

OFFICE OF THE AGRICULTURE DISTRICT OFFICER, BHUBANESWAR

Email: daobbsr.dag@od.gov.in

Invites Expression of Interest (EOI) for proposal for selection of event management agency for execution of various deliverables in Sub-Division Level Farm Mechanization Mela 2025 from 07<sup>th</sup> to 09<sup>th</sup> January 2026 at Bakreswar high school Playground, Baliana, Khurda

Name of the Institution: Agriculture District Officer, Bhubaneswar

Bid Reference No. 1149

Dated:- 20.12.25

DATE OF PUBLICATION OF BID DOCUMENT IN WEBSITE

: Dt. 22.12.2025

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS

: Dt. 31.12.2025 12.30 PM

DATE & TIME FOR OPENING OF TECHNICAL BID

: Dt. 31.12.2025 3.30 PM

DATE & TIME OF OPENING OF FINANCIAL BID

: Dt. 31.12.2025 4.00 PM

PLACE OF OPENING OF BID DOCUMENTS

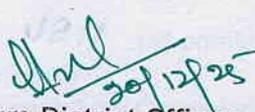
: Agriculture District Officer, Bhubaneswar

ADDRESS FOR COMMUNICATION

: -do-

RECEIPT OF BID DOCUMENTS

: -do-

  
Agriculture District Officer,  
Bhubaneswar



**OFFICE OF THE AGRICULTURE DISTRICT OFFICER, BHUBANESWAR**

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EOI No. 1148 Dt. 20-12-2025

**EOI FOR ERECTION OF STALL, STAGE, PANDAL ETC. ON THE OCCASION OF SUB-DIVISION LEVEL FARM MECHANIZATION MELA FROM 7<sup>TH</sup> TO 9<sup>TH</sup> JANUARY 2026 AT BAKRESWAR HIGH SCHOOL PLAYGROUND, BALIANTA, KHURDA.**

The Agriculture District Officer, Bhubaneswar intends to invite sealed EOI from reputed Event Management Organizations for erection of Stall, Stage, Pandal, Office Room etc. on occasion of Sub-Division Level Farm Mechanization Mela scheduled to be held from **7<sup>th</sup> to 9<sup>th</sup> January, 2026** on the **BAKRESWAR HIGH SCHOOL PLAY GROUND**, Bhingarapur Baliana Khurda.

The Event Management Organizer has to erect the following structures and provide other ancillary services on the ground as briefly described below with specifications, which may be altered/substituted according to the requirement and feasibility.

The detailed items/ deliverables are mentioned here under.

**1. Deliverables:**

**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**

Minimum **35 stall of 3.65mtr.X.3.04mtr.X 3.65mtr.** (L:B:H) With 2 steps rake at back side, front dais with electric light, fan one plug with chairs 2/3 nos each (standard size) for displaying the Exhibits/ showcasing the activities of the participants as per specifications. Branding with fascia and standee to be done in the stall. 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) Stage**

The successful bidder has to construct a stage of **size 10 mtr. X 6 mtr.** with back drop and provide good quality carpeting, front decoration, with video walling at the backside, seating arrangement for at least 12 persons with good quality Chairs, Centre Tables, Podium, as per specifications.

(iii) **Gate**

One gate should be pasted with side walls and top facia written with "Sub-Division Level Farm Mechanization Mela" in Odia and in English with suitable flexes posters depicting activities of agriculture and allied sectors (Horticulture, Agriculture, Fisheries, Animal Husbandry, **Farm Mechanization** etc.). **The bidder has to submit design for gate and quote rates accordingly.** The height of the facia of the gate should be at least **5 mtr. with a width of 8 mtr.** between two side frames so as to enable passage of heavy vehicles into the venue. The gate should be illuminated as may be specified and provided with flexes, flower decoration etc as may be specified.

(iv) **Pandal / Meeting venue**

One **Meeting venue of 20 mtr. X 12 mtr.** size for sitting arrangement of 200 person with roof cover ceiling fan, light etc, & in front of the Stage at a distance of 4 mtr. from the stage. There should be a barricade with steel grill between the pavilion space and the stage at an approximate distance of minimum 6 mtr. from the stage with a 2 mtr. passage between the front row of seating arrangement and barricade. Should be provided with Sofas and Centre Tables, and carpeting in the first two rows and plastic molded Chairs in the subsequent rows as per specifications.

(v) **VIP Enclosure-cum-office room**

One VIP Enclosure cum office room adjacent to the Stage/ Reception room fully equipped with furniture like Sofas, Chairs, Centre Tables, Wall mounted TV with access to different channels, carpeting etc. with an attached temporary Toilet facility required to be setup. Approximate size of the VIP enclosure is **6 mtr. X 5mtr.** as per specifications with provision of toilet.

(vi) **Temporary toilets**

Eight temporary bio-toilets blocks, separate for gents (5nos) and ladies(3nos) to be installed in the specified locations in the exhibition ground.

(vii) **Parking Place**

- (1) Parking place for ambulance and Fire Extinguisher Vehicle adjacent to Stage/ Office room with sufficient space in front side for easy movement need to be set up.
- (2) Parking place for vehicles need to be arranged with sufficient nos. of standi banners depicting PARKING need to be placed for easy identification of parking place by the public coming to witness the fair.

**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,(f) One double stair rake at back wall of the stall.

- (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 large number of Agriculture Machinery and Manufactures expected to participate in the exhibition. The successful bidders have to consult Assistant Executive Engineer(Agril.), Bhubaneswar Sub-Division, / Agriculture District Officer, Bhubaneswar before starting the work in order to finalize the detailed sketch & lay out plan of the event so that a suitable area will be demarcated to such exhibitors at appropriate place.
- (iii) Some of the exhibitors will need more space for stalls and also open space for displaying heavy machineries outside their stall 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 and approved by the Officer in charge at the ground/ Assistant Executive Engineer(Agril.), Bhubaneswar Sub- Division, Bhubaneswar/ Agriculture District Officer, Bhubaneswar.
- (v) The intending bidders may visit the ground where exhibition will be done 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 Pandal/ Meeting Venue
  - (f) Drawing and Design for VIP Enclosure, Temporary Toilet, Parking place.
  - (g) Drawing space for Power supply backup, Space for public address system and equipment, space for dustbins, Space for Firefighting equipment's, Space for drinking water facility, Space for Ambulance and Fire extinguisher vehicle etc.
  - (h) Drawing indicating the other structures as may be specified in the specifications.
- (vi) All the stalls and all pavements inside the exhibition ground should be covered with synthetic net carpet, excluding those areas meant for parking of heavy machinery, as may be specified.

### **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 equipment's, computer, and mobile charging of the exhibitors and in all built up area as per specifications.

- iii) Adequate Ceiling, wall/pole mounted fans as per requirement/ specifications in all the built up area.
- iv) Adequate Lighting with 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, with two halogen lamps fixed at opposite directions at an interval of 15' or as may be required. Sufficient light arrangement shall be made to lighten the entire Exhibition Ground with provision of Halogen/Neon light in towers.
- vi) Pedestal fans to be provided in strategic locations as per requirement and specified.
- vii) Decorative litchi bulbs, shaded lights may be provided as specified.
- viii) Adequate light provision to be made focusing the gates and its surrounding area including parking space.
- ix) Adequate Stage lights, rotating lights, and dim and bright lights for stage shows etc. as per requirement and specified.
- x) 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.
- xi) Sound sensitive decorative lamps for cultural shows to be staged, so that the lighting increases and decreases and rotate depending on the volume of the sound

**(b) Assistance for Providing Electricity to the exhibition ground.**

- (i) Agriculture District Officer, Bhubaneswar shall write to the TPCODL and the Electrical Inspector, for providing Electrical supply to the ground from the date of commencement of construction as per requirement.
- (ii) Agriculture District Officer, Bhubaneswar shall also make payment of the Inspection Fee for Electrical fittings, and fees and tariff payable to the TPCODL.
- (iii) The Successful bidder has to assist Agriculture District Officer, Bhubaneswar in obtaining clearance from the **Electrical Inspector /TPCODL** for minimum connected load from **06.01.2026** and full connected load from **07.01.2026 to 09.01.2026** till the exhibition is over and materials are removed from the ground.

**(c) 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 for four days i.e. from **07.01.2026 to 09.01.2026**

**4. PUBLIC ADDRESS SYSTEM, AND EQUIPMENTS**

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, pendal, 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 coming to witness the fair and the participating officials of partners 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 nos. of dustbins at different places of the ground. Regular cleaning of these dustbins is the responsibility of the agency. Layout is to be suggested by agency in technical presentation.

**7. CARPENTING 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 four days ( From 07<sup>th</sup> January to 9<sup>th</sup> January 2026).

**9. BARRICADING**

Tin barricading should be provided by the successful bidder encompassing the entire area of the event, excluding parking space.

**10. OTHER TERMS & CONDITIONS**

The event management organization should prepare the concept note along with designing of the stall and present before the undersigned at **03.00 P.M on 31.12.2025** after opening of Technical bid.

**The bidders should submit technical and financial bids separately.** The technical bids should contain all profiles, experience, copy of GSTIN certificate PAN No. etc. of the agency along with documentary evidence in support of past experience.

1. The bidders should have experience of similar projects of agriculture or allied department.
2. The bidders should not have been black listed by the central Govt. / any state Govt. in India. (Self declaration by the copy on their entrepreneur representation on the bidder's letter head)
3. Concern bidders should write to the ADO, Bhubaneswar on their letter head reporting to participate in the Sub-Division Level Farm Mechanization Mela.
4. Refundable **EMD of Rs10,000/-**(Rupees Ten thousand) only in shape of DD from any scheduled commercial banks favoring the ADO, Bhubaneswar) should be furnished along with other documents.

5. Copy of certificate of incorporation / registration copy of PAN, GSTIN, should be submitted by the bidders.
6. The envelope containing financial proposal shall be **SEALED AND SUPERSCRIBED** as "Financial Proposal – "Selection of Organization for "SUB-DIVISION LEVEL FARM **MECHANIZATION MELA, BHUBANESWAR**". The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the provisions narrated above.

The Bidders should submit technical and financial bids separately. The technical Bid should contain all profiles, experience, GSTIN, PAN No etc. of the agency along with photographs of stall prepared earlier in support of past experiences.

The financial Bid should contain the offer price including GST along with EMD (refundable) amounting Rs.10,000/- in shape of bank draft in favour of **Agriculture District Officer, Bhubaneswar** for erection of stall. Sealed envelope containing EOI application along with all relevant documents should reach the O/O ADO, Bhubaneswar through registered post/ Speed post and dropping in the designated box at ADO Office, at Baramunda, Bhubaneswar latest by **12.30 PM on 31.12.2025** which will be opened both the bids (Financial bid followed by Technical bid) along with concept note presentation at **3.30 PM on 31.12.2025**.

The completed stall in all respect to be handed over to the undersigned on **6th January 2026** by evening. The **Agriculture District Officer, Bhubaneswar** reserves the right to alter the date of opening of EOI and also to reject any or all the EOI without assigning any reason thereof.

Any legal dispute is subject to **Bhubaneswar** jurisdiction only.

  
(Manoranjan Roul)  
Agriculture District Officer,  
Bhubaneswar

**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, terms & conditions and other information as mentioned in the Eoi Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the Eoi requirements will result in outright rejection of the proposal.*

*The specifications are subject to change as per the final need of the client.*

*100% payment shall be made after end of the event when the fund becomes available. Under no circumstances the supply should be interrupted as regards to the payments.*

## FINANCIAL BID

Sl.No	Name of The Particulars	Tentative Cost (in Rs.) (including GST)	Quoted Price (in Rs.) (including GST)	Percentage quoted ( Less/More)
1	Event Management (Erection of stall 35 Nos branding with Fascia and standee, stage, Training hall and 2 Nos Gate, Dining area 35 ft x 15 ft as per the details of EOI)	400000.00		
2	Supply of Furniture, Fans, Lights & Cooler for VIP and as per the details of EOI	50000.00		
3	Sound System, Carpeting of Entire Ground, Provision of security and as per the details of EOI	50000.00		
4	Total Estimated Cost	500000.00		

## **TECHNICAL BID**

(In separate Envelop)

<b>Sl.No</b>	<b>Checklists to be submitted (Self attested)</b>
<b>1</b>	<b>Application in letter head interested to participate in Mela.</b>
<b>2</b>	<b>Profile of the organization with full address</b>
<b>3</b>	<b>Experience of similar projects of agriculture or allied department</b>
<b>4</b>	<b>GSTIN</b>
<b>5</b>	<b>PAN</b>
<b>6</b>	<b>EMD-(Rs.10,000/-)</b>
<b>7</b>	<b>Self-declaration not have been black listed by the central Govt. / any state Govt. in India by the bidder's letter head</b>