



Bid Document

FOR

1. TENT, LIGHT, SOUND
&
EVENT ARRANGEMENT
2. LUNCH & REFERENCEMENT
3. CERTIFICATE & MEMENTOS

FOR DISTRICT LEVEL FELICITATION CEREMONY 2023-24

Notice Inviting Tender No. 1009 / Dated. 17.02.2024

**OFFICE OF THE DISTRICT EDUCATION OFFICER
RAYAGADA**



**OFFICE OF THE DISTRICT EDUCATION OFFICER -CUM-
DISTRICT PROJECT CO-ORDINATOR, SS, RAYAGADA**

At/Po- Rayagada, Pin-765001, Email- deorayagada27@gmail.com

Letter No.....1009...../2024

Date.....17...../02/2024



SHORT TENDER CALL NOTICE

Sealed tenders are invited from the reputed & credible Tent House/Firms/agency, Caters, Printers for 1. Tent, Light, Sound & Event Arrangement 2. Lunch & Refreshment 3. Certificate & Mementos for District Level Felicitation Ceremony 2023-24 in two bid systems (Technical & Commercial Bid) as detailed below.

Name of the Items	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
1. Tent, Light, Sound & Event Arrangement	Rs. 1000/-	Rs. 10700/-	Date. 22.02.2024 Up to 03.00 P.M.	Dt. 22.02.2024 at 03.30 P.M.
2. Lunch & Refreshment	Rs. 1000/-	Rs. 7200/-		
3. Certificate & Mementos	Rs. 1000/-	Rs. 10200/-		

The detailed BID documents is available in the website www.rayagada.nic.in. Interested and eligible Tent Houses/firms/agency, Caters, Printers may download BID DOCUMENT from the above website and apply accordingly. Corrigendum/ addendum if required, will be uploaded in the above web site.

The Tender Inviting Authority (TIA) reserve the right to accept / reject any full or part / all BID / cancel the entire selection process at any stage without assigning any reason thereof.

**District Education Officer
Rayagada**

Memo No. 1010, Dated: 17 / 02 / 2024

Copy submitted to DIPRO, Rayagada for information and necessary action. He is requested to publish this SHORT TENDER CALL NOTICE in two Odia daily of Rayagada edition only with minimum insertion.

Copy submitted to DIO, NIC Rayagada for information and necessary action. He is requested to hoist this SHORT TENDER CALL NOTICE in district web site.

**District Education Officer
Rayagada**

IMPORTANT INFORMATION TO THE BIDDER

Sl. No.	Particulars	Details
1.	Tender Inviting Authority (TIA)	O/o the DISTRICT EDUCATION OFFICER, RAYAGADA
2.	Availability of the Bid document	www.rayagada.nic.in
3.	Date of Issue of the Bid	17.02.2024
4.	Last date and time of receipt of the BID only through sped post / registered post / courier.	Date. 22.02.2024 Up to 03.00 P.M.
5.	Date & Time for opening of Technical BID.	Date. 22.02.2024 Up to 03.30 P.M.
6.	Date of opening of Financial BID	Will be declared on the date of
7.	Bid Processing Fee (Non-Refundable)	Rs. 1000/- (Rupees Two Hundred) Only in shape of Banker's Cheque drawn in any nationalized/scheduled bank favouring DISTRICT EDUCATION OFFICER, RAYAGADA payable at RAYAGADA which will be annexed with the Technical Bid separately for each category of items.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs. 10,700/- (Rupees ten thousand seven hundred) Only for Tent, Light, Sound & Event arrangement, Rs. 7,200/- (Rupees Seven thousand two hundred) Only for Lunch & Refreshment & Rs. 10,200/- (Rupees ten thousand two hundred) Only for Certificate & Mementos in shape of Banker Cheque drawn in any nationalized /scheduled bank favouring DISTRICT EDUCATION OFFICER, RAYAGADA payable at RAYAGADA which will be annexed with the Technical Bid separately for each category of items.
9.	Address & mode of submission of proposal	O/o the District Education Officer, Rayagada, Old Revenue Colony, Behind of District Headquarter Hospital, Rayagada e-mail id: deorayagada27@gmail.com Mode of Submission: In the drop Box in the District Education Office, Rayagada. Submission of proposals through other mode and late Bid will be rejected.
10.	Place of Opening of Proposal	O/o the District Education Officer, Rayagada, Old Revenue Colony, Behind of District Headquarter Hospital, Rayagada e-mail id: deorayagada27@gmail.com
11.	Point of Delivery & Completion of supply	At the G.C.D High School Playground, Rayagada 1. Tent & Event arrangement to be completed by 04.00 P.M. of 24 th Feb 2024 2. Tiffin by 08.00 A.M. & Lunch by 12.30 P.M of 25 th Feb 2024 3. Certificates & Mementos to be delivered at DEO Office by 05.00 P.M. of 24 th Feb 2024
12.	Submission of Performance Security & Signing of agreement.	@5% of the contract cost on the day of issue of work order (Differential amount than that of EMD)

BID DOCUMENT

FOR TENT LIGHT SOUND & EVENT ARRANGEMENT, LUNCH & REFRESHMENT, CERTIFICATE & MEMENTOS

The District Education Officer, Rayagada invites bids from the reputed & credible Tent Houses/firms/agency, Caterers and printers for District Level Felicitation Ceremony 2023-2024. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. Eligibility Criteria:

For **Tent, Light, Sound & Event Arrangement**:- The Tent House must have:

- Valid GST Registration under Odisha.
- Office as well as shop in Rayagada.
- Valid PAN
- Proof of Last two Year IT return
- Proof of Tent House service to Govt. Programme (Work Order)

For **Lunch & Refreshment**: The bidder

- Must be a Valid GST Registration under Odisha
- Must have valid PAN
- Must have Food License

For **Certificate & Mementos** :

- Udayam Registration as a printer
- Valid GST Registration under Odisha
- Valid PAN
- Proof of Last two year IT Return.

2. Application Procedure:

- The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "**Technical Bid for Tent, Light, Sound & Event Arrangement / Lunch & Refreshment / Certificate & Mementos**" as per item for which bid to be submitted. Both sealed envelopes should be kept in another sealed envelope super scribed "**Tender for Tent, Light, Sound & Event Arrangement / Lunch & Refreshment / Certificate & Mementos**".

(b) Technical Bid & Financial Bid.

The Bidder has to submit all the documents as per respective category eligibility criteria in the Technical bid. Similarly, the Financial Bid form has to be filled up as per prescribed form (Fin-1) and to be submitted in separate sealed envelope. The tender should be addressed to O/O District education Officer, Old Revenue Colony, Behind of District Headquarter Hospital, Rayagada.

- The Bid document shall be available in website **www.rayagada.nic.in** and the cost of the tender paper is to be enclosed in shape of crossed banker's Cheque in favour of "**DISTRICT EDUCATION OFFICER, RAYAGADA**", payable at **RAYAGADA** along with the **Technical BID**.

- (d) **Earnest Money deposit (EMD):** The bidder is to submit EMD amounting to Rs.10700/- for Tent, Light, Sound & Event Arrangement, Rs.7200/- for Lunch & Refreshment and Rs.10200/- Certificate & Mementos. The EMD (Refundable- without interest), may be submitted in shape of Banker's Cheque from any Nationalized or scheduled bank drawn in favour of "**DISTRICT EDUCATION OFFICER, RAYAGADA**", Payable at **RAYAGADA**, failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the un-successful bidders shall be refunded within 10 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the work within specified period & (ii) not submitted performance security and/or express its inability to supply the material within the stipulated period. The EMD of successful bidder shall be adjusted against performance security to be submitted.
- (e) The interested Bidders are to enclose self-attested photocopies of the above documents as per eligibility, criteria as mention at above point no. 1 **in the Technical Bid envelope**. The proposal submitted without the above documents/papers shall not be considered and rejected.
3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

4. Submission & opening of Tender:

- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before 22.02.2024 by 3.00 PM (in all working days) addressed to O/O the District Education Officer, Rayagada only in drop Box. The Authority is not responsible for any delay. No other mode of submission of bid shall be entertained.
- (b) Late Bidders: Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time at 22.02.2024 at 03.30 P.M. in the O/o the District Education Officer, Rayagada in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time.
- (d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date time & place of opening of Financial BID will be communicated after evaluation Technical BID.

5. Specifications:

For tent, light, sound & event arrangement

Sl No	Items	Size/Nos	Remarks
1	Stage	40x25 Feet	Programme
2	Green Room		At Both Sides Of Stage
3	Audience Sitting Place	200'x100'	
4	Ac Cooler For Stage	2 Nos	
5	Ceiling	White Green Cloth With Tarpolin	
6	Stall	10'x10'- 13 Nos	For Registration And Others
7	Iron Table With Cloth	33 No's	
8	Tent For Dining Area	5000 Sqft	
9	Fibre Chair	1700 Nos	
10	Sofa Single Seater	10 Nos	With White Turkish Towels
11	Two Seater Sofa	10 Nos	
12	Carpet(Green & Red)	Stage & Audience Area	
13	Tea Poy With Cloth	5 Nos	
14	Podium	1	
15	Sound System With Mouth		
16	Generator		
17	Still Photo And Videography		
18	Flower Decoration	Stage Only	
19	Balloon (Green & White)	Stage & Audience Area	

For lunch & refreshment

Sl No	Items	Size/ Nos	Remarks
1	Tiffin	1782 people	Uppma/ vada along with green pea curry, tea, plastic spoon with press dana
2	Lunch	1782 people	Rice, dal, mix veg, khajurkhatta, papad, chips, chicken, masroom
3	Lunch plate		Card board laminated
4	Water bottle	Dispenser with jar	Required for whole day as per actual
5	Water bottle	500 ml x 80	
6	Water tanker	2	
7	Disposable paper glass	As per requirement	
8	Wash basin	10	

For Certificate & Mementos

Sl No	Items	Size/Nos	Remarks
1	Memento total:	1690	As per Specifications attached
	Secondary HM		
	Elementary teachers		
	GP		
	School		
	Alumni		
	SMC/SMDC		
	Students		

2	Certificate total:	1690	As per Specifications attached
	Secondary HM		
	Elementary teachers		
	GP		
	School		
	Alumni		
	SMC/SMDC		
	Students		
3	Jute bag		
	Red colour		690 nos
	Blue colour		1000 nos
4	I card with green lace	1690	Fibre/vnyle
5	Banner	25'x10'	Flex
6	Sandy	3x7	10 nos
7	Batches double ribbon round with green & white	20 pc	
8	Official I card with blue lace	120 pc	

6. Evaluation of BID:

- The Purchase Committee Of The District Education Office Will Evaluate The Technical & Financial Bid. The Bidder Who Meets The Requirements Specified In The Technical Bid Will Only Be Considered For Participating In The Financial Bid. Financial Bid of the Technically Disqualified Bidders Will Not Be Opened.
- The Technically Qualified Bidder Quoting Lowest Price In The Financial Bid Shall Be Considered For Award Of Contract.
- At The Time Of Comparison Of Financial Bid Rates Of Eligible Parties, If The L-1 Rate Of Any Category Is Found To Be Exceeds The Approved Allowed Fund Allocation Amount Then The NIA Shall Reserves The Right For Negotiation.

7. Acceptance or Rejection of the Bids:

- The TIA Reserves the Right to accept/ Reject any/ all bids/ cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection .
- Any bid with incomplete information is liable for rejection .

8. Award of Contract:

The contract will be awarded to the Bidders substantially responsive to the Bid document & offered lowest evaluated cost .

9. Performance Security Deposit:

The selected bidder shall have to submit performance Security Deposit of 05% of contract value in shape of bank draft /Bank Guarantee (BG) drawn on any Nationalised / Scheduled Bank in favour of the District Education Officer, Rayagada payable at RAYAGADA only on the day of issue of the work order .

10. Requirement & Delivery Schedule :

The selected L-1 firm shall complete the delivered and install/fix/fit all requisite Tent, Light, Sound & Event Arrangement items in all respect by 04.00 PM of 24.02.2024 at the G.C.D High School Playground, Rayagada in ready to use conditions .

11. payment terms:

- (i) On Satisfactory Completion of work : 100% payment will be released on submission of two self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose .
- (ii) No advance payment shall be made or no payment shall be entertained on negotiation through Bank .
- (iii) Deduction of tax at source shall be made at the appropriate rate as per prevailing law .

12. Penalty :

(a) If the work is delayed or dis- satisfactory for any reason for which the TIA is not responsible, penalty @ 0.5% on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate authority . The TIA reserves the right to forfeit the performance Security & debar the bidder from participating in any other bid of his/her office . In such cases the TIA may write Govt. for blacklisting the firm .

(b) If the quality of work is delayed or dis-satisfactory for any reason, penalty as suggested by the purchase committee will be imposed .

13. Only one tender should be submitted by one party , Submission of more than one tender will lead to rejection of all proposal of the bidder .

14. The bidders may use separate piece of paper , where the space provided in the formats in this tender document for submission of information, is not sufficient . The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated .

15. All the information submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidders .

16. No document as required and mentioned in the Bid shall be submitted in the Technical bid/ Financial bid document unless otherwise specifically mentioned therein . All required documents shall be uploaded with serial number and page mark .

17. The TIA reserves the right to modify any term in the bid document at the time of execution of contract , if felt necessary .

18. The bid validity period is 10 days from the date of opening of the Financial bid . Accordingly , the bidder shall submit the Bid .

19. The TIA reserves the right to reject any or all the bids without assigning any reason thereof . The TIA also reserves the right to modify any term in the bid document at the time of execution of contract , if felt necessary .

20. Resolution of Disputes :

(a) Any dispute between the Tender inviting Authority and the successful bidders should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract . Both the parties shall make every effort to resolve the same amicably by mutual consultations .

(b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence , the same will be referred to by either party for conciliation to the conciliation panel . For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the conciliation panel. In Case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector Cum Chairman SS, Rayagada The collector Cum Chairman SS shall nominate an Arbitrator, whenever required or when a request is made by the successful bidders after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provision of the Arbitration and Conciliation Act 1996 of India .

21. Applicable Law and Jurisdiction of Courts :

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force .
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the court at Rayagada .

(In Bidder's Letter Head)

Particulars	Rate to be Quoted as per specifications including all applicable taxes and duties (in Rs.)	Rate to be Quoted as per specifications including all applicable taxes and duties (in Rs. Word)
Tent, Light, Sound & Event Arrangement		
Lunch & Refreshment		
Certificate & Mementos.		

NB: The rate may be quoted up to two decimal points.

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp/
Official Seal of the Firm



Mukhyamantri Shikhya Puraskar

A 5T High School Transformation Initiative





ମିଳିତ ସମ୍ମାନ, ବଢ଼ିବ
ଜସ୍ୱାହ, ଆଣିବ ଆଗ୍ରହ

ମୁଖ୍ୟମନ୍ତ୍ରୀ
ଶିକ୍ଷା ପୁରସ୍କାର





ମୁଖ୍ୟମନ୍ତ୍ରୀ ଶିକ୍ଷା ପୁରସ୍କାର

ଃ-ଟି ଉଚ୍ଚ ବିଦ୍ୟାଳୟ ରୂପାନ୍ତରଣ କାର୍ଯ୍ୟକ୍ରମ ଅଧୀନରେ ଅଭିନବ ପ୍ରୟାସ

ମାନପତ୍ର

ଶ୍ରୀମତୀ/ଶ୍ରୀ

ମହୋଦୟା/ମହୋଦୟ,

ବିଦ୍ୟାଳୟ ଶିକ୍ଷା କ୍ଷେତ୍ରରେ ୨୦୨୩-୨୪ ଶିକ୍ଷାବର୍ଷ ପାଇଁ ଆପଣ ଏକ ଦୃଷ୍ଟାନ୍ତ ସୃଷ୍ଟି କରିଛନ୍ତି । ଆପଣଙ୍କ ଅସାଧାରଣ ସାଧନା, ଦୃଢ଼ ନିଷ୍ଠା, ଏକାଗ୍ରତା, ସମୟୋଚିତ ନିଷ୍ପତ୍ତି ତଥା ଶିକ୍ଷାର ଅଗ୍ରଗତିରେ ନିରବଚ୍ଛିନ୍ନ ଉଦ୍ୟମ ପାଇଁ ସାରା ରାଜ୍ୟ ଗର୍ବିତ । ଆମ ରାଜ୍ୟର ଶୈକ୍ଷିକ ବାତାବରଣର ପ୍ରଗତିରେ ଆପଣଙ୍କ ଭୂମିକା ଅତୁଳନୀୟ । ବିଦ୍ୟାଳୟ ଶିକ୍ଷା କ୍ଷେତ୍ରରେ ଏହି ଉଲ୍ଲେଖନୀୟ ଅବଦାନ ପାଇଁ ଆପଣଙ୍କୁ ‘**ମୁଖ୍ୟମନ୍ତ୍ରୀ ଶିକ୍ଷା ପୁରସ୍କାର**’ ପ୍ରଦାନ କରି ବିଦ୍ୟାଳୟ ଓ ଗଣଶିକ୍ଷା ବିଭାଗ ଗୌରବାନ୍ୱିତ । ଏହି ପୁରସ୍କାର ମାଧ୍ୟମରେ ଆପଣଙ୍କୁ ସମ୍ମାନ ଓ ସ୍ୱୀକୃତି ଦେବା ସହ ଆଗାମୀ ଦିନରେ ଆପଣଙ୍କ ଉତ୍ତରୋତ୍ତର ଅଗ୍ରଗତି କାମନା କରୁଛୁ ।

ଜିଲ୍ଲା ଶିକ୍ଷା ଅଧିକାରୀ
ରାୟଗଡ଼ା

ଜିଲ୍ଲାପାଳ
ରାୟଗଡ଼ା



Souvenir bag design





Approx. Height - 5.5 Inches

Colour - Transparent, Material - Hard Plastic



Approx. Height - 5.5 Inches

Colour - Transparent, Material - Hard Plastic



Mukhyamantri Shikhya Puraskar

A 5T High School Transformation initiative



Mukhyamantri Shikhya Puraskar

A 5T High School Transformation initiative



Mukhyamantri Shikhya Puraskar

A 5T High School Transformation initiative





Mukhyamantri Shikhya Puraskar

A 5T High School Transformation initiative

OFFICIAL



Mukhyamantri Shikhya Puraskar

A 5T High School Transformation initiative

GUEST



Mukhyamantri Shikhya Puraskar

A 5T High School Transformation initiative

MANAGEMENT