



Government of Odisha

Department of Social Security & Empowerment of Persons with Disabilities

Tender No: 7946

Date:
19.10.2017

Erection of Tent and other allied Services

A. Scope of Work

Scope of work to include, erection of tent, Buffet Counter, Cloth wall, Stage, stalls, LED backdrops, Security & Fire safety arrangements, Light decoration, carpeting, Supply of Chair and other associated work for observation of International day for PwDs 2017 at Baramunda Play Ground, Bhubaneswar from 1st Dec- 4th Dec 2017.

B. There will be two bid system i.e. Technical Bid and Financial Bid.

(i) **Technical Bid.** Technical bid is to ascertain the Technical Qualification, Experience and Ability of the Bidder to execute the tendered Job.

(ii) **Financial Bid.** The financial bids of only those bidders who qualify Technical Bid will be opened. Financial Bid is to be submitted as per Annexure II. Bids in any other format or modified format shall not be acceptable.

C. SALE OF TENDER DOCUMENT :-The Tender Document can be downloaded from the website www.ssepd.gov.in. The bidders have to deposit an amount of Rs. 3000/- in shape of Demand Draft from any Nationalized Bank in favour of **Director, Social Security & Empowerment of Persons with Disabilities Department** payable at Bhubaneswar , towards Tender Document Cost and submit the same along with Tender document. The cost of Tender Document is non-refundable.

D. EMD/Bid Security: - Tender must be accompanied by EMD / Bid Security of Rs. 20,000/- (Twenty thousand) only in the shape of Demand Draft from any Nationalized bank in favour of **Director, Social Security & Empowerment of Persons with Disabilities Department** payable at Bhubaneswar. Bids without EMD/ Bid Security will be summarily rejected. The EMD shall be forfeited in case of withdrawal from bids or in a situation where the successful bidder after getting the letter of award withdraws / expresses his inability/failed to execute the work.

E. Eligibility.

(i) The bidder should have the experience of erecting tents and allied services of similar nature in the last three consecutive years in any of the Departments / Autonomous Institutions / Universities /Public Sector Undertakings of the Government of India or Government of Odisha or /any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.

- (ii) The agency should have qualified group of Designer, Implementation Technical Manpower to handle the event.
- (iii) The agencies should have minimum of Rs. 30 lakhs work order of similar nature of job as single work order of last 2 consecutive financial years i.e 2016-17, 2015-16 and annual turnover should be 5 crore of last 3 financial years.
- (ii) The Bidding firm/agency/company should have all valid documents required for providing assigned services including Permanent Account Number (PAN) of the Income Tax Deptt., Valid Service Tax Registration Number, Registration No. of the Agency/ Firm etc.
- (iii) The Bidder should have valid License to erect tent and provide allied services under any Acts/Rules.
- (iv) The bidder should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure III).
- (v) The bidder should have the capacity to undertake the tendered job on short notice.
- (vi) Resolution of Board meeting authorizing the person to sign tender document (if applicable).
- (vii) The Bidder should submit the Bid Document Signed by authorized signatory, sealed and Stamped on each page as mark of unconditional acceptance of terms and Conditions of the Tender.

F. Documents to be submitted.

- (a) **Technical Bid** in a Sealed Envelope Marked as “Technical Bid”.
 - (i) Self attested copy of PAN No. card under Income Tax Act;
 - (ii) Self attested copy of service Tax Registration with latest service Tax deposit challan.
 - (iii) Self attested copy of Valid Registration No. of the Agency/Firm;
 - (vi) Self attested copy of valid License and Number to run tent house services under any Acts/Rules;
 - (vii) Copy of valid GST Registration certificate & last GST Return Copy with VAT clearance Certificate.
 - (vii) Tender Document Cost and EMD/ Bid Security of Rs. 20,000/- (Rupees Twenty Thousand only).
 - (viii) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments / Organizations of the Government of India/Government of Odisha and no criminal case is pending against the said firm/agency;

(ix) Terms and conditions duly accepted/signed with the stamp of the prospective bidder on all pages of the tender document. ;

(x) Proof to the effect that bidder has experience of providing similar works for at least last three consecutive years.

(b) **Financial Bid** as per Annexure II in separate Sealed Envelope Marked as “Financial Bid”

Both the Technical Bid and Financial Bid must be placed inside a 3rd Sealed Envelope marked as “**Tender for Erection of Tent and other allied service During observation of International day for PwDs- 2017**”

G. Schedule for inviting tender:-

Name of the Client: **Department of Social Security & Empowerment of Persons with Disabilities, Government of Odisha.**

The Tender should be submitted physically in a sealed cover, envelope super scribing thereon “**Tender for Erection of Tent and other allied service During observation of International day for PwDs- 2017**” along with the requisite documents on or before 09.11.2017 by 3.00 PM addressed to:

The Director, Department of Social Security & Empowerment of Persons with Disabilities, SIDR Building, Capital Hospital Campus, Unit-VI, Bhubaneswar-751001.

Schedule of Tender Event

Sl. No	Items	Date & Time
1	Availability of Bid Document in the website (http://ssep.gov.in/)	19.10.2017
2	Last date for receiving queries through e-mail: dwpwdodisha@hotmail.com	23.10.2017 by 5.00PM
3	Pre Bid Conference	24.10.17 at 4.00PM
4	Issue of Corrigendum (if required)	25.10.17 by 6.00PM
5	Last date and time for Submission of Bid	09.11.17 by 3.00PM
6	Opening of Technical Bids	09.11.17 at 4.00PM
7	Opening of Financial Bids	Will be intimated after verification of Technical Bid

(H) Pre-Bid Meeting & Clarifications

1. Bidders Queries

i. SSEPD Department shall hold a pre-bid meeting with the prospective bidders on 24.10.2017 at 4.00 PM at SSEPD premises.

ii. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach in e-mail id – dwpwdodisha@hotmail.com only on or before 23.10.2017 by 5.00PM.

iii. The queries should necessarily be submitted in the following format:

Sl. No.	Tender Document Reference(s) (Section & Page Number(s))	Content of Tender requiring Clarification(s)	Points of Clarification
1			
2			
3			

iv. SSEPD Department shall not be responsible for ensuring that the bidders queries have been received by them. Any requests for clarifications after the indicated date and time shall not be entertained by SSEPD Department.

2. Responses to Pre-Bid Queries and Issue of Corrigendum

i. SSEPD Department will Endeavour to provide timely response to all valid queries. However, SSEPD Department makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does SSEPD Department undertake to answer all the queries that have been posed by the bidders.

ii. At any time prior to the last date for receipt of bids, SSEPD Department may, for any reason, modify the Tender Document by a corrigendum.

iii. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the websites <http://ssepd.gov.in/> on 25.10.17 by 6.00PM.

iv. Any such corrigendum shall be deemed to be incorporated into this tender Document.

v. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, SSEPD may, at its discretion, extend the last date for the receipt of Proposals.

G. PROCEDURE FOR SUBMISSION OF BIDS:-

1. Bank Guarantee of Rs.20,000/- (Seven Thousand only), on account of Earnest Money Deposit (EMD) in favour of **Director, Social Security & Empowerment of Persons with Disabilities Department** payable at Bhubaneswar should be deposited physically along with the Tender Documents.

2. Financial Bids will be opened only of those firms which qualify technical bid.

3. The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.

4. The Bid Security will be forfeited in the following conditions:-

(a) If at any stage, any of the information/declaration given by the bidder is found false.

(b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.

(c) In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.

(d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

H. TERMS & CONDITIONS:-

(i) The Bidder should take care that no column in the Technical as well as Financial Bid should be left blank which would be otherwise made the tender liable for rejection. In case, if any column has to be left blank, it should be filled as "NOT APPLICABLE".

(ii) Any act on the part of the Bidder to influence anybody in the Department of Social Security & Empowerment of Persons with Disabilities is liable for rejection of the tender.

(iii) The successful Bidder shall have to deposit a performance security by way of a Bank Guarantee amounting to the 10% of total bid value in the name of Director, Social Security & Empowerment of Persons with Disabilities Department, within 7 Days of award of tender. The amount so deposited will carry no interest and refundable after successful completion of the tendered Job.

(iv) The successful Bidder shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The Bidder shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

(v) Tenders not conforming to the requirements of the Department of Social Security & Empowerment of Persons with Disabilities will be rejected and no correspondence thereof shall be entertained, whatsoever.

(vi) Any person who is in Govt. service or an employee of this Department should not be made partner to the contract by the Bidder directly or indirectly in any manner whatsoever.

(vii) The Bidder shall indemnify the Department of Social Security & Empowerment of Persons with Disabilities against all other damages/charges and expenses for which the Department of Social Security & Empowerment of Persons with Disabilities may be held liable or pay on account of the negligence of the Bidder or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Department of Social Security & Empowerment of Persons with Disabilities shall not be responsible financially or otherwise for any injury to the person deployed by the Bidder or to any other person during the course of performing duties.

(viii) The successful bidder has to complete the construction and other associated decoration etc 12 hours before the commencement of the said Event.

(ix) The successful bidder has to ensure proper fire safety measures as per the prescribed norms of the Government.

(x) All the clothes, carpets to be used during the event have to be in pristine condition, free from any wear and tear. SSEPD Department reserves the right to ask for replacement of any material found unfit for the event and the successful bidder has to replace the same within one Hour.

(xi) The personnel engaged for erection of tent etc are to be provided with safety harness, helmets, and other safety equipments. The bidder has to ensure that the persons engaged by it are adhering to the safety norms and taking necessary precautions to avoid any kind of injury or damage to any person or property including the staff of SSEPD Department and its property.

(xii) Use of nails has to be limited. The successful bidder has to ensure that the nails and other sharp and pointed materials used by it are properly removed from the premises immediately after completion of event.

(xiii) If the successful bidder fails to complete the entire tendered job within the stipulated time period, the defaulting firm shall be blacklisted & the Performance Security deposited by the defaulting firm shall be forfeited.

(xiv) The successful bidder has to remove all its material from the premises within 3 days of completion of the Tendered Job.

(xv) SSEPD Department will have no liability regarding transportation, loading and unloading of materials.

(xvi) The quantity as mentioned in the tender under annexure II may increase or decrease as per requirement.

(xvii) The SSEPD Department reserves the right to cancel or reject all or any of the tender without assigning any reason.

(xviii) Bidder may visit SSEPD Department on any working day between 11:00 AM to 5:00 PM to ascertain the requirement of SSEPD Department.

I. Penalty: For faulty or delayed construction or use of substandard materials deductions shall be made on the bills raised by the bidder and the Performance Security of the Bidder will be forfeited along with blacklisting of the Agency.

J. Safety Measures

The Agency shall abide by the governing laws and safety measures for carrying out the tendered job and shall ensure that its own workmen and other people are not put to any risk due to its activities.

K. PAYMENT TERMS:-

The payment shall be made on submission of the bills (In triplicate) after completion of the work assigned satisfactorily, at approved rates after deducting statutory dues and penalties if any. No advance payment will be made. Income Tax will be deducted at source under Section

194-C of Income Tax Act from the Bidder at the prevailing rates of such sum as TDS on the income comprised therein.

L. BID EVALUATION CRITERIA:-

1. In case it is found that the bidder as per the requirement of the bid has not quoted rate for any specified item, his bid on that particular item shall be evaluated on the basis of lowest quoted rates.
- 2 Amongst eligible, the Bid Evaluation Committee shall select the bidders who are charging reasonable rates with due regard to quality of the Job.

TECHNICAL BID

(DETAILS OF THE AGENCY)

1	Name of the firm/ Agency	
2	Address	
3	Address & Tel. No. of the Bidder	
4	Registration No. of the Firm/ Agency	
5	Name, Designation, Address & Tel. No. of the Authorised Person to be dealt with:	
6	Constitution of the Firm/ Agency	
7	Valid Service Tax Registration Certificate	
8	PAN Card No.	
9	GST Registration Detail	
10	Any other Certificate	
11	Experience details of similar type of work executed	
12	Whether the agency has been blacklisted by any of the Department/ Organizations of the Government of India/ Government of Odisha and any criminal case is pending against the said firm/agency	
13	Whether Terms & Conditions of Tender duly accepted	
14	Details of Bid security	
15	Details of Tender document cost	
16	Any other document relevant to tender	
17	List of references	

This is to certify that I/we have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Bidder
Name of the Signatory
Name of the Firm/agency
Seal of the Firm/Agency

Place:

Date: _____

Annexure-II**FINANCIAL BID OF INTERNATIONAL DAY FOR PWD - 2017****Name & Address of the Bidder:**

Sl. No-	Item of work	Specifications	Unit of measurement	No. of Unit	Unit cost in Rs.	Per Day	Total cost (in Rs)
1	Ground Preparation	The entire Event Place (Ground) is to be cleaned & levelled by machinery equipment before any construction works & after the event, the entire ground should be cleaned thoroughly within 7 days & handover to the authority.	Lumpsum	1			
2	Stage Decoration and Backdrop: (As per the design and materials as per needed.)	a) Stage & Back drop:- as per the design & theme(Size-64ft X 40ft X 4ft Height with Wooden ply florr with new green carpeting,	Per Sqft.	2560			
2-A	Green Room	Green Room : Erection of green room, size will be 30ft x 20ft, bamboo structure, tarpolin water proof roof, cloth ceiling, light fitting, ceiling fan fitting, wooden plat form 6 inches height etc.	Per Sqft.	600			
2-B	Waiting Room	Waiting Room : Erection of waiting room, size will be 30ft x 20ft, bamboo structure, tarpolin water proof roof, cloth ceiling, light fitting, wooden plat form 6 inches height, sofaset, chairs, table fan fitting etc.	Per Sqft.	600			

3		b) LED backdrop & Wings : LED backdrop & wings to be installed along with all assesories (Backdrop size will be 44ft X 8ft and wings will be 10ft X 8ft X 2 nos. etc.)	Per Sqft./ Per Day	512		3	
4	Auditorium Making (Size- 150ft X 80ft)	b) Sitting arrangement: 12000 Sqft. for 1000 participants, Making Temporary Bambo structure with water proof Tarpoulin roof and cloth ceiling , 3 side oppen, front fecia as per the design, Brass sofa with white cover will be used for VIP Guest and press galery pathway will be created for audience movement. All materials like sofa, carpet, lamp, flower etc. to be used for opening and closing ceremony. Green shednet matting, 500 plastic chairs to be provided for the entire event period.	Per Sqft for 4 Days	12000			
5	Hoarding for Pre-publicity	a) Materials to be used: (i) Hoarding 10'X 20' (10 nos.) as per the design including installation	Per Hoarding	10			
6	Cleaning and sanitation	a) Cleaning and Sanitation of Baraunda play Ground in three shifts from 6 A.M. to 9.P.M. including all latrines (temporary), urinals, bath rooms and dining area in the right side of the Auditorium and inside accommodation places (5 nos. sweepers in each shift).	Per Manpower/ Per Shift				
7		b) Construction of 20 nos. of temporary Urinal (M & F) with all material like bamboo, tati, sand, bleaching etc and 20 nos. Garbage baskets in the event ground (Event Place) with illumination.	Per Urinal	20			

8		C) Cleaning & sanitation of Dining area, kitchen area removal of waste materials of dining every day twice & putting Bleaching powder twice, Putting Dustbins for waste materials etc. The pavilions, competition halls should be cleaned in evening after the closing of the workshops and every day before 7.00.A.M.	Lumpsum				
9	light & Sound system for stage	a) Light to be used for Stage: Moving Head – 4 nos., Fresnel spot (solar) - 4 nos., 1 KW Fresnel spot (baby) 8 nos. , Multi-20 Hard soft-4 nos. multi-10 Hard soft-4 1.KW Hallogen-4 nos, 500 watt Halogen – 8 nos., 400 watt metal light-4 nos. park (64/62)-50 nos. let part 16 nos. scanner Big-4. Color lab-5 nos. , laser- 2 nos, smoke, 2 nos., strobe-2.Follow spot (high beam)- 1 nos., wash/beam (Rotary)-4 nos. Required cable, switch board, dimmer, light control system etc. with proper ear thing and operation, 2nos. of 125 KVA DG set (Silent) including fuel and transportation cost (the entire stage & dinning Programme will run through DG set) for 4 days	Lumpsum for 4 Days				

10		<p>b) Sound, Equipment and Accessories for the Programme: Audio Mixture (32 input) (Yamaha/Sound Craft)-1 nos. code microphone Shure -4 nos., codeless lapel microphone-2 nos. one cordless microphone-1 nos. podium microphone-2 nos. Audio power Amplifare-4 nos. , 4000 watt. 2 nos., 3000 watt & 2500 watt. 500 watt for horn-2 nos. speaker JBL equivalent-1 nos. 600/1200 watt (TOP)-8/4 nos. 3000 watt more for feedback-4 nos., 40 watt horn AHUJA-8 nos. Reverb Unit/ audio processor -1 nos. audio cassette and CD player back-1+1 no. Audio cassette recording facilities required, Microphone with other facilities for competition-10 sets, Required cable, connector, power conditioning equipment and connection board etc. with proper earthing.</p>	Lumpsum/ Per Day				
11	Light Decoration & illumination of Exhibition Ground during the Programme(Light Tower)	Light decoration of the Main gate, Back gate, different locations of stalls, Event areas to be decorated with rice light some areas , led light and ground is to be illuminated for the function periods fully by metal halide etc. light arrangement for dining hall, kitchen and around the dining area, All stalls, pathways inside the event place etc.	Lumpsum for 4 Days				
12	Electrical Permission	Electrical Permission and fire Permission should be arranged by the firm at his own cost including Electrical inspection etc for the entire period of event.	Lumpsum for 4 Days	1			

13	Deployment of Security Guard	For smooth management of the function/ event, security guards with Lathi required in 3 shifts. 20 guards in each shift for 5 days in the event ground(Before event 1 day + after event 1 day)	Per Guard/Per Shift				
		Two Supervisors with Gun for each shift for 5 days. The trained security guards to be deployed for safety and security point of view as per requirement.	Per Supervisor/Per Shift				
14	Supply of chairs, tables, Carpets etc. for event	1. VIP Chairs- 8 Nos (for Stage)	Per Chair/ Per Day	8		3	
15		2. Teapoy – 4 nos (Stage)	Per T-poy / Per Day	4		3	
16		3. Table cloth, towel for VIP chair, lamp, podium etc. (Stage), Extra towels.	Lumpsum / Per Day	1		3	
17		4. Plastic chairs (without arm) for Auditorium – 100 nos.	Per Chair / Per Day	1000		3	
18		5. Banquet chairs for Press & Guest Galery gallery- 150 nos.	Per Chair / Per Day	150		3	
19		6. Carpeting of Guest & Press sitting area & other areas as per requirement.	Per Sqft / Per Day			3	
20	Gate- As per the Design	a) Main Entrance Gate No- 1 As per the design (Gate size will be- Pillar- 25ft X 4ft X 2 nos, Front Facia- 33ft X 4ft, Wooden bottom frame with necessary materials mounting, Temporary bambo structure, Back side black cotton masking to cover the bottom, 3D style as per design etc.	Per Sqft	332			

21	Exhibition Stall:- As per the theme Design	Erection of Exhibition Stall 150 nos. : Each stall size will- 10ft x10ft with 6'' inch height wooden platform with carpeting as per specification and design (Material to be used: Bamboo structure along with tarpoline roof(water proof), wooden bottom frame with multi-color flex print & mounting for stall facia, cloth walling 3 side & ceiling, front display table as per design, plug point 1 nos. . Tube light 2 nos. , 2 chairs in each stall etc.)	Per Sqft.	15000			
22	Exhibition Stall:- As per the theme Design	Erection of 10 nos. of Big stalls, size- 15ft x10ft with 6'' inch height wooden platform with carpeting as per specification and design (Material to be used: Bamboo structure along with tarpoline roof(water proof), wooden bottom frame with multi-color flex print & mounting, cloth walling 3 side & ceiling, front display table as per design, plug point 1 nos. . Tube light 2 nos. , 2 chairs in each stall etc.)	Per Sqft	1500			
23	Dinning Space & Kitchen Shed Making	Construction of dining hall with bamboo and tarpaulin structure, cloth ceiling and walling with sufficient space for dinning counters and floor to be carpeted. , Size of the dining hall 150'×60' having two chambers with entry and exit gate separately for participants and other and having two counters before entry gate for token checking. Iron tables to be provided along the walling of dining space for fooding of Students with fire extinguishers., A kitchen shed should be erected separately (size-20ft X 20ft) with bamboo and tarpaulin having GCI sheet top.	Per Sqft. For 3 Days	9000			
24	Side walling	Befitting side walling to be put where ever necessary to cover the un-used area and for better look.(Per Sqft.				

		Minimum height will be 5ft.)					
25		Befitting side walling to be put where ever necessary to cover the un-used area and for better look, green shednet matting.	Per Sqft.				
26	Help desk and V.I.P. lobby	There will be a long stall inside the exhibition ground with tarpoline roof, cloth ceiling and cloth walling with partition of (15'×10') ×1 rooms and one for V.I.P. lobby of size (15'×50') with chairs, sofa, center table, carpet etc.	Per sqft.	900			
		Event Management should setup a 24 hour control room to attend all shorts of quarries and requirements.(stall size-15ft X 10ft) 1 nos.	Per sqft	150			
27	Fire Extingushier	Minimum 25 nos. fire cylender to be installed in the event area and permission for fire protection	Per Cylinder / Per Day	25		3	
28	Activity Stall	Eraction of activity stall (size will be 20ft X 15ft X 2 nos) Temporary bamboo structure with water proof roof, cloth ceiling, 6 inches height wooden platform with carpeting, ceiling fan fitting, 2 nos. plug- power point providing etc.	Per Sqft	600			

* Rates quoted should be exclusive of GST.

Signature of the Bidder:

Name of the Signatory:_____

Name of the Firm/ Agency_____

Seal of the Firm/Agency_____

Place:
Date:_____

Annexure-III

It is certified that my firm/agency/company has never been Black listed by any of the Departments/Autonomous Institutions/ Universities/ PSUs of the Government of India or Government of Odisha or any other State Government or Public Sector banks or Local Bodies/ Municipalities and no criminal case is pending against my firm/agency as on _____.

Signature of the Bidder
Name of the Signatory
Name of the Firm/agency
Seal of the Firm/Agency

Place:

Date: _____