

BIDDOCUMENT

Tender for the Erection of Stalls, Gate and other Tentage related works along with supply of food & drinking water for observation of "District Level PM SHREE UTSAV -2026"

DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, JAJPUR

Bid Reference No. 362 Dated 22/01/2026

DATA SHEET

Sl No.	Particular	Details
1.	Name of the Authority	DEO-cum-DPC, SS, Jajpur
2.	Name of the Work	Providing tentage, accessories and Allied work alongwith supply of food items & drinking water for District Level PM SHRI UTSAV- 2026
3.	Method of Selection	Lowest quoted Bidder
4.	Total Cost of the work	Rs.14,86,026/-
5.	Date of Issue of TENDER CALL NOTICE	22-01-2026
6.	Last Date and Time for submission of Bid	31-01-2026, 5 P.M
7.	Date & Time of Opening of Tender Technical BID (Cover-A)	02-02-2026, 4 P.M
8.	Date & Time of Opening of Financial Bid (Cover-B)	02-02-2026, 5 P.M
9.	Bid Processing Fee (Non-Refundable)	Rs.2,000/-INR in shape of Banker's Cheque / Demand Draft in favour of "DEO-cum-Member Convenor, Panchasakha Shikhya Setu, Jajpur" drawn in any scheduled commercial bank payable at Jajpur
10.	Earnest Money Deposit (EMD) (Refundable)	Rs. 50,000/-INR (Rupees Fifty Thousand) only in shape of Banker's Cheque / Demand Draft in favour of "DEO-cum-Member Convenor, Panchasakha Shikhya Setu, Jajpur" drawn in any scheduled commercial bank payable at Jajpur
11.	Address for Submission of Bid	District Project Office, Samagra Shiksha, Baidyarajpur, Jajpur town, Jajpur, PIN- 755001, Mode of Submission: Speed Post / Registered Post/ Courier / by Hand to the address as specified above. Submission of bid through other mode and late bid will be out rightly rejected.
12.	Place of Opening of Bid:	Collectorate, Jajpur



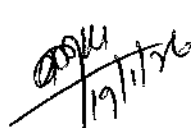

INFORMATION TO THE AUTHORITY

Eligibility Criteria:

Bidders should confirm to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

Sl.No	Eligibility Criteria	Supporting Documents required
1	The Bidder should have been in the business of providing / Supplying tentage, accessories and Allied work alongwith supply of food items& drinking water to the State Government / Corporate Bodies / for at least <u>3 years</u> (as on 31 st December 2025).	<ol style="list-style-type: none"> 1. Proof of Certificate of Incorporation / Registration of the Bidder 2. Copy of PAN 3. Copy of Goods and Services Tax Identification Number (GSTIN). 4. GST return last 3 months up to Dec-2025. 5. Copy of the Electrical License / Contractor hired by the BIDDER. 6. IT Return for the financial years (2022-23, 2023-24 & 2024-25). 7. Food safety license (FSSAI certificate) from competent Authority.
2	The bidder should have an average annual turnover of Rs.50.00 lakhs from providing/supplying tentage, accessories and Allied during the last 3 financial years (2022-23, 2023-24 & 2024-25).	Copies of audited Income/expenditure, receipt/payment, balance sheet duly certified by concerned Chartered Accountant (C.A) Firm for the last three financial years and C.A certificate certifying that the agencies/ firm/ Proprietor should have an average annual turnover of Rs.50.00 lakhs during the last three financial years. Provisional Audit Report for any of the FYs will not be accepted.
3	<p>Experience of having successfully completed similar works during last three years (2022-23, 2023-24 and 2024-25) should be either of the following.</p> <p>Three Similar tentage, accessories and Allied work alongwith supply of food & drinking water for National/ State/ District Level Exhibitions] completed works/assignments.</p>	Work orders/ Contract Document / Completion of Work Certificates from the previous authorities to be submitted. Photos to be attached as supporting documents along with experience certificates.
4.	The BIDDER should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation/ non compliance to the norms.	Self-Declaration from the BIDDER

N.B.- All the supporting documents should be duly self attested by the bidder.

TENDER CALLNOTICE

SCOPE OF WORK

A. Providing / Supplying tentage, accessories and Allied work:

The scope of work shall be as given below :

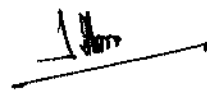
Sl. No.	Particulars / specification	Unit	Requirement	Days
01.	German Hanger (Pavilion) for exhibition stall	6000 sqft		02 days
02.	German Hanger for stage	2112 sqft.		02 days
03.	Stage Scaffolding for stage	1200 sqft	40' X 30'	02 days
04.	Structure for Audience seating area	6000 sqft	Minimum 15 feet height	02 days
05.	Backdrop Flex frame with wings		40' X 12'	02 days
06.	Backdrop Flex frame with wings (Mock Parliament)		40' X 12'	02 days
07.	Capeting	14112 sqft		02 days
08.	Branding Flex with frame & flowering	Gate, Pavilion branding & front stage with original flower		02 days
09.	DG with power backup	01	125 KVA	16 hr
10.	Sound & Light	As per actual requirement	12 nos. microphone	For day two
11.	Videography & photography	As per actual requirement	Video shooting with drone camera	2 days
12.	VIP Sofa		10 nos.	2 days
13.	Stage chair		10 nos	2 days
14.	Teapoy (good quality)		4 nos	2 days
15.	Silent Cooler for stage		2 nos	2 days
16.	Podium Branding & flower decoration		1 nos	2 days
17.	Plastic chair		700 nos.	2 days
18.	3 Pavilions (Wall partition Racks) with table 240 running feet (plyboard)	With pitch board (30*4)	3 nos.	2 days
19.	Mementos @ 200 per unit	120 nos.		
20.	Certificates	650 nos.		
21.	Uttariya (Good quality) & Pot with plant, Folder for Guest	20 nos		
22.	Separate stall (2 nos.)	10 feet*10 feet	2 nos	2 days
23.	Standby	6 feet * 3 feet	10 nos	
24.	Flex board	3 feet * 2 feet	15 nos	
25.	LED	6 feet * 8 feet	2 nos.	
26.	Lighting of Dining, stage, pavilions, main gate & open space	10 nos white Halogen, 800 mtr running light, Light Tower		2 days
27.	Selfie zone	8 feet X 8 feet		2 days
28.	Security service	Security Guard (4 nos.) day & night		2 days
29.	Fire safety	Fire extinguisher installation(3 nos)		2 days
30.	CC TV	Total area to be covered under CC TV surveillance		2 days
31.	Folk dance for cultural programme	Dance group (minimum 2 per days)		2 days



B. Supply of Food items & Water supply :

Sl. No.	Item	Specification	Total quantity (Approximate)	Time of serving
01.	Tea	Milk tea (good quality)	1000 cups X 2 days	9 to 11 AM & 5 PM
02.	Breakfast	Upama/Puri/Bara Curry/guguni/dalma sweets / Banana	2000 Plates (Approx)	9 AM
03.	Drinking water (200 ml)	As per actual requirement	7000 bottles (2 days) Approx	
04.	Lunch	DAY -1 : Plane rice, Dal, Chicken curry Motor Paneer /Mushroom (for veg)Khata, Khiri DAY-2 : Plane rice, Dal Chicken curry / Motor Paneer Mushroom, Mix paneer (for veg), Khata & sweets	2000 Plates for 2 days (approx)	1 PM on both days
05.	Evening snacks	Brittania Butter Biscuit (Goodday-small size)	800 nos. (approx)	6 PM
06.	Dinner	Rice/Rooti, Dalma, Bhaja & sweets	700 Plates (approx)	8 PM
07.	Guest Tiffin	Kalakanda, Coconut water, salty Kaju, Biscuite & fruits	50 nos. (approx)	

**Dining Area: One open dining area with side wall for ground to accommodate 1000 participants/day for buffet in phases. Sufficient no. of counters will be made to serve food to the required person wise service people.*

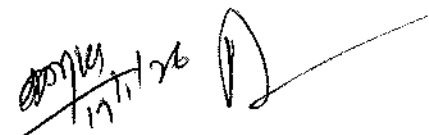





**TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS ALONG WITH SUPPLY OF
FOOD AND DRINKING WATER:-**

1. The value of the work executed by the Bidder should not be less than Rs. 15.00 lakhs in single work order in each of the last 03 years.
2. The bidders should furnish GST return for Oct-2025, Nov-2025 & Dec-2025, Income Tax return for the year 2022-23, 2023-24 & 2024-25.
3. **The rate offered by the firm in the Financial bid must be inclusive of all taxes and duties.**
4. The duration of exhibition will be of 02 days. The venue shall be made available to the Bidder before 03 days of commencement of the exhibition. All the desired works should be completed before one day .
5. The bidder shall quote their price for all the items under the package without leaving blank. If found so, the bid will be treated as non-responsive and subject to rejection.
6. The bidder has to quote the rate as per given format.
7. On Completion of the programme, the bidder shall have to take away all the materials, the bidder has to vacant the ground within 03 days of completion of the programme.
8. The final payment will be made on the basis of the actual work done and Work assessment Report in the specified format by the Exhibition-in -Charge. The bidder shall not use any additional materials other than the work specified in the work order without the prior written permission of Exhibition in-charge. In case of any additional requirement, the bidder has to take the prior written permission from the Exhibition- in-charge.
9. The bidder along with manpower and the committee formed by the Exhibition – in Charge should do a proper assessment of the actual work during the exhibition period.
10. Bidder will be responsible for upkeep and maintenance of the entire work done by him/her till the closing of the exhibition. The authority will not responsible for any breakage, damage, theft, fire, etc. of his material and insurance if any during these periods.
11. No Part of the bidding will be sub-let to others. Consortium or Joint Venture is not allowed.
12. For convenience and effective delivery, the Tender is to be treated as package of services, whose total quoted price for the package will be lowest, will be approved.
13. The firm should be registered under goods & service tax having food safety license from competent authority.
14. The firm shall supply the hygienic food and the utensils used shall be clean and sterile. Packaged food will not be allowed.
15. The firm should have adequate man power to supply & distribute the foods in time.
16. The firm shall supply the food at the designated venue i.e. N.C. High school, Jajpur Road, Jajpur.
17. Foods will be served in one dining area with 4 counters.





18. In regard to electrical fittings etc. the Bidder 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 complete proposal in all respects as specified must be accompanied with a Non- refundable amount of **Rs. 2,000/- (Rupees Two Thousand)** only towards **Bid Processing Fee** in form of **Demand Draft** in favour of **"DEO-cum-Member Convenor, Panchasakha Shikhya Setu, Jajpur"**, drawn in any scheduled commercial bank and payable at **Jajpur** failing which the bid will be out rightly rejected
20. The bidders are required to deposit an earnest money of **Rs.50, 000/- (Rupees Fifty thousand)** only in shape of demand draft/pay order in favour of **"DEO-cum-Member Convenor, Panchasakha Shikhya Setu, Jajpur**. The E.M.D amount of the successful bidder will be kept with DEO, JAJPUR till the completion of the Programme and will be refunded after completion of the Programme. 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.
21. The bids complete in every respect should reach the O/o the Tender Inviting Authority latest by **31.01.2026, 5 PM** through Speed Post /Regd. Post/ Courier/Hand.
22. Any Tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
23. The bidder(s) shall have to submit their Tender in two separate sealed envelopes, that is one for technical bid by superscribing **"Cover A (Technical Bid)"** & second for **"Cover B (Financial Bids)"**. The technical Bid and Financial Bid should be put into a third Cover, which should be superscribed as **"Tender for tentage, accessories and Allied work alongwith supply of Food & drinking water"** for **'DISTRICT LEVEL PM SHRI UTSAV-2026'** and should be addressed to:
District Project Office, Samagra Shiksha, Baidyarajpur, Jajpur town, Jajpur, PIN- 755001
24. The Sealed Tender, **"Cover A"** (Technical Bid) submitted by the bidders will be opened in the Collectorate, Jajpur on **02.02.2026 at 4.00 PM**.
25. The bidder or the authorized representative of the bidder should attend the opening event of the Tender with all original documents/papers for verification if required.
26. The interested bidders can download the entire Tender Document from the Jajpur District website www.jajpur.odisha.gov.in and submit the Tender paper along with required documents and all the requested fees.
27. *The total item mentioned in the application form (mentioned at both A & B) will be considered as one package & the L-1 bidder will be decided by the Committee as per the lowest rate of the gross amount (grand total for both A & B) of the quotation.*
28. The committee has the right to negotiate with the L-1 price bidder.
29. **Blacklisting/debarring** – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority/User Institution on account of such violations.

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30. The bidder has to make his own arrangement for transportation of materials.
31. After completion of Program the Bidder has to maintain the cleanliness of the area.
32. The Staff of the firm must be well dressed and well behaved.
33. In the event , more than one Bidder quoting the same price, then lottery shall be made for selection of LI Bidder.
34. The authority reserves right to accept /reject/cancel all the bids or any part of it without assigning any reason thereof. The bidder is to submit **self-attested photocopies of the required documents** with duly filled in Tender paper:
 - I. Rate of all the items of the package is to be filled in the attached prescribed format.(Annexure –IV)
 - II. Photocopy of Pan Card, GST Registration Certificate.
 - III. Furnish copy of GST annual return (FY 2024-25), Income Tax return filing documents for last 3 Financial years (FY 2022-2023, 2023-2024 & 2024-25) as on 31.03.2025 (Latest Deposit Challan should be attached).
 - IV. E.M.D of Rs.50000/- (Fifty thousand) only in shape of Demand Draft in favour of **DEO-cum-Member Convenor, Panchasakha Shikhya Setu, Jajpur payable at Jajpur**
 - V. The complete proposal in all respects as specified must be accompanied with a Non- refundable amount of **Rs. 2,000/-(Rupees Two Thousand)**only towards **Bid Processing Fee** inform of **Demand Draft** in favour of **“DEO-cum-Member Convenor, Panchasakha Shikhya Setu, Jajpur”**, drawn in any scheduled commercial bank and payable at **Jajpur** failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post/ Courier /Hand only to the address as specified above. **Submission of bid through other mode and late bid will be out rightly rejected** so as to reach the authority by due date & time.
 - VI. Last 3 years annual turnover of minimum 50.00 lakhs
 - VII. Work experience with minimum 3 years of executing works of exhibition or similar works in Govt.
 - VIII. The rate quoted for the items should be inclusive of all taxes.
 - IX. Copy of the Electrical License / Contractor hired by the bidder has to be enclosed.

35. COVER-B (FINANCIAL BID)

- a. The Tender format giving the quoted rate for the items required should be sent in a separate sealed cover hereinafter called Cover “B” (Financial Bids) format at **Annexure-IV**.
- b. **Cover -B (Financial Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover-A) by the Tender Evaluation Committee.**
- c. The Financial Bid should be quoted inclusive of insurance, packing forwarding, transportation installation and inclusive of GST (mentioned separately) if any.
- d. The bid shall be valid for a period of 90 days from the date of opening of the bid.
- e. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.






District Education Officer-cum-DPC, SS
Jajpur

Annexure -IV

**PRICE BID FOR DIFFERENT ITEMS OF TENTAGE, ACCESSORIES AND ALLIED
WORKS ALONGWITH SUPPLY OF FOOD ITEM & DRINKING WATER**

“District Level PM SHRI UTSAV -2026”

To

The DEO-cum-DPC, SS,

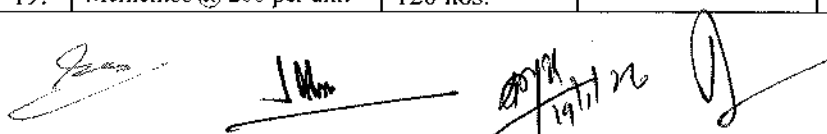
Jajpur

Sir,

I/we do hereby submit item wise quotation below for erection of stalls and other allied works for observation of District Level PM SHRI UTSAV -2025 to be held at N.C.High School, Jajpur

ITEM -A

Sl. No.	Particulars / specification	Unit	Requirement	Rate per unit	Total amount
01.	German Hanger (Pavilion) for exhibition stall	6000 sqft			
02.	German Hanger for stage	2112 sqft.			
03	Stage Scaff folding for stage	1200 sqft	40' X 30'		
04.	Structure for Audience seating area	6000 sqft	Minimum 15 feet height		
05.	Backdrop Flex frame with wings		40' X 12'		
06.	Backdrop Flex frame with wings (Mock Parliament)		40' X 12'		
07.	Capeting for seating Area	14112 sqft			
08.	Branding Flex with frame & flowering	Gate, Pavilion branding & front stage with original flower			
09.	DG with power backup	01	125 KVA		
10.	Sound & Light	As per actual requirement	12 nos. microphone		
11	Videography & photography	As per actual requirement	Video shooting with drone camera		
12	VIP Sofa		10 nos.		
13	Stage chair		10 nos		
14.	Teapoy (good quality)		4 nos		
15.	Silent Cooler for stage		2 nos		
16.	Podium Branding & flower decoration		1 nos		
17.	Plastic chair		700 nos.		
18.	3 Pavilions (Wall partition Racks) with table 240 running feet (plyboard)	With pitch board (30*4)	3 nos.		
19.	Mementos @ 200 per unit	120 nos.			



20.	Certificates	650 nos.			
21.	Uttariya (Good quality) & Pot with plant, Folder for Guest	20 nos			
22.	Separate stall (2 nos Pagoda)	10 feet*10 feet	2 nos		
23.	Standby	6 feet * 3 feet	10 nos		
24.	Flex board	3 feet * 2 feet	15 nos		
25.	LED	6 feet * 8 feet	2 nos		
26.	Lighting of Dinging, stage, pavilions, main gate & open space	10 nos white Halogen, 800 mtr running light, Light Tower			
27.	Selfie zone	8 feet X 8 feet			
28.	Security service	Security Guard (4 nos.) day & night			
29.	Fire safety	Fire extinguisher installation(3 nos)			
30.	CC TV	Total area to be covered under CC TV surveillance			
31.	Folk dance for cultural programme	Dance group for 2 days			
Total amount (Item-A)					

ITEM-B

Sl. No.	Item	Specification	Total quantity (Approximate)	Rate per unit	Total amount
01.	Tea	Milk tea (good quality)	1000 cups X 2 days		
02.	Breakfast	Upama/Puri/Bara Curry/guguni/dalma sweets / Banana	2000 Plates (Approx)		
03.	Drinking water (200 ml)	As per actual requirement	7000 bottles (2 days) Approx		
04.	Lunch	DAY -1 : Plane rice, Dal, Chicken curry, Motor Paneer/ Mushroom (for veg), Khata, Khiri DAY-2 : Plane rice, Dal, Chicken curry, Motor Paneer / Mushroom, Mix paneer(for veg), Khata & sweets	2000 Plates for 2 days (approx)		
05.	Evening snacks	Brittania Butter Biscuit (Goodday-small size)	800 nos. (approx)		
06.	Dinner	Rice/Rooti, Dalma, Bhaja & sweet	700 Plates (approx)		
07.	Guest Tiffin	Kalakanda, Coconut water, salty Kaju, Biscuite & fruits	50nos. (approx)		
Total amount for item-B					
Grand Total for Item A & B					

Signature of the Bidder
With Seal


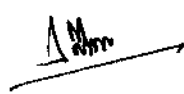

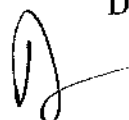
DECLARATION

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 inflected or misleading at any stage or I am/we are not satisfying the eligibility criteria prescribed in the relative advertisement, my Tender is liable to be cancelled. I am/we are willing to abide by the terms and conditions laid by DEO-cum-DPC, SS, 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 of the service or response is found poor, proportionate value shall be deducted from my bills as deemed to be proper by the Competent Authority.

Signature of the Bidder with seal

Place:

Date:

Annexure- I

Tender Application Form (Cover –A)

Sl. No.	Details of the bidder	
1	Name of the Bidder	
2	Address	
3	Email ID	
4	Contact Person:	
5	Mobile No./ Landline No.	

DOCUMENTS SUBMITTED

Sl. No.	Document details	Submitted (Yes/No)	If Yes Page No.	Remarks if Any
1	Tender Processing Fees details: Transaction No.: Date: Amount:			
2	EMD Details:			
3	Price BID For different items of tentage, accessories and allied works (Annexure IV)			
4	Copy of PAN card			
5	Copy of GST registration certificate			
6	Copy of I.T return for 2022-23, 2023-24, 2024-25 & GST return for Oct-2025 , Nov-2025 & Dec-2025 certificate:			
7	Declaration form bidder for not being Derecognized, debarred or Black listed			
8	Bid security form in annexure III			
09	FSSAI certification			

Date:	Office Seal	Signature of the bidder / Authorized signatory
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DECLARATION FORM
(RUPEES 20 STAMP PAPER)

I/We.....
.....(NAME& DESIGNATION) having My/our firm
at.....

Do hereby declare that I/We have carefully read all the terms & conditions of Tender of the DEO-cum-DPC, SS, Jajpur for _____. I will abide with all the terms & conditions set for in the Tender paper Reference no
.....

I/We do hereby declare that, I/We have not been de-recognized / debarred / blacklisted by any State Govt. / Union Territory / Govt. of India / Govt. organization / Govt. Veterinary Institutions for tentage, accessories and Allied work along with supply of food items & drinking water.

That, I am not a defaulter in carrying out the above work of DEO-cum-DPC, SS, Jajpur or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/we will carry out the tentage, accessories and Allied work along with supply of food items & drinking water as per the terms, conditions & specifications of the Tender document. I / we further declare that my / our performance deposit will be forfeited if I /we fail to carry out any item after getting order from the authority.

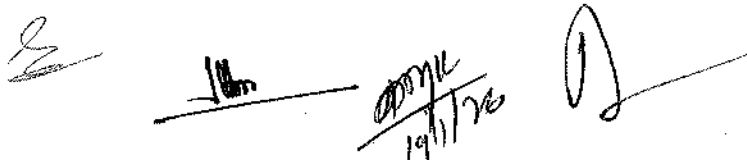
I/We agree that the Tender Inviting Authority can debar / blacklist me/us for a period of 3years if, any information furnished by us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

Signature of the bidder :

Date :

Name &Address of the Firm:

Affidavit before Executive Magistrate/Notary Public.

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Annexure - III

(To be submitted with Bid)

BID SECURITY DECLARATION FORM

(Rule 170 of General Financial Rule 2017)

Bid Ref. No. _____ Date: _____

To

The DEO-cum-DPC, SS, Jajpur, Odisha

I/We. The undersigned, declare that:

I/We accept that I/We may be suspended to submit bids for contract(s) with you for a period of one years from the date of bid opening if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified my/our bid during the period of bid validity specified in the form of bid;

or

- b) having been notified of the acceptance of our bid by the purchaser during the period of bid validity, i. fail or refuse to execute the contract, or ii. fail or refuse to submit the Performance Security of the amount specified in the bid.

Signature of the bidder

Seal

Date:

Name & Address of the firm



CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE BID

(sequentially)

Sl. No.	Doc. No.	Name of The Document	Page No.
1	D1	Dully filled Tender application form in (Annexure-I) with authentic signature of bidder with check list	
2	D2	DD towards Tender processing fee of Rs 2000/-	
3	D3	DD towards Earnest Money Deposit (EMD) of Rs 50000/-	
4	D4	Copy of PAN CARD & GST registration certificates	
5	D5	Copy of I.T Return for last three years. (2022-23, 2023-24 & 2024-25)	
6	D6	Copy of proof of GST return of last 3 months up to Dec-2025.	
7	D7	Declaration from bidder for not being Derecognized, debarred or Black listed in the Format in Annexure-II	
8	D8	Bid Security Declaration (Annexure -III)	
9	D9	Price BID For different items of tentage, accessories and Allied work alongwith supply of food items and drinking water (Annexure IV)	
10	D10	Food safety certificate from competent authority.	
11	D11	Experience for tentage related works alongwith supply of food items.	
12	D12	Electrical license / contractor hired by the bidder	

Signature of the bidder