

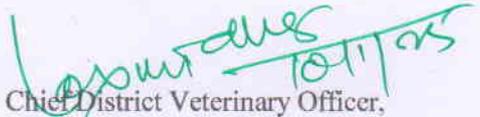
**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, KORAPUT**  
**Tel. Ph. No.- 06852-299948 //E-mail ID: [cdvokoraput1@gmail.com](mailto:cdvokoraput1@gmail.com)**

Tender Notice No: **117** /CDVO (K)

Date : **10.01.2025**

**OPEN TENDER INVITATION FOR SUPPLY OF**  
**TENTAGE AND ALLIED WORKS FOR ORGANIZATION**  
**OF DISTRICT LEVEL**  
**MASTYA O PRANISAMPAD MELA**

Tenders are invited in sealed cover in two bid system from different bidders dealing with supply of Catering Services for Matsya o Pranisampada Mela 2024. The Bidders have to submit Technical bids and Financial Bids in separate envelop for all categories of Tentage and allied works Tender papers can be downloaded from web site [www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in) from 10.01.2025 6 P.M. to 20.01.2025 3 P.M. Other detail information about this tender is available on this website. Bid document will not be sold in the Office of the undersigned. The Technical bid and Financial Bids packed in separate envelope duly mentioned and enclosed in another sealed envelope can be submitted to the undersigned through Regd. Post/Speed Post or courier services/drop box only .Tender/ Bid documents will not be received by hand of the office. The tenders can be submitted from 11A.M of 11th January 2025 to 20th January 2025 up to 3 P.M. The last date of receipt of bid documents by the undersigned is 20<sup>th</sup> January 2025 **up to 3 P.M.** The Technical bids of the Tender will be opened on 21st January 2025 at 11 AM by the district level Tender Evaluation Committee in presence of bidder or his authorized representative at O/o, the undersigned. The Bid processing fee of Rs. 1000/- in shape of demand draft should be enclosed with requisite documents in the Technical bid. The Bid processing fee in shape of demand draft drawn from any schedule Commercial Bank, should be in favour of "Chief District Veterinary Officer, Koraput" payable at Koraput. The bidder has to submit all the required tender documents mentioned in Section. Non submission of any document and tender submitted in any inappropriate manner may be liable for rejection.

  
Chief District Veterinary Officer,  
Koraput

Memo No. 118 /CDVO(K)

Date. 10.01.2025

Submitted to the District e Governance Manager, Koraput with a request to float the tender in Koraput District Portal [www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in) on 10.01.2025.

  
Chief District Veterinary Officer,

Koraput

Memo No. 119 /CDVO(K)

Date. 10.01.2025

Copy to the Office notice board for wide publicity.

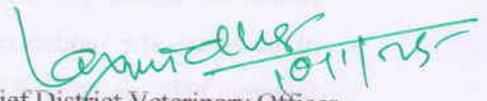
  
Chief District Veterinary Officer,

Koraput

Memo No. 120 /CDVO(K)

Date. 10.01.2025

Copy submitted to the Collector & D.M, Koraput for favour of kind information and necessary action.

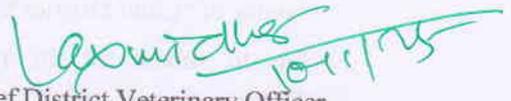
  
Chief District Veterinary Officer,

Koraput

Memo No. 121 /CDVO(K)

Date. 10.01.2025

Copy submitted to the Director, Animal Husbandry & Veterinary Services, Odisha, Cuttack for favour of kind information and necessary action.

  
Chief District Veterinary Officer,

Koraput



**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, KORAPUT**

**Tel. Ph. No.- 06852 -299948 //E-mail ID: [cdvokoraput1@gmail.com](mailto:cdvokoraput1@gmail.com)**



**TENDER INVITATION FOR SELECTION OF FIRMS/AGENCIES/  
PROPRIETOR FOR TENTAGE & ALLIED WORKS FOR  
ORGANIZATION OF DISTRICT LEVEL  
MASTYA O PRANISAMPAD MELA**

**Name & Address of the Tender inviting Authority:**

**Chief District Veterinary Officer, Koraput  
Koraput Road**

**Koraput - 764020**

**Tel:06852- 299948**

**E-Mail-[cdvokoraput1@gmail.com](mailto:cdvokoraput1@gmail.com)**

*A*

# Tender Documents

Sl. No.	Particulars	Quantity	Unit	Rate
1	...	...	...	...
2	...	...	...	...
3	...	...	...	...
4	...	...	...	...
5	...	...	...	...
6	...	...	...	...
7	...	...	...	...

**SELECTION OF FIRMS/ AGENCIES/ PROPRIETOR  
FOR TENTAGE & ALLIED WORKS FOR**

## **District Level "Matsya O Pranisampad Mela" 2024 Koraput**

**Office of the Chief District Veterinary Officer, Koraput  
Address- Koraput**

**Tel: 06852-299948**

**Mail id- cdvokoraput1@gmail.com**

## SECTION I

### IMPORTANT DATES OF THE TENDER

Sl.No.	Particulars of important events	Date	Time
1	Date and time of Release of Bid	10.01.2025	6 PM
2	Date from which the bid document will be submitted	10.01.2025	6 AM
3	Last date of submission of BID documents	20.01.2025	3 PM
4	Date and time of opening of technical Bid	21.01.2025	11 AM
5	Date of Opening of Financial Bid	21.01.2025	4 PM
6	Selection of qualified Financial bidder	21.01.2025	4 PM
7	Handing over of complete frame work of tentage and allied works	27.01.2025	11 AM
8	Tentage and allied works in the Main Event to be Organized	28.01.2025– 29.01.2025	

**Place for Opening of Documents,  
Pre-Bid Conference And  
Address For Communication  
For Receipt of Bid Document :**

**Office Chamber of the  
Chief District Veterinary Officer,  
Koraput**



## SECTION: 2

### INFORMATION TO THE AUTHORITY

**Eligibility Criteria:**

Bidders should confirm to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

SI.No	Eligibility Criteria	Supporting Documents required
1	The Bidder should have been in the business of providing tentage and allied Services to the State Government / Corporate Bodies / for at least <u>3 years</u> (as on 31 <sup>th</sup> October 2024).	<ol style="list-style-type: none"> <li>1. Proof of Certificate of Incorporation / Registration of the Bidder</li> <li>2. Copy of PAN</li> <li>3. Copy of Goods and Services Tax Identification Number (GSTIN).</li> <li>4. GST clearance in GST 3B Form recent</li> <li>5. EPF/ESI Registration Certificate.(Not Mandatory)</li> <li>6. Copy of the Electrical License / Contractor hired by the BIDDER.</li> <li>7. IT Return for the financial years (2021-22, 2022-23 and 2023-24).</li> </ol>
2	The bidder should have an average annual turnover of <b>Rs.10.00 lakhs</b> from Tentage and allied work during the last 3 financial years (2021-22, 2022-23 and 2023-24).	Copies of audited Income/expenditure, receipt/payment, balance sheet duly certified by concerned Chartered Accountant (C.A) Firm for the last three financial years and C.A certificate certifying that the agencies/ firm/ Proprietor should have an average annual turnover more than <b>Rs.10.00 lakhs</b> during the last three financial years. <b>Provisional Audit Report for any of the FYs will not be accepted.</b>
3	<b>Experience of having successfully completed similar works during last three years (2021-22, 2022-23 and 2023-24).should be either of the following.</b>  Three Similar [Tentage and allied work for National/ State/ District Level Exhibitions] completed works/assignments.	Work orders/ Contract Document / Completion of Work Certificates from the previous authorities to be submitted. Photos to be attached as supporting documents along with experience certificates.
4.	The BIDDER should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the BIDDER as per the format enclosed at Tech-5.

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

SECTION 2

**Documents to be submitted along with TECHNICAL BID (PART-A):**

The Bidders have to furnish the following documents duly signed in along with their Technical Bid:

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

***NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.***

The procedure for submission of the Bid is described below:

- i) **Technical Bid:** The envelope containing technical Bid shall be sealed and superscripted as "**Technical Bid –Selection of Firms/Proprietor/Agency (Bidder) for Tentage and Allied works for "District Level Matshya O Pranisampad Mela -2024"**" and furnished inside one envelope. The duly filled-in technical Bid submission forms every documents submitted by the bidder will be self attested.
- ii) **Financial Bid:** The envelope containing financial Bid shall be sealed and superscripted as "**Financial Bid – Selection of Firms/ Proprietor/ Agency (Bidder) for Tentage and Allied for "District Level Matshya O Pranisampad Mela -2024"**". The duly filled-in financial Bid submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the prescribed format. ***Ceiling with Rs 7.10 Lakhs for two days of programme.***

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

**NAME OF THE ASSIGNMENT: District Level Matsya O Pranisampad Mela**  
**TENDER CALL NOTICE NUMBER AND DATE:**  
**LAST DATE FOR SUBMISSION OF BID:**  
**NAME AND ADDRESS OF THE BIDDER:**

**1. Opening of the Bid:**

The **FIRST ENVELOPE** containing "**TECHINICAL BID**" will be opened in the initial stage by the Client in presence of the bidder's representative sat the location, date and time specified in the Bidder Data Sheet. The Client will constitute an Evaluation Committee (CEC) to evaluate the Bids submitted by bidders. Only one representative from the participating bidder will be allowed to attend the bid opening meeting. The **SECOND ENVELOPE** containing "**FINANCIAL BID**" will be opened of the qualified Technical bidders only. The second Envelope containing **FINANCIAL BID** of the **technically qualified bidders** will be opened after completion of technical evaluation stage.

2. **FINANCIAL EVALUATION** :-The Financial bid will be compared and the lowest bidder will be awarded for work. If the financial bids of two or more firms are found to be same the final selection will be decided by lottery process.
3. **Award of Contract:** The successful bidder will be intimated in writing by issuing an offer letter/work order. Sub-contracting is not allowed under this assignment.

**4. Other Terms & Conditions**

**a. Date & Venue of District Level Matsya o Pranisampad Mela**

Name of the Event	Date	Venue
District Level Matsya o Prani Sampad Mela, Koraput.	28th & 29th January 2025(Two days)	Boys High SchoolGround, Koraput

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

- a. Work Order will be issued in favour of the approved bidder by **Chief District Veterinary Officer, Koraput** for **District Level Mastya O Prani sampad Mela**.
- b. In case of any extension of Festival period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by **Chief District Veterinary Officer, Koraput** before 2 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
- c. **Chief District Veterinary Officer, Koraput**, will not be responsible for any occurrence like theft, Natural Calamity & missing of any articles

- while deployment of guards during the exhibition period.
- d. Arrangement of lodging, boarding & logistics of the guards during the Festival period will be the responsibility of the Agency.
  - e. The Agency will be responsible for upkeep and maintenance of the entire work done till the closing of the event.
  - f. *The CDVO, Koraput will provide the permission from police and other statutory bodies for permission for organization of the event and installation publicity materials during the event.*
  - g. **The rate of Bid by the agency shall be including of GST& Other Taxes.**
  - h. The selected Agency/ firm should open its own office having the technical man power & manager throughout the Festival period to handle any work to be assigned by the authority.
  - i. The bidder shall quote the price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
  - j. The authority is not bound to accept the highest scorer and reserves the right to inspect /verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all request for proposals without assigning any reasons thereof.
  - k. The bidder has to quote the rate as per the given format.
  - l. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the committee formed by CDVO, Koraput. The agency shall not use any additional materials other than the work specified in the work order without the prior permission of the Festival-in-charge. In case, of any additional requirement, the contractor has to take the prior written permission from the Festival-in-charge.
  - m. Non-submission of any document required indicated in the RFP will render the Bid to be rejected.
  - n. The authority is not bound to accept the highest scorer and reserve the right to reject any or all quotations and request for proposals without assigning any reasons thereof.

**1. Legal Jurisdiction:**

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

**2. Number of Bids:**

Each Bidder shall submit only one (1) Bid, in response to this RFP. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.



## **SECTION: 3**

### **SCOPE OF WORK**

#### ***About the Event–Matsya o Prani sampad Mela***

Chief District Veterinary Officer, **Koraput** is going to organize One District Level Matsya o Prani sampad Mela during January 2025 involving Veterinary, Fishery, Agriculture & other allied departments of **Koraput** District with an objective to provide a platform for popularization of different activities of Fishery, Animal Husbandry and promotion of other allied activities. It also aims to show case the Mission Shakti & WSHG activities of **Koraput** during the event.

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

<b>Sl.No</b>	<b>Works to Be Done</b>	<b>Particulars</b>	<b>Remarks</b>
A	Infrastructure, Tentage for Stage & stall	1. Installation of temporary stalls as per specifications 2. Main program stage as per specifications 3. LED screen 12'x8'for Back drop 4. Back drop (thematic) 5. The matic Entrance Gate 6. Aluminum truss for stage 7. Coordination cell 8. Food Stalls 9. Stage Sound and Light 10. IT support for internet connectivity	Detail work plan & design are to be presented during the technical presentation.
B	Security Services	Providing Private Security Service at Festival Venue of the participants during the event	
C	Light & Sound	Light & Sound for Stage, coordination cell, stall, parking area and other venue area as per requirement.	
D	Power & Electricity	1 nos.of Gen set(32kv) for Dist. Mela	
E	Sanitation	Cleaning of Mela ground, sanitation	
F	Flower Decoration	Flower Vase with Sufficient fresh and Live flower decoration at the entrance and exit, stage and other area.	

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

### 1- Infrastructure, Tentage & Allied Works

#### 1. Erection of stall:

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

Sr.	Particulars	Stall specification
1	<b>Structure</b>	Bamboo & cloth structure, Size of each stall-12'X10'(30 Stalls) with tarpaulin water proof roofing in addition to 2'front outside rain protection. An open space with tent roof of sq ft with rain protection is to be installed.
2	<b>Ceiling &amp; Wall</b>	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. <b>(ALL NEW WHITE COTTON CLOTHES TO BE USED)</b>
3	<b>Carpeting</b>	Clean green carpeting for total venue areas per the requirement.
4	<b>Racks</b>	Three tire racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	<b>Fascia</b>	A wooden batten frame for Running Fascia will be erected. The frame will have 4' height. The fascia will be covered with flex (New design will be Provided by the mela in charge). A running white cloth jhallar of 1'width will be put in the front side, below to the fascia frame.
6	<b>Furniture</b>	Front counter table in wooden batten and planks /still table size 8'x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair with handle - 2nos.
7	<b>Electric Fittings</b>	T5 Light – 3no. (2 number of light should be connected with generator) & an on / off switch for use in night time after closing, Ceiling Fan-1no. Connected with an on/off switch in each stall. 1no.of 5 Amp Plug Point with on/off switch.
8	<b>Numbering of Stall</b>	All stalls should be numbered with stencil and paint.
9	<b>Closures</b>	Front cloth drops/ screens. Daily putting up and off of the same is the responsibility of the bidder.
10	<b>Power</b>	1 no. of Genset (32 kv) with fuel for Stall, parking and other venue area.
11	<b>IT support</b>	IT support for internet connectivity inside Mela area.



## 2. Stage & Front Sitting Arrangements

One open stage shall be erected and decorated in the exhibition ground for meeting/ evening cultural shows during the exhibition. The bidder has to be quoted as a package against the details specifications given below:

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

**FOOD STALL ALONG WITH KITCHEN SHED:MINIMUM 3 FOOD STALLS ALONG WITH KITCHEN SHED TO BE MADE AS PER THE FOLLOWING SPECIFICATION:**

Sn.	Particulars	Specifications
1	Structure	a. <b>Food Stall</b> Bamboo (3 to 6 inch)& cloth ( <b>Anti Fire Chemical Treatment</b> ) structure, Size of Each Stall – 10' X 10' With Tarpaulin Water Proof Roofing. b. <b>Kitchen Shed:</b> Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall.
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 ( <b>22 Gage corrugated sheet</b> ). The GI Sheets shall be fixed horizontally supported with wooden bellies. ( <b>all new white cotton clothes to be used</b> )
4	Racks	Three tire racks, if required. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) &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.
9	Closures	Front Cloth Drops/Screens Daily to be done

*(Handwritten signature)*

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

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

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

### Tentative Requirement of Security Person nelin per event

Security Guard with Lathi-2 nos for District Mela

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

### **4.Sanitation**

Cleaning of Festival ground, accommodation places, Coordination cell, toilets twice daily using disinfectant materials.

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

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

**6.Dustbins :** The agency is required to put adequate nos. of dustbins at different place of the ground. Regular cleaning of these dustbins is the responsibility of the agency Layout is to be suggested by agency in technical presentation.

**3. Carpeting and cleaning :** Agency is required to carry out the carpeting of all over sitting area and the entire stage area to be used. It is the responsibility of the agency to keep the ground clean during the entire period of the air

**8. BARRICADING AND WATCH TOWER:** Tin barricading and watch tower should be provided by the successful bidder encompassing the entire area of the event, excluding parking space.

**9. Manpower/Security and Mobility Support:** Provisioning of sufficient man-power for day-to-day activities and security of the Mela up to 29.01.2025.

**10. Legal Jurisdiction:** All legal disputes are subject to the jurisdiction of Koraput district only.

## FINANCIAL BID

Sl.No.	Name of the work	Rate quoted for 2 days inclusive of all taxes and other charges (in Rs.)
1	Tentage of 30 nos of Stalls	
2	Tentage of one STAGE	
3	Construction of one welcome Gate for Road Entry	
4	Construction of one Entrance Gate for Road Entry	
5	Tentage of one no of Training/General Meeting venue	
6	Tentage of one VIP Encloser-cum-office	
7	Tentage of Temporary toilet	
8	Parking space	
9	Tentage of one Help Desk/Control Room	
10	Tentage of open space exhibition for Live Animal & Fish Demonstration.	
11	Tentage of one Fooding Stall	
12	P.H. Sanitation, Electrification along with 1 no,of Gen set(32KV)	
13	12'x8' LED Video walling on back of the stage with connected devices	
14	Security services	
15	Flower Decoration	
16	Safety & Security with CCTV setup	
17	Power supply back up	
18	Light: Parcan 64/60- 50nos. LED palco- 120nos. White blinder-4nos. Clour blinder-2nos. , Back drop LED par- 30 nos. , smoke, stove, larger & other stage light as per requirement.	
19	Sanitation & Drinking Water Facility	
	<b>Add GST in RS</b>	
	<b>Grand Total in Rs</b>	

(Total Rupees.....)

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

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

(ON BIDDER's LETTER HEAD)

[Location, Date]

To:

**The CDVO Koraput**

**Sub: Tentage & Allied Works for Exhibition-2024 ,Koraput . [TECHNICAL BID]**

Dear Sir,

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

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the TENDER CALL NOTICE document. In case any provision of this TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

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



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

Sl No.	Description	Full Details
1	<b>Name of the Bidder</b>	
2	<b>Address for communication:</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5	<b>Local office in Koraput If Yes, Please furnish contact details</b>	Yes / No
6	<b>Bid Processing Fee Details</b> Amount : BC/DD No. : Date: Name of the Bank:	
7	<b>EMD Details</b> Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES
12	IT Return	

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

**Name and Designation with Date and Seal:** \_\_\_\_\_

**TECH -3**

**Bidder Organisation (Financial Details)**

Financial Information in INR			
Details	FY 2021-22	FY 2022-23	F Y 2023-24
Turnover from Tentage & Allied Services (in Lakhs)			
<b>Supporting Documents:</b>  Audited certified financial statements for the last three FYs (2021-22, 2022-23 and 2023-24) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable.  <b>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</b>			

**Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)**

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

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

**[NB: No Scanned Signature will be entertained]**

**TECH - 4**

**(BIDDER'S PAST EXPERIENCE DETAILS)**

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

Sl. no.	Period	Name of the Assignment with details there of	Name of the Authority with complete address	*Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

*Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2021-22,2022-23 and 2023-24) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous authorities need to be furnished along with the above information. Bidders are requested to attach at least 5 best photographs of their creatives from each assignment.*

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

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



**TECH - 5**

**FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

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

Dated this ..... Day of ..... , 2025

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature \_\_\_\_\_

**SECTION: 5**  
**FINANCIAL BID SUBMISSION FORMS**  
**FIN-1 COVERING LETTER (In Bidder's Letter Head)**

[Location, Date]

To,  
**The CDVO**  
**Koraput, Odisha**

**Sub: Submission of Financial Bid for Tentage & Allied Works for -----**

Sir,

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Tender Call Notice No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sr.	Item	Category	Unit	Cost per unit (in Rs. excluding GST)	Required Qty. in units	Total Amount [in Rs.] Excluding GST
A	Construction of stalls as per specification		Per Stall		30 stall	
B	Coordination Cell -Cum- VIP Lounge as per specification	Single package	Per package		1	
C	Gates as per specification		1			
D	Stage as per specification	Single package	Per package		1	
E	Sitting arrangement in front of the stage as per specification	Single package	Per package		1	
F	Live Demonstration Mandap/ Photo Gallery as per specification	Single package	Per mandap		----- -Nos	
G	Ground Electrification as per specification	Single package	Per package		1	
H	Generators- 32KVA	Single package	Per package		1	
I	Food Court as per specification	Single package	Per package		1	
J	Net Carpeting as per the requirement	Rate per sqft	Per Sqft			



M	Stage background in black / or any other cloth as per the approved design by Govt. cloth masking		Per Sq. Ft.			
<b>Total Quoted Amount ( in Rs. Excluding GST)</b>						
<b>Add GST (in Rs.)</b>			<b>CGST ( _____ %)</b>			
			<b>SGST ( _____ %)</b>			
			<b>IGST ( _____ %)</b>			
<b>Grand Total Quoted Amount including GST (in Rs.)</b>						
<b>(Rupees</b>		<b>in</b>		<b>words</b>		
<b>including GST)</b>						

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

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

**Authorized Signatory [In full and initials]:**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

