



**ODISHA LIVELIHOODS MISSION**  
DEPARTMENT OF MISSION SHAKTI , GOVERNMENT OF ODISHA  
**ZILLA PARISHAD ,GANJAM, CHATRAPUR**

L. No. \_\_\_\_\_/XXXXVIII-370/2024-25 /OLM Dated- 01/03/2025

No 2047 /OLM Date 01/03/25

**QUOTATION CALL NOTICE**

Sealed Quotations are invited in plain paper from reputed /Tent house/ Decorators/Firms/Agencies with the following term and condition for Tentage & Allied works for workshop on Lakhpati Didi initiatives organized by Odisha Livelihoods Mission, Zilla Parishad, Ganjam on 11<sup>th</sup> March 2025 at On-slow ground, Chatrapur. The quotations completed in all respect will be received on or before **07.03.2025 5.00 pm** through **Tender Box/ Speed post/ Register post** only address to the CDO-cum-EO Zilla Parishad, Ganjam, At/Po/Dist- Chatrapur Pin-761020 and will be opened on **the same date 6.00 pm** in the office chamber of CDO-cum-EO Zilla Parishad Ganjam in the presence of the Bidders or their authorized representatives. The outer envelope is to be superscribed with "**QUOTATION FOR Tentage & Allied works**" along with the contact details of the bidder. The undersigned reserves the right to accept or reject any or all the Quotations without assigning any reason thereof.

The details of the Quotation call notice along with terms & condition and the evaluation form can be viewed at the district website i.e. [www.ganjam.odisha.gov.in](http://www.ganjam.odisha.gov.in)

**Specification work**

Sl. No	Nature of work	Eligible organization/ Firms/ Agency	Work Details	Procedure of Application
1	Tentage, allied works	Firm/ Tent house/ Decorators	1.Tent 20000 sq ft (Samiana) for sitting arrangement 2.One stage 30X20 sqft , red carpet(500 sqft), Flower decoration, with VVIP Chairs/steel sofa with white towels, 3 no. of Center Tables, Tea Poi, Table Cloth, One podium 3.Sound system & LED 4. Plastic chair 4000 5.Sufficient water cooler 6.02 nos of 10X 10 stall 7.Food serving stall (15 nos)(Size 10''X10'') 8. Digiset(5KW) 9. Flower decoration of stage.	Prescribed format

**TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS FOR DISTRICT LEVEL WORKSHOP ON LAKHPATI DIDI, GAJAPATI-2025**

**Date of Event: 11.03.2025 (One Day)**

Sealed tenders are invited from reputed firms, decorators, tent houses having the work experience of exhibition work and catering in Ganjam District for at least 03 (Three) years.

The bidder has to pay of Rs. 1,000/- (Rupees One Thousand) only towards cost of tender paper "NRLM-Project Director, DRDA, Ganjam" payable at SBI, Chatrapur, which is non-refundable.

The bidders should have registered his firm under GST, PAN & also up-to date deposit of GST with latest Deposit Challan (Oct- 2024 & December-2024 Quarter).

**The rate offered by the firm shall be including GST as applicable.**

**TDS applicable will be deducted from the bill amount submitted and will be deposited under concerned head of account.**

- *The interested bidders may submit their sealed Quotations through Tender box /Speed Post/Register post by prescribed format superscribed on cover of the envelope "Quotation For Tentage & Allied works under OLM" address to the CDO-cum-EO, ZP At/Po/Dist- Ganjam, PIN-761020 on or before 07.03.2025.*
- *The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time as fixed. i.e 07.03.2025 at 06.00 pm.*
- *A sum of Rs.10,000/- (Rupees Ten Thousand) only shall be submitted by the intending bidders in shape of Account Payee Bank draft drawn in favour of the "NRLM-PROJECT DIRECTOR, DRDA, GANJAM (GANJAM)" payable at SBI, Chatrapur as EMD. After completion of quotation process, the EMD amount will be refunded to unsuccessful bidders in the same form.*
- *The 2<sup>nd</sup> lowest bidder will be offered for work if the 1<sup>st</sup> Lowest Bidder fails to do show which will impose penalty followed by forfeiting the EMD submitted.*
- *Any legal dispute arising out of this is subject to Chatrapur jurisdiction only.*
- *The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time as fixed. i.e 07.03.2025 at 06.00 pm.*

The authority is not bound to accept the lowest tender 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.

**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.**

**The Envelop of the Tender should super scribe "TENDER DOCUMENT FOR TENT & ALLIED WORKS OF DISTRICT LEVEL WORKSHOP ON LAKHPATI DIDI, GANJAM".**

The bidder has to quote the rate as per the given format.

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.

**The duration of the workshop will be for 1 day as per the details given below. All the desired works should be completed at least one day before the scheduled inauguration date and time of the workshop and should hand over all the works as per specification, to the in-charge of workshop.**

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.

**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.**

**Bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price shall be awarded the contract.**

The firm shall not use Child Labour and any prohibited items like Animal Skin & Hair, Sea Shell & Perls in the tentage work, which may attract penal action under relevant law.

The bidder has to treat the materials to be used in Tentage work (like - Cloths), with Fire Repellant Chemicals. This work has to be certified by the concerned district fire officer.

It shall be the responsibility of the service provider/contractors to obtain requisite permission for **electricity connection / fire services** for the workshop period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement

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. 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.

The bidder should submit a proof of certification of incorporation /Registration of the Agency.

The bidder should not have been black listed by Central/State Govt. Institutions for any means of non-obligation – The bidder should submit a self-declaration on this.

Average Annual Turnover should be at least Rs. 15 Lakhs in last three year as on 31.03.2024.

On completion of the workshop, the contractor shall have to take away all the materials within three days & vacate the place with the same condition while occupying the ground.

The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the workshop-in-charge. The contractor shall not use any additional materials other than the work specified in the work order the prior permission of the workshop-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the workshop-in-charge.

Bidder will be responsible for up keep and maintenance of the entire work done by him till the closing of the workshop. DMMU, OLM, Ganjam will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.

No part of the contract will be sub-let without the prior written permission of the workshop-in-charge.

**The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper.**

**The Bidder has to handed over the complete structure along with all electrification to the undersigned latest by 10<sup>th</sup> March-2025 afternoon positively.**

Payment shall be made after delivery of the services (as mentioned in the tender document and work order) through e-Transfer (EFMAS) after submission of the bills, vouchers & bank A/C Photocopy.

Any legal dispute arising out of this is subject to Ganjam district jurisdiction only.

The Agency/Bidder shall not be black listed by any Govt. Organization. If found later on, the action deemed to fit will be initiated against the agency/bidder as per the law.

**The bidder has to submit the technical bid and financial bid in two separate envelopes. The technical bid will be evaluated first. The financial bid will be opened only of the bidders who have qualified the technical bid.**

The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper. The documents to be submitted by the bidder are:

- i. DD / Pay order of Rs. 1,000/- (Rupees One Thousand) only towards cost of tender paper.
- ii. EMD of Rs. 10,000/- (Rupees Ten Thousand) only in shape of Demand Draft.
- iii. Copy of the valid GST in favour of the firm, PAN & copy of up to date GST Deposited Challan (October- 2024 & December- 2024 Quarter).
- iv. Document in support of Experience of having successfully completed similar works. One similar (Tentage or Event Management works for State/ District Level Exhibitions/ Workshop, etc.) completed works/ Assignments costing not less than the amount equal to **Rs. 10.00 Lakhs** (Rupees Ten lakhs) only.
- v. **Registration certificate of Goods & Services Tax (GST).**
- vi. Registration certificate of the Firm.
- vii. IT return copy for the last three assessment years.
- viii. **The bidder has to submit technical and financial bids in separate envelopes.**
- ix. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.

X. Average Annual Turnover should be at least Rs. 15.00 Lakhs in last three year as on 31.03.2024.

**33. The date and duration of the said workshop may be changed as per the decision of the District Administration, Ganjam.**

**ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.**

**Signature with seal of the bidder**

**Bid Price Conditions**

- e) The transportation charges also to be included in the Bid Price.
- f) All duties, taxes and other levies payable by the supplier under the contract shall be included in the total price.
- g) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- h) The Price should be quoted inclusive of all taxes & charges in INR only.

**CDO-cum-Executive Officer**  
**Zilla Parishad, Ganjam**

**Memo No: 2047(A) Date: 01/03/25**

Copy forwarded to Additional District Magistrate, Ganjam for information and necessary action. He is requested to display the Quotation call notice on the notice board of the District office for wide publication.

**CDO-cum-Executive Officer**  
**Zilla Parishad, Ganjam**

**Memo No: 2047(B) Date: 01/03/25**

Copy to all Sub-Collectors/all Tahasildars/All BDOs/ all Executive Officers of ULBs of Ganjam District for information. They are requested to display the tender call notice on the notice board of their offices for wide publication.

**CDO-cum-Executive Officer**  
**Zilla Parishad, Ganjam**

**Memo No: 2047(C) Date: 01/03/25**

Copy forwarded to the District e-Governance Manager, Collectrate, Ganjam. He is requested to upload the advertisement in the website [www.ganjam.odisha.gov.in](http://www.ganjam.odisha.gov.in) from 01.03.2025 to 07.03.2025.

**CDO-cum-Executive Officer**  
**Zilla Parishad, Ganjam**

## Work Description

### 1. Stage with public address system:

One close stage shall be erected and decorated in the District Level Workshop on Lakhpati Didi. The bidder has to quote as a package against the detail specifications given below:

Structure	Iron fabricated structure 40'X20' size & height from ground surface 5' with plywood floor.
Flooring	The entire floor of the stage shall be covered with carpet of fine quality.
Back Drop	Size of the back ground will be 30' (L) & at least 15' (H) with fine cloth masking of the back & Top ceiling of the stage.
Step	Step will be erected in one side of the stage covered with carpet and barricade.
Furniture	12 no. of VIP Chairs with white towels, 4 no. of center Tables, Table Cloth, one speech podium, etc., will be provided on the workshop day.
Flower decoration	Flower decoration of the centre tables, speech podium and front stage.
Light & Sound	Micro phone with good sound in the Podium and two-three cord less phone and sufficient boxes and mike to be audible for audience of 4000.
Other arrangement	Required nos. of light, fan & cooler for the stage.

### 2. Participant Sitting Arrangement:

Sitting arrangement for 4000 participants attached with main stage. 4000 Plastic Chairs for participants and 50 chairs for the officials & dignitaries. The roof of the area will be water proof tarpaulin with fine cloth ceiling. Sufficient ceiling fan and stand fan will be fixed in the sitting area. The side of the Audience sitting area will be barricaded with bamboo.

### 3. Erection of food distribution counter:

10 nos. of food distribution counter will be erected for serving food to the participants. Each stall with minimum size 10'x5' covered with tarpaulin will be erected. Sufficient tables will be arranged for keeping the food items.

### 4. Generators:

Generator sets (50 KVA) with required fuel shall be provided by the tenderer for the entire workshop period. The tenderer should always be prepared for uninterrupted power supply for the workshop.

**Technical Bid/ Bidder's Information**

1	Name of the Bidder/ Firm/ Company/ Caterer	
2	Full address of the bidder Telephone no. E-mail address :	
3	GSTIN No. (with copy of certificate)	
4	Chalan of GST deposit (Oct,2024 to December, 2024, Quarter)	
5	Copy of the PAN Card	
6	Copy of last three years IT Return	
7	Last three Audited Annual Financial Statements	
8	Particulars of the EMD of Rs.10,000/-	Bank & Branch: BD/ BC No: Date:
9	Particulars of the Tender paper cost of Rs.1,000/-	Bank & Branch: BD/ BC No: Date:
10	Relevant experience (single work) of minimum value Rs.10.00 lakhs.	

I do hereby certify that the above mentioned particulars are true and correct.

**Full Signature of the Bidder:**

**Date:**

**Seal:**

**DECLARATION BY THE BIDDER**

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 advertisement, my tender is liable to be cancelled. I am / we are willing to abide by the terms and conditions laid by DMMU, OLM, and District Administration, Ganjam. 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.

I certify that I have not committed any offence-

(a) Under the Prevention of Corruption Act, 1988; or

(b) The Indian Penal Code or any other law for the time being in force, for

causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

(c) I have not been debarred by any Central / State Government Organization / Bodies for the last 3 years."

**Place:**

**Date :**

**Signature of the tenderer with seal**