

Details of Tender Paper, EMD for Tentage & Allied Work for “Observation of Entrepreneurs’ Week 2023” at Angul Govt. High School Ground, Angul From 05th To 09th March 2023

The Tender paper can be downloaded from the website: www.angul.nic.in or Collected from DIC, Angul during office hours.

A) E.M.D (Refundable) : **Rs. 20,000/-** (Rupees Twenty Thousand) only in shape of Demand Draft /Pay order in favour of “General Manager, DIC, Angul payable at Angul”.

To be filled in by the bidder.

<i>Demand Draft No... .. Dated/...../ 2023</i> <i>(Demand Draft to be attached with the Tender Paper)</i>
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B) NAME AND ADDRESS OF BIDDER:

To be filled in by the bidder.

<i>Bidder Name and Address:</i> M/s

Signature of the bidder

**Terms of Reference of the Tender Paper for the Tentage & Allied works of
Entrepreneurs' Week 2023 to be held at Angul Govt. High School Ground, Angul**

I. Terms and Conditions of Tender for Tent & Allied Works

1. The bidders are required to deposit an **E.M.D of Rs. 20,000/-** (Rupees Twenty Thousand only) in shape of Bank draft / Pay Order in favour of "General Manager, DIC, Angul" from any Nationalized Bank. The E.M.D. of the successful bidder will be kept with DIC, Angul for a period of two months from the date of completion of the event. 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 January 2023 such as tentage or event management works for National/ State/ District Level Exhibition **costing not less than the amount equal to Rs. 10.00 Lakhs (Rupees Ten Lakhs.)**
3. **The bidder should have registered his firm under Goods & Services Tax (GST), Income Tax (PAN). The rate offered by the firm shall be inclusive of GST.**
4. **TDS applicable will be deducted @2%** from the bill amount submitted and will be deposited under the concerned head of account.
5. Average Annual Turnover should be at least **Rs. 20 Lakhs** in last three year as on 31.03.2022.
6. The duration of the exhibition will be for 5 days. In case of any extension of exhibition period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor at least **before 07 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 any 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 exhibition 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 exhibition in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the exhibition in-charge.
12. The bidder along with manpower and the committee formed by the exhibition in-charge should do a proper assessment and the actual work done during the Exhibition period.
13. Bidder will be responsible for up keep and maintenance of the entire work done by him till the closing of the exhibition. DIC, Angul 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 exhibition 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.
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 DIC, Angul or downloaded from the district website i.e. www.angul.nic.in (including tender paper cost if downloaded) along with EMD of Rs. 20,000 /- (Rupees Twenty thousand only) in shape of Bank Draft or Pay Order in favour of General Manager, DIC, 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 invited should be a tentage or event management work for National/ State/ District Level Exhibitions costing not less than the amount equal to Rs. 10.00 Lakhs (Rupees Ten Lakhs.)
 - iii. Registration certificate of Goods & Services Tax (GSTIN).
 - iv. IT return copy for the assessment year 2021-22 & 2022-23 i.e. FY 2020-21 and 2021-22.
 - v. The bidder has to submit the Audited Financial Statement of last three years i.e. 2019-20 to 2021-22 duly attested by the Chartered Accountant, where average Annual Turnover should be at least Rs. 20.00 Lakhs in the last three years as on 31.03.2022.
 - vi. 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.
 - vii. The bidder has to submit technical and financial bids in separate envelopes.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.

Signature with seal

II. Scope of Work:-

Following works will be required to be taken up:

- A. Erection of Stall.
- B. Coordination Cell-cum-VIP Lounge.
- C. Center Stage & Audience Arena.
- D. Entrance Gate.
- E. Ground Electrification.
- F. Temporary Toilet for Visitors along with water facility.
- G. DG.
- H. Parking Barricading.
- I. Perimeter Barricading.
- J. Miscellaneous Items.

Detailed specification of above mentioned works are as follows:-

A. Erection of Stall:-

The details of specifications are given below:

Sl. No.	Particulars	Detail Stall Specifications
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	Matting of the entire floor area. 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 to be covered with new white cloth . Backside outer wall to 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.	Fascia	A wooden batten frame for running fascia to be erected. The frame will have 2' front projection & 4' height. The fascia to be covered with design flex. A running new white cloth jhallar of 1' width to 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 sun board.
9.	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.

B. Coordination Cell -cum-VIP Lounge:

One AC Coordination Cell –cum- VIP Lounge will be erected- **only new cotton clothes should be used.** The bidder has to quote as a **package** against the detail specifications given below:

Sl. No.	Particulars	Work Specifications
Design		As finalized by exhibition committee
1.	Structure	Bamboo structure with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour.
2.	Size	40 ft X 40 ft.
3.	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 into 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.
4.	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 4' X 3' will be on the wall of office room towards the counter.
5.	Flooring	Wooden plank platform of 2' height & full floor synthetic matting.
6.	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 VIPs (for 16 persons), 4 no. of center table of low height, 4 no. of waste bin basket, 10 no. of plastic moulded chairs, one steel almira with key, and two steel tables for pantry room & two standard table for computer operation.
7.	Electric Fittings	Tube Light – 15 no. , Ceiling Fan – 4 no if required. 1 white mercury light (100 watt) (to be connected with an on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, and scanner & LCD projector. Other decorative light like hanging chandelier (jhaada) etc.
8.	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers are to be fitted in such a manner that the announcement should cover the entire ground.
9.	Closures	Two wooden frame ply door shall be fitted in the main entrance of the Coordination Cell for night closing.
10.	Flower Decoration	Flower Vase with sufficient live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Odia).

C. Center Stage & Audience Arena:-

A closed roof center stage covered from 3 sides with sitting arrangement for 10 VVIPs is to be erected along with closed roof sitting arrangement for about 200 audiences in front of the stage as per the design specified by the organizing committee. The bidder has to quote as a **package** against the detail specifications given below:-

Sl. No.	Particulars	Category
Design		As per the exhibition committee. The committee reserves the right to make minor changes to the specifications detailed below, if necessary.
1.	Structure	A 60'*80' structure (dimension may vary depending upon the accommodation capacity) of appropriate height is to be erected, which is to be divided into two parts- Centre Stage & Audience Arena both of which will have covered ceiling/closed roof. The Center stage is to be covered from three sides with proper decorative material.

2.	Flooring	A 3' raised wooden plank platform with full floor synthetic matting & flower vase decoration for center stage and floor matting for audience arena to avoid mud & water.
3.	Back Drop	Background work with wooden batten framing/ply mounting /similar material with artistic design and thermocol as per given design. Size of background as deemed proper with black cloth masking on the back side. Live flower chains to be provided wherever necessary.
4.	Lettering	Thermocol lettering of 1'6" height to 6" will be prepared with the event name (written matters will be finalized by the exhibition in-charge) mentioned and fixed properly at the center of the back drop.
5.	Side Wings	6 nos. of side wings with a size of (9' X 4') or equivalent back ground structure (whichever is decided by the authority) made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage or in the background. (Flex designs to be provided by the exhibition in charge).
6.	Steps	Fabricated steps to be erected on both sides of the center stage with the brass pole & chains support for reaching to the stage. The entire step is to be covered with carpets. Live flower plant pots with maximum height of 2 ft. (including pot) to be kept on the steps.
7.	Furniture	Center Stage- Good quality VVIP Chairs/ Sofa sets for at least 10 nos. of VVIPs with white towels, center tables with table cloth, good quality borosil glasses with covers & plastic name plates to be provided along with one speech podium, brass deepa (2'.6" height) and other inaugural materials on the meeting days. Audience Arena- Good quality VIP Chairs/ Sofa sets & center tables with table cloth for at least 20 nos. of VIPs to be provided along with 200 plastic moulded chairs for audiences.
8.	Light, Sound & Display.	Sufficient nos. and variety of lights as necessary to maintain proper lux level for conducting inauguration & other discussion/ seminars events to be provided. Necessary sound system arrangement such as cordless microphone, channel mixture, amplifier etc also to be provided. Projector system with other necessary peripherals required for presentation during seminars needs to be provided. Minimum required light and sound devices should be on Generator.
9.	Fans/ Coolers	Adequate no. of stand fans/ desert coolers as felt necessary to be provided.
10.	Barricading	3' fabricated barricading to be provided on three sides of the audience arena with internal partitions in the arena wherever necessary.

D. Entrance Gate:

Following are the specifications for erection of entrance gate of the exhibition ground:-

Sl. No.	Particulars	Category
1.	Structure	Bamboo structure, wooden batten framing, box type structure.
2.	Size	Pillars height will be of 10' to 12' with 16' cleared width between the pillars, length 15' and width of pillar will be 4' all around.
3.	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.
4.	Lighting	Sufficient lighting arrangement with metal light.(LED)
5.	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.

E. Ground Electrification:-

The below mentioned items are taken as a **Package** which shall be supplied by the bidder for Entrepreneurs' Week-2023. The quantities of the items are fixed in the package. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

1. Main Switch Board/Panel Board up to 250 KW electric loads with cabling & wiring.
2. Adequate speakers shall be fitted in the exhibition premises for surrounding sound.
3. 15 nos. of halogen lights (1000 watt) along with wiring/fitting poles.
4. 08 nos. of white halogen lights along with wiring /fitting poles.
5. 05 nos. of flood lights shall be fitted in and around back side of the stalls for security purpose. Further as per the requirements.

F. Temporary Toilet for Visitors:-

Ten numbers of (5 for male & 5 for female) temporary urinals & toilets to be installed with all sanitary fittings in the exhibition ground along with water facilities & wash basin for the participant and visitors. The quality of these toilets should be good, as there will a huge footfall of visitors to this exhibition.

G. Diesel Generators (DG):-

One Diesel Generator set 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, adequate light & sound system of stage & audience arena, control room and public announcement system. The requirement of Generator Sets will be of 120 KVA.

H. Miscellaneous Items:-

Besides works from all above item the 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.

Sl. No.	<u>Items</u>	<u>Qty. required</u>
1	Bed Set (Bed & Pillow with Cover)	200 pcs.
2	Blanket	200 Pcs
3	Durry (15' X 15')	100 pcs.
4	Dustbin- 3 ft height	50 pcs.
5	Soundless pedestal fan	5 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, my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by GM, DIC, 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 :



**Micro, Small & Medium Enterprise Department
Government of Odisha**

TENDER PAPER

(Tentage & Allied works)

for

Entrepreneurs' Week-2023

Organized by

District Industries Centre, Angul

DIC Chhak,

Angul, Odisha-759122

**Quotation for Tentage work & Allied Activities for observation of
Entrepreneurs' Week from 05th to 09th March 2023**

To

The General Manager
DIC, Angul

Sir,

I / We do hereby submit item wise quotation below for Tentage & allied works for observation of Entrepreneurs' Week from 05th March, 2023 to 09th March, 2023 at Angul Govt. High School Ground, Angul.

Sl. No.	Item	Category	Unit	Cost per unit	Required Qty	Total Amount [in Rs.]
A	Erection of Stall	Single package	Per Stall		100	
B	Coordination cell - cum-VIP lounge with AC fittings	Single package	Per package		1	
C	Center Stage & Audience Arena.	Single package	Per package		1	
D	Gates	Single package	Per package		2	
E	Ground Electrification	Single package	Per package		1	
F	Temporary Toilet for Visitors	Single package	Per urinal		10	
G	Digital Generators (DG)	Single package	Per package		1	
J	<u>Miscellaneous items:</u>					
1	Bed Set (Bed & Pillow with Cover)		Per set		200 pcs.	
2	Blanket		Per set		200 pcs.	
3	Dustbin- 3 ft height		Per Piece		50 pcs.	
4	Soundless pedestal fan		Per Piece		5 Pcs.	
Total						

Signature of the Bidder with seal