

# **REQUEST FOR PROPOSAL (RFP)**

**SELECTION OF AGENCY**

**FOR**

**TENTAGE & ALLIED SERVICES FOR**

**National Level Pallishree Mela-2022**

**PURI**

**(From 30<sup>th</sup> to 9<sup>th</sup> July-2022)**

**Organized by**

**ORMAS & DRDA, Puri**

**Office of DRDA, PURI, Katcheri Road, Puri**

**Odisha, Pin-752001**

**ORMAS**

**Odisha Rural development and Marketing Society**

**Panchayati Raj & Drinking Water Department, Government of Odisha**

INDEX

SL NO	BRIEF DESCRIPTION	PAGE
1	BIDDERS' DATA SHEET	4
2	SECTION -1 : LETTER OF INVITATION (LOI)	5
3	SECTION -2 : INFORMATION TO THE BIDDER	6-11
4	SECTION-3 : SCOPE OF WORK	12-20
5	SECTION- 4 : TECHNICAL PROPOSAL SUBMISSION FORMS	21-24
6	SECTION-5 : FINANCIAL PROPOAL SUBMISSION FORMS	25-28
7	SECTION-6 : ANNEXURES	29-31

## DISCLAIMER

This Request for Proposal (RFP) is issued by the **Project Director, DRDA, Puri, Panchayati Raj & Drinking Water Department, Government of Odisha.**

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Department or any of its employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposal for qualification and thus selection pursuant to this RFP (the "Proposal"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and 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 of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority 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 RFP.

The issue of this RFP does not imply that the Project Director is bound to select and shortlist proposals and the Project Director reserves the right to reject all or any of the Proposals or Bids without assigning any reasons whatsoever.

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

The Project Director, DRDA, Panchayati Raj & Drinking Water Department, Government of Odisha shall be the sole and final authority with respect to selection of an agency through this RFP.

### BIDDERS' DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Project Director, DRDA Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Least Cost Selection (LCS)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of RFP	02.06.2022
5.	Date of Pre-Bid Meeting	07.06.2022 at 11.30 AM
6.	Last Date and Time for submission of Bid	18.06.2022 at 11.30 AM
7.	Date & Time for opening of Technical Proposal	18.06.2022 at 12 Noon
8.	Date & time for opening of Financial Proposal	18.06.2022 at 4.00 PM
9.	Bid Processing Fee (Non-Refundable)	INR1,000/- + 180 (GST-18 %) = Rs. 1,180/- (Rupees One thousand one hundred eighty only) in shape of Demand Draft in favor of "Chief Executive, DSMS, Puri" payable at Puri.
10.	Earnest Money Deposit (EMD)	All bidders will be required to submit a bid security declaration as provided in Form-5 of this document.
11.	Address for Submission of Proposal	Project Director, DRDA, Katcheri Road, Puri, Pin-752001, Odisha,  Mode of Submission: Speed Post / Registered Post / Dropped in the Tender Box at ORMAS office, DRDA, Puri only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
12.	Place of Opening of Technical & Financial Proposal:	Office Chamber of PD, DRDA, Katcheri Road, Puri, Pin-752001, Odisha.
13.	Joint Venture	Not Applicable
14.	Bid Validity	Bid validity period is 90 days from the bid due date
15.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Form-4

**For details, please visit: - [www.ormas.org](http://www.ormas.org) / [www.puri.nic.in](http://www.puri.nic.in)**

**SECTION: 1**  
**LETTER OF INVITATION**

RFP No: \_\_\_\_\_

Dated: \_\_\_\_\_/2022

**Name of the Assignment: Tentage & Allied Service for National Level Pallishree Mela-2022**

**Project Director, DRDA, Puri, Panchayati Raj & Drinking Water Department, Government of Odisha (The Client) invites sealed "National Level Pallishree Mela-2022".**

1. More details on the proposed assignment are provided at **Section-3: Scope of Work** of this RFP Document.
2. Agency will be selected under **Least Cost Selection (LCS)**.
3. The proposal complete in all respect as specified in the RFP Document must be accompanied with a **Non-refundable** amount of **Rs. 1,000/- + GST 18 % Rs.1180/- (Rupees One Thousand one hundred eighty )only** towards **Bid Processing Fee (Non-Refundable) in shape of Demand Draft in favor of "Chief Executive, DSMS, Puri" payable at Puri** ,failing which the bid will be rejected.
4. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post /Courier/ Dropped in the Tender Box** only. The Authority shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.  
Address for correspondence:  
Project Director, DRDA,Katcheri Road, Puri,  
  
Pin-752001, Odisha,
5. The last date and time for submission of proposal complete in all respects is **Dt. 18.06.2022 (11.00 AM)** and the date of opening of the technical bid **Dt. 18.06.2022 (11.30 AM)** & financial bid is **Dt. 18.06.2022 (4.00 PM)** in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet.
6. This RFP includes following sections:
  - a. Letter of Invitation [**Section – 1**]
  - b. Information to the Bidder [**Section – 2**]
  - c. Scope of Work & Technical Specifications[**Section – 3**]
  - d. Technical Proposal Submission Forms[**Section – 4**]
  - e. Financial Proposal Submission Forms (**Section –5**)
  - f. Check List :Annexure [**Section – 6**]
7. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Authority's knowledge, the Authority 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. The Authority reserves the right to accept / reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

**Project Director**  
**DRDA Puri,**  
**Panchayati Raj & Drinking Water Department**

*Te*

**SECTION: 2**  
**INFORMATION TO THE BIDDER**

**Eligibility Criteria:**

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical proposal:

Sl.No	Eligibility Criteria	Documents required
1.	The bidder must be a registered Firm/ Company/Partnership/Sole proprietorship. The bidder should have been in the business of providing Tentage & Allied Service or Event Management Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least <b>5years</b> as on due date for submission of RFP.	1. Proof of Certificate of Incorporation / Registration of the Agency 2. Copy of PAN/TAN 3. Copy of Goods and Services Tax Identification Number (GSTIN)
2.	The agency should have an average annual turnover of <b>Rs.50.00 lakhs</b> from Event Management Services /Tentage & Allied Service during this five financial years ( <b>2017-18,18-19,19-20, 20-21 &amp; 21-22</b> )	Copies of audited Financial statement for the last three financial years and CA certificate certifying that the agency should have an average annual turnover atleast <b>Rs 50.00 lakhs</b> during this five financial years.
3.	Experience of having successfully completed similar works during last five years as on due date for submission of bid. The bidder must have carried out atleast 2 nos assignment having the contract value not less than 10 lakh for each contract.	Completed Work orders/ Contract Document / Completion of Work Certificates from the s clients to be submitted.
4.	Bid Security	Bid Declaration format. Form-5
5.	Blacklisting declaration	Declaration Format- Form-4
6.	Bid Processing fee: Non-refundable amount of Rs. 1,000/- + GST 18 % - Rs. 1180/- (Rupees One Thousand One Hundred Eighty )only	Demand Draft
7.	The agency must submit the willingness letter from the outsourced agency for the work: Security service, Still photography &Live Videography and Cleaning & Sanitation for the Mela Purpose.	
8.	The agency must submit the willingness letter from Licensed Electrical Contractor for the Mela Purpose	
9.	The agency must submit the hard copy of the 3D design of the Stage, Gate, and Coordination cell and layout plan with flex design of facia.	

**Note:** Similar Work means: Tentage & allied Service / Event management Service like capable of providing service in the field of Tentage, Food stall, Security service, Documentation, Cleaning & Sanitation, etc.

## **Documents to be submitted along with TECHNICAL PROPOSAL (PART-A):**

The bidders have to furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (**Annexure-I**)
- Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee cost & Earnest Money Deposit (EMD) format as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of up to date and valid Goods and Services Tax Identification Number (GSTIN)
- General Details of the Bidder(**TECH – 2**)
- Financial Details turnover of the bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details, **TECH – 4**) along with copies of contracts / work orders / completion certificate from previous clients.
- The agency must submit the willingness letter from the outsourced agency for the work: Security service, Still photography & Live Videography and Cleaning & Sanitation for the Mela Purpose. The agency must submit the willingness letter from Licensed Electrical Contractor for the Mela Purpose
- The agency must submit the hard copy of the 3D design of the Stage, Gate, and Coordination cell and layout plan with flex design of facia.

***NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.***

### **1. Bid Processing Fee ( Non-refundable)**

The bidder must furnish as part of technical proposal, the required bid processing fee amounting to Rs. 1180/- (Rupees One Thousand one hundred eighty) only in shape of Demand Draft in favor of Chief Executive, DSMS payable at Puri. Proposals received without bid processing fee will be rejected.

### **2. Pre Bid Meeting:**

A Pre-Bid meeting will be organized by ORMAS to address the queries relating to the overall selection process and scope of the work. The Pre-Bid meeting will be held on Dt. 07.06.2022 (11.30 AM) at office of the DRDA, Puri . The client will address the queries submitted by the bidders through official website.

### **3. Submission of Proposal :**

Bidder must submit their proposals **Registered Post / Speed Post / Courier and dropped in the Tender Box** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the proposal. Any Proposal received after the deadline will be out rightly rejected.

**The procedure for submission of the proposal is described below:**

- i) **Technical Proposal:** The envelope containing technical proposal shall be sealed and superscripted as "**Technical Proposal – Selection of Agency for Tentage and Allied Service for National Level Pallishree Mela - 2022**" and furnished inside one envelope. The duly filled-in technical proposal submission forms,
- ii) **Financial Proposal:** The envelope containing financial proposal shall be sealed and superscripted as "**Financial Proposal – Selection of Agency for Tentage and Allied**

**Service for National Level Pallishree Mela - 2022".** The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.

The **"Technical Proposal"** and **"Financial Proposal"** must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the RFP Document. The first envelope must be marked as **"TECHNICAL PROPOSAL (NAME OF THE ASSIGNMENT)"** and the second envelope must be marked as **"FINANCIAL PROPOSAL (NAME OF THE ASSIGNMENT)"**. All two above envelopes have to be sealed and placed inside a main envelope with proper labeling of following information in bold:

**NAME OF THE ASSIGNMENT:**  
**REF NUMBER AND DATE:**  
**DEADLINE FOR SUBMISSION OF BID:**  
**NAME AND ADDRESS OF THE BIDDER:**

#### **4. Opening of the proposal :**

The FIRST ENVELOPE containing **"TECHNICAL PROPOSAL"** will be opened of the bidders only. The Client will constitute an Evaluation Committee (EC) to evaluate the proposals submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The Second ENVELOPE containing **FINANCIAL PROPOSAL** of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

#### **5. Evaluation of Proposal:**

A two stage process will be adopted as explained below for evaluation of the proposals.

**A. Technical Qualification (1<sup>st</sup> Stage):** the bidders have to furnish the following documents along with the pre-qualification proposal:

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Work orders/ completion certificate
3. Copy of Certificate of Incorporation/ Registration
4. Copy of PAN
5. Copy of Goods and Services Tax Identification Number (GSTIN)
6. Copy of Audited statement of Financial Turnover
7. Willingness letters
8. The agency must submit the hard copy of the 3D design of the Stage, Gate, and Coordination cell and Layout plan with flex design of facia.

***Non-submission of any one of the above document leads to outright rejection of the proposal.***

**B. Financial Proposal(2<sup>nd</sup> Stage):** There are four Category of Services viz:

**Category A:** Tentage & Allied works and Food Stall Works

**Category B:** Security Service

**Category C:** Still Photography & Live Videography

**Category D:** Cleaning & Sanitation

( The agency shall quoted their price category wise and in the consolidated price bid format)

The Financial Proposals shall be opened in the presence of the committee members and bidders' representatives who choose to attend. The proposed package price for the respective packages shall be read and recorded accordingly. The bidder must quote price against each item for each category, if found blank, the bid shall be rejected. The L1 price shall be determined putting the items and Categories altogether. The rate offered by the agency shall be inclusive of GST & Other Taxes.

## 6. Selection Process:

- Acceptable financial bids with lowest respective evaluated price for the assignment will be considered and award of contract.
- However where there is tie between bidders in lowest evaluated price, the person having higher in Average Annual Turnover will be considered as successful bidder.
- The price quoted by the bidder found unreasonable low from the estimated cost, the authority has every right to reject the bid for safeguarding the interest of the very purpose.
- The price quoted by the bidder found more than 20% of the estimated cost, the authority has every right to reject the bid or call for technical negotiation for safeguarding the interest of the very purpose.

## 7. Award of Contract:

The Authority will notify the successful bidder in writing by issuing an offer letter / work order.

## 8. ***Sub-contracting/ sub-letting of work is not allowed under this assignment.***

## 9. Other Terms & Conditions

- a. The duration of the exhibition will be for 11 days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by DRDA before 10 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
- b. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- c. It shall be responsibility of the successful Agency to obtained requisite permission for electricity connection / fire services for the event period from statutory bodies. The agency / event management unit have to supply fire protection equipments like fire extinguishers and adhere to the fire safety norms & fire retardant liquid spray every 5 days interval over flammable materials use for stalls.
- d. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.
- e. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Mela period to handle any work to be assigned by the authority.
- f. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- g. The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
- h. The final payment will be made on the basis of the actual work done and Work Inspection Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
- i. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
- j. 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.
- k. The bidder has to quote the rate as per the given format.

- l. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the ground with the same condition while occupying the ground.
- m. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. Authority will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
- n. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items for all the categories.
- o. 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 bidder has 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. The DRDA administration shall coordinate to the successful bidder in case arising of administrative issue.
- p. The successful bidder has to treat the materials to be used in Tentage & allied works (like clothes & other inflammable materials), with fire repellent chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area.
- q. 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.
- r. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
- s. Non-submission of any document required indicated in the ToR will render the Bid to be rejected.
- t. In case the authority increases or decreases the item/ materials requirement from any of the Category, the price shall be determined on pro-rata basis and the payment shall be made as per actual accordingly.

#### **10. Disclosure:**

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

#### **11. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. 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 Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**12. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of the Court of Puri only.

**13. 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 and thereafter the authority holds the option for cancellation of the contract for pending activities and will complete the same from any other agency. The authority may deduct such sum from any money from their hands due or become due to bidder. 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 authority and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a suitable penalty subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment.

**14. Client's right to accept any proposal, and to reject any or all proposal/s**

The Client reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring 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 Proposals have been opened and the lowest bidder gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the authority, including annulment of the selection Process.

**15. Number of Proposals:**

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

**16. Performance Security:** - The successful bidder is required to submit a performance security of 3% of the contract value in shape of DD from any scheduled commercial bank in favor of Chief Executive, DSMS payable at Puri. In case of any unsatisfactory work and delay in execution of work etc. the Performance Security amount will be forfeited as per the decision of the authority. The performance security shall be refunded after successful completion of the assignment.

## SECTION: 3

### SCOPE OF WORK & TECHNICAL SPECIFICATIONS

#### About the Event – National Pallishree Mela-2022

ORMAS, Bhubaneswar under Panchayati Raj Deptt. Govt of Odisha has sanctioned a **National level marketing event named as “National Level Pallishree Mela ” to be held from 30<sup>th</sup> June to 09<sup>th</sup> July 2022 at the Bholanath Bidyapaitha Ground, Puri.** “National Level Pallishree Mela ” is being organised by ORMAS /DRDA ,Puri in collaboration with district administration with an objective to provide a platform to the rural producers to showcase their products. This interaction will help them in knowing the taste, preferences of urban consumers and also beneficial in long-term sales tie up.

The exhibition will be designed to create an indigenous village atmosphere where the rural producers/artisans/ entrepreneurs will 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 and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

Following works will be required to be taken up:

Name of the Category	Items
Category A: Tentage & Allied Works	<ol style="list-style-type: none"><li>1. Erection of stall,</li><li>2. Food Court, with barricading.</li><li>3. Gates</li><li>4. Coordination Cell -Cum-VIP Lounge: ,</li><li>5. Decorative wall,</li><li>6. Stage,</li><li>7. Auditorium with Sitting arrangement in front of the stage,</li><li>8. Live Demonstration Mandap</li><li>9. Ground Electrification,</li><li>10. Temporary Toilet for visitors along with water facility,</li><li>11. Generators,</li><li>12. Miscellaneous items</li></ol>
Category B	Security Service
Category C	Still Photography & Live Videography
Category D	Cleaning & Sanitation

## TECHNICAL SPECIFICATIONS

### CATEGORY A.

#### 1. ERECTION OF STALL

The bidder has to be quoted as a **package** against the detail specifications given below:

Sr.	Particulars	Stall specification
1	Structure	Pre-fabricated Iron (3 to 6 inch) & cloth ( <b>with Anti fire chemical Treatment</b> ) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Wooden plank platform of 1' 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 ( <b>22 Gage corrugated sheet</b> ). The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	Three tire 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 white cloth. The space below racks will be used for storage of goods.
5	Facia	Pre-fabricated iron frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with Flex and artistic design. 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	Tube Light – 3 no. (2 number of light should be connected with generator) & an on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
8	Numbering of Stall	All stalls should be numbered with vinyl with sun board. Vinyl name plate mentioning state's name should pasted on each stall.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.

#### **2. 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 National Level Pallishree Mela-2022..

- a) Food Stall Along With Kitchen Shed: **Minimum 10 food stalls** along with kitchen shed to be made as per the following specification:

Sn.	Particulars	Specifications
1	Structure	a. Food Stall Pre-fabricated Iron structure (3 to 6 inch)& cloth (Anti Fire Chemical Treatment) structure, Size of Each Stall – 10' X 10' With Tarpaulin Water Proof Roofing. b. Kitchen Shed: Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall.
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)

Sn.	Particulars	Specifications
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 pre-fabricated iron 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) & a 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
11	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical.

**b. Dining area:**

Sn.	Particulars	Specifications
1	Size	The size of the dining area will be of 60' x 150'
2	Flooring	Green net carpet
3	Furniture	Twenty (20) 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 green colour painting to be erected around the dining area with entry and exit passage.
5	Dustbin	Sufficient (a minimum of 30 numbers big size) dustbin to be provided in dining area.

**2. COORDINATION CELL -CUM-VIP LOUNGE:**

One Coordination Cell –cum- VIP Lounge will be erected- **ONLY NEW COTTON CLOTHES SHOULD BE USED.** The bidder has to be quoted as a **package** against the detail specifications given below:

SI	Particulars	Work Specifications
	<b>Design</b>	<b>Lotus Temple, New Delhi Design</b>
A	<b>Structure</b>	Bamboo <i>Bala/ Iron</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure should be Replica of " <b>Lotus Temple, New Delhi</b> " as per design.
B	<b>Size</b>	40 ft X 40 ft.
C	<b>Ceiling &amp; Wall</b>	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 of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.
D	<b>Counter</b>	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.

E	<b>Flooring</b>	Wooden plank platform of 3' height & full Floor synthetic Matting.
F	<b>Furniture</b>	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 3 sets of steel sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 20 no. of plastic moulded chairs, one steel Almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
G	<b>Electric Fittings</b>	Tube Light – 20 no. , Ceiling Fan – 8 no., 4 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 and scanner & LCD projector. Other decorative light like hanging chandelier ( <i>jhaada</i> ) etc.
H	<b>Sound System</b>	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.
I	<b>Closures</b>	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
J	<b>Flower Decoration</b>	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 thermocol lettering and thermocol panels at the entrance (written in English & Odia).
K	<b>A. C provision</b>	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 2 numbers of 4 ton tower AC should be fitted.
L	<b>Temporary Toilet</b>	One Temporary urinal should be installed with sanitary fittings in the VIP lounge along with water facilities & wash basin for the VIPs. The quality of these toilets should be good.

### 3. GATES:

Following are the specifications erection of gate in the Mela ground:

Sr.	Particulars	Category – A	Category – B
a	Structure	Iron structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates as per given design made up with batten framing.
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.	Same as Category – A
c	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of paris with thermocol sculptures etc.
d	Lighting	Sufficient lighting arrangement with metal light.	Same as Category – A
e	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.	Same as Category – A

### 4. DECORATIVE WALL

Decorative wall of batten framing, hessian cloth mounting and geru with chita painting, tile design at top in flex as per the design to be given.

## 5. STAGE:

One three side Cover with Ceiling stage shall be erected and decorated in the exhibition ground for meeting / evening cultural shows during the exhibition. The bidder has to be quoted as a package against the detail specifications given below:

Sr.	Particulars	Specifications																																												
A	Structure	Three side Cover with tarpaulin water proof roofing and Ceiling and side cover in new Clothes of structure 40' x 30'																																												
B	Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.																																												
C	Back Drop	Background work with batten framing, ply mounting, artistic 3D design in POP and thermocol as per given design and size of background will be 40' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).																																												
D	Lettering	Thermocol lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.																																												
E	Side Wings	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.																																												
F	Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.																																												
G	Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.																																												
I	Furniture	25 no. of VVIP Chairs/steel sofa with white towels, 5 no. of Center Tables, Tea Pot, Table Cloth, 12 no. Good quality borosil glasses with covers, Plastic name plates – 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided.																																												
J	Light & Sound	<p>Specification for light:</p> <table border="1"> <tbody> <tr> <td>i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td> <td>25 nos.</td> </tr> <tr> <td>ii) Galileo Scanner-1200 wt(SGM)</td> <td>4 nos.</td> </tr> <tr> <td>iii) Multi twenty- 2K</td> <td>6 nos.</td> </tr> <tr> <td>iv) Multi ten- 1K 7</td> <td>4 nos.</td> </tr> <tr> <td>v) Jumbo Smoke Machine</td> <td>2 nos.</td> </tr> <tr> <td>vi) Jumbo Strobe Light</td> <td>2 nos.</td> </tr> <tr> <td>vii) 1 Colour Laser</td> <td>2 nos.</td> </tr> <tr> <td>viii) Moving Head(SGM)</td> <td>2 nos.</td> </tr> <tr> <td>ix) Led Par</td> <td>10 nos.</td> </tr> <tr> <td>x) Halogen 1kw</td> <td>10 nos.</td> </tr> </tbody> </table> <p>Specification for sound:</p> <table border="1"> <tbody> <tr> <td>i) Bass Bin</td> <td>2 nos.</td> </tr> <tr> <td>ii) High range top box (pee-vay/JBL, 400wt.)</td> <td>4 nos.</td> </tr> <tr> <td>iii) High range frequency box (Pee-vay /JBL)</td> <td>4 nos.</td> </tr> <tr> <td>iv) HF box</td> <td>4 nos.</td> </tr> <tr> <td>v) Cordless Micro Phone</td> <td>2 nos.</td> </tr> <tr> <td>vi) Cord Micro Phone</td> <td>6 nos.</td> </tr> <tr> <td>vii) 24 channel Mixture</td> <td>1 nos.</td> </tr> <tr> <td>viii) High wattage amplifier</td> <td>4 nos.</td> </tr> <tr> <td>ix) Effect processor</td> <td>1 no.</td> </tr> <tr> <td>x) 3 kw stabilizer</td> <td>3 nos.</td> </tr> <tr> <td>xi) DVD Player</td> <td>1 no.</td> </tr> <tr> <td>xii) Stereo Deck</td> <td>1 no.</td> </tr> </tbody> </table>	i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	25 nos.	ii) Galileo Scanner-1200 wt(SGM)	4 nos.	iii) Multi twenty- 2K	6 nos.	iv) Multi ten- 1K 7	4 nos.	v) Jumbo Smoke Machine	2 nos.	vi) Jumbo Strobe Light	2 nos.	vii) 1 Colour Laser	2 nos.	viii) Moving Head(SGM)	2 nos.	ix) Led Par	10 nos.	x) Halogen 1kw	10 nos.	i) Bass Bin	2 nos.	ii) High range top box (pee-vay/JBL, 400wt.)	4 nos.	iii) High range frequency box (Pee-vay /JBL)	4 nos.	iv) HF box	4 nos.	v) Cordless Micro Phone	2 nos.	vi) Cord Micro Phone	6 nos.	vii) 24 channel Mixture	1 nos.	viii) High wattage amplifier	4 nos.	ix) Effect processor	1 no.	x) 3 kw stabilizer	3 nos.	xi) DVD Player	1 no.	xii) Stereo Deck	1 no.
i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	25 nos.																																													
ii) Galileo Scanner-1200 wt(SGM)	4 nos.																																													
iii) Multi twenty- 2K	6 nos.																																													
iv) Multi ten- 1K 7	4 nos.																																													
v) Jumbo Smoke Machine	2 nos.																																													
vi) Jumbo Strobe Light	2 nos.																																													
vii) 1 Colour Laser	2 nos.																																													
viii) Moving Head(SGM)	2 nos.																																													
ix) Led Par	10 nos.																																													
x) Halogen 1kw	10 nos.																																													
i) Bass Bin	2 nos.																																													
ii) High range top box (pee-vay/JBL, 400wt.)	4 nos.																																													
iii) High range frequency box (Pee-vay /JBL)	4 nos.																																													
iv) HF box	4 nos.																																													
v) Cordless Micro Phone	2 nos.																																													
vi) Cord Micro Phone	6 nos.																																													
vii) 24 channel Mixture	1 nos.																																													
viii) High wattage amplifier	4 nos.																																													
ix) Effect processor	1 no.																																													
x) 3 kw stabilizer	3 nos.																																													
xi) DVD Player	1 no.																																													
xii) Stereo Deck	1 no.																																													

		xiii) Meeting Microphone (Anti feedback microphone)	2 nos.
		xiv) Standing Box Audience capturing	4 nos.
		xv) Stage Monitor Box	4 nos.
		xvi) Singer Micro Phone	2 nos.
K	Green Room	Superstructure with bamboo, Ballha & Traplin cover for one green room shall be made on side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with Two Nos. soundless pedestal Fans.	
L	Overall supervision	Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the Tenderer.	

## 6. SITTING ARRANGEMENT IN FRONT OF THE STAGE

The minimum distance of 10 feet from stage to auditorium will be maintained. The bidder has to be quoted as a package against the detail specifications given below:

Structure	Temporary Structure with tarpaulin water proof roofing and Ceiling in new Clothes of structure 60' x 80'.
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 Flex with artistic design. A running white cloth jhallar of 1' width will be put in the Four sides, below to the fascia frame.
Chair	Six hundred (600) no. of plastic molded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 numbers of tea pot with white cover.
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Green net matting in sitting area.

## 7. LIVE DEMONSTRATION MANDAP

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

Structure: Iron Structure & Cloth Structure, four sides open (a model of Hindu marriage bedi)

Size: 15 'X 15'

Fascia: 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: 1 ft. wooden platform with Full floor Durry matting.

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 campa light fitted with the four corner poles, one ceiling Fan with on/off switch arrangement.

## 8. GROUND ELECTRIFICATION

The below mentioned items are taken as a PACKAGE which shall be supplied by the bidder. The quantities of the items are statutory /fixed in the package. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

- i. Main Switch Board/Panel Board up to 250 KW electric loads with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 40 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 35 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 15 no. of white Halogen light along with wiring /fitting poles.
- vi. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- vii. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- viii. 200 no. Appliqué 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.
- ix. 20,000 Tuni running lights will be fitted at the required places.

#### 9. TEMPORARY TOILET FOR VISITORS:

Thirty numbers of (10 for male & 10 for female) Temporary urinals & toilets should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the participants and visitors. The quality of these toilets should be good, as there is a huge turnover of visitors to this event.

#### 10. 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 82.5 KVA.

#### 11. MISCELLANEOUS ITEMS:

Besides works from item 1 to 7 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.

S. N	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	300 pcs.
2	Durry (15' X 15')	30 pcs.
3	Stage background in black cloth masking	2500 sqr ft.
4	Net Carpeting	4000 sqr ft.
5	Dustbin- 3 ft height	50 pcs.
6	Decorative Flower / Plant Pot	150 pcs.
7	Soundless pedestal fan	10 pcs.
8	Walkie Takie	6 Pcs

## CATEGORY B.

### SECURITY SERVICE

All Security Guards provided by the Agency should be young, smart, trained and should have requisite skill in the following aspects:

1. Dressed in proper uniform.
2. Sincere, well behaved & disciplined.
3. Able to read, write & speak Oriya. Working knowledge of Hindi & English.
4. Able to keep proper watch & ward.
5. Knowledge of fire extinguisher operation.
6. Able to ride motor bike.

The successful bidder should engage the Security Guards from the PSARA registered agency. Each guard should be aware of their duties & responsibilities during the duty hours.

### Per Day Tentative Requirement of Security Personnel in National Level Pallsree Mela-2019

Security Guard with Lathi	-	23
Arm Guard (with gun) -		10
Supervisor	-	<u>20</u>
<b>Total</b>	-	<b>53</b>

Security personnel will be deputed at Mela Ground and Accommodation places of the participants on shift basis.

1. ORMAS PURI will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
2. The price offered by the firm should include all taxes. However the GST will be deducted from the bill amount and deposited with the concerned authority.
3. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
4. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.
5. Arrangement of lodging, boarding & logistics of the guards during exhibition towns during the exhibition period will be the responsibility of the Security Agency.

## CATEGORY C.

### STILL PHOTOGRAPHY & LIVE VIDEOGRAPHY

#### i) **Live Videography:**

- The entire event will be video documented in *Digital High Definition Video (HDV) Camera*.
- A small documentary film/movie of mela with minimum 10 minutes duration should be made. The documentation to cover like: Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, Success Stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer.
- State/District wise videography along with success stories, interaction with visitors/sellers etc.
- Necessary actions should be taken during final post production and final preview of the documentary in consultation with ORMAS PURI.
- The documentary film of the mela should be submitted in DSMS, PURI office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

#### ii) **Still Photography:**

- The still photographs (maximum of 100 Pcs.) as required by the mela authority. 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 Programs, live demonstration, Success Stories, etc 3 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in DSMS PURI office within 10 days of the completion of the event.
- State/District wise photography along with success stories, interaction with visitors/sellers etc.
- iii) **LCD Display:** Four LCD display has to be setup in four locations in the Mela Ground. More numbers may be put in the Mela ground with the approval of the concerned Mela authority.
- iv) **LED TV 50 inch:** One LED TV to be installed near the stage.
- **CCTV:** Twelve (12) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitors & the participants. The numbers may vary depending on the requirement and decision of the mela authority. The coverage copy of each day needs to handover to ORMAS Puri after completion of the pallishree mela

#### CATEGORY D.

#### CLEANING & SANITATION

1. Mela Ground, food Court, Urinal Cleaning & Sweeping.
2. Toilets cleaning with requisite materials like phenyl & bleaching etc.
3. Garbage lifting (Approx. 4 trip per day through tractor). Two times daily (**one at 10:00 am, 12:00 PM and another at 3.30 to 11:00 PM) two trips per day.**)
4. Pre Cleaning Mela Ground two day before Exhibition (**Date: 28 & 29.05.2022**) & Post Cleaning 3 days (**10.06.2022 to 12.06.2022**)

**SECTION: 4**  
**TECHNICAL PROPOSAL SUBMISSION FORMS**  
**TECH -1**  
**COVERING LETTER**

**(ON BIDDERS LETTER HEAD)**

[Location, Date]

**To:**

**The Project Director  
DRDA, Puri  
Panchayati Raj & Drinking Water Department  
Puri- 752001**

**Sub: Tentage & Allied Services for National Pallishree Mela-2022. [TECHNICAL PROPOSAL]**

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_ in accordance with your Request for Proposal No.: \_\_\_\_\_, dated \_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. I confirm that this proposal 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 RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal 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	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
6	<b>Bid Processing Fee Details</b> Amount : DD No. : Date: Name of the Bank:	
7	<b>EMD (Bid security format)</b>	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the RFP	
11	Accept all the terms and conditions as specified in the RFP	

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

**TECH -3**

**Bidder Organisation (Financial Capacity Details)**

Financial Information in INR ( Turn Over)						
Details	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	Average
Average Annual Turnover from (in Rs.)						
<p><i>Total Annual Average Turnover Rs.....</i></p> <p><b>Supporting Documents:</b></p> <p>Audited certified financial statements (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><b><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 proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b></p>						

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

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

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

*Te*

**TECH - 4**

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

Table -1 (List of completed assignments only of similar nature during last 5 years as on due date)

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client	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							
4							
5							

**Note:** Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

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

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

**SECTION: 5**  
**FINANCIAL PROPOSAL SUBMISSION FORMS**  
**FIN-1**  
**COVERING LETTER (In Bidders Letter Head)**

[Location, Date]

TO:

The Project Director  
DRDA, Puri ,  
Panchayati Raj & Drinking Water Department,  
Government of Odisha, Puri-752001

**Sub: Submission of Financial Proposal for Tentage & Allied Services for National Level Pallishree Mela -2022**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal 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 RFP document. Items wise rate as per format given in the RFP documents are given below:

**Financial Bid Format**

**1. Category A ( Tentage & Allied works)**

Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.]
A	Erection of stall		Per Stall		255 stall	
B	Coordination Cell -Cum-VIP Lounge		Per package		1	
C	Gates	Category - A	Per Gate		2 Nos	
		Category - B	Per Gate		1 Nos	
D	Decorative Wall		Per Sq. Ft.		4000 sqr ft.	
E	Stage		Per package		1	
F	Sitting arrangement in front of the stage	Single package	Per package		1	
G	Live Demonstration Mandap	Single package	Per mandap		1 Nos	
H	Ground Electrification	Single package	Per package		1	
I	Temporary Toilet / Urinal for		Per		20 urinals	



	visitors		urinal/Toilet		
J	Generators	Single package	Per package	2	
K	Food Stall with Dining Area	Single package	Per Stall	20 Stall	
L	<u>Miscellaneous items:</u>				
1	Bed Set (Bed & Pillow with Cover)		Per set	300 pcs.	
2	Durry (15' X 15')		Per Piece	30 pcs.	
3	Stage background in black cloth masking		Per Sq. Ft.	2500 sqr ft.	
4	Net Carpeting		Per Sq. Ft.	20000 sqr ft.	
5	Dustbin- 3 ft height		Per Piece	50 pcs.	
6	Decorative Flower / Plant Pot		Per Piece	150 pcs.	
7	Soundless pedestal fan		Per Piece	10 pcs.	
<b>Total Amount</b>					

## 2. Category B. (Security Service)

Sr.	Category	No. of Guard	Rate per shift i.e. 8 hours/ per guard (in Rs.)	Total Price for all security
1	Guard with Lathi	23 ( two shift)		
2	Guard with Gun	10 ( one shift per day)		
3	Security Supervisor	20 ( two shift per day)		
<b>Total Amount</b>				

### 3. Category C.(Still Photography & Live Videography)

Sl. No.	Particulars	Units Price	Total Rates (In Rs.)
1.	Video Documentation (3 copies of CD to be submitted)	For the entire event	
2.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap Rs. _____	
3.	LCD Projector (For the entire event with four (4) LCD at four location.)	Per LCD Rs. _____	
4.	C.C. Camera & Monitor TV with Backup recovery position. For the entire event with Twelve (12) CC camera	Per Camera Rs. _____	
5.	LED TV (50" size) For the entire event with one (1) LED TV.	Per LED TV Rs. _____	
<b>Total Amount</b>			

### 4. Category D.(Cleaning & Sanitation)

SN	Particulars	Amount /Rate	Total amount
2	Supply of Sweeper (12 sweepers per day) for mela ground, food court and Temporary urinal & Latin cleaning during the event.	Rs. _____ per day per sweeper	
3	Garbage lifting (4 trip per day through tractor)	Rs. _____ per trip	
4	Toilet & Urinal cleaning material for entire Mela Period  (10 Temporary Urinal & 10 Toilet at mela ground)	Rs. Per Urinal & Toilet _____	
A	Phenyl-100 ltr(branded) both black and white	Rs. _____ per Ltr	
B	Bleaching- 200 kg	Rs. _____ per Kg	
c	Naphthalene ball- 10 Kg(Branded)	Rs. _____ per Kg	
<b>Total Amount</b>			

**CONSOLIDATED PRICE BID FORMAT**

SI	Name of the Category	Price to be quoted by the firm in Rs. Including taxes
1	Category-A: Tentage & Allied works	
2	Category-B: Security Service	
3	Category-C: Still Photography and Live videography	
4	Category-D: Cleaning & Sanitation	
	<b>Grand Total ( A+B+C+D)</b>	

Rupees.....( including all taxes).

In words.....  
(Including all taxes).

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 proposal you receive.

Yours faithfully,

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

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

**Address of the Bidder:**

**SECTION - 6**  
**ANNEXURE Annexure - I**  
**BID SUBMISSION CHECK LIST**

S/no	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL PROPOSAL</b>			
<b>(PART - A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List ( <b>ANNEXURE-I</b> )		
2	Covering Letter ( <b>TECH A -1</b> )		
3	Bid Processing Fee of <b>Rs. 1180/-</b> in form of DD		
4	EMD( Bid Security Format)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	General Details of the Bidder ( <b>TECH - 2</b> )		
9	Financial details of the bidder ( <b>TECH - 3</b> ) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
10	List of completed assignments of similar nature (Past Experience Details) ( <b>TECH - 4</b> ) along with the copies of work orders for the respective assignments		
11	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career.		
12	Copy of the Electrical License / Contractor hired by the bidder		
<b>FINANCIAL PROPOSAL</b>			
1	Covering Letter ( <b>FIN-1</b> )		

**Undertaking:**

- All the information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the proposal have been sealed and signed by the authorized representative.

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

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

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

T  
re

**Form-4-**

**DECLARATION FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT  
BLACKLISTED**

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 or at any stage of selection and/or thereafter during the term of the Contract.

Dated this ..... Day of..... , 2022

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

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

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

**Form- 5 - FORMAT FOR BID SECURITY DECLARATION**

To, The Project Director, DRDA, Puri

Sub: Submission of document on "BID SECURITY DECLARATION" format.

Sir, I/We. The undersigned, declare that: I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration. I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.  
Dated this .....Day of ....., 2022

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

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

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

  
**PROJECT DIRECTOR**  
**DRDA, PURI**