



OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER, RAYAGADA

E-Mail ID ddaraya.dag@nic.in

EXPRESSION OF INTEREST (EOI)

EOI No 4831 Dt. 12.12.2025

EOI FOR ERECTION OF STALLS, STAGE, TENTAGE & RELATED WORKS, SUPPLY OF KIT BAG AND CATERING SERVICES FOR ORGANISATION OF DISTRICT LEVEL "KRUSHI MAHOTSAV AND FARM MECHANIZATION MELA" FROM 6TH JANUARY TO 10TH JANUARY 2026 AT THE G.C.D HIGHSCHOOL GROUND, RAYAGADA.

Expression of interest (EOI) is invited by Chief District Agriculture Officer, Rayagada from intending bidders/reputed firms for event management to conduct District level "Krushu Mahotsav & Farm Mehanization Mela" scheduled to be organised from date **6th January to 10th January, 2026** at the **G.C.D Highschool Ground, Rayagada**, in which 80 no of stalls having size (15ft x 10ft), one stage (50 ft x 20 ft) decoration, Pandal, Office room, machineries, information in open space with Tent roof of 15000 sq. ft. **The maximum quoted value of the event is Rs. 23,00,000/- (Rupees Twenty Three Lakh only)** The interested reputed Event Management Organizations having experience in event management may offer their sealed EOI including GST latest by **23.12.2025 up to 5.30PM** which will be opened by the District Tender Evaluation Committee on **24.12.2025 at 11.00 A.M** at the office of C.D.A.O Rayagada. The bidder may remain present or send their authorized representative while opening of Technical & Financial bid. The EOI in sealed cover are to be dropped in the drop box placed in the office of the Chief District Agriculture Officer, Rayagada during office hours on working days only. The interested bidders can download the entire bid Document from Collectorate, Rayagada web site rayagada.nic.in and submit the tender papers to the under signed. The proposals received after due date will not be entertained. The authority reserves the right to cancel any or all the quotations in part or whole without assigning any reason thereof.

Contact Person :

1. Chief District Agriculture Officer, Rayagada : Convenor Tel :- +91-9437525192
2. Executive Engineer, Rayagada : Convenor Tel :- +91-9556842096


Chief District Agriculture Officer,
Rayagada

SECTION I
IMPORTANT EVENTS OF THE E.O.I

Sl. No.	Particulars of important events	Date	Time
1	Date and Time of Release of Bid	15.12.25	1.00 PM
2	Date from which the bid documents will be submitted	15.12.25	3.00 PM
3	Last date of submission of EOI(bid) documents	23.12.25	5.30 P.M
4	Date and time of opening of Technical Bid	24.12.25	11.00 A.M
5	Date of Opening of Financial Bid	24.12.25	11.00 A.M
6	Presentation of Concept note along with Sketch map and Design of Stage, Stalls & Gate, sample presentation of kit bag, uttariya, momento, sammana patra to Tender Committee	30.12.25	11.00 A.M
7	Handing over of complete work in all aspect, Supply of Kit bags to CDAO Rayagada	05.01.2026	12.00 Noon
8	Main Event to be Organized	06.01.26 10.00 A.M to	10.01.26 7.00 P.M

SECTION II

GENERAL DEFINITON AND SCOPE OF CONTRACT

1. General Definitions

- **Department** means Department of Agriculture and Food Production, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/EOI Inviting Authority** is the Chief District Agriculture Officer, Rayagada who on behalf the Government or the funding agencies calls and finalize bids and ensure supply and procurement under this bid document.
- **Tender Evaluation Committee and Technical Committee** is Committees so decided by the C.D.A.O, Rayagada to decide on supply/erection of Tentage for Event Management.
- **Blacklisting / Debarring** – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority/User Institution, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority/User Institution on account of such violations.

2. Scope:

The bids are invited for installation of Stalls, Stage, tentage and related activities, supply of kit bag, uttariya, momento, sammana patra and other printing material and catering services for organization of 5 days KRUSHI MAHOTSAV AND FARM MECHANIZATION MELA from 06.01.26 to 10.01.26.

- The bidders cannot withdraw their bids after opening of technical bid within the minimum bid validity period and also after accepting the Letter of Award.
- Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking penal provisions and may also lead to black listing.

SECTION III GENERAL INSTRUCTION TO BIDDERS

- Sealed tenders are invited in two bid system from reputed firms having valid GST Registration for **“INSTALLATION OF TENTAGE AND RELATED ACTIVITIES AND OTHER SPECIFIED JOBS FOR DISTRICT LEVEL KRUSHI MAHOTSAV AND FARM MECHANIZATION MELA 2025”** to be organized in the **G.C.D Highschool Ground, Rayagada** from 06.01.26 to 10.01.26. The intended bidders must drop their bidding documents complete in every respect latest by **23.12.2025, 5:30PM** in the Tender Drop Box kept at the office of the C.D.A.O, Rayagada.
- Any tender received after the due date & time will not be entertained.
- The bidder(s) shall have to submit their bid of EOI in two separate sealed envelopes, that is one for technical bid by super-scribing **“Cover A (Technical Bid)”** & second for **“Cover B (Price Bids).”** The Technical Bid and Financial Bid should be put into a third Cover, which should be super-scribed as **“BID FOR INSTALLATION OF TENTAGE AND RELATED ACTIVITIES AND OTHER SPECIFIED JOBS FOR DISTRICT LEVEL KRUSHI MAHOTSAV AND FARM MECHANIZATION MELA 2025”** and should be addressed to:

Chief District Agriculture Officer, Rayagada
Po- Rayagada/ Dist- Rayagada, Pin- 765001
- The Sealed tenders both **“Cover A” (Technical Bid)** **“Cover B” (Financial Bid)** and submitted by the bidders will be opened in the Office of the CDAO, Rayagada on **24.12.25, 11.00 A.M.**
- The bidders or their duly authorized representatives may remain present during the tender evaluation. However their absence will not debar them from participating in the bidding process.
- The interested bidders can download the entire Tender Document from Collectorate, Rayagada web site rayagada.odisha.gov.in and submit the tender paper along with required documents and all the requested fees.

SECTION IV GENERAL TERMS AND CONDITIONS

1. The Tender Inviting Authority working in the Department, Govt. of Odisha requires installation of Tentage and related works on the eve of **DISTRICT LEVEL KRUSHI MAHOTSAV AND FARM MECHANIZATION MELA 2025** to be held in the **G C D High School Ground, Rayagada** from 06.01.26 to 10.01.26.
2. Rate should be quoted in Indian Currency with paisa in two decimals only against each item as the payments will be made in Indian currencies only.
3. The bidder shall not quote the rate for any item other than the item specified in the list.
4. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha/ India from time to time.
5. The bidder should have valid PAN & GST registration.
6. The bidder should have valid up-to-date TAX (Income Tax & GST) return certificate of last 3 year.
7. The bidder should have experience of organizing such Melas in Govt Departments for at least 3 years.
8. The bid shall have a validity period of 180 days from the date of opening of the technical bid. The bidders can't withdraw their bid after opening of technical bid or after accepting the Letter of Award.
9. The bid documents should be clearly written/typed without any correction, interpolations, and overwriting. Each page of the tender document should bear the dated signature of the bidder and should be clearly numbered.
10. If any information or document furnished by the bidder is found to be misleading / incorrect at any stage, the bid will be rejected.

11. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the due date of submission of bids and opening of bids will be the following next working date & same time.
12. The quoted rates should be final and shall not be subject to any escalation during the validity of the bid.
13. The bidder should submit/furnish a certificate to the effect that the price quoted by them is not more than the open market price.
14. All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated at District Session Court, Rayagada or Hon'ble High Court of Odisha.
15. If the approved lowest eligible supplier fails to start erecting the tents by 02.01.2026 or supply items within the stipulated period i.e 03.12.2026, the Tender Inviting Authority reserves the right to procure the same from the L2/L3 supplies at L1 rate, if they agree to supply at L1 approved rate or negotiated rate and claim the performance security amount by invoking the rights conferred in Banker's Guarantee form.
16. Chief District Agriculture Officer, Rayagada will not be responsible for any occurrence like theft, Natural Calamity & missing of any articles while deployment of guards during the exhibition period.
17. The Authority is not bound to accept the highest scorer and reserves the right to inspect/verify the stock of materials required for this work in Go-down to ascertain the credibility of the firm.
18. **ANY ADDITIONAL ARRANGEMENTS IF ASKED FOR AFTER SELECTION OF BIDDER TILL COMPLETION OF PROGRAM, THE SELECTED BIDDER MUST COMPLY.**
19. *The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*
20. **Tender processing Fee and EMD:**
 - a) Cost of bid document is Rs 6000.00 (Rupees Six Thousand) only which must be deposited in form of DD in favour of **Chief District Agriculture Officer, Rayagada** and payable at any nationalized bank in Rayagada. This DD Shall be **non-refundable**. The firm with no DD will not be considered for further process.
 - b) An amount of Rs 23,000/- (Rupees Twenty Three Thousand) towards Bid security (EMD) *in shape of Term Deposit Receipt pledged in favour of **Chief District Agriculture Officer, Rayagada*** from any commercial bank need to be submitted along with bid documents which shall be refunded after completion of work. The BG should have validity of at least 45 days beyond bid validity period.
 - c) The bid security will be returned to unsuccessful bidders without interest within 30 days from opening of Technical bid. The bid security of successful bidder will be adjusted during deposition of Performance security..
 - d) Local MSEs only registered in Odisha with the respective DICs, Khadi, Industry Board, HRCI, Village, and OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate from the concerned authority. None of the bidders other than those specified above are exempted from submission of EMD.
 - e) The online transfer of money made and A/C payee demand draft can be made in favor of the following bank particulars of Tender Inviting Authority. For online transfers the transaction slip should be attached with the BID documents.

Chief District Agriculture Officer, Rayagada

Account No: 34667403715

IFSC: SBIN0003068

SBI ADB Branch Rayagada

SECTION V
Eligibility Criteria:

Bidders should confirm to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

Sl.No	Eligibility Criteria	Supporting Documents required
1	The Bidder should have been in the business of providing tentage and allied Services to the State Government / Corporate Bodies / for at least 3 years (as on 31 st October 2023).	<ul style="list-style-type: none"> • Proof of Certificate of Incorporation / Registration of the Bidder • Copy of Adhar Card • Copy of PAN • Copy of Goods and Services Tax Identification Number (GSTIN). • Latest GST clearance in GST 3B Form recent • EPF/ESI Registration Certificate.(Not Mandatory) • Copy of the Electrical License / Contractor hired by the BIDDER. • IT Return for the financial years (2021-22, 2022-23 and 2023-24). • Copy of 1st Page of S.B Pass Book/Cancelled Cheque as proof of Bank Account details.
2	The bidder should have an average annual turnover of Rs.10.00 lakhs from Tentage and allied work during the last 3 financial years (2022-23, 2023-24 and 2024-25).	Copies of audited Income/expenditure, receipt/payment, balance sheet duly certified by concerned Chartered Accountant (C.A) Firm for the last three financial years and C.A certificate certifying that the agencies/ firm/ Proprietor should have an average annual turnover more than Rs.10.00 lakhs during the last three financial years. Provisional Audit Report for any of the FYs will not be accepted.
3	Experience of having successfully completed similar works during last three years (2022-23, 2023-24 and 2024-25) should be either of the following.	Work orders/ Contract Document / Completion of Work Certificates from the authorities for doing similar works are completed, to be submitted. Photos to be attached as supporting documents along with experience certificates.
4.	The Bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed.
5	Concern bidders should write to the CDAO, Rayagada on their letter head expressing his interest to participate in the District Level Mela.	<ul style="list-style-type: none"> • Expression on Intrest on bidder's Letter Head. • Declaration that the price quoted is not more than open market price
6	Refundable EMD of Rs. 23,000/- (Rupees Twenty Three Thousand) only in shape of Time deposit from any scheduled commercial banks favoring the Chief District Agriculture Officer, Rayagada) should be furnished along with other documents.	Original TDR must be submitted in the Tech. bid Cover.
7	The event management organization should prepare the concept note along with designing of the stalls, Gate, Stage, Meeting	Concept note must be presented on 30.12.2025 by 11.00 A.M

	hall, Pantry & Dining Area and present before the Tender Evaluation Committee at 11.00 A.M on 30.12.2025 after opening of Technical bid.	
8	The completed work in all respect to be handed over to the CDAO Rayagada on 05.01.2026 by 1.30 PM.	Should be mentioned clearly in his application form in his letter head.

N.B.- All the supporting documents should be duly self attested by the bidder.

SECTION VI **Schedule of Requirements (CORRIGENDUM)**

The successful bidder (Event Management Organizer) must erect the following structures and provide other ancillary services in the ground during the Dist. Level Farm Mechanization mela, as briefly described below with specifications, which may be altered/ substituted according to requirement and feasibility.

The detailed items/ deliverables are mentioned here under as below:-

CONSTRUCTION OF STALLS AND OTHER CONSTRUCTION WORK	Sub Activity	Brief Descriptions
	Exhibition Stalls (80 numbers)	Labour & Hire charge for erection/installation of 15ft front x 10ft width x 10ft height Size using bamboo/Iron structure, roofing with waterproofing material, cloth walling three sides, front 2.5 fascia, carpeting as per approved drawing & design, 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.
	Stage (one no)	Labour & hire charges for erection/installation of 50 ft front x 20 ft width X 15 ft height size Stage on 3 ft height platform using wooden/ iron struts, planks, battens, with materials of appropriate size including steps (3 nos.) carpeting, providing background/ backdrop of 13 ft height, decorative works of as Fiber Plate of 4 ft X.5ft depth x 4ft height x 4 pc settings and Fiber Pillars 8 pcs on a 3 ft height platform and all other works required provide good quality carpeting, front decoration, with video walling of 20'x16' size at the backside along with Internet facility on stage, Two Smart T.Vs for Public viewing, seating arrangement for at least 15 persons with good quality Chairs supported with coolers, Centre Tables, Podium, inaugural lamp with idols as per specifications, PA systems with Sound boxes at Stage and in the meeting Halls. He will provide one folk dance group for welcoming of the guest and inaugural function. Required numbers of Bouquets, Folders & refreshment of guest on the dais will be provided alongwith Stage Sound, lights and temperature control arrangements.
	Gate (Welcome Gate for Road Entry)	Labour & Hire charges for erection of one Gate with side walls and top fascia written with "District Level Farm mechanization mela" in Odia with suitable flexes posters depicting activities of Agriculture and allied Sector. The bidder has to submit design for gate and quote rates accordingly. The gate should be illuminated as may be specified and provided with flexes, flower decoration etc as may be specified. The successful bidder must provide a VIP gate for passage of VIP vehicles.
	Gate (Entrance Gate for field entry)	Labour & hire charges for erection of one gate with side walls and top fascia written with "District Level Farm mechanization mela" in Odia with suitable flexes posters depicting activities of Agriculture and allied sector. 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.

Training/General Meeting venue	Labour & hire charges for erection/installation of sitting arrangement for 600 person (200'x60') with good quality german hanger, side walls as requires with carpeting all over the area, adequate no of ceiling fans, light etc. In front of the Stage at a distance of 5 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 which should be red carpeted. Should be provided with Sofas with white cover and Centre Tables. Entire ground must be covered with mat.
VIP Enclosure-cum-office room	Labour & hire charges for erection/installation of 15 ft length X 20ft breadth X 12ft height Size Office Room/VIP Enclosure in right side of Stage using bamboo or iron struts, piling, propping and bracing with materials of appropriate size including roofing with waterproofing material, cloth ceiling providing three sides wall, Red carpeting, as per approved drawing and design & fully equipped with furniture like Sofas, Chairs, Centre Tables, internet facilities, with an attached temporary Bio-Toilet facility required to be setup.
Office-cum-Control room	Labour & hire charges for erection/installation of 15 ft length X 20 ft breadth X 12 ft height Size control Room/VIP Enclosure in left side of Stage using bamboo or iron struts, piling, propping and bracing with materials of appropriate size including roofing with waterproofing material, cloth ceiling providing three sides wall, as per approved drawing and design & fully equipped with furniture like Chairs, tables, with internet facilities, with an attached temporary Bio-Toilet facility required to be setup.
Temporary toilets	Ten temporary bio-toilets blocks, separate for gents (5 nos) and ladies (5 nos) to be installed in the specified locations in the exhibition ground.
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
Help Desk	A help desk will be provided by the bidder at Mela ground adjacent to stage with all facilities like Front dais, light, Fan & public address system
Machinery Demonstration	10 numbrs of Area of 5 ft X 8 ft to be provided with platform for the demonstration of Machinery. The platform should be barricaded in the four sides and be placed uniformly on the both sides of the middle pathway.
Pantry Stall for Participants	Labour & hire charges for erection of stall for Fooding place Arrangement for farmers, officials and guests with all Tent items including all charges as per direction of Office-in-charge. Tables with top cover and frill of size 2 x 8 ft (wooden/Iron) for meals stalls and water stalls at lunch area zone
Security service	For Parking Space, Main Gate, Stage, Meeting Venue
Flower Decoration	Flower Vase with Sufficient fresh and Live flower decoration to both Gates, Main Stage, VIP Room and bouquets for guest as informed by officer – in – charge on daily basis.
Folk dance group	Folk dance groups are required for 5 days for welcoming the guests.
Safety & Security	CCTV Setup for Field with 15 Camera Sets. Electric Tower of 20 ft height standy Generator set for the Stage Programme.
Sanitation & Drinking Water Facility	Cleaning of Festival ground, accommodation places, Coordination cell, toilets, twice daily using disinfectant materials. Drinking water Taps of 10 nos or more to be provided inside the Mela area.
Power Supply Back Up	Adequate Power supply back up to the ground by providing required no of Generators of 250 KVA/125 KVA for five days.

1. 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 (50 stalls) (g) fan 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 numbers expected to participate in the exhibition. The successful bidders have to consult with C.D.A.O Rayagada & Executive Engineer, 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 Live & other exhibits. 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, Chairs etc as may be required by them and approved by the C.D.A.O Rayagada / Executive Engineer 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, Food Court 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, meeting area, dais & walking space inside the exhibition ground should be covered with **synthetic net carpet**.

2. 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. Coolers must be provided in the stage s well as in the VIP sitting 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 Competent authority 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 Electricity supplier.
- (iii) The Successful bidder has to assist Chief District Agriculture Officer, Rayagada in obtaining clearance for minimum connected load from 05.01.2026 and full connected load till the programme is over on 10.01.2026 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 maybe required for Five days i.e. from 06.01.2026 to 10.01.2026.

3. Supply of kit and I'd card

The successful bidder must supply the required numbers of Kit Bags before the Tender Evaluation Committee at the office of C.D.A.O as briefly described below with specifications, which may be altered/ substituted according to requirement and feasibility.

- Kit for farmer participants in the Farm Mechanization Mela
- Quantity Required 2000 pieces
- Made up of good-quality folder only.
- Should be decent looking.
- It should contain a pad, a pen, and an I'd card/ cap for attending farmers.
- The bidder must provide 200 numbers of I'd to the officers and other participants attending the mela (to be provided by the Tender Inviting Authority to successful bidders)
- It has to be printed with Name of the Mela and logo at the cost of the bidder (to be provided by the Tender Inviting Authority to successful bidders).
- The successful bidder must provide a good quality jute bag for the guest on the dais.
- Quantity Required 60 pieces
- Made up of high-quality Jute only
- Bag should be of high-quality material and well stitched
- Should be decent looking
- The Bag must contain a pen and a pad of good quality and program plan (To be provided by the tender inviting authority).

- The successful bidder must provide register copies, pen, pencil, eraser, ruler, stapler and stapling pin and other stationary materials as and when asked by the authority.
- **A representative sample for which the price is quoted by the bidder should mandatorily be submitted along with the bid document. In the absence of sample the financial bid will not be opened.**
- **Such samples submitted by bidder will be evaluated by the Tender Evaluation Committee and marks will be awarded.**

4. Catering service

- The successful bidder (Event Management Organizer) must provide the Catering services for the total of 800 persons per day in the ground to the attending farmers, Officials and delegates Tea, breakfast and lunch and required number of water bottles along with guest refreshment for five days from **06.01.2026 to 10.01.2026**, during the Farm Mechanization mela, which may be altered/ substituted according to requirement and feasibility.

5. 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, pandal, 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.

6. 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.

7. 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.

8 CARPENTING AND CLEANING

Agency is required to carry out the carpeting of all over sitting area and the entire stage area to be used. It is the responsibility of the agency to keep the ground clean during the entire period of the fair.

9. 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.

10. MANPOWER/SECURITY AND MOBILITY SUPPORT

Provisioning of sufficient man-power for day-to-day activities and security of the Mela up to 10.01.2026. The successful bidder must provide 2 vehicles for the mobility of officers for 5 days.

11. Uttariya, Sammanapatra and Memento

- The successful bidder must provide 100 Uttariya. It must be Hand woven Uttariya on premium cotton (100 X 80 cotton). It must be Handloom from Odisha. **Size:** Length 1.8 Mt X Width 0.9 Mt
- 20 nos of Sammanapatra must be supplied by the successful vendor.

- Required number (approx. 100) of Momento of good quality as and when required by the tender inviting authority.
- 150 numbers of certificates must be provided by the successful bidder.

12. Printing works

- The successful bidder must provide invitation card, hoardings and banners in the stage, stall and gate (to be provided by the Tender Inviting Authority to successful bidders).

13. Traditional folk dance troops for welcoming guests

The successful bidder must arrange the tradition folk dance troops with bands for welcoming the dignitaries for 5 days.

14. Internet facility

The successful bidder must provide uninterrupted high speed 5G internet in the ground for the 5 days

15. Selfie Point

The successful bidder must install a good quality selfie point in the venue.

16. Legal Jurisdiction

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

Sd/-
Chief District Agriculture Officer,
Rayagada

SECTION VII **(Technical & Financial bid submission)**

Technical Bid

Annexure-I in COVER – A

SI No	Document type (To be self-attested and numbered)
1	Covering letter on Bidder's letterhead requesting to participate in the bidding process.
2	Bid Processing fee as mentioned above
3	Earnest Money Deposit (EMD or BID security fee) as mentioned above.
4	Copy of Certificate of Incorporation/ Registration
5	Details name, address, telephone, no Fax, e-mail of the firm in the format.
6	Copy of Adhar Card, PAN Card & GST registration certificate.
7	Copy of latest GST payment receipt.
8	Copy of latest I.T Rerun for the last three years (2022-23, 2023-24 and 2024-25).
9	Copy of EPF/ESI Registration Certificate.(Notmandatory)
10	Proof of experience of having completed similar works in last 3 years
11	Declaration for not being back listed by any Govt. institution
12	Copy of the Electrical License/ Contractor hired by the Bidder along with NOC /agreement copy with the hired Electrical Contractor/License Holder

13	Declaration that price quoted by them is not more than the open market price in
14	Copy of 1 st page of bank pass book or a cancelled cheque as proof of Bank account details.

NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. 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.

DECLARATION

1. I..... Son/ Daughter/ Wife of Shri.....
Proprietor/ Partner/ Director/ authorized signatory of the agency mentioned above state that I am competent to sign this declaration and execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true & authentic to the best of my knowledge and belief. I/ We do hereby undertake that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.
4. Certified that I shall not claim for any compensation for submission of bid documents in the EOI.

Place

Signature of Authorized Bidder

Date

Full Name:

Seal

COVER-B (PRICE BID)

- a. The tender format giving the quoted rate for the items required should be sent in a separate sealed cover hereinafter called Cover "B" (price Bids) format.
- b. **Cover -B (Price Bid) will be opened only of the bidders who qualify in evaluation of Technical Bid (Cover-A) by the Tender Evaluation Committee.**
- c. The Price Bid should be quoted inclusive of insurance, packing forwarding, transportation installation and inclusive of GST (mentioned separately) if any.
- d. The bid shall be valid for a period of 180 days from the date of opening of the bid.
- e. The quoted rates shall be final and shall not be subject to any escalation during the bid validity period.

Financial Bid

Annexure-IV COVER-B
Agency/Firm name-
Address

Sl. No	Name of the work	Rate quoted for 5 days inclusive of all taxes and other charges (in Rs.)
1	Tentage of 80 nos of Stalls & other allied works as specified in Section VI	
2	Tentage of one STAGE & other allied works as specified in Section VI	
3	Construction of one Welcome Gate for Road Entry& other allied works as specified in Section VI	
4	Construction of one Entrance Gate for field entry & other allied works as specified in Section VI	
5	Construction of one gate for VIP entrance & other allied works as specified in Section VI	
6	Tentage of one no of Training/General Meeting venue & other allied works as specified in Section VI	
7	Tentage of one VIP Enclosure-cum-office room & other allied works as specified in Section VI	
8	Tentage of one control room & other allied works as specified in Section VI	
9	Tentage of Temporary toilets & other allied works as specified in Section VI	
10	Parking space	
11	Tentage of one Help Desk & other allied works as specified in Section VI	
12	Tentage of open space exhibition for machinery as specified in Section VI.	
13	Tentage of Fooding Stalls & other allied works as specified in Section VI	
14	P.H, Sanitation, Electrification along with 1 no of Gen set (32 KV)	
15	Stage arrangement (Supply of Bouquet, Folders, Refreshment of 10 no of guests daily for 5 days, Folk dance group for welcoming to Guest for five days	
16	20'x16' LED Video walling on back of the stage with connected devices	
17	Security Services as specified in Section VI	
18	Flower Decoration as specified in Section VI	
19	Safety & Security with CCTV setup as specified in Section VI	
20	Power supply Back Up as specified in Section VI	
21	Light: Parcan 64/60- 50 nos.LED palco- 120 nos.White blinder- 4 nos., Colour Blinder- 2 nos,Back drop LED par- 40 nos,Sharp -60 nos. Smoke, stove, lager, and other stage light as per requirement	

22	Sanitation& Drinking Water Facilityas specified in Section VI	
23	Supplying kit for farmers AND BAG for guests as specified in Section VI	
24	Printing works of banner, facia and invitation card as provided.	
27	Providing catering service as specified in section VI	
28	Providing uttaraiya, momemto, sammanapatraas specified in section VI	
29	Installation of selfie point.	
30	Other as specified by bidder	
	Add GST in Rs	
	Grand Total in Rs	

(Total Rupees -----)

NB:

1. The price quoted should include all hidden expenses like transportation, onsite installation, maintenance, watch and ward etc.
2. **The bidder should carefully read the schedule of requirement in section VI and quote the rate accordingly.**

Place

Signature of Authorized Bidder

Date

Full Name :

Seal

11. Evaluation:

- a. The technical bids will be opened and evaluated by the Tender Evaluation Committee at the prescheduled date and time mentioned in the Tender document and will be evaluated by the Technical parameters.
- b. The successful bidders will be selected on the basis of LCBS method (lowest Cost Based Selection) in the financial bid evaluation.
- c. If the approved lowest eligible supplier fails to supply items within the stipulated period, to meet the need, the tender inviting authority reserves right to procure the same from the L2/L3 supplier at L1 rate, if they agree to supply at L1 approved rate or negotiated rate and claim the performance security amount by invoking the rights conferred in Bankers Guarantee form.

12. Delivery

- a. The Successful bidders shall have to install the tentage and related activities as per the schedule of requirement in G C D High school ground, Rayagada for organization of the Mela for 5 days from 06.01.2026 to 10.01.2026.
- b. The bidder will be allowed to start his work in the G C D High school ground, Rayagada by the morning of 02.01.2026 and the work should be complete in every respect by **1.30 PM on 05.01.2026.**
- c. **The bidder shall have to arrange his personnel for watch and ward of this tent house materials and articles and the Tender Inviting Authority will be no way responsible for any theft or fire or any unforeseen events thereof.**
- d. The bidder should keep in readiness adequate manpower/ technicians to address any eventualities like snags in audiovisual system, electrical wirings and any short comings in the tentage.

- e. The bidder shall have to keep a power back up system (Genset) for uninterrupted supply of power during organization of the event.
- f. If the bidder fails to execute the work as per agreed terms and conditions after getting purchase order within the stipulated time period or violates the tender terms & conditions, he shall be blacklisted and will be debarred to participate in any tender and the Performance Security shall be forfeited and the amount will be claimed by invoking the rights conferred in Bankers Guarantee form.

13. Payment:

After successful implementation of the event and production of bills by the successful bidder, 100% payment shall be made by the CDAO, Rayagada.

14. Penalties:

Violation of any term and condition laid down as above shall make liable the bidder to have the forfeiture of performance security and to be blacklisted.

Sd/-
C.D.A.O Rayagada

DECLARATION for not being black listed(Annexure-II)

I/We.....(Name & Designation) having My/ourfirm at..... do hereby declare that I/We have carefully read all the terms & conditions of bid of the Chief District Agriculture Officer, Rayagada, Odisha, event management to conduct District level "Krusha Mahotsav & Farm mechanization mela" scheduled to be organised from date **6th January to 10th January, 2025** at the **GCD High School Ground, Rayagada**. I will abide with all the terms & conditions set for in the tender paper Reference no.....

I/We do hereby declare that, I/We have not been de-recognized/ debarred/ blacklisted by any State Govt./ Union Territory/ Govt. of India/Govt. organization/ Govt. Veterinary institutions for Non-Standard Quality of event management.

That, I am not a defaulter in event management of any items to Chief District Agriculture Officer, Rayagada, Odisha, or any other indenting officers of the State of Odisha after being Lowest responsive bidder in past three years.

I/We do hereby declare that I/We will manage the Event as per the terms, conditions & specifications of the EOI documents. I/We further declare that my/our performance security deposit will be forfeited if I/we fail to manage the Event for any item after getting order from the purchaser. I/we further declare that we will manage the event and the ordered items as mentioned in the bid documents.

I/We agree that the EOI/Tender inviting Authority can debar/ blacklist me/us for period of 3 years. If, any information furnished by us is proved to be false at the time of inspection/ verification and is not complying with the Tender terms & conditions.

Signature of the bidder:

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate/Notary Public

Annexure-III

DECLARATION FOR LOWER THAN MARKET PRICE

We, M/S-----who is a reputed firms for event management declare that price quoted by us for all required items for the Event Management of "Farm mechanization mela" is not more than the open market price or also under GeM Rate Contract/CGHS/NPPA or rates fixed by Govt. of India where such rate exists.

Signature of Bidder/ Authorized person
with seal

DOCUMENT- D 9

ANNUAL TURNOVER STATEMENT

The annual turnover of M/S.....Address..... Who is a reputed firms for event management for the last three years are given below and certified that the statement is true and correct.

SL No	Year	Turnover in Rupees (Rs.)	Annual Turnover Rs.	Average
	2022-2023			
	2023-2024			
	2024-2025			
Place		Signature of the Auditor with date		
Place		Signature of the Chartered Accountant with date		
Name of the Chartered Accountant :				
Registration Number of the C.A :				
Seal				

NB : This certificate should be supported by figures in PLA account & Income Tax Return.

Document No. D-17

(To be submitted with Technical Bid)

BID SECURITY DECLARATION FORM

(Rule 170 of General Financial Rule 2017)

Bid Ref. No. _____

Date: _____

To

The Chief District Agriculture Officer, Rayagada, Odisha

I/We. The undersigned, declare that:

I/We accept that I/We may be suspended to submit bids for contract(s) with you for a period of one years from the date of bid opening if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified my/our bid during the period of bid validity specified in the form of bid;
or

b) Having been notified of the acceptance of our bid by the purchaser during the period of bid validity, i.e. fail or refuse to execute the contract, or fail or refuse to submit the Performance Security of the amount specified in the bid.

Signature of the bidder

Seal

Date:

Name & Address of the firm

DOCUMENT No. D7

PERFORMANCE STATEMENT

(For the period of Three Year)

(Please furnish copies of the client serially, the names of which are mentioned below)

Name of Bidder:

Name of

the Item : Event Management for Tentage of Stalls & Stage etc

SL No.	Order placed by	Order no. & Date	Item Name	Specificatio n &Qty	Total Value of Product	Bill No Dt. Of Supply

(Attach copy of bills of supply)

Signature and seal of the Bidder

Model Bank Guarantee Format for Performance Security

[Ref. Para 22(i)]

To

The Chief District Agriculture Officer, Rayagada, Odisha

WHEREAS.....(name and address of the bidder) (here in after called "the supplier") has undertaken, in pursuance of contact no.....dated..... to CDAO Rayagada (Here in after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligation in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of the supplier, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be Performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until theday of20.....

We theBranch.....undertake not to revoke the guarantee during its currency except with the previous consent of the CHIEF DISTRICT AGRICULTURE OFFICER, RAYAGADA in writing. We theBranch..... further agree that a mere demand by CHIEF DISTRICT AGRICULTURE OFFICER, RAYAGADA, is sufficient for us Branch at to pay the amount covered by the Bank Guarantee without reference to the Agency and protest by said Agency cannot be a valid ground for us.....Branch to decline payment to CHIEF DISTRICT AGRICULTURE OFFICER, RAYAGADA.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, Name & Address of the Banks and address of the Branch