

Tender call notice
for
Tentage & Allied Works and Food &
Catering Services
For
District level workshop on Lakhpati Didi,
Jajpur

AT: PRASASANIK BHAWAN GROUND,
JAJPUR

District Mission Management Unit (DMMU),
Odisha Livelihoods Mission,
Zilla Parishad, Jajpur,
Pin - 755001.



ଜିଲ୍ଲା ପରିଷଦ, ଯାଜପୁର

(ଓଡିଶା ଜୀବିକା ମିଶନ, ମିଶନ ଶକ୍ତି ବିଭାଗ)

ZILLA PARISHAD, JAJPUR

(Odisha Livelihoods Mission, Deptt. Of Mission Shakti, Jajpur, 755001)

E-mail – jajpurdpm.olm@gmail.com , ori-djajpur@nic.in Tel-06728-222051

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Purchase Details of Tender Paper / EMD for Tentage and Allied Works of District level workshop on Lakhpatti Didi in Jajpur District

- (A) COST OF TENDER PAPER: 1,000/- Rs. (Rupees One Thousand) only in shape of Demand Draft /Pay order from any nationalized bank in favour of "ODISHA LIVELIHOODS MISSION, NRLM, Jajpur" payable at Jajpur, which is non-refundable.
- (B) E.M.D (Refundable) :Rs. 25, 000 /- (Rupees Twenty Five Thousand only) in shape of Demand Draft / Pay order in favour of "ODISHA LIVELIHOODS MISSION, NRLM, Jajpur" payable at Jajpur.
- C. Last date and time of receipt of tender: 07.03.2025 latest by 1.00 P.M.
- D. Date and time of opening of tender: 07.03.2025 latest by 3.00 P.M. at Zilla Parishad Conference Hall, Jajpur
- E. Availability of tender paper: <https://jajpur.odisha.gov.in> (NIC Jajpur) from 01.03.2025 to 07.03.2025
- F. Mode of Submission: Speed Post/ Registered Post/ by Hand
- G. Address for Submission of Tender Paper: DMMU, OLM, Jajpur, O/o- ZILLA PARISHAD, Jajpur Town, Dist.- Jajpur, Pin- 755001
- H. The envelope containing the said tender documents must be super scribed "TENDER DOCUMENT FOR TENT & ALLIED WORKS OF DISTRICT LEVEL WORKSHOP ON LAKHPATI DIDI, JAJPUR".



**TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS FOR
DISTRICT LEVEL WORKSHOP ON LAKHPATI DIDI, JAJPUR-2025**

Date of Event: 11.03.2025 (One Day)

1. Sealed tenders are invited from reputed firms, decorators, tent houses and caterers having the work experience of exhibition work and catering for at least 01 (One) years. The firm should have the experience of taking the exhibition work of worth Rs. 10, 00,000 /- (Rupees Ten Lakhs) only in a single work order.
2. The bidder has to pay of Rs. 1,000/- (Rupees One Thousand) only towards cost of tender paper "ODISHA LIVELIHOODS MISSION, NRLM, Jajpur" payable at Jajpur, which is non-refundable.
3. The bidders should have registered his firm under GST, PAN, FSSAI (for food supply), & also up-to date deposit of GST with latest Deposit Challan (Oct- 2024 & December-2024 Quarter).
4. **The rate offered by the firm shall be including GST as applicable.**
5. **TDS applicable will be deducted from the bill amount submitted and will be deposited under concerned head of account.**
6. The authority is not bound to accept the lowest tender 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 tenders without assigning any reasons thereof.
7. **The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.**
8. **The Envelop of the Tender should super scribe "TENDER DOCUMENT FOR TENT & ALLIED WORKS OF DISTRICT LEVEL WORKSHOP ON LAKHPATI DIDI, JAJPUR".**
9. The bidder has to quote the rate as per the given format.
10. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents/papers for verification, if required.
11. **The duration of the workshop will be for 1 day as per the details given below. All the desired works should be completed at least one day before the scheduled inauguration date and time of the workshop and should hand over all the works as per specification, to the in-charge of workshop.**
12. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
13. **For convenience and effective delivery, the tender 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.**
14. **Bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price shall be awarded the contract. The quantities of Lunch may increase or decrease with minimum 15% looking to the attendance of participants.**

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15. The firm shall not use Child Labour and any prohibited items like Animal Skin & Hair, Sea Shell & Pearls in the tentage work, which may attract penal action under relevant law.
 16. The bidder has to treat the materials to be used in Tentage work (like - Cloths), with Fire Repellant Chemicals. This work has to be certified by the concerned district fire officer.
 17. It shall be the responsibility of the service provider/contractors to obtain requisite permission for **electricity connection / fire services** for the workshop period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement
 18. 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. 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.
 19. The bidder should submit a proof of certification of incorporation /Registration of the Agency.
 20. The bidder should not have been black listed by Central/State Govt. Institutions for any means of non-obligation – The bidder should submit a self-declaration on this.
 21. Average Annual Turnover should be at least Rs. 15 Lakhs in last three year as on 31.03.2024.
 22. On completion of the workshop, the contractor shall have to take away all the materials within three days & vacate the place with the same condition while occupying the ground.
 23. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the workshop-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 workshop-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the workshop-in-charge.
 24. Bidder will be responsible for up keep and maintenance of the entire work done by him till the closing of the workshop. DMMU, OLM, Jajpur will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
 25. No part of the contract will be sub-let without the prior written permission of the workshop-in-charge.
 26. The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper.
 27. **The Bidder has to handed over the complete structure along with all electrification to the undersigned latest by 10th March-2025 afternoon positively.**
 28. Payment shall be made after delivery of the services (as mentioned in the tender document and work order) through e-Transfer (EFMAS) after submission of the bills, vouchers & bank A/C Photocopy.
 29. Any legal dispute arising out of this is subject to Jajpur district jurisdiction only.
 30. The Agency/Bidder shall not be black listed by any Govt. Organization. If found later on, the action deemed to fit will be initiated against the agency/bidder as per the law.
 31. **The bidder has to submit the technical bid and financial bid in two separate envelopes. The technical bid will be evaluated first. The financial bid will be opened only of the bidders who have qualified the technical bid.**

32. The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper. The documents to be submitted by the bidder are:
- i. DD / Pay order of Rs. 1,000/- (Rupees One Thousand) only towards cost of tender paper.
 - ii. EMD of Rs. 25, 000/- (Rupees Twenty Five Thousand) only in shape of Demand Draft.
 - iii. Copy of the valid GST In favour of the firm, FSSAI (for food), PAN & copy of up to date GST Deposited Challan (October- 2024 & December- 2024 Quarter).
 - iv. Document in support of Experience of having successfully completed similar works. One similar (Tentage, Catering services or Event Management works for State/ District Level Exhibitions/ Workshop, etc.) completed works/ Assignments costing not less than the amount equal to **Rs. 10.00 Lakhs** (Rupees Ten lakhs) only.
 - v. **Registration certificate of Goods & Services Tax (GST).**
 - vi. IT return copy for the last three assessment years.
 - vii. **The bidder has to submit technical and financial bids in separate envelopes.**
 - viii. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.
- X. Average Annual Turnover should be at least Rs. 15.00 Lakhs in last three year as on 31.03.2024.
33. The date and duration of the said workshop may be changed as per the decision of the District Administration, Jajpur.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.

Signature with seal of the bidder

Work Description

1. Stage with public address system:

One close stage shall be erected and decorated in the District Level Workshop on Lakhpati Didi. The bidder has to quote as a package against the detail specifications given below:

Structure	Iron fabricated structure 40'X20' size & height from ground surface 5' with plywood floor.
Flooring	The entire floor of the stage shall be covered with carpet of fine quality.
Back Drop	Size of the back ground will be 30' (L) & at least 15' (H) with fine cloth masking of the back & Top ceiling of the stage.
Step	Step will be erected in one side of the stage covered with carpet and barricade.
Furniture	12 no. of VIP Chairs with white towels, 4 no. of center Tables, Table Cloth, one speech podium, etc., will be provided on the workshop day.
Flower Decoration	Flower decoration of the centre tables, speech podium and front stage.
Light & Sound	Micro phone with good sound in the Podium and two-three cord less phone and sufficient boxes and mike to be audible for audience of 4000.
Other arrangement	Required nos. of light, fan & cooler for the stage.

2. Participant Sitting Arrangement:

Sitting arrangement for 4000 participants attached with main stage. 4000 Plastic Chairs for participants and 50 chairs for the officials & dignitaries. The roof of the area will be water proof tarpaulin with fine cloth ceiling. Sufficient ceiling fan and stand fan will be fixed in the sitting area. The side of the Audience sitting area will be barricaded with bamboo.

3. Erection of food distribution counter:

10 nos. of food distribution counter will be erected for serving food to the participants. Each stall with minimum size 10'x5' covered with tarpaulin will be erected. Sufficient tables will be arranged for keeping the food items.

4. Generators:

Generator sets (50 KVA) with required fuel shall be provided by the tenderer for the entire workshop period. The tenderer should always be prepared for uninterrupted power supply for the workshop.

5. Food for participants:

Following works will be required to be taken up:

Details of the menu to be served to 4000 participants during Celebration of District level workshop on Lakhpati didi.

SI No	Menu	Specification	Time
A	Tiffin Packet (Paper packet)	Bara-1, Samosa-1, Vegetable Chop-1 & Dry sweet-1	10.00 A.M
B	Lunch	Plain Rice, Arhar Dal, Mixed Veg, Parwal/ Curly flower Curry, Ambula Khata, Panner masala/Mushroom curry	1.00 P.M
C	Water Bottle	15,000 nos of 500 ml. bottle	10.00 A.M

- Sufficient man power will be engaged by the contractor for serving food, tiffin packet & water bottle.
- In order to maintain proper quality of food, sufficient care must be taken in selection of raw material and skilled manpower. Sufficient care should be taken during preparation of food to avoid contamination. Food should be hygienic to eat. The Contractor has to maintain cleanliness of the kitchen shed and food serving premises. Garbage of the Kitchen shed will be kept in the municipality dumping yards only.
- The contractor should bring its own utensils for cooking and serving equipments to serve the foods.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE.

Name & Address of the firm & Signature with seal



Technical Bid/ Bidder's Information

1	Name of the Bidder/ Firm/ Company/ Caterer	
2	Full address of the bidder Telephone no. E-mail address :	
3	GSTIN No. (with copy of certificate)	
4	Chalan of GST deposit (Oct,2024 to December, 2024, Quarter)	
5	Copy of the PAN Card	
6	Copy of last three years IT Return	
7	Last three Audited Annual Financial Statements	
8	Particulars of the EMD of Rs.25,000/-	Bank & Branch: BD/ BC No: Date:
9	Particulars of the Tender paper cost of Rs.1,000/-	Bank & Branch: BD/ BC No: Date:
10	Relevant experience (single work) of minimum value Rs.10.00 lakhs.	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal:

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 advertisement, my tender is liable to be cancelled. I am / we are willing to abide by the terms and conditions laid by DMMU, OLM, and District Administration, Jajpur. 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.

I certify that I have not committed any offence-

(a) Under the Prevention of Corruption Act, 1988; or

(b) The Indian Penal Code or any other law for the time being in force, for

Causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

(c) I have not been debarred by any Central / State Government Organization / Bodies for the last 3 years."

Place:

Signature of the tenderer with seal

Date :



FINANCIAL BID

**Tender Application Form for Tentage & Allied Works of
District Level Workshop on Lakhpati Didi, Jajpur-2025**

(Last date for submission of quotation form on or before 07.03.2025 at 1.00 P.M)

To

The CDO-cum-E.O
Zilla Parishad, Jajpur

Sir,

I am submitting herewith the rates for providing Tentage & Allied works and Food & Catering Service towards "District Level Workshop on Lakhpati Didi".

Sl. No	Item Particulars	Rate per Unit (In Rs.)	Quantity	Total Price including all Tax (In Rs.)
1.	Stage with public address system		1 Package	
2.	Participant Sitting Arrangement		4000	
3.	Erection of food distribution counter		10	
4.	Generators		1	
5.	Food for participants		4000	
Total Cost including taxes				

Signature of the bidder with seal