

OFFICE OF THE EXECUTIVE ENGINEER (AGRICULTURE), KALAHANDI DIVISION, BHAWANIPATNA

Letter No. 1206 / E.E. Agril.

Date. 03.11.25

TENDER CALL NOTICE

Sealed tender is invited from interested Firm having GST number for Sub Division Level & District Level Mela on Farm Mechanization as details given below. The sealed tender will be dropped in the Tender box in this office of the Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna during the period from **dated-03.11.2025 10.00 AM to 5.30 PM of dated 12.11.2025**. The sealed tender will be opened on the **date-13.11.2025 at 11 AM** in presence of interested firm and District Level Committee Members in the Conference Hall of the Undersigned.

The Authority reserves the right to accept or reject any or all quotations at any time without assigning any reason thereof.

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 with Tender is liable for rejection.

Sl. No.	Name of the Work	EMD in	Cost of Tender Paper	Time Completion
1	2	3	4	5
1.	Tentage and allied works for "District Level Mela on Farm Mechanization-2025"			
	A. Erection & Installation of Stall, Gate, Stage & Light Arrangements etc.	₹ 12,000/-	₹ 6000 /-	4 days
2.	Tentage and allied works for "Sub Division Level Mela on Farm Mechanization-2025"			
	A. Erection & Installation of Stall, Gate, Stage & Light Arrangements etc.	₹ 6,000/-	₹ 4000 /-	2 days
3.	Printing Service for Various Items for "District Level & Sub Division Level Mela on Farm Mechanization-2025"	₹ 3,000/-	₹ 2000 /-	5 days

The bid documents consisting of detailed specification, schedule of quantity and a set of terms and conditions and other necessary documents. The tender must be accompanied with demand draft made in favour of **"Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna"** payable at **Bhawanipatna** towards cost of Tender Paper as mentioned Column-4.

Bids must be accompanied with required EMD of as mentioned at column-3 in shape of demand draft pledged in favour of **"Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna"** payable at **Bhawanipatna**. The bid without EMD & Tender Paper Cost shall not be considered for acceptance and is liable for rejection.

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.

Executive Engineer, (Agriculture),
Kalahandi Division, Bhawanipatna

P.T.O....

Memo No. 1207/

Date. 03.11.25/

Copy to Notice Board of this office for display & Wide publicity.


Executive Engineer, (Agriculture),
Kalahandi Division, Bhawanipatna

Memo No. 1208/

Date. 03.11.25/

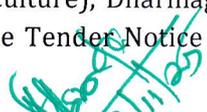
Copy forwarded to the District e-Governance Manager (DeGM), Kalahandi for information and request to publish the same in the Kalahandi website <http://kalahandi.odisha.gov.in> for wide publicity.


Executive Engineer, (Agriculture),
Kalahandi Division, Bhawanipatna

Memo No. 1209/

Date. 03.11.25/

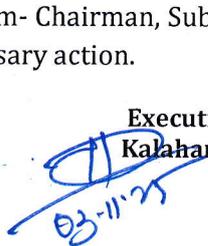
Copy submitted to the Sub Collector, Bhawanipatna/ Dharmagarh/ Chief District Agriculture Officer, Kalahandi/ DIPRO, Kalahandi/ C.D.V.O, Kalahandi/ D.D.H, Kalahandi/ D.F.O, Kalahandi/ P.D, Watershed, Kalahandi/ C.M, Lead Bank, Kalahandi/ D.D.M, NABARD, Kalahandi/ D.S.W.O, Kalahandi/ P.A, ITDA, Kalahandi/ D.M, OAIC, Kalahandi/G.M, DIC, Kalahandi/D.C, APICOL, Kalahandi/A.D.O, Bhawanipatna/ Dharmagarh/ Junagarh/ Narla/ B.A.O, Bhawanipatna/ Th.Rampur/ Narla/ Lanjigarh/ M.Rampur/ Karlamunda / Kesinga/ Junagarh/ Kalampur/ Koksara/ Golamunda/ Jaipatna/ Dharmagarh/ Assistant Executive Engineer (Agriculture), Dharmagarh for kind information and necessary action. They are requested to display the Tender Notice at their office notice board for display & Wide Publicity.


Executive Engineer, (Agriculture),
Kalahandi Division, Bhawanipatna

Memo No. 1210/

Date. 03.11.25/

Copy submitted to the Collector -cum- Chairman, Sub Division & District Level Mela, Kalahandi for favour of kind information and necessary action.


Executive Engineer, (Agriculture),
Kalahandi Division, Bhawanipatna

BID DOCUMENT
FOR THE WORK TENTAGE & ALLIED WORKS

For

DISTRICT LEVEL MELA ON FARM
MECHANIZATION -2025

**Venue- Agriculture College Field, Bhawanipatna,
Kalahandi**

Period of mela- 03.01.2026 to 07.01.2026

Organized by

**Agriculture & Farmers Empowerment
Department, Kalahandi District**

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
1	Covering letter		
2	GST / GSTIN Certificate with update form 3B		
3	PAN Card		
4	Tender paper cost of ₹ 6000/- in shape of DD		
5	EMD of ₹ 12,000/- in shape of DD		
6	G.E.M Registration Certificate		
FINANCIAL BID			
1	Price bid.		

Signature of bidder

DEFINITION

1. The Tentage and allied works proposed to be carried out in Agriculture College Field, Bhawanipatna in view of "District Level Mela on Farm Mechanization-2025" is scheduled to be held from 03.01.2026 to 07.01.2026.
2. Scope of work: - This involves temporary erection of Stalls, Gates, Exhibition Control Room, Electrification including providing of furniture's for the above said period.

3. TERMS AND CONDITIONS/ INSTRUCTION TO BIDDERS

- a) The bidders can purchase bid documents from this office on payment of ₹ 6,000/- (Rupees Six Thousand Only) in shape of Demand Draft in favour of "Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna" payable at SBI, Bhawanipatna.
- b) The bidders shall deposit EMD of ₹ 12,000/- (Rupees Twelve Thousand Only) in shape of Bank Demand Draft in favour of "Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna". The EMD of the successful bidder will be retained with Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna 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 registered Goods & Services Tax (GST), G.E.M and PAN card holder with a minimum GST paid turnover of **Thirty (30.00) Lakh** in a year in Tent /Event services. The bidder will have to submit GST 3B certificate supporting of mentioned turnover.
- d) All bidders shall quote their rate including GST & Insurance for providing services for the above said mentioned period.
- e) TDS as applicable will be deducted from the first & final bill amount submitted and will be deposited under appropriate heads of account.
- f) The duration of the exhibition will be for **5 Days** for the said mela. 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 Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna before 5 days of commencement of the exhibition. All the desired works shall be completed at least one day before the scheduled **date-03.01.2026** and must be handed over to the officer- in-charges of exhibition as per work specifications on **dated-01.01.2026 at 2.00 PM**.
- g) The bidder shall quote their price for all items of 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 District Level Committee formed for the said purpose. The final payment will be made on the basis of the actual work done.
- l) In case of any additional work required, the service provider has to take the prior permission from the Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna.
- 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 Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna.

- 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 extinguisher as & 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 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 the designated committee to ascertain the credibility of the firm. Further the District Level Committee reserves the right to reject any or all tenders without assigning any reasons thereof. If needed the tender committee/ authority desires a table negotiation may also take place.
- s) The bidders shall furnish a cad drawing that is plan and section of the stall which are to be erected at Agriculture College Field, Bhawanipatna by maintaining proper spaces for movement of public and taking care of fire safety measures, police CCTV control room (size-15' X15'), Vehicle Parking Space and space for drinking water facilities to be designed clearly in a A3 separate sheet which is mandatory to submit along with the tender paper.
- t) The bids shall be dropped by hand in the tender box placed at the office of the Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna during the period 03.11.2025 10.00 AM to 12.11.2025 till 5.30 PM. The bids received after the due date & time shall not be entertained. The sealed envelope containing the bid must be super scribed "TENDER FOR DISTRICT LEVEL MELA FOR FARM MECHANIZATION"-2025.
- 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 Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna on dated. 13.11.2025 at 11.00 AM.

ACCEPTED THE ABOVE TERMS AND CONDITIONS.

Signature of bidder

FINANCIAL BID FOR DISTRICT LEVEL MELA-2025 CONDUCTED DURING 03.01.2026 to 07.01.2026

Tender Inviting Authority

Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna

Name of the Bidder/ Firm

Address

Sl. No	Name of the work	Work Specifications	Unit	Quoted Rate in Figure in Rs.	Quoted Rate in Words in Rs.
1	Installation of Agriculture Stalls	Structure	Stall of Size 10' x 10' made of Bamboo structure properly braced with using 3" to 6" size bamboo. The stall will be with waterproof roofing using tarpaulin and floors should be provided with floor matt and properly numbered. As per the direction of the Office-in-charge.	Per Stall	
		Electric & Fans	Electrification of stall with LED 40 watt Light 2 nos with Ceiling Fan 1 No and Power Plug 1 No 5 Amp & 1 No 16 Amp, Supply Wire for Power Plug must be 4mm Sqm. As per the direction of the Office-in-charge.	Per Stall	
		Ceiling & Wall	Ceiling and three side cloth walls of the stall with single color new cloth. As per the direction of the Office-in-charge.	Per Stall	
		Facia	The running Facia will be erected of 2.5' height. All the facia will be covered with single color new cloth. As per the direction of the Office-in-charge.	Per Stall	
		Furniture	Each stall should be supplied with 2 nos of plastic molded good quality chair and table of 4'x2' x H-2.5' (minimum). Wrapped properly with white cotton cloth. As per the direction of the Office-in-charge.	Per Stall	
		Closures	Front drops cloth/screens for temporary closer of stall. As per the direction of the Office-in-charge.	Per Stall	

2	Seating arrangement for 200 persons	Structure	Erection of structure for seating arrangement of 200 persons using steel frame structure properly placed including nailed properly to the ground for sustaining the wind flow, and making of the roof water proof using tarpaulin. The minimum height of the structure should be 15'. Size of the structure should be 50'x90'. As per the direction of the Office-in-charge.	Per Structure		
		Flooring	Full flooring with good quality floor matt. As per the direction of the Office-in-charge.	Per Structure		
		Ceiling & Wall	Ceiling will be with matching color cloth. As per the direction of the Office-in-charge.	Per Structure		
		Facia	The running Facia will be erected of 4' height. All the facia will be covered with single color cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame. As per the direction of the Office-in-charge.	Per Structure		
		Furniture	Plastic molded Chair 200 nos & VIP Chair for seating of 20 persons. As per the direction of the Office-in-charge.	Per Structure		
3	Furnishing of Existing Main Stage & Green Room.	The front side of the existing main stage should be decorated properly with a crown width of 5', Side and bottom properly covered with cloth. Three side walls should be covered with dropped cloth with uniform colored cloth separated properly for the 2 side green rooms and the total stage including green room are to be properly finished with good quality matt. The back drop, side drop & crown writings will be provided by the office. The stage should be properly decorated with good quality VIP Chairs with teapoy covered with good quality towels & cloth. Decorative Stand alones for the Entire Stage and 1 No Podium. As per the direction of the Office-in-charge.		Per Stage		
	Design	As per the design and specification to be given by Authority & As per the direction of the Office-in-charge.		Per Lounge		

4	VIP LOUNGE	Structure & clothing	Bamboo Ballhas with tarpaulin covering. The design structure should be covered with batten framing & new white cloth. As per the direction of the Office-in-charge.	Per Lounge		
		Flooring	Full Floor woolen Matting. As per the direction of the Office-in-charge.	Per Lounge		
		Furniture	3nos of sofa set along with teapoys, one pantry table, 5 nos of VIP covered chairs. As per the direction of the Office-in-charge.	Per Lounge		
		Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing. As per the direction of the Office-in-charge.	Per Lounge		
		Decoration	On entry gates and table buckeyes & normal light & fans arrangement. As per the direction of the Office-in-charge.	Per Lounge		
5	GATES	First entrance gate of 4' X 2.5' X 20' box pattern gate with appropriate design on upper part of the border as the main entrance gate of the Field. (Flex with frame will be provided by the office) As per the direction of the Office-in-charge.	Per Gate			
		Second entrance gate of 2.5' X 2.5' X 15' box pattern gate with appropriate design on upper part of the border as the second entrance gate of the Field. (Flex will be provided by the office) As per the direction of the Office-in-charge.	Per Gate			
6	ACCOMODATION	Mattresses with bed sheet & Pillow as per the requirement. Transportation up to the destination as instructed by the accommodation committee. As per the direction of the Office-in-charge.	Per Pairs			
		Live Display of stage events on a Big Screen Led Display of size 12'x8'. As per the direction of the Office-in-charge.	Per Display Unit			

7	Audio Visuals, A.C, Ground Lighting, Fan Arrangement, Display & Generator.	Mike, Amplifier, Sound Systems for managing the events with minimum 6 nos of mike sets (2 Nos Cordless) and 10 nos of speakers of 100 watt and above. As per the direction of the Office-in-charge.	Per Sound System		
		Spot light of power minimum 100 watt and above for lighting of the total ground area. As per the direction of the Office-in-charge.	Per Light		
		Generator Set for minimum 10 KW for supply to the total area when required. As per the direction of the Office-in-charge.	Per Set		
		Tube Light of Power 40 Watt. As per the direction of the Office-in-charge.	Per Light		
		Spot Light of power 40 watt for lighting. As per the direction of the Office-in-charge.	Per Light		
		Cealing Fan of Size 1200 MM. As per the direction of the Office-in-charge.	Per Fan		
		Portable Air Conditioner/ Duct Less of 1 Ton including wiring and Fixing. As per the direction of the Office-in-charge.	Per A.C		
		Pedestal Fan of Size 400 MM. As per the direction of the Office-in-charge.	Per Fan		
		Service Boy with uptodate dress code	Per Person/ Per Day		
		8	Ground Cleaning & Carpeting	Ground Cleaning with Machine & Manual Labour	Per Ground
Ground Carpeting with good quality carpet properly fixing with the ground without living any gap. As per the direction of the Office-in-charge.	Per Sq Ft				
Total in Rs: -					

Date: -	
Place: -	

Signature of the Bidder

BID DOCUMENT
FOR THE WORK TENTAGE & ALLIED WORKS

For

SUB DIVISION LEVEL MELA ON
FARM MECHANIZATION -2025

Venue- Biju Pattanaik Kalyan Mandap, Dharmagarh

Period of Mela- 03.12.2025 to 05.12.2025.

Organized by

Agriculture & Farmers Empowerment
Department, Kalahandi District

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
1	Covering letter		
2	GST / GSTIN Certificate with update form 3B		
3	PAN Card		
4	Tender paper cost of ₹ 4000/- in shape of DD		
5	EMD of ₹ 6,000/- in shape of DD		
6	G.E.M Registration Certificate		
FINANCIAL BID			
1	Price bid.		

Signature of bidder

DEFINITION

1. The Tentage and allied works proposed to be carried out in **Biju Pattnaik Kalyan Mandap, Dharmagarh** in view of “**Sub Division Level Mela on Farm Mechanization-2025**” is scheduled to be held from **03.12.2025 to 05.12.2025**.
2. Scope of work: - This involves temporary erection of Stalls, Gates, Exhibition Control Room, Electrification including providing of furniture's for the above said period.

3. TERMS AND CONDITIONS/ INSTRUCTION TO BIDDERS

- a) The bidders can purchase bid documents from this office on payment of ₹ 4000/- (**Rupees Four Thousand Only**) in shape of Demand Draft in favour of “**Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna**” payable at SBI, Bhawanipatna.
- b) The bidders shall deposit EMD of ₹ 6000/- (**Rupees Six Thousand Only**) in shape of Bank Demand Draft in favour of “**Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna**”. The EMD of the successful bidder will be retained with Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna 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 registered Goods & Services Tax (GST), G.E.M and PAN card holder with a minimum GST paid turnover of **Twenty (20) Lakh** in a year in Tent /Event services. The bidder will have to submit GST 3B certificate supporting of mentioned turnover.
- d) All bidders shall quote their rate including GST & Insurance for providing services for the above said mentioned period.
- e) TDS as applicable will be deducted from the first & final bill amount submitted and will be deposited under appropriate heads of account.
- f) The duration of the exhibition will be for **3 DAYS** FOR the said mela. 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 Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna before **5 days** of commencement of the exhibition. All the desired works shall be completed at least one day before the scheduled date- **03.12.2025** and must be handed over to the officer- in-charges of exhibition as per work specifications on **dated-01.12.2025 at 2.00 PM**.
- g) The bidder shall quote their price for all items of 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 District Level Committee formed for the said purpose. The final payment will be made on the basis of the actual work done.
- l) In case of any additional work required, the service provider has to take the prior permission from the Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna.
- 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 Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna.

- 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 extinguisher as & 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 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 the designated committee to ascertain the credibility of the firm. Further the District Level Committee reserves the right to reject any or all tenders without assigning any reasons thereof. If needed the tender committee/ authority desires a table negotiation may also take place.
- s) The bidders shall furnish a cad drawing that is plan and section of the stalls which are to be erected at Biju Pattnaik Kalyan Mandap, Dharmagarh by maintaining proper spaces for movement of public and taking care of fire safety measures, police, CCTV control room (size-10' X10'), Vehicle Parking Space and space for drinking water facilities to be designed clearly in a A3 separate sheet which is mandatory to submit along with the tender paper.
- t) The bids shall be dropped by hand in the tender box placed at the office of the Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna during the period 03.11.2025 to 12.11.2025 till 5.30 PM. The bids received after the due date & time shall not be entertained. The sealed envelope containing the bid must be super scribed "**TENDER FOR SUB DIVISION LEVEL MELA FOR FARM MECHANIZATION**"-2025.
- 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 Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna on dated 13.11.2025 at 11.00 AM.

ACCEPTED THE ABOVE TERMS AND CONDITIONS.

Signature of bidder

FINANCIAL BID FOR SUB DIVISION LEVEL MELA-2025 CONDUCTED DURING 03.12.2025 to 5.12.2025.

Tender Inviting Authority

Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna

Name of the Bidder/ Firm

Address

Sl. No	Name of the work	Work Specifications	Unit	Quoted Rate in Figure in Rs.	Quoted Rate in Words in Rs.
1	Installation of Agriculture Stalls	Structure	Stall of Size 10' x 10' made of Bamboo structure properly braced with using 3" to 6" size bamboo. The stall will be with waterproof roofing using tarpaulin and floors should be provided with floor matt and properly numbered. As per the direction of the Office-in-charge.	Per Stall	
		Electric & Fans	Electrification of stall with LED 40 watt Light 2 nos with Ceiling Fan 1 No and Power Plug 1 No 5 Amp & 1 No 16 Amp, Supply Wire for Power Plug must be 4mm Sqm. As per the direction of the Office-in-charge.	Per Stall	
		Ceiling & Wall	Ceiling and three side cloth walls of the stall with single color new cloth. As per the direction of the Office-in-charge.	Per Stall	
		Facia	The running Facia will be erected of 2.5' height. All the facia will be covered with single color new cloth. As per the direction of the Office-in-charge.	Per Stall	
		Furniture	Each stall should be supplied with 2 nos of plastic molded good quality chair and table of 4'x2' x H-2.5' (minimum). Wrapped properly with white cotton cloth. As per the direction of the Office-in-charge.	Per Stall	
		Closures	Front drops cloth/screens for temporary closer of stall. As per the direction of the Office-in-charge.	Per Stall	

2	Seating arrangement for 100 persons	Facia	The running Facia will be erected of 4' height. All the facia will be covered with single color cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame. As per the direction of the Office-in-charge.	Per Structure		
		Furniture	Plastic molded Chair 100 nos & VIP Chair for seating of 15 persons. As per the direction of the Office-in-charge.	Per Structure		
3	Furnishing of Temporary Stage in Side the Conference Hall of size 20'x15' & Green Room.	The front side of the temporary stage should be decorated properly with a crown width of 5', Side and bottom properly covered with cloth. Three side walls should be covered with dropped cloth with uniform colored cloth separated properly for the 2 side green rooms and the total stage including green room are to be properly finished with good quality matt. The back drop, side drop & crown writings will be provided by the office. The stage should be properly decorated with good quality VIP Chairs with teapoy covered with good quality towels & cloth. Decorative Stand alones for the Entire Stage and 1 No Podium. As per the direction of the Office-in-charge.		Per Stage		
4	VIP LOUNGE	Design	As per the design and specification to be given by Authority & As per the direction of the Office-in-charge.	Per Lounge		
		Furniture	2nos of sofa set along with teapoys, one pantry table, 3 nos of VIP covered chairs. As per the direction of the Office-in-charge.	Per Lounge		
		Decoration	Table buckeyes & normal light & fans arrangement. As per the direction of the Office-in-charge.	Per Lounge		
5	GATES	First entrance gate of 4' X 2.5' X 15' box pattern gate with appropriate design on upper part of the border as the main entrance gate of the Field. (Flex with frame will be provided by the office) As per the direction of the Office-in-charge.		Per Gate		

		Second entrance gate of 2.5' X 2.5' X 15' box pattern gate with appropriate design on upper part of the border as the second entrance gate of the Field. (Flex will be provided by the office) As per the direction of the Office-in-charge.	Per Gate		
6	ACCOMODATION	Mattresses with bed sheet & Pillow as per the requirement. Transportation up to the destination as instructed by the accommodation committee. As per the direction of the Office-in-charge.	Per Pairs		
7	Audio Visuals, A.C, Ground Lighting, Fan Arrangement, Display & Generator.	Mike, Amplifier, Sound Systems for managing the events with minimum 4 nos of mike sets (2 Nos Cordless) and 6 nos of speakers of 30 watt and above. As per the direction of the Office-in-charge.	Per Sound System		
		Spot light of power minimum 100 watt and above for lighting of the total ground area. As per the direction of the Office-in-charge.	Per Light		
		Generator Set for minimum 10 KW for supply to the total area when required. As per the direction of the Office-in-charge.	Per Set		
		Tube Light of Power 40 Watt. As per the direction of the Office-in-charge.	Per Light		
		Spot Light of power 40 watt for lighting. As per the direction of the Office-in-charge.	Per Light		
		Cealing Fan of Size 1200 MM. As per the direction of the Office-in-charge.	Per Fan		
		Portable Air Conditioner/ Duct Less of 1 Ton including wiring and Fixing. As per the direction of the Office-in-charge.	Per A.C		
		Pedestal Fan of Size 400 MM. As per the direction of the Office-in-charge.	Per Fan		
		Service Boy with uptodate dress code	Per Person/ Per Day		
8	Ground Carpeting	Ground Carpeting with good quality carpet properly fixing with the ground without living any gap. As per the direction of the Office-in-charge.	Per Sq Ft		
Total in Rs: -					

Date: -	
Place: -	

Signature of the Bidder

BID DOCUMENT
FOR THE WORK PRINTING SERVICE FOR
VARIOUS ITEMS

For

DISTRICT LEVEL & SUB DIVISION
LEVEL MELA ON FARM
MECHANIZATION -2025

- 1. Venue- Agriculture College Field, Bhawanipatna,
Kalahandi (District Level Mela) (From 03.01.2026 to
07.01.2026)**
- 2. Venue Biju Kalyan Mandap at Dharmagarh (Sub
Division Mela) (From 03.12.2025 to 05.12.2025)**

Organized by

**Agriculture & Farmers Empowerment
Department, Kalahandi District**

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID			
1	Covering letter		
2	GST / GSTIN Certificate with update form 3B		
3	PAN Card		
4	Tender paper cost of ₹ 2000/- in shape of DD		
5	EMD of ₹ 3,000/- in shape of DD		
6	G.E.M Registration Certificate		
FINANCIAL BID			
1	Price bid.		

Signature of bidder

DEFINITION

1. The Tentage and allied works proposed to be carried out in Agriculture College Field, Bhawanipatna in view of "District Level Mela on Farm Mechanization-2025" is scheduled to be held from 03.01.2026 to 07.01.2026 and in Biju Kalyan Mandap at Dharmagarh in view of "Sub Division Level Mela on Farm Mechanization-2025" is scheduled to be held from 03.12.2025 to 05.12.2025.
2. Scope of work: - This involves Printing Service for various Items for the above said period.

3. TERMS AND CONDITIONS/ INSTRUCTION TO BIDDERS

- a) The bidders can purchase bid documents from this office on payment of ₹ 2,000/- (Rupees Two Thousand Only) in shape of Demand Draft in favour of "Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna" payable at SBI, Bhawanipatna.
- b) The bidders shall deposit EMD of ₹ 3,000/- (Rupees Three Thousand Only) in shape of Bank Demand Draft in favour of "Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna". The EMD of the successful bidder will be retained with Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna 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 registered Goods & Services Tax (GST), G.E.M and PAN card holder with a minimum GST paid turnover of **Three (3.00) Lakh** in a year in Tent /Event services. The bidder will have to submit GST 3B certificate supporting of mentioned turnover.
- d) All bidders shall quote their rate including GST & Insurance for providing services for the above said mentioned period.
- e) TDS as applicable will be deducted from the first & final bill amount submitted and will be deposited under appropriate heads of account.
- f) The duration of the exhibition will be for **5 Days (District Level) and 3 Days (Sub Division Level)** for the said mela. The venue shall be made available to the service provider by the Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna before 5 days of commencement of the exhibition. All the desired works shall be completed at least one day before the scheduled date and must be handed over to the officer- in-charges of exhibition as per work specifications on **dated-01.01.2026 at 2.00 PM (For District Level Mela) & on dated-01.12.2025 at 2.00 PM (For Sub Division Mela)**.
- g) The bidder shall quote their price for all items of 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) The service provider shall provide additional services if required at the lowest market price for the items not covered up in the contract.
- j) The assessment of quantum of work done will be made by the bidder & the District Level Committee formed for the said purpose. The final payment will be made on the basis of the actual work done.
- k) In case of any additional work required, the service provider has to take the prior permission from the Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna.
- l) 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.
- m) No part of the contract shall be sub-let without the prior written permission of the Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna.

- n) 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 the designated committee to ascertain the credibility of the firm. Further the District Level Committee reserves the right to reject any or all tenders without assigning any reasons thereof. If needed the tender committee/ authority desires a table negotiation may also take place.
- o) The bids shall be dropped by hand in the tender box placed at the office of the Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna during the period 03.11.2025 10.00 AM to 12.11.2025 till 5.30 PM. The bids received after the due date & time shall not be entertained. The sealed envelope containing the bid must be super scribed "TENDER FOR DISTRICT LEVEL & SUB DIVISION MELA FOR FARM MECHANIZATION"-2025.
- p) 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 Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna on dated. 13.11.2025 at 11.00 AM.

ACCEPTED THE ABOVE TERMS AND CONDITIONS.

Signature of bidder

FINANCIAL BID FOR PRINTING SERVICES FOR DISTRICT AND SUB DIVISION LEVEL MELA-2025

Tender Inviting Authority

Executive Engineer (Agriculture), Kalahandi Division, Bhawanipatna

Name of the Bidder/ Firm

Address

Sl. No	Work Specifications	Size	Unit	Quoted Rate in Figure in Rs.	Quoted Rate in Words in Rs.
1	Hoarding + Fitting + Transportation	----	Per Sft		
2	Banner With Frame Normal Quality	----	Per Sft		
3	Banner Without Frame Normal Quality	----	Per Sft		
4	Banner With Frame Star Quality	----	Per Sft		
5	Banner Without Frame Star Quality	----	Per Sft		
6	Banner Fitting Without Frame	----	Per Sft		
7	Sun Board	----	Per Sft		
8	Guest Badge + Stickers	----	Per Piece		
9	Certificate	A4 170 GSM	Per Piece		
10	Certificate	A3 170 GSM	Per Piece		
11	Certificate With Frame	A4 170 GSM	Per Piece		
12	Recording of Announcement for Ratha	----	Per Minute		
13	Flag with Handle	----	Per Piece		
14	Invitation Card With Envelope	4.5" x 9" 150 GSM	Per Piece		
15	Vehicle Pass	A4	Per Piece		
16	Lunch Token Book for 50 Pages	1/16 A4	Per Piece		

17	Pamphlet	1/2 A4	Per Piece		
18	Leaflet	A4 150 GSM	Per Piece		
19	I Cards with Lace and Cover for Officers	1/6 A4 170 GSM	Per Piece		
20	I Cards with Lace and Cover for Farmers	1/8 A4 170 GSM	Per Piece		
21	Laminated I Cards with Lace for VIPs	1/4 A4 170 GSM	Per Piece		
22	Sound System for Ratha	Per Piece	Per Day		
23	Decoration for Ratha	----	Per Ratha		
24	Transportation Charges of Ratha Vehicle	----	Per K.M		
25	Transportation Charges of Ratha Vehicle	----	Per Day		
26	Driver Refreshment of Ratha	----	Per Day		
27	Trophy With Stickers	Small	Per Piece		
28	Trophy With Stickers	Medium	Per Piece		
29	Trophy With Stickers	Big	Per Piece		
30	Money Receipt Book of 50 Pages	1/3 A4	Per Piece		
Total in Rs: -					

Date: -
Place: -

Signature of the Bidder