

Bid Document

FOR

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

FOR DISTRICT LEVEL PMSHRI UTSAV

DISTRICT EDUCATION OFFICE, BALANGIR

DISTRICT EDUCATION OFFICE, BALANGIR
AT:- SONEPUR ROAD , BALANGIR

No. 811 / 2026// Dated 19.01.2026

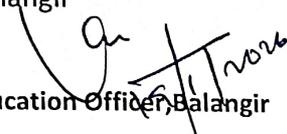
SHORT QUOTATION CALL NOTICE

Sealed quotation are invited from the reputed & credible Tent Houses, event organizer for Tent, Light, Sound& Event Arrangement & Lunch& refreshment for District Level PMSHRI UTSAV in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Items	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
1.Tent & Allied work (Gate/Standy, Stage, Auditorium Chair, Flower Decoration etc.). Light & Sound with power back up,Lunch & refreshment 1200 persons	Rs. 6000/-	Rs.14500/-	Dt. 26/01/2026 Up to 01.00 PM	Dt. 26/01/2026 At 3.00 PM

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

The SHORT QUOTATION CALL NOTICE Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof , By the approval of the Collector-cum-Chiarman, SS, Balangir


District Education Officer, Balangir

Memo No. 812

/Dt.19/01 /2026

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


District Education Officer, Balangir

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



Memo No. 813 Dt.19/01/2026

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


District Education Officer, Balangir

Memo No. 814 Dt.19/01/2026

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


District Education Officer, SS, Balangir

IMPORTANT INFORMATION TO THE BIDDER.

		Details
1.	Tender Inviting Authority (TIA)	DISTRICT EDUCATION OFFICER, BALANGIR
2.	Availability of the Bid document	www.balangir.nic.in
3.	Date of Issue of the Bid	Dt. 19.01.2026
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	Dt.26/01/2026 Up to 01.00 PM
5.	Date & time for opening of Technical BID.	Dt.26/01/2026 at 03.00PM
6.	Date of opening of Financial BID	Dt. 26/01/2026 at 5.00 PM
7.	Bid Processing Fee (Non-Refundable)	Rs.6000/- (Rupees five thousand Only) Tent & allied work (Gate/Standby, Stage, Auditorium Chair, Flower Decoration etc.)& (light & Sound with power back up)(lunch and refreshment) in shape of Banker's Cheque drawn in any nationalized/scheduled bank favoring DISTRICT EDUCATION OFFICER, BALANGIR payable at BALANGIR which will be annexed with the Technical Bid separately for each category of items.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs. 14500/- (Rupees five thousand five hundred Only) for Tent & allied work (Gate/Standby, Stage, Auditorium Chair, Flower Decoration etc.)& (light & Sound with power back up) in shape of Banker Cheque drawn in any nationalized/scheduled bank favoring DISTRICT EDUCATION OFFICER, BALANGIR payable at BALANGIR which will be annexed with the Technical Bid separately for each category of items.
9.	Address & mode of submission of sealed tender documents.	Mode of Submission: In the drop Box in the District Education Office, ,Balangir. Submission of proposal through other mode and late bid will be rejected. Address: O/o the District Education Office,Balangir AT- sonapur Road ,Balangir PIN 767001
10.	Place of Opening of Proposal:	Office chamber of DIST Education Officer
11.	Point of Delivery & Completion of supply	At PR High school field. 1.Tent & Event & power back up arrangement to be completed by 7.00 PM of 27 th January ,2026
12.	Submission of Performance security & Signing of agreement.	@5% of the contract cost on the day of issue of work order (Differential amount than that of EMD)

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

Handwritten signature

BID DOCUMENT

FOR

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

The District Education Officer, Balangir invites bids from the reputed & credible Tent Houses. for District Level PMSHRI UTSAV. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

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

- (a) Valid GST Registration under Odisha.
- (b) Office as well as Shop in Balangir
- (c) Valid PAN
- (d) Proof of Last two Year IT Return.
- (e) Proof of Tent House service to Govt. Programmed (Work Order) with minimum of single work order of 20lakh

2. Application Procedure:

The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid.**

The interested bidders are advised to submit two separate sealed envelopes super scribed **"Tent & allied work (Gate/Standby, Stage, Auditorium Chair, Flower Decoration etc(as per the requirement) & Light & Sound with power back up sound less DG set & Lunch ,refreshment)"** as per item for which bid to be submitted. Both sealed envelopes should be kept in another sealed envelope superscribed **"Tender for Tent & allied work (Gate/Standby, Stage, Auditorium Chair, Flower Decoration & Light & Sound with power back up & lunch ,refreshment)"**

a. **Technical Bid & Financial Bid.**

The Bidder has to submit all the documents as per respective category of eligibility criteria in the Technical bid. Similarly, the Financial Bid form has to be filled up as per prescribed form (Fin) and to be submitted in separate sealed envelope. The tender should be addressed to O/o the District Education Office, sonapur Road, Balangir

- (a) The Bid document shall be available in Balangir District website **www.balangir.nic.in** and the cost of the tender paper is to be enclosed in shape of crossed banker's Cheque in favour of **"DISTRICT EDUCATION OFFICER BALANGIR payable at BALANGIR along with the Technical BID.**
- (b) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs.14500/-** for Tent & allied work (Gate/Standby, Stage, Auditorium Chair, Flower Decoration etc.) & (light & Sound with power back up),(lunch ,refreshment) The **EMD (refundable - without interest)**, may be submitted in shape of Banker's cheque from any Nationalized or scheduled bank drawn in favour of **"DISTRICT EDUCATION OFFICERS, BALANGIR payable at BALANGIR along with the Technical BID.**

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- (c) Failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the un-successful bidders shall be refunded within 10 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the work within specified period & (ii) not submitted performance security and/or express its inability to supply the material within the stipulated period. The EMD of successful bidder shall be adjusted against Performance security to be submitted.
- (d) The interested Bidders are to enclose self-attested photocopies of the above documents as per eligibility criteria as mentioned at above **in the Technical Bid envelope**. The tender submitted without the above documents/papers shall not be considered and will be rejected.
3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders shall not be considered & will not be opened.
4. **Submission & opening of Tender:**
- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before **26.01.2026 by 1.00PM** (in all working days) addressed to to O/o the District Education Office, Sonepur Road , Balangir Near PR High school, Balangir **indrop Box**. The Authority is not responsible for any delay. No other mode of submission of bid shall be entertained.
- (b) **Late Bidders:-** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus, the same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time at **26.01.2026 at 03.00 PM** in the Office chamber of District Education Officer , Balangir in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time.
- (d) The Financial Bid of only those bidders who qualified in the Technical bids shall be opened.

5. (a) **Specifications :**

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

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

SI No.	Items	Size/ Nos		Remarks
1	Stage	40x25 feet	Rs.804800/-	Size may be modified as per the instruction of Govt and field condition with deviation of (10 to 15)%
2	Green Room			At both sides of Stage
3	3nos of Pavillion	500 persons for each pavillion		

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

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4	Cooler for stage	2 nos		
5	Cooler for Audience sitting place	6nos		
9	Ceiling	White orange cloth		
10	Fibre Chair	1500 nos		
11	Sofa Single seater	10 nos		
12	Two Seater Sofa	5 nos		with white turkish towels
13	Carpet (Green & Red)	Stage & Audience area		
14	Tea Poy with cloth	5 nos		
15	Podium	3		
16	LED display System for audience stage	3nos		
17	Quality Sound System with mouth Piece	3nos of Pavilion		
18	Generator	Sound less		
19	Still Photo and videography	For three pavilion & stage		
20	Flower Decoration	Stage only		
21	Baloon (Green & White)	Stage & Audience area		
22	Light Sound and power Back up (sound less D.G set)	As per the Requirement to be arranged		
	Lunch and refreshment @Rs.180 per day for two days for students participants & 2 nd day snacks for remaining students (students other than participant Approx. 10000 students)	1500 participants	Rs. 606132/-	

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

6. Evaluation of BID:

- The Tender Committee for the purpose will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
- The technically qualified bidder quoting lowest price in the Financial bid shall be considered for award of contract.

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- (c) At the time of comparison of financial bid rates of eligible parties, if the L-1 rate of any category is found to be exceeds the approved allowed fund allocation amount then the TIA / Tender Committee shall reserve the right for negotiation.

7. Acceptance or Rejection of the Bids:

- (a) The TIA reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.

8. Award of Contract :

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

9. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the **DISTRICT EDUCATION OFFICER, BALANGIR**, payable at **BALANGIR** only on the day of issue of the work order.

10. Requirement & Delivery Schedule:

The selected L-1 firm shall complete the delivered and install/fix/fit all requisite Tent, Light, Sound & power back up Event Arrangement items in all respect by 7.00 PM of 28.01.2026 at the PR High School field in ready-to-use conditions.

11. Payment terms:

- (i) On Satisfactory Completion of Work: 100% payment will be released on submission of Two self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iii) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

12. Penalty:

- (a) If the work is delayed or dis-satisfactory for any reason for which the TIA is not responsible, penalty @ 0.5 % on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA may write Govt. for black listing the firm.
- (b) If the quality of work is delayed or dis-satisfactory for any reason, penalty as suggested by the purchase committee will be imposed.

13. Submission of more than one tender for the same item by a particular bidder will lead to rejection of all tender of the said bidder.

14. The bidder/s shall use prescribed format for technical bid and Financial Bid in respect of each item separately as enclosed here with and its page should be serially numbered and duly authenticated.

15. All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.

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16. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents must be self-attested & shall be serial numbered with page mark.

17. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

18. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

19. Resolution of Disputes:

(a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract. Both the parties shall make every effort to resolve the same amicably by mutual consultations.

(b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman, SS, Balangir. The Collector cum Chairman, SS, Balangir, shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.

20. Applicable Law and Jurisdiction of Courts:

(a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.

(b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Balangir.

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**Technical Bid
of Bid Documents**

Sl No.	Description	Full Details	Page No. in the Bid Documents
1	Name of the Bidder		
2	Address for Communication Tel Ph No. E Mail ID.		
3	Name of the Authorized Person signing & submitting the bid on behalf of the bidder Mobile No. E Mail ID.		
4	Bid Processing fee Details: Amount Rs.6000/- including Light and sound		
5	EMD Details Rs.14500/- including all items of works		
6	Valid GSTIN under Odisha (OGST) Act (Enclose copy)		
7	Valid PAN (Enclose copy)		
8	Previous works experience work order of Govt. programmed minimum of 50 lakh per year turn over to be attached with a single tender order of 15lakh		
9	Proof of IT Return of last two financial Year		
10	Confirm to carry out assignments as per the scope of work of the Bid Documents	YES	
11	Confirm to accept all the terms & conditions as specified in the Bid Documents	YES	

DATE.

BIDDER'S/ OFFICIAL SIGNATORY
NAME & DESIGNATION WITH SEAL

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

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(In Bidder's Letter Head)

SI No.	Items	Rate to be Quoted as per specifications including all applicable taxes and duties (Rs in word)
1	<u>Tent & allied work (Gate/Standy, Stage, Auditorium Chair, Flower Decoration & Light & Sound with power back up</u> (as per specification at of the Bid Documents) and lunch & refreshment of 1500 participants for two days. (including all taxes and GST)	

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

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

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

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