

*Cannot be sublet to others*

**Tender Paper**  
**Of**  
**Tentage & Allied works**  
**For**  
**State Level Commemoration**  
**Ceremony at Eram-2025**

**Organized by**  
**District Administration**

**0/0 District Culture Office**

**Bhadrak-756181**

**DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS FOR  
State Level Commemoration Ceremony at Eram- 2025**

**A. COST OF TENDER PAPER: Rs. 1,000/- (Rupees one thousand only)- Non-refundable**

**B. AVAILABILITY OF TENDER PAPER [www.bhadrak.odisha.gov.in](http://www.bhadrak.odisha.gov.in)**

**C. INSTRUMENT OF PURCHASE OF TENDER PAPER:**

Demand Draft/Pay Order No., ..... Dated ..... /...../2025/ (if the tender paper downloaded from website, DD/ Pay Order in favour of District Culture Office, Bhadrak payable at Bhadrak to be attached with tender paper)

<i>To be filled in by the bidder. (Only in case of tender paper downloaded from website.)</i>
<b>Bidder Name and Address:</b> .....
<b>M./S.</b> .....
<b>Signature of the bidder</b>

***OR***

Money Receipt No ..... Dated...../2025/ (if the tender paper purchased from District Culture Office, Bhadrak),  
(Original Money Receipt to be attached with quotation paper)

<i>To be filled in by the Account section of District Culture Office, Bhadrak (only in case of purchase of tender paper from District Culture Office office)</i>
<b>ISSUED TO (Address in Detail):</b>
<b>M/S</b> .....
<b>Signature of issuing officer</b>

**D. E.M.D (Refundable):Rs. 10,000/- (Rupees Ten thousand only) in shape of Demand Draft / Pay order in favour of "District Culture Officer, Bhadrak" payable at Bhadrak.**

Demand Draft/Pay Order No ..... Dated ..... /..... /2025.

**E. LAST DATE & TIME FOR RECEIPT OF TENDER: latest by 26.09.2025, 1.00 PM**

**F. DATE & TIME OF OPENING OF TENDER: 27.09.2025 at 4.30 PM at Collectorate, Bhadrak**

**• G. ADDRESS FOR SUBMISSION OF TENDER PAPER:**

To  
District Culture Officer  
Bhadrak-756181

## **Background:**

For the first time a state level commemoration ceremony will be held at Eram on 28<sup>th</sup> September 2025. State level guests will grace the occasion , where suitable arrangements needs to be done to host the guests and thousands of people who will witness the grand occasion. This arrangements will be carried out under the supervision of the District Collector, and who have delegated this role to the District Culture Officer, Bhadrak.

## **Event Calendar:**

The calendar of **State Level Commemoration Ceremony at Eram- 2025**

28<sup>th</sup> September 2025, At Raktatirth Eram, From afternoon 3pm to 11pm

**Terms of Reference to the tender paper for the tentage and allied works  
of State Level Commemoration Ceremony at Eram- 2025 , Dist- Bhadrak**

**A. TERMS AND CONDITIONS OF TENDER FOR TENTAGE& ALLIED WORKS**

1. The firm/agency should have executed similar nature works of at least Rs.20.00 lakhs per annum in the last three financial years. Out of that the firm/agency should have executed at least one single work order of more than Rs.8.00 lakhs of Government departments/agencies/corporations within last three financial years.
2. The bidders should have registered his firm/agency under GST (GSTIN) & Income Tax (PAN/TAN).
3. The rate offered by the firm shall be inclusive of all taxes and duties.
4. The duration of the exhibition will be for 05 days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by DISTRICT CULTURE OFFICE before 3 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 in-charge of exhibition.
5. 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 to be rejected.
6. The bidder has to quote the rate as per the given format.
7. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
8. The bidder should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
9. The final payment will be made on the basis of the actual work done and work assessment report of the committee to be formed by the Collector, Bhadrak, The contractor shall not use any additional materials other than the work specified in the work order without the prior permission. In case of any additional requirement, the contractor has to take the prior written permission from the authority.
10. Bidder will be responsible to upkeep and maintenance of the entire work done by him till closing of the exhibition. DISTRICT CULTURE OFFICE, Bhadrak will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
11. No part of the contract will be sub-let without the prior written permission of the authority.
12. 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.
13. It shall be the responsibility of the service provider/contractors to obtain requisite permission for electricity connection / fire safety certificate for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement of meta duly certified by the Asst. Fire Officer, Bhadrak and adhere to the fire safety norms.
14. The bidder has to treat the materials to be used in Tentage work (like — new/good condition Cloths), with Fire Repellant Chemicals. This work has to be certified by the Asst. Fire Officer, Bhadrak.

15. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.

16. The bidders are required to deposit an earnest money of Rs.10, 000/- (Rupees Ten Thousand only) in shape of demand draft/pay order issued by any nationalized bank in favour of "Chief Executive, DSMS, Bhadrak" payable at Bhadrak. The E.M.D. amount of the successful bidder will be kept with District Culture Office, Bhadrak till completion of the exhibitions. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D shall not be accepted. The EMD amount of unsuccessful bidder will be returned back as such soon after finalization of tender process.

17. 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 authority reserves the right to reject any or all tenders without assigning any reasons thereof.

18. 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.

19. The rate offered by the firm shall be including of all taxes (like GST etc.) and duties as applicable, The price offered by the firm is valid for one year.

20. The bidder has to submit self attested photo copies of the required documents with duly filled in tender paper.

**THE DOCUMENTS TO BE SUBMITTED BY THE BIDDER ARE:**

- I. Copy of the Money Receipt/Demand Draft towards Tender Paper Cost must be attached with Tender Documents.
- II. EMD of Rs. 10,000/- (Rupees Ten Thousand only) in shape of Demand Draft/Pay order issued by any nationalized bank in favour of "District Culture Officer, Bhadrak" payable at Bhadrak.
- III. The firm/agency should have executed similar nature works of at least Rs.10.00 lakhs per annum in the last three financial years.
- IV. The firm should submit the copy of work order of one single work of more than Rs. 5.00 lakhs within last three financial years along-with the copy of completion certificate and proof of payment details.
- V. Copy of the registration certificate/valid number in favour of the firm/proprietor Under GSTIN for similar nature of work, Income Tax (PAN, TAN).
- VI. Copy of the IT return of last three years and GST return of last two quarters
- VII. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.
- VIII. viii. 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.

**ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE.**

**Signature with seal**

## **SPECIFICATION FOR TENTAGE AND ALLIED WORK**

Detailed specification of above mentioned works are:

<b>Specifications:</b>	<b>Unit</b>	<b>Tentative Required Qty</b>
<b>1</b>	<b>2</b>	<b>3</b>
1. Stage with Carpeting & Tapping	sqft	500
2. 40*32ft and LED Backdrop 20*8ft	No	1
3. Stage Side Wings with Flex 10*8ft2nos	No	1
4. VIP Sofa 2-Seater	No	10
5. Glass Teapoy	No	10
6. Barricade Rft Carpeting	sqft	15000
7. VIP Zone Red Carpeting	sqft	5000
8. Plastic Chairs	No	1500
9. Light and Sound		
10.DG with Fuel :100 kVA	No	1
11.Erection of welcome gate with banner	No	1
12. Labour & Transportation		
13. Flower Decoration of stage		
<b>Miscellaneous items:</b>		
1. Net Carpeting :	sqft	15000
2. Dustbin: 3 ft height:	No	40
3. Flex printing with iron framing :	sqft	5000
4. Fire extinguisher:	No	10
5. Bamboo barricade:	sqft	2000
6. Green room :	No	1
7. Cloth walling :	sqft	1000
8. Temporary toilet :	No	4

## **F. GROUND ELECTRIFICATION**

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder for **State Level Commemoration Ceremony at Eram- 2025**. The quantities of the items are statutory /fixed in the package. The Package includes the below mentioned items and concealed wiring to all lights and sound equipment.

- i. Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- ii. Adequate speakers shall be fitted in the exhibition premises for surround Sound
- iii. 100 no. of LED Halogen Light (500 watt) along with wiring/ fitting poles
- iv. 50 no. of LED Halogen Light (1000 watt) along with wiring/fitting poles
- v. 30 no. of white LED Halogen light along with wiring /fitting poles.
- vi. 10 no of tower should be fitted to fix the light.
- vii. 20 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- viii.** 100.00 KVA Generator for uninterrupted power supply to Pallishree Mela Campus.

**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 advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by DISTRICT CULTURE OFFICE. **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.

**Signature of the Bidder with seal**

Place:

Date

**Tender for different items for Tentage & Allied works for  
State Level Commemoration Ceremony at Eram- 2025**

To

**District Culture Officer  
Bhadrak**

Sir/Madam,

**I / We do hereby submit item wise Bids as below for Tentage and Allied works in  
State Level Commemoration Ceremony at Eram- 2025, Bhadrak.**

<b>Specifications:</b>	<b>Unit</b>	<b>Tentative Required Qty</b>	<b>Quoted Price Per Unit</b>	<b>Price for Qty as men- tioned at Column 3</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1. Stage with Carpeting & Tapping	sqft	500		
2. 40*32ft and LED Backdrop 20*8ft	No	1		
3. Stage Side Wings with Flex 10*8ft2nos	No	1		
4. VIP Sofa 2-Seater	No	10		
5. Glass Teapoy	No	10		
6. Barricade Rft Carpeting	sqft	15000		
7. VIP Zone Red Carpeting	sqft	5000		
8. Plastic Chairs	No	1500		
9. Light and Sound				
10.DG with Fuel :100 kVA	No	1		
11.Erection of welcome gate with banner	No	1		
12. Labour & Transportation				
13. Flower Decoration of stage				
<b>Miscellaneous items:</b>				
1. Net Carpeting :	sqft	15000		
2. Dustbin: 3 ft height:	No	40		
3. Flex printing with iron framing :	sqft	5000		
4. Fire extinguisher:	No	10		
5. Bamboo barricade:	sqft	2000		
6. Green room :	No	1		
7. Cloth walling :	sqft	1000		
8. Temporary toilet :	No	4		
<b>Total</b>				

**Signature of the Bidder with seal**