	20 'X 20'
C	Flooring	1 ft. wooden platform with Full floor Durry matting.
D	Ceiling	Tarpaulin water proof roofing and white cloth ceiling properly Stretched & running fascia as same as stall fascia.
E	Barricading	4' height bamboo barricade covered with cloth on all sides of the stall
G	Electric Fittings	Fitting: 8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement

- 3.11. **Cleaning and sanitation:** 100 Dustbins of 3 feet height, are to be placed at strategic points, garbage to be lifted from time to time.
- 3.12. **Net carpeting:** Entire Mela ground to be carpeted by new net carpets of red color and daily maintenance of the same through sweeping and garbage collection.
- 3.13. **Temporary toilets:** 20 no. of temporary urinal-cum-toilet (10 each for men and women) are to be set up with all sanitary fittings in the Mela ground for the participants and visitors. Water supply and wash basin facilities to be provided.
- 3.14. **Dining area for participants:** One separate dining area (50 feet x 50 feet) tarpaulin water proof roofing, without AC, with pedestal fans, to be set up with side-walls for serving lunch and dinner to the participants and officials (around 300 pax). The area to be carpeted with red synthetic nets. Adequate lights to be set up. Dust bins to be placed for garbage collections.
- 3.15. **Generator sets with fuel:** Generator sets with fuel to be provided by the agency. Two no. of 125 KVA generator to be supplied, one each for Stage and Mela area. Fuel to be provided by the agency. Power supply to be given to the Mela Secretariat and 2 T5 lights of each stall, selected ground lights and PA systems.

- 3.16. **Ground electrification:** The below mentioned items are taken as a package which shall be supplied by the bidder. The quantities of the items are fixed in the package. The Mela ground should be properly illuminated. The package includes below-mentioned items and concealed wiring to all lights and sound equipment.

Sl. No.	Particulars
a)	Main switch board/ panel board up to 250KW electric load with cabling and wiring
b)	Adequate speakers to be fitted for surrounding sound
c)	50 no. of Halogen lights (500 watt) along with wiring/ fitting poles
d)	75 No. of white Halogen light with wiring/ fitting poles
e)	20 no. of flood lights shall be fitted in and around, backside of stalls for security purpose
f)	150 no. of Globe lights / Garden light with stand (3- feet height) with wiring
g)	300 no. of applique hanging lampshades with wiring and bulbs fitted.

3.17. **Miscellaneous items of work**

Sl. No.	Items	Qty. required
a)	Bed Set (Bed & Pillow with Cover)	300 pcs.
b)	Durry (15' X 15')	10 pcs.
c)	Printing & Installation of Star Flex Sheet with batten frame	5000 sq ft
d)	Stage background in black cloth masking	2500 sq ft.
e)	Dustbin- 3 ft height	100 pcs.
f)	Decorative Flower / Plant Pot	100 pcs.
g)	Syntex tank (2000-liter capacity each tank with 3' height stand)	2 pcs.
h)	Soundless pedestal fan	10 cs.
i)	Red carpet (synthetic)	2000

**SECTION: IV**

**TECHNICAL BID**

1. **Technical qualification criteria:** The technical qualifications required for submission of bids are mentioned below. The bidders need to read the same carefully and submit the documentary proof of fulfilment of the qualifications in the sequence mentioned below.

**TECHNICAL BID QUALIFICATION CRITERIA**

Sl. No.	Technical qualification criteria	Documentary Evidence
1.1.	<b>Registration:</b> The bidder must be a <b>registered entity with a competent authority for organizing activities relating to Tentage</b> and must have a valid registration certificate	Certificates of <b>Registration / Incorporation with the competent authority with validity up to the date</b>
1.2.	<b>PAN &amp; GSTIN:</b> The bidder must have PAN and GST (GSTIN) registration	Copy of PAN and GSTIN
1.3.	<b>Experience:</b> (i) The Bidder should have been experience of providing Event Management Services to the Central/ State Government, having experience of Event Management in national and international events organized by Government in last five years as on Jan 31, 2025. (ii) The bidder must have completed at least one Event Management work (Single work order), having value not less than ₹ 19.00 lakh in last five years	Work order/ Work completion certificate/ Experience Certificate issued by the concerned Government authority  -do-
1.4.	<b>Turnover:</b> The agency should have an average annual yearly turnover of <b>₹ 50.00 lakh</b> in the Financial Year : 2021-2022, 2022-2023 & 2023-2024	<b>Audited Balance Sheet &amp; Turnover Certificate</b> issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income
1.5.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	<b>Form of Declaration in the format at Part-II in Annexure-A</b>
1.6.	The Firm / Agency shall have fully functional local office Balangir	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)

2. Manner of submission of Bid: The bidder has to furnish the bid in four envelopes, i.e., Envelope-1 containing 'Pre-bid documents', Envelope-2, containing 'Technical Bid documents', Envelope-3 containing Financial Bid document and Envelope-4, containing Envelope, 1, 2 and 3.

**PROCEDURE TO BE FOLLOWED TO SUBMIT THE BID**

Sl. No.	Envelope No.	What to contain	How the envelope is to be labeled
2.1.	<b>Envelope-1</b>	(i) Covering letter in the format at <b>Annexure-A</b> (ii) Information in the format at <b>Annexure-B</b> along with the documents	<b>Envelope-1- Pre-Bid –Selection of Agency for Tentage work for Mission Shakti Mela-2025</b>
2.2.	<b>Envelope-2</b>	Information in the format at <b>Annexure-C</b> along with the documents	<b>Envelope-2-Technical Bid – Selection of Agency for Tentage work for Mission Shakti Mela-2025</b>
2.3.	<b>Envelope-3</b>	Financial bid document	<b>Envelope-3- Financial Bid for Selection of Agency for Tentage work for Mission Shakti Mela-2025</b>
2.4.	<b>Envelope-4</b>	Sealed envelope 1, 2 and 3	<b>BID for selection of Agency for Tentage work for Mission Shakti Mela, 2025</b>

**3. General checklist of documents to be submitted by the bidder**

Each page of the documents to be signed with the organizational seal of the bidder.

Sl. No.	Particular of the document	Remark
3.1.	Covering letter in the Bidder's letterhead requesting to participate in the tender	Envelope No. 1
3.2.	Copy of Certificates of <b>Registration / Incorporation with the competent authority with validity up to the date</b>	
3.3.	Bid-processing fee (non-refundable) for ₹ 11,800/- (inclusive of taxes) in shape of Bank Draft drawn in favour of " <b>District Social Welfare Officer Balangir</b> ", payable at Balangir.  Non-submission of Bid Processing Fees shall entail the proposal to be rejected.	
3.4.	EMD for ₹ 50,000/- (Rupees Fifty Thousand) only, in shape of Bank Draft drawn in favour of " <b>District Social Welfare Officer Balangir</b> ", payable at Balangir Or, In case the bidder has been exempted from paying EMD under any valid law/ guidelines/ order of a competent authority, the self-attested copy of such document  Non-submission of EMD amount in the prescribed manner or valid document in support of claim for exemption shall entail the proposal to be rejected.	
3.5.	Copy of PAN	
3.6.	Copy of GSTIN registration	

Sl. No.	Particular of the document	Remark
3.7.	Experience certificates (arranged in ascending order, year-wise)	Envelope No.2
3.8.	Audited balance sheet of the firm issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income from Financial Year 2021-2022, 2022-2023 & 2023-2024 (arranged in ascending order, year-wise)	
3.9.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	
3.10.	Local office address of the firm	
3.11.	Particulars of the Human Resources of the bidder's organization	
3.12.	Financial Bid document	
3.13.	Envelope 1, 2 and 3	Envelope No. 3
		Envelope No. 4

The bidder has to submit the details of its manpower, professionals to handle the Tentage, event specific plans, 3-Dimensional rendering of different functional areas of the Mission Shakti Mela. Some of the broad areas of the presentation are as follows:

**4. Indicative description of the elements of the presentation to be done by the bidder during technical presentation by qualified bidders:**

- 4.1. Visual presentation of the best performance of the bidder in the past.
- 4.2. Manpower deployment plan
- 4.3. Overall lay-out of the Event – particularly optimal utilization of space (without compromising with norms of quality, hygiene & Safety).
- 4.4. Concept design in 3D renderings (for whole and various parts) for Event including stage, detailed seating arrangement, passages, ceiling, lounges, LED set-up, dais set-up, entry/exit, flex / digital prints.
- 4.5. Concept design in 3D for stalls and the Food Court. Concept design in 3D for VVIP lounge, Media Lounge, Meeting Rooms. Concept design for Entry Gate Arch and Façade.
- 4.6. Fire and emergency exit plan and statutory safety compliances
- 4.7. Power backup & environment
- 4.8. Technical specifications & pictures of items (viz. chairs / sofas, carpet, floral décor, entry arch, finish of MDF wall, Sound System (mention make) etc. and type of materials to be used (please supply samples /photos
- 4.9. Overall Branding by Flex / Digital Prints (Interior and exterior) or any other material
- 4.10. Beautification of periphery area outside permanent structures including hanger structures as well as walkways (Graveling)
- 4.11. Any other innovation, quality improvement and aesthetics.

5. Technically qualified bidders will make a power point presentation of the theme-based design of

the event as per the Tender schedule before the Committee. The objective of the presentation is to enable the Committee to evaluate the bidders' ability about their Design and understanding as well as preparedness for the proposed assignment. Clarifications, if any, as required by the Committee will also be discussed during the presentation.

#### **6. Methodology of Evaluation – Open Tender**

- 6.1. The selection shall be based on open tender with the lowest price.
- 6.2. The bidders who qualified in the technical bid should be eligible for financial bids.
- 6.3. Financial Bid will only be opened in case of those parties who meet all the Technical specifications/requirements and terms and conditions of by committee.

#### **7. Award of Contract:**

The office will intimate the successful bidder by issuing an offer letter/workorder. In case the successful bidder fails, the EMD furnished by the bidder shall be forfeited. The Office may invite the second most successful bidder to execute the project at the prices of the successful bidder. If the negotiation with the second most successful bidder fails, the office will cancel the bidding procedure and re-invite the bid (*Sub-contracting is not allowed under this assignment*).

#### **8. Other Terms & Conditions:**

- 8.1. Bidder shall depute adequate staff for execution & supervision of the work along with the list of professional employees and consultants of the firm having experience in the required area. The supervision work at site will be done constantly by the qualified staff employed by Bidder.
- 8.2. The bidder should have experience in liaison with various state government Tenders, i.e., police Tender, health Tender, fire Tender, labour Tender, industry Tender, electricity Tender, etc. for necessary statutory permissions & NOCs to organize the such type of events. (Enclose self-declaration on company letterhead with office seal).
- 8.3. The Tender will not be responsible for any occurrence like theft & missing of any articles while deployment of guards by the agency during the mela period.
- 8.4. In case of any occurrence of theft, the Agency will conduct proper inquiry.
- 8.5. During inquiry, if it is found that any fault or lapses on the part of security personnel is there for such theft, the Agency will be responsible to pay the amount of loss towards theft of any article during the mela period from the premises.
- 8.6. Arrangement of lodging, boarding & logistics of the guards during the mela period will be the responsibility of the Agency.
- 8.7. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing of the event.
- 8.8. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.

- 8.9. The rate offered by the agency shall be excluding of GST & other Taxes.
- 8.10. The Agency shall open its own office in the mela ground with required manpower to coordinate all their activities & to handle any work to be assigned during the event by the authority.
- 8.11. The bidder shall quote their price for all the items without leaving any column / row blank.
- 8.12. The payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Committee. The agency shall not use any additional materials other than the types of materials specified in the work order without the prior permission of the Tender. In case of any additional requirement or modified material, the agency has to take the prior written permission from the competent Authority.
- 8.13. The agency shall be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the Tender.
- 8.14. The successful bidder of the contract will have to deposit a Performance Security of Bank Guarantee drawn in favour of "DSWO, 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 2<sup>nd</sup> 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.

**10. Disclosure:**

- 10.1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- 10.2. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- 10.3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - 10.3.1. Criminal offence or other serious offence punishable under the law of the land, or where, they have been found by any regulator or professional body to have committed professional misconduct;
  - 10.3.2. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - 10.3.3. Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**11. Anti-corruption Measure:**

- 11.1. Any effort by Bidder(s) to influence the Dept. in the evaluation and ranking of financial bids, and recommendation for award of contract, will result in the rejection of the bid.
- 11.2. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Dept. shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**12. Legal Jurisdiction:**

Legal disputes are subject to the jurisdiction of civil court of Balangir only.

**13. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages, thereafter the Office holds the option for cancellation of the contract for pending activities and complete the same through any other agency. The Office may deduct such amount from any payment or payment become due to bidder for such work executed through any other agency. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the office and the bidder under this contract will be governed by the prevailing laws of Govt of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment.

**14. Tender's right to accept any bid and to reject any oral lbid(s)**

The office reserves the right to accept or reject any bid, and to annul or amend the bidding/ selection/ evaluation process and reject all bids at any time prior to award of contract, without assigning any reason thereof and thereby shall not incur any liability to the bidders. Misrepresentation/improper response by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the bids have been opened and the successful Bid gets disqualified/rejected, then the Tender reserves the right to consider the next most successful bidder, or take any other measure as may be deemed fit in the sole discretion of the Tender, including annulment of the selection Process.

**15. Number of Bids:**

Each Bidder shall submit only one (1) bid, in response to this TENDER. Any bidder who submits or participates in more than one bid shall be disqualified. The bidder shall be responsible for all costs associated with the preparation of its bid and its participation in the bidding process.

SECTION-V

FINANCIAL BID

The bidder shall submit financial bid in the following format under the letterhead of the bidder

**COVERING LETTER (In Bidders Letter Head)**

To:

[Location, Date]

The CDO-cum-EO, Zilla Parishad, Balangir

Sub: Submission of Financial Bid for Tentages Services of Mission Shakti Mela 2025

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures\*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sl. No.	Item	Category	Unit	Cost per unit	Required Qty. in units (tentative)	Total Amount [in Rs.] Including GST
i)	Construction of stalls	-	Number		150 stalls	
ii)	Super -structure of the Mela Secretariat (30 x 30 feet) with approx. height 15 <i>(The bidder has to give suggestive 3D rendered pictures)</i>	Single package	Per package		1	
iii)	Gates	Single package	Per Gate		2 Nos	
iv)	Decorative Wall	Single package	Per Sq. Ft.		4000 sq feet	
v)	Stage	Single package	Per package		1	
vi)	Ground Electrification	Single package	Per package		1	
vii)	Bio Toilet	-	Per toilet		4	
viii)	Temporary toilet	-	Per toilet		20	

Sl. No.	Item	Category	Unit	Cost per unit	Required Qty. in units (tentative)	Total Amount [in Rs.] Including GST
ix)	Generators (125 KVA)	Single package	Per package		2	
x)	Food Court	Single package	Per package		1	
xi)	Net Carpeting	Rate per sqr ft	Per Sqr ft		100000	
xii)	Bed sheet, Pillow with cover	-	Per set		300	
xiii)	Plastic bucket (20 ltr) with mug (1 ltr)	-	Per set		100	
xiv)	Sofa- 2-seater white leather sofa	-	Per sofa		12	
xv)	Sofa- 3-seater white leather sofa	-	Per sofa		2	
xvi)	Sofa- single-seater white leather sofa	-	Per sofa		4	
xvii)	Tea-poy, glass top, with white cloth wrapping	-	Per Tea-poy		10	
xviii)	Durry (15' X 15')	-	Per Piece		20 pcs.	
xix)	Printing & installation of Star Flex Sheet with batten frame	-	Per Sq. Ft.		10,000 Sq feet	
xx)	Masking in black cloth	-	Per Sq. Ft.		5,000 sqr ft.	
xxi)	Dustbin- 3 ft height	-	Per Piece		100 pcs	
xxii)	Decorative Flower / Plant Pot	-	Per Piece		100 pcs.	
xxiii)	Syntex tank (2000-liter capacity each tank with 3' height stand)	-	Per tank		2 pcs.	
xxiv)	Soundless pedestal fan	-	Per Piece		10 pcs.	
xxv)	Red Carpet (Synthetic)	-	Rate per sq feet		3000 Sq feet	

Sl. No.	Item	Category	Unit	Cost per unit	Required Qty. in units (tentative)	Total Amount [in Rs.] Including GST
xxvi)	Executive Chair	-	Number		10	
xxvii)	Table (6x 3 feet) wrapped in white cloth	-	Number		6	
xxviii)	Fiber moulded arm chair	-	Number		20	
xxix)	Banquet chair with off-white cover	-	Number		10	
xxx)	Exhaust fan (one each in each toilet of Mela Secretariat)		Number		4	
xxxi)	Computer table		Number		2	
xxxii)	Steel cup-board		Number		1	
xxxiii)	Decorative racks		Number		2	
xxxiv)	Television set 50 inches		Number		2	
xxxv)	CCTV screen- 32 inch TV		Number		1	
xxxvi)	Stand fan- soundless pedestal		Number		4	
xxxvii)	Ceiling fan		Number		7	
xxxviii)	Tube/ LED light		Number		25	
xxxix)	Tower AC (4-ton capacity)		Number		3	
xl)	Refrigerator (min 300 ltr)		Number		1	
xli)	Dust bin with cover and garbage bag		Number		100	
xlii)	Wash basin with running water	Package	Number		2	

Sl. No.	Item	Category	Unit	Cost per unit	Required Qty. in units (tentative)	Total Amount [in Rs.] Including GST
xliii)	Sanitary fitting- Indian toilets with water supply	Package			2	
xliv)	Sanitary fitting- Western toilets with water supply	Package			2	
xlv)	Roof hanging decorative light for guest lounge	Package			1	
xlvi)	Electric fitting- switches, sockets, plugs, extension cord, etc. for Mela Secretariat and Stage	Package			1	
xlvii)	Sound system- adequate for stage and Mela Secretariat	Package			1	
<b>Grand Total [Mission Shakti Mela] Including GST &amp; Other Taxes</b>						

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand, the rates quoted by me are tentative and subject to increase or decrease, as the case may be.

Yours faithfully,

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

**SECTION-VI**  
**MISCELLANEOUS**

**1. Letter of Intent and Bank Guarantee:**

Letter of Intent shall be awarded to the selected agency after finalization of the tender. The agency has to acknowledge receipt of the same and convey his acceptance within 3 days

**2. Submission of Performance Security:** The selected agency has to submit Performance Security along with acceptance of the Letter of Intent. The Performance Security shall be submitted in shape of Bank Guarantee executed in any nationalized bank, pledged in favour of District Social Welfare Officer Balangir . The amount of the Performance Security shall be equal to 7% of the value of the tender. The bank guarantee shall be pledged for a period of one year with effect from date of completion of the project.

**3. Award of work order:**

3.1. Work order shall be issued in favour of the selected agency after receipt of its acceptance of the LoI, Performance Security in shale of the Bank Guarantee on the total tender value.

3.2. The quantity of the work mentioned in the tender are tentative. The office reserves the right to enhance or reduce the elements of work mentioned by it earlier, depending upon the actual requirement of work. The Department also reserves the right to issue additional work order if necessary.

**4. Terms of payment:** Payment to the selected agency shall be released in four instalments as mentioned below. The agency has to achieve the required milestones for each instalment and shall submit the documents mentioned therein, subject to satisfactory performance of the agency.

**TERMS OF PAYMENT**

Instalment No.	Time	Percentage of the value of the work	Milestone to be achieved
1 <sup>st</sup>	Issuance of work order	30%	<ol style="list-style-type: none"> <li>1. Issue of work order</li> <li>2. Submission of Performance Security in shape of Bank Guarantee</li> <li>3. Submission of approved work plan and schedule of operation</li> <li>4. Insurance coverage or other risk mitigation document</li> </ol>
2 <sup>nd</sup>	After completion of the Mission Shakti Mela	70%	<ol style="list-style-type: none"> <li>1. Completion of the project as per the work order</li> <li>2. Submission of final report and compliances of all legal and regulatory obligations</li> <li>3. Clearances of all dues payable to public authorities, if any</li> <li>4. Ground vacation and clearance report</li> </ol>

5. **Format for submission handing over report:** The agency shall handover the work in required quantities and confirming to the specified qualities to the Department of Mission Shakti. The report shall be submitted in the following format.

HANDING OVER REPORT					
Sl. No.	Element	Work order no. and date	Quantity as in work order	Quantity, as executed	Details of the documentary proof

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

Seal \_\_\_\_\_ Signature \_\_\_\_\_

6. **Intellectual property rights:** All intellectual property rights related to any knowledge, ideas, materials, or information shared during the course of this engagement shall be retained by the respective disclosing party. It is mandatory for the proposal to explicitly acknowledge and agree that the intellectual property of all knowledge shared during the engagement will remain the sole property of the originating party, and no unauthorized use, reproduction, or dissemination will be permitted without prior written consent. The agency shall handover all the materials which involve intellectual property and all the matters which need knowledge transfer to the office. The Completion report shall detail the works assigned as per the work order, work actually executed submit the completion report
7. **Declaration regarding clearance of all pending dues to public authorities:** The agency shall submit a declaration that all liabilities to any public authority has been duly paid and nothing is outstanding. In case any such liability is notices the agency shall make necessary compliance, including any penalty or otherwise. Under no circumstance, the office shall be liable for the same.

SECTION-VII

ANNEXURES

Annexure-A

(Letter head of the Bidder's organization)

No. \_\_\_\_\_  
Date: \_\_\_\_\_

To: The CDO-cum-EO, Zilla Parishad, Balangir

Subject: Submission of proposal for participation in the tender for selection of Agency for tentage for Mission Shakti Mela, 2025

Reference: Zilla Parishad Office Tender No. \_\_\_\_\_ dated \_\_\_\_\_.

Madam,

**PART-I: Willingness to participate in the Tender**

In reference to the above, I/ we, express my/ our willingness to participate in the Tender mentioned under reference. I/ we will abide by all the terms and conditions and hereby submit the tender Paper in the manner prescribed.

**PART-II: Declaration**

I/ we further declare that I/ we have not been blacklisted by any Central/ State Government for organizing any work of Tentage services or otherwise.

Regards.

Signature  
Name:  
Designation:

Seal of the organization

**Annexure-B**

**FORMAT FOR SUBMISSION OF PRE-BID INFORMATION  
ALONG WITH SUPPORTING DOCUMENTS BY THE  
BIDDER**

Bidder has to furnish information with supporting documents in the following format for pre-bid qualification in Envelope-1.

Sl. No.	Description	Full Details
1.1.	<b>Name of the Bidder</b>	
1.2.	<b>Address for communication:</b> Tel: Fax: Email id:	
1.3.	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. Email id:	
1.4.	<b>Registration/ Incorporation Details</b> Registration No: Date & Year.:	
1.5.	<b>Contact details of the local office in Odisha (Address, Mail Id &amp; Telephone Number)</b>	
1.6.	<b>Bid Processing Fee Details</b> Amount: DD No: Date: Name of the Bank:	
1.7.	<b>EMD Details</b> Amount: DD No.: Date: Name of the Bank:	
1.8.	PAN Number	
1.9.	Goods and Services Tax Identification Number (GSTIN)	
1.10.	Willing to carry out assignments as per the scope of work of the TENDER	<b>YES</b>
1.11.	Willing to accept all the terms and conditions as specified in the TENDER	<b>YES</b>

**Authorized Signatory [In full and initials]:** \_\_\_\_\_  
**Name and Designation with Date and Seal:** \_\_\_\_\_

**Annexure-C**

The bidder has to submit information along with documents in the following format for evaluation of Technical Bid after qualifying in the Pre-Bid. Technical Bid:

**FORMAT FOR SUBMISSION OF TECHNICAL-BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER**

**Part-I: Turn-over of the bidder in the previous financial years**

Details	FINANCIAL YEAR			Average turn-over
	2021-2022	2022-2023	2023-2024	
Turnover from Tentage services				

Figures in ₹ lakh

**Supporting Documents:**

1. Audited and certified financial statements under the signature of a CA, for the above-mentioned period for each financial year to be submitted
2. The statement should be signed by the bidder on each page.

*Signature and Seal of the Chartered Accountant with Date in original:*

Signature of the Authorized Signatory of the bidder [With Date and Seal]: \_\_\_\_\_

*[NB: No Scanned Signature will be entertained]*

**Part-II: Information on past experience of the Bidder in Tentage works**

Sl. No.	Year	Name of the assignment	Name of the Dept/ Govt organization	Contract value	Period (mention dated) and duration (mention no. of days)	Date of award of work	Date of completion of the work	Remark (if any)

(More rows may be added if required)

Signature of the Authorized Signatory [With Date and Seal]: \_\_\_\_\_

**Part-III: Information regarding any conflicting activities and declaration thereof  
DECLARATION**

1. I, hereby declare that our agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in the tender document.
2. I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected/ terminated by the Dept. which shall be binding and abided fully.

Signature of the Authorized Signatory [With Date and Seal]: \_\_\_\_\_