



ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି, ଖୋର୍ଦ୍ଧା  
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟଜଳ ବିଭାଗ, ଓଡ଼ିଶା ସରକାର  
Odisha Rural Development & Marketing Society, Khordha  
Panchayati Raj & DW Department, Government of Odisha  
Email: [ormaskhordha@gmail.com](mailto:ormaskhordha@gmail.com), Website: [www.ormas.org](http://www.ormas.org), Mobile No. : 8458007408



Letter No/.....531.....

Date/15/12/2025

To

The Director,  
I&PR Department,  
Odisha, Bhubaneswar

**Sub: Advertisement of "Tender for Pallishree Mela, Khordha- 2026" in the newspaper at minimum size.**

Sir,

In inviting a reference to the subject cited above, I am to inform you that the detailed advertisement content is enclosed herewith for publication in one leading Odia Daily and one leading English Daily (all Odisha Edition) latest by **16<sup>th</sup> December 2025** at minimum size as per I & PR rate. The payment shall be borne by the ORMAS, Khordha. The published advertisement copy may kindly be communicated through [ormaskhordha@gmail.com](mailto:ormaskhordha@gmail.com) for our reference and record.

Yours faithfully,

Encl: As above.

  
CDO-cum-EO  
ZP, Khordha

*Copy submitted to ORMAS, Bhubaneswar and NIE, Khordha with request to publish the tender in the website.*

  
Joint CEO  
ORMAS, Khordha



ଓଡ଼ିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି, ଖୋର୍ଦ୍ଧା  
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Odisha Rural Development & Marketing Society, Khordha  
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Email: [ormaskhordha@gmail.com](mailto:ormaskhordha@gmail.com), Website: [www.ormas.org](http://www.ormas.org), Mobile No. : 8458007408



Letter No/.....532.....

Date/15/12/2025

### SHORT TENDER CALL NOTICE

Sealed tenders are invited from reputed Firms/Tent Houses and Security Agencies, etc. for ensuing Pallishree Mela to be held from 19<sup>th</sup> January to 24<sup>th</sup> January 2026 at Khordha. The details of the tender paper along with terms and conditions may be downloaded from the websites i.e. [www.ormas.org](http://www.ormas.org) and [www.khordha.nic.in](http://www.khordha.nic.in). The last date and time of receipt of bids is 26/12/2025 up to 1.00 p.m .

The Collector and District Magistrate Khordha reserves the right to reject or accept any or all tenders without assigning any reason thereof.

  
CDO cum-EO

ZP, Khordha



# Tender Documents

SELECTION OF FIRMS/ AGENCIES FOR SECURITY SERVICES  
**PALLISHREE MELA-2026**

**Habeli Padia Khordha**  
**From 19<sup>th</sup> January to 24<sup>th</sup> January 2026**

**ORMAS**

**Odisha Rural Development and Marketing Society**  
**Panchayati Raj & Drinking Water Department, Government of Odisha**

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**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL "PALLISHREE MELA 2026".**

The Tender paper can be downloaded from the following websites:

- A) E.M.D (Refundable) : Rs. 4000/- (Rupees Four thousand) only in shape of Demand Draft /Pay order in favour of CDO-CUM-EO ZP Khordha, payable at Khordha.

**To be filled in by the bidder.**

Demand Daft / Pay Order No. .... Dated ...../...../ 2025  
(DD/PO to be attached with the Tender Paper)

- B) NAME AND ADDRESS OR BIDDER:

**To be filled in by the bidder.**

Bidder Name and Address:

M/s .....

.....

Signature of the bidder

## Terms of Reference for Security Services in Pallishree Mela 2026

### A. Exhibition Date & Venue:

Any place or period as proposed below may change/vary in course of action. Any programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition	Occasion	Date of the Exhibition	No. of Stalls	Type of Mela
1	Khordha	Khordha	Pallishree Mela	19.01.2026 to 24.01.2026	210	Big

### B. Quality requirements for Security Personnel

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

1. Dressed in proper uniform
2. Sincere, well behaved & disciplined
3. Able to read, write & speak Oriya. Working knowledge of Hindi & English.
4. Able to keep proper watch & ward
5. Knowledge of fire extinguisher operation
6. Able to ride motor bike
7. Minimum Qualification: Matriculation, +2 will be an added advantage

Each guard should be aware of their duties & responsibilities during the duty hours.

Security personnel will be deputed at Mela ground and Accommodation places of the participants on shift basis.

### C. Terms & Conditions:

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License, GST registration certificate, up to date EPF & ESI deposit and present customer list** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. Experience certificate for execution of similar nature of work should be enclosed
3. ORMAS/ZP, Khordha will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
4. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
5. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.

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6. The tender must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
  7. Bidders should submit the supporting documents as mentioned. Bids of agencies not conforming to the eligibility criteria listed in the tender document will be summarily rejected. Submission of forged documents will also result in rejection of the bid.
  8. Arrangement of lodging, boarding & logistics of the guards at exhibition towns during the exhibition period will be the responsibility of the Security Agency.
  9. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
  10. The bidders are required to deposit an earnest money of Rs. 4000/- (Rupees Four Thousand only) in shape of demand draft/pay order in favour of DSMS, Khordha payable at Khordha. The E.M.D. amount of the successful bidder will be kept with DSMS till the completion of the Event. 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.
  11. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of each event.
  12. The rate offered by the firm should be valid till completion of the Event
  13. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
  14. The rate offered by the firm shall be including of all taxes and duties.
  15. The authority reserves the right to reject any or all tenders without assigning any reasons thereof.
  16. **While submitting the tender, the tenderers should submit the followings:**
    - a) Copy of work orders/ experience certificate for similar nature of works for last 3 years with list of organizations.
    - b) Copy of the Registration Certificate
    - c) Up to date EPF & ESI deposit of the employees.
    - i. **EMD of Rs. 4000/- (Rupees Four Thousand only) in favour of CDO-cum-EO, in shape of Bankers Cheque, Demand draft/pay order.**
    - ii. The firm should submit the copy of GST return/amount deposit in the last financial year and copy of last deposit challan
    - d) Copy of the Pasara license.
    - e) Copy of the PAN
    - f) Average Annual Financial Turnover during the last three year, ending 31<sup>st</sup> March of the previous financial year, should be at least Rs. 2,00,000/-. And audited financial statement to be attached duly certified by Chartered Accountant Firm.

## Terms of Reference for Security Services in Pallishree Mela 2026

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7. Minimum Qualification: Matriculation, +2 will be an added advantage

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4. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
5. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.

- g) The bidder should submit the tender paper with two envelopes i.e. Technical Bid and Financial Bid separately and keep both envelope in another envelope super scribed with "Security Services" for Pallishree Mela .
- h) Income Tax returns for the last three years i.e. 2022-23, 2023-24 & 2024-25.

### 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 DSMS/ZP. 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 Tenderer with seal

Place:

Date

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## Quotation for providing security service in Pallishree Mela 2026 at Habeli Padia, Khordha

(The date for submission of duly filled in tender document by 26.12.2026 at 1.00 P.M and same shall be opened on same day at 4.00 PM, Zilla Parishad, Khordha)

To

The C.D.O-cum-E.O  
Zilla Parishad, Khordha,  
Khordha, Odisha-752056

Sir,

I / We do hereby submit item wise quotation below for security service in Pallishree Mela 2026 at Habeli Padai Khordha organized by ORMAS/Zilla Parishad:

Sr.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.)
1	Guard with Lathi	1	
2	Guard with Gun	1	
3	Supervisor	1	
G. Total			

Signature with seal of the Tenderer

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# Tender Documents

SELECTION OF FIRMS/ AGENCIES FOR TENTAGE & ALLIED WORKS FOR

## **PALLISHREE MELA-2026**

Habeli Padia, Khordha

From 19th January to 24<sup>th</sup> January 2026

**ORMAS**

Odisha Rural Development and Marketing Society  
Panchayati Raj & Drinking Water Department, Government of Odisha

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## DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	CDO-cum-EO, ZP, Khordha (ORMAS) PR & DW Department, Government of Odisha
2.	Method of Selection	Least Cost Selection (LCS)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of TENDER CALL NOTICE	16/12/2025
5.	Last date for submission of Pre-bid queries through email to <a href="mailto:ormaskhordha@gmail.com">ormaskhordha@gmail.com</a>	20/12/2025by 12.30 P.M.
5.	Date of Pre-Bid Meeting	20/12/2025 at 04.00 P.M.
6.	Last Date and Time for submission of Bid	26/12/ 2025at 1.00 PM in Drop Box
7.	Date & Time for opening of Technical Bid and Presentation	26/12/2025at 2.30 PM
8.	Date& time for opening of Financial Bid	26/12/2025at 4:00 PM (Tentative)
9.	Tender Processing Fee (Non-Refundable)	6,000/-INR + GST-18 % = Rs. 7080/- to be submitted in shape of Banker's Cheque or Demand Draft in favour of " DSMS, Khordha" drawn in any scheduled commercial bank payable at Khordha (Any kind of exemption/ relaxation is not applicable for this assignment)
10.	Earnest Money Deposit (EMD) (Refundable)	Rs. 50,000/-INR (Rupees fifty thousand) in shape of Banker's Cheque or Demand Draft in favour of " DSMS, Khordha" drawn in any scheduled commercial bank payable at Khordha (Any kind of exemption/ relaxation is not applicable for this assignment)
11.	Performance Security	The successful Bidder shall have to submit 3% of the quoted amount at the time of receipt of work order in shape of FD pledged in favour of CDO-CUM-EO ZP Khordha in any scheduled commercial bank which will be retained as performance security by the client
12.	Place of Opening of Technical& Financial Bid:	Zilla Parishad Conference Hall ,Khordha

**For details, please visit:** [www.Khordha.nic.in](http://www.Khordha.nic.in)

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## **SECTION: 1**

### **LETTER OF INVITATION**

TENDER CALL NOTICE No: -

Dated:-16.12.2025

Name of the Assignment: Tentage & Allied Works for Pallishree Mela-2026

1. CDO-cum-EO, ZP, Khordha (The Authority/ Client) invites Bid from eligible bidders for "Selection of Tentage & Allied Works for Khordha Pallishree Mela -2026". For more details on the proposed assignment are provided at Section-3: Scope of Work of this Tender Call Notice document.
2. Agency will be selected under Least Cost Selection (LCS) method.
- 3.
4. The Bid complete in all respect as specified in the TENDER CALL NOTICE document must be accompanied with a Non-refundable amount of Rs. 6,000/- + GST 18 % - Rs. 1080 = Rs. 7080/- (Rupees seven Thousand Eighty) only towards cost of tender Fee and a refundable amount of Rs.50,000/- (Rupees fifty thousand only) towards EMD failing which the bid will be rejected.
5. The last date and time for submission of Bid complete in all respects is 26<sup>th</sup> January 2025 by (1.00 PM) in the office of the Joint CEO, ORMAS, Khordha by registered post/ speed post or to be dropped in the tender box only. The date of opening of the Technical Bid is 26.12.2025 (02.30 PM) & the Financial Bid is to be opened on 26.12.2025 by (04.00 PM, Tentative) in the presence of the bidder's representative at Zilla Parishad Conference Hall, Khordha. The representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
6. This TENDER CALL NOTICE includes following sections:
  - a. Letter of Invitation [Section – 1]
  - b. Information to the Bidder [Section – 2]
  - c. Scope of Work [Section – 3]
  - d. Technical Bid Submission Forms [Section – 4]
  - e. Financial Bid Submission Forms (Section – 5)
  - f. Annexure [Section – 6]
7. While all information/data given in the TENDER CALL NOTICE 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/specifications/narrations included in this document.
8. The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.

Sd/-

CDO-cum-EO ZP, Khordha

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## SECTION: 2

### 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 Bid:

Sl. No.	Eligibility Criteria	Documents required for pre-qualification
1	The bidder should have been in the business of providing Services to the Central / State Government / Corporate Bodies / National & International Organisations for at least <b>7years</b> (as on 31st December-2025).	1.Proof of Certificate of Incorporation / Registration of the Agency 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN). 4.Updated GST clearance in GST 3B Form 5.Copy of the Electrical License / Contractor hired by the bidder.
2	The agency should have an average annual turnover of <b>Rs.50.00 lakhs (Rupees fifty lakhs only)</b> from Event Management Services /Tentage work during the last three financial years (2022-23, 2023-24 & 2024-25).	Copies of audited balance sheet for the last three financial years and CA certificate certifying that the Event management agencies should have an average annual turnover more than <b>Rs. 50.00 lakhs (Rupees fifty lakhs only)</b> during the last three financial years from Event Management Services / Tentage& Allied Works in India. Provisional Audit Report for any of the FYs will not be accepted.
3	<b>Experience of having successfully completed similar works during last three years (2022-23, 2023-24 &amp; 2024-25), should be either of the following.</b>  i. Three Similar [Event /TENT Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount or equal to Rs. 15 lakhs (Rupees fifteen Lakhs.) each OR ii. Two similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees Twenty Five Lakhs) each OR iii. One similar works costing not less than the amount equal to Rs. 40.00 Lakhs (Rupees Forty Lakhs.)each	Work orders/ Contract Document / Completion of Work Certificates from the previous clients to be submitted.
4.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Tech-5.

**Documents to be submitted along with TECHNICAL BID (PART-A):**

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- Filled in Bid Submission Check List in Original (**Annexure-A**)
- Covering letter (**TECH – 1**) on bidder's letter head requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN.

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- Copy of Goods and Services Tax Identification Number (GSTIN).
  - Copy of Updated GST Clearance Certificate.
  - General Details of the Bidder (TECH – 2)
  - Financial Details of the bidder (TECH – 3) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
  - List of completed assignments of similar nature (Past Experience Details, TECH – 4) along with copies of contracts / work orders / completion certificate from previous clients.
  - Copy of the Electrical License/ Contractor hired by the Agency.
  - Self-Declaration from the Bidder on not blacklisted (TECH-5)

**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.**

**1. Bid Processing Fee :**

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to Rs.6,000/- + GST 18 % - Rs. 1080 = Rs. 7080/- (Rupees seven Thousand Eighty) only in shape of Banker's Cheque or Demand Draft in favour of " DSMS, Khordha" drawn in any scheduled commercial bank payable at Khordha

Bids received without bid processing fee will be rejected.

**2. Earnest Money Deposit (EMD) :**

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) amounting to Rs. 50,000/- (Fifty Thousand Only) in shape of Banker's Cheque or Demand Draft in favour of " DSMS, Khordha" drawn in any scheduled commercial bank payable at Khordha

The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after successfully completion of the work. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its Bid during the bid validity period as specified in TENDER CALL NOTICE
- Bidder does not respond to requests for clarification of its Bid.
- 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
  - agree to decisions of the contract negotiation meeting
  - sign the contract in time
- Any other circumstance which holds the interest of the Client during the overall selection process.

**3. Performance Security:**

The successful Bidder shall have to submit 3% of the quoted amount at the time of receipt of work-order in shape of FD pledged in favour of CDO-CUM-EO ZP Khordha drawn in any scheduled commercial bank, payable at Khordha, which will be retained as performance security by the client. The performance security of successful bidder shall be refunded after completion of the entire process as per the satisfaction of client after completion of the entire process.

**4. Pre Bid Meeting:**

A Pre-Bid meeting will be organized by ORMAS, Khordha to address the queries relating to the overall selection process and scope of the work. The Pre-Bid meeting will be held on 20.12.2025 at (4:00 PM) at ZP Conference Hall, Khordha. The client will address the queries submitted by the bidders. Representatives (Maximum 2 members from each bidder) with due authorization letter are allowed to attend the meeting. The Bidder may request a clarification of any part of the Tender Call Notice prior to the last date for submission of queries through email (ormaskhordha@gmail.com) as indicated in the Bidder's Data Sheet. The Client's responses to Bidder's queries will be made available to all Bidder's through E-mail. It shall be the Bidder's responsibility to check their E-mail for the responses to the

queries or requests for clarification.

**5. Submission of Bid:**

The bid paper should be submitted through registered post/ speed post or to be dropped in the tender box only.

**6. Process of the Bid:**

A THREE stage process will be adopted as explained below for evaluation of the Bids.

**Pre-qualification (1<sup>st</sup> Stage):** In addition to the above the bidders have to furnish the following documents along with the pre-qualification Bid:

1. Bid Processing Fee & Earnest Money Deposit (EMD) as applicable
2. Copy of Certificate of Incorporation/ Registration
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Copy of Updated GST Clearance Certificate.
6. Copy of EPF/ESI Registration Certificate.
7. Experience of having successfully completed similar works during last three year (2022-23, 2023-24 & 2024-25) should be either of the following.
  - a. Three Similar [Event /Tent Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs.15 lakhs (Rupees fifteen lakhs) EACH OR
  - b. Two similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees twenty-five Lakhs) EACH OR
  - c. One similar works costing not less than the amount equal to Rs. 40.00 Lakhs (Rupees Forty Lakhs.) each
8. Financial Statement of last three year and the agency should have an average annual turnover of **50.00 Lakhs (Rupees Fifty lakhs only)** from Event Management business during the last three financial years (2022-23, 2023-24 & 2024-25).Audit Report for the financial years.
9. Copy of the Electrical License/ Contractor hired by the Agency.

**Non-submission of any one of the above document along with pre-qualification Bid, leads to outright rejection of the Bid.**

**Technical Evaluation (2<sup>nd</sup>Stage):** Technical Bid will be opened and evaluated. The Bids will be evaluated as per the following parameters:

Technical Bid Evaluation Parameters	Maximum Mark	Documents Required
1. Number of Similar Assignments undertaken / completed during last three years (2022-23, 2023-24 & 2024-25) (Past Experience of handling Event Management Assignments of similar nature for Central/ State Governments/Departments/ PSU's/ Corporate Bodies / National / International Organisations). a. Three Similar [Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs. 15 lakhs (Rupees Fifteen lakhs) each = 5 mark.OR b. Two similar works costing not less than the amount equal to Rs.25.00 Lakhs (Rupees Twenty Five Lakhs) each = 10 marks.OR c. One similar works costing not less than the amount equal to Rs. 40.00 Lakhs (Rupees fortyLakhs) each or above = 20 Marks.	20	Work orders/ Contract Document/ Completion of Work Certificates from the previous Clients to be submitted.
2. Financial Statement of last three year and the agency should have an average annual turnover of <b>Rs. 50.00 Lakh (Rupees Fifty Lakh only)</b> from Event/tent Management Services during the last three financial years (2022-23, 2023-24 & 2024-25) (Scoring pattern: >50lakh< 01 crore = 10 marks, Above 1 crore = 20 marks.)	20	Audited Financial Statements

3. The bidder should have been in the business of providing Event Management Services to the Central / State Government / Corporate Bodies / National & International Organizations for at least 07 years (as on 15th December-2024) (Scoring pattern: >07)	20	Work orders showing the agency having experience of minimum 10 years
4. <b>Technical Presentation</b> (The score will be awarded by committee based on the technical and experience aspects) a. PPT should be theme based (as per designs) b. Best one event from past experience c. Innovation and Creativity for this event. d. Activity wise Time line for execution of this event.	40	
<b>Grand Total</b>	<b>100</b>	
<b>Qualifying Mark for Opening of Financial Bid</b>	<b>70</b>	

Bidders will make a presentation before the Client during the technical evaluation stage. The objective of the presentation is to enable the Client to evaluate the bidders about their understanding and preparedness for the proposed assignment. Clarifications, if any, as required by the Client will also be discussed during the meeting. The detail schedule along with an outline for presentation will be intimated to the concerned bidders during pre-bid meeting. The financial Bids of the technically qualified bidders will be opened on same day (tentative). Hence, the bidder should make themselves available for the same. **The bidder whose technical Bid secures a score above the minimum qualifying mark of 70 and above in the technical evaluation stage will be qualified for opening of the financial Bid.**

The Financial Bids shall be opened in the presence of the committee members and bidders' representatives who choose to attend. The name of the firm along with the secured technical scores, and the proposed package price for the respective packages shall be read and recorded accordingly. **Least Cost Selection method (LCS)** will be followed during the selection process as per the guideline of Finance Department, GoO.

**FINANCIAL EVALUATION (3<sup>rd</sup> Stage):** The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder's representative. The Financial Bids in respect of the selected agency in achieving the bench mark score of 70 Mark in "Technical Bid" would be opened on the scheduled date & time.

#### 7. Evaluation of the Proposals:

The mode of evaluation is Least Cost Selection (LCS) method.

**The agency having the least cost will be selected.**

#### 8. Award of Contract:

The Client will notify the successful bidder in writing by issuing an offer letter / work order. **Sub-contracting is not allowed under this assignment.**

#### 9. Other Terms & Conditions

##### a. Date & Venue of Mela

Name of the Event	Date	Venue
Pallishree Mela	19 <sup>th</sup> – 24 <sup>th</sup> January 2026	Habeli Padia Khordha

- b. Workorder/ purchase order will be issued in favor of the approved bidder by ORMAS, Khordha for Pallishree Mela.
- c. A dedicated staff from the successful bidder will sit at the coordination cell throughout the event for proper coordination.

- d. 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 ORMAS, Khordha before 10 days of commencement of the exhibition. 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.
- e. The selected bidder will work under the close supervision of the Joint, CEO, ORMAS, Khordha.
- f. Joint CEO, ORMAS, Khordha, empaneled designer of ORMAS and the team of ORMAS (for the said work) will review the 3D design work (Stage, Gate, Coordination Cell) and other infrastructure work against approved layout plan under taken by the selected bidder. The successful bidder will work directly under the supervision of empaneled designer of ORMAS.
- g. All the materials to be used for the structures should be monitored by the empaneled designer and team of ORMAS. Payment will be made only after approval of the Committee.
- h. The Agency will be responsible for upkeep and maintenance of the entire work done' by them till the closing the event.
- i. 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.
- j. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- k. The authority is not bound to accept the **least cost bidder** and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders 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.
- l. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
- m. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
- n. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
- o. The bidder has to quote the rate as per the given format.
- p. 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.
- q. **Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS & District Administration, Khordha will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.**
- r. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
- s. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
- t. **It shall be the responsibility of the successful tenders/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.**
- u. The bidder has to treat the materials to be used in Tentage & allied works (like clothes & other inflammable materials), with fire repellent chemical. The entire tentage works has to be certified by the Fire Officer of the concerned area.

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- v. 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.
  - w. Upon selection, the Agency shall furnish to the Client, a performance security of the amount mentioned above, on or before execution of the Contract to secure the due performance of the obligations of the Agency under the Contract. Exemption of Performance Security is not applicable.
  - x. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
  - y. Non-submission of any document required indicated in the Tender Call Notice will render the Bid to be rejected.

**10. Disclosure:**

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - Criminal offence or other serious offence punishable under the law of the land, or where They have been found by any regulator or professional body to have committed professional misconduct;
  - Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
  - Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**11. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- b. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**12. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

**13. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages and thereafter the Client holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty of **3% of the total contract value**. The amount will be deducted from the subsequent payment.

**14. Client's right to accept any Bid, and to reject any or all Bid/s**

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper

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response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest ranking Applicant gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

**15. Number of Bids:**

Each Bidder shall submit only one (1) Bid, in response to this TENDER CALL NOTICE. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

**16. Advances**

No advances will be given to the successful bidder during the period of mela.

**17. Others**

The ground will be cleared by the successful agency within 5 days on completion of the mela.

**SECTION: 3**  
**SCOPE OF WORK**

**About the Event –Pallishree Mela**

Department of Panchayati Raj and DW, Government of Odisha has sanctioned a National Level Marketing Event named as "Pallishree Mela-2026" to be held from 19th January 2026 to 24<sup>th</sup> January 2026 at the Habeli Padia, Khordha. The "PallishreeMela" is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with Odisha Livelihoods Mission (OLM). Other Government Departments/Agencies involved in Micro Enterprise Development in Rural India will also associate themselves in this event; like: KVIC, KVIB, H & CI and NABARD with an objective to provide a platform to the rural producers for display, sale, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces. The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for Rural Entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses. The overall objective of the mela is to popularize the ethnic and other rural products of Odisha & India and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers. The Tentage & Allied Works Should Provide the Following Services Sl. No Works to Be Done

**The Tentage& Allied Works Should Provide the Following Services**

Sl. No	Works to Be Done	Particulars
A	Tentage& allied Works (The details of work mentioned in 'particular' columns)	<ol style="list-style-type: none"><li>1. Ground Layout- architectural, drawing of ground layout</li><li>2. Fabrication of Temporary Stall (Pallishree Mela 190 Stalls + 20 Food Stalls)</li><li>3. Fabrication of Hanger with stall</li><li>4. Fabrication of 3 D Design Stage,</li><li>5. Artistic Gate (Entry and Exit) octonorm</li><li>6. Road crossing Gates</li><li>7. Coordination Cell</li><li>8. Food Court</li><li>9. Live-Demonstration Pavilion</li><li>10. Running Flex Fascia</li><li>11. Selfie Zone</li><li>12. Theme Pavilion</li><li>13. Stage</li><li>14. Sitting Arrangements for audience</li><li>15. Ground Electrification and Power back up</li><li>16. Other Miscellaneous Items</li></ol>

**Detailed Technical Specification of the Works is as follows:**

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A. **Construction of Stalls:** For Pallishree Mela 210 stalls will be constructed. The details of stall specifications are given below:

Sn.	Particulars	Stall Specification
1	Structure	Bamboo/ Iron Structure <b>(with Anti Fire Chemical Treatment)</b> , Size of each stall – 10' X 10' with tarpaulin water proof roofing. Minimum 3 ft front projection need to be maintained in each stall. Height of the stall will be Minimum 10 ft from ceiling to platform level.
2	Flooring	Wooden plank platform of 10 Inches height with new synthetic carpet matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with maroon new cloth. Backside outer wall will be covered with tarpaulin and <b>G.I. Sheets (22 Gage Corrugated Sheet)</b> . Height will be minimum 9ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. <b>(All New Maroon Cotton Clothes To Be Used)</b> . The stalls located within the blocks need to be separated with thin sheets especially backside of each stalls. Proper arrangement of this need to be ensured to avoid any theft during the night time.
4	Racks	Three tire Iron racks. The shelf of the racks will be of size 1'.6" X 10'Ft (Surface size 18 feet ply or wooden or thin sheet can be fixed for product display on the rack) with the first layer fixed at a height of 2'6" & covered with Ply or wooden plank as well as new white cloths. The space of below racks will be used for storage of goods. All the three racks should be covered with surface ply or thin sheet as well as white cloth.
5	Fascia	<b>An Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.]. The facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting].</b> A running white cloth jhallar of 1' width will be putted in the front side, below to the facia frame. One beam will be added below the facia (in both odia and English language). Flex facia will be printed by the agency/firm/ decorator as per the design given by ORMAS.
6	Cutout	Ply with flex wooden batten Size –3ft X 4 ft. in each 3 stalls
7	Furniture	Front counter table/ Display table in wooden batten and planks / steel table size 8' x 2' X 3' height. A batten frame & Ply with the thickness of at least 6 mm Ply size of 8 X 3 to be fixed in front of each display table for branding purpose. The table needs to be wrapped with new white cotton cloth. Plastic molded Chair -2 nos. to be supplied to each stall.
8	Electric Fittings	15 Watt LED Light – 2no.should be connected with the generator this two light will only be used during power failure & 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, if required. In addition to these 4nos Tube lights will be fixed in the ceiling. Two more LED lights (20 Walt) or Campa focusing light will be available in each stall. These lights along with fan will be connected to regular electricity connection.
9	Numbering of Stall	All stalls should be numbered with vinyl pasted sun board. Each number plate should have both English and Odia numerical numbers, the stall no will be hang in each stall below to the front projection. Vinyl name plate mentioning state's name should pasted on each stall.
10	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
11	Anti-Fire Chemical Treatment	The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

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B. **Coordination Cell -Cum-VIP Lounge:** One Coordination Cell –Cum- VIP Lounge to Be Constructed (*Only new cotton clothes should be used*).The bidder has to be quoted as a package against the detail specifications given below:-

Sn.	Particulars	Work Specifications
1	Structure	Artistic 3D structured house as per <b>approved design with materials like Ply, Thermocol and Palster of paris</b> to get original 3D Effect.
2	Size	40 ft X 40 ft.
3	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 5 individual rooms (with partitlon in ply) of different sizes to be used as office-cum-registration counter, conference hall, VIP lounge, Pantry-cum-store and Doctor's & CCTV Room with the ply partitions. Decoration will be made with Tribal Painting and hanging equipments. VIP lounge should be properly furnished. One washbasin with water facility and proper sewerage should be installed in the pantry room.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. Two windows of minimum size 5' X 4' will be on the wall of office room towards the counter.
5	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting.
6	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 10 no. of revolving cushion chairs, 4 sets of new Dunlop sofa set for VVIPs (for 16 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one new steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation. (Requirements as need basis).
7	Electric Fittings	Tube/LED Light – 20 no. , Ceiling Fan – 8 no., 1 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner& LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room. Ten nos of LED light (30 Walt) will be fixed inside the coordination cell and those will be connected to generator/ Power back-up Requirements as need basis).
8	Sound System	One audio player and one microphone with amplifier for public announcement. The speakers be fitted in each stall block as well as food court area, entire and exit gate. The announcement from the coordination cell should reach to each and every stalls of the entire ground.
9	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing. The Coordination cell should have two doors each door should be aluminum glass sliding railing door of size atleast 4ft width. These doors should have the provision of closing in night times
10	Refrigerator and Tea Coffee maker	A <b>165-liter refrigerator</b> offers ample storage space and typically features a double-door design with a dedicated freezer compartment, ensuring better organization and easy access to frequently used items. Additionally, it may include a fast ice-making tray, an anti-bacterial gasket to prevent mold growth, and energy-saving technology that meets modern energy standards, often achieving a 3 to 4-star energy rating. The <b>Tea-coffee vending machine</b> offers a wide selection of hot beverages, allowing enjoying rich black coffee, frothy cappuccino and soothing premix tea with just the touch of a button. Its feather touch buttons make beverage dispensing effortless. Additionally, the machine provides dual water supply options—bubble top and pump—ensuring flexibility and a steady source of water for all your beverage needs.
11	Bio-Toilet	The stainless steel / FRP / Insulated VIP bio-toilet is a premium sanitation solution designed to offer durability, hygiene, and environmental sustainability. Constructed

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		from high-grade stainless steel, this bio-toilet is resistant to corrosion, rust, and wear, ensuring long-lasting performance even in harsh conditions. The robust design makes it suitable for use in high-traffic areas such as public parks, event venues, construction sites, and remote locations.
12	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermo cool lettering and thermo cool panels at the entrance (written in English & Odia).
13	A. C provision	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 2 numbers of 4 ton tower AC should be fitted.
14	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.

C. **Gates:** The main entrance gate is to be done as per category B. The other three (3) gates are to be made as per specification in *Category A*. Specifications are as follows:

Sn.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
a	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates as per <b>approved event wise design attached at Annexure B</b> . with following the <b>technical specification</b> and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect.
b	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
c	Covering	Gate should be erected with batten framing, flex with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of paris with thermo cool sculptures etc. design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed twice during the event.	Live flower chains will be put in the gates and the same should be changed twice during the event.
f	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.

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- D. **Decorative Wall:** Decorative wall of batten framing, hessian cloth mounting and paintings be done geru with jhotichita, soura and tribal painting for side walling.
- E. **STAGE:** One open stage shall be erected and decorated in the exhibition ground for meeting / evening cultural shows during the exhibition. The bidder has to quote as a package against the detail specifications given below:

Structure	Iron fabricated structure 46' x 40' size & height from ground surface 5' with plywood floor of 19 mm thickness ply as per approved event wise design to be supplied by Joint CEO, ORMAS as per the with following technical specification and other materials [Truss (no bamboo), Ply, Thermocool, Plaster of paris] may be used to get original 3D Effect. One no. of Ramp on one side of the stage and one ramp on the front (20' X 12') for the fashion show. Two Risers for Photography and Videography on front side of the stage.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Back Drop	Artistic 3D structured stage as per approved design to be uploaded on in NIC Website with following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect. Size of background will be 50' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).
Lettering	Thermo cool lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.
Side Wings	6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.
Both side stair case	Fabricated stair case will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.
Flower Plant pots	Minimum 100 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.
Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.
Furniture	12 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 12 no. Good quality borosil glasses with covers, Plastic name plates – 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.
Green Room	Superstructure with bamboo, Ballha&Traplin cover for green rooms shall be made on back side of the stage having good arrangements for sitting and with provision of following items in each green room with as per details given below:- <ol style="list-style-type: none"> <li>1. 1 no. of VIP green room with proper participation for use by male and female artist <ul style="list-style-type: none"> <li>• 20 X 20 ft room for VIP</li> <li>• 2 ton stand AC in each room</li> <li>• Sofa seater (3 +1+1) with center table in each room</li> <li>• Banquet Chair 4 nos.</li> <li>• Mirror with makeup lights.</li> <li>• Sufficient nos. of plastic chairs.</li> <li>• Red carpeting in each room</li> </ul> </li> <li>2. 1 no. of normal green room with proper participation for use by male and female artist <ul style="list-style-type: none"> <li>• 30 X 30 ft room with partition for use by male and female</li> <li>• Mirror with makeup lights in each room</li> <li>• Sufficient nos. of plastic chairs in each room Proper carpeting</li> </ul> </li> </ol>
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.

Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical.
LED for Stage	P3 Curve LED 50 ft X10ft. and 4 nos. of Side Wings (10ftX4 ft.) Stage Riser for LED Wall (40' X 16') and Stage Riser side wings for LED Wall (8' X 4').

### Light and Sound for Stage

The light and sound for the stage will be done as per the requirement of the artist. A tentative specification of the light and sound arrangement for the stage is given below:-

#### Specification for light:

i) PAR-64-1000 wt (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.
ii) Galileo Scanner-1200 wt(SGM)	4 nos.
iii) Multi twenty- 2K	6 nos.
iv) Multi ten- 1K	4 nos.
v) Jumbo Smoke Machine	2 nos.
vi) Jumbo Strobe Light	2 nos.
vii) 1 Colour Laser	2 nos.
viii) Moving Head(SGM)	2 nos.
ix) Led Par	10 nos.
x) Halogen 1kw	10 nos.

#### Specification For Sound:

i) Bass Bin	2 nos.
ii) High range top box (pee-vay/JBL, 400wt.)	4 nos.
iii) High range frequency box (Pee-vay/JBL)	4 nos.
iv) HF box	4 nos.
v) Cordless Micro Phone	2 nos.
vi) Cord Micro Phone	6 nos.
vii) 24 channel Mixture	1 nos.
viii) High wattage amplifier	4 nos.
ix) Effect processor	1 no.
x) 3 kw stabilizer	3 nos.
xi) Audio and video Player	1 no.
xii) Stereo Deck	1 no.
xiii) Meeting Microphone (Anti feedback microphone)	2 nos.
xiv) Standing Box Audience capturing	4 nos.
xv) Stage Monitor Box	4 nos.
xvi) Singer Micro Phone	2 nos.

Besides the event management agency will be responsible to provide additional requirements (sound & Light) of the artists/musicians. A Generator set of 62KVA with fuel will be provided by the agency for the stage.

**Sitting Arrangement in Front of the Stage:** The minimum distance of 15 feet from stage to auditorium will be maintained. The agency has to quote it as a package. Specifications are as follows:

Chair	Five hundred (500) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofa with white cover, 6 numbers of teapoy with white cover
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Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Orange net matting in sitting area.

**F. Theme Stall: (Show case of Rural Products)**

01 (one no.) theme stall need to be installed as per the design to be given by ORMAS for awareness & display of the various achievements & success stories of ORMAS.

Shape : Square (as per design approved)  
 Structure : Bamboo & Cloth Structure  
 Size : 20' X 20' X 14' (height with fascia)  
 Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.  
 Flooring : 6" wooden platform with Full floor carpeting  
 Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.  
 Barricading : 4' height bamboo barricade covered with cloth on all sides of the stall.  
 Electric Fitting : 8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement

32 nos. of pedestal for keeping products of different sizes

**G. Live Demonstration Mandap:** Live Demonstration Mandap will be constructed in one particular place inside the exhibition ground as per approved event wise design to be given by ORMAS, with following the technical specification and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect. On the Mandap some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for such a Mandap; where (minimum three) as per the specifications mentioned below:

Shape : Hexagonal  
 Structure : Bamboo & Cloth Structure  
 Size : 20' X 15X14  
 Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.  
 Flooring : 2 ft. height wooden platform with Full floor carpeting.  
 Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.  
 Barricading : 4' height bamboo barricade covered with cloth on all sides of the stall.  
 Electric Fitting : 8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

**H. Selfie Point:** -There will be Selfie Points in different places of mela ground with the technical specification and other materials like (Ply, Thermocol, Plaster of Paris may be used to get original 3D Effect.

**I. Ground Electrification:** The below mentioned items are taken as a package which shall be supplied by the bidder for the event. The quantities of the items are statutory /fixed in the package. The Mela Ground should be proper illuminated. The package includes the below mentioned items and concealed wiring to all lights and sound equipment's.

- a. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- b. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- c. 30 no. of Halogen LED Light (500 watt) along with wiring/ fitting poles
- d. 50 no. of Halogen LED Light (1000 watt) along with wiring/fitting poles
- e. 45 no. of white Halogen LED light along with wiring /fitting poles.
- f. 15 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- g. 100 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- h. 100 no. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- i. 10,000 Tuni running lights will be fitted at the required places.

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- j. Sufficient ambience light should be done.
  - k. Sufficient Round Lamp lights should be used for the entire ground.
  - l. It may increase/decrease as per requirement.

**J. Generators:** Generator sets 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 the lights of each stall, few ground lights, control room and public announcement system. The requirement of generator sets will be of 125KVA (for entire ground).

**K. Food Court:** The below mentioned items for construction Food Stall & Kitchen Shed and Dining Area Management for food court are taken as a package, which shall be supplied by the bidder for Pallishree Mela-2026.

a) **Food Stall Along With Kitchen Shed:** Minimum 20 food stalls along with kitchen shed to be made as per the following specification:

Sn.	Particulars	Specifications
1	Structure	a. <b>Food Stall</b> Bamboo (3 to 6 inch) & cloth ( <b>Anti Fire Chemical Treatment</b> ) structure, Size of Each Stall – 10' X 20' With Tarpaulin Water Proof Roofing. b. <b>Kitchen Shed:</b> Bamboo and balla structure, tin roofing and tin walling of size 10' x 20' each to be erected in the back side of the food stall.
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
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 <b>G.I. Sheets (22 Gage corrugated sheet)</b> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
4	Racks	Three tire racks, if required. 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	Facia	A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. 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 – 2 nos.
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, if required.
9	Closures	Front Cloth Drops/Screens Daily to be done
10	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical.

b) **Dining area:**

Sn.	Particulars	Specifications
1	Size	The size of the dining area will be of 70' X 30'
2	Flooring	Orange net carpet
3	Furniture	Fifteen (15) numbers of round table with frill and cover, hundred numbers of banquet chair with white cover,
4	Barricading	Decorative Bamboo truss barricading of 3' height with green colour painting to be erected around the dining area with entry and exit passage.
5	Dustbin	Sufficient (a minimum of 20 numbers big size) dustbin to be provided in dining area.

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L. **Net Carpeting:**

New net carpeting(orange) to be used in the open space area of the mela ground for dust free, the selected bidder has to ensure the use of new net carpet and daily maintenance of the same during the mela period.

M. **Barricading:**

Tin barricading (with 10 ft.) is to be done in the outer area of the stall for safety and security purpose.

N. **Miscellaneous Items:** Besides works from Item no.A to no.M following items may be required as per need.

Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

S. N.	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	100 pcs.
2	Durry (15' X 15')	20 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	1000sqft
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	500sqft
5	Stage background in black cloth masking	1000sq ft.
6	Dustbin- 3 ft height	30 pcs.
7	Decorative Flower / Plant Pot	50 pcs.
8	Soundless pedestal fan	12 pcs.
9.	Red carpet (synthetic)	1000sq ft

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**SECTION: 4**  
**TECHNICAL BID SUBMISSION FORMS**

**TECH -1**  
**COVERING LETTER**

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

The Chief Development Officer – cum- Executive Officer  
ZillaParishad, Khordha, 752056

Sub: Tentage & Allied Works for Palishree Mela- 2025. [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for \_\_\_\_\_  
in accordance with your Short Tender Call Notice No.: \_\_\_\_\_, dated \_\_\_\_\_.  
We are hereby submitting our Bid, which includes Technical Bid and Financial Bid (separately).

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid 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 SHORT TENDER CALL NOTICE document. In case any provision of this SHORT TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

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

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

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**TECH -2**

**Bidder's Organisation (General Details)**

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Khordha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES

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

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH -3**  
**Bidder Organisation (Financial Details)**

Financial Information in INR			
Details	FY 2022-23	FY 2023-24	FY 2024-25
Turnover from Event Management Services Services(in Cr)			
<p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last three FYs (2022-23, 2023-24 &amp; 2024-25) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.</p> <p><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i></p>			

\_\_\_\_\_

**Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)**

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

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

**[NB: No Scanned Signature will be entertained]**

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**TECH - 4**

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

**Table -1 (List of 5 completed assignments only of similar nature during last 3 years)  
(FY 2022-23, 2023-24 & 2024-25)**

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client with complete address	*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							
4							
5							

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (22-23, 23-24 & 2024-25) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative from each assignment.*

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

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

M

**TECH - 5**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of....., 2025

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature: \_\_\_\_\_

**SECTION: 5**  
**FINANCIAL BID SUBMISSION FORMS**  
**FIN-1 COVERING LETTER (In Bidders Letter Head)**

[Location, Date]

To,

The Chief Development Officer – cum- Executive Officer  
Zilla Parishad, Khordha, 752056

**Sub: Submission of Financial Bid for Tentage & Allied Works for Pallishree Mela-2026.**

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Tender Call Notice No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures\*]. 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 CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sr.	Item	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A	Construction of stalls		Per Stall		210 stall	
B	Coordination Cell -Cum-VIP Lounge	Single package	Per package		1	
C	Gates	Category – A (Entry)	Per Gate		1 Nos	
		Category – B (Exit)	Per Gate		1Nos	
D	Decorative Wall		Per Sq. Ft.		1000sqr ft.	
E	Stage	Single package	Per package		1	-
F	Sitting arrangement in front of the stage	Single package	Per package		1	
G	Theme Stall (Marketing & livelihood)	Single package	Per package		1	
H	Live Demonstration Mandap	Single package	Per mandap		1 no.	
I	Selfie Point	Single Package	Per package		1	
J	Ground Electrification	Single package	Per package		1	
K	Generators	Single package	Per package		1	
L	Food Court	Single package	Per package		1	
M	Net Carpeting	Rate per sq. ft	Per Sq. ft		8,500	
N	Barricading (in tin)		Running ft.		1.	
O	<b>Miscellaneous items:</b>					
1	Bed Set (Bed & Pillow with Cover)		Per set		200pcs	
2	Durry (15' X 15')		Per Piece		30 pcs.	
3	Printing & Installation of Star Flex Sheet with Iron frame		Per Sq. Ft.		1,000 sq. ft	
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame		Per Sq. Ft.		500 sq. ft	

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4	Stage background in black cloth masking		Per Sq. Ft.		1,000 sq. ft.	
5	Dustbin- 3 ft height	Per Piece		50 pcs		
6	Decorative Flower / Plant Pot	Per Piece		50 pcs.		
7	Soundless pedestal fan		Per Piece		12 pcs.	
8	Red Carpet (Synthetic)		Rate per sq ft		1000 sqft	
<b>Total Quoted Amount</b>						
<b>Add :-GST (CGST + SGST) – 18%</b>						
<b>Grand Total Quoted Amount including GST</b>						
<b>Rupees in words</b> _____						
<b>_____ only including GST.</b>						

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

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

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

**Address of the Bidder:**

**SECTION - 6**  
**ANNEXURE-A**  
**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A -1)		
3	Bid Processing Fee of Rs. 7080/- (date of deposit/transfer)		
4	EMD of Rs. 50,000/- (date of deposit/transfer)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN)		
8	GST clearance in GST 3B Form		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH – 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career. (Tech-5)		
13	Copy of the Electrical License / Contractor hired by the bidder		
<b>FINANCIAL BID</b>			
1	Covering Letter (FIN-1)		

**Undertaking:**

- All the information have been submitted as per the prescribed format and procedure.
- All pages of the Bid have been sealed and signed by the authorized representative.

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

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Signature:** \_\_\_\_\_