

# **BID DOCUMENT**

**FOR THE WORK "INSTALLATION OF LED PANEL & TV SET"**  
For

**KALAHANDI UTSAV GHUMURA -2024**

**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. 613 /DCC,

Date 15-12-2023

## 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   | Cost of Tender Paper | Time Completion |
|---------|--------------------------------------|----------|----------------------|-----------------|
| 1       | 2                                    | 3        | 4                    | 5               |
|         | Installation of LED PANNELS & TV SET | ₹ 2000/- | ₹ 500/-              | 1 days          |

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](http://www.kalahandi.nic.in). The tender must be accompanied with demand draft drawn in favour of "Kalahandi Utsav Ghumura" payable at SBI, Bhawanipatna towards cost of Tender Paper as mentioned in Column-4 above.

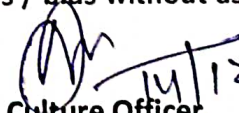
Bid must be accompanied with required EMD as mentioned at column-3 above in shape of Demand Draft pledged in favour of "Kalahandi Utsav Ghumura" payable at SBI, Bhawanipatna. The bid without EMD shall not be considered for acceptance and is liable for rejection.

The bid documents can be downloaded from the District Website i.e. [www.kalahandi.nic.in](http://www.kalahandi.nic.in) with effect from 15.12.2023 and will be received up to 21.12.2023 till 4.00 PM through speed post or Registered post or in Tender box kept at District Culture Office, Kalahandi. The bids will be opened on 22.12.2023 at 5.00 PM in the Conference Hall, ZP, Kalahandi by the District Level Tender Committee in 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.

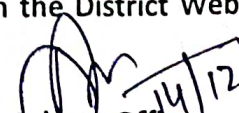
The Authority reserves the right to accept or reject any or all tenders / bids without assigning any reason thereof.

  
District Culture Officer,  
Kalahandi

Memo No. 614 /DCC(KUG), Date 15-12-2023 /

Copy to the notice board of the Collectorate / ZP, Kalahandi / 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 for wide publicity.

  
District Culture Officer,  
Kalahandi

## BID SUBMISSION CHECK LIST

| Sl. No.              | Description                                                                          | Submitted<br>(Yes/No) | Page No. |
|----------------------|--------------------------------------------------------------------------------------|-----------------------|----------|
| <b>TECHNICAL BID</b> |                                                                                      |                       |          |
| 1                    | Covering letter                                                                      |                       |          |
| 2                    | GST / GSTIN Certificate                                                              |                       |          |
| 3                    | PAN Card                                                                             |                       |          |
| 4                    | Tender paper cost of ₹ 500 /- in shape of DD in Favour of 'Kalahandi Utsav Ghumura ' |                       |          |
| 5                    | EMD of ₹ 2,000/- in shape of DD pledged to 'Kalahandi Utsav Ghumura '                |                       |          |
| <b>FINANCIAL BID</b> |                                                                                      |                       |          |
| 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-2024" is scheduled to be held from 14.01.2024 to 17.01.2024 and Pallishree Mela till 18.01.2024.
2. Scope of work: - This involves fitting of LED Panel around the venue & one smart TV set.

### **3. TERMS AND CONDITIONS/ INSTRUCTION TO BIDDERS**

- a) The bidders can purchase bid documents on payment of ₹ 500/- in shape of Demand Draft in favour of "Kalahandi Utsav Ghumura" payable at SBI, Bhawanipatna.
- b) The bidders shall deposit EMD of ₹ 2,000/- (Rupees TWO Thousand Only) in shape of Demand Draft pledged in favour of "Kalahandi Utsav Ghumura". The EMD of the successful bidder will be retained with DCO, Kalahandi till the satisfactory completion of work and will be refunded after payment of final bill. 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 CERTIFICATE & 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 in case of GHUMURA-2024 & KBK Craft Bazaar. In case of any extension of Mela period, no extra payment will be charged for the additional days. The venue shall be made available to the service provider by the District Administration / DCO before 05 days of commencement of the exhibition. All the desired works shall be completed at least one day before the scheduled date (13.01.2024) 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 at the same quoted rate per square feet.
- 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 bidders shall provide fire protection equipment like Fire extinguisher as and when required promptly.

- q) The bidders shall take necessary steps and shall use fire proofing materials in the tentage and allied works as certified by the concerned fire officer & shall obtain necessary certificate from the concerned fire officer before handing over the work.
- r) The service provider shall engage qualified licensed electrician / service provider for all types of electrical works in the Mela in the proper supervision of electrical Executive Engineer & certificate there of shall be submitted.
- s) 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 desires the tender committee/ authority may make table negotiation with the bidders.
- t) **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 21.12.2023 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 ELECTRICAL INSTALLATION IN KALAHANDI UTSAV GHUMURA"-2024.**
- u) **The bidder or the representative of the bidder shall attend the opening event of the tender with all original documents /papers for verification. The tender will be opened in the office of the CDO-cum-EO, Zilla Parishad, Kalahandi on dated 22.12.2023 at 11.00 AM.**
- i. The bidders shall submit self-attested photocopies of the required documents duly filled in.
- ii. Tender paper can be obtained from DCO, Kalahandi on payment of Rs.500/- in shape of Demand Draft (DD). It can also be downloaded from the district website i.e. [www.kalahandi.nic.in](http://www.kalahandi.nic.in) and can be submitted paper cost of Rs.500/- in shape of DD, EMD of Rs.2000 /- (Rupees two thousand) only in shape of Bank Demand Draft (DD) in favour of DCO, Kalahandi. The cost of bid documents is non-refundable.
- iii. Copy of the GST registration certificate and copy PAN card.
- iv. The bidder is required to visit the Dist. Website frequently for any corrigendum. No intimation will be given for that in newspapers.

**ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.**

**Signature of bidder**

**SPECIFICATION FOR LED PANEL & SMART TV FOR “GHUMURA-2024”**

| S.N                                          | Item                                                  | Quantity | S.N                                                     |
|----------------------------------------------|-------------------------------------------------------|----------|---------------------------------------------------------|
| <b>AROUND THE GROUND &amp; DDU-GKY STALL</b> |                                                       |          |                                                         |
| 1                                            | Led Panel Installation of 12ft X 8 ft size LED Panel  | 2        | (i)Two nos. will be installed in two sides of the stage |
| 2                                            | Led Panel Installation of 36ft X 12 ft size LED Panel | 1        | Installation at Main stage                              |
| 3                                            | Smart TV set of 72 inches                             | 1        | Will be installed at Pallishree Mela in DDU-GKY STALL.  |
|                                              |                                                       |          |                                                         |

**Signature of Bidder**

**FINANCIAL BID****Name of the Work: Installation of LED Panel & Smart TV set**

| Sl No | Description of Work                                                                                                                                                                                                    | Unit | Quantity | Quoted Rate per Unit (Both in words and figure) | Total Rate for 4 nos. (Both in words and figure) |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|-------------------------------------------------|--------------------------------------------------|
| 1     | Hire and labour charges for Installation of 12 ft X 8 ft size LED Panel including fitting, fixing with all accessories etc. complete as per direction of Officer-in-charge. (Rate shall be quoted for four (05) days)  | 2    | 2        |                                                 |                                                  |
| 2     | Hire and labour charges for Installation of 36 ft X 12 ft size LED Panel including fitting, fixing with all accessories etc. complete as per direction of Officer-in-charge. (Rate shall be quoted for four (05) days) | 1    | 1        |                                                 |                                                  |
| 3     | Smart TV set of 72 inches in DDU-GKY stall                                                                                                                                                                             | 1    | 1        |                                                 |                                                  |

Signature of bidder

**SAMPLE COPY OF COVERING LETTER (In Bidders Letter Head)**

To

The District Culture Officer,  
Kalahandi  
Odisha-766001

Sub: Submission of Bids for LED Panel & Smart TV set Installation for Kalahandi Utsav  
"Ghumura" -2024

Sir,

In connection with the subject cited above I am submitting herewith my offer for the above said work in conformity with the detail tender call notice for favour of your kind consideration and acceptance with the following self-attested documents.

Enclosure:    1. DTCN (Terms and 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)**