

MISSION SHAKTI, BALANGIR

No. 236 / Date: 03.06.2025

SHORT TENDER CALL NOTICE

Additional District Co-ordinate-cum-DSWO Mission Shakti, Balangir on behalf of Department of Mission Shakti, Govt. of Odisha invite proposal for **Tentage, Allied and other works** 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 Subhadra Shakti Traditional Food Festival (Subhadra shakti Paramparika khadya Utsav) to be organized from 12.06.2025 to 18.06.2025.

The tender papers along with details documents, terms & conditions, criteria, format etc. for Tentage, allied and other works can be downloaded from District portal <http://balangir.odisha.gov.in> and the applicant shall furnish demand draft for an amount of Rs.10,000.00 (Rupees ten thousand) only in favour of DSWO, Balangir towards the cost of tender paper. The sealed tenders will be received latest up to 11.00 AM on 10.06.2025 at Office of Zilla Parishad, Balangir. The tenders will be opened in the Office of Zilla Parishad, Balangir on 10.06.2025 at 12.30 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.

Snehapala
03/06/2025

Additional District Coordinate-cum-DSWO
Mission Shakti,
Balangir

Memo No. 237 /Mission Shakti 03.06.25 Date:

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.

Snehapala
03/06/2025

Additional District Coordinate-cum-dswo
Mission Shakti,
Balangir

Memo No 238 /Mission Shakti 03.06.25 Date:

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

Snehapala
03/06/2025

Additional District Coordinate-cum-DSWO
Mission Shakti,
Balangir



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Subhadra Shakti Traditional Food Festival 2025

Notice of tender for selection of Tentage, allied and other works

No. ୧୩୪

Date: ୦୩.୦୬.୨୦୨୫

Government of Odisha
Department of Mission Shakti,
Mission Shakti, BALANGIR

Section-I

DISCLAIMER

Mission Shakti Department is organizing Subhadra Shakti Traditional Food Festival (Subhadra Shakti Paramparika Khadya Utsav) of products of Women Self Help Groups of the State in 12th June to 18th June, 2025. The food festival will be a platform of sellers and buyers of SHG products.

For the above purpose, Government of Odisha, Mission Shakti Department intends to select appropriate agencies to manage tentage and allied 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 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 raising in any way 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 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 correlating 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 conduct or 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

MISSION SHAKTI, BALANGIR



Mision shakti, Balangir -
767001

E-mail: ori-dbolangir@nic.in

No. 236 Date 03.06.2025

NOTICE INVITING TENDER

236

/ Date: 31/06/2025

Mission Shakti Office, Balangir invites sealed tenders from competent firms/ persons/ entities, etc. to carry out tentage, allied and other works for organization of Subhadra Shakti Traditional Food Festival- 2025 from 12th June to 18th June 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, allied and other works for organizing Subhadra Shakti Traditional Food Festival 2025
2	Location of the Subhadra Shakti Traditional Food Festival 2025	As decided by the District Administration, Balangir
3	Method of selection	Open Tender by L1
4	Date of issue of notification	
5	Last date and time for submission of bid	10.06.2025 (Up to 11.00 AM) through SPEED/Reg. Post ONLY. No bid shall be collected by any other means.
6	Date, time & place of opening of technical bid and preparation of list of qualified bidders	10.06.2025 at 12.30 PM in the Conference Hall, Zilla Parishad Conference hall Balangir.
7	Date, time and place of opening of Financial Bids of qualified bidders	10.06.2025 at 12.30 PM in the Conference Hall, Zilla Parishad Conference hall Balangir.
8	Bid Processing Fee (Non-Refundable)	₹ 10,000/- (Rupees ten thousand) only in shape of Demand Draft in favour of "DSWO, Balangir" drawn in any scheduled commercial bank payable at Balangir
9	Earnest Money Deposit (EMD) (Refundable)	₹ 40,000/- (Rupees forty Thousand) in shape of Demand Draft in favour of "DSWO, Balangir" drawn in any scheduled commercial bank payable at Balangir
10	Address & mode for delivery of Bid Processing Fees and EMD by Speed Post only	Address: District Mission Shakti Office, Near Women Collage, Balangir, Pin-767001 Mode of delivery: Only through SPEED POST/Reg. Post.

Santhapal
03/06/2025

Additional District Coordinotar-cum-DSWO,
Balangir

SECTION-III
SCOPE OF THE WORK

1. About the Subhadra Shakti Traditional Food Festival , 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)	Setting up stalls
(ii)	Food Court
(iii)	Gate
(iv)	Selfie Point
(v)	Power Back up
(vi)	Cleaning and sanitation
(vii)	Branding
(viii)	Accommodation, Transportation & Fooding

3. Detailed specification of the works:

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

Stalls for exhibition of SHGs Traditional food products: 25 Nos of stall 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- 25 stalls Size of each stall – 10' X 10' with tarpaulin water proof arrangement ,
b)	Flooring	Wooden plank platform of 6" height from the ground covering with new synthetic carpet matting in entire stall area. Nylon net drapes at the front side during night time
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. (All New White Cotton Clothes to Be Used)
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 Iron Frame for Running Facia will be Constructed [10ft. X 3 ft.]. The facia will be covered with black back front-lit good quality of flex [10ft. X 3 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.
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)	Selfie Point	One Selfie point near food court with facia design
h)	Branding	Branding of stall (facia top, facia-bottom and inside wall) as per design of Mission Shakti department

Sl. No.	Particulars	Specification
i)	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.
j)	Water supply	Water line connection to each kitchen shed with sink fixing
k)	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.
l)	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
m)	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. Food Festival 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.
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 2 for ladies
f)	Furniture and electric fitting	Front Office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 nos., 10 nos. of cushion chairs, 3 sets of VIP Sofa Set for VVIPs (for 16 persons), 4 nos. of center table of low height, 10 nos. of glasses with cover, 4 nos. of waste bin basket, 15 nos. of plastic moulded chairs, one steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation. Air Conditioner facility will be provided in the VIP Lounge. Tube Light – 10 nos., Ceiling Fan – 4 nos., 1 no. of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 nos. of 5 Amp Plug, 2 nos. 15 Amp. Plug provisions for computer & printer. Other decorative light like hanging chandelier (<i>jhaada</i>) etc.
g)	Sound System	One microphone with amplifier & audio DVD / CD player for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground
h)	Closures	Two Aluminum frame glass fitted door shall be fitted in the main entrance and exit of the Coordination Cell for night closing.
i)	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).
j)	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
k)	Air Condition	1 no. of Air Condition should be installed in the VIP Lounge.
l)	Misc.	1 no. refrigerator and 1 no. Big Almirah 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 technical specification 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 between the pillars, length 25' and width of pillar will be 4' all around.	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of 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. Dining area near food court:

Sl. No.	Particulars	Work Specifications
a)	Size	50 ft X 50 ft.
b)	Flooring	Red net carpet over the entire area
c)	Furniture	20 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.

3.6. **Cleaning and sanitation:** 30 Dustbins of 3 feet height, are to be placed at strategic points, garbage to be lifted from time to time.

3.7. **Net carpeting:** Entire festival ground to be carpeted by new net carpets of red color and daily maintenance of the same through sweeping and garbage collection.

- 3.8. **Temporary toilets:** 6 nos. of temporary urinal-cum-toilet (3 each for men and women) are to be set up with all sanitary fittings in the festival ground for the participants and visitors. Water supply and wash basin facilities to be provided.
- 3.9. **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 100 pax). The area to be carpeted with red synthetic nets. Adequate lights to be set up. Dust bins to be placed for garbage collections.
- 3.10. **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 festival Secretariat and 2 T5 lights of each stall, selected ground lights and PA systems.
- 3.11. **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 festival ground should be properly illuminated. The package includes below-mentioned items and concealed wiring to all lights and sound equipment.
- 3.12. **Accommodation: -** Accommodation for participants & guest/official may be arranged in identified place. Security (male & female) may be provided minimum 50 nos., Big water jar 50 nos., for entire 7 days period of Festival at the accommodation place of participants.
- 3.13. **ADVERTISEMENT & PUBLICITY**
Leaflet Printing (Black & white printing in colour paper) 1/6 Demi size 15000 copy, leaflet distribution in local newspaper, Mobile van announcement in TATA ACE with branding (Complete Ratha) for publicity of the festival minimum 7 days to cover Balangir District. Star Flex hoarding with iron framing minimum 15 nos. 8'x5' size fixed in different location of Balangir Town. CCTV 16 nos. Camera with coverage of entire Mela Ground, 1 person for monitor for 7 days, Backup data facility, complete setup along with 1 nos. pen drive.
- 3.14. **GROUND PREPARATION AND INTERNAL DECORATION**
Ground leveling, cleaning & internal Decoration includes gardening around the Control Room-cum-VIP Longue, and other decorative items. 1 No. selfie point and total matting the Mela Ground. 2 days flower decoration at entrance gate, control room, hanging Boque at Control room during festival.
- 3.15. **SECURITY**
Party applying for provide security must have the registered firm. Security personnel to ensure the safeguard of products of SHGs/PGs/Artisans/FPO/PC & for smooth organization of Mela. Minimum 350 security guard (Male & female) and 21 nos. security supervisor required during the entire mela. If required more security personnel may be deployed as per the situation.
- 3.16. **LOCAL TRANSPORTATION**
Hire vehicle may be arranged for local transportation for SHGs/PGs/Artisans & Official work. Bolero Provided for control room duty & other works minimum 10 days during Mela, four wheeler may be required for transportation of local SHGs members.
- 3.17. **PRINTING & STATIONARY**
Printing of Certificate A4 size Colour 50 PC, Badge, Neck Cord with printing & cover 100 PC.
- 3.18. **DOCUMENTATION INCLUDING PHOTO & VIDEOGRAPHY**
Videography for the entire Mela, Photography (steel photograph minimum 150 nos.), 1 no. album and 1 nos. pen drive with soft copy required.

Electric items :-

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)	10 no. of Halogen lights (500 watt) along with wiring/ fitting poles
d)	10 No. of white Halogen light with wiring/ fitting poles
e)	10 no. of flood lights shall be fitted in and around, backside of stalls for security purpose
f)	30 no. of Globe lights / Garden light with stand (3- feet height) with wiring
g)	20 no. of applique hanging lampshades with wiring and bulbs fitted.

1.1. Miscellaneous items of work

Sl. No.	Items	Qty. required
a)	Bed Set (Bed & Pillow with Cover)	80 pcs.
b)	Durry (15' X 15')	10 pcs.
c)	Printing & Installation of Star Flex Sheet with batten frame	2000 sqft
d)	Dustbin- 3 ft height	30 pcs.
e)	Decorative Flower / Plant Pot	30 pcs.
f)	Syntex tank (2000-liter capacity each tank with 3' height stand)	2 pcs.
g)	Soundless pedestal fan	10 cs.
h)	Red carpet (synthetic)	2000 Sq. ft.

Name & Address of the firm

Signature with seal

SECTION: IV

TECHNICAL BID CRITERIA

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.	Registration: The bidder must be a registered entity with a competent authority for organizing activities relating to Tentage and allied works must have a valid registration certificate	Certificates of Registration / Incorporation with the competent authority with validity up to the date
1.2.	PAN & GSTIN: The bidder must have PAN and GST (GSTIN) registration	Copy of PAN and GSTIN
1.3.	Experience: (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 three years as on March 31, 2025. (ii) The bidder must have completed at least one Event Management work (Single work order), having value not less than ₹15.00 lakh in last five years	Work order/ Work completion certificate/ Experience Certificate issued by the concerned Government authority -do-
1.4.	Turnover: The agency should have an average annual yearly turnover of ₹ 20.00 lakh in the Financial Year : 2021-2022, 2022-2023 & 2023-2024	Audited Balance Sheet & Turnover Certificate 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	Form of Declaration in the format at Part-II in Annexure-A
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 tender paper, technical bid, tender fees, required documents and EMD shall be put in a sealed envelope with superscription as "Technical Bid (Annexure-A)". The price bid shall be put in a separate sealed envelope with superscription as "Price Bid (Annexure-B)". Both the envelopes shall be put in a separate envelope with superscription as "Tender for Tentage & Allied and other work for Subhadra Shakti Mela". There are two parts in the tender paper to be filled up by bidder that is Annexure-A submission/verification of required documents part (technical bid) & Annexure-B financial part. If the bidder is fulfill the criteria of documents submission/verification in annexure-A then only the particular bidder will be eligible for verification of financial part in Annexure-B. If the party do not fulfill the technical bid that is Annexure-A then the party will not be allowed for participate in the financial part that is Annexure-B. The bidder must be participate in entire bid of

the tender and willing to do the total complete work mentioned in the tender paper otherwise the tenderer applied for part of the bid will not be acceptable.

3. Methodology of Evaluation – Open Tender

- 3.1. The selection shall be based on open tender with the lowest price.
- 3.2. The bidders who qualified in the technical bid should be eligible for financial bids.
- 3.3. 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.

4. 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*).

5. Other Terms & Conditions:

- 5.1. 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.
- 5.2. 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 statutorypermissions & NOCs to organize the such type of events. (Enclose self-declaration on company letterhead with office seal).
- 5.3. The Tender will not be responsible for any occurrence like theft & missing of any articles while deployment of guardsby the agency during the Subhadra Shakti Festival period.
- 5.4. In case of any occurrence of theft, the Agency will conduct proper inquiry.
- 5.5. 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 Subhadra Shakti Festival period from the premises.
- 5.6. Arrangement of lodging, boarding & logistics of the guards during the festival period will be the responsibility of the Agency.
- 5.7. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing ofthe event.
- 5.8. 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.
- 5.9. The rate offered by the agency shall be excluding of GST & other Taxes.
- 5.10. 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.
- 5.11. The bidder shall quote their price for all the items without leaving any column / row blank.
- 5.12. 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.
- 5.13. 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.
- 5.14. 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 2 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 2 days, EMD will be forfeited and the order will be rejected. Order will be taken to award the contract to the 2nd lowest bidder as per price quoted by L1 bidder. Performance Security will be forfeited in the event of breach of contract obligations by the Supplier. The Performance Security will be returned to the bidder after successful completion of the programme.

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

TENDER APPLICATION FORM FOR TENTAGE & ALLIED AND OTHER WORKS OF SUBHADRA SHAKTI MELA
(Last date for submission of tender form on Dt: 10.06.2025 on or before 11.00 AM)

To

Sl. No.	PARTICULARS	Submitted as per the requirement ask in the tender advt./mentioned in tender paper (Yes/No)	License active or expired
1	Tender Paper Cost of Rs.10,000/- only in shape of Demand Draft in favour of DSWO, Balangir		
2	EMD of Rs.40,000.00 only in shape of Demand Draft in favour of DSWO, Balangir		
3	GSTIN Registration certificate		
4	Copy of GSTR-3B return (March 2025)		
5	Valid minimum C-class certificate of electrical contract of the bidder		
6	Applying for security service, party must be submitted registration of firms or related documents.		
7	Last 3 years average yearly annual turnover of minimum Rs.20.00 Lakhs (Audit report of the particular firm) Financial Year : 2021-2022, 2022-2023 & 2023-2024		
8	Income Tax return filing documents for last 3 Financial Year (IT return file to be submitted for FY 2021-2022, 2022-2023 & 2023-2024)		
9	Single work order of similar nature of works of minimum Rs.15.00 lakhs		
10	Work experience of minimum three years of executing works of Subhadra Shakti Food Festival, exhibitions or similar work		

Signature of the Tenderer
With seal

SECTION-VI

FINANCIAL BID (ANNEXURE-B)

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

COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To:

The CDO-cum-EO, Zilla Parishad, Balangir

Sub: Submission of Financial Bid for Tentages, allied and other works Subhadra Shakti Traditional Food Festival 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 Particulars	Unit	Rate per unit	Qty	Amount (In Rs.)
I. TENTAGE & ALLIED WORKS					
1	Erection of Stall (including entire fittings as mentioned in concept)	1		25	
2	Control Room-Cum-VIP lounge with Air Condition and others furniture as mentioned	1		1	
3	Erection of Gate (Entrance & Exit) Big Size	1		2	
4	Ground Electrification (sufficient light in entire Mela Ground)	1		1	
5	Temporary Toilet	1		6	
6	Miscellaneous – General				
	Bed Set (Bed, Bed Sheet, Pillow with Cover & combol)	1		80	
	Durry (15' X 15')	1		10	
7	Miscellaneous (Electrical)				

	Pedestal Fan	1		6	
	Ceiling Fan	1		10	
	Tube light	1		10	
	Halogen(500W)	1		10	
	Halogen(1000W)	1		10	
8	Generator (with fuel) Sufficient light back up at the time of Power failure in the entire Pallishree Mela Ground, Public announcement system including Control Room.				
9	LED (12'X8')	1		1	
10	Branding & Art Installation etc.				
11	Theme Stall	1		1	
II. ACCOMODATION FOR PARTICIPANTS, GUEST/OFFICIAL					
12.	Security Guard (Male & Female) at identified accommodation place and transportation	1		45	
13.	Water Jar	1		40	
III. ADVERTISEMENT & PUBLICITY					
14.	Leaflet Printing (Black & white printing in colour paper) 1/6 demi size	1		15000	
15.	Leaflet distribution in newspaper 8000 copy				

16.	Mobile van announcement in TATA ACE with branding (Complete Ratha) alongwith Voice Announcement recording at Studio & editing, Box, Mikeset, Inverter, CD Player, Battery & Other materials for publicity of Subhadra Shakti Mela to cover all Blocks of Balangir District minimum 7 days.	1		1	
17.	Star Flex Hoarding with iron framing 8'x5' size fixed in diff. location of Balangir Town	1		15	
18.	CCTV Camera (16 nos.) for 8 days during Mela along with 1 person for monitoring, Backup facility	1		1	
IV. GROUND PREPARATION AND INTERNAL DECORATION					
19.	Ground leveling, cleaning & internal decoration includes gardening around the control room, flower decoration of entrance gate/control room/hanging bouque				
20.	1 no. selfie point				
21.	Total matting the festival ground				
V. SECURITY					
22.	Security Guard (Male & Female)	1		350	
23.	Security Supervisor	1		21	
VI. LOCAL TRANSPORTATION					
24.	Bolero Type vehicle for 10 days including fuel minimum running 600 km during the entire Mela	1		1	
25.	TATA 207 Type vehicle 2 nos. for 2 days and minimum running 1000 km.	1		2	
VII. PRINTING AND STATIONARY					
26.	Printing of Certificate A4 size 300 gsm paper	1		100	

27.	Badge with printing, Neck Cord & cover 300 gsm paper	1		100	
VIII. PROTOCOL AND DRINKING WATER					
28.	Protocol and Drinking water in the entire festival lumpsum				
VIII. DOCUMENTATION INCLUDING PHOTO & VIDEOGRAPHY					
29.	Videography for entire Festival 7 days period	1		1	
30.	Steel Photograph 6x4 size	1		150	
31.	Album	1		1	
32.	Soft Copy of entire documents in 1 no. Pen Drive	1		1	
IX. FOODING FOR PARTICIPANTS/GUEST AND OFFICIALS					
33	Lunch, Snacks and dinner	1		1400	
GRAND TOTAL (Sl. 1 to 33) with GST					

(Rupees)
only

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: