



**ZILLA PARISHAD OFFICE,  
BALANGIR**

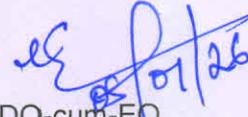
Zilla Parishad Office,  
Balangir -767001 (Odisha)  
E-mail: ori-dbolangir@od.gov.in

No. 36/28 / Date: 05/01/2026

**SHORT TENDER CALL NOTICE**

CDO-cum-EO, Zilla Parishad, Balangir invite proposal on behalf of Department of PR & DW and Mission Shakti, Govt. of Odisha for **Tentage, allied and other works** with certain terms & conditions from competent Event Management Agency/Tent House/Firms having GSTIN no. may apply for the Tentage, allied and other works for the Pallishree Mela, Subhadrashakti Mela & Atmanirbhar Bharat Swadeshi Mela 2025-2026 to be organized from 19.01.2026 to 23.01.2026 at Koshal Kalamandal Ground, Balangir.

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>. 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. 37/28 / Date: 05/01/2026

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 & one no. English Newspaper in all Odisha circulations in minimum size of 8cmx8cm.



CDO-cum-EO,  
Zilla Parishad, Balangir

Memo No. 38/28 / Date: 05/01/2026

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>.



CDO-cum-EO,  
Zilla Parishad, Balangir

ORMAS

PR & DW Deptt.,  
Govt. of Odisha



ସୁଭଦ୍ରା  
ଶକ୍ତି

## REQUEST FOR PROPOSAL (RFP)

**SELECTION OF AN EVENT MANAGEMENT AGENCY/  
TENT HOUSE/FIRMS FOR TENTAGE, ALLIED &  
OTHER WORKS FOR ORGANISING**

**PALLISHREE MELA,  
SUBHADRASHAKTI MELA &  
ATMANIRBHAR BHARAT SWADESHI MELA 2025-2026**

**@ KOSHAL KALAMANDAL GROUND, BALANGIR  
FROM 19.01.2026 TO 23.01.2026  
DURING BALANGIR LOK MAHOTSAV**

**ZILLA PARISHAD OFFICE,  
BALANGIR-767001 (ODISHA)**

# INDEX

SL NO	Section	BRIEF DESCRIPTION	PAGE
1	Section-I	Disclaimer	3
2	Section-II	Inviting Short Tender Notice & Letter of Invitation	4-5
3	Section-III	General Terms & Conditions	6-8
4	Section-IV	Scope of the work	9-17
5	Section-V	Technical bid	18-26
6	Section-VI	Financial Bid	27-31

**SECTION-I**  
**DISCLAIMER**

This Request for Proposal (RFP) is issued by the **CDO-cum-EO, Zilla Parishad, Balangir, PR & DW, Department, Government of Odisha.**

Department is organizing exhibition of products of Community Based Organisations (CBOs) of the State, Pallishree Mela, Subhadra Shakti Mela and Atmabhrvar Bharat Swadeshi Mela. The exhibition will be a platform of sellers and buyers of CBOs products. Several cultural activities shall be organized. For the above purpose, Department intends to select appropriate agencies to manage tentage & allied works through tenders. The purpose of this RFP document is to provide interested parties with information that may be useful to them in the formulation of their bid for qualification and selection. While the information in this RFP has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither Zilla Parishad, Balangir nor any of its officers or employees, nor any of their advisers nor Agency accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

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 RFP 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 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 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 information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Client. It does not claim to contain all the information that a recipient may require for the purposes for making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This RFP includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of the Client, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty. The Zilla Parishad, Balangir shall be the sole and final authority with respect to selection of an agency for the purpose through this RFP.

**SECTION-II**

**INVITING SHORT TENDER NOTICE**



**ZILLA PARISHAD OFFICE,  
BALANGIR**

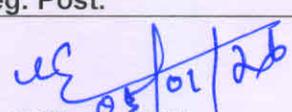
Zilla Parishad Office,  
Balangir -767001 (Odisha)  
E-mail: ori-dbolangir@od.gov.in

No. 36/20 Date 05/01/2026

CDO-cum-EO, Zilla Parishad Office, Balangir invites sealed tenders from competent Event Management Agency/Tent House/Firms etc. to carry out tentage, allied & other works for organization of Pallishree Mela, Subhadra Shakti Mela & Atmanibhar Bharat Swadeshi Mela 2025-2026 at Koshal Kalamandal Ground, Balangir from **19<sup>th</sup> January to 23<sup>rd</sup> January 2026**. Bidders are requested to go through the tender documents 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 Pallishree Mela, Subhadra Shakti Mela & Atmanirbhar Bharat Swadeshi Mela 2025-2026, Koshal Kalamandal Ground, Balangir
2	Method of selection	Open Tender by L1
3	Date of issue of notification	05.01.2026
4	Last date and time for submission of bid	<b>12.01.2026 (Up to 1:00PM) through SPEED/Reg. Post ONLY.</b> No bid shall be collected by any other means
5	Date, time & place of opening of technical & Financial bid and preparation of list of qualified bidders	<b>12.01.2026 at 4.30 PM</b> in the Zilla Parishad Conference hall Balangir.
6	Bid Processing Fee (Non-Refundable)	<b>₹ 10,000/- (Rupees ten thousand)</b> only in shape of Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Balangir" drawn in any scheduled commercial bank payable at Balangir. Tender document can only be downloaded from the District website <a href="https://balangir.odisha.gov.in">https://balangir.odisha.gov.in</a> . Proposals received without or with inadequate fees shall be rejected. <b>Bid documents without Tender Paper Cost are liable for rejection.</b>
7	Earnest Money Deposit (EMD) (Refundable)	<b>₹ 2,00,000/- (Rupees two lakhs)</b> only in shape of Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Balangir" drawn in any scheduled commercial bank payable at Balangir. Failing which the Bid will be rejected and Technical Bid will not be opened. <b>The exemption of EMD shall not be entertained for the assignment</b>
8	Address & mode for delivery of Tender Paper, Documents, Bid Processing Fees and EMD by SPEED/Reg. Post only	<b>Address:</b> CDO-cum-EO, Zilla Parishad, Balangir, Pin-767001 (Odisha) <b>Mode of delivery:</b> Only through <b>SPEED POST/Reg. Post.</b>

  
CDO-cum-EO,  
Zilla Parishad, Balangir

**For details, please visit: <https://balangir.odisha.gov.in>**

## **LETTER OF INVITATION**

TENDER CALL NOTICE No:- 36/28

Dated:- 05/01/2026

**Name of the Assignment: Tentage & Allied Works on organisation of Pallishree Mela, Subhadra Shakti Mela & Atmanirbhar Bharat Swadeshi Mela 2025-2026**

1. CDO-cum-EO, Zilla Parishad, Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites Bid from eligible bidders for "Selection of Tentage & Allied Works on organisation of Pallishree Mela, Subhadra Shakti Mela & Atmanirbhar Bharat Swadeshi Mela 2025-2026". More details on the proposed assignment are provided at Section-IV: Scope of Work of this Short Tender Call Notice document.
2. Agency will be selected under qualified on Technical Bid followed by Financial Bid.
3. The Bid complete in all respect as specified in the **SHORT TENDER CALL NOTICE** Document must be accompanied with a **Non-refundable** amount of **Rs.10,000/- (Rupees ten thousand)** only towards **Tender Processing Fee** and a **refundable** amount of **Rs.2,00,000/- (Rupees two Lakhs)** only towards **EMD** failing which the bid will be rejected.
4. The last date and time for submission of Bid complete in all respects is **Dt. 12.01.2026 (1.00 PM)** in the Office of **CDO-cum-EO, ZP, Balangir-767001 (Odisha)** by **registered post/speed post** only. The date of opening of the technical & financial bid is **Dt. 12.01.2026 (4.30 PM)** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This TENDER CALL NOTICE includes following sections:
  - a. Disclaimer [**Section – I**]
  - b. Inviting Short Tender Notice & Letter of Invitation [**Section – II**]
  - c. General Terms & Conditions [**Section – III**]
  - d. Scope of the work [**Section – IV**]
  - e. Technical Bid [**Section –V**]
  - f. Financial Bid [**Section – VI**]
6. While all information/data given in the **SHORT TENDER CALL NOTICE** are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document.
7. The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.

Sd/-

Chief Development Officer-cum-Executive Officer,  
Zilla Parishad, Balangir  
Panchayati Raj & DW Department, Govt. of Odisha

**SECTION-III**  
**GENERAL TERMS & CONDITIONS**

1. Zilla Parishad, Balangir on behalf of Mission Shakti Deptt. & PR & DW Deptt., Govt. of Odisha invite proposal with certain term & condition with sealed tenders from event management agency, Tent House, firms having GST registration and the work experience of minimum three years of executing works of exhibitions or similar work and Audited Statement of minimum average yearly turnover of Rs.50.00 lakhs (Rupees fifty lakhs) only for last 3 Financial years 2022-2023, 2023-2024 & 2024-2025, GST Clearance certificate & copy of GSTR-3B return (September 2025) can only apply for tentage & allied and other works. The Firm must have valid minimum C-class certificate of electrical contract and the party applying for provide security must have the registered firm. If the party have not C-class electrical contract licence & not registered for security provider then the party will be consider if the party must be submitted the valid agreement documents in non-judicial stamp paper from the C-class electrical contractor & registered security provider respectively. The firms should be submitted a single work order of similar nature of works of minimum Rs.40.00 lakhs (Rupees fourty lakhs) only. The party must be submitted the copy of above documents with the tender paper as proof.
2. The tenderer must be registered under Udyam & Trade license and submitted the copy of the same with the tender paper.
3. The tenderer must be submitted IT return filing documents for last 3 years alongwith the tender paper that is Financial Year 2022-2023, 2023-2024 & 2024-2025.
4. As there are catering services also included in the tender, the party must be submitted valid FSSAI licence copy.
5. The tenderer should have the capacity to erect the stalls & allied and other works in any part of the District. The work will be assigned to a firm for Mela (which will be organized for 5 days from 19.01.2026 to 23.01.2026) only. So, the rate inclusive of all taxes offered by the event management agency, Tent House, firms should be valid for the given period.
6. The duration of the Exhibition will be for 5 days as per the details given below. In case of any extension of Mela period, no extra payment will be entertained for the additional days. All the desired works should be completed at least one day before of the scheduled inauguration date and time of the exhibition and handed over all the works as per specification, to the in-charge of exhibition.
7. Preference will be given to the party those who have participate in entire bid of the tender and willing to do the total complete work mentioned in the tender paper. The entire package of the event will be considered as one package. Party applied bid will be summarisely rejected.

**DETAILS OF EXHIBITION/MELA**

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

Sl. No.	Name of the District	Name of the Exhibition	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of days of Exhibition
1	Balangir	Pallishree Mela, Subhadrashakti Mela & Atmanirvar Bharat Swadeshi Mela 2025-2026	Koshal Kalamandal Ground	Balangir Lok Mahotsav	19.01.2026 TO 23.01.2026	5

9. On completion of the Exhibition, the contractor shall have to take away all the materials within 7 days & vacate the site with the same condition while occupying the ground.
10. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
11. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Committee. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Committee. In case of any additional requirement, the contractor has to take the prior written permission from the Committee which should be submitted with the bill as per approved rate.

12. Tenderer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the Exhibition. The undersign will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take suitable step for insurance of his goods used in the Exhibition for the above purpose.
13. No part of the contract will be sub-let without the prior written permission of the authority. For convenience and effective delivery the tender is to be treated as a package of services.
12. It shall be the responsibility of the successful tenders / contractors to obtain requisite permission for electricity connection / fire services for the Exhibition period from statutory bodies. The tenderer have to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
13. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician / contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
14. The tenderer has to deposit an earnest money (EMD) of Rs.2,00,000/- (Rupees two lakhs) only in shape of Demand Draft in favour of CDO-cum-EO, Zilla Parishad, Balangir for participating in the tender process.
15. The security deposit will be returned back to the unsuccessful tenderer after finalization of the tender process. The E.M.D amount of the successful tenderer will be kept with till the completion of the Exhibitions. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority.
16. The successful bidder of the contract will have to deposit a Performance Security of Bank Guarantee drawn in favour of "CDO-cum-EO, Zilla Parishad, Balangir". Performance Security of 5% of the total contract value in the form payable at Balangir within 3 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 3 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.
17. The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reasons thereof.
18. The undersigned also reserves the right to negotiate with all or any tenderer after sealed tenders are opened in the interest of Government.
19. The bidder has to submit the details of its manpower, professionals to handle the Tentage & allied work, event specific plans, 3-Dimensional rendering of different functional areas of the Pallishree Mela, Subhadrashakti Mela & Atmanirvar Bharat Swadeshi Mela 2025-2026.
20. Methodology of Evaluation – Open Tender
  - a. The selection shall be based on open tender with the lowest price.
  - b. The bidders who qualified in the technical bid should be eligible for financial bids.
  - c. 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.
21. Award of Contract:

The office will intimate the successful bidder by issuing an offer letter/work order. 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**).
22. 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.
23. 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. In case of any occurrence of theft, the Agency will conduct proper inquiry. 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.

24. Arrangement of lodging, boarding & logistics of the guards during the Mela period will be the responsibility of the Agency.
25. The rate offered by the agency shall be including of GST & other Taxes.
26. 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.
27. The bidder shall quote their price for all the items without leaving any column / row blank.

**28. Disclosure:**

- 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.
- 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.
- Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - 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;
  - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**29. Anti-corruption Measure:**

- 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.
- 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.

**30. Legal Jurisdiction:**

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

**31. 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.

**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.

**32. 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: IV**  
**SCOPE OF WORK**

Department is organizing exhibition of products of Community Based Organisations (CBOs) of the State, Pallishree Mela, Subhadra Shakti Mela and Atmanirbhar Bharat Swadeshi Mela 2025-2026. The exhibition will be a platform of sellers and buyers of CBOs products. Several cultural activities shall be organized. 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.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural Entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. The overall objective of the Mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

**Tentage, Allied & other Works**

**The Tentage, Allied & other Works Should Provide the Following Services**

Sl. No.	Works to Be Done	Particulars
1.	Tentage, allied and other Works	1. Ground Layout 2. Construction of Temporary Stall (Mela - 250 Stalls + 15 Food Stalls) 3. Construction of 3 D Design Stage, Gate & Coordination Cell 4. Food Court 5. Demonstration Pavilion 6. Running Flex Facia 7. Sitting Arrangements for audience, seating with German hanger 8. Ground Electrification 9. Decorative wall 10. Theme Stall 11. Selfie Point 12. CCTV Surveillance & Monitoring 13. Private Security Guard 14. LED Display 15. Local Transportation 16. Accommodation 17. Pentry Work & Protocol 18. Printing work & Professional Designer 19. Data Analysis 20. Pavilion 21. Other Miscellaneous Items

**A. Detailed Technical Specification of the Works is as follows: CONSTRUCTION OF STALLS:**

For Pallishree Mela, Subhadra Shakti Mela & Atmanirbhar Bharat Swadeshi Mela 2025-2026 : 250 stalls will be constructed. The details of stall specifications are given below:

Sn.	Particulars	Stall Specification
1	Structure	Bamboo/ Iron Structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	The ground covering with new synthetic carpet matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with marron new cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets ( <b>22 Gage Corrugated Sheet</b> ). Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. ( <b>All New Marron Cotton Clothes To Be Used</b> )

Sn.	Particulars	Stall Specification
4	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.
5	Facia	<b>A Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.]. The facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting].</b> A running white cloth jhallar of 1' width will be putted in the front side, below to the facia frame. One beam will be added below the facia. Flex facia will be printed by the agency/firm/ decorator as per the design given by ORMAS.
6	Cutout	Ply with flex wooden batten Size - 3ft X 4 ft.
7	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.
8	Electric Fittings	T5/ LED 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.
9	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning state's name should pasted on each stall.
10	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
11	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.

**B. Coordination Cell -Cum-VIP Lounge** : One Coordination Cell –Cum- VIP Lounge to Be Constructed (**Only new cotton clothes should be used**). The bidder has to be quoted as a package against the detail specifications given below:-

Sn.	Particulars	Work Specifications
1	Structure	Artistic 3D structured house as per <b>event wise design</b> with following the <b>technical specification</b> and other materials (Ply, Thermo col, Plaster of Paris) may be used to get original 3D Effect.
2	Size	30 ft X 40 ft.
3	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms (with partition in ply) of different sizes to be used as office-cum-registration counter, conference hall, VIP lounge, Pantry-cum-store and CCTV Room with the ply partitions. Decoration will be made with Tribal Painting and hanging equipment. VIP lounge should be properly furnished. One washbasin with water facility and proper sewerage should be installed in the pantry room.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. Two windows of minimum size 5' X 4' will be on the wall of office room towards the counter.
5	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting.
6	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 10 no. of revolving cushion chairs, 4 sets of new Dunlop sofa set for VVIPs (for 16 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one new steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation. (Requirements as need basis).
7	Electric Fittings	Tube/LED Light – 20 no. , Ceiling Fan – 8 no.; 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 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room. Requirements as need basis).
8	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
9	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
10	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 thermo cool lettering and thermo cool panels at the entrance (written in English & Odia).
11	Air Condition	5 nos. of Air Condition should be installed in the VIP Lounge.
12	Misc.	1 no. refrigerator and 1 no. Big Almira with locker facility should be provided.
13	Plasma TV	1 No. plasma TV to be installed at the VIP chamber of the control room.
14	Washroom Setup	1 no. complete washroom setup with towel, handwash etc.

C. **Gates:** The main entrance gate is to be done as per category B. The other two (2) gates are to be made as per specification in *Category A*. Specifications are as follows:

Sn.	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 as per <b>event wise design</b> . with following the <b>technical specification</b> and other materials (Ply, Thermo cool, 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 with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of paris with thermo cool sculptures etc. design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed twice during the event.	Live flower chains will be put in the gates and the same should be changed twice during the event.

D. **DECORATIVE WALL:** Decorative wall of batten framing, hessian cloth mounting and paintings be done geru with jhoti chita, soura and tribal painting for side walling.

E. **Sitting Arrangement in Front of the Stage:** The minimum distance of 15 feet from stage to auditorium will be maintained. The agency has to quote it as a package. Specifications are as follows:

Roof Shed	German Hanger roof shed to be installed in front of the stage of size 125'x75'
Chair	Two thousand (2000) no. of plastic moulded chairs, 20 no. of steel double sofa with white cover, 10 single sofa with white cover, 15 numbers of tea poy with white cover

Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Red net matting in sitting area.

**F. Theme Stall –cum-Live Demonstration: (Show case of Rural Products)**

01 (one no.) theme stall cum live Demonstration need to be installed as per the design to be given by ORMAS for awareness & display of the various achievements & success stories of ORMAS/MS/Dist. Admn.

- Shape : Square  
 Structure : Bamboo & Cloth Structure  
 Size : 20' X 10' (height with fascia)  
 Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.  
 Flooring : 6" wooden platform with Full floor carpeting  
 Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.  
 Barricading : 4' height bamboo barricade covered with cloth on all sides of the stall.  
 Electric Fitting : 8 no. of tube light, 4 no. of camp light fitted with the four corner poles, one ceiling fan with on/off switch arrangement

**G. PAVILION: 1 no. 20'x10' Size Pavilion with Creative & Artistic Looks Setup With Photo Frames of Tourists Places of Odisha State, Bara Putras, Freedom Fighters.**

**H. Selfie Point:** -There will be Selfie Points in prominent place of mela ground with following the technical specification and other materials (Ply, Thermo col, Plaster of Paris) may be used to get original 3D Effect.

**I. Cleaning & Sanitation:**

- Mela Ground, food Court, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 5(five) days of the Mela Period. Sweepers and one supervisor should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground.
- Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground
- Garbage has to be lifted (Approx. 4 trip per day through tractor) from Mela ground on daily basis.

**J. Ground Electrification:** The below mentioned items are taken as a package which shall be supplied by the bidder for the event. The quantities of the items are statutory /fixed in the package. The Mela Ground should be proper illuminated. The package includes the below mentioned items and concealed wiring to all lights and sound equipment's.

- Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- Adequate speakers shall be fitted in the exhibition premises for surround Sound 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- 100 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- 75 no. of white Halogen light along with wiring /fitting poles.
- 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- 300 no. hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- 40,000 Tuni running lights will be fitted at the required places.
- Sufficient ambience light should be done.
- Sufficient Round Lamp lights should be used for the entire ground.
- It may increase/decrease as per requirement.

All electrical connections and bills from the energy department will be borne by the bidder.

**K. Generators:** Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two T5 lights of each stall, few ground lights, control room and public announcement system. The requirement of generator sets will be of 140 KVA (for entire ground).

**L. Food Court:** The below mentioned items for construction Food Stall & Kitchen Shed and Dining Area Management for food court are taken as a package, which shall be supplied by the bidder for Pallishree Mela, Subhadra Shakti Mela and Atmanirvar Bharat Swadeshi Mela 2025-2026.

a) **Food Stall Along With Kitchen Shed:** Minimum 15 food stalls along with kitchen shed to be made as per the following specification:

Sn.	Particulars	Specifications
1	Structure	a. <b>Food Stall</b> Bamboo (3 to 6 inch) & cloth structure, Size of Each Stall – 15' X 10' (15 nos) With Tarpaulin Water Proof Roofing. b. <b>Kitchen Shed:</b> Bamboo and balla structure, tin roofing and tin walling of size 15' x 10' each to be erected in the back side of the food stall.
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
4	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.
5	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.
6	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.
7	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.
9	Closures	Front Cloth Drops/Screens Daily to be done
10	Water	Water line connection to each kitchen shed with sink fixing

b) **Dining area:**

Sn.	Particulars	Specifications
1	Size	The size of the dining area will be of 75' X 75'
2	Flooring	Red net carpet
3	Furniture	Fifty (50) numbers of round table with frill and cover, hundred (100) numbers of banquet chair with white cover.
4	Barricading	Decorative Bamboo truss barricading of 3' height with red colour painting to be erected around the dining area with entry and exit passage.
5	Dustbin	Sufficient (a minimum of 50 numbers big size) dustbin to be provided in dining area.

**M. 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 tiffin, lunch and dinner to the participants and officials (around 500 approx. pack). The area to be carpeted with red synthetic nets. Adequate lights to be set up. Dust bins to be placed for garbage collections.

**N. Net Carpeting:**

New net carpeting to be used in the open space area of the mela ground for dust free, the selected bidder has to ensure the use of new net carpet and daily maintenance of the same during the mela period.

Barricading:

Tin barricading (with 10 ft.) is to be done in the outer area of the stall for safety and security purpose.

- O. Miscellaneous Items:** Besides works from item no. A to no. V following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

Sl.	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	400 pcs.
2	Durry (15' X 15')	10 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	6000 sqft
6	Dustbin- 3 ft height	50 pcs.
7	Decorative Flower / Plant Pot	150 pcs.
8	Syntex tank (2000 liter capacity each tank with 3' height stand)	2 pcs.
9	Soundless pedestal fan	10 cs.
10.	Red carpet (synthetic)	2000 Sq. ft.

**P. Fireman Rest Room:-**

Structure : Bamboo & Cloth Structure, one side open

Size : 30 'X 20'

Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.

Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.

Electric Fitting : 4 no. of tube light, 4 no. of LED Focus light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

Chairs : 10 nos.

Bed : 20 nos.

**Q. ADVERTISEMENT, PUBLICITY AND OTHERS.**

Sl.	Works to Be Done	Particulars
A	Advertisement & Publicity	1. Printing, Distribution & Installation of the Advertisement & Promotional Materials. 2. All the print media and Electronic Media advertisement will be done by I&PR Deptt. Co-ordination will be under taken by the Event Management Agency. 3. Media Management- Holding of Press Conference 4. Dossier on Media Coverage
B	Videography and photography	1. Videography and Photography of the entire program alongwith pre-program events. 2. Drone camera will be used during the event for capturing attractive photo and videos. 3. Documentation of the <b>Mela</b> will be done for better and high quality photos & video to be used in the events/ workshops/ coffee table books/ social media etc.
B	Surveillance Arrangement	CC Camera setup surrounding to the ground along with TV/Monitor
C	Installation of Display Unit	LED Wall will be installed for display of ORMAS activities Videos during the event. Minimum 2 nos 12'x8' size surroundings in the Ground.
D	Security Services	Providing Private Security Service at Mela Venue & Accommodation Place of the participants during the event
E	Local Transportation	Providing Local Transportation services to participants during the event and providing hired vehicle for official use.
F	Pantry Services	Pantry Services in Coordination Cell for Officials & VIP and providing daily Tea/ Snacks/ Tiffin during the event. The personnel engaged should be well behaved with well uniformed.

R. DETAILS OF THE ITEMS WISE WORK TO BE PROVIDED:-

**Advertising & Publicity Works to be done in Mela**

The detail works to be done is given hereunder:

1. **Publicity:** Publicity of the event should be made by Branding through Hoardings and standee.
2. **Media Management:** conduct of press conference by inviting minimum 40 to 50 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits. *Details of the Advertisement & Publicity works are given below:*

Sl.	Specifications	Quantity (Pcs./ Package)
A	<b>Publicity:</b>	
1	Hoardings – (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Balangir Town	20 pcs.
2	Road standee-(3ft X6ft each)	150 pcs.
B	<b>Media Management:</b> Conducting Press conference by inviting minimum 30 to 40 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits.	1 no.

- **CCTV:** Fourty (40) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitor /participants. The cable to be laid for the CCTV installation in the Mela Ground and one CCTV operator Call Notice has to be remain present during the Mela Period. The numbers may vary depending on the requirement and decision of the mela authority
- **LED Panel (12 ft. X 8 ft.) along with operator:** - 2 nos. of LED Panel along with riser to be installed in two locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.
- **Photography & Videography of the Mela** will be done for better and high quality photos & video to be used in the events.
- **Still Photography:-** 2 nos. of high-end cameras should be used for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.

**Job Responsibility for photography:-**

- The still photographs of each day event activities as well as regular happenings of Mela should be captured without missing.
- (The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/officials; Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc.)
- A set of 200 nos. of best high-resolution photographs of the entire event should be capture and submitted. The photos should be of thematic wise starting form Inaugural Sessions of the event to the closing ceremony. A two member team of ORMAS will coordinate with the agency for the specific assignment.
- Drone must be used for taking the aerial view of the mela ground during visitors rush in day time and few shots of the night

**Videography:**

- 2 nos. of 4K High Definition Video (HDV) Camera should be used for videography for the entire event. Tripod, cordless lapel mic for interview and lights should be used for the videography work.
- Reels of the Mela of short duration should be made during the programme.
- Proper voice over, background music etc. must be use while making the short films.

*ll*

**S. SECURITY SERVICES:**

Adequate Private Security Guard to be deployed in the Ground for smooth management of the Programme. 45 Security Guards & 3 nos. security super visors per day required (tentative) in 3 nos. shifts for 5 days Mela Period. Extra security will be required one day before & after the Exhibition period. Security personnel will be deployed from 18<sup>th</sup> January to 23<sup>rd</sup> January 2025 for smooth management at Mela ground and Accommodation places of participants. The requirement may be communicated to the agency as per the requirement and direction of Mela Management Team.

**T. LOCAL TRANSPORTATION**

1. Carrying participants from Mela Ground to Accommodation places (to & fro) or any other accommodation place.
2. Providing two Vehicles (One Bus type and One Bolero type) for during the mela period.

Details of the Local Transportation arrangements are to be made are given below:

SN	Type of Vehicle	Particulars
1	Swift Desiré	Swift Dezire (For 24 hour duty + 17 Km. Running Per One Liter Diesel)
2	Bolero	Bolero (For 24 hour duty + 10 Km. Running Per One Liter Diesel)
3	Bus (40 – 50 seater)	Mela Ground to Accommodation places or any other accommodation place inside Balangir (Morning 5 + Evening 5 = 10 trips approx.) tentative Bus (Mela Ground to Accommodation places Balangir Bus Stand/Zilla School or any other accommodation place inside Balangir). (40-50 seater) (Morning 5 + Evening 5 = 10 trip approx. per day)

**U. PRINTING**

Details of the Printing works to be done for Mela are given below:

Mela Works:

1. **Pallishree Mela , Subhadra Shakti & Atmanirbhar Bharat Swadeshi Mela Identity Card with Neck Cord (50 nos. for Officials)**
  - i. Size : 14 CM X 10 CM
  - ii. Printing : Offset Printing, One Side
  - iii. Colour : **Multi colour**
  - iv. Material : Plastic
  - v. Accessories : Neck Cord
2. **Pallishree Mela , Subhadra Shakti & Atmanirbhar Bharat Swadeshi Mela Identity Card Identity Card with Cover and Neck Cord (600 Pcs.)**
  - i. Size : 14 CM X 10 CM
  - ii. Printing : Offset Printing, Both Side
  - iii. Colour : **Multi colour**
  - iv. Paper : Art Paper Board, 220 GSM
  - v. Accessories : Plastic pouch and Clip type Neck Cord
3. **Mela Invitation Card with Envelope (200 Pc.)**
  - i. Size : 42 CM X 29 CM (Triple folded- with creasing)
  - ii. Printing : Offset Printing
  - iii. Colour : **Multi Colour**
  - iv. Paper : 220 GSM Glossy sheet (Imported)
  - v. Envelop : Fit to card, multy colour printing
4. **Pallishree Mela, Subhadra Shakti & Atmanirbhar Bharat Swadeshi Mela (300pcs. For participants)**
  - i. Size : A4
  - ii. Printing : Offset Printing
  - iii. Colour : **Multi Colour**
  - iv. Paper : 300 GSM Art Paper Board

#### **V. DESIGNER**

A Professional Designer may be engaged having experienced in creative and artistic designing. The firms should create a layout so that the stage facing should be well visualised from every corner of the ground. The Swadeshi ambience should be well reflected in all printing materials.

#### **W. DATA ANALYSIS**

Personnel will be engaged by the firms for registration of CBOs/participants, collection of data/daily sales, record collection, data analysis and submission of 10 nos. of colour documentary booklet.

#### **X. Pantry Services**

Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin, Lunch, Dinner to the Officials/ Guest/ VIP & VVIP at Coordination Cell during the event. The billing will be done on actual basis, duly certified by the Mela-In-Charge in each bill. The waiter boy / girls with proper uniform to be provided by the selected agency.

#### **Y. IEC & PUBLICITY CAMPAING**

Newspaper advertisement one time. Social media campaign through social handler. Influencer engagement/YTUBER. Miking through Mobile Van announcement system in the all Blocks, NAC & Municipality Area of Balangir District. Hoarding, poster & dangler to be install in all Blocks, NAC & Municipality Area of Balangir District. Subhadra Shakti Mascot in the Mela Premises. Promotional Video & reels to be played in the Mela Ground. Leaflets printing & distributed in newspapers & public area.

**SECTION: V**  
**TECHNICAL BID**

**TECHNICAL BID SUBMISSION FORMS**

**TECH -1**  
**COVERING LETTER**

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

The CDO-cum-EO,  
ZP, Balangir,  
Panchayati Raj & Drinking Water Department  
Balasore - 756001

**Sub: Selection of Event Management Agency for Pallishree Mela , Subhadrashakti Mela & Atmanirbhar Bharat Swadeshi Mela [TECHNICAL BID].**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Bid No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (Separately).

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the TENDER CALL NOTICE document. In case any provision of this TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**TECH -2****Bidder's Organisation (General Details)**

SI No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
5	Local office in Balangir If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	GST No.	
9	PAN Number	
10	FASSAI No.	
11	Trade Licence No.	
12	Udyam Registration No.	
13	Goods and Services Tax Identification Number (GSTIN)	
14	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE.	YES
15	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**TECH -3**

**Bidder Organisation (Financial Details)**

Financial Information in INR			
Details	FY 2022-23	FY 2023-24	FY 2024-25
Turnover from Event Management Services (in Rupees)			
<b>Supporting Documents:</b>  Audited certified financial statements for the last three FYs (2022-23, 2023-24 & 2024-25) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional audit report for any of the FYs will not be accepted.  <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i>			

\_\_\_\_\_  
*Signature and Seal of the Company Auditor with Date in original*

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

Communication Address of the Bidder: \_\_\_\_\_

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

**TECH - 4**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table -1 (List of completed assignments only of similar nature during last 3 years)  
(FY 2022-2023, 2023-2024 & 2024-2025)**

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete address	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last three year as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.*

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

Communication Address of the Bidder: \_\_\_\_\_

*Handwritten signature*

TECH - 5

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

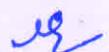
We further confirm that we are aware our interest for the similar nature work would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated this ..... Day of ....., 2026

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature : \_\_\_\_\_



**TECH - 6**

**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 PR &DW and 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

**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

**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.

(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, allied & other works for Pallishree Mela, Subhadra Shakti Mela and Atmanirbhar Bharat Swadeshi Mela 2025-2026.

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

**TECH - 8**  
**TECHNICAL BID**

**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	<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>Udyam &amp; Trade Licence with the competent authority with validity up to the date</b>
2	<b>PAN &amp; GSTIN:</b>	
	The bidder must have PAN and GST (GSTIN) registration	Copy of PAN and GSTIN
3	<b>FSSAI</b>	
	The bidder must have FSSAI registration	Copy of FSSAI certificate
4	<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 three years as on 31.12.2025.	Work order/ Work completion certificate/ Experience Certificate issued by the concerned Government authority
	(ii) The bidder must have completed at least one Event Management work (Single work order), having value not less than ₹ 40.00 lakh (Rupees forty lakhs) in last three years	-do-
5	<b>Turnover:</b>	
	The agency should have an average annual yearly turnover of <b>₹ 50.00 lakh (Rupees fifty lakhs) only</b> in the Financial Year : 2022-2023, 2023-2024 & 2024-2025	<b>Audited Balance Sheet &amp; Turnover Certificate</b> issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income
6	Declaration to, the effect that the bidder has not been blacklisted by any Central/ State Government	<b>Form of Declaration in the format</b>
7	Minimum C- class Electrical license	Valid minimum C-class electrical contract license in the name of the party and if the party have not the same in its own firm then the party must be submitted the agreement documents of non judicial stamp paper with the contractor with proper documents.
8	Registered for security provider	Party have to submit the documents on registration under security provider in the name of the firm and if the party have not the same in its own then the firm must be submitted the agreement documents on non judicial stamp paper with the registered security service provider with proper documents.



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

Sl. No.	Envelope No.	What to contain	How the envelope is to be labelled
1	<b>Envelope-1</b>	(i) Covering letter in the format (ii) Information in the format at along with the documents	Envelope-1- Selection of Agency for Tentage work, allied & other works for Pallishree Mela, Subhadra Shakti Mela & Atmbanirbhar Bharat Swadeshi Mela 2025-2026
2	<b>Envelope-2</b>	Information in the format along with the documents	Envelope-2-Technical Bid –Selection of Agency for Tentage work, allied & other works for Pallishree Mela, Subhadra Shakti Mela & Atmbanirbhar Bharat Swadeshi Mela 2025-2026
3	<b>Envelope-3</b>	Financial bid document	Envelope-3- Financial Bid Tentage work, allied & other works for Pallishree Mela, Subhadra Shakti Mela & Atmbanirbhar Bharat Swadeshi Mela 2025-2026
4	<b>Envelope-4</b>	Sealed envelope 1, 2 and 3	BID for selection of Agency Tentage work, allied & other works for Pallishree Mela, Subhadra Shakti Mela & Atmbanirbhar Bharat Swadeshi Mela 2025-2026

**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.	Particular of the document	Remark
1	Covering letter in the Bidder's letterhead requesting to participate in the tender	Envelope No. 1
2	Bid-processing fee (non-refundable) for ₹ 10,000/- (Rupees ten thousand) only in shape of Bank Draft drawn in favour of "CDO-cum-EO, Zilla Parishad, Balangir", payable at Balangir. <b>Non-submission of Bid Processing Fees shall entail the proposal to be rejected.</b>	
3	EMD for ₹ 2,00,000/- (Rupees two lakhs) only, in shape of Bank Draft drawn in favour of "CDO-cum-EO, Zilla Parishad, Balangir", 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.	
4	Copy of PAN	
5	Copy of GSTIN registration	
6	Copy of Udyam Registration	
7	Copy of Trade Licence	
8	Copy of FSSAI Certificate	
9	Experience certificates (arranged in ascending order, year-wise)	
10	Audited balance sheet of the firm issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income from Financial Year 2022-2023, 2023-2024 & 2024-2025 (arranged in ascending order, year-wise)	Envelope No.2
11	Required documents on valid C-class Electrical Contract licence	
12	Required documents on Security provider	
13	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	
14	Local office address of the firm(The Registered Office/Branch Office of the Agency must be jurisdiction of the Balangir District) (valid address proof of the Office, Copy of the Telephone/electricity bill of last six months and rent deed)	
15	Particulars of the Human Resources of the bidder's organization	
16	Financial Bid document	Envelope No. 3
17	Envelope 1, 2 and 3	Envelope No. 4



**SECTION: VI**  
**FINANCIAL BID SUBMISSION FORMS**

COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To,

The CDO-cum-EO,  
ZP, Balangir, Panchayati Raj & Drinking Water Department  
Balangir - 756001

**Sub: Submission of Financial Bid for Event Management Services of Pallishree Mela, Subhadra Shakti Mela and Atmanirbhar Bharat Swadeshi Mela 2025-2026.**

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:

<b>TENTAGE, ALLIED AND OTHER WORKS OF PALLISHREE MELA, SUBHADRA SHAKTI MELA AND ATMANIRVAR BHARAT SWADESHI MELA 2025-2026</b>						
Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Including all taxes, transportation & charges
1	Construction of stalls		Per Stall		250 stalls	
2	Coordination Cell - Cum-VIP Lounge	Single package	Per package		1	
3	Gates	Category - A	Per Gate		1 No	
		Category - B	Per Gate		1 No	
4	Decorative Wall		Per Sq. Ft.		2000 sqr ft.	
6	Sitting arrangement in front of the Lok Utsav Main stage (German Hanger, sitting arrangements & others)	Single package	Per package		1	



7	Theme Stall cum Live Demonstration Mandap	Single package	Per package		1	
8	Selfie Point	Single Package	Per package		1	
9	Cleaning & Sanitation	Single Package	Per package			
10	Supply of Sweeper (15 sweepers per day) for mela ground, food court and Temporary urinal cleaning during the event.	Rate per head per day			5 days	
11	Garbage lifting (4 trip per day through tractor)	Rate per Trip			5 days	
12	Toilet cleaning material for entire Mela Period	Lumpsum		1 package	5 days	
	A-Cleaning of Temporary Urinal at mela ground					
	B-Participants accommodation places along with requisite phenyl, bleaching & other cleaning materials etc.					
13	Ground Electrification	Single package	Per package		1	
14	Generators	Single package	Per package		1	
15	Food Court including 15 stalls and dining	Single package	Per package		1	
16	Net Carpeting	Rate per sqr ft	Per Sqr ft		Entire Ground	
17	Barricading (in tin)		Running ft.		2000 sqr ft.	
18	<b>Miscellaneous items:</b>					
A	Bed Set (Bed & Pillow with Cover)		Per set		400 pcs	
B	Durry (15' X 15')		Per Piece		10 pcs.	
C	Printing & Installation of Star Flex Sheet with batten frame		Per Sq. Ft.		3000 sqrft	

D	Printing & Installation of Star Flex Banner for CBOs with batten frame		Per Sq. Ft.		1000 sqft	
F	Dustbin- 3 ft height	Per Piece		50 pcs		
G	Decorative Flower / Plant Pot	Per Piece		150 pcs.		
H	Syntex tank (2000 liter capacity each tank with 3' height stand)		Per tank		2 pcs.	
I	Soundless pedestal fan		Per Piece		10 pcs.	
J	Red Carpet (Synthetic)		Rate per sq ft		1000 sq ft	
<b>19 Advertisement &amp; Publicity</b>						
<b>Publicity:</b>						
i	Star Flex Hoardings– (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Balangir		Rate per piece		20 pcs.	
ii	Road Standee-(3ft X6ft each)		Rate per Piece		150 pcs.	
iii	<b>Media Management:</b> Conducting Press conference by inviting minimum 40-50 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits. Writing of one time press news and release of the same in newspaper.		Rate per press conference		1 No.	
iv.	<b>IEC &amp; PUBLICITY CAMPAING</b> Newspaper advertisement one time. Social media campaign through social handler. Influencer engagement/YTUBER. Miking through Mobile Van announcement system in the all Blocks, NAC & Municipality Area of Balangir, District. Hoarding, poster & dangler to be install in all Blocks, NAC & Municipality Area of Balangir District. Subhadra Shakti Mascot in the Mela Premises. Promotional Video & reels to be played in the Mela Ground. Leaflets printing & distributed in newspapers & public area		1 Package		1 Package	
<b>20 Documentation</b>						
i	<b>Photography &amp; Videography</b>		1 Package			
ii	LED Panel (8ft. X 6ft.) along with operator & riser (For entire event)		Rate per LED		2	
iii	C.C. Camera / TV along with operator		Rate per Camera		40	
iv	(For the entire event with thirty (40) CC camera)		1 package			

v	(For the entire event with 1 Plasma TV)	1 package			
<b>21 Security Services</b>					
i	Guard with Lathi (Rate Per Shift -8 Hour)	Rate per guard/ shift		As mentioned in Scope of work (tentative) (Package)	
ii	Supervisor (Rate Per Shift- 8 Hour)	Rate per supervisor/ shift		As mentioned in Scope of work (tentative) (Package)	
<b>22 Local Transportation</b>					
i	Bolero (For 24 hour duty + 10 Km. Running Per One Liter Diesel)	Rate per day		7 days	
ii	Swift Dezire (For 24 hour duty + 17 Km. Running Per One Liter Diesel)	Rate per day		7 days	
iii	Bus (Mela Ground to Accommodation places Balangir Bus Stand/Zilla School or any other accommodation place inside Balangir). (40-50 seater) (Morning 5 + Evening 5 = 10 trip approx. per day)	Rate Per Trip		5 days	
<b>23 Printing Works</b>					
i	Plastic Identity Card with neck cord-Official	Rate per pcs		50	
ii	Identity Card with cover and neck cord-Participants	Rate per pcs		500	
iii	Invitation Card with Envelop	Rate per pcs		200	
iv	Certificate	Rate per pcs		300	
<b>24 Pantry Services</b> Providing Daily Mineral Water, Tea, Coffee, Snacks, Tiffin to the Guest/VIP/ Officials at Coordination cell during the event as per the order of the mela in charge					
i	Mineral water (ISI Marked) - Rate per 500 ml bottle	Rate per bottle		500	
ii	Mineral water (ISI Marked) - Rate per 1 ltr bottle	Rate per bottle		300	
iii	Tea / Coffee- Rate per cup	Rate per cup		1000	
iv	Snacks (Category-I)- Dry fruits (for VIP & VVIP) - ( Roasted & salted Cashew & Pista/Almond, Salted bakery biscuits, chips, seo bhujia)	Rate per Plate		300	
v	Snacks (Category-II)- Tiffin (for Staff) (1 Bada, 1 Samosa, 1 Alu chap & 2 sweet) Rate per plate	Rate per plate		1000	
vi.	Break-fast(Idli/Puri/Vada/Veg Paratha/ Vegetable Upama(Suji +Seemai Mix) with Chutney or Sambar/ Veg Sandwich	Rate per plate		3000	

vii	<b>Lunch</b> (Plain Rice/Hot Roti/ Dal Fry/ Veg Curry (seasonal Veg)/ Special items like Panner/ Mushroom/ Fish/ Chicken alternatively/Water Bottle (500ml)	Rate per plate		3000	
viii	<b>Dinner</b> Hot Roti/ Veg Curry/ Non-Veg Curry/ Sweets (one each)/ Water Bottle (500ml)	Rate per plate		3000	
25	<b>Service boy (10 hours duty)</b>			1 package	
26	<b>Professional Designer</b> of the Pallishree Mela, Subhadra Shakti Mela & Atmanirvar Bharat Swadeshi Mela 2025-2026			1 package	
27	<b>Data Analysis</b> Registration of participants, daily sales record collection, data analysis and submission of 10 nos. of colour documentary booklet			1 package	
28	<b>Pavilion</b> 1 no. 20'x10' size pavilion with creative & artistic looks setup with photo frames of tourists places of odisha state, bara putras, freedom fighters			1 package	
<b>Grand Total</b>				<b>Rs.</b>	
<b>Rupees ( ) only</b>					

*I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.*

Yours faithfully,  
Authorized Signatory [In full and initials]:  
Name and Designation of Signatory with Date and  
Seal:

-----End of Document-----

