



ଜିଲ୍ଲା ପରିଷଦ, ନୂଆପଡ଼ା

ZILLA PARISHAD, NUAPADA

(Nuapada-766105, E-mail: ori-dnuapada@nic.in)

ODISHA LIVELIHOODS MISSION

(Department of Mission Shakti, Government of Odisha, Bhubaneswar)



No. 121 /ZP (OLM)

Dated 6th, March, 2025

SHORT TENDER CALL NOTICE

Sealed Tenders are invited in the prescribed format from interested Tent Houses/ Firms/ Decorators/ Agencies for One Day District Level Workshop on Lakhpati Didi Initiatives as per the specifications provided below. The programme is scheduled to be organised on 11.03.2025. The evaluation forms & format of tender completed in all respect should reach the undersigned on or **before 08.03.2025 by 01:00 PM** by SPEED post /COURIER/ BY HAND to be dropped in Tender Box only in the address of **Chief Development Officer-cum- District Mission Co-ordinator, Odisha Livelihoods Mission, Zilla Parishad, Nuapada, At/Po/Dist. - Nuapada, Pin-766105**. The tender will be opened as same day i.e. on **08.03.2025 at 3.30 PM** in presence of the bidder or their authorized representatives.

The undersigned reserves the right to accept or reject all or any tender documents without assigning any reason thereof.

The detailed Tender Paper along with terms & conditions can be obtained from DMMU, OLM office or can be downloaded from the website <https://nuapada.odisha.gov.in/>. The Tender paper completed in all respect must be in sealed cover and superscripted as "Tender for Tentage & Allied Works/ catering Services for District Level Workshop on Lakhpati Didi".

Chairman- Tender Committee
ADM, (Gen.), Nuapada

Memo No. 122 // Dated 06-03-25

Copy to the DeGM, Nuapada for information with a request to webhost in district web portal <https://nuapada.odisha.gov.in> for wide publicity.

Chairman- Tender Committee
ADM, (Gen.), Nuapada

Memo No. 123 // Dated 06-03-25

Copy to DI & PRO, Nuapada /All BDOs for information and necessary action with a request to affix the above Tender Call Notice in their Office Notice Board for wide publicity.

Chairman- Tender Committee
ADM, (Gen.), Nuapada

Memo No. 124 // Dated 06-03-25

Copy to PA to Collector for kind information of Collector, Nuapada

Chairman- Tender Committee
ADM, (Gen.), Nuapada



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A. TERMS AND CONDITIONS FOR TENTAGE& ALLIED WORKS

1. The bidder has to submit the bid in the prescribed format and must be accompanied with supportive documents/ information.
2. The bidders should have a Registered Agency/ Firm.
3. The rate offered by the firm shall be **inclusive of all applicable taxes**.
4. Preference will be given to the bidder having **experience** of successfully completed **similar type of works during last two years**.
5. **The Bidder has to submit the Technical Bid and Financial Bid separately. The bidder has to quote the rate in the Financial Bid as per the given format without any overwriting.** The Financial Bid should be duly signed and sealed in a separate cover. The Financial Bids of the technically acceptable Bids shall only be opened or as decided by the Committee.
6. The venue shall be made available to the contractor by District Administration before 3 (Three) days of commencement of the workshop. All the desired works should be completed on **10.03.2025 at 4.00 PM** and should be handed over all the works as per specification to the undersigned.
7. On completion of the event, the contractor shall have to take away all the materials within two days & vacate the place with the same condition while occupying the ground.
8. The contractor shall be ready to provide additional materials in case of requirement during the event, not mentioned in the Tender document.
9. No advance payment will be entertained. The final payment will be made on the basis of the actual work done. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the competent authority. In case of any additional requirement, the contractor has to take the prior written permission.
10. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the event. The undersigned will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take steps for insurance of his goods for the purpose, if any.
11. No part of the contract will be sub-let without the prior written permission of the undersigned.
12. For convenience and effective delivery, the bid 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.
13. It shall be the responsibility of the successful bidder 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.
14. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/ contractor.
15. The authority is not bound to accept the lowest bidder and reserves the right to inspect / verify the stock of materials required for this work by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all Tender(s) without assigning any reasons thereof.

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16. The tender will be evaluated through Feast Cost Method.
17. The L-1 price will be subject to negotiation.
18. Any legal dispute arising out of this is subject to Nuapada district jurisdiction only.
19. **The bidder has to submit self-attested photocopies of the required documents along with duly filled in Tender Paper. In case any document(s) submitted by the bidder found to be forged, the Bid will be rejected. The documents to be submitted are:**
 - i. **Experience Certificate/ Work Order showing successfully completed similar type of works during last two years.**
 - ii. Copy of the **Registration Certificate of the Agency/ Firm/ Organisation** for similar nature of work.
 - iii. Copy of **Goods & Services Identification Number (GSTIN) & latest GST deposit Challan.**
 - iv. **Financial Bid as per the prescribed format duly signed in separate cover.**

B. SPECIFICATION FOR WORKS:

Item wise specifications of different works are given below.

- 1) Stage
- 2) Gate
- 3) Sitting Arrangement
- 4) Dining Area for Food Court
- 5) Fooding

1) STAGE

Particulars	Specifications
Structure	Bamboo & cloth structure, Size of- 30' X 10' with water proof roofing.
Flooring	Wooden plank platform of 4' height with full Floor Synthetic Matting.
Ceiling & Wall	Three sides will be covered with new cloth. Backside outer wall will be covered with tarpaulin and it will be fixed horizontally supported with wooden bellies.
Facia	A wooden batten frame for Running Facia will be erected and decorated with artificial flower. A running white cloth Jhallar of 1' width will be put in the front side, below to the fascia frame, if required.
Furniture	One Podium with live flower decoration, 11 nos. sofa set for VVIPs
Electrical Fittings	Tube or T5 Light or LED Flood Light – 10 nos., 5 Amp Plug Point with On/Off Switch Board, Extension Cord, 6 nos. Desert Cooler and 20 nos. Ceiling fan/ Pedestal Fan. Soundless Generator set of 20 KVA with required fuel shall be provided by the Bidder for uninterrupted power supply during workshop. The generator circuit should be connected with lights, Fan and Sound System.
Sound System	5 nos. Cordless Microphones and adequate Sound Systems to be fitted in such a manner that the announcement should cover to entire ground.
Flower Decoration	Flower Vase with Sufficient Live flower decoration at Stage.

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2) GATE:

One Gate will be erected as per following specifications:

Main Gate	Box type Gate with Batten framing structure covered with Cloth and Flex design. The design will be given by OLM, Nuapada. Flower Decoration in the Gate before inauguration.
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3) SITTING ARRANGEMENT

The minimum distance of 20 feet from stage to sitting arrangement will be maintained.

Structure	Iron structure with Tarpaulin waterproof roofing approximately 20000 sq ft. The design structure shall be covered with new cotton cloth.
Chair	Four thousand plastic moulded chairs, 2 rows double sofa set/ Cushion Chairs.
Matting	Net matting in sitting area and Synthetic Carpeting in front of the Stage.
LED	55 Inch LED 6 nos. for streaming of the workshop

4) DINING AREA FOR FOOD COURT :

Particulars	Specifications
Size	The size of the dining area will be approximately 5000 sqft. Iron Structure with Cloth roofing.
Furniture	Required numbers of Table, Chair and utensils for food preparation and distribution for approximately 4000 people.
Barricading	Counter with Iron barricading of 3' height to be made for food distribution with entry and exit passage.
Dustbin	Sufficient dustbin to be provided and placed at different spot.

5) CATERING:

Food for the participants and guest (Approx. 4000 numbers) to be supplied during the Workshop. The specification of food are as follows.

Items	Specifications
Breakfast	Tiffin Packet (Banana, Bara, Aluchop, Singda and Sweet- 1 nos. each) & 250 ml Water Bottle
Lunch	Rice, Dal, Mix Veg Curry, Khata, Papad, Chips, Kheer, Paneer & 250 ml Water Bottle
Drinking Water	100 Cool Drinking Water Jars to be supplied in the ground.



By FAX/ E-Mail/ Regd. Post/ Speed Post

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EVALUATION FORMAT

Name of the firm/ Agency	:	
Address	:	
Registration No.	:	
GSTIN Number	:	
PAN Number	:	
Tax Clearance Certificate/ Latest GST deposit Challan	:	Yes/ No
Experience of similar types of works	:	Yes/ No

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 notice, my bid is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by OLM, Nuapada. 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.

Place:

Date :

Signature of the Bidder with seal



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FINANCIAL BID

I / We do hereby submit item wise Tender of Tentage and Allied works & Catering Services for "District Level Workshop on Lakhpatri Didi Initiatives" inclusive of all taxes.

Sl.	Item	Approx. Qty. in units	Total Amount (in Rs.)
1	Stage	1 Package	
2	Gate	1 Package	
3	Auditorium with Sitting arrangement	1 Package	
4	Dining area for Food Court	1 Package	
5	Fooding	1 Package	
TOTAL			
Rupees in Words:			

Signature of the Bidder With seal

Date:


06/3/15