



ଓଡିଶା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ଓ ବିପଣନ ସମିତି  
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ, ଓଡିଶା ସରକାର  
**Odisha Rural Development & Marketing Society**

**ORMAS**  
BALASORE

*creating competence and values in rural Odisha*  
Panchayati Raj and Drinking Water Department, Government of Odisha

Notice No.- 356 / ORMAS/

Date 31/05/2025

**SHORT TENDER CALL NOTICE**

Sealed tender papers are invited from interested vendors for the Tentage & Allied works and Event Management towards organization of Exhibition during Vikas Mela by ORMAS from **14<sup>th</sup> to 20<sup>th</sup> June'2025 at Reserved Police Line Field, Balasore**. The tender paper should reach the undersigned on or before **6<sup>th</sup> June 2025 by 12.30 PM** through drop in the tender box/Speed Post/Courier.

Detail specification of the item:-

Works to Be Done	Particulars
Tentage & allied Works and Event Management	<ol style="list-style-type: none"><li>1. Design Development</li><li>2. Construction of Temporary Stall (Bikash Mela 25 stalls)</li><li>3. Construction of Coordination Cell/VIP Room</li><li>4. Theme Stall - ORMAS</li><li>5. Mango stall by ORMAS</li><li>6. Running Flex Facia</li><li>7. Ground Electrification</li><li>8. Red Shade Net carpeting</li><li>9. Installation of LED Wall</li><li>10. Installation of Generator</li><li>11. Deployment of Security Personnel</li><li>12. Publicity - Installation of Hoardings &amp; Standees(temporary)</li><li>13. Mike announcement through Battery Operated vehicle in and around Balasore town</li><li>14. Photography &amp; Videography</li><li>15. Other Miscellaneous Items</li></ol>

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

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

- Filled in Bid Submission Check List in Original
- Covering letter on bidder's letterhead requesting to participate in the tender process.
- Bid Processing Fee & Earnest Money Deposit (EMD) as applicable.
- Copy of Certificate of Incorporation/ Registration of the agency.
- Copy of PAN.
- Copy of Goods and Services Tax Identification Number (GSTIN).
- Copy of PASARA License with ISO Certificate of the Security Agency.
- Financial Details of the bidder (Last 3 financial years) – along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.



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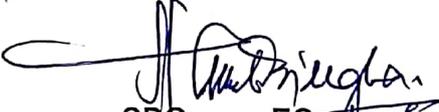
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- List of completed assignments of similar nature (Past Experience Details) along with copies of contracts / work orders / completion certificate from previous clients.

1. Bid Price- The Prices should be quoted in Indian Rupees only excluding GST. The rate quoted should be both in figures and words. In case of any difference in rates quoted in figures and in words the rate in words will be considered.
2. Award of Contract- The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest quotation price.
3. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
4. Any legal dispute arising out of this is subject to Balasore jurisdiction only.
5. *The tender papers received beyond the stipulated date and time shall be liable for rejection.*
6. The tender should reach in this office mentioning "Short Tender Call Notice for the Tentage & Allied works & Event management towards organization of Exhibition during Vikas Mela by ORMAS" on cover of the envelop by **6<sup>th</sup> June 2025**, 12,30 PM. The tender papers will be open on the same day at 1.00 PM. In the presence of the bidder/authorized person.

**ORMAS, Balasore reserves the right to accept or reject any or all tender papers without assigning any reason thereon.**

  
CDO-cum-EO 31/05/2025  
Zilla Parishad, Balasore

Memo No. 357

Date 31/05/2025

Copy forwarded to the Notice Board of ZP/Collectorate, Balasore and for web hosting of the same in ORMAS website for wide publicity.

  
CDO-cum-EO 31/05/2025  
Zilla Parishad, Balasore



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**DATA SHEET**

Sl. No.	Particular	Details
1.	Name of the Client	Chief Development Officer, Zilla Parishad, Balasore Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	lowest quotation price
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of TENDER CALL NOTICE	30/05/2025
5.	Last Date and Time for submission of Bid	06/06/2025 at 12 Noon
6.	Date & Time for opening of Technical Bid and Presentation	06/06/2025 at 12.30 PM
7.	Date & time for opening of Financial Bid	06/06/2025 1.00 PM (Tentative)
8.	Tender Processing Fee (Non-Refundable)	Rs.2,000/- in shape of Banker's Cheque/ Demand Draft in favour of "ORMAS, Balasore" drawn in any scheduled commercial bank payable at Balasore. (Any kind of exemption/ relaxation is not applicable for this assignment)
9.	Earnest Money Deposit (EMD) (Refundable)	Rs.20,000/- in shape of Banker's Cheque/ Demand Draft in favour of "ORMAS, Balasore" drawn in any scheduled commercial bank payable at Balasore. (Any kind of exemption/ relaxation is not applicable for this assignment)
10.	Place of Opening of Technical & Financial Bid:	Conference Hall of Zilla Parishad, Balasore, Phandi Chak, Balasore 756001

For details, please visit: <https://balasore.odisha.gov.in/>



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**Annexure-A**

**Detailed Technical Specification of the Works is as follows:**

**A. Construction of Stalls: For VIKASH Mela** - 25 stalls will be constructed. The details of stall specifications are given below:

Sn.	Particulars	Stall Specification
1	Structure	Bamboo Structure <b>(with Anti Fire Chemical Treatment)</b> , Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Wooden plank platform of 6" height from the ground covering with new synthetic carpet matting in entire stall area.
3	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 G.I. Sheets <b>(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 Maroon Clothes To Be Used)</b>
4	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.
5	Facia	<b>A Iron Frame/Bamboo 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 given by ORMAS.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic molded Chair -2 nos.
7	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.
8	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.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.





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Sn.	Particulars	Stall Specification
10	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 repellent chemical.

**Coordination Cell –Cum-VIP Lounge** : One Coordination Cell –Cum- VIP Lounge to Be Constructed (**Only new cotton clothes should be used**). The bidder has to be quoted as a package against the detail specifications given below:-

Sn.	Particulars	Work Specifications
1	Structure	Artistic structured house as per <b>approved event wise design attached at Annexure A</b> with following the <b>technical specification</b> and other materials (Ply, Thermocol, flex, Palster of paris) may be used.
2	Size	25 ft X 25 ft.
3	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 3 individual rooms of different sizes to be used as office, waiting space, VIP lounge and Pantry & store with the cloth and wooden batten frame work walls/partitions.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.
5	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting.
6	Furniture	Front office counter table either in ply wood/steel tables with attractive shapes- 3 no., 10 no. of revolving cushion chairs, 3 sets of new Dunlop sofa set for VVIPs (for 16 persons), 4 no. of new center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one new steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
7	Electric Fittings	Sufficient lights. , one stand AC at VIP room, Ceiling Fan – 4 no., 1 no of sound less pedestal fan, (to be connected with a on/off switch in the each room, 2 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, and scanner & LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room





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8	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
9	Closures	Proper closure shall be fitted in the main entrance of the Coordination Cell for night closing.
10	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermo cool lettering and thermo cool panels at the entrance (written in English & Odia).
11	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.

### 10. Theme Stall:

As per event, wise design to be given by ORMAS theme stall will be erected for awareness & display of the various achievements & success stories of ORMAS and product display.

**D. Mango Stall by ORMAS:** One **MANGO STALL BY ORMAS BALASORE** to Be Constructed (*Only new cotton clothes should be used*). The bidder has to be quoted as a package against the detail specifications given below:-

Sn.	Particulars	Work Specifications
1	Structure	Artistic structured house as per <b>approved event wise design attached at Annexure A</b> with following the <b>technical specification</b> and other materials (Ply, Thermocol, flex, Straw) may be used.
2	Size	20 ft X 20 ft.
3	Ceiling & Wall	Ceiling of Mango stall shall be finished with white Cotton Cloth & straw roofing, properly stretched on wooden batten frames.
4	Counter	3 side Open
5	Flooring	Wooden Plank Platform Of 1' Height & Full Floor Synthetic Matting.
6	Electric Fittings	Sufficient lights and fan to be installed
7	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.



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**E. Ground Electrification:** The below mentioned items are taken as a package which shall be supplied by the bidder for the event. The quantities of the items are statutory /fixed in the package. The Mela Ground should be proper illuminated. The package includes the below mentioned items and concealed wiring to all lights and sound equipment's.

- Main Switch Board/Panel Board up with cabling & wiring.
- Adequate speakers shall be fitted in the exhibition premises for surround Sound
- Halogen Light (500 watt) along with wiring/ fitting poles
- Halogen Light (1000 watt) along with wiring/fitting poles
- white Halogen light along with wiring /fitting poles.
- flood lights shall be fitted in and around back side of the stalls for security purpose.
- Decorative/ Tuni running lights will be fitted at the required places.

**F. Generators:** Generator sets with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with two t5 lights of each stall, few ground lights, control room and public announcement system.

**G. Net Carpeting:**

New Red net carpeting to be used in the open space area of the mela ground for dust free, the selected bidder has to ensure the use of new net carpet and daily maintenance of the same during the mela period.

**H. Design Development** – (Design development for flex banner, Gate (3d and Box), Hoardings, Road Standee, Filler, Certificate, Badges, Advertisement in Social media, Facia.

**I. Publicity:** Publicity of the event should be made through flex banner, Hoardings, Road Standee, Filler, Certificate, Badges, Advertisement in Social media, Fascia, Mike announcement through battery operated vehicle in and around Balasore Town. The cost of the hoarding, standee, flex banner, filler including mounting, transportation and installation in the Balasore town area.

**J. Security Services:**

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

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





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- Minimum Qualification: Matriculation, +2 will be added advantage  
Each guard should be aware of their duties & responsibilities during the duty hours.

**Tentative Requirement of Security Personnel in per event**

Security Guard with Lathi - (1<sup>st</sup> shift – 10, 2<sup>nd</sup> shift- 10, 3<sup>rd</sup> shift – 10)

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

**K. Miscellaneous Items:** Besides works from item no. A to no. H following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

S. N.	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	30 pcs.
2	Printing & Installation of Star Flex Sheet with batten frame	As per requirement
3	Dustbin- Big Size	30 pcs.
4	Decorative Flower / Plant Pot	50 pcs.
5	Soundless pedestal fan	02 Nos.
6	LED Wall	12 x 10 ft





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Annexure-B

**PRICE BID FORMAT**  
(In the letter head of the Organization)

To,

CDO-Cum-EO  
Zilla Parishad, Balasore

**Sub: Submission of Financial Bid for Tentage & Allied Works and Event Management for Exhibition during Vikash Mela-2025**

Sir,

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

Sr.	Item	Category	Unit	Exhibition during Vikas Mela-2025 – 7 Days		
				Cost per unit	Required Qty. in units	Total Amount [in Rs.] Excluding GST
1	Design Development (Gate – 3D & Box, Facia, Hoarding, Standees, Control room, Theme stall, Mango stall, Ground Lay out)	Single package			1	
2	Construction of stalls		Per Stall		25 stall	
3	Coordination Cell – Cum-VIP Lounge	Single package	Per package		1	
4	Theme Stall	Single package	Per Package		1	
5	Mangoo Stall	Single package	Per Package		1	
6	Ground Electrification	Single package	Per package		1	
7	Generators	Single package	Per package		1	
8	Temporary hoardings		Per pieces		10	
9	Hoardings (Permanent stand of Municipality)		Per pieces		10	

ORMAS, O/o- Zilla Parishad, Balasore, Odisha. Pin- 756001  
Phone:- 06782 – 241626, E-mail:- dsmsbalasore@gmail.com



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10	Standeers		Per pieces		100	
11	Mike announcement by battery operated vehicle including reels and voice over	Single package	Per package		10 days	
12	Net Carpeting	Rate per sqr ft	Per Sqr ft			
13	Security Guard with Lathi (Rate Per Shift -8 Hour)	Rate per guard/ shift	Per guard/ shift		210 (1 <sup>st</sup> shift – 10, 2 <sup>nd</sup> shift- 10, 3 <sup>rd</sup> shift – 10) for 3 days	
14	Photography & Videography	Single package	Per package			
15	Bus (Mela Ground to Accommodation places Balasore Bus Stand/Zilla School or any other accommodation place inside Balasore). (20-30 seater) (Morning 2 + Evening 2 = 4 trips approx. per day)	Rate Per trip			7 days	
16	<b>Miscellaneous items:</b>					
a	Bed Set (Bed & Pillow with Cover)		Per set		30 pcs	
b	Printing & Installation of Star Flex Sheet with batten frame		Per Sq. Ft.		As per requirement	
c	Dustbin- 3 ft height		Per Piece		30 pcs	
d	LED Wall		Per Sq. Ft.		12X 10ft.	
e	Decorative Flower / Plant Pot		Per Piece		50 pcs.	
	Soundless pedestal fan		Per Piece		02 Nos.	
<b>Total Quoted Amount</b>						
<b>Add :-GST (CGST + SGST) – 18%</b>						
<b>Grand Total Quoted Amount including GST</b>						
<b>Rupees</b>			<b>in</b>	<b>words</b>		
<b>only including GST.</b>						



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

Yours faithfully,

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

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

**Address of the Bidder:**

