



Government of Odisha
Department of Panchayati Raj & Drinking Water
ZILLA PARISHAD, BOUDH

ORMAS
ZP, Boudh
At/Po- Murusundhi, Boudh
Pin Code-762014
e-mail-ori dboudh@nic.in
dsmsboudh@gmail.com

No. : 537 //ORMAS

Date: 21-11-2025

TENDER CALL NOTICE

Sealed Tenders are invited in the prescribed format from interested Tent Houses/ Firms/ Decorators/ Security Services/ Agencies/ Printing Firms for different works of Pallishree Mela-2026 as per the specifications provided below. The event is scheduled to be organised at Kacheri Padia, Boudh from **02.01.2026 to 06.01.2026**. The detailed Tender Paper along with terms & conditions can be obtained from ORMAS 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 Pallishree Mela-2026**"/ "**Tender for Private Security Services for Pallishree Mela-2026**"/ "**Tender for IEC Activities for Pallishree Mela 2026**" for relevant work.

Specification of Works/ Services:		
1	Tentage & Allied Works	Annexure-I
2	Private Security Services	Annexure-II
3	IEC Activities	Annexure-III

The sealed Tender completed in all respect addressed to the "**Dy. Chief Executive Officer, ORMAS, Zilla Parishad, Boudh- 762014**" should reach by General Post or Speed Post/ Courier/ by hand on or before **09.12.2025 at 12.30 PM** and will be opened in the same day at **3.00 PM** at the office chamber of the undersigned 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.


Chief Development Officer-cum-EO
Zilla Parishad, Boudh

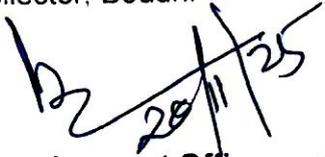
Memo No 538 // ORMAS, Dated 21-11-2025

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

Copy to the Notice Board of Zilla Parishad, Boudh.


Chief Development Officer-cum-EO
Zilla Parishad, Boudh

ANNEXURE-I

Terms of Reference for the Tentage & Allied Works:

A. ABOUT THE EVENT:-PALLISHREE MELA- 2026:

Pallishree Mela is scheduled to be organized at Kacheri Padia, Boudh from 2nd to 6th Jan. 2026 along with Boudh Mahotsav to provide a suitable platform to Rural Producers/ Artisans to showcase their skills and products for selling in urban area, interact with urban consumers with their choices and preferences and also find out trade link with urban market, exchange of Technology which will certainly help them in getting financially worthwhile for their produce.

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.20,000/- (Rupees Twenty thousand only)** in shape of Demand Draft/ Pay Order in favour of "**DSMS, 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 Two years** ending last day of the month previous to one month in which application are invited should be either of the following:
 - i. Three Similar [Tentage/ Event Management works for National/ State/ District Level Exhibitions] completed works/assignments costing not less than the amount equal to Rs 3 00 Lakhs (Rupees Three Lakh) each **OR**
 - ii. Two similar type of works costing not less than the amount equal to Rs.4 00 Lakhs (Rupees Four lakh) each **OR**
 - iii. One similar type of work costing not less than the amount equal to Rs. 7.00 Lakhs (Rupees Seven Lakh)
6. The Agency/ Firm should have an average Annual Turnover of Rs. 12.00 Lakhs from Event Management services/ similar nature of works during last 3 Financial Years (2021-22, 2022-23, 2023-24).
7. **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.
8. The duration of the event will be for 5 (five) 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 ORMAS/ District Administration before 7 (seven) 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 dated **01.01.2026 at 3.00 PM** and should be handed over all the works as per specification to the officer- in-charge of exhibition.
9. On completion of the event, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
10. The contractor 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.
11. 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. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
12. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.
13. 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.
14. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.

15. 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 amount calculated on the entire items.
16. 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.
17. 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.
18. 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, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all Tender(s) without assigning any reasons thereof.
19. Any legal dispute arising out of this is subject to Boudh district jurisdiction only.
20. **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 to be submitted by the bidder are:**
 - i. **EMD of Rs.20,000/- (Rupees Twenty thousand only) in shape of Demand Draft/Pay Order in favour of DSMS, 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. **The bidder has to submit the Audited Financial Statement of FY 2024-25 duly attested by the Chartered Accountant.**
 - viii. **Financial Bid as per the prescribed format duly signed in separate cover.**

C. SPECIFICATION FOR WORKS:

Item wise specifications of different works are given below.

- 1) Erection of Stall
- 2) Coordination Cell-cum-VIP Lounge
- 3) Gates
- 4) Auditorium with Sitting Arrangement
- 5) Meeting-cum-Workshop Cell
- 6) Theme Stall
- 7) Ground Electrification
- 8) Dining Area for Food Court
- 9) Miscellaneous Items

1) ERECTION OF STALL

For the Pallishree Mela, approximately 150 numbers of stalls will be erected. The detailed specifications of stall are given below:

Sl.	Particulars	Stall specifications
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Wooden plank platform of 6 inch height & full Floor synthetic Matting.

Sl.	Particulars	Stall specifications
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with new white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	Three tire Racks for 100 Stalls. The shelf of the racks will be of size 1' 6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected (10' X 4'). The facia frame will be 2' front projection and will be covered with good quality multi coloured Cloth/Flex design. The Facia design will be printed by the Bidder as per the design given by ORMAS. A running white cloth Jhallar of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2.6' x 3' height and wrapped with white cotton cloth. Plastic moulded Chair – 2 nos per stall.
7	Electric Fittings	Tube or T5 Light – 3 no. (2 number of lights shall be connected with generator), an on/ off switch for use in night time after closing, 1 no. of 5 Amp Plug Point, 1 nos. ceiling fan.
8	Numbering of Stall	All stalls shall be numbered with stencil/ paint/ flex.
9	Closures	Front cloth drops/screens in all the Stalls. Daily and timely putting up (11.00 AM) and off (at 10.00 PM) of the same is the responsibility of the bidder.

2) **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 1' height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in ply wood/ steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 2sets of Dunlop sofa set for VVIPs (for 12 persons), 2 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 15 no. of plastic moulded chairs, one steel Almirah with key, one water filter 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 & 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).

3) **GATES:**

Three Gates are to be erected i.e one front main Gate, one side main Gate and one Gate for Food Court. Following are the specifications erection of gate in the mela ground:

a	Front Main Gate	Batten framing with Ply/ thermocool design. The structure shall be Replica of "Main Gate of one Temple of District" or as suggested by the Officer-in-Charge of the Exhibition. The design structure shall be covered with batten framing & cloth of appropriate colour. <i>Other Gates will be Pillar framing, Box type covered with Flex/ Cloth.</i>
b	Structure	Bamboo Structure, Wooden Batten framing, box type structure.
c	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.
d	Covering	Gate should be erected with batten framing, flex/ cotton cloth/ Flex mounting with design work/ Thermocool design as per approved design.
e	Lighting	Sufficient lighting arrangement with metal light.
f	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.
g	Carpeting	Red carpet from main gate to coordination cell and Stage.

4) **AUDITORIUM WITH SITTING ARRANGEMENT**

A closed auditorium of size 75' x 75' is to be erected. The minimum distance of 30 feet from stage to auditorium will be maintained. The bidder has to be quoted as a **package** against the detail specifications given below:

Chair	Eight hundred (800) no. of plastic moulded chairs, 2 rows double sofa set/ Cushion Chairs.
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Net matting in sitting area.
Lights	Tubelights for sufficient lighting and chandelier lights/ decorative lights in the roof.

5) **MEETING-CUM-WORKSHOP CELL WITH SITTING ARRANGEMENT:**

One Meeting-cum-Workshop Cell 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. The design structure shall be covered with batten framing & cloth of appropriate colour.
B	Size	20 ft X 40 ft.
C	Ceiling & Wall	Ceiling and wall of the Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. Decoration will be made with Tribal Painting and hanging equipments.
D	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.
E	Furniture	2 sets of sofa set for VIPs (for 10 persons), 2 no. of center table of low height, 10 no. of glasses with cover, 2 no. of waste bin basket, 50 no. of plastic moulded chairs
F	Electric Fittings	Tube Light – 10 no. , Ceiling Fan – 4 no., 2nos of sound less pedestal fan, Plug provisions for computer, printer, scanner & LCD projector connected through 5 KVA Stabilizer.
G	Sound System	One audio DVD/CD player and one microphone
H	Closures	Two wooden frame ply fitted door with door screen shall be fitted in the main entrance of the Cell for night closing.

6) **THEME STALL**

One Theme Stall will be erected showcasing its key initiatives and achievements by the CBOs promoted by ORMAS. 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/ Iron Structure with waterproof roofing. The design structure shall be covered with batten framing & cloth/ Flex of appropriate colour. The Flex design will be provided by ORMAS.
B	Size	10 ft X 15 ft.
C	Ceiling & Wall	Ceiling and wall of the Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. Decoration will be made with Tribal Painting and hanging equipments.
D	Furniture	4 no. of center table, 6 of plastic moulded chairs. One LED Tv 43" with Stand.
E	Electric Fittings	Tube Light – 6 no. , Ceiling Fan/ sound less pedestal fan – 1 no., Switch and Plug provisions for LED Tv.

7) **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 250 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 500 watts will be fitted with poles in different places of the entire ground.
- iv. High Max lights raised on towers in 4/5 places (as per requirement) to cover the entire ground.
- v. **3 Generator set of 20 KVA** 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 and public announcement system.

8) **DINING AREA FOR FOOD COURT:**

The following items are taken as one **PACKAGE** which shall be supplied by the Bidder. The specifications of Dining Area are as follows.

Sl.	Particulars	Specifications
1	Size	The size of the dining area will be approximately 15000 sqft.
2	Flooring	Net Carpeting
3	Furniture	Thirty (30) numbers of round table with frill and cover, Hundred (100) numbers of banquet chair with white cover,
4	Barricading	Decorative Bamboo truss barricading of 3' height with painting to be erected around the dining area with entry and exit passage.
5	Dustbin	Sufficient (a minimum of 15 numbers big size) dustbin to be provided and placed at various spots especially in front of food stalls and dining space. Regular and timely cleaning (at least 2/3 times daily) of Dustbins should be maintained.

9) **MISCELLANEOUS ITEMS:**

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

Sl.	Items	Approximate quantity required
A	Bed Set (Mattress, Blanket, Bed sheet & Pillow with Cover)	100 set
B	Durry (15' X 15')	10 pcs.
C	Stage background in black cloth masking	3000 sq ft.
D	Full floor carpeting of the stage	2000 sq ft.
E	Dustbin- 3 ft height	20 pcs.

F	Water Tank (2000 liter capacity each tank with 3' height stand) including Fitting and fixing in the Exhibition Ground	3 pcs.
G	Soundless pedestal fan	5 pcs.
H	Banners/ Hoardings to be placed at different major places of the district <i>(to be given by ORMAS)</i>	10 places
I	Fire extinguisher (5 kg capacity) to be placed at different places of the event place	12 nos.
J	Floor Net Carpeting of Exhibition Ground	80,000 sq ft
K	Installation of Helium Balloon during the event period	1 pc
L	Installation of CCTV Cameras with Monitor (Bullet/ Night vision camera) covering the entire ground	Camera-14 nos. Monitor- 1 nos

DETAILS ON THE TENDER

- A. The work : Tentage and Allied Works for Pallishree Mela 2026, Boudh
- B. E.M.D (Refundable) : **Rs.20,000/-** (Rupees Twenty thousand only) in shape of Demand Draft /Pay Order in favour of "**DSMS, Boudh**" payable at Boudh.
- C. LAST DATE & TIME FOR RECEIPT OF TENDER: **09.12.2025 at 12.30 PM**

EVALUATION FORMAT

Name of the firm	:	
Address	:	
Type of firm [Tick (√) in appropriate Box]	:	(Proprietorship <input type="checkbox"/> / Partnership) <input type="checkbox"/>
Registration No.	:	
GSTIN Number	:	
PAN Number	:	
Demand Draft / 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
Audited Financial Statement	:	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 relative notice, my bid is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS, 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 FOR DIFFERENT ITEMS OF TENTAGE WORK OF PALLISHREE MELA - 2026

(to be submitted by the bidder in a separate envelop without any overwriting)

I / We do hereby submit item wise Tender of Tentage and Allied works for Pallishree Mela – 2026 inclusive of all taxes.

Sl.	Item	Unit	Cost per unit	Approx. Qty. in unit	Total Amount [in Rs.]
1	Erection of Stalls	Per Stall		150 stalls	
2	Coordination Cell -Cum-VIP Lounge	Per package	-----	1 Package	
3	Main Gate	Per Gate		1 no.	
4	Gates	Per Gate		2 Nos	
5	Auditorium with Sitting arrangement	Per package	-----	1 Package	
6	Meeting –cum-Workshop Cell	Per package	-----	1 Package	
7	Theme Stall	Per package	-----	1 Package	
6	Ground Electrification	Per package	-----	1 Package	
8	Dining area for Food Court	Per package	-----	1 Package	
9	Miscellaneous items:			-----	
A	Bed Set (Mattress, Blanket, Bed sheet & Pillow with Cover)	Per set		100 pcs.	
B	Durry (15' X 15')	Per Piece		10 pcs.	
C	Stage background in black cloth masking	Per Package	-----	3000 sq ft.	
D	Full floor Carpeting of the Stage	Per Package	-----	2000 Sq.ft.	
E	Dustbin- 3 ft height	Per Piece		20 pcs.	
F	Water Tank (2000 liter capacity each tank with 3' height stand)	Per Piece		3 pcs.	
G	Soundless pedestal fan	Per Piece		5 pcs.	
H	Fixing Banners/ Hoardings at different places	Per Place		10 Places	
I	Fire extinguisher (5 kg capacity)	Per Piece		12 Pcs.	
J	Floor Net Carpeting of Ground	Per Sq ft		80000 sq ft	
K	Installation of Helium Balloon	Per Piece		1 no	
L	CCTV with Monitor	Per Package	-----	Camera-14 nos. with Monitor	
GRAND TOTAL				-----	
Rupees (in Words).....					

Signature of the Bidder With seal

Annexure II

Terms of Reference for deployment of security:

A. ABOUT THE EVENT:- PALLISHREE MELA- 2026:

Pallishree Mela is scheduled to be organized at Parade Ground, Boudh from 2nd to 6th Jan. 2026 along with Boudh Mahotsav to provide a suitable platform to Rural Producers/ Artisans to showcase their skills and products for selling in urban area, interact with urban consumers with their choices and preferences and also find out trade link with urban market, exchange of Technology which will certainly help them in getting financially worthwhile for their produce.

B. Quality requirements for Security Personnel

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
- Sincerity with good moral conduct, Well behaved & disciplined
- Able to read, write & speak Oriya and speaking knowledge of Hindi
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

Each Guard should be aware of their duties & responsibilities during the duty hours.

C. Tentative Requirement of Security Personnel:

The tentative requirement of security personnel shift wise is given below. Security personnel shall be deputed at Mela ground and Accommodation places of participants on shift basis. The requirement is tentative only which may be changed as per need.

Date	SHIFT TIMINGS					
	6:00 AM to 2:00 PM		2:00 PM to 10:00 PM		10:00 PM to 6:00 AM of next day	
	No. of Security Guard	No. of Supervisor	No. of Security Guard	No. of Supervisor	No. of Security Guard	No. of Supervisor
01.01.2026	0	0	3	1	3	1
02.01.2026	5	1	10	2	10	2
03.01.2026	5	1	10	2	10	2
04.01.2026	5	1	10	2	10	2
05.01.2026	5	1	10	2	10	2
06.01.2026	5	1	10	2	10	2
07.01.2026	3	1	0	0	0	0
Total	28	6	53	1	53	11

D. Terms & Conditions:

1. The firm should submit the documents in duplicate like **PAN, GSTIN, Registration Certificate of the Agency/ Firm, Latest GST deposit chalan, Labour License** along with Tender paper positively. In absence of the documents mentioned above, the Bid will be rejected.
2. Experience certificate (maximum 5 nos.) of execution of similar nature of work for last two years shall be enclosed.
3. ORMAS, Boudh will not be responsible for any occurrence like theft & missing of any articles of security personnel while deployment of guards during the exhibition period.
4. In case of any occurrence of theft in the exhibition ground, the Security Agency will conduct proper inquiry.

5. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period.
6. In case of any misconduct reported, immediate action should be taken by the Security Agency which will be settled as per Indian law under local court jurisdiction, Boudh
7. Arrangement of lodging, boarding & logistics of the guards during the exhibition period will be the responsibility of the Security Agency.
8. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event against submission of bill. The Bill shall be prepared against the certified attendance sheet on deployment of security personnel in the event.
9. The Bidder has to offer the price for all items together. Else the bid may not be considered for evaluation.
10. The rate offered by the firm shall be **inclusive of all Taxes**, as applicable.
11. **While submitting the Tender, the following document shall be enclosed:**
 - a) Copy of work orders/ experience certificate (maximum 5 nos.) for similar nature of works for last two Financial Years.
 - b) Copy of the Registration Certificate of the security firm.
 - c) Copy of Service Tax certificate/ PAN
 - d) Copy of Goods & Services Identification Number (GSTIN) & latest deposit Chalan.
 - e) Copy of valid Labour License.

DECLARATION

I/We hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative notice, my bid is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid in the document. 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

EVALUATION FORMAT
Tender for security services for Pallishree Mela – 2026, Boudh

(Last date for submission of duly filled in Tender Paper – 09.12.2026 at 12.30 PM)

Name of the Agency/ Firm	
Registration No.	
Address	
Contact Person with Mobile No.	
GSTIN No.	
PAN No.	
Tax Clearance Certificate	Yes/ No.
Valid Labour License	Yes/ No.
Working experience related to the Service	Yes/ No.

I / We do hereby submit herewith item wise Tender below to provide security services for Pallishree Mela 2026 inclusive of all Taxes.

Sl.	Category	No. of person	Rate per shift i.e. 8 hours (in Rs.)	Rate per shift i.e. 8 hours (in Rupees in words)
1	Guard with Lathi	1	Rs.	
2	Supervisor	1	Rs.	

Signature of the Bidder with seal

Annexure III

Terms of Reference for IEC Activities:

A. ABOUT THE EVENT:- PALLISHREE MELA- 2026:

Pallishree Mela is scheduled to be organized at Kacheri Padia, Boudh from 2nd to 6th Jan. 2026 along with Boudh Mahotsav to provide a suitable platform to Rural Producers/ Artisans to showcase their skills and products for selling in urban area, interact with urban consumers with their choices and preferences and also find out trade link with urban market, exchange of Technology which will certainly help them in getting financially worthwhile for their produce.

B. Terms & Conditions:

1. Different size of multi coloured Banner/ Flex Hoardings/ Pole Kiosk/ Selfie Point will be prepared for publicity of Pallishree Mela 2026. One LED Screen of Size 12'X8' will be installed in the venue for live display of programme during the event period. One Mobility Van with Sound System will be designed for publicity of the event. Identity Card, Certificate will be printed for the participants. Photo and Video documentation will be made covering entire event.
2. The text of the materials will be provided well in advance of commencement of the exhibition. It is the responsibility of the firm to provide print materials in time as per the specification with accuracy.
3. Sanctions of any advance will not be considered. The payment will be made after completion of event.
4. The rate offered by the firm shall be inclusive of all taxes and duties as applicable.
5. For printing of additional quantity of any item, proportionate rate will be paid.
6. The required number of materials to be handed over to the undersigned within two days of placing the order.
7. Any legal dispute arising out of this is subject to Boudh district jurisdiction only.
8. **While submitting the Quotation, the followings documents should be enclosed:**
 - i. Copy of Goods & Services Identification Number (GSTIN) & latest deposit Chalan.
 - ii. Copy of work orders / experience certificate for similar nature of works (maximum 5 nos) of last two Financial Years.
 - iii. Copy of Registration Certificate of the Agency/ Firm.

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FINANCIAL BID FOR DIFFERENT WORKS FOR IEC ACTIVITIES

(to be submitted by the Bidder in a separate envelop without any overwriting)

I / We do submit herewith item wise quotation below for IEC materials for Pallishree Mela 2026 inclusive of all Taxes.

Sl.	Particulars	Specification	Approx. Quantity	Quoted Price in Rs. (in figure & words)
1	Flex	Different Size of multi Coloured Banner, Hoarding as per requirement. (Price to be quoted per sq. ft.)	As per requirement	
2	Pole Kiosk	Size- 4'X2'6" (Price to be quoted per piece)	100 nos	
3	Mobility Van with Branding	Designing and Branding of the Van, Installation of Sound system in the Van for announcement (Price to be quoted one Van per day)	1 nos/ per day	
4	LED Wall with Genset	Size- 12' X 08' & Installation at Venue (Price to be quoted one LED Screen per day)	1 nos/ per day	
5	Selfie Point	Designing and installation of one Selfie in the exhibition ground	1 No.	
6	Photography	Still Photography with Camera Man for 5 days- designing and printing of one Photo Album (12"X18") containing 20 Sheet of best 200 selected Photos covering the entire event.	1 No.	
7	Videography	Video documentation of Pallishree Mela- 1 No. HD Video Camera & 1 No. Drone Camera with Camera Man. 3 to 4 nos. short videos of 1 st & 2 nd day for publicity in Social Media. 1 No. edited video output (5 to 10 min.) in full HD resolution with background music covering entire event.	1 package	
6	Identity Card	Identity Card for participants- Size B3 Plastic Cover with multi colour paper printed card. (Price to be quoted per piece)	300 Nos.	
7	Certificate	Certificate for participants- A4 size 300GSM Art Paper with multi colour printing. (Price to be quoted per piece)	120 Nos.	

Signature of the Bidder with seal