



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, RAYAGADA

Tel. No. 06856 291125, E-Mail ID cdvorayagada@gmail.com

EXPRESSION OF INTEREST (EOI)

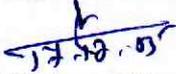
EOI No. 5579 Dt. 17.12.2025

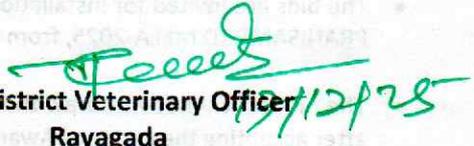
EOI FOR ERECTION OF STALLS, STAGE, TENTAGE & RELATED WORKS, FOR ORGANISATION OF DISTRICT LEVEL "MATSYA O PRANEE SAMAPAD MELA-2025" FROM 3rd JANUARY TO 4th JANUARY 2026 AT G.C.D GROUND, RAYAGADA

Expression of interest (EOI) is invited by Chief District Veterinary Officer, Rayagada & District Fishery Officer, Rayagada from intending bidders/reputed firms of Rayagada District for event management to conduct District level "Matsya O PraneeSampad Mela-2025" scheduled to be organised from date **3rd JANUARY to 4th JANUARY 2026** at the **G.C.D GROUND, RAYAGADA**, in which 25 no of stalls having size (12ft x 10ft), one stage (32ft x 20ft) decoration, Pandal, Office room, one Training hall (Audience Pandal) for 700 participants, Live Animal & Fish Demonstration enclosure with Tent roof of 1200 sq. ft and open space with Boundaries etc, is to be installed along with LCD TV display. **The maximum quoted value of the event is Rs. 6,40,000/- (Six Lakh & Forty Thousand only)**. The interested reputed Event Management Organizations of Rayagada district having experience in event management may offer their sealed EOI including GST latest by **23.12.2025 up to 5.00PM** which will be opened by the District Tender evaluation committee on **24.12.2025 at 10.30 A.M** at the office of C.D.V.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 sent by speed Post/Rgd. Post or may be dropped in the drop box placed in the office of the Chief District Veterinary Officer, Rayagada during office hours on working days only. The interested bidders can download the entire bid Document from Collectorate, Rayagada web site rayagada.odisha.gov.in and submit the tender papers along with bid processing fees of Rs. 500/- (Rupees Five Hundred only) 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 Veterinary Officer, Rayagada : Convenor Tel :- 06856 291125
2. District Fishery Officer Rayagada : Co-Convenor Tel :- 9438234965


District Fishery Officer
Rayagada


Chief District Veterinary 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	17.12.25	11.00 A.M
2	Date from which the bid documents will be submitted	18.12.25	10.00 A.M
3	Last date of submission of EOI(bid) documents	23.12.25	5.00 P.M
4	Date and time of opening of Technical Bid	24.12.25	10.30 A.M
5	Date of Opening of Financial Bid	24.12.25	11.30 A.M
6	Presentation of Concept note along with Sketch map and Design of Stage, Stalls & Gate to Tender Committee	24.12.25	11.00 A.M
7	Handing over of complete work in all aspect to CDVO Rayagada	01.01.26	12.00 Noon
8	Main Event to be Organized	03.01.26 08.00 A.M to	04.01.26 5. 00 P.M

SECTION II

GENERAL DEFINITION AND SCOPE OF CONTRACT

1. General Definitions

- **Department** means Fisheries and Animal Resources Development Department, Govt. of Odisha.
- **Government** means Government of Odisha.
- **Bid/EOI Inviting Authority** is the Chief District Veterinary Officer, Rayagada & District Fishery 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** are Committees so constituted by the Collector & D.M Cum Chair Person, MOPS Mela, 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 for organization of 2 days MATSYA O PRANISAMPAD MELA-2025, from 03.01.2026 to 04.01.2026.
- 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 of Rayagada district having valid GST Registration for "INSTALLATION OF TENTAGE AND RELATED ACTIVITIES FOR MATSYA O PRANISAMPADA MELA 2025" to be organized in the G.C.D Ground, Rayagada from 03.01.2026 to 04.01.2026.
- The bids complete in every respect should reach the O/o the Tender inviting Authority latest by 23.12.2025, 5:00PM by Speed Post /Regd. Post/ Tender Drop Box kept at the office of the C.D.V.O, Rayagada.
- Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay.
- 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 Final Bid should be put into a third Cover, which should be super-scribed as "BID FOR INSTALLATION OF TENTAGE AND RELATED ACTIVITIES FOR MATSYA O PRANISAMPADA MELA 2025" and should be addressed to:

**Chief District Veterinary Officer, At-Near Kalimandir Chhak, Rayagada
Po-Rayagada/ Dist- Rayagada, Pin- 765001**
- The Sealed tenders "Cover A" (Technical Bid) submitted by the bidders will be opened in the Office of the CDVO, Rayagada on 24.12.2025, 10.30 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.
- The bidders can take the tender documents from of the O/o the CDVO, Rayagada from account section by making a Govt. deposit of Rs.500 /- (Rs. Five hundred only) towards cost of tender paper and tender processing free.

SECTION IV

GENERAL TERMS AND CONDITIONS

1. The Tender Inviting Authority working in the F&ARD Department, Govt. of Odisha requires installation of Tentage and related works on the eve of MATSYA O-PRANISAMPAD MELA-2025" to be held in the G.C.D Ground, Rayagada from 03.01.2026 to 04.01.2026.
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.
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 supply items within the stipulated period i.e 11.11.2024, 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 Veterinary 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. *The authority reserves the right to accept /reject all the bids or any part of it without assigning any reason thereof.*
19. **Tender processing Fee and EMD:**
 - a) The bidder shall deposit an amount of **Rs.500/- (Rupees five Hundred only)**, in the name of Chief District Veterinary Officer, Rayagada towards cost of tender paper and **BID processing fee (non-refundable) in shape of Account payee demand draft/ online transfer.**
 - b) The demand draft / online transaction slip (in the name of Chief District Veterinary Officer, Rayagada, Payable at Rayagada only) of online transfer or Govt. money receipt of Rs. 500/- is to be attached with the technical bid documents (non-refundable).
 - c) An amount of **Rs.13,000/- (Rupees Thirteen Thousand)** (in the name of Chief District Veterinary Officer, Rayagada, Payable at Rayagada only) towards **BID security fee(EMD)** through Account payee demand draft/ fixed deposit pledged to CDVO, Rayagada/bank guarantee from any commercial bank need to be submitted along with the bid documents. The BG form should have validity of at least 45 days beyond the BID Validity period.
 - d) 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.
 - e) **Performance Security:-** An amount of **Rs. 32,000/- (Thirty Two Thousand only)** will be deposited by the qualified bidder in shape of Banker's Cheque / Demand Draft in favor of "C.D.V.O Rayagada" drawn in any scheduled commercial bank payable at Rayagada only. The Performance security amount will be refunded back to the bidder after 60 days from the completion of the event.
 - f) 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.
 - g) 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 Veterinary Officer, Rayagada

Account No: 11038920092

IFSC: SBIN0000169

SBI Main 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 30 th November 2025).	<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 (2022-23, 2023-24 and 2024-25).• 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.20.00 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.20.00 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 CDVO, Rayagada on their letter head expressing his interest to participate in the District Level MOPS Mela.	<ul style="list-style-type: none">• Expression on Interest on bidder's Letter Head.• Declaration that the price quoted is not more than open market price
6	Refundable EMD of Rs. 13,000/- (Rupees Thirteen Thousand) only in shape of DD from any scheduled commercial banks favoring the CDVO, Rayagada) should be furnished along with other documents.	Original D.D 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 hall, Pantry & Dining Area and present before the Tender Evaluation Committee at 11.00 A.M on 24.12.2025 after opening of Technical bid.	Concept note must be presented on 24.12.2025 by 11.00 A.M
8	The completed work in all respect to be handed over to the CDVO Rayagada on 01.01.2026 by 12.00 Noon.	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 Matsya O PraniSampad Mela-2025, 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:-

Sub Activity	Brief Descriptions
Exhibition Stalls (25 numbers)	Labour & Hire charge for erection/installation of 12ft 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, One double stair rake (as per demand) at back wall of the stall, 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 32ft width x 25 ft depth X 13 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 (with decoration), decorative works of as Fiber Plate of 4 ft X.5ft depth x 4ft height x 4 pcsettings 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 12'x8' 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, Flowers, 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 along with Stage Sound & Lights.
Gate (Welcome Gate for Road Entry)	Labour & hire charges for erection of one Gate with side walls and top fascia written with "District Level Matsya O PraniSampad Mela-2025" in Odia with suitable flexes posters depicting activities of Fisheries & A.R.D 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, sufficient flower decoration etc as per requirement.
Gate (Entrance Gate for field entry)	Labour & hire charges for erection of one Iron struts gate with side walls and top fascia written with "District Level Matsya o PraniSampadMela-2025" in Odia with suitable flexes posters both for top & side walls, depicting activities of Fisheries & A.R.D 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, sufficient flower decoration etc as may be specified.
Training/General Meeting venue	Labour & hire charges for erection/installation of sitting arrangement(Chairs) for 700 person (600'x42') with water proof roof cover, 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 4mtr. 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.
VIP Enclosure-cum-office room	Labour & hire charges for erection/installation of 15 ft wide X20ft depth 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 (orange color) providing three sides wall, Red carpeting, as per approved drawing and design & fully equipped with furniture like Sofas, Chairs, Centre Tables, Wall mounted TV with internet facilities, with an attached temporary Bio-Toilet facility required to be setup.

CONSTRUCTION OF STALLS AND OTHER CONSTRUCTION WORK

Temporary toilets	a) One temporary bio-toilet attached to the VIP Enclosure b) Eight temporary bio-toilets blocks, separate for gents (4 nos) and ladies (4 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 standee 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
Live Animal & Fish Demonstration	An Area of 25 ft X 53 ft to be tented and will be compartmentalized by 10 nos of 10'x10' each with a middle pathway of 5' width. There will be side barricading from 3 sides. Besides 8 nos of Stalls of 7.5 ft x10 ft x 10 ft each with bamboo barricading as partitioned.
Pantry Stall for Participants	Labour & hire charges for erection of stall for Fooding place Arrangement with all Tent items including all charges as per direction of Office-in-charge. Another stall for Lunch with tables with top cover and frill of size 2 x 8 ft (wooden/Iron)for meals stalls and water stalls at lunch area zone with a special compartment for VIP & invited Guests.
Security service	For Parking Space, Main Gate, Stage, Meeting Venue, Live Animals and night duty.
Flower Decoration	Flower Vase with Sufficient fresh and Live flower decoration to gates, Main Stage, VIP Room & each stall.
Safety & Security	CCTV Setup for Field with 10 Camera Sets. Electric Tower of 20 ft height standee 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.
Arrangement for Attendants of Live Animal/Staff	Mattresses with Bed Sheet & Pillow – Fifteen each.
Power Supply Back Up	Adequate Power supply back up to the ground by providing required no of Generators of 250 KVA/125 KVA for two 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 new Cloth, Chairs etc to the stalls, One double stair rake (as per demand) 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.V.O Rayagada & D.F.O 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.V.O Rayagada / D.F.O 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.
 - 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 Veterinary Officer, Rayagada shall write to the TPSODL 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 TPSODL.
 - (iii) The Successful bidder has to assist Chief District Veterinary Officer, Rayagada in obtaining clearance from the Electrical Inspector /TPSODL for minimum connected load from 01.01.2026 and full connected load till the exhibition is over on 04.01.2026 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 two days i.e. from 03.01.2026 to 04.01.2026.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. DOCUMENTATION – Photography, LED TV, etc.

Documentation Photography of the District level Mastya O Pranees Sampad 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 number of still photographs as required by the client. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Farmer Scientist Interaction, Live Demonstration of Mela, Advertising & Publicity etc. Two sets of *still photos in mat finishing paper* of 4" X 6" size in an album with digital copies should be submitted in office within 7 days to CDVO, Rayagada of the completion of the event.

9. MANPOWER/SECURITY AND MOBILITY SUPPORT

Provisioning of sufficient man-power for day-to-day activities and security of the Mela up to 04.01.2026.

10. Legal Jurisdiction

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

District Fishery Officer, Rayagada

Sd/-
Chief District Veterinary 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.(Not mandatory)
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 these 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 Price bid must be in a tender format (Annexure-IV) giving the quoted rate with specification for each of items required with total cost including GST, 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 2 days inclusive of all taxes and other charges (in Rs.)
1	Tentage of 25 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	Tentage of one no of Training/General Meeting venue & other allied works as specified in Section VI	
6	Tentage of one VIP Enclosure-cum-office room& other allied works as specified in Section VI	
7	Tentage of Temporary toilets& other allied works as specified in Section VI	
8	Parking space	
9	Tentage of one Help Desk/Control Room & other allied works as specified in Section VI	
10	Tentage of open space exhibition for Live Animal & Fish Demonstration as specified in Section VI.	
11	Tentage of one Fooding Stall, lunch stall & other allied works as specified in Section VI	
12	Photography & documentation	
13	P.H, Sanitation, Electrification	
14	12'x8' LED Video walling on back of the stage with connected devices	
15	Security Services as specified in Section VI	
16	Flower Decorations as specified in Section VI	
17	Safety & Security with CCTV setup as specified in Section VI	
18	Power supply Back Up along with 1 no of Gen set(32 KV) as specified in Section VI	
19	Sanitation& Drinking Water Facility as specified in Section VI	
20	Other as specified by bidder	
	Add GST in Rs	
	Grand Total in Rs	

(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), compared with the specified work quality 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 bidder shall have to install the tentage and related activities as per the schedule of requirement in the GCD ground, Rayagada for organization of the Mela for 2 days from 03.01.2026 to 04.01.2026.
- b. The bidder will be allowed to start his work in the Railway ground, Rayagada by the morning of 28.12.2026 and the work should be complete in every respect by **12 Noon on 01.01.2026**.
- 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 CDVO, 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.

D.F.O Rayagada

Sd/-
C.D.V.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 Veterinary Officer, Rayagada, Odisha, event management to conduct District level "Matsya O PraneeSampad Mela" scheduled to be organised from date 3rd January to 4th January, 2026 at the G.C.D 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 Veterinary 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 " Matsya O Pranisampad Mela-2025" 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 PL 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 Veterinary 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 last Three Years)

(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	Specification & 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 Veterinary Officer, Rayagada, Odisha

WHEREAS.....(name and address of the bidder) (here in after called "the supplier") has undertaking, in pursuance of contact no.....dated..... to CDVO 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 VETERINARY OFFICER, RAYAGADA in writing. We theBranch..... further agree that a mere demand by CHIEF DISTRICT VETERINARY 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 VETERINARY 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

Memo No 5580 Date 17.12.2025

Copy submitted to the Collector Cum Chairman Organizing Committee" Matsya O Pranisampad Mela- 2025 Rayagada for favor of kind information and necessary action.

Chief District Veterinary Officer
Rayagada

Memo No 5581 Date 17.12.2025

Copy submitted to the Director, Animal Husbandry & Veterinary Services Odisha, Cuttack for favor of kind information and necessary action.

Chief District Veterinary Officer
Rayagada