

**TENDER DOCUMENT
FOR
SELECTION OF AGENCIES FOR
DESIGNING, FABRICATION AND ERECTION OF STALLS WITH
ALLIED ACTIVITIES
FOR
MSME EXHIBITION
DURING
CELEBRATION OF ENTREPRENEURS' WEEK- 2023**

**ORGANISED BY
DISTRICT INDUSTRIES CENTRE, BHUBANESWAR**

DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS FOR MSME EXHIBITION-2023

E.M.D (Refundable)	:	Rs. 20,000/- (Rupees fifty thousand only) in shape of Demand Draft /Pay order in favour of "General Manager, DIC, Bhubaneswar" payable at Bhubaneswar.
LAST DATE & TIME FOR RECEIPT OF TENDER	:	24.02.2023 by 1.00 PM
DATE & TIME OF OPENING OF TENDER	:	24.02.2023 by 4.00 PM at Collectorate, Khordha
<u>ADDRESS FOR SUBMISSION OF TENDER PAPER:</u>		O/o General Manager, DIC, Bhubaneswar, At-Rasulgarh Industrial Estate, Bhubaneswar, Dist-Khordha, Odisha, Pin-751010

BACKGROUND:

Odisha observes Entrepreneurs' Week from 5th to 9th March every year to commemorate the Enterprising spirit of Ex-Chief Minister Late Sri Biju pattnaik.

This year, MSME Department, Govt. of Odisha has decided to organise Exhibition at district level. In this context, District Industries centre, Bhubaneswar is going to organise an Exhibition at IDCO Exhibition Ground, unit-III, Bhubaneswar from 5th to 9th March'2023 to promote entrepreneurship of Khordha District as part of marketing Assistance to MSMEs by showcasing their skills & display of their products.

The overall objective of the exhibition is to create awareness among the participants / prospective entrepreneurs / visitors about the State Government Policies, various schemes of Government and issues pertaining to entrepreneurs.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls
1	Khordha	IDCO Exhibition Ground, unit-III, Bhubaneswar	Entrepreneurs' Week	5 th to 9 th March'2023 (5 days)	100

TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS OF MSME EXHIBITION-2023

1. The firm/proprietor should have executed at least two work order of more than Rs.10.00 lakhs of Government departments/agencies /corporations within three financial year.
2. The quotationers should have registered his firm/proprietorship under GST (GSTIN) Income Tax (PAN/TAN).
3. The rate offered by the firm shall be inclusive of all taxes and duties.
4. The duration of the exhibition will be for 5 days as mentioned above. In case of there is any extension of exhibition period, no extra payment will be entertained for the additional days. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
5. The quotationer has to quote the rate as per the given format.
6. On completion of the exhibition, the contractor shall have to take away all the materials within five days & vacate the place with the same condition while occupying the ground.
7. The firm should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
8. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Authority. The firm shall not use any additional materials other than the work specified in the work order and in case of any additional requirement, the firm has to take the prior written permission from the Authority.
9. The quotationer and the committee formed by the Authority should do a proper assessment and the actual work done during the exhibition period. Also, the quotationer has to cooperate for actual assessment else the payment will be made as per the assessment made by the committee.
10. The quotationer will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. The authority will not be responsible for any breakage, damage, fire, theft etc. of his materials and the firm has to take suitable steps for insurance of his goods used in the exhibition.

11. No part of the contract will be sub-let without the prior written permission of the Authority.
12. It shall be the responsibility of the service provider/firm to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The quotationer has to supply the fire protection equipment like extinguisher as per the requirement of Exhibition duly certified by the Fire Officer, Bhubaneswar and adhere to the fire safety norms.
13. 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.
14. The quotationers should deposit an earnest money of Rs.20,000/- (Rupees Twenty Thousand only) in shape of Bank Draft drawn in favour of "General Manager, DIC, Bhubaneswar" payable at Bhubaneswar. The E.M.D. amount of the successful quotationer will be retained till completion of the exhibition & returned after successful completion of the exhibition. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted.
15. The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of quotationers 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.

Documents to be submitted by the quotationer: (All documents should be self-attested)

- i. EMD of Rs. 20,000/- (Rupees Twenty Thousand only) in shape of bank draft.
- ii. Copy of the work order issued by Government Departments/ agencies/ corporation on execution of similar nature of work of more than Rs.10.00 lakhs each at least two times within last three years.
- iii. Copy of the PAN and up-to-date IT returns for the last two years.
- iv. Copy of valid GSTIN.
- v. Copy of Audited Financial Statement of last two years duly attested by the Chartered Accountant.
- vi. Copy of valid electrical license/ authorization from registered electrical contractor for execution of electrical work.
- vii. Copy of license / authorisation from licensed agencies towards housekeeping service.
- viii. Copy of license / authorisation from security service agencies for engagement of security personnel.

SPECIFICATION FOR WORKS

Detailed specification of above mentioned works are:

- a. Erection of Stalls & VIP lounge-cum Control Room
- b. Mini Meeting/ Seminar hall
- c. Gate- Entry & Exit
- d. Decorative boundary Wall
- e. Ground Electrification
- f. Temporary Toilets
- g. Generators- 160 KVA
- h. Watch & ward
- i. Ground Cleaning
- j. Miscellaneous items.

A. ERECTION OF STALL

The details of specifications are given below:

SL No.	Particulars	Stall Specification
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full flooring Coir Matting/Synthetic matting
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 <i>G.I. Sheets</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies.
4	Racks	Three tier wooden racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Fascia	A wooden batten frame for Running Fascia will be erected. The frame will have 2' front projection & 4' height. The fascia will be covered with flex (New design will be provided by the Authority). 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 with handle – 2 nos per stall.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point with on/off switch.
8	Numbering of Stall	All stalls should be numbered with stencil and paint.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the quotationer.

B. MINI MEETING HALL/ SEMINAR HALL:

One Mini Meeting hall will be erected in exhibition. **ONLY NEW COTTON CLOTHES SHOULD BE USED.** The detail specifications given below:

Sr.	Particulars	Work Specifications
A	Structure	Bamboo structure with wooden batten frame work and colour cloth covering as per a particular design from all sides. <i>Balha</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. The structure should be treated with Anti fire chemical Treatment
B	Size	40 ft X 30 ft.
C	Ceiling & Wall	Ceiling of Meeting hall shall be finished with white Cotton Cloth properly stretched on wooden batten frames
D	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.
E	Furniture	Meeting hall dias of 15' x 8 ' with VIP chairs and 100 nos. of plastic chairs for participants/ invitees.
F	Electric Fittings	Tube Light – 20 no. , Ceiling Fan – 6 no., 4 no of sound less pedestal fan, coolers-02, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 4 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light like hanging chandelier (<i>jhaada</i>) etc.
G	Sound System	One audio DVD/CD player and one microphone with amplifier for public address system. The speakers be fitted in such a manner that the announcement should cover to entire ground.
H	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and dias, Live flower pots at the front side of the Meeting hall and at the entrance
I	Flex	The background of the dias & the entrance decorated with flex designs as decided by the authority and signage for sitting arrangements will be provided.
J	Computer & Projector	A Desktop computer/ Laptop with LED projector and 16 mm display screen is required to be installed in the meeting hall.

C. GATES: ENTRY & EXIT

The tenderer shall submit the lowest possible rate for the gate with following specification.

Sl. No.	Particulars	Work Specifications
1	Structure	Bamboo Structure, Wooden Batten framing, box type structure and flex/ cotton cloth mounting with design work as per approved design.
2	Size	Pillars height will be of 16' to 20' with as per IDCO ground gate.
3	Lighting	Sufficient lighting arrangement with white metal light.
4	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.

D. DECORATIVE BOUNDARY WALL

Decorative wall of batten framing, hessian cloth mounting.

E. GROUND ELECTRIFICATION

Supply of uninterrupted Electricity in the ground and Exhibition premises.

F. TEMPORARY TOILET FOR VISITORS:

04 Nos. (Male-2 & Female-2) of Temporary urinals & toilets should be installed with all sanitary fittings in the exhibition ground along with water facilities & wash basin for the participant /visitors/ invitees.

G. GENERATORS:

Soundless Generator sets with required fuel shall be provided by the firm for the entire exhibition period. The firm 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. Fuel required for the Generator is need to be provided by the firm.

H. WATCH & WARD:

4 persons in A Shift, 6persons in B shift & 4 persons in C shift for the entire exhibition period.

I. GROUND CLEANING & SWEEPING:

4 nos. of sweepers from the authorized service provider be engaged for the entire period of event.

J. MISCELLANEOUS ITEMS:

Besides works from item No.1 to No.5 following items may be required as per need. Quotationer is to quote their unit price in quotation part for supply of the same as per the indent.

S. N	Items
1	Net Carpeting (Green mat) of entire allotted ground
2	Dustbin- 3 ft height
3	Syntex tank (2000 liter capacity each tank with 3' height stand)
4	Flex printing with batten framing
5	Fire Extinguisher

DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by DIC, Bhubaneswar. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the firm with seal

Place:

Date :

Quotation for different items for Tentage & Allied works for MSME Exhibition- 2023

To

**The General Manager,
DIC, Bhubaneswar, Khordha**

Sir,

I / We do hereby submit item wise quotation below for tentage and allied works for MSME Exhibition to be organized on the occasion of Entrepreneurs' Week-2023 at IDCO Exhibition Ground, Bhubaneswar from 05.03.2023 to 09.03.2023 by District Industries Centre, Bhubaneswar.

Sr.	Item	Unit	Cost per unit (In Rs.)	Required Qty. in units	Total Amount [in Rs.]
A	Erection of stall	Per Stall		100 Stall	
B	Mini Meeting Hall/ Seminar hall	Per package		1 no.	
C	Gates-Entry & Exit	Per Gate		2 nos.	
D	Decorative boundary Wall	Per Sq. Ft.			
E	Ground Electrification	Per package		1 Nos.	
F	Temporary Toilets	Per unit		4 Nos.	
G	Generators	Per package			
H	Watch & Ward	Per package			
J	Ground cleaning & Leveling	Per Package			
L	<u>Miscellaneous items:</u>				
1	Net Carpeting	Per Sq. Ft.			
2	Dustbin- 3 ft height	Per Piece			
3	Syntex tank (2000 liter capacity each tank with 3' height stand) with 02 nos. of wash basin	Per No.			
4	Flex printing with batten framing	1 Sqft			
5	Fire Extinguisher	1 Pc			
Total					

Signature of the Quotationer with seal

Total Price in word (_____) only

DETAILS OF QUOTATIONER
(On Quotationer's Letter head)

- (a) Name of the Quotationer:**
- (b) Name & Designation of the contact person:**
- (c) Address of the office (s) :**

- (d) Date of Incorporation and commencement of business**
(Please attach certified copy of registration of firm)
- (e) Contact Number:**
- (f) Email id :**
- (g) Description of Experience of Quotationer:**

- (h) GST Registration Number/ PAN:**
- (i) Bank Details:**
 - i. Account Number:**
 - ii. Name of the Bank Branch:**
 - iii. IFS Code:**