

Bid Document

FOR

TENT & ALLIED WORK (GATE/STANDY, STAGE, AUDITORIUM CHAIR, FLOWER DECORATION AND LIGHT & SOUND WITH POWER BACK UP ETC.)

FOR DISTRICT LEVEL FOUNDATION STONE LAID PROGRAMME

Notice Inviting short quotation call notice

No. 608 / Dated 21/03/25

**DISTRICT PROJECT OFFICE, BALANGIR
SAMAGRA SHIKSHA**



Bid Document for Tent, & allied work Gate/standy/stage, Auditorium chair, flower decoration etc., light and sound with power back up

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**DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA,
BALANGIR**

AT:- COLLEGE SQUARE, BALANGIR

No. 608 / 2025 // Dated 21/ 03/ 2025

SHORT QUOTATION CALL NOTICE

Sealed quotation are invited from the reputed & credible Tent Houses, SHGs, event organizer for Tent, Light, Sound & Event Arrangement for District Level Foundation stone laid programme ceremony of **Godabarisha Mishra Adarsha Prathamik Vidyalaya(GMAPV)** by Hon'ble Chief Minister of Odisha in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Items	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
1. Tent & Allied work (Gate/Standby, Stage, Auditorium Chair, Flower Decoration etc.). Light & Sound with power back up	Rs. 4000/-	Rs. 5500/-	Dt. 26/03/2025 Up to 01.00 PM	Dt. 26/03/2024 At 3.00 PM

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

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

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


District Education Officer & DPC, SS, Balangir

Memo No.

609

/Dt. 21/03 /2025

Copy submitted to The Collector & DM, Balangir for favour of kind information.

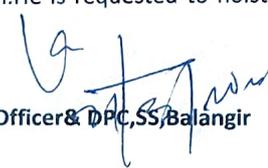

District Education Officer & DPC, SS, Balangir

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Bid Document for Tent, & allied work Gate/standby/stage, Auditorium chair, flower decoration etc., light and sound with power back up

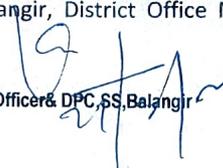
Memo No. 610 Dt.21/03/2025

- Copy submitted to DIO, NIC Balangir for information and necessary action. He is requested to hoist this SHORT QUOTATION CALL NOTICE in district web site.


District Education Officer & DPC, SS, Balangir

Memo No. 611 Dt.21/03/2025

Copy to Executive Engineer (R&B) Division, Balangir / R.W. Division, Balangir/ Irrigation Division, Balangir/ M.I. Division, Balangir/ P.H. Division Balangir/ WESCO, Balangir / ADM, Balangir / DEO & DPC, SS, Balangir/ All Sub Collectors of Balangir District / All B.D.O.s/ All Tahasildars under Balangir, District Office Notice Board for information and wide circulation.


District Education Officer & DPC, SS, Balangir

IMPORTANT INFORMATION TO THE BIDDER.

1.	Tender Inviting Authority (TIA)	DISTRICT EDUCATION OFFICER & DPC, BALANGIR
2.	Availability of the Bid document	www.balangir.nic.in
3.	Date of Issue of the Bid	Dt. 21/03/2025
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	Dt.26/03/2025 Up to 01.00 PM
5.	Date & time for opening of Technical BID.	Dt.26/03/2025 at 03.00PM
6.	Date of opening of Financial BID	Dt. 26/03/2025 at 5.00 PM
7.	Bid Processing Fee (Non-Refundable)	Rs.4000/- (Rupees four thousand Only) Tent & allied work (Gate/Standy, Stage, Auditorium Chair, Flower Decoration etc.)& (light & Sound with power back up) in shape of Banker's Cheque drawn in any nationalized/scheduled bank favoring DISTRICT EDUCATION OFFICER & DPC, SS, BALANGIR payable at BALANGIR which will be annexed with the Technical Bid separately for each category of items.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs. 5500/- (Rupees five thousand five hundred Only) for Tent & allied work (Gate/Standy, Stage, Auditorium Chair, Flower Decoration etc.)& (light & Sound with power back up) in shape of Banker Cheque drawn in any nationalized/scheduled bank favoring DISTRICT EDUCATION OFFICER & DPCSS, BALANGIR payable at BALANGIR which will be annexed with the Technical Bid separately for each category of items.

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9	Address & mode of submission of sealed tender documents.	Mode of Submission: In the drop Box in the District Project Office, SS,Balangir. Submission of proposal through other mode and late bid will be rejected. Address: O/o the District Project Office, Samagra Siksha, Balangir ,Near Rajendra College Square, Balangir Kalanmandap
10	Place of Opening of Proposal:	Conference Hall of District Project Office,Samagra Siksha,Balangir
11	Point of Delivery & Completion of supply	At Sadaipali Nodal UPS field. 1.Tent & Event & power back up arrangement to be completed by 7.00 PM of 28 th March ,2025
12	Submission of Performance security & Signing of agreement.	@5% of the contract cost on the day of issue of work order (Differential amount than that of EMD)

BID DOCUMENT

FOR

Tent & allied work (Gate/Standy, Stage, Auditorium Chair, Flower Decoration & Light & Sound with power back up)

The District Education Officer& DPC, SS, Balangir invites bids from the reputed & credible Tent Houses. for District Level Foundation stone laid programme ceremony. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

For Tent, Light,Sound& Event Arrangement:TheTent House must have:

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

2. Application Procedure:

The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "Tent & allied work (Gate/Standy, Stage, Auditorium Chair, Flower Decoration etc(as per the requirement) & Light & Sound with power back up sound less DG set)"as per item for which bid to be submitted. Both sealed envelopes should be kept in another sealed envelope superscribed "Tender for Tent & allied work (Gate/Standy, Stage, Auditorium Chair, Flower Decoration & Light & Sound with power back up)"

a. Technical Bid & Financial Bid.

The Bidder has to submit all the documents as per respective category of eligibility criteria in the Technical bid. Similarly, the Financial Bid form has to be filled up as per prescribed form (Fin)

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and to be submitted in separate sealed envelope. The tender should be addressed to O/o the District Project Office, Samagra Shiksha, Balangir

- (a) The Bid document shall be available in Balangir District website www.balangir.nic.in and the cost of the tender paper is to be enclosed in shape of crossed banker's Cheque in favour of "DISTRICT EDUCATION OFFICER & DPC,SS, BALANGIR payable at BALANGIR along with the Technical BID.
 - (b) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to Rs.5500/-for Tent & allied work (Gate/Standy, Stage, Auditorium Chair, Flower Decoration etc.) & (light & Sound with power back up) The EMD (refundable - without interest), may be submitted in shape of Banker's cheque from any Nationalized or scheduled bank drawn in favour of "DISTRICT EDUCATION OFFICER& DPC,SS, BALANGIR payable at BALANGIR along with the Technical BID.
 - (c) Failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the un-successful bidders shall be refunded within 10 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the work within specified period & (ii) not submitted performance security and/or express its inability to supply the material within the stipulated period. The EMD of successful bidder shall be adjusted against Performance security to be submitted.
 - (d) The interested Bidders are to enclose self-attested photocopies of the above documents as per eligibility criteria as mentioned at above **in the Technical Bid envelope**. The tender submitted without the above documents/papers shall not be considered and will be rejected.
3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders shall not be considered & will not be opened.
4. **Submission & opening of Tender:**
- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before **26.03.2025 by 1.00PM**(in all working days) addressed to O/o the District Project Office, Samagra Shiksh, Balangir Near College Square, Balangir **indrop Box**. The Authority is not responsible for any delay. No other mode of submission of bid shall be entertained.
 - (b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus, the same is deemed to be rejected.
 - (c) The Technical bids shall be opened on the scheduled date and time at **26.03.2025 at 03.00 PM** in the Conference Hall of District Project Office, Samagra Shiksha,,Balangir in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time.
 - (d) The Financial Bid of only those bidders who qualified in the Technical bids shall be opened.

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5. (a) Specifications :

Tent & allied work (Gate/Standy, Stage, Auditorium Chair, Flower Decoration & Light & Sound with power back up)

(The total amount for the purpose limited to Rs.5,50,000 (Rupees Five lakhs Fifty Thousand)only)

Sl No.	Items	Size/ Nos	Remarks
1	Stage	40x25 feet	Size may be modified as per the instruction of Govt and field condition with deviation of (10 to 15)%
2	Green Room		At both sides of Stage
3	Audience sitting place	For 1200 persons	
4	AC Cooler for stage	2 nos	
5	Cooler for Audience sitting place	6nos	
9	Ceiling	White orange cloth with tarpol'in	
10	Fibre Chair	1200 nos	
11	Sofa Single seater	10 nos	with white turkish towels
12	Two Seater Sofa	10 nos	
13	Carpet (Green & Red)	Stage & Audience area	
14	Tea Poy with cloth	5 nos	
15	Podium	1	
16	LED display System for audience	5nos for live streaming	
17	Quality Sound System with mouth Piece		
18	Generator		
19	Still Photo and videography		
20	Flower Decoration	Stage only	
21	Baloon (Green & White)	Stage & Audience area	
22	Light Sound and power Back up (sound less D.G set)	As per the Requirement to be arranged	

For further details please contact to District Education Office & DPC, Balangir

6. Evaluation of BID:

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

7. Acceptance or Rejection of the Bids:

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- (a) The TIA reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.
8. **Award of Contract :**
The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.
9. **Performance Security Deposit:**
The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the **DISTRICT EDUCATION OFFICER& DPC, SS, BALANGIR**", payable at **BALANGIR** only on the day of issue of the work order.
10. **Requirement & Delivery Schedule:**
The selected L-1 firm shall complete the delivered and install/fix/fit all requisite Tent, Light, Sound & power back up Event Arrangement items in all respect by 7.00 PM of 29.03.2025 at the Sadaipali UP School field in ready-to-use conditions.
11. **Payment terms:**
- (i) On Satisfactory Completion of Work: 100% payment will be released on submission of Two self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iii) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.
12. **Penalty :**
- (a) If the work is delayed or dis-satisfactory for any reason for which the TIA is not responsible, penalty @ 0.5 % on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA may write Govt. for black listing the firm.
- (b) If the quality of work is delayed or dis-satisfactory for any reason, penalty as suggested by the purchase committee will be imposed.
13. Submission of more than one tender for the same item by a particular bidder will lead to rejection of all tender of the said bidder.
14. The bidder/s shall use prescribed format for technical bid and Financial Bid in respect of each item separately as enclosed here with and its page should be serially numbered and duly authenticated.
15. All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.
16. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents must be self-attested & shall be serial numbered with page mark.

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17. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
18. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
19. **Resolution of Disputes:**
- (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman, SS, Balangir. The Collector cum Chairman, SS, Balangir, shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.
20. **Applicable Law and Jurisdiction of Courts:**
- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Balangir.
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**Technical Bid
of Bid Documents**

Sl No.	Description	Full Details	Page No. in the Bid Documents
1	Name of the Bidder		
2	Address for Communication Tel Ph No. E Mail ID.		
3	Name of the Authorized Person signing & submitting the bid on behalf of the bidder Mobile No. E Mail ID.		
4	Bid Processing fee Details: Amount Rs.4000/- including Light and sound		
5	EMD Details Rs.5500/-(5000+500) including Light and sound		
6	Valid GSTIN under Odisha (OGST) Act (Enclose copy)		
7	Valid PAN (Enclose copy)		
8	Previous works experience work order of Govt. programmed minimum of 15lakh per year turn over to be attached		
9	Proof of IT Return of last two financial Year		
10	Confirm to carry out assignments as per the scope of work of the Bid Documents	YES	
11	Confirm to accept all the terms & conditions as specified in the Bid Documents	YES	

DATE.

BIDDER'S/ OFFICIAL SIGNATORY
NAME & DESIGNATION WITH SEAL



Bid Document for Tent, & allied work Gate/standy/stage, Auditorium chair, flower decoration etc., light and sound with power back up

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FINANCIAL BID FORMAT

(In Bidder's Letter Head)

SI No.	Items	Rate to be Quoted as per specifications including all applicable taxes and duties (Rs in word)
1	<u>Tent & allied work (Gate/Standy, Stage, Auditorium Chair, Flower Decoration & Light & Sound with power back up(as per specification at of the Bid Documents)</u>	

NB: The rate may be quoted rounded to Indian One Rupees only(No decimal).

Place: BIDDER'S OFFICIAL SIGNATORY
Date: Name & Designation with Rubber Stamp/
Official Seal of the Firm.

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