

BID DOCUMENT

**FOR THE WORK "INSTALLATION OF LED PANEL"
FOR**

KALAHANDI UTSAV GHUMURA-2020

**VENUE- LAL BAHADUR SHASTRI STADIUM,
BHAWANIPATNA, KALAHANDI**

ORGANIZED BY

DISTRICT ADMINISTRATION, KALAHANDI

IN ASSOCIATION WITH

ORMAS/DIC/DCC, KALAHANDI

DISTRICT COUNCIL OF CULTURE, KALAHANDI

No. 130 /DCC,

Date 26.12.2019

TENDER CALL NOTICE

Sealed item rate tenders are invited in single cover system by "District Council of Culture, Kalahandi" from intended, reputed Firms / Agencies / Tent House owners holding GST Certificate for the following works separately. The Tender must be submitted with all requisite documents in conformity with Terms & Conditions provided in the DTCN duly self – attested all the pages. Failing which Tender is liable for rejection.

Sl. No.	Name of the Work	EMD in Rs.	Cost of Tender Paper	Time Completion
1	2	3	4	5
1	Tentage and allied works for Kalahandi Utsav 'Ghumura-2020'			
	D. Installation of LED Panel	2,000/-	5,000/-	2days

The bid documents consisting of detailed specification, schedule of quantity and a set of terms and conditions and other necessary documents can be downloaded from the District Website i.e www.kalahandi.nic.in. The tender must be accompanied with demand draft made in favour of "Kalahandi Utsav Ghumura" payable at SBI, Bhawanipatna towards cost of Tender Paper as mentioned at Column-4.

Bids must be accompanied with required EMD of as mentioned at column-3 in shape of demand draft pledged in favour of "Kalahandi Utsav Ghumura" payable at SBI, Bhawanipatna. The bid without EMD shall not be considered for acceptance and is liable for rejection.

The bid documents can be downloaded from District website i.e www.kalahandi.nic.in from 27.12.2019 to 02.01.2020 and will be received up to 02.01.2020 till 04.00 PM both by speed post or register post or in Tender box kept at District Culture Office, Kalahandi. The bids will be opened on 02.01.2020 at 05.00 PM in the DRDA Conference Hall by the District Level Tender Committee in the presence of the bidders or their authorized representatives.

The bid documents received after scheduled date and time shall not be considered. The Tender inviting Authority will not be responsible for late receipt of tender due to postal delay or any other reasons.

The bids incomplete in any shape shall not be considered for acceptance and liable for rejection. In case any doubt, the DCO, Kalahandi may be contacted over Mob No.- 07008861399 for clarification.

The Authority reserves the right to accept or reject any or all tenders/bids without assigning any reason thereof.


District Culture Officer,
Kalahandi

Memo No. 131 /DCC

Date 26.12.2019

Copy to the notice board of the Collectorate / DRDA / Sub-Collector, Bhawanipatna and Dharamgarh / District Culture Office / DI & PRO, Kalahandi for information and necessary action.

Copy to DIO, NIC, Bhawanipatna for uploading the tender paper in the District website from 27.12.2019 at 10.00 AM to 02.01.2020 till 02.00 PM.


District Culture Officer,
Kalahandi

BID SUBMISSION CHECK LIST

Annexure – I

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
1	Covering letter		
2	GST / GSTIN Certificate		
3	PAN Card		
4	Tender paper cost of Rs. 5,00/- in shape of DD in favour of DCO, Kalahandi		
5	EMD of Rs 2,000/- in Shape of DD pledged to DCO, Kalahandi		
FINANCIAL BID			
1	Price bid		



DEFINITION

1. THE TENTAGE AND ALLIED WORKS PROPOSED TO BE CARRIED OUT IN LAL BAHADUR SHASTRI STADIUM IN VIEW OF KALAHANDI UTSAV 'GHUMURA-2020' WHICH IS SCHEDULED TO BE HELD FROM 14.01.2020 TO 18.01.2020.

2. SCOPE OF WORK:- This involves installation of LED Panel 30 ftX12ft including all fitting and fixing and commissioning of the system.

3. TERMS AND CONDITIONS/ INSTRUCTION TO BIDDERS

- a) The bidders can purchase bid documents on payment of Rs.5,00/- in shape of Demand Draft in favour of "DCO, Kalahandi" payable at Bhawanipatna.
- b) The bidders shall deposit E.M.D of Rs.2,000/- (Rupees two thousand only) in shape of Bank Demand Draft in favour of "DCO, Kalahandi". The E.M.D. of the successful bidder will be retained with DCO, Kalahandi till the completion of the work and refunded after payment of final bill. The EMD of the unsuccessful bidder will be refunded immediately after completion of the tender process. Bid without EMD will be rejected.
- c) The bidders must be a Goods & Services Tax (GST) and PAN card holder. The bidder fails to submit GST & PAN card will summarily be rejected.
- d) All bidders shall quote their rate including GST & Insurance for providing services 4 to 5 days.
- e) TDS as applicable will be deducted from the R/A bill amount submitted and will be deposited under appropriate heads of account.
- f) The duration of the exhibition will be for 5 days for PALLISHREE MELA AND **4 DAYS FOR GHUMURA-2020** & KBK Craft Bazaar. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the service provider by the District Administration / DCO, Kalahandi before 05 days of commencement of the exhibition. All the desired works shall be completed at least one day before the scheduled date (12.01.2020) and must be handed over to the officer- in-charges of exhibition as per work specifications.
- g) The bidder shall quote their price for all works separately both in words & figures. If any discrepancy found in between the rate quoted in figures & words, the rate quoted in words will be treated as correct.
- h) The bidders shall quote their rate in the prescribed format.
- i) On completion of the exhibition, the service provider shall have to vacate the ground immediately. Making the ground debris and garbage free.
- j) The service provider shall provide additional services if required at the lowest market price for the items not covered up in the contract.
- k) The assessment of quantum of work done will be made by the bidder & the committee formed for the said purpose. The final payment will be made on the basis of the actual work done and on the recommendation of the committee formed by the Mela-in-charge.
- l) In case of any additional work required, the service provider has to take the prior written permission from the Mela-in-charge.
- m) The Bidder shall be responsible for providing proper/ satisfactory services and maintenance of the entire works done by him till the closing of the exhibition. The authority will not be held responsible for any breakage, damage due to fire, theft & natural calamity and by other means.
- n) No part of the contract shall be sub-let without the prior written permission of the Mela-in-Charge.
- o) It is the responsibility of the service provider to obtain requisite permission for electricity connection / fire services for the entire exhibition period from statutory bodies.

- p) 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 Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof. If needed and tender committee/ authority desires a table negotiation may also be done.
- q) The bids shall be dropped by hand in the tender box placed at the office of the DCO, Kalahandi or will be received through registered post/ speed post on or before 02nd January-2020 up to 4.00 PM. The bids received after the due date & time shall not be entertained. The closed envelope containing the bid must be super scribed "TENDER FOR KALAHANDI UTSAV GHUMURA"-2020
- r) The bidder or the representative of the bidder are requested to attend the opening event of the tender with all original documents /papers for verification. The tender will be opened in the office of the Project Director, DRDA, Kalahandi on dated 02nd January-2020 at 5.00 PM.
- The bidders shall submit self attested photocopies of the required documents duly filled in.
 - Tender paper can be obtained from DCO, Kalahandi on payment of Rs.5,00/- in shape of Demand Draft (DD). It can also be downloaded from the district website i.e. www.Kalahandi.nic.in and can be submitted with paper cost of Rs.5,00/- in shape of DD, EMD of Rs.2,000 /- (Rupees two thousand) only in shape of Bank Demand Draft (DD) in favour of DCO, Kalahandi. The cost of bid documents is non-refundable.
 - Copy of the GST registration certificate and copy PAN card.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.



Signature of bidder

FINANCIAL BID

Name of the Work: Tentage and allied works for KALAHANDI UTSAV(GHUMURA-2020)
Such as Installation of LED Pannel

SI No	Description of Work	Unit	Qty. In Nos.	Quoted Rate (both in words and figure)
1	Hire and labour charges for Installation of 30ftX12ft size LED Panel including fitting, fixing with all accessories etc. complete as per direction of Officer-in-charge. (Rate shall be quoted for four(04) days)	1	1	



Signature of Bidder

SAMPLE COPY OF COVERING LETTER (In Bidders Letter Head)

To:

The District Cultural Officer,
Kalahandi
Odisha-766001

**Sub: Submission of Bids for Ten-age & Allied Works for State Level Pallishree Mela-2020
(Erection & Installation of Stall, Gate & Stage/Electrical installation & PA
system/Installation of LED Panel)**

Sir

I, would like to submit my offer for the above said work in conformity with the detail tender call notice for favour of your consideration and acceptance.

Enclosure:-1. DTCN(Terms & Condition booklet duly signed)
2. Financial Bid
3. EMD
4. GST Certificate/PAN Card
5. DD for Rs_____ towards Tender Paper cost
6. Work experience Certificate
7. Any other documents



Yours sincerely

(Bidder)