

ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY

(Panchayati Raj & Drinking Water Department, Government of Odisha)

Letter No. 1625

Date: 14/11/2025

To

The Joint Director,
Advertisement, I&PR Department, Govt. of Odisha,
Bhubaneswar.

Sub: - Publication of Expression of Interest for Pallishree Mela-2025 in Malkangiri District-Regarding.

Madam,

With reference to the subject cited above, I am to request you to kindly publish the Expression of Interest in two reputed Odia daily newspaper for wide circulation for 1(one) day only as per approved rate of Govt. I & PR Department.

Expression of Interest**ORMAS, Zilla Parishad, Malkangiri**

Sealed Expression of Interest for Tent & Allied Works is invited from registered firms/contractors/proprietors to take up different works for organizing Pallishree Mela in the eve of Pallishree Mela-2025, at DNK, Playground, Malkangiri from 14th to 18th December, 2025. The Expression of Interest has been issued vide No. dated 11.11.2025 the Expression of Interest papers is uploaded/ available at the district website of www.malkangiri.odisha.gov.in

The last date for submission quotation is date 27.11.2025 by 5:00 P.M. The sealed quotations will be received through Speed Post/ Regd.post/Courier & also the Tender Box kept in the office of the CDO-cum-EO, ZP, Malkangiri (ORMAS Cell) only other means of receipt of quotation will be summarily rejected. For more details, please visit: www.malkangiri.odisha.gov.in

Sd/-
CDO-cum, EO

CDO-cum-EO

Zilla Parishad, Malkangiri

Date 14/11/25

Memo no 1626

Copy to DeGM, Collectorate, Malkangiri with a direction to upload the Expression of Interest for pallishree Mela -2025.

CDO-cum-EO

Zilla Parishad, Malkangiri



ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY

Panchayati Raj & Drinking Water Department, Govt. of Odisha

DRDA Campus, Malkangiri, Odisha-764048.

E.mail: dsmismalkangiri@gmail.com

No 1627

Date 14/11/25

EXPRESSION OF INTREST. TENTAGE & ALLIED WORKS FOR PALLISHREE MELA ON THE EVE OF MALYABANTA MAHOTSAV- 2025

The ORMAS, Malkangiri, Odisha, invites in sealed cover Expression of Interest (EOI) proposals from registered and experienced agencies for organising Pallishree Mela -2025 from 14th December 2025 to 18th December 2025 at DNK Play Ground, Malkangiri.

- > Sealed quotations are invited from registered Tent House firms/contractors/proprietors/Agencies having experience and financial soundness and should fulfilling the minimum eligibility criteria as stipulated here under.
- > The bidders may submit for all the following works. (On rent basis).
- > The venue of the work is at DNK Playground, Malkangiri.
- > The expected budget for Pallishree Mela -2025 is around Rs.25,00,000/- (Twenty Five Lakhs)
- >The EOI documents is available in the District Website <http://malkangiri.odisha.gov.in> .The EOI documents can be downloaded from website and also be obtained from the office of the CDO-cum-EO, ZP,ORMAS CELL ,Malkangiri. The bidders will submit the bid/EOI documents along with the paper cost downloaded from the website or obtained from the office.

Sl. No.	Name of the work	Specification
1	170 Stalls 10 X 10 ft. size (As per specifications) with racking (3 step racking)	Each stall size of 10 ft x10ft having three tube lights and one female plug point/one side open & other three side cover with proper protection with rack / one table having 2ft x 6ft/ 2nos of chairs having a front counter table 4ft covered with uniform colour cloth/having side wall drop at front to cover the stall at night hour daily/there should be water proof/cloth decoration should be of distinguish colour with 3ft wide border at top vertically of the stall ground of the stall should be covered with dari (rate should be quoted each stall for five days)
2.	20 Stalls 10 X 10 ft. size (As per specifications) without racking	Each stall size of 10ft x10ft having three tube lights and one female plug point /one side open & other three side cover with proper protection without rack / one table having 2ft x 6ft /2nos of chairs having a front counter table 4ft covered with uniform colour cloth / having side wall drop at front to cover the stall at night hour daily /there should be water proof/cloth decoration should be of distinguish colour with 3ft wide border at top vertically of the stall.
3	25 Stalls 10 X 10 ft Size (for Food Stalls) as per specifications	Each stall size of 10ft x10ft having three tube lights and one female plug point /one side open & other three side cover with proper protection without rack/one table having 2ft x 6ft /2nos of chairs having a front counter table 4ft covered with uniform colour cloth /having side wall drop at front to cover the stall at night hour daily/there should be water proof /cloth decoration should be of distinguish colour with 3ft wide border at top vertically of the stall.
4	Coordination Cell-cum-VIP Lounge/ Control Room as per Specifications	Size 20ft x20ft having 2nos of pedestal fans and 1nos of Air Cooler,08 nos of tube light, 04 focus bulb/2nso of sofa set/2nos of table /20 nos of chair for 05 days
5	4 no.s of Road Cross Flat Gates as per Specification	Road Cross Flat Gates as per Specification (Including Flex Banners Cost)

	(Including Flex Banners Cost)	
	Selfie Point	Acrylic lettering and Led lighting Selfie Point (Length 15 ft ,2 ft lettering size, backside LED with 4ft height platform with barricading)
7	Flower Decoration	Flower decoration for all Stalls. (As per requirement).
8	Lights & Electrification in the Ground(details mentioned in the EOI Papers))	150 Nos (approx.) light of 1000watt each in different places of the field for 05 days from date 14.12.2024 to 18.12.2025. 110 Nos of flood light to be installed in different places of the field for 05 days 14.12.2025 to 18.12.2025.
9	Bamboo barricading of 5 feet height with three rows horizontal runners.	“D” Zone & periphery area Bamboo barricading of 5 feet height with three rows horizontal runners. (Price to be quoted for running meter.) (Work to be taken up as per requirement)
10	Shed Net	16000sq ft (approx.) As per requirement
11	Bed Set (Bed & Pillow with Cover) Steel Bucket and Plastic Mug for wshg.	200 no's of Bedsheet with pillow, 30 no's of steel bucket with plastic mug for inside state WSHG participants.
12	Genset	Genset 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, ground lights, control room and public announcement system. The requirement 02 nos of Genset will be of 40 KW.

The Authority reserves the right to reject any or all the bids without assigning any reason thereof.


 CDO-cum-EO,
 ZP, Malkangiri



ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY

Panchayati Raj & Drinking Water Department, Govt. of Odisha
Zilla Parishad, Malkangiri, Odisha-764048.

E.mail: dsmsmalkangiri@gmail.com

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 Bidder /Supplier participating in EOI process should submit the details as per the format "Format of Technical Bid" in a separate envelope and should write clearly on the top of envelope i.e., "Quotation for Technical Bid for Erection of Stalls for Pallishree Mela", Malkangiri.

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

The Bidder /Supplier participating in EOI process should submit the details as per the "Quotation for Financial Bid for Erection of Tent and allied works for Pallishree Mela"-2025 Malkangiri District.

The bid 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 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 bids should be duly superscribed as "Quotation for Tent and allied Works of Pallishree Mela-2025", Malkangiri.
2. The sealed quotations shall be accepted as per the prescribed Proforma only, otherwise the quotation shall be rejected automatically.
3. **Place, date and time of receiving Bid** -The sealed quotations papers should reach the office of the CDO-cum-EO, Zilla Parishad Malkangiri - 764048 through Registered post / Speed Post/Courier or dropping in the Sealed Box kept in the office of the CDO-cum-EO, Zilla Parishad, Malkangiri(ORMAS Cell) – 764048 only during official hours on or before 27th November 2025 by 5.00 PM. 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 Bid**- The quotation shall be opened on i.e. on 28th November 2025 at 11.00 AM 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.1,00,000/- (Rupees One lakh) only as EMD in favor of Chief Executive DSMS, Malkangiri which shall be refunded to the unsuccessful bidders immediately & the EMD of the successful bidder will be refunded without interest after successful completion of Pallishree Mela-2025.
6. **Cost of EOI Papers**- A non-refundable amount of Rs.9000+12%GST=Rs 10,080/- is to be deposited along with the Bid in shape of Demand Draft in favour of Chief Executive DSMS, Malkangiri drawn on bank payable at Malkangiri towards the cost of EOI paper. The authority will

not be responsible if any portion of downloaded bid paper differ from the approved bid paper available in the office of the Deputy CEO, ORMAS, Malkangiri. 27

Security Deposit-The successful bidder is required to deposit **Rs 20,000/- (Rupees twenty thousand) only as Security Deposit** (refundable without interest) in shape of Demand Draft in favour of Chief Executive DSMS, Malkangiri to be 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 **10th December-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 Pallishree Mela-2025.
11. The Pallishree Mela will be held tentatively from **14th to 18th December,2025 at DNK Play Ground, Malkangiri** and the firm will be required to hand over in all respect on **10th December-2025**.
12. Payment will be made within a period of two months after successful completion of the work as per the specification, otherwise proportion amount will be deducted at the time of the sanction of the Bill as per the assessment of this committee members from sl no-2 to 7 as mentioned above.
13. The duration of the exhibition will be for 5 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 exhibition. All the desired works should be completed by 10th December-2025 and should be handed over all the works as per specification, to the in-charge of exhibition.
14. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing 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 of Govt.**
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 quoted price 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 or all quotations 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 written permission from the **CDO-cum-EO, Zilla Parishad, Malkangiri**.
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 EOI.
24. 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. District Administration/ ORMAS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.

6. 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 quotation 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, Malkangiri. Any objections shall be raised by the Fire Department in course of giving fire clearance certificate shall be addressed by the bidder 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. The entire electrical works has to be certified by the TPSODL, Malkangiri. Any objections shall be raised by the TPSODL, Malkangiri in course of giving Electrical clearance certificate shall be addressed by the Bidder immediately.
30. The bidder or the authorized representative of the bidder should attend the opening event of the EOI with all original documents /papers for verification.
31. Local eligible firms having experience in tent & allied works are encouraged to apply.
31. Non submission of any document required indicated in the ToR will render the Bid to be rejected.
32. **The authority is not bound to accept the lowest and reserve the right to reject any or all quotations and bids without assigning any reasons thereof.**
33. The Successful Vendor/Bidder should execute an agreement with CDO-cum-EO, Zilla Parishad Malkangiri after payment of Rs 20000/- Security Deposit.

The Collector-cum-Chairperson, Pallishree Mela Committee, Malkangiri reserves the right to accept or reject any or all bids, full or part of the bids 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 EOI without giving any reason thereof.

Complete Address for submission of bid:

**The Dy. CEO, ORMAS, Zilla Parishad Office, Malkangiri, Odisha-764048.
Mob No-7008858178.**

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


CDO-cum-EO,
ZP, Malkangiri

Memo No 1628

Date 14 / 11 / 2025

Copy to the Joint Director, I & PR Department, Govt. of Odisha for publication of the EOI in 2 (Two) widely spread newspaper for 1(One) day only as per I&PR rate.


CDO-cum-EO,
ZP, Malkangiri

memo No 1629

Date 14/11/2025

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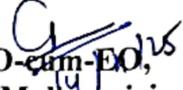
Copy to DeGM,OSWAN, Malkangiri for information & requested to webhost the Expression of Interest (EOI) in Malkangiri district web portal.


CDO-cum-EO,
ZP, Malkangiri

Memo No 1630

Date 14/11/2025

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

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 proposal:

Sl. No	Eligibility Criteria	Documents required for pre-qualification
01.	The bidder should have been in the business of providing Event Management Services, similar nature of work to the Central / State Government / Corporate Bodies / National & international Organizations for at least 3 years from the date of floating of EOI.	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. 4. Copy of the Electrical License / Contractor hired by the bidder.
02	Experience 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 Exhibitions] completed works/assignments costing more Rs.20.00 Lakhs and less than Rs 25.00 lakh OR ii. Equal to Rs 25.00 Lakh and less than Rs 30.00 lakh OR iii. Equal to Rs 30.00 Lakh and or more.	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 Rs. 30.00 lakh	Submit the IT returns or Report from CA Firm

Documents to be submitted along with Technical Bid

- Cost of EOI Papers, Security & 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-~~Chief~~ EO,
ZP, Malkangiri

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TECHNICAL BID

**FORMAT FOR ERECTION OF STALLS, CONTROL ROOM & OTHER
TENTAGE WITH ALLIED WORKS FOR PALLISHREE 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.1,00,000/-
(DD No..... Date.....		Name of the Bank.....)
08	Cost of EOI Papers	Rs.9000/- + 12% GST=Rs 10,080/-
(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	
10	Capacity to Erect No. of Food Stalls	
11	No. of Tables (Folding) Available	
12	No. of Plastic Chairs Available	
13	No. of Tube Lights with Fittings Available with good condition	
14	No. of Ground Light with Fittings Available with good condition	
15	No. of Bamboos (Full Length) Available	
16	No. of Working Supervisors (to be present throughout the Mela)	

17	No. of Working Labours (to be present throughout the Mela)	
18	No. of Sound Systems (Latest model, microphone with amplifier) in good Condition Available	
19	No. of Carpets available	
20	Floor Mat & Shed Mat (Sqr. Ft)	
21	Tarpaulin (Sqr. Ft)	

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Signature of the Proprietor.



FINANCIAL BID (Package)

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FORMAT FOR ERECTION OF STALLS, CONTROL ROOM, ELECTRIFICATION & OTHER TENT AND ALLIED WORKS FOR PALLISHREE MELA-2025

SL NO	SPECIFICATIONS	UNITS	Cost Per Unit	Required Qty. in units	Rate per Unit for 5 Days including GST/ other taxes / Transportation & installation (in Rupees)
1	Stalls size 10x10 (As per specifications) with racking (3 step racking)	170		170	
2	Stall 10 X 10 ft. size (As per specifications) without racking	20		20	
3	Stall 10 X 10 ft Size (for Food Stalls) as per specifications	25		25	
5	Bamboo barricading of 5 feet height with three rows horizontal runners.	Per Running meter		Lumpsum	
6	Shed net	Per sqft		16000sq ft (approx.) As per requirement	
7	Genset	2		40 KW	
8	Flower Decoration for Stalls	1		215	
9	Coordination Cell-cum-VIP Lounge/ Control Room as per Specifications	1		Lumpsum	
10	Road Cross Flat Gates as per Specification (Including Flex Banners Cost)	1		4	
11	Lights & Electrification in the Ground (details mentioned in the EOI Papers)	AS Per Requirement		Lumpsum	
12	Bed Set (Bed & Pillow with Cover) for WSHG.	per set		200	
13	Steel Bucket and Plastic Mug for WSHG.	Per Set		30	

(Seal & Signature of the Proprietor)