



# **Mission Shakti Mela**

## **Notice of tender for selection of Agency for tentage**

**No. MS-MKTG-EXHIB-0001-2021- 193**

**Date: 13.01.2025**



**Government of Odisha  
Department of Mission Shakti**



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## Section-I

### DISCLAIMER

Mission Shakti Department is organizing exhibition of products of Women Self Help Groups of the State in February- March, 2025. The exhibition will be a platform of sellers and buyers of SHG products. Several cultural activities shall be organized.

For the above purpose, Government of Odisha, Mission Shakti Department intends to select appropriate agencies to manage tentage through tenders. The purpose of this Tender document is to provide interested parties with information that may be useful to them in the formulation of their bid for qualification and selection.

This document includes statements, which reflect various assumptions and assessments arrived at by the Dept. in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This Tender may not be appropriate for all persons, and it is not possible for the Dept., its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this Tender. This document is neither an agreement nor it guarantees any firm/ person/ bidder of issue of any work order.

This Tender is not an agreement and is neither an offer nor invitation by the Dept. to the prospective bidders or any other person. Each bidder shall conduct its own investigations & analysis and shall check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document. The Tender accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. This Dept. shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account to anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender and any assumptions, assessments, statements or information contained therein or deemed to form part of this Tender or arising in anyway in the Selection process. The Dept. also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this Tender. The issue of this Tender does not imply that the Dept. is bound to select and shortlist any bid. The Dept. reserves the right to reject all or any of the bids without assigning any reasons whatsoever at any stage of the bid.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Dept. or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and the Dept. shall not be liable in any manner whatsoever for the same or for any other cost or other expenses incurred by the bidder in preparation / submission of the bid, regardless of the conductor outcome of the Bidding Process.

The Dept. shall be the sole and final authority with respect to selection of an agency through this Tender.

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## SECTION: II

### NOTICE INVITING TENDER



ଓଡ଼ିଶା ସରକାର  
ମିଶନ ଶକ୍ତି ବିଭାଗ  
GOVERNMENT OF ODISHA  
MISSION SHAKTI DEPARTMENT

Lokseva Bhawan  
Bhubaneswar- 751001  
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### NOTICE INVITING TENDER

**MS-MKTG-EXHIB-0001-2021- 193/ Date: 13.01.2025:** Mission Shakti Department, Government of Odisha invites sealed tenders from competent firms/ persons/ entities, etc. to carry out tentage work for organization of Mission Shakti Mela- 2025 at Janata Maidan, Bhubaneswar from **February 22 to March 2, 2025**. Bidders are requested to go through the tender document carefully and submit bids.

#### **Tender schedule and important information to the bidders**

| Sl. No. | Particular                                                                                  | Details                                                                                                                                                                                     |
|---------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Name of the work                                                                            | Selection of Agency for tentage for organization of Mission Shakti Mela- 2025, Janata Maidan, Bhubaneswar                                                                                   |
| 2       | Method of selection                                                                         | Quality-cum-Cost Based Selection (QCBS)                                                                                                                                                     |
| 3       | Date of issue of notification                                                               | 13.01.2025                                                                                                                                                                                  |
| 4       | Date, time and e-mail id for submission of queries for pre-bid meeting                      | Date: 17.01.2025, Time: 3.00PM<br>e-mail: <a href="mailto:msmelaod@gmail.com">msmelaod@gmail.com</a>                                                                                        |
| 5       | Date, time and place of pre-bid meeting                                                     | 18.01.2025, 11am in Conference Hall, Mission Shakti Bhawan, Pokhariput, Bhubaneswar                                                                                                         |
| 6       | Last date and time for submission of bid                                                    | 04.02.2025 (Up to 3:00PM) through SPEED POST ONLY. No bid shall be collected by any other means                                                                                             |
| 7       | Date, time & place of opening of technical bid and preparation of list of qualified bidders | 05.02.2025 at 11am in the Conference Hall, Mission Shakti Bhawan, Pokhariput, Bhubaneswar                                                                                                   |
| 8       | Date, time and place of presentation on theme and design by the qualified bidders           | 05.02.2025 at 3pm in the Conference Hall, Mission Shakti Bhawan, Pokhariput, Bhubaneswar                                                                                                    |
| 9       | Date, time and place of opening of Financial Bids of qualified bidders                      | 05.02.2025 after technical presentation, in the Conference Hall, Mission Shakti Bhawan, Pokhariput, Bhubaneswar                                                                             |
| 10      | Bid Processing Fee (Non-Refundable)                                                         | ₹ 10,000/- + GST-18 % = ₹ 11,800/- in shape of Demand Draft in favour of " <b>Department of Mission Shakti, Bhubaneswar</b> " drawn in any scheduled commercial bank payable at Bhubaneswar |

| Sl. No. | Particular                                                           | Details                                                                                                                                                                                            |
|---------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11      | Earnest Money Deposit (EMD)<br>(Refundable)                          | ₹ 1,00,000/- (Rupees One Lakh) in shape of Demand Draft in favour of “ <b>Department of Mission Shakti, Bhubaneswar</b> ” drawn in any scheduled commercial bank payable at Bhubaneswar            |
| 12      | Address & mode for delivery of Bid document with Bid Processing Fees | <b><u>Address:</u></b><br>Director, Mission Shakti<br>Mission Shakti Bhawan, Pokhariput,<br>Bhubaneswar- 751030, Tele. - 0674-2974093,<br><b><u>Mode of delivery:</u> Only through SPEED POST.</b> |

Sd/-  
**Director, Mission Shakti**

## SECTION-III

### SCOPE OF THE WORK

#### 1. About the Mission Shakti Mela, 2025

The scope of the work under this tender shall include the elements mentioned below. However, the quantities mentioned under the elements are tentative, may likely to increase or decrease.

2. **Scope of the work:** The scope of the works includes erection of tents and carrying out allied works, as follows.

| Sl. No. | Particulars of the work                                        |
|---------|----------------------------------------------------------------|
| (i)     | Ground layout                                                  |
| (ii)    | Construction of temporary stall for exhibition of SHG products |
| (iii)   | Construction of 3D Design stage, Gate and Mela Secretariat     |
| (iv)    | Construction of stall stalls for Food court- 20 stalls         |
| (v)     | Set up of Food Court Arena                                     |
| (vi)    | Running facia with vinyl board mounted on steel frame          |
| (vii)   | Branding inside the stalls in 3 walls                          |
| (viii)  | Sitting arrangement for participants in stalls                 |
| (ix)    | Sitting arrangement for audience near stage and stalls         |
| (x)     | Ground electrification                                         |
| (xi)    | Installation of temporary toilets                              |
| (xii)   | Decoration of walls                                            |
| (xiii)  | Other miscellaneous works                                      |

#### 3. Detailed specification of the works:

- 3.1. **Ground layout:** This work includes levelling of the ground for Mela area and parking areas. The bidder needs to inspect the Mela ground and submit layout plan in their bids indicating the map of the different functional areas of the Mela in the bid in shape of presentation.

- 3.2. **Construction of temporary stalls:** Temporary stalls for the following purposes and with the specifications mentioned for each are required to be prepared.

##### 3.2.1. Stalls for exhibition of SHG products: 250 stalls to be erected

| Sl. No. | Particulars | Specification                                                                                                                                                                                                                 |
|---------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a)      | Structure   | Material: Bamboo Structure ( <b>with Anti Fire Chemical Treatment</b> ),<br>Stall size<br>15 feet x 12 feet- 100 stalls<br>10 feet x 12 feet- 200 stalls<br>Size of each stall – 10' X 10' with tarpaulin water proof roofing |
| b)      | Flooring    | Wooden plank platform of 6" height from the ground covering with new synthetic carpet matting in entire stall area.                                                                                                           |

| Sl. No. | Particulars                  | Specification                                                                                                                                                                                                                                                                                                                                                                                 |
|---------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| c)      | Ceiling & Wall               | Three sides including partition walls of stall will be covered with white new cloth. Backside outer wall will be covered with tarpaulin and <b>G.I. Sheets (22 Gage Corrugated Sheet)</b> . Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. <b>(All New White Cotton Clothes to Be Used)</b>                                             |
| d)      | Racks                        | Three tire wooden/Iron 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 of below racks will be used for storage of goods.                                                                                                                                                                   |
| e)      | Facia                        | <b>An Iron Frame for Running Facia will be Constructed [10ft. X 4 ft.]. The facia will be covered with black back front-lit good quality of flex [10ft. X 4 ft. mounting].</b> A running white cloth jhallar of 1' width will be putted in the front side, below to the facia frame. Flex facia will be printed by the agency/firm/ decorator as per the design to be given by the authority. |
| f)      | 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 molded Chair -2 nos.                                                                                                                                                                                                                                  |
| g)      | Electric Fittings            | T5 Light – 3 no. (2 number of light should be connected with generator) & 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.                                                                                                                                                         |
| h)      | Numbering of Stall           | All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning state's name should pasted on each stall.                                                                                                                                                                                                                                                           |
| i)      | Closures                     | Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.                                                                                                                                                                                                                                                                                          |
| j)      | Anti-Fire Chemical Treatment | The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellant chemical.                                                                                                                                                                                                          |

### 3.3. Mela Secretariat (with office space, guest lounge, conference room, toilet and pantry)

| Sl. No. | Particulars           | Specifications                                                                                                                                                                       |
|---------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a)      | Size                  | One composite structure with size, 70 feet x 50 feet approx. Built by iron/ bamboo, cloth, ply board etc. The tentative floor plan of the Mela Secretariat is at <b>Annexure-C</b> . |
| b)      | Ceiling and wall      | Ceiling to be done using new cloth, properly stretched on wooden baton frames, fitted with ceiling lights and fan                                                                    |
| c)      | Doors and windows     | Glass/ PVC/ Ply doors and windows to be fixed to the rooms as in the plan.                                                                                                           |
| d)      | Flooring              | Ply board to be laid on the floor on a platform raised adequately, covered with new synthetic carpet. Door mat to be placed near each door on the floor.                             |
| e)      | Bio toilet            | 2 for gents and 2 for ladies                                                                                                                                                         |
| f)      | Furniture and fitting | Details given at <b>Annexure-D</b> .                                                                                                                                                 |
| g)      | Closures              | Two Aluminum frame glass fitted door shall be fitted in the main entrance                                                                                                            |



| Sl. No. | Particulars                  | Specifications                                                                                                                                                                                                                                         |
|---------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                              | and exit of the Coordination Cell for night closing.                                                                                                                                                                                                   |
| h)      | 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 Thermocool lettering and Thermocool panels at the entrance (written in English & Odia). |
| i)      | Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellant chemical.                                                                           |

#### 3.4. Gate:

| Sl. No. | Particulars                  | Category – A (Flex Box gate)                                                                                                                  | Category – B (3D Design gate)                                                                                                                                                                                                                          |
|---------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a       | Structure                    | Bamboo Structure, Wooden Batten framing, box type structure.                                                                                  | Artistic 3D structured gates as per <b>approved event wise design attached at Annexure D &amp; E.</b> with following the <b>technical specification</b> and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect. |
| b       | 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.        | 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.                                                                                                                 |
| c       | Covering                     | Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.                              | Gates should be fabricated with ply, batten frame, plaster of Paris with Thermocool sculptures etc. design work as per approved design.                                                                                                                |
| d       | Lighting                     | Sufficient lighting arrangement with metal light.                                                                                             | Sufficient lighting arrangement with metal light.                                                                                                                                                                                                      |
| e       | Flower decoration            | Live flower chains will be put in the gates and the same should be changed every alternate day.                                               | Live flower chains will be put in the gates and the same should be changed every alternate day                                                                                                                                                         |
| f       | Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellant chemical. | The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellant chemical.                                                                                                          |

**3.5. Decorative walls:** Decorative wall of batten framing, hessian cloth mounting and paintings be done **Geru** with traditional **chita** painting on side walls.

### 3.6. Stage:

| Sl. No.                                                          | Particulars       | Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
|------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--|------------------------------------------------------------------|---------|------------------------------------|--------|-----------------------|--------|-------------------|--------|------------------------|--------|------------------------|--------|---------------------|--------|-------------------------|--------|
| a)                                                               | Structure         | Iron fabricated structure 80' x 60' size & height from ground surface 5' with plywood floor of 19 mm thickness ply as per <b>approved event wise design attached at Annexure F &amp; G.</b> with following the <b>technical specification</b> and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect.                                                                                                                                                                                                                                 |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| b)                                                               | Flooring          | The entire floor of the stage shall be covered with new synthetic carpet of fine quality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| c)                                                               | Back Drop         | Artistic 3D structured stage as per approved design <b>attached at Annexure F &amp; G</b> with following the <b>technical specification</b> and other materials (Ply, Thermocool, Palster of Paris) may be used to get original 3D Effect.<br>Size of background will be 80' x 20' with back side black cloth masking.<br>Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).                                                                                                                                                           |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| d)                                                               | Lettering         | Thermos cool lettering of 1.6' height to 0.6' will be 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        | 6 no. of side wings with a size of (9' X 4') made of flex sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.                                                                                                                                                                                                                                                                                                                                                                                                         |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| f)                                                               | 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.                                                                                                                                                                                                                                                                                                                                                  |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| g)                                                               | Flower Plant pots | Minimum 100 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| h)                                                               | Barricading       | 3' height fabricated barricade will be made around the stage for the entry of VIPs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| i)                                                               | Furniture         | 12 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 12 no. good quality borosil glasses with covers, Plastic name plates – 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.                                                                                                                                                                                                              |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| j)                                                               | Light & Sound     | <table><tr><td colspan="2">Specification for light:</td></tr><tr><td>i) PAR-64-1000 wt. (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td><td>50 nos.</td></tr><tr><td>ii) Galileo Scanner-1200 wt. (SGM)</td><td>4 nos.</td></tr><tr><td>iii) Multi twenty- 2K</td><td>6 nos.</td></tr><tr><td>iv) Multi ten- 1K</td><td>4 nos.</td></tr><tr><td>v) Jumbo Smoke Machine</td><td>2 nos.</td></tr><tr><td>vi) Jumbo Strobe Light</td><td>2 nos.</td></tr><tr><td>vii) 1 Colour Laser</td><td>2 nos.</td></tr><tr><td>viii) Moving Head (SGM)</td><td>2 nos.</td></tr></table> | Specification for light: |  | i) PAR-64-1000 wt. (OSRAM, Sylvania or GE Bulb only) CP-60,61,62 | 50 nos. | ii) Galileo Scanner-1200 wt. (SGM) | 4 nos. | iii) Multi twenty- 2K | 6 nos. | iv) Multi ten- 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. |
| Specification for light:                                         |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| i) PAR-64-1000 wt. (OSRAM, Sylvania or GE Bulb only) CP-60,61,62 | 50 nos.           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| ii) Galileo Scanner-1200 wt. (SGM)                               | 4 nos.            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| iii) Multi twenty- 2K                                            | 6 nos.            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |
| iv) Multi ten- 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.            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |  |                                                                  |         |                                    |        |                       |        |                   |        |                        |        |                        |        |                     |        |                         |        |

| Sl. No. | Particulars                  | Specification                                                                                                                                                                                                                                                                                                                                                          |         |
|---------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|         |                              | ix) Led Par                                                                                                                                                                                                                                                                                                                                                            | 10 nos. |
|         |                              | x) Halogen 1kw                                                                                                                                                                                                                                                                                                                                                         | 10 nos. |
|         |                              | <i>Specification For Sound:</i>                                                                                                                                                                                                                                                                                                                                        |         |
|         |                              | i) Bass Bin                                                                                                                                                                                                                                                                                                                                                            | 2 nos.  |
|         |                              | ii) High range top box (pee-vay/JBL, 400wt.)                                                                                                                                                                                                                                                                                                                           | 4 nos.  |
|         |                              | iii) High range frequency box (Pee-vay/JBL)                                                                                                                                                                                                                                                                                                                            | 4 nos.  |
|         |                              | iv) HF box                                                                                                                                                                                                                                                                                                                                                             | 4 nos.  |
|         |                              | v) Cordless Micro Phone                                                                                                                                                                                                                                                                                                                                                | 2 nos.  |
|         |                              | vi) Cord Micro Phone                                                                                                                                                                                                                                                                                                                                                   | 6 nos.  |
|         |                              | vii) 24 channel Mixture                                                                                                                                                                                                                                                                                                                                                | 1 no.   |
|         |                              | viii) High wattage amplifier                                                                                                                                                                                                                                                                                                                                           | 4 nos.  |
|         |                              | ix) Effect processor                                                                                                                                                                                                                                                                                                                                                   | 1 no.   |
|         |                              | 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.  |
| k)      | Green Room                   | Two rooms to be created with 10 x 15 feet size, one each for gents and ladies. Superstructure with bamboo, Ballha & Tarpaulin cover for two green rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with. 20 armless plastic moulded chair to be given @ 10 in each room. |         |
| l)      | Bio-toilet                   | 2 toilets (one for gents and one for ladies) to be attached to Green Room for Gents and Ladies                                                                                                                                                                                                                                                                         |         |
| m)      | Overall Supervision          | Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.                                                                                                                                                                                         |         |
| n)      | Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical.                                                                                                                                                                                                                      |         |

### 3.7. Seating arrangement in front of the stage:

| Sl. No. | Particulars | Specification                                                                                                                                                         |
|---------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a)      | Sofa        | Front line of the stage to be provided with 12 no. Double sofa with white cover, 4 single sofa with white cover, 6 no. of Tea-poy with white cover                    |
| b)      | Chair       | Six hundred (600) no. of plastic moulded chairs, 12 no. of steel double sofa with white cover, 4 single sofas with white cover, 6 numbers of tea-poy with white cover |
| b)      | Barricading | Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.                                                                   |
| c)      | Matting     | Green net matting in sitting area.                                                                                                                                    |

### 3.8. Food court stalls:

| Sn. | Particulars                  | Specifications                                                                                                                                                                                                                                                                                                                         |
|-----|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a)  | Structure                    | (i) <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.<br>(ii) <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. |
| b)  | Flooring                     | Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.                                                                                                                                                                                                                               |
| c)  | Ceiling & Wall               | Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <b>G.I. Sheets (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> )                    |
| d)  | 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.                                                                                                                  |
| e)  | 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.                                                                                |
| f)  | 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.                                                                                                                                                                         |
| g)  | 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.                                                                                             |
| h)  | Closures                     | Front Cloth Drops/Screens Daily to be done                                                                                                                                                                                                                                                                                             |
| i)  | Water supply                 | Water line connection to each kitchen shed with sink fixing                                                                                                                                                                                                                                                                            |
| j)  | Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical.                                                                                                                                                 |

### 3.9. Dining area near food court:

| Sl. No. | Particulars                  | Work Specifications                                                                                                                                                          |
|---------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a)      | Size                         | 100 ft X 150 ft.                                                                                                                                                             |
| b)      | Flooring                     | Green net carpet over the entire area                                                                                                                                        |
| c)      | Furniture                    | 30 round table with frill and cover, 100 no. of banquet chair with white cover                                                                                               |
| d)      | Barricading                  | Decorative metal/ bamboo truss barricading of 3 feet height with green color cover at entry and exit passage                                                                 |
| e)      | Dustbin                      | 30 no. of push-swing type dustbins                                                                                                                                           |
| f)      | Closures                     | Two wooden frame ply fitted door shall be fitted in the main Entrance & Exit of the Dining Hall for night closing.                                                           |
| g)      | Anti Fire Chemical Treatment | The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical. |

- 3.10. Cleaning and sanitation:** 100 Dustbins of 3 feet height, are to be placed at strategic points, garbage to be lifted from time to time.
- 3.11. Net carpeting:** Entire Mela ground to be carpeted by new net carpets of green color and daily maintenance of the same through sweeping and garbage collection.
- 3.12. Temporary toilets:** 20 no. of temporary urinal-cum-toilet (10 each for men and women) are to be set up with all sanitary fittings in the Mela ground for the participants and visitors. Water supply and wash basin facilities to be provided.
- 3.13. Dining area for participants:** One separate dining area (100 feet x 100 feet) German hanger, without AC, with pedestal fans, to be set up with side-walls for serving lunch and dinner to the participants and officials (around 600 pax). The area to be carpeted with green synthetic nets. Adequate lights to be set up. Dust bins to be placed for garbage collections.
- 3.14. Generator sets with fuel:** Generator sets with fuel to be provided by the agency. Two no. of 125 KVA generator to be supplied, one each for Stage and Mela area. Fuel to be provided by the agency. Power supply to be given to the Mela Secretariat and 2 T5 lights of each stall, selected ground lights and PA systems.
- 3.15. Ground electrification:** The below mentioned items are taken as a package which shall be supplied by the bidder. The quantities of the items are fixed in the package. The Mela ground should be properly illuminated. The package includes below-mentioned items and concealed wiring to all lights and sound equipment.

| Sl. No. | Particulars                                                                                   |
|---------|-----------------------------------------------------------------------------------------------|
| a)      | Main switch board/ panel board up to 250KW electric load with cabling and wiring              |
| b)      | Adequate speakers to be fitted for surrounding sound                                          |
| c)      | 50 no. of Halogen lights (500 watt) along with wiring/ fitting poles                          |
| d)      | 75 No. of white Halogen light with wiring/ fitting poles                                      |
| e)      | 20 no. of flood lights shall be fitted in and around, backside of stalls for security purpose |
| f)      | 150 no. of Globe lights / Garden light with stand (3- feet height) with wiring                |
| g)      | 300 no. of applique hanging lampshades with wiring and bulbs fitted.                          |

**3.16. Miscellaneous items of work**

| Sl. No. | Items                                                            | Qty. required |
|---------|------------------------------------------------------------------|---------------|
| a)      | Bed Set (Bed & Pillow with Cover)                                | 500 pcs.      |
| b)      | Durry (15' X 15')                                                | 10 pcs.       |
| c)      | Printing & Installation of Star Flex Sheet with batten frame     | 5000 sq ft    |
| d)      | Stage background in black cloth masking                          | 2500 sq ft.   |
| e)      | Dustbin- 3 ft height                                             | 100 pcs.      |
| f)      | Decorative Flower / Plant Pot                                    | 150 pcs.      |
| g)      | Syntex tank (2000-liter capacity each tank with 3' height stand) | 2 pcs.        |
| h)      | Soundless pedestal fan                                           | 10 cs.        |
| i)      | Red carpet (synthetic)                                           | 2000          |

## SECTION: IV

### TECHNICAL BID

- 1. Technical qualification criteria:** The technical qualifications required for submission of bids are mentioned below. The bidders need to read the same carefully and submit the documentary proof of fulfilment of the qualifications in the sequence mentioned below.

#### TECHNICAL BID QUALIFICATION CRITERIA

| Sl. No. | Technical qualification criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Documentary Evidence                                                                                                                                         |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1.    | <b>Registration:</b><br>The bidder must be a <b>registered entity with a competent authority for organizing activities relating to Tentage</b> and must have a valid registration certificate                                                                                                                                                                                                                                                                                                                                                                                                                      | Certificates of <b>Registration / Incorporation with the competent authority with validity up to the date</b>                                                |
| 1.2.    | <b>PAN &amp; GSTIN:</b><br>The bidder must have PAN and GST (GSTIN) registration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Copy of PAN and GSTIN                                                                                                                                        |
| 1.3.    | <b>Experience:</b><br>(i) The Bidder should have been experience of providing Tentage Services to the Central/ State Government program organized by Government in last five years as on Dec 1, 2024.<br>(ii) The bidder must have completed at least one Tentage work, having value not less than ₹ 2 Cr. in last five years, or<br>(iii) The bidder must have completed at least two Tentage works, having value within the range of 1.5 to 2 Cr. in last five years, or<br>(iv) The bidder must have completed at least three Tentage works having value within the range of 1.00 to 1.5 Cr. in last five years | Work order/ Work completion certificate/ Experience Certificate issued by the concerned Government authority<br>-do-<br>-do-<br>-do-                         |
| 1.4.    | <b>Turnover:</b><br>The agency should have an average annual turnover of <b>₹ 2 Crore</b> in the years from 2018-19 to 2023-24.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Audited Balance Sheet &amp; Turnover Certificate</b> issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income |
| 1.5.    | Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Form of Declaration in the format at Part-II in Annexure-A</b>                                                                                            |

| Sl. No. | Technical qualification criteria                                                          | Documentary Evidence                                                                         |
|---------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 1.6.    | The Firm / Agency shall have fully functional local office in Bhubaneswar                 | Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.) |
| 1.7.    | The bidder should be a license holder of <b>Private Securities Regulation Act (PSARA)</b> | Valid license of PSARA                                                                       |

2. Manner of submission of Bid: The bidder has to furnish the bid in four envelopes, i.e., Envelope-1 containing 'Pre-bid documents', Envelope-2, containing 'Technical Bid documents', Envelope-3 containing Financial Bid document and Envelope-4, containing Envelope, 1, 2 and 3.

#### PROCEDURE TO BE FOLLOWED TO SUBMIT THE BID

| Sl. No. | Envelope No.      | What to contain                                                                                                          | How the envelope is to be labeled                                                                      |
|---------|-------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 2.1.    | <b>Envelope-1</b> | (i) Covering letter in the format at Annexure-A<br>(ii) Information in the format at Annexure-B along with the documents | <b>Envelope-1- Pre-Bid – Selection of Agency for Tentage work for Mission Shakti Mela-2025</b>         |
| 2.2.    | <b>Envelope-2</b> | Information in the format at Annexure-C along with the documents                                                         | <b>Envelope-2-Technical Bid – Selection of Agency for Tentage work for Mission Shakti Mela-2025</b>    |
| 2.3.    | <b>Envelope-3</b> | Financial bid document                                                                                                   | <b>Envelope-3- Financial Bid for Selection of Agency for Tentage work for Mission Shakti Mela-2025</b> |
| 2.4.    | <b>Envelope-4</b> | Sealed envelope 1, 2 and 3                                                                                               | <b>BID for selection of Agency for Tentage work for Mission Shakti Mela, 2025</b>                      |

### 3. General checklist of documents to be submitted by the bidder

Each page of the documents to be signed with the organizational seal of the bidder.

| Sl. No. | Particular of the document                                                                                                                                                                                                                                                          | Remark         |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 3.1.    | Covering letter in the Bidder's letterhead requesting to participate in the tender                                                                                                                                                                                                  | Envelope No. 1 |
| 3.2.    | Copy of Certificates of <b>Registration / Incorporation with the competent authority with validity up to the date</b>                                                                                                                                                               |                |
| 3.3.    | Bid-processing fee (non-refundable) for ₹ 11,800/- (inclusive of taxes) in shape of Bank Draft drawn in favour of <b>Department of Mission Shakti, Bhubaneswar</b> , payable at Bhubaneswar.<br><br>Non-submission of Bid Processing Fees shall entail the proposal to be rejected. |                |



| Sl. No. | Particular of the document                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Remark         |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 3.4.    | EMD for ₹ 1 lakh (one lakh rupees) only, in shape of Bank Draft drawn in favour of <b>Department of Mission Shakti, Bhubaneswar</b> , payable at Bhubaneswar<br>Or,<br>In case the bidder has been exempted from paying EMD under any valid law/ guidelines/ order of a competent authority, the self-attested copy of such document<br><br>Non-submission of EMD amount in the prescribed manner or valid document in support of claim for exemption shall entail the proposal to be rejected. |                |
| 3.5.    | Copy of PAN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |
| 3.6.    | Copy of GSTIN registration                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
| 3.7.    | Experience certificates (arranged in ascending order, year-wise)                                                                                                                                                                                                                                                                                                                                                                                                                                | Envelope No.2  |
| 3.8.    | Audited balance sheet of the firm issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income from 2019-20 to 2023-24 (arranged in ascending order, year-wise)                                                                                                                                                                                                                                                                                         |                |
| 3.9.    | Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government                                                                                                                                                                                                                                                                                                                                                                                             |                |
| 3.10.   | Local office address of the firm                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |
| 3.11.   | Particulars of the Human Resources of the bidder's organization                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
| 3.12.   | Financial Bid document                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Envelope No. 3 |
| 3.13.   | Envelope 1, 2 and 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Envelope No. 4 |

- 4. Bid Evaluation criteria:** The Technical Bid document in Envelope-2 shall be verified and the following marking scheme for technical evaluation shall be followed.

**Criteria, sub-criteria and scoring system for the evaluation of full Technical Proposals are**

| Sl. No. | Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                          | Max Points | Supporting documents                                                                                                  |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------|
| 3.1.    | <b>Experience of organizing exhibition/ events, etc. from 2018-19 to 2024-25</b> <ul style="list-style-type: none"> <li>Marks for each completed state level project with value of ₹ 50 lakh to ₹ 100 lakh- 5 marks</li> <li>Marks for each completed state level project with value above ₹ 100 lakh- 7 marks</li> <li>Marks for each completed national level project- 10 marks</li> </ul> | <b>30</b>  | <ul style="list-style-type: none"> <li>Letter of Award/ work agreement/ Work Order/ completion certificate</li> </ul> |
| 3.2.    | <b>Experience of organizing Government events at national level from 2018-19 to 2024-25</b> <ul style="list-style-type: none"> <li>In case less than 10 States participated in the national event- 05 marks</li> </ul>                                                                                                                                                                       | <b>20</b>  | Letter of Award/ Agreement/ Work Order duly certified by the authorized                                               |



| Sl. No. | Evaluation Criteria                                                                                                                                                                                                                                                   | Max Points | Supporting documents                                                                                                                                                  |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | In case of more than 10 States participating in the national level event- 15 marks                                                                                                                                                                                    |            | signatory of the bidding company.                                                                                                                                     |
| 3.3.    | <b>Average Annual turnover of the Bidder</b><br><u><b>Scoring Pattern:</b></u><br><br>For average turnover above ₹ 2 Cr. and less or equal to ₹ 2.5 Cr. from 2018-19 to 2023-24- 10 marks<br><br>For average turnover above ₹ 3 Cr. from 2018-19 to 2023-24- 20 marks | 20         | Certificate from <b>statutory auditor/ Audited Balance Sheet &amp; Turnover Certificate</b> from <b>Chartered Accountant</b> certifying the same need to be enclosed. |
| 3.4.    | <b>Technical Presentation (the average score of all the members of the Committee on the Technical Presentation shall be taken into consideration)</b>                                                                                                                 | 30         | Indicative description of the elements of the presentation is given below at Sl. No. 4.                                                                               |
|         | <b>Total</b>                                                                                                                                                                                                                                                          | <b>100</b> |                                                                                                                                                                       |

The bidder has to submit the details of its manpower, professionals to handle the Tentage, event specific plans, 3-Dimensional rendering of different functional areas of the Mission Shakti Mela. Some of the broad areas of the presentation are as follows:

**5. Indicative description of the elements of the presentation to be done by the bidder during technical presentation by qualified bidders:**

- 5.1. Visual presentation of the best performance of the bidder in the past.
- 5.2. Manpower deployment plan
- 5.3. Overall lay-out of the Event – particularly optimal utilization of space (without compromising with norms of quality, hygiene & Safety).
- 5.4. Concept design in 3D renderings (for whole and various parts) for Event including stage, detailed seating arrangement, passages, ceiling, lounges, LED set-up, dais set-up, entry/exit, flex / digital prints.
- 5.5. Concept design in 3D for stalls and the Food Court. Concept design in 3D for VVIP lounge, Media Lounge, Meeting Rooms. Concept design for Entry Gate Arch and Façade.
- 5.6. Fire and emergency exit plan and statutory safety compliances
- 5.7. Power backup & environment
- 5.8. Technical specifications & pictures of items (viz. chairs / sofas, carpet, floral décor, entry arch, finish of MDF wall, Sound System (mention make) etc. and type of materials to be used (please supply samples /photos

- 5.9. Overall Branding by Flex / Digital Prints (Interior and exterior) or any other material
- 5.10. Beautification of periphery area outside permanent structures including hanger structures as well as walkways (Graveling)
- 5.11. Any other innovation, quality improvement and aesthetics.

6. Technically qualified bidders will make a power point presentation of the theme-based design of the event as per the Tender schedule before the Committee. The objective of the presentation is to enable the Committee to evaluate the bidders' ability about their Design and understanding as well as preparedness for the proposed assignment. Clarifications, if any, as required by the Committee will also be discussed during the presentation. **The bidder whose technical bid including that of "Theme Based Design" secures a score above the minimum qualifying mark of '70' in the technical evaluation stage, will be qualified for opening of the financial bid.**

## **7. Methodology of Evaluation – Quality cum Cost Based Selection**

- 7.1. The selection shall be on the **Quality cum Cost Basis Selection (QCBS)** based on the final weighted score.
- 7.2. The combined final score shall be considered for award of the assignment. The assignment shall be awarded to the Agency scoring the highest final weighted score.
- 7.3. The weightage for the technical proposal and financial proposal in the combined final score will be **80%** and **20%** respectively.
- 7.4. The marking scheme for technical proposal will be as per details given in this TENDER. Technical score (St) shall be out of 100.
- 7.5. The Financial Proposal shall be evaluated using the following methodology:
  - 7.5.1. The lowest Financial Proposal (**Fm**) will be given a financial score (**Sf**) of 100 points. The financial scores (**Sf**) of the other Financial Proposals will be determined using the following formula: **Sf = 100 x Fm/F**; In which Sf is the financial score, **Fm** is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.
  - 7.5.2. Proposals will finally be ranked in accordance with their **combined of technical (St)** and financial (**Sf**) scores: **S = St x Tw + Sf x Fw** (Where **S** is the **combined score**, and **Tw** and **Fw** are **weights** assigned to Technical Proposal and Financial Proposal that will be **80%** and **20%** respectively).

## **8. Award of Contract:**

The Dept. will intimate the successful bidder by issuing an offer letter/workorder. In case the successful bidder fails, the EMD furnished by the bidder shall be forfeited. The Dept. may invite the second most successful bidder to execute the project at the prices of the successful bidder. If the negotiation with the second most successful bidder fails, the Dept. will cancel the bidding procedure and re-invite the bid (***Sub-contracting is not allowed under this assignment***).

## **9. Other Terms & Conditions:**

- 9.1. Bidder shall depute adequate staff for execution & supervision of the work along with the list of professional employees and consultants of the firm having experience in the required area. The supervision work at site will be done constantly by the qualified staff employed by Bidder.
- 9.2. The bidder should have experience in liaison with various state government Tenders, i.e., police Tender, health Tender, fire Tender, labour Tender, industry Tender, electricity Tender, etc. for necessary statutory permissions & NOCs to organize the such type of events. (Enclose self-declaration on company letterhead with office seal).
- 9.3. The Tender will not be responsible for any occurrence like theft & missing of any articles while deployment of guards by the agency during the mela period.
- 9.4. In case of any occurrence of theft, the Agency will conduct proper inquiry.
- 9.5. During inquiry, if it is found that any fault or lapses on the part of security personnel is there for such theft, the Agency will be responsible to pay the amount of loss towards theft of any article during the mela period from the premises.
- 9.6. Arrangement of lodging, boarding & logistics of the guards during the mela period will be the responsibility of the Agency.
- 9.7. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing of the event.
- 9.8. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain supply-line and its upkeep.
- 9.9. The rate offered by the agency shall be excluding of GST & other Taxes.
- 9.10. The Agency shall open its own office in the mela ground with required manpower to coordinate all their activities & to handle any work to be assigned during the event by the authority.
- 9.11. The bidder shall quote their price for all the items without leaving any column / row blank.
- 9.12. The payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Committee. The agency shall not use any additional materials other than the types of materials specified in the work order without the prior permission of the Tender. In case of any additional requirement or modified material, the agency has to take the prior written permission from the Tender.
- 9.13. The agency shall be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the Tender.

#### **10. Disclosure:**

- 10.1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- 10.2. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a

receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

10.3. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

10.3.1. Criminal offence or other serious offence punishable under the law of the land, or where, they have been found by any regulator or professional body to have committed professional misconduct;

10.3.2. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;

10.3.3. Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

**11. Anti-corruption Measure:**

11.1. Any effort by Bidder(s) to influence the Dept. in the evaluation and ranking of financial bids, and recommendation for award of contract, will result in the rejection of the bid.

11.2. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Dept. shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**12. Legal Jurisdiction:**

Legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

**13. Governing Law and Penalty Clause:**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages, thereafter the Dept. holds the option for cancellation of the contract for pending activities and complete the same through any other agency. The Dept. may deduct such amount from any payment or payment become due to bidder for such work executed through any other agency. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Dept. and the bidder under this contract will be governed by the prevailing laws of Govt of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ **1% per week** subject to maximum of **10% of the total contract value**. The amount will be deducted from the subsequent payment.

**14. Tender's right to accept any bid and to reject any oral lbid(s)**

The Dept. reserves the right to accept or reject any bid, and to annul or amend the bidding/ selection/ evaluation process and reject all bids at any time prior to award of contract, without assigning any reason thereof and thereby shall not incur any liability to the bidders. Misrepresentation/improper response by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the bids have been opened and the successful Bid gets disqualified/rejected, then the Tender reserves the right to consider the

next most successful bidder, or take any other measure as may be deemed fit in the sole discretion of the Tender, including annulment of the selection Process.

**15. Number of Bids:**

Each Bidder shall submit only one (1) bid, in response to this TENDER. 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-V

### FINANCIAL BID

The bidder shall submit financial bid in the following format under the letterhead of the bidder

#### COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To:

The Director, Mission Shakti  
Mission Shakti Bhawan, Pokhariput, Bhubaneswar

**Sub: Submission of Financial Bid for Tentages Services of Mission Shakti Mela 2025**

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid 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:

| Sl. No. | Item                                                                                                                                              | Category        | Unit        | Cost per unit | Required Qty. in units (tentative) | Total Amount [in Rs.] Including GST |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|---------------|------------------------------------|-------------------------------------|
| i)      | Construction of stalls                                                                                                                            | -               | Number      |               | 250 stalls                         |                                     |
| ii)     | Super -structure of the Mela Secretariat (80 x 60 feet) with approx. height 15<br><i>(The bidder has to give suggestive 3D rendered pictures)</i> | Single package  | Per package |               | 1                                  |                                     |
| iii)    | Gates                                                                                                                                             | Single package  | Per Gate    |               | 2 Nos                              |                                     |
| iv)     | Decorative Wall                                                                                                                                   | Single package  | Per Sq. Ft. |               | 4000 sq feet                       |                                     |
| v)      | Stage                                                                                                                                             | Single package  | Per package |               | 1                                  |                                     |
| vi)     | Ground Electrification                                                                                                                            | Single package  | Per package |               | 1                                  |                                     |
| vii)    | Bio Toilet                                                                                                                                        | -               | Per toilet  |               | 6                                  |                                     |
| viii)   | Temporary toilet                                                                                                                                  | -               | Per toilet  |               | 20                                 |                                     |
| ix)     | Generators (125 KVA)                                                                                                                              | Single package  | Per package |               | 2                                  |                                     |
| x)      | Food Court                                                                                                                                        | Single package  | Per package |               | 1                                  |                                     |
| xi)     | Net Carpeting                                                                                                                                     | Rate per sqr ft | Per Sqr ft  |               | 15,0000                            |                                     |
| xii)    | Bed sheet, Pillow with cover                                                                                                                      | -               | Per set     |               | 600                                |                                     |

| Sl. No.  | Item                                                             | Category | Unit             | Cost per unit | Required Qty. in units (tentative) | Total Amount [in Rs.] Including GST |
|----------|------------------------------------------------------------------|----------|------------------|---------------|------------------------------------|-------------------------------------|
| xiii)    | Plastic bucket (20 ltr) with mug (1 ltr)                         | -        | Per set          |               | 200                                |                                     |
| xiv)     | Sofa- 2-seater white leather sofa                                | -        | Per sofa         |               | 40                                 |                                     |
| xv)      | Sofa- 3-seater white leather sofa                                | -        | Per sofa         |               | 2                                  |                                     |
| xvi)     | Sofa- single-seater white leather sofa                           | -        | Per sofa         |               | 4                                  |                                     |
| xvii)    | Tea-poy, glass top, with white cloth wrapping                    | -        | Per Tea-poy      |               | 14                                 |                                     |
| xviii)   | Durri (15' X 15')                                                | -        | Per Piece        |               | 20 pcs.                            |                                     |
| xix)     | Printing & installation of Star Flex Sheet with batten frame     | -        | Per Sq. Ft.      |               | 15,000 Sq feet                     |                                     |
| xx)      | Masking in black cloth                                           | -        | Per Sq. Ft.      |               | 5,000 sqr ft.                      |                                     |
| xxi)     | Dustbin- 3 ft height                                             | -        | Per Piece        |               | 100 pcs                            |                                     |
| xxii)    | Decorative Flower / Plant Pot                                    |          | Per Piece        |               | 200 pcs.                           |                                     |
| xxiii)   | Syntex tank (2000-liter capacity each tank with 3' height stand) | -        | Per tank         |               | 2 pcs.                             |                                     |
| xxiv)    | Soundless pedestal fan                                           | -        | Per Piece        |               | 25 pcs.                            |                                     |
| xxv)     | Red Carpet (Synthetic)                                           | -        | Rate per sq feet |               | 3000 Sq feet                       |                                     |
| xxvi)    | Executive Chair                                                  | -        | Number           |               | 25                                 |                                     |
| xxvii)   | Table (6x 3 feet) wrapped in white cloth                         | -        | Number           |               | 6                                  |                                     |
| xxviii)  | Fiber moulded arm chair                                          | -        | Number           |               | 30                                 |                                     |
| xxix)    | Banquet chair with off-white cover                               | -        | Number           |               | 20                                 |                                     |
| xxx)     | Exhaust fan (one each in each toilet of Mela Secretariat)        |          | Number           |               | 4                                  |                                     |
| xxxi)    | Computer table                                                   |          | Number           |               | 2                                  |                                     |
| xxxii)   | Steel cup-board                                                  |          | Number           |               | 1                                  |                                     |
| xxxiii)  | Decorative racks                                                 |          | Number           |               | 2                                  |                                     |
| xxxiv)   | Television set 50 inches                                         |          | Number           |               | 2                                  |                                     |
| xxxv)    | CCTV screen- 32 inch TV                                          |          | Number           |               | 1                                  |                                     |
| xxxvi)   | Stand fan- soundless pedestal                                    |          | Number           |               | 4                                  |                                     |
| xxxvii)  | Ceiling fan                                                      |          | Number           |               | 7                                  |                                     |
| xxxviii) | Tube/ LED light                                                  |          | Number           |               | 25                                 |                                     |
| xxxix)   | Tower AC (4-ton capacity)                                        |          | Number           |               | 5                                  |                                     |
| xl)      | Refrigerator (min 300 ltr)                                       |          | Number           |               | 1                                  |                                     |
| xli)     | Desktop computer                                                 |          | Number           |               | 2                                  |                                     |
| xl ii)   | Color inkjet/ laser printer                                      |          | Number           |               | 1                                  |                                     |
| xl iii)  | A-4 Size 80 GSM paper (as required)                              | Package  | -                |               |                                    |                                     |
| xl iv)   | Dust bin with cover and garbage bag                              |          | Number           |               | 100                                |                                     |
| xl v)    | Wash basin with running water                                    | Package  | Number           |               | 2                                  |                                     |
| xl vi)   | Sanitary fitting- Indian                                         | Package  |                  |               | 2                                  |                                     |

| Sl. No. | Item                                                                                                                                         | Category | Unit   | Cost per unit | Required Qty. in units (tentative) | Total Amount [in Rs.] Including GST |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|---------------|------------------------------------|-------------------------------------|
|         | toilets with water supply                                                                                                                    |          |        |               |                                    |                                     |
| xlvi)   | Sanitary fitting- Western toilets with water supply                                                                                          | Package  |        |               | 2                                  |                                     |
| xlvi)   | Roof hanging decorative light for guest lounge                                                                                               | Package  |        |               | 1                                  |                                     |
| xli)    | CCTV camera nodes                                                                                                                            | Package  |        |               | 50                                 |                                     |
| i)      | Water filter- aqua-guard with water jar                                                                                                      | -        | Number |               | 1                                  |                                     |
| ii)     | Electric fitting-switches, sockets, plugs, extension cord, etc. for Mela Secretariat and Stage                                               | Package  |        |               | 1                                  |                                     |
| iii)    | Sound system-adequate for stage and Mela Secretariat                                                                                         | Package  |        |               | 1                                  |                                     |
| iiii)   | Micro-wave oven and Induction heater, electric kettle, serving tray, glass tumbler, Induction pan, water jug, stainless steel cutleries etc. | Package  |        |               | 1                                  |                                     |

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, the rates quoted by me are tentative and subject to increase or decrease, as the case may be.

Yours faithfully,

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

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

**Address of the Bidder:**



## SECTION-VI

### MISCELLANEOUS

#### 1. Letter of Intent and Bank Guarantee:

Letter of Intent shall be awarded to the selected agency after finalization of the tender. The agency has to acknowledge receipt of the same and convey his acceptance within 3 days

#### 2. Submission of Performance Security:

The selected agency has to submit Performance Security along with acceptance of the Letter of Intent. The Performance Security shall be submitted in shape of Bank Guarantee executed in any nationalized bank, pledged in favour of Mission Shakti Department. The amount of the Performance Security shall be equal to 7% of the value of the tender. The bank guarantee shall be pledged for a period of one year with effect from date of completion of the project.

#### 3. Award of work order:

3.1. Work order shall be issued in favour of the selected agency after receipt of its acceptance of the Lol, Performance Security in shape of the Bank Guarantee on the total tender value.

3.2. The quantity of the work mentioned in the tender are tentative. The Department reserves the right to enhance or reduce the elements of work mentioned by it earlier, depending upon the actual requirement of work. The Department also reserves the right to issue additional work order if necessary.

#### 4. Terms of payment:

Payment to the selected agency shall be released in four instalments as mentioned below. The agency has to achieve the required milestones for each instalment and shall submit the documents mentioned therein, subject to satisfactory performance of the agency.

### TERMS OF PAYMENT

| Instalment No.  | Time                   | Percentage of the value of the work | Milestone to be achieved                                                                                                                                            |
|-----------------|------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> | Issuance of work order | 20%                                 | 1. Issue of work order<br><br>2. Submission of Performance Security in shape of Bank Guarantee<br><br>3. Submission of approved work plan and schedule of operation |

| <b>Instalment No.</b> | <b>Time</b>                                             | <b>Percentage of the value of the work</b> | <b>Milestone to be achieved</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------|---------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       |                                                         |                                            | 4. Insurance coverage or other risk mitigation document                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2 <sup>nd</sup>       | 3 days prior to commencement of the Mission Shakti Mela | 30%                                        | <ol style="list-style-type: none"> <li>1. Progress based performance of the agency, at least 50% of the assigned work to be completed</li> <li>2. Joint verification of the work by the competent team of Mission Shakti Department and the authorized representative of the agency</li> <li>3. Submission of the copies of the invoices of the completed works/ materials in bound volume as proof of the progress by the agency</li> <li>4. Handing over of the project to Mission Shakti Department</li> </ol> |
| 3 <sup>rd</sup>       | 3 days after commencement of the Mela                   | 20%                                        | <ol style="list-style-type: none"> <li>1. Submission updated progress reports</li> <li>2. The competent team of the Mission Shakti Department to conduct work quality checks</li> <li>3. Compliance of all instructions issued to the agency and clearance of any pending issues</li> </ol>                                                                                                                                                                                                                       |
| 4 <sup>th</sup>       | After completion of the Mission Shakti Mela             | 30%                                        | <ol style="list-style-type: none"> <li>1. Completion of the project as per the work order</li> <li>2. Submission of final report and compliances of all legal and regulatory obligations</li> </ol>                                                                                                                                                                                                                                                                                                               |

| Instalment No. | Time | Percentage of the value of the work | Milestone to be achieved                                                                                       |
|----------------|------|-------------------------------------|----------------------------------------------------------------------------------------------------------------|
|                |      |                                     | 3. Clearances of all dues payable to public authorities, if any<br><br>4. Ground vacation and clearance report |

- 5. Format for submission of periodic progress report:** The 2<sup>nd</sup> and 3<sup>rd</sup> instalment shall be released after submission of progress report. The Progress Report shall be submitted in the following format. The periodic reports shall be verified physically and the quantitative and qualitative assessment shall be made by a competent committee of the Mission Shakti Department in presence of the representative of the agency.

| Instalment No. _____ |         |                           |                       |                                  |
|----------------------|---------|---------------------------|-----------------------|----------------------------------|
| Sl. No.              | Element | Quantity as in work order | Quantity, as executed | Details of the documentary proof |
|                      |         |                           |                       |                                  |
|                      |         |                           |                       |                                  |
|                      |         |                           |                       |                                  |
|                      |         |                           |                       |                                  |

**Date:**

**Place**

**Seal**

**Signature**

- 6. Format for submission handing over report:** The agency shall handover the work in required quantities and confirming to the specified qualities to the Department of Mission Shakti. The report shall be submitted in the following format.

| HANDING OVER REPORT |         |                         |                           |                       |                                  |
|---------------------|---------|-------------------------|---------------------------|-----------------------|----------------------------------|
| Sl. No.             | Element | Work order no. and date | Quantity as in work order | Quantity, as executed | Details of the documentary proof |
|                     |         |                         |                           |                       |                                  |

**Date:**

**Place**

**Seal**

**Signature**

- 7. Intellectual property rights:** All intellectual property rights related to any knowledge, ideas, materials, or information shared during the course of this engagement shall be retained by the respective disclosing party. It is mandatory for

the proposal to explicitly acknowledge and agree that the intellectual property of all knowledge shared during the engagement will remain the sole property of the originating party, and no unauthorized use, reproduction, or dissemination will be permitted without prior written consent. The agency shall handover all the materials which involve intellectual property and all the matters which need knowledge transfer to the Department. The Completion report shall detail the works assigned as per the work order, work actually executed submit the completion report

- 8. Declaration regarding clearance of all pending dues to public authorities:** The agency shall submit a declaration that all liabilities to any public authority has been duly paid and nothing is outstanding. In case any such liability is notices the agency shall make necessary compliance, including any penalty or otherwise. Under no circumstance, Government shall be liable for the same.

## SECTION-VII

### ANNEXURES

#### Annexure-A

##### (Letter head of the Bidder's organization)

No. \_\_\_\_\_

Date: \_\_\_\_\_

To: State Mission Director, Mission Shakti

Subject: Submission of proposal for participation in the tender for selection of Agency for tentage for Mission Shakti Mela, 2025

Reference: Mission Shakti Department Tender No. \_\_\_\_\_ dated \_\_\_\_\_.

Madam,

##### **PART-I: Willingness to participate in the Tender**

In reference to the above, I/ we, express my/ our willingness to participate in the Tender mentioned under reference. I/ we will abide by all the terms and conditions and hereby submit the tender Paper in the manner prescribed.

##### **PART-II: Declaration**

I/ we further declare that I/ we have not been blacklisted by any Central/ State Government for organizing any work of Tentage services or otherwise.

Regards.

Signature

Name:

Designation:

Seal of the organization

## Annexure-B

### FORMAT FOR SUBMISSION OF PRE-BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

Bidder has to furnish information with supporting documents in the following format for pre-bid qualification in Envelope-1.

| Sl. No. | Description                                                                                                    | Full Details |
|---------|----------------------------------------------------------------------------------------------------------------|--------------|
| 1.1.    | Name of the Bidder                                                                                             |              |
| 1.2.    | Address for communication:<br>Tel:<br>Fax:<br>Email id:                                                        |              |
| 1.3.    | Name of the authorized person signing & submitting the bid on behalf of the Bidder:<br>Mobile No.<br>Email id: |              |
| 1.4.    | Registration/ Incorporation Details<br>Registration No:<br>Date & Year.:                                       |              |
| 1.5.    | Contact details of the local office in Odisha (Address, Mail Id & Telephone Number)                            |              |
| 1.6.    | Bid Processing Fee Details<br>Amount:<br>DD No:<br>Date:<br>Name of the Bank:                                  |              |
| 1.7.    | EMD Details<br>Amount:<br>DD No.:<br>Date:<br>Name of the Bank:                                                |              |
| 1.8.    | PAN Number                                                                                                     |              |
| 1.9.    | Goods and Services Tax Identification Number (GSTIN)                                                           |              |
| 1.10.   | Willing to carry out assignments as per the scope of work of the TENDER                                        | YES          |
| 1.11.   | Willing to accept all the terms and conditions as specified in the TENDER                                      | YES          |

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

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

## Annexure-C

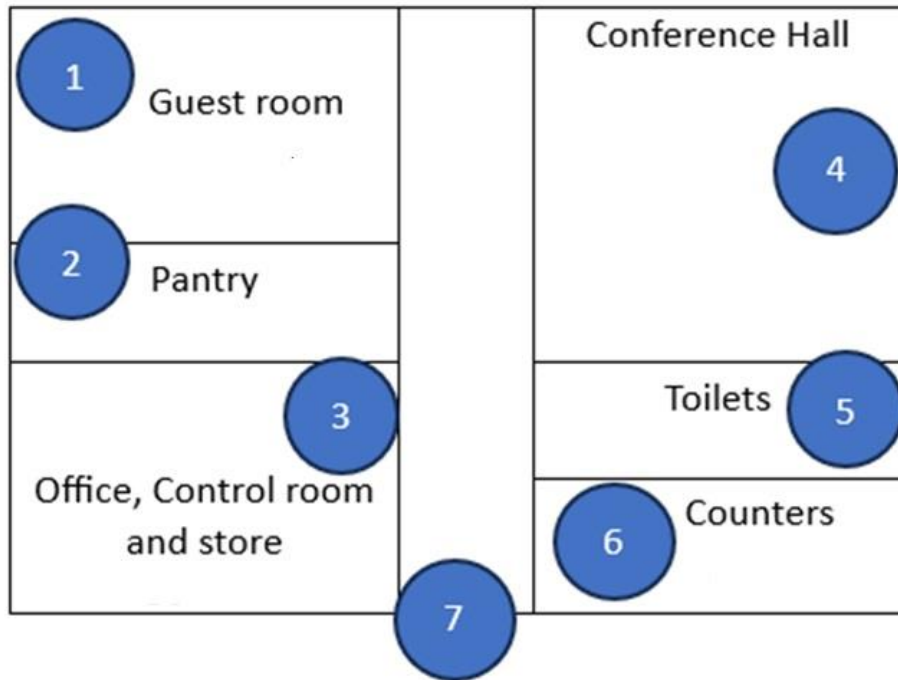
The bidder has to submit information along with documents in the following format for evaluation of Technical Bid after qualifying in the Pre-Bid. Technical Bid:

### FORMAT FOR SUBMISSION OF TECHNICAL-BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

| Part-I: Turn-over of the bidder in the previous financial years                                                                                                                                                                                                                                                                                                                                                                        |                |                        |                                     |                |                                                           |                       |                                |                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------|-------------------------------------|----------------|-----------------------------------------------------------|-----------------------|--------------------------------|-----------------|
| Details                                                                                                                                                                                                                                                                                                                                                                                                                                | FINANCIAL YEAR |                        |                                     |                |                                                           |                       | Average turn-over              |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                        | 2018-19        | 2019-20                | 2020-21                             | 2021-22        | 2022-23                                                   | 2023-24               |                                |                 |
| Turnover from Tentage services                                                                                                                                                                                                                                                                                                                                                                                                         |                |                        |                                     |                |                                                           |                       |                                |                 |
| <p><b>Supporting Documents:</b></p> <ol style="list-style-type: none"> <li>1. Audited and certified financial statements under the signature of a CA, for the above-mentioned period <b>for each financial year to be submitted</b></li> <li>2. <b>The statement should be signed by the bidder on each page.</b></li> </ol>                                                                                                           |                |                        |                                     |                |                                                           |                       |                                |                 |
| <p><b>Signature and Seal of the Chartered Accountant with Date in original:</b></p> <p>Signature of the Authorized Signatory of the bidder <i>[With Date and Seal]</i>: _____</p> <p><b>[NB: No Scanned Signature will be entertained]</b></p>                                                                                                                                                                                         |                |                        |                                     |                |                                                           |                       |                                |                 |
| Part-II: Information on past experience of the Bidder in Tentage works                                                                                                                                                                                                                                                                                                                                                                 |                |                        |                                     |                |                                                           |                       |                                |                 |
| Sl. No.                                                                                                                                                                                                                                                                                                                                                                                                                                | Year           | Name of the assignment | Name of the Dept/ Govt organization | Contract value | Period (mention dated) and duration (mention no. of days) | Date of award of work | Date of completion of the work | Remark (if any) |
|                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |                        |                                     |                |                                                           |                       |                                |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |                        |                                     |                |                                                           |                       |                                |                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |                        |                                     |                |                                                           |                       |                                |                 |
| (More rows may be added if required)                                                                                                                                                                                                                                                                                                                                                                                                   |                |                        |                                     |                |                                                           |                       |                                |                 |
| <p>Signature of the Authorized Signatory <i>[With Date and Seal]</i>: _____</p>                                                                                                                                                                                                                                                                                                                                                        |                |                        |                                     |                |                                                           |                       |                                |                 |
| Part-III: Information regarding any conflicting activities and declaration thereof                                                                                                                                                                                                                                                                                                                                                     |                |                        |                                     |                |                                                           |                       |                                |                 |
| DECLARATION                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                        |                                     |                |                                                           |                       |                                |                 |
| <ol style="list-style-type: none"> <li>1. I, hereby declare that our agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in the tender document.</li> <li>2. I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected/ terminated by the Dept. which shall be binding and abided fully.</li> </ol> |                |                        |                                     |                |                                                           |                       |                                |                 |
| <p>Signature of the Authorized Signatory <i>[With Date and Seal]</i>: _____</p>                                                                                                                                                                                                                                                                                                                                                        |                |                        |                                     |                |                                                           |                       |                                |                 |

## Annexure-D

### SAMPLE FLOOR PLAN OF THE MELA SECRETARIAT



Frontage and back side: **80 Feet**

Sides: **60 feet**



## Annexure-E

### FURNITURE AND FITTING OF THE MELA SECRETARIAT

| Sl. No. | Room                                                                                                                                         | Guest lounge                              | Conference Hall                               | Office/ Control Room with store                                                   | Counters           | Pantry                                   | Toilet                                                        |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------|--------------------|------------------------------------------|---------------------------------------------------------------|
| 1       | Sofa                                                                                                                                         | Seating for 7                             | -                                             | -                                                                                 | -                  | -                                        | -                                                             |
| 2       | Executive Chair                                                                                                                              | 10                                        | 6                                             | 5                                                                                 | -                  | -                                        | -                                                             |
| 3       | Table                                                                                                                                        |                                           | 6 x 3 feet - 2 tables wrapped in white cloth) | One big table                                                                     | 2 x 6 feet- 2 nos. | 2x6 feet- 1 (one)                        |                                                               |
| 4       | Fiber moulded arm chair                                                                                                                      |                                           |                                               | 20                                                                                | 10                 |                                          |                                                               |
| 5       | Banquet chair with off-white cover                                                                                                           |                                           | 20                                            |                                                                                   |                    |                                          |                                                               |
| 6       | Tea-poy                                                                                                                                      | 4                                         |                                               |                                                                                   |                    |                                          |                                                               |
| 7       | Exhaust fan                                                                                                                                  |                                           |                                               |                                                                                   |                    |                                          | 2 (one each in each toilet)                                   |
| 8       | Computer table                                                                                                                               |                                           |                                               | 2                                                                                 |                    |                                          |                                                               |
| 9       | Cup-board                                                                                                                                    |                                           |                                               | 1- Godrej Almirah                                                                 |                    |                                          |                                                               |
| 10      | Decorative racks                                                                                                                             | 1                                         |                                               |                                                                                   |                    |                                          |                                                               |
| 11      | TV                                                                                                                                           | 50-inch 1 TV                              | 50 inch- 1 TV                                 |                                                                                   |                    |                                          |                                                               |
| 12      | CCTV screen                                                                                                                                  |                                           | 32-inch 1 TV                                  |                                                                                   |                    |                                          |                                                               |
| 13      | Stand fan (soundless, pedestal)                                                                                                              | 1                                         | 2                                             | 1                                                                                 | 0                  | -                                        | -                                                             |
| 14      | Ceiling fan                                                                                                                                  |                                           | 2                                             | 2                                                                                 | 2                  | 1                                        |                                                               |
| 15      | Tube light/ LED light                                                                                                                        | 4                                         | 6                                             | 4                                                                                 | 3                  | 2                                        | 2                                                             |
| 16      | Tower AC (4-ton capacity)                                                                                                                    | 2                                         | 2                                             | 1                                                                                 |                    |                                          |                                                               |
| 17      | Refrigerator                                                                                                                                 |                                           |                                               |                                                                                   |                    | Min 300 Liter- 1                         |                                                               |
| 18      | Desktop computer                                                                                                                             |                                           |                                               | 2                                                                                 |                    |                                          |                                                               |
| 19      | Color inkjet/ laser printer with A-4 Size 80 GSM paper, photographic sheets                                                                  |                                           |                                               | 1                                                                                 |                    |                                          |                                                               |
| 20      | Dust bin with cover and garbage bag                                                                                                          | 2                                         | 2                                             | 2                                                                                 | 2                  | 2                                        |                                                               |
| 21      | Wash basin with running water                                                                                                                |                                           |                                               |                                                                                   |                    |                                          |                                                               |
| 22      | Sanitary fitting                                                                                                                             |                                           |                                               |                                                                                   |                    |                                          | Two Indian toilet and two western latrines with running water |
| 23      | Decorative lights                                                                                                                            | 1 roof hanging decorative light           |                                               |                                                                                   |                    |                                          |                                                               |
| 24      | CCTV coverage                                                                                                                                | 1 camera                                  | 2 cameras                                     | 1 camera                                                                          | 1 camera           | -                                        | -                                                             |
| 25      | Water filter                                                                                                                                 |                                           |                                               |                                                                                   |                    | 1 Aqua guard water filter with water jar |                                                               |
| 26      | Electric fitting                                                                                                                             | 6 no. of 5 AMP plug, 2 no. of 15 Amp plug |                                               |                                                                                   |                    |                                          |                                                               |
| 27      | Sound system                                                                                                                                 |                                           |                                               | 1 audio/ DVD/CD player and one micro-phone with amplifier for public announcement |                    |                                          |                                                               |
| 28      | Micro-wave oven and Induction heater, electric kettle, serving tray, glass tumbler, Induction pan, water jug, stainless steel cutleries etc. |                                           |                                               |                                                                                   |                    | To be supplied as required               |                                                               |