



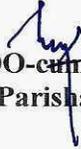
ZILLA PARISHAD, Puri
ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY, PURI
(Panchayati Raj & D.W. Deptt. Govt. of Odisha)



Letter No. 885 /ORMAS Date. 21/01/2026

Advertisement Material

Chief Development Officer-cum-Executive Officer, Zilla Parishad, Puri invites sealed bids from reputed, registered/sole proprietor suppliers/ Firms for tentage & allied Services for **Atmanirvar Bharat and Swadeshi Mela-2026** from dated 11.02.2026 to dt 15.02.2026 at Talabania, Puri. Bidders fulfilling the prescribed eligibility criteria of the tender can access and download the complete Tender Documents and other details from <http://puri.odisha.gov.in>. The sealed documents should reach to office of the Zilla Parishad, Puri latest by **dt 31.01.2026 by 5.00 PM** through Speed/ Regd. Post only and Technical bid shall be opened on **dt. 02.02.2026 at 11.00 AM** and Financial Bid shall be opened on **dt. 03.02.2026 at 11.00 AM**.


CDO-cum-EO, 21/01/2026
Zilla Parishad, Puri

Tender Documents

**SELECTION OF FIRMS/ AGENCIES FOR TENTAGE & ALLIED WORKS
FOR
ATMANIRVAR BHARAT - SWADESHI MELA 2026**

ORMAS

**Odisha Rural Development and Marketing Society
Panchayati Raj & Drinking Water Department, Government of Odisha**

1

INDEX

SL NO	BRIEF DESCRIPTION	PAGE
1	DATA SHEET	3
2	SECTION -1 : LETTER OF INVITATION (LOI)	4
3	SECTION -2 : INFORMATION TO THE BIDDER	5-10
4	SECTION-3 : SCOPE OF WORK	11-18
5	SECTION- 4 : TECHNICAL BID SUBMISSION FORMS	19-23
6	SECTION-5 : FINANCIAL PROPOSAL SUBMISSION FORMS [ANNEXURES-A]	24-25
7	SECTION-6 : ANNEXURES	26

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DATA SHEET

Sl. No.	Details	
1.	Name of the Client	Chief Development Officer-cum-Executive Officer, Zilla Parishad, Puri
2.	Method of Selection	Open Tender through LI bidder.
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of TENDER CALL NOTICE	21.01.2026
5.	Last date for submission of Pre-bid queries through mail dmspuri@gmail.com	26.01.2026 6.00 PM
5.	Date of Pre-Bid Meeting	27.01.2026 at 11.00 AM
6.	Last Date and Time for submission of Bid	31.01.2026 by 5.00 PM (Through Speed post only)
7.	Date & Time for opening of Technical Bid and Presentation	02.02.2026 at 11.00 AM
8.	Date & time for opening of Financial Bid	03.02.2026 at 11.00 AM (Tentative)
9.	Tender Processing Fee (Non-Refundable)	10,000/-INR + GST-18 % = Rs. 11,800/- shall be Paid in shape of DD/transferred in the following SB Account Name of the Account Holder:- M/S Chief Executive District Supply & Marketing Society, Puri, Name of the Bank & Branch:- Union Bank, Kacheri Road, Puri SB Account Number:- 045810011008580 IFSC Code :- UBIN0804584 <i>(Any kind of exemption/ relaxation is not applicable for this assignment)</i>
10.	Earnest Money Deposit (EMD) (Refundable)	Rs. 1,00,000/-INR (Rupees One Lakh) shall be paid through DD/transferred in the following SB Account Name of the Account Holder:- M/S Chief Executive District Supply & Marketing Society, Puri Name of the Bank & Branch:- Union Bank, Kacheri Road, Puri SB Account Number :- 045810011008580 IFSC Code :- UBIN0804584 <i>(Any kind of exemption/ relaxation is not applicable for this assignment)</i>
11.	Performance Security	Rs. 1,20,000/- (Rupees One lakhs twenty thousand) in shape of Banker's Cheque / Demand Draft in favour of "M/S Chief Executive District Supply & Marketing Society, Puri" drawn in any scheduled commercial bank payable at Puri.
12.	Place of Opening of Technical & Financial Bid:	Conference Hall of Zilla Parishad, Puri

For more details, please mail to : dmspuri@gmail.com

SECTION: 1
LETTER OF INVITATION

TENDER CALL NOTICE No:- 886 Dated:- 21.01.2026

Name of the Assignment: Tentage & Allied Works for Atmanirvar Bharat - Swadeshi Mela'2026

Chief Development Officer-cum-Executive Officer, Zilla Parishad, Puri (The Client) invites Bid from eligible bidders for "Selection of Tentage & Allied Works for Swadeshi Mela and Pallishree Me1a'2026. More details on the proposed assignment are provided at Section-3: Scope of Work of this Tender Call Notice document.

Agency will be selected through Open Tender (LI)

The Bid complete in all respect as specified *in* the TENDER CALL NOTICE Document must be accompanied with a Non-refundable amount of Rs.10,000/- + GST 18 % - Rs.1800 = Rs.11,800/- (Rupees Eleven Thousand Eight Hundred) towards Tender Processing Fee and a refundable amount of Rs. 1,00,000/- (Rupees One Lakh only) towards EMD failing which the bid will be rejected.

The last date and time for submission of Bid complete in all respects is dated 31.01.2026 by 5:00 PM through Speed Post/Regd. Post only and the date of opening of the technical Dt. 02.02.2026 at 11.00 AM & financial bid is dated 03.02.2026 at 11.00 AM (Tentative) in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet (Sl. no.12). Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.

This TENDER CALL NOTICE includes following sections:

- Letter of Invitation [Section — 1]
- Information to the Bidder [Section — 2]
- Scope of Work {Section — 3}
- Technical Bid Submission Forms[Section — 4]
- Financial Bid Submission Forms (Section —5]
- Annexure [Section — 6]

While all information/data given in the 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.

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.


21/01/2026
Chief Development Officer-cum-EO,
Zilla Parishad, Puri

SECTION: 2 INFORMATION TO THE BIDDER

Pre-Qualification /Eligibility Criteria:

Bidders should confirm 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 Bid:

Sl. No.	Technical qualification criteria	Documentary Evidence
	Registration:	
	The bidder must be a registered entity with a competent authority for organizing activities relating to Tentage and allied work and must have a valid registration certificate	Certificates of Registration / Incorporation with the competent authority with validity up to the date
	PAN & GSTIN:	
	The bidder must have PAN and GST (GSTIN) registration under Odisha State GST	Copy of PAN and GSTIN
	Experience:	
	The Bidder should have been experience of providing Tentage and allied work Services to Odisha State Government of <u>Similar</u> work organized by Government in last three years as on Dec 31, 2025. (<i>Similar work means, Tent work like Stalls, Stage, Gates etc. infrastructural work</i>)	Work order & Experience Certificate issued by the concerned Government authority
	The bidder must have work order of at least one Tentage and Allied work, having value not less than ₹ 50 lakhs. in last three years, or	-do-
	The bidder must have work order of at least two Tentage and allied works, having value more than 30 lakhs in last three years.	-do-
	Turnover:	
	The agency should have an average annual turnover of ₹ 1 Crore in the years from 2022-23 to 2024-25.	Audited Balance Sheet & Turnover Certificate issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income.
	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	Form of Declaration in the format at Tech -V
	The Firm / Agency shall have fully functional local office in Bhubaneswar/Puri	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
	The bidder should submit the copy of Private Securities Regulation Act (PSARA) of any hired agency	Valid license of PSARA

(PART-A):

Documents to be submitted along with TECHNICAL BID

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

- Filled in Bid Submission Check List in Original (Annexure-A)
- Covering letter (TECH — 1) on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Audited Statement of Accounts
- Copy of Goods and Services Tax Identification Number (GSTIN).
- General Details of the Bidder (TECH - 2)
- Financial Details 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 from previous clients.
- Proof of office location viz. rent agreement, electricity bill, water bill etc.
- Copy of the Electrical License/ Contractor hired by the Agency.
- Copy of PASARA license
- Self-Declaration from the Bidder on not blacklisted (TECH-5)
- WB: 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.

Bid Processing Fee :

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to Rs. 10,000/- + GST 18 % - Rs. 1800 = Rs. 11,800 (Rupees Eleven Thousand Eight Hundred) shall be submitted in form of DD/transferred in the following SB Account

Name of the Account Holder:- M/S Chief Executive, District Supply and Marketing Society, Puri

Name of the Bank & Branch:- Union Bank, Kacheri Road, Puri

SB Account Number :- 045810011008580 USC Code :- UBIN0804584

Bids received without bid processing fee will be rejected.

Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to Rs. 1,00,000/- (One Lakh Only) shall be submitted in DD/transferred in the following SB Account

Name of the Account Holder:- Chief Executive, District Supply and Marketing Society, Puri

Name of the Bank & Branch:- Union Bank, Kacheri Road, Puri

SB Account Number:- 045810011008580 IFSC Code :- UBIN0804584

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successfully completion of the work. The EMD will be forfeited on account of the following reasons:

Bidder withdraws its Bid during the bid validity period as specified in TENDER CALL NOTICE

Bidder does not respond to requests for clarification of its Bid.

Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.

If the bidder fails to agree to decisions of the contract negotiation meeting sign the contract in time

Any other circumstance which holds the interest of the Client during the overall selection process.

Performance Security: -

The successful bidder will submit another Rs.20,000/- in shape of DD/BC from any scheduled commercial bank in favour of "Chief Executive District Supply and Marketing Society, Puri payable at Puri, which will make Performance Security as Rs. 1,20,000/- (Rupees One lakhs twenty only) (i.e. MMD- Already paid- Rs. 1,00,000/- + Rs. 20,000/- paid now). The performance security of successful bidders shall be refunded after completion of the entire process.

Pre Bid Meeting:

A Pre-Bid meeting will be organized by ORMAS, Puri to address the queries relating to the overall selection process and scope of the work. The Pre-Bid meeting will be held on Dt.27.01.2026 at 11.30 AM in Zilla Parishad Conference Hall, Puri. The client will address the queries submitted by the bidders. Representatives (Maximum 2 member from each bidder) with due authorization letter are allowed to attend the meeting. The Bidder may request a clarification of any part of the Tender Call Notice prior to the last date for submission of queries through email, as indicated in the Bidder's Data Sheet. The Client's responses to Bidder queries will be made available to all Bidders and shall be uploaded on the Client's website. It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification.

Submission of Bid :

The bid paper should be submitted through Speed Post/Regd. Post only.

Process of the Bid:

A TWO stages process will be adopted as explained below for evaluation of the Bids.

Pre-qualification (1st Stage): In addition to the above the bidders have to furnish the following documents along with the pre-qualification Bid:

- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN).
- ITR for the FY 2022-23, 2023-24, 2024-25
- Copy of EPF/ESI Registration Certificate.
- Copy of experience of providing Tentage and allied work Services to State Government/PSU program of similar work organized by Government in last three years as on Dec 31, 2025.
- The bidder must have work order of at least one Tentage and allied work, having value not less than ₹ 50 lakhs. in last three years, or
- The bidder must have work order of at least two Tentage and allied works, having value more than 30 lakhs in last three years, or
- Financial Statement of last three year and the agency should have an annual turnover each of
- Rs.1.00 Crore from Event Management business during the last three financial years (2022-23, 2023-24, 2024-25). Provisional Audit Report for any FYs will not be accepted.
- Copy of the Electrical License/ Contractor hired by the Agency.
- Copy of PASARA license

Non-submission of any one of the above documents along with pre-qualification Bid, leads to rejection of the Bid
Technical Evaluation (2nd Stage): Technical Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders during pre-bid meeting. The financial Bids of the technically qualified bidders will be opened on next day (tentative). Hence, the bidder should make them available for the same.

FINANCIAL EVALUATION (2nd Stage): The financial bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative. The bidder will be selected on the basis of Lowest Quoted Price (L1).

Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter / work order. Sub-contracting is not allowed under this assignment. In case any subcontract of work found, proportionately amount as deem fit by the authority will be recovered.

Other Terms & Conditions

Date & Venue of Mela

Name of the Event	Date	Venue
Atmanirvar Bharat - Swadeshi Mela and Pallishree Mela	11.02.2026 to 15.02.2026	Talabania, Puri

The vendor should prepare a theme based design (3D Layout Plan Stage & Gate Craft, Coordination Cell) of Swadeshi Mela related to Culture, Heritage or Maritime history of Odisha.

C. Event wise separate work order/ purchase order will be issued in favor of the approved bidder for Swadeshi

Mela. A dedicated staff from the successful bidder will sit at the coordination cell throughout the event for proper coordination.

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 ORMAS, Puri before 8 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and before one days of the inauguration of exhibition and all work in complete form should be handed over as *per* specification, to the in-charge of exhibition.

All Tentage & Allied works can be done as per event wise separate approved design given for layout Plan , Stage Craft, Gate Craft & Coordination Cell. The selected bidder will work under the close supervision of Mela Authority.

The team of ORMAS (for the said work) will review the 3D design work (Stage, Gate, Coordination Cell) and other infrastructure work against approved layout plan under taken by the selected bidder. The successful bidder will work directly under the supervision of Mela Authority.

All the materials to be used for the structures should be monitored by the empaneled designer and team of ORMAS. Payment will be made only after approval of the Committee.

The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.

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 equipment's like fire extinguishers arid adhere to the fire safety norms & fire-retardant liquid spray every 2 days interval over flammable materials use for stalls.

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.

The rate offered by the agency shall be inclusive of GST & Other Taxes.

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.

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.

The authority 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.

The final payment will be made on the basis of the actual work done and Work Assessment 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.

4 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.

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.

The bidder has to quote the rate as per the given format.

On completion of the exhibition, the contractor shall have to take away all the materials within seven days &

vacate the place with the same condition while occupying the ground.

Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. Mela Authority will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.

No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge. Poor 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.

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 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.

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.

Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance *Security* is not applicable.

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.

The successful bidder found after Technical Evaluation will give a presentation on the lay out, design and plan for timely execution of work before the committee.

Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.

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, are the subject of any proceedings relating 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.

Anti-corruption Measure:

Any effort by Bidder(s) to influence the Client 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 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.

Legal Jurisdiction:

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

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 and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client 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 Client 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 timeline will enforce a penalty of 5% of the total contract value. The amount will be deducted from the subsequent payment.

Client's right to accept any Bid, and to reject any or all Bid/s

The Client 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 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 Bids have been opened and the highest ranking Applicant 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 Client, including annulment of the selection Process.

Number of Bids:

Each Bidder shall submit only one (1) Bid, in response to this TENDER CALL NOTICE. 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.

Advances

30% advance will be sanctioned after awarding the work order and submission of performance security.

Others

The ground will be cleared by the successful agency within 5 days on completion of the mela.



SECTION: 3 SCOPE OF WORK

About the Event — Atmanirvar Bharat – Swadeshi Mela

The primary objective of Swadeshi Mela is to launch a campaign promoting "Swadeshi" (indigenous products) and "Atmanirbhar Bharat" (self-reliant India), aligning with the "vocal for local" and "local to global" concepts. The campaign aims to create mass awareness and a mindset shift towards preferring domestic products, involving entrepreneurs, manufacturers, and society at large. The strategy is not limited to import substitution but aims to integrate local producers into the global supply chain, showcasing a range of products from handicrafts to industrial goods (e.g., from HAL, NALCO). A key goal is to build a mass movement ("Jan Bhagidari") that extends from the state capital down to the Panchayat level.

The Mela 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.*

The Tentage & Allied Works Should Provide the Following Services

Sl.	Particulars of the work
1	Ground layout
2	Construction of temporary stall for exhibition of SHG products
3	Construction of 3D Design stage, Gate and Mela Secretariat
4	Construction of stall stalls for Food court- 20 stalls
5	Set up of Food Court Arena
6	Running facia with vinyl board mounted on steel frame
7	Branding inside the stalls in 3 walls
8	Seating arrangement in front of the stage
9	Live Demonstration
10	Ground electrification
11	Installation of temporary toilets
12	Dining Area for Participants
13	Theme Stall
14	Decoration of walls
15	Net Carpeting
16	Generator with Fuel
17	Advertisement, Publicity & Documentation
18	Security Services
19	C.C Camera
20	Printing Material
21	Local Transportation
22	Pantry Services
23	Manpower

4

A. Detailed Technical Specification of the Works is as follows:

Construction of Stalls: For Swadeshi Mela 200 stalls (Approx) will be constructed. The details of stall specifications are given below:

Sl.	Particulars	Stall Specification – Category - A
1	Structure	Bamboo/ Iron Structure (<i>with Anti fire Chemical Treatment</i>), Size of each stall — 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Wooden plank platform of 6" height from 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 white new cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. (All New White Cotton Clothes To Be Used)
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	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 flea [10ft. X 4 ft. mounting. 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 <i>cloth</i> . Plastic molded Chair -2 nos in each stall.
8	Electric Fittings	T5/ LED Light — 4 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, in all stalls
9	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning Participants Details should pasted on each stall.
0	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.

Sl.	Particulars	Stall Specification – Category - B
1	Structure	Bamboo/ Iron Structure (<i>with Anti fire Chemical Treatment</i>), Size of each stall — 10' X 12' with tarpaulin water proof roofing.
2	Flooring	New synthetic carpet matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white new cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . Height will be minimum 8 feet. The GI Sheets shall be fixed horizontally supported with wooden bellies. (All New White Cotton Clothes To Be Used)
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	A Iron Frame for Running Facia with be Constructed [10ft. X 4 ft.]. The facia wül be covered with black back front-lit good quality of flea [10ft. X 4 ft. mounting. 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 <i>cloth</i> . Plastic molded Chair -2 nos.
8	Electric Fittings	T5/ LED Light — 4 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 iii each stall. 1 no. of 5 Amp Plug Point in each stall.
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.
0	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.

Sl.	Particulars	Stall Specification – Category - C
1	Structure	Bamboo/ Iron Structure (<i>with Anti fire Chemical Treatment</i>), Size of each stall — 10' X 15' with tarpaulin water proof roofing.
2	Flooring	New synthetic carpet matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white new cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . Height will be minimum 8 feet. The GI Sheets shall be fixed horizontally supported with wooden bellies. (All New White Cotton Clothes To Be Used)
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	A Iron Frame for Running Facia with be Constructed [10ft. X 4 ft.]. The facia wül be covered with black back front-lit good quality of flea [10ft. X 4 ft. mounting. 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 12' x 2' X 3' height and wrapped with new white cotton <i>cloth</i> . Plastic molded Chair -4 nos.
8	Electric Fittings	T5/ LED Light — 6 no. (3 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 iii each stall. 1 no. of 5 Amp Plug Point in each stall.
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.
0	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 Sum- VIP Lounge to be Constructed (*Only* new cotton clothes should be needs. The bidder has to be quoted as a package against the detail specifications given below:-

Sl.	Particulars	Work Specifications
1	Structure	Artistic 3D structured design as approved by the committee on the basis of design submitted by the vendor with following the technical specification and other materials (FRP, Venyle, Ply, Thermocol, Palster of paris) may be used to get original 3D Effect.
2	Size	40 ft X 40 ft.
	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 6 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 Doctor's & CCTV Room with the ply partitions. Decoration will be made with Tribal Painting and hanging equipment's. VIP lounge should be properly furnished. One VIP toilet with 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 red colour Floor new 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, two 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. , Medium Jhadda Light – 8 nos, 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). One desktop, Printer and Scanner to be provided by the vendor.
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
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).
	A. C provision	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.
12	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.

C. **Gates:** The main entrance gate is to be done as per category B. The other 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 approved event wise design to be submitted by the vendor. with following the technical specification and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect.
b	Size	Pillars height will be of 14' to 16' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.	Pillars height will be of 14' to 16' 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 desi .
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.
f	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.

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. **STAGE:** One open 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:

Structure	Iron fabricated structure 60' x 40' size & height from ground surface 5' with plywood floor of 19 mm thickness ply as per approved by the committee for the event with following the technical specification and other materials Truss (no bamboo), Ply, Thermocol, Plaster of paris may be used to get original 3D Effect. Two podium. One no. of Ramp on one side of the stage and one ramp on the front (20' X 12') for the fashion show. <u>Two Riser for Photography and Videography on front side of the stage.</u>
Flooring	The entire floor of the stage shall be covered with <u>new synthetic Red carpet of fine quality.</u>
Statue	Lord Jagannath (Chaturdha Murty Statue) with Dress on a table of 4' height. Every day flower (Gajara hara) changes. Deepa, Dhupa and all other inaugural items required for the stage.
Back Drop	Artistic 3D structured stage as per approved design by the committee with following the technical specification and other materials (Ply, Wooden batten Thermocol, Palster of paris) may be used to get original 3D Effect. Size of background will be 60' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).

Lettering	Backlit 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.
Side Wings	4 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.
Both side stair case	Fabricated stair case 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.
Flower Plant pots	Minimum 150 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.
Flower Bouquet	There will be requirement of follower bouquet everyday for 5 days. The vender has to provide 12 no of flower bouquet everyday.

Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.											
Furniture	12 no. of VVIP Chairs with white towels, 4 no. of Center Tables, 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 on the meeting days.											
Green Room	<p>Superstructure with bamboo, Ballha & Traplin cover for green rooms shall be made on back side of the stage having good arrangements for sitting and with provision of following items in each green room with as per details given below.-</p> <p>1 no. of VIP green room with proper participation for use by male and female artist 20 X 20 ft room for VIP 2 ton stand AC in each room Sofa seater (3 +1+1) with center table in each room Banquet Chair 4 nos. Mirror with makeup lights. Sufficient nos. of plastic chairs. Red carpeting in each room</p> <p>1 no. of normal green room with proper participation for use by male and female artist 30 X 30 ft room with partition for use by male and female Mirror with makeup lights in each room Sufficient nos. of plastic chairs in each room Proper net carpeting</p>											
Bio-toilet	2 toilets (one for gents and one for ladies) to be attached to Green Room for Gents and Ladies.											
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 contractor.											
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical.											
LED for Stage	P3 Curve LED 50 ft X10ft. and 4 nos. of Side Wings (10ftX4 ft.) Stage Riser for LED Wall (40' X 16') and Stage Riser side wings for LED Wall (8' X 4').											
Light & Sound	<p>Specification for light:</p> <table border="1"> <tr> <td>i) PAR-64-1000 wt. (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td> <td>80 nos.</td> </tr> <tr> <td>ii) Galileo Scanner-1200 wt. (SGM)</td> <td>12 nos.</td> </tr> <tr> <td>iii) Multi twenty- 2K</td> <td>6 nos.</td> </tr> <tr> <td>iv) Multi ten- 1K</td> <td>4 nos.</td> </tr> <tr> <td>v) Jumbo Smoke Machine</td> <td>2 nos.</td> </tr> </table>		i) PAR-64-1000 wt. (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	80 nos.	ii) Galileo Scanner-1200 wt. (SGM)	12 nos.	iii) Multi twenty- 2K	6 nos.	iv) Multi ten- 1K	4 nos.	v) Jumbo Smoke Machine	2 nos.
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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	30 nos.
x) Halogen 1kw	20 nos.
<i>Specification For Sound:</i>	
i) Bass Bin	4 nos.
ii) High range top box (pee-vay/JBL, 400wt.)	8 nos.
iii) High range frequency box (Pee-vay/JBL)	10 nos.
iv) HF box	4 nos.
v) Cordless Micro Phone	6 nos.
vi) Cord Micro Phone	6 nos.
vii) 24 channel Mixture	2 no.
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.
xvii) Stage Monitor	4 nos.

F. 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:

Chair	Six hundred (1000) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 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	Green net matting in sitting area.

G. INSTALATION OF CC CAMERA, PLASMA TV & LCD

CC TV with Camera	Sixty (30) 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 IB ft. X 6 ft.) a/ong with operator	4 nos. of LED Panel along with riser to be installed in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority
Plasma TV	Two Plasma TV to be installed (one near stage and one in the control room)

H. Theme Stall : (Show case of Rural Products)

01 (one no.) theme stall need to be installed as per the design to be given by the vendor for awareness & display of the various achievements & success stories of different Departments.

Shape Structure Electric Fitting
 Size Facia four
 Flooring Ceiling
 Barricading

Square (as per design approved)
Bamboo & Cloth Structure
35' X 35' X 20'
(height with fascia)

4' height, cloth stretched tightly and fixed with a wooden batten frame on the side top of the stall, running jhallar placed at the bottom of the fascia.
6" wooden platform with Full floor carpeting
Tarpaulin water proof roofing and white cloth ceiling properly stretched. 4' height bamboo barricade covered with cloth on all sides of the stall
8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

Backlit Presentation on the success stories of 30 nos of 6' X 4' size. 32 nos. of pedestal/octanum structure for keeping products of different sizes

I. Fireman Rest Room:-

Structure German Hanger with one side open

Size 40 '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 campa light fitted with the four comer poles, one ceiling fan with on/off switch arrangement.

Chairs . 10 nos.

Bed -20 nos.

Flooring : Wooden Plank Platform of 1' Height.

h

J. Policeman Rest Room

Structure Bamboo & Cloth Structure, one side open

Size 15 'X 15'

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 1 ft. wooden platform with Full floor Durry matting.

Ceiling Tarpaulin water proof roofing and White cloth ceiling property sketched.

Electric Fitting :2 no. of tube light, 2 no. of campa light fitted with the four comer poles, one ceiling fan with on/off switch arrangement.

Chairs 20 nos.

K. Selfie Point: -There will be Selfie Points in different places of mela ground with following the technical specification and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect. (Designs to be given by the vendor related to Swadeshi)

L. 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 electricity load with cabling & wiring.
- Adequate speakers shall be fitted in the exhibition premises for surround Sound 1 5 0 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- 200 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- 150 no. of white Halogen light along with wiring 7fitting poles.
- 100 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' Weight) with wiring.
- 500 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.
- 2.00 Lakhs 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.

M. 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 tube lights of each stall, few ground lights, control room and public announcement system. The requirement of generator sets will be of 125 KVA (for entire ground).

N. A. 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 Swadeshi Mela'2026.

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

Sl.	Particulars	Specifications
1	Structure	Food Stall Bamboo (3 to 6 inch & cloth (<i>Anti fire Chemical Treatment</i>) structure, Size of Each Stall — 10' X 15' With Tarpaulin Water Proof Roofing. Kitchen Shed: Bamboo and balla structure, tin roofing and tin walling of size 10' x 20' 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.? 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 ,
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.

Sl.	Particulars	Specifications
1	Size	The size of the dining area will be of 400' X 150'
2	Flooring	Red net carpet
3	Furniture	Fifty (30) 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 50 numbers big size) dustbin to be provided in dining area.
6	Top Covering	Open top pillars in boxes with cloth masking and light decoration.

O. Net Carpeting:

New red colour 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:

Q. Display Balloon:

A display sky gas ballon (Size: 10 Ft dia) with branding of Exhibition should be installed in Mela ground.

R. Passage:

A 3D design passage should be create relating with Exhibition Theme.

S. Conference Hall (Two Sided)

A two sided meeting Hall to be prepared in German Hanger with two no of stage with 4' height and partition to sit 300 & 700 number of people in the hall.

Sl. No.	Particulars	Specification
	Super Structure	German hanger of 160' x 66' with AC and inner ceiling and lighting. Facade design to be given by the vendor, with two gates.
	Stage	2 no of stage of 4' height wooden plank stage with red carpeting and one stair case.

Sl. No.	Particulars	Specification
		Size of the Stage will be 12' X 20' – 10 no of chair, 3 tea poy with flower and one podium.
	Flooring	The entire floor to be new synthetic carpet of fine quality.
	Back Drop	Artistic 3D structured stage with LED panel for the whole stage and other materials (Ply, Thermo cool, Plaster of Paris) may be used to get original 3D Effect.
	Lettering	Thermos cool 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.
	Flower Plant pots	Minimum 50 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.
	Light & Sound	6 no of cordless microphone with 4 to 6 no of sound boxes fitted with amplifier/ mixer etc.
h)	Bio-toilet	2 toilets (one for gents and one for ladies) to be attached to Green Room for Gents and Ladies
i)	Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.
j)	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical.
k)	Partition & Chairs	There will be partition of the hall and 300 & 700 chairs to be put in the conference hall.

T. Open Space for Live Animal & Live Fish Demonstration

There should be an open space with Iron/Bamboo Barricading with Top Cloth ceiling for demonstration of Live Animal like cow, Bird (with wire mess) compartment etc. and live fish in an area of 60' X 40'.

Temporary toilets: 20 no. of temporary urinal-cum-toilet (10 each for men and women) are to be set up with all sanitary fittings adjacent to the Mela ground for the participants and visitors. Water supply and wash basin facilities to be provided. 10 no of temporary toilets and 5 no of wash rooms to be prepared with water and light facility at the accommodation place.

Advertisement & Publicity and documentation:

I: Publicity of the event should be made by Branding of Swadeshi Mela through Road Shows (Hoardings of 15' X 10' – 20 nos, Road standee of 3' X 5' – 600 Nos to be fixed in the poles from Bhubaneswar to Puri, Pipili to Kanark, Puri Municipality area, Puri to Konark, Road & Auto rickshaw & Bus branding – 300 nos. in Puri), Print Media (News coverage/Press release in Newspaper), and Electronic Media (TV Channels & FMs- Advertisement in highest TRP program) & online through social networking site (Like Facebook/ Instagram/ twitter etc.) for public awareness of the Melas. Everyday 5 reels of 15 to 20 seconds to be prepared for posting in different social media.

II 8 no of Big size 25' height cutout to be prepared by ply and flex sheet cutting and put in the important places.

III Media Management: conduct of press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits.

IV Still Photography:

A good full frame DSLR Camera for high resolution photography to be used. The photo shall be of excellent quality, so that it can be used, for documentation purpose.

The still photographs shall cover all aspects of Inaugural & Validation function, Gate & Stage, Stalls, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Product Photographs, Cultural programs etc. 5 sets of still photos in mat finishing paper of 4" X 6" size in an album with digital copy in an external hard disk shall be submitted within 10 days of the completion of the event.

Videography:

The entire event will be video documented in Digital High-Definition Video (HDV) Camera.

A small documentary film/movie of the mela with minimum 10 minutes duration shall be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Stalls, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Cultural Programs etc. This shall be done with video editing, applying special effects, music, voice over and necessary sound editing. The duration of the movie may be more depending the days of the mela& decision of the organizer.

One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground through LCD screens and social media, YouTube.

During final post production and final preview of the documentary, the same shall be made in consultation with concerned officials.

The digital copy of all videography of the Mela events shall be submitted within 10 days of the completion of the event in an external hard disk on proper receipt.

The documentary film of the Mela shall be submitted in office within 10 days of the completion of the event on proper receipt in an external hard disk.

Security Arrangements:

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

To put on proper uniform

Well behaved & disciplined

Able to read, write & speak Oriya. Working knowledge of Hindi & English.

Able to keep proper watch & ward

Knowledge of fire extinguisher operation

Able to ride motor bike

Minimum Qualification: Matriculation, +2 will be added advantage

Each guard should be aware of their duties & responsibilities during the duty hours.

Tentative Requirement of Security Personnel in per event

Security Guard with Lathi – 65 guards per day including 6 women guards (A Shift – 15, B Shift – 25 and C Shift – 25 no.)

Supervisor - 2 Supervisor in each shift.

Security personnel will be deputed at Mela ground and Accommodation places of Swadeshi Mela participants on shift basis, as per the requirement and direction of Mela Management Team. The bidder shall provide wireless Walkie Talkies to the security Supervisor as well as Officials deployed in the Mela Ground. The security personnel should be deployed from A shift of 10th Feb to A shift of 16th February, 2026.

Printing material:

Details of the Printing works to be done for Swadeshi Mela'2026 are given below:

Swadeshi Mela Works:

Swadeshi Mela Identity Card with Neck Cord (50 nos. for Officials)

Size : 14 CM X 10 CM

Printing : Offset Printing, One Side

Colour : *Multi colour*

Material : Plastic

Accessories : Double Clip Neck Cord

Swadeshi Mela Identity Card with Cover and Neck Cord (500 Pcs.)

Size : 14 CM X 10 CM

Printing : Offset Printing, Both Side

Colour : *Multi colour*
Paper : Art Paper Board, 220 GSM
Accessories : Plastic pouch and Clip type Neck Cord

Swadeshi Mela Invitation Card with Envelope (300 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

Swadeshi Mela Certificat (200 pcs. For participants)

Size : A4
Printing : Offset Printing
Colour : *Multi Colour*
Paper : 300 GSM Art Paper Board

Local Transportation:

Carrying participants from Mela Ground to Accommodation places in Puri through bus on daily basis (Morning & Evening) during Mela Period. (for Swadeshi Mela from 11th to 15th Feb, 2026).

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

SN	Type of Vehicle	Particulars
1	Bus (40 – 50 seater) (Two nos)	/10 Km. Running Per One Litre Fuel Mela Ground to Accommodation places inside Puri. (Morning 5 + Evening 5 = 10 trip approx.) including fuel from 10 th to 15 th Feb, 2026.
2	Bolero/Scorpio Swift desire – (Two Nos)	For official use purpose: One Bolero/Scorpio and one Swift Dezire or any same category of vehicle should be provided (from 9 th to 16 th Feb, 2026) by the bidder. The bidder shall fill the fuel as per the requirement and claim for reimbursement after submission of logbook certified by Mela Authority.

AB. Pantry Services:

Providing Mineral Water, Tea, Coffee, Snacks, Tiffin, Lunch, Dinner to the Officials/ Guest/ VIP & VVIPs at Coordination Cell on the day of inauguration. 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. On all other days the bidder will provide 3 service boy/girl with uniform and provide tea/coffee to the guests coming to the control room.

AC. Manpower Services:

2 nos of experts for data management (Registration, Stall allocation, day to day Sale report Collection and validation, Grievance Management, Issue of certificate and gate pass etc.) of entire event.

2 nos of experts preferably graduate in MBA or pursuing MBA to prepare a Detailed Mela Report with graphical charts design as per the requirement and submit the approved soft copy to the Mela authority.

Two nos of laptop/Desktop must be provided by the vendor for smooth operation of the documentation activity.

AB. Miscellaneous items of work

Sl. No.	Items	Qty. required
a	Bed Set (Bed & Pillow with Cover)	350 pcs.

b	Durry (15' X 15')	20 pcs.
c	Printing & Installation of Star Flex Sheet with batten frame	10,000 sq ft
d	Stage background in black cloth masking	2500 sq ft.
e	Dustbin- 3 ft height	100 pcs.
f	Decorative Flower / Plant Pot	100 pcs.
g	Syntex tank (2000-liter capacity each tank with 3' height stand)	2 pcs.
h	Soundless pedestal fan	50 Pcs.
i	Red carpet (synthetic)	10000 Sqft.
J	Memento (Wooden and Brass)	50 nos

12

SECTION: 4
TECHNICAL BID SUBMISSION FORMS TECH -I
COVERING LETTER
(ON BIDDERS LETTER HEAD)

[Location, Date]

To: The Chief Development Officer-cum-EO, Zilla Parishad, Puri,
Kacheri Road, 752001

Sub: Tentage & Allied Works for Swadeshi Mela'2026. [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Tender Call Notice 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 undertakes 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 :	
4	Registration / Incorporation Details Registration No: Date & Year. -	
5	Local office in Bhubaneswar/Puri 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	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 TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES

Authorized Signatory: _____

Name and Designation with Date and Seal: _____

TECH -3
Bidder Organisation (Financial Details)

Financial Information			
Details	FY 2022-23	FY 2023-24	FY 2024-25
Turnover from Event Management Services Services(in Cr)			

Supporting Documents:

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 is not acceptable.

Filled in in/creation 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.

Signature and Seal of the Chartered Accountant with Date in original (with Membership to. on his seal)

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 2022-23, 2023-24 & 2024-25)

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							
4							
5							

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial teams (2022-23, 2023-24 & 2024-25) 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 7 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 form with Date and Seal] _____
Communication Address of the Bidder:

1

TECH - 5

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I Miss. , (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 work of ORMAS, Puri 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 : _____

W

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

[Location, Date]

To, The Chief Development Officer-cum-EO,
Zilla Parishad, Puri,
Kacheri Road, 752001

Sub: Submission of Financial Bid for Tentage & Allied Works for Swadeshi Mela, 2026.

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Tender Call Notice No. __, Dated: ____ Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures "j. 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:

Sr.	Item	Category	Unit	Cost per unit	Required Qq.in units	Total Amount [in Rs.] Excluding GST
A	Construction of stalls		Per Stall			
	Category - A		Per Stall		100	
	Category - B		Per Stall		25	
	Category - C		Per Stall		40	
B	Coordination Cell -Cum- VIP Lounge	Single package	Per package		1	
C	Gates	Category — A	Per Gate		2 Nos	
		Category — B	Per Gate		2 Nos	
D	Decorative Wall		Per Sq. Ft.		10000 sqr ft.	
E	Stage	Single package	Per package		1	
F	Sitting arrangement in front of the stage	Single package	Per package		1	
G	CC Camera, Plazma TV and LCD	Single Package	Per package		1	
H	Theme Stall(Showcase of Rural Products)	Single package	Per package		1 no.	
I	Fireman Rest Room	Single Package	Per package		1 no.	
J	Policeman rest room	Single Package	Per package		1 no.	
K	Selfie Point	Single Package	Per package		3	
L	Ground Electrification	Single package	Per package		1	
M	Generators	Single package	Per package		2	
N.(A)	Food Court	Single package	Per Stall		20	
N(B)	Dinning Area	Single package	Per Stall		1 no	
O	Net Carpeting	Rate per sqr ft	Per Sq.ft		2,00,000	
P	Barricading (in tin)		Running ft.		5000 sq.ft.	
Q	Display balloon	Single Package	Nos		1 no	
R	Passage	Single Package	Per package		1 no	
S	Conference Hall (Two sided)	Single Package	Per package		1 no	
T	Open Space for Live Animal & Live Fish	Single Package	Per package		1 no	
U	Temporary Toilet	Single Package	Per package		1 no	

V	Advertisement, Publicity & Documentation	Single Package	Per package		1 no	
W	Security Arrangement	Single Package	Per package		1 no	
X	Printing Material	Single Package	Per package		1 no	
Y	Local Transportation	Single Package	Per package		1 no	
Z	Pantry Services	Single Package	Per package		1 no	
AA	Manpower Services					
AB	Miscellaneous items:					
1	Bed Set (Bed & Pillow with Coev)r		Per set		350 pcs	
2	Durry (15' X 15')		Per Piece		20 cs.	
3	Printing & Installation of Star Flex Sheet with batten frame		Per Sq. Ft.		6000 sq.ft	
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame		Per Sq. Ft.		2000 sq.ft	
5	Stage background in black cloth masking		Per Sq. Ft.		2500 sq.ft.	
6	Dustbin- 3 ft height	Per Piece			150 pcs	
7	Decorative Flower / Plant Pot	Per Piece			150 pcs.	
8	A C provision (4 ton Tower AC)	Nos	Nos		4	
9	Soundless pedestal fan		Per Piece		10 pcs.	
10	Red Carpet (Synthetic)		Rate per sq.ft		10000 sq.ft	
11	Memento		Rate Per Pc		50 Pcs	
Total Quoted Amount						
Add :-GST (CGST + SGST) — 18%						
Grand Total Quoted Amount including GST						
Rupees in words _____						
only including GST.						

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

Yours faithfully,

Authorized Signatory:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

4