

BID DOCUMENT

FOR

**1. EVENT ARRANGEMENT, TENT, LIGHT,
SOUND, CERTIFICATE & MEMENTOS
AND**

2. LUNCH & REFRESHMENT

FOR DISTRICT LEVEL PM SHRI UTSAV

Notice Inviting Tender No. / Dated.

DISTRICT EDUCATION OFFICE, RAYAGADA

DISTRICT EDUCATION OFFICE, RAYAGADA

No. 744 /2026,

Date. 28 / 01 / 2026

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & credible Tent House/Firms/agency, Caters, Printers for EVENT ARRANGEMENT, TENT, LIGHT, SOUND, CERTIFICATE & MEMENTOS AND LUNCH & REFRESHMENT for District Level PM SHRI UTSAV in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Items	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
EVENT ARRANGEMENT, TENT, LIGHT, SOUND, CERTIFICATE & MEMENTOS	Rs. 1000/-	Rs.14337 /-	Date. 11.02.2026 by 05.00 P.M.	Dt. 12.02.2026 at 04.00 P.M.
LUNCH & REFRESHMENT		Rs.9594 /-		

The detailed BID document is available in the district website <https://rayagada.odisha.gov.in>. Interested and eligible Tent Houses/firms/agency, Caters, Printers may download BID DOCUMENT from the above website and apply accordingly. Corrigendum/ addendum if required will be uploaded in the above web site.

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

28/01/26
District Education Officer
Rayagada

Memo No. 745, Dated: 28 / 01/2026

Copy submitted to District e-Governance Manager, Collectorate, Rayagada for information and necessary action. He is requested to hoist this **SHORT TENDER CALL NOTICE** in district web site.

28/01/26
District Education Officer
Rayagada

Memo No. 746, Dated: 28 / 01/2026

Copy submitted to the Director, Information & Public Relations Department, Govt. of Orissa / the D.I.P.R.O, Rayagada for information and necessary action. They are requested to publish the Notice Inviting Tender for one instance only in 02 widely circulated Odia daily newspapers within a financial limit of Rs.5000/- (five thousand only) each under intimation to this office.

28/01/26
District Education Officer
Rayagada

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IMPORTANT INFORMATION TO THE BIDDER

Sl. No.	Particulars	Details
1.	Tender Inviting Authority (TIA)	O/o THE DISTRICT EDUCATION OFFICER, RAYAGADA
2.	Availability of the Bid document	https://rayagada.odisha.gov.in
3.	Date of Issue of the Bid	Date: 28.01.2026
4.	Last date and time of receipt of the BID only through speed post / registered post / courier.	Date.11.02.2026 by 05.00 P.M.
5.	Date & Time for opening of Technical BID.	Date.12.02.2026 at 04.00 P.M.
6.	Date of opening of Financial BID	Will be declared after evaluation of Technical BID
7.	Bid Processing Fee (Non-Refundable)	Rs. 1000/- (Rupees Two Hundred) Only in shape of Banker's Cheque drawn in any nationalized/scheduled bank favouring MO SCHOOL ABHIYAN, DISTRICT EDUCATION OFFICER, RAYAGADA payable at RAYAGADA which will be annexed with the Technical Bid separately for each category of items.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs. 14,337 /-(Rupees Fourteen thousand Three hundred Thirty Seven) Only for EVENT ARRANGEMENT, TENT, LIGHT, SOUND, CERTIFICATE & MEMENTOS. Rs. 9,594/- (Rupees Nine thousand Five hundred Ninety Four) Only for Lunch & Refreshment. In shape of Banker Cheque / DD drawn in any nationalized /scheduled bank favoring MO SCHOOL ABHIYAN, DISTRICT EDUCATION OFFICER, RAYAGADA payable at RAYAGADA which will be annexed with the Technical Bid separately for each category of items.
9.	Address & mode of submission of proposal	O/o The District Education Officer, Rayagada. e-mail id: deorayagada27@gmail.com Mode of Submission: Through speed post / registered post / courier in favour of the District Education Office, Rayagada. Submission of bid documents through other mode and late Bid will be rejected.
10.	Place of Opening of Proposal	DEO Office, Rayagada /Collectorate, Rayagada
11.	Point of Delivery & Completion of supply	At the G.C.D High School Playground, Rayagada 1. Tent & Event arrangement to be completed by one day before the programme. 2. Certificates & Mementos to be delivered at DEO Office by One day before the programme. 3. Tiffin by 08.00 A.M. & Lunch on the day of the programme.
12.	Submission of Performance Security & Signing of agreement.	@5% of the contract cost on the day of issue of work order (Differential amount than that of EMD)

BID DOCUMENT

FOREVENT ARRANGEMENT, TENT, LIGHT, SOUND, CERTIFICATE&MEMENTOSANDLUNCH &REFRESHMENT

The District Education Officer, Rayagada invites bids from the reputed & credible Tent Houses/firms/agency, Caters and printers for District Level PM SHRI UTSAV .The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. Eligibility Criteria: FOR EVENT ARRANGEMENT, TENT,LIGHT,SOUND,CERTIFICATE & MEMENTOS:-

The Tent House must have:

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

For **Lunch & Refreshment:** The bidder

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

2. Application Procedure:

The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "**Technical Bid for EVENT ARRANGEMENT, TENT, LIGHT, SOUND, CERTIFICATE & MEMENTOS AND LUNCH & REFRESHMENT**" as per item for which bid to be submitted. Both sealed envelopes should be kept in another sealed envelope super scribed "**Tender for EVENT ARRANGEMENT, TENT, LIGHT, SOUND, CERTIFICATE & MEMENTOS AND LUNCH & REFRESHMENT**".

(a) Technical Bid & Financial Bid.

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

- (b) The Bid document shall be available in website <https://rayagada.odisha.gov.in/> and the cost of the tender paper is to be enclosed in shape of crossed banker's Cheque in favour of " MO SCHOOL ABHIYAN, RAYAGADA", payable at RAYAGADA along with the Technical BIDEarnest Money Deposit (EMD): The bidder is to submit EMD amounting to Rs. 14,337 /- (Rupees Fourteen thousand Three hundred Thirty Seven) Only for EVENT ARRANGEMENT, TENT,LIGHT,SOUND,CERTIFICATE&MEMENTOS.Rs. 9,594/- (Rupees Nine thousand Five hundred Ninety Four) Only for Lunch & Refreshment.

- (c) The EMD (Refundable- without interest), may be submitted in shape of Banker's Cheque from any Nationalized or scheduled bank drawn in favour of " **MO SCHOOL ABHIYAN, RAYAGADA**", Payable at **RAYAGADA**, failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the unsuccessful bidders shall be refunded within 10 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted or in case of a successful bidder who (i) fails to execute the work within specified period & (ii) not submitted performance security and/or express its inability to supply the material within the stipulated period. The EMD of successful bidder shall be adjusted against performance security to be submitted.
- (d) The interested Bidders are to enclose self-attested photocopies of the above documents as per eligibility, criteria as mention at above point no. 1 in the **Technical Bid envelope**. The bid document submitted without the above documents/papers shall not be considered and rejected.
3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

4. **Submission & opening of Tender:**

- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before 11.02.2026 by 05.00 P.M. addressed to O/O The District Education Officer, Rayagada only in sped post / registered post / courier. The Authority is not responsible for any delay. No other mode of submission of bid shall be entertained.
- (b) Late Bidders: Any bid received by the authority after the scheduled time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time on 12.02.2026 at 04.00 P.M. in the DEO Office, Rayagada/Collectorate, Rayagada in presence of the committee members and bidders or any authorized representatives of the bidders present on the spot at that time.
- (d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date time & place of opening of Financial BID will be communicated after evaluation Technical BID.

5. Specifications:

EVENT ARRANGEMENT, TENT, LIGHT, SOUND

SI No	Items	Size/Nos	Remarks
1	Stage	40x25 Feet	Programme
2	Green Room		At Both Sides Of Stage
3	Audience Sitting Place	200'x100'	
4	Ac Cooler For Stage	2 Nos	
5	Ceiling	White Cloth With Tarpolin	
6	Stall/Pavilion	10'x10'- 50 Nos	With proper electrification arrangements.
7	Iron Table With Cloth	150 No's	For Pavilion
8	Tent For Dining Area	5000 Sqft	
9	Fibre Chair	900 Nos	
10	White coloured cushion Chair	50Nos	
11	Sofa Single Seated	10 Nos	
12	Two Seater Sofa	10 Nos	With White Turkish Towels
13	Carpet(Green & Red)	Stage &Audience Area	
14	Teapoy With Cloth	5 Nos	
15	Podium	1	
16	Sound System With Mouth	2 cordless with 1 stand mouth	
17	Generator	One set	
18	Still Photo and Videography		
19	Flower Decoration	Stage Only	
20	Balloon (Orange & White)	Stage & Audience Area	
21	Banner	25'X10" & 20"X3"	With Flex
22	Standee	3'X7'- 10 No's	With Flex
23	Selfie point	6'X4'- 1 Nos.	With Flex

For lunch & refreshment

SI No	Items	Size/ Nos	Remarks
1	Tiffin	900 people	Uppama long with green pea curry, plastic spoon with press dana for 02 days.
2	Lunch	900 people	Rice, dal, mix veg, Chicken, paneer, papad for 02 days
3	Lunch plate	900people	Card board laminated
4	Water bottle	Dispenser with jar	Required for the full day for 2 days, as per actual.
5	Water bottle	500 ml x 900	Required for 2 days
6	Water tanker	2 tank	Required for 2 days
7	Disposable paper glass	As per requirement	Required for 2 days
8	Wash basin	10	Required for 2 days

For Certificate & Mementos

SI No	Items	Size/Nos
1	Memento total:	170 nos.
	Certificate	8.5X11 inch/300 GSM / Glossy Art Paper, Total 170nos.
2	Badges double ribbon round with Orange &white	80 pc for Guest

6. Evaluation of BID:

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

7. Acceptance or Rejection of the Bids:

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

8. Award of Contract:

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

9. Performance Security Deposit:

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

10. Requirement & Delivery Schedule:

The selected L-1 firm shall complete the delivered and install/fix/fit all requisite Tent, Light, Sound &E vent Arrangement items in all respect by 04.00 PM of one day before the programme at the G.C.D High School Playground, Rayagada in ready to use conditions. The Certificates & Mementos to be delivered at DEO Office by One day before the programme.

11. Payment terms:

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

12. Penalty:

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

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

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

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

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

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

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

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

20. Resolution of Disputes:

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

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

21. Applicable Law and Jurisdiction of Courts:

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

28/1/26
District Education Officer,
Rayagada

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

To:

[Location, Date]

The District Education Officer,
Rayagada, Odisha, Pin - 765001

Subject: For EVENT ARRANGEMENT, TENT, LIGHT, SOUND, CERTIFICATE & MEMENTOS AND LUNCH & REFRESHMENT in PM SHRI UTSAV.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process: **For EVENT ARRANGEMENT, TENT, LIGHT, SOUND, CERTIFICATE & MEMENTOS AND LUNCH & REFRESHMENT in PM SHRI UTSAV** in accordance with your Tender Call Notice No. ____/____/____/____/2025 dated _____. I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately.

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **90 Days** from the date of opening of the financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

I/We remain,

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

Bidder/s's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid processing fee Details Amount :Rs.1000/-	
7	EMD details	
8	GSTIN	
9	PAN / TAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	YES
11	Confirm to accept all the terms and conditions as specified in the Bid Document	YES

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

Check list of documents & Items to be enclosed with Technical Bid

Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Proof of Office in the Rayagada		
2	valid PAN / TAN		
3	valid GST Registration Certificate		
4	Filed Income Tax Return for last Three Years		
5	DD/Banker's Cheque amounting to Rs.1000/- as bid processing fee		
6	Proof of Tent House service to Govt. Programme (Work Order) If any		
7	Valid Food License		
8	EMD in shape of Demand Draft / Bankers cheque / Bank Guarantee		
9	Duly filled in, signed & sealed Tech-1, Tech-2 and Tech-3 & Tech-4 formats.		
10	Duly filled in FIN-1 & FIN-2 Form		

Place:

Date:

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

(In Bidder's letter Head)

[Location, Date]

To:

The District Education Officer,
Rayagada, Odisha, Pin-765001.

Undertaking / Declaration

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, I am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [In full and initials]
Name and Designation of Signatory with Date and Seal:

Address of the Bidder

COVERING LETTER**(In Bidder's Letter Head)**

[Location, Date]

To

**The District Education Officer,
Rayagada, Odisha, Pin-765001.****Subject: For EVENT ARRANGEMENT, TENT, LIGHT, SOUND, CERTIFICATE & MEMENTOS AND
LUNCH & REFRESHMENT in PM SHRI UTSAV.**

Madam/Sir

I, the undersigned, offer For EVENT ARRANGEMENT, TENT, LIGHT, SOUND, CERTIFICATE & MEMENTOS AND LUNCH & REFRESHMENT in PM SHRI UTSAV.in accordance with your Tender Call Notice No. _____, Dated: _____. Our attached Financial Proposal is for the sum of Rs. _____ [*Insert amount(s) in words and figures**].

The quoted rate is inclusive of all taxes.I do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <90> days from the date of opening of the Financial bid. I have carefully read and understood the terms and conditions of the Bid document and do hereby undertake to provide the article accordingly.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

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

(**) Amount must match with the one indicated in FIN-2.*

(In Bidder's Letter Head)

Particulars	Rate to be Quoted as per Item/specifications including all taxes (In Rs.)	Rate to be Quoted as per Item/specifications including all taxes (In Rs. Word)
EVENT ARRANGEMENT, TENT, LIGHT, SOUND, CERTIFICATE & MEMENTOS		
LUNCH & REFRESHMENT		

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

Place:

Date:

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