

DIRECTORATE OF HANDICRAFTS, ODISHA

1ST FLOOR, HEADS OF DEPARTMENT BUILDING, UNIT-V, BHUBANESWAR-1

Tele-fax: 0674-2396745

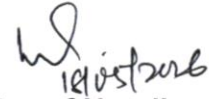
E-mail ID: dhciori@gmail.com

No. 2914

/Dated. 18-05-2026

Tender Call Notice

Sealed Tenders are invited from registered Event Management Agencies/Firms for "Selection of an Event Management Agency for Design, Fabrication and Erection of Tentage with Allied Activities for organizing Handicrafts Exhibitions inside the State during the year 2026-27". The last date and time of submission of proposal through Speed Post/ Registered Post/ Courier only is **09.06.2026 up to 05.00 P.M.** Refer website for details: www.crafts.odisha.gov.in / www.handloom.odisha.gov.in. Detailed Tender Document with other information is available in the above websites. The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

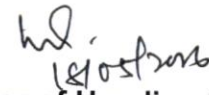


Director of Handicrafts,

Odisha

Memo No. 2915 /Dated. 18-05-2026

Copy forwarded to the Additional Secretary to Govt., HT&H Department for information with a request to publish the Tender Call Notice with Tender Document (enclosed) in the website of the HT&H Department on 19.05.2026 for wide publication.



Director of Handicrafts,

Odisha

**TENDER DOCUMENT FOR SELECTION OF
EVENT MANAGEMENT AGENCY FOR
DESIGN, FABRICATION & ERECTION OF
TENTAGE WITH ALLIED ACTIVITIES FOR
ORGANISING HANDICRAFTS EXHIBITIONS
INSIDE THE STATE DURING THE YEAR 2026-27**

NO. 2914 / DATED, 18.05.2026

**PUBLISHED BY:
DIRECTORATE OF HANDICRAFTS, ODISHA
BHUBANESWAR**

DISCLAIMER

The information contained in this Tender Document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Directorate of Handicrafts, Odisha or any of its employees, is provided to Applicants on the terms and conditions set out in this Tender Document and such other terms and conditions subject to which such information is provided.

This Tender Document is not an agreement and is neither an offer nor invitation by Directorate of Handicrafts, Odisha to the prospective Applicants or any other person. The purpose of this Tender Document is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this Tender Document. This Tender Document includes statements, which reflect various assumptions and assessments arrived at by Directorate of Handicrafts, Odisha in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This Tender Document may not be appropriate for all persons, and it is not possible for the Authority, its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this Tender Document. The assumptions, assessments, statements and information contained in this Tender Document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Tender Document and obtain independent advice from appropriate sources.

Information provided in this Tender Document to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Directorate of Handicrafts, Odisha accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Directorate of Handicrafts, Odisha, its employees make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender Document or arising in any way in this Selection Process.

Directorate of Handicrafts, Odisha also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this Tender Document.

Directorate of Handicrafts, Odisha may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Tender Document.

The issue of this Tender Document does not imply that Directorate of Handicrafts, Odisha is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the assignment and Directorate of Handicrafts, Odisha reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Directorate of Handicrafts, Odisha or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Bid, regardless of the conduct or outcome of the Selection Process.

A. Objectives of this Tender:

The Handicraft Sector has been recognized as a potential sector for providing self-employment both in rural & urban areas with less capital investment, use of simple technology and is having ample scope for marketing with value addition.

The Directorate of Handicrafts, Odisha is looking after promotion and development of handicrafts industries in the State under administrative control of Handlooms, Textiles & Handicrafts Department.

The Government has a proactive policy to provide a marketing platform to the Handicraft artisans of the State through participation in exhibitions. As part of Marketing Assistance & Publicity strategy, Directorate of Handicrafts, Odisha organizes a number of exhibitions in the State.

Directorate of Handicrafts, Odisha is inviting bids from eligible Bidders for “Selection of an Event Management Agency for Design, Fabrication and Erection of Tentage with Allied Activities for organizing Handicrafts Exhibitions inside the State during the Financial year 2026-27”.

Primary objectives of this bid is to select an Agency/ Decorator/ Event Manager who can make the event so attractive& manage smoothly to increase the foot fall of visitors to a highest level so that the artisans participating in the exhibition will sale their products & earn for their livelihood.

B. DATA SHEET

SI No.	Particulars	Description
01.	Assignment Name	Selection of an Event Management Agency for Design, Fabrication and Erection of Tentage with Allied Activities for organizing Handicrafts Exhibitions inside the State during the year 2026-27
02.	Name of the Client Organization	Directorate of Handicrafts, Odisha under Handlooms, Textiles & Handicrafts Department, Govt. of Odisha
03.	Nodal Officer Contact details	Smt. Soumya Suravita Singh, Deputy Director (H) e-mail: dhciori@gmail.com Mobile: 7681890801
04.	Address of Client Organization	Directorate of Handicrafts, Odisha 1 st Floor, Heads of Department Building, Unit-V, Bhubaneswar-751001 e-mail: dhciori@gmail.com Phone: 0674-2396745
05.	Date of publication of Tender Document	19.05.2026
06.	Deadline for Submission of Pre-Bid Query	25.05.2026 up to 05:00 P.M
07.	Pre Bid Meeting	A pre-bid meeting will be held on 26.05.2026 at 03.30 PM in the Conference Hall of Directorate of Handicrafts, Odisha.
08.	Issue of Pre-Bid Clarification	28.05.2026
09.	Last Date and Time for submission of Bid	09.06.2026 up to 05:00 PM
10.	Date of opening of Technical Bid with Presentation	12.06.2026 at 11:30 A.M in the Conference Hall of Directorate of Handicrafts, Odisha.
11.	Date of opening of the Financial Bid	Will be intimated in due course.

SI No.	Description of Bid	
01.	Selection Method	Quality and Cost Based Selection (QCBS) Method will be adopted for selection of bidder. The weightage for the 'Quality' is 60 (Sixty) and the weightage for the 'Quoted' price is 40 (Forty) . The bidder scoring highest combined marks both in Technical Bid & Financial Bid shall be the preferred bidder.
02.	Clarification	Clarifications may be requested within 07 days from date of publication (25.05.2026 up to 05:00 PM) in writing by email only. The contact information for requesting clarifications is: dhciori@gmail.com
03.	Language	Bids shall be submitted in English language. All correspondence for the assignment shall be in English language.
04.	Bid Processing Fee (Non-Refundable)	The Bidders should deposit Non-Refundable Bid Processing Fee of Rs. 1,000/- (Rupees One Thousand) only in shape of Bank Draft drawn in any Scheduled Commercial Bank in favour of Director of Handicrafts, Odisha, Bhubaneswar, payable at Bhubaneswar . Bids submitted without the Bid Processing Fee will not be entertained.
05.	Earnest Money Deposit (EMD)	The Bidders should deposit EMD of Rs.1,00,000/- (Rupees One Lakh) only in shape of Bank Draft drawn in any Scheduled Commercial Bank favour of Director of Handicrafts, Odisha, Bhubaneswar, payable at Bhubaneswar . Bids submitted without the specified EMD will be summarily rejected.
06.	Technical Bid	<p>The Bid shall comprise the following:</p> <p>1st Inner Envelope should contain Technical Bid documents as follows:</p> <ol style="list-style-type: none"> 1) SCHEDULE - A: Technical Bid Submission Form 2) SCHEDULE - B: Declaration of Bidder with Clause by Clause compliance indicative substantive responsiveness to the terms and conditions by signing and stamping on all the pages of the Original Bid Document by the bidder or its authorized representative. 3) SCHEDULE - C: Power of attorney for signing of Bid 4) SCHEDULE - D: Details of Bidder with updated IT return and GST return of last 03 (Three) Financial years to be furnished (FY 2023-24, 2024-25 & 2025-26). 5) SCHEDULE - E: Description of Experience of Bidder 6) SCHEDULE - F: Annual Turn Over of Agency / Bidder for Last 03 (Three) Financial Years 2023-24, 2024-25 & 2025-26 from Design, Fabrication and Erection of Tentage with allied activities. (Copy of the C.A certificate to be submitted) 7) The bidder should not have been blacklisted by the Central Government /any State Government or their agencies in India on the date of submission of bid. (Self-Declaration by the authorized representative on the bidder's letter head to be furnished)

07.	Financial Bid	<p>2nd Inner Envelope should contain Financial Bid documents as follows:</p> <p>It should contain Financial Bid as per specified format (Schedule-G & H) duly signed by authorized representative of agency with agency seal.</p>
08.	Eligibility Criteria	<p>1. Agency must have work experience of design and erection of stalls/pavilions for State govt. /Central Govt. / PSUs during the period 2023-24, 2024-25 & 2025-26. Minimum 05 (Five) such assignments in each year are required for meeting the minimum Eligibility Criteria.</p> <p>2. The agency must have executed 02 (Two) nos. or more of assignment for design, fabrication and erection of Tentage (Stalls/Pavilions) worth Rs.20.00 Lakh each (Rupees Twenty Lakh) only or above for State govt. / Central govt. / PSUs during each financial year 2023-24, 2024-25 & 2025-26.</p> <p>Note: <u>(Self certified copy of work orders clearly indicating the value of the assignment must be submitted along with the technical bid). Any work order copy submitted without indicating the values/date of assignment/without self-certification shall not be considered for evaluation.</u></p> <p>3. The agency must have minimum average annual turnover of Rs. 100.00 Lakh (Rupees One Hundred Lakh only) from design, fabrication and erection of Tentage (Stalls/Pavilions) during the period 2023-24, 2024-25 & 2025-26.</p> <p>Note: <u>The average annual turnover and net worth mentioned above should be certified by the statutory auditor of the Bidder/agency.</u></p> <p>4. It must have valid electrical license or authorization from any registered electrical contractor for execution of electrical work.</p> <p>5. It must have valid PAN No. (Copies of IT return of Last 03 Financial years to be furnished).</p> <p>6. The Bidder must have valid GST registration certificate. (Copies of updated GST filing with return report of last three Financial years to be furnished.)</p> <p>7. Affidavit for not having been black-listed by any Central/State Government/Any other Autonomous Body/International & National Organization on the date of submission of bid.</p>
09.	Submission of Bids	<p>The Bidders must submit:</p> <p>(a) Technical Bid: one (1) original,</p> <p>(b) Financial Bid: one (1) original</p> <p>The Bidders shall not have the option of submitting their bids electronically.</p>
10.	Validity of the Bid	For the Financial year 2026-27
11.	Letter of Award	To be intimated to selected Bidder/agency
12.	Starting date of event	To be intimated to selected Bidder/agency

Note:

1. Director of Handicrafts, Odisha reserves the right to change any schedule.
2. Tender complete in all respect addressed to “**The Director of Handicrafts, Odisha**” must reach to the Address of Client Organization through Speed Post / Registered Post / Courier only on or before the stipulated date and time (**i.e up to 05:00 PM on 09.06.2026**). The Bids received beyond the last date and time will be rejected without assigning any reason. The authority reserves the right to reject any / all the bids without assigning any reason thereof.

C. GENERAL TERMS & CONDITIONS OF THE TENDER:

1. Bid Processing Fee (Non-Refundable): The Bidder should deposit a Bid Processing Fee of **Rs.1,000/-** in shape of Bank draft drawn in favour of Director of Handicrafts, Odisha, Bhubaneswar, payable at Bhubaneswar which is non-refundable. This provision is to cover the administrative and technical cost of handling bids.

2. Earnest Money Deposit (E.M.D): The Bidder should deposit EMD of **Rs.1,00,000/-** in shape of Bank draft drawn in favour of Director of Handicrafts, Odisha, Bhubaneswar, payable at Bhubaneswar. Bids without the specified EMD will be summarily rejected. The EMD amount of Rs.1,00,000/- will be retained after completion of an exhibition / fair and the amount will spill over to the next succeeding event as EMD. It is to mention here that multiple exhibitions may be held at different locations in the State during the current financial year. The EMD will be converted to security deposit for the events in sequential order & returned after successful completion of all the events.

3. Bidding Process: -

- a) Agencies shall submit the bids containing one outer sealed envelope in which two separately sealed inner envelopes containing Technical and Financial Bids as detailed below. The name and address of the agency should be mentioned on left side bottom each envelope. The language of the Bids as well as the supporting documents shall be in English.
- b) **Inner Sealed Envelope-I:** The cover of the envelope should clearly have mentioned as “**Envelope-I– Technical Bid for Selection of an Event Management Agency for Design, Fabrication and Erection of Tentage with Allied Activities for organizing Handicrafts Exhibitions inside the State during the year 2026-27**”. It will contain the Technical Bid as per specified format (Schedule A, B, C, D, E & F) and any other relevant documents, duly signed by authorized representative of agency with agency seal, EMD and Non-refundable Bid Processing Fee towards the cost of Tender Document.
- c) **Inner Sealed Envelope–II:** The cover of the envelope should clearly have mentioned as “**Envelope-II– Financial Bid for Selection of an Event Management Agency for Design, Fabrication and Erection of Tentage with Allied Activities during the year 2026-27**”. It should contain Financial Bid as per specified format (Schedule-G & H) duly signed by authorized representative of agency with agency seal. The financial bid should contain the quoted rates of all items of the Schedule-I exclusive of the GST. The GST should be indicated separately. The rates quoted shall be valid for all events to be organized by this Directorate during the financial year 2026-27 inside the state. The no. of events may be changed as per the decision of the competent authority and at anywhere inside the state.

- d) **Outer Sealed envelope – III:** The cover of the envelope should clearly have mentioned as “**Tender Document for Selection of an Event Management Agency for Design, Fabrication and Erection of Tentage with Allied Activities during the year 2026-27**”. This outer envelope which contains the Sealed Envelope– I and Sealed Envelope- II.
- e) All the pages of the Tender Document including the tender paper have to be serially numbered, sealed and duly signed by the Bidder / authorised representative.
- 4. Pre-Qualification Documents to be submitted: -**
- (a) Non-Refundable Bid Processing Fee of **Rs.1,000/-** towards cost of Tender Paper in shape of Bank Draft.
- (b) EMD of **Rs.1,00,000/-** in shape of Bank Draft.
- (c) Copy of work order including its completion certificate in respect of execution of 02 (Two) nos. or more of assignment towards Design and Erection of Tentage worth Rs. 20 Lakh each (Rupees Twenty Lakh) only for State govt. /Central Govt / PSUs. during each financial year **2023-24, 2024-25 & 2025-26**.
- (d) Copy of work order for minimum 15 nos. of assignments for Design and Erection of Tentage for State Govt. /Central Govt. / PSUs during the financial years **2023-24, 2024-25 & 2025-26**.
- (e) Copy of valid registration documents of Bidder/ agency.
- (f) Copy of PAN and updated IT return for the year **2023-24, 2024-25 & 2025-26**.
- (g) Copy of valid GST registration certificate and updated GSTR 3B & GSTR 9 for the year **2023-24, 2024-25 & 2025-26**
- (h) Audited statement of accounts for the year **2023-24, 2024-25 & 2025-26**.
- (i) Copy of valid trade licence.
- (j) Undertaking of non-engagement of child labour in judicial affidavit as per Child Labour Act.
- (k) Copy of valid electrical licence/ authorization from registered electrical contractor for execution of electrical work.
- (l) Copy of licence/ authorization from licensed agencies towards housekeeping service.
- (m) Copy of licence/ authorization from security service agencies for engagement of security personnel.
- (n) Copy of M.A. (Fine Arts) certificate of designer/ visualizer engaged in the Bidder. The relevant self-attested copy of documents in support of the above claim should be furnished.
- 5. Selection process:** The Agency / Decorator / Event Manager will be selected on the basis of **Quality and Cost Based Selection (QCBS)** Criteria and marking of Technical Evaluation will be 100, out of which marks for technical presentation will be 40.

Stage- 1: Short listing of Technical Bids

The Technical Bids will be short listed based on the Eligibility Criteria.

Stage- 2: Evaluation of Technical Bids

The shortlisted Technical Bids will be evaluated as per the Evaluation Parameter given below:

Item No.	Criteria	Max. Marks	Marking Parameters / Remarks
1.	No. of Work Orders executed for similar nature of work in last 03 (Three) years	30	Work costing: a) Minimum 15 (Fifteen) assignments -10 Marks b) 06 (Six) nos. work of value ≥ 20.00 lakhs-10 Marks c) 02 (Two) nos. of additional work of value ≥ 30.00 lakhs – 10 Marks
2.	Average Turn over	20	a) ≥ 100.00 lakhs- 10 Marks b) ≥ 200.00 lakhs- 05 Marks ≥ 300.00 lakhs- 05 Marks
3.	Valid EPF & ESI certificate along with minimum 10 no. of employees in pay roll.	10	No Marks will be awarded if nos. of employees in pay roll is less than 10.
4,	Presentation on Concept, Drawing & Design and execution of the event (soft & hard copy should be submitted before presentation)	40	To be evaluated on the basis of the presentation on each of the item like Main Gate, Inner Gate, Office, Display Stall, Demo stall, Stage, Facia, Theme Pavillion etc.
	Total: Technical Bid Score (TBS)	100 Marks	
	Minimum Technical Bid Score (TBS) required for getting to Stage- 3 is 70 Marks		

Stage- 3: Evaluation of Financial Bids

- a. Financial Bids of the Technically qualified bidders short-listed at Stage-2 shall only be opened.
- b. The rate(s) quoted by the bidders should be inclusive of all costs, conveyances, installation & dismantling but exclusive of taxes.

The bidder having quoted **lowest price shall be given 100 marks. Financial Bid Score (FBS) of the other bidders will be evaluated by using following formula**

$$\text{FBS} = \frac{\text{Amount Quoted by the Lowest Bidder} \times 100}{\text{Amount Quoted by Corresponding Bidder}}$$

Stage- 4: Calculation of Combined Score (QCBS Method)

Technical Bid Weightage (TBW) will be given **60%** and Financial Bid Weightage (FBW) will be **40%** for calculation of Combined Score.

$$\begin{aligned}\text{Combined Score (CS)} &= [\text{TBS} \times \text{TBW}] + [\text{FBS} \times \text{FBW}] \\ &= [\text{TBS} \times 0.6] + [\text{FBS} \times 0.4]\end{aligned}$$

The bidder obtaining the highest Combined Score (CS) shall be declared as the successful bidder.

6. **Filling the Tender rates:** - All the Tenderer should fill up the rate tendered in figure as well as in words. The tender form may be filled in English and all entries made by hand in black ink. Over writing of rates are not permitted. All corrections should be attested by the Tenderer. The rate indicated in words would be the final in case of any discrepancy arises with the rate indicated in figure.
7. **Duration of the Exhibition / Fairs:** *The duration of the Exhibitions / Fairs shall be normally 7 to 10 days. However, in case it is extended up to 03 (Three) days, no extra payment shall be made to the Agency. In case the Fair extended for more than three days, extra payment for each extended day(s) beyond 13 days shall be made at the rate not exceeding proportionate cost for 13 days.* The agency will normally get a period of 5 to 7 days to complete all tentage works including electrification before the day of the event. Similarly, there will be 2 to 3 days will be given for dismantling. After completion of the fair, the Agency shall have to take away all the materials immediately after the event is over & vacate the site within the stipulated time. He will have to pay 25,000/- (Rupees Twenty-Five Thousand) only per day for the days he occupies for vacating the site beyond the permissible period or as demanded by the authorities of the ground whichever is less. The ground may be handed over to Competent Authority after proper cleaning of the ground as per Waste Management norms failing which the penalty amount fixed by the Authority will be recovered from the Decorator.
8. It is the responsibility of the agency to obtain clearance certificate from the Competent Authorities for clearance of the ground.
9. The Decorator has to submit the detail concepts and working layout plans as per ground measurement accommodating all components of the event. Carry out modification in conceptual designs considering the design suggestions of the Mela Authority / Statutory Authorities.

- 10.** The progress of the work shall be checked and supervised by authorized officers to ensure that the work is done as per the specifications & time schedule. All the materials used in the erection work should be covered under insurance at the own cost of the Decorator.
- 11.** The works listed in the schedule may be modified with addition or deletion of items at short notice in the interest of the event. Extra modified items of work will be executed at mutually agreed rates / comparative market price / lowest tendered price quoted whichever is less duly finalized by the committee. No advance will be allowed for execution of the work. The agency will be responsible for upkeep & maintenance of the entire work done by him till the closing of the Fair, for which, no extra payments shall be made. Breakages & damages in any work shall immediately be settled & no extra payment will be made for any damage, breakage or loss on account of any reason or natural calamities.
- 12.** No part of the contract will be sub-let to any other Agency / Contractor.
- 13.** It will be responsibility of the agency to obtain requisite permissions from Police, Fire, Electricity and other allied offices for organizing the events prior to commencement of the programme. He will also obtain required structural stability certificate from the competent authority for the infrastructures to be erected at the Fair ground at their own cost. It will also be the responsibility of the Agency to coordinate with the concerned authorities and arrange all civil, electrical connection and other amenities that may be required for running the fair. However, necessary correspondences to the concerned authorities will be made by this Directorate. Security Deposits, installation charges and consumption charges for all civil & electrical connections for the fair shall be paid by the Directorate. Moreover, it will be the responsibility of the agency to liaison with the competent authority for installation of temporary VIP toilet in the Office/Control room.
- 14.** As regards electrical works, the Agency will have to engage qualified licensed Electrician / Contractor entitled to erect, handle and maintain high tension supply line and its upkeep & maintenance in consultation with authorized technical person.
- 15.** As regards sweeping and cleaning service etc. the agency will have to engage experienced and licensed agencies to provide such service during the event period.
- 16.** The Agency will not use any materials other than those specified in the tender without the prior permission of the Competent Authority.
- 17.** The Agency will have to arrange sanitary & water supply arrangements for their own workers to avoid unhygienic condition inside the Fair ground.
- 18.** The extra energy/ electric supply to meet the requirement are to be provided through running generator and the same is to be provided by the agency as per requirement without any extra cost of fuel.

- 19.** The agency will ensure the security agency to be engaged possess all statutory criteria laid down by Govt.
- 20.** The agency will have to submit the bill after completion of the event. The joint verification of construction work with other arrangements with respect to work order will be done by authorized officers of the Directorate in presence of representative of the agency. Basing on report of the verifying officers, a committee would evaluate the execution of the work with respect to the work order and in case of any lapse, proportionate amount, as decided by the committee would be deducted from the bill. The verification report must be signed by representative of the agency and verifying officers.
- 21.** Adequate no of Fire Extinguishers as approved by Fire Authority shall have to be installed both for common and electrical fire. Similarly, adequate no of buckets (Specially designed for firefighting) containing water and sand to be installed. They should be installed at places as directed by the Fire Authority. The agency will have to obtain the fire safety certificate from the concerned fire authority. Electrical light and fan fittings are to be arranged with necessary wiring on main line separately for (a) fan (b) light (c) night lamp, distribution and point wiring including switch, main switch etc., using ISI standard wire and light fittings & approved by the local electrical authority. All fittings should be properly focused to enable enough / proper lighting at the stall / Demonstration area / Office / Gates / Facia / Entire ground.
- 22.** Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. A representative conducting negotiations on behalf of the bidder must have the written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.
- 23.** The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in Godown of tenderers by nominating a Committee to ascertain the credibility of the firm. Conditional tender in any form whatsoever will not be qualified/ considered and will be liable for outright rejection.
- 24.** The Earnest Money Deposit (EMD) of successful Tenderer will be retained for successful completion of the contract and shall be returned only after period of contract is over.
- 25.** No modification to the bid documents shall be allowed once it is received by the authority.
- 26.** The agency should not have been indulged or convicted by any court of law. No adverse orders should have been passed against the agency by any Government authorities. No investigation by any authority as stated above should be pending against the agency.

- 27.** The successful bidder/event management agency shall be entirely responsible for safe execution and management of the event and shall comply with all applicable provisions of the Odisha General Financial Rules (OGFR), Odisha Transparency in Public Procurement Rules, labour laws, fire safety regulations and other statutory requirements.
- 28.** The agency shall be solely responsible for any accident, injury, death, loss or damage caused to any person, Government property or third-party property arising out of negligence, omission, defective arrangements or violation of safety norms during execution of the work.
- 29.** In case of any serious lapse, accident or safety violation, the competent authority reserves the right to terminate the contract immediately and forfeit the Security Deposit without prejudice to any other action permissible under law.
- 30.** The agency shall indemnify and keep indemnified the Government against all claims, damages, compensation, litigation, liabilities and expenses arising out of any mishap, accident or negligence attributable to the agency or its personnel.
- 31.** In the event of any mishap caused due to non-compliance of safety instructions issued by the authority, penalty as deemed appropriate by the competent authority may be imposed and the agency may also be blacklisted/debarred from future participation in Government tenders.
- 32.** Notwithstanding anything contained in the aforesaid clauses and in the accompanying schedules, the authority is competent to effect change of the venue and the schedule accordingly or even cancel the event before the work is formally awarded and the event management agency will not have any claim against the authority for the preliminary work(s) or any other expenses incurred in connection with this tendering for the work and further proceedings thereon until such alternation or cancellation.
- 33.** The event management agency will have to go through all the precautions and shall have to obey all the latest Pandemic/ Natural Calamities guidelines, as issued by Govt. of India, Govt. of Odisha and in force during the organization of the event. The agency shall not have any claim in case of any Force Majeure viz. fires, floods, epidemics, quarantine restrictions, strikes, earthquakes and freight embargoes, wars or revolutions etc.
- 34.** Any attempt to influence the tender process in any manner shall lead to disqualification of the bidder and initiation of appropriate action as per rules.
- 35.** The authority reserves the right to terminate the contract at any time in public interest, administrative exigency, unsatisfactory performance, breach of contract or violation of any terms and conditions of the tender without assigning any reason thereof, and the decision of the authority shall be final and binding on the agency.
- 36.** All disputes arising out of or in connection with the tender/contract shall be subject to the jurisdiction of the competent courts at Bhubaneswar only. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof and also reserves the right to accept any part of the tender and award the remaining work to any other event management agency as deemed fit in the interest of the Government.

TECHNICAL BID
(On Bidders' Letter Head)

[Location, Date]

To

The Director of Handicrafts, Odisha
1st Floor, Heads of Departments Building, Unit-V
Bhubaneswar – 751001

Subject: Selection of an Event Management Agency for Design, Fabrication and Erection of Tentage with Allied Activities for organizing Handicrafts Exhibitions inside the State during the Financial year 2026-27.

Madam,

We, the undersigned, offer to provide services for the captioned assignment in accordance with your Tender Document and our Bid. We are hereby submitting our Technical Bid.

We hereby declare that all the information and statements made in this Bid are true and accept that any misrepresentation contained in it may lead to our disqualification.

If negotiations on any particular assignment are held during the period of validity of the assignment, our Bid is binding upon us subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Bid you receive.

Yours sincerely,

Signature of the
Authorized Signatory

Name of the Signatory: _____

Designation: _____

Name of Bidder: _____

Address: _____

Seal of the Bidder

1. SCHEDULE – B

DECLARATION BY BIDDER

(On Bidder's Letter Head)

[Location, Date]

To

The Director of Handicrafts, Odisha
1st Floor, Heads of Departments Building, Unit-V
Bhubaneswar – 751001

Subject: Selection of an Event Management Agency for Design, Fabrication and Erection of Tentage with Allied Activities for organizing Handicrafts Exhibitions inside the State during the Financial year 2026-27.

Madam,

1. With reference to the Tender Document for Selection of an Event Management Agency for Design, Fabrication and Erection of Tentage with Allied Activities for organizing Handicrafts Exhibitions inside the State during the Financial year 2026-27, No. dated....., I/we, having examined the Tender Document and understood their contents, hereby submit my/our Bid for the captioned assignment. The Bid is unconditional and unqualified.
2. All information provided in the Bid and in the Appendices is true and correct.
3. This statement is made for the purpose of qualifying as a bidder for undertaking the captioned assignment.
4. I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Bid.
5. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. We certify that we have not been barred by Government of Odisha (GoO), or any other state government in India (SG) or Government of India (GoI), or any of the agencies of GoO/SG/GoI from participating in their projects.
8. I/ We have examined and have no reservations to the Tender Document, including any Addendum issued by the Authority.
9. I/ We do not have any conflict of interest in accordance the Tender Document.
10. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Tender Document, in respect of any tender issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State.

11. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the Tender Document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
12. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive for the captioned assignment, without incurring any liability to the bidders, in accordance with the Tender Document.
13. I/ We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the captioned assignment.
14. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
15. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
16. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the bidder, or in connection with the Bidding Process itself, in respect of the captioned assignment and the terms and implementation thereof.
17. I/We have studied the Tender Document carefully and also understood the scope of the assignment. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the bidding process including the award of assignment.
18. The Fee has been quoted by me/us after taking into consideration all the terms and conditions stated in the Tender Document.
19. I/We agree and undertake to abide by all the terms and conditions of the Tender Document. In witness thereof, I/we submit this Bid under and in accordance with the terms of the Tender Document.

Yours sincerely,

Signature of the Authorized
Signatory

Name of the Signatory: _____

Designation: _____

Name of Bidder: _____

Address: _____

Seal of the Bidder

SCHEDULE – C

POWER OF ATTORNEY FOR SIGNING OF BID

(On Bidder’s Letter Head)

Know all men by these presents, We, _____ (name of the Bidder and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of and presently residing at, _____ who is [presently employed with us/ and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid against the Tender Document for Selection of an Event Management Agency for Design, Fabrication and Erection of Tentage with Allied Activities for organizing Handicrafts Exhibitions inside the State during the Financial year 2026-27 by Directorate of Handicrafts, Odisha (the “Authority”) including but not limited to signing and submission of all applications, Bid and other documents and writings, participate in bidders’ and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Service Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Bid for the said assignment and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAS EXECUTED THIS POWER OF ATTORNEY ON THIS DAY MONTH OF, 2026.

Yours sincerely,

Signature of the Authorized
Signatory

Name of the Signatory: _____

Designation: _____

Name of Bidder: _____

Address: _____

Seal of the Bidder

2. SCHEDULE – D

DETAILS OF BIDDER (On Bidders' Letter Head)

SI No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder Mobile No. Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
6	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
7	PAN Number	
8	GSTIN No.	
9	Willing to carry out the assignment as per the stipulated in Schedule of Quantities mentioned at Schedule-I	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal _____

**The bidder has to furnish supporting documents in respect of SI No. 2 and 4 to 8.*

3. SCHEDULE- E

BIDDER'S PAST EXPERIENCE DETAILS

(On Bidders' Letter Head)

Table -1 (Lists of completed Assignments of similar nature during last 3 years)

Sl. No.	Period	Assignment and Duration	Name of the Client	*Contract Value (in INR)	Date of Award / commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

[*Contract value of Rs. 20 Lakh or more]

Note: Bidders are requested to furnish the list of the similar assignments undertaken/ completed during the last three Financial Years (2023-24, 2024-25 & 2025-26) having contract value of Rs. 20 Lakh or more each as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Assignments of similar nature means organization of Mela, Fairs, Exhibitions etc. at International, National & State/ Regional Level.

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

4. SCHEDULE – F

ANNUAL TURNOVER OF BIDDER

(On Bidders' Letter Head)

Details	FY 2023-24	FY 2024-25	FY 2025-26
Turnover from Event Management Business only (in Lakh)			
<p>Supporting Documents:</p> <p>Audited certified financial statements for the last three FYs (2023 -24, 2024-25, 2025-26) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p>Filled-in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected .No scanned copy will be entertained.</p>			

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder:_____

5. SCHEDULE – G

FINANCIAL BID

(In Bidder's Letter Head)

[Location, Date]

To

The Director of Handicrafts, Odisha
1st Floor, Heads of Departments Building, Unit-V
Bhubaneswar – 751001

Subject: Selection of an Event Management Agency for Design, Fabrication and Erection of Tentage with Allied Activities for organizing Handicrafts Exhibitions inside the State during the Financial year 2026-27.

Madam

I (Name of Bidder), offer to provide the services for Design, Fabrication and Erection of Tentage with Allied Activities for organizing Handicrafts Exhibitions inside the State during the Financial year 2026-27 by Directorate of Handicrafts, Odisha in accordance with your Tender (Notice No., Dated.). Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures*]. This amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP 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 180 days. I have carefully read and understood the terms and conditions of the Tender document and do hereby undertake to provide the service accordingly.

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

Yours faithfully,

Signature of the Authorized
Signatory

Name and Designation of Authorized
Signatory with Date and Seal:

Address of the Bidder:

6. SCHEDULE – H

FINANCIAL BID

Attach the duly filled-in Schedule of Quantities, including The quoted rates, as specified in **Schedule-I**.

N.B.: Quantities / units mentioned are approximate and may vary as per requirement and final decision taken by the Director of Handicrafts, Odisha. The quantification does not entail claim to the successful bidder for work executed, but will be paid on actuals verified by a Team of verifying Officers only. The Director of Handicrafts, Odisha reserves the right to alter, reduce, add, or delete any item, quantity, or specifications during the actual execution of work.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____

1. SCHEDULE - I

SCHEDULE OF QUANTITIES FOR ORGANIZING HANDICRAFTS EXHIBITIONS INSIDE THE STATE DURING THE YEAR 2026-27					
Sl. No.	Particulars As per details in Standard specification	Qty	Unit	Rate per unit (in Rs.)	Total Amount (in Rs.)
	Ground Preparations:				
1	Cleaning & levelling of ground and sand filling etc.	LS	LS		
	Construction of Stalls with other arrangement				
2	Construction of Bamboo structured, waterproof tarpaulin roofing display-cum-exhibition stalls of dimension 12ft x 12ft or 10ft x 10ft having New white cloths covering three sides with metallic / wooden barrier preferably 8ft height clean GCI sheets walling in the back side for protection with designed fascia fixed in Iron/ Steel frame on the front. The stalls should have a 6-inch height rigid bottom platform covered with good quality ply wood and carpet matting. 03 tier wooden rack of 10' long and 1'3" width for each step. Height of 1 st step- 2'6", 2 nd step-1'3" & 3 rd step-1'3".	100	Per No.		
	Theme Pavilion-cum-Audio Visual Room				
3	Theme pavilion Bamboo structured of 30ft X 30ft. and 6" height rigid bottom platform covered with good quality ply wood, carpet matting and Waterproof Tarpaulin roof with two (2) Gates at front & back of the Pavilion. Theme based roof and wall of Pavilion with Ply Wood, Flex, Wooden batten (As per requirement), One Live Demonstration section of 14ft X 5ft, Product Display area in the middle with 2 Steps on two Sides and Product Display areas of 7.5ft X 5ft with Flex / Fabric covering outside the Theme Pavilion as per requirement	LS	LS		
4	Podium structured standees with Board on top for display about schemes of Handicrafts Sector / Product making process.	09	Per No.		

5	Vinyl printed sun boards 3ft(W) x 4ft(L) size having description about schemes of Handicrafts Sector / Product making process.	09	Per Sqft.		
6	Flex of 14ftX8ft size inside the Pavilion in the Demonstration Counter.	01	Per Sqft.		
7	Flex of 10ftX4ft size on the Pillar in the middle of the Pavilion.	04	Per Sqft.		
8	Selfie point Minimum 4ft(H) x 8 ft(W) (made of Acrylic material and decorated with natural flowers may be used to get original 3D Effect) at the entry of Pavilion / designated location.	LS	LS		
	Demonstration Stall:				
9	Demonstration stall of dimension 20ft x 20ft. having good quality bamboo structured with water proof ceiling with designed facia fixed in Iron/ Steel frame in all side. The stalls have a 6" high rigid bottom platform covered with good quality ply wood and carpet.	05	Per No.		
	Food Stall:				
10	A Dedicated space for Food Stalls and Dining area with barricading to be earmarked with round Dining Table/ Chairs for Visitors (One table & four chair for each stall)	08	Per No.		
11	Construction of waterproof roofing Bamboo Structured Food stalls of dimension 15ft x 15ft having New white cloths covering three sides with metallic / wooden barrier preferably 8-inch height GCI sheet walling in the back side for protection with designed facia fixed in Iron/ Steel frame on the front. The stalls should have a 6-inch height rigid bottom platform covered with good quality ply wood and carpet. Kitchen area of 15ft x 6ft in back side of each stall will be made with GCI roof and walling.	08	Per No.		

	Office-cum-Control Room:				
12	The Office-cum-Control Room of dimension 50 ft. x 30 ft. excluding the veranda attached to all sides should be structures of good quality bamboo with water proof ceiling at the top and side walls covered with flex & facia in all sides. There will be a 6" height rigid bottom platform covered by good quality plywood boards, new carpets with flower decoration on all sides (Office-cum-Control room, Chamber of Director, VIP lounge with attached Toilet, sanitary fittings along with provision of toiletries like Hand wash, Towel, Room spray etc. and Storage / Pantry room with one Steel Almirah). All the chambers shall be separated by plywood boards covered with white cloth.	LS	LS		
13	Banquet Chairs for Guests and Staffs	50	Per No. / Day		
14	Sofa set (3 Seater size)	02	Per No. / Day		
15	Sofa set (2 Seater size)	04	Per No. / Day		
16	Sofa set (1 Seater size)	06	Per No. / Day		
17	Table with Iron / Steel Legs [4ft (L)x 2.5ft(W)]	04	Per No. / Day		
18	Front Table (Octonorm Table), Size- 42inch (L)x24inch(W)x30inch(H)	04	Per No. / Day		
19	Executive Wheel Chair (with Arm)	01	Per No. / Day.		
20	One Computer system / Laptop with UPS and duplex printer	LS	Per day		
21	Cushioned Plastic moulded chair with (with Arm)	20	Per No. / Day		
22	4 Ton Tower A.C	02	Per No. / Day		
23	Tea poy / Center table	06	Per No. / Day		

24	Tea cups with Saucer (Good quality)- Set of 6	02	Per Set / Day		
25	Water Glass (Good quality)- Set of 6	02	Per Set / Day		
26	Disposable Glasses (Set of 20 or 30)	200	Per Pc.		
27	Table Napkin	05	Per Packet		
	Stage for Inaugural ceremony with other arrangement				
28	A stage of dimension 12ftx8ft with 6 inch wooden platform and ply wood with decent backdrop with flower decoration/other decorative and other arrangement (Idol of God, Lamp stand, Incense sticks, Flowers, Marigold flower Garland etc,) for inaugural ceremony.	01	LS		
29	Flower bouquet for Dignitaries (Large size)	05	Per No.		
30	Flower bouquet for Guests (Medium size)	15	Per No.		
	Stage for Cultural Programme				
31	A stage of dimension 16ftx24ftx4ft with wooden plank and ply wood with decent backdrop for cultural programmes decorated with flowers and provision of Speech Podium with all setup.	LS	LS		
	Evening Cultural Programme: Evening Cultural by Singers/Artists/Troupes (Eminent Ollywood / Bollywood Artist) (including with Fees of Artists, Transportation and fooding etc. with musical instrument as per requirement.				
32	Classical Dance of Odisha (Odissi)	LS	Per day		
33	Folk Dance of Odisha (Sambalpuri)	LS	Per day		

34	Folk Dance of Odisha (Chhau)	LS	Per day		
35	Folk Dance of Odisha (Gotipua)	LS	Per day		
36	Folk Dance of Odisha (Paika Dance)	LS	Per day		
37	Devotional Songs (Odia Bhajan) with Troupe	LS	Per day		
38	Old Odia and Hindi songs with Troupe	LS	Per day		
39	Hindi/Odia Gazal with Troupe	LS	Per day		
40	Modern Songs (Odia & Hindi) with Troupe	LS	Per day		
	Office for Fire personnel:				
41	The shed for the fire brigade of dimension 35ftx16ftx18ft should be made of bamboo structure with tarpaulin covering and cloth walling & wooden bottom platform (10ft x 16ft) covered by ply wood with provision of mattress, designed fascia fixed in Iron/ Steel frame.	01	LS		
	Office for Police personnel:				
42	The shed for the Police Personnel of dimension 15ftx15ft should be made of bamboo structure with tarpaulin covering and cloth walling & 6-inch bottom platform by covered by ply wood, designed fascia fixed in Iron/ Steel frame with One steel table and four chairs. Provision of microphone connecting all over the Mela ground.	01	LS		

	Office for Medical and Ambulance personnel:				
43	The shed for the Medical and Ambulance Personnel of dimension 15ft x15ft should be made of bamboo structure with tarpaulin covering and cloth walling & 6-inch wooden bottom platform by ply wood. One steel table with four chairs.	01	LS		
	Temporary Lavatory				
44	Temporary lavatory with 8ft height, four side boundary wall with door facilities, electrification and all PH fittings with separate provision of toilets for both gents, ladies & Physically Challenged (Dibyanga).	10	Per No. / Day		
	Erection of Main gates and Inner gates:				
45	Main gates should be strong bamboo structures with plywood, thermocool and pop setting as per 3D design including solid lettering both in English and Odia written over complete & would be decorated with flower garlands (Pillars height will be of 12ft to 14ft with 20ft to 25ft cleared length between the pillars, and width of pillar will be 4ft all around).	02	Per No.		
46	Inner gates should be strong bamboo structures with plywood, thermocool and pop setting as per 3D design including solid lettering both in English and Odia written over complete & would be decorated with flower garlands (Pillars height will be of 10ft to 12ft with 12ft cleared width between the pillars, length 12ft to 16ft and width of pillar will be 3ft all around)	02	Per No.		
	Certificates, Documentation report, I-card, Passes etc.:				
47	Printing of invitation cards with programme in Matte textured paper Type of paper- 220 GSM paper (As per requirement)	100	Per No.		
48	Printing of certificates in A4 size glossy paper, Type of paper-200 GSM for participants (As per approved design)	400	Per No.		

49	Documentation report of the events with specification of A4 size glossy paper, Type of paper-180 GSM with cover page 300 GSM Art Paper Matt finish, No. of pages- 15 to 20 nos.	03	Per No.		
50	I-card to (laminated glossy paper 250 GSM) to all participants and official staffs (As per req.) Both different in design and colours for officials and participants.	500	Per No.		
51	Leaf lets of Multifold format A4size with 110 GSM paper in digital multicolor printing.	500	Per No.		
52	Printing of Passes (Four Wheeler)	50	Per No.		
53	Printing of Passes (Two Wheeler)	100	Per No.		
	Flex banners, Signage, hoardings and advertising etc.:				
54	Printing, framing and fixing of hoardings with aluminum and flex materials 12ft x 10ft (rate-per sq. ft.) in & around exhibition premises (as per req.). The printing materials (content) will be provided by the Directorate.	1500	Per Sqft.		
55	Printing, framing and fixing of signage of size of 4ft x 2.6ft in different locations. (Assigned by the authority).	1000	Per Sqft.		
56	Printing, framing and fixing of hoardings (4ft x 2.5ft) on all sides of electrical towers. The printing materials will be provided by the Directorate.	800	Per Sqft.		
57	Flex on Handicrafts map/ Terracotta map of Odisha (as per req) to be installed in the fair ground.	300	Per Sqft		

58	8ft height of Cloth Walling / Hessian Cloth with motif / designed Ply boards with motifs at different places of the mela premises as per requirement.	1000	Per Sqft.		
59	8ft height of Hessian Cloth with motif at different places of the mela premises as per requirement.	500	Per Sqft.		
60	Decorative Ply boards with motifs at different places of the mela premises as per requirement.	500	Per Sqft.		
	Electrical installations:				
61	Cabling to entire ground, stalls, Office-cum-Control room, stage and ambience lighting areas with backup to DG set. Provision of Panel Board / MCB / Earthing etc. as per electrical safety norms.	LS	LS		
62	125 KVA Silent DG set with required connections during the Power failure (excluding fuel)	01	Per day		
63	Fuel Consumption per Ltrs / per hour (Fuel rate will be given as per the prevailing Market rate during the period of Exhibition). (As per requirement)	10	Per hour		
64	5A switch & socket in every stalls, Theme Pavillion, Office-cum-Control room etc.	140	Per No. / Day		
65	LED bar light (36W) in every stalls, Theme Pavillion, Office-cum-Control room etc.	280	Per No. / Day		
66	15A switch & socket in Food stalls & Office	10	Per No. / Day		
67	Ceiling Fans (75W) in every stalls, Theme Pavillion, Office-cum-Control room etc.	130	Per No. / Day		
68	Pedestal Fans (190W) in Office-cum-Control Room, Theme Pavillion etc.	10	Per No. / Day		

	Lighting in the Mela Ground, Parking Area, Entrance Road & Pathway with ambience light				
69	Light Tower of size 2f t x 2ft x18ft height made out with Bamboo/MS frame covered with flex/painted cotton fabric / fixed motifs over fabric/ hessian cloth Masking (As per design).	16	Per No.		
70	LED Metal 200W light	64	Per No. / Day		
71	LED Metal 150 W light	30	Per No. / Day		
72	500W Halogen light	20	Per No. / Day		
73	Lamp shed Pipili applique works (Short) for hanging in trees	200	Per No. / Day		
74	Lamp shed Pipili applique works (Long) for hanging in trees	150	Per No. / Day		
75	LED light chain (BLUE, WHITE, & YELLOW)	200	Per Rft.		
	Stage Light and Sound for the Event :				
76	<p>Providing adequate sound system for stage including</p> <ul style="list-style-type: none"> • 08 Nos. PA Speakers (400–500W) • 1 No. 12–16 Channel Audio Mixer • 2 Nos. Corded Microphones (Podium + Speaker) • 1 No. Cordless Microphone (Anchor) • 2 Nos. Mic Stands • Complete wiring & power connection <p>Other Necessary Item to run the show & equipment Smoothly.</p>	LS	Per day		

77	Providing adequate Light system for stage including <ul style="list-style-type: none"> • 04 Nos. LED Par Lights (stage wash) • 04 Nos. LED Flood Lights (front illumination) • 01 No. Light Stand / Small Truss • 02 No. Moving Head Light (Dynamic Effects) 25W • 01 No. of DMX Lighting Controller-192 Channels • Follow Spot Light (Performer Tracking) 20W Beam angle: Adjustable 5°–20 • Fresnel / Profile Light (Theatre Lighting) 50W Beam angle: 15°–30° zoom • Other Necessary Item to run the show & equipment Smoothly. 	LS	Per day		
	LED Screen with stand, required accessories and connections:				
78	LED wall with riser	As per req.	Per Sqft. for entire event		
79	LED wall with riser	As per req.	Per day		
80	LED Screen with stand to be installed for display of documentary film.	As per req.	Per Sqft. for entire event		
81	LED Screen with stand to be installed for display of documentary film.	As per req.	Per day		
	Photography & Videography of the Event:				
82	Photography & Video coverage of the entire event along with use drone Cameras and preparation of both soft & hard copy for photo. (Hard copy of photos consist three albums containing 100 nos, of photographs of significant moments in each album and soft copies of photos & videos to be delivered in one Pen drive)	LS	Per day		
	CCTV installation for Supervision of Event:				
83	Installation of CCTV cameras at strategic points of Mela ground (30 points cameras & 5 sensor cameras to record footfall or as per the direction of the authority.) with one of monitors minimum 55" inch to be installed in the Office-cum-Control room including all cabling, fittings and accessories all complete.	LS	Per day		

Exhibition Ground Facilities :					
84	Net carpeting (Brand new) all over the Mela Ground.	120000	Per Sqft.		
85	Red Synthetic carpeting (brand new) for pathways / Office-cum-Control room/ designated places of the ground.	2000	Per Sqft.		
86	Helium balloon of 18ft diameter with branding printed over it to be floated high for the entire event.	01	Per No. / Day.		
87	Helium balloon of 12ft diameter with branding printed over it to be floated high for the entire event	01	Per No. / Day.		
88	Plastic moulded chair (arm free) in every stall, Theme Pavillion, Office-cum-Control room etc.	380	Per No. / Day.		
89	Iron counter table of size 8ft x 2ft x 2.5ft covering with new white cloth in every stalls, Theme Pavillion etc.	120	Per No. / Day.		
90	Public announcement system with required accessories with 02 Nos. Cordless Mic. in Office-cum-Control Room and connected to all over mela ground with required Horn speakers.	LS	Per day		
91	Hiring charges of Drinking water tanker with arrangement of water pump to be stationed at Exhibition Ground for full time (Tanker to be stationed for 24 hours at the Exhibition Ground.) i) 10,000 ltrs. Capacity.	01	Per Tanker		
	ii) 5,000 ltrs. Capacity.	01	Per Tanker		
92	Drinking Water Jars (20Ltrs) in Office-cum-Control room/ Theme Pavilion/ Fire Personnel Office/ Police Personnel Office	60	Per No.		
93	Drinking Water 500ml bottle	500	Per No.		
94	Drinking Water 300ml bottle	800	Per No.		
95	Construction of in-house stalls of dimension 12ft x 12ft, Backdrop with MS pipe and 24 GSM B/B multicolor printing on SRF / Jindal Flex with 6 inch rigid wooden platform, synthetic matting and customized Rack as per approved design made in anti-termite and Water proof ply.	05	Per No. / Day		

96	Arrangement of Basic sound system with Mic and Musical equipment in Open Air Theatre of OCM-Kalabhoomi for audience of 40 to 50. <ul style="list-style-type: none"> • 2 speakers (500W–1000W each) • 1 mixer (8 channel) • 2 cordless microphones 	LS	Per day		
97	Adequate number of House Keeping staff to be provided (in shift basis) to keep the ground clean all along. (To be engaged in 3 shifts)	10	Per Person / Day		
98	Large size dustbins to be provided in the ground for Garbage collection. (for the entire event)	20	No. / Day		
99	Disinfecting the premises including Stalls, Offices, Ground Food court etc. with Bleaching, Chlorine and Chlorine Compounds or as approved by Authority and Spraying of Phenyl in Toilets, provide Naphthalene Balls in Urinals for at least once, each Day during Daytime (before starting of mela) for entire Mela period.	LS	LS		
Fire Fighting Arrangement					
100	Providing and spraying fire-retardant solution of approved manufacturer conforming to IS 15683:2018 on all the structure erected like walls, ceiling, facias etc. made out of cloth/ hessian cloths/flex as per approved specifications of fire safety guidelines or as directed by the competent authority.	50000	Per Sqft.		
101	Adequate nos. of Fire Extinguishers (10 Kgs) as approved by Fire Authority Authority shall have to be placed both for common and electrical fire.	20	No. / Day		
102	Sand & Water Bucket	10	No. / Day		

	Fooding and Snacks Arrangement: Arrangement of Pantry setup facilities with proper service to visiting Guests, speakers, Media Personnel at Camp Office Media Lounge, Reception Office (Tea, Green Tea, Coffee, juice, soft drinks, mineral water, snacks, cookies, chocolates, dry fruits & etc.				
103	2 nos. Automatic tea/coffee dispenser (for staffs & officials) with all required materials and an operator for serving with earthen/terracotta/best quality paper cups (minimum 150 nos. earthen/terracotta pots + 150 nos. paper cups per day).	Tea-500			
		Coffee-300			
104	High Tea for Dignitaries	20	Per Packet		
105	a)Snacks packets in proper packaging consisting one samosa (singada), one vada (bara), one vegetable chop one with one dry sweet like milk cake / sandesh and one gulabjamun.	500	Per Packet		
106	b) Snacks packets in proper packaging with one veg-sandwich / Petis, one samosa (singada), one vegetable chop, one spring roll with one dry sweet like milk cake / sandesh and one gulabjamun.	150	Per Packet		
107	c) 6 nos. of puri + 1 plate tarkari / 1 plate upama + dalma /6 nos. of idli + sambar/chatni)	100	Per Packet		
108	Dry fruits in gift packet with proper packaging consisting 1 Kg dry fruits like Dates, Kaju, Almond, Pista, Walnut etc.	100	Per Packet		
109	Salted Cashew	03	Per Kg		
110	Non salted Cashew	03	Per Kg		
111	Salt Biscuits	05	Per Kg		

112	Mixtures	03	Per Kg		
113	Cold drinks- 300 ml	200	Per No.		
114	Cold drinks- 250 ml	100	Per No.		
115	Cold drinks- 1 ltr	80	Per No.		
116	Providing catering for Veg meals consisting Jeera Rice/Matar Pulao Rice/ Plain Rice, Roti, Dal Fry, Mix Khata, Veg Kadai curry, Paneer Butter Masala, Mushroom, Salad, Alu Kobi Kasa, Dahi bara/paneer/ Mushroom pakoda, Pampad, Mix fry Vaji, Ice cream, Khiri/Khira/Ras Malai, water bottle one welcome drink.	100	Per Meal		
117	Providing catering for Non-veg meals consisting Mutton with Jeera Rice/Matar Pulao Rice/ Plain Rice, Roti, Dal Fry, Mix Khata, Veg Kadai curry, Paneer Butter Masala, Mushroom, Salad, Alu Kobi Kasa, Dahi bara /paneer/Mushroom pakoda, Pampad, Mix fry Vaji, Ice cream, Khiri/Payesh/Ras Malai with water bottle and one welcome drink (As per orders of Authority)	100	Per Meal		
118	Chicken/Fish with Jeera Rice/Matar Palai Rice/ Plain Rice, Roti, Dal Fry, Mix Khata, Veg Kadai curry, Paneer Butter Masala, Mushroom, Salad, Alu Kobi Kasa, Dahi bara/paneer/ Mushroom pakoda, Pampad, Mix fry Vaji, Ice cream, Khiri/Payesh /Ras Malai with water bottle one welcome drink (Chicken/Fish alternatively as per orders of Authority)	100	Per Meal		

	Security Arrangement:				
119	Deployment of adequate nos. of Security guards from registered and reputed agencies. (To be deployed in 3 shifts)	20	Per Person / Day		
	Miscellaneous Activities				
120	<ul style="list-style-type: none"> • Permission/clearance for fire safety from the concerned fire authority. • Permission from TPCODL for all electrical power supply including clearance from Electrical Inspector. The statutory deposit will be made by the Directorate. • Permission from local Police authorities. • Permission from R & B authorities for erection of stage. • All other necessary and statutory permissions from Govt. departments for organizing the event. 	LS	LS		
Grand Total					
In words (Rupees) only					

NB: Proposal to be quoted for 07 days Event.