



Bid Document

FOR

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

FOR DISTRICT LEVEL FELICITATION CEREMONY - 2024

Notice Inviting Tender No. 52761 Dated. 23.08.2024

DISTRICT EDUCATION OFFICE, RAYAGADA

DISTRICT EDUCATION OFFICE, RAYAGADA

Letter No. 5276 /2024,

Date. 23 / 08 / 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, Photography, Videography and Live Streaming, 2. Lunch & Refreshment 3. Certificate & Mementos for District Level Felicitation Ceremony-2024 in two bid systems (Technical & Financial 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 Arrangements, Photography Videography and Live Streaming | Rs. 1000/- | Rs.10824 /- | Date. 30.08.2024 Up to 03.00 P.M. | Dt. 30.08.2024 at 04.00 P.M. |
| 2. Lunch & Refreshment | Rs. 1000/- | Rs.5216 /- | | |
| 3. Certificate & Mementos | Rs. 1000/- | Rs.7272 /- | | |

The detailed BID documents is available in the district website <https://rayagada.odisha.gov.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.

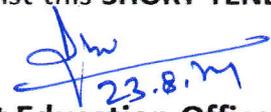
The Tender Inviting Authority (TIA) reserve the right to accept / reject any full or part / all BID / cancel the entire selection process at any stage without assigning any reason thereof.


District Education Officer
Rayagada

Memo No. 5277, Dated: 23 / 8 / 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 District e-Governance Manager Collectorate, 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 | https://rayagada.odisha.gov.in |
| 3. | Date of Issue of the Bid | 23.08.2024 |
| 4. | Last date and time of receipt of the BID only through sped post / registered post / courier. | Date. 30.08.2024 Up to 03.00 P.M. |
| 5. | Date & Time for opening of Technical BID. | Date. 30.08.2024 Up to 04.00 P.M. |
| 6. | Date of opening of Financial BID | Will be declared after evaluation of Technical BID |
| 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 MO SCHOOL ABHIYAN, 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. 10,824/- (Rupees ten thousand eight hundred twenty four) Only for Tent, Light, Sound, Event arrangement & Photography, Videography and Live Streaming. Rs. 5,216/- (Rupees five thousand two hundred sixteen) Only for Lunch & Refreshment. Rs. 7,272/- (Rupees seven thousand two hundred seventy two) Only for Certificate & Mementos in shape of Banker Cheque / DD drawn in any nationalized /scheduled bank favouring MO SCHOOL ABHIYAN, 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. e-mail id: deorayagada27@gmail.com Mode of Submission: Through sped post / registered post / courier in favour of the District Education Office, Rayagada. Submission of bid documents through other mode and late Bid will be rejected. |
| 10. | Place of Opening of Proposal | Collectorate, Rayagada, |
| 11. | Point of Delivery & Completion of supply | At the G.C.D High School Play ground, Rayagada 1. Tent & Event arrangement to be completed by 04.00 P.M. of 4 th Sept 2024. 2. Tiffin by 08.00 A.M. & Lunch by 12.30 P.M of 5 th Sept 2024 3. Certificates & Mementos to be delivered at DEO Office by 05.00 P.M. of 3 rd Sept 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, PHOTOGRAPHY, VIDEOGRAPHY AND LIVE STREAMING, LUNCH & REFRESHMENT, CERTIFICATE & MEMENTOS.

The District Education Officer, Rayagada invites bids from the reputed & credible Tent Houses/firms/agency, Caters and printers for District Level Felicitation Ceremony 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, Photography, Videography and Live Streaming:-

The Tent House must have:

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

For Lunch & Refreshment: The bidder

- (a) Must be a Valid GST Registration under Odisha.
- (b) Must have valid PAN.
- (c) Must have valid Food License.

For Certificate & Mementos:

- (a) Udayam Registration as a printer.
- (b) Valid GST Registration under Odisha.
- (c) Valid PAN.
- (d) Proof of Last two year IT Return.

2. Application Procedure:

- (a) 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, Videography and Live Streaming / 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, Photography, Videography and Live Streaming / 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.

- (c) The Bid document shall be available in website <https://rayagada.odisha.gov.in/> and the cost of the tender paper is to be enclosed in shape of crossed banker's Cheque in favour of " **MO SCHOOL ABHIYAN, RAYAGADA**", payable at **RAYAGADA** along with the **Technical BID**.
- (d) **Earnest Money deposit (EMD):** The bidder is to submit EMD amounting to Rs. 10,824/- for Tent, Light, Sound & Event Arrangement, and Rs. 5,216/- for Lunch & Refreshment and Rs. 7,272/- 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 " **MO SCHOOL ABHIYAN, 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 bid document 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 30.08.2024 by 3.00 PM addressed to O/O The District Education Officer, Rayagada only in sped post / registered post / courier. 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 scheduled 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 30.08.2024 at 04.00 P.M. in the Collectorate, Rayagada in presence of the committee members and bidders or any authorized representatives of the bidders 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, Photography, Videography and Live Streaming.**

| SI 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 Cloth With Tarpolin | |
| 6 | Stall | 10'x10'- 13 Nos | For Registration |
| 7 | Iron Table With Cloth | 33 No's | |
| 8 | Tent For Dining Area | 5000 Sqft | |
| 9 | Fibre Chair | 1200 Nos | |
| 10 | White coloured cushion Chair | 200 Nos | |
| 11 | Sofa Single Seated | 10 Nos | With White Turkish Towels |
| 12 | Two Seater Sofa | 10 Nos | |
| 13 | Carpet(Green & Red) | Stage & Audience Area | |
| 14 | Tea poy With Cloth | 5 Nos | |
| 15 | Podium | 1 | |
| 16 | Sound System With Mouth | | |
| 17 | Generator | | |
| 18 | Still Photo , Videography and Live Streaming | | |
| 19 | Flower Decoration | Stage Only | |
| 20 | Balloon (Green & White) | Stage & Audience Area | |
| 21 | Banner | 25'X10" & 20"X3" | Flex |
| 22 | Standy | 3'X7' | 10 Nos |

For lunch & refreshment

| SI No | Items | Size/ Nos | Remarks |
|-------|------------------------|--------------------|---|
| 1 | Tiffin | 1300 people | Uppma/ vada along with green pea curry, tea, plastic spoon with press dana. |
| 2 | Lunch | 1300people | 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 1500 | |
| 6 | Water tanker | 2 | |
| 7 | Disposable paper glass | As per requirement | |
| 8 | Wash basin | 10 | |

For Certificate & Mementos

| SI No | Items | Size/Nos | Remarks |
|--------------|--|---|---|
| 1 | Memento total: | 1212 nos. | As per Sample & Specification of MSAPS, Bhubaneswar |
| | Certificate | 8.5X11 inch/300 GSM / Glossy Art Paper, Total 1212 nos. | |
| 3 | Jute bag | | 1212 |
| 4 | I card with green lace | 1212 | Fibre/vinyl |
| 5 | Badges double ribbon round with Orange & white | 20 pc | |
| 6 | Official I card with blue lace | 90 pc | |

6. Evaluation of BID:

- (a) 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.
- (b) The Technically Qualified Bidder Quoting Lowest Price In The Financial Bid Shall Be Considered For Award Of Contract.
- (c) 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:

- (a) 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.
- (b) 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 04.09.2024 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 taxes (in Rs.) | Rate to be Quoted as per specifications including all taxes (in Rs. Word) |
|---|---|--|
| Tent, Light, Sound & Event Arrangement, Photography, Videography and Live Streaming | | |
| 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