



ଜିଲ୍ଲା ପରିଷଦ, କେନ୍ଦ୍ରାପଡ଼ା

(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ୍, ମିଶନ୍ ଶକ୍ତି ବିଭାଗ)

ZILLA PARISHAD, KENDRAPARA

(ODISHA LIVELIHOODS MISSION, DEPTT. OF MISSION SHAKTI)

Zilla Parishad Building, At/P.O./Dist.-Kendrapara, Odisha – 754211.

Email ID-kendraparadpm.olm@gmail.com



Letter No. 412

Date: 01.03.24

INVITATION OF BIDS/QUOTATIONS FOR TENTAGE, ALLIED WORKS, FOOD & CATERING SERVICES FOR DMMU, OLM, ZP, KENDRAPARA

1. The Odisha Livelihood Mission, DMMU, Zilla Parishad, Kendrapara now invites sealed quotations from eligible bidders having PAN & GST for Tentage, Allied Works, Food & Catering Services for the District Level Workshop on Lakhpati Didi Initiative to be held on 11.03.2024 at Kendrapara (Autonomous) College Ground in which around 4000 Community Support Staff (CSS) and SHG Lakhpati Didi members from 9 blocks of Kendrapara district will attend.
2. You are invited to submit your most competitive price for Tentage, Allied Works, Food & Catering Services for District Level Workshop on Lakhpati Didi Initiative:-

Details of the Tentage & Allied Works

Following works will be required to be taken up:

- A. Stage with public address system
- B. Gate
- C. Audience Sitting area for 4000-4200 participants with sufficient fan (Ceiling & Stand), 15 nos of Coolers
- D. LED in the middle of the Dais , 4 TV screen
- E. Erection of Food stall (25 nos) for serving food
- F. Barricading of Toilet space
- G. Miscellaneous items (1. First Aid Stall, 2. Guest Waiting room, 150-200 sq ft with Sofa set for sitting of 12-15 guests)

Detailed specification of above mentioned works are:

A. Stage with public address system

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

Structure	Super structure with Bamboo, Ballha & Tarpaulin structure with 30'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 the back ground will be 40' (L) & at least 15' (H) with fine cloth masking of the back & Top ceiling of the stage
Step	Step will be erected in both side of the stage covered with carpet and barricade.
LED	LED in the middle of the Dais

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Letter No. ୫୧୨

Date: 01.03.25

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Furniture	15 no. of VIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, one speech podium, Fruit Bearing Tree with for watering during inauguration with inaugural materials etc. will be provided on the meeting day.
Flower Decoration	Flower Decoration of the centre tables, speech podium and front stage with multi colour Live with plastic flower
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	Sufficient Light & Fan for the stage. Two coolers for the stage.

- B. **Gate:** Bamboo Structure with box type structure. Structure for fixing Flex banners. Pillar height will be 12' to 14' with at least 16' width between the pillars. Live flower chains will be put in the gates.
- C. **Audience Sitting Area with chair, fan & cooler:** Arrangement for sitting capacity of 4000-4200 audience attached with main stage in plastic chair. 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. 15 nos of Cooler to be kept in both sides of the sitting area and also in the middle. 4 no's of TV to be kept in the side of the sitting area to watch the presentation. 10-15 VIP chair to be kept below the dais and Infront of the sitting area. The ground of the sitting area must be covered with mat. Provision to be made for Power back up facility. **Generator /Digi Set (s) to be kept in ready condition for power back up during the entire programme.**
- D. **Erection of food stall:** 25 stalls will be prepared 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.
- E. **Miscellaneous:** 1. One Guest waiting space covered with tarpaulin and cloth with closed boundary & Sofa set for sitting of 12-15 guests with cooler & fan facility, 2. One cover space with tarpaulin and cloth will be erected for First Aid centre with 4-6 chairs and two tables. 8-10 big containers with steel jug will be provided for giving drinking water in the food stalls by the volunteers.

Details of food and catering services

Following works will be required to be taken up:

A. Food to be served

Details of the menu to be served to the 4000 participants during District Level Workshop on Lakshpati Didi Initiative on 11.03.25.

Sl No	Menu	Specification	Time
1	Lunch (pure veg without Garlic & Onion)	Plain Rice Balami(Aruha), Dalma, Mixed Veg/Desi Ghanta, Saga Muga/Rasa, Ambula Khata/Tomato Khata	1.00 PM onwards (After closure of the meeting)
2	Mineral Water Bottle	10000 pcs of 500 ml each (ISI mark/FSSAI)	To be reached to the ground on 10.03.25

NB: Food (Lunch) will be served in paper plate with base of light hard board.

- Sufficient man power will be engaged by the contractor for serving food to the participants in the erected 25 food stalls.
- In order to maintain proper quality of food to be served sufficient care must be taken in the selection of raw material and skilled manpower may be used for preparation of the same. Sufficient Care should be taken during preparation of

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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.
- The contractor should take the unused water bottle and submit the bills only for the used water bottle.

3. The duration of the Event will be one day. The venue shall be made available to the DMMU, OLM, ZP, Kendrapara before 1 day of commencement of the event i.e. by 10.03.2025 evening. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of event and should be handed over all the works as per specification, to the in-charge of event.
4. 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.
5. The bidder has to quote the rate as per the given format.
6. On completion of the event, the successful bidder shall have to take away all the materials within two days & vacate the place with the same condition while occupying the ground.
7. The successful bidder should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
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 concerned committee of the event. The executants shall not use any additional materials other than the work specified in the work order without the prior permission of the Event-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Event-in-charge.
9. The successful bidder along with its manpower and the committee formed by DMMU, OLM, ZP, Kendrapara should do a proper assessment and the actual work done during the event period.
10. The successful Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the event. DMMU, OLM, ZP, Kendrapara 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 Event-in-Charge.
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 successful vendors/executants to obtain requisite permission for electricity connection (if any) for the event period from statutory bodies.

14. Bid Price

- a) The bid shall be quoted for all the items as mentioned in the format of quotations otherwise the bid will be rejected. The format of price bid specified in Annexure-I & II shall be used. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only (including GST & other taxes if any).

15. Each bidder shall submit only one quotation.

16. Bid Security

A sum of Rs 10000/- (**Rupees Ten Thousand only**) will be deposited by the intending bidders in shape of Demand Draft in favour of "**Odisha Livelihoods Mission, NRLM, Kendrapara payable at SBI, Main Branch, Kendrapara**". Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the work order. The EMD of the unsuccessful bidder will be returned after finalization of tender. The E.M.D. amount of the successful bidder will be refunded within a month on successful completion of the work.

17. Validity of Quotation

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

18. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed ; and (b) confirm to the terms and conditions, and specifications.

19. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price. The quantities of Lunch may increase or decrease with minimum 10% looking to the attendance of participants.

19.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

19.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.

19.3 The Price offered by the lowest bidder can be negotiated.

20. Payment shall be made after delivery of the services (as mentioned in the tender document and work order) through e-Transfer (e-fmas) after submission of the GST bills, vouchers & bank A/C xerox copy.

21. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.

22 . Any legal dispute arising out of this is subject to Kendrapara district jurisdiction only.

23. The Agency/Bidder shall not be black listed by any Govt. Organisation. If found later on, the action deemed to fit will be initiated against the agency/bidder as per the law.

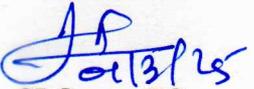
24. In case of breach of any terms and conditions as mentioned above, the purchaser will have in right to cancel the order/contract without assigning any reason thereof and nothing will be payable by the purchaser in that event and the security deposit shall also be forfeited.

25. Notwithstanding the above, the DMMU, OLM, ZP, Kendrapara reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed by the DMMU, OLM, ZP, Kendrapara.

26. The bidders can collect documents available at DMMU, OLM, Kendrapara on all working days (**11 AM to 5 PM**) or can be downloaded from <https://kendrapara.odisha.gov.in> for use.

Interested bidders may obtain further information from DMMU, OLM, ZP, Kendrapara during office hours from 11.00 hours to 17.00 hours up to 04.03.25.

27. Interested bidders may submit their sealed tender in the prescribed format with all the documents mentioning **“Quotation for Tentage & Allied Works and Food & Catering Services for District Level Workshop on Lakhpati Didi initiative of Kendrapara District”** on cover of the envelop to the **Chief Development Officer (CDO)-cum-District Mission Coordinator (DMC), DMMU, OLM, Zilla Parishad, Kendrapara** latest by **6th March 2025 by 1.30 PM through Hand/Courier/Speed/Registered Post.** DMMU, OLM, Zilla Parishad, Kendrapara shall not responsible for any postal delay. Bidders may be present in person or through their authorized representative(s) during the opening of tender at **3.30 PM on the same day, i.e. 06.03.2025** at **Zilla Parishad Conference Hall, Kendrapara.**


CDO-cum-EO,
Zilla Parishad,
Kendrapara

Annexure-I
EVALUATION FORM/ BIDDERS INFORMATION

1	Name of the Bidder	
2	Full address of the bidder Telephone no. Fax no. E-mail address :	
3	PAN No. (with copy of certificate)	
4	GST No. (with copy of the Certificate)	

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

Full Signature of the Bidder:

Date:

Seal:

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that I have no objection in signing the contract if the opportunity for the supply of the items/services against this tender is given to me/us.

Signature:

Date:

Name

Address

Designation:

On behalf of:

Annexure-II

FINANCIAL BID DOCUMENT FORMAT

Sl. No	Item Particulars	Unit	Total Price including all taxes (INR)
1	Erection of Stage with Public Address System, Audience Sitting Area for around 4000 women including other arrangements mentioned in the quotation document, Erection of Gate, Erection of Food Stall (25 nos) & Misc. activities (Specification as mentioned in the tender document)	Per package	
2	Food (Lunch) for 4000 women participants with catering services (Specification of food and catering services as mentioned in the quotation document)	Per package	
3	Mineral Water Bottle	10000 pcs (500 ml each with ISI mark/ FSSAI)	
Total			

(Rupees.....)
only

Note :

(a) We agree to do the above work and supply the above services in accordance with the specifications for total contract price of Rs. _____ (amount in figures) Rupees _____ (amount in words) within the time line as specified in the tender document after receipt of work order.

(b) We agree to other terms and conditions of the tender and also confirm we will provide the materials as per the standard specified in the document.

Signature of the Bidder
Name of the Firm/Agencies
Address
Date:
Place: