



Office of the Zilla Parishad, Nuapada (ORMAS)
No 1886 //Dated 05-03-26

SHORT TENDER CALL NOTICE

A State level marketing event named as "Pallishree Mela" to be held from 01.04.26 to 05.04.26 at the National College Field, Nuapada. The "Pallishree Mela" is being organised by ORMAS, Nuapada under PR&DW Department in collaboration with Dist. Administration, Nuapada with an objective to showcase government schemes of various departments and provide a platform to the Rural Producers/ Community Based Organizations (CBOs) 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 Tender Document containing the details of qualification criteria, submission of requirement, brief objective & scope of work and evaluation criteria, etc. can be downloaded from website: - www.nuapadah.odisha.gov.in. Last date for submission of EOI is 19th March 2026 up to 5.00 PM. Scaled envelope marked to the captioned address, containing Tender Call Notice, Rs.5,000.00 (Five thousand Only) as Bid Process Fees (non-refundable) and Rs.30,000/- (Thirty Thousand Only) as EMD (Refundable after participation) in shape of Demand Draft in favour of CDO-cum-Executive Officer, Zilla Parishad, Nuapada, payable at Nuapada.

Application can be submitted in two different envelopes (sealed) –Technical Bid & Financial bid. These envelopes need to be put in another envelop super-scribing "Short Tender Call Notice for Tent & Allied Works" for 'Pallishree Mela' at National College Ground Nuapada" on the top cover, through Speed post/ Registered post addressed to the Office of the ORMAS, Nuapada (Odisha)-766105. Authority in no way will be responsible for any postal delay. The financial bid shall be opened after technical evaluation. Those who qualify technical evaluation shall be invited for presentation before the District Level Tender Committee (DLTC). Late receipt of tender paper, beyond the allotted date and time will be rejected.

The authority reserves the right to reject/cancel/modify any or all the quotations in part or whole without assigning any reason thereof. Interested agency may download the bid document from the district website www.nuapadah.odisha.gov.in.


05.03.26
Collector & DM,
Nuapada

Memo No. 1887 Dt. 05-03-26

Copy to the DeGM, Nuapada along with copy, with a request to publish and the Tender Call Notice in the Nuapada District website for wide circulation up to 05.00 PM 18.03.2026.


05.03.26
Collector & DM,
Nuapada

Memo No. 1888

Dt. 05-03-26

Copy to the Deputy Collector, Nizarat, Collectorate, Nuapada/ Zilla Parishad Nuapada/ Sub-Collector Nuapada/ all Tahasildars/ all Block Development Officers, with a request to publish the notice in their respective office notice boards for wide circulation.


05.03.26
Collector & DM,
Nuapada

Memo No. 1889 / Date: 05-03-26

Copy to the DIPRO, Nuapada with sample advertisement copy, with a request to publish the advertisement for one day issue at (8 cm X 6cm) size as per I&PR rate, in one Odia daily and one English daily newspaper. The copies for the same may be sent to this office for reference and payment.


05.03.26
Collector & DM,
Nuapada



NOTICE OF TENDER FOR
SELECTION OF
TENTAGE & ALLIED WORKS FOR
**“STATE LEVEL PALLISHREE
MELA”-2026**

NO. 1886

DATE: 05-03-26

ORMAS, NUAPADA

SECTION-I
DISCLAIMAER

ORMAS Nuapada is Organising the 'State Level Pallishree Mela2026' in an attempt to celebrate, revive and rekindle the old customs, traditions, literature, art as well as of the Nuapada District as a whole. The **Pallishree Mela** will be celebrated w.e.f. **01.04.26 to 05.04.2026 (for a period of 05 days)**

For the above purpose, ORMAS Nuapada intends to select reputed and registered individuals/ agencies to erect & manage tentage, stalls etc. through open tender. The purpose of this Tender document is to provide interested parties with information that may be useful to them in the formulation of their bid for qualification and selection.

This document includes statements, which reflects various assumptions and assessments arrived at by the District Administration in relation to the works. Such assumptions and statements do not purport to contain all the information that each bidder may require. This Tender may not be appropriate for all persons and it's not possible for the District Administration, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or use this Tender. This document is neither an agreement nor it guarantees firm/ person/ bidder of issue of any work order.

This Tender is not an agreement and is neither an offer nor invitation by the ORMAS Nuapada to the prospective bidders or any other person. Each bidder shall conduct its own investigations & analysis and shall check the accuracy, adequacy, correctness reliability and completeness of the assumptions, assessment, statements and information contained in this document. The Tender accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. ORMAS Nuapada shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages cost or expense which may arise from or be incurred or suffered on account to anything contained in this Tender or otherwise, including the accuracy adequacy, correctness, reliability or completeness of the Tender and any assumptions, assessment, statements or information contained therein or deemed to form part of this Tender or arising in anyway in the Selection process. ORMAS Nuapada also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this Tender. The issue of this Tender does not imply that ORMAS Nuapada is bound to select and shortlist any bid. ORMAS Nuapada reserves the right to reject all or any of the bid without assigning any reason whatsoever at any stage of the bid.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying postage, delivery fees expense associated with any demonstrations or presentations which may be required by ORMAS Nuapada or any other cost incurred in connection with or relating to its bid. All such cost and expenses will remain with the bidder and ORMAS Nuapada shall not be liable in any manner whatsoever for the same or for any other cost or other expense incurred by the bidder in preparation / submission of the bid, regardless of the conductor outcome of the Bidding Process.

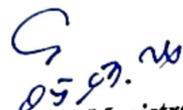
ORMAS Nuapada shall be the sole and final authority with respect to selection of an agency through this Tender

SECTION-II
NOTICE INVITING TENDER
OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA

Date: - _____: Collector & DM, Nuapada invites sealed tenders from competent firms/ persons/ entities etc. to carry out tentage & allied work for organization of **State Level Pallishree Mela- 2026** at National Degree College Field, Nuapada from 01.04.26 to 05.04.26. Bidders are requested to go through the tender documents carefully and submit bids accordingly.

Tender schedule and important information to the bidders (ITB)

SI No.	PARTICULARS	DETAILS
1	Name of the work	Selection of Agency for State Level Pallishree Mela- 2026 at National Degree College Field, Nuapada
2	Method of selection	Open Tender, Least Cost Method
3	Bid start date and time:	05.03.26 from 10:00 am onwards. Tender documents can be downloaded from online portal (https://nuapada.odisha.gov.in/) or can be obtained through offline mode from the ORMAS, Nuapada.
6	Last date and time for submission of bid	19.03.2026 till 5:00 PM. (All bids are either to be sent through Speed Post/ Regd. Post OR are to be physically dropped at the office of the ORMAS, Nuapada. Any bids received beyond the above-stated cutoff date and time will not be taken into consideration for the next stages)
7	Date, time & place of opening of technical bid and preparation of list of qualified bidders	20.03.2026 at 11:00 AM at Sadbhabana Sabha Gruha, Nuapada
8	Date, time and place of opening of Financial Bids of qualified bidders	20.03.2026 at 1.00 PM at Sadbhabana Sabha Gruha, Nuapada
10	Bid Processing Fee (Non-Refundable)	Rs.5,000/- in shape of Demand Draft in favour of " CDO-cum-EO, Zilla Parishad, Nuapada " drawn in any Scheduled Commercial Bank payable at Nuapada
11	Earnest Money Deposit (EMD)(Refundable)	Rs.30,000/- (Rupees Thirty Thousand only) in shape of Demand Draft in favour of " CDO-cum-EO, Zilla Parishad, Nuapada " drawn in any Scheduled Commercial Bank payable at Nuapada
12	Address & mode for delivery of Bid Processing Fees and EMD by Speed Post/ Regd. Post	Address: Office of the ORMAS, Nuapada, Collectorate Campus, NH-353, Pin - 766105


 Collector & District Magistrate,
 Nuapada

SECTION-III

SCOPE OF THE WORK

About the State Level Pallishree Mela, 2026

The scope of the work under this tender shall include the elements mentioned below. However, the quantities mentioned under the elements are tentative may likely to increase or decrease.

1. **Scope of the work:** The scope of this works includes erection of tents, Stalls and carrying out allied works, as follows:

Sl.No.	Particulars of the work
1	Ground layout
2	Coordination Cell -Cum-VIP Lounge
3	Construction of 2 nos. of Gates (Entry and Exit)
4	Tentage& Stalls-Waterproof Tent Stall-With three side cover and white ceiling with 3ft Border with Cotton Twill Flex Fascia for 160 nos. of Stalls, One Coordination Cell -Cum-VIP Lounge
5	Power back up -1 nos. (or as required by the total wattage) of 125 KVA DG Set with provision of required Diesel for 5 days
6	Other miscellaneous works - (Selfie Point etc., CC TV Surveillance, Kids Zone, Kitchen, Plastic/Iron Dining for Food Court)
7	Ground Carpeting
8	Light & Sound
9	Kids' Zone

2. Detailed specification of the works:

2.1. **Ground layout:** The work includes levelling off the ground for the Stall & Public Sitting area and parking areas. The bidder needs to inspect the ground at National Degree College Field, Nuapada and submit layout plan in their bid indicating the map of the different functional areas of the Mahotsav.

2.2. **Construction of gate near Entry & Exit**

SI No.	Particulars	Specification
A	Gate Structure for 02 nos. of Gates	<ul style="list-style-type: none"> 02 nos. x 14' x 14' for entry and exit gates at National Degree College Field, Nuapada with welcome message.

2.3. **Carpeting:** Entire Mela areas

SI No.	Particulars	Specification
A	Entire Mela Area	<ul style="list-style-type: none"> Netting-90% Density Carpet 25,000 sq.ft., Red Color

2.4. **Tentage & Stalls:** Waterproof Stall-With three side cover and white ceiling with 3ft Border with Cotton Twill Flex Fascia for 160 nos. of Stalls.

SI No.	Particulars	Specification
A	160 Nos. of Waterproof Stall (Single Package)	<p>Tentage with three side cover and white ceiling with 3ft Border with Cotton Twill Flex Fascia for 160 nos. of Stalls.</p> <p>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.</p> <p>Front counter table/ Display table in wooden batten and planks / steel table size 8' x 2' X 3' height. The table needs to be wrapped with new white cotton cloth. Plastic Moulded Chair -2 Nos. to be supplied to each stall.</p> <p>1 Ceiling Fan & 1 Plug Point, 2 LED Bulb connected with an on/off switch should be installed in each stall.</p> <p>All stalls should be numbered with vinyl pasted sun board. Each number plate should have both English and Odia numerical numbers,</p> <p>Front Water Proof Screens. Daily putting up and off of the same is the responsibility of the bidder.</p>
B	Kitchen Area (Single Package)	<p>Kitchen Shed: Tentage structure, tin roofing and tin walling of size 10' x 15' each to be erected in the back side of the 25 Nos. food stall.</p>

2.5.Coordination Cell -Cum-VIP Lounge - One Coordination Cell –Cum- VIP Lounge (Single Package) 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:

Sl. No.	Particulars	Work Specifications
A	Structure	Temple/ House (Design will be provided)
B	Size	42 ft X 42 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be furnished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 5 individual rooms (with partition 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 equipment. VIP lounge should be properly furnished. One washbasin with water facility and proper sewerage should be installed in the pantry room.
D	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.
E	Flooring	Wooden Plank Platform Of 3' Height & Full Floor Synthetic Matting.
F	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 10 no. of cushion chairs, 4 sets of new Dunlop sofa set for VVIPs (for 16 persons), 6 no. of new centre table of low height, 4 no. of waste bin basket, 15 no. of VIP cushion chairs, One Android LED TV (40") with Stand, Cooler in each room, 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).
G	Electric Fittings	Ceiling Fan – 5 no., 1white Mercury light (100 watt) (to be connected with an on/off switch in 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. 20nos of Tube light (50 Watt) will be fixed inside the coordination cell and those will be connected to generator/ Power back-up Requirements as need basis).
H	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 aluminium glass sliding railing door of size at least 4ft width. These doors should have the provision of closing in night times
I	Tea Coffee maker	A Tea-coffee vending machine 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.

J	Bio-Toilet	The stainless steel / FRP / Insulated VIP bio-toilet is a premium sanitation solution designed to offer durability, hygiene, and environmental sustainability. Constructed 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.
K	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance, exit, VIP Room and other places, Live flower pots at the four sides of the Coordination Cell with Sunboard Framing at the top of the entry & exit (written in English & Odia).
L	A. C. provision	There should be provision for Tower Air Condition fitting in the control room (VIP lounge). Temporary door should be fitted with the control room. 2 numbers of 2-ton tower AC should be fitted in the Coordination Cell.
M	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.

2.6. Light & Sound – Complete sound and light system (package) for on and off the stage, peripheral lighting for the ground electrification, LEDs etc. with Sound & Light Engineer and Event coordinator for conducting cultural functions.

SI No.	Particulars	Specification
A	Complete sound and system for announcement, peripheral lighting for the ground electrification (Single package)	<ul style="list-style-type: none"> • Halogen Light 500W– 100 nos. (All area, along with wiring/ fitting pole). • Halogen Light 1000W– 100 nos. (All area, along with wiring/ fitting pole). • Flood Light shall be fitted in and around back side of the stalls for security reason. • Wiring –Entire Lighting Area. • Earthing –All Area. • Main Switch Board/ Panel Board up to 250 KW electric load with cabling and wiring • Amplifier 5000W(Console) – 1no. • Microphone (Announcement) – 2 nos. • Mikes (Public Announcement with Make-Shure/Sennheiser or similar) – 6 nos. • Cordless Mic - (Public Announcement with Make-Shure/Sennheiser or similar) – 2 nos. • Battery (Stand By) – 6 nos.

2.7. Power back up – 1nos. (or as required by the total wattage) of 125 KVA DG Set with provision of required Diesel for 5 days

2.8. Other miscellaneous works - (Selfie Point etc., CC TV Surveillance)

SI No.	Particulars	Specification
A	Selfie Point	Two Selfie Point at location to be finalized by the District Administration to be prepared with State Level Pallishree Mela- 2026 Background and with Lighting facility for night time photography.
B	CC TV Surveillance	CCTV Set up with 20 nos. of Wired Cameras installed at various key locations of the ground with 1 no. Monitor, Keyboard and Mouse set up to be installed at the Control Room.

2.9. Kids' Zone

Space & Layout: 900 Sq.Ft. (approx 30×30 ft), fenced with soft foam/rubber flooring, clear entry/exit, 1 emergency exits.

Safety: Padded edges, first-aid kit, 2 staff on floor (from 3 PM to 11 PM), clear signage

SI No.	Particulars	Specification of Playing Equipment
A	Kids' Zone	<ul style="list-style-type: none"> - Ball pit (1) - Kids Tricycle (4) - Arrow Pointer Game (2) - Art & Craft Corner (tables + chairs+ Hanging Wall) - Ring Throw Game - Interactive games (Ring Toss- 10, Bean Bag Throw- 1 Set, Skipping Rope- 10, Puzzle Game- 5)

SECTION-IV

TECHNICAL BID

1. Technical qualification criteria:

The technical qualification required for submission of bid is mentioned below. The bidders need to read the same carefully and submit the documentary proof of fulfilment of the qualification in the sequence mentioned below. Bid without any of following documents will lead to outright rejection, for further participation in financial bid.

TECHNICAL BID EVALUATION CRITERIA

SI No	Technical qualification criteria	Documentary evidence (Self attested)
1.1	PAN & GSTIN: - The bidder must have PAN and GST (GSTIN) registration	Copy of PAN and GSTIN
1.2	Experience: - (i) The Bidder should have experience of providing Event Management Services to the Central/ State Governments, having experience of Event management in State Level/ National events organized by Government in last five years as on 31 st December, 2025. (ii) The bidder must have completed at least one Tentage & Event Management work (Single work order), having value not less than 10.00 lakh in last five years	Work order. Work Completion Certificate/ Experience Certificate issued by the Concerned Govt. Authority -do-
1.3	Turnover: - The agency should have an average annual turnover of Rs. 30.00 lakh during the last three Financial Year, 2022-2023, 2023-2024 & 2024-25	Audited Balance Sheet & Turnover Certificate issued by a Chartered Accountant and Income Tax returns showing proof of income.
1.4	Declaration to the effect that the bidder has not been blacklisted by any Central/State Government.	Affidavit before Notary to the effect

2. Manner of submission of Bid:

The bidder has to furnish the bid in the four envelopes, i.e. Envelope-1 containing 'Pre-bid documents', Envelope-2 containing 'Technical Bid document' Envelope-3 containing 'Financial Bid document' and Envelope-4, containing Envelope, 1, 2 and 3.

PROCEDURE TO BE FOLLOWED TO SUBMIT THE BID

SI No.	Envelope No.	Content	How the envelope is to be labelled
2.1	Envelope-1	(i) Covering letter in the format at Annexure-A. (ii) Information in the format at Annexure-B along with the documents.	Envelope-1: Pre-Bid - Selection of Agency for Tentage & Allied work for State Level Pallishree Mela- 2026.
2.2	Envelope-2	Information in the format at Annexure-C along with the documents.	Envelope-2: Technical Bid – Selection of Agency for Tentage & Allied work for State Level Pallishree Mela- 2026.
2.3	Envelope-3	Financial Bid Documents	Envelope-3: Financial Bid – Selection of Agency for Tentage & Allied work for State Level Pallishree Mela- 2026.
2.4	Envelope-4	Sealed envelope 1, 2 and 3	BID for Selection of Agency for Tentage & Allied work for State Level Pallishree Mela- 2026.

3. General checklist of documents to be submitted by the bidder

SI No.	Particular of the documents	Remarks
3.1	Covering Letter in the Bidder's letterhead requesting to participate in the tender.	Envelope – 1
3.2	Bid-Processing Fee (Non-refundable) for Rs. 5,000/- in shape of Bank Draft drawn in favour of "CDO-cum-EO, Zilla Parishad, Nuapada," payable at Nuapada. Non-submission of Bid-processing fees shall entail the proposal to be rejected.	
3.3	EMD for Rs.30,000/- (Rupees Thirty Thousand Only) in shape of Bank Draft drawn in favour of "CDO-cum-EO, Zilla Parishad, Nuapada," payable at Nuapada. Non-submission of EMD amount in the prescribed manner shall entail the proposal to be rejected.	
3.4	Copy of PAN	
3.5	Copy of GSTIN Registration	Envelope – 2
3.6	Experience Certificate (arranged in ascending order, year-wise)	
3.7	Audited balance sheet of the firm issued by a statutory auditor/ from chartered accountant/ Income tax returns showing proof of income for financial year 2022-23, 2023-24 & 2024-25 (arranged in ascending order, year-wise)	
3.8	Affidavit before NOTARY to the effect that the bidder has not been blacklisted by any Central/ State Government.	Envelope – 3
3.9	Financial bid Document	Envelope – 4
3.10	Envelope 1, 2 and 3	

The bidder has to submit the details of its manpower, professionals to handle the tentage & event management, event specific plans for the 'State Level Pallishree Mela- 2026'. Some of the broad areas/ points to be taken care of by the bidder (if selected) are as follows: -

4. **Indicative Description of the elements of the taken care of by the selected bidder during execution of the Event:**

- a. Manpower Deployment Plan
- b. Overall layout of the Event – particularly Optimal Utilization of space (without compromising with norms of quality, hygiene & safety).
- c. Fire and emergency Exit plan and statutory safety compliances.
- d. Power backup & environment
- e. Overall Branding by Cotton Twill Flex/ Digital Prints (Interior & exterior) or any other material.
- f. Any other innovation, quality improvement and aesthetics.
- g. **The work in all completeness (Stalls, barricading with all the above stated components under scope of work) shall be handed over to the District Administration, Nuapada by the evening of 30.03.26.**

5. **Methodology of Evaluation – Open Tender**

- a. The selection shall be based on open tender with the **Least Cost** method.
- b. The bidders who qualified in the technical bid would be eligible for participation in financial bid.
- c. Financial bids will only be opened in case of those parties who have qualified in the technical round.

6. **Award of Contract:**

The office of the CDO-cum-EO, Zilla Parishad, Nuapada will intimate the successful bidder by issuing an offer letter/ work order. In case the successful bidder fails to execute the agreement within 3 days of issuance of the offer letter, the EMD furnished by the bidder shall be forfeited. In such case, the office may invite the second most successful bidder to execute the project at the prices of the L-1 bidder/ successful bidder. **(Sub-contracting is not allowed under this assignment)**

7. **Other Terms & Conditions:**

- a. Bidder shall depute adequate staff for execution & supervision of the work along with the list of professional employees of the firm having experience in the required area. The supervision work will be done constantly by the qualified staff employed by the Bidder.
- b. The bidder should have experience in liaising with various Government Tenders i.e., Police Tender, Health tender, Fire tender, Labour tender, Industry tender, Electricity tender, etc. for necessary statutory permissions & NOCs to organize such type of events.
- c. The Tenderer will not be responsible for any occurrences of theft or cases of missing article during execution till the decommissioning of the event and shall be the sole responsibility of the successful bidder/ executant.
- d. Arrangement of lodging, boarding & logistics to be required by the team of the agency will be the sole responsibility of the Agency.

- e. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing and decommissioning of the event.
- f. With regard to the electrical fittings etc., the agency shall have to engage qualified licensed electricians/ contractor for erecting, handling and maintaining the supply-line and its upkeep.
- g. **The rate quoted by the Agencies against each item shall be inclusive of GST & other taxes.**
- h. The Agency shall open its own office/ temporary camp on the proposed ground with required manpower to coordinate all their activities and to handle any work to be assigned during the event by the authority.
- i. **The bidder shall quote their price for all items without leaving any column/ row blank.**
- j. The payment will be made on the basis of the actual work done and work assessment report in the specified format by the Committee (as decided by authority). The agency shall not use any additional materials other than the brand/ type of material specified in the work order without obtaining the prior permission of the Authority. In case of any additional requirement or modified material, the agency has to take the prior written permission from the competent authority before executing the same.
- k. The agency shall be prepared to provide additional materials in case of requirement, **at the market price**, for the items NOT included in the BoQ/ Schedule.
- l. The successful bidder of the contract will have to deposit a **Performance Security** in shape of in shape of N.S.C/Post office Saving Bank Account/POTD/Kisan Vikas Patra/Bank Guarantee/e-Bank Guarantee with Nationalized Bank drawn in favour of "CDO-cum-EO, Zilla Parishad, Nuapada". Performance Security of 5% of the total contract/ agreement value in the form payable at Nuapada within 3 days of the receiving of the order. Performance Security shall remain valid for a period of thirty (30) days beyond the date of competition of all contractual obligations of the supplier. If the successful bidder fails to submit the Performance Security within the period of 3 days, EMD will be forfeited and the order will stand rejected. Order will be taken to award the contract to the 2nd lowest bidder as per the price quoted by the L1 bidder. Performance security also may be forfeited in the event of breach of contract obligations by the supplier. The performance Security will be returned to the bidder immediately after successful completion of the Programme.

8. 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 related 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 arrangement with creditors, or of any other similar proceedings.

- c. Bidders must disclose if they been convicted of, or are the subject of any proceedings related to"
 - i. 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;
 - ii. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - iii. Failure to fulfil any obligation in any jurisdiction relating to the payment of taxes or social security contributions.

9. Anti-Corruption Measure(s):

- a. Any effort by Bidder(s) to influence the Department 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 agency, have engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Dept. 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.

10. Legal jurisdiction:

Legal Disputes are subject to the jurisdiction of Civil Court of Nuapada Only.

11. 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; thereafter the officer holds the option for cancellation of the contract for pending activities and completes the same through any other agency. The officer may deduct such amount from any payment or payment there become due to bidder for such work executed through any other agency. 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 office and the bidder under this contract will be governed by the prevailing laws of Govt. of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed timeline will enforce a penalty of 0.5 percent of contract value per day subject to a maximum of 10% of the contact value. The amount will be deducted from the subsequent payments of the Agency.

12. Number of bids:

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

13. Authority's Right to accept any bid or to reject any oral bid(s):

The officer 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, without assigning any reasons thereof and thereby shall not incur any liability to the bidders. Misrepresentation / improper response occurs after the bids have been opened and the successful Bid gets disqualified/ rejected, then the Authority reserves the right to consider the next most successful bidder, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the selection process.

SECTION-V
FINANCIAL BID

The Bidder shall submit the financial bid in the following format under the letterhead of the bidder

COVER LETTER (In Bidder's Letter Head)

To.

The CDO-cum-EO, Zilla Parishad, Nuapada

Sub: - Submission of Bid for Tentages and Even Management Service of **State Level Pallishree Mela – 2026.**

Sir,

I, the undersigned, offer to provide the tentage/ event management service for [*Insert title of assignment*] in accordance with your Request for Bid No. _____, Dated _____. Our attached Financial Bid is for the sum of [*Insert amount(s) in word & figures**]. The amount is inclusive of all taxes applicable as per GST Act and is *intended towards the complete price for the 5-day program.* I do hereby undertake that, in the event acceptance of our bid, the services shall be provided in respect to the term and conditions as stipulated in the TENDER CALL NOTICE documents. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

SI No.	Items	Relevant Clause of DTCN	Category	Unit	Cost per unit	Required Qty. in units (tentative)	Total Amount (in Rs.) including GST
1.	Stall Work	Refer Cl. No. 2.4A	Single package	Number		160 Nos.	
2.	Gate Structure for 2 nos.	Refer Cl. No. 2.2	Single package	Per package		2 No.	
3.	Red Netting Carpet – 90% Density	Refer Cl. No. 2.3	-	Sft.		25000 Sft.	
4.	Kitchen Area	Refer Cl. No. 2.4 B	Single package	Per Package		1 No.	
Coordination-cum-VIP Lounge							
5.	Structure	Refer Cl. No. 2.5A	Single package	Per Package			
6.	Ceiling & Wall	Refer Cl. No. 2.5C	Single package	Per Package			
7.	Counter	Refer Cl. No. 2.5D	Single package	Per Package			
8.	Flooring	Refer Cl. No. 2.5E	Single package	Per Package			
9.	Furniture	Refer Cl. No. 2.5F	Single package	Per Package			
10.	Electric Fittings	Refer Cl. No. 2.5G	Single package	Per Package			
11.	Closure	Refer Cl. No. 2.5H	Single package	Per Package			

12.	Tea Coffee Maker	Refer Cl. No. 2.5I	Single package	Per Package			
13.	Bio-Toilet	Refer Cl. No. 2.5J	Single package	Per Package			
14.	Flower Decoration	Refer Cl. No. 2.5K	Single package	Per Package			
15.	AC Provision	Refer Cl. No. 2.5L	Single package	Per Package			
16.	Light & Sound	Refer Cl. No. 2.6	Single package	Per Package			
17.	Power Back up	Refer Cl. No. 2.7	Single package	Per Package		1 No.	
18.	Selfie point	Refer Cl. No. 2.8 A	Single Package	Per package		2 No.	
19.	CC TV Surveillance Package	Refer Cl. No. 2.8 B	Single Package	Per package		20 No.	
20.	Kids Zone	Refer Cl. No. 2.14 A	Single Package	Per package		1 No.	
21.	Grand Total [District Level Subhadra Shakti Mela Nuapada-2026] including GST & Other Taxes						
	<i>NB: The Total Quoted Amount inclusive of GST shall not exceed Rs.15,00,000/- (Rupees Fifteen Lakh Only)</i>						

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, the rates quoted by me are tentative and subject to increase, as the case may be.

Yours faithfully,

**Authorized Signatory [In full and initials]
Name and Designation of Signatory with Date and Seal**

Address of the Bidder:

SECTION-VI
MISCELLANEOUS

1. Letter of Intent and Bank Guarantee

Letter of Intent shall be allowed to the selected agency after finalization of the tender. The agency has to acknowledge receipt of the same convey his acceptance within 3 days.

2. Submission of Performance Security: -

The selected agency has to submit Performance Security along with acceptance of the letter of Intent. The Performance Security shall be submitted in shape of N.S.C/Post office Saving Bank Account/POTD/Kisan Vikas Patra/Bank Guarantee/e-Bank Guarantee with Nationalized Bank drawn in favour of "CDO-cum-EO, Zilla Parishad, Nuapada". The amount of the Performance Security shall be equal to 5% of the value of the tender. The performance security shall be pledged for a period of 30 days from the stipulated date of completion of the project.

3. Award of work order: -

3.1. Work order shall be issued in favour of the selected agency after receipt of the acceptance of the LoI, Performance Security in shape of the Bank Guarantee on the total tender value.

3.2. The quantities of the work mentioned in the tender are tentative. The office reserves the right to enhance or reduce the elements of the work mentioned by it earlier, depending upon the actual requirement of work. The Department also reserves the right to issue additional work order if necessary.

4. Terms of payment:

Payment to the selected agency shall be released in one installment as mentioned below. The agency has to achieve the required milestones for each installment and shall submit the documents mentioned therein, subject to satisfactory performance of the agency.

TERM OF PAYMENT

Installment No.	Time	Percentage of the value of the work	Milestone to be achieved
1 st & Final	After completion of the milestone of the State Level Pallishree Mela Nuapada-2026	100%	<ol style="list-style-type: none">1. Completion of the project as per the work order.2. Submission of final report and compliances of all legal and regulatory obligations.3. Clearance of all dues payable to public authorities, if any4. Ground vacation and clearance report.

5. Format for submission of handing over report:

The agency shall hand over the work in required quantities and confirming to the specified quantities to the District Administration, Nuapada. The report shall be submitted in the following format:

HANDING OVER REPORT

SI No.	Element	Work order no. and date	Quantity as in work order	Quantity, as executed	Details of the documentary proof

Date:
Place

Seal Signature

6. Intellectual property rights:

All intellectual property rights related to any knowledge, ideas, materials or information shared during the course of this engagement shall be retained by the respective disclosing party. It is mandatory for the proposal of explicitly acknowledge and agree that the intellectual property of knowledge shared during the engagement will remain the solo property of the organizing party, and no authorized use, reproduction, or dissemination will be permitted without prior written consent. The agency shall hand over all the materials which involve intellectual property and all the works assigned as per the work order, work actually executed submitted the completion report.

7. Declaration regarding clearance off all pending dues to public authorities:

The Agency shall submit a declaration that all liabilities to any public authority have been paid and nothing is outstanding. IN case any such liability is notices the agency shall make necessary compliance, including any penalty or otherwise. Under no circumstance, the office shall be liable the same.

SECTION-VII

ANNEXURES

Annexure-A

(Letter head of the bidder's organization)

No. _____

Date _____

To,

The Collector & District Magistrate, Nuapada

Subject: Submission of proposal for participation in the tender for selection of agency for Tentage & Allied Work for **State Level Pallishree Mela Nuapada-2026.**

Reference: - Collector & DM, Nuapada Tender Invitation No. _____ Date _____

Sir/Madam,

Willingness to participate in the Tender

In reference to the above, I/We, excess my/our willingness to participate in the Tender mentioned under reference. I/We will abide by all the terms and conditions and hereby submitted Paper in the manner prescribed.

Regards.

Signature

Name:

Designation

Seal of the organization

Annexure-B

FORMAT FOR SUBMITTING OF PER-BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

Bidder has to furnish information with supporting documents in the following for pre-bid qualification in Envelope-I

Sl. No.	Description	Full Details
1.1	Name of the Bidder	
1.2	Address for communication Tel: Fax: E-Mail id:	
1.3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mob No.: E-Mail ID:	
1.4	Contact details of the local office in Odisha (Address, Mail Id & Telephone Number)	
1.5	Bid Processing Fees Detail Amount: DD No.: Date: Name of the Bank:	
1.6	EMD Details Amount DD No. Date: Name of the Bank	
1.7	PAN Number	
1.9	Goods and SERVICE Tax Identification Number (GSTIN)	
1.10	Willing to carry out assignment as per the scope of the work of the TENDER	YES
1.11	Willing to accept all the terms and conditions as specified in the TENDER	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Annexure-C

The bidder has to submit of information with documents in the following format evaluation of Technical Bid after qualifying in the Pre-Bid. Technical Bid:

FORMAT FOR SUBMISSION OF TECHNICAL BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

Part-I: Turn-over of the bidder in the previous financial year

Details	FINANCIAL YEAR			Figures in Rs. Lakh
	2022-23	2023-24	2024-25	Average turn-over
Turnover from Tentage services				

Supporting Documents:

- 1: Audit and certified financial statement under the signature of a CA, for the above-mentioned period for each Financial Year to be submitted.
- 2: The statement should be signed by the bidder on each page.

Signature and the seal of the Chartered Accountant with Date in original:

Signature of the Authorized Signatory of the bidder [With Date and Seal]: _____

[NB: No. Scanned Signature will be entertained]

Part-II Information on past experience of the Bidder in Tentage works

Sl. No.	Year	Name of the assignment	Name of the Deptt./Govt. organization	Contract Value	Period (mention date) and duration (mentioned no. of days)	Date of award of work	Date of completion of the work	Remarks (if any)

(more rows may be added if required)

Signature of the Authorized Signatory [With Date and Seal]: _____

Part-III information regarding any conflicting activities and declaration thereof.

DECLARATION

1. I, hereby declare that our agency as individual is not indulged in any such activities which can be turned as the conflicting activities as mentioned in the tender documents.
2. I, also acknowledge that in case of misrepresentation of any of the information, our bid/contract shall be rejected/terminated by the Department which shall be binding and abided fully.

Signature of the Authorized Signatory [With DATE AND Seal]: _____