

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, BOUDH  
DEPARTMENT OF MISSION SHAKTI, BOUDH

Letter No.: - 115

Date: 31.05.2025

**TENDER CALL NOTICE**

Sealed Tenders are invited in the prescribed format from interested Event Management Agencies/ Tent Houses/ Firms/ Decorators/ Agencies/ Printing Firms for different works for Subhadra Shakti Traditional Food Festival (Subhadra Shakti Paramparik Khadya Utsav) as per the specifications provided below. The event is scheduled to be organised at Kacheri Padia, Boudh from **12.06.2025 to 18.06.2025**. The detailed Tender Paper along with terms & conditions can be obtained from Mission Shakti, DSWO office or can be downloaded from the website <https://boudh.odisha.gov.in>. The Tender paper completed in all respect must be in sealed cover and superscripted as "**Tender for Tentage & Allied Works of Subhadra Shakti Traditional Food Festival**" for relevant work.

Specification of Works/ Services:		
1	Tentage & Allied Works	Annexure-I

The sealed Tender completed in all respect addressed to the "**District Project Co-ordinator, Mission Shakti, DSWO, Boudh- 762014**" should reach by General Post or Speed Post/ Courier/ by hand on or before **06.06.2025 at 11.30 AM** and will be opened in the same day at **12.30 PM** at the office chamber of the Additional District Magistrate, Boudh in presence of the Bidders or their authorized representatives. The Tender received after due date and time will not be considered.

The undersigned reserves the right to accept/ reject/ modify/ cancel any or entire Tender(s) at any stage without assigning any reason thereof.

*K. S. Jaiswal*  
31.5.2025  
District Social Welfare Officer  
Boudh

Memo No 116 //MS, Dated 31.05.25

Copy to the DeGM, Boudh for information with a request to hoist the Bid Document in District Portal for wide publicity.

Copy to the DI & PRO, Boudh for information and necessary action with a request to affix the above Tender Call Notice in their office Notice Board for wide publicity.

Copy submitted to the CDO cum EO ZP, Boudh for favour of kind information.

**Copy to the PA to collector for kind information of the Collector, Boudh.**

Copy to the Notice Board.

*K. S. Jaiswal*  
31.5.2025  
District Social Welfare Officer  
Boudh

## ANNEXURE-I

### Terms of Reference for the Tentage & Allied Works:

#### **A. ABOUT THE EVENT:- SUBHADRA SHAKTI TRADITIONAL FOOD FESTIVAL- 2025:**

Subhadra Shakti Traditional Food Festival-2025 is scheduled to be organized at Kacheri Padia, Boudh from 12<sup>th</sup> to 18<sup>th</sup> June 2025 to celebrate Odisha's rich, culinary heritage for which exhibition and sale of traditional food items and also sell packed and processed food items having longer self-life.

#### **B. TERMS AND CONDITIONS FOR TENTAGE & ALLIED WORKS**

1. The bidder has to submit the bid in the prescribed format must be accompanied with supportive documents/ information.
2. The bidders should have Registered Agency/ Firm.
3. The rate offered by the firm shall be **inclusive of all taxes**.
4. The bidders are required to deposit an Earnest Money of **Rs.10,000/- (Rupees Ten thousand only)** in shape of Demand Draft/Pay Order in favour of "**DSWO, Boudh**" payable at Boudh. The E.M.D. amount of the successful bidder will be refunded after successful completion of the work. In case of any unsatisfactory work, delay in execution of work, the EMD amount will be forfeited as per the decision of the authority. The Tender without E.M.D shall not be accepted.
5. Preference will be given to the bidder having **experience** of successfully completed **similar type of works during last three years** ending last day of the month previous to one month in which applications are invited.
6. **The Bidder has to submit the Technical Bid and Financial Bid separately. The bidder has to quote the rate in the Financial Bid as per the given format without any overwriting.** The Financial Bid should be duly signed and sealed in a separate cover. The Financial Bids of the technically acceptable Bids shall only be opened or as decided by the Committee.
7. The duration of the event will be for 7 (Seven) days. In case of any extension of exhibition period, no extra payment will be paid for the additional days. The venue shall be made available to the contractor by DSWO/District Administration before 5 (five) days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition i.e. **11.06.2025 at 3.00 PM** and should be handed over all the works as per specification to the officer- in-charge of exhibition.
8. On completion of the event, the contractor shall have to take away all the materials within five days & vacate the place with the same condition while occupying the ground.
9. The contractor shall be ready to provide additional materials in case of requirement during the event at market price for the items not mentioned in the Tender.
10. No advance payment will be entertained. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge.
11. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. The undersigned will not be responsible for any breakage, damage, fire, theft etc. of his materials and he has to take step for insurance of his goods for the purpose, if any.
12. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
13. For convenience and effective delivery, the bid is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total cost calculated on the entire items.
14. It shall be the responsibility of the successful bidder to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement from the Fire Officer of the concerned area and adhere to the fire safety norms.
15. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
16. The authority is not bound to accept the lowest bidder and reserves the right to inspect / verify the stock of materials required for this work by nominating a committee to ascertain the credibility of the firm.
17. Any legal dispute arising out of this is subject to Boudh district jurisdiction only.

18. The bidder has to submit self attested photocopies of the required documents along with duly filled in Tender Paper. In case any document(s) submitted by the bidder found to be forged, the Bid will be rejected. The documents are:

- i. EMD of Rs.10,000/- (Rupees Tenthousand only) in shape of Demand Draft/Pay Order in favour of DSWO, Boudh payable at Boudh.
- ii. Experience Certificate/ Work Order showing successfully completed similar type of works during last three years as mentioned in Sl.-5 of Terms & Conditions.
- iii. Copy of the Registration Certificate of the Agency/ Firm/ Organisation for similar nature of work.
- iv. Copy of Goods & Services Identification Number (GSTIN) & latest GST deposit Challan.
- v. Self-attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work. In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted.
- vi. Self-attested copy of Valid Labour license from competent authority.
- vii. Financial Bid as per the prescribed format duly signed in separate cover.
- viii. PAN No. with PAN Card

### C. SPECIFICATION FOR WORKS FOR ERECTION OF STALL AND FOOD COURT:

For the event 25 stalls will be erected as per following specifications.

Sl.	Particulars	Stall specifications
1	Setting up stalls	<ul style="list-style-type: none"> <li>• Bamboo/Steel Poles &amp; cloth structure, Size of each stall – 10' X 10' X 10'</li> <li>• Waterproof roofing ceiling, 01 no of Ceiling fan, 02 nos of Tube light with on/off switch for fan and light for use in night time after closing.</li> <li>• Levelled wooden platform, covered with carpet.</li> <li>• Kitchen area, wash basin at the back yard, arrangement of water for cooking and cleaning of utensils.</li> <li>• 02 nos of Front table, 02 nos of Chairs and 01 no of Rack.</li> <li>• GI Sheet backside covering to restrict entry of stray animals</li> <li>• Nylon net drapes at the front side during night time.</li> <li>• Dustbin 3' High in each food stall.</li> </ul>
2	Food Court	<ul style="list-style-type: none"> <li>• Food court of adequate size of 10'x10'x10' in front of each stall and ground carpeted with nylon net.</li> <li>• Waterproof Tent, 02 nos of Tube Light or T5 light with 01 ceiling fan with on/off switch with flower decoration.</li> <li>• 02 nos of Dining Table with 08 nos of Chairs.</li> <li>• Sufficient nos of wash basins for each stall.</li> <li>• Dustbin 3' High in each food stall.</li> <li>• Arrangement of sufficient Drinking water</li> </ul>
3	Box Gate	<ul style="list-style-type: none"> <li>• One box-gate to be installed at the entrance of the Subhadra Shakti Food Festival area with flower decoration and sufficient light</li> </ul>
4	Selfie Point	<ul style="list-style-type: none"> <li>• One Selfie-point to be installed near the food court area with flower decoration and sufficient light. (30 ft X 40 ft.)</li> </ul>
4	Power Back-up	<ul style="list-style-type: none"> <li>• Adequate Power Back-up through Generator Set with fuel to provide power supply to stalls and food court area.</li> </ul>
5	Branding	<ul style="list-style-type: none"> <li>• Branding of stalls (facia-top, facia-bottom and inside walls will be erected. The Facia design will be printed by the Bidder as per the design given by Mission Shakti.</li> </ul>
6	Photography, Video and Documentation.	<ul style="list-style-type: none"> <li>• For entire program</li> </ul>

1) **COORDINATION CELL-CUM-VIP LOUNGE:**

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

Sl.	Particulars	Work Specifications
A	Structure	Bamboo & wooden Batten structure with Tarpaulin waterproof roofing. Design of the structure shall be Replica of "Tribal House" with a replica of Tribal Kachha House or as suggested by the Officer-in-Charge of the Exhibition. The design structure shall be covered with batten framing & cloth of appropriate colour.
B	Size	40 ft X 40 ft.
C	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 store with the cloth and wooden batten frame walls/ partitions. Decoration will be made with Tribal Painting and hanging equipments.
D	Counter	Two long tables 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.
E	Flooring	Wooden plank platform of 2' height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in ply wood/ steel tables with attractive shapes- 1 no., 5 no. of revolving cushion chairs, 2 sets of Dunlop sofa set for VVIPs (for 12 persons), 2 no. of center table of low height, 10 no. of new glasses with cover, 4 no. of covered waste bin basket, 15 no. of plastic moulded chairs, one steel Almirah with key and two steel tables for pantry room & two standard table for computer operation.
G	Electric Fittings	Tube Light – 10 no., Ceiling Fan – 4 no., 2 nos of sound less pedestal fan, 1 Cooler, 1 white Led light (100 watt) (to be connected with a on/off switch in the each room), 6 no. of 5 Amp Plug, 3 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector connected through 5 KVA Stabilizer. Other decorative light- applique lamp will be covered outside of the control room
H	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.
I	Closures	Two wooden frame ply fitted door with door screen shall be fitted in the main entrance of the Coordination Cell for night closing.
J	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower chain at the four sides of the Coordination Cell and Coordination Cell will be written in English & Odia with thermocool design.

2) **ENTRANCE GATE:**

Entrance Gate is to be erected with following specifications

a	Structure (Entry Gate)	Box type Bamboo & Batten framing with Ply/ thermocool structure. The structure shall be covered with batten framing & cloth of appropriate colour. The design will be given by Mission Shakti.
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
c	Covering	Covered with flex/ cotton cloth/ Flex mounting with design work/ Thermocool design as per approved design.
d	Lighting	Sufficient lighting arrangement with LED high beam light
e	Flowering	Live flower chains will be decorated in the gate on Inauguration day and Closing day
f	Carpeting	Red carpet from main gate to coordination cell and Stage.
g	Structure (Exit Gate)	Flat Gate with Iron Frame with Flex design.

### 3) GROUND ELECTRIFICATION

The below mentioned items are taken as one **PACKAGE** which shall be supplied by the bidder. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

- i. Main Switch Board/ Panel Board up to 150 KW electric load with cabling & wiring.
- ii. At least 15 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- iii. Halogen lights of 1000 watts will be fitted with poles in different places of the entire ground.
- iv. High Max lights raised on towers in 4/5 places to cover the entire ground.
- v. **DG set** with required fuel shall be provided by the Bidder for uninterrupted power supply during entire exhibition period. The generator circuit should be connected with two Tube/T5 lights of each stall, few ground lights, control room.

### 4) MISCELLANEOUS ITEMS:

Besides works from item No.1 to No.7 following items may be required as per need. Bidderis to quote their unit price in Tender part for supply of the same as per the indent.

Sl.	Items	Approximate quantity required
A	Full floor carpeting of the area	
B	Dustbin- 3 ft height	25 pcs.
C	Banners/ Hoardings to be placed at different major places of the district (to be given by Mission Shakti)	10 places
D	Fire extinguisher (5 kg capacity) to be placed at different places of the event place	10 nos.
E	Water Jar and Drinking Water in each Stall and coordination cell	35 nos.
G	Installation of Helium Balloon during the event period	1 pc
H	Installation of CCTV Cameras with Monitor (Bullet/ Night vision camera)	Camera-12 nos. Monitor- 1 nos

## DETAILS ON THE TENDER

- A. The work : Tentage and Allied Works for Subhadra Shakti Traditional Food Festival (Subhadra Shakti ParamparikKhadya Utsav) - 2025, Boudh
- B. E.M.D (Refundable) : **Rs.10,000/-** (Rupees Ten thousand only) in shape of Demand Draft /Pay Order in favour of "**DSWO, Boudh**" payable at Boudh.
- C. LAST DATE & TIME FOR RECEIPT OF TENDER: **06.06.2025 at 11.30 AM**

### EVALUATION FORMAT

Name of the firm		
Address		
Mobile No		
Type of firm [Tick (√) in appropriate Box]	(Proprietorship/ <input type="checkbox"/> Partnership) <input type="checkbox"/>	
Registration No.		
GSTIN Number		
PAN Number		
EMD :	DD / Pay order No :	Date :
Tax Clearance Certificate/ Latest GST deposit Challan	Yes/ No	
Valid Electrical License	Yes/ No	
Valid Labour License	Yes/ No	
Experience of similar types of works	Yes/ No	

### D. DECLARATION

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relativenotice, my bid is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by Mission Shakti, DSWO, Boudh. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:  
Date :

*Signature of the Bidder with seal*

**E. FINANCIAL BID**  
**TENDER FOR DIFFERENT ITEMS OF TENTAGE WORK OF SUBHADRA SHAKTI**  
**TRADITIONAL FOOD FESTIVAL – 2025**

(to be filled in by the bidder without any overwriting)

I / We do hereby submit item wise Tender of Tentage and Allied works for Vikash Mela – 2025 inclusive of all taxes.

Sl.	Item	Unit	Cost per unit [in Rs.]	Approx. Qty. in units	Total Amount [in Rs.]
1	Erection of Stall	Per Stall		25 stalls	
2	Food Court	Per package		1 Package	
3	Box Gate	Per Gate		1 no.	
4	Selfie Point	Per Point		1 no.	
5	Power Back-up	Per Power Back-up		1 no.	
6	Branding				
7	Photography, Video and Documentation.				
8	Co-ordination Cell			1 no.	
9	Entrance Gate			1 no.	
10	Ground Electrification				
11	Miscellaneous				
<b>GRAND TOTAL</b>					
Rupees (in Words).....					

Signature of the Bidder With seal