



TENDER FOR SELECTION OF AGENCY FOR PREPARATION OF GROUND, CONSTRUCTION OF TENT, STALLS AND STRUCTURES, ENTRANCE GATES, LIGHT AND SOUND SYSTEM, SUPPLY OF CHAIRS & TABLES ETC. AND SUCH ANCILLARY ITEMS FOR THE EVENT OF **"UTSAHA AND MAHAK -2022"** BY ODISHA STATE CHILD PROTECTION SOCIETY (OSCPS).

GOVERNMENT OF ODISHA  
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
ODISHA STATE CHILD PROTECTION SOCIETY (OSCPS)  
MISSION SHAKTI BHAWAN, GANDAMUNDA, POKHARIPUT  
BHUBANESWAR- 751030





**Government of Odisha**  
**Department of Women and Child Development**  
**Odisha State Child Protection Society (OSCPS)**  
**Mission Shakti Bhawan, Gandamunda, Pokhariput**  
**Bhubaneswar- 751030**



Ph.No.2353122/2353049  
E-mail ID-ao.oscps.od@nic.in

No. 4884 /SCPS/TIECA/IECA/0012/2022 Date: 23.12.22

**SHORT TENDER CALL NOTICE**

Sealed tenders are invited from the interested GST registered advertising agencies/event management firms for preparation of ground, construction of tent, stalls and structures, entrance gates, light and sound system, supply of chairs & tables etc. and such ancillary items for the event of "**UTSAHA and MAHAK -2022**" by Odisha State child Protection Society (OSCPS).The Tender completed in all respect shall be deposited in the office of Director, Odisha State Child Protection Society (OSCPS), Mission Shakti Bhawan, Gandamunda, Bhubaneswar-751030 on or before dated **30.12.2022** through **Speed Post or Registered Post** only. The application form of the tender containing general bid information and terms & conditions can be downloaded from the website: [www.wcdodisha.gov.in](http://www.wcdodisha.gov.in) & [www.oscps.nic.in](http://www.oscps.nic.in) from **24.12.2022 to 30.12.2022** The Authority reserves the right to cancel any or all tenders at any stage of the process without assigning any reason thereof.

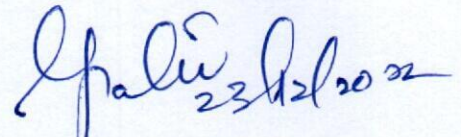
*Galvi*  
23/12/2021

Additional Director  
Odisha State Child Protection Society



## TENDER SCHEDULE

Period of issue of quotation of Documents	<b>From Dt.24.12.2022 to Dt.30.12.2022</b>
Last date & time for submission of quotation Documents	<b>Date: 30.12.2022 by 5.00 P.M.</b>
Place of submission of completed quotation Documents	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokariput, Bhubaneswar-751030 Ph No.0674-2353122
Mode of submission	In Sealed cover super scribing the specific category on the outside cover through Speed Post or Registered Post only
Place, Date & Time for opening of Technical Bid	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokariput, Bhubaneswar-751030 Ph No.0674-2353122 <b>Date 02.01.2023 Time 11.00 A.M.</b>
Place, Date & Time for opening of Financial Bid	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokariput, Bhubaneswar-751030, Ph No.0674-2353122 <b>Date:03.01.2023 Time 11.00 A.M.</b>
Tender Fee	Rs.2,000/- in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar
EMD	Rs.50,000/- in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar
Performance Security Deposit	10% of the Contract Value to be awarded in shape of DD in favour of Director Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar

  
23/12/2022

Additional Director, OSCPS



**Government of Odisha**  
**Department of Women and Child Development**  
**Odisha State Child Protection Society**  
**Mission Shakti Bhawan, Gandamunda, Bhubaneswar-751030**  
**Phone: 0674-2353122, email: [ao.oscps.od@nic.in](mailto:ao.oscps.od@nic.in)**

**TENDER DOCUMENT**

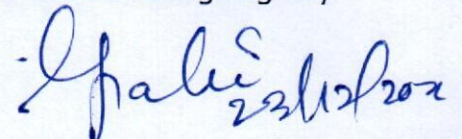
Odisha State Child Protection Society (OSCPS) is a registered society, is an autonomous and implementing agency of Mission Vatsalya of Ministry of Women & Child Development, Government of India. The Mission Vatsalya is a centrally sponsored scheme aimed at Building a protective environment for children in difficult circumstances, as well as vulnerable children from Government.

**"UTSAHA and MAHAK -2022"** are the festivals for the Children residing in the Child Care Institutions. Mostly the festival celebrates through different competition among the Children at state level and district level.

Odisha State Child Protection Society, Department of Women & Child Development, Govt. of Odisha is going to organize **"UTSAHA and MAHAK -2022"** tentatively on 2nd week of January, 2023 in the playground of Unit-VI, Bhubaneswar and at Working Women's Hostel, Bhubaneswar.

Sealed tenders are hereby invited by **Speed Post or Registered Post** only from the interested GST registered advertising agencies/event management firms for preparation of ground, construction of tent, stalls and structures, entrance gates, light and sound system, supply of chairs & tables etc. and such ancillary items for the event of **"UTSAHA and MAHAK -2022"** by Odisha State child Protection Society (OSCPS) on or before **30.12.2022 by 05.00 PM**. Interested agencies shall have to submit a non-refundable Bank Draft for Rs. 2,000/- towards cost of tender paper along with the tender paper in shape of DD in favour of Director, Odisha State Child Protection Society (OSCPS) drawn in any Nationalized Bank payable at Bhubaneswar. Further, Rs.50,000/- towards EMD in the form of DD in the aforesaid manner be enclosed.

The Authority reserves the right to reject any or all offers without assigning any reason thereof.



**Additional Director, OSCPS**



## **(A) SCOPE OF WORK/GENERAL TERMS AND CONDITIONS WITH SPECIFICATION**

### **1.(i) Ground Preparation:**

The entire event place ground is to be cleaned & leveled by machinery equipment before any construction works & after the event, the entire ground should be cleaned thoroughly within 3 days & be handed over to the authority on the date as per the assignment.

### **(ii) Stage Decoration and Backdrop:**

Preparation of stage(20' x 20') and 2.5" height with backdrop (15'x 20') with batten framing and printed flex printing/canvas with drawing and fixing with "UTSAHA and MAHAK -2022" cut-outs synthetic carpeting, podium, VIP chairs, tea-poy, tray with velvet cloth, glass and glass coaster, table cloth, white towel, lamp, candle, match box, camphor etc. for inauguration of the function, signage and standee.

Light and Sound system for stage programme for 4 days

Flower/Balloon decoration for Stage

Bamboo structure, cloth ceiling in front of the stage

Supply of Chairs for 4 days

Ramp to the Stage

Running fascia for the tent

Erection of entrance gate with banner and flower

Flex banner printing

**Sitting Arrangement**-12000 sqft. for 1200 participants. Tarpaulin water proof roof coverage with bamboo and cloth structure on both side of the stage for sitting of audiences full covering from top of the open pandal to steps. All materials like carpet, lamp, flower etc. to be used for opening and closing ceremony. Provision of fire extinguisher with Technical Man power. Within the tent one changing room and one rest room shall be installed

### **(iii) Public Announcement System:**

Public Announcement system with soft music and announcement provision from stage to reach all over the field.

Cordless microphone for announcement as per the requirement.

**(iv) Cleaning and Sanitation:** Cleaning and Sanitation of Unit-VI school ground and Working Women's Hostel, Bhubaneswar in three shifts from 06.00 AM to 09.00 PM including latrines ( both permanent and Temporary) urinals, bath rooms and dining areas inside accommodation places (4 Nos. sweepers in each shift). Cleaning and sanitation of latrines with all sanitary materials in accommodation places (5 and half days). Supply of 20 mobile toilets i.e. 10 for boys and 10 for girls.



(v) **Supply of chairs, tables, Carpets etc. for event:** Details Materials/items to be used:

- a. VIP Chairs- 8 nos. (Stage)
- b. Tea poy-4 nos. (Stage)
- c. Table cloth, towel for VIP chairs, lamp, podium etc. (Stage, Extra towels)
- d. Plastic chairs (without arm) for pavilion & competition stalls-600 nos.
- e. Folding Table-15 nos. and 3 umbrella (Big size)
- f. Plastic chairs(without arm) for Audience-900
- g. Brass/stall sofa sets with tea poy for gallery- 2 nos.
- h. Carpeting of pandal and sitting area & other areas as per requirement
- i. Standee with flex board 6 x 2.5 feet -20 nos.

(vi) **Light and Sound System for Stage:** 125 KVA DG set (Silent) including fuel and transportation cost (the entire stage & dinning program will run through DG set) and ceiling fan fittings.

Power backup, required cabled, connector, power conditioning equipment and connection board etc. with proper earthing.

(vii) **Drinking Water Supply:** Drinking water at venue places for 1300 participants at ground for 2 days for venue with umbrella, table and paper disposable glasses along with Wash basin arrangement at the ground.

(viii) **Accommodation Arrangement:** Bed, mattress, bed sheet, pillow with cover and blankets as per requirement (1200 set required) to be supplied to all accommodation places proper arrangement for placement of beds in rooms including transportation charges (6 days) supply of buckets & mug (10 buckets and 10 mugs for 100 persons ratio subject to modification). Bed arrangements must be completed by the date assigned by the authority in all accommodation places for overall monitoring of all accommodation places, one qualified supervisor is to be deployed to coordinate & make sure for qualitative arrangement for accommodation & transportation arrangement.

(ix) **Side walling and green carpeting:** Befitting side walling wherever necessary to cover the un-used area and for better look, green carpeting of entire area around the tent area to give attractive look and to avoid dust as per requirement. All the area should be floor matted.



2. The Agency will have to start the work immediately after the receipt of the work order from OSCPS, Bhubaneswar
3. The assigned work has to be completed in a time bound manner, which will not exceed more than 3days.
4. The selected agency will be required to comply with the instructions, if any, issued by the OSCPS.
5. The selected agency should be prepared to provide additional materials in case of requirement without charging any additional cost.
6. The agency will be responsible for up keep and maintenance of the entire work done by them till the closing of the event.
7. It shall be responsibility of the successful agency having valid license for electrical works to obtain requisite permission for electricity connection for the event period from statutory bodies.
8. In regards to electrical fittings etc. agency shall have to engage qualified licensed electrician/contract entitled to erect, handle and maintain supply line and its upkeep. All electrical lines, wires and joints should be properly insulated.
9. The authority reserves the right to reject any or all quotation and tenders without assigning any reasons thereof.
10. The rate offered by the agency shall be inclusive of all taxes and duties.
11. The selected agency/firm should open its own office having technical man power and manager throughout the event period to handle any work to be assigned by the authority and should keep at list two persons for each event/activities and accommodation to look after the entire arrangements.
12. The event management agency should submit an execution plan including their strength and man power for four days activities.
13. Performance security shall have to be deposited by the successful bidder at the rate of 10% in shape of Demand Draft.
14. The successful tenderer shall not be entitled to claim any additional amount for any reason whatsoever for the above work.
15. These are only proposed draft terms and conditions and can be modified at any time by the OSCPS at its sole discretion.
16. Agency selected by OSCPS, shall have to give an undertaking to follow all ethics of faith and the information provided by OSCPS and shall maintain quality of work done and in least possible time.



17. A check list as per "**Annexure-A**" is to be submitted.

### **B. Tender Fee**

At the time of submission of the Tender, the Tender Fee of Rs.2,000/- (Rupees Two Thousand only) is to be deposited in shape of DD in favour of Director, Odisha State Child Protection Society (OSCPS) payable at Bhubaneswar.

### **C. Earnest Money Deposit (EMD)**

At the time of submission of the Tender, an EMD of Rs. 50,000/- (Rupees Fifty Thousand) only is to be deposited in shape of DD in favour of Director, Odisha State Child Protection Society (OSCPS) payable at Bhubaneswar. The EMD of the unsuccessful bidders will be returned to them preferably within 30 days of the work order is issued. Non submission of EMD qualifies for rejection of tender documents.

### **D. Performance Security Deposit**

After receipt of the work order, a Performance Security Deposit of 10% of the contract value to be awarded is to be deposited in shape of DD in favour of Director, Odisha State Child Protection Society (OSCPS) payable at Bhubaneswar.

### **E. Technical Bid**

The Technical Bid is to be submitted by the agency in the enclosed format (**Annexure-B**) with a forwarding letter of the firm in sealed envelope separately mentioning in the overleaf. Following firms are eligible to quote for the said works:-

- a. Experience of construction of stalls and event management in major state level festival preferably Children's Festivals.
- b. The agency should have a qualified visualizer with him who should supervise the execution of work throughout the construction of activities and finalize the theme designs in coordination with OSCPS officials.
- c. Should have minimum annual turnover of Rs.20 Lakhs for the agency for last three financial years duly certified by C.A. ending on 31.03.2022.
- d. Execution of similar work for not less than Rs. 20 lakhs as a single Bid for last three consecutive years i.e 2019-20,2020-21 and 2021-22.
- e. Refundable EMD of Rs. 50,000/- in shape of DD drawn in any nationalized bank in favor of Director, OSCPS payable at Bhubaneswar.
- f. Non-refundable DD of Rs. 2,000/- towards cost of Tender Papers drawn in favor of Director, OSCPS.
- g. Copy of Valid GST Registration Certificate of the firm/agency.
- h. Copy of PAN card for income tax and up to date return file in the name of agency/firm for last three years ending 31<sup>st</sup> March 2022.
- i. Copy of TAN;if any



- j. Profile of visualizer for execution of such work(s) who will be involved for supervision of work.

#### **F. Financial Bid**

Financial bid is to be submitted by the Agency in the enclosed format (**Annexure-D**) with forwarding letter of the firm in sealed envelope separately.

#### **G. Process of Selection**

Technical bid will be opened first. The bidders are to qualify in the technical bid and there is no mark or rating for the Technical Bid as it is only for the purpose of qualification. The Financial bid of the bidder who qualified in the technical bid will only to be opened.

#### **H. Evaluation**

Bids received in the office of OSCPS, Bhubaneswar within the stipulated period will be considered for evaluation.

#### **I. Award of Contract**

The contract will be awarded in favour of the bidder who quoted the lowest price in the Financial Bid.

- i) In case more than one agency is quoting the same rate the preference will be given to the agency having more number of experience basing upon the year of establishment of the firm.
- ii) If undecided, the firm having more average turnover of last three years i.e. 2019-20,2020-21 and 2021-22 will be given preference.

#### **J. Department's Reservation**

The department reserves the right to cancel any bid without assigning any reason thereof. The department can recommend for blacklisting of any agency who does not perform or turndown the offer upon receipt of the contract.

#### **K. Submission of the Bid**

The last date of submission of the Bid is on or before **30.12.2022 by 05.00 PM.** by **speed post/registered post** only in the office of Odisha State Child Protection Society (OSCPS), Mission Shakti Bhawan, Gandamunda, Pokhariput, Bhubaneswar-751030.

#### **L. Declaration regarding Blacklisting**

A declaration to the effect that the agency is not blacklisted by any Govt./Public undertaking shall be submitted in the format at **Annexure-E.**



#### **M. Penalty for Non-performance**

If the agency after accepting the work fails to deliver the desired level of work in the stipulated period, then, as per the recommendation of the procurement committee constituted for **"UTSAHA and MAHAK -2022"**, a penalty will be levied to the volume of non-performance. The volume of non-performance will be decided by the above committee after examining the details of work assigned and completed by the agency. The penalty so imposed will be deducted from the 'Performance Security Deposit' available at OSCPS.

#### **N. Legal Dispute**

Any legal dispute arising out of the process of the event should be settled first by mutual consent, then by the process of arbitration and finally by an appropriate court in the jurisdiction of Bhubaneswar.

#### **O. Mode of Payment**

On satisfactory completion of all the processes involved in the programme of **"UTSAHA and MAHAK -2022"**, the agency will submit the bill for payment. On receipt of the original GST bill, payment shall be released through e-transfer to the bank account of the agency after deduction of statutory dues, if any.



**Annexure-A**

**CHECKLIST  
(Attach self attested photocopy)**

<b>Sl.No</b>	<b>Item Name</b>	<b>Details</b>
1	Firm Registration No	YES/NO
2	Tender fee deposited	YES/NO
3	EMD deposited	YES/NO
4	PAN	YES/NO
5	TAN;if any	YES/NO
6	GST Registration No.	YES/NO
7	Labour License	YES/NO
8	Trade License from BMC	YES/NO
9	Average Annual Turnover of last 3 years 2019-20,2020-21 and 2021-22)	YES/NO
10	IT Return of last 3 years (2019-20,2020-21 and 2021-22)	YES/NO
11	Declaration regarding Blacklisting	YES/NO
12	Bank Details	YES/NO

Date:

Signature of the Tenderer/Authorized person

Place:

Name:

Seal



**Annexure- B****TECHNICAL BID FORMAT  
(Photocopy of documents to be attached)**

<b>Sl.No.</b>	<b>Item Name</b>	<b>Details</b>	
1	Name of The Agency		
2	Name of Proprietor/Partner/Director		
3	Full Address of Registered Office, Telephone No., FAX No. and E-mail ID		
4	Full Address of Operating/ Branch Office, Telephone No., FAX No. and E-mail ID		
5	Name, Address & Telephone No. Of Authorized Officer/Person		
6	Year of Establishment		
7	Firm Registration Number		
8	Experience of construction of stalls and event management in major state level festival preferably Children's Festivals.	(Documentary proof to be attached)	
	The agency should have a qualified visualizer with him who should supervise the execution of work throughout the construction of activities and finalize the theme designs in coordination with OSCPS officials.	(Documentary proof to be attached)	
	Should have minimum annual turnover of Rs. 20 Lakhs for the firm/Agency for last three financial years duly certified by C.A. ending on 31 <sup>st</sup> March,2022	(Documentary proof to be attached)	
	Execution of similar work for not less than Rs.20 lakh as a single bid for last three consecutive years	(Documentary proof to be attached)	
9	Annual turnover for last 3 years	2019-20	
		2020-21	
		2021-22	
10	Average turnover of 2019-20, 2020-21 and 2021-22		
11	IT Return of last 3 years (2019-20,2020-21 and 2021-22)		



12	PAN	
13	TAN	
14	GST Registration No.	
15	Bank Details:- Bank Account Number Name of the Account Holder Name of Bank/Branch IFS Code	

N.B.:- Additional Sheets may be attached for the points mentioned above in case the space is not sufficient.

Date:

Signature of Tenderer/Authorized person

Place:

Name:

Seal



**Annexure- C**

**SPECIFICATION FOR FINANCIAL BID FOR CONSTRUCTION OF EVENT OF "UTSAHA and MAHAK -2022"**

SI No	Item of work
1	<b><u>Ground Preparation:</u></b> Cleaning and leveling of the event before and after the construction work, Temporary track with labour, erection of entrance box gate, installation of cloth flag with pipe(5.5ftX3ft) with single colors.
2	<b><u>Stage Decoration and Backdrop:</u></b> Preparation of stage(20' x 20') and 2.5" height with backdrop (15'x 20') with batten framing, arrangement of DAIS and printed flex printing/canvas with drawing and fixing , cut-outs synthetic carpeting, podium, etc., signage, Flower/Balloon decoration for Stage, Bamboo structure, cloth ceiling in front of the stage, Ramp to the Stage, Running facia for the tent, Erection of entrance gate with banner and flower, Flex banner printing, Lamp lighting arrangement. Flower bouquet.  Sitting arrangement of Tent samiana setup (size 200ft X 50ft X 4 Nos shed), one side walling of backdrop side wall, for 1200 participant, Tarpaulin water proof roof coverage with bamboo and cloth structure on both side of the stage Provision of fire extinguisher with Technical Man power. Two nos of Temporary tent, one changing room and one rest room shall be installed.
3	<b><u>Public Announcement System:</u></b> Public Announcement system with Cordless microphone for announcement as per the requirement.
4	<b><u>Cleaning and Sanitation</u></b> Cleaning and Sanitation of Unit-VI school ground and Working Women's Hostel, Supply of 20 mobile toilets.
5	<b><u>Supply of chairs, tables, Carpets etc. for event:</u></b> VIP chairs 8 Nos, Plastic Table-20 ,tea-poy 4 Nos, tray with velvet cloth, glass and glass coaster, table cloth, white towel, carpeting(200ftX50ftX4 Nos shed), Ceiling Fan fitting, dining table with white cloth prill fitting, Security guard,30 plag card,Plastic chairs (without arm) 600 nos.,Folding Table-15 nos. and 3 umbrella (Big size),Plastic chairs(without arm) -900.Brass/stall sofa sets for gallery- 2 nos., standee with flex board 6 x 2.5 feet -20 nos.
6	Light and Sound System for Stage Light and Sound System for the event for 4 days,125 KVA DG set (Silent) including fuel and transportation cost.
7	<b><u>Water Supply:</u></b> Water tanker supply at venue places for 1300 participants, wash basin arrangement at the ground.



8	<b><u>Accommodation Arrangement:</u></b> Bed mattress, bed sheet, pillow with cover and blankets as per requirement (1200 set required), buckets & mug (10 buckets and 10 mugs for 100 person's ratio subject to modification).
9	<b><u>Side walling and green carpeting:</u></b> Befitting side walling and green carpeting as per requirement. All the area should be floor matted.



**Annexure- D**

**FORMAT FOR FINANCIAL BID FOR CONSTRUCTION OF EVENT OF "UTSAHA and MAHAK -2022"**

<b>SI No</b>	<b>Item of work</b>	<b>Specification</b>	<b>Cost (in Rs.)</b>	<b>GST</b>	<b>Total Cost</b>
1	Ground Preparation	As per the specifications mentioned in the Annexure "C" above.			
2	Stage Decoration and Backdrop				
3	Public Announcement System				
4	Cleaning and Sanitation				
5	Supply of chairs, tables, Carpets etc. for event				
6	Light and Sound System for Stage				
7	Drinking Water Supply				
8	Accommodation Arrangement				
9	Side walling and green carpeting				
<b>Total Cost (SI. No. 1 to 9 above) inclusive of all taxes</b>					
In Words					

- Rates quoted should be inclusive of all taxes
- Every page should be duly signed by the authorized signatory.

Date:

Signature of Tenderer/Authorized person

Place:

Name:

Seal



**Annexure-E**

**DECLARATION**

1. I, \_\_\_\_\_, Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Partner/Director/authorized signatory of M/S \_\_\_\_\_ and  
competent to sign this declaration and execute this tender document.
2. I/any member of the agency or organization is not blacklisted by any  
Government/Public Undertaking.
3. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them.
4. 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 tender at any stage besides liabilities towards prosecution under  
appropriate law.

I/We hereby declare that I/We have not been penalized/ blacklisted by any  
Government Department or undertaking.

Place:

Signature of Tenderer /Authorized person

Date :

Full Name:

Seal: