

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

Letter No.: - 32 /

Date: 03.02.2026

**SHORT 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 District Level Subhadra Shakti Mela-2026 as per the specifications provided below. The event is scheduled to be organised at Kacheri Padia, Boudh in **3<sup>rd</sup> week of February 2026**. The detailed Tender Paper along with terms & conditions 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 District Level Subhadra Shakti Mela-2026"/ "Tender for Private Security Services for District Level Subhadra Shakti Mela-2026"/ Tender for IEC Activities for District Level Subhadra Shakti Mela 2026"** for relevant work.

Specification of Works/ Services:		
1	Tentage & Allied Works	Segment A
2	Private Security Services	Segment B
3	IEC Activities	Segment C

The sealed Tender completed in all respect addressed to the **"District Social Welfare Officer, Boudh (Mission Shakti), Collectorate Building, Boudh - 762014"** should reach by General Post or Speed Post/ Courier/ by hand on or before **10.02.2026 at 12.30 PM** and will be opened in the same day at **4.00 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.

  
Addl. District Magistrate  
Boudh

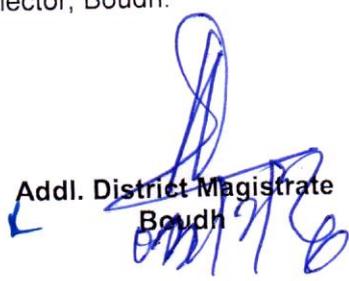
Memo No 33 // MS, Dated : 03.02.2026

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 Collectorate, Boudh

  
Addl. District Magistrate  
Boudh

## SEGMENT-A

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

#### **A. ABOUT THE EVENT:-DISTRICT LEVEL SUBHADRA SHAKTI MELA– 2026:**

District Level Subhadra Shakti Mela is scheduled to be organized at Kacheri Padia, Boudh in **3rd Week of February 2026** to provide a suitable platform to WSHGs/ 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 “**DSWO, Boudh (Mission Shakti)**” 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 5.00 Lakhs (Rupees Five Lakh) each **OR**
  - ii. Two similar type of works costing not less than the amount equal to Rs.10.00 Lakhs (Rupees Ten lakh) each **OR**
  - iii. One similar type of work costing not less than the amount equal to Rs.15.00 Lakhs (Rupees Fifteen Lakh)
6. The Agency/ Firm should have an average Annual Turnover of Rs. 20.00 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 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 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 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 **DSWO, Boudh (Mission Shakti)** 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.**

**SEGMENT A:**  
**Tentage & Allied Works**

**The Tentage & Allied Works Should Provide the Following Services**

Sl. No	Works to Be Done	Particulars
A	Tentage & allied Works	1. Ground Layout 2. Construction of Temporary Stall (Subhadra Shakti Mela - 105 Stalls + 15 Food Stalls) 3. Construction of 3 D Design Stage, Gate & Coordination Cell 4. Food Court 5. Demonstration Pavilion 6. Running Flex Facia 7. Sitting Arrangements for audience 8. Ground Electrification 9. Decorative wall 10. Meeting Hall 11. Selfie Points 12. Other Miscellaneous Items

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

- 1) **Construction of Stalls:** For Subhadra Shakti Mela 2026 - 200 stalls will be constructed. The details of stall specifications are given below:

Sn.	Particulars	Stall Specification
1	Structure	Bamboo/ Iron Structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	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 marron new cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage Corrugated Sheet)</i> . Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies. <b>(All New Marron Cotton 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>Alron 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. One beam will be added below the facia. Flex facia will be printed by the agency/firm/ decorator as per the design given by MISSION SHAKTI.
6	Cutout	Ply with flex wooden batten Size - 3ft X 4 ft.
7	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.
8	Electric Fittings	T5/ LED Light – 3 no. (2 number of light should be connected with generator) & on/off switch for use in night time after closing, Ceiling Fan-

Sn.	Particulars	Stall Specification
		1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
9	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning state's name should be pasted on each stall.
10	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
11	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.

2) **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 3D structured house as per <b>event wise design</b> with following the <b>technical specification</b> and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect.
2	Size	30 ft X 30 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 5 individual rooms (with partition in ply) of different sizes to be used as office-cum-registration counter, conference hall, VIP lounge, Pantry-cum-store and Doctor's & CCTV Room with the ply partitions. Decoration will be made with Tribal Painting and hanging equipment's. VIP lounge should be properly furnished. One washbasin with water facility and proper sewerage should be installed in the pantry room.
4	Counter	One long table covered with new cotton cloth will be fixed in the office room. Two windows 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, 4 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. (Requirements as need basis).
7	Electric Fittings	Tube/LED Light – 20 no. , Ceiling Fan – 8 no., 1 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light- appliqué lamp will be covered outside of the control room. Requirements as need basis).
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	Two wooden frame ply fitted door 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).

C. **Gates:** The main entrance gate is to be done as per category B. The other three (3) gates are to be made as per specification in *Category A*. Specifications are as follows:

Sn.	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>event wise design</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 with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of paris with thermo cool sculptures etc. design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
e	Flowering	Live flower chains will be put in the gates and the same should be changed twice during the event.	Live flower chains will be put in the gates and the same should be changed twice during the event.

4) **DECORATIVE WALL:** Decorative wall of batten framing, hessian cloth mounting and paintings be done geru with jhotichita, soura and tribal painting for side walling.

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

Structure	Iron fabricated structure 60' x 40' size & height from ground surface 5' with plywood floor of 19 mm thickness ply as per <b>event wise design</b> . with following the <b>technical specification</b> and other materials [Truss (no bamboo), Ply, Thermocol, Plaster of paris] may be used to get original 3D Effect. <b>One no. of Ramp on one side of the stage and one ramp on the front (20' X 12') for the fashion show.</b> Two Riser for Photography and Videography on front side of the stage.
Flooring	The entire floor of the stage shall be covered with new synthetic carpet of

	fine quality.
Back Drop	Artistic 3D structured stage as per approved design <b>event wise design</b> with following the <b>technical specification</b> and other materials (Ply, Thermocol, Palster of paris) may be used to get original 3D Effect. Size of background will be 60' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).
Lettering	Thermo 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.
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.
Both side stair case	Fabricated stair case 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.
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.
Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.
<b>Furniture</b>	On Stage (first day & last Day) - 15 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 15 no. Good quality borosil glasses with covers, Plastic name plates – 15 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, Lord Jagannath Balaram and Subhadra Maa Wooden Idol with table etc. will be provided on the meeting days and other days. Front Stage (all days) - 20 no. of VVIP Chairs with white towels, Centre Tables, Table Cloth, 20 no. Good quality borosil glasses with covers, Plastic name plates – 20 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs.
Green Room	Superstructure with bamboo, Ballha&Traplin cover for green rooms shall be made on back side of the stage having good arrangements for sitting and with provision of following items in each green room with as per details given below:- 1. 2 no. of VIP green room with proper participation for use by male and female artist (Pagoda) <ul style="list-style-type: none"> <li>• 20 X 20 ft room for VIP</li> <li>• Sofa seater (3 +1+1) with center table in each room</li> <li>• Banquet Chair 4 nos.</li> <li>• Mirror with makeup lights.</li> <li>• Sufficient nos. of plastic chairs.</li> <li>• Red carpeting in each room</li> <li>• Fan</li> </ul> 2. 1 no. of normal green room with proper participation for use by male and female artist <ul style="list-style-type: none"> <li>• 30 X 30 ft room with partition for use by male and female</li> <li>• Mirror with makeup lights in each room</li> <li>• Sufficient nos. of plastic chairs in each room Proper net carpeting</li> </ul>
Overall Supervision	Cleaning, Sweeping & keeping ready of all equipments on stage before commencing of Cultural events on all the cultural nights is the complete

	responsibility of the contractor.
LED for Stage	P3 Curve LED 50 ft X10ft. and 4 nos. of Side Wings (10ftX4 ft.) Stage Riser for LED Wall (40' X 16') and Stage Riser side wings for LED Wall (8' X 4'). Or as per design/requirement

- 6) **Sitting Arrangement in Front of the Stage:** The minimum distance of 15 feet from stage to auditorium will be maintained. The agency has to quote it as a package. Specifications are as follows:

Chair	Fifteen hundred (1500) no. of plastic moulded chairs, 20 no. of steel double sofa with white cover, 10 single sofa with white cover, 15 numbers of tea poy with white cover
Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
Matting	Green net matting in sitting area.

**7) Theme Stall –cum-Live Demonstration : (Show case of Rural Products)**

01 (one no.) theme stall cum live Demonstration need to be installed as per the design to be given by MISSION SHAKTI for awareness & display of the various achievements & success stories of MISSION SHAKTI.

- Shape : Square/ Hexagonal
- Structure : Bamboo & Cloth Structure
- Size : 35' X 35' X 20' (height with fascia)
- Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.
- Flooring : 6" wooden platform with Full floor carpeting
- Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.
- Barricading : 4' height bamboo barricade covered with cloth on all sides of the stall.
- Electric Fitting : 8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement

- 8) **Selfie Point:** -There will be Selfie Points in different places of mela ground with following the technical specification and other materials (Ply, Thermocool, Plaster of Paris) may be used to get original 3D Effect.

**9) Cleaning & Sanitation:**

- a) Mela Ground, food Court, Accommodation Place of Participants. Temporary Toilets Cleaning & Sweeping has to be done in a regular basis for 7(Seven) days of the Mela Period. Sweepers and one supervisor should always be placed near the toilets for cleaning it on regular intervals, inside the exhibition ground.
  - b) Sufficient sanitation materials like phenyl, bleaching power, naphthalene ball etc. have to be provided by the bidder and requisite numbers sweepers and supervisor are to be placed at the Mela Ground
  - c) Garbage has to be lifted (Approx. 4 trip per day trough tractor) from mela ground on daily basis.
- 10) **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.

- a. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.

- b. Adequate speakers shall be fitted in the exhibition premises for surround Sound 50 no. of Halogen Light (500 watt) along with wiring/ fitting poles
  - c. 100 no. of Halogen Light (1000 watt) along with wiring/fitting poles
  - d. 75 no. of white Halogen light along with wiring /fitting poles.
  - e. 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
  - f. 100 no. Globe lights/ Garden Lights with stand (3' height) with wiring.
  - g. 250 no. Appliqué hanging lampshades along with bulb fittings and wiring. The appliqué lamp sheds will be placed at the branches of big trees inside the exhibition premises/closed to the premises.
  - h. 40,000 Tuni running lights will be fitted at the required places.
  - i. Sufficient ambience light should be done.
  - j. Sufficient Round Lamp lights should be used for the entire ground.
  - k. It may increase/decrease as per requirement.
- 11) **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. The requirement of generator sets will be of 125 KVA (for entire ground).
- 12) **Food Court:** The below mentioned items for construction Food Stall & Kitchen Shed and Dining Area Management for food court are taken as a package, which shall be supplied by the bidder for Subhadra Shakti Mela 2026.
- a) *Food Stall Along With Kitchen Shed:* Minimum 15 food stalls along with kitchen shed to be made as per the following specification:

Sn.	Particulars	Specifications
1	Structure	a. <b>Food Stall</b> Bamboo ( <b>3 to 6 inch</b> )& cloth structure, Size of Each Stall – 10' X 10' (10 nos without Kitchen) & 15' x 10' (10 Nos with Kitchen) With Tarpaulin Water Proof Roofing. b. <b>Kitchen Shed:</b> Bamboo and balla structure, tin roofing and tin walling of size 10' x 10' each to be erected in the back side of the food stall.
2	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gage corrugated sheet)</i> . The GI Sheets shall be fixed horizontally supported with wooden bellies. ( <b>all new white cotton clothes to be used</b> )
4	Racks	Three tire racks, if required. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5

Sn.	Particulars	Specifications
		Amp Plug Point, if required.
9	Closures	Front Cloth Drops/Screens Daily to be done
10	Water	Water line connection to each kitchen shed with sink fixing

b) **Dining area:**

Sn.	Particulars	Specifications
1	Size	The size of the dining area will be of 210' X 160'
2	Flooring	Green net carpet
3	Furniture	Fifty (50) numbers of round table with frill and cover, hundred (200) numbers of banquet chair with white cover,
4	Barricading	Decorative Bamboo truss barricading of 3' height with green colour painting to be erected around the dining area with entry and exit passage. Light decoration in dining area.
5	Dustbin	Sufficient (a minimum of 50 numbers big size) dustbin to be provided in dining area.

13) **Net Carpeting:**

New 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.

Barricading:

Tin barricading (with 10 ft.) is to be done in the outer area of the stall for safety and security purpose.

- 14) **Miscellaneous Items:** Besides works from item no. A to no. V 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.	<u>Items</u>	Qty. required
1	Bed Set (Bed & Pillow with Cover)	150 pcs.
2	Durry (15' X 15')	10 pcs.
3	Printing & Installation of Star Flex Sheet with batten frame	3000 sqrft
4	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame	3000 sqrft
5	Stage background in black cloth masking	2000 sqr ft.
6	Dustbin- 3 ft height	50 pcs.
7	Decorative Flower / Plant Pot	150 pcs.
8	Syntex tank (2000 liter capacity each tank with 3' height stand)	2 pcs.
9	Soundless pedestal fan	10 cs.
10.	Red carpet (synthetic)	2000

15) **Media Room**

Structure : Bamboo & Cloth Structure, one side open  
 Size : 15 'X 15'  
 Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.  
 Flooring : 1 ft. wooden platform with Full floor Durry matting.  
 Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.

Electric Fitting : sufficient light, 2 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

Furniture : Plastic Chairs - 10 nos., tea Tables – 3 nos.

**16) Fireman Rest Room:-**

Structure : Bamboo & Cloth Structure, one side open

Size : 30 'X 20'

Facia : 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhallar placed at the bottom of the fascia.

Ceiling : Tarpaulin water proof roofing and white cloth ceiling properly stretched.

Electric Fitting :4 no. of tube light, 4 no. of LED Focus light fitted with the four corner poles, one ceiling fan with on/off switch arrangement.

Chairs : 10 nos.

Bed : 20 nos.

Flooring : Wooden Plank Platform of 1' Height.

### DETAILS ON THE TENDER

- A. The work : Tentage and Allied Works for District Level Subhadra Shakti 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 “**DSWO, Boudh**” payable at Boudh.
- C. LAST DATE & TIME FOR RECEIPT OF TENDER: **10.12.2025 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

### C. 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***

**D. FINANCIAL BID FOR DIFFERENT ITEMS OF TENTAGE WORK OF DISTRICT LEVEL SUBHADRA SHAKTI 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 District Level Subhadra Shakti Mela – 2026 inclusive of all taxes.

<b>SEGMENT-A: TENTAGE AND ALLIED WORKS</b>						
<b>Sr.</b>	<b>Item</b>	<b>Category</b>	<b>Unit</b>	<b>Cost per unit</b>	<b>Required Qty. in units</b>	<b>Total Amount [in Rs.] Excluding GST</b>
1	Construction of stalls		Per Stall		200 stalls	
2	Coordination Cell - Cum-VIP Lounge	Single package	Per package		1 (30ft X 30ft)	
3	Gates	Category – A	Per Gate		1 Nos	
		Category – B	Per Gate		2Nos	
4	Decorative Wall		Per Sq. Ft.		2000 sqr ft.	
5	Stage	Single package	Per package		1	-
6	Sitting arrangement in front of the stage	Single package	Per package		1	
7	Theme Stall cum Live Demonstration Mandap	Single package	Per package		3	
8	Subhadra Shakti Mascot (6ft) along with person wearing during Mela	Single Package	Per package		1 no.	
9	Media Room	Single Package	Per package		1 no.	
10	Selfie Point	Single Package	Per package		2	
11	Subhadra Shakti Balloon to be flying over Ground.	Single Package	Per package		2	
12	Cleaning & Sanitation					
A	Supply of Sweeper (15 sweepers per day) for mela ground, food court and Temporary urinal cleaning during the event.	Rate per head per day				
B	Garbage lifting (4 trip per day through tractor)	Rate per Trip				
C	Toilet cleaning material for entire Mela Period	Lumpsum	one package			

	A-Cleaning of Temporary Urinal at mela ground					
	B-Participants accommodation places along with requisite phenyl, bleaching & other cleaning materials etc.					
12	Ground Electrification	Single package	Per package		1	
13	Generators	Single package	Per package		1	
14	Food Court including 25 -30 stalls and dining	Single package	Per package		1	
15	Net Carpeting	Rate per sqft	Per Sqft		3,00,000	
16	Barricading (in tin)		Running ft.		2000 sqr ft.	
17	<b><u>Miscellaneous items:</u></b>					
A	Bed Set (Bed & Pillow with Cover)		Per set		200 pcs	
B	Durry (15' X 15')		Per Piece		10 pcs.	
C	Printing & Installation of Star Flex Sheet with batten frame		Per Sq. Ft.		3000 sqrft	
D	Printing & Installation of Star Flex Banner for SHGs/PGs with batten frame		Per Sq. Ft.		1000 sqrft	
E	Stage background in black cloth masking		Per Sq. Ft.		2000 sqr ft.	
F	Dustbin- 3 ft height	Per Piece		50 pcs		
G	Decorative Flower / Plant Pot	Per Piece		150 pcs.		
H	Syntex tank (2000 liter capacity each tank with 3' height stand)		Per tank		2 pcs.	
I	Soundless pedestal fan		Per Piece		10 pcs.	
J	Red Carpet (Synthetic)		Rate per srft		1000 sqrt	
<b>Total Quoted Amount</b>						Rs.

Rupees in Words

---

**Signature of the Bidder With seal**

## SEGMENT B

### Terms of Reference for deployment of security:

#### **A. ABOUT THE EVENT:- DISTRICT LEVEL SUBHADRA SHAKTI MELA– 2026:**

District Level Subhadra Shakti Mela is scheduled to be organized at Kacheri Play Ground, Boudh in 3rd Week of February 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
Before 1 <sup>st</sup> Day	0	0	5	1	5	1
1 <sup>st</sup> Day	5	1	10	2	10	2
2 <sup>nd</sup> Day	5	1	10	2	10	2
3 <sup>rd</sup> Day	5	1	10	2	10	2
4 <sup>th</sup> Day	5	1	10	2	10	2
5 <sup>th</sup> Day	5	1	10	2	10	2
6 <sup>th</sup> Day	5	1	10	2	10	2
7 <sup>th</sup> Day	5	1	10	2	10	2
After 7 <sup>th</sup> Day	5	1	0	0	0	0
<b>Total</b>	<b>40</b>	<b>8</b>	<b>75</b>	<b>15</b>	<b>75</b>	<b>15</b>

#### **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. District Administration, 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.

**EVALUATION FORMAT**

**Tender for security services for District Level Subhadra Shakti Mela – 2026, Boudh**

(Last date for submission of duly filled in Tender Paper – 10.02.2026 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.

**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***

**FINANCIAL BID**

**Tender for security services for District Level Subhadra Shakti Mela – 2026, Boudh**

*(Last date for submission of duly filled in Tender Paper – 10.02.2026 at 12.30 PM)*

**I / We do hereby submit herewith item wise Tender below to provide security services for District Level Subhadra Shakti Mela 2026 inclusive of all Taxes.**

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

***Signature of the Bidder with seal***

## SEGMENT-C

### Terms of Reference for Printing and IEC Activities:

#### **A. ABOUT THE EVENT:- DISTRICT LEVEL SUBHADRA SHAKTI MELA– 2026:**

District Level Subhadra Shakti Mela is scheduled to be organized at Kacheri Padia, Boudh in 3rd Week of February 2026 to provide a suitable platform to WSHGs/ 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:**

##### **Advertising & Publicity Works to be done in SUBHADRA SHAKTI MELA-2026**

The detail works to be done is given hereunder:

**Publicity:** Publicity of the event should be made by Branding of **Subhadra Shakti**, Boudh through Road Shows (Hoardings, Road standee & Auto rickshaw branding), Print Media News coverage/Press release in Newspaper, and Electronic Media TV Channels & FMs Coverage.

*Details of the Advertisement & Publicity works are given below:*

<b>Sl.</b>	<b>Specifications</b>	<b>Quantity (Pcs./ Package)</b>
A	<b>Publicity:</b>	
1	Hoardings – (10 ft X 12 ft each) - Printing and installation with flex in iron frame and bamboo at different place in Boudh (design will be provided by MISSION SHAKTI, Boudh)	20 pcs.
2	Road standee- Printing with installation-(3ft X6ft each) (design will be provided by MISSION SHAKTI)	50 pcs.
3	Auto Rickshaw branding through sticking of 3X2 ft size of Eco-solvent Poster along with fixation on Auto Rickshaw (design will be provided by MISSION SHAKTI).	50 Pcs.

- **CCTV:** Thirty (30) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitor /participants. The cable to be laid for the CCTV installation in the Mela Ground and one CCTV operator Call Notice has to be remain present during the Mela Period. The numbers may vary depending on the requirement and decision of the mela authority
- **LED Panel (8 ft. X 6 ft.) along with operator: - 2 nos. of LED Panel along with riser to be installed in two locations in the mela ground.** More numbers may be put in the Mela ground with the approval of the concerned mela authority.
- **Plasma TV:**Two Plasma TV to be installed (one near stage and one in the control room).
- **Photography & Videography of the SUBHADRA SHAKTI MELA-2026** will be done for better and high quality photos & video to be used in the events/ workshops/ coffee table books/ social media etc.
- **Still Photography:-** 2 nos. of Sony A7Riv/ Nikon z6/ Nikon z9 type of mirror less high-end cameras should be used for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.

### **Job Responsibility for photography:-**

- The still photographs of each day event activities as well as regular happenings of **Subhadra Shakti Mela** should be captured without missing.
- (The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc.)
- 10 best photos of each day including event activities will be shared by the agency to the MISSION SHAKTI Boudh team by 10 PM of the same day positively for Social Media posting.
- For photography during night, the agency should use proper light and required equipment's for best quality images.
- A set of 200 nos. of best high-resolution photographs of the entire event should be capture and submitted to MISSION SHAKTI team for the publication of Subhadra Shakti Mela Coffee Table Book within 3-4 days of the closing of the event. The photos should be of thematic wise starting form Inaugural Sessions of the event to the closing ceremony. A two member team of MISSION SHAKTI will coordinate with the agency for the specific assignment.
- Drone must be used for taking the aerial view of the mela ground during visitors rush in day time and few shots of the night
- Live telecast of stage programme along with ground programmes if any need to be displayed in LED Panel.

### **Videography:**

- 2 nos. of 4K High Definition Video (HDV) Camera should be used for videography for the entire event. Tripod, cordless lapel mic for interview and lights should be used for the videography work.
  - A short film of the entire Subhadra Shakti Mela of 15 minutes duration should be made after the completion of the program. Similarly, another short film of 3-4 minutes duration will also be made for social media and in house exhibition purpose.
  - The film should include shots of the program and bytes of guests, visitors, customers, participants and Collector & DM, Boudh.
  - For videography during night, the agency should use proper light and required equipment's for taking interview/bytes.
  - Proper voice over, background music etc. must be use while making the short films.
  - 10 best case study teasers of 2 minutes duration each of special stalls on the basis of unique products, sale, branding and publicity etc. should be prepared by the agency which must include shots of the stall, sale activities, display, bytes of seller and customers.
  - Necessary suggestions and permission should be taken before the shooting of the case study teasers from the concerned officials of MISSION SHAKTI, Boudh.
  - The short film of mela should be submitted in MISSION SHAKTI Boudh office within 10 days of the completion of the event .
1. 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.
  2. Sanctions of any advance will not be considered. The payment will be made after completion of event.

3. The rate offered by the firm shall be inclusive of all taxes and duties as applicable.
4. For printing of additional quantity of any item, proportionate rate will be paid.
5. The required number of materials to be handed over to the undersigned within two days of placing the order.
6. Any legal dispute arising out of this is subject to Boudh district jurisdiction only.
7. **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.

**EVALUATION FORMAT**

**Quotation for IEC Activities for District Level Subhadra Shakti Mela - 2026**

*(Last date for submission of duly filled in Quotation Paper – 10.02.2025 at 12.30 PM)*

Name of the Agency/ Firm/ Printing Press	
Registration No.	
Address	
Contact Person with Mobile No.	
GSTIN Registration No.	
PAN No.	
Working experience related to Service	Yes/ No

**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***

**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 Printing and IEC materials for District Level Subhadra Shakti Mela 2026 inclusive of all Taxes.**

Sl.	Particulars	Specification	Approx. Quantity	Quoted Price in Rs. (in figure & words)
1	Hoarding	Different Size of multi Coloured Banner, Hoarding as per requirement. (Price to be quoted per piece)	20 Nos.	
2	Road Standee	Size- 3'X6' (Price to be quoted per piece)	50 Nos.	
3	Poster	Size- 4'X2'6" (Price to be quoted per piece)	50 Nos.	
4	Pole Kiosk	Size- 4'X2'6" (Price to be quoted per piece)	150 nos	
5	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	
6	LED Wall with Genset	Size- 12' X 08' & Installation at Venue (Price to be quoted one LED Screen per day)	1 nos/ per day	
7	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 District Level Subhadra Shakti Mela- 1 No. HD Video Camera & 1 No. Drone Camera with Camera Man. 3 to 4 nos. short videos of 1 <sup>st</sup> & 2 <sup>nd</sup> 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	

8	Identity Card	Identity Card for participants- Size B3 Plastic Cover with multi colour paper printed card. (Price to be quoted per piece)	300 Nos.	
10	Certificate	Certificate for participants- A4 size 300GSM Art Paper with multi colour printing. (Price to be quoted per piece)	120 Nos.	
11	Mementos	Mementos (size 12"X 10") with printed sticker (Price to be quoted per piece)	As per requirement	

***Signature of the Bidder with seal***