



OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, JAIPUR

At:/Po:- Ankula, Mansapola, Jaipur Town, Pin-755001

e-mail: ddajaj.dag@nic.in

Notice No. **7039** Dt. **25.11.2025**

EXPRESSION OF INTEREST (EOI) FOR ERECTION OF STALL, STAGE, PANDAL WITH ELECTRICAL CONNECTION, PH & SANITATION AND FARMERS KIT BAG ETC. ON THE OCCASION OF DISTRICT LEVEL FARM MECHANISATION MELA FROM 15TH DECEMBER-2025 TO 19TH DECEMBER-2025 AT PRASHASNIKA GROUND, JAIPUR TOWN

The Chief District Agriculture Officer, Jaipur intends to invite sealed EOI from reputed Event Management Organizations for erection of Stall, stage, pandal with electrical connection & fittings, PH & Sanitation and Farmers kit bag etc. on occasion of District Level Farm Mechanisation Mela -2025-26 scheduled to be held from 15th December-2025 to 19th December-2025 at Prashasanika Ground, Jaipur Town.

The Event Management Organizer has to erect the following structures and provide other ancillary services on the ground as briefly described below with specifications, which may be altered / substituted according to the requirement and feasibility.

The detailed items / deliverables are mentioned here under.

Deliverables

1. ERECTION OF STALLS AND OTHER CONSTRUCTION WORK POSITIONING WITH GERMAN HANGER-10000 Sqft. AREA OR AS PER ACTUAL:

The successful bidder has to erect the following structures and provide other ancillary services in the ground as briefly described below and specified in the detailed specification, which may be altered / substituted according to requirement and feasibility.

(i) Exhibition Stalls

(a) Around **76 stalls of size 10ft x 10ft. x 10ft.** (L: B: H) with 2 steps rake at back side, front dais (2 nos. table) with electric light, fan and one plug point along with 3 nos. Chair each (standard size) for displaying the exhibits / showcasing the activities of the participants as per specifications. The number of stalls may be increased or decreased as per requirement and notified to the successful bidder before commencement of the work or during the execution.

(b). Tent arrangement for open space exhibition of approximately 1200 sqmt. for large farm machineries.

(ii) Stage

The successful bidder has to construct a stage of **size 50ft. x 30ft.** with back drop, standee and provide good quality carpeting (Red colour), flower decoration with video walling (LED as per size of the stage) at the backside, sitting arrangement for at least 14 persons with good quality sofa, Centre Tables, Podium as per specifications. The bidder has to arrange flower bouquet, batch, Uttariya, light snacks

along with water bottle including jute fiber folder containing Pen & Notepad to felicitate the delegates.

(iii) **Selfie Point**

The bidder has to arrange to erect one selfie point as per theme of the Mela in consultation with Chief District Agriculture Officer, Jajpur.

(iv) **Gate**

Main gate and Exit Gate with side walls and top fascia written with "District Level Farm Mechanization Mela" both in Odia and in English with suitable flexes, posters and standee depicting activities of agriculture and allied sectors (Horticulture, Agriculture, Fisheries, Animal Husbandry, APICOL and Farm Mechanization etc. **The bidder has to submit design for gate and quote rates accordingly.** The height of fascia of the gate should be at least **20 ft. with a width of 30 ft.** between two side frames so as to enable passage of heavy Machineries into the venue. The gate should be illuminated and provided with flexes, flower decoration etc. as may be specified.

(v) **Pandal / Meeting venue**

One **Meeting venue of size 100ft. x 50ft** for sitting arrangement of 500 persons in doom shape with roof cover, ceiling fan, light etc. in front of the Stage at a distance of 15ft. from the stage. There should be a barricade with steel grill between the pavilion space and the stage at an approximate distance of minimum 15ft. from the stage with a 5ft. passage between the front row of sitting arrangement and barricade should be provided with Sofas and Centre Tables and carpeting in the first two rows and plastic molded Chairs in the subsequent rows as per specifications.

(vi) **VIP Enclosure and office room**

One VIP Enclosure and office room adjacent to the Stage / Reception room fully equipped with furniture like Sofas, Chairs, Centre Tables, Wall mounted TV with access to different channels, carpeting etc. with an attached temporary Toilet facility required to be setup. **Approximate size of the VIP enclosure and office room is 20ft. X 20ft each.** as per specifications with provision of toilet. The bidder has to arrange snacks, tea/coffee and water bottle for refreshment of the VIP delegates.

(vii) **Temporary toilets**

a) One temporary bio-toilet attached to the VIP Enclosure.

b) Four temporary bio-toilet blocks, separate for gents (2nos) and ladies (2nos) to be installed in the specified locations in the exhibition ground with symbolic direction.

(viii) **Parking Place**

a) Parking place for ambulance and Fire station Vehicle adjacent to Stage / Office room with sufficient space in front side for easy movement need to be set up.

- b) Parking place for vehicles need to be arranged with sufficient nos. of standee banners depicting "PARKING" need to be placed for easy identification of parking place by the public coming to witness the fair.

(ix) Arrangement of Security Services

The bidder has to arrange security personnel @9 nos. per day in three shifts for security of the exhibits, exhibitors and other assets during the period of Mela.

(x) **IT & WIFI :-** The bidder has to arrange well equipped IT related arrangements with good Internet i.e. wifi connectivity for all stalls and control room .

(xi) **DINING HALL:-** The bidder has to arrange Dining Hall with serving tables with dining tables and chairs in four sets.

(xii) **Arrangement of Cultural Programme:-** The bidder has to organise Agriculture based Cultural Programme in consultation with CDAO, Jajpur for 5days .

(xii) **Arrangement of Video LED Wall** of suitable size covering the pandal

(xiii) **Hydrogen Balloon District Level Farm Mechanisation Mela-2025, Jajpur in odia**

2. GENERAL REQUIREMENT OF STALLS

- (i) The successful bidder has to provide (a) Electrical connection (b) plug points (c) lighting systems (d) Long Table with Cloth (e) Chairs etc to the stalls (f) One double stair rake at back wall of the stall .
- (ii) The final sketch for layout of the stalls will be made available to the successful bidder and the stalls should be made in such a manner keeping in view the large number of Agriculture Machinery and Manufactures expected to participate in the exhibition. The successful bidder have to consult Chief District Agriculture Officer, Jajpur /Executive Engineer(Agril.), Kendrapada Division before starting and during the work in order to finalize the detailed sketch & lay out plan of the event so that a suitable area will be demarcated to such exhibitors at appropriate place.
- (iii) Some of the exhibitors will need more space for stalls and also open space for displaying heavy machineries outside their stall space. Barricading for such stalls should be provided for safety of the exhibits. The stall lay out have to be done keeping such requirements in view, which will be made available during the course of erection of stalls.
- (iv) Some of the exhibitors may like to construct their own stalls within the allotted space, and accordingly provision will be made. But the successful bidder has to provide them (a) Electrical connection.(b) plug points (c) lighting systems (d) fans (e) Long Table with Cloth (f) Chairs etc. as may be required by them and approved by the Officer in charge at the ground Chief District Agriculture Officer, Jajpur / Executive Engineer (Agril.), Kendrapada Division.
- (v) The intending bidders may visit the ground where exhibition will be done and submit the following;
- (a) A lay out plan for the whole ground with necessary drawings
 - (b) Drawing and design for the gate (mandatory)
 - (c) Drawing and Design for the Stage

- (d) Drawing and Design for stalls /Open stalls /IT Cell in clusters
- (e) Drawing and Design for Pandal / Meeting Venue
- (f) Drawing and Design for Office room, VIP Enclosure, Temporary Toilet, Parking place.
- (g) Drawing and design space for Power supply backup, Space for public address system and equipment, space for dustbins, space for Firefighting equipment, space for drinking water facility, space for Ambulance and Fire station vehicle etc.
- (h) Drawing indicating the other structures as may be specified in the specifications.
- (i) All the stalls and all pavements inside the exhibition ground should be covered with synthetic net carpet, excluding those areas meant for parking of heavy machinery as may be specified.

3. ELECTRICAL WIRING, SWITCH BOARDS AND FITTINGS

(a) Electrical works to be done:

- i) Complete Wiring of the entire exhibition area with required switch boards, control units.
- ii) Adequate Plug Points with multipin facility in all built up area for operating audio visual equipment, computer, and mobile charging of the exhibitors in all stalls as per specifications.
- iii) Adequate Ceiling, wall/pole mounted fans as per requirement/specifications in all the built up area.
- iv) Adequate Lighting with LED/CFL / SFL Lamps in the stalls, other structures and in the ground.
- v) Adequate Pavement lighting in the passage between stalls, passage to the toilets, parking area, with halogen lamps fixed at opposite directions at an interval of 15' or as may be required. Sufficient light arrangement shall be made to lighten the entire Exhibition Ground with provision of Halogen / Neon light in towers.
- vi) Pedestal fans to be provided at strategic locations as per requirement and specified.
- vii) Decorative litchi bulbs, shaded lights may be provided as specified.
- viii) Adequate light provision to be made focusing the gates and its surrounding area including parking space.
- ix) Adequate Stage lights, rotating lights and dim & bright lights for stage shows etc. as per requirement and specified.
- x) Appropriate lighting arrangements with flood light towers as may be specified in the entire ground, back of the stall to ensure safety of the personnel and material in the ground during the night in addition to providing adequate lighting arrangements in the exhibition area.
- xi) Sound sensitive decorative lamps for cultural shows to be staged, so that the lighting increases & decreases and rotate depending on the volume of the sound .

(b) Assistance for Providing Electricity to the exhibition ground.

(i) Chief District Agriculture Officer, Jajpur shall write to the TPNODL and the Electrical Inspector for providing Electric supply to the ground from the date of commencement of construction as per requirement.

(ii) The successful bidder will make payment of the Inspection Fee for Electrical fittings and fees & tariff as applicable to the TPNODL.

(iii) The Successful bidder is responsible for obtaining clearance from the Electrical Inspector / TPNODL for minimum connected load before 3 days of mela till the exhibition is over and materials are removed from the ground.

(c) POWER SUPPLY BACK UP

The Successful bidder has also to provide adequate Power supply back up to the ground by providing the required number of Generators of 250 KVA / 125 KVA as may be required for five days i.e. from 15.12.2025 to 19.12.2025 for the Mela at Prashasanika Ground, Jajpur Town.

4.PUBLIC ADDRESS SYSTEM AND EQUIPMENTS

The successful bidder has to provide Mike set (s) for the stage with conventional and cordless mouth pieces, amplifiers, DVD players, loud speakers with permissible sound emission levels to be provided at various locations inside the exhibition venue, pandal, and other locations as may be specified / required. The successful bidder may have to make standby arrangements for amplifiers and mike sets as may be required.

5.DRINKING WATER FACILITY

The bidder is required to provide drinking water to the general public coming to witness the fair and the participating officials of partners of the exhibition throughout the fair uninterruptedly. For this purpose adequate water tanks need to be placed at different places of the ground. Layout is to be suggested by the bidder in technical presentation.

6.DUSTBINS

The bidder is required to put adequate nos. of dustbins at different places of the ground. Regular cleaning of these dustbins is the responsibility of the agency. Layout is to be suggested by bidder in technical presentation.

7.CARPETING AND CLEANING

Agency is required to carry out the carpeting of the entire area to be used. It is the responsibility of the agency to keep the ground clean during entire period of the fair.

8. BARRICADING

Tin barricading should be provided by the successful bidder encompassing the entire area of the event, excluding parking space.

9. STILL PHOTOGRAPHY

Agency is required to use a good full frame DSLR Camera for photography. The photo should be of excellent quality, so that it can be used for documentation purpose.(At least 100 Photograph of the mela covering different events)

10. VIDEOGRAPHY

The entire event will be video documented in digital high definition video(HDV) camera. A small documentary film/movie of mela with minimum 10 minutes duration should be made covering inaugural, validation function, gate and stage, seminar, cultural events etc.

11. FARMER KIT BAG

Agency is required to supply 2000 nos. of printed farmer Jute kit bag (depicting theme and name of the mela). The kit should be made up of jute fiber with hanging strap and zip including pen, notepad, ID card (I-card:16mm strap with printing, B4 pouch digital print).

12. OTHER TERMS & CONDITIONS

The event management organization should prepare the concept note along with design of the stall for the mela and present before the undersigned at **3.00 PM** on **03.12.2025** after opening of Technical bid.

- **The bidders should submit technical and financial bids separately.** The technical bids should contain all profiles, experiences and copy of GSTIN certificate, PAN No. etc. of the agency along with documentary evidence in support of past experience.

1. The bidders should have experience of minimum 3 similar projects and having annual turnover of Rs. 80,00,000/-per year.
2. The bidders should not have been black listed by the central Govt. / any state Govt. in India.
(Self-declaration by the copy on their entrepreneur representation on the bidder's letter head)
3. Concern bidders should write to the Chief District Agriculture Officer, Jajpur At:/Po:- Ankula, Mansapola, Jajpur Town, Pin-755001 on their letter head reporting to participate in the District Level Mela.
4. Refundable **EMD of Rs.20,000/-** (Rupees twenty thousand) only in shape of DD from any scheduled commercial banks favoring the Chief District Agriculture Officer, Jajpur, payable at Jajpur should be furnished along with other documents.
5. Copy of certificate of incorporation / registration copy of PAN, GSTIN, IT return for last 3 years (2022-23 to 2024-25) should be submitted by the bidders.
6. The envelope containing financial proposal shall be **SEALED AND SUPERSCRIBED** as "Financial Proposal -Selection of Organization for "DISTRICT LEVEL FARM MECHANISATION MELA-2025-26 JAJPUR". The duly filled-in financial proposal

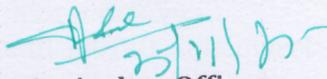
submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the provisions narrated above.

The Bidders should submit technical and financial bids separately. The technical Bid should contain all profiles, experiences, GST clearance, IT clearance, PAN No etc. of the agency along with photographs of stall prepared earlier in support of past experiences.

The financial Bid should contain the offer price including GST along with EMD (refundable) amounting **Rs.20000/-** in shape of bank draft in favour of Chief District Agriculture Officer, Jajpur payable at Jajpur for erection of stalls and others as mentioned in the deliverables. Sealed envelope containing EOI application along with all relevant documents should reach the O/o-**Chief District Agriculture Officer, Jajpur** through registered post / Speed post or dropping in the designated box at O/o Chief District Agriculture Officer, At:/Po:- Ankula, Marasajola, Jajpur Town, Pin-755001 latest **by 5.30 PM** on dt.**02.12.2025** which will be opened for both the bids (Technical bid followed by Financial bid) along with concept note presentation at **3.00PM** on the same day i.e. on dt.**03.12.2025** before District Level Committee members.

The completed stall in all respect must be handed over to the ground committee **by 5.00 PM on 13th December 2025 for the mela.**

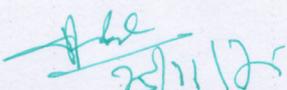
The **Chief District Agriculture Officer, Jajpur** reserves the right to alter the date of opening of EOI and also to reject/cancel any or all the EOI without assigning any reason thereof. Any legal dispute is subject to Jajpur jurisdiction only.


Chief District Agriculture Officer,
Jajpur

NB: Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summarily rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, terms & conditions and other information as mentioned in the EOI Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the EOI requirements will result in outright rejection of the proposal.

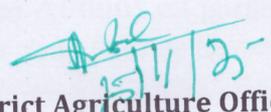
Memo No **7040** Date **25.11.25**

Copy forwarded to the District e-Governance Manager, Jajpur for information with a request to upload the Tender Call Notice for engagement of Event Management Agency for organization of District level Farm Mechanization Mela-2025 on district website <http://jajpur.odisha.gov.in> for wide publicity.


Chief District Agriculture Officer,
Jajpur

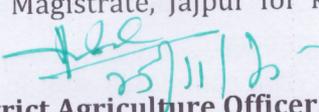
Memo No. 7041 Date:

Copy forwarded to the committee members (Chief District Veterinary Officer, Jajpur/ District Fishery Officer, Jajpur/Asst. Director of Horticulture, Jajpur/ Executive Engineer (Agril.) Kendrapara/Lead District Manager, Jajpur /DDM, NABARD, Jajpur/District Treasury Officer, Jajpur /Agriculture District Officer(All) / District Manager, OAIC, Jajpur / District Manager, APICOL, Jajpur to remain present on dt 03.12.2025 at 03.00 P.M. on opening of the Tender.


Chief District Agriculture Officer,
Jajpur

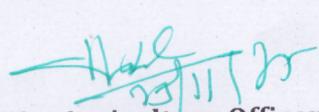
Memo No. 7042 Date.

Copy submitted to the OSD to the Collector and District Magistrate, Jajpur for kind appraisal of Collector & District Magistrate, Jajpur.


Chief District Agriculture Officer,
Jajpur

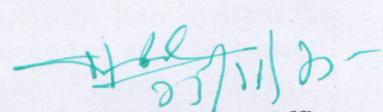
Memo No. 7043 Date.

Copy submitted to the Chief Engineer (Agril.), O/o- Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of kind information.


Chief District Agriculture Officer,
Jajpur

Memo No. 7044 Date.

Copy submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of kind information.


Chief District Agriculture Officer,
Jajpur