

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR PUBLICITY WORK “STATE LEVEL
PALLISHREE MELA 2025-26”.**

The Tender paper can be downloaded from the websites: <http://kendrapara.odisha.gov.in>

- A) E.M.D (Refundable) : **Rs. 2,000/-** (Rupees Two thousand) only in shape of Demand Draft /Pay order in favor of DSMS, payable at Kendrapara from any Commercial Bank.
- (i) Cost of Tender Paper: **Rs. 600/-** (Six Hundred) only in shape of DD in favor of DSMS, payable at Kendrapara.

To be filled in by the bidder.

***Demand Daft No. Dated/...../ 2025-26
(Demand Draft to be attached with the Tender Paper)***

B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s
.....

Signature of the bidder

**Terms of Reference for Publicity works of State Level Pallishree Mela 2025-26 at
Kendrapara Autonomous College Ground, Kendrapara**

Exhibition Date & Venue:

Any place or period as proposed below may change/vary in course of action. Any programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Kendrapara	Kendrapara Autonomous College Ground, Kendrapara	Zilla Mahotsav	9 th to 15 th January 2026	150	Mini

C. TERMS & CONDITIONS

- Hoardings, Dangler, Standee should be well placed at the location specified by the District Administration.
- **The Bidders will quote the price for fixing of the hoardings along with flex sheet printing, iron frame and bamboo at different place in Kendrapara in the designated place authorized from District Administration charges and watch & ward including GST.**
- **The Bidders will quote the price for fixing of the Dangler and Standee along with flex sheet printing, iron frame at different place in Kendrapara in the designated place authorized from District Administration charges and watch & ward including GST.**
- The bidder should submit GST registration certificate with the bid Documents.
- The Bidders are requested to quote the price per Hoarding of the above specified size along with its fixing charges.
- The firm will be responsible for Watch & Ward of the hoarding.
- The price offered by the firm should be **including of GST.**
- Hoarding should not be fixed in any un-authorized place or any hoarding frame is meant for others property.
- The authority reserves the rights to reject any or all the quotations without assigning any reason thereof.
- Any dispute in this matter is subject to Kendrapara Jurisdiction only.

While submitting the tender, the Bidders should submit the followings documents:

- i. Copy of work orders/ experience certificate for similar nature of works for last 2 years.
- ii. Authentic proof of own firm.
- iii. Registration certificate of Goods & Services Tax (GST).
- iv. Xerox copy of PAN .
- v. IT return copy for the assessment year 2024-25, 2025-26 i.e. FY 2023-24. 2024-25

- vi. EMD of Rs. 2,000/- in **favor of DSMS, Kendrapara** in shape of Demand draft payable at Kendrapara From any Commercial bank.
- vii. Tender Paper Cost of Rs.600/- (Six Hundred) only in shape of Demand draft payable at Kendrapara From any Commercial bank.

D. SCOPE OF WORK

The detail works to be done is given hereunder:

Publicity of the event should be in designated place authorized from District Administration (Hoardings and Dangler fixing) for public propaganda of the Mela include development of publicity & advertisement material.

Details of the Advertisement & Publicity works are given below:

Sl. No.	Specifications	Quantity (Pcs./ Package)
1	Hoardings – (15ft X 10 ft) - Printing and installation with flex in iron frame and bamboo at different place in Kendrapara in the designated place authorized from District Administration.	10 pcs.
2	Dangler-(3ft X4ft each) to be fitted in different poles in the designated place authorized from District Administration	20 pcs
3	Standee- (2.5ft X 5ft) for branding in exhibition ground to be placed in different place with proper installation.	20 pcs

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 ORMAS/ Zilla Parishad, Kendrapara 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 Tenderer with seal

Place:
Date :



Panchayati Raj & DW Department
Government of Odisha

TENDER PAPER

(Publicity works)

For

State Level

Pallishree Mela-2025-26

9th to 15th January 2026

Kendrapara Autonomous College Ground, Kendrapara

Organized by

**District Administration, Kendrapara in association
with ORMAS, Kendrapara**

Zilla Parishad Campus,
Kendrapara, Odisha-754211

**Quotation for “Publicity work” of State Level Pallishree Mela at Kendrapara
Autonomous College Ground, Kendrapara 2025-26**

The date for submission of duly filled in tender document is 31/12/2025 (Up to 11.00 AM)

To

The CDO-cum-EO
ZP, Kendrapara

Sir,

I / We do hereby submit item wise quotation below for publicity works of State Level Pallishree Mela at Kendrapara Autonomous College Ground, Kendrapara 2025-26.

Sl. No.	Particulars	Quantity	Rate Quoted Per Unit (Rs.)	Total Quoted (Rs.)
01	Hoarding Size (15ft X 10 ft)	10 Pieces.		
02	Dangler Size (3ft X 4 ft)	20 Pieces.		
03	Standee (2.5ft X 5 ft)	20 Pieces		
Total				

Signature with seal of the Tenderer

Accepted by the Bidder (Signature of bidder)