

**District Supply & Marketing Society, Angul**

District Unit of ORMAS, Panchayati Raj &amp; Drinking Water Department, Government of Odisha

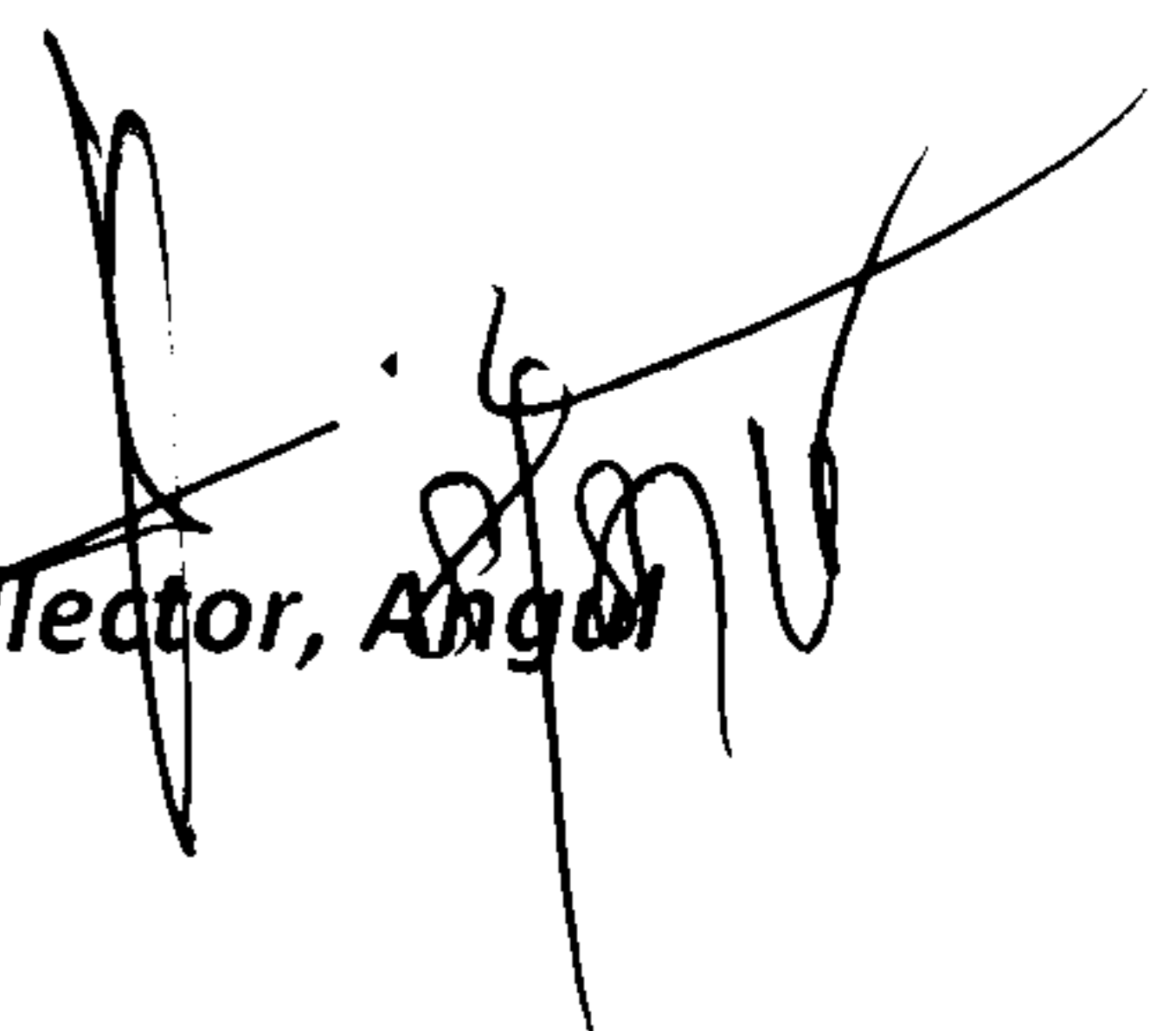
O/o DRDA, Angul (Gr. Floor, DRDA Building)

Dist.: Angul, PIN: 759122 Email: - [dsmsanugul@gmail.com](mailto:dsmsanugul@gmail.com) URL: [www.ormas.org](http://www.ormas.org) Ph.: 06764-232139**Notice No: 197 Date: 08/08/2018****TENDER CALL NOTICE****FOR PUBLICITY / PRINTING/ SECUTRITY SERVICES & SANITATION / DOCUMENTATION WORKS TO BE TAKEN UP FOR "REGIONAL SARAS FAIR" FROM 12<sup>TH</sup> TO 23<sup>RD</sup> SEPTEMBER 2018 AT NALCO NAGAR, ANGUL ON THE OCCASION OF BISWAKARMA PUJA.**

Sealed Tenders are invited from reputed firms / Agencies of Odisha with certain terms and conditions for the following works to be taken up under "REGIONAL SARAS FAIR-2018" to be organized by District Administration, Angul at NALCO exhibition Ground, NALCO Township, Angul in association with ORMAS from 12<sup>th</sup> September 2018 to 23<sup>rd</sup> September 2018. The details of works to be taken up are as follows.

The tender papers along with detail specifications and eligibility criteria of the above works will be available in DSMS Office at DRDA Building, Angul from 10<sup>th</sup> August 2018 to 21<sup>st</sup> August '2018 during working hours on payment of Rs.1,000/- (Rupees One Thousand) only in shape of DD in favour of "DSMS Angul" payable at Angul on all working days during office hours or Tender paper can also be downloaded from ORMAS / District website- [www.ormas.org](http://www.ormas.org) or [www.angul.nic.in](http://www.angul.nic.in) respectively during the same period. The bidders who will download the Tender paper are required to submit the cost of the Tender Paper i.e. Rs. 1,000/- (Rupees One Thousand) only in shape of Demand Draft made in favour of "DSMS, Angul" from any Nationalized bank payable at Angul along with the bid documents. The sealed tenders will be received through Registered/ Speed Post (India Post) only addressed to Asst. Director ORMAS Angul, At O/O DRDA, Collectorate Campus, Post /Dist : Angul, Pin : 759122 up to 5.00 PM on 23.08.2018. No other mode of submission of Tender Paper will be accepted. The outer envelope is to be superscripted with the Tender work like **TENDER DOCUMENT FOR PUBLICITY/ PRINTING/ SECUTRITY SERVICES & SANITATION/ DOCUMENTATION WORK OF "REGIONAL SARAS FAIR" 2018 AT NALCO, ANGUL** along with the contact details of the bidder. The intending bidders can apply for any of the above category they are willing.

Last date for submission of Tender Documents: 23.08.2018 up to 5.00 P.M through Speed/Registered posts only. The Tenders will be opened on 24.08.2018 at 4.00 P.M in the office chamber of Project Director DRDA, Angul. The details of Terms and conditions and EMD etc. can be viewed in the ORMAS & District website i.e. [www.ormas.org](http://www.ormas.org) or [www.angul.nic.in](http://www.angul.nic.in) respectively.

  
Collector, Angul

**District Supply & Marketing Society, Angul**

District Unit of ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha  
 O/o DRDA, Angul (Gr. Floor, DRDA Building)  
 Dist.: Angul, PIN: 759122 Email: - [dsmsanugul@gmail.com](mailto:dsmsanugul@gmail.com) URL: [www.ormas.org](http://www.ormas.org) Ph.: 06764-232139

**Details of the works to be taken up for "REGIONAL SARAS FAIR -2018" at NALCO  
 Naqar, Angul from 12<sup>th</sup> to 23<sup>rd</sup> September 2018.**

Sl. N	Nature of Work	Eligible organizations /Firms /agencies	Cost of EMD	Cost of Tender paper
1	Publicity	Firm/ Agencies	1. EMD of Rs. 2000/- (Rupees Two Thousand) only in shape of Demand draft/ pay order in favor of "DSMS, Angul" payable at Angul payable at nationalized bank.	Rs.1,000/-
2	Printing	Printing firms	1. EMD of Rs. 2,000/- (Rupees Two Thousand) only in shape of Demand draft/pay order in favor of "DSMS, Angul" payable at Angul from any nationalized bank.	Rs.1,000/-
3	Security & Sanitation Services	Registered Security Guard Agencies	1. EMD of Rs. 4,000/- (Rupees Four thousand) only in shape of Demand draft/pay order in favor of "DSMS, Angul" payable at Angul from any nationalized bank.	Rs.1,000/-
4	Documentat ion	Studios, documentation firms and video-shooting firms	1. EMD of Rs. 2,000/- (Rupees Two Thousand) only in shape of Demand draft/ pay order in favor of "DSMS, Angul" payable at Angul payable at nationalized bank.	Rs.1,000/-

Memo No: 198 Date: 08/08/2018

Copy forwarded to the **Executive Director, ORMAS, Bhubaneswar/** for kind information with a request to webhost the tender call notice on the official website of ORMAS and Notice boards of ORMAS for wide publicity.

  
Collector, Angul

Memo No: 199 Date: 08/08/2018

Copy forwarded to **ADM, Angul/ PD, DRDA, Angul** for information. They are requested to Display the tender call notice on the notice board of District Office, Angul / DRDA, Angul for wide publication.

  
Collector, Angul

  
Collector, Angul

**District Supply & Marketing Society, Angul**

District Unit of ORMAS, Panchayati Raj & Drinking Water Department, Government of Odisha  
O/o DRDA, Angul (Gr. Floor, DRDA Building)  
Dist.: Angul, PIN: 759122 Email: - [dsmsanugul@gmail.com](mailto:dsmsanugul@gmail.com) URL: [www.ormas.org](http://www.ormas.org) Ph.: 06764-232139

**Memo No:** 200 **Date:** 08/08/2018

Copy forwarded to **All BDOs/ All Tahsildars/ All Executive Officers, ULBs of Angul District** for information and necessary action. They are requested to Display the tender call notice on the notice board of their respective offices for wide publication

  
Collector, Angul

**Memo No:** 201 **Date:** 08/08/2018

Copy forwarded to **DIO, NIC, Angul** for information and necessary action. He is requested to webhost the tender call notice along with the tender documents on the District website for wide publication.

  
Collector, Angul

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR PUBLICITY OF "REGIONAL SARAS FAIR 2018".**

The Tender paper can be downloaded from the websites: [www.ormas.org](http://www.ormas.org) or [www.angul.nic.in](http://www.angul.nic.in)

A) E.M.D (Refundable) : **Rs. 2000/-** (Rupees Two thousands) only in shape of Demand Draft /Pay order in **favour of DSMS payable at Angul.**

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

**Demand Daft No. .... Dated ...../...../ 2018**  
(Demand Draft to be attached with the Tender Paper)

**B) NAME AND ADDRESS OR BIDDER:**

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

Bidder Name and Address:

M/s

.....  
.....

Signature of the bidder



**Terms of Reference for Publicity Works in Regional SARAS Fair 2018 at Nalco Nagar, Angul**

**A. EXHIBITION DATE & VENUE:**

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

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Angul	Nalco Township Near Madhusudan Park	Biswakarma Puja	12 <sup>th</sup> – 23 <sup>rd</sup> Sept. 2018	300	Mega

**B. TERMS & CONDITIONS**

1. The text of the materials will be provided by ORMAS, Angul well in advance of the exhibition. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification.
2. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
3. The bidders are required to deposit a tender paper cost worth **Rs. 1,000/- (Rupees One Thousand) only** & an earnest money E.M.D of **Rs. 2000/- (Rupees Two Thousand) only** in shape of demand draft/ pay order in **favour of "DSMS, Angul" payable at Angul**. The E.M.D. amount of the successful bidder will be kept with ORMAS, Angul till the completion of the exhibitions i.e. for a period of one month (2018-19). In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D will be rejected.
4. The rate offered by the firm should be valid till completion of Regional Saras-2018.
5. The tenderers have to offer the price for all items or else the tender paper will not be considered.
6. The price offered by the firm should be **excluding of GST**.
7. **The authority reserves the rights to reject any or all the quotations without assigning any reason thereof.**
8. Any dispute in this matter is subject to Angul Jurisdiction only.
9. **While submitting the tender, the tenderers should submit the followings documents :**
  - i. Copy of work orders/ experience certificate for similar nature of works for last 3 years.

- ii. Authentic proof of own firm.
- iii. **Registration certificate of Goods & Services Tax (GST).**
- iv. IT return copy for the assessment year 2018-19 i.e. FY 2017-18.
- v. Cost of Tender Paper for Rs. 1,000/- (Rupees One Thousand) only in shape of Demand Draft/ Pay Order made in favour of DSMS, Angul Payable at Angul from any nationalized Bank should be submitted along with the bid papers, if downloaded from websites.
- vi. EMD of Rs. 2,000/- in **favor of DSMS, Angul** in shape of Demand draft payable at Angul from any nationalized bank.
- vii. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 1,00,000/- (Rupees One Lakh) only for which the audited financial statement to be attached.

#### **OTHER TERMS & CONDITIONS**

- i. Hoardings will be fixed at the prime places specified by ORMAS, Angul for 23 days. **(5<sup>th</sup> -23<sup>rd</sup> Sep'18)**
- ii. Hoardings should be well placed at the location mentioned and clearly viewed.
- iii. The Bidders will quote the price for fixing of the hoardings along with flex sheet printing Charges and watching **excluding GST.**
- iv. The bidder should submit GST registration certificate with the bid Documents.
- v. All the Hoardings are of the size **"20ft X 12 ft"**.
- vi. The Bidders are requested to quote the price per Hoarding of the above specified size along with its fixing charges.

#### **SCOPE OF WORK**

#### **Publicity Works to be done in Regional SISIR SARAS-2018 :**

The detail works to be done is given hereunder:

Publicity of the event should be made by Road Shows (Hoardings, Road standee & Auto rickshaw branding), for public awareness of the Melas which will include development of publicity & advertisement material.

#### **Details of the Advertisement & Publicity works are given below:**

<b>Sl.</b>	<b>Specifications</b>	<b>Quantity (Pcs./ Package)</b>
1	Plane Hoardings – (20ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Angul as prescribed by the office.	15 pcs.
2	Road standee-(3ft X6ft each)	50 pcs
3	Auto rickshaw branding through sticking of 3X2ft size of Eco-solvent flex on backside of Auto	20 pcs

**DECLARATION**

*I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS/ DRDA, Angul In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.*

*Signature of the Tenderer with seal*

*Place:*

*Date :*



*Panchayati Raj & Drinking Water Department  
Government of Odisha*

# **TENDER PAPER**

*(Publicity works)*

*for*

## ***Regional SARAS Fair-2018***

*(12<sup>th</sup> to 23<sup>rd</sup> September, 2018)*

*NALCO Nagar, Angul*

*Organized by*

***District Administration, Angul***

*In Association with*



***Collectorate Campus,  
Angul, Odisha-759122***



**Quotation for "Publicity work" of Regional SARAS Fair at NALCO NAGAR, Angul 2018**

**(The date for submission of duly filled in tender document is 23/08/2018, (Up to 5.00 PM))**

To

**The CE, DSMS,  
DRDA, Angul**

Sir,

I / We do hereby submit item wise quotation below for Publicity Works of Regional SARAS Fair at Nalco Nagar, Angul 2018

<b>Sl</b>	<b>Items</b>	<b>Unit</b>	<b>Rate per Unit/ sqft/ spot</b>	<b>Quantity (Pcs./ Package)</b>	<b>Total Amount [In Rs.]</b>
	<b>Publicity:</b> Publicity of the event should be made through Road shows & electronics media through highest TRP in TV / Radio programme				
1	Plane Hoardings – (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in BBSR	Rate per Sqft			
2	Road Standee-(3ft X6ft each)	Rate per Sqft			
3	Auto rickshaw branding through sticking of 3X2ft size of Eco Solvent flex on backside of Auto	Rate per auto			

**Signature with seal of the Tenderer**

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR PRINTING WORK "REGIONAL SARAS FAIR 2018".**

The Tender paper can be downloaded from the websites: [www.ormas.org](http://www.ormas.org) or [www.angul.nic.in](http://www.angul.nic.in)

A) E.M.D (Refundable) : **Rs. 2000/-** (Rupees Two thousand) only in shape of Demand Draft /Pay order in **favour of DSMS payable at Angul.**

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

**Demand Daft No. .... Dated ...../...../ 2018**  
(Demand Draft to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

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

Bidder Name and Address:

M/s .....  
.....

Signature of the bidder

**Terms of Reference for Printing works of Regional SARAS Fair 2018 at Nalco Nagar, Angul**

**Exhibition Date & Venue:**

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

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Angul	Nalco Township Near Madhusudan Park	Biswakarma Puja	12 <sup>th</sup> – 23 <sup>rd</sup> Sept. 2018	300	Mega

**C. TERMS & CONDITIONS**

1. The text of the materials will be provided by ORMAS, Angul well in advance of the exhibition. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification.
2. Sanctions of any advance will not be considered. The payment will be made on completion of the event.
3. The tenderers are required to deposit a tender paper cost worth **Rs. 1,000/- (Rupees One Thousand) only** & an earnest money ( E.M.D) of **Rs.2, 000/- (Rupees Two thousand only)** in shape of demand draft/pay order **in favour of DSMS, Angul payable at Angul**. The E.M.D. amount of the successful bidder will be kept with ORMAS, Angul till the completion of the exhibitions i.e. for a period of One month (2018-19). In case of any unsatisfactory work, delay in execution of works etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D will be rejected.
4. The rate offered by the firm should be valid for Regional Saras -2018.
5. The tenderers have to offer the price for all items or else the tender paper will not be considered.
6. The price offered by the firm should be **excluding of GST**.
7. Any dispute in this matter is subject to Angul Jurisdiction only.
8. The authority reserves the right to reject any or all tenders without assigning any reasons thereof.
9. **While submitting the tender, the tenderers should submit the followings documents :**
  - i. Copy of work orders/ experience certificate for similar nature of works for last 3 years.
  - ii. Authentic proof of own printing firm.
  - iii. **Registration certificate of Goods & Services Tax (GST).**

- iv. IT return copy for the assessment year 2018-19 i.e. FY 2017-18
- v. EMD of Rs. 2,000/- in **favor of DSMS, Angul** in shape of Demand draft payable at Angul from any nationalized bank.
- vi. Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 2,00,000/- (Rupees Two Lakh) only for which the audited financial statement to be attached.

**D. Details specification:**

**1. Identity Card with cover and neck cord (500 – 1000 pcs. per exhibition )**

- a) Size : 5.5 CM X 9 CM
- b) Printing : Offset Printing, Both Side
- c) Colour : **Multi colour**
- d) Paper : Art Paper Board, 220 GSM
- e) Accessories : Plastic pouch and Clip type Neck Cord

**2. Invitation Card (200-500 pcs. per exhibition)**

- a) Size : 35 CM X 27 CM (Double-folded)
- b) Printing : Offset Printing
- c) Colour : **Multi colour**
- d) Paper : 220 GSM Glossy sheet (Imported)
- e) Envelop : Fit to card, **Bi colour** printing

**3. Posters: (1000-2000 pcs. per exhibition)**

- a) Size : 44 CM X 56 CM
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 130 GSM Glossy

**4. Certificate (300- 500 pcs. per exhibition)**

- a) Size : A4
- b) Printing : Offset Printing
- c) Colour : **Multi Colour**
- d) Paper : 300 GSM Art Paper Board

**5. Registration Sheet,Sales Report & Gate Pass Clearance(500 – 600 pcs. For Exhibition )**

- a) Size : A4
- b) Printing : **Offset Printing**
- c) Colour : **Multi Colour**
- d) Paper : **300 GSM Art Paper Board**

**DECLARATION**

*I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS/ DRDA, Angul In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.*

*Signature of the Tenderer with seal*

*Place:*

*Date :*



*Panchayati Raj & Drinking Water Department  
Government of Odisha*

# **TENDER PAPER**

*(Printing works)*

*for*

## **Regional SARAS Fair-2018**

*(12<sup>th</sup> to 23<sup>rd</sup> September, 2018)*

*NALCO Nagar, Angul*

*Organized by*

***District Administration, Angul***

*In Association with*



***Collectorate Campus,  
Angul, Odisha-759122***



**Quotation for "Printing works" of Regional SARAS Fair at NALCO NAGAR, Angul 2018**

**(The date for submission of duly filled in tender document is 23/08/2018, (Up to 5.00 PM))**

**To**

**The CE, DSMS,  
DRDA, Angul**

**Sir,**

*I / We do hereby submit item wise quotation below for printing works of Regional SARAS Fair at Nalco Nagar, Angul 2018*

<b>S. N</b>	<b>Particulars</b>	<b>Quoted Rate (In Rs.) for</b>			
		<b>300 Pcs.</b>	<b>500 Pcs.</b>	<b>1000 Pcs.</b>	<b>2000 Pcs.</b>
1	Identity Card with cover and neck cord				
2	Invitation Card				
3	Posters				
4	Certificate				
5	Registration Sheet, Sales Report & Gate Pass Clearance				
<b>Total</b>					

**Signature with seal of the Tenderer**

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL AND SANITATION WORKERS IN "REGIONAL SARAS FAIR 2018".**

The Tender paper can be downloaded from the websites: [www.ormas.org](http://www.ormas.org) or [www.angul.nic.in](http://www.angul.nic.in)

A) E.M.D (Refundable) : **Rs. 4000/-** (Rupees Four thousand) only in shape of Demand Draft /Pay order in **favour of DSMS, Angul payable at Angul.**

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

**Demand Daft / Pay Order No. .... Dated ...../...../ 2018**  
(Demand Draft to be attached with the Tender Paper)

B) NAME AND ADDRESS OR BIDDER:

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

Bidder Name and Address:

M/s .....

.....

Signature of the bidder

**Terms of Reference for Security Services and Sanitation works in Regional SARAS Fair 2018 at NALCO Nagar, Angul**

**A. Exhibition Date & Venue:**

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

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Angul	Nalco Township Near Madhusudan Park	Biswakarma Puja	12 <sup>th</sup> – 23 <sup>rd</sup> Sept. 2018	300	Mega

**B. (i) Quality requirements for Security Personnel**

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

1. Dressed in proper uniform
2. Sincere, well behaved & disciplined
3. Able to read, write & speak Oriya. Working knowledge of Hindi & English required.
4. Able to keep proper watch & ward.
5. Knowledge of fire extinguisher operation
6. Minimum Qualification: Matriculation, +2 will be an added advantage.
7. Each guard should be aware of their duties & responsibilities during the duty hours.
8. Security personnel will be deputed at Mela ground and Accommodation places of the participants on shift basis.

**B (II) Sweepers**

1. Sincere, well behaved & disciplined
2. Able to keep proper hygienic condition of Mela Ground.
3. Preferable local sweepers should be engaged.
4. Sweepers should report on duty at 7.00 am at Mela Ground.
5. The Ground will be cleaned minimum once at Morning and once at Afternoon, if required multiple time cleaning will be made for which no additional cost will be paid.
6. Sweepers are required to dump the garbage of Mela Ground at specific place identified by NALCO Authority.
7. Minimum six Nos of Sweepers should be provided on daily basis with all equipments including gloves and masks for the sweepers.

**C. Terms & Conditions:**

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License, GST registration certificate, up to date service tax deposit up to June 2018 (migrated to GST from 01.07.2018), up to date EPF & ESI deposit and present customer list** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. Experience certificate for execution of similar nature of work should be enclosed
3. ORMAS/DRDA, Angul will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
4. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.

5. *During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.*
6. *Arrangement of lodging, boarding & logistics of the guards at exhibition ground during the exhibition period will be the responsibility of the Security Agency.*
7. *The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of the exhibition.*
8. *The tenderers are required to deposit tender paper cost worth **Rs. 1,000/- (Rupees One Thousand) only** & an earnest money E.M.D of **Rs.4, 000/- (Rupees Four thousand only)** in shape of demand draft/pay order in favour of **DSMS, Angul payable at Angul**. The E.M.D. amount of the successful bidder will be kept with ORMAS, Angul till the completion of the exhibitions i.e. for a period of One month (2018-19). In case of any unsatisfactory work, delay in execution of works etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D will be rejected.*
9. *Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event.*
10. *The rate offered by the firm should be valid for Regional Saras-2018.*
11. *The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.*
12. *The price offered by the firm should be **excluding of GST**.*
13. *Any dispute in this matter is subject to Angul Jurisdiction only.*
14. *The authority reserves the right to reject any or all tenders without assigning any reasons thereof.*
15. **While submitting the tender, the tenderers should submit the followings:**
  - a) *Copy of work orders/ experience certificate for similar nature of works for last 3 years with list of organizations.*
  - b) *Copy of the Registration Certificate*
  - c) *Up to date EPF & ESI deposit of the employees.*
  - d) **EMD of Rs. 4000/- (Rupees Four Thousand only) in favour of DSMS, Angul in shape of Demand draft/pay order.**
  - e) *Valid service tax registration certificate number and copy of the return/amount deposited in the last year.*
  - f) *Copy of the Pasara license.*
  - g) *Average Annual Financial Turnover during the last three year, ending 31<sup>st</sup> March of the previous financial year, should be at least Rs. 2, 00,000/-(Rupees Two Lakh) only. Audited financial statement to be attached duly certified by Chartered Accountant Firm*

**DECLARATION**

*I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS/DRDA, Angul. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.*

*Signature of the Tenderer with seal*

*Place:*

*Date*

*Accepted by the Bidder (Signature of bidder)*



*Panchayati Raj & Drinking Water Department  
Government of Odisha*

# **TENDER PAPER**

**(Security & Sanitation WORKS )**

*for*

## **Regional SARAS Fair-2018**

**(12<sup>th</sup> to 23<sup>rd</sup> September, 2018)**

**NALCO Nagar, Angul**

**Organized by**

**District Administration, Angul**

*In Association with*



**Collectorate Campus,  
Angul, Odisha-759122**



**Quotation for providing security service and Sanitation works in Regional SARAS Fair 2018 at Nalco Nagar, Angul**

***(The last date for submission of duly filled in tender document is 23/08/2018 (Up to 5.00 PM)***

To

The CE, DSMS,  
DRDA, Angul

Sir,

I / We do hereby submit item wise quotation below for security service in Regional SARAS Fair 2018 at Nalco Nagar, Angul organized by ORMAS/DRDA, Angul:

<b>Sr.</b>	<b>Category</b>	<b>No. of Guard</b>	<b>Rate per shift i.e. 8 hours (in Rs.)</b>
1	Guard with Lathi	1	
2	Guard with Gun	1	
3	Supervisor	1	
4	Sweeper for cleaning of Mela Ground	1	
<b>G. Total</b>			

***Signature with seal of the Tenderer***

***Accepted by the Bidder (Signature of bidder)***

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DOCUMENTATION & PHOTOGRAPHY “REGIONAL SARAS FAIR-2018”.**

The Tender paper can be downloaded from the websites: [www.ormas.org](http://www.ormas.org) or [www.angul.nic.in](http://www.angul.nic.in)

A) E.M.D (Refundable) : **Rs. 2000/-** (Rupees Two thousand) only in shape of Demand Draft payable at Angul from any nationalized bank in favour of **DSMS, Angul payable at Angul.**

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

**Demand Daft ..... Dated ...../...../ 2018  
(Demand Draft to be attached with the Tender Paper)**

B) NAME AND ADDRESS OR BIDDER:

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

Bidder Name and Address:

M/s .....  
.....

*Signature of the bidder*

**Terms of Reference for documentation work of Regional SARAS Fair 2018 at Nalco Nagar, Angul**

A. **Exhibition Date & Venue:**

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

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Angul	Nalco Township, Near Madhusudan Park	Biswakarma Puja	12 <sup>th</sup> – 23 <sup>rd</sup> Sept. 2018	300	Mega

B. **Scope of Work**

i) **Videography:**

- The entire event will be video documented in Digital High Definition Video (HDV) Camera.
- A small documentary film/movie of each mela with minimum 30 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity, Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, live demonstration, Success Stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer.
- Edited Version of Video Display at the Mela Ground: In an ongoing Mela, Every 3<sup>rd</sup> day of mela edited version of previous 2 days of mela's videos should be played in the mela ground in the LCD Projectors. For Example, In a twelve days Mela, videography has to be done in the following manner:

SL No.	Video Display.	Particulars	Remarks
1	3 <sup>rd</sup> day of the Mela	Edited Videos of 1 <sup>st</sup> & 2 <sup>nd</sup> Day Mela & cultural activity to be played in the LCD	Inaugural function, Gates, Hoardings, Design of the exhibition, Workshops, seminars, views of public, views of participants, cultural programmes, live demonstration, Success Stories, Interaction with visitors, sellers, etc.
2	5 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 4 <sup>th</sup> Mela & cultural activity to be played in the LCD	
3	7 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 6 <sup>th</sup> Day programme to be played in the LCD	
4	9 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 8 <sup>th</sup> Day programme to be played in the LCD	
5	11 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 10 <sup>th</sup> Day programme to be played in the LCD	
6	12 <sup>th</sup> Day of the Mela	Edited Videos from 1 <sup>st</sup> to 11 <sup>th</sup> Day programme to be played in the LCD	

- *State/District wise videography along with success stories, interaction with visitors/sellers etc.*
- *Necessary actions should be taken during final post production and final preview of the documentary in consultation with ORMAS/DRDA officials.*
- *The documentary film of each mela should be submitted in ORMAS office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.*

**ii) Still Photography:**

- *The still photographs (maximum of 150 Pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity, Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc 3 sets of still photos in mat paper of 4" X 6" size in an album with digital copy should be submitted in ORMAS office within 10 days of the completion of the event.*
- *State/District wise photography along with success stories, interaction with visitors/sellers etc.*

**iii) LCD Display:** *Four LCD display has to be setup in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.*

**iv) Plasma TV:** *One Plasma TV to be installed near the stage.*

**v) CCTV: Fifteen (15) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitors & the participants. The numbers may vary depending on the requirement and decision of the mela authority.**

**C. Terms and Conditions**

1. *The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.*
2. *The period of exhibition will be 12 days.*
3. *The work should be completed within the time frame.*
4. *Sanctions of any advance will not be considered. The payment will be made on completion of the event.*
5. *The price offered by the firm should be **excluding of GST**. However the **TDS** will be deducted from the bill amount and deposited with the concerned authority.*
6. *The above documented works should be submitted within 10 days of the completion of the exhibition.*
7. *The tenderers are required to deposit a tender paper cost worth **Rs. 1,000/- (Rupees One Thousand) only** and an earnest money ( E.M.D) of **Rs.2, 000/- (Rupees Two thousand only)** in shape of demand draft/pay order **in favour of DSMS, Angul payable at Angul**. The E.M.D. amount of the successful bidder will be kept with ORMAS, Angul till the completion of the exhibitions i.e. for a period of One month (2018-19). In case of any unsatisfactory work, delay in execution of works etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D will be rejected.*

8. *The tenderers have to offer the price for all items else the tender paper will not be considered.*
9. *The rate offered by the firm should be valid for the Regional SARAS Fair-2018.*
10. *The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibitions.*
11. *Any dispute in this matter is subject to Angul Jurisdiction only.*
12. *The authority reserves the right to reject any or all tenders without assigning any reasons thereof.*

**13. While submitting the tender, the tenderers should submit the followings:**

- a. *EMD of Rs. 2,000/- (Rupees Two thousand) in favor of DSMS, Angul in shape of Demand draft/pay order.*
- b. *Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.*
- c. *Valid service tax registration certificate (GST) number and copy of the return/amount deposited in the last year.*
- d. *Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 1, 00,000/- (Rupees One Lakh) only and audited financial statement to be attached duly certified by chartered accountant firm.*

**DECLARATION**

*I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS/ DRDA, Angul. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.*

*Signature of the Tenderer with seal*

*Place:*

*Date:*

*Accepted by the Bidder (Signature of bidder)*



*Panchayati Raj & Drinking Water Department  
Government of Odisha*

# **TENDER PAPER**

*(Documentation works )*

*for*

## **Regional SARAS Fair-2018**

*(12<sup>th</sup> to 23<sup>rd</sup> September, 2018)*

*NALCO Nagar, Angul*

*Organized by*

***District Administration, Angul***

*In Association with*



***Collectorate Campus,  
Angul, Odisha-759122***

*Accepted by the Bidder (Signature of bidder)*



**Tender for Documentation works of Regional SARAS Fair at NALCO NAGAR, Angul 2018**

**(The last Date for submission of duly filled in tender document is 23/08/2018 (Up to 5.00 PM))**

To

**The CE, DSMS,  
O/O DRDA, Angul**

Sir,

I / We do hereby submit item wise quotation below for Videography & still photography of Regional SARAS Fair at Nalco Nagar, Angul 2018.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Units</b>	<b>Rates (In Rs.)</b>
1.	Video Documentation (3 copies of CD to be submitted)	For the entire event	
2.	One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground	For the entire event	
3.	Still Photography of 4" X 6' size @ 2 Pcs. of each snap	Per snap	
4.	L.C.D Projector	For the entire event with four (4) LCDs at four location	
5.	C.C. Camera / TV	For the entire event with eight (15) CC camera	
6.	Plasma TV (50" size)	For the entire event with one (1) Plasma TV	
<b>Total</b>			

*Signature with Seal of the Bidder*

*Accepted by the Bidder (Signature of bidder)*