<u>DETAILS ON TENDER PAPER, EMD, BIDDER FOR TENTAGE & ALLIED WORK FOR "NATIONAL LEVEL PALLISHREE MELA 2019" AT NALCO NAGAR, ANGUL FROM 17TH TO 23RD SEPTEMBER 2019.</u>

The Tender p	aper can be do	ownloaded	from the websites: <u>www.ormas.org</u> or <u>www.angul</u>	<u>.nic.in</u>
A) E.M.D (Ref	^f undable)	:	Rs. 100,000/- (Rupees One lakh) only in shape of in favour of DSMS, payable at Angul.	Demand Draft /Pay order
İ	To be filled	in by the	bidder.	
			Dated/// 2019 attached with the Tender Paper)	
B) NAME AND	O ADDRESS OR To be filled		bidder.	
			dress:	
				Signature of the bidder

Terms of Reference to the tender paper for the Tentage & Allied works of National Level Pallishree Mela 2019 at Nalco Nagar, Angul

I. TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS

- 1. The bidders are required to deposit the E.M.D of Rs.100, 000/- (Rupees One Lakh only) in shape of Bank draft / Pay Order in favour of "DSMS, Angul" from any Nationalized Bank. The E.M.D. of the successful bidder will be kept with DSMS till the completion of the exhibitions i.e. for a period of one two months (2019). In case of any unsatisfactory work, delay in execution of work etc. the E.M.D will be forfeited as per the decisions of the authority. Tender papers without E.M.D will be rejected.
- 2. Experience of having successfully **completed similar works during last three years** ending July 2019 should be either of the following.
 - a. Three Similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs 10.00 Lakhs (Rupees Ten Lakh only.) OR
 - b. Two similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs.15.00 Lakhs (Rupees Fifteen Lakhs) only

OR

- c. One similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs.30.00 Lakhs (Rupees Thirty Lakhs.)
- 3. The bidders should have registered his firm under Goods & Services Tax (GST), Income Tax (PAN).

 The rate offered by the firm shall be including GST
- 4. TDS applicable will be deducted @1% from the bill amount submitted and will be deposited under concerned head of account.
- 5. Average Annual Turnover should be at least Rs. 50 Lakhs in last three year as on 31.03.2019.
- 6. The duration of the exhibition will be for 7days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by the District Administration /NALCO before 7 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.
- 7. 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.
- 8. The bidder has to quote the rate as per the given format.
- 9. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
- 10. 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.

- 11. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
- 12. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
- 13. Bidder will be responsible for up keep and maintenance of the entire work done by him till the closing of the exhibition. DSMS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
- 14. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
- 15. 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.
- 16. It shall be the responsibility of the service provider/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement of each mela duly certified by the Fire Officer of the concerned area and adhere to the fire safety norms.
- 17. 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.
- 18. 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.
- 19. The authority reserves the right to reject any or all tenders without assigning any reasons thereof.
- 20. 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.
- 21. 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. Tender paper collected from DSMS, Angul or downloaded from the district website i.e. www.angul.nic.in ORMAS website i.e. www.ormas.org EMD of Rs. 100,000 /- (Rupees One lakh only) in shape of Bank Draft or Pay Order in favour of DSMS, Angul.
 - ii. Document in support of Experience of having successfully completed similar works during last THREE years ending last day of the month previous to the one in which application are in invited should be either of the following.
 - a. Three Similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs 10.00 Lakhs (Rupees Ten Lakhs only.) OR
 - b. Two similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs.15.00 Lakhs (Rupees Fifteen Lakhs) only OR

- c. One similar [Tentage or Event Management works for National/ State/ District Level Exhibitions] completed works/ Assignments costing not less than the amount equal to Rs.30.00 Lakhs (Rupees Thirty Lakhs.)
- **iii.** Copy of the registration certificate in favour of the firm from Commercial Tax under Goods and Services Tax (GST), Income Tax (PAN).
- iv. The bidder has to submit the Audited Financial Statement of last three years i.e. for the FY 2016-17, 2017-18 & 2018-19 duly attested by the Chartered Accountant and certified copy stating the turnover by Chartered accountant to be submitted.
- v. Average Annual Turnover should be at least Rs. 50.00 Lakhs in last three year as on 31.03.2019.
- vi. Income Tax Return Certificate for the FY 2016-17, 2017-18, 2018-19.
- vii. Self attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work. In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.

Signature with seal

II. SPECIFICATION FOR WORKS

Following works will be required to be taken up:

- A. Erection of stall
- B. Coordination Cell -Cum-VIP Lounge:
- C. Gates:
- D. Decorative wall
- E. Stage: (Only Decoration of existing Stage)
- F. Sitting arrangement in front of the stage
- G. Ground Electrification
- H. Temporary Toilet for visitors_along with water facility
- J. DG
- K. Food Court
- K. Miscellaneous items:

Detailed specification of above mentioned works are:

A. ERECTION OF STALL

The details of specifications are given below:

Sr.	Particulars	Stall Category
1	Structure	Bamboo (3 to 6 inch) & new cloth (with Anti fire chemical Treatment) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full flooring Coir Matting. 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 new white cloth . Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet) . The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	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 new 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 Design Flex. A running new 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) & an 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.
8	Numbering of Stall	All stalls should be numbered with vinyl with sunboard. Venyl name plate mentioning state's name should pasted on each stall.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.

B. <u>COORDINATION CELL -CUM-VIP LOUNGE:</u>

One Coordination Cell –cum- VIP Lounge will be erected- **ONLY NEW COTTON CLOTHES SHOULD BE USED.** The bidder has to be quoted as a **package** against the detail specifications given below:

• The bidder should design the entire work based on a theme. The **demo of the design** which includes photographs should be submitted along with the bid inside the Technical Bid Cover.

Sr.	Particulars Work Specifications			
		Category		
Α	Structure	Bamboo Bala with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure should be Replica of "Theme based architect" as per given design/attached		
В	Size	40 ft X 40 ft.		
С	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.		
D	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.		
Ε	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.		
F	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 3 sets of steel sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 20 no. of plastic moulded chairs, one steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation.		
G	Electric Fittings	Tube Light – 20 no., Ceiling Fan – 8 no., 4 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light like hanging chandelier (jhaada) etc.		
Н	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.		
ı	Flower Decoration	at the four sides of the Coordination Cell with thermocol lettering and thermocol nanels at the entrance		
J	A. C provision	There should be provision for Air Condition fitting in the control room (VIP lounge) of 15' X 20' size and in that case the VIP lounge should be prepared with Ply with wooden batten frame and cloth covering. Temporary door should be fitted with the control room. 3 numbers of 4 ton tower AC should be fitted.		

C. GATES:

Following are the specifications erection of gate in the mela ground:

Sr.	Particulars	Category		
Α	Design	3D design as submitted by the bidder in Technical bid		
В	Structure	Bamboo Structure, Wooden Batten framing, box type structure.		
С	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.		
D	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.		
E	Lighting	Sufficient lighting arrangement with metal light.(LED)		
F	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.		

D. <u>DECORATIVE WALL</u>

Decorative wall of batten framing, hessian cloth mounting and **GERU** with **CHITA** painting, tile design at top in flex as per given design.

E. STAGE:

Α	Structure	Concrete structure is available. The sta	ge will be	decorated with small structure, ceiling,			
		walling etc for better stage show.					
В	Flooring	The entire floor of the stage shall be cover	red with ne	ew synthetic carpet of fine quality. Ground			
	including	of the Mela should be covered with net carpets to avoid mud & water.					
	Ground						
C	Back Drop	Background work with batten framing, ply mounting, artistic design and thermocol as per					
		given design and size of background will be 60' x 20' with back side black cloth masking.					
		Live flower chains will be hanged from top					
D	Lettering			prepared with the event name (Written			
		matters will be finalized by the in- charge) mentioned and fixed properly at the center of the					
		back drop.					
E	Side Wings			flex sheets fitted on a wooden framework			
		with artistic 3D design and properly fixed o					
F	Step	•	•	age. A minimum 8' width space will be			
		separated by the brass pole & chains for re	_	-			
		covered with the same unitex carpets.		n 50 nos. of live flower plant pots with			
_	5 ' "	maximum height of 2 ft. (including pot) wi	-				
G	Barricading - ··	3' height fabricated barricade will be made					
1	Furniture			no. of Center Tables, Tea Poi, Table Cloth,			
				stic name plates – 12 no. 2 no. of Flower			
		-		VVIP Chairs, one speech podium, Brass			
,	Light &	Deepam (2'.6" height) with inaugural mate	eriais etc. v	viii be provided on the meeting days.			
J	Light & Sound	Specification for light: i) PAR-64-1000 wt (OSRAM, Sylvania or	25 nos.				
	Sound	GE Bulb only) CP-60,61,62	23 1103.				
		ii) Galileo Scanner-1200 wt(SGM)	4 nos.				
		iii) Multitwenty- 2K	6 nos.				
		iv) Multiten- 1K	4 nos.				
		v) Jumbo Smoke Machine	2 nos.				
		vi) Jumbo Strobe Light 2 nos.					
		vii) 1 Colour Laser	2 nos.				
		viii) Moving Head(SGM)	2 nos.				
		ix) Led Par	10 nos.				
		x) Halogen 1kw 10 nos.					
			10 77007				
		Specification for sound:					
		i) Bass Bin 2 nos.					
		ii) High range top box (pee-vay/JBL, 6 nos. 400wt.)					
		iii) High range frequency box (Pee-	6 nos.				
		vay/JBL)	0 1103.				
		iv) HF box	4 nos.				
		v) Cordless Micro Phone	4 nos.				
		vi) Cord Micro Phone	6 nos.				
		vii) 24 channel Mixture	1 nos.				
		viii) High wattage amplifier	4 nos.				
		ix) Effect processor	1 no.				
	<u> </u>	I IN EJJECT PLOCESSOI	1110.				

	x) 3 KW stabilizer	3 nos.
	xi) DVD Player	1 no.
	xii) Stereo Deck	1 no.
	xiii) Meeting Microphone (Anti feedback microphone)	2 nos.
	xiv) Standing Box Audience capturing	4 nos.
	xv) Stage Monitor Box	4 nos.
	xvi) Singer Micro Phone	2 nos.

F. SITTING ARRANGEMENT IN FRONT OF THE STAGE

The minimum distance of 15 feet from stage to auditorium will be maintained. The bidder has to be quoted as a **package** against the detail specifications given below:

Chair	Six hundred (600) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 6 single sofa with white cover, 6 numbers of tea poy with white cover		
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.		
Matting	Green net matting in sitting area.		
Setting area Coverage	Tarpaulin covers with inner clothes colour matching as per the architecture and design of the event with side jhallar. All bamboo pillars should be covered with clothes and partitions inside the sitting area like VVIP, Press, Officials, Ladies & Gents and public viewers. Celling area should be minimum 16ft clearance from the ground. Structure should be 80' x 60' sqft		

G. GROUND ELECTRIFICATION

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder for Pallishree Mela. The quantities of the items are statutory /fixed in the package. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

- i. Main Switch Board/Panel Board up to 250 KW electric loads with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 40 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 35 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- v. 15 no. of white Halogen light along with wiring /fitting poles.
- vi. 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- vii. 150 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
- viii. 200 no. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
- ix. 20,000 Tuni running lights will be fitted at the required places.

H. TEMPORARY TOILET FOR VISITORS:

Two numbers of (5 for male & 5 for female) Temporary urinals & toilets should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the participant and visitors. The quality of these toilets should be good, as there is a huge turnover of visitors to this Mela.

I. DG:

Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with

two T5 lights of each stall, few ground lights, control room and public announcement system. The requirement of Generator Sets will be of 82.5 KVA.

J. FOOD COURT

The below mentioned items for erection of a)- Food stall & Kitchen shed and b)- Dining area management for Food Court are taken as a **PACKAGE**, which shall be supplied by the bidder for National Level Pallishree Mela-2019.

• **Food Stall & kitchen shed:** Minimum10 food stall will be erected as per the following specification.

Sr.	Particulars	Specifications				
1	Structure	a. Food Stall: Bamboo (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure,				
		Size of each stall – 10' X 10' with tarpaulin water proof roofing.				
		b. Kitchen shed: 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.				
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 G.I. Sheets (22 Gage corrugated sheet). The GI				
		Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE				
		COTTON CLOTHES TO BE USED)				
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) & a 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.				
8	Numbering of	All stalls should be numbered with vinyl with sun board.				
	Stall					
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the				
		bidder.				
10	Water	Water line connection to each kitchen shed with sink fixing				

• Dining area:

Sr.	Particulars	Specifications		
1	Size	The size of the dining area will be of 60' x 100'		
2	Flooring	Green net carpet for the entire dining area.		
3	Furniture	Twenty (20) numbers of round table with frill and cover, Fifty (50) numbers of banquet		
		chair with white cover,		
4	Barricading Decorative Bamboo truss barricading of 3' height with green colour painting to be erected			
		around the dining area with entry and exit passage.		
5	Dustbin	Sufficient (a minimum of 10 numbers big size) dustbin to be provided in dining area.		

K. MISCELLANEOUS ITEMS:

Besides works from item No.1 to No.14 following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

S. N	<u>Items</u>	Qty. required		
1	Bed Set (Bed & Pillow with Cover)	200 pcs.		
2	Durry (15' X 15')	10 pcs.		
3	Printing & Installation of Star Flex Sheet with batten frame	11000 sqr ft		
4	Stage background in black cloth masking	2500 sqr ft.		
5	Net Carpeting	4000 sqr ft.		
6	Dustbin- 3 ft height	50 pcs.		
7	Decorative Flower / Plant Pot	150 pcs.		
8	Syntax tank (2000 liter capacity each tank with 3' height stand)	2 pcs.		
9	Soundless pedestal fan	8 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 DSMS, 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 Bidder with seal

Place:

Date:



TENDER PAPER

(Tentage & Allied works)

For

National Level

Pallishree Mela-2019

17th to 23rd September, 2019 NALCO Nagar, Angul

Organized by

District Administration, Angul in Association with ORMAS, BBSR

District Supply & Marketing Society, Angul

Collectorate Campus, Angul, Odisha-759122 Tel. Phone No. 06764-232139

Quotation for Tentage work & Allied Activities of National Level "Pallishree Mela" At NALCO NAGAR, Angul from 17th -23rd September 2019

(The date for submission of duly filled in tender document is 31/08/2019 (up to 2.00 PM)

То

The Deputy CEO ORMAS, Angul

Sir,

I / We do hereby submit item wise quotation below for Tentage & allied works for National Level Pallishree Mela at Nalco Nagar, Angul scheduled to be conducted during September 2019.

Sr.	ltem	Category	Unit	Cost per unit	Required Qty. in units	Total Amount [in Rs.]
Α	Erection of stall		Per Stall		240 stall	
В	Coordination Cell -Cum-VIP Lounge		Per package		1	
С	Gates		Per Gate		2 Nos	
D	Decorative Wall		Per Sq. Ft.		4000 sqr ft.	
Ε	Stage		Per package		1	
F	Sitting arrangement in front of the stage	Single package	Per package		1	
G	Ground Electrification Single package		Per package		1	
Н	Temporary Toilet for visitors		Per urinal		2urinals	
ı	DG Single package		Per package		1	
J	Food Court	Single package	Per package		1	
K	Miscellaneous items:					
1	Bed Set (Bed & Pillow with Cover)		Per set		100 pcs.	
2	Durry (15' X 15')		Per Piece		10 pcs.	
3	Printing & Installation of Star Flex Sheet frame	with batten	Per Sq. Ft.		11000 sqr ft	
4	Stage background in black cloth masking	g	Per Sq. Ft.		2500 sqr ft.	
5	Net Carpeting		Per Sq. Ft.		4000 sqr ft.	
6	Dustbin- 3 ft height		Per Piece		50 pcs.	
7	Decorative Flower / Plant Pot		Per Piece		150 pcs.	
8	Syntex tank (2000 liter capacity each tanheight stand)	Per tank		2 pcs.		
9	9 Soundless pedestal fan Per Piece				8 pcs.	
	Total					

Signature of the Bidder With Seal