



# ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY

Panchayati Raj & Drinking Water Department, Govt. of Odisha

Zilla Parishad, Malkangiri, Odisha-764048.

E.mail: [dsmsmalkangiri@gmail.com](mailto:dsmsmalkangiri@gmail.com)

## Tent & Allied TERMS & CONDITIONS

The bid to be submitted by the Bidder shall consist of 2 (two) parts:-

### Part - I: - "Technical Bid" (1st Envelope) shall contain:-

The Tenderer/Supplier participating in Tendering process should submit the details as per the format "Format of Technical Bid" in a separate envelop and should write clearly on the top of envelop i.e., "Quotation for Technical Bid for Erection of Stalls for Vikas Mela".

### Part – II: - "Financial Bid " (2nd Envelope) shall contain:-

The Tenderer/Supplier participating in Tendering process should submit the details as per the "Quotation for Financial Bid for Erection of Tent and allied work for Vikas Mela" i.e., Schedule of Rates

The Tender should be submitted with the following terms and conditions specified here under,

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit.

The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Tender Committee constituted for the purpose. The amount, form and validity of Bid Security/Earnest Money furnished will be read out. If Earnest Money is not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder during that time.

1. The Main envelope containing the tenders should be duly superscripted as "Quotation for Tent and allied Work of Vikas Mela-2025".
2. The sealed quotations shall be accepted as per the prescribed Performa only, otherwise the quotation shall be rejected automatically.
3. Place, date and time of receiving Tender -The sealed tender papers should reach the CDO-cum-EO,Zilla Parishad Malkangiri - 764048 through Registered post / Speed Post/Courier only during official hours on or before 3<sup>rd</sup> June, 2025 by 3PM . The authority will not be responsible for any postal delay.
  - a. Other means of receipt of quotation will be rejected.
  - b. Quotations received after the stipulated date and time shall be liable for rejection.
4. Place date and time of opening of Tender- The quotation shall be opened on i.e. on 3<sup>rd</sup> June, 2025 at 5 PM in presence of the Bidders or their authorized representatives at Zilla Parishad Conference Hall, Malkangiri.
5. EMD- The bidder has to submit a Demand Draft of Rs.20,000/- (Rupees Twenty thousand) only as EMD in favor of Dy CEO, ORMAS, Zilla Parishad Malkangiri which shall be refunded to the unsuccessful bidders immediately & the EMD of the successful bidder will be refunded without interest at the time of execution of agreement.

Cost of Tender Papers- **A non-fundable amount of Rs.10000+12%GST=Rs 11200/-** is to be deposited along with the Tender in shape of Demand Draft in favour of **Dy CEO, ORMAS,,Zilla Parishad, Malkangiri** drawn on any bank payable at Malkangiri towards the cost of tender paper. The authority will not be responsible if any portion of downloaded Tender paper differ from the approved Tender paper available in the office of the Deputy CEO, ORMAS, Malkangiri.

7. **Security Deposit**-The successful bidder is required to deposit **5% of the total value** as Security Deposit (refundable without interest) in shape of Demand Draft/cheaque in favour of **CDO-cum-EO,Zilla Parishad Malkangiri.** drawn on any Nationalized/Scheduled bank payable at Malkangiri at the time of execution of agreement before issuing work order. The Security Deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.
8. The work should be completed within the time frame latest by 10<sup>th</sup> June,2025
9. The Price offered by the firm should include all taxes, other charges etc., (As Applicable)
10. The rates offered by the firms should be valid till completion of the Vikas Mela-2025.
11. The Vikas Mela will be held from **12<sup>th</sup> to 18<sup>th</sup> June,2025** and the firm will be required to hand over in all respects on 10<sup>th</sup> June,2025.
12. Payment will be made within a period of two months after successful completion of the work as per the specification. Proportionate amount will be deducted/added at the time of the sanction of the Bill as per the assessment of this tender committee members.
13. The duration of the Mela will be for 7 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 District Administration/ ORMAS before 10 days of commencement of the Mela. All the desired works should be completed at least 2 days before the scheduled date and time of the inauguration of Mela and should be handed over all the works as per specification, to the in-charge of Mela.
14. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closure the event.
17. 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.
18. **The rate offered by the agency shall be inclusive of GST and Other eligible Taxes & Charges as applicable.**
19. 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.
20. The bidder shall quote their price for all the items without leaving column/Item in the technical and financial bid lying blank. If found so, the bid will be treated as non responsive and rejected.
21. 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 Godown of the bidders if necessary.. Further the undersigned reserves the right to reject any oral tenders without assigning any reasons thereof.
22. The final payment will be made on the basis of the actual work done and work assessment report in the specified format by the **CDO-cum-EO,Zilla Parishad Malkangiri.** The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the

CDO-cum-EO,Zilla Parishad Malkangiri. In case of any additional requirement, the contractor has to take the prior permission from the CDO-cum-EO,Zilla Parishad Malkangiri/ his authorized officer.

23. 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.
24. On completion of the Mela, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
25. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the Mela. District Administration/ ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
26. No part of the contract will be sublet without the prior written permission of the CDO-cum-EO,Zilla Parishad Malkangiri.
27. 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.
28. 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. Any objections shall be raised by the fire Department in course of giving fire clearance certificate shall be addressed by the tenderer immediately.
29. 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.
30. The bidder or the authorized representative of the bidder should attend the opening event of the tender with all original documents /papers for verification.
31. Non submission of any document required indicated in the ToR will render the Bid to be rejected.
32. Any clarification/doubt with regard to structure/specification may be sought from the Dy CEO, ORMAS, Zilla Parishad, Malkangiri in his office or may be contacted with mobile number 8895597697.
32. **The authority is not bound to accept the lowest and reserve the right to reject any or all quotations and tenders without assigning any reasons thereof.**

The Collector-cum-Chairperson, Vikas Mela Committee, Malkangiri reserves the right to accept or reject any or all Tenders, full or part of the tenders without assigning any reasons what-so-ever and no intimation will be given to the bidders. In this account no disputes will be entertained. Any dispute arises subject to Malkangiri Jurisdiction only.

The above-described works may be modified during the mela if felt necessary and the firm should be accommodative to these minor changes. The quotation finalization authority will have the right to bifurcate and give the work to one or more firms if felt necessary and can cancel the tender without giving any reason thereof.

**Complete Address for submission of bid:**

**The Dy. CEO, ORMAS, Zilla Parishad Office, Malkangiri, Odisha-764048**

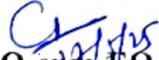
**The Authority reserves every right to reject any or all the Tender without assigning any reason thereof.**

**CDO-cum-EO,  
ZP, Malkangiri**

Memo No 1468<sup>(A)</sup>

Date 27/05/2025

Copy to the Director I & PR, Govt of Odisha for publication in 2 widely spread newspaper limited to Rs.5000/-

  
CDO-cum-EO,  
ZP, Malkangiri

Memo No 1469<sup>(B)</sup>

Date 27/05/2025

Copy to DeGM Malkangiri for information & requested to webhost the Expression of interest (EOI) in Malkangiri district web portal.

  
CDO-cum-EO,  
ZP, Malkangiri

Memo No 1470<sup>(C)</sup>

Date 27/05/2025

Copy to notice board of ZP, Malkangiri/PA,ITDA,Malkangiri/Sub-Collector, Malkangiri/BDO, Malkangiri/EO, Municipality,Malkangiri for wide publication & display.

  
CDO-cum-EO,  
ZP, Malkangiri

**TENT & Allied Works**  
**INFORMATION TO THE BIDDER**

**Pre-qualification/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 for pre qualification
01.	The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & international Organizations for at least 3 years from the date of opening of the proposal .	1.Proof of Certificate of Incorporation / Valid Registration of the Agency 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN) with Last Deposit Challan/VAT Clearance 4.Copy of the Electrical License / Contractor hired by the bidder.
02	Experience of having successfully completed similar works during last Three year ending last day of the month previous to the one in which application invited should be either of the following. i. Three Similar [Event Management works for National/ State/ District Level Melas] completed works/assignments costing not less than the amount equal to Rs.8.00 Lakhs OR ii. Two similar works costing not less than the amount equal to Rs.8.00 Lakhs OR iii. One similar works costing not less than the amount equal to Rs.8.00 Lakhs	Work orders/ Contract Document / Completion of Work Certificates from the previous Clients to be submitted
03	The Firm/ Agency should open fully functional local office in Malkangiri town for better co-ordination.	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
04	The Firm/Agency should have submit the proof of documents showing Annual Turnover above 8 Lakhs	Submit the IT returns or Report from CA Firm

**Documents to be submitted along with Technical Bid**

- Cost of Tender Papers & Earnest Money Deposit (EMD) as applicable
- Copy of PAN (Proprietor of the Firm or Firm)
- Copy of Goods and Services Tax Identification Number (GSTIN)& Last Deposit Challan.
- List of completed assignments of similar nature (Past Experience Details, along with copies of contracts / work orders / completion certificate from previous clients.
- Copy of the Electrical License/ Contractor hired by the Agency.

**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 and will be blacklisted.*

**CDO, ZP, Malkangiri**

## TECHNICAL BID

### FORMAT FOR ERECTION OF STALLS, CONTROL ROOM, ENTRY GATE, EXIT GATE & OTHER TENT with ALLIED WORKS FOR VIKAS MELA-2025

Sl.No.	Name of the Item	Details
01	Name of the Supplier	
02	Full Address of the Supplier	
03	PAN No.	
04	GST Registration No.	
05	Total Years of Experience	
06	Experience Certificate (Please attach the experience certificate) for 5 Years	
07	EMD of	Rs.20,000/-
(DD No..... Date..... Name of the Bank.....)		
08	Cost of Tender Papers	Rs.10000 + 12% GST=Rs 11200/-
(DD No..... Date..... Name of the Bank.....)		
09	Capacity to Erect No. of Stalls without Rack	
10	Capacity to Erect No. of Stalls with Rack	
11	Capacity to Erect No. of Food Stalls	
12	No. of Sofa Sets Available (Ordinary)	
13	No. of Sofa Sets Available (VIP)	
14	No. of Executive Chairs Available(VIP)	
15	No. of Tables (Folding) Available	
16	No. of Plastic Chairs Available	
17	No. of Tube Light with Fittings Available with good condition	

18	No. of Ceiling Fans Available with good running condition	
19	No. of Bamboos (Full Length) Available	
20	No. of Working Supervisors (to be present throughout the Mela)	
21	No. of Working Labours (to be present through out the Mela)	
22	No. of Sound Systems (Latest model, microphone with amplifier) in food Condition Available	
23	No. of Carpets (VIP) available	
24	Floor Mat (Sqr. Ft)	
25	Tarpaulin (Sqr. Ft)	

**Signature of the Proprietor**

## FINANCIAL BID (Package)

### FORMAT FOR ERECTION OF STALLS, CONTROL ROOM, ELECTRIFICATION, ENTRY GATE, EXIT GATE & OTHER TENT AND ALLIED WORKS FOR VIKAS MELA-2025

Sl.No.	Specifications	No of Unit	Rate per Unit for 7 Days including GST (in Rupees)
1	<ul style="list-style-type: none"><li>• 25 Stalls 10 X 10X10 ft. size made by bamboo/ steel poles with racking (3 step racking)</li><li>• Waterproof roofing, ceiling, ceiling fan, light arrangement</li><li>• Levelled wooden platform covered with carpet</li><li>• Kitchen area, wash basin at the back yard apart from the stall, arrangement of water for cooking &amp; cleaning utensils</li><li>• Front table, chairs and rack</li><li>• GI sheet backside covering to restrict entry of stray animals</li><li>• Nylon net drapes at the front side during night time</li></ul>	25 Nos.	
2.	<ul style="list-style-type: none"><li>• 25 Stalls 10 X 10X10 ft. size made by bamboo/ steel poles with racking (3 step racking)</li><li>• Waterproof roofing, ceiling, ceiling fan, light arrangement</li><li>• Levelled wooden platform covered with carpet</li><li>• Front table, chairs and rack</li><li>• Nylon net drapes at the front side during night time</li></ul>	25 Nos	
4	Coordination Cell-cum-VIP Lounge/ Control Room as per Specifications	1 NO.	
5	2-Way Entry and Exit Gate as per specification (Box Gate)	2 No	
6	Selfie point (Theme shall be provided)	1 No.	
7	Hoarding @ one each at the block point and four at Dist. HQ (Total 11)	11 Nos	
8	Lights & Ground Electrification in the Ground	As required for fully illuminous	
9	Power back up with all specification (DG)	2	
10	Flower decoration for 50 stalls along with DDU GKY/Mango stall	52	

(Signature of the Proprietor)