



**CHIEF DISTRICT AGRICULTURE OFFICE: KHORDHA**  
**DEPARTMENT OF AGRICULTURE AND FARMERS'S EMPOWERMENT,**  
**ODISHA, BHUBANESWAR**

Notice No: 17/11

Date: 02.11.2023

**Tender Call Notice For Selection of Tent House Agency For installation of Infrastructure For organization of District level Farm Mechanization Mela-2023, Khordha**

**Name of the Institution :** Chief District Agriculture Officer, Khordha  
**Contact No :** 8280069311  
**E-Mail-** ddakhu.dag@nic.in

DATE OF PUBLICATION OF BID DOCUMENT IN WEBSITE

: Dt. 03.11. 2023

PRE BID MEETING

: Dt. 14.11.2023, 3.00 P.M

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS

: Dt. 16.11.2023 5.30 P.M

DATE & TIME OF OPENING OF TENDER Technical BID (Cover-A)

: Dt. 17.11.2023 11.30 A.M

Date and Time for Technical presentation

: Dt. 17.11.2023, 12.30 P.M

DATE & TIME OF OPENING OF PRICE BID (Cover-B)

: Dt. 17.11.2023, 3.00 P.M

PLACE OF OPENING OF BID DOCUMENTS

**Chief District Agriculture Officer,**  
**Khordha,** At/PO/PS/District- Khordha-  
752055

PRE-BID CONFERENCE:

-do-

ADDRESS FOR COMMUNICATION

-do-

RECEIPT OF BID DOCUMENTS

-do-

The Tender document containing **details of scope of work, deliverables, time frame, eligibility criteria, selection criteria and other bidding parameters** can be accessed and downloaded from the website <https://khordha.nic.in>

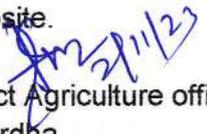
Memo no . 1712 Dt. 02. 11. 2023

Copy to the office notice board CDAO, Khordha /CDVO Khordha/DFO Khordha/PD Watershed Khordha/ADH,Khordha and Bhubaneswar/ADO (all)/BAO(all)/AAE and AEE Khordha for wide publication.

  
Chief District Agriculture officer,  
Khordha

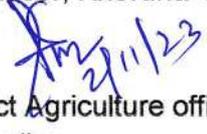
Memo no . 1713 Dt. 02. 11. 2023

Copy forwarded to the District information officer, NIC, Khordha for information and necessary action with a request to upload the tender in the District website.

  
Chief District Agriculture officer,  
Khordha

Memo no . 1714 Dt. 02. 11. 2023

Copy forwarded to the District information and public relation officer, Khordha for information and necessary action.

  
Chief District Agriculture officer,  
Khordha

Memo no . 1715 Dt. 02. 11. 2023

Copy submitted to the Collector and District Magistrate ,Khordha for favour of kind information .

  
Chief District Agriculture officer,  
Khordha

Memo no . 1716 Dt. 02. 11. 2023

Copy submitted to the Director of I & PR, BBSR for favour of kind information and He is requested to float the tender advertisement in any two leading newspaper.

  
Chief District Agriculture officer,  
Khordha

Memo no . 1717 Dt. 02. 11. 2023

Copy submitted to the Director of Agriculture and food production, Odisha, Bhubaneswar for favour of kind information .

  
Chief District Agriculture officer,  
Khordha

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## **DISCLAIMER**

This **Tender notice** is issued by the CDAO, Khordha under the Department of Agriculture and Farmer's Empowerment, Odisha, Bhubaneswar.

The information contained in this **Tender document** or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the Authority or any of their employees or advisors, is provided to bidder on the terms and conditions set out in this Tender notice and such other terms and conditions subject to which such information provided. This Tender notice is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person.

The purpose of this Tender notice is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this. This Tender notice includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This Tender notice may not be appropriate for all persons, and it is not possible for the authority, its employees or advisors to consider the objectives, technical expertise and particular needs of each part who reads or uses this Tender notice. The assumptions, assessments, statements and information contained in this Tender notice, may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender notice and obtain independent advice from appropriate sources.

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

The authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender notice or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender notice and any assumptions, assessments, statements or information contained therein or deemed to form part of this Tender notice or arising in any way in the selection process. The authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any applicant upon the statements contained in this Tender notice.

The issue of this Tender notice does not imply that the authority is bound to select an applicant or to appoint the selected applicant, as the case may be, for service and the authority reserves the right to reject all or any of the proposals without assigning any reason whatsoever. CDAO, Khordha under the Department of Agriculture and Farmer's Empowerment, Odisha shall be the sole and final authority with respect to selection of a firm through this Tender notice.

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**BIDDER DATA SHEET**

Sl. No.	Particular	Details
1	Name of the Client	Chief District Agriculture officer, Khordha under the Department of Agriculture and Farmer's Empowerment, Odisha
2	Method of Selection	Quality and Cost Based Selection (QCBS) Method
3	Availability of EoI Document	<a href="https://khordha.nic.in">https://khordha.nic.in</a>
4	Date of Issue of EoI	03.11.2023
5	Deadline for Submission of Pre Bid Query	10.11.2023 up to 5:30 PM
6	Pre-Bid Meeting	14.11.2023 3.00 P.M
7	Last Date and Time for submission of Bid	16.11.2023 5.30 P.M
8	Date of opening of Technical Proposal	17.11.2023 11.30 A.M
9	Date of Technical Presentation	17.11.2023
10	Date of opening of Financial Proposal	17.11.2023
11	Date of Assignment	18.11.2023
12	Pre-Bid Meeting	A pre-bid meeting will be held on dt. <b>14.11.2023 at 3.00 PM</b> in the office chamber of CDAO, Khordha. All queries should be received on or before <b>dt.10.11.2023 up to 5:30 PM</b> on <b>Email: <a href="mailto:ddakhu.dag@nic.in">ddakhu.dag@nic.in</a></b> in MS Word format addressed to: <b>CDAO, Khordha</b>
13	Bid Processing Fee (Non-Refundable)	<b>500/- INR</b> in shape of Demand Draft in favour of <b>Chief District Agriculture officer, Khordha (banking name of CDAO)</b> drawn in any Scheduled Commercial Bank payable at Khordha.
14	Earnest Money Deposit (EMD) (Refundable)	<b>5000/- INR</b> in shape of Demand Draft in favour of <b>Chief District Agriculture officer, Khordha (banking name of CDAO)</b> drawn in any Scheduled Commercial Bank payable at Khordha.
15	Address for Submission of Proposal	(Postal Address) of Chief District Agriculture officer, Khordha <b>At/po/PS/District –Khordha, PIN-752055</b> Telephone No- 8280069311 <b>Email: <a href="mailto:ddakhu.dag@nic.in">ddakhu.dag@nic.in</a></b>
16	Mode of Submission of Proposal	Mode of Submission: <b>Speed Post / Registered Post</b> to the address as specified above during office hour only. Submission of bid through other mode and late bid shall be rejected.
17	Place of Opening of Technical Proposal	<b>Office chamber of CDAO, Khordha</b>

**Section-1**

**LETTER OF INVITATION**

**Tender notice No.**

**Dated:**

**Name of the Assignment:**-Selection of Tent house agency For installation of Infrastructure For organization of District level Farm Mechanisation Mela-2023, Khordha of Department of Agriculture and Farmer's Empowerment, Odisha, Bhubaneswar. More details on the proposed assignment are provided at Section-3: Terms of Reference of this Eol Document.

1. An Organization will be selected through **Combined Quality and Cost Based Selection (CQCBS)** procedure as prescribed in the Tender Document in accordance with the policies and procedures accompanying the Guidelines of Finance Department, Government of Odisha for "**Engagement of Agency**" circulated vide *Office Memorandum No. 42280/F, Dated: 26.09.2011.*
2. The proposal complete in all respect as specified in the Tender Document must be accompanied with a **non-refundable** amount of **Rs. 500/- (Rupees Five hundred only)** towards **Bid Processing Fee** and a **Refundable** amount of **Rs. 5,000/- (Rupees five thousand only)** towards **EMD** in form of **Demand Draft/ online transfer** in favour of "**Chief District Agriculture officer, Khordha**" (**Banking name of CDAO**)" drawn in any Scheduled Commercial Bank payable at Khordha, Odisha failing which the bid shall be rejected.
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post**. The Client shall not be responsible for postal delay or delay due to any other consequence. Submission of proposal through any other mode shall be rejected. **The last date and time for submission of proposal complete in all respects is dt.-16.11.2023 up to 5:30 PM and the date of opening of technical bid is dt.17.11.2023 at 11:30 AM** in presence of the bidders/bidders' representatives at the specified address as mentioned in the Bidder Data Sheet. The representative of a bidder may attend the meeting with due authorization by the bidder in form of a letter. However the absence of any bidder or their representative is not a bar to open the technical bid.
4. This tender document includes following sections:
  - a. Letter of Invitation [**Section -1**]
  - b. Information to the Bidder [**Section -2**]
  - c. Schedule of Requirement [**Section -3**]
  - d. Technical Proposal Submission Forms [**Section - 4**]
  - e. Financial Proposal Submission Forms (**Section-5**)
5. While all information/data given in the tender document 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/data included in this document. The client reserves the right to accept/reject any/all proposals/terminate the entire selection process at any stage without assigning any reason thereof.

**Chief District Agriculture officer  
Khordha**

Information To Bidders

Submission of Tender paper

1. The interested bidder can download the entire Tender Document from the website <https://khordha.nic.in>. He/She can take the tender documents from office of the CDAO, Khordha from accounts section by making a Govt. deposit of Rs.500/- (Rs. Five hundred only) towards cost of tender paper and the tender processing fee.
2. The bidder (s) shall have to submit their tender in separate sealed envelopes, i.e one for technical bid by super-scribed Cover "A" (Technical Bid) & Cover "B" (Price Bids). The Technical Bid and Price Bids should be put into a third Cover, which should be super-scribed as **Tender for Selection of Tent House Agency For installation of Infrastructure For organization of District level Farm Mechanization Mela 2023, Khordha**. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post to the office of CDAO, Khordha**.

**Pre-Qualification /Eligibility Criteria:**

Bidders must 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:

- (i) Firms with valid GST registration.
- (ii) The bidder must have experience of at least 2 "**similar projects**" with contract value of the project being not less than **Rs.0.50 lakh in each case** during the last 5 years (**2018-19, 2019-20, 2020-21, 2021-22 & 2022-23**) under Central/State Govt./PSUs/Autonomous bodies. (LoA or any other document)
- (iii) Bidders who have been blacklisted either by the Tender inviting authority or by any State Govt. or Central Govt. organization is not eligible to participate in the tender during the period of blacklisting.
- (iv) Bidders who have not supplied to the tender inviting authority any ordered item after publication of rate contract(s) in previous tenders shall not be considered for price comparison.

**Tender Processing Fee and EMD:**

1. The bidder shall deposit an amount of Rs.500/- towards cost of tender paper and BID processing fee (non-refundable) in shape of Account payee demand draft / banker's cheque.
2. The demand draft / banker's cheque or Govt. money receipt of Rs.500/- is to be attached with the Technical bid documents.
3. An amount of Rs. 5000/- towards BID security through Account payee demand draft / fixed deposit receipt/ banker's cheque from any commercial bank and submit along with bid documents.
4. The bid security will be returned to unsuccessful bidders. The BID security of successful bidders will be adjusted during the collection of Performance security or submission of BG on performance security.

**The EMD will be forfeited on account of the following reasons:**

- Bidder withdraws its proposal during the bid validity period as specified in the BID document
- Bidder does not respond to requests for clarification of its proposal
- 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
  - provide clarifications
  - agree to decisions of the contract negotiation meeting
  - sign the contract in time
  - Furnish required Performance Bank Guarantee.
- Any other circumstance which holds the interest of the client during the overall selection process.

**Documents to be submitted**

**Technical Bid (COVER-A):-**

1. Forwarding letter with checklist of Documents (sample attached)
2. Tender processing fee as mentioned above
3. Proof of Earnest Money Deposit (EMD or BID security fee) as mentioned above.
4. Details name, address, telephone no., Fax, e-mail of the firm in the format Annexure-I
5. Past experience details in the format Annexure-II
6. **Copy of I.T Return of any two of last three financial years (2020-21, 2021-22 & 2022-23)**
7. **Copy of latest GST payment receipt.**
8. **Copy of PANCARD & GST registration certificate.**
9. Declaration of not been blacklisted by any Govt. institution in Annexure-III.
10. Copy of 1<sup>st</sup> page of bank pass book or a cancelled cheque as proof of Bank Account details.
11. All the sheets of technical Bid along with bid document shall be numbered and duly attested by the bidder.

**PRICEBID (COVER-B)**

- a. The tender format giving the quoted rate for the items required should be sent in a separate sealed cover here after called Cover "B" (Price Bid) format at Annexure-IV with a forwarding letter (sample attached).
- b. Cover-B (Price Bid will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover-A)
- c. The Price Schedule(s) should be quoted inclusive of insurance, packing, forwarding, freight (door delivery) and inclusive of GST (mentioned separately) if any. The rate should be quoted both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.
- d. **The bid shall be valid for a period of 90 days from the date of opening of the bid.**
- e. The quoted rates should be final and shall not be subject to any escalation during the bid validity period.

**NB:**

**Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all**

instructions, forms, terms & conditions and other information as mentioned in the Tender Document. The proposal must be complete in all respects and indexed. Each page should be numbered and certified by the bidder/ authorized representative. Failure to comply with the BID requirements will result in outright rejection of the proposal.

#### Pre-Bid Meeting:

A pre-bid meeting will be organized by the client to address the queries relating to the overall selection process and scope of the work. To this respect, bidders can submit their queries, to **Chief District Agriculture officer, Khordha** through e-mail at [ddakhu.dag@nic.in](mailto:ddakhu.dag@nic.in) up to dt.10.11.2023 5:30 PM from the level of the bidder/authorized representative of the bidder. **Any request for clarification submitted beyond the above deadline will not be entertained during the pre-bid meeting.** The pre-bid meeting will be held on dt.14.11.2023 at 3.00 PM in the office chamber of CDAO, Khordha. Representatives (**maximum up to 2 members from each bidder**) with due authorization letter will be allowed to attend the pre-bid meeting. Clarifications to the submitted queries will be uploaded in the website <https://khordha.nic.in> for information of the bidders. Any such clarification / corrigendum shall be deemed to be part of this Tender document. Request for alternation/change in existing terms and conditions of the Tender document shall not be considered /entertained.

#### General Terms and Conditions

1. Rate should be quoted in Indian Currency (with paisa in two decimals only), both in words and figures against each item as the payments will be made in Indian currencies only.
2. The bidder shall not quote the rate for any item other than the item specified in the list.
3. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha /India from time to time.
4. The bidders can't withdraw their bid after opening of technical bid, within the **minimum bid validity period of 90 days**& also after accepting the Letter of Intent.
5. Bidders who have earlier record of Nil-supply of ordered items /consumables after being L<sub>1</sub> (in previous valid rate contracts) are not allowed to participate for those items in this tender (i.e their offer for non-supplied items shall not be considered for evaluation and shall be rejected).
6. The tender documents should be clearly written / typed without any correction, interpolations, and overwriting. Each page of the tender should be properly dated signature of the tenderer.
7. If any information or documents furnished by the tenderer found to be misleading/incorrect at any stage, their tender will be rejected.
8. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the due date submission of bids and opening of bids will be the following the next working date & at the same time.
9. **The authority reserves the right to accept /reject all the bids or any part thereof without assigning any reason thereof.**
10. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at District Court Khordha, Khordha or High Court of Orissa.

#### Evaluation of Proposal:

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

#### Preliminary Evaluation (1<sup>st</sup> Stage):

- > Preliminary evaluation of the proposals will be done to determine whether the proposals are in order & complete and the requisite documents have been properly furnished by the bidder or not. Submission of following documents / information will be verified:
  - ✓ Filled in Bid Submission Check List in Original

- ✓ Covering letter on bidder's letter head requesting to participate in the selection process.
- ✓ Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
- ✓ Copy of PAN
- ✓ Copy of Goods and Services Tax Identification Number (GSTIN)
- ✓ Copies of IT Return for the last three assessment years (AY 2020-21, 2021-22 & 2022-23).
- ✓ General Details of the Bidder
- ✓ List of completed assignments of similar nature (Past Experience Details,) along with copies of work orders and contracts.
  
- ✓ Undertaking for not having been black-listed by any Central/State Government/PSU/Autonomous bodies/International & National Organisation.
- ✓ All the pages of the proposal and enclosures are to be signed by the bidder/authorised representative

***Any deviation from the prescribed procedures/formats/conditions/requirements shall result in outright rejection of the proposal. Bids with conditional offer shall be outrightly rejected. All the pages of the proposal must have to be signed with seal by the bidder/authorized representative of the bidder.***

**Technical Evaluation (2<sup>nd</sup> Stage):**

- Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process will be adopted for evaluation of the proposals. The proposals will be evaluated as per the following parameters:

Bid Evaluation Parameters	Maximum Mark	Description
Past Experience of the Bidder	50	<ul style="list-style-type: none"> <li>● 30 marks for 1<sup>st</sup> two projects (similar projects)</li> <li>● 10 marks for each similar project above 2 projects</li> <li>● Maximum 60 marks</li> </ul>
Technical Presentation (Restricted to 15 minutes for each bidder)	50	<ul style="list-style-type: none"> <li>● Understanding of approach and methodology to accomplish the task</li> <li>● Understanding client's needs and scope of work</li> <li>● Excerpts from past projects</li> </ul>
<b>Grand Total</b>	<b>100</b>	

**FINANCIAL EVALUATION (3<sup>rd</sup> Stage):**

The financial proposals of the technically qualified bidders only shall be opened at this stage in the presence of the bidder/bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

## Evaluation Process:

**Combined Quality and Cost Based Selection (CQCBS)** method will be followed during the overall selection process. Based on the evaluation of technical proposal, the technically qualified bidders shall be ranked highest to lowest Technical Score ( $S_T$ ) in accordance to the marks obtained during the technical evaluation stage. There shall be 70 % weightage to technical score and 30 % weightage to financial score.

The individual bidder's financial score ( $S_F$ ) will be evaluated as per the formula given below:

$$S_F = [F_{min} / F_{bid}] \times 100 \text{ (rounded off to 2 decimal places)}$$

where,

$S_F$  = Normalized financial score of the bidder under consideration

$F_{min}$  = Minimum financial quote among the technically qualified bidders

$F_{bid}$  = Financial quote of the bidder under consideration

$$\text{Combined Score (S)} = S_T \times 0.7 + S_F \times 0.3$$

Where  $S_T$  = Technical score secured by the bidder

The bidder securing the highest evaluated **Combined Score (S)** will be awarded the Contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive of all taxes & duties for which the Client will make payment to the bidder including overhead expenses, such as travel, accommodation, logistics, report preparation, printing & other secretarial expenses.

## Section-3

### Schedule of Requirement

#### Project Scope\_

#### 1. CONSTRUCTION OF STALLS AND OTHER CONSTRUCTION WORK

The successful bidder has to erect the following structures and provide other ancillary services in the ground as briefly described below and specified in the detailed specifications, which may be altered/ substituted according to requirement and feasibility.

##### i. Exhibition Stalls

Around 40 stalls of 10' x10' x10'. (L:B:H) (standard size) under tarpaulin roofing and cloth ceiling, carpeting for displaying the Exhibits/showcasing the activities of Farm Mechanaries, other government departments and agencies, private agencies, companies. The number of stalls may be increased or decreased as per requirement and notified to the successful bidder before commencement of the work or during the execution.

ii) **Stalls:** 20 nos of stalls may be erected without rack and others with rack or as per the requisition of line departments, stake holders government departments and agencies, private agencies, companies

iii) **Conference hall :** A Conference hall will be prepared of 5000 sft. Size / 100 farmers sitting capacity with stage, Guest chair and table, dice, sound system, light, fan, AC,LED screen for power point presentation and Lord Jagannath statue, Dipa stand etc for inauguration in the ground

##### (iv) Stage

A stage of size 40' x 20' with good quality carpeting, front decoration, seating arrangement for at least 20 persons with good quality Chairs, Centre Tables, ceiling fans and pedestal fans, Podium, memento parking dais etc.

##### (v) Gate

Two box gates, top face written with "District Level Farm Mechanisation Mela-2023, Khordha" in Odia and English with suitable flex posters depicting activities of Farm Mechanaries and Agriculture Department. The height of the gate should be at least 15' from the ground with a width of 12' between two side frames so as to enable passage

of heavy vehicles into the venue. The gate should be illuminated with flower decoration. Good quality carpeting to be done from gates to stage.

(vi) **Audience space/ Meeting venue**

One Meeting venue of tarpaulin roofing and cloth ceiling with all side open of 5000 sft.size/500 sitting capacity in front of the Stage at a distance of 15' from the stage with a barricade in between. Should have 500 nos. of plastic chairs placed for people. Carpeting to be done

(vii) **Green Room (AC)**

Green Room 10'x 10' with Tables, Chairs, carpeting and other amenities should be erected close to the Stage.

(viii) **Reception-cum-Office room**

One Reception cum Office Room of size 400 sft. partitioned into two segments each of 200 sft.. to be erected. Agency is required to setup furnitures and equipment like Chairs, Tables, computer, Scanner-cum-Printer and other amenities. Full carpeting of the room is required to be done.

(ix) **VIP Lounge cum VIP dining Enclosure**

One AC equipped VIP Enclosure adjacent to the Stage fully equipped with furniture like Sofa, Chairs, Centre Tables, carpeting etc. with an attached temporary green Toilet facility required to be setup. Approximate size of the VIP enclosure is approximately 1000 sft.

(x) **Food Court**

In addition to the Stalls, there should be at least 5 Stalls for food vendors/ Coffee Shops each of size 20'x10'x10'. Clustered in one particular spot inside the ground in suitable location as may be specified. Plastic moulded Tables and Chairs to be provided in front of the Food Stalls for the convenience of visiting public. These Food Stalls though detached from the main exhibition area should be within the barricaded area with ply or tin sheets to restrict entry of unauthorized persons particularly in night.

xi. **Barricades-** As per requirement to separate different units of exhibition

(xii) **Parking Place**

(1) Parking place for ambulance and Fire Extinguisher Vehicle adjacent to Stage with sufficient space in front side for easy movement need to be set up.

(2) Separate Parking place for vehicles of VIPs and public need to be constructed

(xiii) **Dining Halls**

(1) One Dining Hall of 5000 sft.With tarpaulin roofing and cloth ceiling with 4' side wall and ceiling fan for dining of 100 participants in phases .

(2) The dining Halls shall be carpeted, there shall be provision of chairs and dining tables with serving tables.

(3) Cleanliness and sanitation – sufficient garbage bins to be kept. The agency should provide sufficient manpower to clean the exhibition premises continuously.

**2. GENERAL REQUIREMENT OF STALLS**

(i) The successful bidder has to provide (a) Electrical connection (b) plug points (c) lighting systems (d) Long Table with Cloth (e) Chairs etc to the stalls.

(ii) The final sketch for layout of the stalls will be made available to the successful bidder and the stalls should be made in such a manner keeping in view the exhibits like farm Machineries, Agriculture and allied sector department's requirement. The successful bidders have to consult CDAO, Khordha before starting the work so that suitable areas will be demarcated for stalls at appropriate places.

(iii) Some of the exhibitors will need more space for stalls and also open space for displaying their exhibits in open space. The stall lay out have to be done keeping such requirements in view, which will be made available during the course of

- construction of stalls.
- (iv) Some of the exhibitors may like to construct their own stalls within the allotted space, and accordingly provision will be made. But the successful bidder has to provide them (a) Electrical connection (b) plug points (c) lighting systems (d) fans (e) Long Table with Cloth (f) Chairs etc as may be required by them.
  - (v) The intending bidders may visit the ground where exhibition will be made and submit the following;
    - (a) A lay out plan for the whole ground with necessary drawings
    - (b) Drawing and design for the gate (mandatory)
    - (c) Drawing and Design for the Stage
    - (d) Drawing and Design for stalls in clusters
    - (e) Drawing and Design for Meeting Venue
    - (f) Drawing and Design for Green Room, Reception-cum-Office Room, VIP Enclosure, Parking place, Food Court, Dining Halls, stalls for live animal & fish demonstration etc.
    - (g) Drawing space for Power supply backup, Space for public address system and equipment, space for dustbins, Space for Fire-fighting equipment, Space for drinking water facility, Space for Ambulance and Fire extinguisher vehicle etc.
  - (vi) All the stalls including food court, and all pavements inside the exhibition ground should be covered with carpet.
  - vii. Cleanliness- sufficient manpower for garbage lifting to be provided. The garbage disposal should be responsibility of the agency.

### **3. ELECTRICAL WIRING, SWITCH BOARDS, AND FITTINGS**

#### **(a) Electrical works to be done:**

- i) Complete Wiring of the entire exhibition area with required switch boards, control switches.
- ii) Adequate Plug Points for operating audio visual equipments, computer, and mobile charging of the exhibitors and in all built up area.
- iii) Adequate Ceiling, wall/pole mounted fans as per requirement in all the built up area.
- iv) Adequate Lighting with LED/CFL/ SFL Lamps in the stalls, other structures and in the ground.
- v) Adequate Pavement Lighting in the passage between stalls, passage to the toilets, parking area, Sufficient light arrangement shall be made to lighten the entire Exhibition Ground with provision of Halogen/Neon light in towers.
- vi) Air Conditioners of 1.5 to 2.0 ton capacity to be provided in the VIP Enclosure.
- vii) Pedestal fans to be provided in strategic locations as per requirement and specified.
- viii) Decorative lichi bulbs, shaded lights may be provided as specified.
- ix) Adequate light provision to be made for focussing the gates and its surrounding area including parking space.
- xi) Adequate Stage lights, rotating lights, and dim and bright lights for stage shows etc. as per requirement and as specified.
- xii) Appropriate lighting arrangements with flood light towers as may be specified in the entire ground, back of the stall to ensure safety of the personnel and material in the ground during the night in addition to providing adequate lighting arrangements in the exhibition area.

#### **(b) POWER SUPPLY BACK UP**

The Successful bidder has also to provide adequate Power supply back up to the ground by providing the required number of Generators of 250 KVA/ 125 KVA as maybe required

#### 4. PUBLIC ADDRESS SYSTEM AND EQUIPMENT

The successful bidder has to provide mike set(s) for the stage with conventional and cordless mouth pieces, amplifiers, DVD players, loud speakers with permissible sound emission levels to be provided at various locations inside the exhibition venue, pandal, and other locations as may be specified/ required. The successful bidder may have to make standby arrangements for amplifiers and mike sets as may be required.

#### 5. DRINKING WATER FACILITY

The agency is required to provide drinking water to the general public visiting the fair and the participating farmers/officials, exhibitors of the exhibition throughout the fair uninterruptedly. For this purpose adequate water tanks need to be placed at different places of the ground. Layout is to be suggested by agency in technical presentation.

#### 6. DUSTBINS

The agency is required to put adequate number of dustbins at different places of the ground. Regular cleaning of these dustbins are the responsibility of the agency. Layout is to be suggested by agency in technical presentation.

**7. CARPETING AND CLEANING** Agency is required to carry out the carpeting of the entire area to be used. It is the responsibility of the agency to keep the ground clean during the entire period of the fair.

#### 8. SECURITY

The successful bidder has to provide sufficient no. of security personnel for day and night for 5 (five) days .

**9. Selfie points-** two nos. to be constructed.

#### 10. Labour supply

The successful bidder have to supply the required numbers of labour as and when required.

**11. PUBLIC TOILETS:** The agency is required to put adequate number of toilets at different places of the ground. Regular cleaning of these toilets are the responsibility of the agency. Layout is to be suggested by agency in technical presentation.

#### 12. Rate Quote by the Bidder as per detail specification of work

Sl. No.	Particulars	Quoted Rate (Rs)	Taxes in INR	Total in INR
1.	Construction of 40 stalls of 10'x10'x10'			
2.	Construction of stage of size 40'x20'			
3.	Box Gates- 2			
4.	Audience space tarpaulin roofing and cloth ceiling with all side open of 5000 sft. Size/ 500 farmer sitting capacity in front of the Stage			
5.	Conference hall of 100 farmers sitting capacity with stage, dice, sound system, light fan, AC,LED screen for power point presentation			
6.	Green Room 10'x10'			
7.	Reception cum Office Room of size 400sft.Partitioned into two segments.			
8.	VIP Enclosure (lounge cum dining space): 1000sft.			

9.	Barricades: Barricade with 15'. From the Stage Barricades at open passages, along the internal roads, separating the parking space with the exhibition ground and as required			
10.	Food Court: 5 Food Stalls/ Coffee Shops each of size 20'x10'x10'			
11.	Parking place for ambulance and Fire Extinguisher vehicles adjacent to stage/ office room, parking place for vehicles of guests/dignitaries and parking place for visitors (both 2 & 4 wheelers). A foot fall of 1000 people per day is expected			
12.	Dining Halls: One Dining Hall of 5000 sft. With chair and table for 100 people in phases			
13.	Amenities in each stall: plug points-2, lighting systems-4 LED lights, Long Table with Cloth-1, Chairs-4			
14.	Carpeting: All the stalls, meeting space, stage including food court, and all pavements inside the exhibition ground to be covered with carpet			
15.	Electrical wiring, switch boards and fittings ( as per the ToR)			
16.	Power Supply Backup (as per the ToR)			
17.	Public Address System			
18.	Drinking Water Facility			
19.	Dustbins, Cleaning, Public toilets			
20.	Outdoor LED screen 12'x8'			
21.	Selfie Point, 2			
22.	Security personnel			
23.	Labour personnel			
24.	Grand Total including GST in INR			

**\*The specifications are as per the ToR in this Eoi**

**\*The specifications are subject to change as per the final need of the Client**

#### **11.Award of Contract:**

After tender finalization, the Client will notify the successful bidder in writing by issuing an offer letter for signing the Contract and promptly notifying all other bidders about the result of the selection process. The successful bidder will be asked to sign the Contract after fulfilling all formalities within 3 days of issuance of the offer letter. After signing of the Contract, no variation or modification of the terms of the Contract shall be made except by written amendment signed by both the parties. **Sub-contracting is not allowed under this assignment under any circumstance.**

#### **12. Performance Bank Guarantee (PBG):**

Within 3 days of notifying the acceptance of proposal for the award of Contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **Rs.10,000/-** from a Scheduled Commercial Bank in favour of **Chief District Agriculture officer, Khordha** as per the format at **Annexure-V**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of Contract provided there is no breach of Contract on the part of the qualified bidder. No interest shall be paid on the PBG.

**13. Delivery:**

- a. All the temporary construction work shall be completed within dt. 03.12.2023 by 4 PM at the venue
- b. The firm proprietor must ensure presence of its adequate skilled manpower near the stalls and open space during the entire two days period from dt.04.12.2023 to dt.08.12.2023 for any unforeseen event and addition/alteration if required.
- c. No extra cost shall be paid for delivery and maintenance.

**14. Payment:**

- a. 100% payment shall be made after end of event. Under no circumstances the supply should be interrupted as regards to payment.

**15. Penalties:**

Violation of any term and condition laid as above shall make liable the bidder to have the forfeiture of performance security and to be blacklisted.



**Chief District Agriculture officer  
Khordha**

**Forwarding letter in Bidder's letter head**

To,

**The Chief District Agriculture officer, Khordha**

**Subject: Selection of Tent House Agency For installation of Infrastructure For organization of District level Farm Mechanisation Mela-2023**

Dear Sir,

I, the undersigned, offer to participate in the selection process for\_in accordance with your Tender call notice No.: \_\_\_\_\_, dated \_\_\_\_\_.

I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal, sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **90 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this Tender are found violated, then your office shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

**Address of the Bidder:** \_\_\_\_\_

**Section 4 (COVER-A, Technical Bid)**

**Annexure-I**

**(To be filled in & submitted with the supportive documents)**

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of name of the firm and address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- e-Mail I.D.:
3.	Bid Processing Fee Details	
4.	Details of amount of Earnest Money Deposit	
5.	GST Registration No. (Photo copy of last GST Clearance certificate to be attached)	
6.	Income Tax Account No. (Photo copy of PAN to be attached)	
7.	Details of credentials of similar nature of work if any. (Photo copy of work order to be attached)	
8.	BANK details (Banking name, Bank name, Account no. IFSC code)	

**DECLARATION**

1. I ..... Son / Daughter / Wife of Shri ..... Proprietor / Partner / Director / authorized signatory of the agency mentioned above that I am competent to sign this declaration and execute these tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law

**NB- The technical bid will have to be submitted along with other documents mentioned above.**

**Place  
Date**

**Signature of Authorized person**

**Full Name:**

**Seal**

**Annexure-II**

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

**(Lists of completed/ongoing Assignments of similar nature during last 5 years)**

Sl. No	Period	Assignment and Duration	Name of the Client	*Contract Value (in INR) and Duration In Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

**[\*Contract value equal to or more than Rs.0.50 Lakh]**

Copies of the Work order / Contract Document need to be furnished along with the above information.

Assignments of similar nature means organization of melas, fairs, exhibitions, samavesh etc. at international, national and state/regional level, operation of Project or Programme Management Unit/State Level Technical Cell / Project Implementation Unit / Central Level Technical Cell / Technical Support Unit funded under Central/State/Local Govt. Schemes / Externally Aided Projects.

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

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

**DOCUMENT NO: Annexure-III**

**(RUPEES 10 non judicial STAMP PAPER)**

**Self Declaration form For Not Black Listed**

I/We.....(Name & Designation) having My/our firm at.....do hereby declare that I/We have carefully read all the terms & conditions often der of the Chief District Agriculture officer Khordha,Odisha, for Selection of Tent House Agency For installation of Infrastructure For organization of District level Farm Mechanisation Mela-2023 Khordha. I will abide with all the terms & conditions set for in the tender paper Reference no. ....

I/We do hereby declare that, I/We have not been de-recognized / debarred / blacklisted by any State Govt. / Union Territory / Govt. of India / Govt. organization / Govt. Veterinary Institutions for supply of not of Standard Quality (NSQ) items / part-supply / non-supply.

That, I am not a defaulter in supply of any item to Chief District Agriculture officer Khordha, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do here by declare that I/we will supply the approved items as per the terms, conditions & specifications of the tender document. I / we further declare that my / our performance security deposit will be forfeited if I /we fail to supply any item after getting order from the principal. I /we further declare that we will supply the ordered items as mentioned in the bid document.

I/We agree that the Tender Inviting Authority can debar / blacklist me/us for a period of 3 years if, any information furnished by us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

Signature of the bidder :

**Date** :

Name & Address of the Firm:

Affidavit before Executive Magistrate/Notary Public.

Section- 5 (COVER-B, Financial Bid)

**COVERING LETTER**

**(In Bidder's Letter Head)**

[Location, Date]

To

**The Chief District Agriculture officer, Khordha**

**Subject: Selection of Tent House Agency For installation of Infrastructure For organization of District level Farm Mechanisation Mela-2023, Khordha.**

**[FINANCIAL PROPOSAL]**

Sir

I, the undersigned, offer to provide the services for installation of Infrastructure For organization of District level Farm Mechanisation Mela-2023, Khordha." in accordance with your Tender call notice No \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is for the sum of **Rs. \_\_\_\_\_ (in words)** \_\_\_\_\_ 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 document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the EoI and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

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

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

**Seal:          Address          of          the          Bidder:**

**Annexure-IV**

**Quotation of Rate**

**Agency/ Firm name-**

**Address**

Sl.no.	Particulars of item	Base price (Rs) including all charges	Units	GST (Rs)	Total cost (Rs)
	<b>Total</b>				

**Place:**

**Date:**

**Signature of Authorized person**

**Full Name:**

**Seal:**

Annexure- V

**Model Bank Guarantee Format for Performance Security**

[Ref. Para 22(i)]

To

**The Chief District Agriculture officer, Khordha, Odisha**

WHERE AS,.....(name and address of the supplier) (here in after called "the supplier") has undertaking, in pursuance of contract ref. no.....dated..... to supply.....(description of goods and services) (here in after called "the contract").

AND WHEREAS, it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee from a scheduled commercial bank recognized by you for the sum specified there in as security for compliance with its obligation in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of the supplier, up to a total of.....(in words.....), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be Performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the .....day of .....20.....

We the .....Branch.....undertake not to revoke the guarantee during its currency except with the previous consent of the **Chief District Agriculture Officer, Khordha** in writing.

We the .....Branch..... further agree that a mere demand by **Chief District Agriculture Officer, Khordha**, is sufficient for us ..... Branch at Khordha to pay the amount covered by the Bank Guarantee without reference to the Agency and protest by said Agency cannot be a valid ground for us ..... Branch to decline payment to **Chief District Agriculture Officer, Khordha**

(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Banks and address of the Branch