



**CHIEF DISTRICT VETERINARY OFFICER, GANJAM**

FISHERIES & ANIMAL RESOURCES DEVELOPMENT, GOVERNMENT OF ODISHA

Bid Reference No: 8766

Date: 22.11.2024

Short Tender Enquiry for "TENTAGE AND ALLIED WORKS, VIDEO CORNER WITH INSTALLATION OF LED(12' \* 8') AND SUPPLY OF 2000 KIT BAGS FOR MATSYA O PRANEE SAMPAD MELA 2024".

Name and Address of the Tender Inviting Authority:

**CHIEF DISTRICT VETERINARY OFFICER, GANJAM**

Maximum Tender Value: Rs. 13,40,000/- (Tent age, allied works 5,00,000, LED 40,000 and Kit bags 8,00,000)

E-mail-cdvoganjam07@gmail.com

Contact Persons:

Chief District Veterinary Officer, Ganjam

Tel 9437177312

District Fisheries Officer, Ganjam

Tel-9861344247

**SECTION I**

**IMPORTANT DATES OF THE TENDER**

Date of publication of Bid Document in Website	:22.11.2024
Last Date & Time of Receipt of Bid Document	:02.12.2024, 5 PM
Date & Time of Opening of Tender Technical Bid (Cover-A)	:03.12.2024, 11AM
Date & Time of Opening of Price Bid (Cover-B)	: 03.12.2024, 3.30PM
Place for Opening of Documents, Pre-Bid Conference	Office Chamber of the Chief District Veterinary Officer, Ganjam, Berhampur

Address For Communication

For Receipt of Bid Document : Chief District Veterinary Officer, Ganjam, Military Lane, Berhampur, 760001

Chief District Veterinary Officer,  
Ganjam, Berhampur

## DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Authority	Chief District Veterinary Officer, Ganjam
2.	Name of the Work	“Tentage and allied works, video corner with installation of led(12’ * 8’) and supply of 2000 kit bags for Matsya o Pranee Sampad mela 2024”
3.	Method of Selection	Quality & Cost Based Selection (QCBS)
4.	Joint Venture/Consortium	N.A.
5.	Date of Issue of TENDER CALL NOTICE	22.11.2024
6.	Last Date and Time for submission of Technical Bid and Financial Bid	02.12.2024 by 5PM
7.	Date & Time for opening of Technical Bid and Financial Bid	03.12.2024 by (11 AM & 3.30PM)
08.	Bid Processing Fee (Non-Refundable)	5,000/-INR in shape of Banker's Cheque / Demand Draft in favour of “CDVO Ganjam” drawn in any scheduled Nationalized/ commercial bank payable at Berhampur
09.	Earnest Money Deposit (EMD) (Refundable)	Rs. 30,000/-INR (Rupees Thirty Thousand ) in shape of Banker's Cheque / Demand Draft in favour of “CDVO Ganjam” drawn in any scheduled Nationalized /commercial bank payable at Ganjam
10.	Address for Submission of Bid	Chief District Veterinary Officer Ganjam, At/PO- Military Lane, Berhampur, 760001 Mode of Submission: Speed Post / Registered Post/ Tender Drop box only to the address as specified above. Submission of bid through other mode and late bid will be out rightly rejected.
11.	Place of Opening of Technical & Financial Bid:	Chief District Veterinary Office, Ganjam, Berhampur



## **SECTION: 1**

### **LETTER OF INVITATION**

TENDER CALL NOTICE No: 8766

Dated: 22.11.24.11.2024

Name of the Assignment: "Tentage and allied works, video corner with installation of led(12' \* 8') and supply of 2000 kit bags for Matsya O Pranee Sampad mela 2024"

1. Chief District Veterinary officer, Ganjam Government of Odisha (The Authority) invites sealed Bid from eligible authorities for "**Selection of Tentage & Allied Works, video corner with installation of led (12' \* 8') and supply of 2000 kit bags for District Level Matsya O Pranee Sampad Mela 2024**" at UCP Engineering School Ground, Berhampur-2024 from 22.12.2024 to 23.12.2024. More details on the proposed assignment are provided below.
2. The Bid complete in all respect as specified in the TENDER CALL NOTICE document must be accompanied with a **refundable amount of Rs. 30,000/- (Rupees thirty thousand only)** towards **EMD** in form of **Demand Draft / Banker's Cheque** in favour of "**CDVO Ganjam**" drawn in any scheduled **Nationalized /commercial bank** and payable at Berhampur, Odisha failing which the bid will be rejected.

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 furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in RFP Bidder does not respond to requests for clarification of its proposal.
  - Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
  - If the bidder fails to
    - provide any clarifications to the Client
      - agrees to the decisions of the contract negotiation meeting
      - sign the contract within the prescribed time period
      - furnish required Performance Bank Guarantee in time.
  - Any other circumstance which holds the interest of the Client during the overall selection process.
- a) The bid security will be returned to unsuccessful bidders without interest. The BID security of successful bidders will be adjusted during the collection of 3% performance security.
- b) Local MSEs only registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate



from the concerned authority. None of the bidders other than those specified above are exempted from submission of EMD.

3. The Bid must be delivered at the specified address as per the Authority Data Sheet by **Speed post / Registered Post / Tender drop box** only. The Authority shall not be responsible for postal delay or any consequence. Submission of Bid through any other mode will be rejected.
4. The last date and time for submission of Bid complete in all respects is **Dt. 02.12.2024 (5.00 PM)** and the date of opening of the technical & financial bid is **Dt. 03.12.2024 (11 AM and 3.30PM)** in the presence of the authorized representative.
5. The interested bidders can download the entire Tender Document from the website **<https://ganjam.nic.in>** and submit the tender paper along with required documents and all the requested fees.

  
Chief District Veterinary Officer,  
Ganjam, Berhmapur  


## **SECTION: 2**

### **INFORMATION TO THE AUTHORITY**

**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	Supporting Documents required
1	The Bidder should have been in the business of providing tentage and allied Services to the State Government / Corporate Bodies / for at least <u>3 years</u> (as on 30 <sup>th</sup> November 2024).	<ol style="list-style-type: none"> <li>1. Proof of Certificate of Incorporation / Registration of the Bidder</li> <li>2. Copy of PAN</li> <li>3. Copy of Goods and Services Tax Identification Number (GSTIN).</li> <li>4. GST clearance in GST 3B Form recent</li> <li>5. EPF/ESI Registration Certificate.(Not Mandatory)</li> <li>6. Copy of the Electrical License / Contractor hired by the BIDDER.</li> <li>7. IT Return for the financial years <b>(2021-22, 2022-23 and 2023-24).</b></li> </ol>
2	The bidder should have an average annual turnover of <b>Rs.10.00 lakhs</b> from Tentage and allied work during the last 3 financial years <b>(2021-22, 2022-23 and 2023-24).</b>	Copies of audited Income/expenditure, receipt/payment, balance sheet duly certified by concerned Chartered Accountant (C.A) Firm for the last three financial years and C.A certificate certifying that the agencies/ firm/ Proprietor should have an average annual turnover more than <b>Rs.10.00 lakhs</b> during the last three financial years. <b>Provisional Audit Report for any of the FYs will not be accepted.</b>
3	<p><b>Experience of having successfully completed similar works during last three years (2021-22, 2022-23 and 2023-24) should be either of the following.</b></p> <p>Three Similar work for National/ State/ District Level Exhibitions) completed works/ assignments.</p>	Work orders/ Contract Document / Completion of Work Certificates from the previous authorities to be submitted. Photos to be attached as supporting documents along with experience certificates.
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.

***N.B.- All the supporting documents should be duly self attested by the bidder.***



**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
- Covering letter (**TECH – 1**) on Bidder's letterhead 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.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of GST Clearance Certificate.
- Copy of EPF/ ESI Registration Certificate.(Not mandatory)
- General Details of the Bidder (**TECH – 2**)
- Financial Details of the Bidder (**TECH – 3**) along with all the supportive documents such as Balance Sheet , Income/ Expenditure Statement& Receipt /Payment duly signed as per the instruction.
- List of completed assignments of similar nature (Past Experience Details) along with copies of contracts / work orders / completion certificate from previous authorities.(**TECH-4**)
- Copy of the Electrical License/ Contractor hired by the Bidder along with NOC /agreement copy with the hired Electrical Contractor/License Holder.
- Self-Declaration from the Bidder on not blacklisted (**TECH-5**)
- IT Return for financial years (2021-22, 2022-23 and 2023-24).

***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.***

The procedure for submission of the Bid is described below:

- i) **Technical Bid:** The envelope containing technical Bid shall be sealed and superscripted as "**Technical Bid –Selection of Firms/Proprietor/Agency (Bidder) for “Tentage and allied works, video corner with installation of LED(12’ \* 8’) and supply of 2000 kit bagsfor Matsya o Pranee Sampad mela 2024”**The duly filled-in technical Bid submission forms every documents submitted by the bidder will be self attested.
- ii) **Financial Bid:** The envelope containing financial Bid shall be sealed and superscripted as "**Financial Bid – Selection of Firms/ Proprietor/ Agency (Bidder) for “Tentage and allied works, video corner with installation of led(12’ \* 8’) and supply of 2000 kit bags for Matsya o Pranee Sampad mela 2024”**". The duly filled-in financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format.  
***Ceiling with Rs 13.40 Lakhs for two days of programme.***

The "**Technical Bid**" and "**Financial Bid**" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the TENDER CALL NOTICE Document. The first envelope must be marked as **(NAME OF The first envelope must be marked as "TECHNICAL BID (District Level Matsya O Pranee Sampad Mela) 2024"** and the second envelope must be marked as **"FINANCIAL BID (District Level Matsya O Pranee Sampad Mela) 2024"**. All two above envelopes have to be sealed and placed inside a main envelope with proper labeling and name of the firm in bold. Any deviation will lead to rejection.



## 1. Opening of the Bid:

The FIRST ENVELOPE containing "**TECHNICAL BID**" will be opened in the initial stage by the tender inviting authority in presence of the bidder's representatives. The bidders or their duly authorized representatives may remain present during the opening of the tender. However, absence of a bidder or his representative will not debar his participation in the bidding process. The tender inviting authority will constitute an Evaluation Committee (CEC) to evaluate the Bids submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The SECOND ENVELOPE containing "**FINANCIAL BID**" will be opened of the qualified Technical bidders only. The second Envelope containing **FINANCIAL BID** of the **technically qualified bidders** will be opened after completion of technical evaluation stage. The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

**FINANCIAL EVALUATION** :-The Financial bid will be compared and the lowest bidder will be awarded for work. If the financial bids of two or more firms are found to be same the final selection will be decided by lottery process.

2. Award of Contract: The successful bidder will be intimated in writing by issuing an offer letter/work order. Sub-contracting is not allowed under this assignment.

3. Other Terms & Conditions

### a. Date & Venue of District Level Matsya o Pranee Sampad Mela 2024

Name of the Event	Date	Venue
District Level Matsya o Pranee Sampad Mela	22 <sup>nd</sup> and 23 <sup>rd</sup> Decemebr 2024(Two days)	UCP Engineering School Ground, Berhampur, Ganjam

These are tentative dates which may be changed according to requirement of District Administrations.

- Work Order will be issued in favour of the approved bidder by **Chief District Veterinary Officer, Ganjam** for **District Level Matsya O Pranee Sampad Mela**.
- In case of any extension of Festival period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by **Chief District Veterinary Officer, Ganjam** before 2 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.
- Chief District Veterinary Officer, Ganjam**, will not be responsible for any occurrence like theft, Natural Calamity & missing of any articles while deployment of guards during the exhibition period.
- Arrangement of lodging, boarding & logistics of the guards during the Festival period will be the responsibility of the Agency.



- e. The Agency will be responsible for upkeep and maintenance of the entire work done' by the till closing the event.
- f. *The CDVO, Ganjam will provide the permission from police and other statutory bodies for organization of the event and installation of publicity materials during the event.*
- g. **The rate offered by the agency shall be including of GST& Other Taxes.**
- h. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Festival period to handle any work to be assigned by the authority.
- i. The bidder shall quote the price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
- j. The authority is not bound to accept the highest scorer 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 request for proposals without assigning any reasons thereof.
- k. The bidder has to quote the rate as per the given format.
- 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 committee formed by CDVO and DFO, **Ganjam**. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Event-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Event-in-charge.
- m. Non-submission of any document required indicated in the RFP will render the Bid to be rejected.
- n. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and request for proposals without assigning any reasons thereof.
- o. All the events should be insured by the successful bidder.

4. Legal Jurisdiction:

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

5. Number of Bids:

Each Bidder shall submit only one (1) Bid, in response to this RFP. 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.



## **SECTION: 3**

### **SCOPE OF WORK**

#### ***About the Event–Matsya o Pranee Sampad Mela***

Chief District Veterinary Officer, **Ganjam** and District Fisheries Officer, Ganjam are going to organize One District Level Matsya o Pranee Sampad Mela during December 2024 involving Veterinary, Fishery, Agriculture & other allied departments of **Ganjam** District with an objective to provide a platform for popularization of different activities of Fishery, Animal Husbandry and promotion of other allied activities. It also aims to show case the Mission Shakti & WSHG activities of **Ganjam** during the event.

#### **The Agency Should Provide the Following Services**

#### **(A) TENT AGE AND ALLIED WORK WITH VIDEO CORNER AND INSTALLATION OF LED 12' \* 8'**

Sl. No	Works to Be Done	Particulars	Remarks
A	Infrastructure, Tentage for Stage & stall	1. Installation of temporary stalls as per specifications 2. Main program stage as per specifications 3. LED screen 12'x8' for Video Corner 4. Back drop (thematic) 5. Thematic Entrance Gate(2 numbers) 6. Aluminum truss for stage 7.Coordination cell 8.Food Stalls 9.Stage Sound and Light 10.IT support for internet connectivity 11. Sitting arrangement of 1000 persons per day for two days with roof cover	Detail work plan & design are to be presented during the technical presentation.
B	Security Services	Providing Private Security Service at Festival Venue of the participants during the event	
C	Light & Sound	Light & Sound for Stage, coordination cell, stall, parking area and other venue area as per requirement.	
D	Power & Electricity	1 number of Gen set(32kv) for Dist. Mela 1 three phase cable from supply point to stage with proper pole arrangement	
E	Sanitation	Cleaning of Mela ground, accommodation places before and after mela.	
F	Flower Decoration	Flower Vase with Sufficient fresh and Live flower decoration at the entrance and exit, stage, stalls and other area.	

#### **Details of the Items wise work to be provided:**

#### **1- Infrastructure, Tentage & Allied Works**

#### **1. Erection of stall:**

Stalls will be erected as per the requirement. The tendered will quote their lowest possible price separately for each category. The details of specifications are given below:



Sr.	Particulars	Stall specification
1	<b>Structure</b>	Bamboo & cloth structure, Size of each stall–12 ftX10ft(30 Stalls) with tarpaulin water proof roofing in addition to 2'front outside rain protection. An open space with tent roof of sq ft with rain protection is to be installed.
2	<b>Ceiling &amp; Wall</b>	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies.( <b>ALL NEW WHITE COTTON CLOTHES TO BE USED</b> )
3	<b>Carpeting</b>	Clean green carpeting for total venue areas per the requirement.
4	<b>Racks</b>	Three tire racks. 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	<b>Fascia</b>	A wooden batten frame for Running Fascia will be erected. The frame will have 4' height. The fascia will be covered with flex (New design will be Provided by the mela in charge). A running white cloth jhallar of 1'width will be put in the front side, below to the fascia frame.
6	<b>Furniture</b>	Front counter table in wooden batten and planks /still table size 8'x 2' X 3' height and wrapped with new white cotton cloth. Plastic molded Chair with handle – 3 nos.
7	<b>Electric Fittings</b>	T5 Light – 3no. (2 number of light should be connected with generator) & an on / off switch for use in night time after closing, Ceiling Fan–1no. Connected with an on/off switch in each stall. 1no.of 5 Amp Plug Point with on/off switch.
8	<b>Numbering of Stall</b>	All stalls should be numbered with stencil and paint.
9	<b>Closures</b>	Front cloth drops/ screens. Daily putting up and off of the same is the responsibility of the bidder.
10	<b>Power</b>	1 no. of Genset (32 kv) with fuel for Stall, parking and other venue area.
11	<b>IT support</b>	IT support for internet connectivity inside Mela area.
12	<b>Open space for Animal and Fish Exhibition</b>	5000 square feet open space should be provided for live animal and fish exhibition. The open space should have barricades in front for restraining of animals with rain proof ceiling. The open space should have facility of iron hooks inserted deep into the ground for securing the animals with rope.
13	<b>Coordination cum Help desk</b>	20 ft * 20ft (2 rooms ) with table, chairs, light and fans along with storing facility
14	<b>Refreshment cum Green room with for guests</b>	20 ft * 20ft (2 rooms ) with table, chairs, light and fans
15	<b>Selfie Point</b>	A selfie point should be installed along with mascot and logo

2. Stage & Front Sitting Arrangements



One open stage shall be erected and decorated in the exhibition ground for meeting/ evening cultural shows during the exhibition. One sitting arrangement has to be made for 1000 persons per day for two days with roof cover(rain proof) The bidder has to be quoted as a package against the details specifications given below:

Truss for stage	Truss structure (50'X30' size or as per stage required) for District Level Mela around stage .
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.
Backdrop	a) LED back ground of size 400 sqft Back drop thematic as per stage requirement- District Level Mela
Step	Fabricated step 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.
Light	<b><u>District Level Matsya o PranisampadMela</u></b> Parcan 64/60- 40 nos. LED palco- 100 nos. White blinder- 4 nos. Colour Blinder- 2 nos. Back drop LED par- 40 nos Sharp -60 nos. Smoke, stove, lager, and other stage light as per bollywood tech rider
Sound	JBL vertech Series & Lineary 8 pair JBL vertech Double Bass 10 nos. Stage monitor & Stage Gear (as per Bollywood Artist required) Other required thing as per bollywood artist requirement.
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights are the complete responsibility of the vendor.
Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction off stage, should be treated with fire repellent chemical.
Power	One Genset (32kv) with fuel for stage, setting area in front of stage, gate other area as per client.

**A) FOOD STALL ALONG WITH KITCHEN SHED: MINIMUM 3 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 (8-10 ft)& cloth ( <b>Anti Fire Chemical Treatment</b> ) structure With Tarpaulin Water Proof Roofing. b. <b>Kitchen Shed:</b> Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall. A covered stall with at least 20ft * 10ft must be erected for dining of VIP Guests. The entire food area must cover 3000 square feet.



Sn.	Particulars	Specifications
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 <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. <b>(all new white cotton clothes to be used)</b>
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) & 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

### 3. **Security Services:**

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

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak odia.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

### Tentative Requirement of Security Person per event

4 number of security personnel must be deputed per day. Security personnel will be deputed at District Level Mela on shift basis, as per the requirement of direction of Festival Management Team.

### 4. **Sanitation**

Cleaning of Festival ground, accommodation places, Coordination cell, toilets twice or as and when required daily using disinfectant materials.

### 5. **Drinking Water Facility**

Drinking water for 24 hours with tap (10 nos. or more) to be provided inside mela area.



**(B) SUPPLY OF 2000 KIT BAGS FOR MATSYA O PRANEE SAMPAD MELA 2024**

- Kit bag for farmer participants in the MATSYA O PRANEE SAMPAD MELA 2024
- Quantity Required 2000 pieces
- Bag should be of high-quality material and well stitched
- Should be decent looking
- Should have a minimum dimension of 15 inches long and 12 inches wide
- Made up of high-quality Jute.
- Should have fine durable inner liners and quality Zips
- Should have sturdy handles for carrying and detachable strap for hanging on the shoulders.
- It has to be printed with Name of the Mela and logo and Mascot, **I card for the Participant, One pen, One writing pad** at the cost of the bidder (logo and Mascot to be provided by the Tender Inviting Authority to successful bidders)
- **A representative sample (Non refundable) for which the price is quoted by the bidder should mandatorily be submitted along with the bid document. In the absence of sample the financial bid will not be opened.**



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

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

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To:

The CDVO Ganjam

**Sub: "TENTAGE AND ALLIED WORKS, VIDEO CORNER WITH INSTALLATION OF LED(12' \* 8') AND SUPPLY OF 2000 KIT BAGS, FOR MATSYA O PRANEE SAMPAD MELA 2024".**

**[TECHNICAL BID]**

Dear Sir,

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

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 TENDER CALL NOTICE document. In case any provision of this 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:** \_\_\_\_\_



**TECH -2**  
**Bidder's Organisation (General Details)**

SI No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Berhampur</b> <b>If Yes, Please furnish contact details</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount : BC/DD No. : Date: Name of the Bank:	
7	<b>EMD Details</b> 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	<b>YES</b>
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	<b>YES</b>
12	IT Return	

**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 2021-2022	FY 2022-23	FY 2023-24
Turnover (in Lakhs)			
<b>Supporting Documents:</b>  Audited certified financial statements for the last three FYs (2021-22, 2022-23 and 2023-24 (Submission of copies of Income & 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.  <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>			

\_\_\_\_\_

**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]**



**TECH - 4**  
**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table -1 (List of 5 completed assignments only of similar nature during last 3 years)  
(FY 2021-22, 2022-23 and 2023-24)**

Sl. no.	Period	Name of the Assignment with details there of	Name of the Authority 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 (FY 2021-22, 2022-23 and 2023-24) 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 authorities need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creative's from each assignment.*

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

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



**TECH - 5**

**FORMAT FOR SELF DECLARATION CERTIFYING THAT BIDDER IS NOT  
BLACKLISTED**

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 Empanelment on video documentation work of CDVO would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

Dated this .....Day of ....., 2023

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 Bidder's Letter Head)**

[Location, Date]

To,  
The CDVO  
Ganjam, Odisha

**Sub: Submission of Financial Bid for "TENTAGE AND ALLIED WORKS, VIDEO CORNER WITH INSTALLATION OF LED(12' \* 8') AND SUPPLY OF 2000 KIT BAGS, FOR MATSYA O PRANEE SAMPAD MELA 2024".**

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 provide 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 Rate	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A	Construction of stalls as per specification, Green room as per specification, Coordination Cell -Cum- VIP Lounge as per specification, Kitchen as per specification, Gates as per specification, Stage as per specification, Sitting arrangement in front of the stage as per specification, Live Demonstration Mandap/ Photo Gallery as per specification, Ground Electrification as per specification, Generators- 32KVA, Food Court as per specification, Net Carpeting as per the requirement, Stage background in black / or any other cloth as per the approved design by				



	Govt. cloth masking				
B	Video corner with installation of 12' * 8'				
C	Open space 5000 square feet as per specification				
D	<b>Kit bag</b> printed with Name of the Mela and logo and Mascot, <b>I card for the Participant, One pen, One writing pad</b>			2000	
<b>Total Quoted Amount ( in Rs. Excluding GST)</b>					
<b>Add GST (in Rs.)</b>		<b>CGST ( _____ %)</b>			
		<b>SGST ( _____ %)</b>			
		<b>IGST ( _____ %)</b>			
<b>Grand Total Quoted Amount including GST (in Rs.)</b>					
<b>(Rupees</b>		<b>in</b>		<b>words</b>	
<b>_____ including GST)</b>					

**N.B:** The bidder should submit HSN/SAC code of the service provided to Govt. organization in this regard for justification of the GST amount quoted in the financial bid. Any false/forged information submitted in the bid document by the bidder will lead to rejection of the bid

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:**

