

**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER:RAYAGADA**

Letter No 157 /Agril.

Date 17-1-2023

To

District Information Officer,  
NIC,Rayagada

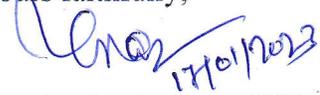
Sub: Publication of Advertisement relating to floating of Expression of Interest (EoI).

Sir,

With reference to the above cited subject, you are requested to float the Expression of Interest (EoI) for selection of bidders for District level Farm machinery Mela.

The dead line for receipt of EoI proposal is 23.01.2023 by 5.30PM. A soft copy of the content to be published is submitted for your kind information & necessary action.

Yours faithfully,



**Chief District Agriculture Officer  
Rayagada**

Memo No: 158

Date: 17-1-2023

Copy submitted to the Collector & District Magistrate, Rayagada for favour of kind information.

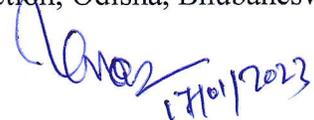


**Chief District Agriculture Officer  
Rayagada**

Memo No: 159

Date: 17-1-2023

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



**Chief District Agriculture Officer  
Rayagada**



**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, RAYAGADA**

**Email: ddaraya.dag@nic.in**

EOI No. 156 Dt. 17-01-2023

**EOI FOR ERECTION OF STALL, STAGE, PANDAL ETC. ON THE OCCASION OF DISTRICT LEVEL FARM MACHINERY MELA FROM 2<sup>nd</sup> TO 5<sup>th</sup> FEBRUARY 2023 AT GCD HIGH SCHOOL GROUND, RAYAGADA.**

The Chief District Agriculture Officer, Rayagada intends to invite sealed EOI from reputed Event Management Organizations for erection of Stall, stage, pandal, Office Room etc. on occasion of District Level Farm Machinery Mela scheduled to be held from **2<sup>nd</sup> to 5<sup>th</sup> February, 2023** at **GCD HIGH SCHOOL GROUND, RAYAGADA**. (In front of Gandhi Park, Rayagada)

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.

**1. DELIVERABLES:**

**1. CONSTRUCTION OF STALLS AND OTHER CONSTRUCTION WORK**

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 specifications, which may be altered/ substituted according to requirement and feasibility.

**(i) Exhibition Stalls**

Around **100 stall of 10'.00"X10'.00"X10'.00"**. (L: B: H) With 2 steps rake (optional) at back side, front dais with electric light, fan one plug with chairs 2/3 nos 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.

**(ii) Stage**

The successful bidder has to construct a stage with roof cover of **size 32'.00" X 20'.00"**. with back drop and provide good quality carpeting, front decoration, with video walling at the backside, seating arrangement for at least 15 persons with good quality Chairs, Centre Tables, Podium, as per specifications.

**(iii) Gate**

One gate with side walls and top fascia written with "District Level Farm machinery Mela" in Odia and in English with suitable flexes posters depicting activities of agriculture and allied sectors (Horticulture, Agriculture, Fisheries, Animal Husbandry, **Farm Mechanization** etc.). **The bidder has to submit design for gate and quote rates accordingly.**

The height of the fascia of the gate should be at least **5 mtr. with a width of 8 mtr.** between two side frames so as to enable passage of heavy vehicles into the venue. The gate should be illuminated as may be specified and provided with flexes, flower decoration etc as may be specified.

**(iv) Training/Meeting venue**

One **Meeting venue of 120'.00" X 42'.00"** size for sitting arrangement of 150 person with roof cover ceiling fan, light etc, & in front of the Stage at a distance of 4 mtr. from the stage. There should be a barricade with steel grill between the pavilion space and the stage at an approximate distance of minimum 6 mtr. from the stage with a 2 mtr. passage between the front row of seating arrangement and barricade. Should be provided with Sofas and Centre Tables, and carpeting on all over open space of the ground.

**(v) VIP Enclosure-cum-office room**

One VIP Enclosure cum 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 is **20'.00" X 15'.00"** as per specifications.

**(vi) Temporary toilets**

- a) One temporary bio-toilet attached to the VIP Enclosure
- b) Eight temporary bio-toilets blocks, separate for gents (5nos) and ladies (3nos) to be installed in the specified locations in the exhibition ground.

**(vii) Parking Place**

- (1) Parking place for ambulance, Fire Extinguisher Vehicle and VIP vehicles adjacent to Stage/ Office room with sufficient space in front side for easy movement need to be set up.
- (2) Parking place for vehicles need to be arranged with sufficient nos. of standi banners depicting parking need to be placed for easy identification of parking place by the public coming to witness the fair.

**(viii) Selfie Point**

There will be one Selfie Point in the mela ground. The materials like Ply, Thermocool, Plaster of Paris may be used to get original 3D Effect.

**(ix) Help Desk**

A help desk will be provided by the bidder at Mela ground adjacent to stage with all facilities.

**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 (optional) 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 bidders have to consult with Executive Engineer (Agril.), Rayagada/ Chief District Agriculture Officer, Rayagada before starting 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. The stall lay out have to be done keeping such requirements in view, which will be made available during the course of construction 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 Executive Engineer(Agril.), Rayagada/ Chief District Agriculture Officer, Rayagada.
- (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 in clusters
  - (e) Drawing and Design for Training/ Meeting Venue
  - (f) Drawing and Design for VIP Enclosure, Temporary Toilet, Parking place etc.
  - (g) Drawing space for Power supply backup, Space for public address system and equipment, space for dustbins, Space for Firefighting equipments, Space for drinking water facility, Space for Ambulance and Fire extinguisher vehicle etc.
  - (h) Drawing indicating the other structures as may be specified in the specifications.
- (vi) 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 switches.
- ii) Adequate Plug Points for operating audio visual equipments, computer, and mobile charging of the exhibitors and in all built up area as per specifications.
- iii) Adequate Ceiling, wall/pole mounted fans as per requirement/ specifications in all the built up area.
- iv) Adequate Lighting with 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 two 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 in 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 and 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 and decreases and rotate depending on the volume of the sound

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

- (i) Chief District Agriculture Officer, Rayagada shall write to the SOUTHCO Electrical Inspector, for providing Electrical supply to the ground from the date of commencement of construction as per requirement.
- (ii) The bidder shall also make payment of the Inspection Fee for Electrical fittings, and fees and tariff payable to the SOUTHCO.
- (iii) The Successful bidder has to assist Chief District Agriculture Officer, Rayagada in obtaining clearance from the Electrical Inspector /TPSODL for minimum connected load from 27.01.2023 and full connected load till the exhibition is over on 05.02.2023 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 four days i.e. from 02.02.2023 to 05.02.2023.

**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, pendal, 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 AND HAND WASH FACILITY

The agency is required to provide drinking water and hand wash facility 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 and basins need to be placed at different places of the ground. Layout is to be suggested by agency in technical presentation.

## 6. DUSTBINS

The agency 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 agency in technical presentation.

## 7. CARPENTING 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 the entire period of the fair.

## 8. BARRICADING and WATCH TOWER

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

## 9. DOCUMENTATION—Photography, Video graphy, CC TV Coverage, LED TV, etc.

Documentation of the District level Farm machinery Mela will have also to be done by the bidder by using backdrops for which soft copy will be provided by the client.

### Still Photography:

1. A good full frame DSLR Camera for photography. The photo should be of excellent quality, so that it can be used, for documentation purpose.
2. The still photographs as required by the client. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs & Agriculture based Cultural Programmes etc. 2 sets of **still photos in mat finishing paper** of 4" X 6" size in an album with digital copy should be submitted in office within 7 days to CDAO, Rayagada of the completion of the event.

### Videography:

1. The entire event will be video documented in *Digital High Definition Video (HDV) Camera*.
2. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, panel discussion, Cultural events, live demonstration etc.

**CCTV& LED TV:** Fifteen (15) nos. of HD quality CCTV along with 2 nos. of LED TV (more than 40 inch to be fixed as proper place to cover the entire mela ground & other places as require keeping vigilant on the visitors & the participants. The cable to be laid for the CCTV installation in the Mela Ground& other required places and one CCTV operator has to remain present during the Mela Period. The numbers may vary depending on the requirement and decision of the authority.

#### **10. MANPOWER/SECURITY AND MOBILITY SUPPORT**

Provisioning of sufficient manpower for day-to-day activities and mobility of farmers (150 per day) from GP to Mela point for 4 days covering all 11 no of blocks.

#### **11. PRINTING OF BATCH, INVITATION CARD ETC (DESIGN SHALL PRODUCED THE AGENCY)**

Details of the Printing works to be done by the bidder as per specifications and requirement for District level mela on farm mechneries-2023.

#### **12. PANTRY and ACCOMMODATION SERVICES**

Pantry and accommodation Services for Delegates, VIPs & farmers during the programme and serving daily Tea/Snacks/Tiffin at accommodation place and during the event to delegates/VIP and lunch to delegated/VIP/farmers @200 persons each day or as per actual.

#### **13. CULTURAL EVENT**

Daily cultural programme by Agriculture based cultural troupes will be organized by the bidder in consultation with District cultural officer, Rayagada.

#### **14. Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of Rayagada District only.

#### **15. OTHER TERMS & CONDITIONS**

The event management organization should prepare the concept note along with designing of the stall and present before the undersigned at 11.30 AM on 24.01.2023 after opening of Technical bid.

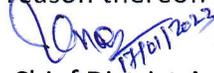
**The bidders should submit technical and financial bids separately.** The technical bids should contain all profiles, experience, copy of valid GSTIN certificate, PAN No. etc. of the agency along with documentary evidence in support of post experience.

1. The bidders should have expectance of minimum 3 similar projects.
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 CDAO, Rayagada on their letter head repotting to participate in the District Level Mela.
4. Refundable **EMD of Rs 20,000/-**(Rupees twenty thousands) only in shape of DD from any scheduled commercial banks favoring the CDAO, Rayagada) should be furnished along with other documents.
5. Valid Copy of certificate of incorporation / registration copy of PAN, GSTIN, IT return for last 3 years 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 MACHINERY MELA, RAYAGADA". 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, experience, 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 the **Chief District Agriculture Officer, Rayagada** for event management. Sealed envelope containing EOI application along with all relevant documents should reach the O/o the **Chief District Agriculture Officer, Rayagada** through registered post/ Speed post and dropping in the designated box at the **Chief District Agriculture Officer, Rayagada** latest by 5.30 PM on 23.01.2023 which will be opened both the bids (Financial bid followed by Technical bid) along with concept note presentation at 11.30 AM on the next day i.e. 24.01.2023.

The completed work in all respect to be handed over to the undersigned on **01.02.2023**. The **Chief District Agriculture Officer, Rayagada** reserves the right to alter the date of opening of EOI and also to reject any or all the EOI without assigning any reason thereof.

  
Sd/-  
Chief District Agriculture Officer,  
Rayagada

**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 summary 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.***

**Technical & Financial BID**  
**With COVERING LETTER (In Bidders Letter Head)**

SI. No.	Items	Rate quoted for 4 days inclusive of all taxes and other charges (in Rs.)
1	Infrastructure, Tentage and Allied Works ( numbers other than mentioned below) 30 marks	
2	Pantry services (12) 10 marks	
3	Documentation (9) 10 marks	
4	Security Services (10) 10 marks	
5	Power &Electricity (3) 20 marks	
6	Printing Works (11) 10 marks	
7	Cultural Events (13) 10 marks	
Rupees in Word: _____		

Authorized Signatory [*In full and initials*]:  
Name and Designation of Signatory with Date and Seal:  
Address of the Bidder: